



Tony Groves  
Mayor

Rey Garza  
Council Member Place 1

Shelly Perkins  
Council Member Place 2

Jeffrey Sutton  
Council Member Place 3

Jane Huffman  
Council Member Place 4

Jim Griffin  
Council Member Place 5

Kim Lenoir  
City Manager

Tina Keys  
City Secretary

Shannon Kackley  
City Attorney

*The mission of the City of Brady is to celebrate and share our rich history, encourage diverse housing choices, provide employment opportunities, exercise and promote fiscal responsibility, deliver exceptional customer services, and ensure quality infrastructure that fosters a thriving sustainable community for our citizens and visitors.*

## CITY OF BRADY COUNCIL AGENDA REGULAR CITY COUNCIL MEETING JUNE 20, 2017 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 June 20, 2017, 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 Government Code.

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

### 2. INVOCATION & PLEDGE OF ALLEGIANCE

### 3. PUBLIC COMMENTS: Reserved for items NOT listed on the agenda

*Please limit individual public comments to three (3) minutes. In accordance with TX AG opinion, any public comment addressing items not on the agenda, will only be heard by the City Council. No formal action, deliberation, discussion, or comment will be made by City Council. State Law prohibits any deliberation of or decisions regarding items presented in public comments. City Council may only make a statement of specific factual information given in response to the inquiry; recite an existing policy; or request staff to place the item on an agenda for a subsequent meeting.*

### 4. CONSENT AGENDA: Reserved for routine items

*All items listed on the Consent Agenda are to be approved with one group motion by the City Council, "Move to approve Consent Agenda." Any item may be removed from the Consent Agenda at the request of a Council Member and considered separately following the Consent Agenda approval. Consent Agendas are used to save time for the public meeting.*

- A. Approval of Audit Board for June 20, 2017.
- B. Approval of Minutes for June 6, 2017 Regular Meeting.
- C. Resolution 2017-026 to co-sponsor the 78<sup>th</sup> Miss Heart of Texas Pageant with the Brady/McCulloch Chamber of Commerce, waiving rental fees for the Ed Davenport Civic Center

### 5. PRESENTATIONS:

Street Sweeping Service – Operations & Practices

### 6. PUBLIC HEARING: (none scheduled)

(From February 14) Open and continue Public Hearing to June 20 and now delay until September 19 due to requested delay from Planning and Zoning Commission concerning comments on the Davee Addition Replat (no action will be taken – delayed to September 19).

## 7. INDIVIDUAL CONCERNS

*City Council Members are to deliberate the following items. Staff will present the item and are prepared to answer City Council Member questions. The Mayor will recognize Council Members as the council discussed the item so everyone is heard. Once the City Council Members finish discussion, the Mayor will recognize attendees who have comments. Attendees and council members need to direct comments to the Mayor as they are recognized. When all comments are complete, the Mayor will call for a motion.*

- A. Discussion, consideration and possible action regarding Resolution 2017-027 to Canvass the June 13, 2017 run-off election for Council Member Place 3.
- B. Administer Oath of Office and Swearing In of the newly elected officer: Jeffrey Sutton, Council Member Place 3
- C. Election of Mayor Pro Tem.
- D. Discussion, consideration, and possible action regarding award of bid to R&J Roofing of Waco, Texas for the City Hall roof replacement and the Service Center roof repair (\$266,750).
- E. Discussion, consideration and possible action regarding to award of Houston-Galveston Area Council (HGAC) Buy Board bid for an asphalt recycling machine from Asphalt Zipper, Inc. (\$152,490.00).
- F. Discussion, consideration, and possible action regarding the **first reading of Ordinance 1227** amending FY2016-17 Budget.
- G. Discussion, consideration, and possible action regarding the **first reading of Ordinance 1228** establishing the administrative department of the Finance Department in accordance with City Charter 4.02 and creating the position of the Director of Finance.
- H. Discussion, consideration, and possible action regarding the **first reading of Ordinance 1229** establishing the administrative department of the Community Services Department in accordance with City Charter 4.02 and creating the position of the Director of Community Services.
- I. Discussion, consideration, and possible action regarding the **first reading of Ordinance 1230** establishing the administrative department of the Public Safety in accordance with City Charter 4.02 and creating the position of Public Safety Director to manage and supervise the Brady Police Department and the Brady Fire/EMS Department.
- J. Discussion, consideration and possible action regarding **Resolution 2017-018** for the no-charge City Utilities Connection Inspection Policy and Procedures.
- K. Discussion, consideration and possible action regarding filling vacancies and term expired positions on the following Boards or Commissions – Charter Review Commission; Planning and Zoning Commission; Zoning Board of Adjustments; Brady Economic Development Corporation, and Airport Advisory Board.
- L. Discussion regarding City Council procedures and process.

## 8. STAFF REPORTS

- A. May Monthly Financial and Utility Reports
- B. May Monthly Activity Reports – Seniors, Golf, BPD, Animal Control, Tourism Funding, Airport, Code Enforcement
- C. Upcoming Special Events/Meetings:
  - Summer Farmers Market at Courthouse - Thursdays 3:30pm-5:30pm
  - June 22 – 9pm, Brady Lake – Movie in the Park - JAWS Movie
  - July 1 – July Jubilee Parade / Mud Volleyball Tournament/Fireworks
  - July 8-9 – Couple's Tournament – Golf Course
  - July 13 – 9pm, Richards Park – Movie in the Park - A Christmas Story
  - July 19 – Good News Luncheon
  - July 27 – 8:50pm, EO Martin Park Swimming Pool – The Little Mermaid
  - July 29 – Parent/Child Golf Tourney Golf Course
- D. Upcoming City Calendar:
  - June 21 – 8:30am Monthly Municipal Court
  - June 22 – 3pm City Attorney – Orientation with City Council and Boards
  - June 22 – 5:30pm Joint City Council – Charter Review Work Session Meeting
  - June 30 – Possible Animal Shelter Tour – Lampasas, San Saba
  - June 30 – Draft FY2018 Budget Distributed
  - July 4 – City Offices Closed; Tuesday Trash pick-up moved to Wednesday
  - July 10 – Monthly LEPC Meeting (Local Emergency Planning Committee) – Airport
  - July 10, 11, 12, 13, 18 – 9am – 3pm, Department Budget Reviews by City Council
  - July 11 & 18 City Council Regular Meetings
  - July 24-25 – BEDC Strategic Planning Retreat
  - July 25 – 9am to 12 noon – City Council to Finalize Proposed Budget and Fee Schedule
  - August 1 – Deliver Final Proposed FY2018 Budget

## 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 551.072 (Deliberations about Real Property), the City Council will deliberate the purchase, exchange, lease, or value of real properties of the City as the deliberation in an open meeting will have the detrimental effect on the position of the City in negotiations with a third person: Animal shelter and other public facilities.
- B. Pursuant to Section 551.074 (Personnel Matters) City Council will meet to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: City Manager Lenoir and City Attorney Kackley's duties under the City Charter.
- C. Pursuant to Section 551.071 (Consultation with Attorney), City Council will conduct a private consultation with its Attorney to seek his advice about (1) pending or contemplated litigation, or

settlement offer, and (2)a matter in which the duty of the attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: Notice of Enforcement from the Texas Commission on Environmental Quality and 2012 Combination Tax and Surplus Wastewater Electric System Revenue Certificates of Obligations.

**11. OPEN SESSION ACTION on Any Executive Session Item listed above, if needed.**

A. Discussion, consideration, and possible action regarding hiring Bond Counsel.

**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](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.

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 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.

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, June 6, 2017 at 6:00 pm at the City of Brady Municipal Court Building located at 207 S. Elm Street, Brady, Texas with Council Member Perkins presiding. Council Members present were Shelly Perkins, Jane Huffman, and James Griffin. City staff present were City Manager Kim Lenoir, Community Services Director Peter Lamont, Public Works Director Steven Miller, City Secretary Tina Keys, and Police Chief Steve Thomas. Also in attendance were Barbara White, William White, Erin Corbell, Taylor Hoffpauir, Sydnie Rankin, Missi Davis, Michael Whitworth, Lynn Farris, Jay May, Annita Ellison and James Stewart.

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

Council Member Perkins called the meeting to order at 6:00 p.m. Council quorum was certified. Mayor Groves and Council Member Garza were absent.

### 2. INVOCATION AND PLEDGE OF ALLEGIANCE

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

### 3. PUBLIC COMMENTS

There were no public comments

### 4. CONSENT AGENDA

- A. Approval of Audit Board for June 6, 2017.
- B. Approval of Minutes for May 16, 2017 Regular, May 30 Special, and May 31, 2017 Work Session Meetings.
- C. Approval of **Resolution 2017-021** for temporary closure and use of designated streets for the purpose of the First United Methodist Church Annual July Jubilee BBQ on Saturday, July 1 from 10:00 a.m. to 2:00 p.m.
- D. Approval of **Resolution 2017-024** authorizing sell of alcoholic beverages at Richards Park Old Show Barn from September 1, 8am to September 2, 11:59am for the 44<sup>th</sup> World Championship BBQ Goat Cook-off.
- E. Discussion, consideration and possible action regarding **Resolution 2017-025** for the Mayor to sign letter supporting the Concho Valley Workforce Development Board's Work Ready Communities Initiative for a County-wide and Regional Certification as recommended by the Brady Economic Development Corporation.

Council Member Griffin moved to approve the Consent agenda. Seconded by Council Member Huffman. All Council Members voted "aye" and none "nay". Motion carried in a 3 – 0 vote.

### 5. PRESENTATIONS

There were no presentations

### 6. PUBLIC HEARINGS:

There were no Public Hearings

### 7. INDIVIDUAL CONCERNS

- A. Discussion, consideration, and possible action regarding **Resolution 2017-018** for the no-charge City Utilities Connection Inspection Policy and Procedures. (Town Hall Meetings held Monday, June 5, 6pm and Tues, June 6, 10am). City Manager Kim Lenoir presented to Council. Council Member Huffman stated she is still not

comfortable with the policy. Council Member Griffin would rather have all council members in place before making a decision. Council Member Perkins asked if an ordinance can be amended by a resolution. Our ordinance was written in 2001 and needs to be updated. Council Member Perkins also believes we should postpone until a full council is seated and Council looks at ordinances in place. The triggering event for the inspection is still in question, currently inspections only occur when disconnections occur. The utilities inspection include exterior electric connections meeting electric codes; gas shut-in test; and water customer service inspection (CSI) for possible back-flow requirements in compliance with TCEQ public water safety regulations. Council took no action.

- B. Discussion, consideration, and possible action due to current moratorium regarding authorizing a lake lot lease, due to sale of personal property at 205 Melvin Street, Dodge Heights Addition, Block 1 Lot 5, 4, part of 3 (future re-plat lot 2A; requested by ERA Realtor Raymond Rubio). Kim Lenoir presented. Staff does recommend it be approved. Council Member Perkins would like to see the exact wording of the TCEQ law requiring ½ acre for septic. Council Member Huffman moved to approve the release of moratorium and a new lease option for a new owner for 205 Melvin Street. Seconded by Council Member Griffin. All Council Members voted “aye” and none “nay”. Motion carried in a 3 – 0 vote.
- C. Discussion, consideration, and possible action regarding **Resolution 2017-022** authorizing the Mayor to sign the agreement to apply for a 10-year Airport Action and Development Plan with Business Plan with the Texas Department of Transportation (TXDOT) for the Curtis Field Airport in accordance with TXDOT Aviation Programs. Peter Lamont presented. Council Member Griffin moved to approve Resolution 2017-022. Seconded by Council Member Huffman. All Council Members voted “aye” and none “nay”. Motion carried in a 3 – 0 vote.
- D. Discussion, consideration and possible action regarding **Resolution 2017-023** to become an affiliate of Keep Texas Beautiful with an employee team named Keep Brady Clean and Green. Kim Lenoir presented. Council Member Huffman moved to approve Resolution 2017-023. Seconded by Council Member Griffin. All Council Members voted “aye” and none “nay”. Motion carried in a 3 – 0 vote.
- E. Discussion, consideration and possible action regarding filling vacancies and term expired positions on the following Boards or Commissions – Charter Review Commission; Planning and Zoning Commission; Zoning Board of Adjustments; Brady Economic Development Corporation, and Airport Advisory Board. Council suggested move Chris Green from alternate to open Place 1 on ZBA. There was discussion to recruit new members on Facebook and in utility billings. Council Member Griffin moved to appoint those who are listed who have agreed to serve another term, Amy Greer – P&Z; James Stewart and Holly Groves – ZBA; Bob Rice and Rick Lenoir – Airport Advisory and to move Chris Green from alternate to Place 1 on Zoning Board of Adjustment. Seconded by Council Member Huffman. All Council Members voted “aye” and none “nay”. Motion carried in a 3 – 0 vote.
- F. Discussion regarding City Council procedures and process. There was no discussion.

## 8. STAFF REPORTS

- A. Upcoming Special Events/Meetings:
  - June 15 – Movie Trolls at Richards Park
  - June 10-11 – 2-Person Golf Scramble
  - June 16-17 - Smoke on the Hill – Richards Park
  - Juneteenth Celebration – Willie Washington Park
  - June 17 – Miss Heart of Texas Pageant – Civic Center

July 1 – July Jubilee Parade / Mud Volleyball Tournament

**B. Upcoming City Calendar:**

June 8 – ZBA Meeting

Until June 9 - Early Voting for Run-Off Election, City Hall

June 13 – Run-Off Election Day, 7am to 7pm, City Hall

June 13 - P&Z – Public Hearing Davee Addition Re-plat will be delayed to September

June 15 – City Employee Swimming Pool Party

June 16-17 – Hosting 16 hour Customer Service Inspector (CSI) License Course – Water – Backflow

June 19 – 6pm Town Hall – Richards Park Renovations

June 20 – 4pm City Council Work Session

June 20 – 6pm City Council - New Council Member, Place 3

June 21 – 8:30am Monthly Municipal Court

June 22 – 3pm City Attorney – Orientation with City Council and Boards

June 22 – 5:30pm Joint City Council – Charter Review Work Session Meeting

June 30 – Possible Animal Shelter Tour – Lampasas, San Saba

June 30 – Draft FY2018 Budget Distributed

**9. ANNOUNCEMENTS**

Erin Corbell announced Movies in the Park. Trolls will be showing this Thursday and Jaws will be showing at the lake. Perkins announced about how great the lake is looking.

**10. EXECUTIVE SESSION**

Open Session was closed at 7:07pm for a break before Executive Session. Mayor Groves joined meeting between regular and executive sessions. Executive Session was opened 7:18pm.

- A. Pursuant to Section 551.072 (Deliberations about Real Property), the City Council will deliberate the purchase, exchange, lease, or value of real properties of the City as the deliberation in an open meeting will have the detrimental effect on the position of the City in negotiations with a third person: Animal shelter and other public facilities
- B. Pursuant to Section 551.074 (Personnel), the City Council will deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: City Manager Lenoir and City Attorney Kackley's duties under the City Charter.

Mayor closed Executive Session at 9:11p.m.

**11. OPEN SESSION ACTION on Any Executive Session Item listed above, if needed.**

Mayor opened regular session at 9:12pm.

**12. ADJOURNMENT**

There being no further business, the Mayor adjourned the meeting at 9:13p.m.

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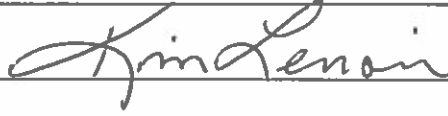
Mayor Anthony Groves

Attest: \_\_\_\_\_  
Tina Keys, City Secretary

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	06-20-17	<b>AGENDA ITEM</b>	4.C.
<b>AGENDA SUBJECT:</b>	Resolution 2017-026 to co-sponsor the 78 <sup>th</sup> Miss Heart of Texas Pageant with the Brady/McCulloch Chamber of Commerce, waiving rental fees for the Ed Davenport Civic Center.		
<b>PREPARED BY:</b>	Peter Lamont	<b>Date Submitted:</b>	06/15/17
<b>EXHIBITS:</b>	Resolution 2017-026		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>		\$00.00
	<b>Amount Budgeted:</b>		\$00.00
	<b>Appropriation Required:</b>		\$00.00
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b>			
<p>This Resolution authorizes the waiver of fees for the Brady/McCulloch County Chamber of Commerce for the 78<sup>th</sup> Annual Miss Heart of Texas Pageant held this year. The City and the Chamber of Commerce have a contract for the Chamber to provide tourism related activities on behalf of the City. City staff and the Chamber agree that the Miss Heart of Texas serves as a tourism ambassador for Brady and the entire community.</p> <p>The result of the Resolution is the waiver of \$925.00 for the 2017 Miss Heart of Texas Pageant rental fees for the Civic Center.</p> <p>Staff recommends a review of the City/Chamber Tourism Agreement later this year to address any future fee waiver requests for City facilities.</p>			
<b>RECOMMENDED ACTION:</b>			
Approve Resolution 2017- 026.			



**RESOLUTION NO. 2017-026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS AUTHORIZING THE WAIVER OF FEES FOR THE USE OF THE ED DAVENPORT CIVIC CENTER BY THE BRADY MCCULLOCH CHAMBER OF COMMERCE FOR THE MISS HEART OF TEXAS PAGEANT.**

**WHEREAS**, the City Council of the City of Brady and the Brady/McCulloch County Chamber of Commerce wish to promote tourism; and

**WHEREAS**, the City of Brady and the Chamber of Commerce have a contract for the Chamber of Commerce to provide tourism events; and

**WHEREAS**, the City of Brady recognizes that Miss Heart of Texas is a tourism ambassador for the City of Brady and the entire community.

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

That the City Council of the City of Brady hereby authorizes the waiver of fees for the use of the Ed Davenport Civic Center by the McCulloch County Chamber of Commerce for the purpose of hosting the Miss Heart of Texas Pageant. *in 2017*

**PASSED AND APPROVED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF BRADY**


\_\_\_\_\_  
Anthony Groves, Mayor

Attest: \_\_\_\_\_  
Tina Keys, City Secretary

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	6/20/2017	<b>AGENDA ITEM</b>	6.
<b>AGENDA SUBJECT:</b>	Open and continue Public Hearing to June 20 due to requested delay from Planning and Zoning Commission concerning comments on the Davee Addition Replat (no action will be taken – delayed to September 19).		
<b>PREPARED BY:</b>	Tina Keys / Kim Lenoir	<b>Date Submitted:</b>	2/14/2017
<b>EXHIBITS:</b>	Davee Lot 12R		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

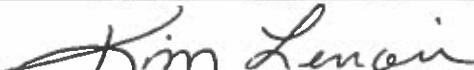
<b>SUMMARY:</b>	<p>The Davee Addition replat appears to have one possible conflict on Lot 12R with an existing concrete floor storage building owned by the lessees Harold and Maria Tacker. I have ask the surveyor to review and make changes if necessary.</p> <p>On Tuesday, February 14, P&amp;Z opened the public hearing for the Davee Replat and will continue the public hearing on June 13 to address any recommended changes to City Council.</p> <p>On Tuesday, June 13, P&amp;Z opened the public hearing for the Davee Replat and will continue the public hearing on September 12, 2017 to address any recommended changes to City Council</p>
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<b>RECOMMENDED ACTION:</b>	<p>Move to continue public hearing to September 19, 2017, to receive P&amp;Z recommendations.</p>
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# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	6-20-17	<b>AGENDA ITEM</b>	7.A
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding Resolution 2017-027 to Canvass the June 13, 2017 City of Brady Run-off Election for City Council Place 3.		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	6/15/17
<b>EXHIBITS:</b>	Resolution 2017-027 Unofficial Election Results		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>		\$00.00
	<b>Amount Budgeted:</b>		\$00.00
	<b>Appropriation Required:</b>		\$00.00
<b>CITY MANAGER APPROVAL:</b>			

<b>SUMMARY:</b>	<p>As the General Election was held by the City of Brady on May 6, 2017 and that Election was Canvassed on May 16, 2017. The May 6, 2017 Election did not result in a majority vote for City Council Place 3 and thus required a run-off election. The run-off election was held on June 13, 2017. This Resolution has been presented along with Unofficial results for the Council's consideration.</p>
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<b>RECOMMENDED ACTION:</b>	<p>Approve Resolution 2017-027, A resolution of the City Council of the City of Brady, TX declaring the results of the June 13, 2017 run-off election official.</p>
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**RESOLUTION NO. 2017-027**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE RUN-OFF ELECTION HELD ON JUNE 13, 2017**

**WHEREAS**, the City Council of the City of Brady, Texas called a Election to be held on May 6, 2017, for the purpose of electing a Council Member to serve on place one (1) and a Special Election to be held on May 6, 2017 for the purpose of electing a Council Member to fill the unexpired term for Council Member place three (3) (hereinafter referred to as the "Election"); and

**WHEREAS**, the City Council of the City of Brady, Texas found that there was not a majority vote of qualified voters of the City of Brady for Place 3 and therefore called a Run-Off Election to be held on June 13, 2017; and

**WHEREAS**, from these returns, the City Council finds that the following votes were cast in the Election by voters who were resident, qualified voters of the City of Brady:

**COUNCIL MEMBER, PLACE 3:**

	Early Voting	Election Day	Total
Missi Davis	126	43	169
Jeffrey Sutton	156	37	193

**WHEREAS**, the City Council has reviewed and investigated all matters pertaining to the Election, and

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS**

**Section 1. Run-off Election; Returns; Canvass.** The City Council officially finds, determines, and declares that the Election was duly and properly conducted, that proper legal notice of such Election was given, that proper election officers were appointed prior to the Election, that the Election was legally held, that all resident, qualified voters of City of Brady were permitted to vote at the Election, that returns of the results of the Election were made and delivered, and that the City Council has duly canvassed such returns, all in accordance with the laws of the State of Texas and of the United States of America.

**Section 2. Election Results for Council Member Place 3:** The City Council certifies that a Jeffrey Sutton received more votes than Missi Davis and therefore, Jeffrey Sutton is hereby elected as Council Member Place 3.

**Section 3. Preamble Incorporation.** The recitals contained in the preamble are found to be true, and such recitals are made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

**Section 4. Inconsistent Provisions.** All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters ordered herein.

**Section 5. Severability.** If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council declares that this Resolution would have been enacted without such invalid provision.

**Section 6. Notice of Meeting.** The City Council officially finds, determines, recites and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution is adopted was posted as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter was discussed, considered and formally acted upon.

**Section 7. Effective Date.** This Resolution is effective immediately upon its passage and approval.

PASSED AND APPROVED, this the 20th day of June 2017.

CITY OF BRADY

\_\_\_\_\_  
Anthony Groves, Mayor

Attest:

\_\_\_\_\_  
Tina Keys, City Secretary

# Canvass Report — Total Voters — Unofficial MCCULLOCH COUNTY, TEXAS — GENERAL RUNOFF ELECTION — June 13, 2017

06/16/2017 01:06 PM  
Precincts Reporting 1 of 1 = 100.00%

Total Number of Voters : 384 of 3,221 = 11.30%


## City Council Place 3

Precinct	Early Ballots Cast	Election Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout	Missi Davis	Jeffrey Sutton	Totals
Brady	282	82	364	3221	11.30%	169	193	362
Totals	282	82	364	3221		169	193	362

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	6-20-17	<b>AGENDA ITEM</b>	7.C.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action to elect Mayor Pro Tem		
<b>PREPARED BY:</b>	K Lenoir / Tina Keys	<b>Date Submitted:</b>	6/16/17
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

#### **SUMMARY:**

From City of Brady Home Rule Charter: Section 3.06 Mayor Pro Tem:

*At its first regular meeting after election of the new members of the Council each year, the Council shall elect one (1) of its own members to be Mayor Pro-Tem for one (1) year. Each Council Member, except the Mayor, is to be considered automatically nominated and the mayor shall have a vote. The vote shall be taken orally and Mayor Pro-Tem shall be the Council Member who receives the most votes. In the absence of the Mayor, the Mayor Pro-Tem shall perform the duties of the office of the Mayor and in this capacity shall be vested with all powers conferred on the Mayor. When presiding over Council proceedings, the Mayor Pro-Tem shall retain his right to vote as a Council Member.*

#### **Process:**

- 1) All Council Members are considered to be nominated.
- 2) Members will draw numbers to determine the order of voting. Each Council Member will announce their vote orally, in the order of the draw.
- 3) After everyone states their vote, a motion may be made to elect the Council Member with the most votes.


#### **RECOMMENDED ACTION:**

Move to elect the Council Member with the most votes as Mayor Pro Tem.

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	06/20/2017	<b>AGENDA ITEM</b>	7.D.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding award of bid to R&J Roofing of Waco, Texas for the City Hall roof replacement and the Service Center roof repair (\$266,750.00).		
<b>PREPARED BY:</b>	Kimberly Davee	<b>Date Submitted:</b>	06/08/2017
<b>EXHIBITS:</b>	Bid Tabulation Sheet		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$266,750.00	
	<b>Amount Budgeted:</b>	\$266,750.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

#### SUMMARY:

The City Hall roof system is in need of replacement. The roof system has reached the end of its useful life and is well beyond the point of any form of repairs or possible restoration. Once the roof is replaced, the life expectancy will be 35 years.

The Service Center roof can be repaired. The contractors will recover the roofing application of the lower roof section and apply a roof coating on the upper roof section. The life expectancy of the roof after repairs will be 35+ years.

The bid for both projects was awarded to R&J Roofing from Waco, Texas in the amount of \$266,750.00.

The bid proposal for the City Hall roof replacement was \$140,500.00. The bid proposal for the Service Center repair and coating was \$126,250.00, \$180,750.00 will be funded from the General Fund and \$86,000.00 will be funded from the Utility Support Fund.

#### RECOMMENDED ACTION:

Award bid to R&J Roofing of Waco, Texas in the amount of \$266,750.00.



EXHIBIT 4

BID TABULATION SHEET

CITY OF BRADY

(TO BE ATTACHED TO PURCHASE ORDER FORM)

Division:

Account:

Date: 06/16/2017

DESCRIPTION OF ITEM TO BE PURCHASED
City of Brady Summer 2017 Roof Projects - City Hall & Service Center

LOW BID	VENDOR	CONTACT PERSON	PHONE #	TOTAL PRICE QUOTED
1	R&J Roofing, Inc. 1215 Gholson Road Waco, Texas 76708	Adrian Picazo	254-235-1805	266,750.00
2	Tri-Lam Roofing & Waterproofing 965 W-Enon Avenue Everman, Texas 76140	Scott Brown	817-483-9914	298,500.00
3	Barr Roofing Company 3602 S. Treadaway Abilene, Texas 79602	Bryson Galloway	325-672-8417	309,455.00
4	S&S Roofing, Inc. 4339 U.S. Hwy 271 S Pittsburg, Texas 75686	David Smith	903-856-1400	366,580.00

PLEASE JUSTIFY BELOW IF LOW BID IS NOT SELECTED


Low bidder meeting specifications
-----------------------------------

I, the undersigned, attest that I received the above quotes for purchase of the item(s) described above and request authorization to purchase said item(s) from the vendor designated as low bid meeting specification(s).

  
Department Approval

 6/16/2017  
Purchasing Agent Approval

# City Council City of Brady, Texas Agenda Action Form

<b>AGENDA DATE:</b>	6-20-17	<b>AGENDA ITEM</b>	7.E.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding to award of HGAC Buy Board bid for an asphalt recycling machine from <b>Asphalt Zipper, Inc.</b> (\$152,490.00).		
<b>PREPARED BY:</b>	D. Bustamante, D. Sewell and S. Miller	<b>Date Submitted</b>	June 9, 2017
<b>EXHIBITS:</b>	Price Quote Summary		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$152,490.00	
	<b>Amount Budgeted:</b>	\$153,000.00	
	<b>Appropriation Required:</b>	\$0.00	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b>	<p>City staff diligently utilized the Houston-Galveston Area Council (previously used to acquire fire truck for the current budget year) to access valid pricing and offerings from qualified equipment vendors. Two (2) asphalt recycling machine manufacturers were identified on the HGAC Buy Board that complied with the city's initial selection for this type of equipment. Subsequently, each vendor was contacted via email for their interest in returning a price quote in response to the machine specifications. In an effort to ensure an equal evaluation of the listed equipment from the two manufacturers city staff released a specification response inquiry to both parties. The specification inquiry required each vendor to indicate whether their product offering MEETS the specification or an EXCEPTION to the specification was noted (see table next page).</p> <p><b>Asphalt Zipper, Inc.</b> provided the specifications that the City needs in order to perform the volume and much needed street improvement projects. The model provided by <b>Asphalt Zipper, Inc.</b> is also compatible with existing city equipment that is required to safely operate this type of machine, and meets 100% of the specifications. <b>RoadHog, Inc.</b>'s quote is lower in price, but the specifications were significantly downsized by the vendor. The machine offered by <b>RoadHog, Inc.</b> is less in horsepower and a smaller cutting width. As a result, city staff deemed <b>RoadHog, Inc.</b>'s recommended specifications as inadequate to meet the needs and goals set by the Street Division.</p> <p>This machine can convert an existing roadway surface into a stable base course through a milling process by the equipment. This eliminates major steps in rehabilitating an existing street, i.e., no scarifying and no haul and importing of road base. The street superintendent previously utilized a demonstration of an asphalt recycling machine on S. Blackburn St. and realized nearly a 50% savings in material and time on rehabilitating the road surface to an improved condition.</p>		

The following is a summary of the price quote and tabulated specification responses received:

Vendor	Asphalt Zipper, Inc.		RoadHog, Inc.	
Price	\$152,490.00		\$89,082.60	
Specification	<i>Meets</i>	<i>Exceptions</i>	<i>Meets</i>	<i>Exceptions</i>
Engine (200Hp)	xx			xx (73Hp)
Engine Panel	xx			xx
Control Panel	xx			xx
Frame	xx			xx
Cutter Head (48" in.)	xx			xx (40" in.)
Head Drive	xx		xx	
Hydraulic	xx		xx	
Mounting	xx			xx
Cutter Access Hatch	xx			xx
Wheel Assist	xx			xx
Weight	xx		xx	
Accessories	xx		xx	
Transport/Storage	xx			xx
Water System (150gal.)	xx			xx (40gal.)
Warranty	xx		xx	
Production Model	xx		xx	
Demonstration	xx		xx	
Training	xx		xx	


**RECOMMENDED ACTION:**

City staff recommends the Council award the purchase of an asphalt recycling machine to **Asphalt Zipper, Inc.** in the amount of **\$152,490.00**.



Subtotal E: 0

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

<b>AGENDA DATE:</b>	6-20-2017	<b>AGENDA ITEM</b>	7.F
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding first reading of Ordinance 1227 of the City of Brady, Texas amending the FY2016-2017 Budget.		
<b>PREPARED BY:</b>	Lisa Remini	<b>Date Submitted:</b>	6-15-2017
<b>EXHIBITS:</b>	Ordinance # 1227 Budget Policy Mid-Year Budget Adjustments excluding Transfers totals Budget Summary with Transfers and Fund Balance totals		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$26,273,650.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:**

The Finance Director and City Manager met and discussed with each Division the progress of actual performance compared to the current budget and determined amendment recommendations to provide for the remaining fiscal year goals. Overall, net amendment requests totaled \$1,993,284 resulting in an 8 % decrease in the current budget to meet the expenditures projected for FY 2016-2017. Although, \$4,014,027 in reserves is projected to be utilized, all fund balances for each fund are projected to maintain the required minimum level of unrestricted reserve amounts as required by policy.

Significant items include: \$1,127,338 or the majority of the total expenditure adjustments result from reducing the expectation that the TWDB funds that were acquired in previous fiscal years for the Clean Water and Drinking Water projects will be fully spent in this fiscal year.

\$627,900 of total expenditure adjustments represent various grant supported projects that have been delayed, primarily due to coordination efforts with the grantor, and are expected to carry over in FY 2018. Also, a grant for EMS funding needs (\$158,900) did not materialize.

\$258,000 of the total expenditure adjustments represent capital projects identified by the Electric System to promote reliable infrastructure that will be delayed to FY 2018.

\$178,530 of total expenditure adjustments represents the need to provide additional funding for restructuring a sewer line to support the county jail facility at an estimated cost of \$200,000. Some operational efficiencies in the Water Fund in the amount of \$21,470 will offset the additional expense.

The remaining \$158,576 of total expenditure adjustments resulted primarily in recognizing that the cost of the new fire engine truck was \$72,000 less than expected and the loan commitment payment to Trails of Brady in the amount of \$55,000 is now expected to be funded in FY 2018. Pass-thru sales tax collections to the EDC are expected to be \$20,000 less. Payroll adjustments between the Police and Communications divisions are needed due to un-filled positions. Collection of Municipal court fines and fees are improving therefore, fees remitted to the State (\$11,400) will be more than originally projected.

Staff recommends reducing fund transfers from the Gas Fund to the Special Reserve Fund by \$134,000 since projects needing city funding have been delayed to FY 2018.

**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 **first** reading of Ordinance 1227

**ORDINANCE NO. 1227**

**AN ORDINANCE OF THE CITY OF BRADY, TEXAS AMENDING THE FISCAL YEAR 2016-2017 BUDGET**

An ordinance amending the 2016-2017 Fiscal Year Budget as follows:

Decreasing total expenditures by \$1,993,284 for municipal purposes for an expenditure budget of \$26,273,650 as per attached summary, made a part of this ordinance.

These amendments will allow for upgrades to a sewer collection line, and recognize that several capital projects that have been started will not be finished in this budget cycle.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRADY TEXAS** that the FY 2016-2017 budget be amended accordingly.

**APPROVED UPON FIRST READING THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2017,**

**APPROVED AND PASSED UPON SECOND READING THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2017.**

\_\_\_\_\_  
Anthony Groves, Mayor

ATTEST: \_\_\_\_\_  
Tina Keys, City Secretary

<b>CITY OF BRADY</b> <b>ADMINISTRATIVE PROCEDURES</b>		
<b>SUBJECT:</b> <b>BUDGET POLICY</b>	<b>EFFECTIVE DATE:</b> <b>10-20-2015</b>	<b>REVISED DATE:</b> <b>8-16-2016</b>
<b>APPROVED:</b>	<b>Reference No: 2016-039</b>	

## **BUDGET PROCESS**

The budget process is an annual activity as set forth in the City Charter. The City Council adopts an annual budget as prepared by the City Manager and the City staff.

This process starts in May, with the City Staff and in June, with City Council work sessions. The City Council, City Manager, along with Department Directors, determine the strategic focus areas, long term goals and plans for the upcoming fiscal year for the City of Brady.

April through June, the Finance staff prepares materials, and forecasts. Staff are also continuously monitoring current year revenues and expenditures, and preparing subsequent fiscal year projections.

By mid-April, the Finance staff delivers forms, guidelines, and materials needed to prepare the projected current fiscal year budget and proposed budget requests. Preparation of the budget includes the current year revised budget, the subsequent fiscal year proposed budget, and the subsequent fiscal year capital and supplemental requested amounts.

The projected budget is the current year revised/amended budget and is a projection of revenues and expenditures for the remainder of the fiscal year. Divisions submit justification for accounts that are expected to be over budget and for accounts that funding will not be fully utilized. All accounts are then evaluated and adjusted from the current budgeted amount to meet year end needs.

The subsequent fiscal year proposed Base Budget is the expected cost for maintaining the current year base operations. Increases to the operating portion due to growth or inflation of the base are limited depending on the City Manager guidelines stated during the Budget review meetings with each Division. Capital and one-time purchases from the previous fiscal year are not included in this base estimate.

Instead, activities that require additional resources, new or replacement equipment, or new programs are included in the capital and supplemental requested amounts. For each item requested, Divisions provide a description, itemization, and justification of the estimated costs. These requests are submitted by the Department Director in a list prioritized according to need.

All budget preparation materials are due in May. Throughout May, the Finance Director schedules individual Departmental Budget Review Meetings that are held with the City Manager, Department Director and the Management Team to review and discuss their requests for changes/projections to the current year, their upcoming year proposed budget, and their capital and supplemental requests.



The Finance staff combines the proposed requests into the Revenue, Expenditure and Fund Summaries which are submitted to the City Manager, who then reviews, makes changes and submits the proposed budget to the City Council on or before June 30.

The City Council has the opportunity to review the proposed budget; discuss their opinions, ask questions with the City Manager, provide feedback, and request changes at the Council work sessions in July. On the first regular Council meeting in August, the City Manager presents a final proposed budget for City Council consideration.

The Charter requires at least one public hearing on the budget. In addition, if the proposed tax rate exceeds the effective tax rate, the City is required to hold two public hearings on the tax rate in addition to the public hearing on the budget. The public hearings allow citizens a chance to provide their feedback. If required, tax rate hearings are scheduled in August. The public hearing for the budget is held at the first regular Council meeting in September.

The City Council will adopt the budget ordinance at the City Council meetings in September for the October 1 fiscal year start date.

## **BUDGET ADJUSTMENTS AND AMENDMENTS**

Unanticipated events that occur in the fiscal year after the adoption of the budget should be addressed in a timely manner. Section 6.05 of the City's Charter addresses this fact with regard to emergency situations. For all adjustments and budget amendments the following guidelines are recommended:

### **DIVISION ONLY ADJUSTMENTS**

Budget adjustments that do not affect the total appropriation for a Division, but transfer funds from one line item to another within a Division's operating budget may be allowed with approval from the Finance Director and City Manager at the written request of the Department Director.

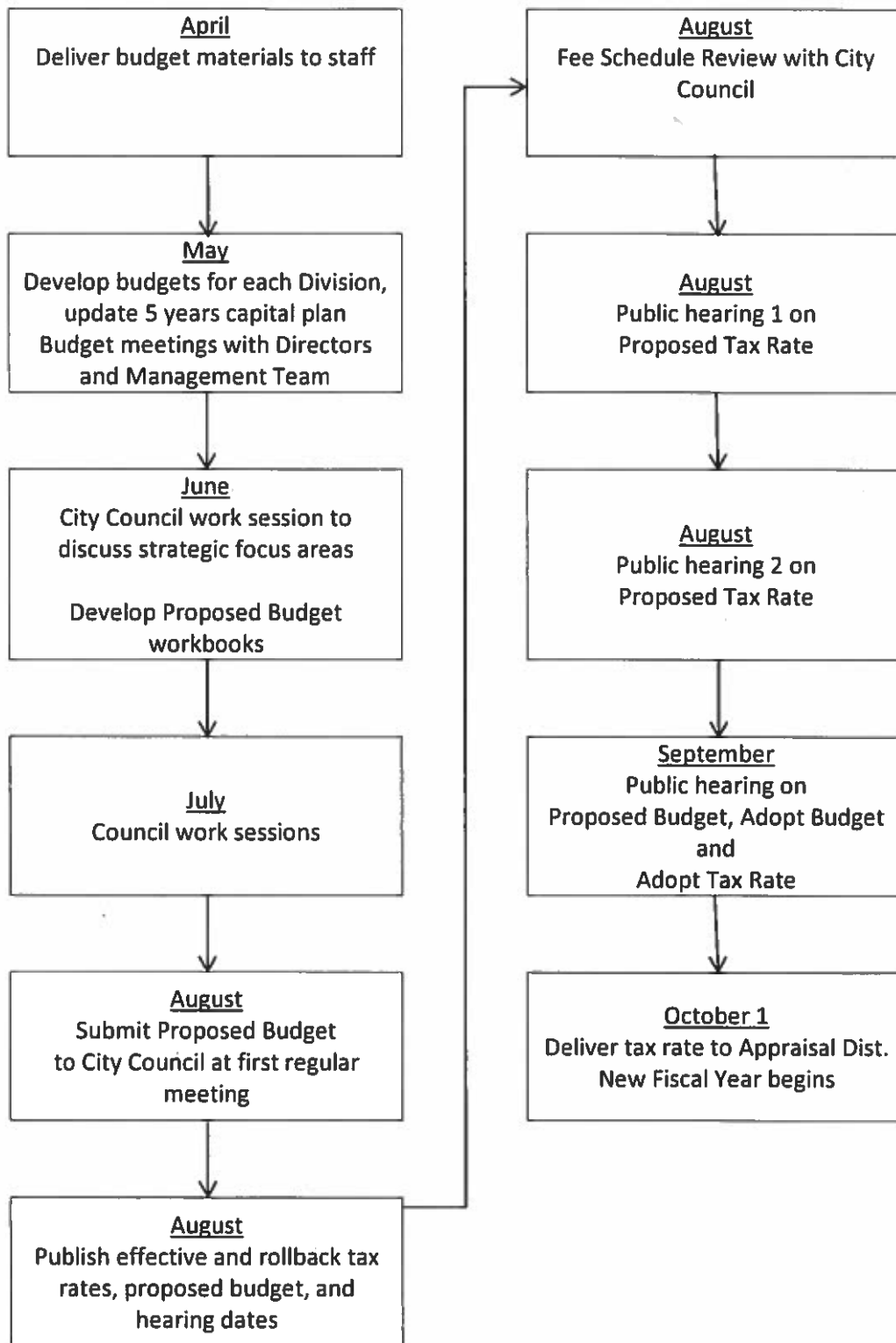
### **ADJUSTMENTS BETWEEN DIVISIONS WITHIN THE SAME FUND**

A budget adjustment that will bring changes in the total appropriation for two or more Divisions may be allowed with approval from the Finance Director and City Manager at the written request of the Department Director, based on the City's ability to fund the request.

### **FUND AMENDMENTS**

A budget change that requires an increase or decrease in total appropriations at the fund level requires City Council's consideration in the form of a budget amendment ordinance.

## TIMELINE FOR THE BUDGET PROCESS



**RECOMMENDED BUDGET AMENDMENTS - EXCLUDING TRANSFERS**  
for Fiscal Year 16-17  
per Divisions

REVENUES					EXPENSES				
GENERAL FUND REVENUES					GENERAL FUND EXPENSES				
	CURRENT BUDGET	AMENDED BUDGET	PROPOSED \$ CHANGE	% CHANGE		CURRENT BUDGET	AMENDED BUDGET	PROPOSED \$ CHANGE	% CHANGE
Administration	1,906,400	1,931,600	25,200	1.32%	Administration	807,752	807,503	(249)	-0.03%
Airport	549,650	504,450	(45,200)	-8.22%	Airport	552,628	549,628	(3,000)	-0.54%
Public Property Maintenance	37,000	37,000	0	0.00%	Public Property Maintenance	501,211	494,561	(6,650)	-1.33%
					Mayor & Council	82,870	82,870	0	0.00%
Golf Course	95,500	95,500	0	0.00%	Golf Course	322,236	322,236	0	0.00%
Swimming Pool	22,500	22,500	0	0.00%	Swimming Pool	102,682	102,682	0	0.00%
Fire	387,500	315,108	(72,392)	-18.68%	Fire	706,115	634,573	(71,542)	-10.13%
Police	23,266	23,266	0	0.00%	Police	1,058,134	1,017,491	(40,643)	-3.84%
Emergency Management	15,000	15,000	0	0.00%	Emergency Management	20,285	20,285	0	0.00%
Communications	83,947	83,947	0	0.00%	Communications	329,075	364,718	35,643	10.83%
Comm Services Admin	82,100	82,100	0	0.00%	Comm Services Admin	172,200	172,200	0	0.00%
Street	500	500	0	0.00%	Street	1,067,669	1,067,669	0	0.00%
Civic Center	98,700	93,000	(5,700)	-5.78%	Civic Center	460,416	460,416	0	0.00%
Municipal Court	50,200	72,200	22,000	43.82%	Municipal Court	70,987	82,387	11,400	16.06%
					Community Support	70,750	15,750	(55,000)	-77.74%
Repair Shop	0	0	0	0.00%	Repair Shop	63,167	63,167	0	0.00%
Animal Control	200	200	0	0.00%	Animal Control	107,845	107,845	0	0.00%
EMS	576,650	566,650	(10,000)	-1.73%	EMS	1,315,231	1,309,331	(5,900)	-0.45%
Brady Lake	122,350	127,350	5,000	4.09%	Brady Lake	190,466	190,466	0	0.00%
G. Rollie White Complex	0	0	0	0.00%	G. Rollie White Complex	26,000	26,000	0	0.00%
Purchasing	0	0	0	0.00%	Purchasing	61,296	61,296	0	0.00%
Finance	9,115	9,115	0	0.00%	Finance	282,028	282,028	0	0.00%
Building Permitting	20,500	35,000	14,500	70.73%	Building Permitting	200,003	201,278	1,275	0.64%
Subtotal	4,081,078	4,014,486	(66,592)	-1.63%	Subtotal	8,571,046	8,436,380	(134,666)	-1.57%
SPECIAL FUND REVENUES					SPECIAL FUND EXPENSES				
Pass Through	458,000	438,000	(20,000)	-4.37%	Pass Through	458,000	438,000	(20,000)	-4.37%
Senior Citizens	90,000	94,400	4,400	4.89%	Senior Citizens	233,309	233,309	0	0.00%
Community Development	864,400	370,500	(493,900)	-57.14%	Community Development	1,225,250	597,350	(627,900)	-51.25%
Cemetery	43,000	46,000	3,000	6.98%	Cemetery	56,000	56,000	0	0.00%
Subtotal	1,455,400	948,900	(506,500)	-34.80%	Subtotal	1,972,552	1,324,652	(647,900)	-32.85%
TOTAL GOVERNMENTAL REVENUES	5,536,478	4,963,386	(573,092)	-10.35%	TOTAL GOVERNMENTAL EXPENSES	10,543,605	9,761,039	(782,566)	-7.42%
UTILITY FUND REVENUES					UTILITY FUND EXPENSES				
Electric Service	7,937,690	7,825,610	(112,080)	-1.41%	Electric Service	5,213,652	4,955,572	(258,080)	-4.95%
Power Plant	0	0	0	0.00%	Power Plant	91,888	91,888	0	0.00%
Sewer Service	931,500	914,300	(17,200)	-1.85%	Sewer Service	1,115,772	1,115,772	0	0.00%
Special Projects - CM	0	0	0	0.00%	Special Projects -CM	1,721,849	732,761	(989,088)	-57.45%
Public Works Admin	0	0	0	0.00%	Public Works Admin	129,969	129,969	0	0.00%
Water Service	2,116,450	2,046,090	(70,360)	-3.32%	Water Service	1,770,689	1,949,219	178,530	10.08%
Special Projects - DW	0	0	0	0.00%	Special Projects - DW	874,364	736,114	(138,250)	-15.81%
Gas Distribution	1,187,780	1,154,950	(32,830)	-2.76%	Gas Distribution	1,103,984	1,106,154	2,170	0.20%
Solid Waste Collection	1,003,500	1,025,800	22,300	2.22%	Solid Waste Collection	1,022,464	1,016,464	(6,000)	-0.59%
Street Sanitation	74,000	74,000	0	0.00%	Street Sanitation	64,569	64,569	0	0.00%
Meter	4,000	4,000	0	0.00%	Meter	94,294	94,294	0	0.00%
Billing & Collection Dept.	0	0	0	0.00%	Billing & Collection Dept.	240,048	240,048	0	0.00%
Utility Support Services	217,800	217,800	0	0.00%	Utility Support Services	246,200	246,200	0	0.00%
TOTAL UTILITY REVENUES	13,472,720	13,262,550	(210,170)	-1.56%	TOTAL UTILITY EXPENSES	13,689,742	12,479,024	(1,210,718)	-8.84%
TOTAL REVENUES	19,009,198	18,225,936	(783,262)	-4.12%	TOTAL EXPENSES	24,233,347	22,240,063	(1,993,284)	-8.23%

## FY17 AMENDED BUDGET SUMMARY - Mid Year Update

TOTAL	TOTAL	OVERALL
REVENUES	EXPENSES	NET

## GENERAL FUND - 10

Beginning Fund Balance 10-1-2016	\$3,007,535		
GENERAL FUND BUDGET BEFORE TRANSFERS	\$4,014,486	\$8,436,380	(\$4,421,894)
Transfer in lieu of taxes from Electric Fund	\$3,137,552		\$3,137,552
Transfer from Gas Fund	\$334,476		\$334,476
Administrative fee from Sewer	\$100,000		\$100,000
Administrative fee from Water	\$21,258		\$21,258
GENERAL FUND BUDGET AFTER TRANSFERS	\$7,607,772	\$8,436,380	(\$828,608)
Projected Ending Fund Balance 9-30-2017			\$2,178,927.00

## ELECTRIC &amp; SEWER FUND - 20

Beginning Fund Balance 10-1-2016	\$7,152,397		
ELECTRIC & SEWER FUND BUDGET BEFORE TRANSFERS	\$8,739,910	\$6,895,993	\$1,843,917
Transfer in lieu of taxes from Electric to General Fund	\$3,137,552		(\$3,137,552)
Administrative fee from Sewer to General Fund	\$100,000		(\$100,000)
Ristrict Sewer surplus			
ELECTRIC & SEWER FUND BUDGET AFTER TRANSFERS AND FEES	\$8,739,910	\$10,133,545	(\$1,393,635)
Projected Ending Fund Balance 9-30-2017			\$5,758,762.00

## WATER FUND - 30

Beginning Fund Balance 10-1-2016	\$2,269,865		
WATER FUND BUDGET BEFORE TRANSFERS	\$2,046,090	\$2,815,302	(\$769,212)
Administrative fee to General Fund	\$21,258		(\$21,258)
Transfer out to Utility Support Fund	\$246,742		(\$246,742)
WATER FUND BUDGET AFTER TRANSFERS AND FEES	\$2,046,090	\$3,083,302	(\$1,037,212)
Projected Ending Fund Balance 9-30-2017			\$1,232,653.00

## GAS FUND - 40

Beginning Fund Balance 10-1-2016	\$1,218,757		
GAS FUND BUDGET BEFORE TRANSFERS	\$1,154,950	\$1,106,154	\$48,796
Transfer in lieu of taxes to General Fund	\$334,476		(\$334,476)
Transfer to Utility Support Fund	\$18,700		(\$18,700)
Transfer to Special Revenue Fund	\$162,659		(\$162,659)
GAS FUND BUDGET AFTER TRANSFERS	\$1,154,950	\$1,621,989	(\$467,039)
Projected Ending Fund Balance 9-30-2017			\$751,718

## FY17 AMENDED BUDGET SUMMARY - Mid Year Update

TOTAL	EXPENSES	REVENUES
OVERALL	NET	

## UTILITY SUPPORT FUND - 50

Beginning Fund Balance 10-1-2016	\$229,290		
UTILITY SUPPORT FUND BUDGET BEFORE TRANSFERS	\$221,800	\$580,542	(\$358,742)
Transfer in from Water Fund	\$246,742		
Transfer in from Gas Fund	\$18,700		
Transfer in from Solid Waste	\$12,200		
UTILITY SUPPORT FUND BUDGET AFTER TRANSFERS	\$499,442	\$580,542	(\$81,100)
Projected Ending Fund Balance 9-30-2017			\$148,190

## SOLID WASTE FUND - 60

Beginning Fund Balance 10-1-2016	\$569,632		
SOLID WASTE FUND BUDGET BEFORE TRANSFERS	\$1,099,800	\$1,081,033	\$18,767
Transfer to Utility Support Fund		\$12,200	(\$12,200)
SOLID WASTE FUND BUDGET AFTER TRANSFERS	\$1,099,800	\$1,093,233	\$6,567
Projected Ending Fund Balance 9-30-2017			\$576,199

## SPECIAL REVENUE FUND - 80

Beginning Fund Balance 10-1-2016	\$401,911		
SPECIAL REVENUE FUND BUDGET BEFORE TRANSFERS	\$948,900	\$1,324,659	(\$375,759)
Transfer from Gas Fund	\$162,659		
SPECIAL REVENUE FUND BUDGET AFTER TRANSFERS	\$1,111,559	\$1,324,659	(\$213,100)
Projected Ending Fund Balance 9-30-2017			\$188,811

## TOTAL BUDGET BEFORE TRANSFERS AND FEES

\$18,225,936	\$22,240,063	(\$4,014,127)
\$22,259,523	\$26,273,650	(\$4,014,127)

## TOTAL BUDGET AFTER TRANSFERS AND FEES


## OTHER RESOURCES AVAILABLE:

Funds from TWD for the CW Project  
Funds from TWD for the DW Project  
Excess Fund Balance Reserves  
TOTAL OTHER RESOURCES

## TOTAL BUDGET AFTER TRANSFERS, RESOURCES AND RESERVES

\$26,273,650	\$26,273,650	\$0
\$2,545,252		\$4,014,127

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

<b>AGENDA DATE:</b>	6/20/17	<b>AGENDA ITEM</b>	7.G.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding the <b>first reading of Ordinance 1228</b> establishing the administrative department in accordance with City Charter 4.02, to include Finance Department and creating the position of Finance Director to manage and supervise the Finance Department.		
<b>PREPARED BY:</b>	Kim Lenoir	<b>Date Submitted:</b>	6/16/17
<b>EXHIBITS:</b>	Ordinance 1228		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>		\$00.00
	<b>Amount Budgeted:</b>		\$00.00
	<b>Appropriation Required:</b>		\$00.00
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:**

City Charter Section 4.02 gives city council the authority to establish administrative departments. Currently the only administrative department established by ordinance is the Public Works Department.

In 2012, previous city manager, reorganized the staff as it is today and this organizational chart has been adopted as part of the annual city budget. To formulize the organizational chart, it is recommended that we add the administrative departments of Finance and Community Services.

The Finance Director is Lisa Remini.

**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 first reading of Ordinance 1228

**ORDINANCE NO. 1228**

**AN ORDINANCE OF THE CITY OF BRADY, TEXAS, ESTABLISHING THE ADMINISTRATIVE DEPARTMENT OF FINANCE DEPARTMENT AND CREATING THE POSITION OF FINANCE DIRECTOR TO MANAGE AND SUPERVISE THE FINANCE DEPARTMENT; REPEALING ALL ORDINANCES TO THE EXTENT THEY ARE IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 4.02 the Brady City Charter (Charter) states that there shall be such administrative departments as established by the Charter and by ordinance; and

**WHEREAS**, Section 4.02 of the Charter provides City Council the power by ordinance to establish administrative departments or offices not provided by the Charter; and

**WHEREAS**, the Charter does not provide for a Finance Department which manages and supervises the Finance Department; and

**WHEREAS**, City Council desires to establish the administrative department of Finance Department; and

**WHEREAS**, City Council desires to create the position of Finance Director to be the Department Head of the Finance Department; and

**WHEREAS**, City Council desires the Finance Department to manage and supervise the Finance Department; and

**WHEREAS**, City Council has determined that the establishment of the administrative department of Finance Department and the creation of the Finance Director is in the best interest of the City and will better protect the finances, health, safety, and welfare of the City and its residents.

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

**Section 1.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Establishment of the Finance Department.** City Council hereby establishes the Finance Department.

**Section 3. Creation of Finance Director.** City Council hereby creates the position of Finance Director (or Officer) to be the Department Head of the Finance Department.

**Section 4. Finance Director Job Duties.** City Council hereby directs the City Manager to establish the job duties of the Finance Director and update the City's organizational chart to reflect the Finance Department and Finance Director.

**Section 5. Cumulative.** This Ordinance shall be cumulative of all other ordinances of the City of Brady, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Brady except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, are hereby repealed.

**Section 6. Severability.** If any section or part of this ordinance is held by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance but shall be confined in its operation to the specific section or sections that are held unconstitutional or invalid.

**Section 7. Effective Date.** This Ordinance shall become effective upon its adoption by City Council.

Passed and Approved on FIRST READING on the 20th day of June 2017.

Passed and Approved on SECOND READING on the 11th day of July 2017.

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Anthony Groves, Mayor

ATTEST:

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Tina Keys, City Secretary


APPROVED AS TO FORM:

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M. Shannon Kackley, City Attorney



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

<b>AGENDA DATE:</b>	6/20/17	<b>AGENDA ITEM</b>	7.H.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding the <b>first reading of Ordinance 1229</b> establishing the administrative department in accordance with City Charter 4.02, to include Community Services Department and creating the position of Community Services Director to manage and supervise the Community Services Department.		
<b>PREPARED BY:</b>	Kim Lenoir	<b>Date Submitted:</b>	6/16/17
<b>EXHIBITS:</b>	Ordinance 1229		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>		\$00.00
	<b>Amount Budgeted:</b>		\$00.00
	<b>Appropriation Required:</b>		\$00.00
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:**

City Charter Section 4.02 gives city council the authority to establish administrative departments. Currently the only administrative department established by ordinance is the Public Works Department.

In 2012, previous city manager, reorganized the staff as it is today and this organizational chart has been adopted as part of the annual city budget. To formulize the organizational chart, it is recommended that we add the administrative departments of Finance and Community Services.

The Community Services Director is Peter Lamont.

**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 first reading of Ordinance 1229

## **ORDINANCE NO. 1229**

**AN ORDINANCE OF THE CITY OF BRADY, TEXAS, ESTABLISHING THE ADMINISTRATIVE DEPARTMENT OF COMMUNITY SERVICES DEPARTMENT AND CREATING THE POSITION OF COMMUNITY SERVICES DIRECTOR TO MANAGE AND SUPERVISE THE COMMUNITY SERVICES DEPARTMENT; REPEALING ALL ORDINANCES TO THE EXTENT THEY ARE IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 4.02 the Brady City Charter (Charter) states that there shall be such administrative departments as established by the Charter and by ordinance; and

**WHEREAS**, Section 4.02 of the Charter provides City Council the power by ordinance to establish administrative departments or offices not provided by the Charter; and

**WHEREAS**, the Charter does not provide for a Community Services Department which manages and supervises the Community Services Department; and

**WHEREAS**, City Council desires to establish the administrative department of Community Services Department; and

**WHEREAS**, City Council desires to create the position of Community Services Director to be the Department Head of the Community Services Department; and

**WHEREAS**, City Council desires the Community Services Department to manage and supervise the Community Services Department; and

**WHEREAS**, City Council has determined that the establishment of the administrative department of Community Services Department and the creation of the Community Services Director is in the best interest of the City and will better protect the community services, health, safety, and welfare of the City and its residents.

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

**Section 1.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Establishment of the Community Services Department.** City Council hereby establishes the Community Services Department.

**Section 3. Creation of Community Services Director.** City Council hereby creates the position of Community Services Director to be the Department Head of the Community Services Department.

**Section 4. Community Services Director Job Duties.** City Council hereby directs the City Manager to establish the job duties of the Community Services Director and update the City's

organizational chart to reflect the Community Services Department and Community Services Director.

**Section 5. Cumulative.** This Ordinance shall be cumulative of all other ordinances of the City of Brady, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Brady except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, are hereby repealed.

**Section 6. Severability.** If any section or part of this ordinance is held by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance but shall be confined in its operation to the specific section or sections that are held unconstitutional or invalid.

**Section 7. Effective Date.** This Ordinance shall become effective upon its adoption by City Council.

Passed and Approved on FIRST READING on the 20th day of June 2017.

Passed and Approved on SECOND READING on the 11th day of July 2017.

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Anthony Groves, Mayor

ATTEST:

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Tina Keys, City Secretary

APPROVED AS TO FORM:

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M. Shannon Kackley, City Attorney

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

<b>AGENDA DATE:</b>	6/20/17	<b>AGENDA ITEM</b>	7.I.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding the <b>first reading of Ordinance 1230</b> establishing the administrative department in accordance with City Charter 4.02, to include Public Safety Department and creating the position of Public Safety Director to manage and supervise the Brady Police Department and the Brady Fire/EMS Department.		
<b>PREPARED BY:</b>	Kim Lenoir	<b>Date Submitted:</b>	6/16/17
<b>EXHIBITS:</b>	Ordinance 1230		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>		\$00.00
	<b>Amount Budgeted:</b>		\$00.00
	<b>Appropriation Required:</b>		\$00.00
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:**

City Charter Section 4.02 gives city council the authority to establish administrative departments. Currently the only administrative department established by ordinance is the Public Works Department.

As city manager, I have observed a need the past several years to combine all public safety services under one roof to improve communications, leadership, and coordination with volunteers and our other community partners, such as the hospital, school districts and the county. With the change in leadership at the Fire/EMS Department the timing is good to establish a new Public Safety Department and to establish a Director position. I am recommending Police Chief Steve Thomas to head this new department.

**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 first reading of Ordinance 1230

## **ORDINANCE NO. 1230**

**AN ORDINANCE OF THE CITY OF BRADY, TEXAS, ESTABLISHING THE ADMINISTRATIVE DEPARTMENT OF PUBLIC SAFETY DEPARTMENT AND CREATING THE POSITION OF PUBLIC SAFETY DIRECTOR TO MANAGE AND SUPERVISE THE BRADY POLICE DEPARTMENT AND THE BRADY FIRE DEPARTMENT; REPEALING ALL ORDINANCES TO THE EXTENT THEY ARE IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 4.02 the Brady City Charter (Charter) states that there shall be such administrative departments as established by the Charter and by ordinance; and

**WHEREAS**, Section 4.02 of the Charter provides City Council the power by ordinance to establish administrative departments or offices not provided by the Charter; and

**WHEREAS**, the Charter does not provide for a Public Safety Department which manages and supervises the Brady Police Department and the Brady Fire Department; and

**WHEREAS**, City Council desires to establish the administrative department of Public Safety Department; and

**WHEREAS**, City Council desires to create the position of Public Safety Director to be the Department Head of the Public Safety Department; and

**WHEREAS**, City Council desires the Public Safety Department to manage and supervise the Brady Police Department and the Brady Fire Department; and

**WHEREAS**, City Council has determined that the establishment of the administrative department of Public Safety Department and the creation of the Public Safety Director is in the best interest of the City and will better protect the health, safety, and welfare of the City and its residents.

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

**Section 1.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Establishment of the Public Safety Department.** City Council hereby establishes the Public Safety Department.

**Section 3. Creation of Public Safety Director.** City Council hereby creates the position of Public Safety Officer to be the Department Head of the Public Safety Department.

**Section 4. Public Safety Officer Job Duties.** City Council hereby directs the City Manager to establish the job duties of the Public Safety Director and update the City's organizational chart to reflect the Public Safety Department and Public Safety Director.

**Section 5. Cumulative.** This Ordinance shall be cumulative of all other ordinances of the City of Brady, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Brady except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, are hereby repealed.

**Section 6. Severability.** If any section or part of this ordinance is held by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance but shall be confined in its operation to the specific section or sections that are held unconstitutional or invalid.

**Section 7. Effective Date.** This Ordinance shall become effective upon its adoption by City Council.

Passed and Approved on FIRST READING on the 20th day of June 2017.

Passed and Approved on SECOND READING on the 11th day of July 2017.

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Anthony Groves, Mayor

ATTEST:

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Tina Keys, City Secretary

APPROVED AS TO FORM:


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M. Shannon Kackley, City Attorney

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	6/20/2017	<b>AGENDA ITEM</b>	7.J.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding <b>Resolution 2017-018</b> for the no-charge City Utilities Connection Inspection Policy and Procedures.		
<b>PREPARED BY:</b>	Peter Lamont / Jessica Sutton	<b>Date Submitted:</b>	6/16/2017
<b>EXHIBITS:</b>	Resolution 2017-018, City Utilities Connection Inspection Policy, City Utilities Connection Inspection Step-by-Step Process		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>		\$00.00
	<b>Amount Budgeted:</b>		\$00.00
	<b>Appropriation Required:</b>		\$00.00
<b>CITY MANAGER APPROVAL:</b>			

#### SUMMARY:

The City of Brady has adopted building codes and dangerous premises codes (*Municipal Code of Ordinances, Articles 3.100 and 3.200*), that relate to the health, safety and general welfare of the public. This Resolution adopts the *City Utilities Connection Inspection Policy* created in order to ensure the safe delivery of utilities to City of Brady utility customers, and also to adopt procedures for when connecting to the City's utility systems to assure compliance (*Sections 13.203 and 13.204*); in essence, it provides a roadmap for City staff. Inspections are done at no-charge to the customer.

The Code Enforcement Division, working closely with the Utilities/Customer Service Division began inspecting customers prior to utilities connections. These inspections take place if the utility service(s) has (have) been disconnected from the property for any reason for more than three (3) days if recent or prior inspection has not taken place, or the utility service(s) account owner is changing from one person to another at a property. On May 16<sup>th</sup>, City Council removed the requirement for a gas pressure test (GPT) because the Gas Utilities Division is required by the Railroad Commission of Texas and the *Gas Operations Manual* to conduct a "shut-in" test of the home's gas system prior to connecting in all cases. If the home fails the shut-in test, then the home's gas system must be repaired and a gas pressure test conducted, as required by building codes, to ensure the integrity of the system.

Discussed in Neighborhood Meeting held June 5, Town Hall Meeting held June 6, and Work Sessions.

#### RECOMMENDED ACTION:

Approve **Resolution 2017-018**.

**RESOLUTION NO. 2017-018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS TO ADOPT THE NO-CHARGE CITY UTILITIES CONNECTION INSPECTION POLICY AND PROCEDURES.**

**WHEREAS**, the City of Brady wishes to adopt policies and procedures for City utilities connection inspection in order to ensure the safe delivery of utilities to City of Brady utility customers for when connecting to the City's utility systems to assure compliance; and

**WHEREAS**, the City Council of the City of Brady met during work sessions and regular sessions to discuss a City utility inspection policy; and

**WHEREAS**, City staff recommends establishing policies and procedures for utility inspections performed by its Code Enforcement Division; and

**WHEREAS**, City staff recommends establishing policies and procedures for utility inspections that are performed at no-charge to City utility customers; and

**WHEREAS**, the City wishes to proceed with adopting the City Utilities Connection Inspection Policy; and

**WHEREAS**, the City Charter requires City Council to set policy by Resolution.

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

The City of Brady *City Utilities Connection Inspection Policy* is approved and adopted.

PASSED AND APPROVED this the \_\_\_\_ day of \_\_\_\_\_, 2017.

CITY OF BRADY

\_\_\_\_\_  
Anthony Groves, Mayor

Attest: \_\_\_\_\_  
Tina Keys, City Secretary



CITY OF BRADY		
ADMINISTRATIVE POLICY AND PROCEDURES		
SUBJECT: CITY UTILITIES CONNECTION INSPECTION POLICY	EFFECTIVE DATE: 06/21/2017	REVISED DATE:
APPROVED:	REFERENCE NO: Resolution 2017-018	

#### POLICY STATEMENT:

The City of Brady has adopted building codes and dangerous premises codes (*Municipal Code of Ordinances, Articles 3.100 and 3.200,*) that relate to the health, safety and general welfare of the public. Life-safety issues are factors of utility inspections on industrial, commercial, and residential properties. This policy is created to help promote a safer environment for the property owner, the utility account owner (City customer), the occupants of the property and all the residents of Brady, and also to adopt procedures for when connecting to the City's utility systems to assure compliance with the *Municipal Codes of Ordinances (Sections 13.203 Connection and 13.204 Service Rules)*.

#### DEFINITIONS AND EXPLANATIONS:

**Building Inspector duties and access:** per the *Municipal Code of Ordinances, Section 3.206 Duties of Building Inspector*, the inspector shall "inspect or cause to be inspected periodically all public buildings, schools, halls, churches, theaters, hotels, tenements, commercial manufacturing or loft buildings or tents for the purpose of determining whether conditions exist which render any such place a dangerous premises" and "inspect any premises, building wall or structure which he has reason to believe may be in violation hereof," and others as defined. Regarding access to premises for inspection, (*Sec. 13.204*) "The city manager, code enforcement officer, health official, director of utilities or any other authorized city representative shall have access to any part of the premises of a city utility consumer at all reasonable hours for the purpose of examining anything connected with the waterworks, sewer, electric, or gas system of the city."

**Customer Service Inspection:** In accordance with Texas Commission on Environmental Quality (TCEQ) regulations, a customer service inspection (CSI) is an examination of the private water distribution facility for the purpose of providing or denying water service performed by a customer service inspector (or CSI). The inspection is limited to the identification and prevention of cross-connections, potential contaminant hazards, and illegal lead materials. Customer service inspections are completed before providing continuous water service to new construction, on any existing service where there is reason to believe that cross-connections or other potential contaminant hazards exist, or after any material improvement, correction, or addition to private water distribution facilities.

**Disconnection:** a disconnection of service(s) occurs as a result of 1) a utility account owner has requested the disconnection (occupant request, *1975 Code of Ordinances, Chapter 31, Article II, Sec. 31-39; Ordinance adopting Code*), 2) *nonpay* or meter-tampering has occurred, 3) a *noncompliant* or temporary service has not been extended or has ended or expired, or 4) a safety issue such as a fire.

**Noncompliant Status:** a status of an account or request for service(s) in which the inspector has found noncompliance at a property but will grant temporary service(s) to allow the property owner or his/her

representative time to bring the property into compliance. This service is granted at the discretion of the inspector, considering all health and safety issues and on a case-by-case basis and shall be considered a courtesy rather than a requirement. A turn on/off fee is required for this service.

**Nonpay:** a utility account status in which nonpayment has occurred, causing a delinquent account and resulting in electrical utilities to (first) be disconnected (“nonpay or initial cut”). From this “nonpay cut” the account owner (or prospective account owner) has three (3) days to bring the account current before a full disconnection of (all) services (“final cut”) occurs. Once the account is “finaled” or “finaled-out,” the property is subject to a *City Utilities Connection Inspection*, if recent inspection has not otherwise occurred (see *Division Responsibilities* regarding timeframe), and the account owner, whether reconnecting or new, must complete a new application (or contract) for service(s) for the disconnected property to be able to connect service(s), once approved.

**Transfer (disambiguation):** a process in which a utility account owner changes his/her service(s) and deposit(s) from one property to another property, paying a *Transfer Fee (Sec. 13.321)*, i.e. the person is moving. “Transfer” shall be considered a *transfer of service(s)* (from one property to another property), not a *transfer of ownership* (from one owner to another owner); for example, service(s) never “transfers” at an individual property from one owner to another owner, e.g. from *Seller* to *Buyer*.

**Utility Account Owner:** the applicant or applicants listed on a utility account and responsible for account payment. The utility account owner is *not* necessarily the property owner; it may be the property owner, his/her representative, a lessor, renter or occupant of the property, or whomever the property owner grants his/her access and/or permission to, or any combination thereof. All occupants residing at a property 18 years of age and over shall be applicants listed on the account/account owners, responsible for and having access to the utility account.

#### **Utility Account Owner Record vs. Property Record:**

**Account Owner Record** - an applicant’s or applicants’ full utility account history record containing identification and contact information, customer profile and credit history that follows or remains with the individual(s) from property to property, i.e. the customer record;

**Property Record** - a full record of a property’s history which features the property’s service order, consumption and inspection histories as well as a chronological listing of all utility account owners of the property.

#### **OBJECTIVE:**

The *City Utilities Connection Inspection* occurs when connecting to City electrical, gas and water utilities. This policy produces guidelines to promote a safer living environment while providing good customer service, and adopts procedures for when connecting to the City’s utility systems to assure compliance. There is no charge to the property owner or utility account owner for the *City Utilities Connection Inspection*. Costs only occur if the property fails inspection and is deemed noncompliant, requiring upgrades permitted by the City.

#### PROCEDURES (see *Step-by-Step* exhibit):

When a prospective utility account owner (or applicant) makes a request for utility service(s) he/she first completes the applicable application for utilities. The Utilities/Customer Service Division, using the application, determines if the property owner or applicant owes any City utility account debt, if so, payment is required first, unless other approval is granted. Then the division determines whether or not a *City Utilities Connection Inspection* is required, and if so, the Utility/Customer Service Division submits a request via email to the Code Enforcement Division for the inspection. The Code Enforcement Division then will call the prospective account owner or his/her representative to schedule an inspection. If the request is made after 4:00 P.M., the inspection will be scheduled for the next business day. The property will be inspected in a timely manner. Once the Code Enforcement Division is satisfied that all upgrades and repairs (if needed) have been completed, the inspector shall make a report via email to the Utility/Customer Service Division that all repairs have been made and that all utilities are ready to connect. The Utilities/Customer Service Division will call the applicant to advise and can now collect the deposits, transfer fees, temporary service fees, and/or a turn on/off fee and complete the application process, allowing for the issuance of a *Connect Service Order* and its submittal to the appropriate division(s) and connection of all services. If the service order is issued after 2:00 P.M., it may not be carried out until the next business day, depending on workload. In some circumstances, a noncompliant status may mean temporary (or partial) service(s) are granted (*Noncompliant Service Order*), before a *Disconnect* or *Connect Service Order* is issued.

#### CODE ENFORCEMENT DIVISION RESPONSIBILITIES:

The City of Brady Code Enforcement Division will inspect the utilities of every prospective utility account owner who meet the following criteria (triggers):

- the utility service(s) has been disconnected from the property for any reason, or
- the utility service(s) account owner is changing from one person to another at a property.

An electrical inspection will be required if the property is disconnected or has no result of inspection on file with the division within the last three (3) years.

Exterior inspections of electrical safety issues that will be inspected:

- electrical grounding is required,
- an exterior main disconnect will be required,
- all wiring shall be in conduit,
- breaker panels shall have a cover,
- no double lugged breakers,
- required service clearance of 10' from the ground (minimum),
- service head must be at least 24" above the roof line (minimum),

- electrical meter base must be 5' 5" from the ground,
- no open breaker spaces, and
- breakers shall be labeled.

No exterior natural gas inspection is required or will be performed by the Code Enforcement Division prior to connecting the service and the Gas Utilities Division performing a shut-in test.

Exterior inspections of natural gas safety issues that will be inspected (once connected):

- the City Gas Division performs a shut-in test, then
- a gas pressure test (GPT) will be required if (and only if) the City shut-in test fails.

A water and wastewater service inspection will only be required at a property address that has no result of prior (CSI) inspection on file.

Exterior inspections of water safety issues that will be inspected include:

- a CSI inspection, and
- inspection for backflow and installation of proper backflow prevention device(s).

#### UTILITIES/CUSTOMER SERVICE DIVISION RESPONSIBILITIES:

The Utilities/Customer Service Division will keep, in a pending file, all pending applications for utilities for a minimum of thirty (30) days, and for those applicants currently in the process of being inspected and/or in a noncompliant status. The division will work closely with the Code Enforcement Division and applicant to ensure good communication and customer service, and will not charge for or collect any fees for the *City Utilities Connection Inspection*. The Utilities/Customer Service Division will call the applicant once the property is approved, whether for noncompliant or temporary service(s) or (full) connection. The City will not hold with an application any payments, deposits, transfer fees, temporary service fees, and/or turn on/off fees or post-dated checks. Payments for debt must be paid prior to inspection submission, and deposits, transfer fees, temporary service fees, and/or a turn on/off fee, not paid until property passes inspection and is approved for noncompliant or temporary service(s) or (full) connection or other approval is granted by the Utilities/Customer Service Supervisor.

#### COMPLIANCE:

Property owners, their representatives, utility account owners and prospective owners shall comply with the procedures, safety standards, and inspection and permitting requirements set forth in this policy and subsequent policy and guidelines issued by the City Manager and approved by City Council.

Employees shall comply with this policy and subsequent policy and guidelines issued by the City Manager.

## City Utilities Connection Inspection Step-by-Step Process

**\*\*\*inspection is completed at no cost to customer\*\*\***

Responsibility begins with Utilities/Customer Service Division when:

1. Request for City utility service(s) is made by customer.
2. Customer or customers complete appropriate application in full.
3. Debt, if any is determined and must be paid in order to advance or other approval granted by Utilities/Customer Service Supervisor.
4. Determine if a *City Utilities Connection Inspection* is required based on requirements set forth in policy.  
If so, Utilities/Customer Service Division submits an email request for inspection to the Code Enforcement Division, and keeps the customer application in a pending file for a minimum of thirty (30) days.

Responsibility moves to Code Enforcement Division when:

5. The email is received and a call is placed to the customer to schedule the inspection.  
The property will be inspected in a timely manner. If after 4:00PM, the call may take place the following business day.
6. Code may inspect for safety, the electrical, natural gas, water and wastewater services and premises of a property.
7. The property either passes or fails inspection.
8. If the property passes inspection Code Enforcement Division emails confirmation to Utilities/Customer Service Division.  
(Responsibility changes back to Utilities/Customer Service Division. Move to #11.)
9. If the property does not pass inspection the customer must bring the property into compliance and may be granted noncompliant service for one or all services while doing so. (A full connect cannot take place until all services pass inspection/are approved.)
10. If noncompliant service is granted, Code Enforcement Division emails confirmation to Utilities/Customer Service Division.  
(Responsibility changes back to Utilities/Customer Service Division.)
11. The Utilities/Customer Service Division calls the customer to collect fees.  
(Deposit, transfer fees, temporary service fees, and/or turn on/off fee are paid; there is no inspection fee.)
12. The application process is completed.
13. A service order is created (for full, noncompliant or temporary service) and submitted to the appropriate division.
14. Service is connected in a timely manner and will remain connected until:
  - a) the account owner request disconnection,
  - b) nonpay or meter-tampering occurs,
  - c) a noncompliant or temporary service is not extended, ends or expires.
  - d) a safety issue such as a fire occurs.



# CITY OF BRADY

## 2017 Boards & Commissions --- Positions to fill

### Yellow - Appointments needed

PLANNING AND ZONING COMMISSION (3 yr term)		
Kim Davee, Staff Liaison 325/597-2244 ext 201 kdavee@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
1	Nick Blyshack, Chair	6/18
2	Ronnie Aston, Vice Chair	6/20
3	Amy Greer	6/20
4	Thomas Flanigan	6/19
5	OPEN	6/19
6	Connie Easterwood	6/19
7	Jeff Bedwell	6/18
* ALT	open	6/18

Economic Development Corporation - 4A (2 year term)		
Peter Lamont, Staff Liaison 325/597-2152 ext 211 plamont@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
1	Lauren Bedwell, President	6/18
2	Don Miller, VP	6/18
3	open	6/19
4	Michelle Derrick	6/18
5	open	6/19

ZONING BOARD OF ADJUSTMENT (ZBA/BOA)		
Charter & Zoning Ord. Sec. 9.1 (2 yr term)		
Kim Davee, Staff Liaison 325/597-2244 ext 201 kdavee@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
1	Chris Green	6/19
2	Rod Young, Vice Chair	6/18
3	Heath McBride, Chair	6/18
4	Holly Groves	6/19
5	James Stewart	6/19
* Alt 1	open	6/18
* Alt 2	open	6/18
* Alt 3	open	6/18
* Alt 4	open	6/18

Airport Advisory Board (Ord 1149 - 2 yr term)		
Peter Lamont, Staff Liaison 325/597-2152 ext 211 plamont@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
1	Bob Rice	6/19
2	Rick Morgan, Chair	6/19
3	Richard Lenoir	6/19
4	Richard Jolliff	6/18
5	Kirk Roddie	6/18
6	Dale Scott	6/18
7	Carey Day	6/18

Municipal Court Judges (2yr term)		
Tina Keys, Staff Liaison 325/597-2152 ext 207 citysec@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
Judge	Bill Spiller	12/17

Brady Youth Association (1yr term)		
Council	open	1/17

Concho Valley Council of Governments Annual Board (1yr term)		
Council	Shelly Perkins	9/17

CHARTER REVIEW COMMISSION (4 year term)		
Kim Lenoir, Staff Liaison 325/597-2152 ext 209 klenoir@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
1	JoAnn Coffey, Chair	2016-2020
2	Teresa Leifeste, Vice Chair	2016-2020
3	Patsy Cole	2016-2020
4	Bill Derrick	2016-2020
5	open	2016-2020
6	Kelly Elliott	2016-2020
7	Chad Blankenship	2016-2020

INVESTMENT COMMITTEE (1 yr term)		
Lisa Remini, Staff Liaison 325/597-2152 ext 204 lremini@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
1	Finance Director	FY 2017
2	City Manager	FY 2017
3	Council Member	FY 2017

CITY COUNCIL (3 yr term)		
Kim Lenoir, Staff Liaison 325/597-2152 ext 209 klenoir@bradytx.us		
PLACE	MEMBER NAME	CURRENT TERM
MAYOR	Anthony Groves	5/20
1	Rey Garza	5/20
2	Shelly Perkins	5/18
3	Jeffrey Sutton	5/18
4	Jane Huffman	5/19
5	James Griffin	5/19

McCulloch County Senior Citizen Association Sunset Center Advisory Board (2 year term)		
Rosie Aguirre, Staff Liaison 325/597-2946 rgomez@bradytx.us		
PLACE	BOARD MEMBER NAME	CURRENT TERM
1	Wanda Nesbit - President	10/17
2	Marcia Arons - VP	10/17
3	Elbert Boswell - Treasurer	10/17
4	Sheryl Roberts - Secretary	10/17
5	Mary Bradshaw	10/17
6	Rene Avants	10/17
7	Alvin Bolton	10/17
8	Janice Crawford	10/17
9	Mindy Gober	10/17
10	Bill Spiller	10/17
11	Angelita Torrez	10/17
12	Evelyn Pitcox	10/17
13	Daymon McBee	10/17
14	Rosie Aguirre	Director
15	Kim Lenoir	City Manager
16	Danny Neal	County Judge
17	Hazel Maner	Lifetime

Hotel Occupancy Tax Grant Committee (1yr term)		
Director	Peter Lamont	FY 2017
Finance	Lisa Remini	FY 2017
City Mgr	Kim Lenoir	FY 2017
Council	open	FY 2017

\* Alternates serve 1 year terms



CITY OF BRADY  
APPLICATION FOR BOARDS / COMMISSIONS



Name of Applicant: Kathy Gloria Phone Number: 806-445-1440  
Address: 1420 S. High St Alt. Phone Number: \_\_\_\_\_  
E-mail Address: inhisgracekg@yahoo.com

Are you a citizen of the City of Brady? ☒ Yes ☐ No  
Are you a registered voter? ☒ Yes ☐ No  
Are you currently serving on a City Board? Yes ☒ No  
Have you ever served on a City Board? ☒ Yes ☐ No  
Are you currently serving on a Board for another governmental Agency? Yes ☒ No

How long have you lived in Brady? 40 years

Which Board(s) would you like to apply for?  
☒ Planning & Zoning Commission (3 year term)  
☒ Economic Development Corporation (2 year term)  
☐ Zoning Board of Adjustment (2 year term)  
☐ Airport Advisory Board (2 year term)  
☐ Charter Review Commission (4 year term)

Employer: self-employed Job Title: owner - restaurant  
Work Address: 1428 S. Bridge St.  
Work Phone #: 325-597-0522

Professional Experience (include professional memberships and previous employment):

Owned my own business since 3-79  
served as Council member 3 years

Community Experience (civic clubs, volunteer activities, service organizations, etc):

active member of St. Patrick Catholic Church  
Guadalupe Club  
volunteered at school, Chamber of Commerce  
worked Pot Cook-off several years  
15 years Thanksgiving meal for homebound & others  
raised money for Toys for Tots for 15 years

## City of Brady Boards and Commissions

### 2017


**Charter Provision:** Section 3.14(6) City Council shall: Provide for boards and commissions as prescribed in this Charter or as deemed necessary and appoint all such boards and commissions upon the recommendations of the Mayor.

Board	Planning and Zoning Commission
Established	Established by City Charter, Article V, Section 5.02
Duties/Description	The Planning and Zoning Commission shall act as an advisory board to the City Council, making recommendations pertaining to planning and zoning as well as the Comprehensive Plan. The Commission is responsible for reviewing plats, site plans, landscape plans, and zoning requests and to make recommendations to City Council for their final approval. Annual reports on the Comprehensive Plan to City Council and published in the newspaper are required by November 1.
Composition/Terms	The Planning and Zoning Commission shall consist of seven (7) qualified City voters (must be resident and taxpayer) appointed by the City Council for a staggered three-year term. Terms are staggered (3;2;2 for expiration on June 1). All meetings are posted and held in accordance with the Texas Public Open Meetings Act.
Meeting Schedule	The Planning and Zoning Commission regular monthly meetings will be the second Tuesday of each month at 5:30 p.m. at Brady Municipal Court Building.
Available Seats	Three (3) positions expire 6/17
Contact	Kim Davee, T: 325.597.2244 ext 202; F:325.597.0556; E: <a href="mailto:kdavee@bradytx.us">kdavee@bradytx.us</a>
Board	Zoning Board of Adjustment and Appeals / Board of Appeals
Established	Established by City Charter, Article V, Section 5.06 and Zoning Ordinance Sec 9.1
Duties/Description	The Board of Adjustment and Appeals meets to consider applications for variances due to "hardships" to zoning ordinance regulations, building permits, and makes decisions on appeals, special exceptions and requests for variances that are in the best interest of the general public.
Composition/Terms	The Board of Adjustment shall consist of five (5) regular members that are qualified City voters appointed to staggered two-year terms. Up to four (4) additional alternate members may be appointed by City Council to serve in the absence of one or more of the regular board members. Three (3) members constitute a quorum. No member shall hold other city office and no former member of the City Council shall serve as a member until one year after completion of their Council term. All meetings are posted and held in accordance with the Texas Public Open Meetings Act.
Meeting Schedule	The Zoning Board of Adjustment shall meet only as requests are received at Brady Municipal Court Building. Generally this board requires about four (4) meetings per year.
Available Seats	Three (3) positions & Three (3) alternate positions expire 6/17
Contact	Kim Davee, T: 325.597.2244 ext 202; F:325.597.0556; E: <a href="mailto:kdavee@bradytx.us">kdavee@bradytx.us</a>



<b>Board</b>	<b>Airport Advisory Board</b>
<b>Established</b>	Established by Ordinance 1149
<b>Duties/Description</b>	The Airport Advisory Board shall act as an advisory board to the City Council, making recommendations pertaining to the Comprehensive Plan for the Airport. The Board reviews budget, operations plans and procedures, and make recommendations to the City staff, City Manager and City Council.
<b>Composition/Terms</b>	The Airport Advisory Board shall consist of seven (7) members (must be resident of McCulloch County or Airport renter or business) appointed by the City Council for a staggered two-year term. All meetings are posted and held in accordance with the Texas Public Open Meetings Act.
<b>Meeting Schedule</b>	The Airport Advisory Board meets quarterly on the 2 <sup>nd</sup> Wednesday at 5pm at the Airport conference room (Dec, Mar, June, Sept).
<b>Available Seats</b>	Three (3) positions expire 6/17
<b>Contact</b>	Peter Lamont, T: 325.597.2152; F:325.597.2068; E: plamont@bradytx.us
<b>Board</b>	<b>McCulloch County Senior Citizen Association / Sunset Senior Advisory Board</b>
<b>Established</b>	Established by McCulloch County Senior Citizen Association, Inc. By-laws – January 6, 1978
<b>Duties/Description</b>	The McCulloch County Senior Citizen Association / Sunset Senior Advisory Board meets to provide a continuing assessment of the needs and operations of programs for the McCulloch County Senior Citizens. They cooperate and coordinate with the Concho Valley Council of Governments, County Judge, Commissioners Court, and the Brady City Council.
<b>Composition/Terms</b>	The McCulloch County Senior Citizen Association / Sunset Senior Advisory Board shall consist of not less than 10 and not more than 20 regular members appointed to staggered two-year terms. Standing members include the County Judge, City Manager, and Director of the Senior Program. Annual meeting is in September.
<b>Meeting Schedule</b>	The McCulloch County Senior Citizen Association /Sunset Senior Advisory Board meets monthly on the 1 <sup>st</sup> Wednesday at 9:00 am at the Sunset Senior Center.
<b>Available Seats</b>	none
<b>Contact</b>	Rosie Aguirre, T: 325.597.2946; F:325.597.0556; E: raguirre@bradytx.us

**CITY COUNCIL  
CITY OF BRADY, TEXAS  
AGENDA ACTION FORM**

<b>AGENDA DATE:</b>	6-20-2017	<b>AGENDA ITEM</b>	8.A
<b>AGENDA SUBJECT:</b>	Monthly Financial Reports		
<b>PREPARED BY:</b>	Lisa Remini	<b>Date Submitted:</b>	6-15-2017
<b>EXHIBITS:</b>	Monthly Financial Report Fund Balance and Cash Reconciliation Investment Activity Operating Cash /Utility Billing History Sales Tax Report Motel Tax Collection and Distribution Report Utility Customer Service Reports Residential Electric Rate Comparison – May 2017		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:**

Monthly financial Reports for the 8th fiscal month – May 2017 have been emailed to you for your review.

Sales Tax collections for the month of May 2017 are \$5,473 more than May 2016 collections, however, total collections for the fiscal year continue to be short of budget goals. However, May and June 2017 collections continue on an upward trend, indicating that the budget short fall may be less than earlier projections.

Property Tax Collections are strong, and are tracking to exceed budgeted goals for the fiscal year, which will help offset the budget short fall in sales tax collections.

The City Council approved a stipend of \$1,700 per month for an annual total of \$20,400 for the FY 17 to the Brady Volunteer Fire Department. 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 click on the Check Register tab.

CITY OF BRADY  
MONTHLY FINANCIAL REPORT  
AS OF: MAY 31ST, 2017

PAGE: 1

66.67% OF FISCAL YEAR

	CURRENT BUDGET	YEAR TO DATE ACTUAL	% TO DATE	YEAR TO DATE PRIOR YEAR
BEGINNING FUND BALANCE & NET WORKING CAPITAL	14,849,387.31	14,849,387.31		15,648,679.31
<u>REVENUES</u>				
10 -GENERAL FUND	7,674,364.00	5,564,471.44	72.51	3,963,306.47
20 -SEWER AND ELECTRIC FU	8,869,190.00	5,179,034.14	58.39	5,229,125.52
30 -WATER UTILITY FUND	2,116,450.00	1,143,194.28	54.01	1,136,444.25
40 -GAS UTILITY FUND	1,187,780.00	925,807.22	77.94	962,921.96
50 -UTILITY SUPPORT FUND	499,442.00	316,118.49	63.29	155,592.87
60 -SOLID WASTE FUND	1,077,500.00	750,560.47	69.66	824,391.64
80 -SPECIAL REVENUE FUND	<u>1,752,059.00</u>	<u>462,049.55</u>	<u>26.37</u>	<u>348,598.16</u>
TOTAL REVENUES	23,176,785.00	14,341,235.59	61.88	12,620,380.87
<u>EXPENDITURES</u>				
10 -GENERAL FUND	8,571,046.00	4,730,341.54	55.19	5,214,167.33
20 -SEWER AND ELECTRIC FU	11,380,713.00	5,635,573.55	49.52	3,221,072.86
30 -WATER UTILITY FUND	3,043,022.00	1,479,697.69	48.63	1,685,013.70
40 -GAS UTILITY FUND	1,753,819.00	1,020,608.97	58.19	754,635.25
50 -UTILITY SUPPORT FUND	580,542.00	339,033.02	58.40	345,907.59
60 -SOLID WASTE FUND	1,099,233.00	661,271.11	60.16	572,255.92
80 -SPECIAL REVENUE FUND	<u>1,972,559.00</u>	<u>576,922.94</u>	<u>29.25</u>	<u>758,391.97</u>
TOTAL EXPENDITURES	28,400,934.00	14,443,448.82	50.86	12,551,444.62
REVENUES OVER/(UNDER) EXPENDITURES	( 5,224,149.00)	( 102,213.23)		68,936.25
ENDING FUND BALANCE & NET WORKING CAPITAL	9,625,238.31	14,747,174.08		15,717,615.56

# FUND BALANCE AND CASH RECONCILEMENT

As of: May 31, 2017

		Unrestricted Cash	Restricted Cash	Total Cash	Comments
<b>BRADY NATIONAL BANK</b>					
Operating Account	#100677	\$ 12,095,285.44		12,676,205.30	
Operating Account	#100677	\$	32,156.53		Motel Funds
Operating Account	#100677	\$	38,238.89		Cemetery Funds
Operating Account	#100677	\$	67,008.24		Street Sanitation \$
Operating Account	#100677	\$	443,516.20		Utility Deposit \$
Airport Account	#172791	\$ 52,985.26	-	52,985.26	
Water Repair & Replacement	#172817	\$ 16,956.23	220,000.00	236,956.23	
CW - WWTP Construction	#103671	\$ -	147,636.61	147,636.61	
DW Construction	#104828	\$ -	27,154.37	27,154.37	
Sinking Fund 2000	#172890	\$ -	18,195.14	18,195.14	
Sinking Fund 2012 - Refunding	#103069	\$ -	171,609.06	171,609.06	
Sinking Fund 2012 - WWTP	#103663	\$ -	90,850.14	90,850.14	
Sinking Fund 2013 - DW	#105770	\$ -	27,795.21	27,795.21	
Landfill Closure Reserve	#172775	\$ -	413,131.69	413,131.69	
Drug Seizure FDS	#172668	\$ -	8,465.43	8,465.43	
Police Educational	#172700	\$ -	7,325.87	7,325.87	
Court Security	#102533	\$ -	4,428.29	4,428.29	
Court Technology	#102541	\$ -	2,183.81	2,183.81	
Community Development Block	#172627	\$ -	2,239.08	2,239.08	
Cash on Hand		\$ 1,940.00	-	1,940.00	
Bank Balances - Interest rate 1.15%	Subtotal	\$ 12,167,166.93	1,721,934.56	13,889,101.49	
Certificate of Deposit at CNB		\$ -	243,588.82	243,588.82	Utility Deposit \$
BOTX Escrow Account - CO 2012 CW Project		\$ -	1,163,552.24	1,163,552.24	
BOTX Escrow Account - LF 2012 CW Project		\$ -	543,266.84	543,266.84	
BOTX Escrow Account - EDAP 2015 DW Project		\$ -	537,298.88	537,298.88	
	Subtotal	\$ -	2,487,706.78	2,487,706.78	
<b>TOTAL CASH BALANCES RECONCILED</b>		12,167,166.93	4,209,641.34	16,376,808.27	
<b>5-31-17 GENERAL LEDGER</b>					
Total Current Non-Cash Assets - All Funds				732,390.15	
(Total Current Liabilities - All Funds)				(2,362,024.34)	
<b>Total Fund Balance / Net Working Capital</b>				<b>14,747,174.08</b>	

**CITY OF BRADY**  
**INVESTMENT ACTIVITY**

**DATE: May 31, 2017**

Certificates of Deposit at	Commercial National Bank:						Interest Earnings	
							Y-T-D	
1. #32788	\$243,588.82	at	0.20%	for	180 days	maturity	6/22/2017	\$240.02

**GRAND TOTAL    \$243,588.82    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 9-06-16 by Resolution 2016-047.

*Lisa Remini*

Lisa Remini, Investment Officer

## Fiscal Year 16-17

**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

09/30/2018

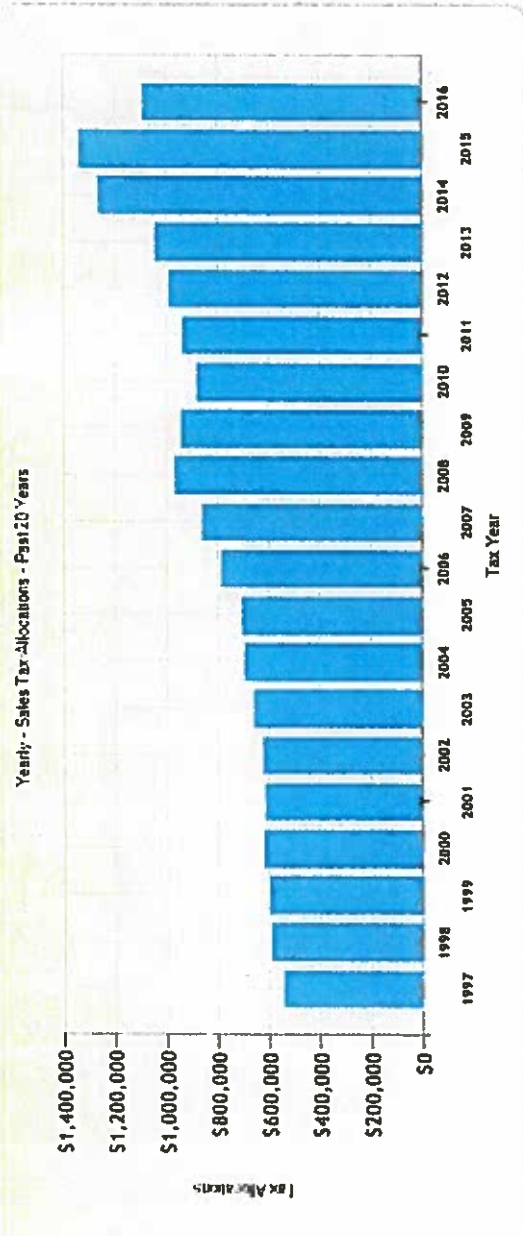
Submit

**By Fiscal Year 10/01 - 09/30**

Year	October	November	December	January	February	March	April	May	June	July	August	September	Total
2017	\$87,306	\$91,161	\$89,413	\$100,033	\$109,289	\$86,358	\$97,988	\$101,730	\$86,536	\$0	\$0	\$0	\$849,815
2016	\$143,834	\$112,101	\$107,933	\$98,515	\$113,278	\$84,869	\$85,238	\$96,257	\$81,982	\$80,944	\$94,673	\$85,349	\$1,184,973
2015	\$113,438	\$115,026	\$128,575	\$118,282	\$127,008	\$90,659	\$99,414	\$119,166	\$107,160	\$99,436	\$107,394	\$106,966	\$1,332,523
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

1 2 3 4 &gt;

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





# MOTEL OCCUPANCY TAX

## FY 2017 Quarter Totals

	Total
1st Quarter FY 17 (October - December 2016)	\$60,349.68
3rd Quarter FY 16 - Gold Key Inn underpayment	\$1,076.45
2nd Quarter FY 17 (January - March 2017)	\$56,297.42
3rd Quarter FY 17 (April - June 2017)	\$0.00
4th Quarter FY 17 (July - September 2017) Due October 31, 2017	\$0.00
	<u>\$117,723.54</u>

## FY 2017 Summary Collections

	Taxable Receipts	Tax @ 7%	1%Discount /Penalties	Net Tax
Holiday Inn Express - 2320 S Bridge 597-1800	\$830,437.00	\$58,130.59	\$581.31	\$57,549.28
Best Western - 2200 S. Bridge 597-3997	\$483,513.99	\$33,845.98	\$338.45	\$33,507.53
Sunset Inn - 2108 S. Bridge 597-0789	\$148,870.99	\$10,420.97	\$104.28	\$10,316.69
Gold Key Inn - 2021 S Bridge 597-2185	\$215,473.62	\$15,083.15	\$90.57	\$14,992.57
Brady Motel - 603 W. Commerce 597-2442	\$19,588.40	\$1,371.18	\$13.71	\$1,357.47
	<u>\$1,697,884.00</u>	<u>\$118,851.87</u>	<u>\$1,128.31</u>	<u>\$117,723.54</u>

FY 2017 Grants	Commitment	YTD Distributions	Payment Date
MuniServices Fees	\$3,500.00		
Chamber of Commerce	\$177,700.00	\$118,466.68	Monthly thru 5/01/17
Chamber of Commerce - Visitor Assessment	\$18,000.00	\$18,000.00	11/8/2016
McCulloch Co Historical Commission	\$3,000.00	\$3,000.00	2/10/2017
Morgan Military Aviation Museum	\$8,500.00	\$8,500.00	2/15/2017
Brady Golf Association	\$3,000.00	\$1,050.00	4/26/2017
YTD Total	<u>\$213,700.00</u>	<u>\$149,016.68</u>	
2017 Budget	\$215,000.00		

## FY 2016 Quarter Totals

	Total
1st Quarter FY 16 (October - December 2015)	\$56,496.47
2nd Quarter FY 16 (January - March 2016)	\$48,186.90
3rd Quarter FY 16 (April - June 2016)	\$49,415.00
4th Quarter FY 16 (July - September 2016) Due October 31, 2016	\$54,437.32
	<u>\$206,535.69</u>

## FY 2016 Summary Collections

	Taxable Receipts	Tax @ 7%	1%Discount /Penalties	Net Tax
Holiday Inn Express - 2320 S Bridge 597-1800	\$1,507,971.67	\$105,558.02	\$1,055.58	\$104,502.05
Best Western - 2200 S. Bridge 597-3997	\$977,036.38	\$68,392.52	\$683.73	\$67,708.79
Days Inn - 2108 S. Bridge 597-0789	\$259,334.68	\$18,154.29	\$182.38	\$17,971.90
Gold Key Inn - 2021 S Bridge 597-2185	\$184,861.64	\$12,940.31	\$129.40	\$13,211.91
Brady Motel - 603 W. Commerce 597-2442	\$45,141.48	\$3,159.88	\$31.60	\$3,128.28
Team Housing Solutions - PO Box 310697, New Braunfels	\$184.00	\$12.88	\$0.13	\$12.75
	<u>\$2,974,529.85</u>	<u>\$208,217.90</u>	<u>\$2,082.81</u>	<u>\$206,535.69</u>

FY 2016 Grants	Commitment	YTD Distributions	Payment Date
Chamber of Commerce	\$177,700.00	\$177,700.00	Monthly thru 9/30/16
Chamber of Commerce - Visitor Assessment	\$9,928.00	\$9,928.00	8/9/2016
McCulloch Co Historical Commission	\$3,000.00	\$3,000.00	3/2/2016
Morgan Military Aviation Museum	\$10,000.00	\$10,000.00	4/21/2016
Brady Golf Association	\$3,000.00	\$2,650.00	5/2/2016
HOT Country Music Museum	\$10,000.00	\$10,000.00	6/17/2016
Annual Hotel Administrative Fee - MuniServices	\$500.00	\$500.00	7/26/2016
HOT Historical Museum	\$11,000.00	\$11,000.00	9/19/2016
YTD Total	<u>\$225,128.00</u>	<u>\$224,778.00</u>	
2016 Budget	\$215,000.00		

## HISTORICAL COLLECTION / PAYOUT HISTORY

	2016	2015	2014	2013
% CHANGE	-12.54%	4.17%	19.35%	12.44%
COLLECTONS	\$206,535.69	\$236,148.85	\$226,685.90	\$189,927.02
GRANTS	(\$224,778.00)	(\$185,750.00)	(\$226,685.90)	(\$189,927.02)
FUND BALANCE	<u>\$21,565.44</u>	<u>\$50,398.85</u>	<u>\$0.00</u>	<u>\$0.00</u>

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**CITY OF BRADY  
CITY COUNCIL CORRESPONDENCE**

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**TO: MAYOR AND COUNCIL**

**FROM: FINANCE / UTILITY DEPARTMENTS**

**SUBJECT: MONTHLY CUSTOMER SERVICE REPORT**

**DATE: May 31, 2017**

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SERVICES	FISCAL YEAR 2017											
	October	November	December	January	February	March	April	May	June	July	August	September
Received Phone Calls	642	765	876	942	887	1299	1154	1430				
Returned Calls	83	92	104	126	107	73	72	90				
Residential Apps	26	19	21	21	45	44	31	42				
Commercial Apps	3	2	4	0	7	3	11	3				
Service Orders	188	148	139	168	204	200	189	196				
Utility Onsite Payments	2078	2008	2235	2180	2040	2183	1994	2136				
Utility Mail Payments	767	725	687	783	734	873	681	799				

# SERVICE ORDER REPORT FY 16-17

JOB CODE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
CON - CONNECT	31	18	17	17	36	26	18	24					187
DIS - DISCONNECT	26	19	26	8	18	17	13	25					152
FD - FORCED DISCONNECT	33	14	20	28	24	33	42	31					225
CHG - SERVICE CHANGE	3	5	2	3	6	4	4	3					30
PULL - PULL METER	14	5	16	10	3	12	10	7					77
NONPAY - DISCONNECT FOR NON PAY	32	26	22	19	21	17	20	28					185
REINS - REINSTATEMENT	22	17	13	16	10	14	16	17					125
RC - CHECK READ	28	34	31	51	37	23	27	27					258
NONCO - NON COMPLIANCE	0	0	1	0	0	0		1					2
MCE - ELECTRIC METER CHANGEOUT	0	2	1	5	3	0	3	1					15
SL - SECURITY LIGHTS	9	3	4	5	18	3	7	10					59
EOUT - ELECTRIC OUTAGE	0	0	2	0	1	1	1	1					6
MCG - GAS METER CHANGEOUT	0	3	2	3	4	2	5	4					23
PL - PILOT LIGHT	2	8	1	1	1	1	0	3					17
GL - GAS LEAK	7	5	7	9	1	4	6	3					42
GOUT - GAS OUTAGE	0	1	1	0	0	0	0	0					2
MCW - WATER METER CHANGEOUT	4	5	2	6	5	7	7	11					47
WL - WATER LEAK	9	0	7	10	5	7	8	9					55
WOUT - WATER OUTAGE	0	0	2	1	0	1	1	2					7
SBU - SEWER BACK UP	0	2	3	1	5	4	3	1					19
PPM - PUBLIC PROPERTY	1	0	0	0	0	0	0	0					1
CC - CHIPPING	1	1	1	1	0	1	2	0					7
PH - POTHOLE	1	1	7	0	1	5	8	1					24
BTP - BULK TRASH PICKUP	0	0	0	0	0	0	1	0					1
MISC - MISCELLANEOUS	8	9	13	7	12	19	13	16					97
SC - STREET CUT	0	0	0	0	0	0	1	0					1
TT - TREE TRIM	1	0	0	1	0	2	11	0					15
PLY - POLYCARB SVC CHANGE	43	17	25	27	51	45	33	45					286
DMP - DUMPSTER SERVICE CHANG	1	2	0	0	3	4	2	6					18
<b>TOTAL ALL CODES</b>	<b>276</b>	<b>197</b>	<b>226</b>	<b>229</b>	<b>265</b>	<b>252</b>	<b>262</b>	<b>276</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,983</b>

SERVICE ORDER DELEGATION	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
STREETS	3	4	9	3	3	7	24	2					55
WATER	14	7	14	18	19	25	18	21					136
GAS	12	20	16	11	7	9	14	12					101
ELECTRIC	12	8	9	9	23	10	14	19					104
METER TECHNICIAN	189	138	149	157	159	152	152	166					1262
PPM	1	0	1	1	0	0	4	4					11
SOLID WASTE	45	20	27	30	54	49	36	51					312
CODE ENFORCEMENT	0	0	1	0	0	0	0	1					2
<b>TOTAL</b>	<b>276</b>	<b>197</b>	<b>226</b>	<b>229</b>	<b>265</b>	<b>252</b>	<b>262</b>	<b>276</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,983</b>

# Residential Electric Rate Comparison - May 2017

COMPETITOR NAME	Term Contract	500 kWh	1,000 kWh	2,000 kWh	Early Termination Fee	Residential usage credit- per billing cycle 500-999 kWh	Residential usage credit- per billing cycle 1000-2000 kWh
*Infinite Energy	12 months	14.8¢/kWh	12.3¢/kWh	14.6¢/kWh	\$150	N/A	N/A
Meter Fees		\$15.00	\$15.00	\$15.00			
*Infinite Energy	24 months	17.5¢/kWh	14.5¢/kWh	14.0¢/kWh	\$250	N/A	N/A
Meter Fees		\$19.95	\$10.00	\$10.00			
*Veteran Energy	12 months	15.0¢/kWh	12.5¢/kWh	14.7¢/kWh	\$150	N/A	N/A
Meter Fees		\$15.00	\$15.00	\$15.00			
*Veteran Energy	24 months	17.6¢/kWh	14.6¢/kWh	14.1¢/kWh	\$250	N/A	N/A
Meter Fees		\$19.95	\$10.00	\$10.00			
*Gexa Energy	12 months	13.0¢/kWh	10.5¢/kWh	15.7¢/kWh	\$150	N/A	N/A
Meter Fees		\$25.00	\$15.00	\$15.00			
*MidAmerican	24 months	15.0¢/kWh	14.0¢/kWh	13.5¢/kWh	UP TO \$240	N/A	N/A
Meter Fees		\$10.00	\$10.00	\$10.00			
*TXU	12 months	16.7¢/kWh	14.7¢/kWh	13.7¢/kWh	\$150	N/A	N/A
Meter Fees		\$19.95	\$19.95	\$19.95			
*Reliant	12 months	16.4¢/kWh	14.9¢/kWh	15.3¢/kWh	\$150	N/A	N/A
Meter Fees		\$15.00	\$15.00	\$15.00			
*Reliant	24 months	18.5¢/kWh	16.8¢/kWh	14.9¢/kWh	\$295	N/A	N/A
Meter Fees		\$16.95	\$16.95	\$16.95			
*Stream	12 months	16.0¢/kWh	14.0¢/kWh	13.0¢/kWh	\$250	N/A	N/A
Meter Fees		\$19.95	\$19.95	\$19.95			
*Champion	24 months	15.1¢/kWh	14.1¢/kWh	13.6¢/kWh	\$250	N/A	N/A
Meter Fees		\$10.00	\$10.00	\$10.00			
*Market Average		16.0¢/kWh	12.9¢/kWh	14.3¢/kWh			
Meter Fees		\$16.98	\$14.26	\$14.26			
(Represents sampling out of 138 plans of various terms - all plans are for 24 months or less)							
*City of Brady	N/A	14.7¢/kWh	13.7¢/kWh	13.1¢/kWh	\$0	N/A	N/A
Meter Fees		\$10.25	\$10.25	\$10.25			
Number of Residential Customers		1432	866	150			

\*All rates / kWh include the meter fee

[illegible]

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			8,102.35
Checks and Payments	5	Items	-1,535.48
Deposits and Other Credits	1	Item	1,700.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			8,266.87

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			8,266.87
Checks and Payments	4	Items	-931.63
Deposits and Other Credits	0	Items	0.00
Register Balance as of 6/2/2017:			7,335.24
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			7,335.24

SERVICES	FISCAL YEAR 2016-2017												
	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APR	MAY	JUNE	JULY	AUG.	SEPT.	To Date Total
Meals @ Sunset Center	793	686	642	678	667	742	635	728					5,571
Meals sent-Helping Hands	329	366	418	342	315	351	333	341					2,795
Home Delivered Meals	795	769	788	785	763	888	795	864					6,357
Total Meals	1,917	1,821	1,848	1,805	1,745	1,981	1,673	1,933	-	-	-	-	14,723
Medicaid Trips	91	118	115	185	142	104	130	113					998
Closed Oct. 10th difference from last year													
Closed Jan. 16th difference from last year													
Closed Feb. 20th difference from last year													
Closed April 14th Good Friday													

SERVICES	FISCAL YEAR 2015-2016												
	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APR	MAY	JUNE	JULY	AUG.	SEPT.	To Date Total
Meals @ Sunset Center	901	720	725	712	797	860	828	743	878	752	862	830	9,608
Meals sent-Helping Hands	382	287	340	331	352	311	369	309	375	347	384	331	4,118
Home Delivered Meals	836	703	814	833	865	811	779	746	772	738	863	805	9,565
Total Meals	2,119	1,710	1,879	1,876	2,014	1,982	1,976	1,798	2,025	1,837	2,109	1,966	23,291
Medicaid Trips	84	53	60	59	89	79	80	106	101	91	120	113	1,035

**Brady Municipal Golf Course  
Monthly Report  
FY 15**

Item	FY 2015	FY 2016	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Totals
<b>Rounds</b>	1630	1462	72	63	53	44	107	125	152	744					1,360
<b>Green Fees</b>	\$19,837.72	\$18,369.14	\$952.00	\$951.00	\$676.00	\$656.00	\$1,317.00	\$1,497.00	\$1,678.00	\$1,812.00					\$9,539.00
<b>Membership Rounds</b>	3785	2625	228	217	218	268	351	401	344	402					2,429
<b>Student Rounds</b>	457	242	5	1	0	0	9	75	13	14					117
<b>Total Rounds</b>	5872	4329	305	281	271	312	467	601	509	1160	0	0	0	0	3,906
<b>Trail Fee</b>	1945	360	1	0	1	2	3	5	1	4					17
<b>Trail Fee Revenues</b>	\$1,085.59	\$208.00	\$4.00	\$0.00	\$4.00	\$8.00	\$12.00	\$20.00	\$4.00	\$16.00					\$68.00
<b>Cart Rentals</b>	1217	943	37	44	14	14	28	45	70	76					328
<b>Cart Revenue</b>	\$19,840.52	\$16,670.64	\$637.50	\$700.00	\$250.00	\$200.00	\$437.50	\$650.00	\$1,200.00	\$1,160.00					\$5,235.00
<b>Cart Shed Rental</b>	\$11,186.50	\$10,714.53	\$13.00	\$13.00	\$87.50	\$50.00	\$100.00	\$50.00	\$50.00	\$100.00					\$15,900.50
<b>Vending Revenue</b>	\$16,558.58	\$16,290.04	\$799.59	\$496.21	\$426.59	\$293.90	\$1,072.80	\$2,215.64	\$1,254.92	\$2,929.40					\$9,489.05
<b>Memberships</b>	368	305	52	21	20	24	19	23	26	23					208
<b>Membership Fees</b>	\$39,915.18	\$30,321.10	\$11,915.00	\$3,905.00	\$2,220.00	\$2,290.00	\$2,090.00	\$1,890.00	\$2,195.00	\$1,415.00					\$27,920.00
<b>Driving Range</b>	471	298	13	7	10	19	26	35	33	41					184
<b>Range Revenue</b>	\$2,018.92	\$1,296.00	\$43.00	\$27.00	\$50.00	\$81.00	\$118.00	\$138.00	\$135.00	\$164.00					\$756.00
<b>Misc.</b>	\$140.64	\$16,035.37	\$10,001.89	\$1.23	\$21,117.53	-\$71.57	\$11.05	\$5.78	-\$0.29	\$6.98					\$31,072.60
<b>Total Revenue</b>	<b>\$110,583.65</b>	<b>\$109,904.82</b>	<b>\$39,802.98</b>	<b>\$6,093.44</b>	<b>\$24,831.62</b>	<b>\$3,507.33</b>	<b>\$5,158.35</b>	<b>\$6,466.42</b>	<b>\$6,516.63</b>	<b>\$7,603.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$99,980.15</b>

None of the above figures included sales tax

Trail fees were eliminated with the increase in cart shed rentals beginning in January. Only charged to individuals who bring their own cart and do not rent a shed at the Golf Course

Joint Funding Agreement with the Brady Golf Association for the irrigation system began Oct 1, 2008. The final payment is due October 1, 2017



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Person Crimes	53	36	43	25	34	44	33	28					296
Property Crimes	35	33	40	20	37	41	42	42					290
Narcotics Crimes	11	9	7	1	3	9	2	5					47
Disturbances	66	76	78	43	49	57	33	40					442
Felony Arrests	7	9	6	6	1	7	3	6					45
Misdemeanor Arrests	27	21	14	13	10	19	15	6					125
Suspicious Person/Vehicle	79	102	101	110	100	59	75	70					696
Felony Warrant	1	3	2	4	3	4	5	3					25
Misdemeanor Warrant	7	5	4	6	4	4	5	1					36
D.W.I.	0	3	2	1	0	2	0	0					8
Alarms	8	8	17	15	10	15	9	10					92
Agency Assist	38	40	28	28	20	25	19	19					217
Public Assist	4	6	6	10	15	14	11	17					83
Escorts	0	5	7	4	9	11	5	3					44
Animal Calls	19	30	21	19	13	23	19	7					151
Traffic Direction	4	8	8	8	11	10	7	3					59
Close Patrols	44	61	63	74	78	55	58	66					499
Civil Matters	30	19	26	24	17	28	19	38					201
Juvenile	12	6	10	4	13	8	10	15					78
Crash Investigation	17	19	24	14	14	5	22	19					134
Welfare Concerns	17	12	11	14	8	19	15	26					122
Information	31	42	33	27	18	25	24	25					225
Court	0	0	4	4	4	0	2	0					14
Citations	83	97	90	70	93	63	67	35					598
Warnings	99	124	124	112	72	94	58	36					719
Building Checks	20	82	30	118	93	96	67	84					590
Misc. Incidents	241	247	225	159	162	176	183	238					1631
Supplements	7	6	3	18	19	8	6	18					85
Follow ups	9	6	16	19	28	29	16	31					154
Reports	26	33	33	34	34	30	25	44					259
Brady Police Department Abbreviations:													
FV - Family Violence DW - Deadly Weapon PS - Public Servant FI - Financial Instrument CS - Controlled Substance BI - Bodily Injury DOC - Disorderly Conduct													
DWI - Driving While Intoxicated MJ - Marijuana DD - Dangerous Drug DWLI - Driving While License Invalid DWLS - Driving While License Suspended													

TO: BRADY CITY COUNCIL  
 FROM: STEVE THOMAS, CHIEF OF POLICE  
 THROUGH: KIM LENOUR, CITY MANAGER

SUBJECT: MONTHLY ANIMAL CONTROL REPORT FOR MAY 2017  
 DATE: June 12, 2017 - FISCAL YEAR 2016-17

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Feral Cats Picked Up	8	13	5	4	10	4	14	27					85
Stray Dogs Picked Up	26	23	23	4	4	25	17	15					137
Owner Surrendered Dogs	4	0	1	2	0	0	1	3					11
Stray Cats Picked Up	0	3	8	1	1	0	0	0					13
Owner Surrendered Cats	3	0	0	0	0	0	0	0					3
Bite Reports	1	1	3	2	2	1	1	2					13
Dogs Deemed Dangerous	0	0	0	0	0	0	0	0					0
Hit by Car Picked Up	6	2	0	1	0	1	3	0					13
Owner Reclaims	4	10	7	0	3	6	5	1					36
Euthanized Total	9	14	27	0	5	21	20	31					127
Rescue Pull Total	6	9	0	0	0	4	23	0					42
Wildlife Pick Up	1	2	4	2	10	3	2	5					29
Quarantine	1	1	1	1	1	1	0	1					7
Shelter Intake Total	32	31	38	13	16	24	27	44					225

**Hotel Occupancy Monthly Tax Grant Recipients thru May 31, 2017  
FY 2016/2017**

<u>Group</u>	<u>Amount</u>	<u>Proposed use</u>	<u>Event Date</u>
Approved			
Brady McCulloch County Chamber	\$18,000.00	Tourism Master plan	Ongoing
McCulloch County Historical Commission	\$3,000.00	Early Days advertising	April 7-8, 2017
Morgan Military Aviation Museum	\$8,500.00	Band and Advertising	May 20, 2017
Brady Golf Association	\$1,050.00	Advertising	April 1-2, 2017
Mylestone Media Productions	\$7,500.00	Tourism Advertising on RFD TV	Ongoing
 Total Awarded	 \$38,050.00		
Budgeted	\$37,300.00		
Remaining	-\$750.00		
 Pending			

Peter

City of Brady Curtis Field Airport  
Monthly Invoice Register

Invoice No.	Date	Last Name	Type	611.00 Rent	611.01 I. Hanger	611.02 Hanger A/B	815.00 REM Income	645.00 Misc.	646.00 100-LL	646.01 Jet-A	Price per Gallon	647.00 Military	Total Sale	100-LL Gals	Jet-A Gals	MIL Jet Gals
312358	5/12/2017	Jakes Garage and Aviation	cash			150.00			0.00	0.00	4,800,000	0.000000	150.000000			
312359	5/12/2017	S3-302ND	cc						0.00	518.40	4,800,000	0.000000	518.400000	13.0	108.0	
312360	5/2/2017	Power	cc						55.25	0.00	4,250,000	0.000000	55.250000			130
312361	5/2/2017	302ND	cc						0.00	0.00	2,662,840	346.169200	374.509200			141
312362	5/2/2017	302ND	cc						0.00	0.00	2,662,840	375.460440	406.198440			175
312363	5/2/2017	3-227	cc						0.00	0.00	2,662,840	465.997000	504.147000			181
312364	5/2/2017	3-227	cc						0.00	0.00	2,662,840	481.974040	521.432040			
312365	5/3/2017	Smaistria	charge	30.00					0.00	0.00		0.000000	30.000000			
312366	5/3/2017	Boyles	charge		70.00				0.00	0.00		0.000000	70.000000			
312367	5/3/2017	Amvett	charge		70.00				0.00	0.00		0.000000	70.000000			
312368	5/3/2017	Amvett	charge		70.00				0.00	0.00		0.000000	70.000000			
312369	5/3/2017	Day Aircraft	charge	1,700.00					0.00	0.00		0.000000	1,700.000000			
312370	5/3/2017	Kohlman	charge		70.00				0.00	0.00		0.000000	70.000000			
312371	5/3/2017	Kruszku	charge			120.00			0.00	0.00		0.000000	120.000000			
312372	5/3/2017	LD Services	charge			120.00			0.00	0.00		0.000000	120.000000			
312373	5/3/2017	Merren	charge		140.00				0.00	0.00		0.000000	140.000000			
312374	5/3/2017	Morgan	charge		70.00				0.00	0.00		0.000000	70.000000			
312375	5/3/2017	Morgan	charge		70.00				0.00	0.00		0.000000	70.000000			
312376	5/3/2017	Powell	charge			70.00			0.00	0.00		0.000000	70.000000			
312377	5/3/2017	Pratt	charge			70.00			0.00	0.00		0.000000	70.000000			
312378	5/3/2017	Ramsey	charge		70.00				0.00	0.00		0.000000	70.000000			
312379	5/3/2017	Rice	charge		70.00				0.00	0.00		0.000000	70.000000			
312380	5/3/2017	Scott	charge		70.00				0.00	0.00		0.000000	70.000000			
312381	5/3/2017	Roy	charge			70.00			0.00	0.00		0.000000	70.000000			
312382	5/3/2017	West Penn Aviation	cc						0.00	451.20	4,800,000	0.000000	451.200000	24.0	94.0	
312383	5/3/2017	Wood	cc						102.00	0.00	4,250,000	0.000000	102.000000			125
312384	5/4/2017	302ND	cc						0.00	0.00	2,662,840	332.855000	360.105000			
312385	5/5/2017	Morgan	charge						56.10	0.00	4,250,000	0.000000	56.100000			
312386	5/5/2017	S3-302ND	cc						0.00	595.20	4,800,000	0.000000	595.200000	13.2	124.0	
312387	5/5/2017	S3-302ND	cc						0.00	480.00	4,800,000	0.000000	480.000000		100.0	
312388	5/7/2017	Pratt	charge						0.00	288.00	4,800,000	0.000000	288.000000		60.0	
312389	5/7/2017	Star Flight	cc						0.00	393.60	4,800,000	0.000000	393.600000		82.0	
312390	5/8/2017	S3-302ND	cc						0.00	585.60	4,800,000	0.000000	585.600000		122.0	
312391	5/9/2017	Marcus Well Service	cc						68.05	0.00	4,250,000	0.000000	68.850000	16.2		
312392	5/9/2017	Berry	cc						49.30	0.00	4,250,000	0.000000	49.300000	11.6	50.0	
312393	5/9/2017	Consumer Insurance Group	cc						0.00	240.00	4,800,000	0.000000	240.000000			141
312394	5/9/2017	302ND	cc						0.00	0.00	2,578,100	363.512100	394.250100			145
312395	5/9/2017	302ND	cc						0.00	0.00	2,578,100	373.824500	405.434500			

Invoice No.	Date	Last Name	Type	611.00 Rent	611.01 I Hanger	611.02 Hanger A/B	615.00 REM Income	645.00 Misc.	646.00 100-LL	646.01 Jet-A	Price per Gallon	647.00 Military	Total Sale	100-LL Gals	Jet-A Gals	MLL Jet Gals
312396	5/9/2017	302ND	cc						0.00	0.00	2.578100	884,288300	959,062300			343
312397	5/9/2017	302ND	cc						0.00	0.00	2.578100	943,584600	1,023,372600			366
312398	5/10/2017	S3-302ND	cc						0.00	700.80	4.800000	0.000000	700,800000		146.0	
312399	5/10/2017	Tillman	cc						0.00	480.00	4.800000	0.000000	480,000000		100.0	
312400	5/10/2017	302ND	cc						0.00	0.00	2.578100	1,655,140200	1,795,096200			642
312401	5/10/2017	302ND	cc						0.00	0.00	2.578100	394,449300	427,803300			153
312402	5/10/2017	302ND	cc						0.00	0.00	2.578100	1,719,592700	1,864,998700			667
312403	5/10/2017	302ND	cc						0.00	0.00	2.578100	721,868000	782,908000			280
312404	5/10/2017	302ND	cc						0.00	0.00	2.578100	250,075700	271,221700			97
312405	5/10/2017	1st Cav	cc						0.00	0.00	2.578100	456,323700	494,909700			177
312406	5/10/2017	C3-227	cc						0.00	0.00	2.578100	340,309200	369,085200			132
312407	5/12/2017	Wheels Up	contract		75.00				0.00	415.70	2.771300	0.000000	489,115000		150.0	
312408	5/12/2017	Damuth	cash						0.00	19.20	4.800000	0.000000	19,200000		4.0	
312409	5/12/2017	Executive Airshare	contract						0.00	296.53	2.771300	0.000000	296,529100		107.0	
312410	5/12/2017	Skyhorse	cc						467.50	0.00	4.250000	0.000000	467,500000	110.0		
312411	5/15/2017	S3	cc						0.00	624.00	4.800000	0.000000	624,000000		130.0	
312412	5/16/2017	S3	cc						0.00	667.20	4.800000	0.000000	667,200000		139.0	
312413	5/20/2017	Amyett	charge				8.00		207.00	0.00	3.750000	0.000000	215,000000	55.2		
312414	5/20/2017	Cromer	cc						52.13	0.00	3.750000	0.000000	52,125000	13.9		
312415	5/18/2017	Amyett	charge						55.25	0.00	4.250000	0.000000	55,250000	13.0		
312416	5/20/2017	302ND	cc						0.00	0.00	2.583600	707,906400	767,638400			274
312417	5/20/2017	302ND	cc						0.00	0.00	2.583600	276,445200	299,771200			107
312418	5/20/2017	Morgan Aviation Museum	cash						476.25	0.00	3.750000	0.000000	476,250000	127.0		
312419	5/22/2017	3-227	cc						0.00	0.00	2.638740	432,753360	468,505360			164
312420	5/23/2017	2-227	cc						0.00	0.00	2.638740	567,329100	614,199100			215
312421	5/24/2017	Iglesias	cc						138.55	0.00	4.250000	0.000000	138,550000	32.6	80.0	
312422	5/24/2017	Drake Flying Services	cc						0.00	384.00	4.800000	0.000000	384,000000			282
312423	5/24/2017	2-227	cc						0.00	0.00	2.638740	744,124680	805,600680			
312424	5/25/2017	Drake Flying Service	cc				130.25		0.00	0.00	4.250000	0.000000	130,250000	4.6		
312425	5/26/2017	Granslaff	cash						19.55	0.00	4.250000	0.000000	19,550000	7.7		
312426	5/26/2017	Amyett	charge						32.73	0.00	4.250000	0.000000	32,725000			



Refer

City of Brady Curtis Field Airport  
Monthly Aircraft Operations

Invoice	Ops Date	Total Sale	Type of A/C	N Number	SE	ME	TURBINE	JET	HELIO	INST APP
312359	5/1/2017	518.40	Huey	60638					8	
312358	5/1/2017	150.00	Hangar							
312360	5/2/2017	55.25	Comanche	78PW	2				8	
312361	5/2/2017	374.51	AH	Q28					8	
312362	5/2/2017	406.20	AH	Q02					8	
312363	5/2/2017	504.15	BH	20807					8	
312364	5/2/2017	521.43	BH	795					8	
312382	5/3/2017	451.20	KA350	GX150		4	6			
312383	5/3/2017	102.00	Mojave	9262Y	2					
312367	5/3/2017	70.00	Hatz	3250A	2					
312368	5/3/2017	70.00	Mooney	6716N	2					
312366	5/3/2017	70.00	E-182	228CA	2					
312369	5/3/2017	1700.00	Paint Hangar							
312370	5/3/2017	70.00	Bonanza	261AA	2					
312371	5/3/2017	120.00	Barron	4JA	2					
312372	5/3/2017	120.00	Denali							
312373	5/3/2017	140.00	CE-170	4192Y	2					
312374	5/3/2017	70.00	Sierra	6956R	2					
312375	5/3/2017	70.00	L2A	46587	2					
312376	5/3/2017	70.00	Cirrus	926DC	2					
312377	5/3/2017	70.00	Malibu	728D	2					
312378	5/3/2017	70.00	CE-182	7563X	2					
312379	5/3/2017	70.00	CE-210	4668Q	2					
312381	5/3/2017	70.00	C-172	4951G	2					
312380	5/3/2017	70.00	Eurocoupe	3814H	2					
312365	5/3/2017	30.00	Truck							
312384	5/4/2017	360.11	AH	Q12					8	
312386	5/5/2017	595.20	Huey	638					8	
312387	5/5/2017	480.00	Huey	638					8	
312385	5/5/2017	56.10	Sierra	6956R	2					
312389	5/7/2017	393.60	EC145	392TC					8	
312388	5/7/2017	288.00	Malibu	728DS	2					
312390	5/8/2017	585.60	Huey	638					8	
312391	5/9/2017	68.85	Cessna	7317F	2					
312392	5/9/2017	49.30	C-182	7606S	2					
312393	5/9/2017	240.00	PA12	601HT			6			
312394	5/9/2017	394.25	AH	Q-11					8	
312395	5/9/2017	405.43	AH	Q-12					8	
312396	5/9/2017	959.06	CH	D-895					8	

<u>Invoice</u>	<u>Ops Date</u>	<u>Total Sale</u>	<u>Type of A/C</u>	<u>N Number</u>	<u>SE</u>	<u>ME</u>	<u>TURBINE</u>	<u>JET</u>	<u>HELIO</u>	<u>INST APP</u>
312397	5/9/2017	1023.37	CH	D-894					8	
312398	5/10/2017	700.80	Huey	638					8	
312399	5/10/2017	480.00	Tillman	316PD					8	
312405	5/10/2017	494.91	BH	80810					8	
312400	5/10/2017	1795.10	CH	D-893					8	
312401	5/10/2017	427.80	AH	Q-12					8	
312402	5/10/2017	1865.00	CH	D-894					8	
312403	5/10/2017	782.91	AH	Q-11					8	
312404	5/10/2017	271.22	AH	Q-12					8	
312406	5/10/2017	369.09	BH	816					8	
312410	5/12/2017	467.50	Bell 47	4NH			6		8	
312409	5/12/2017	296.53	KA	450CK				6		
312407	5/12/2017	489.12	Citation	501UP						
312408	5/12/2017	19.20	Can							
312411	5/15/2017	624.00	Huey	638					8	
312412	5/16/2017	667.20	Huey	638					8	
312415	5/18/2017	55.25	Hatz	6250A	2					
312414	5/20/2017	52.13	Mooney	7872V	2					
312416	5/20/2017	767.64	CH	893					8	
312417	5/20/2017	299.77	AH	Q-11					8	
312413	5/20/2017	215.00	Mooney	6716N	2					
312418	5/20/2017	476.25	P-51, P-39	4132A, 69E	6					
312419	5/22/2017	468.51	BH	527					8	
312420	5/23/2017	614.20	BH	858					8	
312421	5/24/2017	138.55	CE180	1586C	2					
312422	5/24/2017	384.00	Air Tractor	18KD	2					
312423	5/24/2017	805.60	BH	860					8	
312424	5/25/2017	130.25	Air Tractor		2					
312426	5/26/2017	32.73	Hatz	6250A	2					
312425	5/26/2017	19.55	Can							
<b>Total Operations by type of Aircraft:</b>					<b>58</b>	<b>4</b>	<b>18</b>	<b>6</b>	<b>248</b>	<b>0</b>



**Code Enforcement  
Monthly Case Load  
FY 2017**

**Violations**

Violation	FY 16
Background Info Cases	26
Building Code Violations	14
Dangerous Premises	16
Depositing, Dumping, Burning	12
Home Occupation Violation	2
Junk and Unsightly Matter	80
Junked Vehicle	37
Minimum Housing Standards	3
Noise Prohibited, Animals	
Non-Residential Open Storage	10
Obstruction of Drainageway	4
Permit Required	10
Pool Enclosure	1
Posting Signs on Poles	
Posting Signs on Public Property	
Acc. Bldg. prohibited in front yd	
Refrigerators and Air Tight Containe	7
Residential Open Storage	18
Residential Setbacks	6
Residential RVs - No Residence	8
Sight Visibility	4
Unsanitary Conditions	15
Weeds and Vegetation	187
Zoning Ord. Use Regs Violations	1
<b>Monthly Totals</b>	<b>461</b>

Oct.	Nov.	Dec.	Jan	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Totals
		2	1	2	1							6
					3							3
	4	1	4				1					10
1	1		1				1					4
												0
3	12	29	9	24	9	4	6					96
	4	13	5	12	4		2					40
												0
												0
	10											10
												0
					2							2
		1	1	1								3
												0
												0
												0
		2		1	1							4
		11		1	3	1	1					17
												0
1			1	1								3
	1	1		1		1	4					8
	2	7	1	2								12
8	28	20	8	2	2	5	16					89
												0
13	62	87	31	47	25	11	31	0	0	0	0	307

**Cases**

Open Cases at the start of month	305
Complaints	209
Pro-Active - Self Initiated	85
Total New Cases	294
Closed Cases	521
Citations	
Open Cases at the end of month	78

49	59	47	78	80	87	77	60					
	15	20	6	2	0	3	10					56
	19	37	14	28	13	8	14					133
11	34	57	20	30	13	8	24					197
1	47	26	18	23	23	25	20					183
2	0	7	6	12	3	2	5					37
59	46	78	80	87	77	60	64	0	0	0	0	551

Utility Inspections
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27	17	22	26	68	28	17	24					229
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