



**CITY OF BRADY COUNCIL AGENDA
REGULAR CITY COUNCIL MEETING
FEBRUARY 6, 2018 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 February 6, 2018, 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.

Tony Groves
Mayor

Jim Griffin
Mayor Pro Tem

Rey Garza
Council Member Place 1

Shelly Perkins
Council Member Place 2

Jeffrey Sutton
Council Member Place 3

Jane Huffman
Council Member Place 4

Kim Lenoir
City Manager

Tina Keys
City Secretary

Shannon Kackley
City Attorney

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

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

- A. Approval of Audit Board for February 6, 2018.
- B. Approval of Minutes for Regular and Work Session Meetings Jan. 16, 2018.

5. PRESENTATION AND QUESTIONS:

2017 Annual Report of Fire and EMS Services - Brian Meroney, Chief

6. INDIVIDUAL CONCERNS / CONTRACT:

- A. Discussion, consideration and possible regarding authorizing the Mayor to sign an EMS Billing Service Agreement with Emergicon, transferring billing services.

MISSION

The City of Brady strives to share its history and encourage the development of diverse housing, employment, infrastructure, and opportunity through transparent management and financing for all residents and employees.

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 **second and final reading of Ordinance 1243** in accordance of the City of Brady; to add to and revise portions of Chapter 2 Animal Control, Section 2.101 Definitions, and Article 2.400 Keeping Livestock and Exotic Animals.
- B. Discussion, consideration, and possible action approving Resolution 2018-003 to order a Special Election on May 5, 2018, for the purpose of presenting to the voters of the City of Brady certain Charter amendments as recommended by the Charter Review Commission.
- C. Discussion, consideration, and possible action regarding **first reading of Ordinance 1244** in accordance of the City of Brady; to order the Special Election for amendments to the City Charter, as recommended by the City Charter Commission.
- D. Discussion, consideration and possible action approving the purchase of 2,000T Limestone Rock Asphalt, Type 1, Grade D (cold mix) material at \$40.05 per ton for **\$80,100.00**. Delivery charge is \$0.15 per Ton/Mile at 184 miles or **\$55,200.00**. Total purchase w/ delivery equals **\$135,300.00**.
- E. Discussion and summary of City Council action and if procedures and processes worked.

8. STAFF REPORTS

- A. **2017 Annual Report – Brady Housing Authority**
- B. **Upcoming Special Events/Meetings:**
 - Feb 15 – 10am Upper Colorado River Authority – Brady Creek Project Kick-off Meeting
 - Feb 17 – Hope from the Heart Fundraiser – Civic Center
- C. **Upcoming City Calendar:**
 - Feb 7 – 5pm GRW Steering Committee
 - Feb 13 – P&Z Meeting – Public Hearing Sign Ordinance
 - Feb 16 – 5pm, End of Filing Period for Council Positions Place 2 and 3
 - Feb 19 – City Offices Closed – Holiday Trash Schedule – Mon to Tue; Tues to Wed
 - Feb 20 – City Council Meeting – Public Hearing – Sign Ordinance
 - Feb 21 – 8:30am Municipal Court

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 salutory 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 salutory 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 551.074 (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 duties under the City Charter.
- B. 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.

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

12. ADJOURNMENT

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

Tina Keys, City Secretary

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

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in 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 Work Session Meeting on Tuesday, January 16, 2017 at 4:00 p.m. at the City of Brady Municipal Court Building located at 207 S. Elm Street, Brady, Texas with Mayor Tony Groves presiding. Council Members present were Jim Griffin, Shelly Perkins, Jeffrey Sutton, Rey Garza and Jane Huffman. City staff present were City Manager Kim Lenoir, Community Services Director Peter Lamont, Public Works Director Steven Miller, Code Enforcement Officer Kim Davee, and City Secretary Tina Keys.

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

Mayor Groves called the meeting to order at 4:00 p.m. Council quorum was certified.

2. REVIEW AND DISCUSS PROPOSED SIGN ORDINANCE

Staff and Council Members reviewed the draft 19 page Sign Ordinance and made several changes. The P&Z worked on the ordinance for numerous meetings in early 2017 and council have been reviewing the ordinance for several months. The Sign Ordinance is part of the Zoning Ordinance requiring Public Hearings by P&Z and City Council which will be scheduled in February.

3. DISCUSS AND PLAN FUTURE WORK SESSION DATES AND TOPICS

Council Member Huffman would like to see a resolution on the golf course. Council Member Perkins asked about the recent BGA meeting. Peter Lamont went over the status of the golf course and plans to meet quarterly with the BGA/Two Pros/City Staff to discuss Golf Course needs and issues.

All Council Members were ok with continuing 4pm work sessions the 2nd meeting of each month.

Mayor asked for Council Members to bring a few short-term ideas to the next meeting to make the city more attractive. Other items Council mentioned for future discussions included Tiny Home Development; In-fill; and Infrastructure Repair.

4. EXECUTIVE SESSION

There was no Executive Session.

5. ADJOURNMENT

There being no further business, the Mayor adjourned the meeting at 5:26 p.m.

Mayor Anthony Groves

Attest: _____
Tina Keys, City Secretary

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, January 16, 2018 at 6:00 pm at the City of Brady Municipal Court Building located at 207 S. Elm Street, Brady, Texas with Mayor Anthony Groves presiding. Council Members present were Jane Huffman, Jim Griffin, Shelly Perkins, Jeffrey Sutton, and Rey Garza. City staff present were City Manager Kim Lenoir, Community Services Director Peter Lamont, Public Works Director Steve Miller, Finance Director Lisa Remini, Police Chief Steve Thomas, Fire Chief Brian Meroney, Code Enforcement Officer Kim Davee, Water Crew leader Vern Canter and City Secretary Tina Keys. Also in attendance were Josh Berryhill, Julie Clevenger, Will Baker, Josephine Medrano, Heather Ashton, Sydnie Rankin, Lauri Smith, Roxanne Williams, Felix Gomez, Jr., Joshua Peguero, Tonya Rankin, and Joe Sanchez.

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

Mayor Groves called the meeting to order at 6:00 p.m. Council quorum was certified.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Groves gave the invocation and the Pledge of Allegiance was recited.

3. PUBLIC COMMENTS

Tonya Rankin, representing the BYSF Soccer Committee, outlined repairs needed, practices start first week of March, and games start March 24th. Peter Lamont and Steve Morgan will address the issues reported.

4. CONSENT AGENDA

- A. Approval of Audit Board for January 16, 2018.
- B. Approval of Minutes for Regular Meeting January 2, 2018.

Council Member Griffin moved to approve the Consent Agenda. Seconded by Council Member Garza. All Council Members voted "aye" and none "nay". Motion carried in a 5 – 0 vote.

5. PRESENTATIONS

Update on City of Brady Radium Reduction Project – Steve Miller introduced Josh Berryhill, P.E. Project Manager and Lead Designer of the Brady Project with Enprotec / Hibbs & Todd, Inc. (eHT). Schedule, frequently asked questions were reviewed. Council and citizens were able to ask questions. (KTXS Television posted the talk on Facebook and it was recorded by KNEL Radio).

6. PUBLIC HEARINGS:

- A. Mayor will close the continued public hearing to receive public comments on a zoning change from Single-Family Residential to Commercial District at 507 Boston as requested by Steven Flora (posted and opened on December 19, 2017). On January 9, 2018, the Planning and Zoning Commission (P&Z) voted to deny the zoning request; therefore, no action needed by City Council. Mayor closed the public hearing at 7:04pm.

7. INDIVIDUAL CONCERNS

- A. Discussion, consideration and possible action regarding second and final reading of Ordinance 1243 of the City of Brady to add and revise portions of Chapter 2 Animal Control, Section 2.101 Definitions, and Article 2.400 Keeping Livestock and Exotic Animals. Kim Lenoir presented. Council Member Huffman asked about

Section 2.404.3, fowl, she thought were we grandfathering. Lenoir said it was horses and roosters that are grandfathered. Council Member Huffman also thought we discussed allowing more than 6 chickens. Council Member Garza moved to approve the first reading of Ordinance 1243 as amended by clarifying 6 fowl allowed on a property “up to” one acre. Seconded by Council Member Sutton. Four Council Members voted “aye” and one “nay”. Motion carried in a 4 - 1 vote with Huffman voting against.

- B. Discussion, consideration and possible action regarding **Demolition/Abatement Order 2018-023** in accordance with the Code of Ordinances Section 3.207 to authorize demolition of dilapidated structure(s) at **607 East 2nd Street**. (Public Hearing held 12/19/17). Peter Lamont presented. Staff recommends reviewing again in 90 days as owners are trying to clean up property. Council Member Griffin moved to give additional 90 days. Seconded by Council Member Garza. All Council Members voted “aye” and none “nay”. Motion carried in a 5 – 0 vote.
- C. Discussion, consideration and possible action regarding **Demolition/Abatement Order 2018-18** in accordance with Code of Ordinances Section 3.207 to authorize demolition of dilapidated structures at **301 Boston** in the Martin Heights Subdivision, Block 40, Lots 1-2. (Public Hearing held 11/21/17). Peter Lamont presented. Staff recommends an additional 30 days to review and allow owner to continue progress. Council Member Garza moved to continue for 60 days. Seconded by Council Member Perkins. Council Member Perkins appreciated the quality of the written report received and suggested that it be used as an example of what was needed in these type of cases. All Council Members voted “aye” and none “nay”. Motion carried in a 5 – 0 vote.
- D. Discussion, consideration and possible action regarding **Demolition/Abatement Order 2018-19** in accordance with Code of Ordinances Section 3.207 to authorize demolition of dilapidated structures at **401 Boston** in the Martin Heights Subdivision, Block 39, Lots 3-4. (Public Hearing held 11/21/17). Peter Lamont presented. Christopher Longoria recently purchased house, not taxes are owed and he wants the opportunity to work on it. Council Member Sutton moved to continue for 60 days. Seconded by Council Member Huffman. Longoria and staff would discuss work needed. All Council Members voted “aye” and none “nay”. Approved 5 – 0 vote.
- E. Discussion, consideration, and possible action to authorize the abatement of dilapidated structures at **706 South Plum Street** per **Demolition Order 2018-14**. Peter Lamont presented. Staff recommends approval of abatement. Council Member Garza moved to approve demolition of structure. Seconded by Council Member Griffin. All Council Members voted “aye” and none “nay”. Motion carried in a 5 – 0 vote
- F. Discussion, consideration, and possible action to authorize the abatement of dilapidated structures at **1308 North College Street** per **Demolition Order 2018-15**. Peter Lamont presented. Staff recommends continuing repairs for 90 days. Council Member Huffman moved to continue for another 90 days. Seconded by Council Member Garza. All Council Members voted “aye” and none “nay”. Motion carried in a 5 – 0 vote.
- G. Discussion, consideration, and possible action to authorize the abatement of dilapidated structures at **201 West 6th Street** per **Demolition Order 2018-16**. Peter Lamont presented. No improvements or changes have been made. Council Member Sutton moved to approve demolition. Seconded by Council Member Griffin. All Council Members voted “aye” and none “nay”. Motion carried in a 5 – 0 vote.
- H. Discussion, consideration and possible action to authorize the abatement of dilapidated structures at **300 South Hackberry Street** per **Demolition Order 2018-17**. Peter Lamont presented. No changes have been done. Council Member Huffman moved to authorize demolition of the accessory building. Seconded by Council Member Sutton. All Council Members voted “aye” and none “nay”. Motion carried in a 5 – 0 vote.

- I. Discussion, consideration, and possible action regarding the Mayor's appointments to the Planning and Zoning Commission and the Brady Youth Association to fill vacancies and expired terms. Mayor appointed Cathy Ewert to Planning & Zoning. All Council Members were in favor. Council Member Garza is willing to fill another term on Brady Youth Association. Mayor appointed Garza to Brady Youth Association. All Council Members voted in favor. Mayor Groves appointed Lauri Smith as an alternate to P&Z along with alternate to ZBA. All Council Members were in favor.
- J. Discussion, consideration, and possible action approving **Resolution 2018-002** to call a Special Election on May 5, 2018 for the abolition of the ¼ cent sales and use tax for the Type A Corporation (BEDC) and the adoption of a ¼ cent sales and use tax for a B Corporation, as recommended by the Brady Economic Development Corporation. Peter Lamont presented. A typographical error was pointed out. Council Member Sutton moved to approve Resolution 2018-002 as amended. Seconded by Council Member Griffin. All Council Members voted "aye" and none "nay". Motion carried in a 5 – 0 vote.
- K. Discussion and summary of City Council action and if procedures and processes worked. Council Member Perkins would like a clarification on demolition versus abatement. Mayor commented, to maintain control, council can't carry on a conversation with the audience. The Mayor will ask/hear from Council Members questions/comments first and then will he will recognize/ask for questions/comments from citizens.

8. STAFF REPORTS

- A. **December Monthly Financial and Utility Reports** – presented by Finance Director Lisa Remini
- B. **December Monthly Activity Reports** – Seniors, Golf, BPD, Animal Control, Tourism Funding, Airport, Code Enforcement, Brady Lake Deer Management, Chronic Code Complaints & Structures Inhabited without Utilities
- C. **Brady Police Department Grant(s) Status Reports and Donations Received** – will be reported later.
- D. **Upcoming Special Events/Meetings:**
 - Hunter Dumpsters now available at Service Center, North Bridge Street
 - Jan 17 – 11:30am – Quarterly Good News Luncheon – Civic Center
 - Jan 25 – Brady Chamber of Commerce Annual Banquet – Civic Center
 - Feb 15 – 10am Upper Colorado River Authority – Brady Creek Project Kick-off Meeting
- E. **Upcoming City Calendar:**
 - Annual Free Bagged Leaves Picked Up on Wednesdays – Jan 17 for Tuesday Service Areas, Jan 24 for Thursday Service Areas, and Jan 31 for Friday Service Areas
 - Jan 17 – 8:30am Municipal Court
 - Jan 18 – 5:30pm Charter Review Commission Meeting
 - Jan 23 – 6pm BEDC Quarterly Meeting
 - Feb 6 – Annual Report Fire / EMS Department

9. ANNOUNCEMENTS

Council Member Griffin reminded everyone of the Thursday USDA meetings for housing repairs and purchase. Council Member Huffman would like for council to look at ways to raise money for a new snack bar at Willie Washington Park in the name of Big John.

10. EXECUTIVE SESSION

Regular Session was closed at 8:15 pm and Council took a break before going into Executive Session. Executive Session was opened at 8:20p.m. Executive session was closed at 8:43p.m.

- A. Pursuant to Section 551.071 (Consultation with City Attorney), City Council will conduct a private conversation with the City Attorney to seek advice regarding the Old Hospital and TCEQ Lawsuit.
- 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 duties under the City Charter.
- C. 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.

11. OPEN SESSION ACTION on any Executive Session Item listed above.

Mayor opened regular session at 8:43p.m.

Motion by Council Member Huffman, seconded by Council Member Garza to authorize the Mayor to finalize the agreement with the owner of the Brady Hotel for a public parking lot. All Council Members voted "aye" and none "nay". Motion carried in a 5 – 0 vote.

12. ADJOURNMENT

There being no further business, the Mayor adjourned the meeting at 8:44 p.m.

Mayor Anthony Groves

Attest: _____
Tina Keys, City Secretary



**Brady Fire / EMS Department
2017 Year End Report**

Fire Chief Brian Meroney



**Brady
Fire / EMS Department**



Mission Statement

We are committed to providing the highest level of public safety service for our community. We protect lives and property through fire suppression, emergency medical and transportation services, disaster management, fire prevention and public education. Our members will: Prevent Harm, Survive, and Be Nice.



**Brady
Fire / EMS Department**



Motto

"We Just Don't Serve the Community We Are A Part of It."



Brady
Fire / EMS Department



Staffing and Shifts

The Brady Fire / EMS Department proudly provides Fire and EMS protection with a staff of 17 full-time employees, 5 part-time employees, and 22 volunteers. Line personnel work a 48 hour on 96 hour off rotation working 212 hours in a 28 day work cycle. Administration works a 40 hour work week.



Brady
Fire / EMS Department



Administration

Fire Chief / EMC / Fire Marshal: Brian Meroney

Assistant Chief / EMS Director: Lloyd Perrin

Administrative Assistant / Paramedic: Rosie Salas



Brady
Fire / EMS Department



Shift Personnel

A-Shift

Lieutenant / Paramedic: Pricilla Campbell

Firefighter / Paramedic: Ashley Barnett

Firefighter / EMT: Michael Bowers

Firefighter / EMT: Colton Cantu

Licensed Paramedic: Lynne White

 **Brady** 
Fire / EMS Department

Shift Personnel
B-Shift
Lieutenant / Licensed Paramedic: Christopher Rusche
Firefighter / Paramedic: David Pegues
Firefighter / EMT: Koby Smith
Firefighter / EMT: Vacant
Paramedic: Christian Bohannon

 **Brady** 
Fire / EMS Department

Shift Personnel
C-Shift
Lieutenant / EMT: Jaron Shahan
Firefighter / Paramedic: Scott Gillaspla
Firefighter / Paramedic: Rafael Villarreal
Firefighter / Paramedic: Bill Woolsey
Firefighter / EMT: Kylie Harmon

 **Brady** 
Fire / EMS Department

Part-Time Personnel
Firefighter / Paramedic: Joey Pope
Firefighter / Paramedic: James Corbett
Firefighter / Lic. Paramedic: Shawn Shurgue
Firefighter / EMT: Don Nelghor
Firefighter / EMT: Marcos Villarreal
EMT: Justin Owens



Brady
Fire / EMS Department



Volunteer Personnel

Asst. Chief / EMT-I: Jesse Slaughter

Lieutenant: Virgil Webb

Safety Lieutenant: Johnny Cook

Firefighters:

Jasmine Ables, Johnny Cook, Shellie Sipes, Barry Garner, Goetz Diego, Brian Brown, Cassidy Murray, Virgil Webb, Cole Holubec, Raymond Gonzales, Joey Parks, JT Owens, Wes Smith, Michael Jordan, Erika Silva, and Lynne White



Brady
Fire / EMS Department



Calls for Service

Total: 1,618

Fire: 777

EMS: 841



Brady
Fire / EMS Department



Fires

Structure Fires: 33

Vehicle Fires: 6

Grass / Brush Fires: 41

EMS Assist: 548

Motor Vehicle Accidents: 55

False Alarms: 45

Other Incidents Types: 49



Brady
Fire / EMS Department



EMS

Brady Fire / EMS responded to 841 EMS calls and had contact with over 1200 patients transporting 664 of those patients to the hospital. The majority of the other patients signed against medical advise and refused transport by ambulance. Others either were transported by law enforcement or were placed into custody, or were classified as not patients.



Brady
Fire / EMS Department



EMS

Brady Fire / EMS Department is dictated by law to transport all patients to the closest most appropriate hospital capable of treating and / or stabilizing their medical condition. Of the 664 patients transported by ambulance 583 were transported to Heart of Texas Healthcare System.



Brady
Fire / EMS Department



EMS

The other patients transported to other hospitals were transfers from Heart of Texas Healthcare System to other specialty hospitals better suited to treat their current conditions. Other patients had to be taken directly to other hospitals because of either where the location of the call for service was or their medical condition required the care of a trauma hospital or one with special cardiac / stroke capabilities.



Brady
Fire / EMS Department



EMS Billing

Ambulance billing is perform by an outside third party vendor Specialized Billing of Texas. The vendor receives 12% of all revenue generated as agreed to in their contract. From January 1, 2017 to December 31, 2017 Specialized Billing of Texas billed out a total of \$1,863,945.05 and received \$409,318.71 in payments.



Brady
Fire / EMS Department



EMS Billing

Specialized Billing of Texas received \$47,173.84. This is 12% of the \$409,318.71 received from payments. Specialized Billing of Texas has an overall collection rate of 22%. This is below both the state and national average of collection.

Note: Since the Affordable Care Act of 2010 "Obamacare" collection rates have decreased nationwide steadily.



Brady
Fire / EMS Department



Fire Apparatus



 **Brady**
Fire / EMS Department
Fire Apparatus 



 **Brady**
Fire / EMS Department
EMS Apparatus 



 **Brady**
Fire / EMS Department
Apparatus on Order 



 **Brady**
Fire / EMS Department 
Fire / EMS Accomplishments
Most of the Firehouse has been painted by line personnel and volunteers including a mural on an interior wall.



 **Brady**
Fire / EMS Department 
Fire / EMS Accomplishments

- All leaking gas lines in the Firehouse have been replaced.
- Increased staffing level without hiring new personnel or extra OT.
- Since July we have increased our Volunteer fire fighter force with the addition of 10 personnel both (new and returning members.)
- For the first time ever we now have a Mutual Aid agreement with Heart of Texas Healthcare System EMS.

 **Brady**
Fire / EMS Department 
Fire / EMS Accomplishments

- 3 of our Firefighter / EMTs (Kylie Harmon, Koby Smith, and Colton Cantu) are in EMT-Advance school.
- Paramedic Rafael Villarreal completed his Fire Academy and now holds the rank of Firefighter / Paramedic.
- Paramedic Christian Bohannon is in Fire Academy.
- Volunteer Firefighter / EMT JT Owens is In Fire Academy.

Brady
Fire / EMS Department
Fire / EMS Accomplishments
 Line Personnel designed our new Patch, Badge, and Logo



Brady
Fire / EMS Department
Fire / EMS Accomplishments



Rookie of the Year:
 Kylie Harmon

Outstanding Service & Achievement:
 Jesse Slaughter

EMS Provider of the Year:
 Rafael Villarreal

Firefighter of the Year:
 Raymond Gonzales

Brady
Fire / EMS Department
Fire / EMS Accomplishments

The Brady Fire / EMS Department teamed up with Hope from the Heart and Premier Silica in October to help raise money for not only breast cancer but all cancer treatment for those who can not afford treatment here in Brady and McCulloch County. With the sales of our now famous pink fire department shirt and the "Fired Up for a Cure" Color Run we were able to raise over \$17,000.

 **Brady**
Fire / EMS Department
Fire / EMS Accomplishments 

 **Brady**
Fire / EMS Department
Fire / EMS Accomplishments 

 **Brady**
Fire / EMS Department
Fire / EMS Accomplishments 



Brady
Fire / EMS Department



Fire Department 2018 Goals

- Improve Firefighter Safety.
- Increase Fire and Rescue training in house and out.
- Recruit train and retain new Volunteer Firefighters.
- Place all front line apparatus at Firehouse 1.
- Start phase 1 of standardization of fire equipment.



Brady
Fire / EMS Department



EMS Department 2018 Goals

- Improve EMS Scene Safety.
- Increase EMS training in house and out.
- Obtain a new Medical Director to vastly improve our EMS abilities to better serve those who call for help.
- Switch EMS Billing services to improve revenue income and lower Ambulance billing charges to the citizens of Brady.
- Work toward staffing 2 Medic crews a day.



Brady
Fire / EMS Department



Fire / EMS Department 2018 Goals

- Improve Department communication.
- Increase our community involvement.
- Start Public Education classes both children and adults.
- Create programs to assist families devastated by fire.
- Start a smoke detector blitz.
- Improve Fire / EMS Personnel physical and mental fitness.

 **Brady** 
Fire / EMS Department
Fire / EMS Department In Action Training

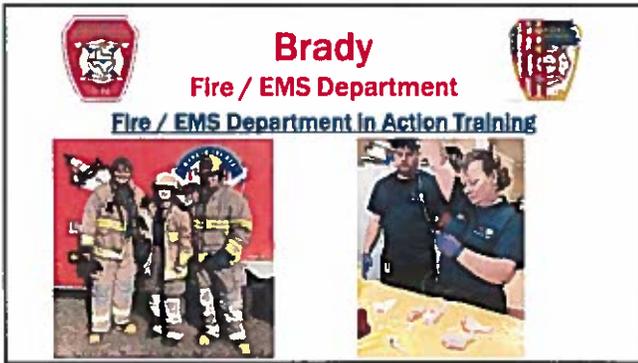


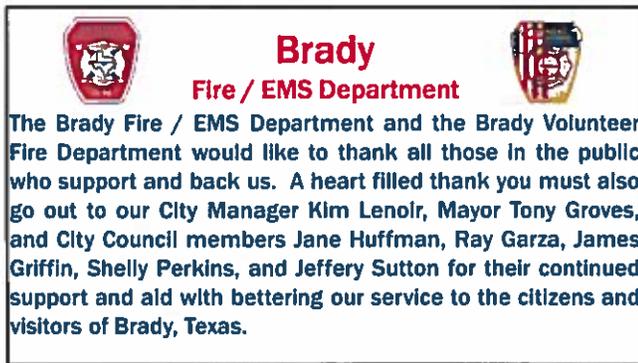
 **Brady** 
Fire / EMS Department
Fire / EMS Department In Action Training



 **Brady** 
Fire / EMS Department
Fire / EMS Department In Action Training







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

AGENDA DATE:	02-06-2018	AGENDA ITEM	6.A.
AGENDA SUBJECT:	Discussion, consideration and possible regarding authorizing the Mayor to sign an EMS Billing Service Agreement with Emergicon, transferring billing services.		
PREPARED BY:	Brian Meroney	Date Submitted:	2-1-2018
EXHIBITS:	Emergicon Proposal		
BUDGETARY IMPACT:	Required Expenditure:		0
	Amount Budgeted:		0
	Appropriation Required:		0
CITY MANAGER APPROVAL:			

SUMMARY:

Brady Fire / EMS Department is proposing changing EMS billing companies from Specialized Billing to Emergicon. The city has used Specialized Billing since December 2007.

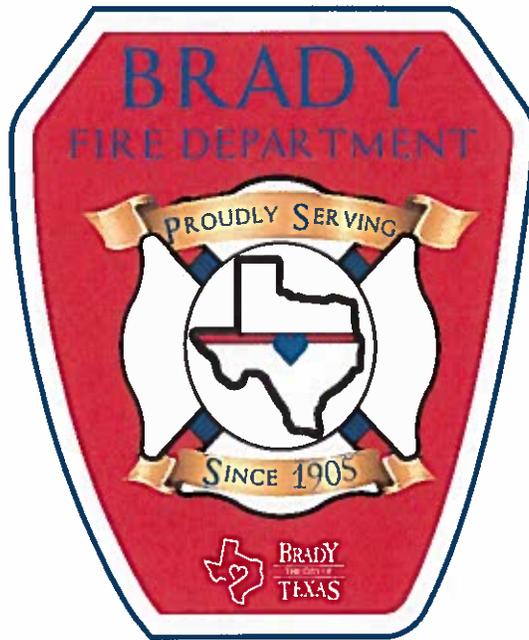
The current billing company only has a 22% collection rate. Brady Fire / EMS Department's goal for EMS is a collection rate of 30-35%.

Emergicon provides patient reporting software at no extra charge to Brady Fire / EMS Department. Emergicon also handles all state and federal trauma registry, currently done in house.

Specialized Billing charges the city 12% of all revenue received from EMS billing. Emergicon's proposed rate is 11% with other services (software and required reports) provided at no extra cost.

RECOMMENDED ACTION:

Move to accept the Emergicon proposal, authorize the Mayor to sign a contract with Emergicon, and transfer EMS Billing Services from Specialized Billing to Emergicon.



EMS Billing Service Change Proposal

February 6, 2018

Prepared by Fire Chief Brian Meroney

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EXECUTIVE SUMMARY

All EMS billing for the City of Brady and the Brady Fire / EMS Department is done by an outside third party company who takes a percentage of all income received as its form of payment for service. The Brady Fire / EMS Department is requesting for the city to end its contract with the current billing company, Specialized Billing, and pursue entering into contract with Emergicon Billing.

Since July as a department we started looking deeper into how we do billing and what all services are provided and what isn't. What we have found made the decision to search for another billing service easy. Those reasons will be better outlined in this proposal.

After searching for several months and meeting with several different billing companies to check references and services provided we as a department have chosen Emergicon Billing as the company we would like to enter into a contract for services with. The list of services provided and other reasons are listed within this proposal.

Emergicon Billing will allow the City of Brady and the Brady Fire / EMS Department to do something we haven't ever been able to do before. The change will lower the cost of an ambulance bill while increasing our revenue and paying a lower percentage to the billing company by using more state of the art patient reporting software that is more user friendly lower the amount of mistakes made with patient reporting that causes insurance payment denials. While at the same time entering all the state and federal required stats and information, which currently Specialized Billing does only a small portion of.

The change from Specialty Billing to Emergicon will have no financial burden on the city or of any of the budget and the positive results of the change will be noticed within the first quarter of use.

Introduction

The Brady Fire Department and Brady / McCulloch County EMS merged into the Brady Fire / EMS Department in 2007. At that time the department's mission and goals changed to incorporate that of each other. On average the Brady Fire / EMS Department answers 1300 calls for service for EMS each year. Since 2007 Specialized Billing has been used for all EMS billing. Since that time, EMS billing revenue has continued to come in, but without clear easy to understand information about that revenue.

Billing Problems

In July I started looking into our EMS Billing service to get a better understanding of how it works. What I found was several things that concerned me. For starter Specialized Billing required the Brady Fire / EMS Department to use software that is owned by them and can only be updated by them at our cost. Some of the other things were the requirement that the Brady Fire / EMS Department have to enter information into the Texas Trauma Registry, EMS crews are forced to gather hospital face sheets and insurance billing information. Lastly when Specialized Billing provides information on billing revenue it is hard to follow and violates the Health Insurance Portability and Accountability Act of 1996 and the Identity Theft Red Flags and Address Discrepancies under the Fair and Accurate Credit Transaction Act of 2003.

The current electronic patient reporting software being used is outdate for both patient reporting and billing. This software is owned by Specialized Billing and can only be updated by them at our cost on the computers we were forced to buy for its use. Along with the outdated software for patient reporting it isn't user friendly and takes longer to completely fill out than modern software. Often the EMS professional completing the report must go back and enter extra data that most modern software does automatically before being cleared to send to Specialty Billing for processing.

Specialized Billing currently charges the city of Brady 12% of all revenue received. This amount is above average for EMS billing across Texas. With the 12% received from EMS billing Specialized Billing also controls how much we bill patients and insurance companies as a city for EMS service. From January 1st – December 31st, 2017 Specialized Billing billed patients and insurance companies \$1,863,945.05

and was only able to collect \$409,318.71. That is only a 22% collection rate much lower than the state or national levels. The city of Brady paid over \$47,000 to Specialized Billing for their services per contracted rate of 12% of revenue taken in.

Billing Solutions

There several EMS Billing services across Texas, but one name kept getting brought up by EMS Provider after EMS Provider, Emergicon. After having several meetings with Emergicon those tough questions being asked to our current EMS Billing service, Specialized Billing, was answered and answered fast. Not only was Emergicon fast with answers to questions asked they are one of the few billing services that makes Texas their sole focus for billing keeping up with all state requirements for trauma tracking and medical coding specific to Texas.

Emergicon is a unique billing service focusing on Texas alone making it the only choice for many EMS organizations to use for their billing. The reasons Emergicon has become one of the top billing services if not the top is simply they perform to the customers' expectations and exceeding them most of the time.

For us the Brady Fire / EMS Department the reasons we are choosing Emergicon are:

1. Lower percentage rate for their service.
2. Lower Ambulance bills for our Citizens.
3. Proven statics showing increased revenue for services provided.
4. EMS Electronic Patient Reporting software provided to us at no cost.
5. In-House training on reporting software and usage.
6. Emergicon does all state and federal trauma registry.
7. All billing reports are HIPPA Compliant.

Goals and Objectives

Our goals and objectives are simple:

1. Make patient electronic reports easier to write for our EMS Professionals. An easier report to write helps ensure a more complete report and will free EMS crews up faster from the hospital for additional calls for service.
2. Increase revenue from EMS billing while lower what we pay out for billing service.
3. Free up man hours used to complete state and federal trauma reporting currently being done by shift personnel.
4. Lower the cost of EMS service to the public.
5. Have billing service and report writing software in place and in service by April 1st, 2018 with a projected show of EMS billing revenue from Emergicon within 60 days of the change.

Evaluation

The Brady Fire / EMS Department along with the Finance Department will monitor and review the performance of Emergicon quarterly. Should at the end of 6 months the City of Brady and / or the Brady Fire / EMS Department not like the performance of Emergicon a meeting will be scheduled with them to see what can be changed or altered to improve performance. If after that six months the performance has not been met the contract will be broken and a new billing service will be pursued.

Appendix

Emergicon Billing Proposal
ESO Software Invoice Sheet Paid by Emergicon
Emergicon List of Clients
Emergicon Fee Schedule for Brady
Charge Summary Report Sample
Closing Balance Summary for Period Sample
Payor Summary Sample
Payor Summary Adjustment Sample

Applications for ballots by mail must be mailed to Tina Keys, Early Voting Clerk, PO Box 251, Brady TX 76825 and must be received no later than the close of business on April 24, 2018.

Section 4. In all respects, the election shall be conducted in accordance with the Texas Election Code.

Section 5. All qualified electors of the City of Brady shall be entitled to vote in the election.

Section 6. The City Secretary is authorized to give or cause to be given notices required for the election, and to take such other and further action as is required to conduct the election in compliance with the Texas Local Government Code, Texas Election Code, and the City Charter.

Section 7. The City Manager is authorized to execute contracts for election services and joint election agreements as appropriate for conducting the May 5, 2018 Special Election.

Section 8. The Mayor, City Manager, and City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all action necessary to comply with the provisions of the Texas Election Code, the Texas Local Government Code, state and federal statutes, and state and federal constitutions in carrying out the conduction of this Special Election, whether or not expressly authorized herein.

Section 9. **Resolution No. 2018-003** of the City of Brady, and its lawful effects, are hereby fully incorporated hereto for all purposes.

This Ordinance shall be effective on the date of its second and final reading.

PASSED AND APPROVED ON FIRST READING on this 6th day of February 2018.

PASSED, APPROVED AND ADOPTED ON SECOND READING on this 20th day of February 2018.

Anthony Groves, Mayor

ATTEST:

Tina Keys, City Secretary
STATE OF TEXAS
COUNTY OF MCCULLOCH
CITY OF BRADY

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition A ballot language shall read:

Shall Section 3.01 of the City Charter be amended to correct grammatical errors and to change the terms for Mayor and City Council from three (3) consecutive terms of three (3) years with a layout of three (3) years to three (3) consecutive terms of four (4) years with a layout of one (1) year?

For Against

In the event Proposition A is approved by the voters on May 5, 2018, Section 3.01 of the Charter shall thereafter read as follows:

Section 3.01 Number, Selection, Term and Transition:

The legislative and governing body of the City shall consist of a Mayor and five (5) Council Members and shall be known as the "Council of the City of Brady, Texas". The Mayor and Council Members shall be elected from the City at large. The places on the Council shall be the Mayor and places One (1) through Five (5), consecutively.

The terms of the Mayor and Council Members shall be limited to three (3) consecutive terms of four (4) years. With a layout of one (1) year, members could again be reelected for three (3) consecutive terms. There shall be no more than a total of three (3) consecutive terms in any position of Council Members or Mayor without a layout of one (1) year period. There shall be two (2) Council Members of the Council elected each election year.

The Mayor and each Council Member shall serve until a successor is elected to serve. Regular terms of office shall commence at the first regular Council meeting following the uniform May Election Date of each year.

City of Brady Proposition B ballot language shall read:

Shall Section 3.02 of the City Charter be amended to delete "his," to include language from the Texas Election Code, and to comply with State law?

For Against

In the event Proposition B is approved by the voters on May 5, 2018, Section 3.02 of the Charter shall thereafter read as follows:

Section 3.02 Qualifications:

The Mayor and each Council Member shall, on the date of election, have the following qualifications:

- (1) Be a citizen of the United States;
- (2) Be a resident of the City of Brady for at least twelve (12) consecutive months prior to election day and must remain a resident of the City throughout the elected term;
- (3) Be a registered voter of the State of Texas;
- (4) Be 21 years of age or older;
- (5) Have no felony convictions; and
- (6) Not be found mentally incapacitated by a court having jurisdiction.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition C Ballot language shall read:

Shall Section 3.04 of the City Charter be amended to increase the compensation of Mayor from one-hundred dollars (\$100.00) to three-hundred dollars (\$300.00) per month, the Mayor Pro Tem from sixty dollars (\$60.00) to one-hundred eighty dollars (\$180.00) per month, and other Council Members from fifty dollars (\$50.00) to one-hundred fifty dollars (\$150.00) per month?

For

Against

In the event Proposition C is approved by voters on May 5, 2018, Section 3.04 of the Charter shall thereafter read as follows:

Section 3.04 Compensation:

The Mayor shall be paid three-hundred dollars (\$300.00) per month. The Mayor Pro-Tem shall be paid one-hundred eighty dollars (\$180.00) per month. Each other Council Member shall be paid one-hundred fifty dollars (\$150.00) per month. These amounts are not intended to be salaries for services rendered but compensation for routine expenses. This compensation may be reviewed by the Council at five (5) year intervals and be adjusted at the will of the Council; except that no member shall be paid an increased amount during the term of office in which the change was approved. In addition, each shall be paid for any actual and necessary expense incurred while in the discharge of the non-routine duties of the office upon presentation of an itemized statement of such expense to the Council. No member shall hold or exercise more than one (1) paid civil office.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition D Ballot language shall read:

Shall Section 3.09 of the City Charter be amended to clarify meeting dates and to update public notice requirements in conformance with State law?

For

Against

In the event Proposition D is approved by the voters on May 5, 2018, Section 3.09 of the Charter shall thereafter read as follows:

Section 3.09 Meetings:

The Council shall hold at least two (2) regular meetings each month and as many additional (special) meetings as necessary to transact the business of the City and citizens.

Regular and Executive Session Meetings: The Council shall fix by ordinance the dates and times of the regular meetings, and such meetings must be at least two (2) weeks apart. Executive Session Meetings (closed to the public) shall also be permitted in accordance with the Open Meetings Act. For Regular Meetings and subsequent Executive Session Meetings, public notice shall be given by posting an agenda in accordance with the Open Meetings Act, Chapter 551, Tex. Gov't. Code.

Special Meetings: Special (additional) meetings of the Council shall be held if called by the Mayor or by a majority of the Council Members. Special Meetings shall be open to the public, and public notice shall be given upon no less than seventy-two (72) hours notice by posting an agenda in accordance with the Open Meetings Act, Chapter 551, Tex. Gov't. Code.

Emergency Meetings: In case of an urgent need to meet regarding a public emergency affecting life, property or the public peace, or essential, time-sensitive City business requiring a response in less than seventy-two (72) hour response, the Council may convene for an Emergency Meeting. In the case of an Emergency Meeting, the subjects to be discussed (when applicable) must be posted in City Hall at least two (2) hours before the Emergency Meeting is convened.

Meeting Agendas: The Mayor shall approve all agendas to be posted but shall not approve an agenda which does not specify the subjects to be discussed in an executive session. Any two (2) Council Members may require the Mayor to include additional subjects, for which notice must be posted in accordance with the Open Meetings Act.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition E Ballot language shall read:

Shall Section 3.12 of the City Charter be amended to change when roll call votes are required; remove the requirement of penalties for failure to attend meetings; and clarify the orientation process of newly elected officials?

For

Against

In the event Proposition E is approved by the voters on May 5, 2018, Section 3.12 of the Charter shall thereafter read as follows:

Section 3.12 Rules of Procedures:

The Council shall, by ordinance, determine its own rules and order of business except that citizens of the City shall have a reasonable opportunity to be heard at any meeting in regard to any matter. Minutes shall be kept by the City Secretary for all meetings and all such minutes shall be complete so as to provide a public record of the transaction of the Council meeting. The minutes shall record the vote of the Council Members on all issues voted upon. All minutes must be approved by Council at the next regular Council meeting and the approved minutes shall be attested to by the presiding officer and the City Secretary. Such minutes so approved shall be filed by the Secretary and become archives of the City.

The ordinance shall require all newly elected officials, prior to being sworn in, read and be familiar with this Charter, the City code of ordinances, the current City budget, the file of resolutions, and any other records or documents as the Council deems appropriate for orientation. Each elected official shall take the oath of office as prescribed by state law and further affirm the following: "I have read and will uphold and abide by the articles and sections of the City Charter and the ordinances of this City." Prior to the second Council meeting of any newly elected official, the City Manager shall conduct a briefing for orientation of the new official.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition F Ballot shall read:

Shall Section 3.16 of the City Charter be amended to allow ordinances to be passed at two scheduled meetings and to eliminate the need to require a vote to read only the caption of the ordinance?

For

Against

In the event Proposition F is approved by voters on May 5, 2018, Section 3.16 of the Charter shall thereafter read as follows:

Section 3.16 Ordinances:

The Council shall legislate by ordinance and the enacting clause of every ordinance shall read: "BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS."

An ordinance must be enacted: whenever the purpose is to regulate persons and property; whenever there is imposed a penalty, fine, forfeiture, or tax; whenever the purpose is to set a rate paid by consumers; whenever an ordinance is required by State law or the Charter; or when an ordinance is being amended.

An ordinance must be enacted to legally commit the City to any contract that: (1) affects rates for services or utilities, and/or (2) that will in any manner require the expenditure of City funds either currently or in the future. Expenditures shall be clearly defined in monetary terms in all contracts. No such ordinance shall be enacted as an emergency ordinance. This provision shall not apply to contracts for professional services as prescribed in Section 13.16 General Provisions/Definitions.

The form of all ordinances shall include in the following order:

- (a) A unique number to be used for indexing and filing.
- (b) A descriptive caption consisting of a concise summary of the subject, any penalties provided for its violation and whether the ordinance was passed as an emergency as provided in Section 3.17 Emergency Ordinances.
- (c) A preamble is optional but should be used whenever the Council desires to define the reason for the ordinance.
- (d) The ordaining clause.
- (e) The body of the ordinance.
- (f) A final statement, "PASSED AND APPROVED THIS ____ DAY OF _____," and the signature blocks. All ordinances must be signed by the Mayor, Mayor Pro Tem, or any two (2) Council Members. The City Secretary shall attest to all signatures.

Each ordinance, except when deemed an emergency, shall be read and considered at two (2) scheduled meetings of the Council. The Council may dispense with full readings provided the caption is read and the ordinance was distributed to all Council Members at least two (2) days prior to the meeting.

Each ordinance shall be submitted in writing prior to the meeting at which it is introduced. The ordinance may be modified or amended by the Council at any meeting when it is read and considered; except it cannot be changed at the meeting when it is finally voted upon. All ordinances, duly passed, shall be filed and maintained by the City Secretary as prescribed by Section 4.07 City Secretary. Unless

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

prescribed otherwise, an ordinance shall become effective on the fourth day following passage.

Except as otherwise provided by law or this Charter, the City Secretary shall give notice of the enactment of every ordinance imposing any penalty, fine or forfeiture for violation of any of its provisions and of every other ordinance required by law to be published by causing the ordinance or its caption to be published in the official newspaper at least one (1) time within ten (10) days after final passage thereof. The ordinance shall take effect ten (10) days after the date of such publication. Any Emergency Ordinance shall become effective upon passage as provided in Section 3.17 Emergency Ordinances.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition G Ballot shall read:

Shall Section 4.02 of the City Charter be amended to clarify provisions and remove the requirement that a department head must have Council approval to be appointed or removed?

For

Against

In the event Proposition G is approved by voters on May 5, 2018, Section 4.02 of the Charter shall thereafter read as follows:

Section 4.02 Administrative Departments:

There shall be such administrative departments as established in this Charter or by ordinance.

The Council shall have power by ordinance to establish administrative departments or offices not provided in this Charter. The Council may discontinue, redesignate, or combine any of the departments and/or administrative offices established by ordinance. No changes shall be made by the Council in the organization of the City until the recommendations of the City Manager have been heard and approved. A department head shall be appointed and can be removed from office by the City Manager.

Job duties shall be established for each Department Head by the City Manager. The job duties shall be furnished to each employee in writing. Each employee shall be evaluated by the City Manager and reviewed by the City Council no less than annually.

The head of each department shall have supervision and control over their department, and shall establish job descriptions and initiate evaluations and submit the evaluations annually for review by the City Manager.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition H shall read:

Shall the Submission paragraph in Section 6.03 the City Charter be amended to clarify when the draft budget and proposed budget is to be submitted to Council?

For

Against

In the event Proposition H is approved by voters on May 5, 2018, Section 6.03, Submission paragraph of the Charter shall thereafter read as follows:

Section 6.03 Annual Budget:

...

Submission. The City Manager shall submit a draft budget on or before the thirtieth (30) day of June of each year. Council shall review the draft budget and revise it as deemed appropriate prior to the proposed budget. The City Manager shall submit to the Council a proposed budget and accompanying message by the first council meeting in August. The Council shall review the proposed budget and revise it as deemed appropriate prior to general circulation for public hearing.

...

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition I shall read:

Shall Section 6.04 of the City Charter be amended to clarify which and when reports the Finance Officer is required to provide to Council?

For

Against

In the event Proposition I is approved by voters on May 5, 2018, Section 6.03 of the Charter shall thereafter read as follows:

Section 6.04 Administration of Budget:

Payments and Obligations Prohibited. No payment shall be made or obligation incurred except in accordance with appropriation duly passed, and unless the Finance Officer first certifies there is a sufficient unencumbered balance and sufficient funds are, or will be available to meet the obligation when it comes due and payable. If funds are not currently available to make an appropriate payment, but will become available within the fiscal year, the Finance Officer may request the Council for authority to borrow money to make payment provided that the money will be repaid by the end of the fiscal year. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment made illegal. Such action shall be the cause for removal of any officer who, not acting in good faith, knowingly authorized or made such payment or incurred such obligations.

However, this prohibition shall not be interpreted to prevent the making or authorizing of payments or making of contracts for capital expenditures. These payments may be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness, certificates of obligation or other similar evidence of indebtedness. Nor may they prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that action is made or approved by ordinance. Section 6.06 Borrowing to Meet Emergency Appropriations and Section 6.07 Borrowing in Anticipation of Property Taxes discuss additional borrowing provisions. Borrowing Provisions for capital expenditures are detailed in ARTICLE X. BONDS, Section 10.01.

Financial Reports. In the event there is no Department of Finance, the City Manager, with approval of the Council, shall designate a person as Finance Officer for the City. The Finance Officer shall be responsible to the City Manager and the Council for preparing all reports.

Some Additional Duties of the Finance Officer. The Finance Officer shall provide Council with monthly financial reports showing the financial condition of the City. The monthly financial reports may be provided electronically, posted on city website, and are due prior to the second regularly scheduled meeting each month. In addition, the Finance Officer shall also present Council with quarterly financial reports for quarters ending December 31 (Q1), March 31 (Q2), June 30 (Q3), and September 30 (Q4). The quarterly financial reports shall be presented to Council during the second regularly scheduled City Council meeting of the month after the end of each quarter (Quarter 1 – January; Q2 – April; Q3 – July; Q4 – Year end November).

These financial reports shall include the following: Balance Sheet, Revenue and Expenditure Statement in summary form for the preceding month, Year-to-Date Expenditure Statement for each department, detailed statement of each category of Revenue and Expense by department, and an analysis of all funds invested including rates, and any other report requested by Council. The financial reports and records of the City shall be maintained on a modified accrual basis to support this type of financial management.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition J shall read:

Shall Section 6.05 of the City Charter be amended to clarify that changes to the budget can be made to the fullest extent allowed by State law?

For

Against

In the event Proposition J is approved by voters on May 5, 2018, Section 6.03 of the Charter shall thereafter read as follows:

Section 6.05 Amendment and Supplemental Budgets:

In accordance with State Law, the City Council may make changes in the budget for municipal purposes. Emergency expenditures may be necessary to protect public health, safety or welfare. These emergency expenditures may be authorized to meet conditions which were not anticipated in the original budget. They shall be authorized by a majority of the Council Members present as provided in Section 3.17 Emergency Ordinances. Supplements and amendments shall be approved by ordinance as provided in Section 3.16 Ordinances and Section 3.17 Emergency Ordinances and shall be filed with the original budget. Borrowing to meet deficit spending is provided in Section 6.06 Borrowing to Meet Emergency Appropriations.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition K shall read:

Shall Section 6.10 of the City Charter be removed to prevent redundancy and inefficiencies as budgets, audits, and expenditures are already posted on the city website?

For

Against

In the event Proposition K is approved by voters on May 5, 2018, Section 6.10 of the Charter shall be deleted. "Section 6.10 Reserved"

City of Brady Proposition L shall read:

Shall Section 6.12 of the City Charter be amended to change the deadline for the City Manager to provide the non-designated funds report to Council from 30 days to 60 days?

For

Against

In the event Proposition L is approved by voters on May 5, 2018, Section 6.10 of the Charter shall be read as follows:

Section 6.12 Appropriation of Funds:

Within sixty (60) days after the close of each fiscal year, the City Manager shall report to the Council all non-designated funds. The Council shall designate such funds as appropriated funds for a specific purpose including appropriate reserves. The budget may be amended to reflect this designation of funds.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition M shall read:

Shall Section 7.02 of the City Charter be amended clarify the elected office and require each candidate running for a place on City Council to pay a filing fee of \$100 or submit a petition of 100 qualified voters of the City?

For

Against

In the event Proposition M is approved by voters on May 5, 2018, Section 7.02 of the Charter shall read as follows:

Section 7.02 Filing for Office:

Each candidate filing for a place on the City Council ballot shall meet the following qualifications:

- (1) Have all the qualifications for a Council Member as described in Section 3.02.**
- (2) An incumbent seeking reelection shall file for the same place presently serving.**
- (2) No candidate may file for more than one (1) office or place per election.**
- (3) No candidate may withdraw from an election and file for another office or place at the same election.**
- (4) Each candidate shall file such application as required by State Election Laws.**
- (5) Each candidate shall pay a filing fee of \$100 or submit a petition of 100 qualified voters of the City of Brady.**

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition N shall read:

Shall Section 7.02 of the City Charter be amended to clarify the elected office and to allow an incumbent to seek reelection for any place on City Council?

For

Against

In the event Proposition M is approved by voters on May 5, 2018, Section 7.02 of the Charter shall read as follows:

Section 7.02 Filing for Office:

Each candidate filing for a place on the City Council ballot shall meet the following qualifications:

- (1) Have all the qualifications for a Council Member as described in Section 3.02.
- (2) No candidate may file for more than one (1) office or place per election.
- (3) No candidate may withdraw from an election and file for another office or place at the same election.
- (4) Each candidate shall file such application as required by State Election Laws.

EXHIBIT A - 2018 CHARTER ELECTION LANGUAGE PROPOSED – 16 PROPOSITIONS

City of Brady Proposition O shall read:

Shall Section 12.15 of the City Charter be amended to clarify that a City-Owned Utility may be sold or leased only if approved by a majority vote of the qualified voters of the City voting at an election for that purpose?

For

Against

In the event that Proposition O is approved by voters on May 5, 2018, Section 12.15 of the Charter shall read as follows:

Section 12.15 Election Required for City-Owned Utilities:

In accordance with State law, no City-owned electric utility, natural gas system, water system, sewer system, park or swimming pool shall ever be sold or leased in whole or in part without authorization by a majority vote of the qualified voters of the City voting at an election held for that purpose, nor shall the same be encumbered except as authorized by State law and this Charter. Such determination to sell, lease, or encumber such systems or facilities in whole or in part shall be ascertained at an election which shall be held in accordance with the laws applicable to the issuance of municipal bonds by the City. Any encumbrance herein authorized shall be payable only from revenues derived from said system.

City of Brady Proposition P shall read:

Shall Section 12.15 of the City Charter be amended to not restrict the funding of any encumbrance of a City-Owned Utility to the funds derived from that City-Owned Utility?

For

Against

In the event that Proposition P is approved by voters on May 5, 2018, Section 12.15 of the Charter shall read as follows:

Section 12.15 Election Required for City-Owned Utilities:

In accordance with State law, no City-owned electric utility, natural gas system, water system, sewer system, park or swimming pool shall ever be sold or leased in whole or in part without authorization by a majority vote of the qualified voters of the City, nor shall the same be encumbered except as authorized by State law and this Charter. Such determination to sell, lease, or encumber such systems or facilities in whole or in part shall be ascertained at an election which shall be held in accordance with the laws applicable to the issuance of municipal bonds by the City. Any authorized encumbrance may be funded from revenues derived from the encumbered utility.

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	2-6-2018	AGENDA ITEM	7.D.
AGENDA SUBJECT:	Discussion, consideration and possible action approving the purchase of 2,000T Limestone Rock Asphalt, Type 1, Grade D (cold mix) material at \$40.05 per ton for \$80,100.00 . Delivery charge is \$0.15 per Ton/Mile at 184 miles or \$55,200.00 . Total purchase w/ delivery equals \$135,300.00 .		
PREPARED BY:	D. Bustamante/D. Sewell/S.Miller	Date Submitted:	1-18-2018
EXHIBITS:	Quote from the Texas Comptroller of Public Accounts - Texas Smart Buy Contract #748-N1 Aggregate, Asphaltic & Non-Asphaltic (North Region)		
BUDGETARY IMPACT:	Required Expenditure:		\$135,300.00
	Amount Budgeted:		\$148,012.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

Requesting to utilize the State of Texas Cooperative Purchasing Program (CO-OP) with the Texas Comptroller of Public Accounts for the purchase of Limestone Rock Asphalt Cold Mix, Type 1, Grade D material with contractor Martin Marietta Materials, Uvalde, Texas. The Texas Comptroller's office stands behind all contracts to ensure they offer the best value for the state of Texas. This type of material is used to support the overlay & rebuild of streets, new street surface courses, large area street repairs and is the final course material over a re-conditioned street base as completed by the recently acquired asphalt recycling machine.

The FY2018 budget for the appropriation shown is sufficiently funded.

RECOMMENDED ACTION:

It is recommended that City Council approve the purchase of Limestone Rock Asphalt Cold Mix, Type 1, Grade D material from Martin Marietta Materials, Uvalde, Texas a nine (9) month supply for the aggregate purchase price of \$67.65 per ton with delivery in the amount of **\$135,300.00**.

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Texas Comptroller of Public Accounts
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1 item

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Street Material 002

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Item

Limestone Rock Asphalt (/product/7671790)

Shipping Address

Dugan Sewell
1600 West 4th Street
Brady, TX 76825

Delivery days: 21

Price
\$40.05

Qty
2000

UOM
TON

Subtotal
\$80,100.00

[Delete](#)

Delivery Charge

Price
\$0.15

Miles
184

UOM
TON/MILE

Delivery Subtotal
\$55,200.00

Commodity Code: 74577980808

Item Detail: Line Item 330 050 ITEM 330, LIMESTONE ROCK ASPHALT, TYPE I, GRADE D

Contractor: Martin Marietta Materials

Contract: 748-N1

Min. Order Quantity: 24

Highway District: 1, 10, 18, 19, 2, 23, 3, 9
Plant Address: 4483 Ranch Rd 1022, Uvalde, TX 78801
Line Item: 330 050
Delivery Date: 1/31/2018
Grade: Grade D
Type: Type I

Add Note to Item

Attach File to Item

No file chosen

Item Subtotal: \$80,100.00

Delivery Subtotal: \$55,200.00

Order Total: \$135,300.00

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- [Texas Veterans Portal \(https://veterans.portal.texas.gov/\)](https://veterans.portal.texas.gov/)
- [Public Information Act \(https://comptroller.texas.gov/about/policies/public-information-act.php\)](https://comptroller.texas.gov/about/policies/public-information-act.php)
- [Texas Secretary of State \(http://www.sos.state.tx.us/\)](http://www.sos.state.tx.us/)
- [HB855 Browser Statement](#)

OTHER STATE SITES

- [texas.gov \(https://www.texas.gov\)](https://www.texas.gov)
- [Texas Records and Information Locator \(TRAIL\) \(http://www.tsl.state.tx.us/trail/\)](http://www.tsl.state.tx.us/trail/)
- [State Link Policy \(http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf\)](http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf)
- [Texas Veterans Portal \(http://veterans.portal.texas.gov\)](http://veterans.portal.texas.gov)

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ANNUAL REPORT

OCTOBER 2017

**HOUSING AUTHORITY
OF THE
CITY OF BRADY, TEXAS**



October 2017

This Annual Report covers the period of October 1, 2016 through September 30, 2017.

In the past Fiscal Year, the Housing Authority of the City of Brady, Texas administered the public housing program.

The public housing program operates a total of 180 units, scattered on 6 sites, which includes 174 duplex apartments varying from "0"-bedroom (efficiency) to 3-bedroom units, plus three 1-bedroom houses, two 4-bedroom houses and one 5-bedroom house. These are offered to qualified families who meet income criteria as established by the U.S. Department of Housing and Urban Development. Ten of the 1-bedroom and 2-bedroom units are accessible, in accordance with Federal standards for accessibility.

The Housing Authority of the City of Brady, Texas provides decent, safe and sanitary housing for elderly, disabled and low-income families at rents they can afford to pay. All income received from rents and other sources pays for the operation and maintenance of the project.

The Housing Authority is a local body controlled by a Board of Commissioners who serve without compensation or personal gain. The Mayor of the City of Brady appoints the commissioners for a two-year term. A number of basic qualifications are essential in an effective Commissioner, one of which is "a sincere desire to improve the community's low-income families". The Board of Commissioners authorizes the hiring of an Executive Director to carry out the policies established locally by action of the Board and in accordance with the regulations of the Federal Government as administered by the U.S. Department of Housing and Urban Development. The Board of Commissioners was composed of the following persons:

Grant Evridge	Chairman
Julie Rodriguez	Vice-Chairperson
Vernon Jones	Commissioner
Lorenzo Rubio	Commissioner
Sherry Cox	Resident Commissioner

The State of Texas HB No. 2805 effective August 28, 1995 requires that a tenant of any municipal housing authority be appointed to the governing body for a period not to exceed 2 consecutive two-year terms.

The Administrative and Maintenance staff for fiscal year 2017 was:

Norma Potter	Executive Director
Dennita Hinman	Public Housing Manager – Retired 05/31/2017
Cristin Pitcox	Office Manager
Rufus Ruiz, III	Maintenance Foreman
Danny Walton	Maintenance
Thomas Reyes	Maintenance
Charles Cook	Maintenance
Helen Torres	Janitorial/Custodian

The following data provides information of occupancy for the Housing Authority:

Number of tenants residing in project October 1, 2016	175
Number of tenants residing in project September 30, 2017	179
Move-outs during fiscal year (includes transfers moves)	40
Move-ins during fiscal year (includes transfer moves)	44
Transfers during fiscal year	6

The lowest rent paid per month by a tenant was \$50.00, which is the minimum rent. We implemented the minimum rent of \$50.00 as allowed by Congress.

Flat rents are based on the Fair Market Rents established by HUD. This means that our residents with higher incomes will never pay above the flat rent, regardless of their Total Tenant Payment (or 30% of their adjusted monthly income) unless they choose to do so. They have the option to pay the flat rent or the Total Tenant Payment. If they choose flat rent, and later their income is reduced and they request a rent adjustment based on the 30% formula, their rent stays based on the 30% formula. If their income increases again during that period, the Housing Authority can put them at ceiling rent, which is the same amount as flat rent, without having to increase the rent to a much higher amount based on their income.

The Housing Authority examines flat rents annually. The new flat rent provision directs housing authorities to calculate flat rents at no less than 80% of the current year's Fair Market Rents as published by HUD; therefore, flat rents can change from year to year as the Fair Market Rents change annually, effective January 1st each year.

Another HUD regulation is the Earned Income Disregard. If a resident has not had gainful employment in the last 12 months, and begins working more than 10 hours per week at minimum wage, we disregard that person's income for 12 months, and disregard 50% of income for the second 12 months. This is a way for our residents to get ahead, perhaps purchase a vehicle in order to continue working, or to save enough funds to purchase a home. We have had opportunity to help several families with this regulation. This is a one-time-only chance for the resident. From the first day we begin the disregard, they have only 48 months to take advantage of it. After that time, they no longer qualify. Once they have finished the full 24 months of disregard, they will no longer qualify for any future disregard.

Residents in Public Housing who are not exempt are required to perform 8 hours of community service each month or risk losing their assistance. A non-exempt person is anyone who is not elderly, handicapped or disabled, a full-time student or employed, or in a welfare to work program. Applicants and current residents have been informed of their responsibility to perform community service; however, some are non-compliant, and the Housing Authority may start eviction proceedings in those cases.

The Housing Authority evicts for drug-related and violent criminal activity, as well as to refuse housing to those who have been involved with such things. We are not allowed to house anyone who is a registered sex offender, or anyone who has been arrested for

manufacturing methamphetamines in any HUD-assisted unit. The Housing Authority performs criminal background checks of residents and applicants through the Department of Public Safety for general criminal activity, and for information concerning sex offenders. We also use Tenant PI for residents who have lived out of state. These are very useful tools in processing applications. We deny housing to individuals who have lied on their application, stating that they have never been arrested, when in reality their records show they have had one or more arrests. Making a false statement on the application for housing is grounds for denial of assistance, and a 3-year wait from any new application before the applicant is eligible. Making use of these avenues has resulted in keeping ineligible families out of assisted housing, and funds being made available to families who choose to live within the law, instead of being used to house those who ignore the law. Those refused housing or who had their housing assistance terminated for drug-related criminal activity must show that they have gone through some sort of drug rehabilitation before they will be eligible for assistance, and those refused housing or who had their housing assistance terminated for violence must show that they have completed anger management before they will be eligible for assistance. Generally, we do not consider eligibility for drug-related criminal activity or violence if the offense has occurred within 7 years from the date of the application for housing assistance, unless the tenant has shown proof of rehabilitation.

Our collection losses this year were \$4,213.51 which is \$2,087.16 less than last year. Much of the collection losses were due to high utilities, and failure to pay rent when moving. We also had families failing to report employment, resulting in their having to pay back rent to the Housing Authority; several of these families never completed their repayment agreements, owing large amounts of money when they vacate their units. Families, including elderly families, often move without notice, leaving their units in disrepair, as well as owing rent and utilities. Instead of trying to pay their bills, they choose to vacate the unit, or wait until we threaten eviction. These families are ineligible for any subsidized housing programs until the amount they owe is paid in full. Any applicant who owes another housing agency money is also ineligible until their account is paid in full. We collect all of our unpaid rents monthly with few exceptions. We have also updated our policies so that any resident who moves without notice to the Housing Authority, or who is evicted or terminated for noncompliance with the Dwelling Lease, will be ineligible for any housing assistance for a period of 3 years from the date of any new application. This includes any applicant who left the Section 8 Housing Choice Voucher Program in noncompliance, or who had their assistance terminated due to noncompliance. All unpaid accounts are now reported to HUD via the Enterprise Income Verification (EIV) system, under the Debts Owed section.

Although the Housing Authority is tax exempt by law, we set aside 10% of the shelter rent charged to the tenants less cost of utilities, and this amount is paid to the taxing agencies of the locality. The total amount set aside for this Payment in Lieu of Taxes (PILOT) during the Fiscal Year Ending September 30, 2017 amounted to \$36,818.00, which will be paid to the McCulloch County Appraisal District for distribution to the appropriate agencies. The PILOT is affected by the cost of utilities that we pay to the City of Brady. The higher our utilities, the lower the PILOT.

In addition to Payments in Lieu of Taxes, the Housing Authority paid the City of Brady \$288,164.37 for electricity, gas, water, sewer and garbage collection this year. We also paid the City of Brady \$1,525.50 for landfill fees for hauling off yard debris and to haul off tenants' old furniture, etc. The tenants paid \$35,203.04 in excess utilities. The Housing Authority charges the tenants what the City of Brady charges per kilowatt hour of electricity.

In this past fiscal year, the total rent received from tenants was \$602,893.30. The tenants also paid \$7,663.46 for extra charges, including repairs and charges for late payment of rent. Residents who fail to pay their rent on time are charged an initial \$15.00 late charge, and then \$1.00 per day, excluding weekends and holidays, until the balance is paid in full. We do not add late charges on tenants' accounts who receive their Social Security check later in the month, and who have no other source of family income.

During this fiscal year, the Housing Authority received \$291,022.00 from the U.S. Department of Housing and Urban Development in operating subsidy for this past fiscal year. It was used primarily to assist in payment of utility bills. Our operating reserve this year was \$1,292,003.58. The Housing Authority was able to replace all the exterior doors on all remaining 170 units, including the store room doors on the 90 units that have store rooms.

In addition to the regular maintenance work on the units, our maintenance staff is responsible for mowing approximately 50 acres of lawn and, in summer months, this becomes practically a full-time job. The mowing is done at no cost to the tenants. As time permits, our maintenance staff also weeds and edges the properties, and fire ant bait is spread each spring and fall in an effort to control them.

The Brady Housing Authority has fenced off the 13 ½ acre property north of Site "F" and there is a sidewalk around the inside perimeter. Many of the neighbors who live in the area use this sidewalk for morning and evening walks, and are very appreciative of it. We added an activity court with basketball hoops for the use of all of our residents and neighbors. We use a tractor to mow the property. Since purchasing this tractor, our maintenance staff has been able to make this property look very good, and it has improved the looks of the neighborhood tremendously, making this a safe area for our residents and the neighbors.

As long as finances stay within our approved budget, we will continue to keep all the 180 units in good shape. The Brady Housing Authority has always believed in preventive maintenance. Repairs most often needed are due mainly to tenant negligence and normal wear and tear.

As units become vacant, we are painting the kitchen cabinets, replacing cabinet drawers as needed, and installing dryer connections and vents in any unit in Sites A, B, C and D that does not have them.

We also install compact fluorescent light bulbs in vacant units that have never had them before, at the encouragement of our local HUD field office, as an energy conservation

measure. We find that we spend a lot less time changing light bulbs for our residents since we started using these bulbs.

We will continue replacing floors and ceilings in all units as needed and make all necessary repairs.

Our maintenance staff have received EPA certification to handle refrigerants for air conditioners. They will attend additional trainings as they are scheduled. We continue to educate our maintenance staff as well as office staff to keep up with the ever-changing regulations.

The Housing Authority staff strives to hold quarterly safety meetings to discuss various topics of work-related safety, both maintenance and office. These meetings give the office staff and the maintenance staff opportunity to learn more about safety, as well as to offer ideas for future meetings. We have established a safety program as a guideline for our staff, as recommended by TML.

The Housing Authority property is a valuable asset, and this year is insured for \$12,311,747.00 with Texas Municipal League. This is replacement cost insurance less \$1,000.00 deductible per occurrence.

In Public Housing, we have amended the Dwelling Lease to include the Violence Against Women Act, or VAWA. Housing Authorities must include this information in their policies, as well as their leases. VAWA allows a housing agency to evict a violent person from a unit without evicting the entire family, as long as the victim(s) follow through with restraining orders and do not allow the person back into the unit. In the past, housing agencies usually evicted the entire family for violence; however, with increasing awareness about domestic violence, and the need to preserve housing for victims, this law will allow housing agencies to help protect them.

The Housing Authority has also amended policy to allow for housing victims of natural disasters that fall under Federal relief laws, offering units in Public Housing to people who might want to live in our area after their homes have been destroyed. This came about after Hurricanes Harvey, Maria, and Irma, and all housing agencies were encouraged to develop plans to aid these people, so that they can get their lives back to normal.

The Brady Housing Authority is an asset to Brady and McCulloch County. Our elderly and low-income families have some of the nicest and best-maintained homes in the community, and we often get comments on how nice our apartments are, and how well our staff maintains the units and property.

We have a lovely community room with kitchen facilities that is provided to the public as a service to the community for \$150.00 per day. We give priority to our residents. This community room stays booked up sometimes months in advance. We do not charge some of the social service organizations for the use of this room. We also do not charge our tenants when they use it. It is used on the 1st Thursday for the Garden Club; the 3rd Monday for Retired Teachers; we make the room available to any social service

organization that has need for a conference room, such as the Heritage Program for Senior Adults and the McCulloch County Extension Office. People are surprised that we have such a beautiful facility to offer, and we have received many compliments on our community room.

We have a computer lab in the community room for the use of our residents. These were purchased with funds which HUD requires we spend for resident participation. There are 3 computers and a printer, and the Housing Authority is supplying paper and other supplies. The resident who is required to do Community Service may use the computers to look for employment or to continue their education, this may go toward the required 8 hours for that month.

We also use the resident participation funds to provide school supplies each year for the children who live in Public Housing. We feel that giving the families help in providing the supplies will perhaps give them incentive for keeping their children in school, and we have received many words of appreciation for this program. It is a pleasure to see the joy and pride in the students when they pick up their supplies, and we get many smiles from the youngsters, as well as gratitude from the parents.

Ninety-five percent of Housing Authority expenses are spent locally, and all funds are deposited in Brady banks. This, too, is an asset to the local economy.

The Brady Housing Authority owns and maintains its gas system, including all the gas lines and meters, and comes under the Railroad Commission, who monitors our systems. Any findings we receive are minor and dealt with immediately. We have a well-run and well-maintained system. We are required to keep our Inspection, Maintenance and Operation Plan for our gas system up-to-date, which requires an annual review, and updates as necessary. The Brady Housing Authority also owns and maintains all the electric meters in the complex.

The Brady Housing Authority submits an Annual Plan and a Five-Year Plan to HUD Headquarters as well as the HUD Field Office in Fort Worth for approval. The Brady Housing Authority receives annual capital funds which is based on HUD's formula for capital improvements that are outlined in the Annual Plan and Five-Year Plan. These capital funds are solely for the improvement of Housing Authority property, and for updating infrastructure on Housing Authority property.

The Housing Authority has been able to hire off-duty sheriff's deputies to patrol our sites. We have had very good response from our residents, and it has helped control problems in these neighborhoods.

All year-end reports to HUD are sent via the Internet. This has simplified the reporting process, not only for the Brady Housing Authority, but also for HUD personnel who review the reports.

The Brady Housing Authority had the HUD REAC (U.S. Department of Housing and Urban Development Real Estate Assessment Center) Inspection. HUD REAC inspections are performed every 3rd year for the high performer agency.

We are required to submit the 50058 reports monthly to HUD via their PIC (Public and Indian Housing Information Center) system. This is the report that shows all annual and interim reexaminations of tenant income and household composition, as well as when a tenant moves in or out of the Housing Authority. This also tracks residents who are required to perform the 8-hour community service requirement, as well as those who are exempt.

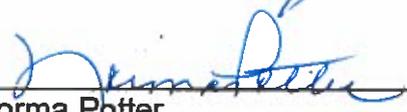
We use the Enterprise Income Verification (EIV) website, which provides state-reported wage and Social Security information for participants of assisted housing programs. This helps us to calculate rents more accurately and has assisted us to catch cases of fraud. EIV verifications are considered in calculating rents, as this reports actual earnings per quarter. We are required to watch EIV webcasts from HUD at least annually, to keep up with any changes in their system. We also use this system to report any money owed from tenants who have moved out owing rent, excess utilities, and/or move out charges.

The Brady Housing Authority has an audit conducted annually. A copy of the Audit Report is submitted to each member of the Board of Commissioners, the Federal Audit Clearing House, the Fort Worth HUD Field Office, and the office of the mayor of the City of Brady.

We have a well-trained, conscientious staff that are proud of the work they accomplish, and the results are many compliments on the care and management of the Brady Housing Authority and is reflected by the PHAS scores received from HUD Headquarters in Washington, D.C. as well as the HUD Field Office in Fort Worth, Texas.



Chairman



Norma Potter
Secretary