



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, JANUARY 21, 2016 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 Manager Terry K. Roberts**
- 3. Special Recognition**
 - **Crystal Locke - Certified Park and Recreation Professional**
- 4. Citizens Comments**

WORK SESSION

- 5. Discuss and Review the FY2014-15 Fourth Quarter Financial Report **Pages 1-13****

REGULAR SESSION

- 6. Discuss and Possibly Act Upon the Acceptance of the 2015 Audit of the Washington County Appraisal District by Seidel Schroeder **Pages 14-15****
- 7. Discuss and Possibly Act Upon a One Year Contract Extension Related to Bid No. 15-005 for the Purchase of Refuse Bags for the Sanitation Department and Authorize the Mayor to Execute any Necessary Documentation **Pages 16-17****
- 8. Discuss and Possibly Act Upon Resolution No. R-16-003 Authorizing the Submission of a Grant Application to the Brazos Valley Community Impact Grant Program for the Nancy Carol Roberts Memorial Library **Pages 18-21****

9. **Discuss and Possibly Act Upon Resolution No. R-16-004 Authorizing the Submission of a Grant Application to the Institute of Museum and Library Services for the Nancy Carol Roberts Memorial Library** **Pages 22-24**
10. **Discuss and Possibly Act Upon Recommendations for Appointments to Various City Advisory Boards** **Pages 25-27**

EXECUTIVE SESSION

11. **Section 551.072 – Texas Government Code – Deliberation Regarding Real Property – Discussion Regarding an Agreement with Roy Burger (dba RB Film Productions) for the Lease of Approximately 108.9 Acres of the Old Landfill Property** **Page 28**

RE-OPEN REGULAR AGENDA

12. **Discuss and Possibly Act Upon an Agreement with Roy Burger (dba RB Film Productions) for the Lease of Approximately 108.9 Acres of the Old Landfill Property and Authorize the Mayor to Execute Any Necessary Documentation** **Page 29**
13. **Administrative/Elected Officials Report**

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.

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 Negotiation

CERTIFICATION

I certify that a copy of the January 21, 2016 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 January 15, 2016 at **1:03 PM**.

Kacey A. Weiss

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 _____, 2016 at _____ AM PM.

Signature

Title



AGENDA ITEM 5

DATE OF MEETING: January 21, 2016	DATE SUBMITTED: January 15, 2016	
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL <input type="checkbox"/> EXECUTIVE SESSION	CLASSIFICATION: <input type="checkbox"/> PUBLIC HEARING <input type="checkbox"/> CONSENT <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: Discuss and Review the FY2014-15 Fourth Quarter Financial Report		
SUMMARY STATEMENT: See attached memo from ACM-CFO, Carolyn D. Miller		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Memo from ACM-CFO, Carolyn D. Miller; (2) General Fund Fourth Quarter Performance; and (3) Utility Fund Financial Statement		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Discussion Only.		
APPROVALS: Terry K. Roberts		



MEMORANDUM

To: Mayor, Council and City Manager

From: Carolyn D. Miller *cm*
Assistant City Manager - Chief Financial Officer

Subject: FY2014-15 Fourth Quarter Financial Report

Date: January 15, 2016

The Finance Division is pleased to provide financial performance reports for the year ended September 30, 2015. The General Fund and the five major utility funds are presented with both budget amendments included. For FY2014-15, the City increased reserves in the General Fund and Gas Fund and used reserves in the Electric, Water, Wastewater and Sanitation Funds.

Actual to Budget Comparison

The City experienced favorable performance relative to budget in the General, Electric, Water and Sanitation Funds. The General Fund was favorable due to personnel savings; although the Electric Fund experienced lower kWh consumption created by milder May and June weather and the shutdown of Blue Bell operations, the Electric Fund was favorable to budget due to lower purchase costs and expenses; a 6.2% decrease in water consumption offset by lower expenditures in the Water Fund contributed to the favorable performance; the Wastewater Fund was unfavorable due to the loss of utility revenues generated from industry surcharges when Blue Bell Creameries shutdown; although favorable to budget, the Sanitation Fund overall posted a net loss for the year primarily due to the transfer of the gross proceeds from the sale of the land fill property.

FINANCIAL PERFORMANCE SUMMARY

Fund	FY Ending September 30, 2015 Actual Performance					
	YTD Revenues	YTD Expenditures	Actual Net Revenues (Loss)	Budgeted Net Revenues (Loss)	Actual to Budget Comparison	
General Fund	\$ 17,782,603	\$ 17,486,507	\$ 296,095	\$ 244,930	Favorable	
Electric Fund	\$ 24,725,366	\$ 25,140,765	\$ (415,399)	\$ (671,575)	Favorable	
Gas Fund	\$ 2,832,812	\$ 2,805,782	\$ 27,029	\$ 113,187	Unfavorable	
Water Fund	\$ 3,787,441	\$ 4,028,976	\$ (241,536)	\$ (397,491)	Favorable	
Wastewater Fund	\$ 3,434,545	\$ 3,514,398	\$ (79,852)	\$ (43,504)	Unfavorable	
Sanitation Fund	\$ 3,265,051	\$ 3,858,493	\$ (593,441)	\$ (621,509)	Favorable	

GENERAL FUND

For FY2014-15, the General Fund revenues exceeded expenditures by \$296,095 which increased the fund balance reserves from \$3.72 million to \$4.016 million giving us 114 days of General Fund reserves.

Beginning Fund Balance	\$	3,720,802
Net Revenues		296,095
Ending Fund Balance 114 Days	\$	4,016,897
90 Day Reserve		3,174,425
5 Day R&R Reserve		176,357
19 Days Undesignated Reserves	\$	666,115

At the end of the fiscal year, we have 114 days of General Fund reserves to cover our financial goal of 90 days reserve and 5 days Renovations and Replacements (R&R) reserve, leaving us with over 19 days of undesignated reserves. We grew from 100 days in the prior fiscal year.

ELECTRIC FUND

The Electric Fund experienced a net loss of (\$415,399) for the fiscal year which was better than the budgeted net loss of (\$671,575). Distribution revenues were (\$411,464) unfavorable to budget projections. Seventy-nine (79%) of this amount was due to lower kWh consumption created by milder May and June weather, and the shutdown of Blue Bell Creameries. However, favorable purchase costs and lower capital spending more than offset the loss in revenue. As a result, the Electric Fund was favorable to budget.

The Electric Fund working capital reserves increased from 84 days to 92 days.

Beginning Working Capital	\$	6,418,770
Net Revenues		(415,399)
CAFR (Accrual) Adj.		-
Ending Working Capital 92 Days	\$	6,003,371
60 Day Reserve		3,923,983
32 Days Undesignated Reserves	\$	2,079,388

The working capital reserves grew by 8 days because the FY15 actual expenditures of \$23.87 million were \$4.03 million or 14% lower due to lower purchase costs and consumption compared to the FY14 actual expenditures of \$27.90 million. It takes less working capital reserves to cover FY15 operations versus FY14 operations.

GAS FUND

The Gas Fund posted favorable net revenues of \$27,029 for the fiscal year which were lower than the budget of \$113,187. Most of this variance is attributable to the commodity side of the operation where the pass-through rate was lower than budgeted creating an unfavorable price variance. The Gas Fund working capital reserves grew from 154 days to 209 days, an increase of 55 days.

Beginning Working Capital	\$	1,475,142
Net Revenues		27,029
CAFR (Accrual) Adj.		-
Ending Working Capital 209 Days	\$	1,502,171
60 Day Reserve		432,011
149 Days Undesignated Reserves	\$	1,070,160

GAS FUND (continued)

The working capital reserves grew by 55 days because the FY15 actual expenditures of \$2.63 million were \$857,028 or 25% lower compared to the FY14 actual expenditures of \$3.48 million. It takes less working capital reserves to cover FY15 operations versus FY14 operations.

WATER FUND

The Water Fund experienced a net loss of (\$241,536) for FY14-15 which was better than the budgeted loss of (\$397,491). With more normalized weather for four consecutive years following the drought of 2011, as well as growing public awareness of water conservation, water consumption was down 47.4 million gallons or 6.2% over the prior fiscal year. This revenue shortfall combined with deferral of capital improvements at the old water plant building helped to offset the operating loss.

The Water Fund working capital reserves grew from 198 days to 201 days.

Beginning Working Capital	\$	2,126,370
Net Revenues		(241,536)
CAFR (Accrual) Adj.		-
Ending Working Capital 201 Days	\$	1,884,834
60 Day Reserve		561,781
141 Days Undesignated Reserves	\$	1,323,053

WASTEWATER FUND

The Wastewater Fund showed a net loss of (\$79,852) for FY14-15 which was higher than the budgeted loss of (\$43,504). The unexpected shutdown of Blue Bell Creameries had an adverse impact of utility revenues generated from industry surcharges.

The Wastewater Fund working capital reserves decreased from 52 days to 44 days. This drop was due to lower utility revenues and higher debt service requirements in FY15 as compared to FY14.

Beginning Working Capital	\$	488,883
Net Revenues		(79,852)
CAFR (Accrual) Adj.		-
Ending Working Capital 44 Days	\$	409,031
60 Day Reserve		556,886
16 Days Reserves Shortfall	\$	(147,855)

SANITATION FUND

The combined operations of the Sanitation Fund posted a net loss of (\$593,441) for the year ending September 30, 2015 which was comparable to the amended budget. This unfavorable performance was due to a non-routine item: the transfer of gross amount of the proceeds from the sale of the old landfill property. The actual gain on the sale was \$639,767 (\$1,429,114 proceeds less book value of land \$789,347). When we transferred out the full amount, the Sanitation Fund experienced a loss on this transaction. Council approved a budget amendment for the effect of this transfer in August 2015. The original budget of \$167,838 in net revenue was amended to a shortfall of (\$621,509) and is calculated by subtracting the book value of the land from the original budgeted net revenue (\$167,838 less \$789,347).

SANITATION FUND (continued)

Beginning Working Capital	\$	767,538
Non-routine item	\$	789,346
Net Revenues		(593,441)
CAFR (Accrual) Adj.		-
Ending Working Capital 149 Days	\$	963,443
60 Day Reserve		388,762
89 Days Undesignated Reserves	\$	574,681

Overall, the Sanitation Fund working capital reserves grew from 117 days to 149 days. The increase is mainly due to increased tonnage at the Transfer Station and Collection Station and from an increase in the commercial brush rates.

CONCLUSION

As noted in the financial summary, the City experienced favorable performance in the General and Gas Funds, and maintained the 90 or 60 day operating/working capital reserves in the General Fund and all utility funds except the Wastewater Fund. This performance is due in a large part to the efforts of our division directors and senior management who monitor department expenditures and overall Fund performance and make necessary adjustments throughout the year.

After you have reviewed this quarterly financial performance report, should you have any questions or comments prior to the council meeting, please do not hesitate to contact me directly.

NOTE: The financial performance reports for the General Fund and five utility funds are attached to this memorandum, and are an integral part of the quarterly financial performance report.

**GENERAL FUND
4TH QUARTER PERFORMANCE**



EXHIBIT A

TOTAL OPERATING RESOURCES

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD ACT FY14	YTD ACT FY15	FAV/(UNFAV) VARIANCE		YTD BUD FY15	YTD ACT FY15	FAV/(UNFAV) VARIANCE
REVENUES						
3,895,161	3,216,848	(678,313)	PROPERTY TAX	3,167,514	3,216,848	49,334
4,391,151	4,753,324	362,173	SALES TAX	4,753,324	4,753,324	0
2,772,583	2,452,581	(320,002)	UTILITIES FRANCHISE TAX	2,748,667	2,452,581	(296,086)
367,070	386,435	19,365	OTHER TAXES	370,800	386,435	15,635
11,425,965	10,809,188	(616,777)	SUBTOTAL TAXES	11,040,305	10,809,188	(231,117)
758,103	1,035,180	277,077	LICENSES, PERMITS & FEES	945,880	1,035,180	89,300
359,271	391,857	32,587	MISCELLANEOUS	406,591	391,857	(14,734)
277,377	265,350	(12,027)	AQUATICS	263,150	265,350	2,200
31,492	19,322	(12,170)	ANIMAL CONTROL	19,950	19,322	(628)
12,852,207	12,520,897	(331,310)	TOTAL REVENUES	12,675,876	12,520,897	(154,978)
3,300,163	4,908,545	1,608,382	TRANSFERS-IN	5,258,143	4,908,545	(349,599)
714,319	353,161	(361,157)	INTERLOCAL AGREEMENTS	341,693	353,161	11,468
16,866,689	17,782,603	915,914	TOTAL OP RESOURCES	18,275,712	17,782,603	(493,109)

EXHIBIT B

TOTAL USES OF OPERATING RESOURCES

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD ACT FY14	YTD ACT FY15	FAV/(UNFAV) VARIANCE		YTD BUD FY15	YTD ACT FY15	FAV/(UNFAV) VARIANCE
EXPENDITURES						
15,296,167	14,544,202	751,965	OPERATING DEPTS	15,111,219	14,544,202	567,017
447,012	485,405	(38,393)	NON-DEPT DIRECT	481,999	485,405	(3,406)
49,478	60,522	(11,044)	NON-DEPT MISC (1)	41,186	60,522	(19,336)
15,792,657	15,090,129	702,527	TOTAL EXPENDITURES	15,634,404	15,090,129	544,274
924,039	2,396,378	(1,472,339)	TRANSFERS-OUT	2,396,378	2,396,378	0
16,716,696	17,486,507	(769,811)	TOTAL USES OP RESOURCES	18,030,782	17,486,507	544,274

(1) Excludes uncollectible accounts.

**GENERAL FUND
4TH QUARTER PERFORMANCE**



EXHIBIT C

NET REVENUES

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY14	ACT FY15	VARIANCE		BUD FY15	ACT FY15	VARIANCE
16,866,689	17,782,603	915,914	TOTAL OP RESOURCES	18,275,712	17,782,603	(493,109)
16,716,696	17,486,507	(769,811)	TOTAL USES OP RESOURCES	18,030,782	17,486,507	544,274
149,992	296,095	146,103	NET REVENUES	244,930	296,095	51,165

EXHIBIT D

UNRESTRICTED FUND BALANCE

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY14	ACT FY15	VARIANCE		BUD FY15	ACT FY15	VARIANCE
3,574,960	3,720,802	145,841	BEGINNING BALANCE	3,720,802	3,720,802	0
149,992	296,095	146,103	NET REVENUES	244,930	296,095	51,165
(4,151)	0	4,151	NON-BUDGET/CAFR ADJS	0	0	0
3,720,802	4,016,897	296,095	ENDING BALANCE	3,965,732	4,016,897	51,165

EXHIBIT E

DAYS COVERAGE

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY14	ACT FY15	VARIANCE		BUD FY15	ACT FY15	VARIANCE
			CALCULATION			
12,852,207	12,520,897	(331,310)	REVENUES	12,675,876	12,520,897	(154,978)
714,319	353,161	(361,157)	INTERLOCAL AGREEMENTS	341,693	353,161	11,468
13,566,526	12,874,058	(692,467)	TOTAL RESOURCES	13,017,569	12,874,058	(143,510)
37,169	35,271	(1,897)	RESOURCES PER DAY (365) (2)	35,665	35,271	(393)
3,720,802	4,016,897	296,095	ACTUAL RESERVES	3,965,732	4,016,897	51,165
3,345,171	3,174,425	(170,745)	90-DAY POLICY	3,209,811	3,174,425	(35,386)
375,631	842,472	466,841	EXCESS/(SHORTFALL)	755,921	842,472	86,552
100	114	14	DAYS COVERAGE	111	114	3

(2) Annualized

**GENERAL FUND
4TH QUARTER PERFORMANCE**



EXHIBIT F

DEPARTMENT EXPENDITURES BY CATEGORY

ACTUAL VERSUS PRIOR YEAR			ACTUAL VERSUS BUDGET		
YTD ACT FY14	YTD ACT FY15	FAV/(UNFAV) VARIANCE	YTD BUD FY15	YTD ACT FY15	FAV/(UNFAV) VARIANCE
EXPENSE CATEGORY					
10,589,336	10,198,671	390,665	10,503,701	10,198,671	305,030
932,025	824,957	107,068	906,630	824,957	81,673
787,732	721,746	65,986	763,146	721,746	41,400
2,088,972	1,849,844	239,128	1,990,973	1,849,844	141,129
343,439	376,785	(33,347)	335,700	376,785	(41,085)
554,663	572,199	(17,536)	611,069	572,199	38,870
15,296,167	14,544,202	751,965	15,111,219	14,544,202	567,017

EXHIBIT G

DEPARTMENT EXPENDITURES BY DEPARTMENT

ACTUAL VERSUS PRIOR YEAR			ACTUAL VERSUS BUDGET		
YTD ACT FY14	YTD ACT FY15	FAV/(UNFAV) VARIANCE	YTD BUD FY15	YTD ACT FY15	FAV/(UNFAV) VARIANCE
DEPARTMENT					
962,867	963,117	(250)	975,912	963,117	12,795
424,398	425,664	(1,266)	440,087	425,664	14,423
160,410	169,650	(9,240)	182,125	169,650	12,475
138,656	140,278	(1,622)	141,688	140,278	1,410
650,477	613,703	36,774	705,121	613,703	91,418
911,424	941,033	(29,609)	976,418	941,033	35,385
276,271	267,175	9,096	270,869	267,175	3,694
1,381,706	1,216,527	165,179	1,330,678	1,216,527	114,151
1,095,089	1,047,158	47,931	1,062,278	1,047,158	15,120
460,491	383,922	76,568	412,170	383,922	28,248
111,975	150,963	(38,987)	151,699	150,963	736
171,165	261,625	(90,460)	266,582	261,625	4,957
777,359	758,169	19,189	776,590	758,169	18,421
232,389	300,879	(68,489)	305,293	300,879	4,414
875,792	0	875,792	0	0	0
3,647,566	3,749,760	(102,194)	3,826,745	3,749,760	76,985
1,595,788	1,653,366	(57,578)	1,684,693	1,653,366	31,327
302,573	292,945	9,627	326,934	292,945	33,989
369,986	400,085	(30,098)	404,211	400,085	4,127
176,566	235,731	(59,165)	237,222	235,731	1,491
573,219	572,453	766	633,904	572,453	61,451
15,296,167	14,544,202	751,965	15,111,219	14,544,202	567,017

**CITY OF BRENHAM
ELECTRIC FUND
FINANCIAL RESULTS FY15**

	FY14	FY15		FAV/(UNFAV)
	ACTUAL	BUDGET	ACTUAL	
FUNDING RESOURCES FROM CURRENT OPERATIONS				
REVENUES				
DISTRIBUTION REVENUES <i>(NO RATE CHANGES)</i>	6,569,208	6,531,292	6,119,828	(411,464)
ENERGY REVENUES <i>(TO RECOVER ELECTRIC PURCHASE COSTS)</i>	20,553,447	20,086,348	17,999,339	(2,087,009)
- LCRA RATE REFUND	389,472	0	0	0
TOTAL REVENUES	27,512,127	26,617,640	24,119,167	(2,498,473)
TRANSFERS-IN <i>(FOR SHARED SERVICES & WORKERS COMP REFUND)</i>	539,855	621,115	606,199	(14,916)
TOTAL FUNDING RESOURCES	28,051,982	27,238,755	24,725,366	(2,513,388)
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS				
OPERATING EXPENDITURES				
DEPARTMENT EXPENDITURES <i>(DEPTS 100, 110, 132, 160 & 161)</i>				
- PERSONNEL & BENEFITS	1,847,172	2,085,114	2,028,946	56,168
- SUPPLIES <i>(FUEL, COMPUTERS, ETC)</i>	147,526	156,105	148,571	7,534
- MAINTENANCE <i>(VEHICLES, EQUIPMENT, PLANT, ETC)</i>	180,173	95,450	95,859	(409)
- SERVICES <i>(UTILITIES, CONSULTANTS, CONTRACTS, ETC)</i>	288,378	335,100	297,861	37,239
- NON CAPITAL <i>(SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)</i>	34,086	52,150	65,070	(12,920)
- SUNDRY <i>(UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)</i>	139,243	116,082	128,476	(12,394)
TOTAL DEPARTMENT EXPENDITURES	2,636,578	2,840,001	2,764,783	75,219
FRANCHISE FEE <i>(7% UTILITY REVENUES)</i>	1,856,760	1,821,701	1,645,892	175,809
ENERGY PURCHASE COSTS <i>(LCRA)</i>	21,704,536	20,068,002	17,752,962	2,315,039
TRANSFERS TO GENERAL FUND <i>(FOR SHARED SERVICES)</i>	1,694,616	1,870,012	1,697,694	172,318
TOTAL OPERATING EXPENDITURES	27,892,490	26,599,716	23,861,331	2,738,385
DEBT SERVICE	9,564	9,564	9,564	(0)
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	27,902,055	26,609,280	23,870,894	2,738,385
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS				
DISTRIBUTION NET REVENUES	911,545	611,129	608,095	(3,034)
GENERATION NET REVENUES	(761,618)	18,346	246,377	228,031
TOTAL NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	149,927	629,475	854,472	224,997
CAPITAL FUNDING REQUIREMENTS				
CAPITAL PROJECTS, VEHICLE/EQUIPMENT	1,158,362	1,301,050	1,269,871	31,179
GAS DEPARTMENT LABOR CHARGES - TRENCHING FOR FIBER PROJECT	7,886	0	0	0
TOTAL CAPITAL EXPENDITURES	1,166,248	1,301,050	1,269,871	31,179
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQ	(1,016,321)	(671,575)	(415,399)	256,176
RESERVE ESTIMATE				
BEGINNING BALANCE <i>(BEGINNING ON A WORKING CAPITAL BASIS, OCT 1)</i>	7,307,396	6,418,770	6,418,770	0
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	(1,016,321)	(671,575)	(415,399)	256,176
CAFR ADJUSTMENTS	127,695			
ENDING BALANCE	6,418,770	5,747,195	6,003,371	256,175
60-DAY RESERVE CALC <i>(TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL/365)</i>	4,586,639	4,374,128	3,923,983	450,145
ELECTRIC CONSUMPTION <i>(IN KWH)</i>				
- PRICE PER KWH SOLD <i>(INCLUDES CUSTOMER CHARGE)</i>	\$0.0917	\$0.0912	\$0.0881	(\$0.0031)
ELECTRIC PURCHASES <i>(IN KWH)</i>				
- PRICE PER KWH PURCHASED <i>(INCLUDES TRANSMISSION & ERCOT FEES)</i>	\$0.0718	\$0.0671	\$0.0624	\$0.0047

**CITY OF BRENHAM
GAS FUND
FINANCIAL RESULTS FY15**

	FY14	FY15		
	ACTUAL	BUDGET	ACTUAL	FAV/(UNFAV)
FUNDING RESOURCES FROM CURRENT OPERATIONS				
REVENUES				
DISTRIBUTION REVENUES <i>(NO RATE CHANGES)</i>	1,477,453	1,400,976	1,329,709	(71,268)
COMMODITY REVENUES <i>(TO RECOVER GAS PURCHASE COSTS)</i>	2,432,481	2,349,814	1,498,503	(851,311)
TOTAL REVENUES	3,909,935	3,750,790	2,828,212	(922,578)
TRANSFERS-IN	0	4,600	4,600	0
TOTAL FUNDING RESOURCES	3,909,935	3,755,390	2,832,812	(922,578)
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS				
OPERATING EXPENDITURES				
DEPARTMENT EXPENDITURES <i>(DEPTS 100, 110, 162)</i>				
- PERSONNEL & BENEFITS <i>(FY14 W/(\$7,886) PAYROLL CONTRA - FIBER TRENCHING)</i>	347,413	367,016	376,417	(9,401)
- SUPPLIES <i>(FUEL, COMPUTERS, ETC)</i>	28,598	27,403	27,196	207
- MAINTENANCE <i>(VEHICLES, EQUIPMENT, PLANT, ETC)</i>	30,818	26,696	28,255	(1,559)
- SERVICES <i>(UTILITIES, CONSULTANTS, CONTRACTS, ETC)</i>	45,322	53,608	41,915	11,693
- NON CAPITAL <i>(SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)</i>	0	0	0	0
- SUNDRY <i>(UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)</i>	14,325	11,307	17,291	(5,984)
TOTAL DEPARTMENT EXPENDITURES	466,476	486,030	491,075	(5,045)
FRANCHISE FEE <i>(7% UTILITY CONSUMPTION REVENUES)</i>	272,857	261,594	197,191	64,403
COMMODITY PURCHASE COSTS <i>(REGENCY)</i>	2,235,522	2,196,358	1,422,022	774,336
TRANSFERS TO GENERAL FUND <i>(FOR SHARED SERVICES - \$66,715 DEPT 131 IN FY15)</i>	348,762	383,455	339,505	43,950
TRANSFERS TO ELECTRIC FUND <i>(FOR SHARED SERVICES)</i>	159,444	179,249	176,239	3,010
TOTAL OPERATING EXPENDITURES	3,483,061	3,506,685	2,626,032	880,653
DEBT SERVICE	2,033	2,033	2,033	(0)
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	3,485,094	3,508,719	2,628,066	880,653
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS				
DISTRIBUTION NET REVENUES	227,881	93,215	128,265	35,050
COMMODITY NET REVENUES	196,960	153,456	76,481	(76,975)
TOTAL NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	424,840	246,671	204,746	(41,925)
CAPITAL FUNDING REQUIREMENTS				
CAPITAL PROJECTS, VEHICLES/EQUIPMENT	91,405	133,484	132,418	1,066
DEPT 131 MAINTENANCE - LABOR CHARGES BUILDING RENOVATION	0	0	45,298	(45,298)
TOTAL CAPITAL EXPENDITURES	91,405	133,484	177,716	(44,232)
NET FUND RESOURCES ABOVE/(BELOW) CAPITAL REQ	333,435	113,187	27,029	(86,158)
RESERVE ESTIMATE				
BEGINNING BALANCE <i>(BEGINNING ON A WORKING CAPITAL BASIS, OCT 1)</i>	1,141,581	1,475,142	1,475,142	0
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	333,435	113,187	27,029	(86,158)
CAFR ADJUSTMENTS	126			
ENDING BALANCE	1,475,142	1,588,329	1,502,171	(86,158)
60-DAY RESERVE CALC <i>(TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL/365 X 60)</i>	574,189	576,776	432,011	144,765
GAS CONSUMPTION <i>(IN MCF)</i>				
- PRICE PER MCF SOLD <i>(INCLUDES CUSTOMER CHARGE)</i>	474,330	437,018	394,150	(42,868)
	\$8.23	\$8.55	\$7.20	(\$1.35)
GAS PURCHASES <i>(IN MCF)</i>				
- PRICE PER MCF PURCHASED	480,845	441,759	407,471	34,288
	\$4.65	\$4.97	\$3.49	\$1.48

**CITY OF BRENHAM
WATER FUND
FINANCIAL RESULTS FY15**

	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FAV/(UNFAV)
FUNDING RESOURCES FROM CURRENT OPERATIONS				
REVENUES				
UTILITY REVENUES <i>(NO RATE CHANGES)</i>	3,990,750	4,185,621	3,767,641	(417,981)
TRANSFERS-IN <i>(WORKERS COMP REFUND)</i>	0	19,800	19,800	0
TOTAL FUNDING RESOURCES	3,990,750	4,205,421	3,787,441	(417,981)
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS				
OPERATING EXPENDITURES				
DEPARTMENT EXPENDITURES <i>(DEPTS 100, 110, 163, 164)</i>				
- PERSONNEL & BENEFITS	686,332	719,460	629,669	89,791
- SUPPLIES <i>(FUEL, COMPUTERS, ETC)</i>	330,841	333,047	294,778	38,269
- MAINTENANCE <i>(VEHICLES, EQUIPMENT, PLANT, ETC)</i>	285,167	243,000	215,993	27,007
- SERVICES <i>(UTILITIES, CONSULTANTS, CONTRACTS, ETC)</i>	378,403	373,577	323,891	49,686
- NON CAPITAL <i>(SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)</i>	54,011	18,053	23,044	(4,991)
- SUNDRY <i>(UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)</i>	46,267	39,066	35,115	3,951
TOTAL DEPARTMENT EXPENDITURES	1,781,022	1,726,203	1,522,490	203,713
FRANCHISE FEE <i>(7% UTILITY REVENUES)</i>	271,081	285,231	255,306	29,925
PURCHASE COSTS <i>(BRAZOS RIVER AUTHORITY 4200 ACRE FEET)</i>	277,078	291,900	292,250	(350)
TRANSFERS TO GENERAL FUND <i>(FOR SHARED SERVICES - \$61,728 DEPT 131 IN FY15)</i>	322,691	354,791	314,126	40,665
TRANSFERS TO ELECTRIC FUND <i>(FOR SHARED SERVICES)</i>	154,093	220,899	214,243	6,656
TOTAL OPERATING EXPENDITURES	2,805,964	2,879,024	2,598,415	280,609
DEBT SERVICE	1,106,476	819,088	819,086	2
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	3,912,440	3,698,112	3,417,501	280,611
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	78,310	507,309	369,939	(137,370)
CAPITAL FUNDING REQUIREMENTS				
CAPITAL PROJECTS, VEHICLES/EQUIPMENT	1,063,064	904,800	577,724	327,076
DEPT 131 MAINTENANCE - LABOR CHARGES FOR OFFICE RENOVATIONS	0	0	18,816	(18,816)
DEPT 131 MAINTENANCE - LABOR CHARGES FOR OLD WATER PLANT	0	0	14,935	(14,935)
TOTAL CAPITAL EXPENDITURES	1,063,064	904,800	611,475	293,325
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	(984,754)	(397,491)	(241,536)	155,955
RESERVE ESTIMATE				
BEGINNING BALANCE <i>(BEGINNING ON A WORKING CAPITAL BASIS, OCT 1)</i>	2,161,312	2,126,370	2,126,370	0
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	(984,754)	(397,491)	(241,536)	155,955
BOND PROCEEDS RELEASED FROM RESTRICTED CASH	796,869	0	0	0
CAFR ADJUSTMENTS	152,943			
ENDING BALANCE	2,126,370	1,728,879	1,884,834	155,955
60-DAY RESERVE CALC <i>(TOTAL USES OF FUNDING RESOURCES BA CAP/365 X 60)</i>	643,141	607,909	561,781	46,128
BILLED WATER CONSUMPTION <i>(IN GALLONS)</i>	763,545,100	807,634,757	716,115,400	(91,519,357)

**CITY OF BRENHAM
WASTEWATER FUND
FINANCIAL RESULTS FY15**

	FY14		FY15	
	ACTUAL	BUDGET	ACTUAL	FAV/(UNFAV)
FUNDING RESOURCES FROM CURRENT OPERATIONS				
REVENUES				
UTILITY REVENUES	3,594,683	3,691,345	3,424,845	(266,499)
TRANSFERS-IN	0	9,700	9,700	0
TOTAL FUNDING RESOURCES	<u>3,594,683</u>	<u>3,701,045</u>	<u>3,434,545</u>	<u>(266,499)</u>
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS				
OPERATING EXPENDITURES				
DEPARTMENT EXPENDITURES (DEPTS 100, 110, 165, 166)				
- PERSONNEL & BENEFITS	527,812	547,915	477,081	70,834
- SUPPLIES (FUEL, COMPUTERS, ETC)	137,483	145,250	105,958	39,292
- MAINTENANCE (VEHICLES, EQUIPMENT, PLANT, ETC)	167,516	198,550	175,242	23,308
- SERVICES (UTILITIES, CONSULTANTS, CONTRACTS, ETC)	650,753	602,235	590,971	11,264
- NON CAPITAL (SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)	7,936	5,000	3,530	1,470
- SUNDRY (UNCOLLECTIBLE ACCTS. TRAVEL, CRED CARD FEES, ETC)	33,252	29,730	35,992	(6,262)
TOTAL DEPARTMENT EXPENDITURES	<u>1,524,751</u>	<u>1,528,680</u>	<u>1,388,774</u>	<u>139,906</u>
FRANCHISE FEE (7% UTILITY REVENUES)	243,131	249,851	226,126	23,725
TRANSFERS TO GENERAL FUND (FOR SHARED SERVICES)	318,527	350,215	310,073	40,142
TRANSFERS TO ELECTRIC FUND (FOR SHARED SERVICES)	153,302	120,014	115,966	4,048
TOTAL OPERATING EXPENDITURES	<u>2,239,711</u>	<u>2,248,760</u>	<u>2,040,939</u>	<u>207,821</u>
DEBT SERVICE	<u>1,207,558</u>	<u>1,346,789</u>	<u>1,346,783</u>	<u>5</u>
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	<u>3,447,269</u>	<u>3,595,548</u>	<u>3,387,723</u>	<u>207,826</u>
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	147,414	105,496	46,823	(58,673)
CAPITAL FUNDING REQUIREMENTS	<u>121,604</u>	<u>149,000</u>	<u>126,675</u>	<u>22,325</u>
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	<u>25,810</u>	<u>(43,504)</u>	<u>(79,852)</u>	<u>(36,348)</u>
RESERVE ESTIMATE				
BEGINNING BALANCE (BEGINNING ON A WORKING CAPITAL BASIS, OCT 1)	551,212	488,883	488,883	0
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	25,810	(43,504)	(79,852)	(36,348)
CAFR ADJUSTMENTS	(88,139)			
ENDING BALANCE	<u>488,883</u>	<u>445,379</u>	<u>409,031</u>	<u>(36,348)</u>
60-DAY RESERVE CALC (TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL/365 X 60)	566,674	591,049	556,886	34,163

**CITY OF BRENHAM
SANITATION FUND
FINANCIAL RESULTS FY15**

	FY14 ACTUAL	FY15		ACTUAL	FAV/(UNFAV)
		ORIGINAL BUDGET	AMENDED BUDGET		
FUNDING RESOURCES FROM CURRENT OPERATIONS					
REVENUES					
TRANSFER STATION	975,411	980,030	980,030	1,024,788	44,759
COLLECTION STATION	434,903	454,547	454,547	477,928	23,381
RECYCLING CENTER	122,526	115,022	115,022	125,181	10,159
RESIDENTIAL COLLECTION (NET TCW)	949,044	958,770	958,770	969,787	11,017
GAIN ON SALE OF OLD LANDFILL	0	0	639,767	639,767	0
TOTAL REVENUE	2,481,885	2,508,369	3,148,136	3,237,451	89,316
TRANSFERS-IN	0	27,600	27,600	27,600	0
TOTAL FUNDING RESOURCES	2,481,885	2,535,969	3,175,736	3,265,051	89,316
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS					
OPERATING EXPENDITURES					
DEPARTMENT EXPENDITURES (DEPTS 100, 110, 042, 043, 140, 142)					
- PERSONNEL & BENEFITS	564,832	594,717	594,717	596,898	(2,181)
- SUPPLIES (FUEL, COMPUTERS, ETC)	337,619	332,075	332,075	262,027	70,048
- MAINTENANCE (VEHICLES, EQUIPMENT, PLANT, ETC)	146,171	103,000	103,000	150,169	(47,169)
- SERVICES (UTILITIES, CONSULTANTS, CONTRACTS, ETC)	848,221	796,469	796,469	903,214	(106,745)
- NON CAPITAL (SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)	29,397	0	0	90	(90)
- SUNDRY (UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)	21,285	21,743	21,743	16,298	5,445
TOTAL DEPARTMENT EXPENDITURES	1,947,525	1,848,004	1,848,004	1,928,695	(80,691)
FRANCHISE FEE (7% UTILITY CONSUMPTION REVENUES)	58,045	59,209	59,209	58,796	414
TRANSFERS TO GENERAL FUND (FOR SHARED SERVICES & \$1,429,113 FOR SALE OF LAND)	300,866	330,795	1,759,909	1,721,994	37,915
TRANSFERS TO ELECTRIC FUND (FOR SHARED SERVICES)	73,016	82,253	82,253	81,052	1,201
TOTAL OPERATING EXPENDITURES	2,379,452	2,320,261	3,749,375	3,790,537	(41,162)
DEBT SERVICE	3,550	3,550	3,550	3,550	0
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	2,383,001	2,323,811	3,752,924	3,794,087	(41,162)
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	98,883	212,158	(577,189)	(529,035)	48,154
CAPITAL FUNDING REQUIREMENTS					
CAPITAL PROJECTS, VEHICLES/EQUIPMENT	150,017	44,320	44,320	36,521	7,799
STREET DEPT LABOR & EQUIPMENT FOR DRAINAGE & PARKING LOT RECYCLE CENTER	0	0	0	27,886	(27,886)
TOTAL CAPITAL EXPENDITURES	150,017	44,320	44,320	64,406	(20,086)
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	(51,134)	167,838	(621,509)	(593,441)	28,067
RESERVE ESTIMATE					
BEGINNING BALANCE (BEGINNING ON A WORKING CAPITAL BASIS, OCT 1)	818,275	767,538	767,538	767,538	0
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	(51,134)	167,838	(621,509)	(593,441)	28,067
CAFR ADJUSTMENTS & LAND SALE FROM LT ASSET TO CASH	397		789,346	789,346	0
ENDING BALANCE	767,538	935,376	935,376	963,443	28,067
60-DAY RESERVE CALC (TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL/365 X 60)	391,726	616,919	616,919	623,685	(6,766)



AGENDA ITEM 6

DATE OF MEETING: January 21, 2016	DATE SUBMITTED: January 15, 2016	
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Acceptance of the 2015 Audit of the Washington County Appraisal District by Seidel Schroeder		
SUMMARY STATEMENT: The City has received a copy of the Washington County Appraisal District's (WCAD) audited financial statement for the fiscal year ending August 31, 2015. A copy is in the ACM-CFO's office for your review. I have attached the transmittal letter from Mr. Willy Dilworth and he will be attending the Council meeting to present the information and to answer any questions that may arise.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Transmittal letter from Willy Dilworth, Chief Appraiser		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Approve the acceptance of the 2015 audit of the Washington County Appraisal District by Seidel Schroeder		
APPROVALS: Terry K. Roberts		

WASHINGTON COUNTY APPRAISAL DISTRICT

**1301 NIEBUHR
P.O. BOX 681
BRENHAM, TX 77834-0681
(979) 277-3740**

January 7, 2016

City of Brenham
Mr. Terry Roberts
PO Box 1059
Brenham, TX 77834-1059

Dear Mr. Roberts,

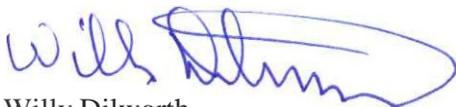
The audit for our fiscal year 2014-2015 has been completed by Seidel, Schroeder, & C. A copy is attached for your review. There were no discrepancies found during this time period. The audit revealed that the appraisal district stayed \$54,633 under budget.

I am going to meet with the Budget Committee formed from representatives from the taxing entities to discuss the best way to use these taxpayer dollars. A letter regarding the results of these meetings and potential uses of this money will follow.

Please examine and accept this audit if you find it to be agreeable.

Thank you for your consideration in this matter.

Sincerely;



Willy Dilworth
Chief Appraiser



AGENDA ITEM 7

DATE OF MEETING: January 21, 2016	DATE SUBMITTED: January 13, 2015	
DEPT. OF ORIGIN: Public Works	SUBMITTED BY: Dane Rau	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a One Year Contract Extension Related to Bid No. 15-005 for the Purchase of Refuse Bags for the Sanitation Department and Authorize the Mayor to Execute any Necessary Documentation.		
SUMMARY STATEMENT: On March 3, 2015 bids were opened for the purchase of refuse bags for the Sanitation Department. There were 11 bids sent out with 6 bids received.		
<p>Central Poly was the low bidder on the 12,500 refuse bags at \$6.70/roll and provides the best value and product to the City of Brenham. We have used Central Poly in the past and they have provided a very durable bag that meets our minimum bid standards and has proven to hold up to the conditions in which we use them. In the contract we have the option to renew for an additional year if both parties agree. Central Poly has indicated that they would honor the price of \$6.70 per roll for 2016. We feel that this is a fair price based on the stability of the past bids over the last several years (2014, \$6.52) (2013, \$7.10) (2012, \$6.95). We would like to extend the contract and purchase from Central Poly as we did last year rather than re-bid. We have budgeted \$91,000 in the 2015-16 budget for this purchase and these amounts fall under that budget by \$7,250.</p> <p>We respectfully ask council to approve the extension for an additional year for the purchase of refuse bags from Central Poly in the amount of \$6.70 per roll.</p> <p>These bags are given away to our residential customers in January and July. They are also sold at two locations being City Hall and the Citizens Collection Station.</p>		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS: Great bag, same price as last year and saves city time on re-bidding.		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		

ATTACHMENTS: None

FUNDING SOURCE (Where Applicable):

RECOMMENDED ACTION: Approve a one year contract extension with Central Poly for the purchase of refuse bags for the Sanitation Department at \$6.70 per roll and authorize the Mayor to execute any necessary documentation.

APPROVALS: Terry K. Roberts



AGENDA ITEM 8

DATE OF MEETING: January 21, 2106	DATE SUBMITTED: January 14, 2016	
DEPT. OF ORIGIN: Community Services	SUBMITTED BY: Wende Ragonis	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon Resolution No. R-16-003 Authorizing the Submission of a Grant Application to the Brazos Valley Community Impact Grant Program for the Nancy Carol Roberts Memorial Library		
<p>SUMMARY STATEMENT: The United Way of the Brazos Valley has invited proposals for community organizations committed to investing resources, building collaborations, and advocating on local issues to achieve lasting change on significant community issues. Eligible organizations are invited to apply for grant funds ranging from \$20,000 to \$75,000; and no matching funds are required. Applications are due on February 12, 2016 and will be reviews and weighted based on:</p> <ul style="list-style-type: none"> • Alignment: connection between program goals and United Way prioritized impact areas. <ul style="list-style-type: none"> ○ Education ○ Financial Stability and ○ Health • Resources: organization holds a physical presence within counties with active United Way fundraising results. • Service: organization provides services throughout the entire seven-county region. • Collaborative Efforts: effective collaboration with multiple entities to deliver programs. <p>The Nancy Carol Roberts Memorial Library plans to request grant funds for new technology and appropriate furnishings to be utilized in the renovated and modernized library facility. After the application is submitted, site evaluations will be conducted between March 1 and 31, 2016. Award recipients will be notified by May 31, 2016, and grant funding will include two contract years (FY 2017 and FY 2018); though funding levels for Year 2 may be adjusted based on United Way fund allocation. Award recipients will be required to submit a Community Impact Year-End and Program Budget Report due July 31, 2017.</p> <p>Staff seeks the approval of Council for the attached resolution, so it can be included in the NCRML’s application package as a symbol of support for the grant application.</p>		

STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:
ALTERNATIVES (In Suggested Order of Staff Preference):
ATTACHMENTS: (1) Resolution No. R-16-003
FUNDING SOURCE (Where Applicable):
RECOMMENDED ACTION: Approve Resolution No. R-16-003 authorizing the submission of a grant application to the Brazos Valley Community Impact Grant Program for the Nancy Carol Roberts Memorial Library
APPROVALS: Terry K. Roberts

RESOLUTION NO. R-16-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, REGARDING THE APPLICATION OF A GRANT THROUGH THE BRAZOS VALLEY UNITED WAY COMMUNITY IMPACT GRANT PROGRAM FOR THE EXPANSION, RENOVATION AND MODERIZATION OF THE NANCY CAROL ROBERTS MEMORIAL LIBRARY

WHEREAS, the City Council of the City of Brenham authorizes City staff to prepare and submit a grant application to the Brazos Valley United Way Community Impact Grant Program for the expansion, renovation and modernization of the Nancy Carol Roberts Memorial Library (“Project”); and

WHEREAS, said Project grant application will be submitted to the Brazos Valley United Way Community Impact Grant Program by the grant application deadline February 12, 2016; and

WHEREAS, the Brazos Valley United Way Community Impact Grant Program has stated that the grant funding opportunity for the Project is up to \$75,000; and

WHEREAS, the City Council of the City of Brenham desires to apply for these funds up to \$75,000 for the Project with the understanding that the City is NOT required to provide a match of funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS;

1. That the City Council hereby confirms that the City of Brenham’s Community Services staff is authorized to submit a grant application to the Brazos Valley United Way Community Impact grant program seeking funds up to \$75,000 for new audio, visual and technology resources and furnishings for the modernized Nancy Carol Roberts Memorial Library; and
2. That the City of Brenham will comply with all applicable requirements of Brazos Valley United Way Community Impact grant program; and
3. That the Mayor is hereby authorized to execute any necessary documentation related to the grant award described herein.

PASSED AND APPROVED on this the _____ day of _____, 2015.

Milton Y. Tate, Jr.,
Mayor

ATTEST:

Jeana Bellinger, TRMC
City Secretary



AGENDA ITEM 9

DATE OF MEETING: January 21, 2016	DATE SUBMITTED: January 14, 2016	
DEPT. OF ORIGIN: Community Services	SUBMITTED BY: Wende Ragonis	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon Resolution No. R-16-004 Authorizing the Submission of a Grant Application to the Institute of Museum and Library Services for the Nancy Carol Roberts Memorial Library		
SUMMARY STATEMENT: The Institute of Museum and Library Services (IMLS) has invited proposals to request grant funds for libraries “seeking funding for programs that address problems, challenges, or needs of broad relevance to libraries,” according to the IMLS website. The IMLS is a source of federal support for museums and libraries. The Nancy Carol Roberts Memorial Library (NCRML) staff has researched the grant opportunities offered by the IMLS and identified the Sparks! Ignition Grant which seems appropriate for the needs of NCRML. Projects applying for this grant program should “test a specific, innovative response to the identified problem and present a plan to make the findings widely and openly accessible,” according to the IMLS website. Funding opportunities for the Sparks! Ignition Grant range from \$10,000 to \$25,000, and no matching funds are required. Applications are due on February 1, 2016. The NCRML plans to focus on the technology related challenges which were identified in the Library modernization project and request IMLS grant funds for solutions. Staff seeks the approval of Council for the attached resolution, so it can be included in the NCRML’s application package as a symbol of support for the grant application. Documentation relevant to this grant is transmitted through the grants.gov website. If awarded grant funds, staff will be required to submit quarterly financial and performance reports through the site.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		

ATTACHMENTS: (1) Resolution No. R-16-004

FUNDING SOURCE (Where Applicable):

RECOMMENDED ACTION: Approve Resolution No. R-16-004 authorizing the submission of a grant application to the Institute of Museum and Library Services for the Nancy Carol Roberts Memorial Library

APPROVALS: Terry K. Roberts

RESOLUTION NO. R-16-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, REGARDING THE APPLICATION OF A GRANT THROUGH THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES FOR THE EXPANSION, RENOVATION AND MODERIZATION OF THE NANCY CAROL ROBERTS MEMORIAL LIBRARY

WHEREAS, the City Council of the City of Brenham authorizes City staff to prepare and submit a grant application to the Institute of Museum and Library Services for the expansion, renovation and modernization of the Nancy Carol Roberts Memorial Library (“Project”); and

WHEREAS, said Project grant application will be submitted to the Institute of Museum and Library Services by the grant application deadline February 1, 2016; and

WHEREAS, the Institute of Museum and Library Services has stated that the grant funding opportunity for the Project is up to \$25,000; and

WHEREAS, the City Council of the City of Brenham desires to apply for these funds up to \$25,000 for the Project with the understanding that the City is NOT required to provide a match of funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS;

1. That the City Council hereby confirms that the City of Brenham’s Community Services staff is authorized to submit a grant application to the Institute of Museum and Library Services, Spark! Ignition grant program seeking funds up to \$25,000 for new audio, visual and technology resources for the modernized Nancy Carol Roberts Memorial Library; and
2. That the City of Brenham will comply with all applicable requirements of the Institute of Museum and Library Services Spark! Ignition grant program; and
3. That the Mayor is hereby authorized to execute any necessary documentation related to the grant award described herein.
- 4.

PASSED AND APPROVED on this the _____ day of _____, 2016.

Milton Y. Tate, Jr.,
Mayor

ATTEST:

Jeana Bellinger, TRMC
City Secretary



AGENDA ITEM 10

DATE OF MEETING: January 21, 2016		DATE SUBMITTED: January 12, 2016	
DEPT. OF ORIGIN: Administration		SUBMITTED BY: Terry Roberts	
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 Recommendations for Appointments to Various City Advisory Boards			
SUMMARY STATEMENT: See attached memo from Terry Roberts.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS:			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: (1) Memo from Terry Roberts; and (2) Summary page for the board			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Approve the recommendations for appointments to various city advisory boards, as presented.			
APPROVALS: Milton Y. Tate, Jr.			



To: Mayor and City Council
From: Terry K. Roberts, City Manager
Subject: Advisory Board Recommendations for 2016
Date: January 12, 2016

Under the City's policy for advisory board appointments, persons interested in serving must fill out an application of appointment. This includes current board members who are willing and interested in continuing their service.

According to the City's policy, the Mayor and City Manager are to review the board appointments and offer a recommendation to the City Council. Our recommendations are shown below:

Brenham Housing Authority: Council has approved the two incumbents - John Harris and Ray Daugbjerg at the December 17, 2015 Council meeting.

Prior to January 2016, State Law stated that resident board members can only serve two two-year terms; therefore Wanda Cooley was not eligible for reappointment. However, the law change effective January 2016 rescinded this requirement.

Wanda Cooley is now eligible to continue to serve. Ms. Cooley has expressed a willingness to stay on the Board and is recommended for reappointment.

This packet includes a recap of the board and its members for your review. If you have any questions, please contact the Mayor or me.

BRENHAM HOUSING AUTHORITY BOARD

Term of Office: Two Years

Meeting Schedule: Monthly; 3rd Tuesday @ 5:30 p.m.

Responsible Staff Member: Vince Michel

Position	Board Member	Term Expiration
1	John Harris	December, 2017
2	Wanda Cooley	December, 2015
3	Ray Daugbjerg	December, 2017
4	Richard Flammer	December, 2016
5	Jerry Calvert	December, 2016
6	Cory Flencher	December, 2016
7	Lillian Pollard	December 2016

P2. Wanda Cooley: Due to changes in the Local Government Code specific to resident board members which took effect in January, Ms. Cooley is now eligible for re-appointment



AGENDA ITEM 11

DATE OF MEETING: January 21, 2016		DATE SUBMITTED: January 12, 2016	
DEPT. OF ORIGIN: Administration		SUBMITTED BY: Rex Phelps	
MEETING TYPE:		CLASSIFICATION:	
<input type="checkbox"/> REGULAR		<input type="checkbox"/> PUBLIC HEARING	
<input type="checkbox"/> SPECIAL		<input type="checkbox"/> CONSENT	
<input checked="" 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: Section 551.072 – Texas Government Code – Deliberation Regarding Real Property – Discussion Regarding an Agreement with Roy Burger (dba RB Film Productions) for the Lease of Approximately 108.9 Acres of the Old Landfill Property			
SUMMARY STATEMENT: To be discussed in Executive Session.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS:			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: None			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION:			
APPROVALS: Milton Y. Tate, Jr.			



AGENDA ITEM 12

DATE OF MEETING: January 21, 2016	DATE SUBMITTED: January 12, 2016	
DEPT. OF ORIGIN: Administration	SUBMITTED BY: Rex Phelps	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon an Agreement with Roy Burger (dba RB Film Productions) for the Lease of Approximately 108.9 Acres of the Old Landfill Property and Authorize the Mayor to Execute Any Necessary Documentation		
SUMMARY STATEMENT: To be discussed in Executive Session.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: None		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: As discussed in Executive Session		
APPROVALS: Milton Y. Tate, Jr.		