

# BRADY

THE CITY OF

# TEXAS

Tony Groves  
Mayor

Rey Garza  
Council Member Place 1

Missi Elliston  
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**

### **NOVEMBER 17, 2020 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 November 17, 2020, 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 3, 2020 and Work Session on November 10, 2020.

#### **5. PRESENTATIONS**

Letter from Heart of Texas Healthcare System with County and City

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

None Scheduled

## 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 discuss 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 2020-028 to Canvass the November 3, 2020 City of Brady General Election for Mayor and City Council Place 1.
- B. Administer Oath of Office and Swearing in of the newly elected officers: Tony Groves, Mayor and Larry Land, City Council Place 1.
- C. Recognition of outgoing Council Member Rey Garza and reception to follow
- D. Discussion, consideration and possible action to elect Mayor Pro Tem
- E. Discussion, consideration and possible action to approve Resolution 2020-027 authorizing the City Manager to execute a lease contract with CAT Financial Services Corporation
- F. Discussion, consideration and possible action regarding Resolution 2020-029 voting for McCulloch County Appraisal Board of Directors for 2021-2022
- G. Discussion, consideration and possible action approving the 2020 Annual Report.
- H. Discussion, consideration and possible action approving preliminary / final plat for Jacoby RV Park and Resort.
- I. Discussion, consideration and possible action approving the first reading of Resolution 2020-030 for the Brady Type B Economic Development Corporation providing funding in the amount of \$100,000 for the Hofstetter Petroleum.
- J. Discussion, consideration and possible action to change the Organization Chart changing the Community Outreach Director to Deputy City Manager
- K. Discussion, consideration and possible action approving Resolution 2020-031 updating the Purchasing Policy
- L. Discussion, consideration and possible action to approve Resolution 2020-032 revising the City of Brady Budget Policy

## 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 26 – 27 Thanksgiving Holiday, City offices closed
  - Altered Trash schedule – Monday, Tuesday – no change / Thursday & Friday picked up Wednesday
  - December 1 – City Council Meeting, 6:00 p.m.
  - December 15 – City Council Meeting, 6:00 p.m.
  - December 24 – 25, Christmas Holiday, City offices closed
  - Altered Trash schedule – Monday, Tuesday – no change / Thursday & Friday picked up Wednesday

## 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

n/a

## 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 3, 2020 at 6:00 pm with Mayor Anthony Groves presiding in person. Council Members present were Jane Huffman, Jeffrey Sutton, Jay May, and Rey Garza. City staff present were City Manager Dennis Jobe, Public Works Director Steven Miller, Finance Director Lisa Remini, Community Development Manager Erin Corbell, Wastewater Superintendent Marty Martin, Human Resources Manager Kristie Martin, Police Chief Steve Thomas and City Secretary Tina Keys. Also in attendance were Larry Land and Taylor Hoffpauir.

#### **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 September 20, 2020
- B. Discussion, consideration and possible action regarding Resolution 2020-025 for the temporary closure of the roads around the courthouse square for the annual Christmas in the Heart parade on December 12, 2020, and further keeping the east side of the square closed until 9:30 p.m. for the remainder of the Christmas in the Heart activities

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

#### **5. PRESENTATIONS:**

Wastewater Treatment Plant Replacement Project – Bid Strategy Update – Steven Miller introduced Coby Gee with Freese & Nichols and Marty Martin. Mr. Gee presented to Council

#### **6. PUBLIC HEARINGS AND INDIVIDUAL CONCERNS ON PUBLIC HEARING**

There were no Public Hearings

#### **7. INDIVIDUAL CONCERNS**

- A. Discussion, consideration and possible action regarding the **second and final reading of Ordinance 1315** of the City of Brady, Texas to amend FY 2021 Budget transferring unfinished FY2020 projects to the FY2021 Budget. Dennis Jobe presented. Council Member May moved to approve the second and final reading of Ordinance 1315. 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 Resolution 2020-024 authorizing the publication of notice of intent to issue City of Brady, Texas Certificates of Obligation, Series 2021, not to exceed \$4,140,000. Lisa Remini presented. Council Member Garza moved to approve Resolution 2020-024 authorizing publication of notice of intent to issue Combination Tax and Surplus Waterworks and Sewer System Revenue Certificates of Obligation, Series

2021. Seconded by Council Member Sutton. All Council Members voted “aye” and none “nay”. Motion passed with a 4 – 0 vote.

C. Discussion, consideration and possible action regarding Calina Johnson’s concepts for downtown mural project. Erin Corbell presented. Council Member Huffman liked it. She likes the cows and emphasizing the Mexican colony. Council Member Huffman said she likes everything about it and thinks the concept is great. Council Member May likes the jackrabbit, rattlesnake and prickly pear. Corbell said she would add axis bucks as well. Council Member May said he likes all of them, and would like to consider also adding the Brady deer. Council Member Garza said he would go for the prickly pear. Corbell explained it won’t be identical to that. The prickly pear is something that was done in another town. We would have more vibrant hues. Erin Corbell said she will provide feedback to Ms. Johnson.

D. Discussion, consideration and possible action regarding Resolution 2020-026 adopting the City’s Certification Incentive Pay Program. Dennis Jobe presented. Council Member May moved to approve Resolution 2020-026. Seconded by Council Member Huffman. All Council Members voted “aye” and none “nay”. Motion passed with a 4 – 0 vote.

E. Discussion, consideration and possible action on awarding lowest responsive bid to Darnell Construction LLC of San Angelo, Texas the N. Davison Water Main Improvement including Alternate Bid of Boudnotz Street Water Main Improvements improving the installation of new six-inch water mains, replacing two-inch and one-inch water lines. Steven Miller presented. Council Member Garza moved to award bid to Darnell Construction LLC. Seconded by Council Member May. All Council Members voted “aye” and none “nay”. Motion passed with a 4 – 0 vote.

## **8. STAFF REPORTS**

There were no staff reports

## **9. ANNOUNCEMENTS**

- Mayor Groves said there was a lot of encouragement to put signs on the entry ways to the city that would say masks are required in all businesses similar to those in Fredericksburg, but he didn’t think that was a good idea. Our lawyer said its not really enforceable. He suggested instead we should emphasize safe practices and add flu shots to that.
- City Secretary Keys reminded Council about a work session on November 10<sup>th</sup> at 10:00 a.m.
- Dennis Jobe thanked all the staff who worked on getting G. Rollie White ready for the Flat Track races and said they went really well.

## **10. EXECUTIVE SESSION**

n/a

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

n/a

## **12. ADJOURNMENT**

There being no further business, the Mayor adjourned the meeting at 6:47 p.m.

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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, November 10, 2020 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 Elliston, Jay May, Jeffrey Sutton and Jane Huffman. City staff present were City Manager Dennis Jobe, Fire Chief Lloyd Perrin, Asst Fire Chief Jeremy Ramon, Police Chief Steven Thomas, Community Development Manager Erin Corbell, Senior Center Manager Rosie Aguirre, Purchasing Agent Dorsey Bustamante, Electric Superintendent Joe Solis, and City Secretary Tina Keys. Also in attendance was Larry Land.

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

Mayor Groves called the meeting to order at 10:00 a.m. Council quorum was certified.

## **2. Discussion Regarding:**

a. Animal Control Facility – Dennis Jobe said he and Chief Thomas went out to the facility and walked through it. There were some things they didn't like but we've pretty much done everything that Dr. Mays has asked. The lease on the facility is up for renewal this month. Jobe said he doesn't know how much they will charge this year. If we are interested in buying the facility, are asking \$400,000 for everything. Council Member May talked to the agent who has it listed and told him the price was way to high. The listing broker told Council Member May to make an offer. Council Member May thinks maybe we need to make an offer and see what happens. He estimates we are paying \$1,000 now, and to purchase would be appx \$1,500 a month. He thinks it's worth the money. Council Member Huffman said we might be able to sell some of the land in the future. Chief Thomas let Council know the Animal Control officers have done a lot of work at the facility but went on to say that it's not ideal for animal control. There is a bunch of stuff at the facility that they neither need or use. Chief Thomas went on to explain that we're not a shelter, we're a 72 hour hold facility; a responsibility to hold an animal for 72 hours before it's adopted out. He said they do have a great relationship with doctors all over the country for sending animals out to be adopted. They just sent 28 dogs to Wisconsin. Chief Thomas said maybe Council Member May is right and that is the way to go. Council Member Elliston asked if we can find out what exactly our standards are. Council Member May again said our lease is up soon. Erin Corbell said they would consider extending the lease if we are interested in purchasing. Mayor Groves suggested putting this item on the next agenda and bring back answers.

Council took a break at 10:56 a.m. and resumed at 11:12

b. Fire and police building – Dennis Jobe said we know there are a lot of issues at the fire station and the repairs would be too high. And, it would be too expensive to build a new one. Jobe thinks we can take the police station and add a metal building and improve kitchen and sleeping quarters. Chief said there is no reason why we would need to keep the street next to the police station open to traffic and said we could close it off to gain access to the lot across the street. Chief Perrin said he doesn't think the area behind the police station will be any better. It used to be an EMS system that housed 2 people. Council Member Elliston said there is space to add on. Council Member Huffman said we can get a metal building and add bathrooms and living quarters. Chief Thomas said he tries to keep everybody out of that back part. Pretty much everything from the back door, Thomas looks at it like it's FD's. The police department doesn't use it at all. Council Member May asked what kind of problems we would have in closing the street. Council and staff left the building at 11:21 to go tour the area behind the police station and returned at 11:44 a.m. Council Member

Elliston asked if we ever got a listing of all the properties the City owns. Dennis Jobe said we are working on that. The City Manager recommend setting up a committee to discuss further. Chief Perrin said we need to decide where, and then he and Asst. Chief Ramon will build the building online but Dennis said you're going to have to have somebody to do the electrical, etc. Council Member Huffman said they need to figure out what they can do with what's already there. Jobe said we need to get measurements. Council Member Huffman said there is a volunteer fire dept who built a new building for less than \$100,000. Chief Perrin said there is a lot more involved than what we are considering. Jobe asked Chief Perrin to get everything together, get the square footage, then come back in December with a concept plan and go from there. Jobe said we will check vaults to see if there are any plans.

Council recessed at 12:17 for lunch and resumed at 1:04.

c. Senior Citizen building & Civic Center – Dennis Jobe said to use the Civic Center as the Senior Center, it would have to have fire suppression and a full kitchen. Mayor Groves has purchased dividing curtains so we could divide off the Civic Center, set up tables, it's a facility we can use. We would have to cut a hole through the roof for the vent in the kitchen. Dennis said we can probably get it done for \$20,000 - \$30,000. Rosie Aguirre commented the parking is good. Council Member Huffman said it already has bathrooms and everything we need. Aguirre said they could take most of their kitchen equipment with them. Council Member Huffman asked if the Sr. Center is part of the City or a separate entity. Erin Corbell suggested looking at something a little sturdier and taller than pipe and drape so the other part of the building is more useable and to help block sound from traveling. Corbell said tourism funds can help pay. Rosie Aguirre said the advisory board has some funds as well. Dennis Jobe said the deer trapper has brought in about \$22,000 in the past year so we could use that as well. Mayor Groves said the Senior Center doesn't belong to the City. We took operational responsibility for it and gave responsibility to the County for the library. Before that, it was shared. They are a tenant and not part of the City. The county owns the building, we own the equipment. Mayor Groves said we need to do it right the first time. All the information we initially got on the old cafeteria and assumed we could use the old equipment, but that was incorrect. Mayor Groves said it could end up costing more than we are thinking. Council Member Elliston mentioned finding another entity to take over the program. Council Member Huffman said if you are a non-profit, they are not going to be held to the same standard that the City is going to. Council Member Elliston would like to have some options like transferring to a non-profit. Council Member Huffman asked who the secretary of the board is. Aguirre said Mercy James is the secretary. Council Member Huffman asked for a copy of the organizational paperwork. Rosie Aguirre said she will send it to Dennis Jobe. Jobe will put a group together to start working on it and will bring back to Council to discuss again in another workshop. Mayor Groves asked all council members to think about it and get comments back to the City Manager. Jobe said we could schedule a visit to the Civic Center.

d. Christmas Lights – Joe Solis said every year we try to add to our Christmas lights and make it better than before. Dorsey Bustamante got some bids on some lighting. They have some ideas but want some input on what we want to put on the square. Dorsey said there is limited funds and Christmas lights cost quite a bit of money. They are asking for Council's input. Council Member Huffman said a few years ago Council approved the purchase of a tree. Joe Solis said two years ago they looked into that, but it wasn't approved. Jane said a bunch of scrap was supposed to be sold and funds to go to Christmas decorations. Joe said they do have money but Council has to approve. Jane said she had asked where that money went because it was supposed to be used for Christmas. It was specifically designated for the Christmas ornaments. Council Member Davis asked why the money isn't going where it is supposed to be. Jobe said it goes into General Fund. Jose said Chief Perrin sold \$25,000 of old equipment and we need to make sure it's used for the fire dept. Council Member Huffman feels like we're the Heart of Texas; last year they took one of the old sags with the heart that was lit, and Huffman thinks it needs to be done on all four corners. Erin Corbell asked if a resolution can be passed stating the Electric Company scrap sales go to Christmas lights. Dennis Jobe asked Council to send ideas

to Erin Corbell. Council Member Huffman said department heads should be able to spend within their budget and not have to ask Council for things. The City Manager will put it on agenda for next week that departments can use funds when they sell things without asking permission. Council Member Huffman said we need to set a limit. Jobe asked everybody to send him an email to let them know what they want. Joe Solis reminded Council that there is a timeline to order. Dorsey Bustamante said they would look into ordering the Christmas tree.

### **3. Adjournment**

There being no further business, the Mayor adjourned the budget work session at 1:52 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>	11/17/2020	<b>AGENDA ITEM</b>	7.A.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding Resolution 2020-028 to Canvass the November 3, 2020 City of Brady General Election for Mayor and City Council Place 1		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	11/02/2020
<b>EXHIBITS:</b>	Resolution 2020-028 Unofficial Election Results		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

<b>SUMMARY:</b> A General was held by the City of Brady on November 3, 2020 and that Election requires Canvassing before the results become official, this Resolution has been presented along with Unofficial results for Council's consideration.
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<b>RECOMMENDED ACTION:</b> Approve Resolution 2020-028, declaring the results of the November 3, 2020 elections official.
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**RESOLUTION NO. 2020-028**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON NOVEMBER 3, 2020**

**WHEREAS**, the City Council of the City of Brady, Texas called a General Election to be held on May 2, 2020, for the purpose of filling positions of Mayor and Council Member Place 1. On March 18, 2020 the Governor of Texas, due to COVID-19, issued a Proclamation to allow political subdivisions to move their general and special elections for 2020 to the next uniform election date occurring on November 3, 2020, and

**WHEREAS**, On April 7, 2020 the City Council of the City of Brady passed Resolution 2020-010 moving the election date to November 3, 2020; and

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

**TOTAL VOTES**

**Mayor:**

<b>Anthony Groves</b>	<b>Unopposed</b>
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**City Council Place 1:**

<b>Larry Land</b>	<b>1,046</b>
<b>Rey Garza</b>	<b>696</b>

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

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

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

**Section 2. Election Results for Mayor:** The City Council certifies that Anthony Groves was the only candidate who filed for Mayor, therefore Anthony Groves is hereby elected as Mayor.

**Election Results for Council Member Place 1:** The City Council certifies that Larry Land received a majority of the total votes and is hereby elected as Council Member Place 1.

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

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

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

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

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

PASSED AND APPROVED, this the 17th day of November 2020.

CITY OF BRADY

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Anthony Groves, Mayor

Attest:

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Tina Keys, City Secretary

### **Certification of Unopposed Candidates**

I, Tina Keys, certify that I am the City Secretary of the City of Brady, Texas and the authority responsible for preparing the ballot for the November 3, 2020 General Election. I further certify that no person has made a declaration of write-in candidacy and the following candidate is unopposed:

**ANTHONY GROVES – Mayor**

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Tina Keys  
City Secretary  
City of Brady

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

**Cumulative Results Report****MCCULLOCH COUNTY, TEXAS****Unofficial Results**

Cummulative General

Run Time 4:56 PM  
Run Date 11/09/2020**GENERAL ELECTION**

11/3/2020

Page 1

**Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**President and Vice President**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Donald J. Trump Michael R. Pence	REP	209	68.75%	2,028	85.57%	667	87.53%	2,904 84.52%
Joseph R. Biden Kamala D. Harris	DEM	92	30.26%	316	13.33%	82	10.76%	490 14.26%
Jo Jorgensen Jeremy "Spike" Cohen	LIB	3	0.99%	22	0.93%	11	1.44%	36 1.05%
Howie Hawkins Angela Walker	GRN	0	0.00%	4	0.17%	2	0.26%	6 0.17%
Cast Votes:		304	100.00%	2,370	100.00%	762	100.00%	3,436 100.00%
Undervotes:		2		3		4		9
Overvotes:		6		1		0		7

**United States Senator**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
John Cornyn	REP	207	67.87%	1,994	85.47%	642	85.94%	2,843 83.99%
Mary "MJ" Heger	DEM	94	30.82%	288	12.34%	78	10.44%	460 13.59%
Kerry Douglas McKennon	LIB	4	1.31%	40	1.71%	19	2.54%	63 1.86%
David B. Collins	GRN	0	0.00%	11	0.47%	8	1.07%	19 0.56%
Cast Votes:		305	100.00%	2,333	100.00%	747	100.00%	3,385 100.00%
Undervotes:		6		40		19		65
Overvotes:		1		1		0		2

**Cumulative Results Report****MCCULLOCH COUNTY, TEXAS****Unofficial Results**

Cummulative General

Run Time

4:56 PM

Run Date

11/09/2020

11/3/2020

**GENERAL ELECTION**

Page 2

**Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**United States Representative, District No. 11**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
August Pfluger	REP	207	68.32%	1,989	85.62%	643	86.31%	2,839 84.22%
Jon Mark Hogg	DEM	90	29.70%	276	11.88%	78	10.47%	444 13.17%
Wacey Alpha Cody	LIB	6	1.98%	58	2.50%	24	3.22%	88 2.61%
	Cast Votes:	303	100.00%	2,323	100.00%	745	100.00%	3,371 100.00%
	Undervotes:	9		50		21		80
	Overvotes:	0		1		0		1

**Railroad Commissioner**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
James "Jim" Wright	REP	206	67.99%	1,982	85.99%	636	85.95%	2,824 84.35%
Chrysta Castañeda	DEM	88	29.04%	281	12.19%	82	11.08%	451 13.47%
Matt Sterett	LIB	6	1.98%	34	1.48%	17	2.30%	57 1.70%
Katija "Kat" Gruene	GRN	3	0.99%	8	0.35%	5	0.68%	16 0.48%
	Cast Votes:	303	100.00%	2,305	100.00%	740	100.00%	3,348 100.00%
	Undervotes:	9		69		25		103
	Overvotes:	0		0		1		1

**Chief Justice, Supreme Court**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Nathan Hecht	REP	205	67.43%	1,967	85.60%	634	85.44%	2,806 83.91%
Amy Clark Meachum	DEM	94	30.92%	291	12.66%	86	11.59%	471 14.08%
Mark Ash	LIB	5	1.64%	40	1.74%	22	2.96%	67 2.00%
	Cast Votes:	304	100.00%	2,298	100.00%	742	100.00%	3,344 100.00%
	Undervotes:	8		76		24		108
	Overvotes:	0		0		0		0

**Cumulative Results Report**

Cumulative General

Run Time

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Run Date

11/09/2020

**MCCULLOCH COUNTY, TEXAS****GENERAL ELECTION**

11/3/2020

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**Unofficial Results****Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**Justice, Supreme Court, Place No. 6 Unexpired Term**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Jane Bland	REP	211	70.10%	2,004	87.51%	656	88.41%	2,871 86.14%
Kathy Cheng	DEM	90	29.90%	286	12.49%	86	11.59%	462 13.86%
	Cast Votes:	301	100.00%	2,290	100.00%	742	100.00%	3,333 100.00%
	Undervotes:	11		83		24		118
	Overvotes:	0		1		0		1

**Justice, Supreme Court, Place No. 7**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Jeff Boyd	REP	208	68.87%	1,972	86.04%	636	86.41%	2,816 84.56%
Staci Williams	DEM	89	29.47%	291	12.70%	83	11.28%	463 13.90%
William Bryan Strange III	LIB	5	1.66%	29	1.27%	17	2.31%	51 1.53%
	Cast Votes:	302	100.00%	2,292	100.00%	736	100.00%	3,330 100.00%
	Undervotes:	10		82		30		122
	Overvotes:	0		0		0		0

**Justice, Supreme Court, Place No. 8**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Brett Busby	REP	207	68.77%	1,967	85.93%	633	85.77%	2,807 84.34%
Gisela D. Triana	DEM	90	29.90%	281	12.28%	84	11.38%	455 13.67%
Tom Oxford	LIB	4	1.33%	41	1.79%	21	2.85%	66 1.98%
	Cast Votes:	301	100.00%	2,289	100.00%	738	100.00%	3,328 100.00%
	Undervotes:	11		85		28		124
	Overvotes:	0		0		0		0

**Cumulative Results Report**

Cummulative General

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**MCCULLOCH COUNTY, TEXAS****GENERAL ELECTION**

11/3/2020

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**Unofficial Results****Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**Judge, Court of Criminal Appeals, Place No. 3**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Bert Richardson	REP	210	69.31%	1,998	87.13%	649	87.70%	2,857 85.64%
Elizabeth Davis Frizell	DEM	93	30.69%	295	12.87%	91	12.30%	479 14.36%
	Cast Votes:	303	100.00%	2,293	100.00%	740	100.00%	3,336 100.00%
	Undervotes:	9		81		26		116
	Overvotes:	0		0		0		0

**Judge, Court of Criminal Appeals, Place No. 4**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Kevin Patrick Yearly	REP	210	69.77%	2,010	87.73%	648	87.92%	2,868 86.15%
Tina Clinton	DEM	91	30.23%	281	12.27%	89	12.08%	461 13.85%
	Cast Votes:	301	100.00%	2,291	100.00%	737	100.00%	3,329 100.00%
	Undervotes:	11		83		29		123
	Overvotes:	0		0		0		0

**Judge, Court of Criminal Appeals, Place No. 9**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
David Newell	REP	207	69.23%	1,998	87.33%	651	88.45%	2,856 85.95%
Brandon Birmingham	DEM	92	30.77%	290	12.67%	85	11.55%	467 14.05%
	Cast Votes:	299	100.00%	2,288	100.00%	736	100.00%	3,323 100.00%
	Undervotes:	13		86		30		129
	Overvotes:	0		0		0		0

**Cumulative Results Report**

Cummulative General

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**MCCULLOCH COUNTY, TEXAS****GENERAL ELECTION**

11/3/2020

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**Unofficial Results****Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**Member State Board of Education, District No. 1**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Jennifer Ivey	REP	206	69.36%	1,985	86.72%	645	87.52%	2,836 85.34%
Georgina Perez	DEM	91	30.64%	304	13.28%	92	12.48%	487 14.66%
	Cast Votes:	297	100.00%	2,289	100.00%	737	100.00%	3,323 100.00%
	Undervotes:	15		85		29		129
	Overvotes:	0		0		0		0

**State Senator, District No. 28**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Charles Perry	REP	223	100.00%	2,100	100.00%	690	100.00%	3,013 100.00%
	Cast Votes:	223	100.00%	2,100	100.00%	690	100.00%	3,013 100.00%
	Undervotes:	89		274		76		439
	Overvotes:	0		0		0		0

**State Representative, District No. 59**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
23	23	100.00%	3,452	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Shelby Slawson	REP	223	100.00%	2,070	100.00%	676	100.00%	2,969 100.00%
	Cast Votes:	223	100.00%	2,070	100.00%	676	100.00%	2,969 100.00%
	Undervotes:	89		304		90		483
	Overvotes:	0		0		0		0

**Cumulative Results Report****MCCULLOCH COUNTY, TEXAS****Unofficial Results**

Cummulative General

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Run Date

11/09/2020

**GENERAL ELECTION**

11/3/2020

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**Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**Chief Justice, 3rd Court of Appeals District**

<b>Precincts</b>			<b>Voters</b>		
<b>Counted</b>	<b>Total</b>	<b>Percent</b>	<b>Ballots</b>	<b>Registered</b>	<b>Percent</b>
23	23	100.00%	3,452	0	0.00%

<b>Choice</b>	<b>Party</b>	<b>Absentee Voting</b>		<b>Early Voting</b>		<b>Election Day Voting</b>		<b>Total</b>
Jeff Rose	REP	208	69.10%	1,996	87.51%	647	88.15%	2,851 85.98%
Darlene Byrne	DEM	93	30.90%	285	12.49%	87	11.85%	465 14.02%
	Cast Votes:	301	100.00%	2,281	100.00%	734	100.00%	3,316 100.00%
	Undervotes:	11		93		31		135
	Overvotes:	0		0		1		1

**Mayor - Vote for none or one**

<b>Precincts</b>			<b>Voters</b>		
<b>Counted</b>	<b>Total</b>	<b>Percent</b>	<b>Ballots</b>	<b>Registered</b>	<b>Percent</b>
6	6	100.00%	1,931	0	0.00%

<b>Choice</b>	<b>Party</b>	<b>Absentee Voting</b>		<b>Early Voting</b>		<b>Election Day Voting</b>		<b>Total</b>
Anthony Groves		153	100.00%	1,127	100.00%	248	100.00%	1,528 100.00%
	Cast Votes:	153	100.00%	1,127	100.00%	248	100.00%	1,528 100.00%
	Undervotes:	47		300		56		403
	Overvotes:	0		0		0		0

**City Council Place 3 - Vote for none or one**

<b>Precincts</b>			<b>Voters</b>		
<b>Counted</b>	<b>Total</b>	<b>Percent</b>	<b>Ballots</b>	<b>Registered</b>	<b>Percent</b>
6	6	100.00%	1,931	0	0.00%

<b>Choice</b>	<b>Party</b>	<b>Absentee Voting</b>		<b>Early Voting</b>		<b>Election Day Voting</b>		<b>Total</b>
Larry Land		109	63.74%	780	60.28%	157	56.68%	1,046 60.05%
Rey Garza		62	36.26%	514	39.72%	120	43.32%	696 39.95%
	Cast Votes:	171	100.00%	1,294	100.00%	277	100.00%	1,742 100.00%
	Undervotes:	28		133		27		188
	Overvotes:	1		0		0		1

**Cumulative Results Report****MCCULLOCH COUNTY, TEXAS****Unofficial Results**

Cummulative General

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11/3/2020

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**Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**Trustee, Place 1 - Vote for none or one**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
5	5	100.00%	543	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
		Cast Votes:	Percent	Cast Votes:	Percent	Cast Votes:	Percent	
TJ Penn		29	100.00%	289	100.00%	137	100.00%	455 100.00%
	Cast Votes:	29	100.00%	289	100.00%	137	100.00%	455 100.00%
	Undervotes:	12		50		26		88
	Overvotes:	0		0		0		0

**Trustee, Place 6 - Vote for none or one**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
5	5	100.00%	543	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
		Cast Votes:	Percent	Cast Votes:	Percent	Cast Votes:	Percent	
Zach Smith		28	100.00%	284	100.00%	128	100.00%	440 100.00%
	Cast Votes:	28	100.00%	284	100.00%	128	100.00%	440 100.00%
	Undervotes:	13		55		35		103
	Overvotes:	0		0		0		0

**Trustee, Place 7 - Vote for none or one**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
5	5	100.00%	543	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
		Cast Votes:	Percent	Cast Votes:	Percent	Cast Votes:	Percent	
Stephen Jones		13	44.83%	166	56.27%	79	54.86%	258 55.13%
Eric Ruiz		0	0.00%	9	3.05%	10	6.94%	19 4.06%
Jamie McBee		16	55.17%	120	40.68%	55	38.19%	191 40.81%
	Cast Votes:	29	100.00%	295	100.00%	144	100.00%	468 100.00%
	Undervotes:	12		44		19		75
	Overvotes:	0		0		0		0

**Cumulative Results Report****MCCULLOCH COUNTY, TEXAS****Unofficial Results**

Cummulative General

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**Registered Voters**

3454 of 0 = 0.00%

**Precincts Reporting**

24 of 24 = 100.00%

**Paper Sheets Counted**

3,454

**Trustee District 1 - Vote for none or one**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
6	6	100.00%	502	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Channing Booker		27	100.00%	297	100.00%	61	100.00%	385 100.00%
	Cast Votes:	27	100.00%	297	100.00%	61	100.00%	385 100.00%
	Undervotes:	21		80		16		117
	Overvotes:	0		0		0		0

**Trustee, District 2 - Vote for none or one**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
6	6	100.00%	502	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Michael Cook		27	100.00%	292	100.00%	60	100.00%	379 100.00%
	Cast Votes:	27	100.00%	292	100.00%	60	100.00%	379 100.00%
	Undervotes:	21		85		17		123
	Overvotes:	0		0		0		0

**Trustee, District 3 - Vote for none or one**

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
6	6	100.00%	502	0	0.00%

Choice	Party	Absentee Voting		Early Voting		Election Day Voting		Total
Michael Probst		20	44.44%	124	36.15%	39	52.70%	183 39.61%
Reed Williams		25	55.56%	219	63.85%	35	47.30%	279 60.39%
	Cast Votes:	45	100.00%	343	100.00%	74	100.00%	462 100.00%
	Undervotes:	3		34		3	40 <i>not voted</i>	40
	Overvotes:	0		0		0		0

\*\*\* End of report \*\*\*

# City Council

## City of Brady, Texas

### Agenda Action Form

AGENDA DATE:	11/17/2020	AGENDA ITEM	7.D.
AGENDA SUBJECT:	Discussion, consideration and possible action to elect Mayor Pro Tem		
PREPARED BY:	T. Keys	Date Submitted:	11/13/2020
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY MANAGER APPROVAL:			

#### **SUMMARY:**

From City of Brady Home Rule Charter: *Section 3.06 Mayor Pro Tem: At its first regular meeting after election of the new members of the Council each year, the Council shall elect one (1) of its own members to be Mayor Pro-Tem for one (1) year. Each Council Member, except the Mayor, is to be considered automatically nominated and the mayor shall have a vote. The vote shall be taken orally and Mayor Pro-Tem shall be the Council Member who receives the most votes. In the absence of the Mayor, the Mayor Pro-Tem shall perform the duties of the office of the Mayor and in this capacity shall be vested with all powers conferred on the Mayor. When presiding over Council proceedings, the Mayor Pro-Tem shall retain his right to vote as a Council Member.*

#### **Process:**

- 1) Mayor may ask each council member to share their thoughts on being Mayor Pro Tem, if desired.
- 2) All Council Members are considered to be nominated.
- 3) Members will draw numbers to determine the order of voting. Each Council Member will announce their vote orally, in the order of the draw.
- 4) If a tie, Mayor will ask if any Council Member wants to speak, then the Council will determine if another vote should be taken or what tie-breaker should be used.
- 5) A motion may be made to elect the Council Member with the most votes.

#### **RECOMMENDED ACTION:**

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

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	11-17-20	<b>AGENDA ITEM</b>	7. E.
<b>AGENDA SUBJECT:</b> Discussion, consideration and action to approve Resolution 2020-027 authorizing the City Manager to execute a lease contract with CAT Financial Services, Corporation.			
<b>PREPARED BY:</b>	L Remini	<b>Date Submitted:</b>	11-10-20
<b>EXHIBITS:</b>	Resolution 2020-027 CAT Financial Lease Agreement		
<b>BUDGETARY IMPACT:</b>		<b>Required Expenditure:</b>	\$56,165.00
		<b>Amount Budgeted:</b>	\$71,275.00
		<b>Appropriation Required:</b>	\$00.00
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b>  At the November 3 <sup>rd</sup> , meeting, the City Council approved to lease purchase a D6-20 track type tractor commonly known as a Dozer for the landfill operations.  This request is to approve by Resolution to enter into a financial lease contract agreement with CAT Financial. Terms are: 60 monthly payments of \$5,616.56 with a balloon payment of \$140,000 at maturity. It is the intent of the city to trade/return the dozer at maturity by exercising the repurchase agreement with CAT for \$140,000. The city has sufficiently budgeted funding for this payment.			
<b>RECOMMENDED ACTION:</b>  It is recommended that the City Council approve a motion to authorize the City Manager to execute a lease contract agreement between the City of Brady and CAT Financial Services Corporation for a 5-year term lease agreement at \$5,616.56 per month.			

## **RESOLUTION #2020- 027**

### A RESOLUTION REGARDING A LEASE-PURCHASE AGREEMENT FOR THE PURPOSE OF LEASING A "D6T Dozer"

WHEREAS, City of Brady desires to enter into certain Financing Agreement, by and between Caterpillar Financial Services Corporation and the City of Brady, for the purpose of financing a "D6 Dozer." The City of Brady desires to designate this Agreement as a "qualified tax-exempt obligation" of the City of Brady. The City of Brady desires to designate the City Manager as an authorized signer of the Agreement.

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

Section 1. That the City of Brady enters into a Governmental Equipment Lease-purchase Agreement with Caterpillar Financial Services corporation for the purpose of lease purchasing a "D6 Dozer."

Section 2. That the Lease-Purchase Agreement, by and between the City of Brady and Caterpillar Financial Services Corporation is designated by the City of Brady as a "qualified tax-exempt obligation".

Section 3. That the City of Brady designates the City Manager as an authorized signer of the Lease-Purchase Agreement, by and between the City of Brady and Caterpillar Financial Services Corporation.

This Resolution has been PASSED and APPROVED by the Council of the City of Brady in a meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2020.

City of Brady	Witness Signature
Name: Anthony Groves Title: Mayor	Name: Tina Keys Title: City Secretary

Governmental Equipment Lease-Purchase Agreement  
Contract Number 001-70012706



## 1. PARTIES

LESSOR ("we", "us", or "our"):

CATERPILLAR FINANCIAL SERVICES CORPORATION  
2120 West End Avenue  
Nashville, TN 37203

LESSEE ("you" or "your"):

CITY OF BRADY, TEXAS  
P.O. BOX 351  
BRADY, TX 76825-0351

In reliance on your selection of the equipment described below (each a "Unit"), we have agreed to acquire and lease the Units to you, subject to the terms of this Agreement. Until this Agreement has been signed by our duly authorized representative, it will constitute an offer by you to enter into this Agreement with us on the terms stated herein.

## 2. DESCRIPTION OF THE UNITS

DESCRIPTION OF UNITS Whether the Unit is new or used, the model number, the manufacturer, and the model name	SERIAL/VIN Unique ID number for this Unit	MONTHLY LEASE PAYMENT This is due per period, as stated below in section 3.	FINAL LEASE PAYMENT	DELIVERY DATE Enter date machine was delivered to you.
1 New 2020 Caterpillar D6-20 Track Type Tractor		\$5,616.56	\$140,000.00	11-9-20

## TERMS AND CONDITIONS

**3. Lease Payments; Current Expense** You will pay us the lease payments, including the final lease payment set forth above (collectively, the "Lease Payments"). Lease Payments will be paid by you to us as follows: a first payment of \$5,616.56 will be paid in arrears and the balance of the Lease Payments is payable in 59 successive monthly payments of which the first 58 payments are in the amount of \$5,616.56 each, and the last payment is in the amount of \$145,616.56 plus all other amounts then owing under this Lease, with the first Lease Payment due one month after the date that we sign this Lease and subsequent Lease Payments due on a like date of each month thereafter until paid in full.. A portion of each Lease Payment constitutes interest and the balance of each Lease Payment is payment of principal. The Lease Payments will be due without demand. You will pay the Lease Payments to us at CATERPILLAR FINANCIAL SERVICES CORP., P.O. BOX 730681, DALLAS, TX 75373-0681 or such other location that we designate in writing. Your obligations, including your obligation to pay the Lease Payments due in any fiscal year, will constitute a current expense of yours for such fiscal year and will not constitute an indebtedness of yours within the meaning of the constitution and laws of the State in which you are located (the "State"). Nothing in this Agreement will constitute a pledge by you of any taxes or other moneys, other than moneys lawfully appropriated from time to time for the payment of the "Payments" (as defined in the last sentence of this Section) owing under this Agreement. You agree that, except as provided in Section 7, your duties and liabilities under this Agreement and any associated documents are absolute and unconditional. Your payment and performance obligations are not subject to cancelation, reduction, or setoff for any reason. You agree to settle all claims, defenses, setoffs, counterclaims and other disputes you may have with the Supplier, the manufacturer of the Unit, or any other third party directly with the Supplier, the manufacturer or the third party, as the case may be. You will not assert, allege or make any such claim, defense, setoff, counterclaim or other dispute against us or with respect to the payments due us under this

**Agreement.** As used in this Agreement, "Payments" will mean the Lease Payments and any other amounts required to be paid by you.

The portion of the Lease Payments constituting principal will bear interest (computed on the basis of actual days elapsed in a 360 day year) at the rate of 2.50% per annum.

- 4. Late Charges** If we do not receive a Payment on the date it is due, you will pay to us, on demand, a late payment charge equal to the lesser of five percent (5%) of such Payment or the highest charge allowed by law.
- 5. Security Interest** To secure your obligations under this Agreement, you grant us a continuing first priority security interest in each Unit (including any Additional Collateral), including all attachments, accessories and optional features (whether or not installed on such Units) and all substitutions, replacements, additions, and accessions, and the proceeds of all the foregoing, including, but not limited to, proceeds in the form of chattel paper. You authorize the filing of such financing statements and will, at your expense, do any act and execute, acknowledge, deliver, file, register and record any document, which we deem desirable to protect our security interest in each Unit and our rights and benefits under this Agreement. You, at your expense, will protect and defend our security interest in the Units and will keep the Units free and clear of any and all claims, liens, encumbrances and legal processes however and whenever arising.
- 6. Disclaimer of Warranties** WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY, REPRESENTATION OR COVENANT OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE UNITS. AS TO US, YOUR LEASE AND PURCHASE OF THE UNITS WILL BE ON AN "AS IS" AND "WHERE IS" BASIS AND "WITH ALL FAULTS". Nothing in this Agreement is intended to limit, waive, abridge or otherwise modify any rights, claims, or causes of action that you may have against any person or entity other than us.

**7. Non-Appropriation** You have an immediate need for, and expect to make immediate use of, the Units. This need is not temporary or expected to diminish during the term of this Agreement. To that end, you agree, to the extent permitted by law, to include in your budget for the current and each successive fiscal year during the term of this Agreement, a sufficient amount to permit you to discharge your obligations under this Agreement. Notwithstanding any provision of this Agreement to the contrary, we and you agree that, in the event that prior to the commencement of any of your fiscal years you do not have sufficient funds appropriated to make the Payments due under this Agreement for such fiscal year, you will have the option of terminating this Agreement as of the date of the commencement of such fiscal year by giving us sixty (60) days prior written notice of your intent to terminate. No later than the last day of the last fiscal year for which appropriations were made for the Payments (the "Return Date"), you will return to us all of the Units, at your sole expense, in accordance with Section 14, and this Agreement will terminate on the Return Date without penalty or expense to you and you will not be obligated to pay the Lease Payments beyond such fiscal year; provided, that you will pay all Payments for which moneys have been appropriated or are otherwise available; and provided further, that you will pay month-to-month rent at the rate set by us for each month or part of any month that you fail to return the Units.

**8. Tax Warranty** You will, at all times, do and perform all acts and things necessary and within your control to ensure that the interest component of the Lease Payments will, for the purposes of Federal income taxation, be excluded from our gross income. You will not permit or cause your obligations under this Agreement to be guaranteed by the Federal Government or any branch or instrumentality of the Federal Government. You will use the Units for the purpose of performing one or more of your governmental functions consistent with the scope of your authority and not in any trade or business carried on by a person other than you. You will report this Agreement to the Internal Revenue Service by filing Form 8038G, 8038GC or 8038, as applicable. Failure to do so will cause this Agreement to lose its tax exempt status. You agree that if the appropriate form is not filed, the interest rate payable under this Agreement will be raised to the equivalent taxable interest rate. If the use, possession or acquisition of the Units is determined to be subject to taxation, you will pay when due all taxes and governmental charges assessed or levied against or with respect to the Units.

**9. Assignment** You may not, without our prior written consent, by operation of law or otherwise, assign, transfer, pledge, hypothecate or otherwise dispose of your right, title and interest in and to this Agreement and/or the Units and/or grant or assign a security interest in this Agreement and/or the Units, in whole or in part. We may not transfer, sell, assign, pledge, hypothecate, or otherwise dispose of our right, title and interest in and to this Agreement and/or the Units and/or grant or assign a security interest in this Agreement and/or the Units, in whole or in part.

**10. Indemnity** To the extent permitted by law, you assume liability for, agree to and do indemnify, protect and hold harmless us and our employees, officers, directors and agents from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses (including reasonable attorney's fees), of whatsoever kind and nature, arising out of the use, condition (including, but not limited to, latent and other defects and whether or not discoverable by you or us), operation, ownership, selection, delivery, storage, leasing or return of any item of Units, regardless of where, how and by whom operated, or any failure on your part to accept the Units or otherwise to perform or comply with any conditions of this Agreement.

**11. 11. Insurance; Loss and Damage** You bear the entire risk of loss, theft, destruction or damage to the Units from any cause whatsoever. No loss, theft, destruction or damage of the Units will relieve you of the obligation to make Lease Payments or to perform any obligation owing under this Agreement. You agree to keep the Units insured to protect all of our interests, at your expense, for such risks, in such amounts, in such forms and with such companies as we may require, including but not limited to fire and extended coverage insurance, explosion and collision coverage, and personal liability and property damage liability insurance. Any insurance policies relating to loss or damage to the Units will name us as loss payee as our interests may appear and the proceeds may be applied toward the replacement or repair of the Units or the satisfaction of the Payments due under this Agreement. You agree to use, operate and maintain the Units in accordance with all laws, regulations and ordinances and in accordance with the provision of any policies of insurance covering the Units, and will not rent the Units or permit the Units to be used by anyone other than you. You agree to keep the Units in good repair, working order and condition and house the Units in suitable shelter, and to permit us or our assigns to inspect the Units at any time and to otherwise protect our interests in the Units. If any Unit is customarily covered by a maintenance agreement, you will furnish us with a maintenance agreement by a party acceptable to us.

**12. Default; Remedies** An "Event of Default" will occur if (a) you fail to pay any Payment when due and such failure continues for ten (10) days after the due date for such Payment or (b) you fail to perform or observe any other covenant, condition, or agreement to be performed or observed by you under this Agreement and such failure is not cured within twenty (20) days after written notice of such failure from us. Upon an Event of Default, we will have all rights and remedies available under applicable law. In addition, we may declare all Lease Payments due or to become due during the fiscal year in which the Event of Default occurs to be immediately due and payable by you and/or we may repossess the Units by giving you written notice to deliver the Units to us in the manner provided in Section 14, or in the event you fail to do so within ten (10) days after receipt of such notice, and subject to all applicable laws, we may enter upon your premises and take possession of the Units. Further, if we financed your obligations under any extended warranty agreement such as an Equipment Protection Plan, Extended Service Contract, Extended Warranty, Customer Service Agreement, Total Maintenance and Repair Agreement or similar agreement, we may cancel such extended warranty agreement on your behalf and receive the refund of the extended warranty agreement fees that we financed but had not received from you as of the date of the Event of Default.

**13. Miscellaneous** This Agreement may not be modified, amended, altered or changed except by a written agreement signed by you and us. In the event any provision of this Agreement is found invalid or unenforceable, the remaining provisions will remain in full force and effect. This Agreement, together with exhibits, constitutes the entire agreement between you and us and supersedes all prior and contemporaneous writings, understandings, agreements, solicitations, documents and representations, expressed or implied. Any terms and conditions of any purchase order or other documents submitted by you in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement will not be binding on us and will not apply to this Agreement. You agree that we may correct patent errors in this Agreement and fill in blanks including, for example, correcting or filling in serial numbers, VIN numbers, and dates. Any notices required to be given under this Agreement will be given to the parties in writing and by certified mail at the address provided in this Agreement, or to such other addresses as each party may

substitute by notice to the other, which notice will be effective upon its receipt.

**14. Title; Return of Units** Notwithstanding our designation as "Lessor," we do not own the Units. Legal title to the Units will be in you so long as an Event of Default has not occurred, and you have not exercised your right of non-appropriation. If an Event of Default occurs or if you non-appropriate, full and unencumbered title to the Units will pass to us without the necessity of further action by the parties, and you will have no further interest in the Units. If we are entitled to obtain possession of any Units or if you are obligated at any time to return any Units, then (a) title to the Units will vest in us immediately, and (b) you will, at your expense, promptly deliver the Unit to us properly protected and in the condition required by Section 11. You will deliver the Unit, at our option, (i) to the nearest Caterpillar dealer selling equipment of the same type as the Unit; or (ii) on board a carrier named by us and shipping the Unit, freight collect, to a destination designated by us. If the Unit is not in the condition required by Section 11, you must pay us, on demand, all costs and expenses incurred by us to bring the Unit into the

required condition. Until the Units are returned as required above, all terms of this Agreement will remain in full force and effect including, without limitation, your obligation to pay Lease Payments and to insure the Units.

**15. Other Documents** In connection with the execution of this Agreement, you will cause to be delivered to us (i) either (A) a certified copy of your authorizing resolution substantially in the form attached as Attachment B and a copy of the minutes of the relevant meeting or (B) an opinion of your counsel substantially in the form attached as Attachment C; (ii) a copy of the signed Form filed with the Internal Revenue Service required in Section 8 above as Attachment D; and (iii) any other documents or items required by us.

**16. Applicable Law** This Agreement will be governed by the laws, excluding the laws relating to the choice of law, of the State in which you are located.

## SIGNATURES

**LESSOR**      **CATERPILLAR FINANCIAL SERVICES  
CORPORATION**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Name (Print) \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	11/17/2020	<b>AGENDA ITEM</b>	7.F.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding Resolution 2020-029 voting for McCulloch County Appraisal District Board of Directors for 2021-2022		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	11/10/2020
<b>EXHIBITS:</b>	Resolution 2020-029 Copy of letter to taxing entities		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b>			
Members of the McCulloch County Appraisal District Board of Directors are up for election and each voting entity must vote in an open meeting and report the vote to the Chief appraiser. Once your selection (s) is/are made, the City Secretary will report to McCulloch County Appraisal District on your behalf.			
<b>RECOMMENDED ACTION:</b>			
Cast your votes for one or two of the individuals on the ballot as instructed on the attached letter and move to approve Resolution 2020-029.			

## **RESOLUTION 2020-029**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS VOTING FOR BOARD MEMBERS TO THE MCCULLOCH COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS.**

**WHEREAS**, the McCulloch County Appraisal District (MCCAD) Board of Directors has two members of its board whose terms will expire on December 31, 2020; and

**WHEREAS**, each voting entity must vote in an open meeting and report the vote to the Chief Appraiser; and

**WHEREAS**, the City of Brady has 133 votes and may cast all of its votes for one candidate or may distribute its votes among TWO candidates; and

**WHEREAS**, the following are candidates for the McCulloch County Appraisal District Board of Directors for 2021-2022: Chris Popp, Michael Probst, Brentt Raybion.

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

The City of Brady hereby casts its votes for the McCulloch County Appraisal District Board of Directors for 2021 – 2022 as follows:

Chris Popp \_\_\_\_\_

Michael Probst \_\_\_\_\_

Brentt Raybion \_\_\_\_\_

**PASSED AND APPROVED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

### **CITY OF BRADY:**

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Anthony Groves, Mayor

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

Tina Keys, City Secretary



**MC CULLOCH COUNTY APPRAISAL DISTRICT**  
**306 W. LOCKHART, BRADY, TEXAS 76825**  
PHONE: 325-597-1627 FAX: 325-597-2408  
E-MAIL: [zane@mccullochcad.org](mailto:zane@mccullochcad.org)  
**ZANE BRANDENBERGER, R.P.A.,R.T.A.,C.C.A.**  
**CHIEF APPRAISER**

**TO ALL VOTING TAXING ENTITIES:**

Enclosed is a ballot for selection of Board of Directors for the McCulloch County Appraisal District to serve during the 2021-2022 term. The nominees are listed alphabetically by each candidate's last name.

Each voting unit must vote in an open meeting, report the vote by written resolution to the Chief Appraiser by December 18, 2020. The unit may cast all of its votes for one candidate or may distribute its votes among TWO candidates. A voting unit must cast its votes for a person nominated and named on the ballot. There is no provision for write-in candidates.

The Chief Appraiser must count the votes and declare the candidates who receive the largest vote totals before December 31<sup>st</sup> 2020. The Chief Appraiser will notify all taxing units (voting and non-voting) and all candidates who were on the ballot of the outcome.

If you have any questions regarding the process please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Zane Brandenberger".

Zane Brandenberger  
Chief Appraiser

**November 5, 2020**

Candidates for the McCulloch County Appraisal District Board of Directors for 2021-2022.

**BALLOT**

Chris Popp \_\_\_\_\_

Michael Probst \_\_\_\_\_

Brentt Raybion \_\_\_\_\_

**NUMBER OF VOTES**

McCulloch County 726

City of Brady 133

City of Melvin 3

Brady ISD 861

Lohn ISD 103

Rochelle ISD 128

Mason ISD 46

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Presiding Officer of City of Brady

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	11/17/2020	<b>AGENDA ITEM</b>	7.G.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action approving the 2020 Annual Report.		
<b>PREPARED BY:</b>	Erin Corbell	<b>Date Submitted:</b>	11/12/2020
<b>EXHIBITS:</b>	2020 Annual 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>			

<b>SUMMARY:</b> Staff has created the attached annual report as required by City Charter. The report was approved by Planning and Zoning on November 9, 2020.
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<b>RECOMMENDED ACTION:</b> Move to accept.
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## **DRAFT for P&Z Comments/Approval – November 10, 2020 Annual Report**

**(October 2019-Sept 2020)**

### **2013 Comprehensive Master Plan and Community Improvement Program**

This report includes activities of the City of Brady and Planning and Zoning Commission (P&Z) in relation to the Comprehensive Master Plan, Zoning Ordinances, Subdivision Regulations and Community Improvement Projects (CIP). The Comprehensive Master Plan was adopted in 2013 and should be reviewed and updated by the community every five (2018) to ten (2023) years.

**Goal One: Create a Land Use Plan that promotes the development of quality housing options, recreation, tourism, Brady Lake and a diversified economy.**

*Zoning Map Changes:* The City amended the zoning for two properties: 602 W. 17<sup>th</sup>, to allow gun sales in an office district and 1210 Beck, from single family home to manufactured home district.

*Make the downtown a vibrant destination:* The Texas Department of Transportation (TXDOT), Brownwood District, has taken under consideration rebuilding the downtown square streets and sidewalks. The current TXDOT North Bridge Street Improvement Project started in 2018 and is projected to be completed in 2020. (Action Items 14, 17, 21). City Council approved ordinance to not allow overhead utilities to be located on the Downtown Square (Action Item 10). This year, city council approved a downtown mural art project to be completed in the next fiscal year.

*Housing:* Housing conditions in Brady were analyzed in 2015. Of the 2,056 residential structures, 30% are owned by people who do not live in Brady/McCulloch County. Upon visual reviews, housing conditions of the residential properties show that 32% are in “poor” to “fair” condition (750 houses). Additionally, 68% were ranked “average” condition (966 houses) and “good” to “excellent” condition (863 houses). P&Z and City Council adopted an in-fill ordinance to support development on existing city lots. In-fill housing development is encouraged because utilities and roads are readily available. The city did not demolish any housing structures in 2020.

*Brady Lake:* The Brady Economic Development Corporation (BEDC) funded and completed a new Brady Lake Fish House and removed the old Marina, as authorized by voters in 2009. The Fish House was completed in November of 2019.

*Development:* *Certificates of Occupancy* were issued for the updated First United Methodist Church Fellowship Hall, McCulloch County Library, TruCountry Inn, Solaris Hospice, Brady Management, LLC, Edge of the West Land Co., Heritage Funeral Homes (updates), new Chamber of Commerce Location, Taxidermy Showroom, Northside Laundry, Heart of Texas Outdoors, Back on Your Feet Recovery, McCulloch County Helping Hands, Tunnel Construction, Spin In Ink, Brady Communications, The Car Wash Barn, 201 Propane Holdings and Mr. Touchdown Detailing. Gillibrand Co., Inc. acquired *Pioneer Sands*, on Oglebay Norton Street and repurposed their plant.

*Economic Development Corporation Type B:* The Type B EDC was fully formed and contracted with the Chamber of Commerce for services. The Type B EDC has funded multiple projects including supporting the purchase of new equipment for T Byrd's, a remodel and expansion project for Mexico City Café, a grant to support the installation of fiber internet for Brady Communications and the administration of almost \$150,000 in COVID relief grants to help business sustain through coronavirus closures and restrictions.

**Goal Two: Improve the City's transportation system by planning for new roadways to improve traffic flow and by prioritizing improvements and maintenance of existing roadways.**

*North Bridge Street:* TXDOT Brownwood District - North Bridge Street / Highway 377 N in Brady, construction is addressing utility relocations, intersection reconfiguration at intersection of N Bridge St at White Street and Crothers Street to improve traffic flow and pedestrian access. (14, 17, 21).

*US87N Hwy:* TXDOT Brownwood District is expected to release road improvement plans from near the civic center entrance south to the railroad crossing. Utility adjustments are expected to be completed in October 2020. Proposed road improvements include complete surface replacement, curb and gutter and lighting.

*Interstate 14:* City is working with McCulloch County, TXDOT and the Gulf Coast Strategic Highway Coalition to plan the route for the newly designated federal I-14 Highway as it nears Brady.

*Street Maintenance:* The City completed a \$3 million city street reconstruction project in 2002. Asphalt streets need to be reworked at least every 10 years. The City utilizes an asphalt recycler machine to rework city streets. Eight streets were rehabilitated with the asphalt recycler machine. This year 215 tons of material for pot-holes were filled and approximately 45,000 SF of roads were overlay with cold mix and placed on city streets. City roads are maintained by Street Division employees, equipment and machinery for making up our "in-house" street rehab program under direction of a superintendent and 4 employees. (20 & 22).

**Goal Three: Plan for improvements to the City's infrastructure system (water, wastewater, electric lines, parks, physical buildings, etc.) to ensure quality services are available to residents, businesses and tourists.**

*Lake Dam and Storm Water/Drainage Plan Study:* City completed a Brady Lake Dam Inundation Study and Storm Water Management Plan as required by the Texas Commission on Environmental Quality (TCEQ) (23). The City is working with the Natural Resource Conservation District developing and initiating an annual maintenance plan for the Brady Lake Dam that is now 50 years old. The storm drainage master plan described needed drainage improvements for Hallum Draw (18). This master plan will allow the city to acquire additional grant funds to correct and improve drainage problems identified in the City (19). During the summer of 2019, the Natural Resources Conservation Service funded a project to spray and clear the lake dam of vegetation and overgrowth.

*Richards Park Dam:* During the summer of 2020, the Upper Colorado River Authority completed a project at the Richards Park Dam to remediate the impairment for depressed dissolved oxygen levels in Brady Creek. The purpose of the project is to improve the dissolved oxygen levels to a level that is fully supportive of the aquatic life use criteria.

*Water System Improvements:* City Council hired Enprotec / Hibbs & Todd (eHT) design engineers to address specific federally mandated water quality standard and capital improvements needed for the existing Brady water treatment and distribution system. The preliminary engineering report (PER) was completed in 2015. An Economically Distressed Areas Program (EDAP) Grant funded 100% final engineering design (\$1.8 million) and \$13,375,000 in construction; and \$10,830,000 in financing and \$4,700,000 in loan forgiveness. This project addresses groundwater (Radium) and surface water quality treatment regulations and standards as mandated by the U.S. Environmental Protection Agency (EPA).

This project improves fire protection and water pressure for the entire city. (Action Items 24, 25, 26, 27). Funding of this \$28M construction project started in August 2019 with expected completion slated for late 2022.

*Water and Wastewater System Distribution maintenance:* The city continues to repair distribution lines as needed. Sewer line cleaning and maintenance has been enhanced through the recent acquisition of a vacuum/jetting machine. The City completed a Utility Rate Study that outlines a 5 to 10 year plan to fund water and sewer infrastructure needs.

*Waste Water System Improvements:* City Council hired Freese & Nichols, Inc. design engineers to address the major capital improvement project of replacing the 1960s obsolete wastewater treatment plant (WWTP) and to prepare plans and specifications for specific repairs to the sewer collection system. The major task of engineering services included an engineering feasibility report, permitting and environmental documentation for review by TCEQ and TWDB. Construction bids were received in late November 2019 and subsequent bid evaluation led to a rejection of all bids due to being approximately \$3,000,000 over budget. Project is expected to bid again in November 2020. (28, 29, 30). TCEQ Discharge Permit has been re-issued and new construction is expected in 2020. Emergency repairs have been made to the WWTP.

*Electric System:* Brady's municipally owned electric distribution system relies on the local businesses, industry, schools, and the hospital for support to aggregate and purchase at the best transmission rates available for the entire community. With the new deregulation and dual certified areas within the city limits, the staff continues to analyze and review costs to assure that we remain competitive with other private investor-owned electric service options available. Encouraging "Buy Local Power" sustains vital city services. City of Brady completed new overhead power distribution lines on S. Wall Street and several specific site improvements in 2018. City of Brady also continues to support a major transmission powerline improvement from AEP utilities to bring into Brady the third major transmission line from Menard, Yellowjacket Transmission Project. This \$27 million project is funded by the Electric Reliability Council of Texas (ERCOT) and will improve tremendously the reliability of our electric grid. In 2019, the city experienced a failure with its northside transformer. In December 2019, the city received a reconditioned transformer from Solomon at a significant savings over purchasing a new or used transformer from LCRA.

*Gas System:* The municipally owned gas utility division completed a digital mapping project and engineering for maintenance repairs to the gas distribution system. Localized repairs, gas main upgrades, and annual gas leak surveys were implemented to maintain the gas system in meeting Texas Railroad Commission (TRRC) regulations and guidelines.

*Conduct Facility Assessment for a new Public Safety Facility for Fire, Emergency Medical Services (EMS), Dispatch, Police and Emergency Management (33):* The 2016 study reviewed numerous sites and determined the best location is at the GR White Complex on 1600 W. 17<sup>th</sup> Street. Due to limited funds, the possible construction plans are on hold until the major water and sewer construction projects are completed.

*City Buildings:* The City and County purchased the old South Ward Brady Independent School District (BISD) Cafeteria for a future Senior Citizens/Community Activity Center (35). Design and cost estimates are completed. Construction funds are not available to begin this project, but a grant request is under

consideration. The annual budget now includes a five-year projection of Community improvements and equipment replacement needs to allow for improved financial planning to maintain a comprehensive repair and maintenance plan for all city facilities and streets.

*Animal Control Facility:* The city has been leasing the Mays Veterinary Clinic facility for 5 years. City Council approved construction of a 72-hour stray hold facility to meet the state requirements for Animal Control in the City, but construction cost have been greater than budget funds available. Council is exploring options available for an animal control facility. City Council also amended the Animal Ordinance.

*Airport:* The City Council has accepted a grant to prepare a Master Business Plan for the Curtis Field Airport, which was completed in 2019 and accepted by city council. In a cost savings move, airport city staff hours have been reduced, adjusted seasonally, and after-hour service is now on-call. The military contracts have continued at the airport. The airport pavement was refinished.

*Ballfields & Playgrounds:* City Council received a \$400,000 50/50 Texas Parks and Wildlife Outdoor Recreation Grant to upgrade the Richards Park Baseball/Softball Complex and a \$75,000 50/50 Small Cities Recreation Grant for playground improvements at Willie Washington Park. The Willie Washington Project is complete with the first new shaded playground ever for a city park (34). Construction for ballfields 1 and 2 is complete and fields are ready for play. Stanburn Park is mostly completed, with the playground equipment installed and basketball court refinished. The final step of the project is to add a shaded cover over the equipment. Community volunteer clean-up projects are always encouraged.

*G Rollie White Complex Vision:* In May 2017, the County and the City appointed a GRW Steering Committee to identify a future vision for the complex (36). The committee toured facilities in Uvalde, Sonora, Dripping Springs and Llano. In August 2018, a master plan was presented and a county-wide “Hotel Occupancy Venue Tax” election was discussed to ask county voter approval to assist in funding the new vision of the 100-acre facility. The venue tax election has not yet been held, but the City is still working with the Friends of G. Rollie White on lease options for the facility.

*Developers:* To improve economic development services, the city has initiated a one-stop permit issuance and zoning/permit assistance for any development project. The city staff has monthly predevelopment design review committee (DRC) meetings to review all the options and utility services for developers to help make the process as streamlined as possible. A full and active Planning and Zoning (P&Z) Commission and Zoning Board of Adjustment (ZBA) greatly benefit the city in timely responses to development.

*Financing:* The City's Long Term Credit Bond rating from Standard & Poor's is AA-. In efforts to promote transparency in government, the City was awarded the Gold Star by the State Comptroller for its financial transparency efforts on the website.

#### **Goal Four: Improve the City's visual appearance and identity.**

*Communicate Brand:* City Council adopted updated Mission-Vision-Purpose—Value Statements (41). New logos for the airport, Brady Lake, and the golf course are complete. City street signs meeting the new federal regulations (larger size and reflective) continue to be installed throughout the city. The consistency of the signage will improve the visual appearance and identity of the city. Staff is working on replacing the faded signage to city facilities. Redeemer Church adopted the old billboards as visitors enter the city on the San Angelo Highway and South Bridge Street with a new “We Love Brady” campaign.

***Municipal Code Court:*** City Council appointed JT Owens Municipal Judge, who has been holding remote municipal court sessions since COVID-19. The Municipal Court has had 612 citations from the PD, of which 19 were code cases.

***Keep Brady Beautiful:*** *Brady won the \$130,000 Landscape Award from Keep Texas Beautiful and TXDOT recognizing the City of Brady and community groups that help with environmental programs and clean-ups.* (40). City employees adopted two (2) miles of highway at Brady Lake to clean at least 4 times a year. McCulloch County held a tire clean-up, City did curb-side bulk trash clean-up, two leaf pick-ups, and a Spring Community-wide clean-up was held this year.

Signage: City Council approved a sign regulation ordinance for the City of Brady (Recommendation 11).

**Goal Five: Promote recreational opportunities to support tourism and to provide a benefit to local residents.**

***Tourism promotion and events:*** With Hotel Occupancy Taxes (HOT), the City contracts with the Brady/McCulloch County Chamber of Commerce for tourism promotion and some event planning. The City is working closely with the Chamber of Commerce, McCulloch County, and AgriLife Extension Service to continue downtown community events and to promote additional activities at the G Rollie White Complex. (42, 45, 47). Hotel-Motel Occupancy Tax Funds continue to be distributed to tourism projects on an annual contract bases to offer and encourage new events to be developed by a larger variety of event planners and local agencies. In 2020, events that would have typically been supported by tourism funds were cancelled due to COVID.

With Hotel Motel Occupancy Tax proceeds, the Chamber and City hired tourism consultant Cygnet Strategies, LLC who completed a two year study that included a secret shopper for Brady's attractions and assisted in changes for the Annual BBQ Goat Cook-off. A renewed two-day GCO was held last year. A report was presented to the City and the Chamber in June with a Tourism Strategic Plan to begin a "Visit Brady" Program in 2019.

Special thanks to our citizen volunteers, city council members, commission and board members, contractors and city employees for a productive and proactive year of community development projects and programs for the City of Brady.

**City Council:** Anthony Groves, Mayor, Jane Huffman, Mayor Pro Tem, Council Members Rey Garza, Place 1, Missi Davis, Place 2, Jeffrey Sutton, Place 3, and Jay May, Place 5.

**Planning & Zoning Commission:** Nick Blyshak, Chair; Ronnie Aston, Vice Chair; Commissioners Amy Greer, Connie Easterwood, Thomas Flanigan, Jeff Bedwell, Cathy Ewert, and alternate Lauri Smith.

**Brady Type B Economic Development Corporation:** Don Miller, President; Erin Betts, VP; Billie Davis, Treasurer; Michele Derrick, Amy Greer, Curtis Owens and Mike Barbour.

**Zoning Board of Adjustments:** Heath McBride, Chair; Rod Young, Vice Chair; Board Members Holly Groves, James Stewart, Chris Green and alternate Lauri Smith.

**Airport Advisory Board:** Board Members Bob Rice, Richard Jolliff, Stan Amyett, Carey Day, and Dale Scott.

Charter Review Commission: JoAnn Coffey, Chair; Teresa Leifeste, Vice Chair; Commissioners Bill Derrick, Rex Ewert, Patsy Cole, Kelly Green, and Chad Blankenship.

City Management Staff: Dennis Jobe, City Manager; Steven Miller, Director of Public Works; Erin Corbell, Community Services Outreach Director; Walter Holbert, Code Compliance; Lisa Remini, Director of Finance; Lloyd Perrin, Fire Chief; Steve Thomas, Police Chief; and Tina Keys, City Secretary.

City of Brady works with the following partners, membership organizations and agencies:

Brady Economic Development Corporation – Type B, Brady Golf Association, Brady/McCulloch County Chamber of Commerce, McCulloch County Junior Livestock Association, McCulloch County Commissioners Court, McCulloch County Hospital District, Brady ISD, McCulloch County Appraisal District, Texas A&M AgriLife Extension Service, Central Texas Master Gardeners Association, Hickory Underground Water Conservation District No. 1, Concho Valley Council of Governments, Area Agency on Aging of the Concho Valley, Texas Midwest Community Network, Association of Rural Communities in Texas, Lower Colorado River Authority, Texas Municipal League, Texas Economic Development Council, Texas Downtown Association, Texas Power Association, Texas Commission of Environmental Quality, Texas Railroad Commission, Texas Department of Transportation, Texas Water Development Board, Texas Parks and Wildlife Department, Texas Comptroller's Financial Transparency Recognition, AEP, Oncor Electric Delivery, West Texas Gas, The Governor's Office of Economic Development and Tourism.

*As required by City Charter Article 5 Section 4, this report includes activities in relation to the Comprehensive Master Plan, Zoning Ordinances, Subdivision Regulations and Community Improvement Projects. The 2013 Comprehensive Plan was adopted by City Ordinance on November 19, 2013 and is available on the city website at [www.bradytx.us](http://www.bradytx.us) for viewing. There are five goals, eighteen recommendations, and fifty (50) action items to be implemented over the next five (5) to ten (10) years.*

Recommended by Planning and Zoning Commission on \_\_\_\_\_; City Council approved \_\_\_\_\_;  
\_\_\_\_\_; Printed in compliance with Brady City Charter Section 5.04 – \_\_\_\_\_.

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	11/17/2020	<b>AGENDA ITEM</b>	7.H.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action approving preliminary/final plat for Jacoby RV Park and Resort.		
<b>PREPARED BY:</b>	Erin Corbell	<b>Date Submitted:</b>	11/12/2020
<b>EXHIBITS:</b>	Preliminary/final Plat		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

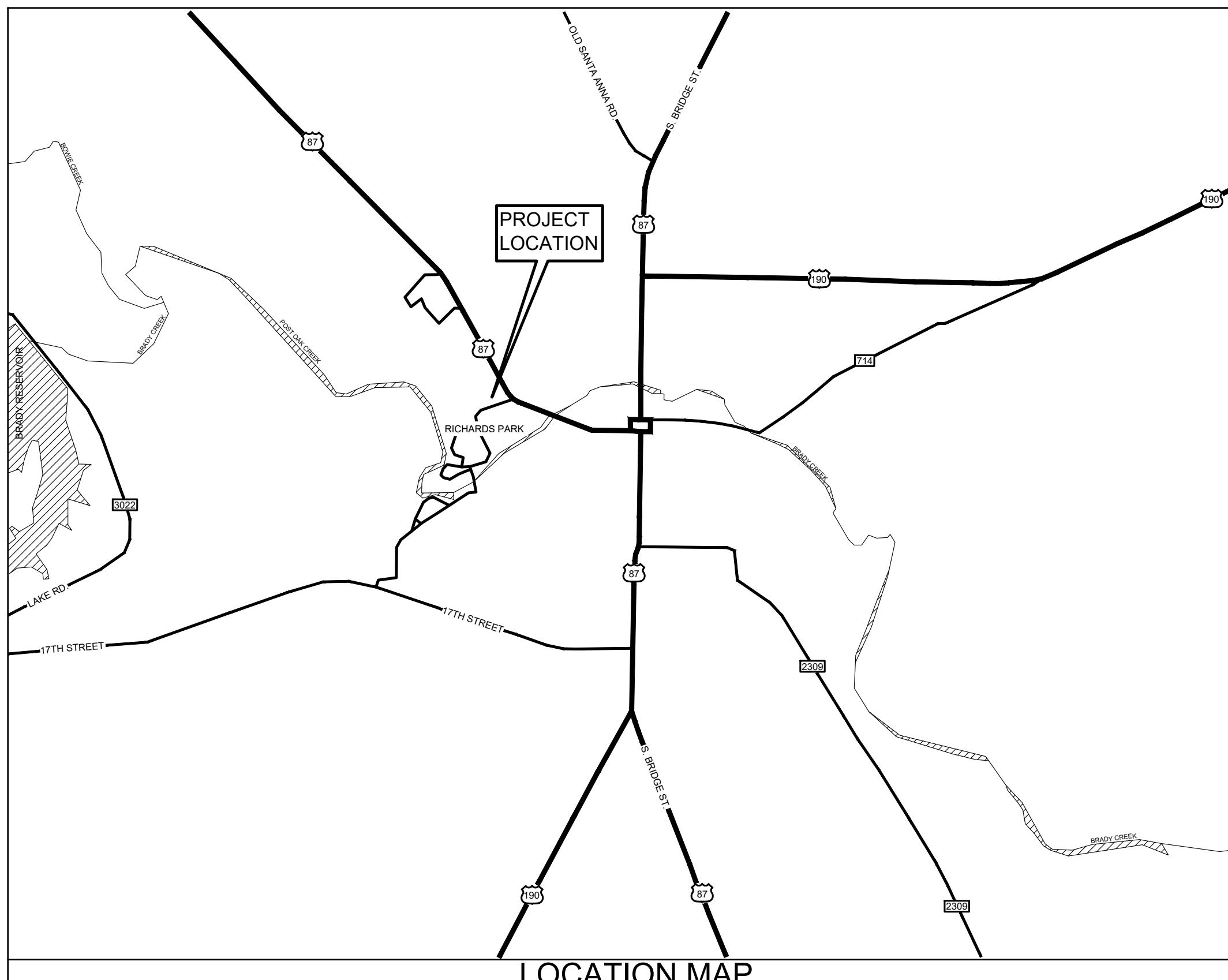
<b>SUMMARY:</b> On November 9, 2020, Planning and Zoning met and approved the attached preliminary/final plat for the Jacoby RV Park and Resort. Council approval is needed for development to proceed.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>RECOMMENDED ACTION:</b> Move to approve the preliminary/final plat.
---------------------------------------------------------------------------

BRADY, TEXAS  
JASON JACOBY  
**JACOBY RV & RESORT**

KSA PROJECT No. MI.1553  
(SWPPP) TCEQ No. TXR15895I  
OCTOBER 2020

PRELIMINARY/FINAL PLAT



**RECOMMENDED BY:**  
**KSA**

TBPE FIRM REGISTRATION No. F-1356

This document is released  
for the purpose of interim  
review under the authority  
of Christopher J. Wilde,  
P.E. 111787, o. October  
19, 2020. It is not to be used  
for construction, bidding, or  
permit purposes.

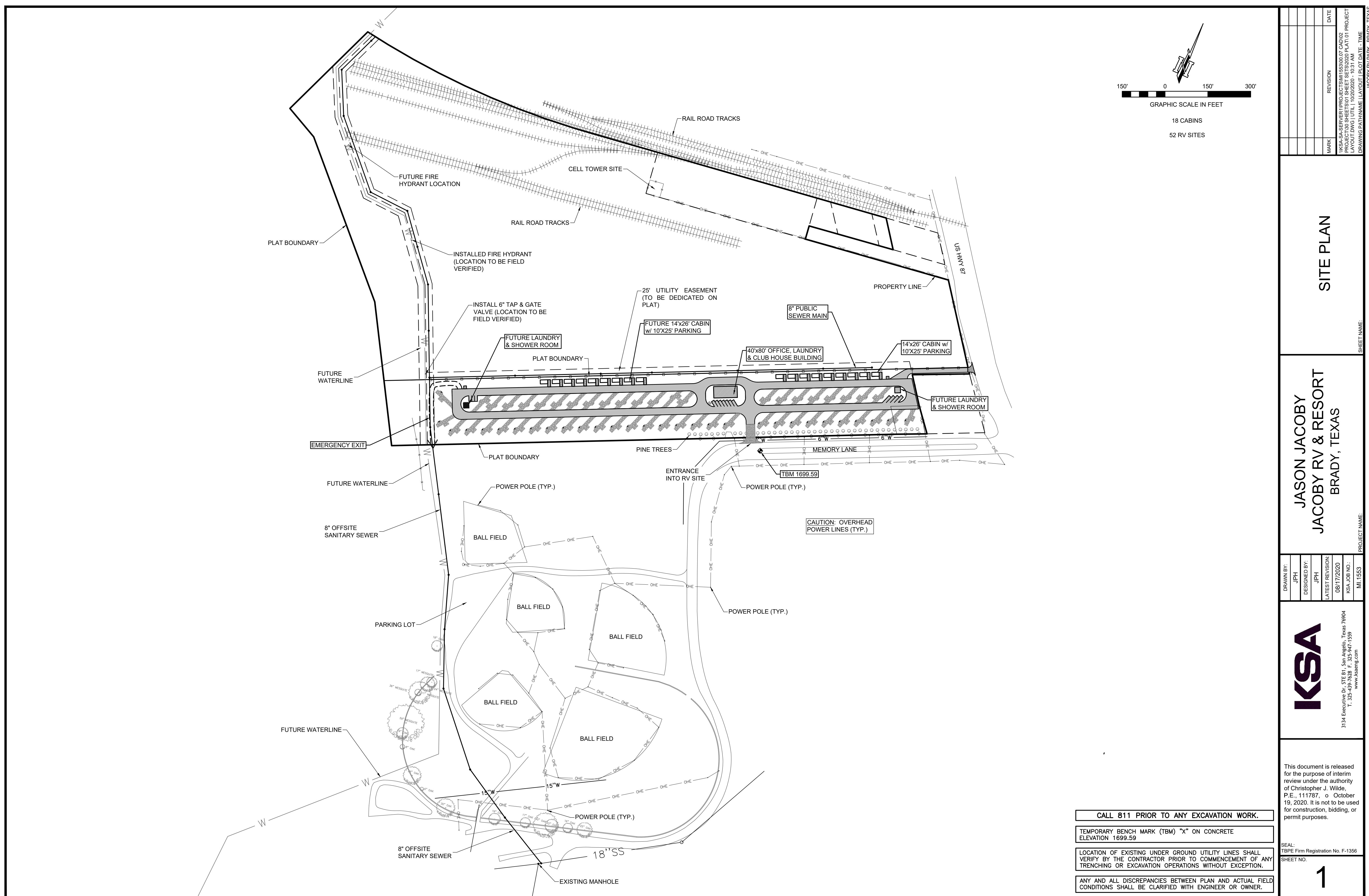
CHRISTOPHER J. WILDE, P.E.  
PROJECT MANAGER

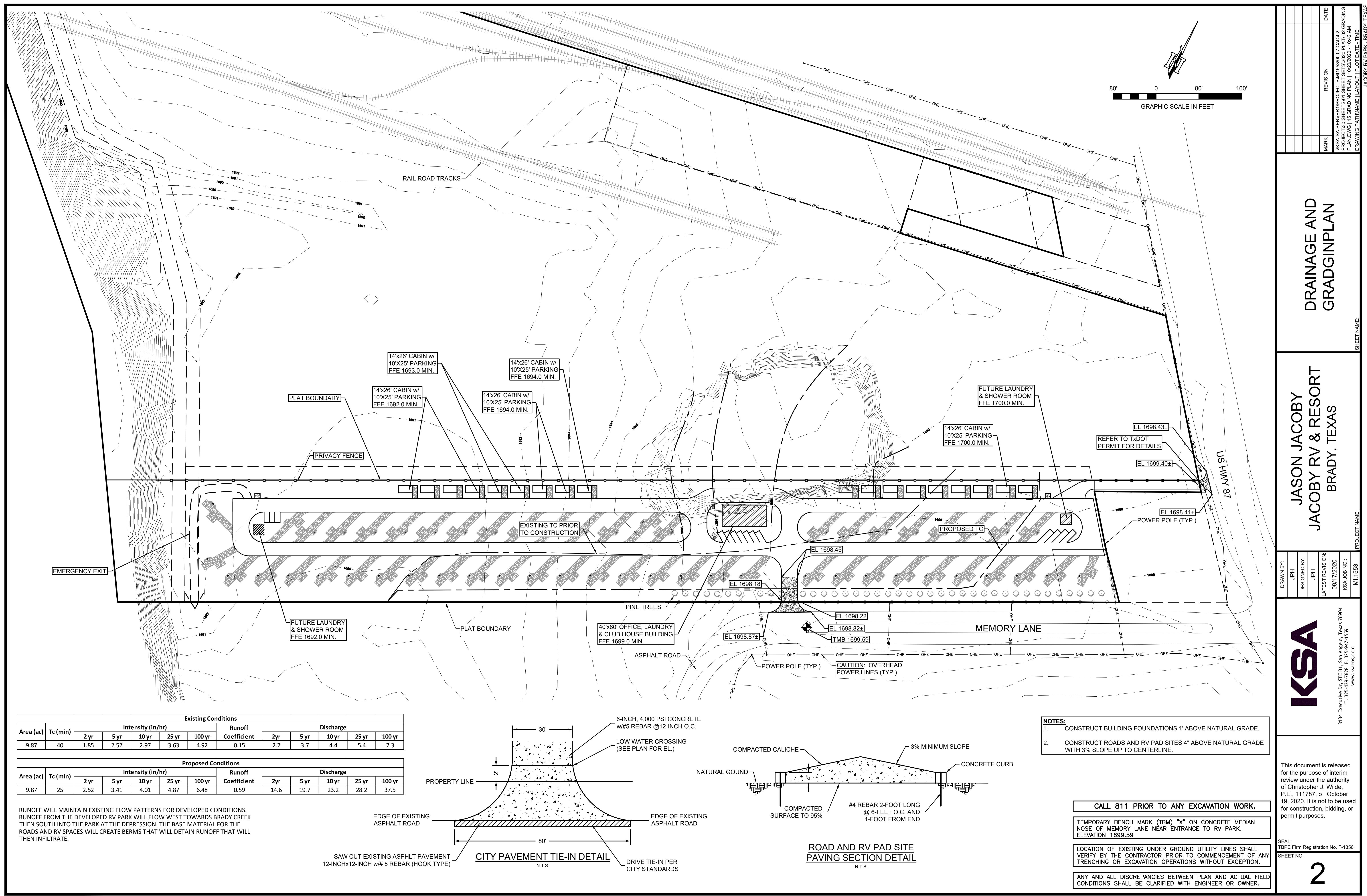
DATE

**KSA**

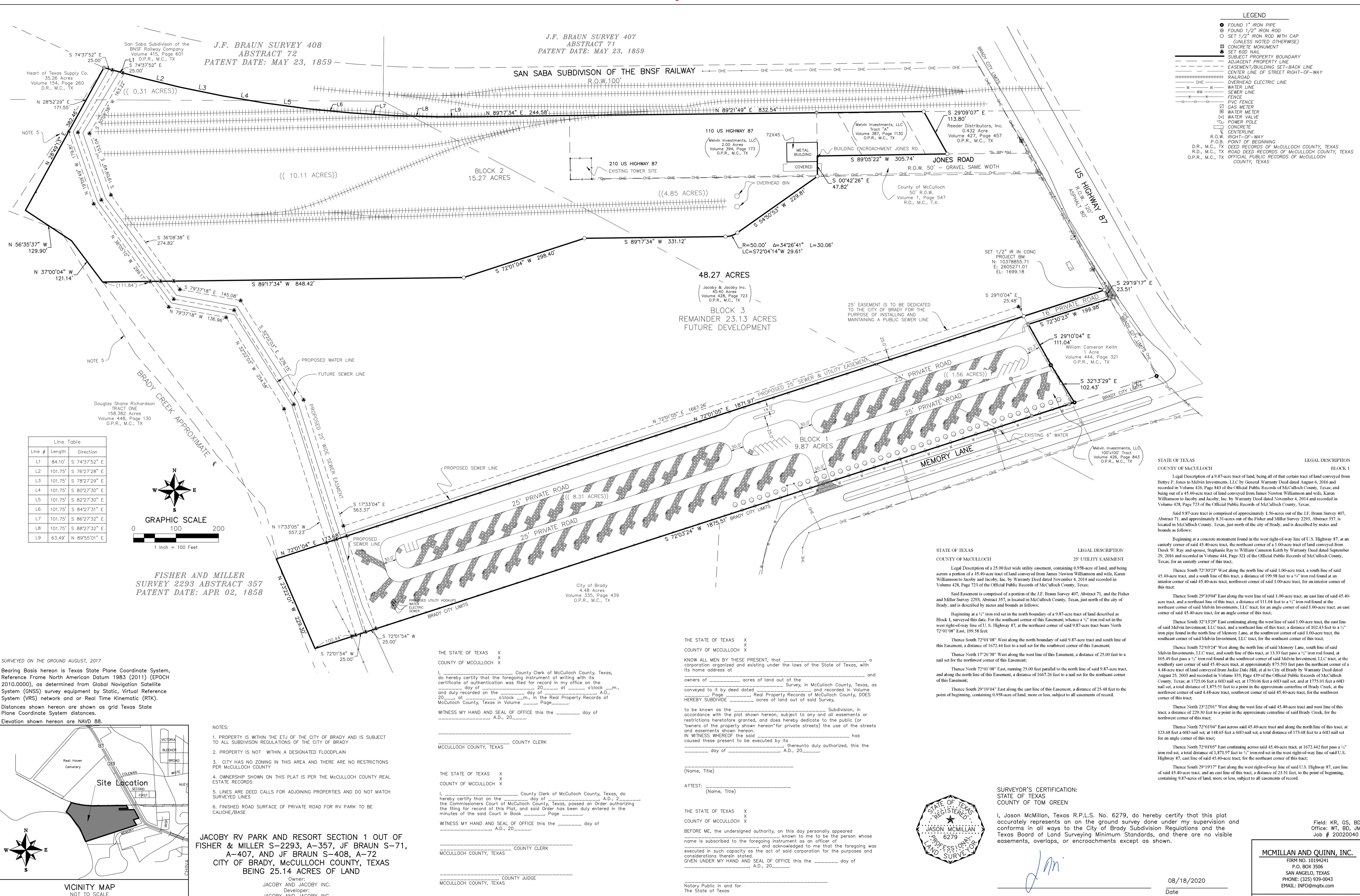
3134 Executive Drive, STE B1, San Angelo, Texas 76904  
T. 325-439.7628 F. 325-947-1559  
[www.ksaeng.com](http://www.ksaeng.com)  
TBPE FIRM REGISTRATION No. F-1356

SHEET INDEX	
Sheet No.	Sheet Title
00	Cover Sheet
01	Site Plan
02	Drainage and Grading Plan
03	Final Plat





# Preliminary/Final Plat



# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	11/17/2020	<b>AGENDA ITEM</b>	7.I.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action approving first reading of Resolution 2020-030 for the Brady Type B Economic Development Corporation providing funding in the amount of \$100,000 for the Hofstetter Petroleum.		
<b>PREPARED BY:</b>	Erin Corbell	<b>Date Submitted:</b>	11/12/2020
<b>EXHIBITS:</b>	Resolution 2020-030 Resolution passed by EDC Hofstetter Petroleum Business Plan		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b> On September 17, 2020, the Brady EDC approved funding Hofstetter Petroleum, a petroleum distribution center, in the amount of \$100,000. There are two potential sources of funding, either through the USDA revolving loan fund, or directly from EDC. Both methods were approved by the EDC board, dependent on USDA approval or denial. The project is expected to create, at minimum, six jobs. Should USDA not approve the project through the revolving loan fund program, Director Corbell will return to council with a budget amendment request to complete funding.			

<b>RECOMMENDED ACTION:</b>
Move to approve Resolution 2020-030.

## **RESOLUTION 2020-030**

**A RESOLUTION OF THE CITY OF BRADY, TEXAS SUPPORTING THE TYPE B  
ECONOMIC DEVELOPMENT CORPORATION'S HOFSTETTER PETROLEUM  
PROJECT IN THE AMOUNT OF ONE-HUNDRED THOUSAND DOLLARS  
(\$100,000), FUNDED EITHER USING \$50,000 FROM THE USDA REVOLVING  
LOAN FUND ACCOUNT AND \$50,000 MATCHED BY USDA, OR, IN THE  
ALTERNATIVE IF USDA DOES NOT APPROVE OF PROJECT, MOVING \$50,000  
FROM USDA REVOLVING LOAN FUND BACK TO THE GENERAL FUND AND  
FUNDING THE ENTIRE \$100,000; AUTHORIZING THE CORPORATION'S  
PRESIDENT TO EXECUTE ALL NECESSARY PAPERWORK; AND  
ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Brady Type B Economic Development Corporation ("Corporation") is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the "Act"); and

**WHEREAS**, Section 505.158(b) of the Act mandates that prior to the Corporation funding a Project involving an expenditure by the Corporation of more than \$10,000 per Project, the Corporation Board shall adopt a Resolution authorizing the Project, which Resolution shall subsequently be read by the City Council, on two separate occasions, under the Act; and

**WHEREAS**, Section 501.101 of the Act is written for cities and economic development corporations to use funds on Projects that promote the creation or retention of primary jobs, development of, retention, or expansion of manufacturing and industrial facilities and small warehouse facilities capable of serving as decentralized storage and distribution centers; and

**WHEREAS**, one business in Brady, Hostetter Petroleum, has expressed an interest in developing a petroleum warehouse and distribution center; and

**WHEREAS**, the Corporation, in 2019, voted to place \$50,000 in a USDA Revolving Loan Fund, where USDA matches \$50,000 for an approved Project; and

**WHEREAS**, on September 17, 2020, the Board of Directors of the Corporation approved Resolution No. R-003 to use the \$50,000 from the USDA Revolving Loan Fund and the matched \$50,000 from the USDA to fund the \$100,000 Project if the USDA approves this Project, or in the alternative if there is not USDA approval, to move the \$50,000 from the USDA Revolving Loan Fund back into the Corporation's General Fund, and fund the entire \$100,000 from the Corporation's account; and

**WHEREAS**, the Corporation authorized a budget amendment for the alternative if the Corporation is funding the entire Project; and

**WHEREAS**, the Corporation authorized the President of the Corporation to enter into a performance agreement in accordance with Texas Local Government Code Section 501.158 and in conformity with the Act; and

**WHEREAS**, pursuant to Texas Local Government Code Section 505.158, the Corporation is required to obtain approval from the Brady City Council for this Project and expenditure of these funds, and the Corporation and City Council by separate resolutions shall authorize the same, after two separate readings by City Council;

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was read and passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Brady, Texas:

**SECTION 1.** The City Council of the City of Brady hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The City Council approves of the Corporation's Resolution No. R-003 authorizing an expenditure to fund Hofstetter Petroleum Project in an amount not to exceed \$100,000.00.

**SECTION 3.** Any prior resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

**SECTION 4.** Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 5. Two Readings Required.** This Resolution shall take effect immediately from and after its passage upon a subsequent second reading and passage, and it is duly resolved.

This resolution shall be in full force and effect from and after its final adoption.

**READ and ACKNOWLEDGED** on First Reading on the 17th day of November 2020.

**READ and ACKNOWLEDGED** on Second Reading on the 1st day of December 2020.

**PASSED AND APPROVED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

---

Anthony Groves, Mayor

ATTEST:

---

Tina Keys, City Secretary

APPROVED AS TO FORM:

**RESOLUTION NO. R- 003**

**A RESOLUTION OF THE BRADY TYPE B ECONOMIC DEVELOPMENT  
CORPORATION APPROVING HOFSTETTER PETROLEUM PROJECT AND  
APPROVING THE PROJECT FOR FINAL APPROVAL BY BRADY CITY  
COUNCIL; AUTHORIZING THE PROJECT FOR A TOTAL COST OF \$100,000,  
FUNDED EITHER USING \$50,000 FROM THE USDA REVOLVING LOAN FUND  
ACCOUNT AND \$50,000 MATCHED BY USDA; OR, IN THE ALTERNATIVE IF  
USDA DOES NOT APPROVE OF PROJECT, MOVING \$50,000 FROM USDA  
REVOLVING LOAN FUND BACK TO THE GENERAL FUND AND FUNDING THE  
ENTIRE \$100,000; AUTHORIZING THE CORPORATION'S PRESIDENT TO  
EXECUTE ALL NECESSARY PAPERWORK; AND ESTABLISHING AN  
EFFECTIVE DATE.**

**WHEREAS**, the Brady Type B Economic Development Corporation (“Corporation”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the “Act”); and

**WHEREAS**, Section 505.158(b) of the Act mandates that prior to the Corporation funding a Project involving an expenditure by the Corporation of more than \$10,000 per Project, the Corporation Board shall adopt a Resolution authorizing the Project, which Resolution shall subsequently be read by the City Council, on two separate occasions, under the Act; and

**WHEREAS**, Section 501.101 of the Act is written for cities and economic development corporations to use funds on Projects that promote the creation or retention of primary jobs, development of, retention, or expansion of manufacturing and industrial facilities and small warehouse facilities capable of serving as decentralized storage and distribution centers; and

**WHEREAS**, one business in Brady has expressed an interest in developing a petroleum warehouse and distribution center; and

**WHEREAS**, the Corporation, in 2019, voted to place \$50,000 in a USDA Revolving Loan Fund, where USDA matches \$50,000 for an approved Project; and

**WHEREAS**, the Corporation desires to use the \$50,000 from the USDA Revolving Loan Fund and the matched \$50,000 from the USDA to fund the \$100,000 Project if the USDA approves this Project; and

**WHEREAS**, in the alternative, the Corporation desires to move the \$50,000 from the USDA Revolving Loan Fund back into the Corporation’s General Fund, and fund the entire \$100,000 from the Corporation’s account; and

**WHEREAS**, the Corporation authorizes a budget amendment for the alternative if the Corporation is funding the entire Project; and

**WHEREAS**, the Corporation authorizes the President of the Corporation to enter into a performance agreement in accordance with Section 501.158 of the Texas Local Government Code <sup>1</sup>

and in conformity with the Act and this Resolution; and

**WHEREAS**, the Corporation is awarding more than \$10,000.00 for this Project under this Resolution, which requires the City of Brady City Council to approve of this Project at two readings; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
BRADY TYPE B ECONOMIC DEVELOPMENT CORPORATION THAT:**

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The Board approves an expenditure to fund Hofstetter Petroleum Project in an amount not to exceed \$100,000.00 per Project.

**SECTION 3.** The Board approves of entering into a Performance Agreement authorizes the Corporation's President to execute the Agreement.

**SECTION 4.** The Board authorizes the Corporation's President to take all necessary actions and to execute all necessary documents to ensure funds are distributed in accordance with this Resolution.

**SECTION 5.** This Resolution is effective upon passage.

**PASSED AND APPROVED** on the 17<sup>th</sup> day of September 2020 by the Board of Directors of the Brady Type B Economic Development Corporation.

BRADY TYPE B ECONOMIC  
DEVELOPMENT CORPORATION

---

Don Miller, President

ATTEST:

---

\_\_\_\_\_, Board Secretary

APPROVED AS TO FORM:

# **HOFSTETTER PETROLEUM**

## **Business Plan**

**John Hofstetter**

325-792-4475

[john@hofstetterpetroleum.com](mailto:john@hofstetterpetroleum.com)

# **Mission Statement:**

*Hofstetter Petroleum is dedicated to providing highest quality petroleum product and equipment solutions at a better price point than the majors. This coupled with superior, reliable service will quickly position Hofstetter Petroleum as the premier provider of petroleum lubricants within the region.*

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## 1.0 Executive Summary

The market for lubricant oil at the wholesale level is an estimated \$24.8 billion nationally. The profitability of the companies utilizing these products depends heavily on the quality and favorable pricing of these products, creating a tremendous need for best-of-class yet affordable lubricant-related products to meet the skyrocketing demand of the rapidly growing population within Texas. Demand is high, as will profits, for those who are strategically positioned within this marketplace.

**Hofstetter Petroleum, LLC** (“the Company”) is a start-up lubricant distribution business that is being founded to tap into this burgeoning market by presenting customers with a one-stop solution for all things automotive and heavy-duty related quality lubricants and ancillary equipment. Based in Brady, Texas, Hofstetter Petroleum will service central Texas, the greater DFW metroplex, as well as the Austin and Houston regions. Hofstetter Petroleum serves the markets for auto dealerships, shops, oil and lube centers, and wholesale to retailers. The Company in particular focuses on segments of the market that are being largely ignored by major oil companies, offering these businesses the highest-quality oil products at better price points than the majors, along with better local service. Product offerings will include a comprehensive suite of synthetic oils, lubricants, gear oils, grease, hydraulic oils, transmission fluid, antifreeze, and related equipment programs, filters and chemicals.

Over the past 20 years, the owner of Hofstetter Petroleum has built a strong relationship with Colorado Petroleum Products Company, a Denver, Tucson and Phoenix-based company that was founded over 90 years ago. The Company will purchase directly from this manufacturer. Colorado Petroleum Products is a compound blender, packager and distributor of finished lubricants for the automotive, heavy duty, industrial industries and Diesel Exhaust Fluid (DEF). It brands and packages API licensed products, which include Rugged® Motor Oil and Silver State® Full Synthetic Motor Oil, and specializes in private labeling, delivering quality products and competitive pricing. The company is ISO 9001:2015 certified and has bulk storage, manufacturing plant and distribution capabilities that will directly benefit Hofstetter Petroleum.

Hofstetter Petroleum has already been added to the preferred vendor list for Christian Brothers auto service shops in Texas, which currently has 86 locations and is responsible for over 300,000 gallons of bulk oil annually. Hofstetter Petroleum has also agreed to distribute and warehouse product for Synergistik USA in Texas. Synergistik is a leading distributor of clean diesel and lubricants. In addition, the owner has acquired a direct distributorship for Prestone products which is a huge accomplishment. Prestone is the number one branded consumer choice for antifreeze/coolant, brake fluid, and power steering fluid in North America. Prestone manufactures and markets antifreeze/coolant, brake and power steering fluid, windshield washer fluid and other leading vehicle maintenance products. Prestone antifreeze/coolant has protected vehicle cooling systems since 1927. Prestone will deliver bulk and packaged products direct to Hofstetter Petroleum’s warehouse, eliminating extra cost and adding a nationally known brand to the Company’s suite of products. This will bring Hofstetter Petroleum’s coolant price alone down to \$4.50/gal which will easily be resold at 9.50/gal. to wholesale customers.

Lubricant Oil at the wholesale level will reach an estimated \$24.8 billion nationally in 2019 and grow to \$26.6 billion by 2024, according to market research firm IBISWorld. Hofstetter Petroleum's new location in Brady, Texas will allow it tap into the market in several large and growing regions, to also include the Austin and Houston metro areas. These metros are among the fastest growing in the United States, with substantial additional growth projected. DWF alone has added 600,000 people in just the past five years. New and existing businesses need a constant supply of well-priced oil and other lubricants, which is where Hofstetter Petroleum excels.

Marketing for the Company will include a combination of time-tested methods, including direct sales, trade shows, and traditional marketing, such as contacting potential customers via email, mail, telephone, personal visits and presentations. The industry is highly relationship-driven giving the Company a decided advantage, given the owner's extensive experience and countless contacts in the industry. Hofstetter Petroleum is spearheaded by its founder and owner, John Hofstetter, who is a seasoned auto dealership operations and service management professional. Through more than 30 years of first-hand industry experience, he has developed an in-depth knowledge of the industry and its market dynamics. He is dedicated to ensuring the sustainable profitability of the Company through astute financial oversight and employing solid business practices.

To achieve its objectives, Mr. Hofstetter will invest \$41,250 of his own personal funds into the Company. Hofstetter Petroleum, LLC is also seeking a loan in the amount of \$275,000. This will secure a warehouse lease and fund start-up operations. The loan will also act as operating capital during the first few months of operation.

## **1.1 Objectives**

- Achieve funding
- Successfully market and secure lucrative contracts
- Utilize efficient implementation strategies to produce high profitability
- Expand services of the Company to complement the existing suite of services
- Increase profitability on an annual basis

## **1.2 Keys to Success**

- Highly knowledgeable and experienced owner/operator
- Superior customer service
- Responsive and effective product solutions
- High-quality products
- Leverage established long-term relationships
- Constantly cultivate and maintain new customers
- Offer cost-effective solutions
- Utilize effective sales and marketing initiatives to stay in front of customers
- Careful financial oversight

## 2.0 Company Summary

Hofstetter Petroleum is a start-up Limited Liability Company (LLC) that was registered in the State of Texas on September 12, 2019.

### 2.1 Company Location

Hofstetter Petroleum, LLC is based in Brady, Texas, and will service central Texas, the greater DFW Metroplex, and the Austin and Houston regions.



### 2.2 Company Ownership

Hofstetter Petroleum, LLC is wholly owned by John Hofstetter (100%).

## 2.3 Pre-Operating Source and Use of Funds

Pre-Operating Use of Funds	
Expenses	
Legal & Accounting	\$1,500
Lease Deposit	\$18,000
Research & Development	\$1,800
Staff/Payroll	\$8,000
Insurance	\$1,500
Office Supplies	\$5,000
Truck Maintenance/repairs	\$2,200
Fuel	\$5,000
<b>Total Expenses</b>	<b>\$43,000</b>
Assets	
Inventory	\$80,000
Property	\$0
Equipment	\$65,000
Box Trucks	\$90,000
<b>Total Assets</b>	<b>\$235,000</b>
<b>Total Use of Funds</b>	<b>\$278,000</b>

Pre-Operating Source of Funds	
Investment	
Owner	\$41,250
Investor	\$0
<b>Total Investment</b>	<b>\$41,250</b>
Debt	
Current Debt	\$0
Long-Term Debt	\$275,000
<b>Total Debt</b>	<b>\$275,000</b>
<b>Total Source of Funds</b>	<b>\$316,250</b>

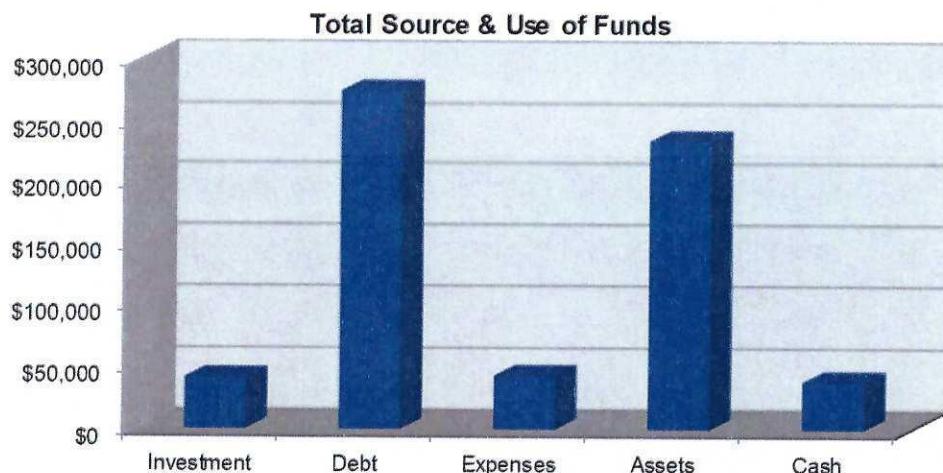
Total Source & Use of Funds	
Total Source of Funds	\$316,250
Total Use of Funds	\$278,000
<b>Month 1 Starting Cash</b>	<b>\$38,250</b>

\*Lease deposit includes 1<sup>st</sup> month rent and last months rent

\*\*Equipment – Storage Tanks, pumps, hoses, warehouse equipment

\*\*\*Box Trucks – 3 26,650 GVWR Trucks 30K ea.

\*\*\*\*Office supplies/expense and fuel are 3 month totals



## 3.0 Products and Services

Hofstetter Petroleum offers a comprehensive selection of engine oils, transmission oils and coolants, along with ancillary equipment and products that meet the needs of the Company's target markets. The Company will focus on selling at wholesale levels to retailers within the State of Texas, especially in the highly populated regions of the DWF Metroplex, Austin and Houston. Initially, those primary customers will include, but not be limited to:

- Auto Dealerships
- Auto Repair Shops
- Oil and Lube Center
- Other Retailers of such products

This segment of the market is underserved and mostly ignored by the large suppliers in the region. Hofstetter Petroleum will address their need for effective quality products, affordable prices and dependable timely delivery to keep their business operating smoothly and profitability.

The Company's owner has a long-standing relationship with its supplier and manufacturer, giving it depend, ready access to product that is ISO 9001:2015 certified. Hofstetter Petroleum will realize diverse revenue streams through the sale of a full assay of products. Those products will include but are not limited to the following:

- Silver State Motor Oil
- Rugged brand
  - Passenger Car Oils
  - Heavy Duty Engine Oils
  - Antifreeze
  - Gear Oil
  - Grease
  - Transmission Oil
  - Two Cycle
  - Industrial
  - Specialty Products
  - DEF
- Jake's Clean N' Green Cleaner & Degreaser
- Equipment Packages
- Filters & Complementary Products

Below is a description of one of the Company's primary products:

**Silver State Fully Synthetic Motor Oils** synthetic base stocks and robust additive packages provide the maximum level of protection against engine wear, rust, corrosion, oxidation and thermal breakdown. It also includes a special viscosity index improver and pour point depressant designed to provide a high degree of protection under severe temperature and operating conditions. Silver State Fully Synthetic Motor Oils provide an extra margin of safety for car owners who occasionally exceed prescribed drain intervals.

Specifications:

- Surpasses API service classification SN.
- Meets or exceeds the U.S. and Japanese (JASO) requirements for valve train wear protection.
- Meets or exceeds Energy Resource Conserving, ILSAC GF-5\*\*
- Exceeds car manufacturer's requirements for maintaining warranty validity.
- Meets or exceeds the latest automobile manufacturer's recommendations.
- \*SAE 0w20, SAE 5w-30 dexos1® Gen 2 Licensed
- SAE 5W-30 Euro meets performance requirements of BMW Longlife-01, Mercedes Benz MB 229.5, Volkswagen VW 502 00/505 00 and API SL.
- SAE 5w-40 Euro meets or exceeds BMW Longlife-01, Mercedes Benz MB 229.3, 229.5, Volkswagen VW 502 00/505 00, Porsche, API SM, ACEA A3/B4 and A5/B5.

Hofstetter Petroleum is also being added to the preferred vendor list for Christian Brothers shops in Texas. They currently have 86 locations and are responsible for over 300,000 gallons of bulk oil annually. The Company will be contacting and converting these shops over to Silver State. Colorado Petroleum was able to put this together for Hofstetter, as they supply all of Christian Brothers' locations in Colorado and they have been requesting Silver State in Texas.

The owner has also agreed to distribute and warehouse product for Synergistik. They currently use Silver State but have to have it shipped to Texas so are very eager to have a distributor to supply their customers. Additionally, the owner has acquired a direct distributorship of Prestone products. Prestone will deliver bulk and packaged products direct to the Company's warehouse, eliminating extra cost and adding a nationally known brand. This will also greatly lower the price of coolants to only \$4.50/gal which will easily resell at \$9.50/gal to wholesale customers.

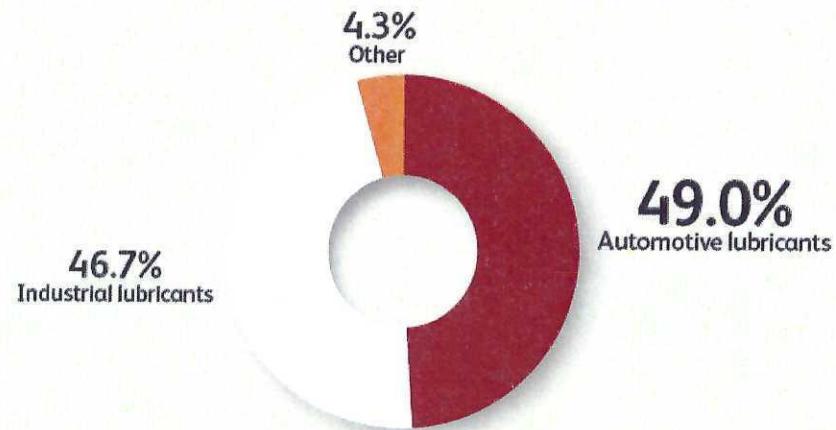
Hofstetter Petroleum will also provide customized equipment packages and ancillary products to support customers' needs for day-to-day equipment. Focus will be on guaranteed quality, and long-term reliability at reasonable costs to position the Company as the premier source for petroleum lubricants and related products.

With the region experiencing an all-time high demand for such products, the Company's services are even more in demand and more critical. With Hofstetter petroleum being a small, locally owned and operated business, it can be more agile and provide shortened turnaround time for products to meet its customers' needs, while always providing high quality products and personalized customer service that is tailored to fulfill each customer's requirements. This is accomplished through industry-leading knowledge and technology, and proven products delivered by highly skilled industry specialists.

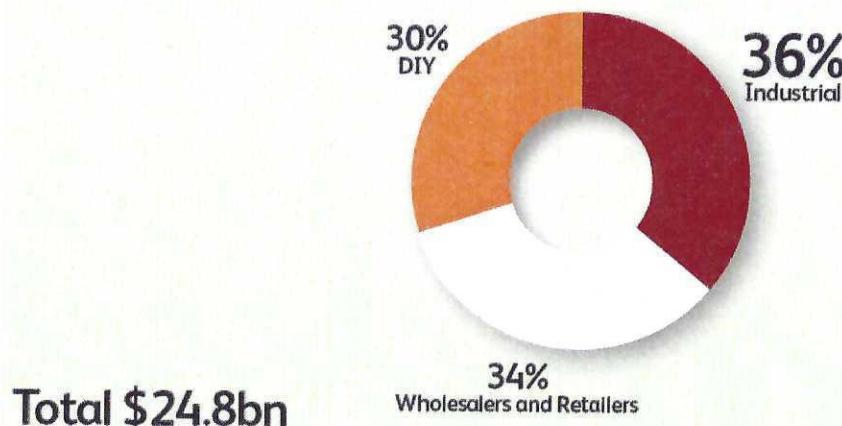
## 4.0 Market Analysis

The market for Lubricant Oil at the wholesale level is projected to reach \$24.8 billion in 2019, maintaining a solid 1% growth since 2014, according to market research firm IBISWorld. “Despite falling oil prices between 2014 and 2016, oil production continued, and surpluses developed,” states IBISWorld. “However, demand for industry products from key markets remained steady as the industrial production index and automobile manufacturing activity increased, keeping profit margins relatively stable for industry operators... As economic growth and industrial production continue to pick up and crude oil prices begin to normalize, demand for lubricants is forecast to show strong growth. Industry operators are expected to expand production to cater to growing demand, particularly in nonvehicle and foreign markets, as industry products become more competitive overseas.” Revenue Lubricant Oil manufacturing is projected to grow at 1.4% annually to \$26.6 billion by 2024. Revenue by end-user segment and customer allocation is outlined below.<sup>1</sup>

Products and services segmentation (2019)



Major market segmentation (2019)



SOURCE: WWW.IBISWORLD.COM

<sup>1</sup> IBISWorld. “Lubricant Oil Manufacturing in the U.S.” March 2019. IBISWorld.com.

## 4.1 Demographics Summary

Hofstetter Petroleum targets businesses including:

- ❖ Dealerships
- ❖ Auto shops
- ❖ Oil change and lube facilities
- ❖ Retailers

In Texas, the Company is moving into the markets of Dallas, Austin, and Houston. These are all very large metro areas, with strong growth in recent years, necessitating the need for new automotive services and facilities, in addition to the need for better costs for the highest-quality oil products. Hofstetter Petroleum will fill a market need here with its high-grade Silver State products, serving the segments of the market that major oil companies are currently largely ignoring.

### Dallas-Fort Worth (DFW)

DFW has nearly 7.4 million people, up from 6.8 million just five years ago. There is also a nearly 4 million-person workforce. Growth metro wide is a result of sustained employment growth. According to real estate analyst Marcus & Millichap. “The Dallas/Fort Worth area remains a national leader in job creation again this year (2019), spurring strong housing demand. The number of households in the Metroplex is set to rise by approximately 60,000 for a second consecutive year.” In just the past three years, 410,000 jobs have been created in the region, with an average of 103,000 new jobs each of the past seven years.<sup>2</sup>

### Austin

Austin has over 2.1 million people now in the metro area. By 2020, the Austin metro is projected to grow to over 2.3 million. It is home to a number of Fortune 500 companies with headquarters or regional offices, including Advanced Micro Devices, Dell, Apple, Google, IBM, Intel, Texas Instruments, 3M, and Whole Foods.<sup>3</sup>

### Houston

Throughout the Houston MSA there is a growing population of nearly 7 million people. The region is projected to grow to nearly 7.5 million people by 2020. Houston added more than 91,000 residents metro wide in 2018.<sup>4</sup> Marcus & Millichap states that, “Houston is ramping back up... Job creation in the metro began to strengthen during 2017, and growth continue to improve again this year, attracting new residents to the metro.” Employers were projected to add 75,000 jobs in 2018.<sup>5</sup>

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<sup>2</sup> Marcus & Millichap. “Dallas Retail Market Report: Third Quarter 2019.”

<https://www.marcusmillichap.com/research/researchreports/reports/2018/10/03/dallas-retail-research-report>

<sup>3</sup> Austin Chamber. <https://www.austinchamber.com/economic-development/austin-profile/population>

<sup>4</sup> Greater Houston Partnership. “Houston Facts.” <https://www.houston.org/houston-data/annual-update-population>

<sup>5</sup> Marcus & Millichap. “Houston Retail Market Report, Second Quarter 2018.”

<http://www.marcusmillichap.com/research/researchreports/reports/2018/05/15/houston-retail-research-report>

## 4.2 Industry Summary

The Company will operate in this distinct industry: Petroleum Lubricating Oil and Grease Manufacturing (NAICS 324191).<sup>6</sup>

### Petroleum Lubricating Oil and Grease Manufacturing

This U.S. industry comprises establishments primarily engaged in blending or compounding refined petroleum to make lubricating oils and greases and/or re-refining used petroleum lubricating oils.

<b>USA Petroleum Lubricating Oil and Grease Manufacturing</b>			
<u>Establishments</u> 328	<u>Total Sales</u> \$19,866,748,000	<u>Annual Payroll</u> \$822,726,000	<u>Paid Employees</u> 11,835
<u>Sales per Establishment</u> \$60,569,354		<u>Payroll per Establishment</u> \$2,508,311	
<u>Employees per Establishment</u> 36.1		<u>Payroll as a Percent of Sales</u> 4.1%	
<u>Annual Payroll per Employee</u> \$69,516		<u>Sales Per Employee</u> \$1,678,644	

<b>Texas Petroleum Lubricating Oil and Grease Manufacturing</b>			
<u>Establishments</u> 49	<u>Total Sales</u> \$1,783,046,000	<u>Annual Payroll</u> \$180,995,000	<u>Paid Employees</u> 2,217
<u>Sales per Establishment</u> \$36,388,694		<u>Payroll per Establishment</u> \$3,693,776	
<u>Employees per Establishment</u> 45.2		<u>Payroll as a Percent of Sales</u> 10.2%	
<u>Annual Payroll per Employee</u> \$81,640		<u>Sales Per Employee</u> \$804,261	

## 5.0 Marketing Strategy/Implementation

Hofstetter Petroleum will launch an aggressive marketing initiative primarily focused on the numerous potential customers in the immediate area. The Company will contact potential customers using a variety of methods, including email, mail, telephone or personal visits and presentations to shop owners and managers. The owner already has solid relationships and has contacted many companies. The industry is highly relationship-driven giving the Company a decided advantage, given the owner's longtime experience and expertise in the industry in the region. In the future, the Company will expand marketing strategies outside of its immediate area into the Austin and Houston and their surrounding areas, emphasizing its high-quality products, reliability, cost-effectiveness, and exceptional industry knowledge.

<sup>6</sup> U.S. Census Bureau. "2017 NAICS." <https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2017>

The Company will directly benefit from its partnerships with Prestone, Christian Brothers, Synergistik in Texas. These partnerships provide an instant network of customers, along with reduced pricing for Prestone products.

The Company will also drive awareness by using traditional marketing channels such as direct mail, advertising in local industry publications, and joining local associations and business group to network. Marketing efforts are further detailed below:

**Print Collateral:** The Company has developed attractive product flyers, and business cards.

**Website:** Hofstetter Petroleum will secure a web address and create an attractive and user-friendly, informational website. The website will outline the company's philosophy and services, as well as spotlight the experienced management and give contact information. The website will be professionally designed and maintained, presenting customers with a dynamic face for Hofstetter Petroleum.

**Internet Advertising:** The Company will allot portions of its marketing budget for strategic Internet marketing, including search engine optimization. This tactic involves organically improving the quality and volume of traffic to its website through search engines. Search engine optimization can also target different kinds of searches, including image, local, and industry-specific vertical search engines.

**Social Media:** The Company will communicate with its customers via online forums and monitor ratings and review sites and industry blogs to determine the prevailing consumer attitudes, the level of Hofstetter Petroleum's brand recognition, as well as trends the Company needs to address. The Company will maintain Facebook and LinkedIn sites.

**E-mail Marketing:** The Company's customer list grows every day, and it will institute an aggressive e-mail marketing campaign.

**Affiliate Program:** The Company will seek affiliate programs with the manufacturers that it represents.

**Direct Sales:** The owner will make sales calls and presentations on behalf of Hofstetter Petroleum. Part of this tactic includes cold calling potential customers within its service area.

**Trade Shows:** These are vital to making connections with potential customers and vendors. The Company will attend select trade shows and conventions within the industry and target markets in Texas.

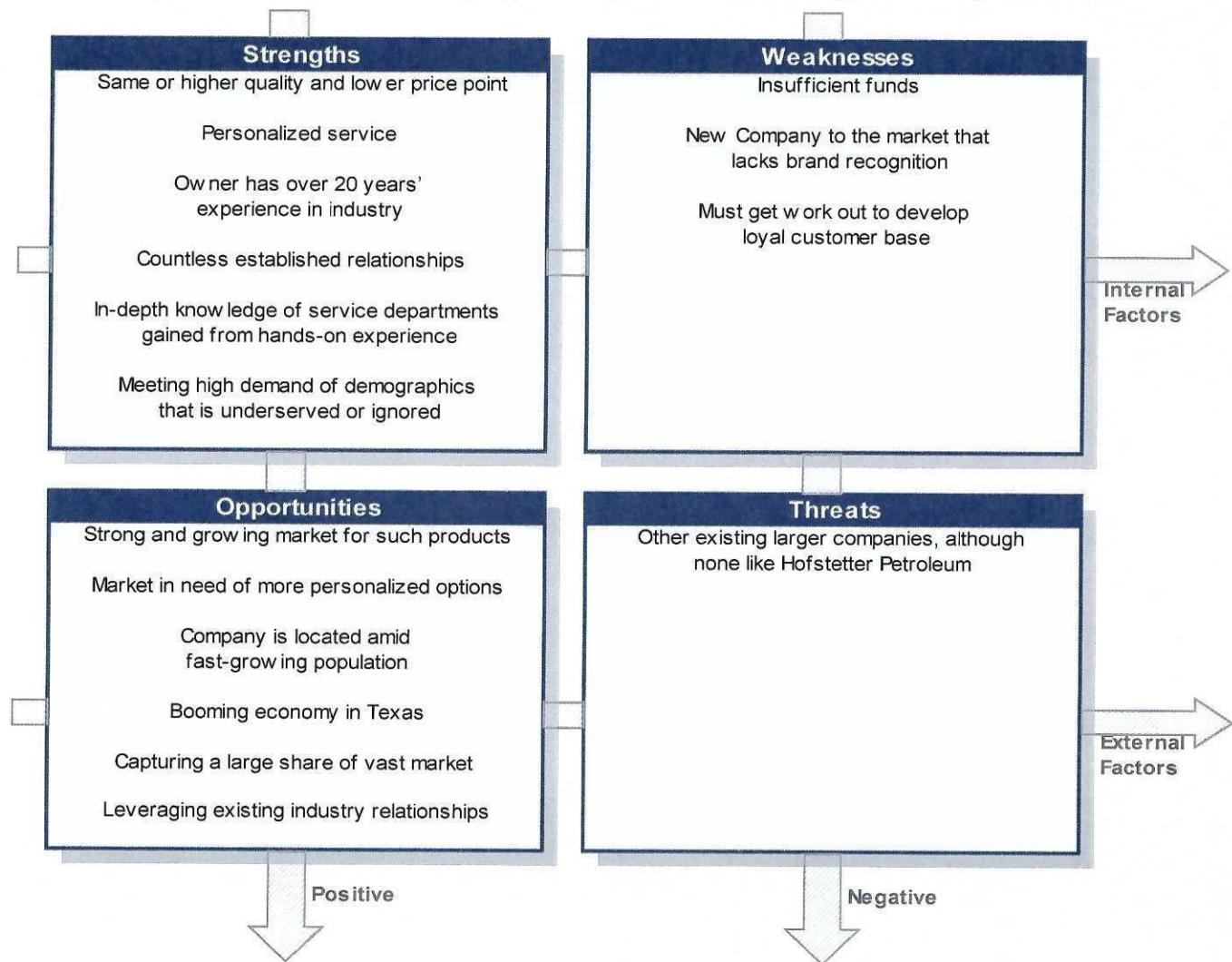
**Outdoor Marketing:** The Company's signage, on its building and company vehicles, will be prominently placed for maximum visibility to both foot and vehicular traffic.

**Word of Mouth:** Hofstetter Petroleum's adherence to offering a quality product paired with superior customer assistance will garner a solid and positive reputation within the industry. The Company's clients will undoubtedly return for additional services, while also spreading the word

to their friends and colleagues. Through this simple marketing tactic, Hofstetter Petroleum will become further recognized as the premier provider of petroleum lubricants in its class.

## 5.1 SWOT Analysis

The following is a summary of the Company's strengths, weaknesses, opportunities, and threats.



## 6.0 Management Summary

Hofstetter Petroleum, LLC is led by its founder and owner, John Hofstetter, who possesses the proven management skills and experience to successfully run this operation.

### **John Hofstetter, Founder, Owner and Operator**

John Hofstetter is a highly skilled, entrepreneurial-minded leader who is an accomplished industry professional with a track record of results-driven success in his career. Mr. Hofstetter brings with him exceptional business acumen, coupled with an in-depth knowledge and understanding of dealership fixed operations and product knowledge. He has extensive industry experience and expertise, gained from working in the industry for the past 3 decades. During that time, he has held a variety of positions within the industry giving him hands-on experience in all aspects of the business. His highly organized managerial style emphasizes customer relation skills and results-oriented problem solving. As such, Mr. Hofstetter has outstanding customer service, public relations, and communications skills that lead to cultivating and maintaining strong business relationships. He has the proven ability to increase sales and grow the bottom line by creating dynamic environments that focus on fostering success.

During his more than 30 years as a dealership fixed Operations and Service Manager, Mr. Hofstetter has not only been a highly successful Operations Manager, he has also served as an Advisory Board Member and former President of the Denver Metro Parts Managers Association. He knows exactly what the customers the Company will serve deal with on a daily basis and what they need to succeed.

Mr. Hofstetter will oversee the day-to-day operation of the business, including marketing, sales and all financial aspects. He anticipated the need hire a driver and an office assistant.

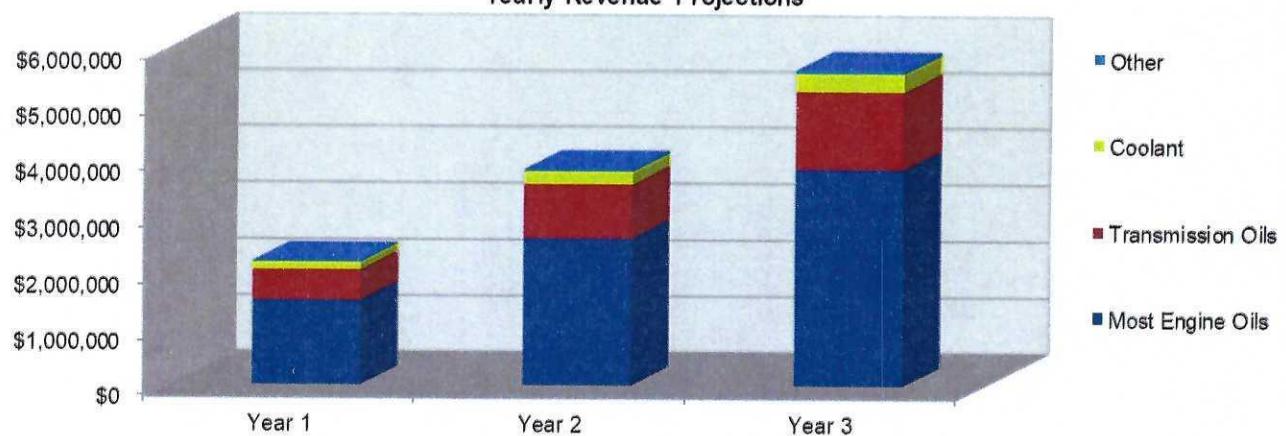
## 7.0 Financial Summary

### 7.1 Revenue Forecast

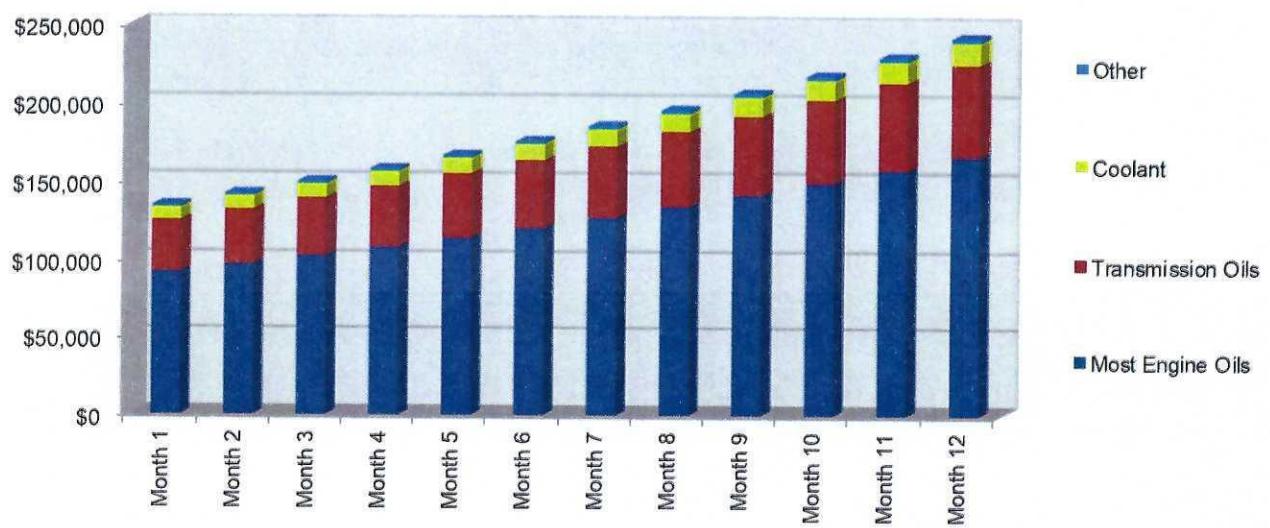
The Revenue Forecast section details the revenue that the Company projects to receive. This section also details the direct costs. The following graphs illustrate the amount of revenue each line item contributes.

Yearly Revenue			
	Year 1	Year 2	Year 3
<b>Units</b>			
Most Engine Oils	147,375	249,035	354,484
Transmission Oils	49,125	83,012	118,161
Coolant	13,509	22,828	32,494
Other	2,456	4,151	5,908
<b>Total Units</b>	<b>212,465</b>	<b>359,025</b>	<b>511,048</b>
<b>Unit Price</b>			
Most Engine Oils	\$10.25	\$10.56	\$10.87
Transmission Oils	\$11.00	\$11.33	\$11.67
Coolant	\$9.50	\$9.79	\$10.08
Other	\$10.00	\$10.30	\$10.61
<b>Revenue</b>			
Most Engine Oils	\$1,510,592	\$2,629,186	\$3,854,742
Transmission Oils	\$540,374	\$940,522	\$1,378,932
Coolant	\$128,339	\$223,374	\$327,496
Other	\$24,562	\$42,751	\$62,679
<b>Gross Revenue</b>	<b>\$2,203,868</b>	<b>\$3,835,833</b>	<b>\$5,623,850</b>
<b>Unit Cost</b>			
Most Engine Oils	\$7.00	\$7.14	\$7.28
Transmission Oils	\$7.15	\$7.29	\$7.44
Coolant	\$4.50	\$4.59	\$4.68
Other	\$7.50	\$7.65	\$7.80
<b>Direct Costs</b>			
Most Engine Oils	\$1,031,624	\$1,778,109	\$2,581,639
Transmission Oils	\$351,243	\$605,404	\$878,986
Coolant	\$60,792	\$104,781	\$152,132
Other	\$18,422	\$31,752	\$46,101
<b>Direct Cost of Revenue</b>	<b>\$1,462,081</b>	<b>\$2,520,047</b>	<b>\$3,658,858</b>

Yearly Revenue Projections



Year 1 Revenue Projections



## 7.2 Personnel Forecast

The Personnel section breaks down the payroll expense line on the Income Statement. It provides total headcount, average salary per category and total pay per category.

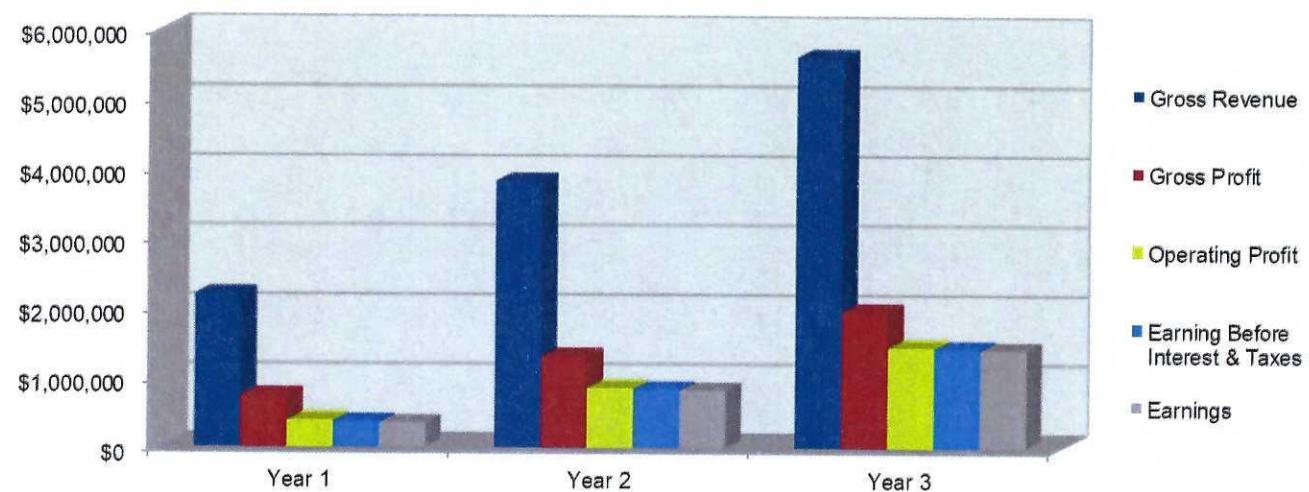
Yearly Personnel			
	Year 1	Year 2	Year 3
<b>Headcount</b>			
Management	1	1	1
Driver	1	2	3
Office	1	2	2
<b>Total Headcount</b>	<b>3</b>	<b>5</b>	<b>6</b>
<b>Compensation</b>			
Management	\$80,000	\$84,000	\$88,200
Driver	\$36,000	\$37,800	\$39,690
Office	\$36,000	\$37,800	\$39,690
<b>Payroll</b>			
Management	\$80,000	\$84,000	\$88,200
Driver	\$36,000	\$75,600	\$119,070
Office	\$36,000	\$75,600	\$79,380
<b>Total Payroll</b>	<b>\$152,000</b>	<b>\$235,200</b>	<b>\$286,650</b>

### 7.3 Income Statement

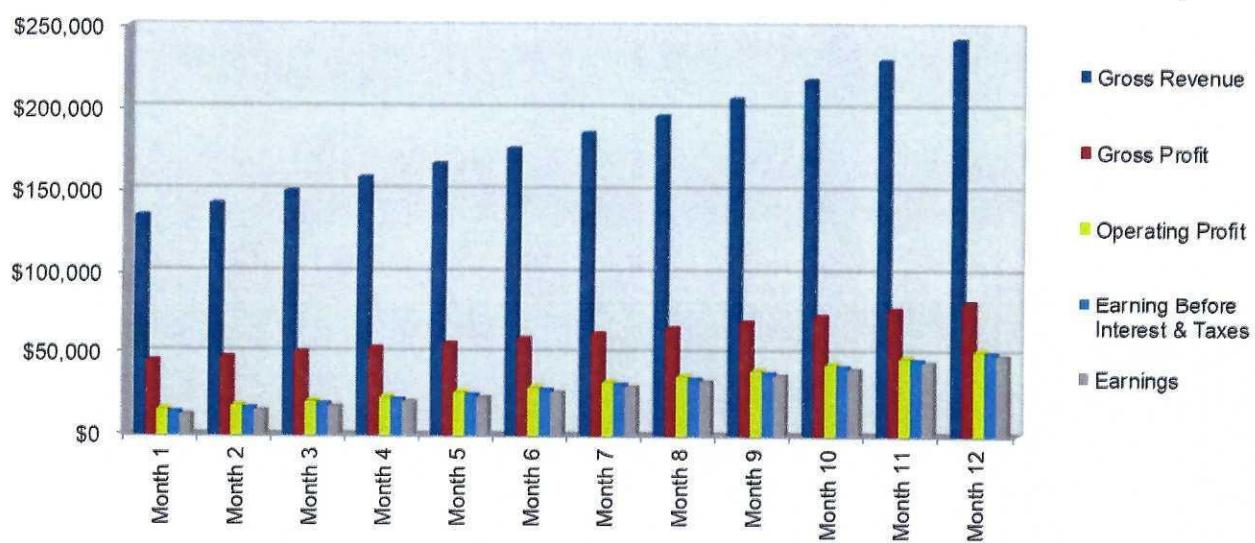
The Income Statement is also known as a Profit & Loss Statement. This table breaks down Revenue, Cost of Revenue, Operating Expenses, Depreciation, Interest, Taxes, and bottom line Earnings for the first three years.

Yearly Income Statement			
	Year 1	Year 2	Year 3
<b>Gross Revenue</b>	<b>\$2,203,868</b>	<b>\$3,835,833</b>	<b>\$5,623,850</b>
Direct Cost of Revenue	\$1,462,081	\$2,520,047	\$3,658,858
Other Direct Costs	\$0	\$0	\$0
<b>Total Cost of Revenue</b>	<b>\$1,462,081</b>	<b>\$2,520,047</b>	<b>\$3,658,858</b>
<b>Gross Profit</b>	<b>\$741,787</b>	<b>\$1,315,786</b>	<b>\$1,964,992</b>
Gross Profit Percentage	33.7%	34.3%	34.9%
<b>Operating Expenses</b>			
Marketing & Advertising	\$6,000	\$6,300	\$6,426
Rent	\$120,000	\$120,000	\$120,000
Utilities	\$4,800	\$4,800	\$4,800
Insurance	\$9,600	\$9,600	\$9,600
Office Supplies	\$3,000	\$3,150	\$3,308
Fuel	\$18,000	\$18,900	\$19,845
Repair & Maintenance	\$6,000	\$6,300	\$6,615
Telephones	\$4,800	\$4,800	\$4,800
Total Payroll	\$152,000	\$235,200	\$286,650
Payroll Taxes	\$18,240	\$28,224	\$34,398
Payroll Benefits	\$12,160	\$18,816	\$22,932
<b>Total Operating Expenses</b>	<b>\$354,600</b>	<b>\$456,090</b>	<b>\$519,374</b>
<b>Operating Profit</b>	<b>\$387,187</b>	<b>\$859,696</b>	<b>\$1,445,618</b>
Operating Profit Percentage	17.6%	22.4%	25.7%
Depreciation	\$19,375	\$20,250	\$20,688
<b>Earning Before Interest &amp; Taxes</b>	<b>\$367,812</b>	<b>\$839,446</b>	<b>\$1,424,931</b>
EBIT Percentage	16.7%	21.9%	25.3%
Interest Expense	\$18,250	\$15,969	\$13,523
Taxes Accrued	\$0	\$0	\$0
<b>Earnings</b>	<b>\$349,561</b>	<b>\$823,477</b>	<b>\$1,411,408</b>
Earnings Percentage	15.9%	21.5%	25.1%

### Yearly Income Statement



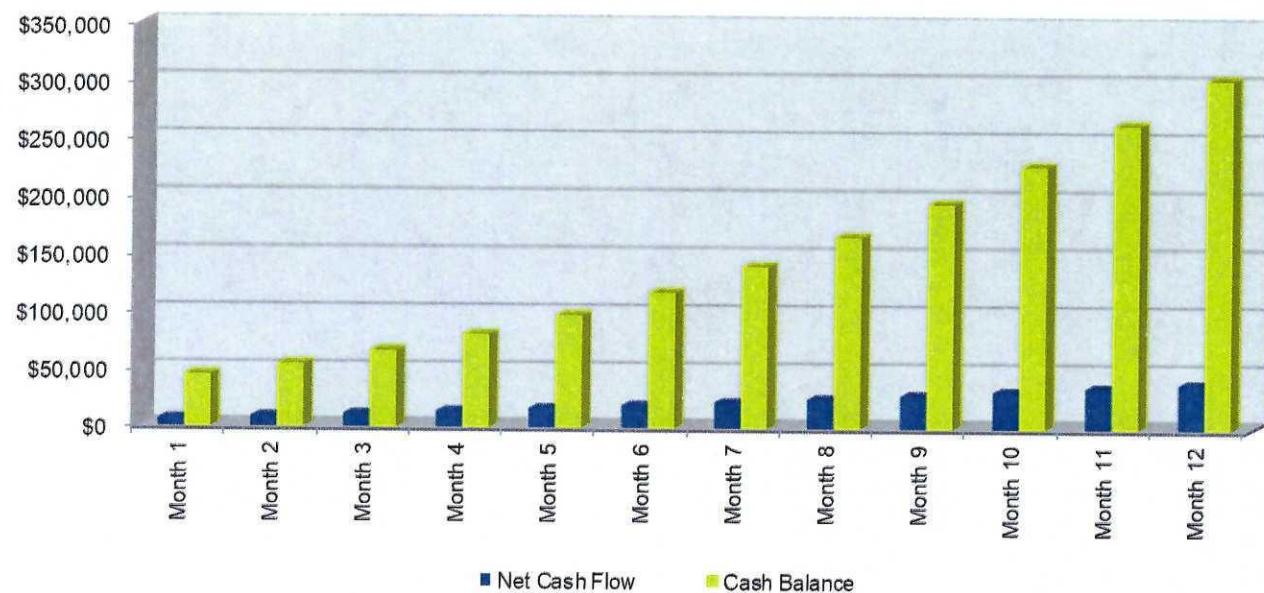
### Year 1 Income Statement



## 7.4 Statement of Cash Flow

Yearly Statement of Cash Flow			
	Year 1	Year 2	Year 3
<b><u>Operating Activities</u></b>			
<b>Cash Received</b>			
Gross Revenue	\$2,203,868	\$3,835,833	\$5,623,850
<b>Total Cash Received</b>	<b>\$2,203,868</b>	<b>\$3,835,833</b>	<b>\$5,623,850</b>
<b>Cash Used</b>			
Cost of Revenue	\$1,462,081	\$2,520,047	\$3,658,858
Payroll/Taxes/Benefits	\$182,400	\$282,240	\$343,980
Other Operating Expenses	\$172,200	\$173,850	\$175,394
Additional Inventory	\$72,395	\$86,398	\$79,131
Interest Expense	\$18,250	\$15,969	\$13,523
Taxes Accrued	\$0	\$0	\$0
<b>Total Cash Used</b>	<b>\$1,907,327</b>	<b>\$3,078,504</b>	<b>\$4,270,886</b>
<b>Net Cash From/(Used By) Operating</b>	<b>\$296,541</b>	<b>\$757,330</b>	<b>\$1,352,964</b>
<b><u>Investing Activities</u></b>			
<b>Cash Received</b>			
Proceeds from Property/Land	\$0	\$0	\$0
Proceeds from Equipment	\$0	\$0	\$0
<b>Total Cash Received</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Used</b>			
Purchase of Property/Land	\$0	\$0	\$0
Purchase of Equipment	\$0	\$7,000	\$3,500
<b>Total Cash Used</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$3,500</b>
<b>Net Cash From/(Used By) Investing</b>	<b>\$0</b>	<b>(\$7,000)</b>	<b>(\$3,500)</b>
<b><u>Financing Activities</u></b>			
<b>Cash Received</b>			
Proceeds from Investors	\$0	\$0	\$0
Proceeds from Long-Term Debt	\$0	\$0	\$0
<b>Total Cash Received</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Used</b>			
Dividends Paid	\$0	\$0	\$0
Repayment of Long-Term Debt	\$31,555	\$33,837	\$36,283
<b>Total Cash Used</b>	<b>\$31,555</b>	<b>\$33,837</b>	<b>\$36,283</b>
<b>Net Cash From/(Used By) Financing</b>	<b>(\$31,555)</b>	<b>(\$33,837)</b>	<b>(\$36,283)</b>
<b>Net Cash Flow</b>	<b>\$264,986</b>	<b>\$716,493</b>	<b>\$1,313,182</b>
<b>Cash Balance</b>	<b>\$303,236</b>	<b>\$1,019,729</b>	<b>\$2,332,910</b>

### Year 1 Statement of Cash Flow



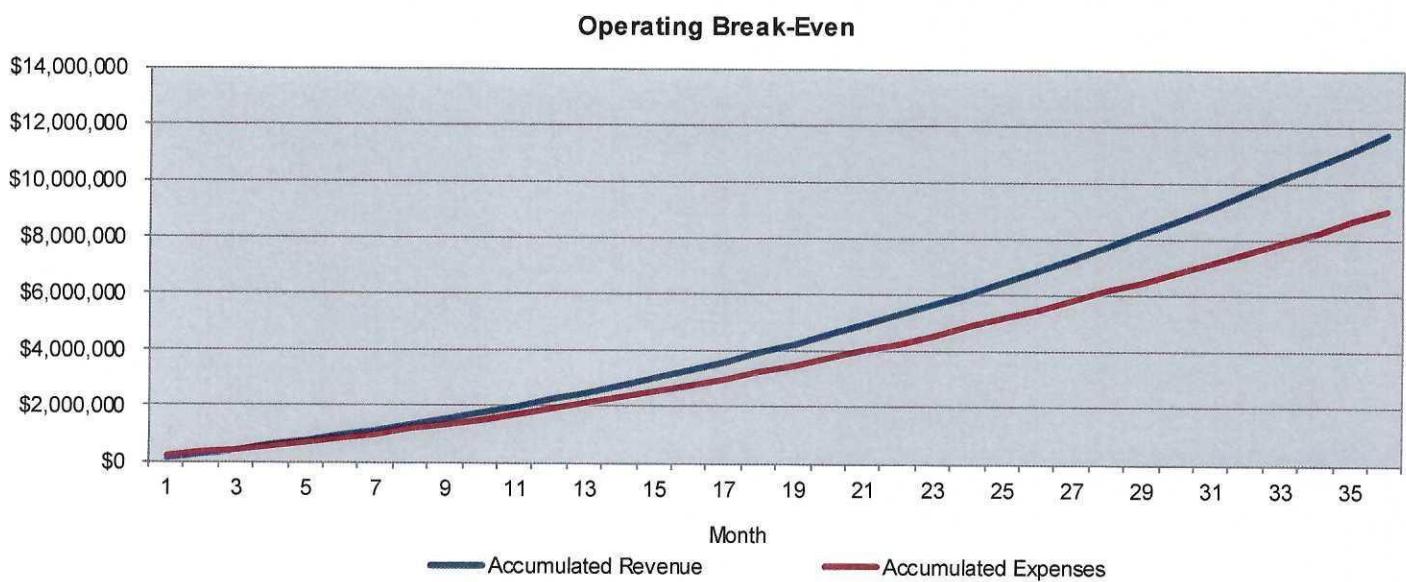
## 7.5 Balance Sheet

Yearly Balance Sheet			
	Year 1	Year 2	Year 3
<b>Assets</b>			
Current Assets			
Cash	\$303,236	\$1,019,729	\$2,332,910
Inventory	\$152,395	\$238,793	\$317,924
Other Current Assets	\$0	\$0	\$0
<b>Total Current Assets</b>	<b>\$455,631</b>	<b>\$1,258,521</b>	<b>\$2,650,834</b>
Long-Term Assets			
Property	\$0	\$0	\$0
Equipment	\$65,000	\$72,000	\$75,500
Box Trucks	\$90,000	\$90,000	\$90,000
Accumulated Depreciation	(\$19,375)	(\$39,625)	(\$60,313)
<b>Total Long-Term Assets</b>	<b>\$135,625</b>	<b>\$122,375</b>	<b>\$105,188</b>
<b>Total Assets</b>	<b>\$591,256</b>	<b>\$1,380,896</b>	<b>\$2,756,021</b>
<b>Liabilities</b>			
Current Liabilities			
Current Debt	\$0	\$0	\$0
<b>Total Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Long-Term Liabilities			
Long-Term Debt	\$243,445	\$209,608	\$173,325
New Long-Term Debt	\$0	\$0	\$0
<b>Total Long-Term Liabilities</b>	<b>\$243,445</b>	<b>\$209,608</b>	<b>\$173,325</b>
<b>Total Liabilities</b>	<b>\$243,445</b>	<b>\$209,608</b>	<b>\$173,325</b>
<b>Shareholders' Equity</b>			
Paid-in Capital			
Owner	\$41,250	\$41,250	\$41,250
Investor	\$0	\$0	\$0
New Paid-in Capital	\$0	\$0	\$0
<b>Total Paid-in Capital</b>	<b>\$41,250</b>	<b>\$41,250</b>	<b>\$41,250</b>
Retained Earnings			
Previous Retained Earnings	(\$43,000)	\$306,561	\$1,130,039
Current Earnings	\$349,561	\$823,477	\$1,411,408
<b>Total Retained Earnings</b>	<b>\$306,561</b>	<b>\$1,130,039</b>	<b>\$2,541,446</b>
<b>Total Shareholders' Equity</b>	<b>\$347,811</b>	<b>\$1,171,289</b>	<b>\$2,582,696</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$591,256</b>	<b>\$1,380,896</b>	<b>\$2,756,021</b>

## 7.6 Break-Even Analysis

The Operating Break-Even accounts for the Company's revenue and expenses on the Income Statement.

Break-Even	
Analysis	Month
Operating Break-Even	3



## 7.7 Best & Worst Case

The Best and Worst Case analysis illustrates what the Company's financial statements might look like with an increase or decrease in Revenue.

Best Case -- Revenue Increase By: 10%			
	Year 1	Year 2	Year 3
Gross Revenue	\$2,424,254	\$4,219,417	\$6,186,235
Total Cost of Revenue	\$1,608,289	\$2,772,052	\$4,024,744
Gross Profit	\$815,965	\$1,447,365	\$2,161,491
Gross Profit Percentage	33.7%	34.3%	34.9%
Total Operating Expenses	\$354,600	\$456,090	\$519,374
Operating Profit	\$461,365	\$991,275	\$1,642,118
Operating Profit Percentage	19.0%	23.5%	26.5%
Earning Before Interest & Taxes	\$441,990	\$971,025	\$1,621,430
EBIT Percentage	18.2%	23.0%	26.2%
Interest Expense	\$18,250	\$15,969	\$13,523
Taxes Accrued	\$0	\$0	\$0
Earnings	\$423,740	\$955,056	\$1,607,907
Earnings Percentage	17.5%	22.6%	26.0%
Net Cash Flow	\$339,164	\$848,072	\$1,509,681
Cash Balance	\$377,414	\$1,225,486	\$2,735,167

Worst Case -- Revenue Decrease By: 10%			
	Year 1	Year 2	Year 3
Gross Revenue	\$1,983,481	\$3,452,250	\$5,061,465
Total Cost of Revenue	\$1,315,873	\$2,268,042	\$3,292,972
Gross Profit	\$667,608	\$1,184,208	\$1,768,493
Gross Profit Percentage	33.7%	34.3%	34.9%
Total Operating Expenses	\$354,600	\$456,090	\$519,374
Operating Profit	\$313,008	\$728,118	\$1,249,119
Operating Profit Percentage	15.8%	21.1%	24.7%
Earning Before Interest & Taxes	\$293,633	\$707,868	\$1,228,432
EBIT Percentage	14.8%	20.5%	24.3%
Interest Expense	\$18,250	\$15,969	\$13,523
Taxes Accrued	\$0	\$0	\$0
Earnings	\$275,383	\$691,899	\$1,214,909
Earnings Percentage	13.9%	20.0%	24.0%
Net Cash Flow	\$190,807	\$584,914	\$1,116,682
Cash Balance	\$229,057	\$813,971	\$1,930,654

## Appendix A – Year 1 Financials

Year 1 Monthly Forecast illustrates the Company's first 12 months after the Pre-Operating stage.

Year 1 Revenue												
Units	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Most Engine Oils	9,000	9,494	10,015	10,565	11,145	11,756	12,402	13,082	13,801	14,558	15,357	16,200
Transmission Oils	3,000	3,165	3,338	3,522	3,715	3,919	4,134	4,361	4,600	4,853	5,119	5,400
Coolant	825	870	918	968	1,022	1,078	1,137	1,199	1,265	1,334	1,408	1,485
Other	150	158	167	176	186	196	207	218	230	243	256	270
<b>Total Units</b>	<b>12,975</b>	<b>13,687</b>	<b>14,438</b>	<b>15,231</b>	<b>16,067</b>	<b>16,949</b>	<b>17,879</b>	<b>18,861</b>	<b>19,896</b>	<b>20,988</b>	<b>22,140</b>	<b>23,355</b>
<b>Unit Price</b>												
Most Engine Oils	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25	\$ 10.25
Transmission Oils	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00
Coolant	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50
Other	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
<b>Revenue</b>												
Most Engine Oils	\$ 92,250	\$ 97,313	\$ 102,655	\$ 108,289	\$ 114,233	\$ 120,503	\$ 127,118	\$ 134,095	\$ 141,455	\$ 149,220	\$ 157,410	\$ 166,050
Transmission Oils	\$ 33,000	\$ 34,811	\$ 36,722	\$ 38,738	\$ 40,864	\$ 43,107	\$ 45,473	\$ 47,969	\$ 50,602	\$ 53,379	\$ 56,309	\$ 59,400
Coolant	\$ 7,838	\$ 8,268	\$ 8,721	\$ 9,200	\$ 9,705	\$ 10,238	\$ 10,800	\$ 11,393	\$ 12,018	\$ 12,678	\$ 13,373	\$ 14,108
Other	\$ 1,500	\$ 1,582	\$ 1,669	\$ 1,761	\$ 1,857	\$ 1,959	\$ 2,067	\$ 2,180	\$ 2,300	\$ 2,426	\$ 2,560	\$ 2,700
<b>Gross Revenue</b>	<b>\$ 134,588</b>	<b>\$ 141,975</b>	<b>\$ 149,768</b>	<b>\$ 157,988</b>	<b>\$ 166,660</b>	<b>\$ 175,808</b>	<b>\$ 185,457</b>	<b>\$ 195,637</b>	<b>\$ 206,375</b>	<b>\$ 217,703</b>	<b>\$ 229,652</b>	<b>\$ 242,258</b>
<b>Unit Cost</b>												
Most Engine Oils	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Transmission Oils	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15	\$ 7.15
Coolant	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50
Other	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50
<b>Direct Costs</b>												
Most Engine Oils	\$ 63,000	\$ 66,458	\$ 70,106	\$ 73,954	\$ 78,013	\$ 82,295	\$ 86,812	\$ 91,577	\$ 96,604	\$ 101,906	\$ 107,500	\$ 113,400
Transmission Oils	\$ 21,450	\$ 22,627	\$ 23,869	\$ 25,179	\$ 26,562	\$ 28,019	\$ 29,557	\$ 31,180	\$ 32,891	\$ 34,697	\$ 36,601	\$ 38,610
Coolant	\$ 3,713	\$ 3,916	\$ 4,131	\$ 4,358	\$ 4,597	\$ 4,850	\$ 5,116	\$ 5,397	\$ 5,693	\$ 6,005	\$ 6,335	\$ 6,683
Other	\$ 1,125	\$ 1,187	\$ 1,252	\$ 1,321	\$ 1,393	\$ 1,470	\$ 1,550	\$ 1,635	\$ 1,725	\$ 1,820	\$ 1,920	\$ 2,025
<b>Direct Cost of Revenue</b>	<b>\$ 89,288</b>	<b>\$ 94,188</b>	<b>\$ 99,358</b>	<b>\$ 104,812</b>	<b>\$ 110,565</b>	<b>\$ 116,634</b>	<b>\$ 123,035</b>	<b>\$ 129,789</b>	<b>\$ 136,913</b>	<b>\$ 144,428</b>	<b>\$ 152,355</b>	<b>\$ 160,718</b>

Year 1 Personnel												
Headcount	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Management	1	1	1	1	1	1	1	1	1	1	1	1
Driver	1	1	1	1	1	1	1	1	1	1	1	1
Office	1	1	1	1	1	1	1	1	1	1	1	1
<b>Total Headcount</b>	<b>3</b>											
Compensation												
Management	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667
Driver	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Office	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Payroll												
Management	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667	\$6,667
Driver	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Office	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>Total Payroll</b>	<b>\$12,667</b>											

Year 1 Income Statement												
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
<b>Gross Revenue</b>	<b>\$134,588</b>	<b>\$141,975</b>	<b>\$149,768</b>	<b>\$157,988</b>	<b>\$166,660</b>	<b>\$175,808</b>	<b>\$185,457</b>	<b>\$195,637</b>	<b>\$206,375</b>	<b>\$217,703</b>	<b>\$229,652</b>	<b>\$242,258</b>
Direct Cost of Revenue	\$89,288	\$94,188	\$99,358	\$104,812	\$10,565	\$116,634	\$123,035	\$129,789	\$136,913	\$144,428	\$152,355	\$160,718
Other Direct Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Cost of Revenue</b>	<b>\$89,288</b>	<b>\$94,188</b>	<b>\$99,358</b>	<b>\$104,812</b>	<b>\$110,565</b>	<b>\$116,634</b>	<b>\$123,035</b>	<b>\$129,789</b>	<b>\$136,913</b>	<b>\$144,428</b>	<b>\$152,355</b>	<b>\$160,718</b>
<b>Gross Profit</b>	<b>\$45,300</b>	<b>\$47,786</b>	<b>\$50,409</b>	<b>\$53,176</b>	<b>\$56,095</b>	<b>\$59,174</b>	<b>\$62,422</b>	<b>\$65,848</b>	<b>\$69,463</b>	<b>\$73,275</b>	<b>\$77,297</b>	<b>\$81,540</b>
Gross Profit Percentage	33.7%	33.7%	33.7%	33.7%	33.7%	33.7%	33.7%	33.7%	33.7%	33.7%	33.7%	33.7%
<b>Operating Expenses</b>												
Marketing & Advertising	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Rent	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Utilities	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
Insurance	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800
Office Supplies	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Fuel	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Repair & Maintenance	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Telephones	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
Total Payroll	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667	\$12,667
Payroll Taxes	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520
Payroll Benefits	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013	\$1,013
<b>Total Operating Expenses</b>	<b>\$29,550</b>											
<b>Operating Profit</b>	<b>\$15,750</b>	<b>\$18,236</b>	<b>\$20,859</b>	<b>\$23,626</b>	<b>\$26,545</b>	<b>\$29,624</b>	<b>\$32,872</b>	<b>\$36,298</b>	<b>\$39,913</b>	<b>\$43,725</b>	<b>\$47,747</b>	<b>\$51,990</b>
Operating Profit Percentage	11.7%	12.8%	13.9%	15.0%	15.9%	16.9%	17.7%	18.6%	19.3%	20.1%	20.8%	21.5%
Depreciation	\$1615	\$1615	\$1615	\$1615	\$1615	\$1615	\$1615	\$1615	\$1615	\$1615	\$1615	\$1615
<b>Earning Before Interest &amp; Taxes</b>	<b>\$14,135</b>	<b>\$16,622</b>	<b>\$19,245</b>	<b>\$22,012</b>	<b>\$24,930</b>	<b>\$28,009</b>	<b>\$31,257</b>	<b>\$34,684</b>	<b>\$38,298</b>	<b>\$42,111</b>	<b>\$46,133</b>	<b>\$50,375</b>
EBIT Percentage	10.5%	11.7%	12.8%	13.9%	15.0%	15.9%	16.9%	17.7%	18.6%	19.3%	20.1%	20.8%
Interest Expense	\$1,604	\$1,589	\$1,574	\$1,559	\$1,544	\$1,529	\$1,514	\$1,498	\$1,483	\$1,467	\$1,452	\$1,436
Taxes Accrued	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Earnings</b>	<b>\$12,531</b>	<b>\$15,033</b>	<b>\$17,670</b>	<b>\$20,452</b>	<b>\$23,386</b>	<b>\$26,480</b>	<b>\$29,744</b>	<b>\$33,185</b>	<b>\$36,815</b>	<b>\$40,643</b>	<b>\$44,681</b>	<b>\$48,939</b>
Earnings Percentage	9.3%	10.6%	11.8%	12.9%	14.0%	15.1%	16.0%	17.0%	17.8%	18.7%	19.5%	20.2%

### Year 1 Statement of Cash Flow

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
<b>Operating Activities</b>												
<b>Cash Received</b>												
Gross Revenue	\$ 134,588	\$ 141,975	\$ 149,768	\$ 157,988	\$ 166,660	\$ 175,808	\$ 185,457	\$ 195,637	\$ 206,375	\$ 217,703	\$ 229,652	\$ 242,258
<b>Total Cash Received</b>	<b>\$ 134,588</b>	<b>\$ 141,975</b>	<b>\$ 149,768</b>	<b>\$ 157,988</b>	<b>\$ 166,660</b>	<b>\$ 175,808</b>	<b>\$ 185,457</b>	<b>\$ 195,637</b>	<b>\$ 206,375</b>	<b>\$ 217,703</b>	<b>\$ 229,652</b>	<b>\$ 242,258</b>
<b>Cash Used</b>												
Cost of Revenue	\$ 89,288	\$ 94,188	\$ 99,358	\$ 104,812	\$ 110,565	\$ 116,634	\$ 123,035	\$ 129,789	\$ 136,913	\$ 144,428	\$ 152,355	\$ 160,718
Payroll/Taxes/Benefits	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200
Other Operating Expenses	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350	\$ 14,350
Additional Inventory	\$ 4,391	\$ 4,632	\$ 4,886	\$ 5,155	\$ 5,437	\$ 5,736	\$ 6,051	\$ 6,383	\$ 6,733	\$ 7,103	\$ 7,493	\$ 8,395
Interest Expense	\$ 1,604	\$ 1,589	\$ 1,574	\$ 1,559	\$ 1,544	\$ 1,529	\$ 1,514	\$ 1,498	\$ 1,483	\$ 1,467	\$ 1,452	\$ 1,436
Taxes Accrued	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Cash Used</b>	<b>\$ 124,833</b>	<b>\$ 129,960</b>	<b>\$ 135,369</b>	<b>\$ 141,076</b>	<b>\$ 147,097</b>	<b>\$ 153,449</b>	<b>\$ 160,150</b>	<b>\$ 167,220</b>	<b>\$ 174,679</b>	<b>\$ 182,548</b>	<b>\$ 190,849</b>	<b>\$ 200,099</b>
<b>Net Cash From/(Used By) Operating</b>	<b>\$ 9,755</b>	<b>\$ 12,015</b>	<b>\$ 14,399</b>	<b>\$ 16,912</b>	<b>\$ 19,563</b>	<b>\$ 22,359</b>	<b>\$ 25,307</b>	<b>\$ 28,417</b>	<b>\$ 31,696</b>	<b>\$ 35,155</b>	<b>\$ 38,803</b>	<b>\$ 42,159</b>
<b>Investing Activities</b>												
<b>Cash Received</b>												
Proceeds from Property/Land	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Proceeds from Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Cash Received</b>	<b>\$ 0</b>											
<b>Cash Used</b>												
Purchase of Property/Land	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchase of Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Cash Used</b>	<b>\$ 0</b>											
<b>Net Cash From/(Used By) Investing</b>	<b>\$ 0</b>											
<b>Financing Activities</b>												
<b>Cash Received</b>												
Proceeds from Investors	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Proceeds from Long-Term Debt	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Cash Received</b>	<b>\$ 0</b>											
<b>Cash Used</b>												
Dividends Paid	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Repayment of Long-Term Debt	\$ 2,546	\$ 2,561	\$ 2,576	\$ 2,591	\$ 2,606	\$ 2,621	\$ 2,637	\$ 2,652	\$ 2,668	\$ 2,683	\$ 2,699	\$ 2,715
<b>Total Cash Used</b>	<b>\$ 2,546</b>	<b>\$ 2,561</b>	<b>\$ 2,576</b>	<b>\$ 2,591</b>	<b>\$ 2,606</b>	<b>\$ 2,621</b>	<b>\$ 2,637</b>	<b>\$ 2,652</b>	<b>\$ 2,668</b>	<b>\$ 2,683</b>	<b>\$ 2,699</b>	<b>\$ 2,715</b>
<b>Net Cash From/(Used By) Financing</b>	<b>(\$ 2,546)</b>	<b>(\$ 2,561)</b>	<b>(\$ 2,576)</b>	<b>(\$ 2,591)</b>	<b>(\$ 2,606)</b>	<b>(\$ 2,621)</b>	<b>(\$ 2,637)</b>	<b>(\$ 2,652)</b>	<b>(\$ 2,668)</b>	<b>(\$ 2,683)</b>	<b>(\$ 2,699)</b>	<b>(\$ 2,715)</b>
<b>Net Cash Flow</b>	<b>\$ 7,208</b>	<b>\$ 9,454</b>	<b>\$ 11,823</b>	<b>\$ 14,321</b>	<b>\$ 16,957</b>	<b>\$ 19,738</b>	<b>\$ 22,671</b>	<b>\$ 25,765</b>	<b>\$ 29,029</b>	<b>\$ 32,472</b>	<b>\$ 36,104</b>	<b>\$ 39,444</b>
<b>Cash Balance</b>	<b>\$ 45,458</b>	<b>\$ 54,912</b>	<b>\$ 66,735</b>	<b>\$ 81,056</b>	<b>\$ 98,013</b>	<b>\$ 117,751</b>	<b>\$ 140,421</b>	<b>\$ 166,186</b>	<b>\$ 195,215</b>	<b>\$ 227,687</b>	<b>\$ 263,791</b>	<b>\$ 303,236</b>

Year 1 Balance Sheet												
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
<b>Assets</b>												
<b>Current Assets</b>												
Cash	\$45,458	\$54,912	\$66,735	\$81,056	\$98,013	\$117,751	\$140,421	\$166,186	\$195,215	\$227,687	\$263,791	\$303,236
Inventory	\$84,391	\$89,023	\$93,910	\$99,064	\$104,502	\$110,238	\$116,288	\$122,671	\$129,404	\$136,507	\$144,000	\$152,395
Other Current Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Current Assets</b>	<b>\$129,850</b>	<b>\$143,935</b>	<b>\$160,644</b>	<b>\$180,120</b>	<b>\$202,515</b>	<b>\$227,988</b>	<b>\$256,710</b>	<b>\$288,858</b>	<b>\$324,620</b>	<b>\$364,194</b>	<b>\$407,791</b>	<b>\$455,631</b>
<b>Long-Term Assets</b>												
Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Box Trucks	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Accumulated Depreciation	(\$1,615)	(\$3,229)	(\$4,844)	(\$6,458)	(\$8,073)	(\$9,688)	(\$11,302)	(\$12,917)	(\$14,531)	(\$16,146)	(\$17,760)	(\$19,375)
<b>Total Long-Term Assets</b>	<b>\$153,385</b>	<b>\$151,771</b>	<b>\$150,156</b>	<b>\$148,542</b>	<b>\$146,927</b>	<b>\$145,313</b>	<b>\$143,698</b>	<b>\$142,083</b>	<b>\$140,469</b>	<b>\$138,854</b>	<b>\$137,240</b>	<b>\$135,625</b>
<b>Total Assets</b>	<b>\$283,235</b>	<b>\$295,706</b>	<b>\$310,801</b>	<b>\$328,662</b>	<b>\$349,442</b>	<b>\$373,301</b>	<b>\$400,408</b>	<b>\$430,941</b>	<b>\$465,088</b>	<b>\$503,049</b>	<b>\$545,031</b>	<b>\$591,256</b>
<b>Liabilities</b>												
<b>Current Liabilities</b>												
Current Liabilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Long-Term Liabilities</b>												
Long-Term Debt	\$272,454	\$269,893	\$267,316	\$264,725	\$262,119	\$259,498	\$256,861	\$254,209	\$251,541	\$248,858	\$246,159	\$243,445
<b>Total Long-Term Liabilities</b>	<b>\$272,454</b>	<b>\$269,893</b>	<b>\$267,316</b>	<b>\$264,725</b>	<b>\$262,119</b>	<b>\$259,498</b>	<b>\$256,861</b>	<b>\$254,209</b>	<b>\$251,541</b>	<b>\$248,858</b>	<b>\$246,159</b>	<b>\$243,445</b>
<b>Total Liabilities</b>	<b>\$272,454</b>	<b>\$269,893</b>	<b>\$267,316</b>	<b>\$264,725</b>	<b>\$262,119</b>	<b>\$259,498</b>	<b>\$256,861</b>	<b>\$254,209</b>	<b>\$251,541</b>	<b>\$248,858</b>	<b>\$246,159</b>	<b>\$243,445</b>
<b>Shareholders' Equity</b>												
<b>Paid-in Capital</b>												
Owner	\$41250	\$41250	\$41250	\$41250	\$41250	\$41250	\$41250	\$41250	\$41250	\$41250	\$41250	\$41250
Investor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Paid-in Capital</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>	<b>\$41250</b>
<b>Retained Earnings</b>												
Previous Retained Earnings	(\$43,000)	(\$30,469)	(\$15,436)	\$2,234	\$22,687	\$46,073	\$72,553	\$102,297	\$135,482	\$172,297	\$212,941	\$257,622
Current Earnings	\$12,531	\$15,033	\$17,670	\$20,452	\$23,386	\$26,480	\$29,744	\$33,185	\$36,815	\$40,643	\$44,681	\$48,939
<b>Total Retained Earnings</b>	<b>(\$30,469)</b>	<b>(\$15,436)</b>	<b>\$2,234</b>	<b>\$22,687</b>	<b>\$46,073</b>	<b>\$72,553</b>	<b>\$102,297</b>	<b>\$135,482</b>	<b>\$172,297</b>	<b>\$212,941</b>	<b>\$257,622</b>	<b>\$306,561</b>
<b>Total Shareholders' Equity</b>	<b>\$10,781</b>	<b>\$25,814</b>	<b>\$43,484</b>	<b>\$63,937</b>	<b>\$87,323</b>	<b>\$113,803</b>	<b>\$143,547</b>	<b>\$176,732</b>	<b>\$213,547</b>	<b>\$254,191</b>	<b>\$298,872</b>	<b>\$347,811</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$283,235</b>	<b>\$295,706</b>	<b>\$310,801</b>	<b>\$328,662</b>	<b>\$349,442</b>	<b>\$373,301</b>	<b>\$400,408</b>	<b>\$430,941</b>	<b>\$465,088</b>	<b>\$503,049</b>	<b>\$545,031</b>	<b>\$591,256</b>

Loan Amortization Schedule												
Long-Term Debt	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
	Interest Rate	7.00% Term 7.0										
Balance	\$275,000	\$272,454	\$269,893	\$267,316	\$264,725	\$262,119	\$259,498	\$256,861	\$254,209	\$251,541	\$248,858	\$246,159
Interest	\$1604	\$1,589	\$1,574	\$1,559	\$1,544	\$1,529	\$1,514	\$1,498	\$1,483	\$1,467	\$1,452	\$1,436
Principal	\$2,546	\$2,561	\$2,576	\$2,591	\$2,606	\$2,621	\$2,637	\$2,652	\$2,668	\$2,683	\$2,699	\$2,715
	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
Balance	\$243,445	\$240,714	\$237,968	\$235,205	\$232,427	\$229,632	\$226,821	\$223,994	\$221,150	\$218,290	\$215,413	\$212,519
Interest	\$1,420	\$1,404	\$1,388	\$1,372	\$1,356	\$1,340	\$1,323	\$1,307	\$1,290	\$1,273	\$1,257	\$1,240
Principal	\$2,730	\$2,746	\$2,762	\$2,778	\$2,795	\$2,811	\$2,827	\$2,844	\$2,860	\$2,877	\$2,894	\$2,911
	Month 25	Month 26	Month 27	Month 28	Month 29	Month 30	Month 31	Month 32	Month 33	Month 34	Month 35	Month 36
Balance	\$209,608	\$206,680	\$203,735	\$200,773	\$197,794	\$194,797	\$191,783	\$188,751	\$185,702	\$182,635	\$179,550	\$176,446
Interest	\$1,223	\$1,206	\$1,188	\$1,171	\$1,154	\$1,136	\$1,119	\$1,101	\$1,083	\$1,065	\$1,047	\$1,029
Principal	\$2,928	\$2,945	\$2,962	\$2,979	\$2,997	\$3,014	\$3,032	\$3,049	\$3,067	\$3,085	\$3,103	\$3,121

# City Council

## City of Brady, Texas

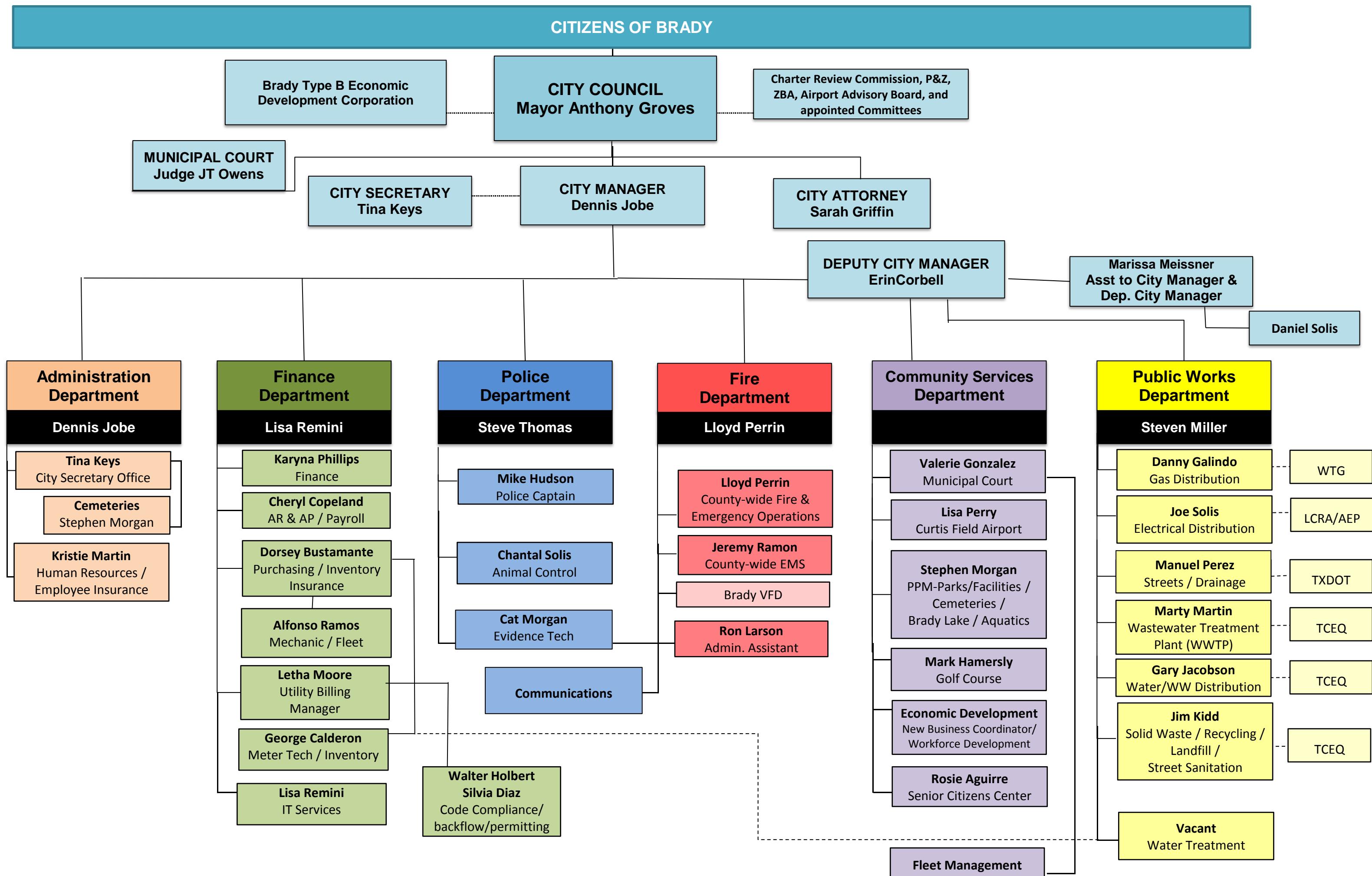
### Agenda Action Form

<b>AGENDA DATE:</b>	11/17/2020	<b>AGENDA ITEM</b>	7.J.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action updating the 2020-2021 organizational chart.		
<b>PREPARED BY:</b>	Erin Corbell	<b>Date Submitted:</b>	11/12/2020
<b>EXHIBITS:</b>	proposed 2020-2021 Organizational Chart		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

<b>SUMMARY:</b> City Manager Jobe is requesting an update to the 2020-2021 organizational chart, moving the Community Services Outreach Director position to Deputy City Manager and moving a administrative assistant position to an assistant to the City and Deputy City Manager.
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<b>RECOMMENDED ACTION:</b> Move to approve
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# CITY OF BRADY ORGANIZATION CHART FY 2021



# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	11/17/2020	<b>AGENDA ITEM</b>	7.K.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action approving Resolution 2020-031 updating the Purchasing Policy		
<b>PREPARED BY:</b>	T. Keys / D. Jobe	<b>Date Submitted:</b>	11/12/2020
<b>EXHIBITS:</b>	Resolution 2020-031		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b>			
As requested by Council in the last workshop to amend the purchasing policy from a \$3000 limit to a \$5000 limit to allow staff greater spending flexibility.			
<b>RECOMMENDED ACTION:</b>			
Move to approve Resolution 2020-031			

**RESOLUTION NO. 2020-031**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS  
TO AMEND THE CITY OF BRADY'S  
PURCHASING POLICY  
WHICH WAS ADOPTED IN 2014**

**WHEREAS**, March 2014, the City Council adopted a Purchasing Policy to promote fiscal accountability; and

**WHEREAS**, this policy outlines how City staff will handle the processing of all purchases of goods and services that are necessary to provide the public with the services they require; and,

**WHEREAS**, the City Manager recommends increasing the dollar amount requiring a purchase order requisition from \$3,000 to \$5,000; and,

**WHEREAS**, the City wishes to proceed with revising the City Purchasing 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 Purchasing Policy which was adopted March 2014, revised August 2016, is hereby updated.

**PASSED AND APPROVED** this the 17th day of November 2020.

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Anthony Groves, Mayor

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

**CITY OF BRADY**  
**ADMINISTRATIVE PROCEDURES**

<b>SUBJECT:</b> <b>Purchasing Policy</b>	<b>EFFECTIVE DATE:</b> 3-04-2014	<b>REVISED DATE:</b> 11-17-20
<b>APPROVED:</b> <b>Resolution 2020-031</b>		

**INTRODUCTION**

**Public purchasing** is the process of acquiring all goods and services by the City of Brady (City) that is necessary to provide the public with the services they require.

Much of what is written in this Purchasing Policy is governed by statutory requirements of local, state or federal origin, reference **Chapter 252, Texas Local Government Code** for details (see Appendix A).

**Public purchasing** has several goals:

1. To purchase the most effective good or service to suit the City's needs.
2. To obtain the best possible price for the good or service.
3. To have the good or service available where and when it is needed.
4. To assure a continuing supply of needed goods and services.
5. To guard against any misappropriation of City's funds.

**Public purchasing** shall also assure that:

1. Bidders are given a fair opportunity to compete for the government's business. This is done by the statutory requirements for competitive bids and proposals, and by the City's own purchasing procedures.
2. Safeguarding of public funds. To ensure that the best value is received for the public funds.
3. To ensure that public spending is not used to enrich elected officials or City employees, or to confer favors on favored constituents.

## **ETHICAL STANDARDS**

Public employees shall discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors and vendors. They shall conduct themselves in such a manner as to foster public confidence in the integrity of the City of Brady procurement operation.

To achieve the purpose of this Policy, it is essential that those doing business with the City of Brady also observe the ethical standards prescribed here.

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Brady by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of Brady to breach the standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of the City of Brady to participate directly or indirectly in procurement when the employee of the City of Brady knows that:
  - a. The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
  - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - c. Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
4. Conflicts Disclosure Statement and Conflict of Interest Questionnaire Required. Each City officer shall file a Conflicts Disclosure Statement in accordance with Chapter 176 of the Local Government Code. Each vendor who has a business relationship as defined by Section 176.001(1-a) of the Local Government Code, as amended, and meets the requirements under Section 176.006 of the Local Government Code, as amended, shall file a Conflict of Interest Questionnaire.
5. Gratuities. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Brady, or for any employee or former employee of the City of Brady to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any

part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering or advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract of subcontract, or to any solicitation or proposal therefore pending before the City of Brady.

5. Kickbacks. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Brady, or any person associated therewith, as an inducement for the award of a subcontract or order.
6. Contract Clause. The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every purchasing contract and solicitation for purchase.
7. Confidentiality. It shall be a breach of ethics for any employee or former employee of the City of Brady knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

## **AUDITING**

Auditing is the process of examining information (such as: data and documentation), operations (such as workflow, physical layout and documents in use), requirements (such as laws, procedures, policies), staff (such as personnel and level of training) and results of operations (such as reports of operations, results of statistical tests and counts) to determine the mathematical accuracy, legality, propriety, efficiency, and effectiveness of operations. It is a process of determining whether all transactions are properly recorded in the accounts and appropriately reported to management, and whether the office is operating at its most effective manner.

Certain objectives should be followed in purchasing to ensure that:

1. All transactions are properly authorized.
2. All ordering procedures are correctly followed.
3. Competitive bidding and proposal statutes are followed.
4. Purchases should be sales tax free.
5. All purchasing statutes and policies are followed.
6. Goods, services and fixed assets purchased are received and recorded by the appropriate division.
7. Goods and fixed assets received are properly safeguarded and accounted for.
8. Operations conform to prescribed procedures and policies.
9. Operations are being conducted in the most effective manner.
10. Sufficient funds shall be appropriated before the obligation is incurred.

## **TYPES OF PURCHASES**

There are several acceptable types of purchases. They are as follows:

### **Non-Stocked Items**

These items are not stocked or warehoused by the City. They may or may not be a standardized item, but are not in such constant demand as to be considered a supply or other stocked item. These items are procured by either bids or negotiated price quotes, according to the statutory or local requirement.

### **Stocked or Warehoused Items**

These items are in such constant usage by the City that they are stocked routinely. These items are usually purchased on annual contracts with provisions to replenish stocks as needed. These items should be standardized to the maximum extent possible. Commonly used office products will be maintained in the Service Center inventory managed by the Purchasing Agent.

### **Emergency Purchases**

Emergency purchases are made to meet a critical, unforeseen need to the City. Because the City's ability to serve the public would be impaired if purchases are not made immediately, emergency purchases are exempt from standard purchasing procedures.

### **Sole Source Purchases**

Sole source purchases are goods and services available from only one vendor. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. These purchases are exempt from the standard bidding requirement. Divisions may be required to certify that only one vendor is available. It is a violation of this policy and may lead to disciplinary action to state a vendor is sole source when other sources are available.

### **Service and Supply Contracts**

The City purchases a variety of goods and services obtained through Interlocal Agreements, Cooperative Purchasing Agreements and Federally Funded Contracts.

## **PURCHASING PROCEDURES**

State Law and City policy require seeking competitive pricing or bids for the item or service to be purchased. The procedures for obtaining the competitive bids are categorized by level of expenditure. The four categories by order of magnitude of expenditure are defined below.

### **Competitive Bidding**

It is the policy of the City to use competitive principles in awarding public contracts of any amount with very limited exceptions. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles will apply to all divisions of the city. Competitive bidding means letting the available vendors compete with each other to provide goods and/or services.

Competitive bidding ensures that public funds are spent properly, legally, and for public projects only, and that the best possible value is received for the money. Secondly, it gives those qualified and responsible vendors who desire to do business with the City a fair and equitable opportunity to do so.

### **Formal Bids**

Formal competitive bidding and competitive proposals are required by statute for purchases amounting to \$50,000 or more.

All formal bids for goods, services, or contractual needs will be initiated through the Purchasing Agent in cooperation with the requesting division. This centralization promotes development and maintenance of records of supply sources, prices, specifications, legal and other requirements.

The formal bid procedure will take a minimum of three weeks before a bid can be awarded to a vendor. Bids shall be on a standard Bid Sheet and with Instructions to Bidders (see Exhibit 1 and Exhibit 2). The initiating division and the Purchasing Agent will be responsible for vendor solicitation prior to the bid opening and vendor notification after the bids are considered and approved by the City Council. All legal advertising will be through the City Secretary's office.

After receipt, the City Secretary will keep the bids and related information in the central files. A copy will be furnished to the division upon request.

The following general requirements apply for the purchase of a formal bid:

1. The bids are to be advertised, based on the specifications and contract conditions of purchase provided by the City. Specification development shall be completed at the user or initiating division level. All formal bids shall be submitted to the Purchasing Agent for processing. The City Secretary will be responsible for advertising the bid request and receiving and opening the bid documents.

2. Bids are received until a certain future date and hour set out in the specifications. After that date and time, no further bids are accepted.
3. The bids are opened at the specified date and hour, and recommended to the City Council. Generally the lowest and best responsive bid is accepted, but only one bid may be accepted. If no bid is found to be acceptable, the entire bidding process shall be repeated or cancelled.

Bids may be subject to bonding requirements. Where there is a question of applicability, requested confirmation shall be by the City Attorney. This is to ensure that, if the bidder attempts to withdraw after his bid is accepted, the City will not suffer loss.

Formal bidding procedures should be used for purchases costing less than \$50,000 whenever it can be expected that by doing so will result in a cost savings to the City.

### **Competitive Proposals**

Competitive proposals are similar to competitive bids, but are limited in scope by Texas statutes. They can only be used for procurements of high-technology products or services. The definition of "high technology" is somewhat vague. Purchasers should keep abreast of recent developments in this area.

1. The specification is written using performance standards rather than the description of the good or service. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.
2. Vendors submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
3. After proposals are received, the city government may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best possible proposal for each vendor.

### **Informal Bids**

Purchases of goods or services costing less than \$50,000 are not required to follow the formal bid process. However, purchases should follow a competitive process to ensure the best and lowest price possible to the City.

## **COMPETITIVE BIDS ARE CATEGORIZED BY LEVEL OF EXPENDITURE**

### **Purchases \$50,000 and Over**

Purchases of \$50,000 or more are formal bids as described earlier. Upon award of the bid to the best value bidder approved by City Council the Purchasing Agent will create and submit a Purchase Requisition Form (see Exhibit 5) for issuance of a purchase order. Receipt of the goods or services shall only occur after issuance of the purchase order.

### **Purchases between ~~\$3,000.00~~ ~~\$5,000~~ and \$50,000.00**

When a purchase falls below formal bid limits, but costs between ~~\$3,000.00~~ ~~\$5,000~~ and less than \$50,000, the following procedures shall apply:

1. A written request to bid shall be sent to at least three vendors; wherever possible, a request for bid should be sent to five or more vendors. Where a list of vendors is maintained, the list should be rotated so that, over time, all vendors are contacted an approximate equal number of times.
2. The request to bid will be on a Quote Sheet (see Exhibit 3). It should contain at least the following information.  
Name and address of vendor;  
Description of item;  
Quantity required;  
Last date quotations accepted;  
Approximate date delivery is required; and,  
Terms and conditions of purchase.
3. The standard form should request certain specific information, such as:  
Total or unit price, as specified;  
The date through which quoted price will be effective; and  
An estimate of shipping and handling cost if applicable.
4. The request to bid should require that the quoted price would be honored during the stated period.
5. A Bid Tabulation Sheet (see Exhibit 4) shall be used to summarize all bids.

### **Purchases under ~~\$3,000.00~~ ~~\$5,000~~**

1. Purchases under ~~\$3,000.00~~ ~~\$5,000~~ can be made without a purchase order. Where a purchase is less than ~~\$3,000.00~~ ~~\$5,000~~ the invoice shall be signed by the Division Supervisor and accompanied by a Payment Authorization (see Exhibit 7) form or stamp for invoices that is submitted to Accounts Payable immediately for completion.

## **COMPETITIVE BIDDING/COMPETITIVE PROPOSALS**

Before the City may enter into a contract that requires the expenditure of more than \$50,000, the City must comply with one of the following:

1. Comply with the procedure for competitive sealed bidding;
2. Comply with the procedure for competitive sealed proposals;
3. Comply with the method described in 2269 of the Texas Government Code, as amended.

If a method other than competitive sealed bidding is used, before notice is given, the City will determine the method of purchase that provides the best value to the City.

## **CONSIDERATION AND AWARD OF BID OR PROPOSAL REQUESTS**

### *Competitive Sealed Bids*

If competitive sealed bid requirements apply to a contract, the City will award the contract to either the lowest responsible bidder or to the bidder who provides goods or services at the “best value” for the City. In determining the “best value” for the City, the following factors may be considered:

- The purchase price
- The reputation of the bidder and the bidder’s goods or services
- The quality of the bidder’s goods or services
- The extent to which the goods or services meet the City’s needs
- The bidder’s past relationship with the City
- The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities the total long-term cost to the City to acquire the bidder’s goods or services
- Specific and appropriate experience of the bidder
- Experience of pertinent staff to be assigned to project
- ANY RELEVANT CRITERIA SPECIFICALLY LISTED IN THE REQUEST FOR BIDS OR PROPOSALS

All advertisement for bids or proposals shall give notice to prospective bidders in the bid specifications that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City.

In determining who is a responsible bidder, the City may take into account the safety record of the bidder, of the firm, corporation, partnership, or institution represented by the bidder, or of anyone acting for such a firm, corporation, partnership, or institution. All advertisements for bids or

proposals shall give notice to prospective bidders in the bid specifications that the safety record of the bidder may be considered in determining the responsibility of the bidder.

If the bidder has more than two cases in which final orders have been entered by the Occupational Safety and Health Review Commission (OSHRC) against the bidder for serious violations of the Occupational Safety and Health Administration (OSHA) regulations in the past five years, the City will, at its discretion, determine whether to disqualify the bidder.

If the bidder has more than one case in which the bidder has received a citation or for which a final order has been entered from an environmental protection agency for violations within the past five years, the City will, at its discretion, determine whether to disqualify the bidder.

If the bidder has been convicted of a criminal offense within the past ten years or has been subject to a judgment for a negligent act or omission, which resulted in serious bodily harm or death, the City will, at its discretion, determine whether to disqualify the bidder.

#### *Competitive Sealed Proposals*

If competitive sealed proposal requirements apply to a contract, the City will consider the following factors and the discussions conducted under Section 252.042 of the Texas Local Government Code to determine the “best value” for the City:

- The purchase price
- The reputation of the bidder and the bidder’s goods or services
- The quality of the bidder’s goods or services
- The extent to which the goods or services meet the City’s needs
- The bidder’s past relationship with the City
- The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities
- The total long-term cost to the City to acquire the bidder’s goods or services
- Specific and appropriate experience of the bidder
- Experience of pertinent staff to be assigned to project
- ANY RELEVANT CRITERIA SPECIFICALLY LISTED IN THE REQUEST FOR BIDS OR PROPOSALS

All advertisement for bids or proposals shall give notice to prospective bidders in the bid specifications that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City.

In determining who is a responsible bidder, the City may take into account the safety record of the bidder, of the firm, corporation, partnership, or institution represented by the bidder, or of anyone acting for such a firm, corporation, partnership, or institution. All advertisements for bids or proposals shall give notice to prospective bidders in the bid specifications that the safety record of the bidder may be considered in determining the responsibility of the bidder.

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If the bidder has more than two cases in which final orders have been entered by the Occupational Safety and Health Review Commission (OSHRC) against the bidder for serious violations of the Occupational Safety and Health Administration (OSHA) regulations in the past five years, the City will, at its discretion, determine whether to disqualify the bidder.

If the bidder has more than one case in which the bidder has received a citation or for which a final order has been entered from an environmental protection agency for violations within the past five years, the City will, at its discretion, determine whether to disqualify the bidder.

If the bidder has been convicted of a criminal offense within the past ten years or has been subject to a judgment for a negligent act or omission, which resulted in serious bodily harm or death, the City will, at its discretion, determine whether to disqualify the bidder.

#### *Competitive Bidding under Chapter 2269 of the Texas Government Code*

If a method, authorized by Chapter 2269 of the Government Code, other than competitive bidding, is used, before notice is given, the City will determine which method will provide the best value for the City.

If Chapter 2269 requirements apply to a contract, the City will award the contract to the offerer that provides the best value to the City based on the following factors:

- The purchase or proposal price
- The offerer's experience and reputation
- The quality of the offerer's goods or services
- The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities
- The offerer's safety record
- The offer's proposed personnel
- Whether the offerer's financial capability is appropriate to the size and scope of the project
- Specific and appropriate experience of the bidder
- Experience of pertinent staff to be assigned to project
- ANY RELEVANT CRITERIA SPECIFICALLY LISTED IN THE REQUEST FOR BIDS, PROPOSALS, OR QUALIFICATIONS

The City will also consider and apply any existing law and criteria related to historically underutilized business and the use of women, minority, small, or disadvantaged businesses. All advertisement for proposals under Chapter 2269, other than competitive bidding, will publish the request for proposals or qualifications the criteria that will be used to evaluate the offerors, and the applicable weighted value for each criterion.

## **PREFERENCE FOR LOCAL BUSINESSES**

If two or more bidders have bids that are identical in nature and amount, with one bidder being a resident or local business of the City and the other bidder or bidders being non-residents, the City will select the resident or local bidder. (Local Gov't Code §271.901(b)).

If the City purchases real property or personal property not affixed to real property under Chapter 271 of the Local Government Code and if the City receives one or more bids from a bidder whose principal place of business is in the City and whose bid is within three (3%) percent of the lowest bid price received by the City from a bidder who is not a resident of the City, the City may enter into a contract with either the lowest bidder or the bidder whose principal place of business is in the City. (Local Gov't Code § 271.905(b)). The City has determined that local bidders offer the City the best combination of contract price and additional economic development opportunities, including the employment of residents of the City and increased tax revenues.

If the City purchases real estate, personal property not affixed to real property, or services, and the City receives one or more competitive sealed bids from a bidder whose principal place of business is in the City and whose bid is within five (5%) percent of the lowest bid price received by the City from a bidder who is not a resident of the City, the City may enter into a contract for construction services in an amount of less than \$100,000, or a contract for other purchases in an amount of less than \$500,000 with either the lowest bidder or the bidder whose principal place of business is in the City. The City has determined that local bidders offer the City the best combination of contract price and additional economic development opportunities, including the employment of residents of the City and increased tax revenues. (Local Gov't Code § 271.9051). This provision is limited to contracts for construction services for less than \$100,000. (Local Gov't Code § 271.0951).

The City will give a preference to a local business if there is an out-of-state bidder that has bid on a contract and the out-of-state bidder or manufacturer is located in a state that discriminates against out-of-state bidders in its bid awards in favor of local bidders. (Local Gov't Code § 2252.001). Chapter 2252 of the Local Government Code will determine such preference.

## **RECYCLED MATERIALS**

The City will give preference in purchasing products made of recycled materials if the products meet applicable specifications as to quantity and quality. (Local Gov't Code Sec. 361.426(a) of the Health and Safety Code). The City will regularly review and revise its procurement procedures and specifications for the purchase of goods, supplies, equipment, and materials in order to: (1) eliminate procedures and specifications that explicitly discriminate against products made of recycled materials; (2) encourage the use of products made of recycled materials; and (3) ensure to the maximum extent economically feasible that the City purchases products that may be recycled when they have served their intended use.

## **THE PURCHASE ORDER PROCESS**

Requisitioning is formally requesting that a purchase order be issued. The purchase order authorizes a purchase to be made. The purchase order issuance process begins with requesting (requisitioning) the purchase order. Each division shall make a requisition request for its purchasing needs. The requisition process includes authorization and safeguards so that improper or illegal purchasing is difficult both to initiate and to conceal.

The requisition process is a manual process by preparing the purchase requisition form. Preparation shall be done far enough ahead of the date that the goods or services are needed to allow adequate time for following the procedures established in this policy.

All requests presented to the Finance Department shall be processed within five working days. If a request is to be held (for budget transfers, vendor quotation forms to be sent, etc.) or cannot be processed within a five day period, the initiating division will be notified immediately. When additional funds are needed, the requesting division will submit a budget transfer/amendment form for the required funds.

The electronic Incode purchase order system does not relieve the initiating or user divisions of the responsibility of completing the appropriate paperwork as defined elsewhere in this policy (see Exhibit 3 (Quote Sheet) and Exhibit 5 (Purchase Requisition Form). The forms, referred as the backup documents, shall be used for data input into the Incode system.

The electronic approvals for the purchase requisition will be performed by the Purchasing Agent, Finance Director and City Manager in the Incode system. The Purchasing Agent will create and print a copy of the Purchase Order (see Exhibit 6) and attach it to the backup documents to complete the documentation and forward to Accounts Payable with the receiving paperwork and/or vendor's invoice (if available).

#### **Approval Authorization:**

There are three levels of electronic approvals provided for issuance of a purchase order. The table below specifies the levels of approvals. (The Department Head is authorized to manually approve purchases for their divisions for the amounts specified below).

The levels required for the various approvals are as follows:

<b>Approval Levels</b>	<b>Purchasing Approval</b>
Department Head (manual approval only)	\$3,000.00 <b>\$5,000</b> or less
Purchasing Agent	\$3,000.00 <b>\$5,000</b> or greater
Finance Director	\$3,000.00 <b>\$5,000</b> or greater
City Manager	\$5,000.00 <b>\$10,000</b> or greater

It is the responsibility of the Purchasing Agent to deliver the purchase requisition form and required documents to the Finance Director and City Manager. Approval will be given and electronically signed in the Incode system once all requirements are met.

Purchasing Agent will print the purchase order based upon the items listed in the purchase requisition register. The purchase order will be electronically signed by the Finance Director (verifying availability of funds) and the City Manager (approving the purchase). The original, copy of the purchase order will be mailed, faxed or emailed by the Purchasing Agent to the vendor. This will confirm the purchase of the item or service.

#### **Financing:**

If an item is going to be financed, a purchase order cannot be issued until verification of funding is received from the lender.

### **EXCEPTIONS TO THE PURCHASING CYCLE**

As with any set of guidelines there will be exceptions. This section deals primarily with those more common exceptions to the normal purchasing cycle with the understanding that the exceptions only apply when there is a legitimate and obvious need. Following is a list of the most common exceptions to the normal purchasing cycle:

1. Emergency situations;
2. Blanket purchasing agreements for minor non-inventory purchases;
3. Training and seminars/memberships, subscriptions, registrations and publications;
4. Legal advertising;
5. Contracting for personal/or professional services;
6. Maintenance contracts and construction contracts;
7. Purchases less than \$1,000.00 where the creation of a purchase order document would not be cost effective to the City.

#### **Emergency Situations**

An emergency is commonly described as an unforeseen situation, which adversely and unduly affects the life, health, and safety or convenience of the citizens of Brady; or, a circumstance that would cause a loss to the City (such as an inordinate amount of down time). If an emergency arises during normal work hours, the affected Department Head or authorized representative shall:

1. Notify the City Manager and/or Finance Director of the situation;
2. Request a manual purchase order number from the Purchasing Agent;
  - a) Justify the emergency;
  - b) Provide a quote of cost for the material and/or service;
3. As soon as possible, all related paperwork, i.e. invoices, packing slips, or any backup relating to the purchase will be forwarded to the Finance Department.

#### **Blanket Purchasing Agreements**

Agreements with contractors/suppliers that allow small purchases by individual divisions without going through the normal purchasing procedures. For example, establishing an agreement with an

automobile parts supplier to allow for a quick and effective purchase when a needed part or supply is not in stock. The blanket purchasing agreement also reduces administrative costs for small purchases by eliminating the need for multiple requisitions and purchase orders for low cost items. The City may desire to take advantage of any quantity discounts or to fix the price of the items over the purchasing period. Caution should be exercised in utilizing blanket purchasing agreements to assure that divisions do not exceed budgeted amounts or duplicate purchases. Periodic checking should be done to verify low prices, and assure sales tax is excluded from invoice payment.

### **Training, Seminars, Memberships, Subscriptions, Registrations, and Publications**

A purchase order is not required for expenses incurred in connection with training and seminars, memberships, subscriptions, registrations and publications. However, divisions are responsible for maintaining budget allowances. The City Manager shall approve all expenditures for training and seminars according to the established policy.

### **Legal Advertising**

A purchase order is not required for legal advertising expenses. A copy of the publication shall be attached to the invoice and sent to the Finance Department for processing.

### **Contracting for Personal/Professional Services**

A purchase order is not required prior to contracting for all personal/professional services. Contracting for professional services (engineering consultant, rate analyst, etc.) will be the responsibility of the division seeking such services. Any goods or services consumed in conjunction with a contracted professional service shall be acquired through a request for proposal. However, upon the execution of a contract, it is encouraged to encumber the funds in the Incode system. It shall be the responsibility of the contracting division to notify the Finance Department of the closing or expiration of the contract.

### **Maintenance Contracts and Construction Contracts**

A purchase order is not required for maintenance and construction contracts such as computer maintenance and engineering contracts. Contracting for maintenance and construction services will be the responsibility of the division seeking such services. Any goods or services consumed in conjunction with a contracted maintenance or construction service shall be acquired through a request for proposal. However, upon the execution of a contract, it is encouraged to encumber the funds in the Incode system. It shall be the responsibility of the contracting division to notify the Finance Department of the closing or expiration of the contract.

### **Purchases less than ~~\$3,000.00~~ \$5,000.00**

It is not cost effective to create a purchase order for purchases less than ~~\$3,000.00~~ \$5,000.00

## **SUPPLY AGREEMENTS**

The purpose of a supply agreement is to contract the acquisition of goods, as they are needed from a chosen vendor at a fixed price for a specified period of time. These agreements are formally bid and vendors are approved by City Council. These contracts eliminate the necessity of bidding goods each time they are needed while allowing the City quantitative purchasing at optimum prices.

Bid data is compiled by listing items and estimated quantities to be utilized over a specific period of time. Quantities are to be estimates only and vendors are advised that actual purchases may vary 25 percent, more or less, than estimated quantities. Purchase orders will be issued for each individual purchase.

There are provisions in the contract for vendors to follow if the increased cost of an item to the vendor exceeds the selling price contracted to the City. Documentation is to be provided before a line item or lot can be re-bid.

Contracts will be awarded on per item, per lot, or all or none basis; decisions for award will be at the discretion of the Division Supervisor utilizing the goods. The contract should also contain a termination clause applicable to both parties; thirty days written notice of intent to cancel is required to conclude the contract.

## **MAINTENANCE CONTRACTS AND SERVICE AGREEMENTS**

Where feasible, the City may enter into annually contractual agreements with selected vendors for various maintenance services. These contracts may include, but not be limited to, office machine maintenance, cleaning services, pest control, and equipment rental agreements. Negotiation of these contracts and agreements are the responsibility of the responsible Department Head. One copy (original signatures) of the agreement shall be provided to the City Secretary for the permanent records and one copy to the Finance Department.

## **RECEIVING MERCHANDISE/SERVICES**

When receiving ordered goods, the responsible division will conduct an initial inspection of the merchandise to determine its condition. A comparison is made of the goods received against the product specifications as established by the City purchase order, if applicable. Once determination has been made that the merchandise received are to the purchase order specifications, the items are then placed in use and a receiving document is processed in the Incode system.

## **Damaged or Defective Merchandise**

If the merchandise is damaged or defective, the division performing the inspection should notify the Vendor. Arrangements should then be made for return and/or replacement of the merchandise. Payment should not be authorized for damaged or defective merchandise. The Purchasing Agent should be notified in writing of the problem and a "hold" placed on the payment of the purchase order.

## **Incomplete/Partial Orders**

In the event an order is incomplete, an inquiry should be made for scheduled shipment of the remaining order. Authorization for payment of a partial order is accomplished by signing the ticket indicating the purchase order number, date, vendor and items received and then forwarding this information by payment authorization or stamp for invoices, specifically noting a partial payment of a purchase order to the Purchasing Agent or Accounts Payable for processing.

If the amount of an invoice does not match the original amount on the purchase order, the Finance Department will approve and process the invoice as long as the amount does not exceed 25 percent of the total amount of the purchase order. Any amount exceeding 25 percent will require the Division to notify the Purchasing Agent for approval to proceed. Approval will require documentation to support the reason for the increase, and verification that funding is available.

## **PURCHASING AND SERVICE CENTER**

When a division recognizes the need for goods, it should first examine the inventory in stock by using the Incode system or inventory listing report from Incode to see if the item is available. If the item is maintained in stock, the Service Center will issue the item to the division. If the item is not maintained in stock, the division should begin the purchasing procedure. Purchase orders are required for all purchases equaling or exceeding **\$3,000.00 \$5,000.00**.

Bid pricing and bidding limits are established to ensure that sizable purchases are subjected to fair competition among available, responsible vendors. But even though certain purchases are exempt for some reason from the statutory or local ordinance requirements for bids, the division shall maintain adequate controls over purchases to ensure compliance with this policy. Procedures are put in place to ensure that the user is not splitting orders to escape the bidding requirements. A periodic internal audit by the Purchasing Agent will be done to ensure all procedures are being followed.

The City shall maintain an inventory operation that will be responsible for items that are centrally purchased, stocked or warehoused. The three primary purposes in establishing and maintaining a centralized warehouse are:

1. To provide a central receiving, inspection and issuing point for goods;

2. To facilitate the purchasing and storage of larger quantities of frequently used items;
3. To ensure the availability of frequently needed goods on a timely matter.

### **Stock Levels**

The selection of items stocked in the Service Center is determined by the needs of the user divisions. It is the responsibility of Division Supervisor to inform the Purchasing Agent of their need and requirements. Stock levels are determined according to use and demand. The Purchasing Agent shall maintain an Incode Inventory List containing a description of all items maintained in the Service Center.

Users are reminded that before initiating a purchase through normal purchasing procedures, they should check with the Purchasing Agent to determine if the desired good is in stock or on order.

Several factors govern the quantity of inventories. These include:

1. Current user needs;
2. Time required replacing inventory stocks;
3. Available storage space;
4. Market conditions;
5. Monthly turnover rate.

The Purchasing Agent will be responsible for monitoring the above factors to determine if an item not currently in inventory should be stocked, or conversely if a underutilized item should be deleted from inventory stock. Additionally, input from user divisions regarding inventories will always be encouraged. A periodic list will be sent to all divisions to determine reorder levels.

### **Service Center Procedures**

To obtain stock items from the Service Center, authorized individuals shall report their needs to the Purchasing Agent. These items will be charged to the division's budget. The Division Supervisor will be required to give the fund, division and budget code.

To return unneeded stock to the Service Center, users will notify and submit an Inventory Requisition Form (Exhibit 12) to the Purchasing Agent which, upon inspection of the returned good for serviceability, will place the item back into inventory, credit the proper account, and note "returned" on the Inventory Requisition Form initialed by the returnee.

### **Inventory**

A physical inventory of all Service Center stock will be conducted on a monthly basis. It will then be reconciled with that period's activities and forwarded to Division Supervisor and the Finance Department. A summary of monthly division's charge outs will be sent to all divisions for review.

At the same time one copy will be sent to the Finance Department for inclusion in the financial report and another will be retained by the Purchasing Agent for future reference.

## **FIXED ASSETS**

A fixed asset is categorized by two factors: (1) whether the initial cost of the item is \$5,000 or more, and (2) if the anticipated useful life exceeds one year. Examples of fixed assets include office machines, furniture, vehicles and equipment. All inquiries should be forwarded to the Finance Department. When a purchase meets the definition of a fixed asset, the user division will complete a Fixed Asset Inventory Form (see Exhibit 8) and forward it to the Finance Department.

## **INSPECTION OF GOODS**

The inspection of ordered goods will be accomplished at one of three locations, depending upon the nature of the goods ordered.

### **At a City Facility**

Authorized representatives will be responsible for inspecting, upon delivery, all normal stock items and general use goods ordered through designated city facility. If the goods have been ordered for a specific division, an authorized representative of that division should be present during the initial inspection. Any discrepancies (damages, improper specifications, etc.) noted upon initial inspection will be reported in writing to the freight carrier and/or the originating vendor. The ordering division shall be aware of arrival for inspection purposes.

### **At the Vendor's Location**

Special order items involving technical specifications and a substantial investment may require inspection at the point of origin. Such items include: rolling stock (such as: refuse trucks, dump trucks, and hauling trailers), heavy equipment, fabricated machinery, etc. Pre-delivery inspections will be conducted by an authorized representative of the requesting division.

### **At the Job Site**

Inspections at the job site will be used to ensure compliance with specifications and to determine that the ordered goods will actually perform and function for which they were purchased. Examples of goods that will require on the job inspections are construction materials such as: concrete, asphalt, pre-coated stone and specialized equipment which has passed pre-delivery inspection.

## **PROPERTY SALVAGE AND DISPOSAL**

Many items may outlive their usefulness and become unserviceable or obsolete. If it is found that the item is no longer serviceable to the City it shall be reported to the employee charged with maintaining the inventory of fixed assets for ultimate disposal. A fixed asset inventory form shall be filled out by the user division and the form transferred to the Finance Department for instructions on the most advantageous method of disposal for the City.

Upon approval by the City Council and City Manager, surplus goods and equipment may be disposed of in one of the following methods:

1. Public auction;
2. Trade-in on new equipment;
3. Sealed bids;
4. Destruction as unsalvageable;
5. Recycled; or
6. Negotiated price by Council.

## **SPECIFICATIONS**

Specification is a concise description of a good or service the City seeks to buy, and the requirements which the vendor shall meet in order to be considered for the award. A specification may include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use. The specification is the total description of the purchase, for guidelines and resources see (Appendix C).

## **COMPLIANCE**

Employees shall comply with this policy and any subsequent policy or guidelines issued by the City Manager. Therefore, it is against the City's purchasing policy to procure items with personal funds, with the expectation that the City of Brady will provide reimbursement for the cost of such items. 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.

## **EXHIBITS: FORMS AND INSTRUCTIONS**

- Exhibit 1 – Bid Sheet
- Exhibit 2 – Instructions to Bidders
- Exhibit 3 – Quote Sheet
- Exhibit 4 – Bid Tabulation Sheet
- Exhibit 5 – Purchase Requisition Form
- Exhibit 6 – Purchase Order
- Exhibit 7 – Payment Authorization
- Exhibit 8 – Fixed Asset Inventory Form
- Exhibit 9 – Purchasing Procedures Checklist
- Exhibit 10 – Justification for Payment
- Exhibit 11 – Justification for Budget Override
- Exhibit 12 – Inventory Requisition Form
- Exhibit 13 – Conflict of Interest Questionnaire
- Exhibit 14 – Conflict of Interest Statement

## **APPENDICES**

- Appendix A - Chapter 252, Texas Local Government Code
- Appendix B – Incode Purchase Order Processing
- Appendix C – Specification Guidelines

## EXHIBIT 9

### City of Brady

#### Purchasing Procedures Checklist

Levels of Responsibilities:

##### **City Manager**

- Ensure employees receive a copy of the signed Purchasing Policy
- Ensure that employees comply with the Purchasing Policy
- Approval of all purchase requisitions over ~~\$5,000.00~~ **\$10,000** in the Incode system
- Electronic approval for purchase orders generated in the Incode system
- Approval of budget line item transfers

##### **Finance Director**

- Ensure funding is monitored and available as needed by Departments
- Approval of all purchase requisitions over ~~\$3,000.00~~ **\$5,000** in the Incode system
- Electronic approval for purchase orders generated in the Incode system
- Approval of budget line item transfers

##### **Department Head**

- Ensure staff is in compliance with the Purchasing Policy
- Monitoring and authorization of divisions' purchases
- Monitor budget on a regular basis to ensure funding is available
- Submit budget line item transfers to Finance Director and City Manager for approval

##### **Division Supervisor**

- Authorized to purchase goods and services under ~~\$3,000.00~~ **\$5,000**
  - Submit Payment Authorization form or utilize approved stamp for invoices and forward to Accounts Payable for final processing
- Purchases over ~~\$3,000.00~~ **\$5,000** must include a Purchase Requisition Form
- Deliveries by vendor to City facilities must be inspected within 2 working days
- Monitor budget on a regular basis to ensure funding is available
- Submit budget line item transfers to Department Head for approval to ensure funding is available in the correct budget line
- Follow-up and expedite purchase orders for delivery

##### **Purchasing Agent**

- Enforce that City employees comply with the Purchasing Policy
- Provide necessary training needed by authorized personnel
- Obtain vendor bids as outlined in the Purchasing Policy

- Approval of purchase requisitions over ~~3,000.00~~ **\$5,000** in the Incode system
- Print copies of purchase orders from the Incode system and fax/email or mail to vendor for processing
- Keep authorized personnel informed of any delays in the purchasing process
- Assist with follow-up and expedite purchase orders for delivery
- Forward all original paperwork to Accounts Payable for recordkeeping and final processing

### **Accounts Payable**

- Processing of invoices less than ~~\$3,000.00~~ **\$5,000** in the Incode system
- Timely processing of payment of all approved purchase order invoices
- Ensure payment of closed purchase orders

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	11-17-20	<b>AGENDA ITEM</b>	7.L.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action to approve Resolution 2020-032 revising the City of Brady Budget Policy.		
<b>PREPARED BY:</b>	Dennis Jobe / Lisa Remini	<b>Date Submitted:</b>	11-13-20
<b>EXHIBITS:</b>	Resolution 2020-032 Budget Policy		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$0	
	<b>Amount Budgeted:</b>	\$0	
	<b>Appropriation Required:</b>	\$0	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b>			
During City Council Workshop on 11-10-20, Council discussed and recommended to allow City staff to spend funds not currently identified in the adopted budget on additional expenditures up to \$25,000 without the Council's approval.  The expenditure amount would also be limited to the amount of new revenue amount that the division acquired, unless the current budget provided sufficient funding when combined with the additional revenue collections.			
<b>RECOMMENDED ACTION:</b>			
It is recommended that the City Council approve Resolution 2020-032 adopting the revised Budget Policy.			

**RESOLUTION NO. 2020-032**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADY, TEXAS  
TO AMEND THE CITY OF BRADY'S  
BUDGET POLICY  
ORIGINALLY ADOPTED IN 2015**

**WHEREAS**, October 2015, the City Council adopted a Budget Policy to promote fiscal accountability; and

**WHEREAS**, this policy outlines how City staff and City Council will conduct the Budgeting process and subsequent adjustments and amendments necessary to document City expenditures for each fiscal year; and

**WHEREAS**, the City Council recommends allowing certain expenditures at \$25,000 or less be allowed without Council approval if an unexpected revenue source to support such expenditure is acquired during a fiscal year after the City Budget is adopted; and,

**WHEREAS**, the City Council desires to provide transparency and accountability by establishing a process to document such transaction; and

**WHEREAS**, the City wishes to proceed with revising the City Budget 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 Budget Policy which was adopted October 2015, revised August 2017, is hereby updated.

**PASSED AND APPROVED** this the 17th day of November 2020.

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Anthony Groves, Mayor

Attest:

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Tina Keys, City Secretary

**CITY OF BRADY**  
**ADMINISTRATIVE PROCEDURES**

<b>SUBJECT:</b>  <b>BUDGET POLICY</b>	<b>EFFECTIVE DATE:</b> <b>10-20-2015</b>	<b>REVISED DATE:</b> <b>11-17-20</b>
<b>APPROVED:</b>	<b>RESOLUTION 2020-032</b>	

#### **BUDGET PROCESS**

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

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

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

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

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

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

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

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

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

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

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

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

## **BUDGET ADJUSTMENTS AND AMENDMENTS**

Unanticipated events that occur in the fiscal year after the adoption of the budget should be addressed in a timely manner. Section 6.05 of the City's Charter addresses this fact with regard to emergency situations. Review of actual current fiscal year's performance and anticipated events compared to the budget is conducted at mid-year. A review of actual performance to budget is also conducted at the fiscal year end to identify expenditures associated with projects that may need to be carried over to the new fiscal year. Section 6.12 of the City's Charter requires the City Manager to report all non-designated funds after the close of the fiscal year. The new year budget may be amended to reflect additional appropriations for specific expenditures.

For all adjustments and budget amendments the following guidelines are recommended:

### **ADJUSTMENTS to BUDGET WITHOUT COUNCIL ACTION**

#### **1. DIVISION ONLY ADJUSTMENTS**

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

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

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

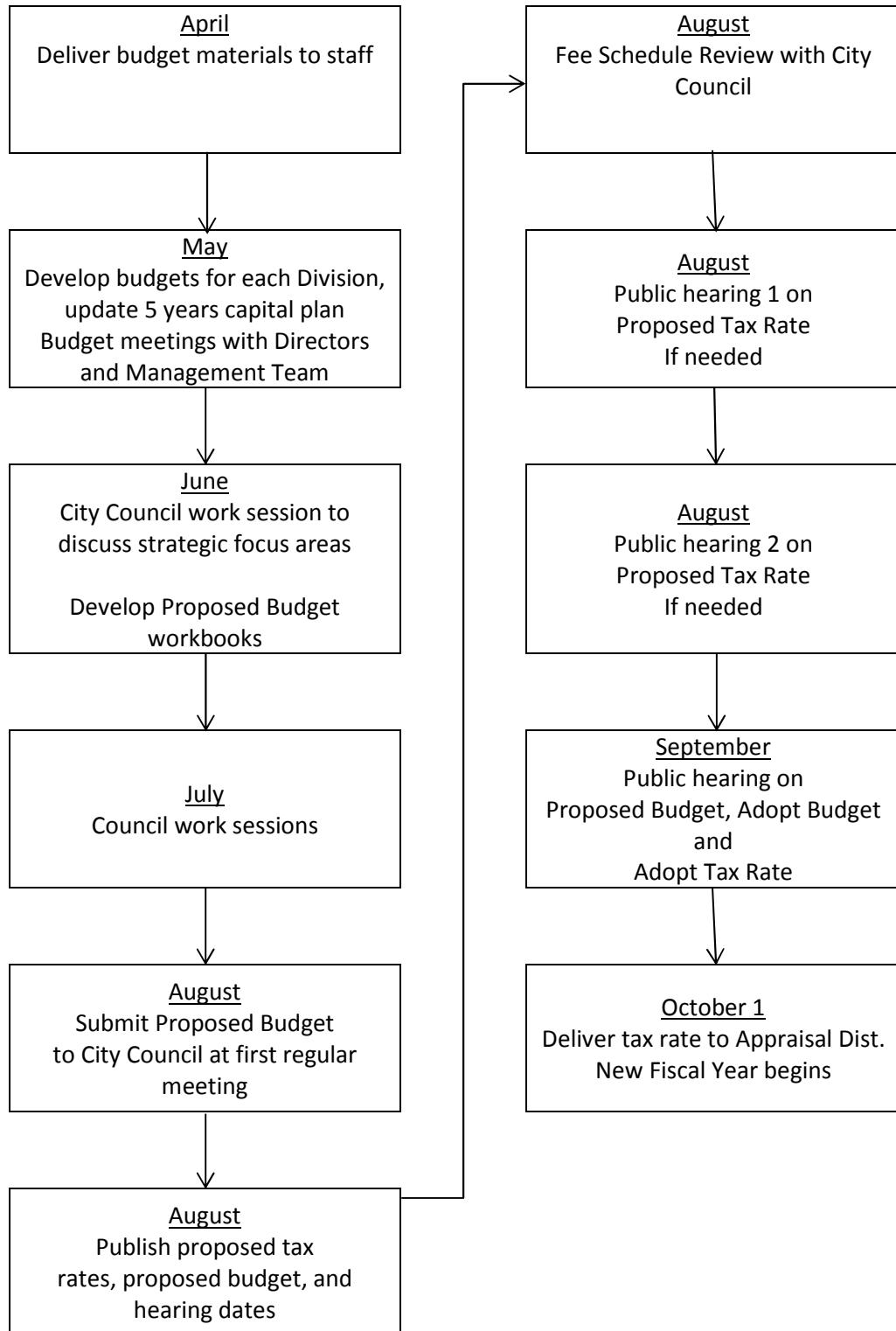
### **FUND AMENDMENTS REQUIRING COUNCIL ACTION**

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

#### **EXCEPTIONS to REQIRING COUNCIL ACTION:**

1. An increase in total appropriations resulting from a new/additional revenue source; however, will be allowed by approval of the City Manager and Director of Finance and documented on a Budget Adjustment Form. Examples of an event would be an award of grant moneys or donation for a specific expenditure, or purchases of aviation fuel do to elevated sales, and the purchase of electricity, or natural gas to support additional sales.
2. **An increase in total appropriations up to \$25,000 resulting from a new/additional revenue source will also be allowed if the Division or Department Head formally requests to spend the new/ additional revenue source by submitting a Budget Adjustment Form identifying the specific expenditure for approval by the City Manager to confirm appropriateness of the expenditure and Finance Director to confirm that the status of actual financial performance to budget goals is satisfactory.**

## TIMELINE FOR THE BUDGET PROCESS



## RECONCILED OPERATING CASH / TOTAL UTILITY BILLINGS

## **Fiscal Year 20-21**

The charts below contain sales tax revenue allocated each month by the Texas State Comptroller. Please contact and search the [Texas Comptroller's website](#) if you notice an incorrect amount.

For example, the February allocations reflect December sales, collected in January and allocated in February.

\*Excludes any sales tax retained by the municipality and not remitted to the Comptroller.

- [View Grid Based on Calendar Year](#)
- [View Grid With All Years](#)

[Download to Excel](#)

Change Fiscal Year  
End

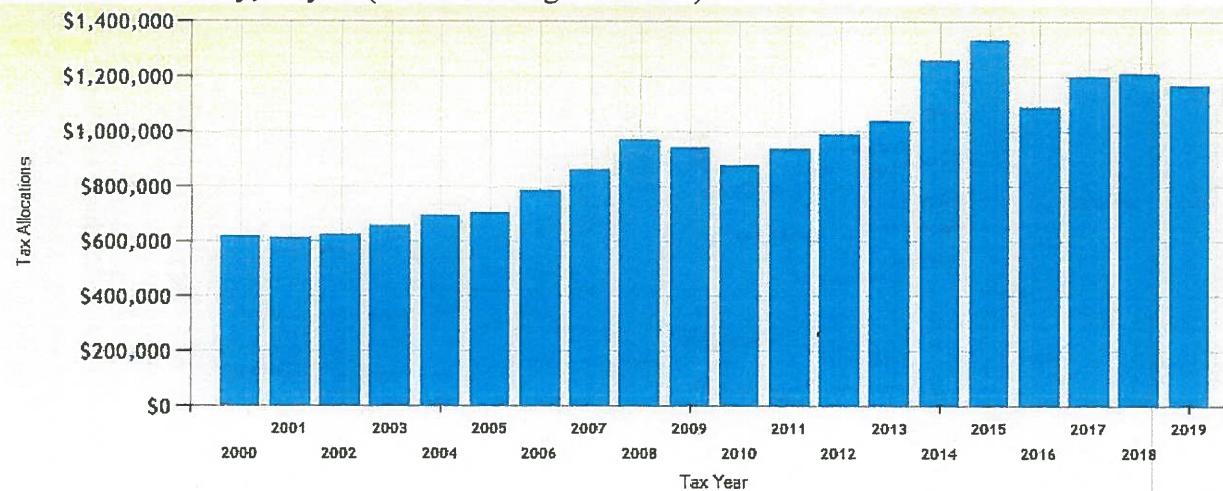
09/30/2021



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

Year	October	November	December	January	February	March	April	May	June	July	August	September	Total
2021	\$97,505	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,505
2020	\$94,161	\$95,033	\$98,358	\$107,077	\$114,736	\$90,220	\$86,583	\$101,797	\$101,393	\$109,646	\$105,702	\$97,317	\$1,202,025
2019	\$108,700	\$97,871	\$99,563	\$102,849	\$102,877	\$97,257	\$96,793	\$108,828	\$94,204	\$91,085	\$99,315	\$87,187	\$1,186,530
2018	\$101,224	\$103,733	\$112,475	\$107,463	\$108,139	\$94,294	\$88,618	\$106,428	\$105,435	\$94,199	\$103,004	\$98,016	\$1,223,027
2017	\$87,306	\$91,161	\$89,413	\$100,033	\$109,289	\$86,358	\$97,988	\$101,730	\$86,536	\$97,051	\$103,953	\$100,236	\$1,151,056
2016	\$143,834	\$112,101	\$107,933	\$98,515	\$113,278	\$84,869	\$85,238	\$96,257	\$81,982	\$80,944	\$94,673	\$85,349	\$1,184,973
2015	\$113,438	\$115,026	\$128,575	\$118,282	\$127,008	\$90,659	\$99,414	\$119,166	\$107,160	\$99,436	\$107,394	\$106,966	\$1,332,523
2014	\$86,905	\$90,223	\$83,575	\$87,608	\$114,999	\$83,194	\$86,383	\$103,052	\$119,190	\$96,615	\$101,343	\$109,279	\$1,162,366
2013	\$81,575	\$84,095	\$78,857	\$88,594	\$108,399	\$69,954	\$76,038	\$92,661	\$84,448	\$82,176	\$91,353	\$87,852	\$1,026,002
2012	\$76,182	\$79,173	\$73,628	\$81,661	\$100,901	\$64,794	\$79,473	\$88,392	\$76,641	\$60,890	\$87,159	\$105,230	\$974,124

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**CITY OF BRADY  
CITY COUNCIL CORRESPONDENCE**

**TO: MAYOR AND COUNCIL**

**FROM: FINANCE / UTILITY DEPARTMENTS**

**SUBJECT: MONTHLY CUSTOMER SERVICE REPORT**

**DATE: October 31, 2020**

## SERVICE ORDER REPORT FY 20-21

**BNB/Brady VFD Maintenance Fund**

**Senior Center Meals Served**  
**Director Rosie Aguirre**  
**Monthly Report - October 2019 - September 2020**

SERVICES	FISCAL YEAR 2020-2021												
	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APR	MAY	JUNE	JULY	AUG.	SEPT.	To Date Total
Days Meals Served	22	18	20	22	19	22	21	20	22	22	21	21	250
Average Daily Meals													
Meals @ Sunset Center	762												
Home Delivered Meals	810												
Total Meals	1,572	-	-	-	-	-	-	-	-	-	-	-	-
Closed Oct. 12-Columbus Day				Closed Good Friday									
Closed Nov. 26 & 27 for Thanksgiving, Nov. 11 Veteran's Day				Closed Memorial Day			Closed (Labor Day)						
Closed for Christmas				Closed July 4th									
Closed Jan. 1st - New Years Day													
Closed Feb.													

SERVICES	FISCAL YEAR 2019-2020												
	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APR	MAY	JUNE	JULY	AUG.	SEPT.	To Date Total
Days Meals Served	22	18	20	22	19	22	21	20	22	22	21	21	250
Average Daily Meals													
Meals @ Sunset Center	887	804	761	801	639	612	595	535	741	727	804	804	8,710
Home Delivered Meals	994	847	958	1,019	853	1,014	929	866	932	899	832	834	10,977
Total Meals	1,881	1,651	1,719	1,820	1,492	1,626	1,524	1,401	1,673	1,626	1,636	1,638	19,687
Closed Oct. 14-Columbus Day				Closed Good Friday									
Closed Nov. 28 & 29 for Thanksgiving, Nov. 11 Veteran's Day				Closed Memorial Day			Closed (Labor Day)						
Closed for Christmas				Closed July 4th									
Closed Jan. 1st - New Years Day													
Closed Feb.													
Closed Feb.													
Closed July 4th Independence Day													

**Brady Municipal Golf Course**

**Monthly Report**

**FY 19**

Item	FY 2019	FY 2020	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Sept	Totals
<b>Rounds</b>	<b>1537</b>		103	94	33	49	58	102	153	131	250	195	200	169	<b>1537</b>
<b>Green Fees</b>	<b>\$ 18,019.20</b>		\$1,407.70	\$1,490.00	\$543.00	\$635.00	\$834.00	\$1,742.50	\$1,858.00	\$1,685.00	\$2,727.47	\$2,399.00	\$3,032.00	\$2,393.00	<b>\$ 18,019.20</b>
<b>Membership Roun</b>	<b>3165</b>		238	233	143	197	287	250	341	233	345	345	286	267	<b>3165</b>
<b>Student Rounds</b>	<b>104</b>		7	2	2	4	2	2	8	14	26	16	18	3	<b>104</b>
<b>Total Rounds</b>	<b>4870</b>		348	329	178	250	347	354	502	378	621	552	504	507	<b>4870</b>
<b>Trail Fee</b>	<b>74</b>		2	5	2	0	2	7	2	7	9	10	16	12	<b>74</b>
<b>Trail Fee Revenue</b>	<b>\$ 296.50</b>		\$8.00	\$16.50	\$8.00	\$0.00	\$8.00	\$28.00	\$8.00	\$28.00	\$36.00	\$40.00	\$64.00	\$52.00	<b>\$ 296.50</b>
<b>Cart Rentals</b>	<b>992</b>		50	60	32	41	47	66	101	91	140	151	109	104	<b>992</b>
<b>Cart Revenue</b>	<b>\$ 15,163.00</b>		\$815.00	\$800.00	\$400.00	\$512.50	\$725.00	\$1,025.00	\$1,737.50	\$1,400.00	\$2,012.50	\$2,475.00	\$1,625.00	\$1,635.50	<b>\$ 15,163.00</b>
<b>Cart Shed Rental</b>	<b>\$ 13,658.00</b>		\$11,637.50	\$100.00	\$125.00	\$137.50	\$100.00	\$75.00	\$112.50	\$75.00	\$100.00	\$295.50	\$250.00	\$650.00	<b>\$ 13,658.00</b>
<b>Vending Revenue</b>	<b>\$ 11,416.38</b>		\$517.28	\$516.91	\$186.38	\$326.70	\$658.45	\$1,106.23	\$1,706.36	\$1,661.24	\$1,314.15	\$1,513.52	\$1,228.85	\$680.31	<b>\$ 11,416.38</b>
<b>Memberships</b>	<b>306</b>		35	20	22	24	17	21	29	20	23	41	28	26	<b>306</b>
<b>Membership Fees</b>	<b>\$ 32,043.00</b>		\$9,655.00	\$2,565.00	\$1,470.00	\$2,500.00	\$1,632.00	\$1,405.00	\$1,937.00	\$1,610.00	\$1,475.00	\$2,944.00	\$1,920.00	\$2,930.00	<b>\$ 32,043.00</b>
<b>Driving Range</b>	<b>439</b>		4	26	5	24	28	64	30	46	55	60	60	37	<b>439</b>
<b>Range Revenue</b>	<b>\$ 1,735.50</b>		\$19.00	\$98.00	\$23.00	\$100.00	\$124.00	\$260.00	\$120.00	\$196.00	\$223.00	\$223.50	\$217.50	\$131.50	<b>\$ 1,735.50</b>
<b>Misc.</b>	<b>0</b>	<b>0</b>													<b>0</b>
<b>Total Revenue</b>	<b>\$92,331.58</b>		<b>\$24,059.48</b>	<b>\$5,586.41</b>	<b>\$2,755.38</b>	<b>\$4,211.70</b>	<b>\$4,081.45</b>	<b>\$5,641.73</b>	<b>\$7,479.36</b>	<b>\$6,655.24</b>	<b>\$7,888.12</b>	<b>\$9,890.52</b>	<b>\$8,337.35</b>	<b>\$8,472.31</b>	<b>\$92,331.58</b>

None of the above figures included sales tax

\$95,059.05

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

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

-\$2,727.47 variance

Item	FY 2016	FY 2017	FY 2018
<b>Rounds</b>	<b>1462</b>	<b>2311</b>	<b>1358</b>
<b>Green Fees</b>	<b>\$18,369.14</b>	<b>\$16,137.00</b>	<b>\$18,929.47</b>
<b>Membership R</b>	<b>2625</b>	<b>3678</b>	<b>2895</b>
<b>Student Rounds</b>	<b>242</b>	<b>226</b>	<b>60</b>
<b>Total Rounds</b>	<b>4329</b>	<b>6215</b>	<b>4313</b>
<b>Trail Fee</b>	<b>360</b>	<b>26</b>	<b>56</b>
<b>Trail Fee Revenue</b>	<b>\$208.00</b>	<b>\$104.00</b>	<b>\$217.00</b>
<b>Cart Rentals</b>	<b>943</b>	<b>636</b>	<b>829</b>
<b>Cart Revenue</b>	<b>\$16,670.64</b>	<b>\$10,017.76</b>	<b>\$13,293.75</b>
<b>Cart Shed Renta</b>	<b>\$10,714.53</b>	<b>\$16,165.50</b>	<b>\$15,567.50</b>
<b>Vending Revenue</b>	<b>\$16,290.04</b>	<b>\$15,126.94</b>	<b>\$12,480.39</b>
<b>Memberships</b>	<b>305</b>	<b>278</b>	<b>233</b>
<b>Membership Fe</b>	<b>\$30,321.10</b>	<b>\$35,825.00</b>	<b>\$31,090.62</b>
<b>Driving Range</b>	<b>298</b>	<b>296</b>	<b>433</b>
<b>Range Revenue</b>	<b>\$1,296.00</b>	<b>\$1,185.00</b>	<b>\$1,910.28</b>
<b>Misc.</b>	<b>\$16,035.37</b>	<b>\$31,109.30</b>	<b>\$10,078.70</b>
<b>Total Revenue</b>	<b>\$109,904.82</b>	<b>\$125,670.50</b>	<b>\$103,567.71</b>

## OCTOBER RUN TOTALS

TOTAL CALLS	96
ALS	33
BLS	45
TRAUMA	22
TRAUMA DEATH	1
REFUSAL	31
CANCEL	5
MISC.	2 (GAS LEAK, FALSE ALARM-SYSTEM MALFUNCTION)
HELICOPTER	2
>20 MINUTES	16
COUNTY CALLS	21
FIRES	15
CITY FIRES	8
COUNTY FIRES	7
BVFD	10
LIFT ASSIST	8

## 2020 RUNS

<u>BVFD Response to City/County Calls:</u>	0
EMS	0
Fire	2
Misc.	0
<b>TOTAL:</b>	<b>2</b>

<u>Wrecks and Transport are counted in the Fire/EMS calls above:</u>	
County:	2
Wrecks	0
Transport to Hospitals	1
City:	
Wrecks	0
Transport to Hospitals	0
BVFD: (respond with City and County calls)	0
Wrecks	0
Transport to Hospitals	1

Invoice Register - Airport																		
INVOICE	DATE	Fisrt Name	Last Name	TYPE	611.00 Rental	6.11.01 T Hangar	611.02 Hangar	815.00 REM	640.1 Tie Down	645.00 Misc	646.00 AvGas	646.01 Jet-A	647.00 Military	FET REM	TOTAL SALE	Price Per Gallon	AvGas Gallons	Jet-A Gallons
314864	10/1/2020		Durbin Air	Contract							0	93.8165	0	0	\$93.82	2.405550		39
314865	10/1/2020	John	Bezner	CC							107.415	0	0	0	\$107.42	3.850000	27.9	
314866	10/1/2020	Edward	Morgan	CC							77	0	0	0	\$77.00	3.850000	20	
314867	10/1/2020		Saulsbury	CC							0	651.42	0	0	\$651.42	3.290000		198
314868	10/1/2020		NetJets	Contract							0	726.476	0	0	\$726.48	2.405550		302
314869	10/1/2020			2501	CC						0	0	1296.1998	117.72	\$1,413.92	2.400370		
314870	10/2/2020		STAJETS	Contract							0	541.249	0	0	\$541.25	2.405550		225
314871	10/2/2020		Big South Fork Aero	CC							0	1316	0	0	\$1,316.00	3.290000		400
314872	10/2/2020		Global Express Group	Contract							0	2083.21	0	0	\$2,083.21	2.405550		866
314873	10/2/2020		Global Express Group	Contract							0	1804.16	0	0	\$1,804.16	2.405550		750
314874	10/2/2020	Jonathan	Pharr	CC							231	0	0	0	\$231.00	3.850000	60	
314875	10/2/2020		NetJets	Contract							0	721.665	0	0	\$721.67	2.405550		300
314876	10/2/2020		Airshare	Contract							0	914.109	0	0	\$914.11	2.405550		380
314877	10/3/2020		NetJets	CC							0	1480.5	0	0	\$1,480.50	3.290000		450
314878	10/3/2020	Russel	Johnson	CC							66.99	0	0	0	\$66.99	3.850000		17.4
314879	10/4/2020	Jim	Strange	CC							43.12	0	0	0	\$43.12	3.850000		11.2
314880	10/5/2020		Rancho Benito	CH							729	0	0	0	\$729.00	3.750000		194.4
314881	10/5/2020	Steven	Capps	CC							115.5	0	0	0	\$115.50	3.850000		30
314882	10/6/2020	Jeff	Smaistrla	CH		\$30.00					0	0	0	0	\$30.00			
314883	10/6/2020	Michael	Roy	CH	\$70.00						0	0	0	0	\$70.00			
314884	10/6/2020	Trennen	Merren	CH	\$140.00						0	0	0	0	\$140.00			
314885	10/6/2020	Dale	Scott	CH	\$70.00						0	0	0	0	\$70.00			
314886	10/6/2020	Jerry	Kruszku	CH		\$120.00					0	0	0	0	\$120.00			
314887	10/6/2020	Stan	Amyett	CH	\$70.00						0	0	0	0	\$70.00			
314888	10/6/2020	Cameron	Ramsey	CH	\$70.00						0	0	0	0	\$70.00			
314889	10/6/2020	Rick	Morgan	CH	\$70.00						0	0	0	0	\$70.00			
314890	10/6/2020	Hector	Raudry	CH				\$50.00			0	0	0	0	\$50.00			
314891	10/6/2020	Rick	Morgan	CH	\$70.00						0	0	0	0	\$70.00			
314892	10/6/2020	Richard	Jolliff	CH	\$70.00						0	0	0	0	\$70.00			
314893	10/6/2020		Day Aircraft	CH	\$700.00						0	0	0	0	\$700.00			
314894	10/6/2020	Tom	Bowles	CH	\$70.00						0	0	0	0	\$70.00			
314895	10/6/2020	Clay	Powell	CH		\$70.00					0	0	0	0	\$70.00			
314896	10/6/2020	Stan	Kothman	CH	\$70.00						0	0	0	0	\$70.00			
314897	10/6/2020	Slader	Townsend	CH		\$70.00					0	0	0	0	\$70.00			
314898	10/6/2020		Judith River Aviation	CC							0	513.24	0	0	\$513.24	3.290000		156
314899	10/7/2020	1-149		CC							0	0	828.49158	74.556	\$903.05	2.422490		
314900	10/7/2020	1-149		CC							0	0	925.39118	83.276	\$1,008.67	2.422490		
314901	10/7/2020	1-149		CC							0	0	937.50363	84.366	\$1,021.87	2.422490		
314902	10/7/2020	1-149		CC							0	0	821.22411	73.902	\$895.13	2.422490		
314903	10/7/2020	1-149		CC							0	0	872.0964	78.48	\$950.58	2.422490		
314904	VOID										0	0	0	0	\$0.00			
314905	10/7/2020	1-149		CC							0	0	855.13897	76.954	\$932.09	2.422490		
314906	10/6/2020		Gulf Coast Helicopters	CC							0	213.85	0	0	\$213.85	3.290000		65
314907	10/8/2020	1/149		CC							0	0	830.91407	74.774	\$905.69	2.422490		
314908	10/8/2020	Marion	Rice	CC							115.5	0	0	0	\$115.50	3.850000		30

314909	10/8/2020		Enviro Green	CC						121.66	0	0	0	\$121.66	3.850000	31.6	
314910	10/8/2020	David	Godwin	CC						46.585	0	0	0	\$46.59	3.850000	12.1	
314911	10/9/2020		Rancho Benito	CH						755.726	0	0	0	\$755.73	3.790000	199.4	
314912										0	0	0	0	\$0.00			
314913	10/11/2020	Richard	Jolliff	CC						126.665	0	0	0	\$126.67	3.850000	32.9	
314914	10/11/2020		1-149	CC						0	0	942.34861	84.802	\$1,027.15	2.422490		
314915	10/11/2020		1-149	CC						0	0	922.96869	83.058	\$1,006.03	2.422490		
314916	10/11/2020		1/149	CC						0	0	901.16628	81.096	\$982.26	2.422490		
314917	10/12/2020	Slader	Townsend	CH						88.55	0	0	0	\$88.55	3.850000	23	
314918	10/12/2020		JIS LLC	CC						344.19	0	0	0	\$344.19	3.850000	89.4	
314919	10/12/2020	Dale	Scott	CH						68.915	0	0	0	\$68.92	3.850000	17.9	
314920	10/12/2020		LD Services	CC						0	1598.19	0	0	\$1,598.19	3.190000		501
314921	10/13/2020	Clint	Rejsek	CASH			\$70.00			0	0	0	0	\$70.00			
314922	10/13/2020		USDA	CC						0	98.7	0	0	\$98.70	3.290000		30
314923	10/14/2020		Larry Curtis	CC	\$150.00					0	0	0	0	\$150.00			
314924	10/15/2020		1/149	CC						0	0	891.08706	78.044	\$969.13	2.489070		
314925	10/15/2020		Skyhorse	CC						731.5	0	0	0	\$731.50	3.850000	190	
314926	10/15/2020	Clint	Rejsek	CC						116.27	0	0	0	\$116.27	3.850000	30.2	
314927	10/15/2020	Steven	Fingerhut	CC						200.97	0	0	0	\$200.97	3.850000	52.2	
314928	10/16/2020	Vicki	Dennington	CC						51.59	0	0	0	\$51.59	3.850000	13.4	
314929	10/17/2020	Larry	Klein	CC						97.405	0	0	0	\$97.41	3.850000	25.3	
314930	10/17/2020	Stan	Amyett	CC						75.075	0	0	0	\$75.08	3.850000	19.5	
314931	10/17/2020	Sam	McLaughlin	CC						46.2	0	0	0	\$46.20	3.850000	12	
314932										0	0	0	0	\$0.00			
314933	10/18/2020	Charles	Moore	CC						168.63	0	0	0	\$168.63	3.850000	43.8	
314934	10/18/2020		1-149	CC						0	0	833.83845	73.03	\$906.87	2.489070		
314935	10/19/2020	Al	Lavenue	CC						110.495	0	0	0	\$110.50	3.850000	28.7	
314936	10/19/2020	Kyle	Lemmer	CC						0	329	0	0	\$329.00	3.290000		100
314937	10/20/2020	Tracy	Patrick	CC						93.94	0	0	0	\$93.94	3.850000	24.4	
314938	10/21/2020	Albert	Dennington	CC						147.07	0	0	0	\$147.07	3.850000	38.2	
314939	10/21/2020	Ryan	Robbins	CC						394.625	0	0	0	\$394.63	3.850000	102.5	
314940	10/22/2020	Laramie	Moore	CC						38.5	0	0	0	\$38.50	3.850000	10	
314941	10/24/2020	Homer	Cox	CC						79.695	0	0	0	\$79.70	3.850000	20.7	
314942	10/24/2020	Ann	Bennett	CC						103.565	0	0	0	\$103.57	3.850000	26.9	
314943	10/25/2020		1-149	CC						0	0	809.11177	70.414	\$879.53	2.504990		
314944	10/25/2020		1-149	CC						0	0	764.02195	66.49	\$830.51	2.504990		
314945	10/25/2020		1-149	CC						0	0	751.497	65.4	\$816.90	2.504990		
314946	10/25/2020	Robert	Muir	CC			\$240.00			0	931.07	0	0	\$1,171.07	3.290000		283
314947	10/25/2020		1-149	CC						0	0	653.80239	56.898	\$710.70	2.504990		
314948	10/25/2020		1-149	CC						0	0	716.42714	62.348	\$778.78	2.504990		
314949	10/25/2020		1-149	CC						0	0	703.90219	61.258	\$765.16	2.504990		
314950	10/25/2020		1-149	CC						0	0	556.10778	48.396	\$604.50	2.504990		
314951	10/25/2020		1-149	CC						0	0	558.61277	48.614	\$607.23	2.504990		
314952	10/25/2020		1-149	CC						0	0	485.96806	42.292	\$528.26	2.504990		
314953	10/25/2020		1-149	CC						0	0	556.10778	48.396	\$604.50	2.504990		
314954	10/29/2020		Chase Aviation	CC						0	296.1	0	0	\$296.10	3.290000		90
314955	10/30/2020		Jakes Garage and Aviation	CASH	\$150.00					0	0	0	0	\$150.00			

Monthly Invoices Totals by GL Number		
611.00	Rent	\$1,000.00
611.01	T-Hangar	\$770.00
611.02	Bldg Rent	\$600.00
640.01	Tie Down	\$50.00
645.00	Misc.	
646.00	100LL	\$5,493.35
646.01	Jet-A	\$14,312.75
647.00	Military	\$18,413.927660
Total Sales Gallons		
100LL		1435
Jet-A		5135
Military		7498
FET Due from IRS		\$1,634.564000

OPS Report - Airport						
INVOICE	DATE	SE	ME	Turbine	Jet	HELO
314864	10/1/2020				4	
314865	10/1/2020		2			
314866	10/1/2020		2			
314867	10/1/2020				4	
314868	10/1/2020					4
314869	10/1/2020					8
314870	10/2/2020					4
314871	10/2/2020					4
314872	10/2/2020					4
314873	10/2/2020					4
314874	10/2/2020	2				
314875	10/2/2020					4
314876	10/2/2020					4
314877	10/3/2020					4
314878	10/3/2020	2				
314879	10/4/2020	2				
314881	10/5/2020	2				
314883	10/6/2020	2				
314884	10/6/2020	2				
314885	10/6/2020	2				
314886	10/6/2020			2		
314887	10/6/2020	2				
314888	10/6/2020	2				
314889	10/6/2020	2				
314890	10/6/2020	2				
314891	10/6/2020	2				
314892	10/6/2020	2				
314894	10/6/2020	2				
314895	10/6/2020	2				
314896	10/6/2020	2				
314897	10/6/2020	2				
314898	10/6/2020				4	
314899	10/7/2020					8
314900	10/7/2020					8
314901	10/7/2020					8
314902	10/7/2020					8
314903	10/7/2020					8
314905	10/7/2020					8
314906	10/6/2020					8
314907	10/8/2020					8
314910	10/8/2020	2				
314913	10/11/2020	2				
314914	10/11/2020					8
314915	10/11/2020					8
314916	10/11/2020					8
314917	10/12/2020	2				

314918	10/12/2020	2				
314919	10/12/2020	2				
314920	10/12/2020				4	
314921	10/13/2020	2				
314922	10/13/2020					8
314924	10/15/2020					8
314925	10/15/2020					8
314926	10/15/2020	2				
314927	10/15/2020		2			
314928	10/16/2020	2				
314929	10/17/2020	2				
314930	10/17/2020	2				
314931	10/17/2020	2				
314933	10/18/2020	2				
314934	10/18/2020					8
314935	10/19/2020		2			
314936	10/19/2020			4		
314937	10/20/2020	2				
314938	10/21/2020	2				
314939	10/21/2020					8
314941	10/24/2020	2				
314942	10/24/2020	2				
314943	10/25/2020					8
314944	10/25/2020					8
314945	10/25/2020					8
314946	10/25/2020			4		
314947	10/25/2020					8
314948	10/25/2020					8
314949	10/25/2020					8
314950	10/25/2020					8
314951	10/25/2020					8
314952	10/25/2020					8
314953	10/25/2020					8
314954	10/29/2020					8

TOTAL		70	6	20	36	224
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# **Building Permit Department**

## **Monthly Report**

### **FY 2021**

SD  
11-2, 2020

## Code Enforcement Monthly Case Load FY 2021

SD  
11-2, 2020

## Violations

Violation	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Background Info Cases	26	13	6	0	0	
Building Code Violations	14	3	6	1	0	
Dangerous Premises	16	14	17	1	3	
Depositing, Dumping, Burning	12	8	5	0	4	
Home Occupation Violation	2	0	0	0	0	
Junk and Unsightly Matter	80	115	65	106	65	
Junked Vehicle	37	47	20	85	49	
Minimum Housing Standards	3	2	15	10	0	
Noise Prohibited, Animals			0	7	5	
Non-Residential Open Storage	10	11	0	0	0	
Obstruction of Drainageway	4	0	0	0	0	
Permit Required	10	2	1	2	0	
Pool Enclosure	1	4	1	0	0	
Posting Signs on Poles		0	0	0	0	
Posting Signs on Public Property		0	0	0	0	
Acc. Bldg. prohibited in front yd		0	0	0	0	
Refrigerators and Air Tight Containers	7	5	1	0	0	
Residential Open Storage	18	19	3	3	2	
Residential Setbacks	6	0	1	0	0	
Residential RVs - No Residence	8	3	1	1	3	
Sight Visibility	4	12	0	0	1	
Unsanitary Conditions	15	16	8	0	3	
Weeds and Vegetation	187	112	49	68	28	
Zoning Ord. Use Regs Violations	1	0	2	0	0	
<b>Monthly Totals</b>	<b>461</b>	<b>386</b>	<b>201</b>	<b>284</b>	<b>163</b>	

## Cases

Open Cases at the start of month	305	0	659	611	425	
Complaints	209	82	65	11	2	
Pro-Active - Self Initiated	85	145	63	168	111	
Total New Cases	294	242	127	179	113	
Closed Cases	521	248	104	238	57	
Citations	0	43	19	1	7	
Open Cases at the end of month	78	0	683	552	564	

## Utility Inspections

238	201	187	
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