



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, SEPTEMBER 1, 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 – Mayor Pro Tem Nix**
- 3. Service Recognition**
 - **Carrie Derkowski, Fire Department 5 Years**
- 4. Proclamations**
 - **Childhood Cancer Awareness Month**
 - **Washington County READ** **Pages 1-2**
- 5. Citizens Comments**

CONSENT AGENDA

6. 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.

6-a. Minutes from July 20, 2016, July 21, 2016 and July 22, 2016 Budget Workshops

Pages 3-9

6-b. Ordinance No. O-16-019 on Its Second Reading Amending the Current FY2015-16 Adopted Budget

Pages 10-11

6-c. Ordinance No. O-16-020 on Its Second Reading Amending Chapter 21, Signs, of the Code of Ordinances of the City of Brenham Regarding the Regulation of Billboards

Pages 12-13

PUBLIC HEARING

- 7. Proposed Tax Rate of \$0.5070 per \$100 Valuation for Fiscal Year Beginning October 1, 2016 and Ending September 30, 2017** **Pages 14-15**

WORK SESSION

- 8. Discussion and Presentation of Main Street Initiatives** **Pages 16-17**

REGULAR SESSION

- 9. Discuss and Possibly Act Upon the Approval of a Request from the Washington County Appraisal District to Retain the Accumulated Funds of \$54,633 from FY2014-15 Budget Savings, the City of Brenham's Portion Being \$5,515** **Pages 18-20**
- 10. Discuss and Possibly Act Upon the Approval of the FY2016-17 Budget for the Washington County Appraisal District** **Pages 21-26**
- 11. Discuss and Possibly Act Upon an Ordinance on Its First Reading Approving Financing for the Purchase of Furnishings and Equipment for the Expanded and Renovated Nancy Carol Roberts Memorial Library** **Pages 27-30**
- 12. Discuss and Possibly Act Upon the Selection of Candidates to be Voted for on the Texas Municipal League Intergovernmental Risk Pool Board of Trustees, Places 6-9 and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 31-37**
- 13. Discuss and Possibly Act Upon Resolution No. R-16-023 for the Acceptance of a Special Projects Grant from the Texas State Library and Archives Commission in the Amount of \$16,350 for the "Play On" Program at the Nancy Carol Roberts Memorial Library** **Pages 38-43**
- 14. Discuss and Possibly Act Upon Resolution No. R-16-024 for the Acceptance of a Cooperation Grant from the Texas State Library and Archives Commission in the Amount of \$15,500 for the "Library Small Business and Workforce Development Hub" Program at the Nancy Carol Roberts Memorial Library** **Pages 44-52**
- 15. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending Appendix A – "Zoning" of the Code of Ordinances of the City of Brenham, Texas, Part V, Section 3.03, Relating to the Number of Alternate Members of the Board of Adjustment** **Pages 53-56**

16. **Discuss and Possibly Act Upon an Agreement Between the City of Brenham and the Brenham Community Development Corporation (BCDC) for Management, Administrative and Technical Services and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 57-61**

17. **Discuss and Possibly Act Upon a One Year Contract Extension, in Accordance with Bid No. 15-008, for Gasoline and Diesel Fuel for the City of Brenham's Vehicle and Equipment Fleet and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 62-68**

18. **Administrative/Elected Officials Report**

EXECUTIVE SESSION

19. **Section 551.086 – Texas Government Code – Utility Competitive Matters – Deliberation Regarding the City of Brenham's Gas Supply Contract** **Page 69**

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 September 1, 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 August 29, 2016 at **12:30 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

PROCLAMATION

WHEREAS, In the U.S., 15,780 children under the age of 21 are diagnosed with cancer every year; approximately 1/4 of them will not survive the disease; and

WHEREAS, The causes of pediatric cancer are still largely unknown, and though new discoveries are resulting in new treatments, this heartbreaking disease continues to scar families and communities in ways that may never fully heal; and

WHEREAS, September is National Childhood Cancer Awareness Month and represents an annual opportunity for supporters nationwide to focus on and raise awareness of the challenges of childhood cancer; and

WHEREAS, In Brenham, Texas, Adam's Angels Ministry, a local charitable organization, supports families who face childhood cancer and encourages everyone to join in their efforts to help defeat this terrible disease; and

WHEREAS, It is right and just for the City Council and the residents of Brenham to join together with Adam's Angels and all children and families touched by childhood cancer to raise awareness and encourage funding to be dedicated to finding a cure;

Now, THEREFORE I, Milton Y. Tate, Jr., Mayor of the City of Brenham, Texas do hereby proclaim September 2016 as

CHILDHOOD CANCER AWARENESS MONTH

In Witness, Whereof, I have set my hand and affixed the Seal of the City of Brenham

Milton Y. Tate, Jr., Mayor
City of Brenham, Texas

PROCLAMATION

- WHEREAS,** A community read program encourages reading by having all involved read the same book; and
- WHEREAS,** Lifetime Learning, a group of volunteers who have been bringing outstanding speakers and classes to the Washington County area since 2002, has proposed an eighth annual Washington County READ; and
- WHEREAS,** On October 18, 2016, at 5:30 p.m. Lifetime Learning and Unity Theatre will hold a free reception with refreshments catered by Design II, presentations by Rev. Randy Wells, Dr. Walter Jackson, Survivors of Katrina, and an interpretive reading; and
- WHEREAS,** This endeavor has the support of Unity Theatre, Banner Press, KWHI-KTEX, The Book Nook, Blinn College, Nancy Carol Roberts Library, Brenham ISD, Washington County Chamber of Commerce, and many individuals in the community; and
- WHEREAS,** The Honorary Chairs of this event are: Reverend Randy Wells and Dr. Walter Jackson; and
- WHEREAS,** During the Washington County Read, which begins September 6, 2016 and concludes October 25, 2016, all adult residents of Washington County are encouraged to read *CITY OF REFUGE* by award winning author Tom Piazza, which is the story of two families, one black and one white, caught in the historic Katrina storm; and
- WHEREAS,** It is right and just for the City Council and the residents of Brenham to join together to applaud the volunteers with Lifetime Learning for their dedication to service and their commitment to encourage reading;

Now THEREFORE, I, Milton Y. Tate, Jr., Mayor of the City of Brenham, Texas do hereby proclaim September 6, 2016 through October 18, 2016 as the official period for

The Washington County READ

In Witness Whereof, I have set my hand and affixed the Seal of the City of Brenham.

Milton Y. Tate, Jr., Mayor
City of Brenham

Brenham City Council Minutes

A special budget workshop meeting of the Brenham City Council was held on July 20, 2016 beginning at 8:30 a.m. in the Brenham City Hall, Conference Room 2-A, 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:

Others present:

City Manager Terry Roberts, ACM – General Government Ryan Rapelye, ACM-Chief Financial Officer Carolyn Miller, ACM - Public Utilities Lowell Ogle, City Secretary Jeana Bellinger, Assistant Fire Chief Brian Scheffer, Police Chief Craig Goodman, Director of Community Services Wende Ragonis, Director of Public Utilities Dane Rau, City Engineer Lori Lakatos, Development Services Manager Erik Smith, Kaci Konieczny, Brent Sauble, Debbie Gaffey, Stacy Hardy, Dant Lange, and Trey Gully.

Citizens present:

None

Media Present:

None

1. Call Meeting to Order

2. FY 2016-17 Proposed Budget Discussions

City Manager Terry Roberts welcomed Council and advised that staff is projecting FY17 General Fund revenues to only be slightly higher than FY16 by about \$200,000 or 1.5% with additional property taxes, city sales tax and court fees and fines accounting for the majority of the increase. Roberts explained that sales tax revenues are expected to be slightly higher and utility franchise taxes are expected to be flat compared to FY15. Roberts advised the primary revenue drivers in the General Fund in the FY17 Proposed Budget include stabilized sales tax, modest growth in property valuations, utility franchise tax and utility inter-fund transfers.

Roberts advised Council that staff has focused on four general fund budget priorities:

1. Adding three (3) additional firefighters in FY17 with property tax increase. This priority will have an impact to the General Fund budget of \$185,000; however, it can be accomplished with a \$0.02 increase in the O&M tax rate.
2. Restore funding for street reconstruction program of \$900,000 at \$225,000 over four (4) fiscal years. This priority would require a \$0.0137 increase in the I&S tax rate.
3. Provide funding for capital expenditures to preserve the current level of services to the community and citizens. Resources for funding vehicle/equipment replacements can come from FY16 Above Budget Net Revenues (ABNR) and savings in personnel.
4. Maintain the ninety (90) day reserve policy and five (5) days of reserve of Renovations and Replacements. The proposed FY17 budget has a projected General Fund reserve amount of \$3,884,971 or 108.37 days.

Roberts also advised Council that staff has focused on the following personnel budget priorities:

1. Increase funding for Texas Municipal Retirement System (TMRS) to reduce unfunded liability.
2. Perform a careful review of Full Time Equivalent (FTE) and staffing requirements in all areas.
3. Evaluate new personnel requests for the FY17 proposed budget.
4. Maintain Compensation Plan for General Government and Public Safety Employees.
5. Cost of living adjustment (COLA) for all city employees was not funded.
6. Identify changes to fully funded group medical plan to mitigate any premium increases for the City.
7. Continue retiree group medical plan subsidy.

Assistant City Manager and Chief Financial Officer Carolyn Miller presented a brief overview of the General Fund budget for FY17. Miller explained in detail the 90-day reserve calculation, capital and personnel additions, capital requests not funded, departmental fund transfers, and franchise payments to the General Fund.

The following departmental budgets were presented to the Council by staff:

- Public Safety
 - Dept 151 – Police
 - Fund 222 – Police Department Grants
 - Fund 225 – Motorcycle/Police Equipment Fund
 - Fund 229 – Criminal Law Enforcement
 - Dept 154 – Animal Control/Shelter
 - Dept 152 – Fire/EOC
 - Fund 221 – Emergency Management Grants
 - Fund 235 – Fire Department Grants
 - Dept 050 – City Communications
- Finance
 - Dept 121 - Administration
 - Dept 123 – Human Resources
 - Dept 133 – Finance/Risk Management
 - Dept 135 – Purchasing/Warehouse
 - Dept 155 – Municipal Court
 - Fund 222 – Court Security/Technology
- Special Revenue Funds
 - Fund 109-110 – Hotel Occupancy Tax
 - Fund 214 – Capital Leases
 - Fund 218 – 2014 Capital Projects
 - Fund 226 – Public Safety Training
 - Fund 227 – FEMA Disaster Relief
 - Fund 232 – Donations Fund
 - Fund 236 – Equipment Fund
 - Fund 237 – Streets/Drainage Improvements
 - Fund 250/252 – BCDC/Capital
 - Fund 290 – Highway 290 Fund
 - Fund 500 – Worker’s Compensation Fund
 - Dept 100 – Community Services Agencies

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

Brenham City Council Minutes

A special budget workshop meeting of the Brenham City Council was held on July 21, 2016 beginning at 8:30 a.m. in the Brenham City Hall, Conference Room 2-A, 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:

Others present:

City Manager Terry Roberts, ACM – General Government Ryan Rapelye, ACM-Chief Financial Officer Carolyn Miller, ACM - Public Utilities Lowell Ogle, City Secretary Jeana Bellinger, Police Chief Craig Goodman, Director of Community Services Wende Ragonis, Director of Public Utilities Dane Rau, City Engineer Lori Lakatos, Development Services Manager Erik Smith, Kaci Konieczny, Debbie Gaffey, Stacy Hardy, Sara Parker, Susan Nienstedt, Rhonda Kuehn, Amanda Carker, Andria Heiges, Casey Redman, Bobby Branham, Leslie Kelm, Jennifer Eckermann, Kevin Schmidt and Kevin Boggus.

Citizens present:

None

Media Present:

None

1. Call Meeting to Order

2. FY 2016-17 Proposed Budget Discussions

City Manager Terry Roberts welcomed Council to the second day of budget workshop discussions.

The following departmental budgets were presented to the Council by staff:

- Community Programs/Services
 - Dept 125 – Main Street
 - Dept 146 – Library
 - Dept 049 – Community Programs and Marketing
 - Dept 149 – Aquatics
 - Dept 249 – Simon Conference Center
- Public Works
 - Dept 131 – Maintenance
 - Fund 220 – Central Fleet
 - Dept 141 – Streets
 - Dept 144 – Parks
 - Fund 234 – Parks Capital Improvements
 - Dept 167 – General Government Services
- Sanitation
 - Dept 042 – Transfer Station
 - Dept 043 – Collection Station
 - Dept 140 – Recycling Center
 - Dept 142 – Residential Collection
- Engineering
 - Dept 128 – Engineering Services
 - Dept – 148 - Airport
 - Fund 203 – Airport Capital Improvements
- Planning & Development
 - Dept 122 – Development Services & Code Enforcement
- Information Technology (IT)
 - Dept 172 – Information Technology

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

Brenham City Council Minutes

A special budget workshop meeting of the Brenham City Council was held on July 22, 2016 beginning at 8:30 a.m. in the Brenham City Hall, Conference Room 2-A, 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:

Others present:

City Manager Terry Roberts, ACM – General Government Ryan Rapelye, ACM-Chief Financial Officer Carolyn Miller, ACM - Public Utilities Lowell Ogle, City Secretary Jeana Bellinger, Fire Chief Ricky Boeker, Police Chief Craig Goodman, Director of Community Services Wende Ragonis, Director of Public Utilities Dane Rau, City Engineer Lori Lakatos, Development Services Manager Erik Smith, Kaci Konieczny, Debbie Gaffey, Stacy Hardy, Wanda Kramer, Alton Sommerfield, Ande Bostain, Matthew Monfreda, Shawn Bolenbarr, and Bobby Keene.

Citizens present:

None

Media Present:

None

- 1. Call Meeting to Order**
- 2. FY 2016-17 Proposed Budget Discussions**

City Manager Terry Roberts welcomed Council to the third and final day of budget workshop discussions. Roberts advised Council that staff would be discussing utility budgets, special revenue funds, and debt service and capital projects.

Assistant City Manager – Public Utilities Lowell Ogles advised Council that staff has focused on six utility fund budget priorities:

1. Maintaining the competitiveness of electric rates and ensure rates generate revenues sufficient to cover the cost of service program which includes ongoing O&M expenditures, debt service, General Fund support, capital equipment turnover, and infrastructure enhancements and replacements that improve system reliability.
2. Keep the gas system safe and reliable and promote natural gas as a cheap, safe, clean alternative to electricity.
3. Improve water treatment controls and replace aging infrastructure to increase system reliability and reduce water loss.
4. Maintain the wastewater system infrastructure but minimize any unnecessary capital investments until there is a significant reduction in debt liability.
5. Maintain a reliable and efficient solid waste operation at a reasonable cost to the public and ratepayers.

The following utility departmental budgets were presented to the Council by staff:

- Electric Fund
 - Dept 132 – Utility Billing
 - Dept 160 – Public Utilities
 - Dept 161 - Electric
- Gas Fund
 - Dept 162 – Gas
- Water Fund
 - Dept 163 – Water Treatment
 - Dept 164 – Water Construction
- Wastewater Fund
 - Dept 165 – Wastewater Construction
 - Dept 166 – Wastewater Treatment

Roberts provided the Council with a listing of debt and capital project needs for FY18 for all departments. Roberts explained that any new general government debt projects would have an impact on the I&S portion of the tax rate. Roberts stated that approximately \$1.5 to \$1.7 million in general government projects would have a one cent impact on the I&S tax rate.

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

ORDINANCE NO. O-16-019

AN ORDINANCE OF THE CITY OF BRENHAM, TEXAS AMENDING THE FY2015-16 ADOPTED BUDGET; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Brenham, Texas has previously approved a budget for the fiscal year ending September 30, 2016, after having filed the same with the City Secretary and after holding public hearings on same, all after due notice as required by statute; and

WHEREAS, due to unforeseen circumstances and/or conditions, the City Council finds it is necessary to amend the FY2015-16 Budget for municipal purposes;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Brenham, Texas:

SECTION 1.

That the City Council of the City of Brenham, Texas, does hereby amend the budget for the City of Brenham, Texas for the fiscal year ending September 30, 2016, as shown on “Exhibit A”.

SECTION II.

This Ordinance shall take effect as provided by State Law and the Charter of the City of Brenham, Texas.

PASSED and APPROVED on its first reading this the 18th day of August, 2016.

PASSED and APPROVED on its second reading this the 1st day of September, 2016.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

**CITY OF BRENHAM
EXHIBIT A
AMENDMENT NUMBER 1
FISCAL YEAR 09-30-16**

	General Fund	Streets & Drainage Fund	Hotel Occupancy Tax Fund	Simon Conference Center	BCDC	Equipment Fund	Parks Capital Improvements Fund	TOTAL
REVENUES (INC) DEC								
Insurance Proceeds - Police Dept. Vehicles	(20,800)							(20,800)
Insurance Proceeds - Airport Runway Light	(7,335)						(777,205)	(7,335)
Michael Mansfield Owsley Playground & Park Improvement Donations							(22,000)	(777,205)
Fireman's Park Baseball Field Wall Advertising Revenue								(22,000)
TOTAL BUDGETED REVENUES	(28,135)	-	-	-	-	-	(799,205)	(827,340)
EXPENDITURES INC (DEC)								
Police Department Vehicles	7,335					20,800		20,800
Airport Runway Light								7,335
Michael Mansfield Owsley Playground & Park Improvements			(6,500)				777,205	777,205
Additional HOT Funding for State Softball Tournament	6,500	52,669		20,000				-
Additional Materials for Belle Towers Drainage Project					100,000			52,669
Simon Conference Center Advertising & Promotion								20,000
Contribution to EDF for EDA Grant Local Match								100,000
TOTAL BUDGETED EXPENDITURES	13,835	52,669	(6,500)	20,000	100,000	20,800	777,205	978,009
BUDGETED TRANSFERS								
Transfer from General Fund to Equipment Fund	20,800					(20,800)		-
Additional HOT funding for State Softball Tournament	(6,500)		6,500					-
Transfer from General Fund to Streets & Drainage Fund	52,669	(52,669)						-
Additional HOT Funding for Simon Conference Center Marketing			81,000	(81,000)				-
TOTAL BUDGETED TRANSFERS	66,969	(52,669)	87,500	(81,000)	-	(20,800)	-	-
CHANGE IN BUDGETED FUND BALANCE (INC) DEC	\$ 52,669	\$ -	\$ 81,000	\$ (61,000)	\$ 100,000	\$ -	\$ (22,000)	\$ 150,669

ORDINANCE NO. O-16-020

AN ORDINANCE AMENDING CHAPTER 21, “SIGNS”, OF THE CODE OF ORDINANCES OF THE CITY OF BRENHAM, TEXAS PROVIDING FOR THE REGULATION OF BILLBOARDS WITHIN THE CITY OF BRENHAM CITY LIMITS AND THE CITY OF BRENHAM’S EXTRATERRITORIAL JURISDICTION.

WHEREAS, the City of Brenham, Texas (“City”) is a home rule municipality; and

WHEREAS, Texas Local Government Code, Chapter 216, provides that a municipality may regulate signs within the city’s limits and the extraterritorial jurisdiction of the City; and

WHEREAS, it is in the interest of the health, safety, welfare, convenience and enjoyment of the general public to regulate signs in the City of Brenham city limits and in the City’s extraterritorial jurisdiction; and

WHEREAS, the City has previously adopted sign regulations as codified in Chapter 21, Code of Ordinances, City of Brenham, Texas, and the City Council desires to hereby amend the sign regulations provided for therein; and

NOW THEREFORE, be it ordained by the City Council of the City of Brenham, Texas:

I.

That Section 21-13, Chapter 21, Code of Ordinances, City of Brenham, Texas is added to read as follows:

Section 21-13. – Billboards.

- (a) Billboards shall not be permitted within the city limits or the extraterritorial jurisdiction of the city.
- (b) Existing billboards maintained as nonconforming uses.
 - (1) Sign face replacement shall be allowed on nonconforming billboards without a permit to the extent that no structural modifications are required.
 - (2) In the event a nonconforming billboard or a substantial part of it is damaged by any means or cause or dismantled for any purpose other than maintenance operations or for changing the sign face and the repair or reconstruction cost, whichever is applicable, exceeds sixty percent (60%) of the cost of erecting a new sign of the same type at the same location, it must be removed.

- (c) Any billboard lawfully erected and maintained as a nonconforming use that does not display any copy, transcript, reproduction, model, likeness, image, advertisement or written material for a period of 120 consecutive days or more is hereby declared to be a violation of this section and as such shall be restored to use or removed by the owner or permittee within 30 days after notice by the City Manager or City Manager's designee of such violation.

PASSED and APPROVED on its first reading this the 18th day of August, 2016.

PASSED and APPROVED on its second reading this the 1st day of September, 2016.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary



AGENDA ITEM 7

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 2016	
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input checked="" 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 type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Proposed Tax Rate of \$0.5070 per \$100 Valuation for Fiscal Year Beginning October 1, 2016 and Ending September 30, 2017		
SUMMARY STATEMENT: See separate memo from Chief Financial Officer on this item.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Memo from Chief Financial Officer		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Receive citizen comments regarding proposed property tax rate.		
APPROVALS: Terry K. Roberts		



MEMORANDUM

To: Mayor, Council and City Manager

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

Subject: Second Public Hearing on Proposed 2016 Tax Rate

Date: August 26, 2016

A governing body must hold two public hearings to receive citizen comments on a proposed tax rate. The first public hearing on the proposed tax rate was held during the Council meeting on August 18, 2016 and citizen comments were received.

A property tax rate of \$0.5070 per \$100 valuation is proposed to fund the FY2016-17 Budget. Of this rate, \$0.3150 will be for maintenance and operations (M&O). The balance of \$0.1920 is for debt service (interest and sinking or I&S). Based on the certified taxable values of \$1,198,049,873 the effective tax rate is \$0.4710 and the rollback rate is \$0.5132 per \$100 valuation for the 2016 Tax Year.

The increase in property taxes will cover the addition of three new firefighters and provide resources for street paving.

At each hearing, the governing body must announce the date, time, and place of the meeting at which it will vote on the tax rate. After receiving citizen comments, the following announcement should be made:

The first reading of the Ordinance to adopt the tax rate will be during a Special Council meeting on Monday, September 12, 2016 at 8:00 a.m. at City Hall, located at 200 W. Vulcan Street. The second reading of the Ordinance and adoption of the tax rate is scheduled for a Regular Council meeting on Thursday, September 15, 2016 at 1:00 p.m. at City Hall, located at 200 W. Vulcan Street.



AGENDA ITEM 8

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 22, 2016	
DEPT. OF ORIGIN: Main Street	SUBMITTED BY: Wende Ragonis	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discussion and Presentation of Main Street Initiatives		
<p>SUMMARY STATEMENT: The purpose of this presentation to Council, a key stakeholder in the development of economic vitality for the downtown district, is to provide an update on various Main Street initiatives from two sub-committees from the Main Street Advisory Board: 1) the Economic Restructuring Committee (ERC) and 2) the Planning Committee. These two committees traditionally have worked independently to positively influence and impact the economic health and the preservation of important historic assets in downtown Brenham. The ERC looks to develop and identify new market opportunities for the historic district, find new uses for historic commercial buildings and stimulate private sector investment in property. The Planning committee's focus has been to keep the Downtown Master Plan which was adopted by City Council in 2012 at the forefront of all Main Street initiatives.</p> <p>In September of 2015, staff brought these two committees together for a series of joint meetings. At the first joint meeting, three strategic priorities were identified: 1) attract more downtown lodging development, 2) seek the ownership of TX Dot right of way and 3) improve the relationship with the key downtown stakeholders. Each of these priorities are key to the development and economic vitality of the downtown area. Staff has looked to several development industry experts to either speak via video or in person at some of these joint meetings. The recurring themes presented by these experts include: 1) downtown needs more lodging within walking distance to support the new conference center destination, 2) the transportation flow should create prosperity in downtown by reducing speeds and increasing pedestrian safety, 3) public investment in streetscapes and infrastructure encourage density in the area, 4) the downtown district is historically authentic and should be preserved and 5) all agree that the downtown economy is essential to the strength of the overall local economy of the area.</p> <p>Downtown Brenham is currently experiencing the highest first floor occupancy rates in decades and there is continues to be interest in private sector investment. Based upon the past months of strategic planning, visioning and research, each of these committees' initiatives were re-focused to align with the guidance received from industry experts and the priorities set in the joint committee meetings. Each committee has taken on specific tasks and these are briefly outlined below.</p>		

Economic Restructuring Committee (ERC): The committee members include: Bill Anger, John Hermann, Jon Hill, Luther Hueske, Jim Moser and Charlie Pyle. This group is drafting an incentive guideline which will support both new and existing building and business owners in the downtown district. Other initiatives for this committee include analyzing a value per acre for appraised property values, inventorying available facilities and highlighting those opportunities on the downtown Brenham website, offering informational workshops for Federal and State tax credit programs, offering information sharing opportunities with building and/or business owners to promote downtown as a retail destination for marketing and promotion.

Planning Committee: The committee members include: Melinda Faubion, Keith Hankins, Darren Heine, Page Michele, Mary Barnes-Tilley, Tommy Upchurch and Tom Whitehead. This group is evaluating the feasibility of implementing changes to the zoning and proposed districts which are identified in the Downtown Master Plan. This is critical to the expansion and growth of the downtown district. For example, there is an area just outside of the existing B3 district along 1st Street between S. Park and Church that has experienced interest from the private sector for development. The Planning Committee considers recent changes in property ownership in this area as an opportunity for the implementation in part or whole of the Southside District of the Master Plan. In addition to this current market driven initiative, the group is working to prioritize a five (5) year working plan of projects to be considered for public or grant funding opportunities, to solve right of way issues with TX Dot, meet the parking needs for the district, and control vehicular speeds, streetscape improvements and wayfinding signage.

Each of these Main Street committees consistent of dedicated community leaders working as volunteers to support a model of development that allows Brenham to become financially strong and resilient through sustainable and planned growth in downtown. The Main Street Advisory Board and various sub-committees humbly seek the continued support and feedback from the many community stakeholders such as local residents, the City of Brenham, the Brenham Community Development Corporation, the County and the downtown business and building owners. This initiative update was provided to BCDC at their Board meeting held April 21, 2016 and on May 24, 2016 Main Street hosted an information sharing meeting with downtown stakeholders. These meetings provided an update on various Main Street initiatives such as: wayfinding, right of way concerns and recent private investments in downtown. The most important aspect of these meetings like the September 1, 2016 work session with Council is to gather feedback from all key stakeholders to further the development of Main Street initiatives.

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: Discussion only.

APPROVALS: Terry K. Roberts



AGENDA ITEM 9

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 2016	
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Approval of a Request from the Washington County Appraisal District to Retain the Accumulated Funds of \$54,633 from FY2014-15 Budget Savings, the City of Brenham's Portion Being \$5,515		
SUMMARY STATEMENT: The Washington County Appraisal District's (WCAD) audited financial statement for the fiscal year ending August 31, 2015 showed budget savings of approximately \$55,000. WCAD is requesting to retain the savings to use for three specific purposes. If approved, the City of Brenham's portion of the funds to be retained would be \$5,515. If the \$55,000 is not retained by the WCAD, \$5,515 would be returned to the City.		
I have attached the transmittal letter from Mr. Willy Dilworth and he will be attending the Council meeting to present the information and to answer any questions that may arise.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Transmittal letter from Willy Dilworth, Chief Appraiser		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Approve a request from the Washington County Appraisal District to retain the accumulated funds of \$54,633, from FY2014-15 budget savings, with the City of Brenham's portion being \$5,515, for three purposes: \$33,859 for a 2017 flight of pictometry, \$8,000 for replacement computers and \$12,774 for a 2020 flight of pictometry		
APPROVALS: Terry K. Roberts		

WASHINGTON COUNTY APPRAISAL DISTRICT

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

August 8, 2016

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

Dear Mr. Roberts,

The audit of the 2014-2015 budget year of the Washington County Appraisal District showed that we were \$54,633 under budget. We would like to request that the taxing entities of Washington County allow us to retain this money for several specific purposes.

These uses are as follows:

1. 2017 Pictometry \$33,859
2. Replacement Computers \$8,000
3. 2020 Pictometry \$12,774

The cost of allowing the retention of this money is shown with an attached chart.

Please contact me with any questions you may have about this or any other matter regarding this office.

Thank you for your consideration in this matter.

Sincerely;



Willy Dilworth
Chief Appraiser

Entity/ Appraisal Allocation	2015 Levy		Entity Cost
Brenham ISD	\$ 27,298,665	49.10%	\$ 26,827
Burton ISD	\$ 4,793,018	8.62%	\$ 4,710
City of Brenham	\$ 5,611,762	10.09%	\$ 5,515
City of Burton	\$ 102,641	0.18%	\$ 101
Oak Hill FWD	\$ 124,423	0.22%	\$ 122
Washington County General	\$ 11,529,891	20.74%	\$ 11,331
Washington County F&M	\$ 4,046,518	7.28%	\$ 3,977
Blinn College	\$ 1,837,514	3.31%	\$ 1,806
Giddings ISD	\$ 249,954	0.45%	\$ 246
	\$ 55,594,386	100%	\$ 54,633

2014-2015 Carryover \$ 54,633



AGENDA ITEM 10

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 2016	
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Approval of the FY2016-17 Budget for the Washington County Appraisal District		
SUMMARY STATEMENT: The City has received a copy of the Washington County Appraisal District's (WCAD) FY2016-2017 Budget. The WCAD budget shows an increase of \$38,711 over the prior year's budget due to the addition of a field appraiser, a 3% salary increase adopted by the Brenham Independent School District Board and several other smaller line item increases. The impact for the City of Brenham is an increase of \$2,888 for FY16-17 which was included in the General Fund proposed budget already reviewed with Council.		
I have attached the transmittal letter from Mr. Willy Dilworth and he will be attending the Council meeting to present the information and to answer any questions that may arise.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Transmittal letter from Willy Dilworth, Chief Appraiser		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Approve the FY2016-17 Budget for the Washington County Appraisal District		
APPROVALS: Terry K. Roberts		

WASHINGTON COUNTY APPRAISAL DISTRICT

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

August 8, 2016

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

Dear Mr. Roberts,

The Washington County Appraisal District Board of Directors adopted our budget for the 2016-2017 Budget year on May 24, 2016. The total amount of the budget is \$796,545. A copy is attached. Please note that this is an increase of \$38,711 from last year's budget. The details of the increase are on an attached letter that is also included.

We are asking you to approve this budget for the coming fiscal year.

Thank you for your consideration in this matter.

Sincerely;



Willy Dilworth
Chief Appraiser

WASHINGTON COUNTY APPRAISAL DISTRICT

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

April 14, 2016

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

Dear Mr. Roberts:

The Washington County Appraisal District is in the process of preparing our 2016-2017 budget. Attached with this letter is a copy of the preliminary budget as of today's date. The budget committee appointed by the taxing entities will meet again on Tuesday to look at this proposed budget in depth. The WCAD Board of Director's will look at it on April 26, 2016 and should formally adopt it on June 28, 2016.

When you look at the proposed budget you will note that it is color coded. A green cell indicates a reduction in that category, while a yellow indicates an increase in that category. The primary increases are the result of three (3) percent pay raises, a new field appraiser, increased cost of proprietary software and appraisal services, and disaster recovery insurance.

If you look at the middle of page two of the budget you can see the cost to each entity for the past year and for the upcoming year based on this proposed budget. It should also be noted that the proposed budget reflects an increase of slightly over five (5) percent over last year.

Also attached with this letter is a list of proposed salaries for the 2016-2017 year. Please include with this the cost of a proposed appraiser position at approximately \$36,714.35.

Please note that this is a no-action item for you at this time. However, if you have issues with any part of this budget, please contact me or your budget committee member so we can address them before the formal adoption process in June.

The budget committee will also look at uses for the \$54,633 carried over from the 2014-2015 budget. I am going to request that the entities allow the WCAD to retain those funds

for upcoming projects. This will be addressed in information to be conveyed to you in a detailed letter in the week following our April WCAD board of director's meeting.

As always thank you for your help with everything we do here.

Sincerely;

A handwritten signature in blue ink, appearing to read 'W. Dilworth', with a large, stylized flourish at the end.

Willy Dilworth

**Washington County Appraisal District
2016-2017 Budget
Adopted
May 24, 2016**

41 General Administration

6100 Payroll Costs		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Professional Personnel	6119.00-952-0-99	\$ 55,794.00	\$ 57,691	\$ 58,845	\$ 63,020	\$ 64,975
Para Professional Personnel	6129.00-952-0-99	\$ 339,805	\$ 367,563	\$ 374,914	\$ 406,927	\$ 428,833
In District Travel	6139.00-952-0-99	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 2,400
FIMM Medicare	6141.00-952-0-99	\$ 37,228	\$ 4,151	\$ 4,471	\$ 4,983	\$ 5,860
Health Insurance/ Life Insurance	6142.00-952-0-99		\$ 26,335	\$ 28,361	\$ 28,206	\$ 36,986
Workers Comp.	6143.00-952-0-99		\$ 509	\$ 549	\$ 598	\$ 628
Unemployment Comp.	6145.00-952-0-99		\$ 300	\$ 323	\$ 114	\$ -
Teacher Retirement	6146.00-952-0-99		\$ 2,202	\$ 2,371	\$ 9,634	\$ 10,123
New Staff Member		\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -
Payroll Costs		\$ 469,027	\$ 459,951	\$ 506,034	\$ 514,682	\$ 549,805

6200 Professional & Contracted Services		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Legal Services	6211.00-952-0-99	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Arbitration	6212.00-952-0-99	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,000
Audit Services	6212.00-952-0-99	\$ 5,500	\$ 5,700	\$ 5,850	\$ 5,850	\$ 5,850
Tax Evaluation- T.Y. Pickett	6213.00-952-0-99	\$ 48,700	\$ 48,700	\$ 49,500	\$ 49,500	\$ 51,000
Data Processing Services	6218.00-952-0-99	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Appraisal Review Board	6219.00-952-0-99	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Contracted Services- Software	6249.00-952-0-99	\$ 43,121	\$ 44,797	\$ 46,589	\$ 48,452	\$ 50,390
Equipment Repair	6249.01-952-0-99	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Contracted Maintenance- MAP	6249.P2-952-0-99	\$ 5,383	\$ 5,383	\$ 11,300	\$ 11,300	\$ 11,300
Contracted Maintenance- Copier	6249.P5-952-0-99	\$ 1,850	\$ 1,850	\$ 2,400	\$ 3,500	\$ 4,000
Building Rental	6269.01-952-0-99	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Professional & Contracted Services		\$ 143,254	\$ 145,130	\$ 154,339	\$ 157,302	\$ 158,240

6300 Supplies & Materials		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Vehicle Supplies	6311.00-952-0-99	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Books & Magazines	6329.00-952-0-99	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,400	\$ 2,400
Computer Supplies	6397.00-952-0-99	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,200
General Supplies	6399.00-952-0-99	\$ 13,000	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
Supplies & Materials		\$ 27,000	\$ 31,500	\$ 31,500	\$ 31,900	\$ 33,100

6400 Other Operating Costs		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Travel	6411.00-952-0-99	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Insurance & Bonding Expenses	6429.00-952-0-99	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 10,400
Fees & Dues	6499.00-952-0-99	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Misc. Expenses	6499.01-952-0-99	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Other Operating Costs		\$ 20,500	\$ 20,500	\$ 20,500	\$ 20,500	\$ 21,900

6500 Debt Service		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Computer Note Payment	6512.00-952-0-99	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Loan	6522.00-952-0-99	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service		\$ -				

6600 Capital Outlay- Land, Buildings & Equip.		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Vehicles	6631.00-952-0-99	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed Assets- >\$5000	6638.00-952-0-99	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed Assets	6639.00-952-0-99	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed Assets- Unit<\$5000	6649.00-952-0-99	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Capital Outlay-Special Projects	6649.SP-952-0-99	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay- Land, Buildings & Equip.		\$ 11,000				

51 Plant Maintenance and Operations

6200 Professional & Contracted Services(51)		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Servicemaster	6248.00-952-0-99	\$ 5,600	\$ 5,600	\$ 5,768	\$ 5,500	\$ 5,750
Water	6255.00-952-0-99	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Telephone	6256.00-952-0-99	\$ 3,000	\$ 2,500	\$ 2,500	\$ 1,500	\$ 1,500
Electricity	6257.00-952-0-99	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Garbage & Sewer	6259.00-952-0-99	\$ 1,200	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,500
Natural Gas	6258.00-952-0-99	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
Professional & Contracted Services(51)		\$ 23,550	\$ 23,550	\$ 23,718	\$ 22,450	\$ 22,500

Budget		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Payroll Costs		\$ 469,027	\$ 459,951	\$ 506,034	\$ 514,682	\$ 549,805

Washington County Appraisal District
2016-2017 Budget
Adopted
May 24, 2016

Professional & Contracted Services (41)	\$ 143,254	\$ 145,130	\$ 154,339	\$ 157,302	\$ 158,240
Supplies & Materials	\$ 27,000	\$ 31,500	\$ 31,500	\$ 31,900	\$ 33,100
Other Operating Costs	\$ 20,500	\$ 20,500	\$ 20,500	\$ 20,500	\$ 21,900
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay- Land, Buildings & Equip.	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Professional & Contracted Services(51)	\$ 23,550	\$ 23,550	\$ 23,718	\$ 22,450	\$ 22,500
Totals	\$ 694,331	\$ 691,631	\$ 747,091	\$ 757,834	\$ 796,545

Entity/ Appraisal Allocation	2015 Levy	Entity Cost
Brenham ISD	\$ 27,298,665	49.10% \$ 391,130
Burton ISD	\$ 4,793,018	8.62% \$ 68,673
City of Brenham	\$ 5,611,762	10.09% \$ 80,404
City of Burton	\$ 102,641	0.18% \$ 1,471
Oak Hill FWD	\$ 124,423	0.22% \$ 1,783
Washington County General	\$ 11,529,891	20.74% \$ 165,198
Washington County F&M	\$ 4,046,518	7.28% \$ 57,978
Blinn College	\$ 1,837,514	3.31% \$ 26,328
Giddings ISD	\$ 249,954	0.45% \$ 3,581
	\$ 55,594,386	100% \$ 796,545

%Total= 2015 Levy/\$55,612,003
Budget Allocation= % Total Levy x \$ 796,545

Entity/ Appraisal Allocation	2015 Cost	2016 Cost	Change
Brenham ISD	\$ 372,537	\$ 391,130	\$ 18,592
Burton ISD	\$ 68,125	\$ 68,673	\$ 549
City of Brenham	\$ 77,516	\$ 80,404	\$ 2,888
City of Burton	\$ 1,361	\$ 1,471	\$ 110
Oak Hill FWD	\$ 1,696	\$ 1,783	\$ 87
Washington County General	\$ 152,915	\$ 165,198	\$ 12,283
Washington County F&M	\$ 55,728	\$ 57,978	\$ 2,250
Blinn College	\$ 24,045	\$ 26,328	\$ 2,282
Giddings ISD	\$ 3,911	\$ 3,581	\$ (330)
		\$ 38,711	Increase 5.1081%



AGENDA ITEM 11

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 2016	
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input checked="" type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon an Ordinance on Its First Reading Approving Financing for the Purchase of Furnishings and Equipment for the Expanded and Renovated Nancy Carol Roberts Memorial Library		
SUMMARY STATEMENT: As the expansion/renovation project at the Nancy Carol Roberts Memorial Library nears completion, Council has approved the purchase of shelving systems and furnishings from several vendors using numerous purchasing cooperatives and award of competitive bids. At the last Council meeting, we discussed the differences between securing a traditional capital lease for financing these purchases, and the recommendation to secure financing from our depository bank, Bank of Brenham. We are proposing this financing structure due to several factors: <ul style="list-style-type: none"> • There are multiple vendors and multiple invoices for the library furnishings; • There are multiple pieces of shelving systems and furnishings, rather than a single capital asset (i.e. asphalt zipper); • There are various shipment dates over several months; and • The multiple transactions that a leasing company would need to process provide opportunities for confusion and errors. Our city attorney has been working with Bank of Brenham to review the financing arrangement and develop the necessary loan documents. We are asking Council to approve an Ordinance on its first reading approving the loan from Bank of Brenham for \$450,000 for furnishing and equipment for the NCRML.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS: Provide resources necessary to pay for library furnishings from loan proceeds.		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		

ATTACHMENTS: (1) Ordinance

FUNDING SOURCE (Where Applicable): Financing from Bank of Brenham

RECOMMENDED ACTION: Approve an Ordinance on its first reading approving financing for the purchase of furnishings and equipment for the expanded and renovated Nancy Carol Roberts Memorial Library

APPROVALS: Terry K. Roberts

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BRENHAM, TEXAS APPROVING FINANCING FOR THE PURCHASE OF FURNISHINGS AND EQUIPMENT FOR THE EXPANDED AND RENOVATED NANCY CAROL ROBERTS MEMORIAL LIBRARY; PROVIDING FOR AN INTEREST AND SINKING FUND FOR THE SAME; AUTHORIZING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTATION.

WHEREAS, the City Council of the City of Brenham, Texas (“City”) desires to purchase furnishings and equipment for the expanded and renovated Nancy Carol Roberts Memorial Library; and

WHEREAS, the City has reviewed the financing alternatives; and

WHEREAS, the City Council, pursuant to the Brenham City Charter, Art. II, Sec. 4 and Title 22 of the Revised Civil Statutes of Texas, 1911, Articles 877, 879 and 890, desires to approve the financing of said purchases through a loan in the amount of \$450,000 from the Bank of Brenham, N.A., the terms of said loan to be as described in Exhibit “A” attached hereto and incorporated herein for all purposes; and

WHEREAS, the City Council, pursuant to Article XI, Section 5 of the Texas Constitution, is required to provide for the creation of an interest and sinking fund adequate to pay at least two percent (2%) of the principal and any interest due each year on the loan; and

WHEREAS, the City Council desires to authorize the Mayor to execute all documents necessary to complete the financing of said purchases through a loan from Bank of Brenham, N.A., including but not limited to any renewals or refinancing of said loan on similar terms and the borrowing resolution attached hereto as Exhibit “B” and incorporated herein for all purposes;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, THAT:

1. The City Council hereby authorizes the City of Brenham, Texas, pursuant to the Brenham City Charter, Art. II, Sec. 4 and Title 22 of the Revised Civil Statutes of Texas, 1911, Articles 877, 879 and 890, to obtain a loan in the amount of \$450,000 from Bank of Brenham, N.A. for the purchase of furnishings and equipment for the expanded and renovated Nancy Carol Roberts Memorial Library, the terms of said loan to be as described in Exhibit “A”.

2. The City Council hereby directs that sufficient provision and tax levy be made by the City to create an interest and sinking fund adequate to pay at least two percent (2%) of the principal and any interest due each year on the loan from Bank of Brenham, N.A. for the purchase of furnishings and equipment for the expanded and renovated Nancy Carol Roberts Memorial Library, and the City Council hereby further directs the creation of said interest and sinking fund.
3. The Mayor is hereby authorized to execute any and all documents necessary to complete the financing of said purchases through a loan from Bank of Brenham, N.A., including but not limited to any renewals or refinancing of said loan on similar terms and the borrowing resolution attached hereto as Exhibit “B” and incorporated herein for all purposes.

PASSED and APPROVED on its first reading this the 1st day of September, 2016.

PASSED and APPROVED on its second reading this the 15th day of September, 2016.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary



AGENDA ITEM 12

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 2016	
DEPT. OF ORIGIN: Risk Management	SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Selection of Candidates to be Voted for on the Texas Municipal League Intergovernmental Risk Pool Board of Trustees, Places 6-9 and Authorize the Mayor to Execute Any Necessary Documentation		
SUMMARY STATEMENT: As a member of the Texas Municipal League Intergovernmental Risk Pool (TML IRP), the City of Brenham is eligible to participate in the election of members to the Board of Trustees. The votes cast on the ballot for the Trustee election must be certified as being the will of the majority of the City Council and thus, the vote must occur during the Regular session of the City Council Meeting.		
It is suggested that votes be cast for six-year terms for the following nominees:		
Place 6	Kyle J. Jung	Region 14, Manvel
Place 7	Richard Jorgensen	Region 10, Giddings
Place 8	Andrea M. Gardner	Region 9, Copperas Cove
Place 9	Andres Garza	Incumbent, Region 14, Wharton
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Official Ballot TML IRP Board of Trustees Election		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Approve the selection of candidates for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Places 6-9, as presented, and authorize the Mayor to execute any necessary documentation.		

APPROVALS: Terry K. Roberts

OFFICIAL BALLOT

Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 6 – 9 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2016. Ballots received after September 30, 2016, cannot be counted. **The ballot must be properly signed and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 6

- Mary Gauer** (Incumbent). Ms. Gauer has served on the TML Risk Pool Board of Trustees since 1998 and as Chair from 2010 to 2012. She served on the Harker Heights City Council from 1991 to 1998, and as Mayor from 1998 to 2004. Ms. Gauer serves as an elected citizen member of the Executive Committee of the Central Texas COG. She has served as President of the TML Association of Mayors, Councilmembers and Commissioners and the TML Region 9. She has also served as chair or member of several TML legislative committees.

- Kyle J. Jung**. City Manager for Manvel (Region 14) since January 17, 2012. Mr. Jung has more than 20 years of local government experience working for the cities of Flatonia and Sour Lake as City Manager, cities of Lubbock and Big Spring in various administrative roles, and with the Texas Municipal League. At the Texas Municipal League, he was chiefly responsible for the governance of the Texas City Management Association. Mr. Jung has a Master's degree in public administration with an emphasis in budgeting and personnel management from Texas Tech University.

WRITE IN CANDIDATE:

PLACE 7

- Richard Jorgensen.** City Manager of Giddings (Region 10). Previously, he served as City Manager for Vidor, Silsbee, and Sour Lake. Mr. Jorgensen has 20 years' experience in city government preparing, coordinating and monitoring the annual fiscal budget. He has also been involved in 4A and 4B economic development corporations for 13 years as either chairman or as a director. He has a Bachelor's degree in business administration and a Master's degree in public administration. He is involved with the Texas City Managers Association, serving on the Board for two years.

- C.J. Wax (Incumbent).** Mayor of Rockport since 2010. Mr. Wax is the current President of TML and served as the TML Region 11 Board Representative to the TML Board from 2011-15. He has served on the TML Risk Pool Board since 2013. He also has served on the Care Regional Board of Trustees since 2014 (currently as Chairman), on the Texas Windstorm Task Force under Chairman Todd Hunter, and on the Rockport Planning and Zoning Commission from 2009-10. He currently represents Rockport on the Coastal Bend COG, Aransas County Pathways, and Storm Water Advisory Committees.

WRITE IN CANDIDATE:

PLACE 8

- Jim Cox.** City Administrator for the City of Leonard (Region 13) since October 1, 2015. He previously served as City Administrator in Lindale, Texas, and Groesbeck, Texas. He also served for two terms on the City Council and on the Home Rule Charter Commission for Bay City, Texas. Mr. Cox is active in TCMA serving on the Membership Committee and Small Cities Advisory Board. He is a graduate of the Certified Public Manager Program at Stephen F. Austin University and attended the University of Texas at Arlington majoring in Business Administration.

- Andrea M. Gardner.** City Manager for the City of Copperas Cove (Region 9) since 2007. Previously, she was the Assistant City Manager/Director of Finance for Copperas Cove, Director of Finance for Pearland, and the Senior Budget Coordinator for Pasadena. She holds a Bachelor's degree in Accounting from the University of Houston and is a Certified Public Manager. Ms. Gardner also serves on the Metropolitan Planning Organization Technical Committee as the City's representative and the Central Texas COG's Executive Committee as a Citizen Liaison.

- Larry Melton (Incumbent).** Mayor for Odessa (Region 4) from 2001 to 2012. Mr. Melton also served three years as a councilmember. He has served on the TML Risk Pool Board of Trustees since 2009 and as Chair since 2014. He is the Chief Executive Officer of a regional public accounting firm, Johnson, Miller and Company, where he is responsible for all administrative and human resources areas of the firm. Previously, Mr. Melton was in the banking business for approximately 30 years. He is active in the United Way of Odessa and Odessa Chamber of Commerce. In 1993, he was honored as Odessa's outstanding citizen.

WRITE IN CANDIDATE:

PLACE 9

- Richard L. Davis.** City Manager for Baytown (Region 14) since 2015. Mr. Davis also served as City Manager for West Jordan, Utah; Town Manager for Fountain Hills, Arizona; and City Manager for West Point City, Utah. He has a Bachelor's degree in Public Relations from BYU and a Master's degree in Public Administration from BYU. He is a graduate of the Romney Institute of Public Management (Marriott School of Management) and the recipient of the Lennis M. Knighton Award for high academic achievement. He is a credentialed Municipal Manager by the International City and County Management Association.

- Andres Garza (Incumbent).** City Manager for the City of Wharton (Region 14) since 1994. Mr. Garza has served on the TML Risk Pool Board of Trustees since 1984, serving as Chair from 1994-1996. He served as the Pearsall City Manager from 1980 to 1994. Mr. Garza has been in public service for over 39 years of which 36 have been as a City Manager. He serves on the TML Small City's Advisory Council, has a BBA degree from Southwest Texas State University, and is a member of TCMA and ICMA.

- Rick A. Schroder.** City Administrator for the City of Helotes (Region 7) since September 2008. Mr. Schroder also served Helotes as the Economic Development Corporation's Specialist from November 2006 to September 2008. He graduated Magna Cum Laude from Trinity University in 2004 and earned a Master of Public Service and Administration in 2006 from the George H.W. Bush School of Government and Public Service at Texas A&M University. He interned for Congressman Henry Bonilla and for Ron Kaufman, former White House Political Director for President George H.W. Bush.

WRITE IN CANDIDATE:



AGENDA ITEM 13

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 25, 2016	
DEPT. OF ORIGIN: Library Services	SUBMITTED BY: Andria Heiges	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon Resolution No. R-16-023 for the Acceptance of a Special Projects Grant from the Texas State Library and Archives Commission in the Amount of \$16,350 for the “Play On” Program at the Nancy Carol Roberts Memorial Library		
SUMMARY STATEMENT: The Texas State Library and Archives Commission (TSLAC) offered a competitive FY17 Library Special Projects Grant with funds from the Institute of Museum and Library Services (IMLS). This grant provides funding for programs that expand library services to populations with special needs. The library currently offers a weekly musical program to members of the Brenham state supported living center. The proposed “Play On” program would use assistive technology along with creative tools allowing the library to offer a therapeutic music program to benefit people with disabilities.		
When researching the special needs population in Washington County we found that according to a recent ACS PUMS Data report, 14.5% of the county’s noninstitutionalized residents are faced with developmental disabilities. Numerous studies show the benefit of interactive music programs and report that in those with developmental disabilities, music can facilitate: attention, recognition, communication, social skills, self-esteem, and more.		
The Nancy Carol Roberts Memorial Library was notified by email of the grant award August 2, 2016. Staff attended a <i>Next Steps</i> webinar hosted by the Texas State Library and Archives Commission on August 3, 2016. Erica McCormick of TSLAC reviewed the grant requirements as 73 agencies within the State were awarded some type of TSLAC grant. The grant amount awarded to the NCRML was the Library Cooperation Grant in the amount of \$16,350 . This is a reimbursement grant which would purchase new technology and related components in the library’s new program room, and a musical tool known as a skoog which allows mentally and physically disabled individuals to create music. All purchases are to be held and owned by the NCRML.		
Staff respectfully requests that Council accepts this grant opportunity so that the library can better serve all members of the community.		

STAFF ANALYSIS (For Ordinances or Regular Agenda Items):

A. PROS: Provides essential special needs programming within the community.

B. CONS:

ALTERNATIVES (In Suggested Order of Staff Preference):

ATTACHMENTS: (1) Resolution No. R-16-023; and (2) Official Award Notification for Special Projects Competitive Grant

FUNDING SOURCE (Where Applicable):

RECOMMENDED ACTION: Approve Resolution No. R-16-023 for the acceptance of a Special Projects Grant from the Texas State Library and Archives Commission in the amount of \$16,350 for the “Play On” Program at the Nancy Carol Roberts Memorial Library

APPROVALS: Terry K. Roberts

RESOLUTION NO. R-16-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, REGARDING THE ACCEPTANCE OF A SPECIAL PROJECTS GRANT OFFERED BY THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION AND FUNDED BY THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES FOR THE FUNDING OF THE “PLAY ON” PROGRAM TO BE OFFERED BY NANCY CAROL ROBERTS MEMORIAL LIBRARY

WHEREAS, City staff prepared a grant application to the Texas State Library and Archives Commission (TSLAC) for the funding of new technology to be used as part of the “Play On” program to be offered at the Nancy Carol Roberts Memorial Library and

WHEREAS, said Project grant application was submitted to the TSLAC by grant application dated April 18, 2016; and

WHEREAS, TSLAC has notified the City of Brenham that grant funding for the Program has been awarded to the City of Brenham in the amount of \$16,350; and

WHEREAS, the City Council of the City of Brenham desires to accept said grant award in the amount of \$16,350.

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

1. That the City Council hereby confirms the City of Brenham’s acceptance of a grant award from the Texas State Library and Archives Commission in conjunction with the Institute of Museum and Library Services in the amount of \$16,350.00 for funding of new technology to be used as part of the “Play On” program to be offered at the Nancy Carol Roberts Memorial Library and
2. That the City of Brenham will comply with all applicable requirements of the TSLAC Special Projects grant; and
3. That the Mayor is hereby authorized to execute any necessary documentation related to the grant award described herein.

PASSED AND APPROVED on this the 1st day of September, 2016.

Milton Y. Tate, Jr.,
Mayor

ATTEST:

Jeana Bellinger, TRMC
City Secretary



Official Award Notification for Competitive Grants

State Fiscal Year 2017

Subrecipient Information

City of Brenham, Nancy Carol Roberts Memorial Library
 PO Box 1059
 Brenham, TX 77834-1059
 DUNS No.: 939864294
 SAM Exp. Date:

Project Manager: Andria Heiges, AHeiges@cityofbrenham.org

Basic Award Information	
Awarding Agency:	Texas State Library & Archives Commission
Grant Program:	Competitive — Special Projects
State Award Date:	August 2, 2016
Grant Number:	478-17017
Grant Period Start Date:	September 1, 2016
Grant Period End Date:	August 31, 2017
Source of funds:	Federal — Institute of Museum and Library Services (IMLS)
CFDA No. & Name:	45.310 — LSTA State Grants
Federal Award Identification Number (FAIN):	LS-00-16-0044-16
Federal Award Date:	February 8, 2016
Amount of Federal Funds Obligated by this Action:	\$16350.00
Total Amount of Federal Funds Obligated:	\$16350.00
Total Amount of Award:	\$16350.00
Indirect Cost Rate:	
Funding Type:	Reimbursement

Basic Award Information

1. This grant award is governed by the approved grant application and signed grant contract. Subrecipient shall provide services as outlined in the approved grant application (Special Projects Grant for SFY 2017) as approved by TSLAC. Grant funds must be used to meet TSLAC and Federal goals. The Subrecipient must report information relating to best practices and performance outcomes as designated in the TSLAC grant contract. The approved grant application submitted by Subrecipient is incorporated into the contract as if fully set forth therein. In the event of any conflict between the grant application and the contract, the contract shall prevail.
2. Grant support is provided under the following state and federal rules as applicable:
 - a. Special Projects Grant Program Guidelines for SFY 2017;
 - b. Rules for Administering the Special Projects Grant, Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 9, Rules 2.410–2.412;
 - c. General Grant Guidelines, Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.119;
 - d. Texas Uniform Grants Management Standards (UGMS) (comptroller.texas.gov/procurement/catrad/ugms.pdf); and
 - e. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200 and §3187 (Supercircular)) (<https://federalregister.gov/a/2013-30465>).
3. The Subrecipient's grant-related staff must attend all TSLAC grant management training as applicable to their grant duties.
4. The Subrecipient's authorizing official must sign and return the required grant contract to indicate acceptance of the award and compliance with the statutory and regulatory requirements before any funds will be reimbursed.

Performance Goals:

Subrecipient is to report on grant performance as designated and scheduled in the TSLAC grant contract.

TSLAC Contact Information

Questions or concerns about programmatic issues, budget and/or program revisions, performance reports, and equipment/property should be directed to:

Erica McCormick, Grants Administrator

Phone: 512-463-5527 / Fax: 512-936-2306/E-mail: emccormick@tsl.texas.gov

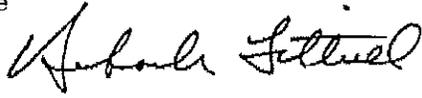
Questions or documentation relating to requests for funds, payments, and financial status should be directed to:

Arturo Villarreal, Grants Accountant

Phone: 512-463-5472 / Fax: 512-475-0185/E-mail: grants.accounting@tsl.texas.gov

TSLAC Authorized Official

Signature

A handwritten signature in black ink, appearing to read "Deborah Littrell". The signature is written in a cursive style with a large initial 'D' and 'L'.

Deborah Littrell, Division Director

Library Development and Networking



AGENDA ITEM 14

DATE OF MEETING: 9-1-16		DATE SUBMITTED: 8-25-16	
DEPT. OF ORIGIN: Library Services		SUBMITTED BY: Andria Heiges	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING	
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING	
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION	
	<input type="checkbox"/> WORK SESSION		
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon Resolution No. R-16-024 for the Acceptance of a Cooperation Grant from the Texas State Library and Archives Commission in the Amount of \$15,500 for the “Library Small Business and Workforce Development Hub” Program at the Nancy Carol Roberts Memorial Library			
SUMMARY STATEMENT: The Texas State Library and Archives Commission (TSLAC) offered a competitive FY17 Library Cooperation Grant with funds from the Institute of Museum and Library Services (IMLS). This grant provides funding for programs that establish or enhance cooperative services among Texas library communities. Funded programs are required to develop partnerships with community-based organizations. Library staff met with Blinn College Small Business Development Center (SBDC) representatives to discuss the benefit and impact of this grant opportunity. Statistics from the Texas Workforce Commission show a recent decline in the county’s economic health making it especially difficult for new business owners and entrepreneurs to succeed. According to the Texas Small Business Needs Assessment Poll (2015) a disproportionality high percentage of respondents, at 17%, reported they were unaware of their certification status as a Minority or Women-owned Business Enterprise (MWBE), and would be interested in courses related to tax payer requirements, marketing, and more. A partnership between the SBDC and NCRML would educate small businesses and increase awareness of eligibility for MWBE status and potential benefits.			
The Blinn College Small Business Development Center (SBDC) has a history of working with vulnerable businesses and provides consulting and training, but lacks a meeting space with the necessary technological capabilities. The SBDC and NCRML have agreed to a partnership that combines the skill set and business expertise of the SBDC along with the technology skills of library staff and wired facility offerings of NCRML.			
The goal of the partnership is to:			
<ol style="list-style-type: none"> 1. Meet training needs of small businesses and entrepreneurs by offering quarterly workshops 2. Meet technology and videoconferencing needs by offering a “SMART” business meeting space 3. Offer technology and mobile printing resources to increase business productivity 4. Develop digital literacy skills of the local workforce in order to meet staffing needs of local businesses 			

The Nancy Carol Roberts Memorial Library applied for the Texas State Library and Archives Commission grant. To meet the requirement of partnership development for the grant, a Memorandum of Understanding between Blinn College SBDC and the Nancy Carol Roberts Memorial Library was drafted. This document has been reviewed by the City Attorney and is attached.

The Nancy Carol Roberts Memorial Library was notified by email of the grant award August 2, 2016. Staff attended a *Next Steps* webinar hosted by the Texas State Library and Archives Commission on August 3, 2016. Erica McCormick of TSLAC reviewed the grant requirements as 73 agencies within the State were awarded some type of TSLAC grant. The grant amount awarded to the NCRML was the Library Cooperation Grant in the amount of **\$15,500**. This is a reimbursement grant which would purchase new technology to be held and owned by the NCRML and pay instructor and material fees for 4 small business themed workshops be held at the NCRML.

Staff respectfully requests that Council accepts this grant opportunity so the library can accomplish its goal of better serving the small business community.

STAFF ANALYSIS (For Ordinances or Regular Agenda Items):

A. PROS: Provides essential technology, meeting space, and educational workshops to small business owners and entrepreneurs in the community.

B. CONS:

ALTERNATIVES (In Suggested Order of Staff Preference):

ATTACHMENTS: (1) Resolution No. R-16-024; (2) Official Award Notification for Cooperation Competitive Grant; and (3) Memorandum of Understanding between NCRML and SBDC

FUNDING SOURCE (Where Applicable):

RECOMMENDED ACTION: Approve Resolution No. R-16-024 for the acceptance of a Cooperation Grant from the Texas State Library and Archives Commission in the amount of \$15,500 for the “Library Small Business and Workforce Development Hub” Program at the Nancy Carol Roberts Memorial Library

APPROVALS: Terry K. Roberts

RESOLUTION NO. R-16-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, REGARDING THE ACCEPTANCE OF A LIBRARY COOPERATION GRANT OFFERED BY THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION AND FUNDED BY THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES FOR THE FUNDING OF THE “LIBRARY SMALL BUSINESS AND WORKFORCE DEVELOPMENT HUB” PROGRAM TO BE OFFERED BY NANCY CAROL ROBERTS MEMORIAL LIBRARY

WHEREAS, City staff prepared a grant application to the Texas State Library and Archives Commission (TSLAC) for the funding of new technology and instructor fees to be used as part of the “Library Small Business and Workforce Development Hub” program to be offered at the Nancy Carol Roberts Memorial Library and

WHEREAS, said Project grant application was submitted to the TSLAC by grant application dated April 18, 2016; and

WHEREAS, TSLAC has notified the City of Brenham that grant funding for the Program has been awarded to the City of Brenham in the amount of \$15,500; and

WHEREAS, the City Council of the City of Brenham desires to accept said grant award in the amount of \$15,500.

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

1. That the City Council hereby confirms the City of Brenham’s acceptance of a grant award from the Texas State Library and Archives Commission in conjunction with the Institute of Museum and Library Services in the amount of \$15,500.00 for new technology and instructor fees to be used as part of the “Library Small Business and Workforce Development Hub” program to be offered at the Nancy Carol Roberts Memorial Library and
2. That the City of Brenham will comply with all applicable requirements of the TSLAC Library Cooperation grant; and
3. That the Mayor is hereby authorized to execute any necessary documentation related to the grant award described herein.

PASSED AND APPROVED on this the 1st day of September, 2016.

Milton Y. Tate, Jr., Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC, City Secretary



Official Award Notification for Competitive Grants

State Fiscal Year 2017

Subrecipient Information

City of Brenham, Nancy Carol Roberts Memorial Library
 PO Box 1059
 Brenham, TX 77834-1059
 DUNS No.: 939864294
 SAM Exp. Date:

Project Manager: Andria Heiges, AHeiges@cityofbrenham.org

Basic Award Information	
Awarding Agency:	Texas State Library & Archives Commission
Grant Program:	Competitive — Library Cooperation
State Award Date:	August 2, 2016
Grant Number:	479-17005
Grant Period Start Date:	September 1, 2016
Grant Period End Date:	August 31, 2017
Source of funds:	Federal — Institute of Museum and Library Services (IMLS)
CFDA No. & Name:	45.310 — LSTA State Grants
Federal Award Identification Number (FAIN):	LS-00-16-0044-16
Federal Award Date:	February 8, 2016
Amount of Federal Funds Obligated by this Action:	\$15500.00
Total Amount of Federal Funds Obligated:	\$15500.00
Total Amount of Award:	\$15500.00
Indirect Cost Rate:	
Funding Type:	Reimbursement

Basic Award Information

1. This grant award is governed by the approved grant application and signed grant contract. Subrecipient shall provide services as outlined in the approved grant application (Library Cooperation Grant for SFY 2017) as approved by TSLAC. Grant funds must be used to meet TSLAC and Federal goals. The Subrecipient must report information relating to best practices and performance outcomes as designated in the TSLAC grant contract. The approved grant application submitted by Subrecipient is incorporated into the contract as if fully set forth therein. In the event of any conflict between the grant application and the contract, the contract shall prevail.
2. Grant support is provided under the following state and federal rules as applicable:
 - a. Library Cooperation Grant Program Guidelines for SFY 2017;
 - b. Rules for Administering the Library Cooperation Grant, Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 9, Rules 2.310–2.312;
 - c. General Grant Guidelines, Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.119;
 - d. Texas Uniform Grants Management Standards (UGMS) (comptroller.texas.gov/procurement/catrad/ugms.pdf); and
 - e. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200 and §3187 (Supercircular)) (<https://federalregister.gov/a/2013-30465>).
3. The Subrecipient's grant-related staff must attend all TSLAC grant management training as applicable to their grant duties.
4. The Subrecipient's authorizing official must sign and return the required grant contract to indicate acceptance of the award and compliance with the statutory and regulatory requirements before any funds will be reimbursed.

Performance Goals:

Subrecipient is to report on grant performance as designated and scheduled in the TSLAC grant contract.

TSLAC Contact Information

Questions or concerns about programmatic issues, budget and/or program revisions, performance reports, and equipment/property should be directed to:

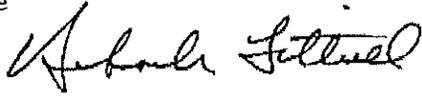
Erica McCormick, Grants Administrator
Phone: 512-463-5527 / Fax: 512-936-2306/E-mail: emccormick@tsl.texas.gov

Questions or documentation relating to requests for funds, payments, and financial status should be directed to:

Arturo Villarreal, Grants Accountant
Phone: 512-463-5472 / Fax: 512-475-0185/E-mail: grants.accounting@tsl.texas.gov

TSLAC Authorized Official

Signature

A handwritten signature in black ink, appearing to read "Deborah Littrell". The signature is written in a cursive style with a large initial 'D' and 'L'.

Deborah Littrell, Division Director

Library Development and Networking



NANCY CAROL ROBERTS MEMORIAL LIBRARY

200 W. Vulcan St.
Brenham, TX 77833
Phone: (979) 337-7201 | Fax: (979) 337-7209 | aheiges@cityofbrenham.org

Memorandum of Understanding

WHEREAS, **Nancy Carol Roberts Memorial Library and Blinn College Small Business Development Center** have come together to collaborate and to make an application for the **Texas State Library and Archives Commission- Library Cooperation** grant; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which **Nancy Carol Roberts Memorial Library (NCRML)** will be the lead agency and named applicant and **Blinn College Small Business Development Center (SBDC)** will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding ("MOU") setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partner is to be submitted to the Texas State Library and Archives Commission on or before **March 11, 2016**;

I) Description of Partner Agencies

The SBDC at Blinn College is part of the Gulf Coast Small Business Development Center network and serves 3 Texas counties including: Washington, Austin, and Colorado. The SBDC defines a small business as one that employees less than 500 people. The agency works with approximately 90 clients per year by assisting with financial guidance, offering marketing and business skill development workshops, and assisting with efforts to start and operate a business enterprise.

II) History of Relationship

The SBDC currently utilizes the Blinn College computer lab to offer online courses and administer computer based training sessions but has discussed utilizing the NCRML facility in the future. The Nancy Carol Roberts Memorial Library currently works to inform patrons of the numerous resources offered by the SBDC but has never before offered joint programming with the organization.

The critical goal of this collaboration is to develop a public partnership with a commitment to small business development in order to provide our community with the knowledge, tools, techniques, and resources needed to start, operate, or improve a small business.

III) Development of Application

The library recently met with the director of the SBDC at Blinn College in order to discuss county wide business needs. A partnership was formed and an agreement was made that the Library Cooperation grant could assist with meeting community needs through a small business

development hub located and managed by the Nancy Carol Roberts Memorial Library.

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- 1) **Nancy Carol Roberts Memorial Library** will provide **small business development tools and resources** in the form of a small business development hub including:
 - a. Mobile printing, faxing, scanning, and copying for business related documents
 - b. Conference room meeting space with SMART board business software.
 - c. Computers with high speed internet for library offered online business development webinars.
 - d. Facility space and technology dedicated to small business use.
 - e. Staff assistance with library business resources.

- 2) **Blinn College Small Business Development Center** will provide **educational assistance and workshop presenters** to the library small business development hub for an agreed fee including:
 - a. Instructor led small business workshops and classes for registered participants. For example workshops addressing:
 - i. New tax payer requirements and filing tips
 - ii. Quick books training
 - iii. Marketing a business
 - iv. Starting and developing a business
 - b. Support staff at a prescribed time to administer related trainings.
 - c. Assistance with development of marketing resources to promote the library small business development hub.

- 3) **Nancy Carol Roberts Memorial Library** and **Blinn College Small Business Development Center** will collaborate in the following manner:
 - a. Partners will develop a presentation and promote small business resources to community groups
 - b. Partners will provide a selection of small business workshops throughout the year.
 - c. Partners will assist workshop participants with computer and software use when necessary.
 - d. Partners will track and report program outcomes.

V) Timeline

The roles and responsibilities described above are contingent on **Nancy Carol Roberts Memorial Library** receiving funds requested for the project described in the Library Cooperation grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **09/01/2016** through **08/31/2017**.

VI) Certifications

- 1) **Blinn College Small Business Development Center** understands that acceptance of funds from **Nancy Carol Roberts Memorial Library** under this Memorandum of Understanding acts as acceptance of duly authorized representatives of TSLAC, IMLS, the Comptroller General of the United States, and the Texas State Auditor's Office, or any successor agencies, to conduct an audit or investigation in connection with those funds. **Blinn College Small Business Development Center** further agrees to cooperate fully with said representatives in the conduct of the audit or investigation and agrees to provide access to all books, documents, papers, examinations, excerpts, transcripts, copies, and any other records necessary to conduct the audit and/or investigation.

- 2) **Blinn College Small Business Development Center** certifies by this Memorandum of Understanding that no Federal appropriated funds have been paid or will be paid, by or on behalf of **Blinn College Small Business Development Center**, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid for such purpose, **Blinn College Small Business Development Center** shall complete and submit OMB form SF-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. **Blinn College Small Business Development Center** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly, as specified in Title 31 U.S. Code, Sec. 1352.

VII) Commitment to Partnership

- 1) The collaboration service area includes **Washington County, TX and surrounding communities.**
- 2) The partners agree to collaborate and provide **small business educational assistance and resources** to participants of the **Library Small Business Development Hub** pursuant to the program narrative of the grant application attached to this agreement.
- 3) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By Jerry Roberts by
City Manager, City of
Brenham Camille Miller
Date 3-11-16

By Robert Coley Matthew Wehring
Director, Blinn College Small
Business Development Center
Date 3-10-16



AGENDA ITEM 15

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 2016	
DEPT. OF ORIGIN: Development Services	SUBMITTED BY: Erik Smith	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input checked="" type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas, Part V, Section 3.03, Relating to the Number of Alternate Members to the Board of Adjustment		
SUMMARY STATEMENT: The Board of Adjustment is a quasi-judicial board consisting of five members and two alternate members. A quorum for this board is four members in attendance. There have been a couple of recent issues with lack of quorum or too many board members with a conflict of interest. In an effort to remedy this situation, staff would like to change the number of alternates for the Board of Adjustment back to four instead of two. This Board used to have four alternates; however, this was changed to two alternates in January 2013. The Planning and Zoning Commission recommended unanimous approval of this change.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS: Help limit lack of quorum or conflict of interest situations.		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Ordinance; and (2) Redline of Ordinance showing change		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Approve an Ordinance on its first reading amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas, Part V, Section 3.03, relating to the number of alternate members to the Board of Adjustment		
APPROVALS: Terry K. Roberts		

ORDINANCE NO. _____

AN ORDINANCE AMENDING APPENDIX A - "ZONING" OF THE CODE OF ORDINANCES OF THE CITY OF BRENHAM, TEXAS, AMENDING SECTION 3.03, MEMBERSHIP, APPOINTMENT AND TERMS OF OFFICE OF PART V., DECISION MAKING AND STAFF SUPPORT, TO CHANGE THE NUMBER OF ALTERNATE MEMBERS ON THE BOARD OF ADJUSTMENT TO FOUR (4).

WHEREAS, this amendment was recommended for approval by the Brenham Planning and Zoning Commission during its regular meeting on August 22, 2016; and

BE IT ORDAINED BY THE CITY OF BRENHAM, TEXAS, THAT APPENDIX A - "ZONING" OF THE CODE OF ORDINANCES OF THE CITY OF BRENHAM, TEXAS BE AMENDED IN THE FOLLOWING MANNER:

SECTION 1

That Appendix A - "Zoning" of the Code of Ordinances of the City of Brenham, Texas, Part V, Section 3.03, is hereby amended to read as follows:

(Sec. 3.03) Membership, appointment and terms of office:

- (1) *Membership.* The board shall consist of five (5) citizens, each to be appointed or reappointed by the mayor and confirmed by the city council, for staggered terms of two (2) years respectively. Each member of the board shall be removable for just cause by City Council upon written charges and after public hearings. Vacancies shall be filled by the City Council for the unexpired term of any member whose term becomes vacant.

The board shall have four (4) alternate members appointed or reappointed by the Mayor and confirmed by the City Council who shall serve in the absence of one or more regular members when requested to do so by the mayor. These alternate members, when appointed, shall serve for the same period as the regular members and any vacancies shall be filled in the same manner and shall be subject to removal as the regular members.

SECTION 2

This Ordinance shall take effect as provided by the Charter of the City of Brenham, Texas.

PASSED and APPROVED on its first reading this the ____ day of _____, 2016.

PASSED and APPROVED on its second reading this the ____ day of _____, 2016.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

APPENDIX A – ZONING

**PART V.
DECISION MAKING AND STAFF SUPPORT**

Sec. 3. - Board of adjustment.

(Sec. 3.03) Membership, appointment and terms of office:

- (1) Membership. The board shall consist of five (5) citizens, each to be appointed or reappointed by the mayor and confirmed by the city council, for staggered terms of two (2) years respectively. At least one member of the board shall be a member of the city planning and zoning commission. Each member of the board shall be removable for just cause by city council upon written charges and after public hearings. Vacancies shall be filled by the city council for the unexpired term of any member whose term becomes vacant.

The board shall have ~~four (4)~~ alternate members appointed or reappointed by the mayor and confirmed by the city council who shall serve in the absence of one or more regular members when requested to do so by the mayor. These alternate members, when appointed, shall serve for the same period as the regular members and any vacancies shall be filled in the same manner and shall be subject to removal as the regular members.

Deleted: two

Deleted: (2)



AGENDA ITEM 16

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 23, 2016	
DEPT. OF ORIGIN: Development Services	SUBMITTED BY: Lori Lakatos	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon an Agreement Between the City of Brenham and the Brenham Community Development Corporation (BCDC) for Management, Administrative, and Technical Services and Authorize the Mayor to Execute Any Necessary Documentation		
SUMMARY STATEMENT: The Brenham Community Development Corporation (BCDC) and the City of Brenham (City) work cooperatively to promote local economic development and the stimulation of business and commercial activities within the City of Brenham. An agreement is under consideration and presented to the BCDC to allow the City to provide management, administrative, and technical staff necessary for the BCDC to carry out its powers and functions. The purpose of this agreement is to have the City Manager, or his designee(s), implement, administer, and carry out the duties that an executive director or other staff of the BCDC would have in managing, administering, and providing technical services for the economic development programs and projects approved by the BCDC. This agreement allows the City to handle the administration and management of services related to contracts, consultants, and contractors. This agreement for administrative and management services was initiated as a result of the detention pond design for the Brenham Business Center. The detention pond agreement is between the BCDC and the consulting engineer which does not allow the City to handle the day to day activities for the BCDC related to programs and projects. However, the proposed management and administrative agreement allows for the City and BCDC to have the relationship where the City manages the administrative services and/or day to day duties, in place of an executive director or other staff hired by the BCDC.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference): N/A		

ATTACHMENTS: (1) Agreement for Management, Administrative, and Technical Services Between the City of Brenham and the Brenham Community Development Corporation

FUNDING SOURCE (Where Applicable):

RECOMMENDED ACTION: Approve an agreement between the City of Brenham and the Brenham Community Development Corporation (BCDC) for Management, Administrative, and Technical Services and authorize the Mayor to execute any necessary documentation

APPROVALS: Terry K. Roberts

**AGREEMENT FOR MANAGEMENT, ADMINISTRATIVE, AND
TECHNICAL SERVICES BETWEEN THE CITY OF BRENHAM AND
THE BRENHAM COMMUNITY DEVELOPMENT CORPORATION**

This Agreement is made and entered into by the City of Brenham, a home-rule municipal corporation situated in Washington County, Texas (hereinafter "CITY"), and the Brenham Community Development Corporation, an economic development corporation formed pursuant to the Industrial Development Act of 1979, now codified in Chapter 501, et seq., Texas Local Government Code (hereinafter "BCDC").

WHEREAS, the BCDC does not have management, administrative, or technical staff necessary to carry out its powers and functions as provided by applicable law; and

WHEREAS, the CITY desires to provide management, administrative, and technical staff necessary for the BCDC to carry out its powers and functions as provided by applicable law, and in order to promote local economic development and to promote new and expanded business and commercial activity in the City; and

WHEREAS, article 3, §52-a of the Texas Constitution and Chapter 380 of the Texas Local Government Code authorize the CITY to establish and provide for the administration of a program to provide personnel and services of the City to the BCDC to promote local economic development and to stimulate business and commercial activity in the CITY; and

WHEREAS, the CITY is authorized to contract with public or private entities to carry out statutorily authorized functions; and

WHEREAS, the CITY and BCDC believe that this Agreement is necessary in order to ensure the most effective operation of the BCDC in carrying out its powers and functions as provided by applicable law; and

WHEREAS, the CITY hereby determines that the BCDC's promotion of local economic development and the stimulation of business and commercial activity in the CITY, and the benefits accruing to the CITY as a result thereof, constitutes adequate consideration for the CITY's provision of management, administrative, and technical services to the BCDC pursuant to this Agreement;

NOW THEREFORE, for and in consideration of the mutual undertakings hereinafter set forth and for adequate consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. CITY agrees, within the sole discretion of the Brenham City Manager, to utilize CITY employees, personnel, funds, and other resources designated by the City Manager to assist the BCDC in carrying out its powers and functions as provided by applicable law, in order to promote local economic development and to promote new and expanded business and commercial activity in the CITY. It is the express purpose of this Agreement to have the City Manager, or his designee(s), to implement, administer, and carry out the duties that an executive director or other staff of the BCDC would have in managing, administering, and providing technical services for the economic development programs and projects approved by the BCDC, in accordance with the policies and directives of the BCDC. Any and all employees of the CITY providing services to the BCDC pursuant to this Agreement shall at all times remain CITY employees under the direction and supervision of the City Manager or his designee(s).

2. All services provided by the CITY to the BCDC shall be deemed to be a program to provide personnel and services of the City to the BCDC to promote local economic development and to stimulate business and commercial activity in the CITY as authorized by article 3, §52-a of the Texas Constitution and Chapter 380 of the Texas Local Government Code. BCDC further agrees to reimburse the CITY for any out-of-pocket costs or expenses incurred by the CITY in providing the services described herein to the BCDC. In the event the BCDC does not timely reimburse the CITY for said costs or expenses as required herein, the CITY shall be authorized to deduct and retain the amount of any delinquent payment due to the CITY upon receipt of and out of any economic development sales tax revenues received from the Comptroller of Public Accounts for the State of Texas, in addition to any other remedy available to the CITY at law or equity. The CITY and the BCDC acknowledge and agree that the respective obligations and undertakings of each party as set forth herein constitute adequate consideration to the CITY and BCDC.

3. This Agreement shall commence on the _____ day of _____, 2016, and shall remain in effect for a period of one (1) year. This Agreement shall automatically renew annually for a subsequent one (1) year term unless either party provides written notice of termination to the other party at least thirty (30) days prior to the end of the then current term. Notwithstanding any other provision herein, either party hereto may terminate this Agreement for convenience, with or without cause, upon thirty (30) days written notice to the other party.

4. This Agreement shall be construed in accordance with the laws of the State of Texas, including all applicable constitutional provisions, statutes, ordinances, and resolutions. Venue and jurisdiction of any suit or right or cause of action arising in connection with this Agreement shall be exclusively in Washington County, Texas.

5. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

6. This Agreement constitutes the sole agreement of the parties hereto, and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein. This Agreement may only be amended or supplemented by mutual agreement of the parties hereto in writing.

7. This Agreement and all of the covenants herein shall inure to the benefit of and be binding upon CITY and BCDC respectively and their successors, assigns, and legal representatives. However, neither party shall have the right to assign this Agreement without the express written consent of the other party.

EXECUTED this _____ day of _____, 2016.

CITY OF BRENHAM, TEXAS

**BRENHAM COMMUNITY
DEVELOPMENT CORPORATION**

**MILTON Y. TATE, JR.
MAYOR**

TERRY K. ROBERTS, PRESIDENT

ATTEST:

ATTEST:

**JEANA BELLINGER, TRMC, CMC
CITY SECRETARY**

**NAME:
TITLE:**



AGENDA ITEM 17

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 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 A One Year Contract Extension, in Accordance with Bid No. 15-008, for Gasoline and Diesel Fuel for the City of Brenham's Vehicle and Equipment Fleet and Authorize the Mayor to Execute Any Necessary Documentation		
SUMMARY STATEMENT: On June 9, 2015 the City of Brenham opened bids regarding bulk fuel and fleet fueling services. There were two bid packets sent out and one packet received. The bid packet received was from Alexander Oil in Brenham, TX. Bid specifications were based off of the lowest profit margin per gallon above the average OPIS (Oil Price Information Service). Alexander Oil provided the only bid with \$0.12 per gallon above the OPIS for regular unleaded, medium grade unleaded, premium grade unleaded and No. 2 clear diesel. The bid of \$0.20 per gallon above the OPIS was for No. 2 dyed diesel. This profit margin has remained the same from the prior 2012 bid Alexander Oil provides the City of Brenham a location to fuel up fleet vehicles along with supplying numerous departments' bulk fuel at their desired location for items such as generators, bulk storage tanks and the tub grinder. They also provide a secondary location for times when the main location is being worked on or temporarily out of service. This location is the Brenham Food Stop on Prairie Lea St. We would like to ask council to award a one year extension to Alexander Oil based off of the bid information sheet. The initial contract was for 3 years. This will be the first annual renewal.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS: Local provider and great to work with.		
B. CONS: Only 1 bidder.		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) 2015 Fleet Fuel Agreement Letter; and (2) 2015 Bid Form		
FUNDING SOURCE (Where Applicable): 202.00		

RECOMMENDED ACTION: Approve a one year contract extension, in accordance with Bid No. 15-008, for gasoline and diesel fuel for the City of Brenham's vehicle and equipment fleet and authorize the Mayor to execute any necessary documentation

APPROVALS: Terry K. Roberts



June 29, 2015

ATTN: Jud G. Alexander III
Alexander Oil Company
1501 FM 389
Brenham, TX 77833

Copy via Email: jud3@alexanderoil.com

RE: Contract for Fleet Fueling Services
Bid No. 15-008

Dear Mr. Alexander:

Please be advised that your company has been awarded the above referenced contract for the City of Brenham. The contract is effective from the date of this notice and shall remain in force and effect with firm fixed bid prices for a period of one (1) year. Upon completion of the term of the original contract and with mutual agreement of both parties, the contract may be extended for up to two (2) additional one-year terms.

DATE OF AWARD: June 25, 2015
CONTRACT BEGINS: June 29, 2015
CONTRACT ENDS: June 28, 2016

Additional terms and provisions of the contract are as stated in Bid No. 15-008. Payment by City to Vendor shall be made in accordance with the requirements of Texas Government Code §2251.021.

If you need any further information, please contact Purchasing Services at 979-337-7247.

Sincerely,

A handwritten signature in blue ink that reads "Milton Y. Tate, Jr." The signature is written in a cursive style.

Milton Y. Tate, Jr., Mayor

Cc: Dane Rau, Public Works
Sara Parker, Purchasing Services
Jeana Bellinger, City Secretary



BID FORM

Bid No: 15-008

Bid Opening: 2:00 P.M. (CST), Tuesday, June 9, 2015

Bid Title: **CONTRACT FOR FLEET FUELING SERVICES**

Submit to: Purchasing Services
City of Brenham
200 W. Vulcan St.
Brenham, TX 77833
Or
PO Box 1059
Brenham, TX 77834-1059

Bid Documents: Bids must be submitted on this form only. **Bidders are required to submit one (1) original and one (1) copy. Bidder must return the entire original bid document with bid or proposal.**

Bid **MUST** be signed by an authorized representative of bidder. Original signature required.

Name of Bidder (please print) JUD G ALEXANDER III

Authorized Signature 

Address: 1501 FM 389

BRENHAM, TX 77833

Phone No. 979.836.2722

Email: jud3@alexanderoil.com

City of Brenham
 Bid Form, Page 2
 Bid No. 15-008

Item No.	Description	Estimated Qty/Yr	Brand/Mfg.	Mark-up
1.	No. 2 (Dyed) Ultra Low Sulfur Diesel, per specifications, Minimum Cetane Rating 42	50 gallons	UNBRANDED	\$.20 /gal
2.	No. 2. (Clear) Ultra Low Sulfur Diesel, per specifications, Minimum Cetane Rating 42	90,000 gallons	UNBRANDED / BRANDED	\$.12 /gal
3.	Regular Grade Unleaded Gasoline, per specifications, Minimum Octane Rating 87	80,000 gallons	UNBRANDED / SHELL, PHILLIPS, VALERO	\$.12 /gal
4.	Medium Grade Unleaded Gasoline, per specifications, Minimum Octane Rating 89	2,000 gallons	UNBRANDED / SHELL, PHILLIPS, VALERO	\$.12 /gal
5.	Premium Grade Unleaded Gasoline, per specifications, Minimum Octane Rating 92	1,200 gallons	UNBRANDED / SHELL, PHILLIPS, VALERO	\$.12 /gal

Name of Bidding Vendor ALEXANDER OIL COMPANY

Information below is required and will be considered in evaluation of bids:

1. Can your firm give same day service if needed for bobtail deliveries? YES

2. Will your firm provide emergency service after working hours? YES

3. State what type of service and/or system you have for dispensing fuel:

Proprietary Cardlock Fleet Fueling System with private cards
issued by Alexander Oil Company. 24 - hour all product availability

4. Specify billing frequency: weekly monthly other

Prompt payment discount? I.e., 1% 10 days? None

5. Contact name and phone number for ordering bobtail deliveries:

Rebecca Beckman, Mary Kessler, Jud Alexander III 979.836.2722

Alternate: Daniel Randermann, Brad Bentke, Bridget Bartels

6. Number of sales locations within the City limits 2 *

Address, phone number and contact name for each location:
(use additional sheet(s) of paper as needed)

* Additional site coming 2015

Location: Alexander Oil Company Fleet Fuel

Address: 1501 FM 389 Brenham, TX 77833

Contact: Jud Alexander III Phone No.: 979.836.2722
832.691.2663

Name of bidding vendor: ALEXANDER OIL COMPANY

City of Brenham
Bid Form, Page 4
Bid No. 15-008

Location: Brenham Food Stop #2

Address: 1312 Prairie Lea St. Brenham, TX 77833

Contact: Jud Alexander III Phone No.: 979.836.2722
Murad Allana Store: 979.830.1862

Location: * Center Drive In #3

Address: 1607 SH 105 Brenham, TX 77833

Contact: Jud Alexander III Phone No.: 979.836.2722
832.691.2663

Location: * County Food

Address: 4185 SH 36 N Brenham, TX 77833

Contact: Jud Alexander III Phone No.: 979.832.2722
832.691.2663

Location: _____

Address: _____

Contact: _____ Phone No.: _____

Location: _____

Address: _____

Contact: _____ Phone No.: _____

Name of bidding vendor: ALEXANDER OIL COMPANY



AGENDA ITEM 19

DATE OF MEETING: September 1, 2016	DATE SUBMITTED: August 26, 2016	
DEPT. OF ORIGIN: Public Utilities	SUBMITTED BY: Lowell Ogle	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input 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 checked="" type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Section 551.086 – Texas Government Code – Utility Competitive Matters – Deliberation Regarding the City of Brenham’s Gas Supply Contract		
SUMMARY STATEMENT: To be discussed in Executive Session.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: None		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION:		
APPROVALS: Terry K. Roberts		