



CITY OF BRADY COUNCIL AGENDA
REGULAR CITY COUNCIL MEETING
SEPTEMBER 15, 2015 AT 6:00 PM

NOTICE is hereby given of a meeting of the City Council of City of Brady, McCulloch County, State of Texas, to be held at 6:00pm on September 15, 2015, at the Ed Davenport Civic Center located at 200 Country Club Road, Brady, Texas, for the purpose of considering the following items. The City Council of the City of Brady, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

Tony Groves
Mayor

Latricia Doyal
Mayor Pro Tem

Kathy Gloria
Council Member

Shelly Perkins
Council Member

Marilyn Gendusa
Council Member

Jack Turk
Council Member

Kim Lenoir
City Manager

Shannon Kackley
City Attorney

Tina Keys
City Secretary

Platinum
Level



Texas Comptroller
Leadership Circle

1. CALL TO ORDER, ROLL CALL & CERTIFICATION OF A QUORUM

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. APPROVAL OF AUDIT BOARD

4. APPROVAL OF MINUTES – September 1, 2015

5. PUBLIC COMMENTS

Public comments are reserved for items NOT listed on the agenda. Please address public comments regarding items ON the agenda under "Individual Concerns" during public comments and discussion of those items. To speak, please fill out notecard and give to City Secretary.

6. PRESENTATIONS

- A. Introduction of new employee(s) – Animal Control Officer Katherine Mitchell

7. INDIVIDUAL CONCERNS

- A. Discussion, consideration, and possible action regarding the **second and final** reading of Ordinance No. 1178: An ordinance of the City Council of the City of Brady adopting the Utility Rates and Fee Schedule for City Services
- B. Discussion, consideration, and possible action regarding the **second and final** reading of Ordinance No. 1179: An ordinance of the City Council of the City of Brady adopting the FY 2015 - 2016 Budget
- C. Discussion, consideration and possible action regarding the **second and final** reading of Ordinance No. 1180: An ordinance of the City Council of the City of Brady adopting the FY 2015 - 2016 Tax Rate
- D. Discussion, consideration, and possible action regarding revised Fleet Management Policy, and direct Staff as necessary
- E. Discussion, consideration, and possible action regarding revised Purchasing Policy, and direct Staff as necessary

- F. Discussion, consideration, and possible action regarding policy, procedures, and recordkeeping of Leases for Lake Lots and Boat Ramps, and direct Staff as necessary
- G. Discussion, consideration, and possible action regarding publishing Voter Information for November 3 city special election to authorize sale of Electric Substations to LCRA, and direct Staff as necessary
- H. Discussion regarding Civic Center Bids, and direct Staff as necessary

8. STAFF REPORTS

- A. Monthly Financial Reports for August 2015
- B. Monthly Activity Reports – Seniors; Golf; BPD; HOT Events
- C. Quarterly Reports – Water Project, WWTP Project
- D. Update of Texas Association of Resource Conservation and Development Area Clean-up at Lake Brady
- E. TML Annual Conference, San Antonio Sept 23-25, 2015
- F. Oct 19, 2015, Early Voting begins at McCulloch County Clerk Office for City of Brady Special Election to authorize sale of Electric Substations to LCRA

9. ANNOUNCEMENTS

Pursuant to the Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report.

Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to public health and safety of people in the municipality that has arisen after the posting of the agenda.

10. EXECUTIVE SESSION

The City Council of the City of Brady will adjourn into Executive Session for the following:

- A. Pursuant to Section 551.086 (Deliberations, vote or final action about competitive matters of the public power utility), the City Council will deliberate, vote, or take final action on a competitive matter regarding its electric utility.
- B. Pursuant to Section 551.087 (Economic Development), the City Council will deliberate the offer of a financial or other incentive or to discuss or deliberate regarding commercial or financial information that the City Council has received from a prospective cement plant and retail project that the City Council seeks to have locate in or near the City and with which the City Council is conducting economic development negotiations.
- C. Pursuant to Section 551.074 (Personnel Matters) the City Council will deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including open positions

with the City and City boards; or hear a complaint or charge against an officer or employee.

11. Open Session Action on Any Executive Session Item listed above, if needed.

12. ADJOURNMENT

I certify that this is a true and correct copy of the City of Brady City Council Meeting Agenda and that this notice as posted on the designated bulletin board at Brady City Hall, 201 E. Main St., Brady, Texas 76825; a place convenient and readily accessible to the public at all times, and said notice was posted on _____ by 6:00 p.m. and will remain posted continuously for 72 hours prior to the scheduled meeting pursuant to Chapter 551 of the Texas Government Code.

Tina Keys, City Secretary

In compliance with the American with Disabilities Act, the City of Brady will provide for reasonable accommodations for persons attending public meetings at City Facilities. Requests for accommodations or interpretive services must be received at least 48 hours prior to the meeting. Please contact the City Secretary at 325-597-2152 or citysec@bradytx.us.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

The City Council of the City of Brady reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on this agenda as authorized by the Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.086 (Deliberations, vote or final action about competitive matters of the public power utility), and 551.087 (Economic Development).

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

STATE OF TEXAS

COUNTY OF McCULLOCH

CITY OF BRADY

The City Council of the City of Brady, Texas met in a Regular Meeting on Tuesday, September 1, 2015 at 6:00p.m. at the Ed Davenport Civic Center, 200 Country Club Rd., Brady, Texas with Mayor Anthony Groves presiding. Council members present were Latricia Doyal, Jack Turk, Marilyn Gendusa, Kathy Gloria and Shelly Perkins. City staff present were City Manager Kim Lenoir, City Secretary Tina Keys, Director of Community Services Peter Lamont, Director of Public Works Steven Miller, Director of Finance Lisa Remini, Police Chief Steve Thomas, City Attorney Shannon Kackley, and Andrew Williams. Others in attendance were Neal Ulmer, George Matula, Pat Matula, Joe Whitehead, Hank Lee, Lynn Farris, Annita Ellison, Eddie and Anna Cox and Frank Lilly.

1. CALL TO ORDER, ROLL CALL & CERTIFICATION OF A QUORUM

Mayor Groves called the meeting to order at 6:00 p.m. Roll was then called for Council and a quorum was certified.

2. INVOCATION & PLEDGE OF ALLEGIANCE

Council Member Doyal gave the invocation, and the Pledge of Allegiance was recited.

3. APPROVAL OF AUDIT BOARD

Council Member Doyal moved to approve the audit board. Seconded by Council Member Gendusa. All Council Members voted "aye" and none "nay". Motion carried.

4. APPROVAL OF MINUTES for 8/18; 8/24 and 8/25/2015

Council Member Gendusa moved to approve the minutes for 8/18 and 8/25/15. Seconded by Council Member Doyal. All Council Members voted "aye" and none "nay". Motion carried.

5. PUBLIC COMMENTS

There were no public comments.

6. PUBLIC HEARING & PRESENTATIONS

- A. Public Hearing to receive comments on the FY 2015-2016 Budget was called to order at 6:04pm. Lisa Remini presented to Council regarding the FY 2015-2016 budget. There were no comments from the public. Public Hearing was closed at 6:11pm.

7. INDIVIDUAL CONCERNS

- A. Discussion, consideration, and possible action regarding the first reading of Ordinance No. 1178: An ordinance of the City Council of the City of Brady adopting the Utility Rates and Fee Schedule for City Services. Kim Lenoir went over the proposed fee schedule. Changes discussed included adding Alcoholic Beverage Permits effective Jan 1, 2016, to allow mixed beverage permits to pay 50% of the fee the first year of business; to charge difference rates on golf course sheds if concrete floor or not, annual fees will be collected October 1, 2016 at \$200 for concrete floor and \$160 for dirt floor, monthly rate is \$25 for concrete, and \$20 for dirt floor; to revise tournament course closure fee at \$600 per day or \$15 per player (including cart) and to add no charge for local school/youth tournaments; clarify that the relight pilot lights for 3rd or "more" times at \$40 each; and added Meter Tampering/Damage Fees. Council member Gendusa moved to approve the first reading of Ordinance 1178 with changes as discussed. Seconded by Council Member Doyal. All Council Members voted "aye" and none "nay". Motion carried.

- B. Discussion, consideration, and possible action regarding the **first** reading of Ordinance No. 1179: An ordinance of the City Council of the City of Brady adopting the FY 2016 Budget. Council member Gendusa moved to approve the first reading of Ordinance 1179. Seconded by Council Member Turk. All Council Members voted “aye” and none “nay”. Motion carried.
- C. Discussion, consideration, and possible action regarding the **first** reading of Ordinance No. 1180: An ordinance of the City Council of the City of Brady adopting the 2015 Tax Rate. Council member Gendusa moved to approve the **first** reading of Ordinance 1180. Seconded by Council Member Turk. All Council Members voted “aye” and none “nay”. Motion carried.
- D. Discussion, consideration, and possible action regarding second and final reading of Ordinance 1177 to amend Chapter 13 – Utilities Sec. 13.425 to consider special requests from commercial or industrial customers for non-domestic discharges to the city's sewer collection system. Council member Gloria moved to approve the second and final reading of Ordinance 1177. Seconded by Council Member Turk. All Council Members voted “aye” and none “nay”. Motion carried.
- E. Discuss, consider, and act on Resolution 2015-037 to approve the City’s Investment Policy and appoint an Investment Committee member for FY16. Lisa Remini presented to Council. Council recommended Kathy Gloria be appointed as Investment Committee member. Council member Gendusa moved to approve Resolution 2015-037 and appoint Kathy Gloria as the Investment Committee member. Seconded by Council Member Turk. All Council Members voted “aye” and none “nay”. Motion carried.

8. STAFF REPORTS

- A. Sept 4-5-6 – Annual World Championship Goat Cook-off Weekend
- B. Sept 7 – Labor Day – City Offices Closed /Note Trash Schedule changes
- C. September 15 – Second Reading of Budget Ordinance, Tax Rate, Fees
- D. September 14, 6pm, Service Center – Environmental Public Meeting for pipeline routes
- E. September 8, 5:30pm - Regular P&Z Meeting, Service Center
- F. September 9, 5pm, at Airport - Regular Airport Advisory Meeting
- G. Sept 15 - Staff will bring a recommendation on Civic Center Bids
- H. Shared Letter of support from Hospital concerning grant application to San Angelo Health Foundation for 4 “X” Series monitor/defibrillators for the Brady Fire/EMS units

9. ANNOUNCEMENTS

Mayor announced he and Peter had attended earlier that day the quarterly meeting of the realtors to share Retail Coach economic data and city needs from the realtors for property listings in Brady.

10. EXECUTIVE SESSION

Council adjourned into executive session at 7:15 p.m.

- A. Pursuant to 551.072 (Deliberations about Real Property), the City Council will deliberate the purchase, exchange, lease, or value of real property for city facilities to the extent the deliberation of these items would have a detrimental effect on the position of the City in negotiations with a third party.
- B. Pursuant to Section 551.086 (Deliberations, vote or final action about competitive matters of the public power utility), the City Council will deliberate, vote, or take final action on a competitive matter regarding its electric utility.

- C. Pursuant to Section 551.071 (Consultation with Attorney) the City Council will seek and receive advice from the City Attorney to consider legal issues regarding the City's authority to regulate water supply and groundwater use in the City limits.
- D. Pursuant to Section 551.087 (Economic Development), the City Council will deliberate the offer of a financial or other incentive or to discuss or deliberate regarding commercial or financial information that the City Council has received from a prospective cement plant that the City Council seeks to have locate in or near the City and with which the City Council is conducting economic development negotiations.

Executive Session adjourned at 8:12 p.m.

11. Open Session Action on any Executive Session Item listed above, if needed

Regular Session reconvened at 8:12 p.m. No action was taken during or as a result of executive session.


12. ADJOURNMENT

There being no further business the Mayor adjourned the meeting at 8:15 p.m.

Mayor Anthony Groves

Attest: _____
Tina Keys, City Secretary

City Council
City of Brady, Texas
Agenda Action Form for Ordinance

AGENDA DATE:	9-15-15	AGENDA ITEM	7.A
AGENDA SUBJECT:	Discussion, consideration and possible action regarding the second and final reading of Ordinance 1178 to adopt the Utility Rates and Fee Schedule for City Services		
PREPARED BY:	T. Keys	Date Submitted:	9-10-15
EXHIBITS:	Ordinance 1178 and Fee Schedule		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

City Council held a work session with city staff on August 25 to review the itemized listing of all fees, charges, and utility rates.

Attached is the revised consolidated fee schedule for fees, utility rates and charges by the City of Brady as adopted over the years. City staff and city council review and update annually, if necessary, all city fees and charges.

Items are the rates previously adopted with new proposed rates in black.

RECOMMENDED ACTION:

Mayor: "Do I have a motion to read the full ordinance?"

If no, Mayor will state: "A majority of the City Council has dispensed with the full reading of the ordinance."

Mayor will ask: "Madam City Secretary please read the Ordinance Preamble for the record in accordance with the City Charter." **"Secretary reads preamble"**

Mayor calls for a motion:

Move to approve second and final reading of Ordinance 1178

ORDINANCE NO. 1178

**AN ORDINANCE OF THE CITY OF BRADY, TEXAS, UPDATING
ORDINANCE NUMBER 1134, A SCHEDULE OF FEES, FOR THE
ADMINISTRATION OF UTILITY RATES, PROGRAMS, REGULATIONS,
AND OTHER OPERATIONS OF THE CITY; UPDATING THOSE FEES;
AND PROVIDING A SEVERANCE CLAUSE.**

WHEREAS, the City of Brady, Texas (hereinafter the "City") has established numerous fees for the administration of programs and regulations by the City; and

WHEREAS, it is often appropriate and equitable for the individuals and businesses that use particular city services to bear the cost of providing those services; and

WHEREAS, many of those fees have become obsolete and no longer even approximate the cost to the city of providing those services; and

WHEREAS, appropriate fees will encourage the judicious use of city resources in light of the cost to the public of using those resources and the need for the benefit provided by those resources; and

WHEREAS, it is necessary to update the existing fee schedule on an as needed basis to keep the public up to date on applicable fees for a particular service, and

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

That the Fee Schedule attached hereto as "Exhibit A" to this Ordinance is hereby adopted.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

PASSED, APPROVED by the City Council of the City of Brady, Texas, on FIRST READING at a regular meeting held on this the 1st day of September, 2015.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Brady, Texas, on SECOND READING at a regular meeting held on this the 15th day of September, 2015.

Mayor

ATTEST:

City Secretary

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

NOTE: Items in RED are Current Fees or Corrections/Additions/Deletions to the Fee Schedule

COMMUNITY SERVICES

BRADY LAKE

Camping Fees

RV Spaces	\$25 per day - full hookups
	\$150 per week
	\$350 per month (maximum 6 months)
(with tent set up)	Add \$ 10 per day
RV Spaces	\$20 per day - electric only
RV Rental (City-owned)	\$40 per day
	\$30 per day (October 1st thru March 1st)
Cabanas	\$20 per day (maximum 14 days)
	\$15 per day (October 1st thru March 1st)
(with tent set up)	Add \$ 10 per day
(with RV set up)	Add \$ 25 per day
Cabin	\$40 per day (maximum 14 days)
	\$30 per day (October 1st thru March 1st)
(with tent set up)	Add \$ 10 per day
(with RV set up)	Add \$ 25 per day
Tent Camping	\$10 per day (maximum 14 days)
Primitive Camping	\$5 per day (maximum 14 days)

Pavilion Reservation (1 year advanced)

Available 6:00 a.m. to 11:00 p.m. only

Pavilion Rental	\$50 per day / \$50 deposit
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Marina Use

Use of Marina	\$3 per person per day (adults)
	\$2 per person per day (children)

Lake House (3 month maximum reservation)

Lake House Rental	\$150 per night (2 night minimum)
Deposit	\$100
(6 person maximum)	
(NO pets)	
Lake House Grounds Rental	\$200 per day
Deposit	\$100

Shooting Range

Use of Range	\$5 per person / per day
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Lake Lot Leases

Dodge Heights Addition	\$1,200 per year	(\$300)
Davee Addition	\$1,200 per year	(\$300)

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

RICHARDS PARK

with electric and/or water hookups

Camping Fees

RV spaces	\$20
Tent camping	\$5 per day (maximum 14 days)
Dumping station fee (per vehicle and/or camping shelter)	\$3

Pavilion Reservation (1 year advanced)

Available 6:00 a.m. to 11:00 p.m. only

Pavilion Rental	\$50 per day / \$50 deposit
Commercial Use	
Pavilion Rental / Show barn	\$150
Deposit	\$50

WILLIE WASHINGTON PARK

with electric and/or water hookups

Camping Fees

RV spaces	\$ 20 per day (maximum 14 days)
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Pavilion Reservation (1 year advanced)

Available 6:00 a.m. to 11:00 p.m. only

Pavilion Rental	\$50 per day / \$50 deposit
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GOLF COURSE (effective Jan. 1, 2016)

Green Fees:

Annual (due Oct. 1, 2016)

Single:	\$700.00
Couple:	\$950.00
Trail fee:	\$0.50 add'l each play

Monthly

Single:	\$65.00
Couple:	\$80.00
Trail fee:	\$0.50 add'l each play (If renting a shed, no trail fee.)

Green Fees

Tuesday thru Thursday	\$15.00 / 18 holes	(\$12.00)
Club Cart Rental: 1/2 cart	\$12.50 + tax	(\$10.00)
Full cart	\$25.00 + tax	
Trail fee for personal cart:	\$4.00	(\$1.00)
Weekend (Fri/Sat/Sun)	\$20.00 / 18 holes	(\$14.00)
Club Cart Rental: 1/2 cart	\$12.50 + tax	(\$10.00)
Full cart	\$25.00 + tax	
Trail fee for personal cart:	\$4.00	(\$1.00)
Non shed member		
Twilight (after 5pm)	\$6.00 / 18 holes	
Club Cart Rental:	12.50 + tax	(\$10.00)
Trail fee for personal cart:	\$4.00	(\$1.00)
Youth Green Fees	\$4.00	
Senior (over 75 yr)	\$10.00 / 18 holes (excluding tournaments)	(\$8.00)

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

GOLF COURSE (cont.)

Cart Shed Rental (Oct. 1, 2016)

Monthly (with concrete floor \$25.00) (without floor \$20.00)	(\$12.00)
Yearly with concrete floor	\$200.00 (\$144.00)
Yearly without concrete floor	\$160.00 (\$144.00)

Range Balls

Large	\$5.00
Small	\$3.00

First Tee Program

18 years of age and under enrolled in high school	\$45 / yr plus \$1.00/day - Tues thru Friday (\$35.00) \$4.00 green fee Saturday - Sunday
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Tournament Course Closure Fee \$600.00 per day

OR a Per Player Fee (to Include Cart) \$15.00 each

(no charge for local youth and/or school tournaments)

AQUATICS CENTER

Swimming Fees

Ages 3 and up	\$3 per day (\$2.00)
Season Pass	\$60 per person (\$45.00)
	\$35 each additional family member

Private Parties (3 hour maximum)

up to 50 swimmers	\$100
51 - 100 swimmers	\$150
over 100 swimmers	\$200
Non-refundable deposit	\$50

CIVIC CENTER

Facility Use

Deposit	\$200
Rental	\$400 per day
Decorating Fee	\$50 (to have access day prior to event)
Lost Key	\$50

G. ROLLIE WHITE COMPLEX

Grandstand, infield arena, restrooms, utilities:

3 day (Fri/Sat/Sun) weekend	\$475
2 day (Sat/Sun or Fri/Sat) weekend	\$325
1 day (Mon-Thurs) over 4 hours	\$125
1/2 day (Mon-Thurs) up to 4 hours	\$ 75

Day rental of Infield Arena Grounds Only:	\$ 50 per day
Office Area:	\$ 50 per day
Pavilion:	\$100 per day
Horse Stalls:	\$ 15 per day
Show Barn:	\$150 per day
Trailer Spaces (contestants):	\$ 20 per day
All users security / cleaning deposit (per day or 1/2 day):	\$ 50 per day
(25% discount for Not-for-Profit youth service organizations)	
(McCulloch County youth organizations with current 501©3 status - No Charge)	

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

CEMETERY FEES

Cemetery Plots

Residents living inside City Limits	\$250
Residents living outside City Limits	\$325
Babyland	\$75

Grave Opening and Closing

Weekday Service	\$350
Saturday Service	\$425
Babyland	\$75

CURTIS FIELD - AIRPORT (Jan. 1, 2016)

Fuel

Price per gallon Call for current rates

Hangar Rental

Actively flying aircraft		
Single engine aircraft	\$70 per month	
Multi-engine aircraft	\$150 per month	(120.00)
Aircraft above 8,000 pounds	\$400 per month	(150.00)
Aircraft above 11,000 pounds	\$500 per month	(200.00)
Large aircraft	negotiated	
Non Based Aircraft		
Single engine aircraft	\$20 per day	
Twin engine aircraft	\$40 per day	(30.00)
Turbine aircraft	\$50 per day	(40.00)
Jet aircraft	\$75 per day	(40.00)
Large aircraft over 12,500	\$120 per day	(50.00)
After Hours Call Out Fee		
	\$15	

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

BUILDING PERMITS

Commercial and Multi-Family construction plan review

Valuation	Fee
\$1.00 to \$10,000.00	\$50.00
\$10,001 to \$25,000	\$70.69 for the first \$10,000 plus \$5.46 for each additional \$1,000
\$25,001 to \$50,000	\$152.59 for the first \$25,000 plus \$3.94 for each additional \$1,000
\$50,001 to \$100,000	\$251.09 for the first \$50,000 plus \$2.73 for each additional \$1,000
\$100,001 to \$500,000	\$387.59 for the first \$100,000 plus \$2.19 for each additional \$1,000
\$500,001 to \$1,000,000	\$1,263.59 for the first \$500,000 plus \$1.85 for each additional \$1,000
\$1,000,001 and up	\$2,188.59 for the first \$1,000,000 plus \$1.23 for each additional \$1,000

Single Family Residential construction plan review and inspection

Commercial and Multi-Family construction inspection

Valuation	Fee
\$1.00 to \$10,000.00	\$76.92
\$10,001 to \$25,000	\$108.75 for the first \$10,000 plus \$8.40 for each additional \$1,000
\$25,001 to \$50,000	\$234.75 for the first \$25,000 plus \$6.06 for each additional \$1,000
\$50,001 to \$100,000	\$386.25 for the first \$50,000 plus \$4.20 for each additional \$1,000
\$100,001 to \$500,000	\$596.25 for the first \$100,000 plus \$3.36 for each additional \$1,000
\$500,001 to \$1,000,000	\$1,940.25 for the first \$500,000 plus \$2.85 for each additional \$1,000
\$1,000,001 and up	\$3,365.25 for the first \$1,000,000 plus \$1.89 for each additional \$1,000

*Valuation is based on construction valuation for project

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

BUILDING PERMITS

Fire Code Plan Review Services (Fire Alarm and/or Sprinkler System)

Valuation	Fee
\$1.00 to \$250,000	\$500.00
\$250,001 to \$500,000	\$850.00
\$500,001 to \$1,000,000	\$1,100.00
\$1,000,001 to \$3,000,000	\$1,600.00
\$3,000,001 to \$6,000,000	\$2,400.00
\$6,000,001 and up	\$2400.00 for the first \$6,000,000 plus \$0.25 for each additional \$1,000,000

Fire Code Inspection Services (Fire, Alarm and/or Sprinkler System)

Valuation	Fee
\$1.00 to \$250,000	\$750.00
\$250,001 to \$500,000	\$1,050.00
\$500,001 to \$1,000,000	\$1,100.00
\$1,000,001 to \$3,000,000	\$1,350.00
\$3,000,001 to \$6,000,000	\$1,900.00
\$6,000,001 and up	\$2,850.00 for the first \$6,000,000 plus \$0.25 for each additional \$1,000,000

Platting, Zoning and Re-Inspection Fees

Re-inspection Fee	\$50
Zoning Application Fee	\$200
Zoning Variance Fee	\$200
Filing Fee for Preliminary Plats	\$50
Filing Fee for Final Plats	\$50

<u>On-Site Sewage Facility (Septic Tank System) Permit</u>	\$200
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CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

MISCELLANEOUS SERVICES

Permitting

Fence Permit	\$	75.00	
Demolition Permit, Residential	\$	50.00	
Demolition Permit, Commercial	\$	150.00	
Swimming Pool In Ground	\$	100.00	
Swimming Pool Above Ground (24" deep or deeper)	\$	75.00	
Carport	\$	75.00	
Accessory Building larger than 150 sq. ft.	\$	50.00	
Customer Service Inspection (CSI)-Commercial	\$	125.00	(\$100.00)
Customer Service Inspection (CSI)-Residential	\$	76.92	(\$100.00)
Sign Permit (less than 50 sq. ft.)	\$	75.00	
Sign Permit (larger than 50 sq. ft.)	\$	125.00	
Seasonal Permit Fee	\$	100.00	
Mobile Food Vendor Permit Fee	\$	100.00	
Manufactured Home Moving / Relocation	\$	200.00	
Clearing and Grading Land	\$	40.00	
House Moving	\$	200.00	(\$100.00)
Driveway / Curb Cut	\$	40.00	
Street or Alley Closing	\$	125.00	
Peddler Permit	\$	35.00	per year
Garage Sale Permit			Free 1 per quarter, 3 continuous day maximum

Certificates of Occupancy

Per Ownership Change	\$75.00 each
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Exotic Pet Fees

Application for Permit	\$25.00 per pet/per address
Annual Renewal Fee	\$15.00 per permit

Return Check

\$15.00

Alcoholic Beverage Permits (effective Jan. 1, 2016)

Package Store Permit (P)	\$250.00 per year	
Local Distributor's Permit (LP)	\$50.00 per year	
Wine and Beer Retailer's Permit (BG/V/Y)	\$87.50 per year	
Wine and Beer Retailer's Off-Premise Permit (BQ)	\$30.00 per year	
Mixed Beverage Permit (MB/RM)	\$350.00 per year	(50% discount 1st year of business)

POLICE

Dog & Cat License

(good for 3 years from date of issue)

\$3 per dog	\$2 per cat
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TXDOT Crash Report

\$6

Public Records

\$4 per page

Dog / Cat picked up

\$25

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

FIRE

Annual Fire Safety Inspections - Commercial Property - State Law

Annual Fire Safety Inspection Program setup for City (one-time fee)	\$1,000
Annual Fire Safety Inspection and each re-inspection (per location)	\$150
Annual Fire Safety Foster Home Inspection	\$100

**Ambulance Permit /Annual
Ambulance Inspection Fee**

\$1,500
\$200

Fire / EMS Stand-By

\$85 per hour

Burn Permit

\$25 (\$10.00)

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

PUBLIC SERVICES

SANITATION FEES

Landfill

Inside City	\$22.00 per ton	(\$13.50)
Outside City	\$31.00 per ton	(\$22.50)

Street Sanitation Fee

\$2.55 per month per utility customer
inside city limits

Solid Waste Disposal - Monthly Rates

Commercial Dumpster single container

Two pickups per week	\$60.00	(\$54.00)
Three pickups per week	\$90.00	(\$81.00)
Four pickups per week	\$120.00	(\$108.00)
Five pickups per week	\$150.00	(\$135.00)
Six pick ups per week	\$180.00	(\$162.00)

Commercial Dumpster shared container

Two customers per container		
Two pickups per week	\$30.00	(\$27.00)
Three pickups per week	\$45.00	(\$40.50)
Four pickups per week	\$60.00	(\$54.00)
Five pickups per week	\$75.00	(\$67.50)
Six pick ups per week	\$90.00	(\$81.00)
Three customers per container		
Two pickups per week	\$20.00	(\$18.00)
Three pickups per week	\$30.00	(\$27.00)
Four pickups per week	\$40.00	(\$36.00)
Five pickups per week	\$50.00	(\$45.00)
Six pick ups per week	\$60.00	(\$54.00)
Four customers per container		
Two pickups per week	\$15.00	(\$13.50)
Three pickups per week	\$22.50	(\$20.50)
Four pickups per week	\$30.00	(\$27.00)
Five pickups per week	\$37.50	(\$33.75)
Six pick ups per week	\$45.00	(\$40.50)

Residential - one pickup per week \$17.00

Non-Residential - one pickup per week \$19.00 (Outside City Limits)

Commercial Mechanically flipped carts \$25.00

Churches - dumpster collection \$30.00 (\$27.75)

Churches - Mechanically flipped carts \$13.00

Additional 96-gallon cart \$5.00 per month

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

SANITATION FEES (cont.)

Bulk Trash Pickup

Classification:

(Load size assessed at time of service requested)

Small load, 6 yds or less	\$75.00 per trip
Large Load, Greater than 6 yds	\$90.00 per trip
Demolition debris, general construction (but excludes concrete, tires, appliances)	\$85.00 per hour

Brush Chipping

\$25 minimum for first half hour
\$20 second half hour
\$15 Senior Citizens age 65 and older

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

PUBLIC SERVICES

METER TAP FEES

	<u>Sewer Tap</u>	<u>Water Meter Size</u>	<u>Water Tap</u>	
Inside City Limits	\$250.00	3/4" meter	\$255.00	* (5/8")
		1" meter	\$310.00	*
		1-1/2" meter	\$605.00	*
		2" meter	\$790.00	*
		larger than 2" meter	Actual Cost	

Plus meter exchange charge based on the actual cost of the meter installed less the cost of a 3/4" meter. Any installation of water piping exceeding 60 feet will be charged to the customer on a cost basis.

<u>Gas Tap Size</u>	<u>Gas Tap</u>	
1" inch	\$245.00	*
1-1/4" inch	\$245.00	*
2" inch	\$1,205.00	*
Larger than 2" inch	Actual Cost	

Outside City Limits: same as above plus 50% surcharge (\$250.00 plus 50% surcharge)

*Plus Street Cut Charge per Tap

Asphalt Cut & Repair	\$500.00
Concrete Cut & Repair	\$900.00

ELECTRIC - COMMERCIAL FEES

Transformers, kVA Size/\$	CT Metering Set
<u>Small Commercial</u>	
15kVA / \$350.00	\$0.00
25kVA / \$500.00	\$0.00
<u>Large Commercial</u>	
50kVA / \$750.00	\$750.00
100kVA / \$1,000.00	\$1,000.00
Greater than 100kVA	Actual Cost by CoB Electric
	Actual Cost by CoB Electric

UTILITY SERVICE

Deposit - Residential

Electric	\$100.00
Water / Sewer / Solid Waste	\$50.00
Gas	\$50.00

Temporary Service (not to exceed 10 days)

One utility	\$15.00
Two utilities	\$30.00
Three utilities	\$45.00

Utility Payment Late Fee 10% 5%

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

UTILITY SERVICE (cont.)

Account Payment History Fee	\$5.00
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Re-Read Fee	\$5.00
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NOTE: The City of Brady will accept no more than \$2.00 in unrolled coins as a form of payment. The City will accept no more than one roll of coins of any denomination. The customer's name and telephone number must be on each rolled coin jacket to be accepted.

Transfer Fee	
One utility	\$10.00
Two utilities	\$20.00
Three utilities	\$30.00

Turn on / off fee	<i>(see Ordinance No. 1062 Sec. 6E)</i>	\$50.00
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Unscheduled Trip Charge	\$25.00
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Unscheduled Maintenance Fee	\$50.00
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After Hours:

Unscheduled Trip Charge	\$35.00
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Unscheduled Maintenance Fee	\$65.00
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Reconnect Fee	\$50.00
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After Hours Reconnect Fee	\$60.00
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CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

UTILITY SERVICE (cont.)

SEWER RATES

Monthly Rates - Class A Residential Users

Customer Base Rate Charge	\$15	(\$14.00)
(\$1.75) \$2.00 per thousand gallons for the average monthly consumption metered to the customer during December, January, and February, adjusted annually every October 1.		

Monthly Rates - Class B Commercial Users

Customer Base Rate Charge	\$15	(\$12.00)
(\$2.50) \$3.00 per thousand gallons for water metered to customer during the month being billed, (subject to adjustment for water proved not to enter the sewer).		

In addition to the above volume charges, an Excessive Strength Charge shall be assessed to users who contribute wastewater to the system having a biochemical Oxygen demand in excess of 200mg/1 or total suspended solids of 200 mg/1.

Such charge shall be calculated as provided in Section 2.2 or Ordinance 641 and at a rate of \$0.77 per pound of excess BOD or TSS.

A rate of \$24.50 per month will be assessed a residential account that does not have consumption history for December, January, and February until an average can be established.

Temporary service	
Meter Read	\$10

GAS SERVICES

Relight Pilot Light

During normal Business Hours 8 a.m. to 5 p.m.	
Citizens age 60 and above	no charge
Citizens 59 and below	\$15
After 5:00 p.m. or not during normal business hours	
1st time lighting pilot	\$20
2nd time lighting pilot	\$30
3rd time lighting pilot	\$40

GAS UTILITY RATES

Residential Rates:

Monthly Service Charge	\$8 per meter
Distribution Charge	\$4 per 1000 cu ft (MCF)
plus	
cost of fuel adjustment	
*The minimum bill shall be \$10 per month	

Commercial Rates:

Monthly Service Charge	\$8.50 per meter
Distribution Charge	\$4 per 1000 cu ft (MCF)
plus	
cost of fuel adjustment	
*The minimum bill shall be \$10 per month	

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

UTILITY SERVICE (cont.)

Industrial Rates:

Monthly Service Charge \$150 per meter

Transportation agreement of \$0.724/MCF adjusted every October by the CPI

Cost of Fuel Adjustment:

Equal to the rate charged to the city for all gas purchases times the customer's gas consumption

ELECTRIC UTILITY RATES

Residential rates:

Meter Service Charge \$10.25 per month, plus
Distribution Charge \$0.0520 per kWh for all kWh per mo, plus
Power Cost Adjustment A component adjusted monthly based on
wholesale power costs

Small Commercial:

Meter Service Charge \$12.25 per month, plus
Distribution Charge \$0.0430 per kWh for all kWh per mo, plus
Power Cost Adjustment A component adjusted monthly based on
wholesale power costs

Large Commercial:

Meter Service Charge \$22.25 per month, plus
Distribution Charge \$0.0251 per kWh for all kWh per mo, plus
Power Cost Adjustment A component adjusted monthly based on
wholesale power costs

Demand Charge \$3.92 per kW, plus
Power Cost Adjustment A component adjusted monthly based on
wholesale power costs

Industrial

Meter Service Charge \$1,000.00 per month for service, plus,
Distribution Charge \$0.0151 per kWh for all kWh, plus
Demand Charge \$3.92 per kW, plus
Power Cost Adjustment A component adjusted monthly based on
wholesale power costs

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

UTILITY SERVICE (cont.)

WATER USE RATES

Inside City Limits

Residential

Customer Meter Charge	\$14.00	(\$13.00)
0 - 10,000 gallons	\$3.50 per 1000 gallons	(\$3.20)
10,001 to 50,000 gallons	\$3.75 per 1000 gallons	(\$3.45)
50,001 to 100,000 gallons	\$4.35 per 1000 gallons	(\$3.80)
over 100,000 gallons	\$4.60 per 1000 gallons	(\$4.00)

Commercial

Customer Meter Charge	\$15.00	(\$14.00)
0 - 10,000 gallons	\$3.50 per 1000 gallons	(\$3.20)
10,001 to 50,000 gallons	\$3.75 per 1000 gallons	(\$3.45)
50,001 to 100,000 gallons	\$4.35 per 1000 gallons	(\$3.80)
over 100,000 gallons	\$4.60 per 1000 gallons	(\$4.00)

Outside City Limits

Residential

Customer Meter Charge	\$14.00	(\$13.00)
0 - 10,000 gallons	\$4.75 per 1000 gallons	(\$4.45)
10,001 to 50,000 gallons	\$5.13 per 1000 gallons	(\$4.83)
50,001 to 100,000 gallons	\$5.78 per 1000 gallons	(\$5.23)
over 100,000 gallons	\$6.05 per 1000 gallons	(\$5.45)

Commercial

Customer Meter Charge	\$15.00	(\$14.00)
0 - 10,000 gallons	\$4.75 per 1000 gallons	(\$4.45)
10,001 to 50,000 gallons	\$5.13 per 1000 gallons	(\$4.83)
50,001 to 100,000 gallons	\$5.78 per 1000 gallons	(\$5.23)
over 100,000 gallons	\$6.05 per 1000 gallons	(\$5.45)

Standpipe Rates	\$25.00 per 1,000 gallons
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SECURITY LIGHTS

Installation Fees

On existing City pole	\$50.00
On pole set by City	\$100.00
Plus \$0.50 per foot for wire	

Monthly Rates

175 watt	\$15.00
400 watt	\$20.00

CITY OF BRADY
Utility Rates and Fee Schedule
Effective Oct. 1, 2015

UTILITY SERVICE (cont.)

METER TAMPERING/DAMAGE FEES

Water:

MXU		
	Single	\$142.00
	Dual	\$162.00
Water Meter		
	3/4"	\$111.00
	1"	\$152.00
	1 1/2" R2	\$496.00
	2 R2	\$696.00
Meter Cables		\$17.00
Housing Unit		\$18.00
Meter Box		
	3/4" - 1 1/2"	\$50.00
	2" and up	\$560.00
Lid		
	3/4" - 1 1/2"	\$14.00
	2" and up	\$94.00
Plus Labor		\$50.00 per hr

Electric

Cost of Parts	
plus labor	\$50.00 per hr

Gas


Cost of Parts	
plus labor	\$50.00 per hr

Damaged Poly Cart

Solid Waste

Poly Cart	\$70.00
Lid	\$19.00
Wheel	\$5.00

City Council
City of Brady, Texas
Agenda Action Form for Ordinance

AGENDA DATE:	9-15-2015	AGENDA ITEM	7. B
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding the second and final reading of Ordinance No. 1179 to adopt the City of Brady FY 2016 Budget.		
PREPARED BY:	Lisa Remini	Date Submitted:	9-9-2015
EXHIBITS:	Ordinance #1179		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$30,284,,788	
CITY MANAGER APPROVAL:			

SUMMARY:
<p>This budget will raise more total property taxes than last year's budget by an amount of \$105,304 which is a 14.73% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$477. This budget includes a new cemetery tax levy of 2 cents per \$100 valuation of property.</p> <p>Total Budget after transfers is \$30,284,788.</p> <p>The Budget was reviewed on 4 separate dates during the month of July. The Budget proposes rate increases for Water, Sewer and Trash services, and penalty fees. The Budget includes a 3% step plan wage increase for full time employees, a certification pay program, and no additional employees.</p> <p>Ending fund balances for all funds are projected to comply with fund balance policy requirements.</p>

RECOMMENDED ACTION:
<p>Mayor: <u>"Do I have a motion to read the full ordinance?"</u></p> <p>If no, Mayor will state: <u>"A majority of the City Council has dispensed with the full reading of the ordinance."</u></p> <p>Mayor will ask: <u>"Madam City Secretary please read the Ordinance Preamble for the record in accordance with the City Charter."</u> "Secretary reads preamble"</p> <p>Mayor calls for a motion: Move to approve second and final reading of Ordinance 1179.</p>

**FISCAL YEAR 2016
BUDGET ORDINANCE**

ORDINANCE NO: 1179

**AN ORDINANCE AS PRESCRIBED BY THE HOME RULE CHARTER, CITY OF BRADY,
ADOPTING A FISCAL YEAR 2016 BUDGET**

WHEREAS, the Charter requires formal adoption of an annual budget for operations for the City of Brady; and

WHEREAS, the City Manager presented a proposed budget to the City Council on June 30, 2015 per City Charter requirement Section 6.03 and desired amendments by the City Council have been incorporated; and

WHEREAS, a general summary of the proposed budget was posted in City Hall, on the city website and published in the official newspaper; and

WHEREAS, a public hearing was held on September 1, 2015, in accordance with Charter requirements; and

WHEREAS, Section 6.03 of the Home Rule Charter provides that in the event the budget had not been finally adopted by October 1st, the budget and desired amendments as submitted shall be deemed to have been finally adopted by the Council; and

WHEREAS, the budget as submitted is hereby deemed adopted on the second and final reading as of September 15, 2015.

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

SECTION 1:

That the Fiscal Year 2016 Budget for the City of Brady, Texas, as presented to the City Council on August 4, 2015 with desired amendments is hereby deemed adopted on September 15, 2015, by operation of Section 6.03 of the Home Rule Charter.

SECTION 2:

That a copy of the budget be filed with the City Secretary and other officials as designated under article 689A or other applicable state laws.

SECTION 3:

That the City Manager be empowered to administer the approved budget and execute purchases and other expenditures in accordance with the Charter and applicable state laws.

SECTION 4:

That this ordinance may be published by caption only pursuant to Article 11763-1 Section 1 of the revised Civil Statutes of the State of Texas.

SECTION 5:

That this ordinance shall be in force and effective on the 1st day of October 2015, that being more than 15 days after such publication, for the public hearing on the budget, pursuant to Section 6.03 (2) of the Home Rule Charter.


This ordinance was presented at a public hearing held on September 1, 2015 and was formally introduced on the 1st day of September, 2015 for the first reading and for passage on the 15th day of September 2015 for the second reading and final reading.

PASSED AND ADOPTED this 15th day of September, 2015.

Anthony Groves, Mayor

ATTEST: _____
Tina Keys, City Secretary

City Council
City of Brady, Texas
Agenda Action Form for Ordinance

AGENDA DATE:	9/15/2015	AGENDA ITEM	7.C
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding the second and final reading of Ordinance No. 1180 to adopt the City of Brady 2015 Tax Rate.		
PREPARED BY:	Lisa Remini	Date Submitted:	9-9-2015
EXHIBITS:	Notice of 2015 Tax Year Proposed Property Tax Rate Ordinance #1180		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

This budget will raise more total property taxes than last year's budget by an amount of \$105,304 which is a 14.73% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$477.

The tax rate will increase taxes for maintenance and operations on a \$100,000 home by approximately \$39.99.

Tax Rate	Adopted FY 2014-15	Proposed FY 2015-16
Property Tax Rate	0.30439	0.344378
Effective Rate	0.28184	0.300350
Effective M&O Tax Rate	0.28184	0.300350
Rollback Tax Rate	0.30349	0.324378
Debt Rate	0.00000	0.00000

RECOMMENDED ACTION:

Mayor: "Do I have a motion to read the full ordinance?"

If no, Mayor will state: "A majority of the City Council has dispensed with the full reading of the ordinance."

RECOMMENDED ACTION CONTINUED:

Mayor will ask: “Madam City Secretary please read the Ordinance Preamble for the record in accordance with the City Charter.” **“Secretary reads preamble”**

Mayor calls for a motion:

REQUIRED STATEMENT BY COUNCIL PERSON MAKING MOTION:

Upon second reading, I move that the property tax rate be increased by the adoption of a Tax rate of 0.344378, per \$100 of taxable value, which is effectively an 15 (fifteen) percent increase in the tax rate.

NOTICE OF 2015 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF BRADY

A tax rate of \$ 0.344378 per \$100 valuation has been proposed for adoption by the governing body of
CITY OF BRADY. This rate exceeds the lower of the effective or rollback tax rate,
and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

PROPOSED TAX RATE	\$ <u>0.344378</u> per \$100
PRECEDING YEAR'S TAX RATE	\$ <u>0.304390</u> per \$100
EFFECTIVE TAX RATE	\$ <u>0.300350</u> per \$100
ROLLBACK TAX RATE	\$ <u>0.324378</u> per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for
CITY OF BRADY from the same properties in both the 2014 tax year
and the 2015 tax year.

The rollback tax rate is the highest tax rate that CITY OF BRADY may adopt before
voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

ZANE BRANDENBERGER

McCULLOCH CAD, CHIEF APPRAISER tax assessor-collector

306 W. LOCKHART, BRADY, TX 76825

(325)597-1627

mccullochcad@verizon.net

www.mccullochcad.org

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 18th @ 6:00 pm at Civic Center

Second Hearing: August 25th @ 6:00 pm at Civic Center

ORDINANCE NO. 1180

AN ORDINANCE LEVYING TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF BRADY, TEXAS FOR THE YEAR 2015

Whereas, the Chief Appraiser of the McCulloch County Appraisal District has certified the 2015 Appraisal Roll for property taxable by the City of Brady, Texas; and

Whereas, based upon said Appraisal Roll, the Chief Appraiser has calculated the rollback rate for the City of Brady for 2015.

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

Section 1. Under section 713.006(b) of the Texas Health and Safety Code, that there is hereby levied and there shall be collected for the maintenance of the City's cemetery for the year two thousand fifteen (2015), upon all property, real, personal and mixed, within the corporate limits of said City to taxation, a tax of .02 on each one-hundred dollars (\$100.00) valuation of property.

Section 2. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Brady, Texas for the year two thousand fifteen (2015), upon all property, real, personal and mixed, within the corporate limits of said City to taxation, a tax of 0.344378 on each one-hundred dollars (\$100.00) valuation of property. This tax rate includes the cemetery tax of .02 on each one-hundred dollars (\$100.00) valuation of property.

"THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE."

"THE TAX RATE WILL BE EFFECTIVELY RAISED BY 15%, FIFTEEN PERCENT, AND WILL INCREASE TAXES FOR MAINTENCE AND OPERATIONS OF A \$100,000 HOME BY APPROXIMATELY \$39.99."

Section 3. The foregoing tax shall be due and payable at the office of the City Tax Collector on October 1, 2015 and shall be paid before February 1, 2016. All such taxes not paid prior to such date shall be deemed delinquent and shall be subject to the maximum penalty and interest as allowed by law.

PASSED AND ADOPTED on this ____ day of _____ 2015.

Mayor


ATTEST:

City Secretary

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	9/15/2015	AGENDA ITEM	7.D.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding revised Fleet Management Policy, and direct staff as necessary		
PREPARED BY:	Kim Lenoir	Date Submitted:	9/10/15
EXHIBITS:	Fleet Management Policy		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			
SUMMARY:			
<p>The staff has updated the Fleet Management Policy and reviewed it with City Council during the budget work sessions. City employees are required and must properly operate, perform preventive maintenance, and document regular inspections to insure the long-term safety and operation our vehicles and equipment.</p> <p>Directors, supervisors, and all employees that operate equipment or drive city vehicles are trained to adhere to these rules, procedures and policies.</p>			
RECOMMENDED ACTION:			
Move to approve Fleet Management Policy as presented (or with changes as discussed).			

CITY OF BRADY ADMINISTRATIVE PROCEDURES		
SUBJECT: Fleet Maintenance Policy	EFFECTIVE DATE: 5-1-2015	REVISED DATE: <u>10-1-2015</u>
APPROVED:	Reference No:	

INTRODUCTION:

The purpose of this policy is to ensure the proper care, routine inspections and cost-effective maintenance of the City of Brady equipment, machinery and vehicles through a preventive maintenance schedule that, with the cooperation of all departments, will extend the safety, quality, and longevity of the city's fleet.

POLICY STATEMENT:

The City of Brady promotes a safe work environment that includes the safe and proper use of city equipment, machinery and vehicles. The sufficiency of a safe workplace requires the application of accepted levels of practice for the care, inspection and maintenance of all assigned equipment, machinery and vehicles. The City of Brady and its employees are responsible for a standard level of care that includes the correct behavior, care and responsibility in the use of all equipment, machinery and vehicles.

OBJECTIVES:

Produce some guiding principles for ensuring city equipment, machinery and vehicles are cared for properly and inspected before use to:

1. Reduce unnecessary down time;
2. Ensure problems are addressed immediately to minimize cost for repairs;
3. Extend the useful life;
4. Promote safe and proper operating habits.

DEFINITIONS:

Unit – a piece of equipment, machinery or vehicle.

Preventive Maintenance Inspection – a preventive maintenance guideline of different types of inspections to be performed based on mileage/hours.

Preventive Maintenance Schedule – a form designed to track when a service is performed and the type of service performed.

Request for Service – a form to be used by city employees to request maintenance on a unit and also record the parts and labor of the service.

Vehicle/Equipment Inspection Checklist – a weekly checklist of items to be inspected before utilizing a unit.

City of Brady logo – an approved emblem that is an official representation of the organization.

Incode system – the City of Brady's financial system.

Unit number – a unique number assigned by the Finance Department in the Incode system. A number is assigned when the unit (new or used) is received on to city property. A number is used to monitor and track the life of an asset.

Fixed Asset – tangible property purchased by the City of Brady over \$5,000.00 in value.

PREVENTIVE MAINTENANCE PROGRAM:

1. Required documentation and equipment:
 - a. Insurance Card
 - b. Preventive Maintenance Inspection/Schedule (**Exhibit 1 & 2**)
 - c. First Aid Kit
 - d. Fire Extinguisher
2. Preventive Maintenance Inspection (**Exhibit 1**):

At a minimum all Departments must abide by the requirements covered in the Preventive Maintenance Inspection form. The A, B and C inspections are guidelines to ensure that each unit is properly maintained on a routine basis.
3. Preventive Maintenance Schedule (**Exhibit 2**):

The Preventive Maintenance Schedule form will be maintained in each unit and completed by the Mechanic each time a service is performed. Supervisors will have a tool to track the service performed on each unit assigned to their division.
4. Request for Service (**Exhibit 3**):

Maintenance request for the Repair Shop will be submitted in a Request for Service form. This form is designed to record the description of the repair, the parts required for the repair and the cost for parts and labor.
5. Vehicle/Equipment Inspection Checklist (**Exhibit 4**):

A Vehicle/Equipment Checklist shall be utilized by all Departments. Each division shall utilize a checklist which contains the items in Exhibit 4 and any other applicable items for that division. Properly completed checklists shall be submitted to the division's supervisor or designee and immediate action shall be taken to correct any discrepancies.

DECALING:

All required units will be decaled with the approved:

1. City of Brady logos (**Exhibit 5**).
 - a. The large logo will be required on the front driver and passenger doors.
 - b. The large logo size ~~14~~22 inches (height) by ~~12-1/2~~14 inches (width).
 - c. The small logo will be required at the rear on the upper left hand side.
 - d. The small logo size 8 inches (height) by 4 inches (width).
 - e. The logo color will be brown.
2. Department/Division name as specified in (**Exhibit 6**).
 - a. The letter font will be Arial.
 - b. The letter size will be 2-1/2 inches.
 - c. The letter color will be brown.
 - d. Name will be located on each side of the unit centered under the logo.
3. The unit number as assigned by the Incode system.
 - a. A three digit number.
 - b. The unit number will be required on both sides of the front fender (between front wheels and doors) and at the rear upper right hand side.
 - c. The number size will be ~~3~~2-1/2 inches.
 - d. The number color will be ~~black~~ brown.
 - e. The number font will be Arial

MECHANIC RESPONSIBILITIES:

1. The Mechanic will be responsible in filling out the Preventive Maintenance Schedule form each time a service is performed and placing the form back inside the unit.
2. The Mechanic will coordinate with the departments in the diagnosis of the repair with an estimated cost of the repair.
3. The Mechanic will also advise the departments if an outside repair is required.
4. Upon completion of the authorized repair, the Mechanic will complete the Request for Service form providing the supervisors with a total cost of the repair, with receipt(s) requiring approval for payment.
5. The Mechanic will maintain all shop repair records.

EMPLOYEE RESPONSIBILITIES:

1. Each employee will be responsible for the maintenance and inspection of the unit he or she is driving.
2. An employee will also be responsible for any unit that is assigned by the supervisor.
3. Problem(s) should not be reported verbally but submitted to the supervisor utilizing the Vehicle/Equipment Inspection Checklist or the Request for Service.
4. The employee will be responsible in ensuring that the supervisor is made aware of a repair problem(s) so action can be taken immediately.

5. The employee shall ensure that a Preventive Maintenance Inspection and a Preventive Maintenance Schedule form are maintained in each unit they are responsible in monitoring.

DIVISION RESPONSIBILITIES:

1. Supervisors are responsible in ensuring that units assigned to their division are properly inspected and maintained.
2. Supervisors are also responsible in ensuring that each employee receives the proper training in the operation and handling of the units.
3. Supervisors should make every effort to ensure that units are operating properly and safely.
4. Supervisors are required to take immediate action to correct any maintenance request submitted by an employee.

PHYSICAL INVENTORY:

An annual physical inventory of all units will be performed by the Finance Department to confirm the location, assigned department and the operability of the unit. The physical inventory will include:

1. Verification of the items discussed in the - Preventive Maintenance Program section 1.
2. Properly decal with City of Brady logo and department/division name as specified in – Decaling section 1 and 2.
3. All fixed assets will require the assigned unit number from the Incode system and should be located as specified in - Decaling section 3.
4. Confirmation that the required units are insured by TML.

COMPLIANCE:

Employees shall comply with this policy and any subsequent policy or guidelines issued by the City Manager. Violations of this policy may subject an employee to disciplinary action up to and including indefinite suspension/termination. These responsibilities are to be included in the designated individual's performance evaluation.


EXHIBITS: FORMS AND INSTRUCTIONS:

- Exhibit 1 – Preventive Maintenance Inspection
- Exhibit 2 – Preventive Maintenance Schedule
- Exhibit 3 – Request for Service
- Exhibit 4 – Vehicle/Equipment Inspection Checklist
- Exhibit 5 – City of Brady Logos
- Exhibit 6 – Department/Division Names

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	9/15/2015	AGENDA ITEM	7.E.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding revised Purchasing Policy, and direct staff as necessary		
PREPARED BY:	Kim Lenoir	Date Submitted:	9/10/15
EXHIBITS:	Purchasing Policy		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

The staff has updated the Purchasing Policy and reviewed with City Council during budget work sessions. City employees are required to follow these rules when purchasing any supply or product for city use.

Directors, supervisors, and all employees that purchase supplies or items for their job are trained to adhere to these rules, procedures and policies.

RECOMMENDED ACTION:

Move to approve Purchasing Policy as presented (or with changes as discussed).

CITY OF BRADY ADMINISTRATIVE PROCEDURES		
SUBJECT: Purchasing Policy	EFFECTIVE DATE: <u>3-04-2014</u>	REVISED DATE: <u>7/01/2015</u>
APPROVED:	Reference No: <u>2014-3</u>	

INTRODUCTION

Public purchasing is the process of acquiring all goods and services by a public entity that is necessary to provide the public with the services they require.

Public purchasing has several goals:

1. To purchase the proper good or service to suit the City's needs.
2. To obtain the best possible price for the good or service.
3. To have the good or service available where and when it is needed.
4. To assure a continuing supply of needed goods and services.
5. To guard against any misappropriation of the City.

Public purchasing must also assure that:

1. Responsible bidders are given a fair opportunity to compete for the government's business. This is done partially by the statutory requirements for competitive bids and proposals, and partially by the City's own purchasing procedures.
2. Safeguarding of public funds. To insure that the best value is received for the public dollar.
3. To insure that public spending is not used to enrich elected officials or government employees, or to confer favors on favored constituents.

Much of what is written in this Purchasing Policy is governed by statutory requirements of local, state or federal origin, reference **Chapter 252, Texas Local Government Code** for details (see Appendix A).

ETHICAL STANDARDS

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Brady procurement operation.

To achieve the purpose of this Policy, it is essential that those doing business with the City of Brady also observe the ethical standards prescribed here.

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Brady by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be breach of ethics to attempt to influence any public employee of the City of Brady to breach the standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of the City of Brady to participate directly or indirectly in procurement when the employee of the City of Brady knows that:
 - a. The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - c. Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
4. **Gratuities.** It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Brady, or for any employee or former employee of the City of Brady to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering or advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract of subcontract, or to any solicitation or proposal therefore pending before this government.

5. Kickbacks. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Brady, or any person associated therewith, as an inducement for the award of a subcontract or order.
6. Contract Clause. The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every purchasing contract and solicitation for purchase.
7. Confidentiality. It shall be a breach of ethics for any employee or former employee of the City of Brady knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

AUDITING

Auditing is the process of examining information (such as data and original documents), operations (such as workflow, physical layout and documents in use), requirements (such as laws, procedures, policies), staff (such as personnel and level of training) and results of operations (such as reports of operations, results of statistical tests and counts) to determine the mathematical accuracy, legality, propriety, efficiency, and effectiveness of operations. It is a process of determining whether all transactions are properly recorded in the accounts and appropriately reported to management, and whether the office is operating to the best advantage.

Certain objectives should be followed in purchasing to ensure that:

1. All transactions are properly authorized.
2. All ordering procedures are correctly followed.
3. Competitive bidding and proposal statutes are complied with.
4. Purchases should be sales tax free.
5. All other purchasing statutes are followed completely.
6. Materials, supplies, services and capital assets purchased are received and recorded by the appropriate division.
7. Materials, supplies and capital assets received are properly safeguarded and accounted for.
8. Operations conform to prescribed procedures and policies.
9. Operations are being conducted in the most efficient and effective manner.
10. Sufficient funds must be appropriated before the obligation is incurred.

TYPES OF PURCHASES

There are several acceptable types of purchases. They are as follows:

Non-Stocked Items

These items are not stocked or warehoused by the City. They may or may not be a standardized item, but are not in such constant demand as to be considered a supply or other stocked item. These items are procured by either bids or negotiated price quotes, according to the statutory or local requirement.

Stocked or Warehoused Items

These items are in such constant usage by the City that they are stocked routinely. These items are usually purchased on annual contracts with provisions to replenish stocks as needed. These items should be standardized to the maximum extent possible. Commonly used office products will be maintained in the Service Center inventory managed by Purchasing

Emergency

Emergency purchases are made to meet a critical, unforeseen need to the City. Because the City's ability to serve the public would be impaired if purchases are not made immediately, emergency purchases are exempt from standard purchasing procedures.

Sole Source

Sole source purchases are goods and services available from only one supplier. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. These purchases are exempt from the standard bidding requirement. Divisions may be required to certify that only one supplier is available. It is a violation of this policy and may lead to disciplinary action to state a vendor is sole source when other sources are available.

Service and Supply Contracts

The City purchases a variety of services and supplies obtained through Interlocal Agreements, Cooperative Purchasing Agreements and Federally Funded Contracts.

PURCHASING PROCEDURES

When a division recognizes the need for a commodity, it should first examine the inventory in stock by using the Incode system or inventory listing report from Incode to see if the item is available. If the commodity is a stock item, the Service Center will issue the item to the user division. If the item is not maintained in stock, the division should begin the purchasing procedure. Purchase orders are required for all purchases equaling or exceeding ~~\$750.00~~1,000.00.

Bid pricing and bidding limits are established to ensure that sizable purchases are subjected to fair competition among available, responsible vendors. But even though certain purchases are exempt for some reason from the statutory or local ordinance requirements for bids, the division shall maintain adequate controls over purchases to insure compliance with this policy. Procedures are put in place to ensure that the user is not splitting orders to escape the bidding requirements. A periodic internal audit by the Purchasing Agent will be done to ensure all procedures are being followed.

State Law and City policy requires seeking competitive pricing or bids for the item or service to be purchased. The procedures for obtaining the competitive bids are categorized by level of expenditure. The four categories by order of magnitude of expenditure are defined below.

Competitive Bidding

It is the policy of the City of Brady to use competitive principles in awarding all public contracts of any amount with very limited exceptions. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles will apply to all divisions of the city. Competitive bidding means letting the available vendors compete with each other to provide goods and/or services.

Competitive bidding ensures that public monies are spent properly, legally, and for public projects only, and that the best possible value is received for the money. Secondly, it gives those qualified and responsible vendors who desire to do business with the City a fair and equitable opportunity to do so.

Formal Bids

Formal competitive bidding and competitive proposals are required by statute for purchases amounting to \$50,000 or more.

All formal bids for goods, services, or contractual needs will be initiated through Purchasing in cooperation with the requesting division. This centralization promotes development and maintenance of records of supply sources, prices, specifications, legal and other requirements.

The formal bid procedure will take a minimum of three weeks before a bid can be awarded to a vendor. Bids shall be on a standard Bid Sheet and with Instructions to Bidders (see Exhibit 1

and Exhibit 2). The initiating division will be responsible for vendor solicitation prior to the bid opening and vendor notification after the bids are considered and approved by the City Council. All legal advertising will be through the City Secretary's office.

After receipt, the City Secretary will keep the bids and related information in the central files. A copy will be furnished to the division upon request.

In formally bidding out a purchase, the following general requirements apply:

1. The bids are to be advertised, based on the specifications and conditions of purchase provided by the government. Specification development shall be completed at the user or initiating division level. All formal bids shall be submitted to Purchasing for processing. The City Secretary will be responsible for advertising of the bid request and receiving and opening the bid document.
2. Bids are received until a certain future date and hour set out in the specifications. After that date and time, no further bids are accepted. ~~If less than three (3) bids are received, the bids will not be opened. The unopened bids will be presented to Council or disposition.~~
3. The bids are opened at the specified date and hour, and submitted to City Council. Generally the lowest and best responsible bid is accepted, but only one bid may be accepted. If no bid is found to be acceptable, the entire bidding process must be repeated.

Bids may be subject to bonding requirements; where there is a question of applicability, request confirmation from the City Attorney. This is to ensure that if the bidder attempts to withdraw after his bid is accepted, the City will not suffer loss.

Formal bidding procedures should be used for purchase of items costing more than \$50,000 whenever it can be expected that by doing so will result in a cost savings to the City.

Competitive Proposals

Competitive proposals are similar to competitive bids, but are limited in scope by Texas statutes. They can only be used for procurements of high-technology products or services. The definition of "high technology" is somewhat vague. Purchasers should keep abreast of recent developments in this area.

1. The specification is written using performance standards rather than the description of the good or service. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

2. Vendors submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
3. After proposals are received, the government may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best possible proposal for each vendor.

Informal Bids

Purchases of items or services costing less than \$50,000 are not required to go through the formal bid process. However, all purchases should undergo a competitive process to insure the best and lowest price possible to the city.

COMPETITIVE BIDS ARE CATEGORIZED BY LEVEL OF EXPENDITURE

Purchases \$50,000 and Over

Purchases of \$50,000 or more are formally bided out as described earlier. Upon award of the bid to the lowest, best responsible bidder by Council the Purchasing Agent will initiate input and submit a Purchase Requisition for issuance of a purchase order. Receipt of the goods or services shall only occur after issuance of the purchase order.

Purchases between ~~\$1,500.00~~ 3,000.00 and \$50,000.00

When a purchase falls below formal bid limits, but costs between ~~\$1,500.00~~ 3,000.00 and less than \$50,000, the following procedures shall apply:

1. Written request for price quotations shall be sent to at least three vendors; wherever possible, requests for quotations should be sent to five or more vendors. Where a list of vendors is maintained, the list should be rotated so that, over time, all vendors are contacted an approximate equal number of times.
2. The request for price quotations will be on a Quote Sheet (see Exhibit 3). It should contain at least the following information.
 - a. Name and address of vendor;
 - b. Description of item;
 - c. Quantity required;
 - d. Last date quotations accepted;
 - e. Approximate date delivery is required; and,
 - f. Terms and conditions of purchase.

3. The standard form should request certain specific information, such as:

- a. Total or unit price, as specified;
- b. The date through which quoted price will be effective; and
- c. An estimate of shipping cost if applicable.

4. The request for price quotations should require that the quoted price would be honored during the stated period.

~~Cities are required to contact at least two disadvantaged business from a list provided by the State Purchasing and General Services Commission, if available, where purchases are greater than \$3,000 but less than \$5,000.~~

Purchases between ~~\$750.00~~\$1,000.00 and ~~\$1,500.00~~\$3,000.00

1. Written or telephone requests for price quotations are made to at least one vendors. The list of vendors should be rotated so that all vendors are contacted an approximate equal number of times.

2. For telephone price quotations, certain information should be provided to the vendor, including at least the following:

- a. Description of item;
- b. Number of items required;
- c. Date delivery required, as accurately as possible; and,
- d. The terms and conditions of purchase.

3. Whether a written or telephone price quotation is received, certain specific information should be obtained, and recorded in writing, such as:

- a. The name and address of the vendor;
- b. Total of unit price, as specified;
- c. Date through which quoted price will be effective;
- d. Name of representative giving the quote; and,
- e. The specific product offered, if not already stated.

4. ~~After receipt of the quotes, a Quote Sheet shall be completed (see Exhibit 3).~~ The ~~Division~~ Department Head or authorized representative will then complete the purchase order requisition request as described in the section below. The purchase requisition shall specify the best responsible quote for the item to be purchased.

Purchases under \$~~750.00~~1,000.00

Purchases under \$~~750.00~~1,000.00 ~~can be~~ are to be made without a purchase order. ~~by Division Heads authorized to make purchases with local vendors (within 75 miles radius). The list of local vendors should be rotated so that all vendors are contacted an approximate equal number of times.~~

~~1. Where a purchase cost more than \$100.00 and less than \$750.00 the receipt shall be signed by the divisions and submitted to Purchasing in order to create a purchase requisition in the Incode system.~~

2.1. Where a purchase is less than \$~~100.00~~1,000.00 the ~~receipt~~invoice shall be signed by the division and /or accompanied by a Payment Authorization (see Exhibit 7) form that is submitted to Account Payable immediately for completion.

THE PURCHASE ORDER PROCESS

Requisitioning is formally requesting that a purchase order be issued. The Purchase Order authorizes a purchase to be made. The purchase order issuance process begins with requesting (requisitioning) the purchase order. Each division shall make a requisition request for its purchasing needs. The requisition process includes a system of authorization and safeguards so that improper or illegal purchasing is difficult both to initiate and to conceal.

The requisition process may be through an electronic process (see Appendix B) or by completing the purchase requisition form (Exhibit 5). The electronic purchase requisition system originates in the Incode computer program. Preparation must be done far enough ahead of the date that the goods/services are needed to allow adequate time for following the procedures established in this policy.

All requests shall be processed within five working days. If a request is to be held (for budget transfers, vendor quotation forms to be sent out, etc.) or cannot be processed within a five day period, the initiating division will be notified immediately. When additional funds are needed the requesting division will submit a budget transfer/amendment for the required funds.

The electronic purchase order system does not relieve the initiating or user divisions of the responsibility of completing the appropriate paperwork as defined elsewhere in this policy (see Exhibit 3 (Quote Sheet) and Exhibit 5 (Purchase Requisition Form)). The forms, referred hereon as the backup documents, shall be used for data input into the Incode system. Once a purchase order requisition has been created in the Incode system the documentation is forwarded to the Finance Director and City Manager for review and approval.

The electronic approvals for the purchase requisition will be performed by the Purchasing Agent, Finance ~~Officer~~Director and City Manager in the Incode system. The Purchasing Agent will create a copy of the purchase order and attach it to the backup documents to complete the documentation and forward to Accounts Payable with the receiving paperwork and/or vendor's invoice (if available).

Approval Authorization:

There are four levels of approval provided for issuance of a purchase order. ~~Division~~ Department Heads are authorized to manually approve purchase orders for their divisions for the amounts specified below. The Purchasing Agent will have purchase order approval for the ~~Division-Department~~ Heads as specified below. The next level of approval is the ~~Finance Officer~~ Finance Director. Finally, for purchase orders over a specified level, must be approved by the City Manager.

The levels required for the various approvals are as follows:

Approval Levels	Purchasing Approval
Division-Department Heads	Between \$ 750.00 <u>1,000.00</u> or less
Purchasing Agent	Between \$ 750.00 <u>1,000.00</u> – \$1,500.00
Finance Officer <u>Director</u>	Between \$1,500.00 - \$3,000.00
City Manager	\$3,000.00 or greater

~~It is the responsibility of the Finance Officer and the City Manager to check the Incode system on a daily basis, after 3:00 p.m. to approve purchase orders.~~

It is the responsibility of the Purchasing Agent to deliver the purchase order requisition documents to the Finance Director and City Manager. Approval will be given and electronically signed in the Incode system once all requirements are met.

Purchasing Agent will print the purchase order (see Exhibit 6) based upon the items listed in the purchase requisition register. The Purchase Order will be electronically signed by the Finance ~~Officer~~ Director (verifying availability of funds) and the City Manager (approving the purchase). The original, copy of the Purchase Order will be mailed, faxed or emailed by the Purchasing Agent to the vendor. This will confirm the purchase of the item~~(s)~~ or service.

Financing:

If an item is going to be financed, a purchase order cannot be issued until verification of funding is received from the lender.

EXCEPTIONS TO THE PURCHASING CYCLE

As with any set of guidelines there will be exceptions. This section will deal primarily with those more common exceptions to the normal purchasing cycle with the understanding that the exceptions will only apply when there is a legitimate and obvious need. Following is a list of the most common exceptions to the normal purchasing cycle:

1. Emergency situations;
2. Blanket purchasing agreements;
3. Training and seminars/memberships, subscriptions, registrations and publications;
4. Legal advertising;

5. Contracting for personal/or professional services;
6. Maintenance contracts and construction contracts;
7. Purchases less than \$~~100.00~~-1,000.00 where the creation of a purchase order document would not be cost effective to the City.

Emergency Situations

An emergency is commonly described as an unforeseen situation, which adversely and unduly affects the life, health, or convenience of the citizens of Brady; or, a circumstance that would cause a loss to the City (such as an inordinate amount of down time). If an emergency arises during normal work hours, the affected ~~Division~~-Department Head or authorized representative shall:

1. Notify the City Manager and/or Finance ~~Officer~~-Director of the situation;
2. The division will immediately initiate the purchase order requisition process;
3. A system generated purchase order number will be issued;
4. As soon as possible, all related paperwork, i.e. invoices, packing slips, or any backup relating to the purchase will be forwarded to Purchasing.

If an emergency should arise after regular hours, the ~~Division~~-Department Head or authorized representative may proceed with the emergency acquisition on the next regular day of business, the division will issue a confirming requisition, and detailed explanation of the purchase will be forwarded to Purchasing. When a purchase order number is issued the user division will forward that number to the appropriate vendor.

Blanket Purchasing Agreements

Agreements with contractors/suppliers that allow small purchases by individual divisions without going through the normal purchasing procedures. For example, establishing an agreement with an automobile parts supplier to allow for the quick and efficient purchase when a needed part or supply is not in stock. The Blanket Purchasing Agreement also reduce administrative costs for small purchases by eliminating the need for multiple requisitions and purchase orders for low cost items. The City may desire to take advantage of any quantity discounts or to fix the price of the items over the purchasing period. Caution should be exercised in utilizing blanket purchasing agreements to assure that divisions do not exceed budgeted amounts or duplicate purchases. Periodic checking should be done to verify low prices.

Training, Seminars, Memberships, Subscriptions, Registrations, and Publications

A purchase order is not required for expenses incurred in connection with training and seminars, memberships, subscriptions, registrations and publications. However, divisions are responsible for maintaining budget allowances. The City Manager must approve all expenditures for training and seminars according to the established policy.

Legal Advertising

A purchase order is not required for legal advertising expenses. A copy of the publication shall be attached to the invoice and sent to Finance for processing.

Contracting for Personal/Professional Services

A purchase order is not required for all personal/professional service contracts. Contracting for professional services (engineering consultant, rate analyst, etc.) will be the responsibility of the division seeking such services. Any goods or services consumed in conjunction with a contracted professional service must be acquired through normal purchase procedures. It shall be the responsibility of the contracting division to notify Finance of the closing or expiration of the contract.

Maintenance Contracts and Construction Contracts

A purchase order is not required for maintenance and construction contracts such as computer maintenance and engineering contracts. Contracting for maintenance and construction services will be the responsibility of the division seeking such services. It shall be the responsibility of the contracting division to notify Finance of the closing or expiration of the contract.

Purchases less than \$~~100.00~~1,000.00

A purchase that is less than \$~~100.00~~1,000.00 where the creation of a purchase order document would not be cost effective to the City.

SUPPLY AGREEMENTS

The purpose of a supply agreement is to contract the acquisition of commodities, as they are needed from a chosen vendor at a fixed price for a specified period of time. These agreements are formally bid and vendors are approved by City Council. These contracts eliminate the necessity of bidding commodities each time they are needed while allowing the City quantitative purchasing at optimum prices.

Bid data is compiled by listing items and estimated quantities to be utilized over a specific period of time. Quantities are to be estimates only and vendors are advised that actual purchases may vary 25 percent, more or less, than estimated quantities. Purchase orders will be issued for each individual purchase.

There are provisions in the contract for vendors to follow if the increased cost of an item to the vendor exceeds the selling price contracted to the City. Documentation is to be provided before a line item or lot can be re-bid.

Contracts will be awarded on per item, per lot, or all or none basis; decision for award will be at the discretion of the Division ~~supervisors~~ Heads utilizing the commodities. The contract should

also contain a termination clause applicable to both parties; thirty days written notice of intent to cancel is required to conclude the contract.

MAINTENANCE CONTRACTS AND SERVICE AGREEMENTS

Where feasible, the City may enter into yearly contractual agreements with selected vendors for various maintenance services. These contracts may include, but not be limited to, office machine maintenance, cleaning services, pest control, and equipment rental agreements. Negotiation of these contracts and agreements is the responsibility of the responsible ~~Division~~ Department Heads. One copy (original signatures) of the agreement shall be provided to the City Secretary for the permanent records and one copy to Finance.

RECEIVING MERCHANDISE/SERVICES

When receiving ordered goods, the responsible division will conduct an initial inspection of the merchandise to determine its condition. A comparison is made of the goods received against the product specifications as established by the City. Once determination has been made that the merchandise received are to the Purchase Order specifications, the items are then placed in use and a receiving document is processed in the Incode system.

Damaged or Defective Merchandise

If the merchandise is damaged or defective, the division performing the inspection should notify the Vendor. Arrangements should then be made for return and/or replacement of the merchandise. Payment should not be authorized for damaged or defective merchandise. Purchasing should be notified of the problem and a "hold" placed on the purchase order.

Incomplete/Partial Orders

In the event an order is incomplete, an inquiry should be made for scheduled shipment of the remaining order. Authorization for payment of a partial order is accomplished by signing the ticket indicating the purchase order number, date, vendor and items received and then forwarding this information along with a by payment authorization or stamp for invoices, specifically noting a partial payment of a purchase order to the Purchasing Agent or Accounts Payable for processing.

If the amount of an invoice does not match the original amount on the purchase order, finance will approve and process the invoice as long as the amount does not exceed 25 percent of the total amount of the purchase order. Any amount exceeding 25 percent will require the divisions to notify purchasing for approval to proceed. Approval will require documentation to support the reason for the increase, and verification that funding is available.

PURCHASING AND SERVICE CENTER

The City shall maintain a purchasing operation that will be responsible for items that are centrally purchased and/or warehoused. The three primary purposes in establishing and maintaining a centralized warehouse are:

1. To provide a central receiving, inspection and issuing point for goods;
2. To facilitate the purchasing and storage of larger quantities of frequently used items;
3. To ensure the availability of frequently needed goods on a timely matter.

Stock Levels

The selection of items stocked in the Service Center is determined by the needs of the user divisions. It is the responsibility of Division supervisors ~~Heads~~ to inform Purchasing of their needs and requirements. Stock levels are determined according to use and demand. Purchasing shall maintain an Incode Inventory List containing a description of all items maintained in the Service Center.

Users are reminded that before initiating a purchase through normal purchasing procedures, they should check with Purchasing to determine if the desired good is in stock or on order.

Several factors govern the quantity of inventories. These include:

1. Current user needs;
2. Time required replacing inventory stocks;
3. Available storage space;
4. Market conditions;
5. Turnover ratio.

Purchasing will be responsible for monitoring the above factors to determine if an item not currently in inventory should be stocked, or conversely if a underutilized item should be deleted from inventory stock. Additionally, input from user divisions regarding inventories will always be encouraged. A periodic list will be sent to all divisions to determine reorder levels.

Service Center Procedures

To obtain stock items from the Service Center, authorized individuals must report their needs to Purchasing. These items will be charged to the division's budget. The Division supervisors ~~Heads~~ will be required to give the fund, division and object ~~budget~~ code.

To return unneeded stock to the Service Center, users will notify purchasing which, upon inspection of the returned good for serviceability, will place the item back into inventory, credit

the proper account, and note "returned" on the Service Center ~~charge-disbursement~~ sheet initialed by the returnee.

Inventory

A physical inventory of all Service Center stock will be conducted on a routine basis. It will then be reconciled with that period's activities and forwarded to Division ~~supervisors~~ ~~Heads~~ and Finance. A summary of monthly division's charge outs will be sent to all divisions for review. At the same time one copy will be sent to Finance for inclusion in the financial report and another will be retained by Purchasing for future reference.

FIXED ASSETS

A fixed asset is categorized by two factors: (1) whether the initial cost of the item is \$5,000 or more, and (2) if the anticipated useful life exceeds one year. Examples of fixed assets include office machines, furniture, vehicles and equipment. All inquiries should be forwarded to Finance. Where a purchase meets the definition of a fixed asset, the user division will complete a Fixed Asset Inventory Processing Form (see Exhibit 7) and forward it to Finance.

INSPECTION OF GOODS

The inspection of ordered goods will be accomplished at one of three locations, depending upon the nature of the commodity ordered.

At a City Facility

Authorized representatives will be responsible for inspecting, upon delivery, all normal stock items and general use goods ordered through designated city facility. If the good has been ordered for a specific division, an authorized representative of that division should be present during the initial inspection. Any discrepancies (damages, improper specifications, etc.) noted upon initial inspection will be reported in writing to the freight carrier and/or the originating vendor. The ordering division must be aware of arrival for inspection purposes.

At the Vendor's Location

Special order items involving technical specifications and a substantial investment may require inspection at the point of origin. Such items include: rolling stock, heavy equipment, fabricated machinery, etc. Pre-delivery inspections will be conducted by an authorized representative of the requesting division.

At the Job Site

Inspections at the job site will be used to insure compliance with specifications and to determine that the ordered goods will actually perform and function for which they were purchased. Examples of goods and materials that will require on the job inspections are concrete, asphalt, pre-coated stone, and specialized equipment which has passed pre-delivery inspection.

PROPERTY SALVAGE AND DISPOSAL

Many items may outlive their usefulness and become unserviceable or obsolete. If it is found that the item is no longer serviceable to the City it shall be reported to the employee charged with maintaining the inventory of fixed assets for ultimate disposal. A Fixed Asset Inventory Processing Form (see Exhibit 8) must be filled out by the user division and the form transferred to Finance for instructions on the most advantageous method of disposal for the City.

Upon approval by the City Council and City Manager, surplus materials and equipment may be disposed of in one of the following methods:

1. Public auction;
2. Trade-in on new equipment;
3. Sealed bids;
4. Destruction as unsalvageable;
5. Recycled; or
6. Negotiated price by Council.

SPECIFICATIONS

Specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use. The specification is the total description of the purchase, for guidelines and resources see (Appendix C).

COMPLIANCE

Employees shall comply with this policy and any subsequent policy or guidelines issued by the City Manager. Therefore, it is against the City's purchasing policy to procure items with personal funds, with the expectation that the City will provide reimbursement for the cost of such items. Violations of this policy may subject an employee to disciplinary action up to and including indefinite suspension/termination. These responsibilities are to be included in the designated individual's performance evaluation.

EXHIBITS: FORMS AND INSTRUCTIONS

- Exhibit 1 – Bid Sheet
- Exhibit 2 – Instructions to Bidders
- Exhibit 3 – Quote Sheet
- Exhibit 4 – Bid Tabulation Sheet
- Exhibit 5 – Purchase Requisition Form
- Exhibit 6 – Purchase Order
- Exhibit 7 – Payment Authorization
- Exhibit 8 – Fixed Asset Inventory Processing Form
- Exhibit 9 – Purchasing Procedures Checklist
- Exhibit 10 – Justification for Payment
- Exhibit 11 – Justification for Budget Override

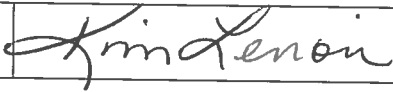
APPENDICES

- Appendix A - Chapter 252, Texas Local Government Code
- Appendix B – Incode Purchase Order Processing
- Appendix C – Specification Guidelines

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	9/15/2015	AGENDA ITEM	7.F.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding policy, procedures, and recordkeeping of Leases for Lake Lots and Boat Ramps, and direct Staff as necessary		
PREPARED BY:	Kim Lenoir	Date Submitted:	9/9/15
EXHIBITS:	Ordinances addressing Boat Docks Latest Lake Lot Leases Format Maps of Davee and Dodge Heights		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

SUMMARY:	<p>Staff has been working this past year to clean up the records of the annual Lake Lot Leases and Boat Dock Permits.</p> <p>The January 2015 billing was sent out 2 months ago, so we feel like we have a good list to report.</p> <p>In Davee Addition we have 6 clients; 14 lots leased; and 1 boat dock permit.</p> <p>In Dodge Heights Addition we have 26 clients; 38 lots leased; and 13 boat dock permits.</p> <p>With Boat Dock Only Permits we have 35 clients and 35 permits.</p> <p>15 clients will be written off as bad debt in that they have not paid for the past 2 years.</p> <p>Staff is now inspecting all boat dock structures, photographing and logging each and the lake residences are being inspected to make sure they are in compliance with utility services.</p> <p>Next staff will follow-up with letters notifying clients of the new rates and if no active lease is available, that a new leases will be required.</p> <p>Staff will discuss ordinances and concerns for moving forward.</p>
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RECOMMENDED ACTION:	Direct staff as necessary
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Sec. 1.413 Construction and Maintenance of Private Boat Docks

- (a) Construction of Docks and Structures. No dock or docks or any floating structure shall be placed on the waters of Brady Lake for use as a stationary structure without prior approval of the city. All such structures shall be referred to by definition as docks and shall include piers, floating walkways or other structures. All docks placed off the waters of the lake shall be constructed with styrofoam or polystyrene flotation. No metal drums or barrels shall be used. All materials used in construction shall be sound and no floating structure may be placed on the lake waters unless design and materials are approved by the city.
- (b) Size of Docks. No docks larger than 20 ft. by 24 ft. may be placed on the waters of the lake.
- (c) Location of Docks. In determining the location of docks, the following policies and priorities will govern the location approved by the city:
- (1) Owners of waterfront lots in any subdivision at the lake will have first priority as to placement of docks.
 - (2) Owners of lots in any subdivision not adjacent to the shoreline will have second priority as to locating docks.
 - (3) Approval will not be given to persons wishing to locate docks who do not own property within the subdivision.
 - (4) No docks will be located closer than 20 ft. to any existing dock, or located in any manner that will interfere with safety of, or lake access to existing docks. Docks shall not extend more than 50 ft. from the shoreline without approval from the city manager.



Sec. 1.414 Inspections of Existing Docks

- (a) The city manager or his representative may inspect docks from time to time as required. Owners of any dock found to be unsafe or in such disrepair as to create an unattractive nuisance, shall be instructed to repair the structure to appropriate safety and visual condition.
- (b) Failure of dock owners to comply by returning the dock to an acceptable state of repair may result in revoking of approval for the structure, and removal of the dock by the city.

THE STATE OF TEXAS

LEASE AGREEMENT

sample

COUNTY OF McCULLOCH

This lease is entered into this _____ day of _____, 20____ between the City of Brady, hereinafter referred to as "Lessor" and _____, hereinafter referred to as "Lessee" who covenant and agree as follows:

That the Lessor does lease to the Lessee the following described land, situated in the City of Brady, McCulloch, Texas and being all of Lot(s) No. ____ in Block No. ____ in the _____ Addition for a term of Ten (10) years and beginning on this date for the consideration stated and upon the following terms, conditions and covenants:

* [Lessee agrees to pay as consideration, the sum of \$ 1200.00 each per year in advance for each year of this lease. It is agreed and understood that the City Council of the City of Brady may re-evaluate the consideration paid and may increase or decrease the annual consideration.] *

Failure to pay the annual lease payment when due shall at the option of the Lessor, terminate and cancel this lease agreement upon the expiration of a thirty (30) day grace period. Lessor shall the full right, authority and power to re-enter the premises and take possession, without further notice or legal proceedings, together with all improvements, fixtures, property, or appurtenances that may be located on the property at the time of repossession. In the event of such default, the Lessor, its employees, servants or agents are specifically by this agreement authorized and empowered to enter upon said premises and re-possess the property. Lessee waives any notice or action as a result of repossession.]

It is further agreed and understood that the Lessee shall have the right to sub-lease the premises, as the Lessee may desire and see fit, to any person whomsoever, for any consideration desired, subject to the approval of the City Council of the City of Brady, Texas.

It is further agreed and understood that Lessee shall have the right to remove any building, trailer house or fixture from the property at the expiration of this lease, provided that the Lessee is not in default of the lease at the time of such removal.

It is further agreed and understood that Lessee shall have the right to cancel and terminate this lease at any time the Lessee may desire, provided that the Lessee is not at the time of cancellation, in arrears or in default of the lease.

All Improvements placed on the premises shall be in compliance with all applicable rules, regulations and ordinances.

Lease payments shall be made at the office of the City Secretary at the City Hall in the City of Brady, Texas. Lessor shall make no refunds for any payment made by Lessee.

Executed as of the day and year above written.

Lessor:

City of Brady

Lessee:

By: _____

By: _____

Address: _____

Phone No. _____

Attest: _____

Attest: _____

City Secretary

STATE OF TEXAS)

STATE OF TEXAS)

COUNTY OF MCCULLOCH)

COUNTY OF MCCULLOCH)

SUBSCRIBED AND SWORN TO before

SUBSCRIBED AND SWORN TO before

me, the undersigned authority on this the

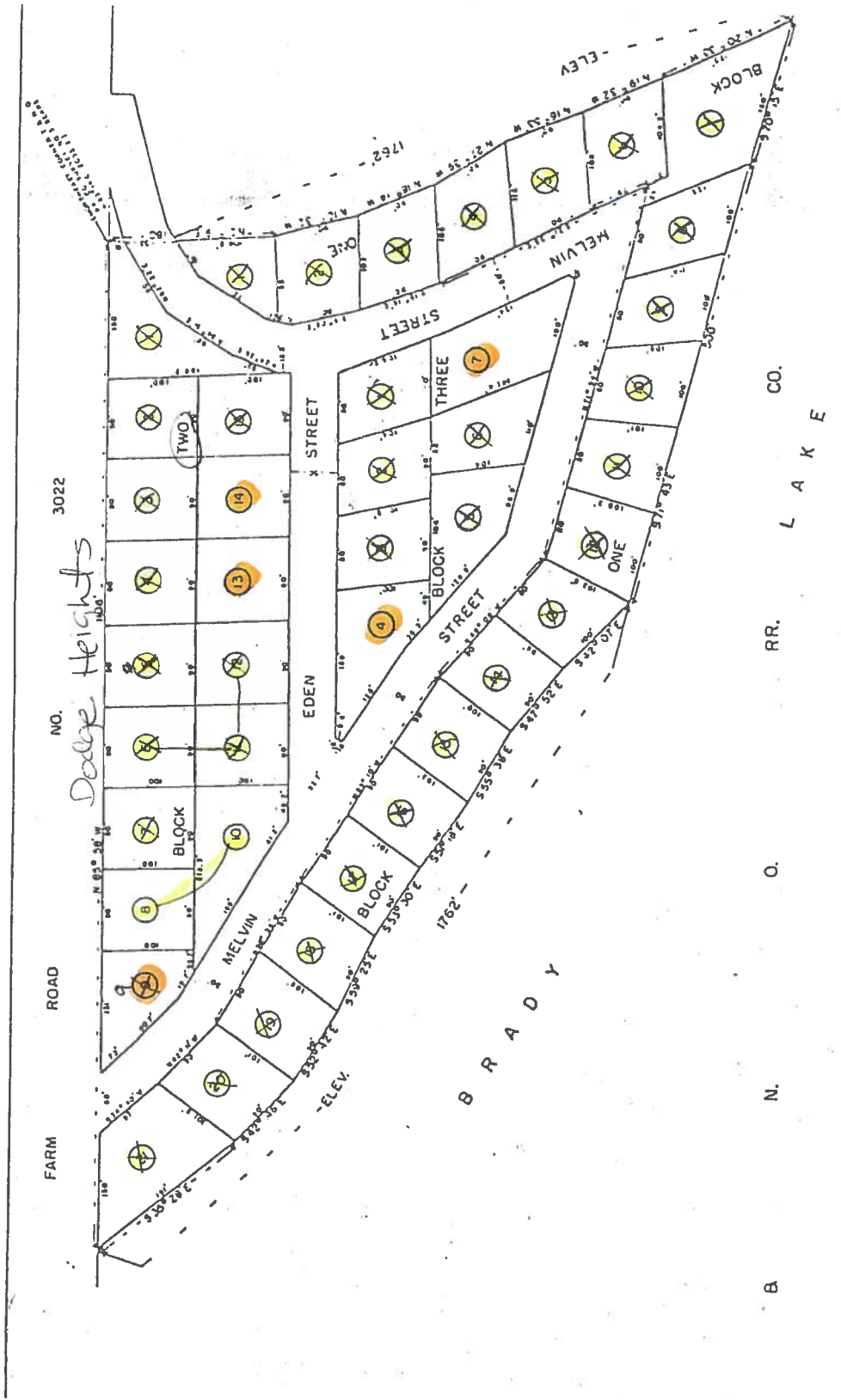
me, the undersigned authority on this

____ day of _____, 2015.

____ day of _____ 2015.

NOTARY PUBLIC-State of Texas


NOTARY PUBLIC-State of Texas



City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	9/15/2015	AGENDA ITEM	7.G.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding publishing Voter Information for November 3 city special election to authorize sale of Electric Substations to LCRA, and direct Staff as necessary		
PREPARED BY:	Kim Lenoir	Date Submitted:	9/9/15
EXHIBITS:	Draft Voter Information Flyer		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:
After a 10 month staff and City Council review of analyzing the maintenance and upkeep of operating the two city-owned electric substations, City Council called on August 24 for a public vote of the citizens to authorize the sale of the substations to LCRA.
Staff has prepared a two-page flyer of Voter Information for the November 3 special city election.
The city is restricted by state law to provide only factual information for the voter. Attached is the information that the staff would like to mail to all utility customers, place as an information ad in the newspaper, publish on the city website, and have available to voters.

RECOMMENDED ACTION:
Move to approve the Voter Information Flyer as presented.

Voter Information – Proposed Sale of Two City-owned Electric Substations City of Brady Special Election – November 3, 2015

What is required by the voters for the City of Brady to sell two electric substations?

As a home rule city, the Brady City Charter states in Section 12.15 Election Required for City-Owned Utilities: In accordance with State law, no City-owned electric utility, natural gas system, water system, sewer system, park or swimming pool shall ever be sold or leased in whole or in part without authorization by a majority vote of the qualified voters of the City, nor shall the same be encumbered except as authorized by State law.

When would this happen?

The City of Brady has a draft sale agreement with LCRA to sell the high voltage side of the City's North and South electric substations once the voters approve.

How would this happen?

If approved by the voters, LCRA and the City will proceed with the transaction, as with the sale of any City property.

Why do I get to vote on this decision?

Sale of "part" of the City-owned electric utility, in accordance with the City's Charter Section 12.15, must be approved by a vote of the qualified voters. Brady City Council approved Resolution No. 2015-034 to call a Special Election for the sale of the two electric substations at the Special City Council Meeting on August 24, 2015.

What is the ballot language?

"Shall an ordinance be enacted authorizing the sale of real property, with improvements, owned, held, or claimed by the city as its electric substations to the Lower Colorado River Authority?"

What happens if it passes?

The City will proceed with the transaction. The City will sell to LCRA the equipment, land, and operating license to operate as outlined in the sale agreement. The City will continue to maintain the City-owned poles, wires, meters and local electric distribution service. LCRA will maintain the redundancy now available with the two substations to continue reliable electric service for our customers. The funds received from the sale will be dedicated into the electric distribution infrastructure upgrades and improvements.

CITY'S MOTIVATION FOR THE SALE

1. INCREASED REGULATORY REQUIREMENTS. In 2013, ERCOT notified the City, and many other smaller cities, that we were out of compliance with the ERCOT rule requiring a Designated Transmission Operator (DTO) to represent the City in the event of an emergency event on the Texas Power grid. The cost to comply would result in the end consumer of City services absorbing an additional \$120,000 annually. To date, the City has made extensive efforts to comply, but has been unable to acquire a DTO to facilitate this service.

2. AGING ELECTRIC INFRASTRUCTURE, SUBSTATIONS. There is a single high voltage transformer at each substation and they are over 30 years old. The North Substation was built in the 1960's and the South Substation was built in the 1980's. There is no reliable way to predict the useful life of these large power transformers. Historical useful life ranges from 20 to 40 years. Cost to replace both transformers is approximately \$2,500,000.

Voter Information – Proposed Sale of Two City-owned Electric Substations City of Brady Special Election – November 3, 2015

3. **AGING ELECTRIC INFRASTRUCTURE, DISTRIBUTION LINES.** The City has identified significant upgrades to be implemented in order to provide stability and reliability of electric service. These projects are estimated to exceed \$500,000. The City would dedicate the proceeds from the sale of the substations to the upgrades identified by the LCRA study to the City-owned distribution lines.

PROPOSED OPTIONS

1. Continue to own and operate the two City substations, develop and fund a program which will incrementally manage and limit the risk to electric service reliability posed by aging substation infrastructure over time, subject to year-to-year financial ability.

2. Sell substation transformation assets to a willing buyer, and transfer operations, maintenance and control over to the subsequent owner. Subsequent owner will also act as DTO for the City. The City will continue to own, operate and maintain the 12,500 volt distribution substation circuit breakers. City will apply capital gained from asset sale to fund multi-year distribution line improvement program.

OPTIONS:		Sell to:	Sell to:	Continue to Own:
		<u>Sharyland</u>	<u>LCRA</u>	<u>City of Brady</u>
RFP	DTO SERVICE COST:	\$237,777	\$109,776	\$120,000 *A
RFP	CASH PAYMENT:	(\$550,000)	(\$350,000)	\$174,000 *B
YR 1	NET REVENUE/COST	(\$312,223)	(\$240,224)	\$294,000
YR 2	ANNUAL COST/FEE:	\$237,777	\$109,776	\$294,000
YR 3		\$237,777	\$109,776	\$294,000
YR 4		\$237,777	\$109,776	\$294,000
YR 5		\$237,777	\$109,776	\$294,000
TOTAL NET EXPENSE AFTER 5 YEARS		\$638,885	\$198,880	\$1,470,000

*A DTO Service cost: Estimated annual cost based on SPPG RFP February 2015


*B Debt Service cost: Estimated annual cost of financing \$2.5 million infrastructure upgrades for 20 years

What happens if the sale does not pass?

The City will continue to operate and maintain the substations. Cost to our users will increase to upgrade the facilities, to meet new ERCOT regulations, and to meet new safety standards.

Where and when do I vote? Early voting begins October 19 to October 30, Monday to Friday, from 8am to 5pm, at the County Clerk's Office, 101 N. High, Brady, TX. The polls will be open 12 hours for two days during early voting on October__ and ____. Applications for ballots by mail shall be submitted to County Clerk Tina Smith at 101 N. High Street, Brady, TX by October 23, 2015. Election Day is Tuesday, November 3, with voting hours 7am to 7pm, at your precinct. Locations are: Precincts 101 and 301 at VFW Hall, 305 Memory Lane and Precincts 201 and 401 at Brady Housing Authority, 405 E. Main St.

**City Council
City of Brady, Texas
Agenda Action Form**

AGENDA DATE:	9/15/15	AGENDA ITEM	7.H.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Civic Center Bids, and direct staff as necessary		
PREPARED BY:	K Lenoir	Date Submitted:	9-11-2015
EXHIBITS:	Revised agreements with BEDC and City		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$1,800,000.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

SUMMARY:

August 19, 2015, public bids were opened. Two bids were received.
 Apparent low bidder was Waldrop Construction from Brownwood at \$2,075,500.
 Second bid was Stoddard Construction Management at \$2,412,375.

KSA Estimate:

Remodel Existing space and construct addition	\$1,374,000
Site Improvements – ADA Parking & Grading	100,000
Sewer Line from Event Center to Civic Center	151,000
<u>FFE – Furniture, Fixtures, Equipment</u>	<u>150,000</u>
TOTAL	\$1,775,000

City FY16 Budget	\$1,800,000
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Bid:

Building, site, sewer (w/epoxy floor)	\$2,067,500	(add alternate +\$8,000 for vinyl floor)
Add FFE	150,000	
<u>Add Asbestos removal</u>	<u>13,000</u>	
TOTAL	\$2,230,500	

Base Bid was \$2,075,500; state law allows the city to negotiate plus or minus 25% without major changes (called value engineering – VE) equals \$518,875; 25% reduction equals \$1,556,625; need to get to \$1,625,000 to be in KSA's estimated budget.

Project bid is currently \$430,500 above city budget. Staff, general contractor, subcontractors and KSA Engineers/Architect are reviewing estimates, designs, and suggested options to value engineer the project.

Good news is that Waldrop Construction has been working with us to get the project in budget. Staff is also identifying exactly what the FFE expenses will be to make sure we are in budget.

Main items still under review includes the type of floor finishes (vinyl, epoxy, concrete, ceramic tile), type of kitchen counter tops (laminated, concrete, solid surface), grease trap sizing, and lighting options with LED and fixture types.

Staff has tentatively agreed to remove the extra overhang porch and columns along the front, revise construction of the ceiling insulation, change roll-up door at serving window from stainless steel to galvanized, delete energy management system and use programmable thermostats.

Our target goal is to bring a final bid recommendation to city council on October 6, 2015.

RECOMMENDED ACTION:

No action requested at this time, direct staff as desired

RESOLUTION NO. 2015-028R

**RESOLUTION AUTHORIZING THE AGREEMENT WITH THE CITY OF
BRADY, TEXAS TO PROVIDE CONSTRUCTION DEBT PAYMENTS TO
EXPAND AND RENOVATE THE ED DAVENPORT CIVIC CENTER**

WHEREAS, the Brady Economic Development Corporation, Texas (the "Corporation") is a non-profit industrial development corporation organized and existing under the laws of the State of Texas, specifically Chapters 501 and 504 of the Texas Local Government Code, formerly known as the Development Corporation Act of 1979, Tex. Rev. Civ. Stat. Article 5190.6 (the "Act") as a Type A Corporation; and

WHEREAS, under the authority granted by the Act, the City of Brady (the "City") has levied a Sales Tax (as defined herein) for the benefit of the Corporation for the purposes identified in the Act; and

WHEREAS, under the authority of Section 501.152 of the Texas Local Government Code, the City held an election to authorize the Corporation to expend 4A sales tax revenues for expansion and renovation of the City's Ed Davenport Civic Center, a 4B project; and

WHEREAS, the proposition presented the voters at the May 9, 2009 election and provided: "The use of 4A sales and use tax proceeds for the expansion and renovation of the Ed Davenport Civic Center, a project of the Brady Economic Development Corporation, including, but not limited to, costs of renovations and expansion, extension of a sewer line, costs of maintenance, operations and debt service related to the project"; and

WHEREAS, the City is able to fund the cost of the expansion and renovation of the Ed Davenport Civic Center on more favorable terms than can be obtained by the Corporation; and

WHEREAS, if the City will fund the cost of the expansion and renovation of the Ed Davenport Civic Center, the Corporation is willing to pay back the City's for such funding; and

WHEREAS, in consideration of the Corporation paying back the City for funding the construction, the City will not charge cost of maintenance and operation for the Civic Center to the Corporation during the debt payback period.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BRADY ECONOMIC DEVELOPMENT CORPORATION:

SECTION 1. As an inducement to have the City fund the cost of the expansion and renovation of the Ed Davenport Civic Center, the Corporation agrees to enter into an agreement with the City wherein it will provide a one-time down payment (FY 2016) and

an annual payback of the City's cost of funding (begins FY 2017), based on a construction amount not to exceed \$1,781,000.

SECTION 2. Findings. The declarations, determinations and findings declared, made and found in the preamble to this Resolution are hereby adopted, restated and made a part of the operative provisions hereof.

SECTION 3. Public Meeting. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

SECTION 4. Effective Date. This Resolution shall be in force and effect from and after its passage on the date shown below.

PASSED AND ADOPTED, this 13th day of July, 2015.

BRADY ECONOMIC
DEVELOPMENT CORPORATION



President, Board of Directors

ATTEST:

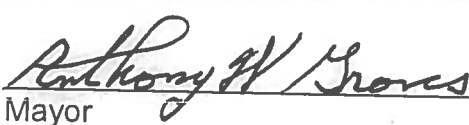


Secretary

[CORPORATION SEAL]

ENDORSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
BRADY, TEXAS, this 21st day of July, 2015.

CITY COUNCIL OF CITY OF BRADY, TEXAS



Mayor

AGREEMENT

This Agreement is made this 21st day of July, 2015, by and between the City of Brady, Texas (the "City") and the Brady Economic Development Corporation (the "Corporation").

WHEREAS, the City and the Corporation wish to expand and renovate the City's existing Ed Davenport Civic Center to better serve entertainment and tourist activities and to encourage development of additional tourist and entertainment activities within the City; and

WHEREAS, the voters in the City approved a proposition on May 9, 2009 to authorize the Corporation to use 4A revenues for a 4B project: "The use of 4A sales and use tax proceeds for the expansion and renovation of the Ed Davenport Civic Center, a project of the Brady Economic Development Corporation, including, but not limited to, costs of renovations and expansion, extension of a sewer line, costs of maintenance, operations and debt service related to the project"; and

WHEREAS, the Ed Davenport Civic Center has been identified as needing to be expanded to keep and attract tourists and provide entertainment opportunities in the City; and

WHEREAS, the Corporation could issue its Brady Economic Development Corporation sales tax revenue bonds to fund the expansion and renovation of the Ed Davenport Civic Center; and

WHEREAS, the City can obtain financing on more favorable terms than could the Corporation; and

WHEREAS, the City has the staff necessary to supervise the construction for the expansion and renovation of the Ed Davenport Civic Center;

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Duties of the City. The City hereby agrees to perform the following duties:
 - 1.1 The City shall take all actions necessary or helpful in the construction of expansion and renovation of the Ed Davenport Civic Center.
 - 1.2 The City shall provide the initial capital required for the expansion and renovation of the Ed Davenport Civic Center. The Corporation shall be responsible for making annual payments of principal on this indebtedness. These

payments shall be referred to as the Annual Debt Service Payments. (principal only). The principal amount of such Obligations shall not exceed \$1,081,000.

2. Duties of the Corporation. The Corporation hereby agrees to perform the following duties:

2.1 Will provide a onetime cash contribution, of \$700,000 from fund balance reserves, which will also not exceed total Civic Center project costs (estimated not to exceed \$1,781,000), less net finds issued by the City for this project.

2.2 In consideration of the City's agreement to undertake the actions set forth in paragraph 1 hereof, the Corporation shall utilize the gross revenues derived from the Sales Tax to reimburse the City 1/4 of the 1/4 cent annual sales tax for such Annual Debt Payments on the Obligations that shall not exceed a principal amount of \$1,081,000, beginning FY2017.

3. General Provisions.

3.1 All notices provided for under this Agreement shall be given by certified mail, return receipt requested, and any such notice shall be deemed to have been given on and as of the date when the same was deposited for mailing, with postage prepaid, in a regular United States Post Office, and shall be deemed to have been received on the date of receipt appearing upon the return receipt. All notices shall be addressed to the parties at their addresses set forth below or at such other address as any party may have filed with the other party in writing. Delivery by any means shall always be effective on the date of actual receipt.

Parties: City of Brady
201 East Main Street/P.O. Box 351
Brady, Texas 76825
Attn: City Manager

Brady Economic Development Corporation
201 East Main Street/ P.O. Box 351
Brady, Texas 76825
Attn: President

3.2 This Agreement shall be governed and construed in accordance with the laws of the State of Texas, and is fully performable in McCulloch County, Texas.

3.3 No promise, condition, representation or warranty, express or implied, not set forth herein or in any writing contemporaneous herewith shall bind any party hereto. None of the terms and conditions of this Agreement may be changed, modified, waived or canceled orally or otherwise except by a writing signed by all of the parties hereto, specifying such change, modification, waiver or cancellation of waiver of such terms and conditions, or of any preceding or succeeding breach thereof, unless expressly so stated.

3.4 In the event it is necessary for either party to commence legal action of any kind to enforce its rights hereunder, the prevailing party in such litigation shall be entitled to collect all court costs and reasonable attorney's fees and expenses incurred in connection therewith.

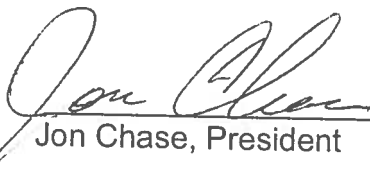
3.5 In the event that either party shall be entirely prevented from completing performance of its obligations hereunder by an act of God or any other occurrence whatsoever which is beyond the control of such party, then such party shall be excused from any further performance of its obligations and undertakings hereunder. In the event that the performance of either party of any obligations or undertakings hereunder shall be interrupted or delayed by any occurrence and not occasioned by the conduct of either party hereto, whether such occurrence be an act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy hereto, then he shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

3.6 Should any section, sentence, clause or phrase contained in this Agreement be held to be unconstitutional, illegal or unenforceable, such section, sentence, clause or phrase shall not affect the constitutionality, legality or enforceability of the remaining sections, sentences, clauses or phrases of this Agreement.

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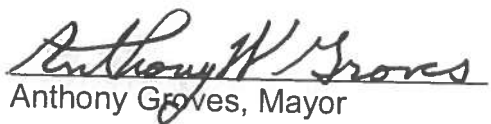
Approved by the Board of Directors and executed this 13th day of July, 2015.

**BRADY ECONOMIC DEVELOPMENT
CORPORATION**

By: 
Jon Chase, President

Approved by City Council and executed this 21st day of July, 2015.


CITY OF BRADY, TEXAS

By: 
Anthony Groves, Mayor

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	9-15-2015	AGENDA ITEM	8.A
AGENDA SUBJECT:	Monthly Financial Reports		
PREPARED BY:	Lisa Remini	Date Submitted:	9-9-2015
EXHIBITS:	Monthly Financial Report Investment Activity Operating Cash /Utility Billing History Sales Tax Report Motel Tax Collection and Distribution Report Utility Customer Service Reports		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

SUMMARY:

- Monthly financial update for August 2015
- Financial Statements were emailed to your City email address for your review.
- Total Sales Tax collections through August 2015 exceed last year's collections by \$172,470, or 16%.
- Monthly expenditure data provided by the Volunteer Fire Department is included for your review.

RECOMMENDED ACTION:

This item is for discussion purposes only.

Note:

After each Audit Board and upon Council approval, the check register denoting the checks issued to each Vendor, amount paid, and description of the item paid will be on the City's website for public view. Go to the Finance Department tab and then look for the Check Register tab.

CITY OF BRADY
MONTHLY FINANCIAL REPORT
AS OF: AUGUST 31ST, 2015

91.67% OF FISCAL YEAR

	CURRENT BUDGET	YEAR TO DATE ACTUAL	% TO DATE	YEAR TO DATE PRIOR YEAR
BEGINNING FUND BALANCE & NET WORKING CAPITAL	13,185,396.95	13,185,396.95		9,416,269.85
REVENUES				
10 -GENERAL FUND	8,054,672.00	4,915,674.97	61.03	3,554,125.35
20 -SEWER AND ELECTRIC FU	8,953,217.00	8,413,832.80	93.98	7,696,686.89
30 -WATER UTILITY FUND	3,743,348.00	3,366,679.98	89.94	1,465,387.53
40 -GAS UTILITY FUND	1,575,514.00	1,460,841.21	92.72	1,691,045.23
50 -UTILITY SUPPORT FUND	439,485.00	183,844.89	41.83	194,569.59
60 -SOLID WASTE FUND	1,122,956.00	1,077,362.64	95.94	1,027,033.69
80 -SPECIAL REVENUE FUND	1,796,480.00	748,106.56	41.64	652,269.31
TOTAL REVENUES	25,685,672.00	20,166,343.05	78.51	16,281,117.59
EXPENDITURES				
10 -GENERAL FUND	7,572,679.00	5,572,270.75	73.58	5,265,439.46
20 -SEWER AND ELECTRIC FU	8,884,816.00	5,529,927.93	62.24	5,176,938.21
30 -WATER UTILITY FUND	5,165,540.00	2,982,388.21	57.74	1,635,042.20
40 -GAS UTILITY FUND	1,575,514.00	895,469.57	56.84	1,047,389.33
50 -UTILITY SUPPORT FUND	439,485.00	349,644.21	79.56	365,150.40
60 -SOLID WASTE FUND	1,184,719.00	1,009,661.66	85.22	920,114.71
80 -SPECIAL REVENUE FUND	1,796,480.00	709,358.84	39.49	856,548.05
TOTAL EXPENDITURES	26,619,233.00	17,048,721.17	64.05	15,266,622.36
REVENUES OVER/(UNDER) EXPENDITURES	(933,561.00)	3,117,621.88		1,014,495.23
ENDING FUND BALANCE & NET WORKING CAPITAL	12,251,835.95	16,303,018.83		10,430,765.08

CITY OF BRADY
INVESTMENT ACTIVITY

DATE: August 31, 2015

Certificates of Deposit at	Commercial National Bank:					Interest Earnings
						Y-T-D
1. #28503	\$242,789.62	at	0.25%	for 365 days maturity	12/21/2015	\$453.42

GRAND TOTAL \$242,789.62 TOTAL SHORT-TERM CASH INVESTMENTS

The City investment portfolio is in compliance with the PFIA and the City's investment strategy as outlined in the Council approved Investment Policy dated 8-19-14 by Resolution 2014-025.

_____

Lisa Remini, Investment Officer

FUND BALANCE AND CASH RECONCILEMENT

As of: August 31, 2015

		Unrestricted Cash	Restricted Cash	Total Cash	Comments
BRADY NATIONAL BANK					
Operating Account	#100677	\$ 10,213,782.58	49,532.56	10,263,315.14	Street Sanitatio
Airport Account	#172791	\$ 100,584.87	-	100,584.87	
EMS - RAC	#166470	\$ -	5,819.40	5,819.40	
Water Repair & Replacement	#172817	\$ 14,089.77	220,000.00	234,089.77	
TXDOT Bridge Street Reimbursement	#173153	\$ 91,229.32	-	91,229.32	
CW - WWTP Construction	#103671	\$ -	84.49	84.49	
DW Construction	#104828	\$ -	18,417.31	18,417.31	
Sinking Fund 2000	#172890	\$ -	71,611.13	71,611.13	
Sinking Fund 2003	#173021	\$ -	168,557.56	168,557.56	
Sinking Fund 2004	#176727	\$ -	5,177.90	5,177.90	
Sinking Fund 2012 - Refunding	#103069	\$ -	92,885.03	92,885.03	
Sinking Fund 2012 - WWTP	#103663	\$ -	753.20	753.20	
Sinking Fund 2013 - DW	#105770	\$ -	105.27	105.27	
Landfill Closure Reserve	#172775	\$ -	328,811.76	328,811.76	
Drug Seizure FDS	#172668	\$ -	13,246.97	13,246.97	
Police Educational	#172700	\$ -	5,017.66	5,017.66	
Court Security	#102533	\$ -	2,709.50	2,709.50	
Court Technology	#102541	\$ -	1,039.25	1,039.25	
Community Development Block	#172627	\$ -	-	-	
Former CD's - Reserves	#102525	\$ 995,641.76	410,005.40	1,405,647.16	Utility Deposit \$
Cash on Hand		\$ 1,310.00	-	1,310.00	
Bank Balances - Interest rate .55%	Subtotal	\$ 11,416,638.30	1,393,774.39	12,810,412.69	
Certificate of Deposit at CNB		\$ -	242,789.62	242,789.62	Utility Deposit \$
BOTX Escrow Account - CO 2012 CW Project		\$ -	1,157,900.19	1,157,900.19	
BOTX Escrow Account - LF 2012 CW Project		\$ -	981,384.34	981,384.34	
BOTX Escrow Account - EDAP 2015		\$ -	1,771,401.80	1,771,401.80	
BOTX Escrow Account - CO 2013 DW Project		\$ -	17,243.23	17,243.23	
BOTX Escrow Account - LF 2013 DW Project		\$ -	-	-	
	Subtotal	\$ -	4,170,719.18	4,170,719.18	
TOTAL CASH BALANCES RECONCILED		11,416,638.30	5,564,493.57	16,981,131.87	
8-31-15 GENERAL LEDGER					
Total Current Non-Cash Assets - All Funds				902,120.41	
(Total Current Liabilities - All Funds)				(1,580,233.45)	
Total Fund Balance / Net Working Capital				<u><u>16,303,018.83</u></u>	

Fiscal Year 14-15

MOTEL OCCUPANCY TAX

FY 2015 Quarter Totals

4th Quarter 2014 (October - December)	Total
1st Quarter 2015 (January - March)	\$59,092.00
2nd Quarter 2015 (April - June)	\$51,748.00
3rd Quarter 2015 (July - September)	\$61,167.00
	<u>\$0.00</u>
	\$172,007.00

FY 2015 Summary Collections

	Taxable Receipts	Tax @ 7%	Disc.	Net Tax
Holiday Inn Express - 2320 S Bridge 597-1800	\$1,220,956.16	\$85,466.93	\$854.66	\$84,612.00
Best Western - 2200 S. Bridge 597-3997	\$615,388.27	\$43,077.17	\$430.76	\$42,646.00
Days Inn - 2108 S. Bridge 597-0789	\$416,508.93	\$29,155.62	\$291.59	\$28,864.00
Gold Key Inn - 2021 S Bridge 597-2185	\$189,230.21	\$13,265.00	\$132.64	\$13,132.00
Brady Motel - 603 W. Commerce 597-2442	\$39,722.47	\$2,780.56	\$27.79	\$2,752.00
	<u>\$2,481,806.04</u>	<u>\$173,745.28</u>	<u>\$1,737.43</u>	<u>\$172,007.00</u>

FY 2015 Grants	Commitment	YTD Distributions	Payment Date
Chamber of Commerce	\$145,000.00	\$145,000.00	Monthly thru 09/01/15
McCulloch Co Historical Commission	\$1,500.00	\$1,500.00	4/7/2015
Morgan Military Aviation Museum	\$10,000.00	\$10,000.00	4/21/2015
Brady Golf Association	\$3,000.00	\$3,000.00	5/18/2015
Hillbilly - HOT Country Music Museum	\$7,500.00	\$7,500.00	6/30/2015
HOT Historical Museum	\$15,000.00		
YTD Total	<u>\$182,000.00</u>	<u>\$167,000.00</u>	

FY 2014 Quarter Totals

	Chamber of Commerce	HOT Historical Museum	HOT Country Music Museum	Total
4th Quarter 2013 (October - December)	\$42,056.77	\$3,823.34	\$1,911.67	\$47,791.78
1st Quarter 2014 (January - March)	\$46,912.43	\$4,264.77	\$2,132.38	\$53,309.58
2nd Quarter 2014 (April - June)	\$52,823.10	\$4,802.10	\$2,401.05	\$60,026.25
3rd Quarter 2014 (July - September)	<u>\$57,691.31</u>	<u>\$5,244.65</u>	<u>\$2,622.33</u>	<u>\$65,558.29</u>
	\$199,483.62	\$18,134.86	\$9,067.43	\$226,685.91

FY 2014 Annual Summary

	Taxable Receipts	Tax @ 7%	Disc.	Net Tax
Holiday Inn Express - 2320 S Bridge 597-1800	\$1,565,357.48	\$109,575.02	\$1,095.74	\$108,479.28
Best Western - 2200 S. Bridge 597-3997	\$993,684.29	\$69,557.89	\$695.56	\$68,862.33
Days Inn - 2108 S. Bridge 597-0789	\$419,317.76	\$29,352.22	\$293.50	\$29,058.72
Gold Key Inn - 2021 S Bridge 597-2185	\$237,054.43	\$16,593.81	\$165.94	\$16,427.88
Brady Motel - 603 W. Commerce 597-2442	\$55,666.72	\$3,896.65	\$38.97	\$3,857.70
	<u>\$3,271,080.68</u>	<u>\$228,975.60</u>	<u>\$2,289.71</u>	<u>\$226,685.92</u>

TAX DISTRIBUTION

HISTORICAL PMT HISTORY

	2014	2013	2012	2011	2010
88% CHAMBER OF COMMERCE	\$199,483.62	\$167,135.77	\$148,640.69	\$145,284.51	\$91,243.04
8% HOT HISTORICAL MUSEUM C/O PO BOX 48	\$18,134.86	\$15,194.16	\$13,512.78	\$13,207.69	\$8,294.82
4% HOT COUNTRY MUSIC MUSEUM C/O TRACY PITCOX 1701 S BRIDGE	\$9,067.43	\$7,597.09	\$6,756.39	\$6,603.84	\$4,147.41
	<u>\$226,685.92</u>	<u>\$189,927.02</u>	<u>\$168,909.86</u>	<u>\$165,096.04</u>	<u>\$103,685.27</u>
PERCENT CHANGE:		19.35%	12.44%	2.31%	59.23%

1171 - Brady, City of (General Obligation Debt)

[Report - Brady, City of \(General Obligation Debt\)](#) / [Sales Tax Data](#)

The Charts below contain sales tax revenue allocated each month by the State Comptroller.
For example, the February allocations reflect December sales, collected in January and allocated in February.

*Excludes any sales tax retained by the municipality and not remitted to the Comptroller.

- [View Grid Based on Calendar Year](#)
- [View Grid With All Years](#)

[Download to Excel](#)

Change Fiscal Year
End

09/30/2016

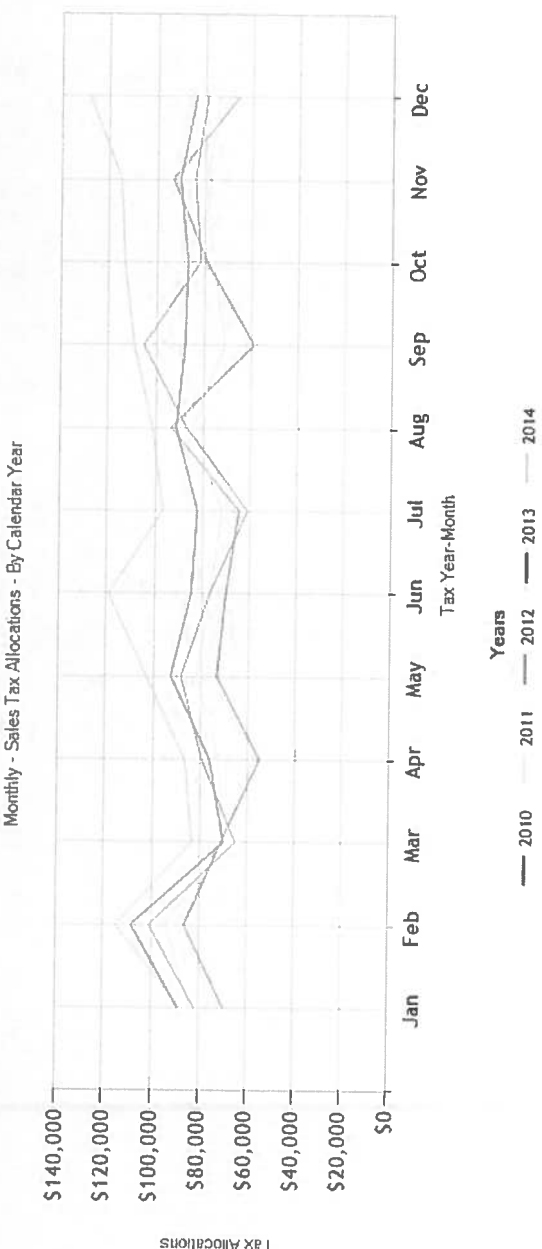
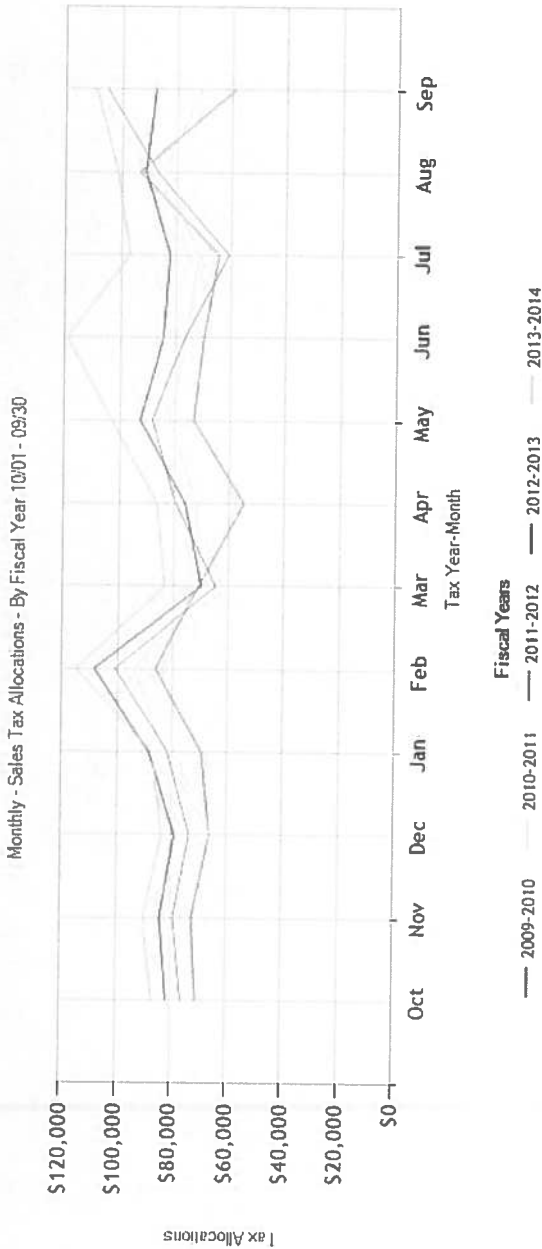
Submit

By Fiscal Year 10/01 - 09/30

Year	October	November	December	January	February	March	April	May	June	July	August	September	Total
2015	\$113,438	\$115,026	\$128,575	\$118,282	\$127,008	\$90,659	\$99,414	\$119,166	\$107,160	\$99,436	\$107,394	\$0	\$1,225,557
2014	\$86,905	\$90,223	\$83,575	\$87,608	\$114,999	\$83,194	\$86,383	\$103,052	\$119,190	\$96,615	\$101,343	\$109,279	\$1,162,366
2013	\$81,575	\$84,095	\$78,857	\$88,594	\$108,399	\$69,954	\$76,038	\$92,661	\$84,448	\$82,176	\$91,353	\$87,852	\$1,026,002
2012	\$76,182	\$79,173	\$73,628	\$81,661	\$100,901	\$64,794	\$79,473	\$88,392	\$76,641	\$60,890	\$87,159	\$105,230	\$974,124
2011	\$78,998	\$93,104	\$65,476	\$83,507	\$93,953	\$70,399	\$72,121	\$81,841	\$76,174	\$71,819	\$84,522	\$71,003	\$942,918
2010	\$70,849	\$72,537	\$66,287	\$69,364	\$86,286	\$70,868	\$54,779	\$73,192	\$69,685	\$64,455	\$93,443	\$58,872	\$850,618
2009	\$79,109	\$125,392	\$86,622	\$79,704	\$95,830	\$73,457	\$68,319	\$79,191	\$78,551	\$96,167	\$89,024	\$73,646	\$1,025,012
2008	\$73,939	\$76,885	\$75,520	\$76,332	\$88,517	\$69,243	\$60,775	\$73,032	\$72,513	\$74,539	\$82,203	\$80,973	\$904,471
2007	\$62,229	\$81,144	\$67,861	\$60,380	\$101,688	\$59,568	\$53,524	\$79,704	\$54,614	\$77,376	\$76,886	\$72,942	\$847,915
2006	\$56,047	\$65,343	\$63,033	\$62,630	\$75,844	\$56,416	\$56,708	\$64,127	\$58,171	\$58,810	\$79,791	\$62,656	\$759,578

1 2 3 >

Sales Tax Charts - Brady, City of (General Obligation Debt)



9/08/2015 3:01 PM

CASH COLLECTION HISTORY REPORT

PAGE: 29

OPERATOR: ALL

HISTORY TRANSACTION SUMMARY

DATES: 8/01/2015 THRU 8/31/2015

TERMINAL: ALL

RECEIPTS: 0 THRU 99999999

SUMMARY CODE: ALL

TRAN: 0.0000 THRU 999.9999

DEPARTMENT: ALL

AMOUNT: 0.00 THRU 9,999,999

TRAN	NAME	VOIDS	NO#	TOTAL	CA	CK	MO	CC
1.0000	UTILITY PAYMENT	13	2056	580,389.32CR				
2.0000	MAIL PAYMENT	2	614	333,714.73CR				
3.0000	NIGHT DROP PAYMENT	6	260	92,399.34CR				
4.0000	BAD DEBT PAYMENT	0	1	143.91CR				
10.0000	ELECTRIC DEPOSIT	1	52	5,875.00CR				
11.0000	GAS DEPOSIT	0	34	1,700.00CR				
12.0000	WATER DEPOSIT	1	41	2,050.00CR				
22.0000	TRANSFER FEE	0	7	170.00CR				
100.0000	A/R PAYMENT	1	67	21,116.42CR				
103.0000	SB EMS payments	0	11	26,389.37CR				
110.0000	Airport Revenues	0	1	2,015.01CR				
172.0000	CEMETERY OPEN/CLOSE	0	2	110.00CR				
173.0000	CEMETERY LOT PURCH	0	5	385.00CR				
180.0000	Civic Center Rental	0	1	400.00CR				
195.0000	CREDIT CARD USER FE	1	111	707.64CR				
217.0000	DEP-F30 Ck to 2000S	0	1	17,415.00CR				
220.0000	DEP-F30 Ck to 2004S	0	1	1,156.25CR				
221.0000	DEP-F60 CktoLClosur	0	1	2,916.50CR				
224.0000	DEP-SF 2012 WWTP	0	1	10,995.00CR				
225.0000	Dep to SF 2013-DW	0	1	3,430.00CR				
320.0000	GOLF-DAILY DEPOSITS	1	27	5,565.52CR				
335.0000	FIRE Inspection Fee	0	1	100.00CR				
493.0000	LAKE-DAILY DEPOSITS	2	28	5,860.25CR				
505.0000	LANDFILL - DAILY DE	2	21	5,561.79CR				

9/08/2015 3:01 PM

CASH COLLECTION HISTORY REPORT
HISTORY TRANSACTION SUMMARY

PAGE: 30

OPERATOR: ALL

TERMINAL: ALL

SUMMARY CODE: ALL

DEPARTMENT: ALL

DATES: 8/01/2015 THRU 8/31/2015
RECEIPTS: 0 THRU 99999999
TRAN: 0.0000 THRU 999.9999
AMOUNT: 0.00 THRU 9,999,999

TRAN	NAME	VOIDS	NO#	TOTAL	CA	CK	MO	CC	
543.0000	MUNI COURT PAYMENT	1	50	5,485.27CR					
550.0000	Municipal Franch Ta	1	0	0.00					
551.0000	Muni R of W Fee/tel	0	6	9,384.19CR					
600.0000	Open Record Fees	0	1	39.29CR					
640.0000	Parks-Rental Fees	0	7	1,655.00CR					
645.0000	Permit/Inspt/Licens	0	6	1,224.96CR					
655.0000	Police Revenues	0	2	105.00CR					
665.0000	Property Tax Recpts	0	1	17,810.30CR					
760.0000	Sr Citizen Daily De	0	24	13,907.94CR					
775.0000	Swimming Pool Rev	1	14	2,276.25CR					
860.0000	West Texas Gas	0	1	20,908.66CR					
900.0000	EDC Sales Tax	0	1	19,887.30CR					
903.0000	Loan Pmt- Thomas	0	2	1,103.44CR					
912.0000	Rental Pmt- Old Dod	0	1	643.39CR					
990.0000	G/L Entry	0	7	14,840.45CR					
*** GRAND TOTALS **		33	3468	1,229,837.49CR	192,184.71	945,104.16		24,296.09	68,252.
*** CASH SHORT ***				2.06	2.06CR				
*** REVISED ***				1,229,835.43CR	192,182.65				

**CITY OF BRADY
CITY COUNCIL CORRESPONDENCE**

TO: MAYOR AND COUNCIL

FROM: FINANCE / UTILITY DEPARTMENTS

SUBJECT: MONTHLY CUSTOMER SERVICE REPORT

DATE: August 31, 2015

SERVICES	FISCAL YEAR 2015											
	October	* November	* December	* January	* February	March	April	May	* June	July	August	September
Phone Calls	847	317	239	338	308	758	822	684	558	461	546	
Returned Calls	237	112	101	163	97	227	223	212	75	162	109	
Residential Apps	47	21	24	26	33	45	43	32	46	35	46	
Commercial Apps	7	1	7	7	4	0	5	11	3	4	2	
Service Orders	298	209	214	207	240	260	210	233	281	215	217	

* Represents one Utility Clerk

BNB/Brady VFD Maintenance Fund

Date	Payee	Description	Amt	Ck #	Recurring Payment	Other Comments
Aug-15						
8/1/2015	CTTC	Tower Lease	25.00	EFT	X	Tower Lease
8/13/2015	Butane	Invoice # 270088 & 290100	7.90	153		1 Bottle TFE Paste, 2 Galvanized Nipples for Booster 8
8/13/2015	City Brady	Deposit from City of Brady	2,283.33	DEP		Monthly Maintenance Fund money from City of Brady
8/15/2015	BNB	Auto Withdraw on Loan # 55027	308.23	Auto WD	X	Payment on Loan # 55027
8/15/2015	BNB	Auto Withdraw on Loan # 54135	484.87	Auto WD	X	Payment on Loan # 54135
8/15/2015	BNB	Auto Withdraw on Loan # 56439	914.47	Auto WD	X	Payment on Loan # 56439
Explanation of Loans and Terms Loan # 55027 - 2010 Ford F-250 4x4 Crew Cab (Command 1) 5/9/12 thru 5/6/207 @ 5.95% Interest = \$308.23 Loan #54135 - 2011 Ford F-550 (Brush 2) 10/28/10 thru 10/5/2015 @ 4.75% Interest = \$484.87 Loan #56439 - 2015 Ford F250 Crew Cab (Command 2) 6/10/15 thru 12/15/17 @ 3.5% Interest - \$914.47						

August 2015 Statement

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			11,187.85
Checks and Payments	5	Items	-1,740.47
Deposits and Other Credits	1	Item	2,283.33
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			11,730.71

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			11,730.71
Checks and Payments	1	Item	-150.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/3/2015:			11,580.71
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			11,580.71

August 2015 Statement

Maintenance
9/3/2015

Page 2

Uncleared Transaction Detail up to 9/3/2015

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
5/20/2015	144	Fredericksburg EMS	CE EKG Class for Emplo...	Education		-150.00
Total Uncleared Checks and Payments				1 Item		-150.00
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions				1 Item		-150.00



Satisfying Needs . . .

Building Relationships

P.O. Box 111
BRADY, TX 76825

101 SOUTH BLACKBURN
(325) 597-2104

[Bank Home Page](#) [MEMBER FDIC](#)

Date 8/31/15 Page 1
Account Number 103655

BRADY VOLUNTEER FIRE DEPT INC
MAINTENANCE FUND
216 WEST COMMERCE
BRADY TX 76825

INTRODUCING BNB GUARDIAN ALERT... ONCE REGISTERED FOR THIS SERVICE,
CERTAIN HIGHER-RISK TRANSACTIONS (OUT OF STATE, CARD-NOT-PRESENT,
OVER \$100, ETC.) WILL CAUSE A TEXT MESSAGE TO BE SENT TO YOUR CELL PHONE.
IF YOU DO NOT RECOGNIZE A PARTICULAR TRANSACTION, SIMPLY REPLY WITH THE CODE
PROVIDED AND YOUR CARD WILL BE DEACTIVATED, PREVENTING POTENTIAL FURTHER FRAUD.
GO TO BRADYNATIONALBANK.COM TO ENROLL NOW.

SUMMARY OF ACCOUNTS

ACCOUNT NO	TYPE OF ACCOUNT	CURRENT BALANCE	ENCLOSURES
103655	REGULAR CHECKING	11,730.71	2

REGULAR CHECKING		Image Statement	2
Account Number	103655	Statement Dates	8/01/15 thru 8/31/15
Previous Balance	11,187.85	Days in the statement period	31
1 Deposits/Credits	2,283.33	Average Ledger	11,570
1 Checks/Debits	7.90	Average Collected	11,570
4 Electronic Debit	1,732.57		
Service Charge	.00		
Interest Paid	.00		
Ending Balance	11,730.71		

DEPOSITS

DATE	DESCRIPTION	AMOUNT
8/13	RDA REGULAR DEPOSIT	2,283.33

OTHER WITHDRAWALS AND FEES

DATE	DESCRIPTION	AMOUNT
8/06	CentTX Pmt Central Tx Tele 1750853485 08/06/15	25.00
8/14	1/3 OF PMT ON LOAN # 55027	308.23
8/14	1/3 OF PAYMENT LOAN # 54135	484.87
8/14	LOAN #56439	914.47
	LOAN # 56439	



Satisfying Needs . . .

Building Relationships

P.O. Box 111
BRADY, TX 76825

101 SOUTH BLACKBURN
(325) 597-2104

[Bank Home Page](#) [MEMBER FDIC](#)

Date 8/31/15
Account Number

Page 2
103655

REGULAR CHECKING

103655 (Continued)

CHECKS AND OTHER ITEMS IN SERIAL NUMBER OR DATE ORDER

DATE	CHECK NO	AMOUNT
8/18	153	7.90
*Denotes Skip in Check Number		

DAILY BALANCE SECTION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
8/01	11,187.85	8/13	13,446.18	8/18	11,730.71
8/06	11,162.85	8/14	11,738.61		

Remote Deposit

Credit

The Brady National Bank RDA Services
Mobile MicroBusiness BRADY VOLUNTEER FIRE
101 S. Blackburn St
Brady, Texas 76825
325-597-2104

Date: 8/13/2015
Items: 1
Amount: \$2,283.33
Batch ID: 1138637454
Account ID: 207333 898405
Acct Num: 103655
AuthUS: 94JL/958

RDA REGULAR DEPOSIT Date: 08/13 Amount: \$2,283.33

BRADY VOLUNTEER FIRE DEPT INC.		88-349/1113	153
MAINTENANCE FUND		08-13-15	
216 WEST COMMERCE		DATE	
BRADY, TX 76825			
PAY TO <u>Brady Butane</u>		\$ <u>7.90</u>	
the order of <u>Seven and 90/100</u>		DOLLARS	
BRADY NATIONAL BANK		PCA File 111 - (129) 597-2104	
MEMO Line # <u>290088 290100</u>		Brady, Texas 76825 0111	
⑆111303492⑆ 103655⑈ 0153			

DDA REGULAR CHECK Date: 08/18 Amount: \$7.90



Central Texas Telephone Cooperative Inc.
The Hometown Advantage!



With Offices
Serving You
8:00 - 5:30 M-F

Goldthwaite
1012 Reilley Street

San Saba
208 East Brown Street

CUSTOMER CARE 1-800-535-8904

Invoice Totals

Leasing Service

Subtotal
25.00
\$ 25.00

Service Summary

Leasing Service

Adj	Charges	Taxes Surcharges Fees	Subtotal
	25.00		25.00
	25.00		25.00

Summary of Charges By Type of Service

	Past Due	Current	Subtotal
Non Basic Service	\$ 0.00	\$ 25.00	\$ 25.00
	0.00	25.00	25.00

Balance Forward

Previous Bill
Payment made on Jul 5
Total payments through Jul 22

	\$ 25.00cr	\$ 25.00
		\$ 25.00cr

Balance Before Current Charges **\$ 0.00**

Total Amount Due **\$ 25.00**

Charge Detail

Leasing Service

Recurring Charges (Aug 01 - Aug 31)

Lease Tower 25.00
Total for Leasing Service **\$ 25.00**

Account Summary for:Brady Volunteer Fire Dept

Account Number	00005711-0
Invoice Number	10680784
Service Identifier	Leasing Service
Billing Date	Aug 01, 2015
Past Due After	Aug 16, 2015
Previous Bill	\$ 25.00
Previous Payments	\$ 25.00
Adjustments	\$ 0.00
Previous Balance	\$ 0.00
Advance Payments	\$ 0.00
Current Charges	\$ 25.00
Total Due	Bank Deduct - Do Not Pay

Important Messages

Visit our Online Bill Payment Website to view or pay your bill!
Access your account 24 hours a day.
Visit us online at centex.net

Please do not pay. The amount of this bill will be deducted from
your account on the 5th-7th. Any adjustments will be reflected on
your next statement.

Please detach at perforation and return bottom portion with your payment. Make checks payable to Central Texas Telephone Cooperative, Inc.



**Central Texas Telephone
Cooperative Inc.**

PO Box 1619
Goldthwaite, Tx 76844-1619

Address Service Requested



Account Number	00005711-0
Invoice Number	10680784
Service Identifier	Leasing Service
Billing Date	Aug 01, 2015
Past Due After	Aug 16, 2015
Total Due	Bank Deduct - Do Not Pay

☐ Check here for address changes, credit card payments, or other automatic payment options (see back for details).

Amount Enclosed: \$ _____

REMIT TO:

Bank Deduct - Do Not Pay...

000599 1 AV 0.391 T4



BRADY VOLUNTEER FIRE DEPT
216 W COMMERCE ST
BRADY, TX 76825-4522

G: 1-0578



McCulloch County / Brady Senior Citizens Program Center
 Sunset Senior Center, 214 W. Lockhart
 Brady, Texas 76825
 (325) 597-2946 Fax: (325) 597-3912

Rosie Gomez, Director
 Monthly Reports for 2014-2015

SERVICES	FISCAL YEAR 2014-2015												
	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APR	MAY	JUNE	JULY	AUG.	SEPT.	To Date Total
Meals @ Sunset Center	931	631	722	742	696	847	827	771	900	929	851		8,847
Meals sent-Helping Hands	527	402	524	332	254	340	324	341	367	371	460		4,242
Home Delivered Meals	1,014	731	870	822	646	766	790	778	923	939	859		9,138
Total Meals	2,472	1,764	2,116	1,896	1,596	1,953	1,941	1,890	2,190	2,239	2,170	-	22,227
Medicaid Trips	105	51	14	13	42	55	35	52	52	57	73		549

SERVICES	FISCAL YEAR 2013-2014												
	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APR	MAY	JUNE	JULY	AUG.	SEPT.	To Date Total
Meals @ Sunset Center	912	664	576	748	646	805	843	857	830	976	902	810	9,569
Meals sent-Helping Hands	477	405	393	481	439	458	487	511	466	491	466	479	5,553
Home Delivered Meals	1,023	751	854	998	895	963	1,000	991	944	1,047	1,000	902	11,368
Total Meals	2,412	1,820	1,823	2,227	1,980	2,226	2,330	2,359	2,240	2,514	2,368	2,191	26,490
Medicaid Trips	93	68	70	57	72	62	43	81	103	103	93	93	938

**Hotel Occupancy Monthly Tax Grant Recipients thru July 2015
FY 2014/2015**

<u>Group</u>	<u>Amount</u>	<u>Proposed use</u>	<u>Event Date</u>
Morgan Military Aviation Museum	\$10,000.00	Marketing and band	5/17-15/15
McCulloch County Historical Commission	\$1,500.00	Publicity and Insurance	4/18/2015
Brady Golf Association	\$3,000.00	Shirts for Advertising	5/22-25/15
Heart of Texas Historical Museum	\$15,000.00	Outreach Programs and Marketing	On-going
Heart of Texas Country Music Museum	\$7,500.00	Promotions and Marketing	On-going
TruCountry	\$7,500.00	Promotion	On-going
Total Awarded	\$44,500.00		

CITY OF BRADY**SEWER TREATMENT DIVISION****September 2015****Project Status Report:** WWTP Replacement Project – Interim Solids Handling Improvements**Budget Information:**

TWDB Loans:	LF1000019	\$1,440,990.00	L1000011	\$1,210,000.00
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Expenditures:

Financial & Loan Charges	(\$26,250.00)	(\$53,125.44)
Planning & Surveying (prior work)	(\$305,000.00)	
Engineering (current work)	(\$130,457.37)	

Contract Assignments - Engineer: Freese and Nichols, Inc., Austin, Texas

Project Description: The City of Brady is a loan recipient from TWDB under the CWSRF program. The city's existing WWTP is at a critical stage in regard to its viability as it has reached the end of its useful life. The engineering firm of Freese and Nichols, Inc. has been engaged to provide professional engineering services for producing a proper design for the replacement of the WWTP that will meet the rules and requirements of two (2) State Agencies: TWDB and TCEQ.

Start Date / Completion Date:**Phase - Interim Solids Handling Improvements**

- Design Start - Mar. 2015
- Design Completion - Jan. 2016
- TWDB Review/Acceptance - Jan. 2016
- Bid Authorization - Feb. 2016
- Construction Start - June 2016
- Construction Finish - Dec. 2016

Phase – Engineering Feasibility Report, WWTP Replacement Project

- Report Draft - Aug. 2015
- Final Report - Oct. 2015
- TWDB Review/Acceptance Nov. 2015

Major Activities:

- Solids Screw Press Equipment Plans & Specifications
- Engineering Feasibility Report
- Technical Memorandum of Sewer Collection System for Targeted Areas

CITY OF BRADY

WATER TREATMENT DIVISION

September 2015

Project Status Report: Radium Reduction Project – Drinking Water

Budget Information:

TWDB Funds: #G1000424 \$1,804,000.00 #L10000115 \$350,000.00 #LF1000116 \$350,000.00

Expenditures:

Financial & Loan Charges	(\$32,598.20)	(\$33,743.41)	(\$26,250.00)
Planning Level Design		(\$299,095.00)	(\$323,750.00)
Engineering Final Design			

Contract Assignments - Engineer: Enprotec / Hibbs & Todd, Abilene, Texas

Project Description: The City of Brady is a loan recipient from TWDB under the DWSRF and EDAP programs. The city's groundwater supply has been deemed non-compliant due to radionuclides as promulgated by the Safe Drinking Water Act and administered by the USEPA. The engineering firm of e-HT of Abilene has been engaged to provide professional engineering services for producing a technical solution to bring the city's groundwater supply into compliance.

Start Date / Completion Date:

Planning Start -	June 2014
Design Completion -	July 2016

Major Activities:

- Environmental Information Document Public Meeting Scheduled September 14, 2015
- Engineering Feasibility Report Compiled
- Surveying Has Set Benchmarks and Ground Markings for Aerial Reconnaissance