



**CITY OF BRADY**  
**CITY COUNCIL WORK SESSION AGENDA**  
**AUGUST 16, 2016 AT 4:00 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 4:00 p.m. on August 16, 2016, at the City of Brady Municipal Court Building located at 207 S. Elm Street, 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

**1. Call to Order, Roll Call and Certification of a Quorum**

Tony Groves  
Mayor

Kathy Gloria  
Mayor Pro Tem, Place 1

Shelly Perkins  
Council Member, Place 2

Marilyn Gendusa  
Council Member, Place 3

Jane Huffman  
Council Member, Place 4

Jim Griffin  
Council Member, Place 5

Kim Lenoir  
City Manager

Tina Keys  
City Secretary

Lisa Remini  
Director of Finance

Steve Miller  
Director of Public Works

Peter Lamont  
Director of Community Services

Lyle Daniel  
Chief of Fire/EMS

Steve Thomas  
Chief of Police

Shannon Kackley  
City Attorney

**5. 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 8-12-2016 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*

*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](mailto: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 discussion on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

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 written interpretation of the 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 551.114(c) and the meeting is conducted by all participants in reliance on this opinion.

# City Council

## City of Brady, Texas

### Work Session Item

AGENDA DATE:	<u>08/16/2016</u>	AGENDA ITEM <u>H 2</u>
AGENDA SUBJECT:	Discussion of purpose for new Civic Center and reservation policies and fees.	
PREPARED BY:	K. Lenoir	Date Submitted
PREPARED BY:	6/14/2016	
EXHIBITS:	Existing reservation forms and policies	
BUDGETARY IMPACT:	Required Expenditure:	\$00.00
	Amount Budgeted:	\$00.00
	Appropriation Required:	\$00.00
CITY MANAGER APPROVAL:		

#### **SUMMARY:**

The City of Brady has several public facilities that are available to the public for private or public events. In summary, these facilities are managed as follows:

Airport – Peter Lamont and Joe Mosier approve use of 2 conference rooms in Hangar B (free of charge). This year while Civic Center is under construction, we have allowed only 3 events that normally used the Civic Center (NRA Banquet, Chamber Banquet, and HOT Music Festival). Smaller groups have been required to use other private venues.

GRW – Peter Lamont reserves and approves day use events. The newest reservation policy and forms were updated last year. City Council also approved a five year lease agreement with the McCulloch County Jr Livestock Association and FFA.

Richards Park & Willie Washington Park – City Hall maintains a calendar and facility rental agreements for the pavilion rentals. All other facilities are first come first serve. This is the second year that the City is taking reservations for RV Campsites during the HOT Music Festival.

Swimming Pool – Private parties are booked with the swimming pool manager.

Brady Lake – Lake Store employees maintain reservations and calendars for all of the lake facilities including the Gun Range. Private overnight events at the gun range currently have only been approved by City Council or by long range agreements such as the Texas Muzzleloaders.

For comparison purposes, area rental facilities include the following: HOT Event Center holds 300 people and charges \$400 (plus \$150 refundable deposit); Palace (Movie) Theater holds approx. 180 people and charges \$150 for daily rental; DRT Meeting Room holds 80 auditorium seating or 40 dining and charges \$50 (plus \$50 refundable deposit); BNB Community Room holds 72 people and charges \$50 (plus \$50 refundable deposit);

Selah Springs Ranch holds 75 people (indoors) and charges vary seasonally; First Baptist Church Family Life Center holds approx. 150 people (refrigerated air) and charges \$300 (plus \$100 refundable deposit); Housing Authority holds approx. 50 people and charges \$100 (for private events); Holiday Inn Meeting Room holds 40 people and charges \$125; VFW Hall holds 150 people and charges \$250 (plus \$100 refundable deposit).

The new expanded Civic Center now needs new rules and fees. First the City Council needs to define the purpose of the new Civic Center, by doing so we can better determine policies and fees. One of the reasons for the expansion in the 2009 vote was to have a facility that could accommodate more events to attract tourism and fill local hotels.

1. So should the tourism events have booking priority?
2. The Civic Center was also expanded to accommodate large events that could not use other area facilities. So should larger community events have booking priority?
3. The Civic Center has always been popular for private parties. Should the facility have higher rates for the popular holiday seasons – New Year's Eve/Day, Memorial Day Weekend, Labor Day Weekend?
4. Who should fund the O&M of the Civic Center – the users or the general local taxpayer?
5. Should the Civic Center operate as a break-even facility?
6. Should fees support 100% the annual operating expenses?
7. Should the fees support the long-term maintenance and upkeep – replacing tables and chairs, repainting, repairs, etc?
8. Should the rental fees at least cover utility cost and clean-up fees / deposits to support a contract janitorial cleaning crew?

Initially, staff proposed a graduated scale depending on party size, food service, and/or alcohol use. If food is served we could increase clean-up deposits on a scale; and if alcohol is served another deposit and fee, plus required security hired. Staff would like to require that set-up be determined before the event and the set-up be done by city crews. Decorating fee and deposit may also need to be added, since many groups like to decorate a day early and when decorations are not removed deposits are kept to cover the expense of clean-up. An annual review of expenses versus rental income needs to take place to determine need to adjust fees and charges.

**Draft rules and rates to discuss for the new Civic Center rentals:**

Daily Rental Hours: 7am to 11pm (extended hour fee??)

Commercial/Tourism Events may book two years ahead.

Local Community Public Events may book 18 months ahead.

Private parties may book, first come first serve, up to one year ahead.

Holiday Events (New Year's Eve/Day, Memorial Day Weekend, Labor Day Weekend) extra \$200 fee collected due to greater demand for space.

- A. Daily Rate - Monday to Thursday Rate, 8am to 5pm \$30/hour; after 5pm \$40/hour, with a maximum of \$250 per day
- B. Friday, Saturday or Sunday Event: \$500 to \$700 (less than 400 attendees \$500; 400 -500 attendees \$600; More than 500 attendees \$700.
- C. Two-Day Weekend (Friday/Saturday or Saturday/Sunday) Add \$250
- D. Three-Day Weekend (Friday/Saturday/Sunday) Add \$250

- E. Kitchen Use/Food Service to be included: Add .25 cents per meal served; maximum \$100
- F. Alcohol Service: Hiring by party reservation of Off-Duty Security required for events over 100 attendees (1 officer per 150 attendees)
- G. Basic Cleaning / Damage Deposit: \$200
- H. Additional Decorating Deposit: \$100
  - I. Day before decorating fee: \$100 Day of event decorating – no charge
  - J. Additional Alcohol Service Cleaning/Damage Deposit: \$400
- K. Other Fees:

**RECOMMENDED ACTION:**

Direct staff as needed to prepare a rental policy and fee schedule for future consideration.

**CITY OF BRADY**  
**ED DAVENPORT CIVIC CENTER**  
**RULES AND FEES AS AMENDED 2006**

The fees for the use of the Civic Center are listed below. The following fee schedule shall apply to all use of the Civic Center and shall include use of the kitchen facilities and normal cleaning after use.

**Fees are per day or any portion thereof and they are as follows:**

**Non-Profit: \$400.00**

**Profit: \$400.00**

**THERE WILL BE NO FREE USE OF THE CIVIC CENTER EXCEPT FOR CITY SPONSORED EVENTS. PAYMENT FOR USE OF THE CIVIC CENTER MUST BE MADE IN ADVANCE.**

Fees are for **ONE DAY USE ONLY**. Use of the Civic Center prior to the day of rental for the purpose of decorating, setting up tables, etc. will constitute a fee of **\$50.00** and can only be scheduled if someone else has not rented it on the day prior to your event. Rental time shall end when all of the lessee's effects have been removed from the building.

Reservation, payment and keys will be handled by the City Secretary in City Hall. **Notice of cancellations must be made within two weeks prior to an event otherwise you will lose your deposit.**

The key to the Civic Center must be returned on the day after use, or on the following Monday (or workday) if use is on a weekend or holiday, unless prior arrangements are made. Failure to return the key will constitute losing your deposit.

Persons renting the Center will be fully responsible for any damage to the building and equipment during the time that the Center is in use. Damages above the deposit will be the responsibility of the renter. **In addition to the normal rent charged for the use of the Center, a deposit of \$200.00 will be required in all instances.** The full deposit will be returned within two weeks after the key is returned to allow for inspection of the center after each use **only** if there is no damage to the building and provided all trash and litter (both in the Center and on surrounding public grounds) has been placed and secured in plastic bags and taken out to the dumpster. Otherwise, a deduction on an actual charge basis will occur from the deposit.

**No Smoking** is allowed in the Civic Center per Ordinance No. 950. Please use receptacles provided outside.

***Use of the Civic Center where alcoholic beverages will be permitted, a minimum of two public safety officers must be hired to provide security for the event. In all cases the names of these individuals will need to be on file with the City prior to access being made available to the facility.***

Persons renting the Center will comply with State law regarding consumption of alcoholic beverages; Weekdays 12:00 midnight, Sunday 12:00 noon to 12:00 midnight and Saturday 1:00 a.m. All activities need to cease at these times and clean up should begin.

Decorations in the Center will be limited to table or free-standing decorations. No decorations will be placed on the walls or ceiling except for the 3 ½ inch trim provided. Sand is NOT allowed on floors.

**Persons renting the Center will be responsible for turning off all utilities and seeing that the building is properly locked when use of Center is terminated.**

**I, THE UNDERSIGNED, HEREBY AGREE TO ABIDE BY THE ABOVE RULES AND REGULATIONS.**

Date of Event \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Name of Responsible Party (Please print) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Driver License No. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Facility Reservations Exhibit

Venue	Capacity	Price	Deposit	Refundable
HOT Event Center	300	\$400	\$150	Yes
Palace Theater	180	\$150	\$0	N/A
FBC Family Life Center	150	\$300	\$100	Yes
VFW Hall	150	\$250	\$100	Yes
Selah Springs Ranch*	75	N/A	N/A	N/A
BNB Community Room	72	\$50	\$50	Yes
Housing Authority	50	\$100	\$0	N/A
DRT Meeting Room	40	\$50	\$50	Yes
Holiday Inn Meeting Room	40	\$125	\$0	N/A

