



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, FEBRUARY 4, 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 – Councilmember Barnes-Tilley**
- 3. Citizens Comments**

CONSENT AGENDA

4. 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.

- 4-a. Minutes from the December 17, 2015 and January 7, 2016 Regular City Council Meetings**

Pages 1-21

WORK SESSION

- 5. Discussion and Presentation on the Brenham Fire Department Operations and Strategic Plan for the Future**

Pages 22-24

REGULAR SESSION

- 6. Discuss and Possibly Act Upon Resolution No. R-16-005 Amending the Human Resources Policy Manual Regarding Weapons**
- 7. Discuss and Possibly Act Upon the Acceptance of a Grant from the 100 Club of Houston in the Amount of \$38,062.65 for Tactical Equipment for the Brenham Police Department and Authorize the Mayor to Execute Any Necessary Documentation**

Pages 25-41

Page 42

8. **Discuss and Possibly Act Upon the Submission of a Grant Application to the Bluebonnet Community Grant Program for Cameras at the Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation** **Page 43**
9. **Discuss and Possibly Act Upon Bid No. 16-005 for the 2016 Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 44-47**
10. **Administrative/Elected Officials Report**
 - **Update on Brazos Valley Bombers**

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 February 4, 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 February 1, 2016 at **12:20 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

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on December 17, 2015 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 Andrew Ebel
Councilmember Danny Goss
Councilmember Keith Herring
Councilmember Mary E. Barnes-Tilley
Councilmember Weldon Williams, Jr.

Members absent:

None

Others present:

City Manager Terry Roberts, Assistant City Manager of General Government Rex Phelps, Associate City Attorney Luke Cochran, City Secretary Jeana Bellinger, Deputy City Secretary Kacey Weiss, Assistant City Manager-Chief Financial Officer Carolyn Miller, Susan Nienstedt, Sara Parker, Director of Community Services Wende Ragonis, Crystal Locke, Jennifer Eckermann, Tammy Jaster, Fire Chief Ricky Boeker, Police Chief Craig Goodman, Public Works Director Dane Rau, Casey Redman, Assistant City Manager of Public Utilities Lowell Ogle, Alton Sommerfield, Don Bolenbar Development Services Manager Erik Smith, City Engineer Lori Lakatos, Brandi Garcia and Intern Ryan Hoffart

Citizens present:

Barbara Harville, Benjamin Martin, Clara Martin, Doc Hamilton, Georgia Sowers, Bob Sowers, Marvalette Hunter, Rick Flammer, Vince Michel, Carey Council, Jerry Calvert, A. Daves, Suzy Hankins, Robbie Gail Charette, Jay T. Alexander, James W. Lee, Kevin Boggus, Hal Moorman, Lu Hollander and Page Michel

Media Present:

Arthur Hahn, Brenham Banner Press; and Mary-Janet Reyes, KWHI

1. **Call Meeting to Order**
2. **Invocation and Pledges to the US and Texas Flags – Councilmember Herring**
3. **Special Recognition**
 - **Ryan Hoffart, Community Services Department Intern**

Director of Community Services Wende Ragonis introduced Mr. Hoffart. He is a recent graduate of Texas State University and completed his internship with the City. Hoffart came to the City in August and worked in various departments.

4. Citizens Comments

There were no citizen comments.

CONSENT AGENDA

5. Statutory Consent Agenda

5-a. Minutes from the November 19, 2015 Regular City Council Meeting

A motion was made by Councilmember Herring and seconded by Mayor Pro Tem Nix to approve the Statutory Consent Agenda Item 5-a. as presented.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

PUBLIC HEARING

- 6. Public Hearing to Consider an Amendment to the Official Zoning Map of the City of Brenham, to Change the Zoning District of the Tracts of Land Described as R58690, Tract 419, 3.366 Acres, and R12288, Tract 36, 8.16 Acres, Located on Old Mill Creek Road and S. Saeger Street, out of the Phillip Coe Survey in Brenham, Washington County, Texas from a Single Family Residential Use (R-1) District to a Mixed Residential Use (R-2) District**

Mayor Tate opened the Public Hearing.

Development Services Manager Erik Smith advised that the requestor has withdrawn this request.

- 7. Public Hearing Considering an Amendment of Appendix A – “Zoning” of The Code of Ordinances of the City of Brenham Granting a Specific Use Permit to Allow a Multifamily Development on a Site of Two (2) Acres or More for the Properties Described as R58690, Tract 419, 3.366 Acres, and R12288, Tract 36, 8.16 Acres, Located on Old Mill Creek Road and S. Saeger Street, out of the Phillip Coe Survey, in Brenham, Washington County, Texas**

Development Services Manager Erik Smith advised that the requestor has withdrawn this request.

- 8. Public Hearing to Consider an Amendment to the Official Zoning Map of the City of Brenham, to Change the Zoning District of the Various Tracts of Land on S. Market Street and S. Baylor Street Between E. Mansfield Street and E. Stone Street, out of the Stone Addition in Brenham, Washington County, Texas from a Local Business/Residential Mixed Use (B-1) District to a Commercial Research and Technology (B-2) District**

Development Services Manager Erik Smith advised that the requestor has withdrawn this request.

- 9. Public Hearing to Consider an Amendment to the Official Zoning Map of the City of Brenham, to Change the Zoning District of the Tracts of Land Addressed as 1600 S. Market Street, 1608 S. Market Street and 1702 S. Market Street, out of the Stone Addition in Brenham, Washington County, Texas from a Local Business/Residential Mixed Use (B-1) District to a Commercial Research and Technology (B-2) District**

Development Services Manager Erik Smith advised that the requestor has withdrawn this request.

10. Public Hearing to Consider an Amendment to the Official Zoning Map of the City of Brenham, to Change the Zoning District of the Tracts of Land Addressed as 401, 403, 405 and 411 S. Market Street, and Specifically Described as N PT 10A, 11A, E PT 10A of the Clinton Street Addition in Brenham, Washington County, Texas from a Commercial Research and Technology (B-2) District to a Local Business/Residential Mixed Use (B-1) District

Development Services Manager Erik Smith presented this item. Smith explained that Carterbug Holdings, LLC (Ronan Smith) had requested a rezoning for the tracts addressed as 401, 403, 405 & 411 S. Market Street from a B-2 District to a B-1 District for the purpose of further developing the site for residential use. Smith advised that the B-2 does not allow for multifamily projects on tracts of land less than two acres. Smith also stated that with the rezone to B-1, the applicant will be able to do multifamily on a tract of two acres or less by utilizing comprehensive zoning. Smith noted that the applicant owns property immediately to the south of these two tracts and that tract is zoned B-1. Smith explained that with the proposed rezoning, the applicant will have a unified zoning district for all of his properties.

Smith also noted that the rezoning of this property complies with the City's comprehensive plan and thoroughfare plan. Smith stated that his office did receive a letter of support from the property owner immediately south of this property and had not received any concerns.

11. Public Hearing Considering an Amendment of Appendix A – “Zoning” of The Code of Ordinances of the City of Brenham Granting a Specific Use Permit to Allow a Multifamily Development on a Site of Two (2) Acres or More for the Properties Located Between Hosea Street and Bob Street in an R-2, Mixed Residential Zoning District, and Being Described as Tract 29 of the A. Harrington Survey A-55, and Lots 1-5 of the Parkcrest Subdivision, Section 2, in Brenham, Washington County, Texas

Development Services Manager Erik Smith presented this item. Smith explained that HuntJon LLC. has requested a special use permit (SUP) for a 6.274 acre tract of land between Hosea Street and Bob Street and being described as Tract 29 of the A. Harrington Survey A-55, And Lots 1-5 of the Parkcrest Subdivision, Section 2 to allow for a multifamily development on 2 acres of land or more. Smith stated that the applicant is working with the Brenham Housing Authority (B.H.A.) to replace existing housing stock for their residents. Smith noted that without a Special Use Permit for this land, the property would not allow for this type of development to occur.

Smith also noted that the Envision 20/20 Comprehensive Plan lists this property as Recreational/Open Space, but the current zoning for this property is R-2 - Mixed Residential District. Smith noted that the current zoning does allow for this request by special use permit (SUP). Smith advised that this does comply with the thoroughfare plan. Also, he has had several residents express concern regarding this item and they are not in favor of this request.

Marvalette Hunter with HuntJon LLC. spoke to the group. Hunter explained that there are currently 300 housing units, but that number will go down to 286 units with the new construction. Hunter stated that the project will be in phases to get people out of their existing homes and into the new ones.

Councilmember Goss asked about the buffer zone between the units and the baseball fields at Henderson Park. Smith stated that the builder will have to follow all of the building guidelines set by the City.

Councilmember Barnes-Tilley questioned the demand and types of housing for low income families. Hunter stated that they will be replacing the units because if they are not replaced then those residents will have nowhere else to go. Hunter noted that BHA has already had to close some units. Vince Michel with BHA stated that they cannot expand public housing and there is only one current site that can be rehabilitated. Michel also stated that there is a waiting list for housing.

Citizen Georgia Sowers stated that she lives on Crockett Street and has concerns about crime, traffic issues, and parking. Police Chief Goodman addressed the audience regarding crime concerns.

Another citizen questioned parking and the cost of demolishing/repairing the units versus a new building. Hunter noted that there will be 1.5 parking spaces per unit for a total of 140 spaces. Hunter advised that the cost of the project is around 10 million dollars and that includes attorney's fees, land, etc. Hunter also noted that the building life is approximately 40 years and the debt on the property will assure the condition and maintenance of the facility.

Hunter advised that tax credit programs are very competitive and must have the support of the community to be successful.

Mayor Tate closed the Public Hearing.

REGULAR AGENDA

- 12. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending the Official Zoning Map of the City of Brenham, to Change the Zoning District of the Tracts of Land Addressed as 401, 403, 405 and 411 S. Market Street, and Specifically Described as N PT 10A, 11A, E PT 10A of the Clinton Street Addition in Brenham, Washington County, Texas from a Commercial Research and Technology (B-2) District to a Local Business/Residential Mixed Use (B-1) District**

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to approve an Ordinance on its first reading amending the official zoning map of the City of Brenham, to change the zoning district of the tracts of land addressed as 401, 403, 405 and 411 S. Market Street, and specifically described as N PT 10A, 11A, E PT 10A of the Clinton Street Addition in Brenham, Washington County, Texas from a Commercial Research and Technology (B-2) District to a Local Business/Residential Mixed Use (B-1) District

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

- 13. Discuss and Possibly Act Upon an Ordinance on Its First Reading Granting a Specific Use Permit to Allow a Multifamily Development on a Site of Two (2) Acres or More for the Properties Located Between Hosea Street and Bob Street in an R-2, Mixed Residential Zoning District, and Being Described as Tract 29 of the A. Harrington Survey A-55, and Lots 1-5 of the Parkcrest Subdivision, Section 2, in Brenham, Washington County, Texas**

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Herring to approve an Ordinance on its first reading granting a specific use permit to allow a multifamily development on a site of two (2) acres or more for the properties located between Hosea Street and Bob Street in an R-2, Mixed Residential Zoning District, and Being Described as Tract 29 of the A. Harrington Survey A-55, and Lots 1-5 of the Parkcrest Subdivision, Section 2, in Brenham, Washington County, Texas

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

14. Discuss and Possibly Act Upon an Ordinance on Its First Reading Authorizing the Abandonment of an Unnamed, Unimproved Alleyway North of Lots 16, 17, 48 and 49 in the College Heights Addition in Brenham, Washington County, Texas

Development Services Manager Erik Smith presented this item. Smith explained that Don Boecker is requesting the right of way that is platted as an unnamed, unimproved alley be abandoned. Smith stated that the applicant owns the property that is adjacent to the alley on all sides. Smith stated the property owner has submitted a replat for the area that is scheduled to go to the regularly scheduled Planning and Zoning meeting. Smith also advised that this alley was platted in 1915 and is no longer necessary because all of the properties that would be affected will have adequate access from State Highway 105. Smith stated that if the ordinance is approved, it will take effect once a subdivision replat meeting this criterion is approved by the Planning and Zoning Commission.

A motion was made by Councilmember Herring and seconded by Councilmember Barnes-Tilley to approve an Ordinance on its first reading authorizing the abandonment of an unnamed, unimproved alleyway north of Lots 16, 17, 48 and 49 in the College Heights Addition in Brenham, Washington County, Texas

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

15. Discuss and Possibly Act Upon an Interlocal Agreement Between the City of Brenham and the City of College Station for a Cooperative Purchasing Program and Authorize the Mayor to Execute Any Necessary Documentation

Purchasing Manager Sara Parker presented this item. Parker stated that the Interlocal Cooperation Act authorizes local governments to contract with each other to perform governmental functions or services to their mutual benefit. Parker noted that one of the benefits is the sharing of purchasing functions to obtain commodities and services. Parker explained that the ILA allows both cities to conduct joint bids or requests for proposals, maintain the ILA in effect for as long as mutually agreeable and determines independently, and without obligation, whether to utilize the ILA for any particular purchasing activity. Parker also advised that Purchasing Services will review the bid process used to ensure that it meets the standards and that best value for the City will be the determining factor in whether or not to utilize the ILA for any particular purchase.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Herring to approve the interlocal agreement between the City of Brenham and the City of College Station for a Cooperative Purchasing Program and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

16. Discuss and Possibly Act Upon Bid No. 15-037 for the Purchase of an EZ Hauler Mini-Digger Derrick and Trailer for the City of Brenham's Electric Department and Authorize the Mayor to Execute Any Necessary Documentation

Assistant City Manager of Public Utilities Lowell Ogle presented this item. Ogle explained that during the budget process, Council approved the purchase of a mini-digger truck and trailer. Ogle stated that this mini-digger will allow for better access to backyards and it will replace an existing unit. Ogle noted that the old unit will be sold on GOVdeals. Ogle advised that the unit was budgeted at \$147,500 and will be purchased using a bid from the City of College Station through an Inter-Local Agreement.

A motion was made by Councilmember Williams and seconded by Mayor Pro Tem Nix to approve Bid No. 15-037 for the purchase of an EZ Hauler Mini-Digger Derrick and Trailer for the City of Brenham's Electric Department from S.D.P. Manufacturing in the amount of \$146,852 and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

17. Discuss and Possibly Act Upon the Purchase of Two (2) Backhoes, Using BuyBoard Contract No. 424-13 for the City of Brenham's Gas and Water Departments and Authorize the Mayor to Execute Any Necessary Documentation

Assistant City Manager of Public Utilities Lowell Ogle presented this item. Ogle explained that during the 2015-16 budget process, Council approved the purchase of two replacement backhoes. Ogle noted that one for the Gas Department and one for the Water Department. Ogle stated that the new unit for the Gas Department was budgeted at \$94,750 and the bid is below budget at \$86,500.00. The unit for the Water Department was budgeted at \$100,000 and the bid is \$88,500.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Ebel to approve the purchase of two (2) backhoes for the City of Brenham's Gas and Water Departments from ASCO (Associated Supply Company) through BuyBoard for a total amount of \$175,000 and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

18. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending the FY2014-15 Adopted Budget

Assistant City Manager-Chief Financial Officer Carolyn Miller presented this item. Miller explained the highlights of the amendment to the FY2014-15 budget included the following revenue increases: General Fund revenues for sales tax due to higher collections, sale of property, airport grant proceeds, permit and fee revenue and rental income, City HOT Fund revenue for increased collections, and developer contributions for capital projects in the BCDC Capital Projects Fund and the Streets and Drainage Fund.

Miller advised that the General Fund expenditures are being increased due to unanticipated expenses from the repair of the communications tower, the purchase of downtown property, the development of City owned lots and airport related expenses covered by the RAMP Grant. Other expenditure increases include costs associated with the completion of the Chappell Hill Street extension which is recorded in the BCDC Capital Projects Fund (Southside Park side) and the Streets and Drainage Fund. Miller explained that also being amended are FY15 expenditures related to the Cantey Street extension. Miller stated that expenditures are being decreased in the General Fund in various departments due to line item savings, mainly personnel. Miller noted that these savings generated additional ABNR (Above Budget Net Revenues).

Miller advised that other budget amendment items included transfers between funds, the largest of which, is the additional ABNR transfer from the General Fund to the Equipment Fund for FY16 capital needs. Miller stated that the budgeted transfer from BCDC to the Parks Capital Improvement Fund is being decreased due to the re-allocation of approved funds for Aquatic Center projects.

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Williams to approve an Ordinance on its first reading amending the FY2014-15 adopted budget.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

19. Discuss and Possibly Act Upon the Purchase of New Vehicles for the City of Brenham Police Department from the BuyBoard Local Government Purchasing Cooperative and Authorize the Mayor to Execute Any Necessary Documentation

Police Chief Craig Goodman presented this item. Goodman explained that Council did approve these vehicles during the budget process. Goodman stated that the total for the three marked vehicles is \$122,095 and the vehicles will be purchased through the BuyBoard contract.

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Ebel to approve the purchase of three (3) new vehicles for the City of Brenham Police Department from the BuyBoard Local Government Purchasing Cooperative in the amount of \$122,095.00 and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

20. Discuss and Possibly Act Upon a Request from Carey Council for a Reduction in the Annual Hay Lease Payment for the Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that in 2014 Mr. Council began leasing the airport property for hay harvesting. Rau noted that he also has the hay lease for the Brenham Business Park and Brenham Industrial Park. Rau advised that the lease agreement dates are June 1, 2015 through December 31, 2015. Rau stated that Mr. Council was billed \$1,628.28 for those months and the airport property amount was \$551.92. Rau advised that Mr. Council has indicated that during the lease period, he was unable to make any cuttings of hay either due to the lack of rainfall, too much rainfall, or because of frost. Therefore, Mr. Council is requesting to waive \$551.92. for the period of June 1, 2015 through December 31, 2015.

A motion was made by Councilmember Herring and seconded by Councilmember Barnes-Tilley to approve a request from Carey Council for a reduction in the annual hay lease payment for the Brenham Municipal Airport in the amount of \$551.92 and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

21. Discuss and Possibly Act Upon a Recommendation from the Tourism and Promotions Council Sub-Committee Related to the Use of Hotel Occupancy Tax Funds for the Marketing and Promotion of the Simon Conference Center and Authorize the Mayor to Execute Any Necessary Documentation

Director of Community Services Wende Ragonis presented this item. Ragonis explained that members of the Brenham Main Street Historic Preservation, Inc. (BMSHP) Board of Directors have approached the City to discuss the long term ownership and operation of the Barnhill Center at the Historic Simon Theatre. Ragonis stated that at the June 5, 2014 Council meeting, the BMSHP Board Chairman Hal Moorman, presented a progress report which initiated the City's evaluation of the possible ownership and/or operation of the Barnhill Center. Ragonis noted that the BMSHP HOT funding request was presented and discussed at the November 18, 2015 and December 7, 2015 Council sub-committee meetings. The recommended amount of \$81,000 includes marketing materials, advertising, meeting planner "familiarization" and sales/marketing/meeting and event management.

Ragonis advised that in addition to the HOT funds requested, the BMSHP Board has requested in-kind assistance from the City in the form of IT and basic maintenance support and event tear down and set up. Ragonis noted that the City departments can offer some operational support, but these in-kind support services will need to be closely managed as not to over extend the City's personnel resources. Ragonis explained that as discussed in the Council sub-committee meeting on December 7, 2015, a memo of understanding (MOU) can be drafted based upon the expectations of Council identified at the December 17, 2015 meeting.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Goss to approve the allocation of HOT funds in the amount of \$81,000 for marketing and promotion of the Simon Conference Center as a conference center destination and authorize the Mayor to execute a memo of understanding (MOU) to define the expectations of both parties through September 30, 2016.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

22. Discuss and Possibly Act Upon the Purchase and Installation of Playground Equipment for the Planned Park Development Project Connecting Fireman’s Park and the Nancy Carol Roberts Memorial Library and Authorize the Mayor to Execute Any Necessary Documentation

Assistant City Manager of General Government Rex Phelps presented this item. Phelps explained that \$750,000 has been donated from the Alvin and Lucy Owsley Foundation and these funds are available to complete the project. Phelps stated that Staff would like to order the playground equipment for \$205,219.47 from the PlayWell Group, Inc. and the installation amount is \$43,914.90 and will be completed by PlayWorks, Inc.

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to approve the purchase and installation of playground equipment from The PlayWell Group in the amount of \$249,134.37 for the Planned Park Development Project connecting Fireman’s Park and the Nancy Carol Roberts Memorial Library and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Absent
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

23. Discuss and Possibly Act Upon Recommendations for Appointments to Various City Advisory Boards

City Manager Terry Roberts presented this item. Roberts discussed the appointments and re-appointments requested. Roberts stated that 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. The recommendations to the Council were as follows:

Park and Recreation Advisory Board:

Robert Haberman
Jim Baker

Main Street:

Traci Pyle
Tommy Upchurch

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to approve the recommendations for appointments to various city advisory boards, as presented.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

24. Administrative/Elected Officials Report

City Manager Terry Roberts reported on the following:

- There have been weather delays on the construction of the library and animal shelter.
- The new City Engineer, Lori Lakatos, was introduced.

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Kacey A. Weiss
Deputy City Secretary

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on January 7, 2016 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 Andrew Ebel
Councilmember Danny Goss
Councilmember Keith Herring
Councilmember Mary E. Barnes-Tilley
Councilmember Weldon Williams, Jr.

Members absent:

None

Others present:

City Manager Terry Roberts, Assistant City Manager of General Government Rex Phelps, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy City Secretary Kacey Weiss, Assistant City Manager-Chief Financial Officer Carolyn Miller, Susan Nienstedt, Sara Parker, Director of Community Services Wende Ragonis, Fire Chief Ricky Boeker, Police Chief Craig Goodman, Public Works Director Dane Rau, Assistant City Manager of Public Utilities Lowell Ogle, Development Services Manager Erik Smith, and City Engineer Lori Lakatos

Citizens present:

John Deans, Tom Whitehead, Rick Flammer, Vince Michel, Marvalette Hunter and Judge John Brieden

Media Present:

Arthur Hahn, Brenham Banner Press; Tom D. Whitehead, KWHI; and Codi Rynn, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Barnes Tilley**

3. **Proclamation**
 - **Madyson Johnson**

4. **Citizens Comments**

There were no citizen comments.

CONSENT AGENDA

5. **Statutory Consent Agenda**

- 5-a. **Minutes from the December 3, 2015 Regular City Council Meeting**
- 5-b. **Ordinance No. O-16-001 on Its Second Reading Amending the Official Zoning Map of the City of Brenham, to Change the Zoning District of the Tracts of Land Addressed as 401, 403, 405 and 411 S. Market Street, and Specifically Described as N PT 10A, 11A, E PT 10A of the Clinton Street Addition in Brenham, Washington County, Texas from a Commercial Research and Technology (B-2) District to a Local Business/Residential Mixed Use (B-1) District**
- 5-c. **Ordinance No. O-16-002 on Its Second Reading Authorizing the Abandonment of an Unnamed, Unimproved Alleyway North of Lots 16, 17, 48 and 49 in the College Heights Addition in Brenham, Washington County, Texas**
- 5-d. **Ordinance No. O-16-003 on Its Second Reading Granting a Specific Use Permit to Allow a Multifamily Development on a Site of Two (2) Acres or More for the Properties Located Between Hosea Street and Bob Street in an R-2, Mixed Residential Zoning District, and Being Described as Tract 29 of the A. Harrington Survey A-55, and Lots 1-5 of the Parkcrest Subdivision, Section 2, in Brenham, Washington County, Texas**
- 5-e. **Ordinance No. O-16-004 on Its Second Reading Amending the FY2014-15 Adopted Budget**

A motion was made by Councilmember Herring and seconded by Councilmember Barnes-Tilley to approve the Statutory Consent Agenda Items 5-a., 5-b., 5-c., 5-d., and 5-e. as presented.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

WORK SESSION

6. Presentation on New Legislation Related to Open and Concealed Carry of Handguns by Handgun License Holders at Various City Facilities

City Secretary Jeana Bellinger presented this item. Bellinger advised that during the 2015 Legislative Session, the Texas Legislature passed House Bill 910 which allows a concealed handgun license holder to “*open carry*” in a belt or shoulder holster beginning on January 1, 2016. Bellinger stated that the new law also allows the governing body of a municipality to prohibit concealed and open carry of handguns in meetings that are subject to the Texas Open Meetings Act.

Bellinger explained that at the September 17, 2015 Council meeting, she provided Council with information on the new legislation and how it would affect various city facilities and activities. Bellinger noted that a big part of the discussion at that meeting was related to the definition of “premise” and how city facilities such as the Blue Bell Aquatic Center (BBAC), City Hall, Fireman’s Park and Hohlt Park would be affected by the new law. Bellinger advised that she and the City Attorney explained that there were currently outstanding requests from other governmental entities to the Texas Attorney General’s Office asking for the clarification of “premise” among other things. Bellinger stated at that time it was the direction of Council that staff delay any recommendations related to city facilities until the Attorney General issued an opinion.

Bellinger stated that on Monday, December 21st, Attorney General Paxton released three (3) separate opinions related to this new legislation. Bellinger advised that the AG ruled that premise is (1) a structure utilized by the court; or (2) a portion of such a structure. Bellinger noted that the AG further explained that the portion of the structure is only those offices essential to the operation of a government court and not the entire building structure. Bellinger also stated that the AG ruled that any governmental entity that improperly prohibits handguns, through oral or written notice, can be subject to civil penalties. Lastly, Bellinger explained that the AG ruled that premises as related to school sponsored activities is the physical premises of a school or any grounds or building on which an activity sponsored by a school is being conducted.

Bellinger explained that she and the City Attorney agree that signage is needed at City Hall and the BBAC to protect the City from possible civil suits by concealed handgun license holders. Bellinger explained that in regards to high school and collegiate sporting events and other school-related activities held at Fireman's Park and Hohlt Park, she and Mr. Bovey recommend that the entity sponsoring the activity be responsible for posting the proper notices.

Citizen John Deans stated that open carry is a non-issue because only a small amount of people will open carry. Deans noted that he would like to recommend that Council does not prohibit the carrying of guns.

Councilmember Barnes-Tilley advised that she would like to know what the Police Chief's thoughts are on the issue. Police Chief Goodman stated that he would recommend that the Council allow guns in open meetings.

REGULAR SESSION

7. **Discuss and Possibly Act Up Upon Resolution No. R-16-001 Prohibiting the Open and Concealed Carry of Handguns in All City of Brenham Meetings Subject to Texas Open Meetings Act**

A motion was made by Councilmember Ebel and seconded by Councilmember Barnes-Tilley to approve Resolution No. R-16-001 prohibiting the open and concealed carry of handguns in all City of Brenham Meetings subject to Texas Open Meetings Act

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

Mayor Milton Y. Tate, Jr.	No
Mayor Pro Tem Gloria Nix	No
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	No
Councilmember Keith Herring	No
Councilmember Mary E. Barnes-Tilley	No
Councilmember Weldon Williams	No

8. Discuss and Possibly Act Upon Resolution No. R-16-002 Providing Support for HuntJon, LLC’s Submission of an Application Requesting Low Income Housing Tax Credits to the Texas Department of Housing and Community Affairs for Parklane Villas, a Low Income Housing Development

Development Services Manager Erik Smith presented this item. Smith advised that HuntJon, LLC. and the Brenham Housing Authority, are requesting support of their Texas Department of Housing and Community Affairs tax credit application for Parklane Villas development. Smith explained that applications for the tax credit benefits are scored on a number of factors and applications may qualify for up to seventeen points for a resolution from the municipality and/or county in which the proposed development site is located. Smith stated that Resolutions with no support do not receive any points. Smith advised that in addition to points for a Resolution for support, the developer may also receive an additional point for a contribution of services in the form for assistance with a monetary value. Smith explained that the City of Brenham is willing to contribute services including granting an easement, at no cost to the applicant, as well as extending an off-site water main to the property.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Williams to approve Resolution No. R-16-002 in support of HuntJon, LLC’s and the Brenham Housing Authority’s submission of an application requesting Low Income Housing Tax Credits to the Texas Department of Housing and Community Affairs in favor of Parklane Villas, a low income housing development.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

9. Discuss and Possibly Act Upon A One (1) Year Contract Extension in Accordance with Bid No. 14-002 for Janitorial Services at Various City Facilities and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau advised that on December 5, 2013, the City Council awarded Ambassador Higher Cleaning Standards the annual contract for janitorial services related to numerous City facilities. Rau noted that on January 15, 2015, the first extension of the contract was awarded by Council and the City is entering the final renewal term and last year of the contract. Rau stated that Ambassador Higher Cleaning Standards has indicated that they would like to extend the contract for the 3rd and final year.

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to approve a one year contract extension with Ambassador Higher Cleaning Solutions in the amount of \$62,618 for the janitorial services for various city facilities and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

10. Discuss and Possibly Act Upon Recommendations for Appointments to Various City Advisory Boards

City Manager Terry Roberts presented this item. Roberts discussed the appointments and re-appointments requested. Roberts stated that 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. The recommendations to the Council were as follows:

Park and Recreation Advisory Board:

Darron Smith

Main Street:

Jim Moser

A motion was made by Councilmember Ebel and seconded by Mayor Pro Tem Nix to approve the recommendations for appointments to Main Street and Parks and Recreation Advisory Board, as presented.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

11. Administrative/Elected Officials Report

City Manager Terry Roberts reported on the following:

- The Chamber Banquet will be held on February 2nd.
- The Fire Department is hosting their Annual Appreciation Get Together on January 14th from 5:00 to 7:00 PM at the Fireman's Training Center.
- Staff is conducting background checks on candidates for the Fire Marshall position.
- There will be a work session discussion on Fire Department staffing at a future Council meeting.
- The Guns and Hoses Blood Drive will be January 22nd and 23rd.

Director of Community Services Wende Ragonis reported on the following:

- The Wine Swirl will be held in Downtown on January 16th.

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC
City Secretary



AGENDA ITEM 5

DATE OF MEETING: February 4, 2016		DATE SUBMITTED: February 1, 2016	
DEPT. OF ORIGIN: Fire Department		SUBMITTED BY: Ricky Boeker	
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 type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION	
	<input checked="" type="checkbox"/> WORK SESSION		
AGENDA ITEM DESCRIPTION: Discussion and Presentation on the Brenham Fire Department Operations and Strategic Plan for the Future			
SUMMARY STATEMENT: See attached memo from Fire Chief Ricky Boeker			
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: No action required – discussion only.			
APPROVALS: Terry K. Roberts			

Memo

To: Mayor and City Council
From: Ricky Boeker
CC: Terry Roberts
Date: 2/1/2016
Re: **Re-Organization of Command Staff Positions**

It is important that we constantly evaluate the best deployment of staff resources for providing effective fire services to the citizens of Brenham. With recent changes at the command level, in both the paid and volunteer ranks, that evaluation has intensified.

We need to ensure that the current shortfall in staff response to fires and rescue calls does not negatively impact the level of service delivered by the Brenham Fire Department. It is also important to provide for timely size-up of an incident and deployment of the Incident Command System.

The problem is that we now have fewer volunteer command officers responding in 2016. It has recently reached a near-critical stage losing one chief officer in August 2015 who resigned due to work and family obligations and two other Chiefs that did not seek re-election due to their involvement in their family activities. At the current time, the 2016 slate of officers will be two District Chiefs short from the volunteer ranks for various reasons ranging from not enough time, do not feel qualified or do not want the responsibility that comes with the position. Now that this issue has peaked with the retirements we have had in the Fire Marshal's office, I believe we need to re-organize the Command structure of the Fire Department.

With the retirement of the Deputy Chief/Fire Marshal and the Deputy Fire Marshal now is a good time to evaluate those positions and their duties. What I am planning to do is to hire a Fire Marshal and let the new Fire Marshal evaluate the situation. He may see the situation different from how it was viewed by the former staff. I plan to separate the Deputy Chief from the Fire Marshal and change the title to Assistant Chief. I believe that the Department would be better served if the Fire Marshal's duties were a standalone position.

I am planning for the Assistant Chief to help me with day to day operations of the Department, be in charge of training duties of the department, work with Emergency Management and respond to calls during the day. The training responsibilities will be for both paid and volunteer staff. This should be able to be accomplished within our current budget with some tweaking of job descriptions. Depending on the evaluation of the Fire Marshal work load we may have to revisit what assistance he may require.

As Fire Chief, I feel that it is important that immediate steps be taken to ensure that the command structure is operating effectively and safely. Safety of our members is our first priority. This is the driving force to the re-organization of the command structure of the Fire Department. The Incident Command System is the cornerstone of safe and effective fire and rescue operations. Without an incident commander who is well trained and capable of effective decision making on the scene of emergency incidents, the entire operation can quickly deteriorate into chaos, causing a reduction in the level of safety to responders as well as to the public.

The modifications in job descriptions for the command staff in the paid ranks needs to be implemented immediately. I am working with the City Manager and some members of the City's management team to evaluate the departmental needs and plans related to manpower, facilities and budget priorities.

We are working through deployment of personnel scenarios to address best methods to provide fire suppression services. We have undertaken a pilot program to evaluate the handling of emergency calls.

We will be evaluating this program and will have a report at the Budget Retreat that is scheduled for April this year. We are also looking into several ideas to help with recruitment and retention of our volunteer staff and should be able to report on that as well at the retreat.



AGENDA ITEM 6

DATE OF MEETING: February 4, 2016		DATE SUBMITTED: January 28, 2016	
DEPT. OF ORIGIN: Human Resources		SUBMITTED BY: Susan Nienstedt	
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 Resolution No. R-16-005 Amending the Human Resources Policy Manual Regarding Weapons			
SUMMARY STATEMENT: The current Weapons Ban and Violence Prevention Policy has wording revisions to comply with state regulations relating to open carry and concealed handguns. The City attorney has reviewed and concurs with these policy revisions.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS:			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: (1) Memo from HR Manager; (2) Redline Version of Weapons Ban and Violence Prevention Policy; and (3) Resolution No. R-16-005 with Exhibit A			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Approve Resolution No. R-16-005 amending the Human Resource Policy Manual regarding weapons			
APPROVALS: Terry K. Roberts			



MEMORANDUM

To: Mayor and City Council

From: Susan Nienstedt
HR Manager

Subject: Revisions and addition to HR Policy Manual approved September 3, 2015

Date: January 28, 2016

During the 2015 Legislative Session House Bill 910 was passed allowing concealed handgun license holders to “open carry” where allowed by law. With this change we need to revise language in our HR Policy Manual that was approved September 3, 2015. Currently the sections titled Weapons Ban and Violence Prevention, and Employee Conduct and Work Rules/Disciplinary Action have wording prohibiting possession of a firearm on City property.

I am proposing the language be changed as indicated in your attachments to allow employees licensed to carry and lawfully possess a firearm to keep them on City property in his/her locked, privately owned vehicle (Chapter 411 of the Texas Government Code).

However, the City of Brenham prohibits the possession of any weapon, including but not limited to handguns, by an employee, except by a licensed peace officer, while performing City-related business.

In addition, I propose adding a section titled Open Carry and Concealed Handgun Policy to our current HR Policy Manual to inform City of Brenham employees of the areas that open carry is allowed in City-owned facilities, as well as the mandated Section 411.207 of the Texas Government Code regarding the questioning of a person who is openly carrying as to whether they hold the proper license.

WEAPONS BAN AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

Zero Tolerance. Harassment, intimidation, threats, threatening behavior, violent behavior or acts of violence between employees or such action between an employee and another person that arises from or is in any manner connected to the employee's employment with the City, whether the conduct occurs on duty or off duty, is prohibited.

City's Response to Threats or Acts of Violence. The City will attempt to respond appropriately to any person who threatens use of force or violence or threatens an unlawful act, exhibits threatening behavior, or engages in violent acts. The City's response will normally be coordinated by the Human Resource Manager, and where applicable, the City's Police Department or other appropriate law enforcement agency. The Human Resource Manager will evaluate the severity of the situation and the need for additional resources (*e.g.*, law enforcement, Emergency Medical Services) to minimize risk and further violence, and will work with the appropriate Department Director(s) in an effort to ensure that appropriate administrative actions are taken. If such conduct occurs on City property, the offending person will typically be removed from the premises pending the outcome of an investigation. The City may also suspend and /or terminate the employment relationship, reassign job duties, mandate counseling with a psychologist or other mental health care provider of the City's choosing, initiate criminal prosecution of the person or persons involved, and/or other actions as determined by the City to be appropriate under the circumstances.

No existing City policy, practice, or procedure will be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All Weapons Banned. Unless specifically authorized by the City Manager, no employee, other than a City licensed peace officer or animal control officer, shall carry or possess a firearm or other weapon on City property (except however, an employee who holds a license to carry a handgun under Subchapter H, Chapter 411, Texas Government Code, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition, may transport or store a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the City of Brenham provides for employees). The City prohibits employees from carrying or using any weapons, concealed or otherwise. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business unless expressly allowed for the position, i.e, police officer, animal control officer, etc.. Prohibited weapons include firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc.

Deleted: This ban excludes keeping or transporting an authorized weapon in vehicles in a City-provided parking area.

Mandatory Reporting. Each City employee must immediately notify his/her supervisor, Department Director, the Human Resource Manager and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the Human Resource Manager.

Protective Orders. Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the Human Resource Manager and the City's Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the Human Resource Manager of any protective or restraining order issued against them.

Confidentiality. To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

City Property. For purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation centers, swimming pools, and parks (except however, an employee who holds a license to carry a handgun under Subchapter H, Chapter 411, Texas Government Code, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition, may transport or store a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the City of Brenham provides for employees).

Documentation. When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the Human Resource Manager and/or the Police Department.

Policy Violations. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION

To ensure orderly and productive operations and provide the best possible work environment, the City requires employees to follow rules of conduct that will protect the interests and safety of the City, its citizens and employees.

Progressive Discipline. In certain instances, the City will use a progressive disciplinary system. The City is not obligated to use all of the progressive disciplinary steps available to it, and may begin the disciplinary process at any level, up to and including immediate discharge, depending upon the severity of the conduct, the employee's work performance and prior disciplinary history, the employee's length of service, and any mitigating circumstances. Depending on the circumstances of each individual case, disciplinary action may consist of one or more of the following:

- Oral warning
- Letter of counseling
- Written reprimand
- Probation
- Suspension (without pay)
- Demotion
- Discharge

Documentation. All forms of discipline, other than oral warnings, must be documented and will be placed in the employee's personnel file. In the event an employee is discharged, the supervisor shall forward a copy of the dismissal to the Human Resource Department, who shall forward a copy of the dismissal to the City Manager. The Supervisor will also make a recommendation concerning the possible rehiring (or not rehiring) of the person in the future.

Supervisory Responsibility. All employees with the responsibility and authority to supervise and direct employees under their control shall administer departmental and City of Brenham policies and procedures within their scope of authority; document their subordinates' job performance, conduct, and behavior as appropriate; properly conduct evaluations of subordinates in a timely manner; discipline their subordinates as required under their departmental and/or City policies and procedures as well as address performance appeals submitted to them as provided by policy in a professional manner, in an attempt to resolve such issues at the lowest possible supervisory level.

Review by Human Resource Manager. Any proposed disciplinary action in excess of a written reprimand must be reviewed by the Human Resource Manager prior to being given to the employee. This applies to both probationary and non-probationary employees.

Appeal Rights. Where a disciplinary action involves a suspension of 1 day (or 1 shift) or more, demotion and/or termination, the employee will normally be given an opportunity to respond to the allegations prior to disciplinary action being taken. (See Employee Appeals of Disciplinary Actions) Positions classified as Director level and above are employed at the will and pleasure of the City Manager and may appeal any type of disciplinary action only to the City Council. Probationary employees likewise have no right of appeal for disciplinary action taken against them.

Prohibited Activities. Disciplinary action will be imposed for violations of City or departmental policies and procedures, codes of conduct, rules and regulations, either written or verbal. In addition, acts which are not specifically addressed in policies and procedures, codes of conduct, and rules and regulations, yet may adversely affect the City or put the health and safety of fellow employees, citizens or other third parties, at risk, may also result in disciplinary action. It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of conduct that will likely result in disciplinary action, up to and including termination of employment:

Theft or inappropriate removal or use of City property or other property not belonging to the employee

Falsification of timekeeping or other records, including employment application

Working under the influence of alcohol or illegal drugs or legal drugs with adverse side effects

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating City-owned equipment

Violation of City's policy regarding sexual or other unlawful harassment

Interfering with work schedules or another employee's ability to work

Misuse of City telephones, including cell phones, computers, mail systems, etc.

Excessive or unscheduled absenteeism, tardiness in reporting for work or returning from lunch and breaks or absence without notice and/or approval

Violation of smoking/tobacco use policy

Violation of safety or health rules and failure to immediately report an on-the-job injury/accident

Profanity, abusive language, or racial slurs

Unauthorized disclosure of confidential information

Violation of any provision of the City Charter

Violation of City or departmental policies, codes of conduct, rules and procedures

Coercion, intimidation, or threats against citizens, supervisors, co-workers, City officials, or others

Making or publishing false, vicious, or malicious statements about the City, or a City employee or citizen, or others

Unsatisfactory performance or conduct

Inefficiency, incompetence or neglect of duty

Fighting, provoking or instigating a fight, or threatening violence

Disruptive activity in the workplace

Engaging in a work stoppage

Conduct which results in waste or damage of a co-worker's, City, or citizen-owned property

Failure to follow prescribed safety rules and operating procedures

Insubordination or other disrespectful or unprofessional conduct

Discourteous treatment of the public

Possession of weapons on City time, City premises, or while on City business (except for licensed peace officers, [and animal control officers](#) required to carry a weapon as part of their job duties; [and except for an employee who holds a license to carry a handgun under Subchapter H, Chapter 411, Texas Government Code, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition, transporting or storing a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the City of Brenham provides for employees](#))

Violation of local, state or federal law

Conviction of a felony, including reasonable belief employee has committed a crime under Texas Penal Code or Class A or B misdemeanor, or repeated conviction of Class C misdemeanor charges

Failure to timely return to work upon conclusion of authorized leave or disciplinary suspension

Outside employment that conflicts with, or potentially conflicts with, City interests

Acceptance of payment of any kind for activities related to City Employment except as provided in Gift policy

Failure or refusal to follow lawful orders

Sleeping on the job (except for Fire Department personnel who are governed by applicable Fire Department Rules and Regulations)

Dishonesty, including misrepresentation during the hiring process

Failure to follow policies and procedures described in other sections of the Policies Handbook, departmental policies or other policies and procedures issued by the City Manager or his designee

RESOLUTION NO. R-16-005

A RESOLUTION APPROVING AMENDMENTS TO THE CITY OF BRENHAM HUMAN RESOURCES POLICY MANUAL

WHEREAS, the Brenham City Council desires to establish certain policies and provide direction for certain matters affecting employment, employees, and related benefits; and

WHEREAS, the City of Brenham Human Resources Policy Manual was adopted by City Council on September 3, 2015 with the passage of Resolution No. R-15-022; and

WHEREAS, since that time, the need to adopt or amend several policies has arisen, new laws affecting personnel matters have been enacted and the current Human Resources Policy Manual is in need of updating and revision; and

WHEREAS, City staff has prepared revisions to the Human Resources Policy Manual which update the policies to reflect current law and practices; and

WHEREAS, it is in the best interest of the City of Brenham to adopt such revisions and amendments to the Human Resources Policy Manual; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Brenham, Texas as follows:

Section 1: That the recitals set forth above are incorporated herein for all purposes as if fully set forth in the body of this Resolution.

Section 2: That the City Council of the City of Brenham hereby adopts the revisions and amendments as outlined below and attached hereto as “Exhibit A”:

- Weapons Ban and Violence Prevention
- Employee Conduct and Works Rules/Disciplinary Action
- Open Carry and Concealed Handgun Policy

Section 3: That this Resolution shall be in full force and effect after its passage and approval according to law.

PASSED and APPROVED this the _____ day of February, 2016.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC
City Secretary

EXHIBIT A

Open Carry and Concealed Handgun Policy

It is the intent of the City of Brenham to comply with current state regulations (HB910 and SB273) relating to ***open carry*** and ***concealed handguns***. Effective January 1, 2016 a person with a valid license to carry a handgun issued by the Texas Department of Public Safety may ***conceal*** or ***openly carry*** a handgun in a belt or shoulder holster in public including the premises of any governmental property, with limited exceptions as set forth herein.

FACILITIES:

The City has very limited authority to prohibit firearms in city-owned facilities. The City Secretary's Office will provide the appropriate signage and other such notices, as needed, in accordance with Section 30.06 and 30.07 of the Texas Penal Code (the Criminal Trespass Law) for all city facilities.

All persons, except a licensed Peace Officer, are restricted from carrying a firearm in the following City facilities:

- **City Hall – Municipal Court:**
 - In the courtroom, when court is in session;
 - In the first floor municipal court lobby area, when the person is doing business with court staff at the customer service window; and
 - In the municipal court offices located on the first floor behind the customer service window.
- **Blue Bell Aquatic Center:** In the area or areas where school-sponsored activities such as games, competitions, or practices are being held. Prohibition can only be in the designated area(s) (i.e. competition pool, therapy pool, etc.), can only be during the time the school-sponsored activity is taking place, and cannot encompass the whole facility.
- **City Parks:** In the designated area or areas where school-sponsored activities such as games, competitions, or practices are being held. Prohibition can only be in the designated area (i.e. baseball field, soccer field, softball field, etc.), can only be during the time the school-sponsored activity is taking place, and cannot encompass the whole park.

EMPLOYEES:

As mandated in Section 411.207 of the Texas Government Code, only a licensed Peace Officer may question a person who is openly carrying as to whether they hold the proper license. If an employee observes a person openly carrying a handgun that is not properly holstered, or that person is causing a disturbance or behavior that raises concern for safety:

1. Move to a safe location;
2. Dial 911 to alert police so they may dispatch assistance to your location; and
3. Notify a supervisor immediately.

Regardless of the legislation discussed above, the CITY OF BRENHAM STRICTLY PROHIBITS THE POSSESSION OF ANY WEAPONS, INCLUDING BUT NOT LIMITED TO HANDGUNS, BY ANY EMPLOYEE, EXCEPT BY A LICENSED PEACE OFFICER, WHILE IN CITY BUILDINGS OR ON ANY CITY-OWNED OR CONTROLLED PREMISES. Employees, other than licensed Peace Officers and City of Brenham Animal Control Officers are prohibited from carrying a weapon while performing City-related business. Possession of a concealed or an openly carried handgun inside designated City-owned or controlled premises, by any employee other than licensed Peace Officers, are forbidden and the City will take reasonable and necessary steps with regard to appropriate disciplinary action, up to and including termination of employment.

Employees who are licensed to carry and lawfully possess a firearm and/or ammunition in accordance with Chapter 411 of the Texas Government Code, may leave such firearm/ammunition in his/her locked, privately owned vehicle in the parking lot the City provides for employees. Additionally, if an employee chooses to store a firearm or ammunition that is legal to carry without a permit (i.e. hunting rifle) in his/her personal vehicle, it must be stored out of sight and the vehicle must be locked. This does not extend to City owned or leased vehicles provided to employees for City-related business.

Department Directors, or their designee, are responsible for ensuring that employees comply with provisions of this policy and to manage issues that arise relating to *open carry* and *concealed handguns*. Appropriate disciplinary action, up to and including termination, will be taken against an employee who violates this policy.

WEAPONS BAN AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

Zero Tolerance. Harassment, intimidation, threats, threatening behavior, violent behavior or acts of violence between employees or such action between an employee and another person that arises from or is in any manner connected to the employee's employment with the City, whether the conduct occurs on duty or off duty, is prohibited.

City's Response to Threats or Acts of Violence. The City will attempt to respond appropriately to any person who threatens use of force or violence or threatens an unlawful act, exhibits threatening behavior, or engages in violent acts. The City's response will normally be coordinated by the Human Resource Manager, and where applicable, the City's Police Department or other appropriate law enforcement agency. The Human Resource Manager will evaluate the severity of the situation and the need for additional resources (*e.g.*, law enforcement, Emergency Medical Services) to minimize risk and further violence, and will work with the appropriate Department Director(s) in an effort to ensure that appropriate administrative actions are taken. If such conduct occurs on City property, the offending person will typically be removed from the premises pending the outcome of an investigation. The City may also suspend and /or terminate the employment relationship, reassign job duties, mandate counseling with a psychologist or other mental health care provider of the City's choosing, initiate criminal prosecution of the person or persons involved, and/or other actions as determined by the City to be appropriate under the circumstances.

No existing City policy, practice, or procedure will be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All Weapons Banned. Unless specifically authorized by the City Manager, no employee, other than a City licensed peace officer or animal control officer, shall carry or possess a firearm or other weapon on City property (except however, an employee who holds a license to carry a handgun under Subchapter H, Chapter 411, Texas Government Code, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition, may transport or store a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the City of Brenham provides for employees). The City prohibits employees from carrying or using any weapons, concealed or otherwise. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business unless expressly allowed for the position, *i.e.*, police officer, animal control officer, etc.. Prohibited weapons include firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc.

Mandatory Reporting. Each City employee must immediately notify his/her supervisor, Department Director, the Human Resource Manager and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the Human Resource Manager.

Protective Orders. Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the Human Resource Manager and the City's Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the Human Resource Manager of any protective or restraining order issued against them.

Confidentiality. To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

City Property. For purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation centers, swimming pools, and parks (except however, an employee who holds a license to carry a handgun under Subchapter H, Chapter 411, Texas Government Code, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition, may transport or store a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the City of Brenham provides for employees).

Documentation. When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the Human Resource Manager and/or the Police Department.

Policy Violations. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION

To ensure orderly and productive operations and provide the best possible work environment, the City requires employees to follow rules of conduct that will protect the interests and safety of the City, its citizens and employees.

Progressive Discipline. In certain instances, the City will use a progressive disciplinary system. The City is not obligated to use all of the progressive disciplinary steps available to it, and may begin the disciplinary process at any level, up to and including immediate discharge, depending upon the severity of the conduct, the employee's work performance and prior disciplinary history, the employee's length of service, and any mitigating circumstances. Depending on the circumstances of each individual case, disciplinary action may consist of one or more of the following:

- Oral warning
- Letter of counseling
- Written reprimand
- Probation
- Suspension (without pay)
- Demotion
- Discharge

Documentation. All forms of discipline, other than oral warnings, must be documented and will be placed in the employee's personnel file. In the event an employee is discharged, the supervisor shall forward a copy of the dismissal to the Human Resource Department, who shall forward a copy of the dismissal to the City Manager. The Supervisor will also make a recommendation concerning the possible rehiring (or not rehiring) of the person in the future.

Supervisory Responsibility. All employees with the responsibility and authority to supervise and direct employees under their control shall administer departmental and City of Brenham policies and procedures within their scope of authority; document their subordinates' job performance, conduct, and behavior as appropriate; properly conduct evaluations of subordinates in a timely manner; discipline their subordinates as required under their departmental and/or City policies and procedures as well as address performance appeals submitted to them as provided by policy in a professional manner, in an attempt to resolve such issues at the lowest possible supervisory level.

Review by Human Resource Manager. Any proposed disciplinary action in excess of a written reprimand must be reviewed by the Human Resource Manager prior to being given to the employee. This applies to both probationary and non-probationary employees.

Appeal Rights. Where a disciplinary action involves a suspension of 1 day (or 1 shift) or more, demotion and/or termination, the employee will normally be given an opportunity to respond to the allegations prior to disciplinary action being taken. (See Employee Appeals of Disciplinary Actions) Positions classified as Director level and above are employed at the will and pleasure of the City Manager and may appeal any type of disciplinary action only to the City Council. Probationary employees likewise have no right of appeal for disciplinary action taken against them.

Prohibited Activities. Disciplinary action will be imposed for violations of City or departmental policies and procedures, codes of conduct, rules and regulations, either written or verbal. In addition, acts which are not specifically addressed in policies and procedures, codes of conduct, and rules and regulations, yet may adversely affect the City or put the health and safety of fellow employees, citizens or other third parties, at risk, may also result in disciplinary action. It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of conduct that will likely result in disciplinary action, up to and including termination of employment:

Theft or inappropriate removal or use of City property or other property not belonging to the employee

Falsification of timekeeping or other records, including employment application

Working under the influence of alcohol or illegal drugs or legal drugs with adverse side effects

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating City-owned equipment

Violation of City's policy regarding sexual or other unlawful harassment

Interfering with work schedules or another employee's ability to work

Misuse of City telephones, including cell phones, computers, mail systems, etc.

Excessive or unscheduled absenteeism, tardiness in reporting for work or returning from lunch and breaks or absence without notice and/or approval

Violation of smoking/tobacco use policy

Violation of safety or health rules and failure to immediately report an on-the-job injury/accident

Profanity, abusive language, or racial slurs

Unauthorized disclosure of confidential information

Violation of any provision of the City Charter

Violation of City or departmental policies, codes of conduct, rules and procedures

Coercion, intimidation, or threats against citizens, supervisors, co-workers, City officials, or others

Making or publishing false, vicious, or malicious statements about the City, or a City employee or citizen, or others

Unsatisfactory performance or conduct

Inefficiency, incompetence or neglect of duty

Fighting, provoking or instigating a fight, or threatening violence

Disruptive activity in the workplace

Engaging in a work stoppage

Conduct which results in waste or damage of a co-worker's, City, or citizen-owned property

Failure to follow prescribed safety rules and operating procedures

Insubordination or other disrespectful or unprofessional conduct

Discourteous treatment of the public

Possession of weapons on City time, City premises, or while on City business (except for licensed peace officers, and animal control officers required to carry a weapon as part of their job duties; and except for an employee who holds a license to carry a handgun under Subchapter H, Chapter 411, Texas Government Code, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition, transporting or storing a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the City of Brenham provides for employees)

Violation of local, state or federal law

Conviction of a felony, including reasonable belief employee has committed a crime under Texas Penal Code or Class A or B misdemeanor, or repeated conviction of Class C misdemeanor charges

Failure to timely return to work upon conclusion of authorized leave or disciplinary suspension

Outside employment that conflicts with, or potentially conflicts with, City interests

Acceptance of payment of any kind for activities related to City Employment except as provided in Gift policy

Failure or refusal to follow lawful orders

Sleeping on the job (except for Fire Department personnel who are governed by applicable Fire Department Rules and Regulations)

Dishonesty, including misrepresentation during the hiring process

Failure to follow policies and procedures described in other sections of the Policies Handbook, departmental policies or other policies and procedures issued by the City Manager or his designee



AGENDA ITEM 7

DATE OF MEETING: February 4, 2016	DATE SUBMITTED: February 1, 2016	
DEPT. OF ORIGIN: Police Department	SUBMITTED BY: Craig Goodman	
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 a Grant from the 100 Club of Houston in the Amount of \$38,062.65 for Tactical Equipment for the Brenham Police Department and Authorize the Mayor to Execute Any Necessary Documentation		
SUMMARY STATEMENT: The Department submitted a grant application to The 100 Club for vests and protective gear for the Emergency Response Team. The application was approved and we received notice in late January. There is no match needed for the funds; they simply ask we display their logo on the equipment.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS: Grant funding will allow the Department to purchase the vests and protective gear for Emergency Response Team.		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: None		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Approve the acceptance of a grant from the 100 Club of Houston in the amount of \$38,062.65 for vests and protective gear for the Emergency Response Team and authorize the Mayor to execute any necessary documentation.		
APPROVALS: Terry K. Roberts		



AGENDA ITEM 8

DATE OF MEETING: February 4, 2016		DATE SUBMITTED: February 1, 2016	
DEPT. OF ORIGIN: Police Department		SUBMITTED BY: Angela Hahn	
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 Submission of a Grant Application to the Bluebonnet Community Grant Program for Cameras at the Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation			
SUMMARY STATEMENT: The Airport is one of the City's greatest assets both in infrastructure and for growth. With its location outside the City limits and no adequate camera system for surveillance, it makes it difficult to provide the needed security to protect this asset. It is the belief of staff that a camera system which ties into the overall Citywide camera system would provide the ability to monitor the Airport at a greater level. We are in the research stage of this application and are working on cost estimates. There is a 10% match to the grant.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS: Grant funding will allow the City to purchase a camera system to aide in protecting the Airport.			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: None			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Approve the submission of a grant application to the Bluebonnet Community Grant Program for cameras at the Brenham Municipal Airport and authorize the Mayor to execute any necessary documentation			
APPROVALS: Terry K. Roberts			



AGENDA ITEM 9

DATE OF MEETING: February 4, 2016	DATE SUBMITTED: January 28, 2016	
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 Bid No. 16-005 for the 2016 Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute any Necessary Documentation		
SUMMARY STATEMENT: On January 26 th the Purchasing Department opened bids for the annual Mowing and Cleanup Services that is performed throughout the city. There were 7 bids received.		
<p>This bid contains 18 locations around the city that consists of open park property, medians, vacant city owned lots, municipal facilities, and code enforcement mowing options. Originally in 2013 this bid consisted of 23 locations along with code enforcement but due to several factors, it has now decreased to 18 physical locations. Areas that have been taken off include the Central Communications Building, Hike and Bike Trail, Hasskarl Tennis Courts, Prairie Lea (Vacant Lot), and two other city owned vacant lots that have since been sold.</p> <p>Based on the bid recap Gene's Services submitted the lowest bid. Staff feels very comfortable awarding the bid to Gene's Services since he has been the current vendor for the past three years. Gene Patrick has done an outstanding job and has been willing to work with the city on additions or deletions as they have come up. He also provides a quality service and meets all of our specification regarding this bid.</p> <p>Due to the changes over the last 3 years and other parameters today, the 2016 bids came in at \$21,360 lower than 2013.</p> <p>Staff is recommending that council award the Mowing and Cleanup Services Contract to Gene's Services in the amounts shown on the bid recap.</p>		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS: Very competitive bid. Bid will be awarded to same company who has performed services over last 3 years and the total price has decreased from 2013.		
B. CONS: None		

ALTERNATIVES (In Suggested Order of Staff Preference):
ATTACHMENTS: (1) Bid Information Sheet
FUNDING SOURCE (Where Applicable): Numerous departments
RECOMMENDED ACTION: Award Bid No. 16-005 to Gene's Services for the 2016 mowing and cleanup services contract and authorize the Mayor to execute any necessary documentation.
APPROVALS: Terry K. Roberts



Bid Information Sheet

January 26, 2016

IFB #16-005

For: Mowing, Grounds Maintenance & Cleanup Services

Purchase not to exceed budgeted funds.

Number of completed bids returned to Purchasing: 7

MOWING, GROUNDS MAINTENANCE & CLEANUP SERVICES-IFB #16-005

BID RECAP

PARKS DEPARTMENT	APPROX. # OF MOWINGS	YARD DEPOT, LLC		ABIogenesis		GENE'S SERVICES		PLIM TEXAS		COPIOUS OPERATIONS, LLC		ECOCUTTER		DOUBLE EAGLE EROSION	
		UNIT PRICE PER OCCURRENCE	TOTAL COST												
1. Biedler Dr. & Stonehollow-Median	32	65.00	2,080.00	40.00	1,280.00	10.00	320.00	15.00	480.00	18.00	576.00	15.00	480.00	16.43	525.76
2. 1800 Blk of Longwood Dr.-Median	32	65.00	2,080.00	40.00	1,280.00	10.00	320.00	15.00	480.00	18.00	576.00	15.00	480.00	16.43	525.76
3. 1800 Longwood Dr.-Police Bldg. Yard	32	170.00	5,440.00	190.00	6,080.00	65.00	2,080.00	85.00	2,720.00	96.00	3,072.00	725.00	23,200.00	98.06	3,137.92
4. Hwy 290 & FM 389-290 Right-of Way-Landscape Area	12	300.00	3,600.00	200.00	2,400.00	125.00	1,500.00	110.00	1,320.00	83.00	996.00	350.00	4,200.00	136.88	1,642.56
5. S. Market St. & E. Stone St.-Median	32	60.00	1,920.00	40.00	1,280.00	15.00	480.00	15.00	480.00	39.00	1,248.00	35.00	1,120.00	27.25	872.00
6. 1710 E. Tom Green-Boys & Girls Club Yard	32	170.00	5,440.00	250.00	8,000.00	65.00	2,080.00	55.00	1,760.00	118.00	3,776.00	275.00	8,800.00	170.03	5,440.96
7. 1800 E. Tom Green-Blue Ball Aquatic Center Yard	32	255.00	8,160.00	250.00	8,000.00	135.00	4,320.00	140.00	4,480.00	11.00	352.00	15.00	480.00	16.43	525.76
8. W. Main & MLK Pkwy.-Median	32	65.00	2,080.00	40.00	1,280.00	10.00	320.00	15.00	480.00	11.00	352.00	15.00	480.00	16.43	525.76
9. MLK Pkwy./W. Jefferson-Median	32	65.00	2,080.00	80.00	2,560.00	45.00	1,440.00	55.00	1,760.00	39.00	1,248.00	15.00	480.00	97.90	3,100.00
10. 900 E. Alamo St.-Jerry Wilson Park	32	170.00	5,440.00	160.00	5,120.00	65.00	2,080.00	85.00	2,720.00	89.00	2,848.00	240.00	7,680.00	82.25	2,632.00
11. Main & E. Alamo-Median	32	65.00	2,080.00	60.00	1,920.00	15.00	480.00	20.00	640.00	24.00	768.00	15.00	480.00	21.30	681.60
12. 2007 Old Chappell Hill Rd.-Animal Shelter	32	85.00	2,720.00	150.00	4,800.00	65.00	2,080.00	65.00	2,080.00	44.00	1,408.00	240.00	7,680.00	65.36	2,091.52
13. 1308 Old Independence Rd.-Linda Anderson Park (Exclude ball fields)	32	600.00	19,200.00	300.00	9,600.00	325.00	10,400.00	450.00	14,400.00	312.00	9,984.00	340.00	10,880.00	657.23	21,031.36
14. 404 N. Chappell Hill St.-Vacant Lot	32	65.00	2,080.00	80.00	2,560.00	20.00	640.00	20.00	640.00	34.00	1,088.00	50.00	1,600.00	21.90	700.80
15. 101 N. Chappell Hill St.-Fire Dept. Yard	32	170.00	5,440.00	150.00	4,800.00	65.00	2,080.00	55.00	1,760.00	67.00	2,144.00	160.00	5,120.00	67.50	2,160.00
16. 200 Blk of W. Vulcan (Vulcan & Bay/for)-Parking Lot Area	32	85.00	2,720.00	90.00	2,880.00	20.00	640.00	20.00	640.00	34.00	1,088.00	130.00	4,160.00	21.30	681.60
17. W. Main & Alamo-Medians	32	60.00	1,920.00	40.00	1,280.00	10.00	320.00	10.00	320.00	18.00	576.00	15.00	480.00	16.43	525.76
a. 100 St. Joseph & 1000 Main View	32	60.00	1,920.00	40.00	1,280.00	10.00	320.00	10.00	320.00	18.00	576.00	15.00	480.00	16.43	525.76
b. 500 W. Alamo & 200 Heights Circle	32	60.00	1,920.00	60.00	1,920.00	15.00	480.00	10.00	320.00	18.00	576.00	25.00	800.00	16.43	525.76
c. W. Main & E. Alamo	32	525.00	16,800.00	260.00	8,320.00	180.00	5,760.00	300.00	9,600.00	183.00	5,856.00	320.00	10,240.00	186.02	6,272.64
18. 700 MLK Pkwy.-Hattie Mae Flowers Park	32														
GRAND TOTAL			95,120.00		76,640.00		38,140.00		47,400.00		40,740.00		81,580.00		57,911.52

CODE VIOLATION PROPERTIES	YARD DEPOT, LLC		ABIogenesis		GENE'S SERVICES		PLIM TEXAS		COPIOUS OPERATIONS, LLC		ECOCUTTER		DOUBLE EAGLE EROSION	
	UNIT PRICE PER OCCURRENCE	TOTAL COST												
1. Mowing/trimming/weed eating of standard vacant residential lot, price on a per lot basis. Includes mowing, trimming/weed eating of alley or easement to midline of said alley or easement.	150.00	UNKNOW	120.00	UNKNOW	40.00	UNKNOW	45.00	UNKNOW	55.00	UNKNOW	85.00	UNKNOW	48.04	UNKNOW
2. Same as above, except with a house on the standard lot, priced on a per lot basis. Includes mowing, trimming/weed eating of alley or easement to the midline of said alley or easement.	100.00	UNKNOW	90.00	UNKNOW	35.00	UNKNOW	35.00	UNKNOW	65.00	UNKNOW	65.00	UNKNOW	36.23	UNKNOW
3. Mowing, trimming of property in excess of one (1) acre (42,560 sq. ft.), priced on a per acre basis.	175.00	UNKNOW	100.00	UNKNOW	35.00	UNKNOW	35.00	UNKNOW	70.00	UNKNOW	50.00	UNKNOW	45.06	UNKNOW
4. The mowing, trimming/weed eating of an alley or easement to the midline of said alley or easement.	75.00	UNKNOW	120.00	UNKNOW	30.00	UNKNOW	35.00	UNKNOW	40.00	UNKNOW	55.00	UNKNOW	39.02	UNKNOW
5. 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. Dumping fee at landfill requires submission of ticket for reimbursement.	450.00	UNKNOW	200.00	UNKNOW	95.00	UNKNOW	100.00	UNKNOW	185.00	UNKNOW	140.00	UNKNOW	110.14	UNKNOW
6. The cutting of any over-hanging tree limbs, bushes, or any other vegetation that is considered an encroachment, price on per worker per hour basis.	25.00	UNKNOW	35.00	UNKNOW	15.00	UNKNOW	15.00	UNKNOW	22.00	UNKNOW	55.00	UNKNOW	14.88	UNKNOW
7. Repair of residential/commercial fences. Priced per hour for (2) workers.	75.00	UNKNOW	70.00	UNKNOW	30.00	UNKNOW	30.00	UNKNOW	36.00	UNKNOW	65.00	UNKNOW	31.21	UNKNOW
8. Removal of residential fences. Priced per worker per hour.	25.00	UNKNOW	35.00	UNKNOW	20.00	UNKNOW	20.00	UNKNOW	22.00	UNKNOW	35.00	UNKNOW	24.04	UNKNOW
9. Abatement or treatment (with a mosquito larvicide) of stagnant water. Priced per worker per hour.	25.00	UNKNOW	50.00	UNKNOW	30.00	UNKNOW	45.00	UNKNOW	25.00	UNKNOW	45.00	UNKNOW	54.03	UNKNOW
10. Covering of open wells or cisterns in a secure manner, or the filling of open wells or cisterns with earth or other appropriate matter to the ground surface level. Priced per worker per hour.	25.00	UNKNOW	50.00	UNKNOW	30.00	UNKNOW	55.00	UNKNOW	25.00	UNKNOW	55.00	UNKNOW	54.03	UNKNOW
GRAND TOTAL	1,125.00	UNKNOW	870.00	UNKNOW	360.00	UNKNOW	415.00	UNKNOW	555.00	UNKNOW	650.00	UNKNOW	456.68	UNKNOW