



**CITY OF BRADY COUNCIL AGENDA
REGULAR CITY COUNCIL MEETING
AUGUST 7, 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 August 7, 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

Missi Davis
Council Member Place 2

Jeffrey Sutton
Council Member Place 3

Jane Huffman
Council Member Place 4

Kim Lenoir
City Manager

Tina Keys
City Secretary

Sarah Griffin
City Attorney

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.

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 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 to save time

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 Minutes for Regular Meeting July 17, 2018
- B. Approval of Minutes for Budget Work Session Meetings on July 10, 11, 16, 17 and 24, 2018
- C. Approval of Minutes for Special Joint-City – County Meeting July 24, 2018
- D. Approval of Minutes for Special City Council Meeting July 30, 2018
- E. Discussion, consideration and possible action to approve Resolution 2018-025 authorizing the sale of alcoholic beverages at Richards Park Show Barn from Friday, August 31, 2018 at 8:00 a.m. until Sunday, September 2, 2018 at 11:59 p.m. for the 45th World Championship BBQ Goat Cook-off.

5. PRESENTATION:

- A. Proposed FY 2018-2019 Budget – City Manager Kim Lenoir
Public Hearing for Budget is scheduled - September 4
First Vote on Budget, Fees & Utility Rates, Tax Rate – September 4
Second Vote on Budget, Fees & Utility Rates, Tax Rate – September 18

6. PUBLIC HEARINGS:

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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 2018-017** updating the 2017 Cash Handling Policy (originally adopted 2002).
- B. Discussion, consideration, and possible action regarding **Resolution 2018-018** updating the 2016 Uniform Apparel Policy.
- C. Discussion, consideration, and possible action regarding **Resolution 2018-019** revising the 2016 Reserve Fund Policy (originally adopted 2013).
- D. Discussion, consideration, and possible action regarding **Resolution 2018-020** adopting a Fixed Assets Policy.
- E. Discussion, consideration, and possible action regarding **Resolution 2018-021** adopting a Debt Management Policy.
- F. Discussion, consideration, and possible action regarding **Resolution 2018-022** approving of the Joint City-County G Rollie White Steering Committee recommendations to convert the G Rollie White Complex from a 1980's horserace track into a McCulloch County 4-H / AgriLife Program Center (including indoor and outdoor arenas; shooting sports, master gardeners demonstration grounds, fairground complex, playground, RV / Trailer parking, vendor and mobile food vendor areas).
- G. Discussion, consideration, and possible action regarding **Resolution 2018-023** to transfer (donate, sell, or lease) a major portion of the 100 acre ownership of the G Rollie White Complex to McCulloch County or to 501(c)3 Friends of GRW if the citizens of McCulloch County vote November 6 to support a Venue Tax (to add 2 percent Hotel Occupancy Tax) to fund the Master Plan for the new McCulloch County 4-H / AgriLife Program Center and Complex.
- H. Discussion, consideration, and possible action regarding **Resolution 2018-024** to authorize the City Manager to sign the Memorandum of Understanding between the City of Brady and Officer Jason Lavender and K9 "Thor."
- I. Discussion regarding new capital funding for devices and equipment to support ERCOT regulatory requirements as a Transmission Operator (\$28,000).
- J. Discussion, consideration, and possible action regarding Techline Construction, LLC and Techline, Inc. approval of quote for replacement of overhead powerline from near US190E north along US377 to near South Ave to include all materials, labor and equipment (\$94,102.15).
- K. Discussion and summary of City Council action and if procedures and processes worked.

8. STAFF REPORTS

- A. **Grant Status Report Police Department**
- B. **Upcoming Special Events/Meetings:**
 - Summer Farmer's Market – Saturdays on The Square, 9:00 a.m. – 11:00 a.m.
 - August 9 – Movie in the Park – Mexican Colony Park
 - August 11 – Last Day of Aquatic Center Public Swim
 - August 11 – 19 – Only Private Parties at the Aquatic Center
 - August 27 – BISD First Day of School
 - August 31 – Sept 2 45th Annual World Championship BBQ Goat Cook-off – Richards Park
- C. **Upcoming City Calendar:**
 - August 13 – Commissioners Court Regular Meeting – possible call of Venue Tax Election
 - August 14 – P&Z Regular Meeting
 - August 20 – 9am City Council Tour of Golf Course

August 21 – 4pm Work Session – Dodge Heights Replat

August 21 – 6pm Regular City Council Meeting

August 30 – 11:30am – Annual Employee Hamburger Lunch – Richards Park

Sept 3 – City Offices Closed for Labor Day

Sept 3 – Trash Schedule Changes (Mon pick-up moved to Tues/Tues pick-up moved to Wed)

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 551.074 (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 Attorney Sarah Griffin duties under the City Charter.

B. Pursuant to Section 551.071 (Consultation with Attorney) the City Council will consult with the City Attorney on 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: legal opinion(s) regarding Brady Volunteer Fire Department's relationship with the City or with the Brady Fire Department.

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. 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, July 17, 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, Missi Davis, Rey Garza and Jeffrey Sutton. City staff present were City Manager Kim Lenoir, Community Services Director Peter Lamont, Finance Director Lisa Remini, Public Works Director Steve Miller, Police Captain Mike Hudson, Environmental Compliance Operator Loye Young, Code Enforcement Officer Walter Holbert, City Attorney Sarah Griffin, Police Officer Kevin Jimenez, and City Secretary Tina Keys. Also in attendance were Karen Langseth, Jamey Boyd, James Stewart, Will Baker, Becky Boyd and Josephine Medrano.

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

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

2. INVOCATION AND PLEDGE OF ALLEGIANCE

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

3. PUBLIC COMMENTS

Karen Langseth spoke regarding playground equipment at Richards Park

4. CONSENT AGENDA

A. Approval of Minutes for Regular and Work Session Meetings on July 3, 2018

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

5. PRESENTATIONS

Financial Report – Quarter 3 of the FY 2017-2018 Budget. Lisa Remini presented.

6. PUBLIC HEARINGS AND INDIVIDUAL CONCERNS

Call for continuation of Public Hearing from 4-17-18 to 8-21-18 to receive comments to authorize abatement of dilapidated structures at 102 West Shore Drive, of the Simpson Lake Subdivision, Block 4, Lot 13. Kim Lenoir and Peter Lamont presented. MCCAD has asked not to discuss until after the Sheriff sale of property. Council Member Sutton moved to delay action until 8/21/18. Seconded by Council Member Davis. All Council Members voted "aye" and none "nay". Motion passed with a 5 – 0 vote.

7. INDIVIDUAL CONCERNS

- A. Discussion, consideration, and possible action authorizing City staff to rebid the Richards Park Baseball Fields Renovation and TPWD Grant Project. Peter Lamont presented. Council Member Griffin moved to proceed with re-bid as stated for \$811,000. Motion failed for lack of a second. Becky Boyd asked if the adult softball association wanted to do repairs, will the City allow it. Lamont said it needs to be coordinated with staff to make sure the standards designed are being meet. Council Member Griffin moved to direct staff to rebid with minimum requirements for the grant with adds to furnish and install irrigation and improvements fields 3 & 4, excavation and removal of top soil on fields 3 & 4, fencing on field 3 & 4, hydroseed for fields 3 & 4, and install dirt on fields 3 & 4, and lights for fields 3 & 4. Lamont recommends buying bleachers from Buy Board. The motion was seconded by Council Member Garza. All Council Members voted "aye" and no Council Members voting "nay". Motion passed with a 5 - 0 vote.

- B. Discussion, consideration, and possible action regarding second and final reading of Ordinance 1245 of the City of Brady to adopt a Distributed Generation (DG) Ordinance. Steven Miller presented. Council Member Sutton moved to approve. Seconded by Council Member Griffin. All Council Members voted “aye” and none “nay”. Motion passed with a 5 – 0 vote.
- C. Discussion consideration, and possible action regarding second and final reading of Ordinance 1253 of the City of Brady amending the Electric Rate Ordinance to include Distributed Generation (DG) Rates and other items. Lisa Remini presented. Council Member Garza moved to approve. Seconded by Council Member Sutton. All Council Members voted “aye” and none “nay”. Motion passed with a 5 – 0 vote.
- D. Discussion, consideration, and possible action regarding final **Demolition Order 2018-23** for 607 East 2nd Street (Public Hearing held 12/19/17). Peter Lamont presented. Staff is recommending delaying until 2nd meeting in October. Council Member Davis moved to remove from demolition list. Seconded by Council Member Garza. All Council Members voted “aye” and none “nay”. Motion passed with a 5 – 0 vote.
- E. Discussion, consideration, and possible action regarding final **Demolition Order 2018-25** for 1112 South Willow (Public Hearing held 10-17-17). Peter Lamont presented. Council Member Sutton moved to issue Demolition Order. Seconded by Council Member Davis. All Council Members voted “aye” and none “nay”. Motion passed with a 5 – 0 vote.
- F. Discussion, consideration and possible action regarding **Demolition Order 2018-26** in accordance with the Code of Ordinances Section 3.207 to authorize demolition of dilapidated structure(s) at 506 Crothers. Peter Lamont presented. Council Member Davis moved to issue Demolition Order. Seconded by Council Member Sutton. All Council Members voted “aye” and none “nay”. Motion passed with a 5 – 0 vote.
- G. Discussion, consideration and possible action regarding **Demolition Order 2018-29** in accordance with Code of Ordinances Section 3.207 to authorize abatement of dilapidated structures at 217 Melvin in Dodge Heights Subdivision, Block 1, Lot 11 (Public Hearing held 4-17-18). Peter Lamont presented. Council Member Davis moved to approve Demolition Order. Seconded by Council Member Griffin. All Council Members voted “aye” and none “nay”. Motion passed with a 5 – 0 vote.
- H. Discussion, consideration and possible action regarding **Demolition Order 2018-30** in accordance with Code of Ordinances Section 3.207 to authorize abatement of dilapidated structures at 219 Melvin, of the Dodge Heights Subdivision, Block 1, Lot 12 (Public Hearing held 4-17-18). Peter Lamont presented. Council Member Griffin moved to approve Demolition Order. Seconded by Council Member Davis. All Council Members voted “aye” and none “nay”. Motion passed with a 5 – 0 vote.
- I. Discussion and summary of City Council action and if procedures and processes worked.

8. STAFF REPORTS

- A. 2nd Quarter Reports for Public Safety: Grant(s) Status Reports – will be available at the next meeting.
- B. June Monthly Activity Reports – Sales Tax Receipts, Utility Reports, Hotel/Motel Occupancy Tax (HOT) Receipts, Seniors, Golf, BPD, BVFD Expense Report, Animal Control, Airport, Code Enforcement, Chronic Code Complaints, and Structures Inhabited without Utilities
- C. Status Report – ERCOT Transmission Operator Compliance - Call Center Implementation
- D. Upcoming Special Events/Meetings:
 - Summer Farmer’s Market – Saturdays on The Square, 9:00 a.m. – 11:00 a.m.

July 19 – Movies at the Swimming Pool – Moana

July 21 – 7am – 1st Hotter than Heck .5K Fun Run – Brady West / Chamber of Commerce

August 4 – 7am - Texas 4000 5K Fundraiser – Bulldog Stadium

E. Upcoming City Calendar:

July 18 – 11:30am Chamber of Commerce - Good News Luncheon – Civic Center

July 18 – 5pm GRW Steering Committee (Aug 20 last day to call November Election)

July 20 – Hog Wild Legal Seminar – Live Oak, TX

July 26 – 12 noon BEDC (Type A) Meeting

July 31 – August 2 Dutch Military Training – Curtis Field Airport

9. ANNOUNCEMENTS

Council Member Griffin thanked Peter Lamont for his service.

Lamont thanked the Council and Kim Lenoir for their faith in him.

10. EXECUTIVE SESSION

There was no Executive Session.

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

12. ADJOURNMENT

There being no further business, the Mayor adjourned the meeting at 7:43 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 Work Session Meeting on Tuesday, July 10, 2018 at 9:00 a.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 Missi Davis, Jeffrey Sutton, Jim Griffin and Jane Huffman. City staff present were City Manager Kim Lenoir, Finance Director Lisa Remini, Community Services Director Peter Lamont, Public Works Director Steve Miller, Fire Chief Brian Meroney, Police Chief Steve Thomas, Police Captain Mike Hudson, City Secretary Tina Keys, and Council Member Rey Garza.

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

Mayor Groves called the meeting to order at 9:12 a.m. Council quorum was certified. Rey Garza entered the meeting at noon.

2. Present:

Base Budget Summary

Fund Balance - Adequacy

Kim Lenoir presented and went over goals: 1. Economic Development - growth / annexation = Sales Tax dollars, tourism 2. Infrastructure – streets, new vehicles, repair, replace & new – maintain existing, repurpose existing 3. Clean up and fix up – demolitions, code enforcement, KBB, recycling

Group went around the room and told about themselves and what they want to see for the future of Brady

Lisa Remini reviewed Base Budget and Fund Balance

3. Review:

Franchise and Administrative Fees Formula

Proposed Fees and Rate Increases

Lisa Remini reviewed Franchise and Administrative Fees

Council took a break for lunch at 12:06 p.m. and resumed session at 12:45 p.m.

4. Discuss:

Personnel and Payroll

Lisa Remini and Kim Lenoir went over personnel and payroll needs and budgets

Planning Reports

Base Budgets – Utility Funds

Base Budgets – General and Special Funds

Lisa Remini presented

Decision Requests

Utility Funds

General and Special Funds

Lisa Remini presented.

Budget Requests from other Agencies

5 year Capital Expenditure Plan
Debt Management Policy

5. Discuss and plan future work session dates and topics

6. Discuss Process and Announcements

Adjournment

There being no further business, the Mayor adjourned the meeting at 3:05 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 Work Session Meeting on Tuesday, July 11, 2018 at 9:00 a.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 Missi Davis, Jeffrey Sutton, Rey Garza, Jim Griffin and Jane Huffman. City staff present were Community Services Director Peter Lamont, Public Works Director Steve Miller, Finance Director Lisa Remini, Fire Chief Brian Meroney, and City Secretary Tina Keys.

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

Mayor Groves called the meeting to order at 9:05 a.m. Council quorum was certified.

Planning Reports Continued
Base Budgets – Utility Funds
Base Budgets – General and Special Funds

Decision Requests
Utility Funds
General and Special Funds

5 year Capital Expenditure Plan – Steven Miller went over the need for utility poles and other Public Works Brian Meroney and Steve Thomas went over CIP projects for Public Safety.

Council took a break at 11:10am and resumed session at 11:27am. Council recessed for lunch at 12:07 p.m. Session was resumed at 12:40 p.m.

Peter Lamont reviewed Community Services CIP projects and budget requests.

Council Member Davis left the meeting at 2:30 p.m.

Council Member Griffin left the meeting at 3:04 p.m.

5. Discuss and plan future work session dates and topics

Group decided to cancel Thursday's meeting and meet again Monday, July 16, 9am.

6. Discuss Process and Announcements

Adjournment

There being no further business, the Mayor adjourned the meeting at 3:10 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 Work Session Meeting on Monday, July 16, 2018 at 9:00 a.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 Missi Davis, Jeffrey Sutton, Rey Garza, Jim Griffin and Jane Huffman. City staff present were City Manager Kim Lenoir, Community Services Director Peter Lamont, Public Works Director Steve Miller, Finance Director Lisa Remini, Fire Chief Brian Meroney, Police Chief Steve Thomas, Police Captain Mike Hudson and City Secretary Tina Keys.

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

Mayor Groves called the meeting to order at 9:01 a.m. Council quorum was certified. Council Member Davis arrived at 9:05am after a quorum was certified.

4. Discuss:

Personnel and Payroll

Planning Reports

Base Budgets – Utility Funds

Base Budgets – General and Special Funds

Peter Lamont reviewed the Golf Course needs....

Decision Requests

Utility Funds

General and Special Funds

Council discussed having the attorney only come to one meeting a month rather than two. Most were in favor.

Lisa Remini discussed increases in tax rates and sewer and water rates and the clean water project.

Council discussed the pros and cons of property tax rate increases.

Council discussed possible areas to cut costs.

Council took a break at 10:11 a.m.

Council asked staff to figure budget with no increase in taxes and discussed decreasing reserves in the electric and gas funds. Council was in favor of lowering gas fund reserved to 120 days.

Electric Fund – Walnut Street Project – most council members supported.

Replace electric poles – needs to be done. Council agreed on spending \$50,000 this year.

Water and Sewer Fund – Council approved the purchase of one pump, \$90,000

Council also supported other items other than Hexion project

Gas Fund –

Council took a break for lunch at 12:19pm and resumed at 12:40 p.m.

Sanitation Fund

1. Council was for this project

2. Council was against

Salaries

Animal Control – new full time tech – council supported.

Council looked at dollars left in General Fund and realized there are not enough monies to fund what is needed and/or wanted.

There was discussion about the Community Services Director position and duties.

Council wants to meet Tuesday 7/24/18 in a Joint Meeting with County Commissioners.

Budget Requests from other Agencies – Council Member Davis handed out a BVFD Budget.

5 year Capital Expenditure Plan

Debt Management Policy

Other policies

Organizational Chart

Kim Lenoir reviewed with Council and discussed the changes with Peter Lamont's position being vacant.

FY 2019 Comprehensive Budget Fee schedule – to be discussed Tuesday, July 18, 3pm.

5. Discuss and plan future work session dates and topics

6. Discuss Process and Announcements

Adjournment

There being no further business, the Mayor adjourned the meeting at 3:01 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 Work Session Meeting on Tuesday, July 17, 2018 at 3:00 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 Missi Davis, Jeffrey Sutton, Rey Garza, Jim Griffin and Jane Huffman. City staff present were City Manager Kim Lenoir, Community Services Director Peter Lamont, Public Works Director Steve Miller, Finance Director Lisa Remini, and City Secretary Tina Keys.

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

Mayor Groves called the meeting to order at 3:10 p.m. Council quorum was certified.

Kim Lenoir went over "The Five Dysfunctions of a Team" and ask Council's help in determining ways to keep our team of city staff, city council, and the citizens functional and working together to make Brady the best Brady it can be.

Rey Garza entered the meeting at 3:53 p.m. after a quorum was certified.

2. FY 2019 Budget Fee Schedule

Council Member Huffman is still concerned about budget. Council Member Davis expressed her concern about employee salaries. Lisa Remini discussed reasonings behind decisions being made to date. Council requested removal of the PIO position, a dispatch position and add the FT Animal Control Officer.

Council took a break at 4:30pm and resumed at 4:35pm

Council discussed items that may be able to be financed and certificates of obligations, after the water and sewer project are underway.

Kim Lenoir briefly reviewed Fee Schedule.

Lenoir went over the new recommended amounts for lake lot leases.

Mayor Groves and Council Member Huffman believe the rates are too high.

Council discussed changing pool rules to allow snacks and drinks but no ice chests and no glass bottles.

Council Member suggested lowering entry rate to \$2.00. Council Member Garza does not think rates need to be lowered. Most council members were in favor of lowering rate.

Lenoir asked Staff to look at page 14 and demolition fees. Attorney to look into City doing demolitions of structures located in County.

3. Decision Requests: Summary

4. Financial Policies

5. Adjournment

There being no further business, the Mayor adjourned the meeting at 5:32 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 Work Session Meeting on Tuesday, July 24, 2018 at 1:30p.m. at the City of Brady Municipal Court Building located at 207 S. Elm Street, Brady, Texas with Mayor Tony Groves presiding. Previous 12 noon Joint County-City Meeting continued until 3:15pm. Council Members present were Missi Davis, Jeffrey Sutton, Rey Garza, Jim Griffin and Jane Huffman. City staff present were City Manager Kim Lenoir, Public Works Director Steve Miller, Finance Director Lisa Remini, Fire Chief Brian Meroney, Police Chief Steve Thomas, Police Captain Mike Hudson, and City Secretary Tina Keys.

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

Mayor Groves called the meeting to order at 3:30 p.m. Council quorum was certified.

2. FY 2019 Budget Fee Schedule

Fee schedule will be discussed further at August 7 meeting.

3. Policies

Lisa Remini will go over policy changes and additions at the next work session August 7.

4. FY 2019 Goals

5. Review Revenue and Expense adjustments from draft budget presented

Lisa Remini went over changes made to draft budget. Council Member Huffman suggested we do without the PIO position and focus on the second Animal Control Officer position.

6. Discuss/Review Supplemental Decision Requests

Council discussed adding the radio frequency for the BPD.

7. Adjournment

There being no further business, the Mayor adjourned the meeting at 5:11 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 Joint Special Meeting with McCulloch County Commissioners Court, on Tuesday, July 24, 2018 at 12:00 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 Missi Davis, Jeffrey Sutton, Rey Garza, Jim Griffin and Jane Huffman. City staff present were City Manager Kim Lenoir, Finance Director Lisa Remini, Fire Chief Brian Meroney, Firefighter/Paramedic Lynne White, City Secretary Tina Keys, Police Chief Steve Thomas, and Police Captain Mike Hudson. Also in attendance were County Judge Danny Neal, County Commissioners Jim Quinn, Jason Behrens, Gene Edmiston, and Brent Deeds, Sheriff John Dagen, County Judge-Elect Bill Spiller, Lynn Farris, Michele Derrick, Eddie Sales, Tony Cook, Taylor Hoffpauir, Virgil Webb, Justice of the Peace Maggie Sawyer, Angie Garner, Les Brooks, Jordan Tully, Dean Gibson, Davie Huie, Michael Jordan, Terry Davis, and James Blankenship.

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

County Judge Danny Neal called the County Commissioners meeting to order. Mayor Groves called the City Council meeting to order at 12:00 p.m. Council quorum was certified. Judge Neal said a prayer and the pledge of allegiance to both flags were recited. Judge Neal asked for Citizen Comments. There were none.

2. Review and discuss current City Dispatch Services and plans for Law Enforcement Center Dispatch Services

Kim Lenoir went over the ERCOT requirements. Mayor Groves said the City is willing to provide dispatch services for City and County both at no cost. Commissioner Quinn asked what the urgency is at this time. Lenoir said we've been working on it for 8 years and this is the solution the City and ERCOT agreed on. Judge Neal said the bond was passed in 2016 and funded in 2017. Dispatch functions are typically done out of a jail. The new jail will be designed and equipped with dispatch. The topic has come up a number of times since February. There was a meeting about dispatch in June with several entities and budget meeting followed. Judge Neal would like to try to get a variance with ERCOT. Goal is to be functioning with dispatch to be operational at new Jail on October 1, 2018. The dispatch jobs will be available for those current dispatchers to apply. Council Member Jeffrey Sutton said the City is aware of the regulations for both the City and County. We need to work out a solution. It would hurt the taxpayer if we do not work out a solution. Council Member Huffman said we need to do what's best for the citizens and we need to save tax dollars wherever we can. If the City has to meet the ERCOT regulations, and doesn't have dispatch to meet those regulations, then it will cost the taxpayers. Judge Neal said the City needs to sell the substations; and he knows that the ERCOT regulations are being met at another county. It can be done. If ERCOT is willing to grant a variance, that would be a solution. The other solution would be talk to state representatives to get help. Judge Neal is available on August 20th to meet in Austin.

3. Review and discuss current City EMS Services and plans for County EMS Services.

City Manager Lenoir said the City currently provides Countywide EMS services but understands the County does not want to pay for that service any longer. Council Member Sutton asked if we have an Interlocal Agreement. Judge Neal said he doesn't believe so. Council Member Sutton would like to see an Interlocal Agreement. Proposed city budget for communications was \$320,000. But since the County is planning on taking the \$320,000 expense away from City, they would not supplement Fire and EMS \$251,000. The County paid \$251,000 in February of 2018 to include dispatch. But, the plan is to move dispatch back into the county jail to save the City that expense so the county wouldn't subsidize fire and EMS. Council Member Sutton asked if we could come up with a price per run figure. Judge Neal suggested stopping EMS services and offered to possibly look into contracting with some company to do EMS services since the City is losing money. Council Member Huffman asked Judge Neal if he said he is

proposing City will provide Fire and EMS and they will provide dispatch services. Dispatch showed \$320,000 for communications and we were asking for \$251,000 for Fire and EMS and dispatch. They agreed to that. They have agreed to take the \$320,000 department of dispatch off of the City's budget. City Manager Lenoir told the group that the City cannot pay for services in the County without an interlocal agreement. Since budget is not on the agenda, Commissioner Quinn suggested a budget workshop be held. Judge Neal said the supplement from the County has increased almost 100% year after year. Commissioner Deeds said there are probably not enough runs to warrant another entity coming in for EMS service. Eddie Sales asked why we have to have so many people when we lost 400 transfer calls. Michele Derrick said there was a meeting about 10 years ago to put fire and EMS together. Things changed. At one point we looked at a "fire / EMS district". We have to make changes. Lisa Remini countered that she is looking at different numbers. Danny Neal provided Lisa with what he was looking at the showed the \$800,000 loss, there was not a loss, EMS budget was adjusted in 2016 to reflect actual cost. Commissioner Quinn would like to make sure we work together and see if we can work on the ERCOT issue. Judge Neal asked how many calls are going to be for ERCOT and how many for Emergency Services. Huffman asked Neal to confirm, the County is saying the County will take Dispatch, the City will keep Fire and EMS and now we have to know what to do to move forward as far as figures go. Commissioner Quinn confirmed County is saying they will take on costs of dispatch and the City will take on costs for Fire and EMS and it is a \$70,000 net for the City. Commissioner Deeds asked if the City is paying for prisoners housed at jail. Judge Neal and Angie Garner said they can only charge for Class C Misdemeanors per the Criminal Code of Procedures. City Manager Lenoir again said after October 1st we cannot continue to respond to fire and EMS calls in the County without an Interlocal Agreement. Neal discussed Interlocal Agreements. Les Brooks said there is no Interlocal Agreement needed for volunteer fire departments. They are all 501(c)3 and operate independently. There was discussion about becoming an Emergency Services District and suggestion to find out more information. Judge Neal suggested we come up with an Interlocal agreement and leave everything as is except for county taking dispatch to jail, then we can look at it further. The County budgets now stands as it is and there is no more money. Judge Neal will look into outsourcing EMS services.

Meeting took a break at 2:15pm and resumed at 2:30pm.

4. Review and discuss current City Fire Services and plans for County Fire Services.

This item was inclusive with the discussion on EMS services.

5. Review and discuss next steps for Joint City-County GRW Steering Committee

Kim Lenoir said the GRW committee would like to meet with County and City Council again. They would like to call an election for a venue tax which is 2 cents on hotel/motel tax. Lenoir said the committee is suggesting a venue tax fund the project which would need to be approved by voters. Kim Lenoir suggested a joint meeting on August 7th at 2:00 p.m. to answer questions before calling an election. The GRW Joint Steering Committee would like an opportunity to discuss with Council and Commissioners.

6. Review and discuss City's future Activity (senior) Center and County's Sunset Senior Center and other senior services.

Kim Lenoir announced we do not have the funds for the project right now but are working with grant writers in hopes of getting a \$500,000 grant.

7. Discuss and plan future work session dates

August 20th to meet and travel to Austin on ERCOT issue and August 7th for a joint meeting with GRW Steering Committee.

8. Announcements

Mike Conway will be at Radio Station on August 1st. We could be there to talk with him.

9. Adjournment

There being no further business, the Mayor and County Judge adjourned the meeting at 3:12 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 Special Meeting on Monday, July 30, 2018 at 5:00 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 Missi Davis, Jeffrey Sutton, Jim Griffin, Rey Garza and Jane Huffman. City staff present were City Manager Kim Lenoir, and City Secretary Tina Keys. Also in attendance were Taylor Hoffpauir, JT Owens, and Erin Corbell.

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

Mayor Groves called the meeting to order at 5:00 p.m. Council quorum was certified.

2. Discussion, consideration, and possible action authorizing and approving the Brady/McCulloch County Chamber of Commerce proposal for repairing and opening the footbridge at Richards Park during the 45th Annual World Championship BBQ Goat Cook-off Weekend Event.

Erin Corbell and JT Owens discussed with Council that Chamber is willing to hire Carl Anderson to repair bridge "to the condition it was in before it was condemned" and will have engineers certify its safety. Mr. Anderson was part of the team that built the footbridge in 1991 and repaired it in 2001. Council Member Davis moved to authorize the Chamber to repair and provide certification of the safety of bridge. Seconded by Council Member Huffman. Council Member Sutton asked how long it would take and was told it would take 2 days. Council Member Garza asked what all would be done to bridge. Council Member Huffman discussed report. All Council Members voted "aye" and none "nay". Motion passed with a 5 – 0 vote.

3. Adjournment

There being no further business, the Mayor adjourned the meeting at 5:05 p.m.


Mayor Anthony Groves

Attest: _____
Tina Keys, City Secretary

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	08/07/2018	AGENDA ITEM	4.E.
AGENDA SUBJECT:	Discussion, consideration, and possible action to approve Resolution 2018-025 authorizing the sale of alcoholic beverages at Richards Park Show Barn from Friday, August 31 st at 8:00 a.m. until Sunday, September 2 nd at 11:59 p.m..for the 45 th World Championship BBQ Goat Cook-off		
PREPARED BY:	T. Keys	Date Submitted:	08/01/2018
EXHIBITS:	Resolution 2018-025 Letter as requested by Brady/McCulloch County Chamber of Commerce		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:
The Brady/McCulloch County Chamber of Commerce has requested they be authorized to sell alcoholic beverages at Richards Park during the 45 th World Championship BBQ Goat Cook-off.

RECOMMENDED ACTION:
Approve Resolution 2018-025 authorizing the City Manager to sign letter to TABC as requested by the Brady/McCulloch County Chamber of Commerce.

RESOLUTION NO. 2018-025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS AUTHORIZING THE CITY MANAGER TO SIGN LETTER FOR THE BRADY/MCCULLOCH COUNTY CHAMBER TO SELL ALCOHOLIC BEVERAGES AT RICHARDS PARK AS PART OF THE 45TH WORLD CHAMPIONSHIP BBQ GOAT COOK-OFF.

WHEREAS, the City Council of the City of Brady wishes to support our local Chamber of Commerce; and

WHEREAS, The City Council of the City of Brady approved Ordinance 1203 on October 4, 2016 setting fees for the temporary sale of alcoholic beverages within the City of Brady; and

WHEREAS, City Staff recommends the allowance of the sale of alcoholic beverages for the 45th World Championship BBQ Goat Cook-off.

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

The City of Brady City Council authorizes the City Manager to sign a letter to the Texas Alcoholic Beverage Commission as requested by the Brady/McCulloch County Chamber of Commerce.

PASSED AND APPROVED this the _____ day of _____, 2018.

CITY OF BRADY

Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary

To Whom It May Concern:

This letter is to certify that the below listed organization has the permission of the City Council of the City of Brady to sell alcoholic beverages at Richards Park, property that is owned by the City of Brady, at the below described event.

Event Details:

45th World Championship BBQ Goat Cook-off

Event Name

Brady/McCulloch County Chamber of Commerce

Organizer

Richards Park, Brady, TX

Location

Friday, August 31st at 8 a.m. until Sunday, September 2nd at 11:59 p.m.

Dates and Times of Event

Show Barn at Richards Park, indicated on attached map

Exact Location of Alcohol Sales

Sincerely,


Kim Lenoir

City Manager

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	8-7-18	AGENDA ITEM	5.A.
AGENDA SUBJECT:	Presentation of the proposed FY 2018-2019 Budget		
PREPARED BY:	Kim Lenoir & Lisa Remini	Date Submitted:	8-2-18
EXHIBITS:	Agreed Order with TCEQ Lawsuit		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

SUMMARY:	<p>City Manager will present the "Proposed Budget Letter" summarizing the FY 2018-2019 Budget.</p> <p>The TCEQ Agreed Order was received after City Council Work Sessions, but has been included in the new budget. The approved TCEQ project is a new and improved pressurized water supply connection for the Hospital fire protection.</p> <p>The City is proposing no property tax increase. The approval of the budget is as follows: Sept 4 – 6pm Public Hearing for Budget Sept 4 – 6pm First Vote of Budget, Fees & Utility Rates, Tax Rate Sept 18 – 6pm Second Vote on Budget, Fees & Utility Rates, Tax Rate</p>
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RECOMMENDED ACTION:	<p>No action required. Draft Budget is posted on the City Website.</p>
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TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



THE STATE OF TEXAS
COUNTY OF TRAVIS
HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY
OF A TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
DOCUMENT, WHICH IS FILED IN THE PERMANENT RECORDS

JUL 27 2018

OF THE COMMISSION GIVEN UNDER MY HAND AND THE
SEAL OF OFFICE ON

BEFORE THE Bridget C. Baker
BRIDGET C. BAKER, CHIEF CLERK
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

**IN THE MATTER OF AN
ENFORCEMENT ACTION
CONCERNING
CITY OF BRADY;
RN104191200**

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§
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§

**TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY**

AGREED ORDER

DOCKET NO. 2016-1417-IWD-E

I. JURISDICTION AND STIPULATIONS

On JUL 25 2018, the Texas Commission on Environmental Quality ("Commission" or "TCEQ") considered this agreement of the parties, resolving an enforcement action regarding City of Brady ("Respondent") under the authority of TEX. WATER CODE chs. 7 and 26. The Executive Director of the TCEQ, represented by the Litigation Division, and Respondent represented by Scott Tschirhart of the law firm Denton Navarro Rocha Bernal & Zech, P.C., together stipulate that:

1. Respondent owns and operates a surface water treatment plant with an evaporation pond located approximately 3/4 mile south of Brady Lake on Farm-to-Market Road 3022, approximately 2.5 miles west of the City of Brady in McCulloch County, Texas (the "Plant"). The Plant is near or adjacent to water in the state as defined in TEX. WATER CODE § 26.001(5).
2. The Executive Director and Respondent agree that TCEQ has jurisdiction to enter this Order pursuant to TEX. WATER CODE §§ 7.002, 7.051, and 7.073, and that Respondent is subject to TCEQ's jurisdiction. The TCEQ has jurisdiction in this matter pursuant to TEX. WATER CODE § 5.013 because it alleges violations of TEX. WATER CODE ch. 26 and the rules of the TCEQ.
3. The occurrence of any violation is in dispute and the entry of this Order shall not constitute an admission by Respondent of any violation alleged in Section II ("Allegations"), nor of any statute or rule.
4. An administrative penalty in the amount of twenty-eight thousand seven hundred fifty dollars (\$28,750.00) is assessed by the Commission in settlement of the violations alleged in Section II. Pursuant to TEX. WATER CODE § 7.067, twenty-eight thousand seven hundred fifty dollars (\$28,750.00) of the penalty shall be conditionally offset by Respondent's timely and satisfactory completion of a Supplemental Environmental Project ("SEP") as defined in the SEP Agreement ("Attachment A" - incorporated herein by reference). Respondent's obligation to pay the conditionally offset portion of the penalty shall be discharged upon full compliance with all the terms and conditions of this Order, which includes any payment schedule and the timely and satisfactory completion of all provisions of the SEP Agreement, as determined by the Executive Director. The Executive Director and Respondent agree on a settlement of the matters addressed in this Order, subject to final approval in

Attachment A. Penalty payments for any portion of the SEP deemed by the Executive Director as not complete shall be paid within 30 days after the date the Executive Director demands payment.

3. All relief not expressly granted in this Order is denied.
4. The duties and provisions imposed by this Order shall apply to and be binding upon Respondent.
5. The Executive Director may grant an extension of any deadline in this Order or in any plan, report, or other document submitted pursuant to this Order, upon a written and substantiated showing of good cause. All requests for extensions by Respondent shall be made in writing to the Executive Director. Extensions are not effective until Respondent receives written approval from the Executive Director. The determination of what constitutes good cause rests solely with the Executive Director. Extension requests shall be sent to the Order Compliance Team at the address listed above.
6. If Respondent fails to comply with any of the Ordering Provisions in this Order within the prescribed schedules, and that failure is caused solely by an act of God, war, strike, riot, or other catastrophe, Respondent's failure to comply is not a violation of this Order. Respondent shall have the burden of establishing to the Executive Director's satisfaction that such an event has occurred. Respondent shall notify the Executive Director within seven days after Respondent becomes aware of a delaying event and shall take all reasonable measures to mitigate and minimize any delay.
7. This Order, issued by the Commission, shall not be admissible against Respondent in a civil proceeding, unless the proceeding is brought by the OAG to: (1) enforce the terms of this Order, or (2) pursue violations of a statute within TCEQ's jurisdiction or of a rule adopted or an order or permit issued by the TCEQ under such a statute.
8. This Order may be executed in separate and multiple counterparts, which together shall constitute a single instrument. Any page of this Order may be copied, scanned, digitized, converted to electronic portable document format ("pdf"), or otherwise reproduced and may be transmitted by digital or electronic transmission, including but not limited to facsimile transmission and electronic mail. Any signature affixed to this Order shall constitute an original signature for all purposes and may be used, filed, substituted, or issued for any purpose for which an original signature could be used. The term "signature" shall include manual signatures and true and accurate reproductions of manual signatures created, executed, endorsed, adopted, or authorized by the person or persons to whom the signatures are attributable. Signatures may be copied or reproduced digitally, electronically, by photocopying, engraving, imprinting, lithographing, electronic mail, facsimile transmission, stamping, or any other means or process which the Executive Director deems acceptable. In this paragraph exclusively, the terms: electronic transmission, owner, person, writing, and written, shall have the meanings assigned to them under TEX. BUS. ORG. CODE § 1.002.
9. The effective date of this Order is the date it is signed by the commission. A copy of this fully executed Order shall be provided to each of the parties.

Attachment A
Docket Number: 2016-1417-IWD-E
SUPPLEMENTAL ENVIRONMENTAL PROJECT

Respondent:	City of Brady
Penalty Amount:	Twenty-Eight Thousand Seven Hundred Fifty Dollars (\$28,750)
SEP Offset Amount:	Twenty-Eight Thousand Seven Hundred Fifty Dollars (\$28,750)
Type of SEP:	Custom
Project Name:	<i>Water Supply Connection for Hospital Fire Protection</i>
Location of SEP:	McCulloch County

The Texas Commission on Environmental Quality ("TCEQ") agrees to offset the administrative Penalty Amount assessed in this Agreed Order for Respondent to perform a Supplemental Environmental Project ("SEP"). The SEP Offset Amount is set forth above and such offset is conditioned upon completion of the project in accordance with the terms of this Attachment A.

Respondent owns a surface water treatment facility that has suspended operation until future upgrades are implemented in approximately 2020.

1. Project Description

A. Project

Respondent shall hire a contractor to purchase and install a supply connection from the City of Brady's public water supply into the existing low pressure transmission main to The Heart of Texas Healthcare System located at 2008 Nine Road, McCulloch County, Texas. The connection will supply potable water to the hospital's fire suppression system, replacing the insufficient supply from the City of Brady's currently inactive water treatment facility. Until construction of the new connection is complete, the hospital will rely on water already stored on site in the ground storage tank. The city will evaluate options to refill the ground storage tank, if emptied. Specifically, the SEP Offset Amount shall be used for materials, supplies, equipment, and contract labor for the installation of a water supply connection to the hospital (the "Project"). Respondent shall solicit bids from qualified contractors to install the supply connection. Any advertisement, including publication, related to the SEP must include the enforcement statement as stated in Section 6, Publicity. The SEP will be performed in accordance with all federal, state, and local environmental laws and regulations.

2. Performance Schedule

Within 30 days after the effective date of this Agreed Order, Respondent shall begin implementation of the SEP. Respondent shall have completed the SEP in its entirety within 365 days after the effective date of this Agreed Order.

3. Records and Reporting

A. Progress Report

Within 30 days after the effective date of this Agreed Order, Respondent shall submit a Notice of Commencement to the TCEQ describing actions performed to date to implement the Project. Within 90 days after the effective date of this Agreed Order, Respondent shall submit a report detailing the progress made and all actions completed on the Project during the previous 60-day period and setting forth a schedule for achieving completion of the Project within the 365-day timeframe set forth in Section 2, Performance Schedule, above. Thereafter, Respondent shall submit progress reports to the TCEQ in 90-day increments containing detailed information on all actions completed on the Project to date as set forth in the Reporting Schedule table below:

Reporting Schedule

Days from Effective Order Date	Information Required
30	Notice of Commencement describing actions taken to begin project
90	Actions completed during previous 60-day period
180	Actions completed during previous 90-day period
270	Actions completed during previous 90-day period
365	Notice of SEP completion

B. Final Report

Within 365 days after the effective date of the Agreed Order, or within 30 days after completion of the SEP, whichever is earlier, Respondent shall submit a Final Report to the TCEQ, which shall include the following:

1. Itemized list of expenditures and total cost of the Project;
2. Copies of invoices, paid receipts, cleared checks or payment records corresponding to the itemized list in paragraph 3.B.1., above;

City of Brady
Docket No. 2016-1417-IWD-E
Attachment A

SEP Offset Amount, as determined by the ED, and as set forth in the attached Agreed Order. After receiving notice of failure to complete the SEP, Respondent shall include the docket number of the attached Agreed Order and a note that the enclosed payment is for reimbursement of a SEP, shall make the check payable to "Texas Commission on Environmental Quality," and shall mail it to:

Texas Commission on Environmental Quality
Litigation Division
Attention: SEP Coordinator, MC 175
P.O. Box 13087
Austin, Texas 78711-3087

6. Publicity

Any public statements concerning this Project made by or on behalf of Respondent must include a clear statement that **the Project was performed as part of the settlement of an enforcement action brought by the TCEQ**. Such statements include advertising, public relations, and press releases.

7. Recognition

Respondent may not seek recognition for this project in any other state or federal regulatory program.

8. Other SEPs by TCEQ or Other Agencies

The SEP Offset Amount identified in this Attachment A and in the attached Agreed Order has not been, and shall not be, included as a SEP for Respondent under any other Agreed Order negotiated with the TCEQ or any other agency of the state or federal government.

Bryan W. Shaw, Ph.D., P.E., *Chairman*
Toby Baker, *Commissioner*
Jon Niermann, *Commissioner*
Stephanie Bergeron Perdue, *Interim Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

July 27, 2018

RECEIVED

JUL 30 2018

FIRST CLASS MAIL

The Honorable Anthony Groves, Mayor
City of Brady
P.O. Box 351
Brady, Texas 76825

City of Brady
Scott Tschirhart
Denton Navarro Rocha Bernal & Zech, P.C.
2500 West William Cannon Drive, Suite 609
Austin, Texas 78745

RE: City of Brady
TCEQ Docket No. 2016-1417-IWD-E; Permit No. WQ0004712000
Agreed Order Assessing Administrative Penalties and Requiring Certain Actions

Enclosed is a copy of an order issued by the Commission.

Questions regarding the order should be directed to the Texas Commission on Environmental Quality's Enforcement Division at (512) 239-2545 or the Litigation Division at (512) 239-3400. If there are questions pertaining to the mailing of the order, then please contact Donald Purdy of the Office of the Chief Clerk at (512) 239-2040.

Sincerely,

A handwritten signature in cursive script that reads "Bridget C. Bohac".

Bridget C. Bohac
Chief Clerk

BCB/dcp


Enclosure

cc: Alejandro Laje, Enforcement Coordinator, TCEQ Enforcement Division
Christopher Mayben, Regional Contact, TCEQ Regional Office
Garrett Arthur, OPIC Attorney, TCEQ Office of the Public Interest Counsel
Lena Roberts, Staff Attorney, TCEQ Litigation Division

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	8-7-2018	AGENDA ITEM	7. A
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-017 updating the 2017 Cash Handling Policy (originally adopted 2002).		
PREPARED BY:	Lisa Remini	Date Submitted:	8-2-2018
EXHIBITS:	Resolution 2018-017 Cash Handling Policy		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

Staff has worked under the current Cash Handling Policy for 16 years.

Staff recognized a need to clarify procedures for our off-site cash locations. These changes are written in red.

Currently, Finance conducts at least one Cash Handling Workshop a year to all cash handlers. New hires are required to read the policy and receive training from Finance staff on proper cash handling.

RECOMMENDED ACTION:

Move to approve Resolution 2018-017 adopting the City's Cash Handling Policy as updated.

RESOLUTION NO. 2018-017

**A RESOLUTION OF THE CITY OF BRADY, TEXAS
TO AMEND THE CITY OF BRADY'S CASH HANDLING POLICY
WHICH WAS ADOPTED IN 2002**

WHEREAS, in September 2002, the City Council adopted the Cash Handling Policy that outlines how cash transactions are collected, reconciled and deposited;

WHEREAS, the City staff are suggesting clarifications to the Off-Site cash collections locations;

WHEREAS, the City wishes to proceed with revising the City Cash Handling 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 Cash Handling Policy which was adopted September 2002, revised January 2015 is hereby updated.

PASSED AND APPROVED this the 7th day of August 2018

Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary

CITY OF BRADY
ADMINISTRATIVE PROCEDURES

SUBJECT: CASH HANDLING POLICY	EFFECTIVE DATE: 9-1-2002	REVISED DATE: 12-7-2017
APPROVED:	Reference No: 2015-1	

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Making Change
Checks, Check Cashing
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RECEIPT AND COLLECTION OF CASH

Purpose

This section of the document summarizes the proper procedures to collect currency, checks and credit cards.

Historical practices shall not constitute justification for deviation from the following guidelines. The material contained in this document supersedes any previous policies and procedures regarding the handling of *cash*, followed within the City of Brady and/or within departments. **The Finance Director reserves the right to make interpretations and exceptions to the policies contained in this document.**

Your Job as a Cash Handler

There is no such thing as just a cash handler or cashier. As far as most of the citizens are concerned, you are the City! When citizens or customers arrive, greet them pleasantly; when customers have questions, answer them expertly; and when customers leave, you are the one they will remember.

The position of a cash handler is crucial within the City. What you do falls into the following distinct yet interdependent areas of responsibility:

- To establish and maintain good customer relations;
- To receive and to pay out money to customers;
- To perform cash handling operations according to established procedures and to balance and deposit cash daily;
- To protect the assets of the City through sound loss prevention practices; and
- To assist in other cash handling activities as directed by your supervisor.

The four essential expectations of your work are (1) to be accurate – with no errors; (2) to be efficient – perform quickly and cost effectively; (3) to be consistent with the department's stated policy; and (4) to show initiative arising from a desire to excel and to contribute to your departmental goals. These expectations translate into the following performance standards:

1. **Receiving and Paying.** You are expected to perform accurately and efficiently when processing customer transactions, accepting a payment or making change.
2. **Security and Loss Prevention.** You are expected to safeguard City funds against loss. You should also be familiar with what to do in time of an emergency such as being confronted with a robbery, fire or natural disaster. In these circumstances, protecting human life should be your first concern.
3. **Establishing and Maintaining Good Customer Relations.** You are expected to establish and maintain good customer relations. This includes "professional" job performance as well as being friendly and polite. If however, at any time you determine you are being verbally accosted, after cautioning the customer of the inappropriate behavior, you may discontinue such conversation if the behavior does not improve by offering to defer to a supervisor for further assistance before ending the call.

Counting Currency

To ensure accuracy, you must be able to recognize currency. Look at a dollar bill and note the following parts as you handle it:

- The value amount of each bill is numerically posted in all four corners on both sides.
- The value is written out across the bottom of the face side.
- The Federal Reserve seal appears to the left of the portrait. The Treasury seal appears to the right of the portrait, embossed over the written dollar amount.
- The number and corresponding letter of the Federal Reserve district that issued the bills appears in the upper left corner of the face of the bill.

Method of Receiving Currency and Coins

The following lists the steps necessary for receiving currency and coins:

1. **Always** keep money received in view of the customer;
2. **Never** place money received in the cash drawer before the transaction is complete;
3. Separate the currency from the coins;
4. Count the currency before the coins;
5. Count each currency denomination separately;
6. Separate coins into denominations;
7. Count each coin denomination separately;
8. Count all currency and coin in the presence of the customer;
9. Verify the grand total against the amount listed on the bill or invoice;
10. If any discrepancies exist between your total and the customer's total, count the money again. If a discrepancy still exists, ask a co-worker to count the money;
11. Put away currency and coins from the last transaction before starting a new transaction; and
12. As currency is a major carrier of germs, it is recommended that you wash your hands frequently.

Making Change

To ensure the accuracy of all transactions, it is important that the cash handler follow a routine, accepted practice in making change. There are two ways to give change back to a customer: (1) the cash register automatically calculates the dollar amount to be returned to the customer; or (2) the cash handler counts from the amount of the sale to the amount tendered. Change should be counted at least two times; once when the cash handler counts it out of the cash drawer and a second time when the cash handler counts it back to the customer.

Checks and Check Cashing

A check is a *payment on demand* financial instrument, used to transfer funds from one party to another. The term "negotiable instrument" means the check is payable to a person when presented at its signer's bank.

The "drawer" or "maker" of the check is the party issuing and signing the check. The drawer may be one or more individuals acting on their own behalf or the drawer may be one or more individuals authorized to act on behalf of a company, corporation, partnership, or municipality. The "drawee" is the party on whom the check is drawn, usually a bank or trust company.

The payee is the party to whom payment is made. The check can be payable to one or more individuals; to a business, corporation or partnership; or to a municipality or government agency.

Types of Checks

Personal checks, Cashier's checks, Money Orders, Traveler's checks: Personal checks are the most common type of check. The check should be made payable to **City of Brady**, regardless of what type of check or what department is accepting the check, i.e. Landfill, Senior Center, Golf Course, EMS, etc.

- **NO** cash back may be given for a personal check transaction, because that constitutes a loan of City funds.
- **NO** traveler's checks in an amount more than \$20 over the amount of the bill.
- **NO** City employee's personal checks should be cashed.
- **NO** two-party checks should be accepted.
- **NO TEMPORARY CHECKS** to be taken at any location.

Check Endorsement

All checks should be endorsed upon receipt either with a stamp or manually. The endorsement language can vary between departments, but must include "For deposit only, The City of Brady." In accordance with Federal law, the endorsement must be stamped in the first 1.5 inches on the back of the check on the trailing edges. The remainder of the back of the check must be left blank (any identification notifications, such as Driver's License number, must be placed on the front of the check). It is important to endorse checks to the City as soon as possible, to reduce the possibility of their being deposited to the account of another party.

Credit Card payments

City Of Brady accepts credit card payments at certain locations. Credit cards equipped with EMV chip technology must be processed by using EMV chip reader to ensure data security. All credit card receipts must be signed by the customer and kept at least for a year since the date of the transaction. Each credit card settlement receipt per day requires a separate credit card deposit.

Duplicate Transactions

A duplicate transaction is a transaction that a merchant has accidentally charged two or more times on a credit card for the same purchase. A duplicate transaction will be charged back by the credit card company or disputed by the customer.

To ensure payment of services is provided, the cash handler needs to request a different form of payment if a customer intends to make a second purchase for the same amount of money on the same day.

CITY HALL - CASH RECEIPT RECONCILIATION

Purpose

This section of the document explains procedures for utility and other collections at City Hall to ensure that all monies are properly deposited and recorded by *reconciling validated* copies of deposits to the *cash collection receipt register*.

Procedures to Reconcile Accounts

This begins with opening the drawers every day. Before you take any payments, you must ensure that you start the day with \$300.

If the batch was opened the day before, run the *cash collection receipt register* and balance your money to the register before any more payments are taken.

As you start taking payments, ensure that you have a copy of the receipt, either in the form of a computer generated receipt or a validated statement. Considering that on the register the receipt numbers print out in the order they were taken, it is a good idea to save these receipts in the order that the payments came in.

Procedures to Open/Use a Batch for Utility Collections

The following are step-by-step instructions for accepting cash payments:

- Login to the computer by entering the User Name and Password
- Double click on Incode Central icon
- Go to the Main Menu
- Click on Cash Collection
- Click on Processing
- Select the Operator Process option

To open an Existing Batch –

Click on Open Batch
From the pull down list, select the batch you want to use
Click on OK

To open a New Batch –

Click on Open Batch
Click on New and enter the Date and your Initials
Click on OK

Taking a utility payment –

Click on Enter Payment
In the code field type the Transaction code or Click on the eyeglass to select from the list
Press tab and the utility payment window opens
Enter the Account # or click on F5 to bring up account by name/address
Make sure the correct amount being paid appears in the amount window. If it is different, change it to what the customer is paying
Click on OK
Enter payment method (Cash or Check) or click on the pull down to select
If paying with check, enter the check # in the reference box

Click on OK

If the customer brings in the whole bill, select Validate and place in the receipt printer. If not, select Extra receipt and click on it twice

If paying with check, select Endorse and place the check in the receipt printer

Make sure that when you receive cash you count it twice before putting it in the cash drawer

Make sure to count the change owed to the customer twice

Void a Transaction

Click on Reprint Receipt

Enter the receipt number then click OK

Click on Void Receipt

Enter the receipt number then click OK

Click on Enter Payment

Process corrected payment

Print extra receipt

Staple the original, voided and correct receipts together and attach to end of day paperwork.

Procedures to Close a Batch

At the Operator Process screen, click Close Batch

Under Closed Batches, Select the Batch

Click on Register & OK

Total the Checks taken in during the day

Total the Cash taken in during the day, leaving your beginning \$300 in the drawer

On the register, go to the last page & verify that the checks/cash match what was entered to what was counted

Cash shortages must be recorded on the register, by clicking on Cash Long & Short and entering the amount you are out of balance. Click on Register & OK. The deposit slip must equal exactly to the cash collection receipt register dollars less credit cards amount

Click Approve and enter the amount of the deposit plus credit cards amount

Click Update

A Deposit Slip must be completed. The yellow copy stays with the *cash collection receipt register*. The white & pink copies go in the bank bag with the money. The deposit bag should be given IMMEDIATELY to the person designated to make the deposit at the bank.

OFF-SITE LOCATIONS - CASH RECEIPT RECONCILIATION

Purpose

This section of the document explains procedures for Offsite locations to ensure that all funds are properly deposited and recorded by *reconciling validated copies of deposits to the cash register report.*

Procedures for a Cash Handling Shift

This begins with verifying the cash drawers every day. **Before you take any payments, you must verify the money.**

1. Run the *X tape on the cash register or computer report* (golf) and balance your money to the register before any payments are taken at the start of your shift. If the tape/report totals balance to the cash count total, then you are ready to take payments.
2. If there is a discrepancy, then a Long/Short should be denoted on your deposit work for the day.

As you take payments, ensure that you have a copy of the receipt, either in the form of a journal tape from the register or a POS report from the computer.

Procedures to process transactions

The following are step-by-step instructions for accepting cash payments:

- Ring up items to be purchased
- Tell the customer the total amount due
- Count money taken from the customer and enter this amount into the register and press cash tender.
- Count the change if needed from register and then count the change to the customer
- Put cash in the register and close the drawer.

The following are the same step-by-step instructions for accepting a check.

The following are step-by-step instructions for accepting credit card payments:

- Ring up items to be purchased
- Tell the customer the total amount due
- Swipe card in machine and enter this amount into the register and press credit tender.
- Collect signature of the customer
- Put signed slip in drawer and closed register.

Procedures for Voided Transaction Form

The following are step-by-step instruction to fill out the Voided Transaction Form

- Fully document the Voided Transaction Form by completing all sections.
- Attach the original receipt, voided receipt and the new receipt to the form.
- If you are giving money back to the customer then have the customer sign the form before giving them the money.
- Have the Division Head (DH) sign the Voided Transaction Form.
- Include with the daily deposit delivered to City Hall.

End of Day Processing

The following is a step-by-step instruction for Daily Deposit Sheet

- Complete deposit sheet with information from Z-tape from the register or POS report from the computer.
- Write legible so others can read the report.
- Deposit sheet, z-tape and the deposit should match (one for cash/checks and one for credit cards). Only one credit card settlement report per daily cash sheet.
- Organize papers (staple z-tape to cash/check paper and staple credit card settlement report to the credit card paper).
- Put startup money in the safe- make sure to spin the dial and check that the safe is locked.
- Offsite deposits should be delivered to City Hall daily.
 - If you bring the bag into City Hall during business hours you must stand in front of the clerk while the bag is being processed.
 - If you drop the bag in the night drop it will be process first thing the next morning.
- If you are closed for any reason then you will still need to turn in a deposit sheet for that day along with the Z tape for that day. Cash activity – NONE or SOME should be turned in daily.

Receipt Log and Verification Report

- Sign sheets daily don't wait till the end of the month
- Bags must be picked up daily.

CASH COLLECTION AND DEPOSITS

Purpose

This section of the policy defines and outlines City procedures with respect to the handling, receiving, transporting and depositing of *cash*. The term *cash* includes currency, checks, money orders and credit cards.

City funds are monies received from utilities, contracts, *revenues* from City services, state and federal appropriations, gifts and all other sources of revenue or expense reimbursements. All checks made payable to the City of Brady or any subdivision of the City, are considered City funds.

Introduction

The collection and controlling of *cash* at the City of Brady are very important functions. Ideally, from a control perspective, the collection and controlling of *cash* should be centralized in one location; however it is not always possible or practical. As a result, under certain situations the collection of money is, in part, decentralized. Those situations and the procedures to be followed are explained in this document.

Separation of Duties

There should be a separation of duties between the person receiving *cash* and the person responsible for maintaining the accounting records (e.g., Cash Collection, Billing/Collection, Accounts Receivable).

Someone independent of the cash handling function should reconcile cash receipt activity to the General Ledger monthly. Someone independent of the cash handling or recording functions should then review the reconciliation.

The Finance Director shall designate at least two people responsible for the daily deposit of funds. Such record shall be maintained at the City's depository bank. The Finance Director should maintain the keys to the deposit bags in a secure place.

Cash Collections taken on behalf of the City outside City Hall will be the primary responsibility of the Department Head of the outside location. They are:

Airport, Public Parks, Lake, Golf, Swimming Pool, Police, Municipal Court, Code Enforcement, Landfill, the Senior Citizens Center, and Special Events.

While it is the Finance Director's duty to ensure policy and procedures are in place, it is the Department Head's responsibility to ensure that policy and procedures are implemented appropriately and report any problems relating to cash handling promptly.

Frequency of Deposits

Deposits are to be made in a timely manner to insure proper posting of the accounts and to insure the safety of City funds. All monies should be deposited within 24 hours of collection. Therefore, deposits should not be accumulative, with the exception of weekend business. The drop box attached to City Hall should be used to deposit funds after hours.

Forms to be used

The offsite Department Head is required to document every deposit on the Daily Cash Deposit Report. The Cash Collection Clerk will then record the total of all deposits on the City's depository bank's deposit slip. The Daily Cash Deposit Report will be maintained with the Cash Collection Clerk's cash collection receipt register. This form is used to record, communicate and document deposits made by user departments to Revenue and Balance Sheet accounts. The deposit and report should be delivered to the cash collection area at City Hall daily.

Voided transactions must be fully documented and included with the Daily Cash Deposit Report.

Delivery Requirements and Receipts

Off-site locations may deliver the deposit bags either in person or by drop box.

If by person, the deliverer may not leave the cash collection station until all funds are accounted for and properly posted. If delivered by drop box, bags and receipts must be picked up the following day. If the deposit records are not accurate, the cash collections clerk will return the deposit and require the Department Head to correct the deposit issue. Habitual problems (3 or more returned bags) with a deposit may require further training or reprimand from the Finance / Collections office.

The cash collections clerks are required to provide a deposit receipt for each bag delivered. The Department Head is required to notify the Director of Finance immediately if a receipt is not delivered appropriately. A daily receipt log will be maintained by the Department Head and filed with the Collections Supervisor no less than monthly.

Money Deposited Intact

Money, once reconciled and locked in a deposit bag, should be deposited promptly (within 24 hours) and *intact* to the *depository bank*, by the designated person.

Cashing checks from City deposits, borrowing *cash* for personal use, *lapping* receipts to cover shortages in cash receipts, withholding checks for deposit in order to float checks, commingling of personal and City funds, and modification of cash records are all serious offenses and may result in immediate discharge from employment.

Responsibility of Individual Divisions

Compliance with City Policy & Procedures

All Divisions taking in cash are responsible for complying with the policies and procedures outlined in this document and for developing written departmental operating procedures practical to actual practice. The Finance Director is available for consultation and is required to review and approve departmental procedures. Departments are responsible for training designated employees in cash handling policies and procedures. Such training shall be formally acknowledged by signature of the cash handler and filed with the Finance Director.

Departments that collect cash must maintain documentation on cash transactions. Such documentation must include verification by the Department Head and collected monies should be deposited daily to the cash collections clerk at City Hall.

Petty Cash accounts are not allowed

However, each Division that collects cash items will be allowed to retain cash to facilitate business the following day. Such amount will vary as approved by the Finance Officer and will be based upon volume of transactions handled daily. A cash handling policy must be in place and reviewed with each cash collections clerk of each Department.

Safekeeping of Funds

It is the responsibility of each division to make whatever provisions are necessary to properly safeguard the *cash* receipts in their area. Generally, any amount of *cash* on hand that exceeds \$1,000 must be maintained in a vault or heavy safe (one which cannot be easily moved by two persons using a hand cart). Amounts under \$1,000 should be maintained in a locked safe.

Cash should be physically protected through the use of vaults, locked cash drawers, locked metal boxes, etc.

a. Each cash collections clerk at city hall will be responsible for his or her own cash drawer. No "sharing" will be allowed. Only those employees designated, as cash collections clerk will be allowed to handle cash transactions on a regular basis. However, due to the fact that the City of Brady is a typical small entity, the Finance Officer will need to designate on occasion, other personnel to operate a cash drawer to cover for sick and vacation of cash collection clerks. All personnel that handle cash will be given this policy and cash handling training prior to operating his or her own cash drawer.

b. Open and process mail on a timely basis and in the presence of coworkers, if possible. Maintain a logbook of all cash items received. Restrictively endorse checks immediately upon receipt using the validation machine.

- c. Provide security over cash items awaiting deposit at all times through the use of locked fireproof safes, strong boxes and the vault. Never leave cash items on a desks or anywhere unattended at any time.

Transfer of Accountability

Transfer of accountability must be recorded, (name, date, time, and amount) if the person preparing the deposit is not transporting the deposit. All *transfer logs* should be retained for the current fiscal year plus 2 fiscal years. All documents should be maintained in such a manner as to provide suitable audit trail for all transactions.

Counterfeit Currency


All authorized *cash* handling clerks are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. If a **questionable bill is received, the department should retain possession of the bill and contact the police department immediately.** The clerk receiving the questionable bill still has a duty to attempt to collect payment by asking the customer to pay with another bill. Do not return the bill to the payor.

Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the City. Unnecessary risks should never be taken.

- Cooperate with robber. Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robbers were and note specific objects touched by robbers.
- If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle leaving the scene.
- Departments having security alarms should trip the alarm as soon as it is safe.
- The police department should be called as soon as it is safe.
- The robbery should not be discussed with anyone until the police arrive.
- Cooperation with the police is important.
- The victim should, above all else, remain calm and try to remember details. Write them down.

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

AGENDA DATE:	8-7-2018	AGENDA ITEM	7.B.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-018 updating the 2016 Uniform Apparel Policy.		
PREPARED BY:	Lisa Remini	Date Submitted:	8-2-2018
EXHIBITS:	Resolution 2018-018 Uniform Policy		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

City staff recognizes the need to promote uniformity, care, return, and replacement of city issued apparel and personal protective equipment. Staff has worked under the current Uniform policy almost 2 years.

Staff recognized a need to clarify written procedures (4) associated with probationary and part-time employees and update the color and type of uniform by department.

RECOMMENDED ACTION:

Move to approve Resolution 2018-018 adopting the City's Uniform Policy as updated.

RESOLUTION NO. 2018-018

**A RESOLUTION OF THE CITY OF BRADY, TEXAS
TO AMEND THE CITY OF BRADY'S UNIFORM APPAREL POLICY
WHICH WAS ADOPTED IN 2016**

WHEREAS, December 2016, the City Council adopted the Uniform Apparel Policy to promote uniformity, care, return, and replacement of city issued apparel and personal protective equipment;

WHEREAS, the City staff are suggesting clarifications to the issuance of uniforms to probationary full-time and part-time employees and update the color and type of uniform by department;

WHEREAS, the City wishes to proceed with revising the City Uniform Apparel 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 Uniform Policy which was adopted December 2016, is hereby updated.

PASSED AND APPROVED this the 7th day of August 2018

Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary

CITY OF BRADY ADMINISTRATIVE PROCEDURES		
SUBJECT: UNIFORM APPAREL POLICY	EFFECTIVE DATE: 12-6-2016	REVISED DATE: 01-9-2018
APPROVED:	Reference No: 2016-063	

INTRODUCTION:

The purpose of this policy is to ensure the wear, care, return and replacement of City of Brady issued uniform apparel, including OSHA approved safety boots/shoes and other personal protective equipment (PPE) is maintained.

POLICY STATEMENT:

The City of Brady promotes a healthy and safe work environment that includes providing employees with the required uniform apparel and PPE to service the public during daily operations.

DEFINITIONS

Employee(s): an individual hired by the City as a full-time or a part-time employee.

Uniform apparel: Clothing items issued by the City of Brady to eligible employees may include but not limited to polo-type shirts, T-shirts, collared shirts, pants, jackets, coveralls and safety boots/shoes.

Personal protective equipment (PPE): Equipment worn to minimize exposure to serious workplace hazards. These hazards may result from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards including inclement weather conditions.

Safety boots/shoes: Protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, piercing of the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, chemical spill and/or the operation of small equipment.

Authorized designee: An individual who is authorized to approve, issue, replace or accept return of uniform apparel.

OBJECTIVES:

Produce some guiding principles for ensuring employees receive the required uniform apparel, PPE, and financial accountability.

1. To establish a consistent uniform apparel policy for all City Departments/Divisions;
2. To identify employees involved in the delivery of services to the general public;
3. To define and standardize the number of apparel items issued and the frequency of replacement;
4. To identify certain clothing and PPE for the safety of employees engaged in duties that are dangerous or in areas that are hazardous;
5. To expedite ordering, delivery and replacement of uniforms uniformly throughout the City of Brady; and
6. To provide for financial accountability.

PROCEDURES:

1. Ordering of Uniform Apparel

- a) Uniforms are ordered by an approved contract vendor and/or an approved local vendor.
- b) Fire Department and Police Department ordering may require an on-site visit to the contract vendor for measurements or the contract vendor will schedule an appointment to be at a specific City location.
- c) Uniforms for Community Services and Public Works employees are ordered at the Service Center.
 - a. Supervisor and/or authorized designee must complete with the employee a Uniform Order Sheet (see Exhibit 1).
 - b. The Uniform Order Sheet must be provided to the contract vendor to place order.
 - c. Contract vendor is at the Service Center every Monday, unless there is a scheduled holiday and a notice will be posted on a different date of service.
 - d. For local vendors the Uniform Order Sheet is completed by the supervisor and must include a copy of the invoice.

2. Replacement of Uniform Apparel

- a) Uniforms for the Fire Department and Police Department are monitored and replaced by the Department's authorized designee.
- b) Uniforms that are under contract for Community Services and Public Works employees are monitored by the vendor and replaced when needed because of wear and tear.
- c) Division shirts purchased by a local vendor are monitored and replaced by the supervisor.

3. Issue of Uniform Apparel and PPE for employees with Community Services, Public Works, Utility Support - Meter Technician and Repair Shop - Mechanic

- a) Departments/Divisions will determine the color, permissible styles and pieces of apparel as well as number of uniforms initially issued to an employee.
- b) Uniform apparel that includes supervisor's name and logo may utilize embroidery.
- c) Uniform apparel that includes employee's name and logo must utilize removable patches.
- d) City issued embroidery or patches are considered part of a complete uniform and are to be worn as required.
- e) When uniforms are replaced, only the number necessary to replace damaged, lost or stolen uniforms shall be ordered.
- f) Employees may be provided with an annual \$75.00 stipend toward the purchase of safety boots/shoes. Employee must obtain supervisor approval and provide a receipt of purchase to obtain stipend.
- g) Approved headwear to be added to the prescribed uniform:
 - a. Brimmed type hat with City logo
 - b. Baseball-type cap with City logo only
 - c. Sweatband and/or headbands are approved
- h) Work jeans may be provided to Divisions that are exposed to chemicals or hazardous materials.
 - a. Work jeans will not be allowed to be taken home.
 - b. An employee will be required to change into or out of the work jeans at the beginning and at the end of each work day.
 - c. Work jeans are required to be placed in the clothes rack area at the Service Center to be picked up by the contractor for maintenance.
 - d. An employee may be allowed an exception to the rule but must be approved by the immediate supervisor.
- i) Employee may be issued winter jackets or winter thermal wear every three years.
- j) A new hire kit consisting of PPE are issued to all new employees, and are monitored and regulated by the Department/Division supervisor during the employee's employment with the City.
- k) PPE may include but not limited to hard hats, safety vest, safety goggles/glasses and ear plugs. PPE issued to employees may vary by Department/Division.

4. Probationary Full-time Employees and Part-time Employees – (employees with less than six (6) continuous months employment)

- a) Each eligible probationary employee will be issued a temporary uniform apparel consisting of T-shirt(s) with the Department/Division color, supervisor or authorized designee will determine the quantity to be issued.
- b) Some Departments/Divisions may require standard-issue uniforms because of public safety and work hazards, for example: Fire, Police, Electric and Gas.

- c) Upon successful completion of the probationary period, each employee may receive the contract uniforms as provided by each Division and eligible for the safety boots/shoes stipend as required for the employee's job requirements.
- 5. Non-Probationary Employees
 - a) Eligible non-probationary employees should have a minimum of 11 complete uniforms in serviceable condition in the required color for his/her Division (does not include Fire and Police).
 - b) Must complete and sign a Uniform Order Sheet.
 - c) Eligible for the stipend for purchase of safety boots/shoes if required by the employee's job requirements.

EMPLOYEE RESPONSIBILITIES:

1. Employees are required to report to work in a complete, clean, neatly maintained uniform.
2. An employee can be sent home for an incomplete uniform. Time away from work will not be paid and will be reported absent on the time sheet.
3. An employee may request a replacement due to stains, tears, excessive fading or size modifications. Employee shall notify the supervisor and/or authorized designee who will make the final determination.
4. If an employee loses or has uniform(s) stolen, employee shall report the loss as soon as possible but no later than by the end of the next business day.
5. Employee shall obtain prior approval from immediate supervisor or authorized designee before purchasing safety boots/shoes.
6. If an employee retires, resigns or is terminated, the employee must turn in all issued City apparel items to their immediate supervisor by close of business on the last day of employment.

As noted in the Personnel Policy Manual, under page 4, Chapter 2, paragraph 6 Financial Responsibility of Employee:

- a) If all apparel items are not returned, the City will deduct the cost of the items from the employee's last paycheck.

DEPARTMENT/DIVISION RESPONSIBILITIES:

1. Department Heads/Supervisors are required to enforce this policy and ensure that employees report for work in a complete and proper uniform that is neat and clean.
2. If the supervisor and/or authorized designee determines that a uniform is not reflective of a professional image for the City, a replacement item will be ordered.
3. Supervisor and/or authorized designee shall determine if part or all of replacement is due to employee's neglect or personal circumstances. The employee will be responsible for the replacement cost if neglect is determined.
4. When salvaging or discarding old uniform apparel owned by the City, all City identification patches are to be removed and uniforms with embroidery will require cutting out the name and logo before disposing.

5. Supervisor and/or authorized designee are responsible for maintaining an inventory checklist of all City property issued to an employee during the period of employment.
6. Ensure employees turn in all City issued uniform apparel items due to retirement, resignation or termination.

COMPLIANCE:

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

COLOR AND TYPE OF UNIFORM BY DEPARTMENT

Department - Community Services

Division – Aquatic

- | | | |
|--------------|-------------|----------------------------------|
| • Supervisor | Color Red | T-Shirt (not required to return) |
| • Employee | Color White | T-Shirt (not required to return) |

Division – Code Enforcement

- | | | |
|------------|-----------------|-----------------|
| • Employee | Color Dawn Blue | Polo-Type Shirt |
|------------|-----------------|-----------------|

Division - Curtis Field Airport

- | | | |
|--------------|-----------------|-------------------------|
| • Supervisor | Color Gray | T-Shirt/Polo-Type Shirt |
| • Employee | Color Navy Blue | T-Shirt/Polo-Type Shirt |

Division - Golf Course

- | | | |
|--------------|-------------|---------|
| • Supervisor | Color Green | T-Shirt |
| • Employee | Color Green | T-Shirt |

Division - Lake

- | | | |
|--------------|------------|-----------------|
| • Supervisor | Color Blue | Polo-Type Shirt |
| • Employee | Color Tan | T-Shirt |

Division - Public Property Maintenance (PPM)

- | | | |
|--------------|-------------|---|
| • Supervisor | Color Blue | Polo-Type Shirt |
| • Employee | Color Green | Maintenance Shirt – LS/SS – 65/35 Poly-Cotton |

Department – Finance

Division – Purchasing

- | | | |
|------------|---------------|--|
| • Employee | Varies Colors | Collared Shirt – LS/SS – 65/35 Poly-Cotton |
|------------|---------------|--|

Division – Repair Shop

- | | | |
|------------|-----------------|--|
| • Employee | Color Navy Blue | Maintenance Shirt – SS – 65/35 Poly-Cotton |
|------------|-----------------|--|

Division – Utility Support

- | | | |
|------------|------------------|--|
| • Employee | Color Royal Blue | Maintenance Shirt – LS - Flame Resistant 4.5 |
|------------|------------------|--|

Department – Fire/EMS

Class "A" Uniform: Black dress coat, black slacks, with white button down shirt and black tie. Black belt with gold buckle, gold badge with rank, gold name badge, white dress hat with rank hat badge and black dress shoes.

Class "B" Uniform: White button down shirt with or without black tie. Gold badge with rank, gold name badge and black slacks. Black belt with gold buckle and black dress shoes.

Class "C" Uniform: Dark navy BDU pants and shirt. Gray Fire Department T-Shirt under BDU shirt. Velcro name badge and gold badge on BDU shirt. Black belt (Tactical) preferred and black shoes or boots.

Lieutenants:

Class "A" Uniform: Black dress coat, black slacks, white button down shirt with black tie. Black belt with gold buckle, gold badge with rank, gold name badge, black dress hat with rank hat badge and black dress shoes.

Class "B" Uniform: White button down with or without black tie. Gold badge with rank, gold name badge and black slacks. Black belt with gold buckle and black dress shoes.

Class "C" Uniform: Dark navy BDU pants and shirt. Gray Fire Department T-Shirt under BDU shirt. Velcro name badge and gold badge on BDU shirt. Black belt (Tactical) preferred and black shoes or boots. (Once temperature is above 90 degrees outer shirt does not have to be wore. Department ID badge must be wore at all times if no outer shirt).

Firefighters:

Class "A" Uniform: Black dress coat, black slacks, light blue button down shirt with black tie. Black belt with silver buckle, silver badge with rank, silver name badge, black dress hat with rank hat badge and black dress shoes.

Class "B" Uniform: Navy button down with or without black tie. Silver badge with rank, silver name badge and black slacks. Black belt with silver buckle and black dress shoes.

Class "C" Uniform: Dark navy BDU pants and shirt. Gray Fire Department T-Shirt under BDU shirt. Velcro name badge and silver badge on BDU shirt. Black belt (Tactical) preferred and black shoes or boots. (Once temperature is above 90 degrees outer shirt does not have to be wore. Department ID badge must be wore at all times if no outer shirt).

All Personnel:

Winter Wear: Winter Coat and Job Shirt.

Department - Police

- | | | |
|-----------------------------|-----------------|--------------------------------|
| • Division - Police Officer | Color Navy Blue | Blauer Shirt L/S or S/S |
| | Color Grey | Blauer Shirt L/S or S/S |
| | Color Navy Blue | T-Shirt |
| | Color Navy Blue | Blauer Pants |
| Count Uniform: | Color Grey | Blauer Shirt with Navy Tie L/S |
| Off-duty security: | Color Grey | Polo-Type Shirt |

- Division - Communications Varies Colors Polo-Type Shirt
- Division – Animal Control Color Grey Polo-Type Shirt

Department - Public Works

Division – Electric

- Supervisor Color Royal Blue Maintenance Shirt – LS - Flame Resistant 4.5
- Employee Color Royal Blue Maintenance Shirt – LS - Flame Resistant 4.5

Division - Gas

- Supervisor Color Tan Maintenance Shirt – LS - Flame Resistant 4.5
- Employee Color Tan Maintenance Shirt – LS - Flame Resistant 4.5

Division - Solid Waste

- Supervisor Color Teal Maintenance Shirt – LS/SS – 65/35 Poly-Cotton
- Employee Color Tan Maintenance Shirt – LS/SS – 65/35 Poly-Cotton

Division - Street Sanitation

- Supervisor Color Teal Maintenance Shirt – LS/SS – 65/35 Poly-Cotton
- Employees Color Tan Maintenance Shirt – LS/SS – 65/35 Poly-Cotton

Division - Streets

- Supervisor Color Light Blue Maintenance Shirt – LS/SS – 65/35 Poly-Cotton
- Employee Color Light Blue Maintenance Shirt – LS/SS – 65/35 Poly-Cotton

Division - Water & Sewer

- Supervisor Color Blue Polo-Type Shirt
- Employee Color Blue Polo-Type Shirt

Division – Wastewater Plant

- Supervisor Color Camouflage T-Shirts
- Employee Color Camouflage T-Shirts

LS – Long Sleeve
SS – Short Sleeve

EXHIBITS:

Exhibit 1 – Uniform Order Sheet

EXHIBIT 1

CITY OF BRADY

Uniform Order Sheet

DATE ORDERED:		SHIRT				PANT		
Employee Name: (Print)		Color	Size	Sleeve Length	Size	Length	Type	
Name on Shirt: (Print)		Tan	14 S	32	28	28	Straight Leg	
Division: (Print)		Light Blue	15 M	33-34	30	30	Relax Fit	
		Grey	16 L	35	32	32	Other	
		Royal Blue	17 XL	36-37	34	34		
		Red	18 XXL		36	36		
		Green	19 3XL		38	38		
		White	20 4XL		40			
		Teal	21 5XL		42			
		Other			44			
					46			
					48			
					50			
Please fill in or insert a check mark in the yellow box when ordering color, size and length								
Note: Electric, Gas and Meter requires FR shirts								
Purchases from local vendors attach copy of invoice								
Contract vendor buy-out pricing for uniform items:								
Item Description	Unit Price per Item	QTY						
Shirt (Flame Resistant)	\$119.66	Long Sleeve (LS)						
Shirt LS (65/35 Poly-Cotton)	\$18.91	Short Sleeve (SS)						
Shirt SS (65/35 Poly-Cotton)	\$15.77							
Pant (Straight Leg)	\$26.95							
Pant (Relax Fit)	\$31.90							
SIGNATURE IS REQUIRED BY EMPLOYEE UPON RECEIPT OF UNIFORM APPAREL								

Employee Signature _____ Date _____ Supervisor Signature _____


I (employee) acknowledge receipt of the apparel listed above and understand that all issued items shall be returned should I retire, resign or be terminated from the City of Brady, should I fail to return all of these items the City can charge me the full purchased price or a depreciated value determined by the contract vendor or supervisor for each item not returned.

The City may deduct certain authorized expenses from final payroll checks and retirement payments may be held pending final settlement pursuant to written reimbursement agreements between the employee and the City as noted in the Personnel Policy Manual under page 4, Chapter 2, paragraph 6 Financial Responsibility of Employee

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	8-7-18	AGENDA ITEM	7.C
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-019 revising the 2016 Fund Balance Policy (originally adopted 2013).		
PREPARED BY:	Lisa Remini	Date Submitted:	8-2-18
EXHIBITS:	Resolution 2018-019 Fund Balance / Working Capital Policy		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

The City Council recognized the value of establishing minimum unrestricted fund balance levels to promote financial stability of the municipal government operations.

Each year during budget workshops, the council can recommend to adjust these levels for the new budget year.

Council requests that minimum unrestricted fund balance levels be lowered from 180 days (6 months) to 120 days (4 months) for the Gas Fund.

Staff recommends that the 60-day minimum restricted fund balance level language be removed since the General Fund has achieved a 90 day (3months) unrestricted reserve level.

RECOMMENDED ACTION:

Move to approve Resolution 2018-019 adopting the City's Fund Policy as updated.

RESOLUTION NO. 2018-019

**A RESOLUTION OF THE CITY OF BRADY, TEXAS
TO AMEND THE CITY OF BRADY
FUND BALANCE / WORKING CAPITAL POLICY
WHICH WAS ADOPTED IN 2013**

WHEREAS, November 2013, the City Council adopted a Fund Balance / Working Capital Policy to promote financial stability; and

WHEREAS, this policy and reserve funds are reviewed twice a year, first after the audit is complete and second during the budget development for the next fiscal year; and

WHEREAS, the City Council and city staff recommend changing the fund balance requirement of the Gas Fund from 180 days to 120 days, and set the fund balance requirement of the General Fund to 90 days; and

WHEREAS, the City wishes to proceed with revising the City Fund Balance / Working Capital 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 Fund Balance / Working Capital Policy which was adopted November 2013, revised August 2016, is hereby updated.

PASSED AND APPROVED this the 7th day of August 2018.

Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary

CITY OF BRADY ADMINISTRATIVE PROCEDURES		
SUBJECT: FUND BALANCE / WORKING CAPITAL POLICY	EFFECTIVE DATE: 11-19-2013	REVISED DATE: 8-2-2016
APPROVED:	Reference No: 2013-1	

1. Purpose

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines and parameters for fund balance / working capital of the various funds used by the City of Brady. Unassigned fund balance/ working capital are an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluxuations, unanticipated expenditures, and similar circumstances. Advantages of a fund balance / working capital policy are as follows:

- Enhances the quality of decisions by imposing order and discipline
- Promotes consistency and continuity in decision making
- Demonstrates a commitment to long term financial planning objectives

2. Definition

Fund Equity – A fund’s equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Those are broken up into five categories:

1. **Nonspendable Fund Balance** – includes amounts that are not in spendable form or are required to be maintained intact.
2. **Restricted Fund Balance** – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation.
3. **Committed Fund Balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally.
4. **Assigned Fund Balance** – comprises amounts intended to be used by the City for specific purposes. Intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that the resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. **Unassigned Fund Balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

3. Policy Statement

Committed Fund Balance

The City Council is the City's highest level of decision making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is an ordinance or resolution approved by the Council at the City's Council meeting. The ordinance or resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

The City Council has authorized the City Manager or Director of Finance as the officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Unassigned Fund Balance

The unassigned fund balance for the General Fund of the City of Brady will be maintained at a level sufficient to provide the required resources to meet operating cost needs, to allow for unforeseen needs of an emergency nature, and to permit orderly adjustment to changes resulting from fluctuation of revenue funds.

4. Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure, the City will start with the least restricted category and spend those funds first before moving down to the next category with available funds.

5. Funding Levels

The City establishes the following funding levels concerning unassigned fund balances / working capital in the various funds used by the City of Brady:

- The annual budget shall be presented to Council, with each fund reflecting **minimum** ending fund balances / working capital as follows:

General Fund	90 days of operating expenditures (approximately 25%)
Utility Funds:	
Electric	150 days of operating expenditures (approximately 42%)
Water/Sewer	180 days of operating expenditures (approximately 50%)
Gas	120 days of operating expenditures (approximately 33%)
Utility Support Solid Waste	90 days of operating expenditures (approximately 25%)

- The operating expenditures are exclusive of capital outlay.
- Fund balances, which exceed the minimum levels established for each of the funds, may be appropriated for non-recurring capital projects or programs. The Council recognizes that any such funds should be appropriated for non-recurring expenditures as they represent prior year surpluses that may or may not materialize in subsequent fiscal years.

6. Monitoring and Reporting

The computation of the required balances shall occur at least twice a year.

1. The first computation shall occur after the audit is presented to City Council. The fund balance/working capital as of September 30 of the year of the audit shall be compared to the budgeted operating expenditures for the fiscal year following the audit.
2. The second computation shall occur during the budget process for the next fiscal year. The estimated ending fund balance/working capital for the current fiscal year shall be compared to the estimated operating expenditures of the new fiscal year budget.

7. Replenishment

Should the fund balances fall below the targeted level, the City Council must approve and adopt a plan to restore the balance to the targeted level within two (2) years. If restoration can not be accomplished within such period without severe hardship, then the City Council will establish a different but reasonable time period.

Exhibit A

CITY OF BRADY
FUND BALANCE/WORKING CAPITAL
MINIMUM BALANCE POLICY

This policy is intended to establish and describe the basic guidelines and policies for maintaining a minimum balance in fund balance/working capital for the General and Utility Funds.


- I. A minimum of three months average operating expenditures shall be maintained as a balance in fund balance/working capital.
 - A. The average operating expenditures are exclusive of capital outlay and debt service expenditures
- II. The computation of the required balance shall occur at least twice a year.
 - A. The first computation shall occur after the audit is presented to City Council. The fund balance/working capital as of September 30 of the year of the audit shall be compared to the average of the budgeting operating expenditures for the fiscal year following the audit.
 - B. The second computation shall occur during the budget process for the next fiscal year. The estimated fund balance/working capital for the current fiscal year shall be compared to the average of the estimated operating expenditures for that same fiscal year.
- III. If fund balance/working capital is estimated to be below the minimum requirement, it shall be replenished within a year from the computation.

(11-19-2013)

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	8-7-18	AGENDA ITEM	7.D
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-020 adopting a Fixed Assets Policy.		
PREPARED BY:	Lisa Remini	Date Submitted:	8-2-18
EXHIBITS:	Resolution 2018-020 Fixed Asset Policy		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			

SUMMARY:

The Government Finance Officers Association Best Practices promotes that each city adopt a Fixed Assets Policy that guides and directs accounting and management of city assets with a value of over \$5,000 and has a useful life of more than one year. The policy further provides for a uniform method of maintaining and updating the City's fixed assets records.

RECOMMENDED ACTION:

Move to approve Resolution 2018-020 adopting the City's Fixed Assets Policy.

RESOLUTION NO. 2018-020

**A RESOLUTION OF THE CITY OF BRADY, TEXAS
TO ADOPT THE CITY OF BRADY'S
FIXED ASSETS POLICY**

WHEREAS, the City Staff wishes to establish a Fixed Assets Policy to promote a uniform method of maintaining and updating the city's fixed assets; and

WHEREAS, the City wishes to proceed with adopting Fixed Assets 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's Fixed Assets Policy is hereby approved and adopted.

PASSED AND APPROVED this the 7th day of August 2018.

Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary

CITY OF BRADY		
ADMINISTRATIVE PROCEDURES		
SUBJECT: FIXED ASSETS POLICY	EFFECTIVE DATE: 10-1-2018	REVISED DATE:
APPROVED:	Reference No:	

I. Introduction

It is incumbent upon public-sector managers to maintain adequate control over all of a government's resources, including capital assets, to minimize the risk of loss or misuse.

The purpose of the Fixed Assets Policy is to present a uniform method of maintaining and updating the City's fixed asset records. Principles and processes incorporated into this policy are in accordance with generally accepted accounting principles (GAAP) and Government Finance Officers Association (GFOA) best practice.

The term fixed assets is also referred to as *capital assets* and is used to describe assets that are used in operations and that have initial useful lives extending beyond a single reporting period. Capital assets include major government facilities, infrastructure, equipment and networks that enable the delivery of public sector services. The performance and continued use of these capital assets is essential to the health, safety, economic development and quality of life of those receiving service.

This policy encompasses all fixed assets at the City: land, land improvements, buildings, building improvements, infrastructure, easements, machinery, equipment and vehicles.

Fixed assets are further distinguished as capital assets and non-capital assets.

Capital assets are those fixed assets that meet the capitalization threshold as identified in Section II. The City maintains a current listing of capital assets, available for inspection at any time, and requires that an annual physical inventory is conducted. GAAP requires proper accounting for the acquisition and disposal of capital assets. Proper record keeping of the City's capital assets also provides a management tool for budget and rate setting decisions.

Non-capital assets fall below the capitalization threshold and may include furniture, small tools and equipment (hand mowers, trimmers, etc.), and various telecommunications and computer equipment. Although not required, it may be important for departments to maintain inventories of non-capital fixed assets for many reasons, including theft prevention and conducting condition assessments. These assets are also referred to as control assets, and will be accounted for periodically.

II. Capitalization Threshold

When outlays for capital assets are reported on the statement of position, they are said to be *capitalized*. The monetary criterion used to determine whether a given capital asset should be reported on the balance sheet is known as the *capitalization threshold*. A government may establish a single capitalization threshold for all of its capital assets, or it may establish different capitalization thresholds for different classes of capital assets. Practice has demonstrated that capital asset management systems that attempt to incorporate data on numerous smaller items are often costly and difficult to maintain and operate.

- The current criteria requiring the capitalization of a fixed asset is a cost or fair market value of \$5,000 or more and have at least two (2) years useful life following the date of acquisition.
- Additions/Betterments at or exceeding \$20,000 should be considered capitalized improvements.

Capitalization thresholds are best applied to individual items rather than to groups of similar items.

Note: Governments that are recipients of federal awards should be aware of federal requirements that prevent the use of capitalization thresholds in excess of certain specified maximum amounts (i.e., currently \$5,000) for purposes of federal reimbursement.

III. Building/Facility and Utility Infrastructure Improvements

Additions/Betterments vs. Replacements/Maintenance

Costs of additions and betterments should be capitalized; costs of replacements and maintenance will be considered expenditures. Some replacements might be partly additions or betterments; if so, the cost will be capitalized as appropriate, but the old asset should be identified and removed from the fixed asset master report. It often requires judgement to determine whether an asset has been enhanced, so consult with Finance to determine the appropriate classification.

The determination of whether an expenditure to replace part of a building/facility or major equipment associated with a building/facility is considered to be an improvement or a maintenance item shall be addressed on a case-by-case basis. Examples of potential improvements are HVAC, boilers, roofs, etc.

The determination of whether an expenditure to replace part of a utility's infrastructure associated with the operation of the utility system is considered to be an improvement or a maintenance item shall be addressed on a case-by-case basis. Examples of potential improvements are 51% or more rebuild of water wells, total rebuild of electric, gas, water, sewer collection lines, addition of new line to the utility, or the addition of equipment to facilitate services.

Expenditures under \$20,000 will be classified as an operating maintenance item.

IV. Property Record Basis

All transactions associated with capital assets shall be recorded on a Fixed Asset Worksheet (Exhibit A). The Department Head is responsible for the accuracy of reporting all fixed asset activity to Finance. Additions and deletions to the City's fixed asset Incode report will be maintained by Finance staff. If the capitalization threshold is increased, those assets falling below the new threshold will be deleted from the fixed asset report once fully depreciated.

As a practical application of the materiality principle, not all tangible capital assets with useful lives extending beyond a single reporting period are required to be reported in a government's statement of position. Items with extremely short useful lives (e.g., less than 2 years) or of small monetary value are properly reported as an expenditure in the period in which they are acquired.

Staff should maintain the following essential information on all capitalized assets:

Finance staff / Incode reports:

- Capital asset description
- Location
- Physical dimensions (if needed)
- Date placed in service
- Original value
- Original Useful Life
- Impairments
- Insurance coverage
- Title verification
- Disposal method

Other Staff:

- "As-built" documents – stored at the Service Center Plan Room
- Warranties – stored with the Mechanic organized by item / division
- Condition rating – determined at disposal by Purchasing Agent

V. Duties and Responsibilities

The Finance Department and various other City departments have a role in the successful maintenance of the City's fixed asset records.

The Finance Department shall be responsible for the oversight of all duties and functions related to the fixed asset management system, including:

- A. Update and maintain detailed records of all capital assets of the City.
- B. Issue fixed asset tags or assign asset numbers.
- C. Oversee annual physical inventories.

- D. Provide education and act as a resource for departments in the compliance of this policy.
- E. Generate fixed asset reports as required or requested.

Other City Departments have the following responsibilities:

- A. Custodianship of assets for the department.
- B. Attach fixed asset tags to the capitalized assets as appropriate.
- C. Complete annual physical inventory of capital assets within the department.
- D. On a timely basis, report to the Finance Department all changes, transfers, surpluses, relevant alterations, acquisitions, and dispositions of capital assets (including lost or stolen items). The Fixed Assets Worksheet (available on the shared drive) shall be used to transcribe each transaction.
- E. For stolen items, the Department Head shall report to Finance, file a police report, and provide copy of the report to Finance in a timely basis (typically within 7 days).

VI. Acquisition of Capital Assets

The purchase of capital assets is subject to the provisions of the City's Purchasing Policy. All costs associated with the purchase of the asset shall be charged to a capital account within the City's accounting system (expense accounts with the last three digits in the 400's). Ancillary costs (shipping, installation, design, etc.) shall be included in the capitalized cost of the asset.

Donated assets shall be capitalized at the estimated fair value of the asset at the time of the donation. Finance staff shall determine the fair value of the asset based on the best information available, which may include original cost, age of the item, assessment of current condition, etc. The donation value shall be charged in the City's accounting system to the division's revenue account and the capital assets expense account. **Departments shall notify Finance staff within two business days of the acquisition of any donated assets.**

At least annually, Finance staff shall provide inventory tags to the departments to attach to the newly acquired capital assets. Along with the tags, the departments shall receive a list that assigns the tag numbers to specific assets. As appropriate and practical, tags shall be attached to the asset in a conspicuous location that is easily accessible and allows for easy identification of the asset during the annual inventory, but in a location that does not interfere with the operation of the asset.

VII. Annual Physical Inventory

Finance staff shall provide the various departments with the most recent list of capitalized assets assigned to their respective departments/divisions. Each department shall conduct an inventory to confirm the accuracy of the report and **note all changes and discrepancies to the list.** Departments shall return the completed inventories, complete with all notations, to the Finance Department in a timely manner as requested (typically within two weeks).

VIII. Disposition of Fixed Assets

Fixed assets may be disposed of in a number of ways, including: trade-in, sale, donation, scrapped, destroyed, etc. Departments are responsible to notify Finance in writing with the Surplus and Salvage Property Form (Exhibit B) of all dispositions in a timely manner in accordance with the standard operating procedures of surplus and salvage policy statement (typically within two business days).

When it is determined that a fixed asset or any other commodity of the City needs to be replaced or is no longer used by the department, the following order of disposition options shall be followed unless an option is determined to be unreasonable or impractical:

- A. Through email or other means of communication, make the asset available to all other departments in the City for use within their operations. If the resulting transfer of the asset creates an overall increase in the City's inventory or maintenance costs, such transfer must be approved by the Finance Director and/or City Manager.
- B. If purchasing a new or similar asset, attempt to trade-in the old asset.
- C. Through advertising with TML or other government organizations (via newsletters, list serves, or other means of communication), attempt to sell the asset to another government entity.
- D. Attempt to sell the asset to a commercial business or to the public through advertising, public auction, bidding process, or other means of communication.
- E. Items with an estimated value less than \$5,000 may be donated to other government entities or other charitable organizations with the approval of the City Manager or designee. Items with an estimated value greater than \$5,000 may be donated to other government entities or other charitable organizations with the approval of the City Council. Written evidence of the donation shall be delivered to Finance.
- F. The asset shall be properly disposed or destroyed by waste management by coordinating disposal efforts with the city's purchasing agent.


IX Compliance

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

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	8-7-18	AGENDA ITEM	7.E
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-021 adopting a Debt Management Policy.		
PREPARED BY:	Lisa Remini	Date Submitted:	8-2-18
EXHIBITS:	Resolution 2018-021 Debt Management Policy		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

SUMMARY:
<p>The Government Finance Officers Association Best Practices promotes that each city adopt a Debt Management Policy to establish appropriate uses of debt, establish formal debt management practices to ensure that the City maintains a strong credit profile, and applies these practices as a functional tool for short-term and long-term debt management.</p>

RECOMMENDED ACTION:
<p>Move to approve Resolution 2018-021 adopting a Debt Management Policy.</p>

RESOLUTION NO. 2018-021

**A RESOLUTION OF THE CITY OF BRADY, TEXAS
TO ADOPT THE CITY OF BRADY
DEBT MANAGEMENT POLICY**

WHEREAS, the City Staff wishes to establish a Debt Management Policy to promote appropriate uses of debt, ensure the City maintains a strong credit rating, and provide for a functional tool for short term and long-term debt management;

WHEREAS, the City wishes to proceed with adopting a Debt Management 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 Debt Management Policy is hereby approved and adopted.

PASSED AND APPROVED this the 7th day of August 2018.

Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary

CITY OF BRADY ADMINISTRATIVE PROCEDURES		
SUBJECT: DEBT MANAGEMENT POLICY	EFFECTIVE DATE:	REVISED DATE:
APPROVED:	Reference No: DRAFT 6-30-2018	

Statement of Purpose

This policy establishes appropriate uses of debt, establishes formal debt management practices to ensure that the City maintains a strong credit profile, and applies these practices as a functional tool for short-term and long-term debt management.

Conditions of Debt Issuance

Debt should be issued for the purpose of meeting the needs of the community through funding of capital projects and equipment but without constituting an unreasonable burden to taxpayers. Capital projects are generally defined as costs to construct an asset or system improvement that exceeds \$5,000 and has a useful life of more than one year.

Long-term debt is only issued to finance the acquisition and /or construction of capital improvements with an economic or useful life greater than ten years and the term of the debt. Additionally, only capital needs identified in the capital improvement program will be considered.

Goals

1. Debt should be considered a funding source when interest rates are low, a capital need is identified, and will allow the city to meet its cash flow requirements for the fiscal year.
2. Maintain or improve the City's overall financial condition by maintaining low debt levels, by fund, as appropriate.
3. Attain and retain the highest possible credit rating for each debt issue.
4. Minimize debt interest costs.
5. Assess all, including new and innovative, financing alternatives, to also include debt avoidance through grant programs or private/public cooperation.
6. Use the most cost-effective financing option for capital assets with substantial economic life.
7. Debt issuances should be anticipated through the 5-year Capital Improvement Program (CIP) so that adequate time exists to examine alternatives and to comply with legal constraints and election provisions.
8. The use of utility enterprise debt is preferred over general obligation debt when appropriate and cost effective. The analysis of enterprise bond issues must include an estimate of the impact, if any, on rates, fees, and charges.
9. Identify all funding sources for projects on the City's Capital Improvement Plan.

10. The impact on operating costs should be considered and accounted for prior to issuing debt for a capital need.
11. At least 50% of the principal amount should be retired in the first ten years of the issue unless the debt is structured to allow for level annual payments (including interest).
12. Debt should be issued only in the amount specified or budgeted for specifically identified projects or assets.

Responsibilities and Control

The ultimate responsibility and authority for issuing debt is approved by the city's governing body, the City Council. The Finance Director is charged with the responsibility for the appropriate management of the City's debt program.

Financial Advisor The City's Finance Director provides recommendations for the selection of a financial advisor for the City's debt program. The financial advisor provides the City with objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring market opportunities, structuring and pricing of debt, and preparing official statements of disclosure.

Bond Counsel The City's Finance Director provides recommendations for the selection of the bond counsel for any issue. Bond Counsel is responsible for affirming the City is authorized to issue the proposed debt. Bond counsel prepares or supervises the preparation of all bond documents necessary to execute the bond issuance.

Underwriter An Underwriter(s) will be used for all debt issued except private placement sale method. Debt will be issued via competitive bid except where circumstances warrant. The Underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to investors.

Fiscal Agent A paying agent/registrar will be used to provide accurate and timely securities processing and timely payment to bondholders.

Types of Debt and Authority

Council's authority to issue debt in whatever method it may deem to be in the public's interest is established by the City's Home Rule Charter in Sections 6.07 and 10.01. Texas State Local Government Code 271 also defines allowable debt instruments.

The Finance Director shall determine the method of sale best suited for each issue. The Finance Director will explore alternatives to the issuance of debt for major capital projects. These alternatives will include but are not limited to: 1) grants in aid, 2) use of fund balance, 3) use of current revenues, 4) contributions from developers and others, 5) leases, and 6) impact fees. All costs and fees related to debt issuance will typically be paid out of bond proceeds.

The City shall use the following table as a guide for allowable debt for various projects.

PARAMETERS	Cash	Capital Lease	Finance Contracts	Short-term Notes	Long-term Bonds
Project/Asset life is less than 10 years	X	X	X	X	
Project/Asset life is 10 years or greater	X	X	X	X	X
Temporary funding required prior to a bond sale	X			X	
Final Amount borrowed is less than \$1,000,000	X	X	X	X	X
Final Amount borrowed is greater than \$1,000,000	X		X		X

Cash or Pay-As-You-Go is the use of current resources to purchase a capital asset. Projects utilizing this method can be adequately funded from available current revenue and fund balances and the project can be completed in an acceptable timeframe given the available revenues.

The City may issue both short-term and long-term debt, including, but not limited to the following:

Tax Anticipation Notes (Section 6.07 Brady City Charter) may be issued when such instruments allow the City to meet its cash flow requirements. These instruments are for a specific purpose, whose source of payment is future tax revenues. The note cannot exceed more than 75% of the ad valorem property tax for that fiscal year. Such notes shall mature and be payable not later than the end of the fiscal year in which it is issued.

Capital Leases / Finance Contracts (Section 271.005 of the Texas Local Government Code) may be issued to purchase any personal property and may be payable from a pledge of all or any part of any revenues, funds, or taxes available to the governmental agency for its public purposes. The City may also enter into long-term leases for public facilities, property and equipment for a period not to exceed the useful life of the asset being financed.

Certificates of Obligation (Section 10.01 Brady City Charter) may be issued to fund major capital projects for permanent public improvements or for any other public purpose not prohibited by the State of Texas. The term of the obligation may not exceed the useful life of the capital project and appropriate to the life of the project and financing objectives. Debt service should be structured on a level or declining repayment basis.

Revenue Bonds (Section 10.01 Brady City Charter) may be issued to fund major capital projects for constructing, purchasing, improving, extending or repairing public utilities or other income-producing project provided that the bonds are payable from the net revenues derived from the operation of the system/project. The term of the obligation may not exceed the useful life of the capital project and appropriate to the life of the project and financing objectives. Debt service should be structured on a level or declining repayment basis.

General Obligation Bonds (Section 10.01 Brady City Charter) may be issued to fund capital projects of the general government and are not to be used to fund operating needs of the City. Parks and public safety facilities are types of facilities that could be financed with GO Bonds. To the extent that property tax revenues are used to fund debt service, a separate property tax will be levied. The term of the bond issue will not exceed the useful life of the major capital projects funded by the bond issue and will generally be limited to no more than twenty (20) years. Debt service should be structured on a level or declining repayment basis.

Legal Provisions on Issuance of Debt

1. Tax Anticipation Notes are authorized with an affirmative vote by ordinance of the majority of City Council.
2. Capital Leases or Finance Contracts are authorized with an affirmative vote by resolution of the majority of the City Council.
3. Certificate of Obligations or Revenue Bonds may be issued by ordinance by majority vote of City Council.

4. General Obligation Bonds shall be approved by a popular vote of the voting public.
5. City Council may authorize without an election issuance of refunding bonds or similar securities at a lower interest rate.
6. Operating leases, lease-purchases, and certificates of obligation, that are subject to annual appropriation, are not subject to election requirements.

Debt Limits and Debt Ratio

There are no direct debt limitations in the City Charter or State Law as to the amount of bonds that may be issued by the City. Administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 maximum tax rate for general obligation bonds of a Home Rule Charter City.

General Fund Debt Limitation

Annual debt service paid from taxes only will not exceed ten (10) percent of budgeted expenditures.

Utility Funds Debt Limitation

The City utilizes a debt service coverage ratio that investors and financial analysts use when reviewing the City's creditworthiness. This ratio is calculated by dividing net available revenues (regular or recurring revenues minus operating expenses) by principal and interest requirements for the year. The City will maintain a minimum net revenue no less than bond covenant (typically 1.25Xs debt service requirement) in the budgeting process.

The use of cost of service studies to determine adequate user rate changes necessary to meet debt service coverage ratios shall be utilized as needed.

Debt Structure and Restrictions

Useful Life of Financed Asset and Maturity of Debt Issue

No bond or certificates of obligation shall be issued for an asset with a useful life of less than ten years. Leases or contracts may be entered into for assets with useful lives of three years or more. The duration of a debt issue shall not exceed the useful life of the financed asset. The financing schedule and repayment of debt shall be timed to take advantage of market conditions and, as practical, to maximize its credit capacity for future use.

Sale of Securities

Debt issues may be sold either through a negotiated sale, a competitive bid process or private placement depending on which is likely to yield the best results for the City.

Credit Enhancements

The City may enter into agreements with commercial banks, insurance companies, or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the City with access to credit when its use is judged cost-effective or otherwise advantageous.

Call Provisions

Bond calls should be as short as possible consistent with the goal of minimizing interest costs. Call premiums should reflect the true economic cost of calling the securities.

Financing replacement infrastructure

Long-term debt issuance to finance ongoing replacement of infrastructure shall be identified in the long-term capital plan to promote appropriate planning for repayment of anticipated debt.

Leases

Operating leases for capital equipment are appropriate when circumstances dictate that owning the equipment is not in the best interests of the City or if cash flow projections indicate that buying outright causes City cash balances to go below acceptable levels.

Lease/Purchase or Finance Contract agreements for capital assets which mature in less than ten years shall not be allowed unless the City's expected interest earnings rate on investments exceeds the lease effective interest rate for the duration of the lease or unless cash flow projections indicate that buying outright causes City cash fund balances to go below acceptable levels.

General Operating Costs

No general operating costs may be financed through long-term debt. General operation costs include, but are not limited to, those items normally funded in the City's annual operation budget and having a useful life of less than one year.

Enterprise Debt Affordability Target

In general, an enterprise fund will issue revenue bonds or certificates of obligation when the debt is deemed necessary for the health, safety, or welfare of the citizens of Brady and the cost of the capital project exceeds \$1,000,000. Enterprise fund debt shall be paid exclusively through enterprise activity revenues.

General Obligation Bonds will not be issued if other, more financially efficient financing sources are available such as certificates of obligation, tax notes, leases, contracts, or revenue bonds.

Amount of Issue

The debt issue shall be sized appropriately for the project being financed. Consideration should be given to the exceptions to arbitrage calculation requirements, the market advantages of issuing bank qualified debt, and the possibility of issuing the debt in several series for multi-year projects. In determining the minimum debt issuance, Council shall review related costs of issuance to see if debt is the most cost-effective financing mechanism.

Debt Administration

Full disclosure of the operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors and bond counsel, will prepare the necessary material for presentation of the rating agencies, will aid in the production of the Official Statements, and will meet the highest ethical and professional standards regarding disclosure.

The Director of Finance shall administer and coordinate the City's debt issuance program and activities, including time of issuance, method of sale, structuring the issue, and marketing strategies for the purpose of making recommendations to the City Manager and City Council. Outside professionals (including Bond Counsel, Financial Advisors, and Arbitrage Specialists) may be utilized to assist in this process.

The City shall maintain effective relations with the rating agencies and the investment community through the annual distribution of financial reports and other appropriate information upon request.

The City shall consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater should be achieved.

The City shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with its investment policy. The management of the debt proceeds shall enable the City to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns. Most crucially, the City shall ensure that the project financed by debt is completed in a timely manner.


The City shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds including the City's Investment Policy. Interest on bond proceeds is restricted such that it may only be used to fund projects that have the same purpose as the purpose for which the bonds were originally issued or to pay debt service. Construction proceeds are typically invested in short-term securities so that they are liquid. Interest and sinking funds may be invested longer as they have to be maintained for the life of the issue.

The City will follow a policy of full compliance with all arbitrage requirements of the federal tax code and Internal Revenue Service regulations. The City will, unless otherwise justified, use bond proceeds within the established time frame pursuant to the bond ordinance, contract or other documents to avoid arbitrage. Arbitrage is the interest earned on the investment of the bond proceeds above the interest paid on the debt. If arbitrage occurs, the City will perform (by contracting consultants) arbitrage calculations for each issue subject to rebate. All necessary rebates will be filed and paid when due in order to preserve the tax-exempt status of the outstanding debt.

City Council

City of Brady, Texas

Agenda Action

AGENDA DATE:	08/07/2018	AGENDA ITEM	7.F.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-022 approving of the Joint City-County G Rollie White Steering Committee recommendations to convert the G Rollie White Complex from a 1980's horserace track into a McCulloch County 4-H / AgriLife Program Center (including indoor and outdoor arenas; shooting sports, master gardeners demonstration grounds, fairground complex, playground, RV / Trailer parking, vendor and mobile food vendor areas).		
PREPARED BY:	Kim Lenoir	DATE SUBMITTED	8/02/2018
EXHIBITS:	RESOLUTION 2018-022		
BUDGETARY IMPACT:	Required Expenditure:		\$0.00
	Amount Budgeted:		\$0.00
	Appropriation Required:		\$0.00
CITY MANAGER APPROVAL:			
SUMMARY: <p>The Steering Committee will present their proposals to a Joint City-County meeting at 2pm, August 7.</p> <p>In June 2017, the City Council and County Commissioners appointed a Joint Steering Committee to determine a vision for GRW. Members included: AgriLife Agent Jacque Behrens, Ag Agent Justin Klinksiek, Mayor Pro Tem Jim Griffin, Council Member Jeffrey Sutton, County Commissioner Jason Behrens, County Commissioner Gene Edmiston, Extension Leadership Joe Behrens and Michael Probst, McCulloch County Livestock Association Randy Ross, Master Gardner Sheila Van Zant, Mayor Tony Groves, County Judge Danny Neal, Chamber President Erin Corbell, P&Z Commissioner Nick Blyshak, City Manager Kim Lenoir.</p> <p>The Committee met monthly, toured area facilities (Llano, Dripping Springs, Uvalde, Sutton County), surveyed the GRW property, reviewed the City deed, worked with County Attorney to establish a 501(c)3 non-profit "Friends of GRW," worked with an architect to lay-out the vision in a master concept plan.</p> <p>The goal is to determine a new future for the nearly 100 acre G Rollie White Complex that benefits our community and attracts tourist to Brady.</p>			
RECOMMENDED ACTION:			
Move to approve Resolution 2018-022			

RESOLUTION 2018-022

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS
APPROVING THE JOINT CITY-COUNTY G. ROLLIE WHITE STEERING
COMMITTEE RECOMMENDATIONS.**

WHEREAS, a Joint City-County G. Rollie White Steering Committee was formed and has been meeting periodically since June 2017; and

WHEREAS, the committee has been discussing various possible uses for the G. Rollie White Complex; and

WHEREAS, staff approves of the recommendations to convert the G Rollie White Complex from a 1980's horserace track into a McCulloch County 4-H / AgriLife Program Center (including indoor and outdoor arenas; shooting sports, master gardeners demonstration grounds, fairground complex, playground, RV / Trailer parking, vendor and mobile food vendor areas).

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

That the recommendation from the Steering Committee be supported by the City Council for G. Rollie White Complex be converted into a McCulloch County 4-H / AgriLife Program Center (including indoor and outdoor arenas; shooting sports, master gardeners demonstration grounds, fairground complex, playground, RV / Trailer parking, vendor and mobile food vendor areas).

It is understood that the City of Brady is not funding these improvements; this project must be supported by donations, grants, and a possible Venue Tax if approved by the voters of McCulloch County.

PASSED AND APPROVED this the _____ day of _____, 2018

CITY OF BRADY:

Anthony Groves, Mayor


Attest: _____

Tina Keys, City Secretary

City Council

City of Brady, Texas

Agenda Action

AGENDA DATE:	08/07/2018	AGENDA ITEM	7.G.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-023 to transfer (donate, sell, or lease) a major portion of the 100 acre ownership of the G Rollie White Complex to McCulloch County or to 501(c)3 Friends of GRW if the citizens of McCulloch County vote November 6 to support a Venue Tax (to add 2 percent Hotel Occupancy Tax) to fund the Master Plan for the new McCulloch County 4-H / AgriLife Program Center and Complex.		
PREPARED BY:	Kim Lenoir	DATE SUBMITTED	8/02/2018
EXHIBITS:	Resolution		
BUDGETARY IMPACT:	Required Expenditure:	\$0.00	
	Amount Budgeted:	\$0.00	
	Appropriation Required:	\$0.00	
CITY MANAGER APPROVAL:			
SUMMARY:	<p>The Steering Committee will present their proposals to a Joint City-County meeting at 2pm, August 7.</p> <p>The recommendation is for the County to call an election on November 6 to let the citizens of McCulloch County vote on the vision outlined and add a 2 percent HOT tax to assist in funding this project.</p> <p>The goal is to determine a new future for the nearly 100 acre G Rollie White Complex that benefits our community and attracts tourist to Brady.</p>		
RECOMMENDED ACTION:	Move to approve Resolution 2018-023		

RESOLUTION 2018-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS TO TRANSFER (DONATE, SELL OR LEASE) A MAJOR PORTION OF THE 100 ACRE OWNERSHIP OF THE G ROLLIE WHITE COMPLEX TO MCCULLOCH COUNTY OR TO 501(C)3 FRIENDS OF GRW IF THE CITIZENS OF MCCULLOCH COUNTY VOTE NOVEMBER 6 TO SUPPORT A VENUE TAX (TO ADD 2 PERCENT HOTEL OCCUPANCY TAX) TO FUND THE MASTER PLAN FOR THE NEW MCCULLOCH COUNTY 4-H / AGRILIFE PROGRAM CENTER AND COMPLEX.

WHEREAS, a G. Rollie White Steering Committee was formed and has been meeting periodically since June 2017; and

WHEREAS, the committee has been discussing various possible uses for the G. Rollie White Complex; and

WHEREAS, City Council approves of the recommendations to convert the G Rollie White Complex from a 1980's horserace track into a McCulloch County 4-H / AgriLife Program Center (including indoor and outdoor arenas; shooting sports, master gardeners demonstration grounds, fairground complex, playground, RV / Trailer parking, vendor and mobile food vendor areas

WHEREAS, as part of the Master Plan, the G Rollie White Complex ownership would need to be transferred to McCulloch County or to the "Friends of GRW" for development and management of the new facility.

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

That the City of Brady agrees to transfer (donate, sell or lease) a major portion of the 100 acre ownership of the G. Rollie White Complex to McCulloch County or to 501(c)3 Friends of GRW if the citizens of McCulloch County vote November 6, 2018 to support a Venue Tax (to add 2 percent Hotel Occupancy Tax) to fund the Master Plan for the new McCulloch County 4-H / Agrilife Program Center and Complex .

PASSED AND APPROVED this the _____ day of _____, 2018

CITY OF BRADY:


Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary

City Council

City of Brady, Texas

Agenda Action Form

AGENDA DATE:	8-7-18	AGENDA ITEM	7.H
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution 2018-024 to authorize the City Manager to sign the Memorandum of Understanding between the City of Brady and Officer Jason Lavender and K9 "Thor."		
PREPARED BY:	Kim Lenoir & Steve Thomas	Date Submitted:	8-2-18
EXHIBITS:	Resolution Memo of Understanding		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY MANAGER APPROVAL:			
SUMMARY:			
Chief Steve Thomas will discuss the benefits of adding K9 "Thor" to the Brady Police Department.			
RECOMMENDED ACTION:			
Move to approve Resolution 2018-024			

RESOLUTION NO. 2018-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS AUTHORIZING THE CITY MANAGER TO SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRADY AND OFFICER JASON LAVENDER AND K9 "THOR".

WHEREAS, the City of Brady Police Department Police Officer Jason Lavender owns a German Shepard Dog who has been trained as a K9 and as a narcotics drug dog; and

WHEREAS, Officer Lavender has expressed his desire to continue to use the dog, "Thor," in conjunction with his patrol responsibilities here in Brady; and

WHEREAS, the City of Brady would benefit greatly by utilizing "Thor;" and

WHEREAS, it is necessary to clearly define the responsibilities of both the City and Officer Lavender in conjunction with the use of "Thor" in the Brady Police Department

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 City Manager to sign a memorandum outlining the responsibilities of the City of Brady and of Officer Jason Lavender and the use of K9 "Thor" with the Brady Police Department.

PASSED AND APPROVED this the _____ day of _____, 2018.

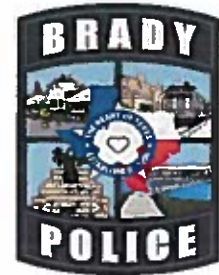
CITY OF BRADY

Anthony Groves, Mayor

Attest: _____
Tina Keys, City Secretary



Memorandum of Understanding
City of Brady and
Officer Jason Lavender &
K9 "THOR"



This memorandum is being used to clearly outline the responsibilities of both parties concerning the use of "Thor", a privately-owned German Shepherd Dog belonging to Officer Jason Lavender. Lavender and "Thor" had been previously received training and certification through both Hill Country Dogs (Pipe Creek, Tx.) and the National Narcotics Drug Dog Association (NNDDA) in October, 2017 while working for the Crockett County Sheriff's Office.

Upon being hired by the Brady Police Department, Lavender expressed his desire to continue to use "Thor" in conjunction with his patrol responsibilities here with the Brady Police Department. Because of the unique situation of this request, it was determined that a document would be needed to clearly state/outline the major responsibilities of both parties to make this a viable consideration. Listed below are the commitments necessary to make this project successful.

The City of Brady

Will be responsible for all veterinary care for "Thor" while he remains a member of the Brady Police Department. This includes vaccinations, preventative care (I.E. heartworm, flea/tick medicine, etc.) and yearly examinations.

Will pay Lavender overtime (one hour per calendar day for normal maintenance, feeding, exercising, grooming etc.) "Thor". This time is also to be used to insure both vehicle and kennel cleanliness.

Will provide the necessary equipment (leashes, harnesses, training aids etc.) for the K9. It is understood that if/when the K9 no longer works for the City, all furnished items will be returned to the police department.

Will be responsible for all necessary medical expenses to get "Thor" back to an acceptable health status should he be injured while on duty or during active training (this requirement does not extend to an injury received while off duty or not actively training).

Will pay for an outdoor kennel for the K9 to be safely kenneled at the handler's home or on his property.

Will not be held responsible or obligated for re-purchasing or replacing the K9 in the event of death or incapacitating injury.

Officer Lavender (aka: Handler)

Handler is responsible for the continued K9 training and to keep all necessary certifications current. This also means that all documentation of said training (to include daily/weekly trainings) is to be properly documented and retained.

A physical examination of the K9 from a reputable veterinarian is required prior to placing the animal in the field. Any continued treatment for a pre-existing injuries or medical issue that precede this arrangement will be the sole responsibility of the owner/handler and not the City of Brady.

It is understood at the time of this memorandum that the K9 is a "single purpose" animal (I.E. to be used for a singular purpose, at this time which is narcotics detection only). Should it be determined that additional purposing be desired or necessary, this memorandum will be updated if/when that additional certification has been obtained. Until then, the K9 is to only be used in the search or detection of narcotics.

In the event "Thor" is injured to the point where he cannot continue to be a productive K9 unit and needs to retire, the long-term care will be the responsibility of the handler.

Upon the retirement or ending of employment with the City of Brady, all ownership (and those responsibilities thereof) revert back to the handler.


**** This document is not intended to be all-inclusive. Should a time arise where both parties believe this relationship is no longer viable, either can submit a written memorandum explaining the reasons for discontinuing the program/relationship. Any problems or questions shall always be handled internally first in an attempt to resolve the issue(s) without outside intervention.**

Understanding these stipulations, I agree to these terms and wish to move forward with this program.

Kim Lenoir, City Manager

Officer Jason Lavender, Police Officer

City Council City of Brady, Texas Agenda Action


AGENDA DATE:	08/07/2018			AGENDA ITEM	7.I.																		
AGENDA SUBJECT:	Discussion regarding new capital funding for devices and equipment to support ERCOT regulatory requirements as a Transmission Operator (\$28,000).																						
PREPARED BY:	S. Miller		DATE SUBMITTED	7/24/2018																			
EXHIBITS:	Photograph of ERCOT setup																						
BUDGETARY IMPACT:	Required Expenditure:		\$28,000.00																				
	Amount Budgeted:		\$0.00																				
	Appropriation Required:		\$28,000.00																				
CITY MANAGER APPROVAL:																							
SUMMARY:	<p>On or about late 2016 the city was notified by ERCOT of requirements to designate itself as a Transmission Operator due in part of a notice from LCRA that they would no longer provide transmission operator services to the city. Subsequently, the city implemented administration procedures to become compliant with ERCOT as a Transmission Operator (T.O.) through agreements and operational obligations for meeting T.O. duties.</p> <p>This process requires an operational setup involving devices and equipment in order to become compliant with T.O. operating protocols. Coordinating with ERCOT took a substantial amount of time that finally culminated in early 2018 with directives from ERCOT for installing devices and equipment for receiving vital communications from ERCOT during critical energy events in the Texas electrical grid. City staff estimates expenditures of approximately \$28,000.00 as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Capital Purchase 402.00</th> <th style="width: 33%;">Estimated Cost</th> <th style="width: 34%;">Description</th> </tr> </thead> <tbody> <tr> <td>ERCOT Equipment</td> <td style="text-align: right;">\$13,129.00</td> <td>Automated phone system</td> </tr> <tr> <td>City Equipment</td> <td style="text-align: right;">\$15,000.00</td> <td>Rack and routers</td> </tr> </tbody> </table> <p>City staff implemented a Line Item Transfer from the following accounts to provide funding:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Budget Account Description</th> <th style="width: 33%;">Budget Amount Transferred</th> <th style="width: 34%;">Validation for Transfer</th> </tr> </thead> <tbody> <tr> <td>Professional Fees</td> <td style="text-align: right;">\$4,000</td> <td>Projected expenses did not fully materialize</td> </tr> <tr> <td>Contract Labor/Services</td> <td style="text-align: right;">\$17,000</td> <td>Tree trimming service finished under projected budget</td> </tr> </tbody> </table>					Capital Purchase 402.00	Estimated Cost	Description	ERCOT Equipment	\$13,129.00	Automated phone system	City Equipment	\$15,000.00	Rack and routers	Budget Account Description	Budget Amount Transferred	Validation for Transfer	Professional Fees	\$4,000	Projected expenses did not fully materialize	Contract Labor/Services	\$17,000	Tree trimming service finished under projected budget
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Professional Fees	\$4,000	Projected expenses did not fully materialize																					
Contract Labor/Services	\$17,000	Tree trimming service finished under projected budget																					
RECOMMENDED ACTION:	No action is required. Informational only.																						



City Council

City of Brady, Texas

Agenda Action

AGENDA DATE:	08/07/2018	AGENDA ITEM	7.J.
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Techline Construction, LLC and Techline, Inc. approval of quotes for replacement of overhead powerline from near US190E north along US377 to near South Ave to include all materials, labor and equipment (\$94,102.15).		
PREPARED BY:	S. Miller	DATE SUBMITTED	8/02/2018
EXHIBITS:	Pricing Tabulations and job limits plan		
BUDGETARY IMPACT:	Required Expenditure:	\$94,102.15	
	Amount Budgeted:	\$377,600.00	
	Appropriation Required:	\$0.00	
CITY MANAGER APPROVAL:			
SUMMARY:			

The city is a recipient of pre-approved bidding services through LCRA as part of a wholesale power customer agreement that provides for electrical contracting services including material consignment pricing. Techline Construction, LLC and Techline, Inc. recently completed several vital capital improvements project throughout the city for the electric distribution system. Most notably was the Wall Street O.H. powerline replacement.

As a result of substantial price savings from the two Techline companies additional electrical powerline work was initiated and quoted. The following table describes fund activity:

FY18 Approved Projects, Total	\$	\$377,600.00	Capital Outlay – Projects 20-5-22-401.00
Completed Projects, Total	\$	<u>220,535.00</u>	P4, P5 & P9 canceled or delayed * see page 2
Estimated Balance Remaining	\$	\$157,065.00	
Proposed Airport Feed Section 1	\$	65,080.00	Techline Construction, LLC (construction)
Proposed Airport Feed Section 1	\$	<u>29,022.15</u>	Techline, Inc. (material)
Proposed Award, Total	\$	\$94,102.15	

This proposed project was identified on the 2014 LCRA CIP Study and will improve the reliability of electrical service to the airport. This Airport Feed improvement is an outcome of continuous customer complaints of poor electric service especially from LOADCRAFT an industrial business at the airport.

The three referenced projects (P4, P5 & P9) as noted above were identified in the 2014 LCRA CIP Study and further explanations are listed:

*P4 described installation of capacitors to boost voltage. Airport Feed, Section 1 eliminates P4.

*P5 described a tie-switch at Lockhart St. & Walnut St. Delayed in-part for future N. Walnut St. O.H. line.

*P9 described a breaker at WWTP. Cancelled in anticipation of new WWTP project improvements.

Of the twelve projects identified in 2014 LCRA CIP Study all have been completed with the above exceptions; and one remaining: P2 - N Walnut St. O.H. Power Line improvement. This is currently under consideration in the proposed FY2019 City Budget.

RECOMMENDED ACTION:

Move to award to Techline companies for materials and construction of the Airport Feed, Section 1 overhead power line improvements in the amount of **\$94,102.15**.



Status of Police Department Grants as of 07/26/2018

Grant #3129201	Infrared Thermal Units	\$13,996.00	Expended/Closed
Grant #3483301	Rifle-Resistant Body Armor	\$5,060.00	Expended/Closed
Grant #3208001	NIBRS Compliance Grant	\$7,500.00	Awarded/On Hold*
Grant #3688901	Expanded NIBRS Grant	\$79,400.00	Awarded/Pending

*Grant #3208001 is superseded by Grant #3688901 and the fund amount of \$7,500.00 will not be claimed. The same services are included in the Expanded NIBRS grant.