



**BRADY**  
THE CITY OF  
**TEXAS**

Tony Groves  
Mayor

Rey Garza  
Council Member Place 1

Missi Davis  
Council Member Place 2

Jeffrey Sutton  
Council Member Place 3

Jane Huffman  
Mayor Pro Tem  
Council Member Place 4

Jay May  
Council Member Place 5

Dennis Jobe  
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.

# **CITY OF BRADY COUNCIL AGENDA**

## **REGULAR CITY COUNCIL MEETING**

### **DECEMBER 3, 2019 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 6:00 pm on December 3, 2019, at the City of Brady Municipal Court Building, located at 207 S. Elm Street, Brady, Texas, for the purpose of considering the following items. The City Council of the City of Brady, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

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

#### **2. INVOCATION & PLEDGE OF ALLEGIANCE**

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

*Please limit individual public comments to three (3) minutes. In accordance with TX AG opinion, any public comment addressing items not on the agenda, will only be heard by the City Council. No formal action, deliberation, discussion, or comment will be made by City Council. State Law prohibits any deliberation 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 on November 19, 2019.**

#### **5. PRESENTATIONS**

- Axis deer trapping a Brady Lake
- FY 2019 Budget Report

#### **6. PUBLIC HEARING:**

None

## 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 the first reading of Ordinance 1286 to amend Ordinance 986 reducing the processing fee for the acceptance of credit card payments.
- B. Discussion, consideration and possible action regarding approval of Resolution 2019-039 to adopt a revision to the Personnel Policy to include City related Social Media and retention directives.
- C. Discussion, consideration and possible action approving the purchase of 1,500T Limestone Rock Asphalt, Type 1, Grade D (cold mix) material at \$43.40 per ton for \$65,100.00. Delivery charge is \$0.15 per Ton/Mile at 183 miles for \$41,175.00. Total purchase w/ delivery equals \$106,275.
- D. Discussion, consideration and possible action regarding awarding the pipe fill line improvements at FM2028 tank site to lowest responsible bidder – Dowtech Specialty Contractors, Inc. of Baird a base bid amount of \$47,600.00.
- E. Discussion, consideration and possible action regarding amendment of Type B EDC's 2019/2020 budget for inclusion of approved qualified projects.
- F. Discussion, consideration and possible action regarding approval of BEDC Incentive Programs for business improvements.
- G. Discussion and summary of City Council action and if procedures and processes worked.
- H. Discussion by City Council of City improvements to be recognized

## 8. STAFF REPORTS

## 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

None

## 11. OPEN SESSION ACTION ON ANY ITEMS COMING OUT OF EXECUTIVE SESSION

None

## 12. ADJOURNMENT

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

Tina Keys, City Secretary

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

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. 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 regarding Real Property), 551.073 (Deliberations regarding prospective Gifts or Donations), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices), 551.086 (Deliberate, vote or take final action on competitive matters of the public power utility), and 551.087 (Deliberation regarding 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 551.104(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, November 19, 2019 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, Jay May, Jeffrey Sutton and Rey Garza. City staff present were City Manager Dennis Jobe, Finance Director Lisa Remini, Public Works Director Steve Miller, Police Chief Steve Thomas, and City Secretary Tina Keys. Also in attendance was Dale Jones.

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

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

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**3. PUBLIC COMMENTS**

There were no public comments

**4. CONSENT AGENDA**

- A. Approval of Minutes for Regular Meeting on November 5, 2019

Council Member Garza moved to approve the consent agenda. Seconded by Council Member May. All Council Members voted “aye” and none “nay”. Motion passed with a 4– 0 vote.

**5. PRESENTATIONS:**

There were no presentations

**6. PUBLIC HEARINGS:**

There were no public hearings

**7. INDIVIDUAL CONCERNs**

- A. Discussion, consideration and possible action regarding the first second and final of Ordinance 1285 of the City of Brady, Texas to amend FY 2020 Budget transferring unfinished FY2019 projects to FY2020 Budget. Lisa Remini presented. Council Member May moved to approve the second and final reading of Ordinance 1285. Seconded by Council Member Sutton. All Council Members voted “aye” and none “nay”. Motion passed with a 4 – 0 vote.
- B. Discussion, consideration and possible action regarding the first reading of Ordinance 1286 to amend Ordinance 986 reducing the processing fee for the acceptance of credit card payments. Lisa Remini presented. Mayor Groves said if you pay online with a credit card, the City loses 3% of the bill because the City pays 3% to the credit card company. Mayor proposes paying the 3% if you pay with a credit card. Council Member May commented that it saves man hours if you pay online. Customer service reps aren’t paid for those transactions so we save on not using customer service reps. Council Member Huffman agreed since we are not re-opening the window and went on to say it’s the cost of doing business. Council Member Sutton said if they have a credit card, they can probably afford the extra 3%. Council Member Huffman thinks we need to open window and hire another employee if we charge the 3%. Council Member Garza said the City is not in the business to lose money. Council Member

Huffman moved to table until next meeting. Seconded by Council Member May. All Council Members voted “aye” and none “nay”. Motion passed with a 4 – 0 vote.

- C. Discussion, consideration and possible action regarding approval Resolution 2019-039 to adopt a revision to the Personnel Policy to include City related Social Media and retention directives. City Manager Jobe said he would like to see item tabled to next meeting to correct some formatting and to clarify some items. Mayor Groves said he thinks it's a good thing, but there is a lot of potential for somebody to not follow rules. Council Member May moved to table item until next meeting. Seconded by Council Member Huffman. All Council Members voted “aye” and none “nay”. Motion passed with a 4 – 0 vote.
- D. Discussion, consideration and possible action approving the purchase of 1,500T Limestone Rock Asphalt, Type 1, Grade D (cold mix) material at \$43.40 per ton for \$65,100.00. Delivery charge is \$0.15 per ton/mile at 183 miles for \$41,175.00. Total purchase with delivery equals \$106,275. Steven Miller presented. Council Member Garza questioned the distance and cost for mileage. Mayor Groves commented we have done this for years and this is the lowest of 3 bids. Council Member Sutton moved to approve. There was no second. Motion failed for lack of a second. Council Member May moved to table until the next meeting. Council Member Garza seconded. All Council Members voted “aye” and none “nay”. Motion passed with a 4 - 0 vote
- E. Discussion and summary of City Council action and, if procedures and processes worked. There was no discussion
- F. Discussion by City Council of City improvements to be recognized. Dennis Jobe said the owner of 901 Bombay came in and got a building permit to make improvements to the property. Mayor Groves said he drove through Live Oak Cemetery and commented on the paved roads and said it was a job well done. Mayor Groves went on to say he went out to check the ballfields. He said a comment was made about painting the concession stand, and it looks like it was done, and the playground equipment is up and it's looking good. Council Member Garza asked about bleachers. Dennis Jobe said they're working on that now and they have to work on the walking trail too. Council Member May said number 1 green at the golf course was torn up and now it's green and really pretty. Dennis Jobe commented there is a cleaning station at the fish house and lots of people are out there fishing.

## 8. STAFF REPORTS

- A. **Monthly Financial / Utility Reports:**
- B. **Monthly Activity Reports:** Visit Brady Report, Seniors, Golf, BPD, Fire-EMS Calls, BVFD Expense Report, Animal Control, Airport, Code Enforcement, Chronic Code Complaints, and Structures Inhabited without utilities
- C. **Upcoming Special Events/Meetings:**
  - November 28 & 29 – Thanksgiving Holiday – City Offices Closed
  - December 3 – City Council Meeting
  - December 12 – City Staff Appreciation Christmas Party, Civic Center, 6:00 p.m.
  - December 17 – City Council Meeting
  - December 24 & 25 – Christmas Holiday – City Offices Closed
  - January 1 – New Year's Day Holiday – City Offices Closed
  - January 7 – City Council Meeting

Mayor Groves commented that sales taxes are down 3% for November, and down 8% for the first two

months from last year.

Attorney Griffin pointed out that council should look at utility section reports for number of payments being made online.

## **9. ANNOUNCEMENTS**

Dennis Jobe pointed out the next meeting should be fairly short. He will try to get the trapper to come and give a presentation.

## **10. EXECUTIVE SESSION**

Regular Session was closed at 6:42 p.m. and Council took a break before going into Executive Session. Executive Session was opened at 6:53 p.m. Executive Session was closed at 7:28 p.m.

- A. Pursuant to Section 551.086 (Deliberations, vote or final action about competitive matters of the public power utility), the City Council will deliberate, vote or take final action on a competitive matter: Transmission Operating Agreement, Commercial Electric Rate

## **11. OPEN SESSION ACTION ON ANY ITEMS COMING OUT OF EXECUTIVE SESSION**

Mayor Groves opened Regular Session at 7:28 p.m.

- A. Discussion, consideration and possible action regarding Transmission Operating Agreement. Council Member May moved to authorize the City Manager to sign the Transmission Operating Agreement with LCRA. Seconded by Council Member Garza. All Council Members voted “aye” and none “nay”. Motion passed with a 4 – 0 vote.

## **12. ADJOURNMENT**

There being no further business, the Mayor adjourned the meeting at 7:29 p.m.

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Mayor Anthony Groves

Attest: \_\_\_\_\_

Tina Keys, City Secretary

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

<b>AGENDA DATE:</b>	12-3-2019	<b>AGENDA ITEM</b>	5.
<b>AGENDA SUBJECT:</b>		End of the Fiscal Year 19 Budget Reports	
<b>PREPARED BY:</b>		Lisa Remini	<b>Date Submitted:</b> 11-25-19
<b>EXHIBITS:</b>		Financial Report as of September 30, 2019 Fund Balance and Cash Reconcilement Fund Balance Compliance Report	
<b>BUDGETARY IMPACT:</b>		<b>Required Expenditure:</b>	\$00.00
		<b>Amount Budgeted:</b>	\$00.00
		<b>Appropriation Required:</b>	\$00.00
<b>CITY MANAGER APPROVAL:</b>			
<p><b>SUMMARY:</b></p> <p>Year-end Financial Reports for FY 19 have been emailed to you for review and placed on the website for public view. Financial Documents</p> <p>Revenues and Expenditures have been recorded for a city-wide net revenue over expenditure position of \$233,999 (excluding Capital Construction funds 33 and 35) as of 9-30-19. All funds finished the year with total expenditures under budget, which helped to offset the fact that the Electric, Water/Sewer, and Gas Utility funds recorded a combined short-fall of budgeted revenue goals by \$286,122.</p> <p>City Sales Tax collections saw a 4% drop in FY 19 and totaled \$973,214, exceeding budget projections, however by \$13,215.</p> <p>Property Tax collections totaled \$914,546, exceeding budget projections by \$9,546.</p> <p>Due to favorable rate increases and strong city cash reserve balances, interest earnings totaled \$356,122, exceeding budget projections by \$31,122.</p> <p>Bad Debt expense net of collections for FY 19 was \$47,258 or 0.37% of the total \$12,783,836 in utility billings for the year.</p>			

<b>RECOMMENDED ACTION:</b>
This item is for discussion purposes only.

CITY OF BRADY  
 MONTHLY FINANCIAL REPORT  
 AS OF: SEPTEMBER 30TH, 2019

PAGE: 1

100.00% OF FISCAL YEAR

	CURRENT BUDGET	YEAR TO DATE ACTUAL	% TO DATE	YEAR TO DATE PRIOR YEAR
<hr/>				
BEGINNING FUND BALANCE & NET WORKING CAPITAL	13,795,211.94	13,795,211.94		12,505,458.72
<hr/>				
<u>REVENUES</u>				
10 -GENERAL FUND	7,368,225.45	7,846,080.32	106.49	7,913,778.83
20 -ELECTRIC FUND	7,295,410.00	7,193,562.42	98.60	7,938,129.83
30 -WATER / SEWER FUND	3,819,625.00	3,664,721.69	95.94	6,208,353.79
33 -WATER CONSTRUCTION FU	28,905,000.00	29,162,684.30	100.89	0.00
35 -WWTP CONSTRUCTION FUN	14,685,000.00	14,702,859.91	100.12	0.00
40 -GAS FUND	1,085,800.00	1,060,358.04	97.66	1,241,863.69
50 -UTILITY SUPPORT FUND	660,400.00	673,635.67	102.00	520,522.08
60 -SOLID WASTE FUND	1,208,000.00	1,210,549.12	100.21	1,155,397.38
61 -STREET SANITATION FUN	0.00	0.00	0.00	0.00
80 -SPECIAL REVENUE FUND	1,561,792.00	947,186.52	60.65	1,327,873.83
81 -CEMETERY FUND	106,100.00	169,314.26	159.58	0.00
82 -HOTEL/MOTEL FUND	309,796.00	335,327.55	108.24	0.00
83 -SPECIAL PURPOSE FUND	<u>34,700.00</u>	<u>35,451.33</u>	<u>102.17</u>	<u>0.00</u>
TOTAL REVENUES	67,039,848.45	67,001,731.13	99.94	26,305,919.43
<hr/>				
<u>EXPENDITURES</u>				
10 -GENERAL FUND	8,241,310.45	7,633,255.48	92.62	7,605,958.31
20 -ELECTRIC FUND	8,218,890.00	7,081,774.00	86.16	10,757,590.64
30 -WATER / SEWER FUND	4,655,020.00	3,360,747.81	72.20	3,581,995.64
33 -WATER CONSTRUCTION FU	13,685,537.00	377,537.00	2.76	0.00
35 -WWTP CONSTRUCTION FUN	4,250,000.00	293,391.76	6.90	0.00
40 -GAS FUND	1,319,180.00	1,199,602.69	90.94	1,479,909.24
50 -UTILITY SUPPORT FUND	701,033.00	656,101.58	93.59	458,600.90
60 -SOLID WASTE FUND	1,327,928.00	1,234,726.72	92.98	1,233,602.08
61 -STREET SANITATION FUN	0.00	0.00	0.00	0.00
80 -SPECIAL REVENUE FUND	2,130,082.00	1,477,566.63	69.37	1,061,219.69
81 -CEMETERY FUND	92,110.00	47,567.28	51.64	0.00
82 -HOTEL/MOTEL FUND	244,900.00	202,839.09	82.83	0.00
83 -SPECIAL PURPOSE FUND	<u>7,000.00</u>	<u>8,007.40</u>	<u>114.39</u>	<u>0.00</u>
TOTAL EXPENDITURES	44,872,990.45	23,573,117.44	52.53	26,178,876.50
<hr/>				
REVENUES OVER/ (UNDER) EXPENDITURES	22,166,858.00	43,428,613.69		127,042.93
<hr/>				
ENDING FUND BALANCE & NET WORKING CAPITAL	35,962,069.94	57,223,825.63		12,632,501.65

CITY OF BRADY  
 MONTHLY FINANCIAL REPORT  
 AS OF: SEPTEMBER 30TH, 2019

100.00% OF FISCAL YEAR

	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE % TO DATE	YEAR TO DATE PRIOR YEAR
10-3150.00 Fund Balance	3,062,910	3,062,910.11		2,770,338.15
10-3150.02 Fund Balance-Restricted	31,989	31,988.61		25,126.90
10-3150.11 Fund Balance-Restricted-Debt	23,372	23,371.69		23,389.78
10-3150.12 Fund Balance-Unspendable	35,541	35,541.31		27,136.37
20-3150.00 Fund Balance	3,971,310	3,971,310.07		5,616,522.26
20-3150.01 Fund Balance-Repair/Replace	0	0.00		0.00
20-3150.11 Fund Balance-Restricted-Debt	0	0.00		11,538.33
30-3150.00 Fund Balance	3,503,226	3,503,226.27		1,137,345.76
30-3150.01 Fund Balance-Restricted-CWPr	491,524	491,523.65		2,746.95
30-3150.02 Fund Balance-Restricted-DWPr	103,330	103,329.94		345,148.63
30-3150.03 Fund Balance-Restricted-CO20	220,000	220,000.00		220,000.00
30-3150.11 Fund Balance-Restricted-Debt	105,432	105,431.77		91,912.14
33-3150.00 Fund Balance	0	0.00		0.00
35-3150.00 Fund Balance	0	0.00		0.00
40-3150.00 Fund Balance	729,760	729,759.59		967,805.14
40-3150.01 Fund Balance-Repair/Replace	0	0.00		0.00
40-3150.11 Fund Balance-Restricted-Debt	0	0.00		0.00
50-3150.00 Fund Balance	210,742	210,741.55		148,820.37
50-3150.01 Fund Balance-Repair/Replace	0	0.00		0.00
50-3150.11 Fund Balance-Restricted-Debt	0	0.00		0.00
60-3150.00 Fund Balance	514,425	514,424.72		619,308.58
60-3150.01 Fund Balance-Repair/Replace	0	0.00		0.00
60-3150.02 Fund Balance-Restict-St Sani	112,243	112,242.54		85,563.38
60-3150.11 Fund Balance-Restricted-Debt	0	0.00		0.00
61-3150.00 Fund Balance	0	0.00		0.00
80-3150.00 Fund Balance	0	0.00		0.00
80-3150.02 Fund Balance-Restricted	455,502	455,502.49		244,193.44
80-3150.05 Fund Balance-Restricted-Mote	129,796	129,796.49		103,408.29
80-3150.06 Fund Balance-Restricted-Cem	94,111	94,111.14		65,154.25
81-3150.00 Fund Balance	0	0.00		0.00
82-3150.00 Fund Balance	0	0.00		0.00
83-3150.00 Fund Balance	0	0.00		0.00
BEGINNING FUND BALANCE &				
NET WORKING CAPITAL	13,795,211.94	13,795,211.94		12,505,458.72

## FUND BALANCE AND CASH RECONCILEMENT

As of: September 30, 2019

		Total Cash
<b>BRADY NATIONAL BANK</b>		
Operating Account	#100677	\$ 14,483,576.94
Airport Account	#172791	\$ 4,143.42
CW - WWTP Construction	#103671	\$ 9,011.60
DW Construction - 2013	#104828	\$ 1,249.12
DW Construction - 2019	#116889	\$ -
CW Construction 2019	#117382	\$ -
Sinking Fund 2000	#172890	\$ 89,548.03
Sinking Fund 2012 - Refunding	#103069	\$ 21,712.24
Sinking Fund 2012 - WWTP	#103663	\$ 12,579.16
Sinking Fund 2013 - DW	#105770	\$ 3,489.78
Sinking Fund 2019 - DW	#117333	\$ -
Sinking Fund 2019 A - CW	#117366	\$ -
Sinking Fund 2019 B - CW	#117374	\$ -
Drug Seizure FDS	#172668	\$ 4,916.48
Police Educational	#172700	\$ 9,134.33
Court Security	#102533	\$ 8,495.39
Court Technology	#102541	\$ 4,857.33
Community Development Block	#172627	\$ -
Cash on Hand		\$ 1,960.00
Bank Balances - Interest rate 2.22%	Subtotal	<u>\$ 14,654,673.82</u>
<b>Certificate of Deposit at CNB</b>		
BOKF Escrow Account - CO 2012 CW Project		\$ -
BOKF Escrow Account - LF 2012 CW Project		\$ 87,482.05
BOKF Escrow Account - EDAP 2015 DW Project		\$ -
BOKF Escrow Account - DW CO 2019		\$ 73,334.19
BOKF Escrow Account - DW LF 2019		\$ 10,624,214.64
BOKF Escrow Account - DW EDAP 2019		\$ 4,736,102.77
BOKF Escrow Account - CW CO 2019A		\$ 13,461,829.89
BOKF Escrow Account - CW CO 2019B		\$ 8,265,767.13
BOKF Escrow Account - CW LF 2019		\$ 1,906,784.48
	Subtotal	\$ 4,245,258.77
	Subtotal	<u>\$ 43,400,773.92</u>
<b>TOTAL CASH BALANCES RECONCILED</b>		<b><u>\$ 58,055,447.74</u></b>
<b>9-30-19 GENERAL LEDGER</b>		
Total Current Non-Cash Assets - All Funds		1,159,738.73
<b>(Total Current Liabilities - All Funds)</b>		<b>(1,991,360.84)</b>
<b>Total Fund Balance / Net Working Capital</b>		<b><u>57,223,825.63</u></b>

## CITY OF BRADY

## FY 19 FINAL ACTUAL PREFORMANCE

TOTAL REVENUES	TOTAL EXPENSES	FUND BALANCE
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## GENERAL FUND - 10

BEGINNING GENERAL FUND BALANCE 9-30-18 Audited			\$3,153,812
Actual performance FY 19	\$7,846,080	\$7,633,255	\$212,825
<b>ENDING GENERAL FUND BALANCE - 9-30-19</b>			\$3,366,637
Restricted -ESTIMATE			(\$74,505)
<b>ENDING GENERAL FUND BALANCE - Unrestricted 9-30-19</b>			\$3,292,132
Number of days to operating expenditures			162
Excess funds available			\$1,463,615
Rollovers			(\$358,342)
Excess funds available			\$1,105,273
Total expenditures FY19		\$7,633,255	
Less capital expenditures		(\$217,601)	
Net Operating Expenditures		\$7,415,654	
Mimimum level Fund Balance required		\$1,828,517	90 days

## ELECTRIC FUND - 20

BEGINNING ELECTRIC FUND BALANCE 9-30-18 Audited			\$3,971,310
Actual performance FY 19	\$7,193,562	\$7,081,774	\$111,788
<b>ENDING ELECTRIC FUND BALANCE - Unrestricted 9-30-19</b>			\$4,083,098
Number of days to operating expenditures			215
Excess funds available			\$1,231,713
Rollovers			(\$476,575)
Excess funds available			\$755,138
Total expenditures FY 19		\$7,081,774	
Less capital expenditures		(\$143,403)	
Operating Expenditures		\$6,938,371	
Mimimum level Fund Balance required		\$2,851,385	150 days

## WATER / SEWER FUND - 30

BEGINNING WATER / SEWER FUND BALANCE 9-30-18 Audited			\$4,423,511
Actual performance FY19	\$3,664,722	\$3,360,748	\$303,974
<b>ENDING WATER/SEWER FUND BALANCE - 9-30-19</b>			\$4,727,485
Restricted -ESTIMATE			(\$456,863)
<b>ENDING WATER/SEWER FUND BALANCE - Unrestricted 9-30-19</b>			\$4,270,622
Number of days to operating expenditures			587
Excess funds available			\$2,961,605
Rollovers			(\$522,743)
Excess funds available			\$2,438,862
Total expenditures FY 19		\$3,360,748	
Less capital expenditures		(\$706,353)	
Operating Expenditures		\$2,654,395	
Mimimum level Fund Balance required		\$1,309,017	180 days

FY 19 FINAL ACTUAL PREFORMANCE		TOTAL REVENUES	TOTAL EXPENSES	FUND BALANCE
<b>BEGINNING GAS FUND</b>	<b>BALANCE 9-30-18 Audited</b>			<b>\$729,760</b>
Actual performance FY 19		\$1,060,358	\$1,199,603	( <b>\$139,245</b> )
	<b>ENDING GAS FUND BALANCE - Unrestricted 9-30-19</b>			<b>\$590,515</b>
Number of days to operating expenditures				184
Excess funds available				\$205,762
Total expenditures FY19		\$1,199,603		
Less capital expenditures		( <b>\$29,314</b> )		
Operating Expenditures		\$1,170,289		
Mimimum level Fund Balance required		\$384,753	120 days	
<hr/>				
<b>UTILITY SUPPORT FUND - 50</b>				
<b>BEGINNING UTILITY SUPPORT FUND</b>	<b>BALANCE 9-30-18 Audited</b>			<b>\$210,741</b>
Actual performance FY19		\$673,636	\$656,102	\$17,534
	<b>ENDING UTILITY SUPPORT FUND BALANCE - Unrestricted 9-30-19</b>			<b>\$228,275</b>
Number of days to operating expenditures				155
Excess funds available				\$95,663
Rollovers				( <b>\$12,000</b> )
Excess funds available				\$83,663
Total expenditures FY 19		\$656,102		
Less capital expenditures		( <b>\$118,285</b> )		
Operating Expenditures		\$537,817		
Mimimum level Fund Balance required		\$132,612	90 days	
<hr/>				
<b>SOLID WASTE FUND - 60</b>				
<b>BEGINNING SOLID WASTE FUND</b>	<b>BALANCE 9-30-2018 Audited</b>			<b>\$626,666</b>
Actual performance FY19		\$1,210,549	\$1,234,727	( <b>\$24,178</b> )
Restricted Street Sanitation funds				( <b>\$107,315</b> )
<b>ENDING SOLID WASTE FUND</b>	<b>BALANCE - Unrestricted 9-30-19</b>			<b>\$495,173</b>
Number of days to operating expenditures				157
Excess funds available				\$210,898
Total expenditures FY19		\$1,234,727		
Less capital expenditures and Street Sanitation exps		( <b>\$81,833</b> )		
Operating Expenditures		\$1,152,894		
Mimimum level Fund Balance required		\$284,275	90 days	
<hr/>				
<b>Total Ending Fund Balances - Unrestricted</b>				<b>\$12,959,815</b>
Number of days to Total Operating Expenditures		7.9 months		<b>238</b>

City Council  
City of Brady, Texas

## Agenda Action Form for Ordinance

AGENDA DATE:	12-03-2019	AGENDA ITEM	7.A.
AGENDA SUBJECT:	Discussion, consideration and possible action regarding the first reading of Ordinance 1286 to amend Ordinance 986 reducing the processing fee for the acceptance of credit card payments.		
PREPARED BY:	Lisa Remini	Date Submitted:	11-20-2019
EXHIBITS:	Ordinance 986 Ordinance 1286 Local Government Code 132		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

### SUMMARY:

Based on comments at the workshop held on November 5 with City Council, staff suggests that Ordinance 1286, paragraph 4 state:

...” shall also collect a processing fee in an amount equal to **3%** of the amount of the fee, fine, court cost or other charge **if paid through the assistance of customer service staff** as authorized by Section 132.003(b), Texas Local Government Code.

This language will direct staff to charge a credit card processing fee of 3% if a payment is made by credit card through the assistance of city customer service staff either onsite at city hall or by phone; however, the ordinance will not allow a fee to be charged to all other city locations, online, or automated phone payments.

### RECOMMENDED ACTION:

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

**Mayor calls for a motion:**

Move to approve the **first reading** of Ordinance 1286.

ORDINANCE NO. 1286

**AN ORDINANCE OF THE CITY OF BRADY TEXAS AMENDING ORDINANCE 986 AUTHORIZING THE ACCEPTANCE OF CREDIT CARDS AS PAYMENT OF FEES, FINES, COURT COSTS AND OTHER CHARGES, TO REDUCE THE PROCESSING FEE, AUTHORIZING THE MAYOR TO CONTRACT FOR ENCUMBRANCE OF UNAUTHORIZED CREDIT CARDS, AND PROVIDING FOR DEPOSIT OR PROCESSING FEES AND SERVICE CHARGES IN THE CITY'S GENERAL FUND**

**WHEREAS**, on September 20, 2006, Ordinance 986 was passed by the City Council of the City of Brady; and

**WHEREAS**, in reviewing Ordinance 986, it was determined that the procedures and amount charged for processing fees needs to be reviewed and updated; and

**WHEREAS**, Chapter 132 of the Texas Local Government Code, authorizes the governing body of a municipality to authorize a municipal officer who collects fees, fines, court costs, and other charges to accept payment by credit card and collect a fee for processing the payment by credit card; and

**WHEREAS**, the City Council of the City of Brady has determined that acceptance of credit cards is beneficial to the City and the citizens of the City in that it will provide greater flexibility in methods of payment and will promote prompt payment of fees, fines, court costs, and other charges.

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

**Section 1.** Ordinance 986 of the City of Brady, Texas is hereby amended to reduce the amount of fees collected for processing credit card payments as follows:

"Each officer employed by the City of Brady who, as part of that employment, collects fees, fines, court costs, or other charges from members of the public that are due the City is authorized to accept credit cards as payment for such fines, fees, court costs, and other charges.

For each fee, fine, court cost, or other charge that is paid by credit card, the officer collecting same shall also collect a processing fee in an amount equal to five three percent (3%) of the amount of the fee, fine, court cost, or other charge, if paid through the assistance of customer service staff, as authorized by Section 132.003(b), Texas Local Government Code.

If for any reason a payment by credit card is not honored by the credit card company on which the funds are drawn, the officer shall collect from the member of the public who attempted to pay by credit card an additional service charge in an amount equal to the fee then being charged for the collection of a check drawn on an account with insufficient funds, as authorized by Section 132.004, Texas Local Government Code.

The Mayor shall be authorized on behalf of the City to contract with a company that issues credit cards to collect and seize credit cards issued by the company that are outdated or otherwise unauthorized. Such contract may provide that the City will charge the company a fee for the return of such credit cards, as authorized by Section 132.005, Texas Local Government Code.

Processing fees and service charges collected pursuant to this ordinance shall be deposited in the general fund of the City, as provided by Section 132.006, Texas Local Government Code."

**Section 2.** All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed, but only to the extent of any such conflict.

**Section 3.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part of provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinances as a whole.

**Section 4.** This Ordinance shall take effect immediately from and after its passage and the publication as provided by law.

Passed and approved on the **FIRST READING** this \_\_\_\_ day of \_\_\_\_\_, 2019.

Passed and approved on the **SECOND READING** this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Anthony Groves, Mayor

ATTEST:

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Tina Keys, City Secretary

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

<b>AGENDA DATE:</b>	12-03-2019	<b>AGENDA ITEM</b>	7.B.	
<b>AGENDA SUBJECT:</b>		Discussion, consideration and possible action regarding approval of Resolution # 2019-039 to adopt a revision to the Personnel Policy to include City related Social Media and retention directives.		
<b>PREPARED BY:</b>		Lisa Remini	<b>Date Submitted:</b>	11-20-19
<b>EXHIBITS:</b>		Recommended language - Social Media Resolution 2019-039		
<b>BUDGETARY IMPACT:</b>		<b>Required Expenditure:</b>	\$00.00	
		<b>Amount Budgeted:</b>	\$00.00	
		<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>				

**SUMMARY:**

The proposed addition to the Personnel Policy is intended to improve communication to the city staff engaged in social media with the general public and how to coordinate that information and retain such for public inquiry.

The city is committed to providing clear and transparent information in a friendly manner that promotes responsibility, accountability and unity with the council, staff, and community.

Based on research with other cities and municipal attorneys, the additional language proposed is strongly recommended to promote a positive and legally responsible experience with the public concerning social media communications.

Requiring a central coordination point of contact and that the social information be linked to the city's website as the originating source are two key components of the recommended language proposed.

**RECOMMENDED ACTION:**

**Approve Resolution 2019-039 adopting the City related Social Media and retention directives as proposed, to be included in the City Personnel Policy.**

**RESOLUTION NO. 2019 - 039**

**A RESOLUTION OF THE CITY OF BRADY, TEXAS  
TO AMEND THE CITY'S PERSONNEL POLICY TO INCLUDE  
SOCIAL MEDIA POLICY**

**WHEREAS**, the City Council of the City of Brady recognizes the need for the City to effectively communicate with its citizens in order to enhance transparency in government; and

**WHEREAS**, the City Council of the City of Brady is aware of the growing use of Social Media by cities as a means of communication with its citizens; and

**WHEREAS**, The City Council of the City of Brady wishes to ensure proper and smooth communications between the governing body and its citizens by prescribing the manner in which the governing body shall interact;

**WHEREAS**, an employee's use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City of Brady, or violate any city policy; and

**WHEREAS**, the City of Brady City Council wishes to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including but not limited to, online forums, instant messaging and internet social media and blogging site; 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 Personnel Policy with amendments to include the Social Media Policy is attached hereto as "Exhibit A" and incorporated herein by reference is hereby adopted by the City of Brady City Council.

**PASSED AND APPROVED** this the \_\_\_\_ day of \_\_\_\_\_ 2019.

---

Anthony Groves, Mayor

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

# City Council

## City of Brady, Texas

### Agenda Action Form

AGENDA DATE:	12/03/2019	AGENDA ITEM	7.C.
AGENDA SUBJECT:	Discussion, consideration and possible action approving the purchase of 1,500T Limestone Rock Asphalt, Type 1, Grade D (cold mix) material at \$43.40 per ton for <b>\$65,100.00</b> . Delivery charge is \$0.15 per Ton/Mile at 183 miles for <b>\$41,175.00</b> . Total purchase w/ delivery equals <b>\$106,275.00</b> .		
PREPARED BY:	D. Bustamante/M.Perez/S. Miller	Date Submitted:	11/13/2019
EXHIBITS:	Quote from the Texas Comptroller of Public Accounts - Texas Smart Buy Contract #748-N1 Aggregate, Asphaltic & Non-Asphaltic (North Region)		
BUDGETARY IMPACT:	Required Expenditure:	<b>\$106,275.00</b>	
	Amount Budgeted:	\$200,000.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

#### **SUMMARY:**

UVALDE COUNTY LIMESTONE ROCK ASPHALT. The only limestone rock asphalt found to date in Texas in sufficient quantity and of marketable quality is located on 75,000 to 100,000 acres in the southwest portion of Uvalde County and the southeast portion of Kinney County. Many millions of tons have been produced and used by cities of Texas and the Texas Department of Transportation. (Published by the Texas State Historical Association).

City staff requesting to utilize the State of Texas Cooperative Purchasing Program (CO-OP) with the Texas Comptroller of Public Accounts for the purchase of Limestone Rock Asphalt Cold Mix, Type 1, Grade D material with contractor Vulcan Construction Materials, LLC - San Antonio. The Texas Comptroller's office stands behind all contracts to ensure they offer the best value for the state of Texas. This type of material is used to support the overlay & rebuild of streets, new street surface courses, large area street repairs and is the final course material over a re-conditioned street base.

Vendor pricing calculation follows:

1	2	3
Vulcan Construction Materials	Vulcan Construction Materials	Richard Drake Construction
Plant: Uvalde Pit	Site: Waco	Site: Paris
Driving Miles: 183	Driving Miles: 161	Driving Miles: 325
Mat'l Cost: \$65,100	Mat'l Cost: \$104,344	Mat'l Cost: \$123,150
Del'y Cost: \$41,175	Del'y Cost: \$73,657	Del'y Cost: \$87,750
Total Cost: \$106,275	Total Cost: \$178,001	Total Cost: \$210,900

The FY2020 budget for the appropriation shown is sufficiently funded.

**RECOMMENDED ACTION:**

It is recommended that City Council approve the purchase of Limestone Rock Asphalt Cold Mix, Type 1, Grade D material from Vulcan Construction Materials, LLC - San Antonio, Texas an eleven (11) month supply for the aggregate purchase price of \$70.85 per ton with delivery in the amount of **\$106,275.00**.



## My Cart

[Start New Cart](#)[Share Cart](#)[Save Cart As...](#)[Delete Cart](#)

Item	Shipping Address	Price	Qty	UOM	Subtotal	
<b>Limestone Rock Asphalt (/product/9398146)</b>	Manuel Perez 1600 West 17th Street Brady, TX 76825	\$43.40	1500	TON	<b>\$65,100.00</b>	<a href="#">Delete</a>
<i>Delivery days: 3</i>						
<b>Delivery Charge</b>		<b>Price</b> \$0.15	<b>Miles</b> 183	<b>UOM</b> TON/MILE	<b>Delivery Subtotal</b> <b>\$41,175.00</b>	

Commodity Code: 74577981093

Item Detail: Line Item 330.050 ITEM 330, LIMESTONE ROCK ASPHALT, TYPE I, GRADE D

Contractor: Vulcan Construction Materials LLC - San Antonio

Contract: 748-N1

Min. Order Quantity: 24

Highway District: 1, 10, 18, 19, 2, 23, 3, 9

Plant Address: 29.155377, -100.095268

Line Item: 330.050

Delivery Date: 12/31/2019

Grade: Grade D

Type: Type I

[Add Note to Item](#)[Attach File to Item](#) No file chosen**Item Subtotal: \$65,100.00****Delivery Subtotal: \$41,175.00****Order Total: \$106,275.00**[Search for More Items \(/\)](#)[Print](#)[Export Cart to CSV](#)[Proceed to Checkout](#)Texas Comptroller of Public Accounts  
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**OTHER STATE SITES**

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

- Public Information Act  
(<https://comptroller.texas.gov/about/policies/public-information-act.php>)
- Texas Secretary of State (<http://www.sos.state.tx.us/>)
- HB855 Browser Statement



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## Limestone Rock Asphalt

**Product** Line Item 330.050 ITEM 330, LIMESTONE ROCK ASPHALT, TYPE I, GRADE D**Delivery Type** Storage Stockpile**Quantity** 1500

1600 West 17th Street, Brady, TX, USA

latitude , longitude

Street address	1600	West 17th Street
City	Brady	
State	TX	Zip code 76825
Country	United States	

[Vendor Calculation](#)

### Vendor Comparison

1  
**Vendor:** Vulcan Construction Materials LLC - San Antonio  
**Plant Location:** 6909 FM 1022, Uvalde, TX 78801  
**Site Address:** 29.155377, -100.095268  
**Driving Miles:** 183.00

**Material Cost:** \$65100.00  
**Delivery Cost:** \$41175.00  
**Total Cost:** \$106275.00

—  
—[\( /product/9398146?itemdetail\)]((/product/9398146?itemdetail))

2  
**Vendor:** Vulcan Construction Materials LLC - San Antonio  
**Site Address:** 3423 Marlin Hwy 6, Waco, TX 76705

**Driving Miles:** 161.00  
**Material Cost:** \$104344.35  
**Delivery Cost:** \$73657.50  
**Total Cost:** \$178001.85  
**Exception Cost:** \$71726.85  
**Exception Reason:**

Please Select

3  
**Vendor:** Richard Drake Construction  
**Site Address:** CR 12530, Paris, TX 75462

**Driving Miles:** 325.00  
**Material Cost:** \$123150.00  
**Delivery Cost:** \$87750.00  
**Total Cost:** \$210900.00  
**Exception Cost:** \$104625.00  
**Exception Reason:**

Please Select

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# City Council

## City of Brady, Texas

### Agenda Action

AGENDA DATE:	12/03/2019	AGENDA ITEM	7.D.						
AGENDA SUBJECT:		Discussion, consideration, and possible action regarding awarding the pipe fill line improvements at FM2028 tank site to lowest responsible bidder – <b>Dowtech Specialty Contractors, Inc.</b> of Baird a base bid amount of <b>\$47,600.00</b> .							
PREPARED BY:	S. Miller / G. Jacobson	DATE SUBMITTED	11/25/2019						
EXHIBITS:	Plan Sheet								
BUDGETARY IMPACT:	Required Expenditure:	\$47,600.00							
	Amount Budgeted:	\$50,500.00							
	Appropriation Required:	\$0.00							
CITY MANAGER APPROVAL:									
<b>SUMMARY:</b> <p>Three (3) sealed bids were received Thursday November 21, 2019 for water improvements at the city's water storage tank site along FM2028 near water treatment plant (Table 1).</p> <p style="text-align: center;">Table 1 (November 2019)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Dowtech Specialty Contractors, Inc. Baird, TX</td> <td style="width: 40%;">\$47,600.00</td> </tr> <tr> <td>TTE, LLC Spicewood, TX</td> <td>\$58,700.00</td> </tr> <tr> <td>Morton Irrigation Plainview, TX</td> <td>\$94,500.00</td> </tr> </table> <p>These improvements were identified under the supplemental environmental program established by TCEQ for beneficial purposes of converting penalties or fines to projects. In this case, city staff coordinated with TCEQ for a project to address the issue of filling the ground storage tank at FM2028 site that supplies fire protection water to the hospital. Currently, the method to fill the ground storage tank violates TCEQ rules for cross-connection protection. This S.E.P. project fixes this problem and establishes a reliable method of re-filling the G.S.T. over time.</p> <p>This project has had three (3) bidding activities in 2019: first: a sealed bid issuance was originated in March 2019, which yielded no interest. Second: direct solicitation was released to three (3) preferred contractors in September 2019 and yielded two (2) quotes with one no-bid (Table 2).</p>				Dowtech Specialty Contractors, Inc. Baird, TX	\$47,600.00	TTE, LLC Spicewood, TX	\$58,700.00	Morton Irrigation Plainview, TX	\$94,500.00
Dowtech Specialty Contractors, Inc. Baird, TX	\$47,600.00								
TTE, LLC Spicewood, TX	\$58,700.00								
Morton Irrigation Plainview, TX	\$94,500.00								

Table 2 (September 2019)

JM Pipeline LLC Horseshoe Bay, TX	\$52,600.00
ROTO, Inc. San Angelo, TX	\$69,618.00
Black Plumbing Abilene, TX	Declined bid quote invite

Since the bid quotes exceeded \$50,000 threshold for direct solicitation the quotes were dismissed. An outcome of these two (2) efforts was the approval by TCEQ to allow city water division to supply sand bedding, pre-excavation services and spoils haul-off to meet the budget goal. This realized the recommendation as presented above for award to **Dowtech Specialty Contractors, Inc.**

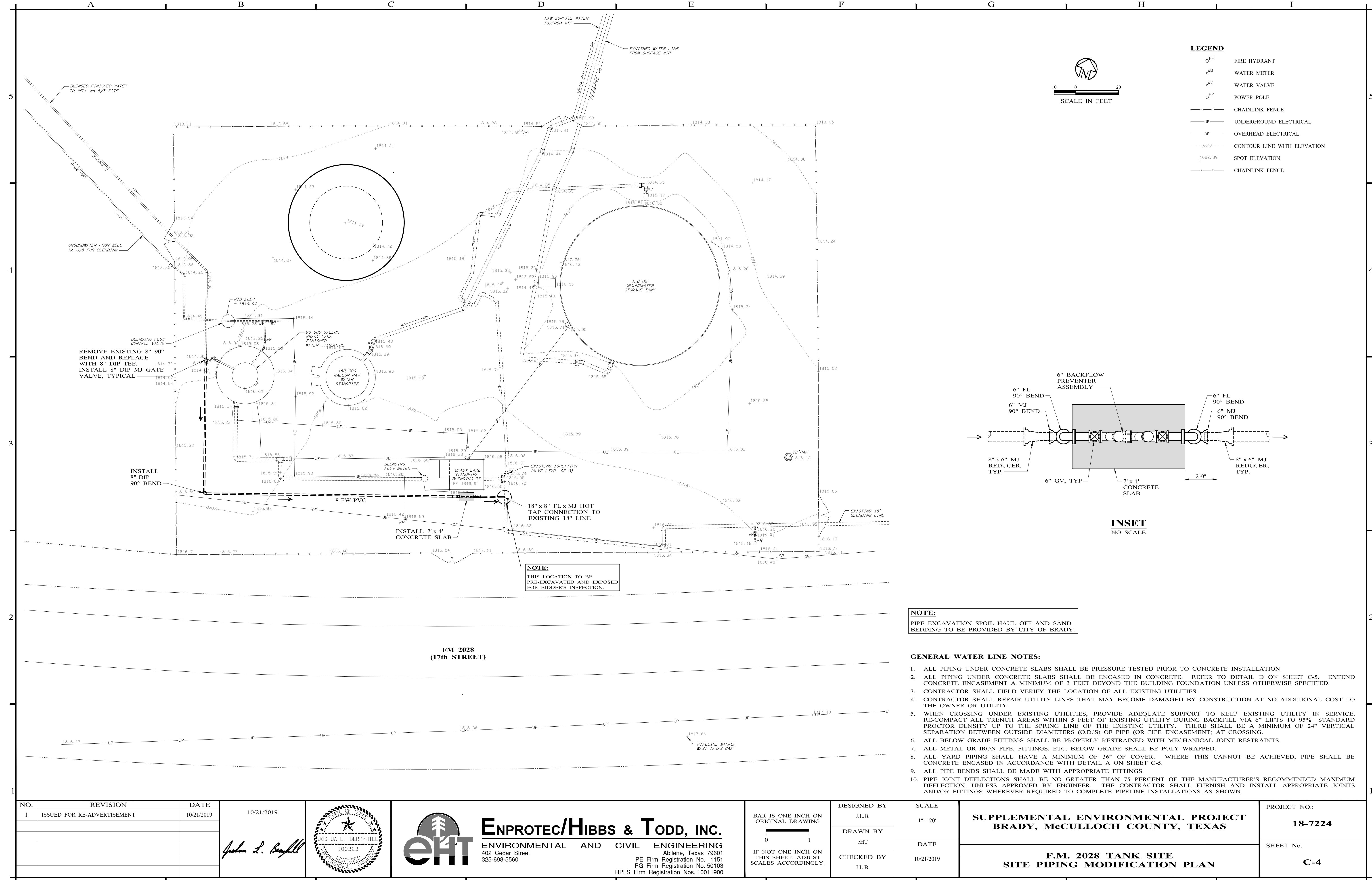
Adequate funding exists in the FY2020 Capital Outlay – Projects.

The engineer's opinion of probable cost for this improvement was \$40,000.00.

**RECOMMENDED ACTION:**

City staff recommends to City Council to award the base bid project or S.E.P. Fill Line Improvements at FM2028 Tank Site to **Dowtech Specialty Contractors, Inc.** of Baird, TX the amount of **\$47,600.00**.

Mayor asks for a motion to award base bid.



# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	12/03/2019	<b>AGENDA ITEM</b>	7.E.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding amendment of Type B EDC's 2019/2020 budget for inclusion of approved qualified projects.		
<b>PREPARED BY:</b>	Erin Corbell	<b>Date Submitted:</b>	11/25/2019
<b>EXHIBITS:</b>	EDC Budget		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

#### **SUMMARY:**

The Brady City Council has approved three qualified projects for the Brady EDC, so the 2019-2020 budget needs to be amended to accommodate said projects, in the total of \$150,895.00.

Additionally, the BEDC would like to reallocate the \$50,000 they had budgeted to reapply for the USDA revolving loan fund application to a line item of EDC Incentive Programs, if approved in the previous item.

#### **RECOMMENDED ACTION:**

It is recommended that City Council approve the addition of \$150,895 for qualified projects and the reallocation of \$50,000 from Transfer out to USDA Loan Fund to EDC Incentive Programs.

**Type B Economic Development Corporation**  
**Fiscal Year 2019/2020 Proposed Budget**

	<b>Approved Budget</b>	<b>Proposed Budget</b>
<b>BEGINNING FUND BALANCE</b>	485,935.00	546,297.75
<b><u>REVENUES</u></b>		
Corporation Sales Tax	220,000.00	220,000.00
Interest Income	12,000.00	12,000.00
Contract Income - Thomas	6,600.00	6,600.00
Contract Income - Old Dodge Crossing	7,700.00	7,700.00
Contract Income- T Byrds	0.00	2,256.00
Contract Income- Mexico City Café	0.00	3,105.00
Reimbursements	1,000.00	1,000.00
380 Agreement- City of Brady	-	0.00
<b>TOTAL REVENUES</b>	<b><u>247,300.00</u></b>	<b><u>252,661.00</u></b>
 <b>TOTAL AVAILABLE FUNDS</b>	 <b>733,235.00</b>	 <b>798,958.75</b>
<b><u>EXPENDITURES</u></b>		
<b><u>Contract Services</u></b>		
Marketing FY 19	10,000.00	10,000.00
Marketing FY 20	22,000.00	22,000.00
Professional/Legal Fees	10,000.00	10,000.00
Audit	5,000.00	5,000.00
Contract for Services- City of Brady	-	0.00
Contract for Services- EDC Director*	48,000.00	48,000.00
Community Development Civic Center	-	0.00
<b>TOTAL Contract Services</b>	<b><u>95,000.00</u></b>	<b><u>95,000.00</u></b>
<b><u>Supplies/Repair/Expenses</u></b>		
Travel and Training*	11,000.00	11,000.00
Qualified Projects	-	150,895.00
Insurance	5,000.00	5,000.00
EDC Incentive Program	-	50,000.00
<b>TOTAL Supplies/Repair/Expenses</b>	<b><u>16,000.00</u></b>	<b><u>216,895.00</u></b>
 <b>TOTAL EXPENDITURES</b>	 <b><u>111,000.00</u></b>	 <b><u>311,895.00</u></b>
 <b>REVENUE OVER/(UNDER) EXPENDITURES</b>	 <b><u>136,300.00</u></b>	 <b><u>-59,234.00</u></b>
Transfer out to USDA Loan Fund	50,000.00	0.00
 <b>Projected Ending Fund Balance</b>	 <b><u>572,235.00</u></b>	 <b><u>487,063.75</u></b>

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	12/03/2019	<b>AGENDA ITEM</b>	7.F.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding approval of BEDC Incentive Programs for business improvements		
<b>PREPARED BY:</b>	Erin Corbell	<b>Date Submitted:</b>	11/25/2019
<b>EXHIBITS:</b>	Written Incentive Packet		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

#### **SUMMARY:**

On November 21<sup>st</sup>, BEDC approved Incentive Programs for business and building improvements, which have been reviewed by counsel and found to follow legal economic development guidelines. BEDC would like to have council approval on said Incentive Programs before implementing them.

#### **RECOMMENDED ACTION:**

Move to approve

Incentive Applications for the  
Brady, Texas  
Economic Development Corporation

## Table of Contents

<b><i>Sign Grant</i></b> .....	<b>3</b>
Brady Economic Development Corporation Sign Grant Application .....	4
<b><i>Façade Improvement Grant</i></b> .....	<b>5</b>
Brady Economic Development Corporation Façade Grant Application .....	6
<b><i>Building Improvement Grant</i></b> .....	<b>7</b>
Brady Economic Development Corporation Building Improvement Grant Application.....	8
<b><i>Rent Assistance</i></b> .....	<b>9</b>
Brady Economic Development Corporation Rent Assistance Application.....	10

## Sign Grant

As part of the suite of incentives offered by the Brady EDC, the EDC Board of Directors recognizes the importance of professional, adequate signage to businesses within our community. Signage serves to identify location, services, historic status and other communication to the public.

Per Local Government Code Chapter SOS, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Brady EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

The EDC will reimburse the cost of the materials, installation and permit fees of commercial signage up to 50% of the total signage costs and in an amount not to exceed \$2500. All applications will be considered on a first-come, first-served basis, and must be submitted a minimum of 7 business days prior to the regular Brady EDC meeting during which the applicant would like to be considered.

All signage included in the Sign Grant application must comply with the codes and ordinances of the City of Brady and be located within the Brady City Limits. Sign permits must be issued if required by the City of Brady prior to submission of an application for a Sign Grant, and applicants must provide proof of compliance as well as total receipts as part of the application process. The BEDC will consider all applications on a case-by- case basis. Attendance at the meeting during which your application is considered is recommended.

Signs that do not qualify for the Sign Grant include:

- Residential Signage
- Vinyl or other window applications
- Billboards
- Signage not on the property of the business for which the sign is intended
- Address numbers
- Sexually-oriented businesses
- Warning, trespassing, towing or private property signage
- Directional signs

For questions regarding the application or application process, please contact:

Erin Corbell  
Community Development Director  
Brady Economic Development Corporation  
(325) 597-3491; [erin@bradytx.com](mailto:erin@bradytx.com)

## Brady Economic Development Corporation Sign Grant Application

Please submit application materials in hard copy to Brady EDC, 405 S. Bridge Street, Brady, Texas 76825, or via email to [erin@bradytx.com](mailto:erin@bradytx.com).

Business Name: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Is the business owner also the owner of the building for which the sign grant is requested? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_\_

Does the majority share of the business revenue come from local residents or visitors? \_\_\_\_\_

Is the sign for a new location for the business? \_\_\_\_\_ Is the sign to replace an existing sign? \_\_\_\_\_

Has a permit for the sign been issued by the City of Brady? \_\_\_\_\_

What is the total cost of the sign? \_\_\_\_\_

What is the amount of grant funding requested from the BEDC? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

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Applicant's Signature

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Date

### Required Attachments:

1. Please attach a photo of the face of the building showing where the sign will be attached, or where the sign will be located.
2. Please attach a drawing or image showing the design of the sign and its materials.
3. Please attach a professional cost estimate or quote for the price of the sign, including materials and installation.

OR Please include receipts for materials or other evidence of cost.

## Façade Improvement Grant

The Brady ECD recognizes the importance of supporting the ability of a business to have an attractive, accessible and professional frontage that positively communicates to residents and visitors its place in the fabric of the community. To assist building and business owners with improvements that will positively impact the image of Brady and conform to the City's Comprehensive Plan, the Brady EDC offers, as part of its suite of incentives, a Façade Improvement Grant. This grant covers repairs, improvements to or additions to the primary façade exterior of an existing building within the Brady City Limits, as well as permit fees.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Brady EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

To qualify for a façade Improvement Grant, the project must:

- Meet all of the applicable codes and ordinances of the City of Brady
- Receive a permit for any work as required
- Be located within the service area of the BEDC
- Be used for commercial business purposes
- Be current on all taxes

The EDC Board of Directors will evaluate applications based on the following criteria:

- Future contribution of the property to the property tax revenue of the City of Brady
- Future contribution of the business to the sales tax revenue of the City of Brady
- Location of the building and frontage street of the business
- The nature of the improvements to the building
- Consistency with the City of Brady Comprehensive Plan
- The age and condition of the building for which the grant is sought

The Brady EDC will reimburse project costs on a 50% matching basis up to \$10,000. All applications will be considered on a first-come, first-served basis and according to available funds, and must be submitted a minimum of 7 business days prior to the regular Brady EDC meeting during which the applicant would like to be considered. Applicants will be required to provide proof of compliance with city regulations as well as proof of project costs. Applications will be considered on a case-by-case basis, and the Brady EDC makes final determination on all applications.

For questions regarding the application or application process, please contact:

Erin Corbell  
Community Development Director  
Brady Economic Development Corporation  
**(325) 597-3491; [erin@bradytx.com](mailto:erin@bradytx.com)**

## Brady Economic Development Corporation Façade Grant Application

Please submit application materials in hard copy to Brady EDC, 405 S. Bridge Street, Brady, Texas 76825, or via email to [erin@bradytx.com](mailto:erin@bradytx.com).

Business Name: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Is the business owner also the owner of the building for which the façade grant is requested? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_\_

Does the majority share of the business revenue come from local residents or visitors? \_\_\_\_\_

What is the nature of the work to improve the façade? Please describe.

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Has a permit for the improvement work been issued by the City of Brady? \_\_\_\_\_

What is the total cost of the façade improvement? \_\_\_\_\_

What is the amount of grant funding requested from the BEDC? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

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Applicant's Signature

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Date

Required Attachments:

1. Please attach a photo of the current building façade.
2. Please attach a drawing or image showing the design and its materials.
3. Please attach a professional cost estimate or quote for the work.

OR

Please include receipts for materials or other evidence of cost.

## Building Improvement Grant

To assist in the improvement, relocation or expansion of businesses in the City of Brady, the Brady EDC offers, as part of its suite of incentives, a Building Improvement Grant (BIG). This grant is available to new and existing businesses, and covers repairs, improvements to or additions to the interior and/or exterior of an existing building within the Brady City Limits, as well as permit fees.

Per Local Government Code Chapter SOS, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Brady EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

To qualify for a Building Improvement Grant, the project must:

- Meet all of the applicable codes and ordinances of the City of Brady
- Receive a permit for any work as required
- Be located within the service area of the BEDC
- Be used for commercial business purposes
- Be current on all taxes

The EDC Board of Directors will evaluate applications based on the following criteria:

- Future contribution of the property to the property tax revenue of the City of Brady
- Future contribution of the business to the sales tax revenue of the City of Brady
- Number and type of jobs created and/or retained by the business
- The nature of the improvements to the building
- Consistency with the City of Brady Comprehensive Plan
- The age and condition of the building for which the grant is sought

The Brady EDC will reimburse project costs on a 50% matching basis up to \$10,000. All applications will be considered on a first-come, first-served basis and according to available funds, and must be submitted a minimum of 7 business days prior to the regular Brady EDC meeting during which the applicant would like to be considered. Applicants will be required to provide proof of compliance with city regulations as well as proof of project costs. Applications will be considered on a case-by-case basis, and the Brady EDC makes final determination on all applications.

For questions regarding the application or application process, please contact:

Erin Corbell  
Community Development Director  
Brady Economic Development Corporation  
(325) 597-3491; [erin@bradytx.com](mailto:erin@bradytx.com)

## Brady Economic Development Corporation Building Improvement Grant Application

Please submit application materials in hard copy to Brady EDC, 405 S. Bridge Street, Brady, Texas 76825, or via email to [erin@bradytx.com](mailto:erin@bradytx.com).

Business Name: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Is the business owner also the owner of the building for which the façade grant is requested?

Does the business remit sales taxes to the Texas State Comptroller?

Does the majority share of the business revenue come from local residents or visitors?

What is the nature of the work to improve the building? Please describe.

Has a permit for the improvement work been issued by the City of Brady? \_\_\_\_\_

What is the total cost of the building improvement? \_\_\_\_\_

What is the amount of grant funding requested from the BEDC?

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

Applicant's Signature

Date

### Required Attachments:

1. Please attach a photo of the current building.
2. Please attach a drawing or image showing the design and its materials.
3. Please attach a professional cost estimate or quote for the work.

OR

Please include receipts for materials or other evidence of cost.

## Rent Assistance

The Brady EDC acknowledges the importance of entrepreneurs and business startups to the economic vitality of the community. Startup costs can be a barrier to new business, and with that consideration the EDC offers rent assistance to new businesses in order to reduce their initial costs.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Brady EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

To qualify for rent assistance, a business must meet the following criteria:

- Have been established less than two years prior to application
- Be located within the service area of BEDC
- Provide taxable goods or services that contribute to City of Brady sales tax revenue
- Not have previously received any other grants, loans or incentives from the Brady EDC

Rent assistance is offered for a maximum 12-month period. The standard rent assistance program reimburses rent at 75% of rent costs for the first 4 months, 50% of rent costs for the second 4 months and 25% of rent costs for the third four months. Reimbursement is for rent payments only. Inclusion of utilities is not a consideration for application approval. Rents must be within a standard range for the area and the building rented. Higher than standard rents may be provided with assistance at a lower rate than the standard percentages.

The EDC Board of Directors will evaluate applications based on the following criteria:

- Future contribution of the business to the sales tax revenue of the City of Brady
- Number and type of jobs created and/or retained by the business
- The type of business and how it contributes to the community
- The business plan
- Location of the business

All applications will be considered on a first-come, first-served basis and according to available funds, and must be submitted a minimum of 7 business days prior to the regular Brady EDC meeting during which the applicant would like to be considered. Applicants will be required to provide proof of compliance with applicable city regulations as well as proof of rent costs. The business must also receive a Certificate of Occupancy. Applications will be considered on a case-by-case basis, and the Brady EDC makes final determination on all applications.

For questions regarding the application or application process, please contact:

Erin Corbell  
Community Development Director  
Brady Economic Development Corporation  
(325) 597-3491; [erin@bradytx.com](mailto:erin@bradytx.com)

## Brady Economic Development Corporation Rent Assistance Application

Please submit application materials in hard copy to Brady EDC, 405 S. Bridge Street, Brady, Texas 76825, or via email to [erin@bradytx.com](mailto:erin@bradytx.com).

Business Name: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Is the business owner also the owner of the building for which the façade grant is requested? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_\_

Does the majority share of the business revenue come from local residents or visitors? \_\_\_\_\_

Has a Certificate of Occupancy for the business been issued by the City of Brady? \_\_\_\_\_

What is the monthly rent charged to the business? \_\_\_\_\_

Does the rent charged include utilities or any other costs that the use of the space? \_\_\_\_\_

If yes, what costs are included? \_\_\_\_\_

What is the amount of grant funding requested from the BEDC? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

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Applicant's Signature

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Date

### Required Attachments:

1. Please attach photos of the rented space.
2. Please attach receipts or other evidence of rent costs.