



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

**CITY OF BRADY COUNCIL AGENDA  
REGULAR CITY COUNCIL MEETING  
MAY 6, 2025, 6:00 P.M.**

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 p.m. May 6, 2025**, at the City of Brady Municipal Court Building located at 207 S. Elm St., Brady, Texas, for the purpose of considering the following items. The City Council of the City of Brady, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

Tony Groves,  
Mayor

Terry Phillips  
Council Member Place 1

Missi Elliston  
Mayor Pro Tem  
Council Member Place 2

Vacant  
Council Member Place 3

Felix Gomez, Jr.  
Council Member Place 4

Gabe Moreno  
Council Member Place 5

James Stewart  
City Manager

Tina Keys  
City Secretary

Sharon Hicks  
City Attorney

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

**2. INVOCATION AND 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 TXAG 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 Session meeting on April 15, 2025
- B. Approval of a noise variance at Richard's Park from 6:00 p.m. on May 10, 2025 until 1:00 am on May 11th for a family reunion as requested by Mike Sanchez.
- C. Approval of the temporary closure of W. Victoria Street between N. Elizabeth Street and N. Davidson Street on June 28 – 29, 2025 for a 25<sup>th</sup> wedding celebration and on August 30 – 31, 2025 for a family reunion as requested by Brentt Raybion.
- D. Approval of street closure from 5:00 p.m. to 8:00 p.m. on the corner of W. Main & N. Church St, N. High & W. Lockhart St., N. Bridge & W. Lockhart St. & N. Church and Richards St. for Bingo night put on in partnership with the Chamber of Commerce and McCulloch County Resource Center as a fundraiser for the resource center on Tuesday, June 3, 2024.

**5. PRESENTATIONS:**

- Municipal Court Annual Report – Valerie Gonzalez and Judge J.T. Owens

**6. PUBLIC HEARINGS:**

None

*In the very Heart of Texas, the City of Brady is dedicated to fostering a tight-knit community rooted in tradition, resilience, and rural pride. We strive to provide a welcoming, safe, and thriving environment where families flourish, local businesses prosper, and the spirit of the Lone Star State shines through our commitment to sustainable growth, preserving our heritage, and embracing the values of hard work, faith, and neighborly support.*

## 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. Recognition of outgoing Council Members Missi Elliston and Jeffrey Sutton and reception. Thank you for your dedication and service to the citizens of Brady.  
Council will take a brief recess for a reception for Missi Elliston and Jeffrey Sutton and then will resume regular session.
- B. Administer Oath of Office and Swearing in of newly elected council members: Aaron Garcia, City Council Place 2, and Curtis Owens, City Council Place 3.
- C. Discussion, consideration and possible action to elect Mayor Pro Tem.
- D. Discussion, consideration and possible action regarding the **second and final reading of Ordinance 1393** of the City of Brady, Texas, amending Chapter 3 of the Code of Ordinances establishing a vacant building ordinance.
- E. Discussion, consideration and possible action regarding the **second and final reading of Ordinance 1394** of the City of Brady, Texas amending Ordinance 1386 setting fees for vacant commercial structures
- F. Discussion, consideration, and possible action regarding **second and final reading of Ordinance 1395** of the City of Brady, Texas, to amend the FY2025 Budget for municipal purposes.
- G. Discussion, consideration and possible action regarding approval of disposition of City-owned assets through the Public Surplus online auction ([www.publicsurplus.com](http://www.publicsurplus.com)).
- H. Discussion, consideration and possible action regarding the Budget Schedule and setting workshop dates in July 2025.
- I. Discussion, consideration and possible action regarding Resolution 2025-013 approving updates to the City's Investment Policy.
- J. Discussion, consideration and possible action awarding the bid for the Golf Cart Shed Construction project to Tri Tex Fence Co. (\$162,500).

## 8. STAFF REPORTS:

### A. Upcoming Special Events/Meetings:

May 20	Regular City Council Meeting, 6:00 p.m.
May 26	Memorial Day Holiday, City Offices Closed, Altered Trash Schedule – Mon. 5/26 trash picked up Tues. 5/27 & Tues. 5/27 trash picked up Wed. 5/28
June 3	Regular City Council Meeting, 6:00 p.m.
June 4	Happy Birthday Felix Gomez
June 17	Regular City Council Meeting, 6:00 p.m.

## 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. COMMENTS ON FUTURE ITEMS FOR CONSIDERATION:

## 11. EXECUTIVE SESSION:

The City Council of the City of Brady will adjourn into Executive Session for the following:

- Pursuant to Section 551.071 (Consultation with Attorney), the City Council will consult with the City Attorney about pending or contemplated litigation or on a matter in which the duty of the attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act;
- Pursuant to Section 551.074 (Personnel Matters) City Council will meet to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: City Manager duties & recommendations
- Pursuant to Section 551.072 (Deliberations about Real Property), the City Council will deliberate the purchase, exchange, lease, or value of real properties of the City as the deliberation in an open meeting will have the detrimental effect on the position of the City in negotiations with a third person: Police Station / Fire Station / G. Rollie White
- Pursuant to Section 551.072 (Deliberations about Real Property), the City Council will deliberate the purchase, exchange, lease, or value of real properties of the City as the deliberation in an open meeting will have the detrimental effect on the position of the City in negotiations with a third person

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

Discussion, consideration or possible action as a result of Executive Session, if any

## 13. 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 \_\_\_\_\_ a.m. / 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 accommodation or interpretive services must be received at least 48 hours prior to the meeting. Please contact the City Secretary at 325-597-2152 or [tkeys@bradytx.us](mailto:tkeys@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, April 15, 2025 at 6:00 p.m. with Mayor Groves. Council Members present were Missi Elliston, Gabe Moreno, and Felix Gomez. City staff present were City Manager James Stewart, Interim City Manager Barbara Holly, Finance Director Lisa McElrath, Public Works Director Steven Miller, Police Chief Randy Batten, Golf Superintendent R. S. Bush, Senior Center Manager Rosie Smith, Airport Manager Scott Griffin, Airport Line Serviceman Jaden Townsend, City Attorney Sharon Hicks, and City Secretary Tina Keys. Also in attendance were Bubba Harkrider, Curtis Owens, Charles Hodges, Chris Matin, Daniel Mendoza, James Griffin, Charles Bush, Jasper Allen, Tammy Mariche, and Lisa Selensky.

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

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

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

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

#### **3. PUBLIC COMMENTS**

There were no public comments.

#### **4. CONSENT AGENDA**

- A. Approval of Minutes for Regular Session meeting on April 1, 2025

Council Member Elliston moved to approve the Consent Agenda. Seconded by Council Member Gomez. All Council Members voted “aye” and none “nay”. Motion passed with a 3 – 0 vote.

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

- Second Quarter Financial Report – FY 25 – Lisa McElrath presented to Council and reviewed the financial reports provided to council.
- Senior Center Annual Report – James Stewart presented on behalf of Rosie Smith.

#### **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 **first reading of Ordinance 1393** of the City of Brady, Texas, amending Chapter 3 of the Code of Ordinances establishing a vacant building ordinance. Barbara Holly presented. Daniel Mendoza said this will help a lot. Council Member Moreno asked if there are things that can be done without doing a full restoration or if there is a grandfathered clause. Barbara Holly said there is an ordinance that can take structures that are older that take more of a realistic approach. Nobody has to come up to the current building code. They have to come up to the code in existence when it was built. Council Member Gomez asked what other communities have done this. Barbara said Corpus Christi, Rockdale, and Tyler that she knows of. James Stewart said this is after a year has gone by. Mayor

Groves said \$1,000 seems a little steep. Daniel Mendoza said he talked to some folks that have property on the square and they said this might be an incentive to sell. Council Member Elliston moved to approve the first reading of Ordinance 1393 creating a vacant building ordinance. Seconded by Council Member Moreno. All Council Members voted “aye” and none “nay”. Motion passed with a 3 – 0 vote.

- B. Discussion, consideration and possible action regarding the **first reading of Ordinance 1394** of the City of Brady, Texas amending Ordinance 1386 setting fees for vacant commercial structures. Barbara Holly presented. James Stewart said he thinks the numbers are appropriate. Council Member Elliston moved to approve the first reading of Ordinance 1394 creating the fees to administer a vacant building ordinance. Seconded by Council Member Gomez. All Council Members voted “aye” and none “nay”. Motion passed with a 3 – 0 vote.
- C. Discussion, consideration and possible action awarding contract for the Avgas Fuel Farm Upgrade project to Bassco Services, Inc. Lisa McElrath presented and introduced Scott Griffin and Jaden Townsend. Mayor Groves agreed this is a very important project. Scott said it will be safer. Jaden said it will be self-service. Council Member Moreno moved to award the Avgas Fuel Farm Upgrade project to Bassco Services, Inc. in the amount of \$428,953.00. Seconded by Council Member Elliston. All Council Members voted “aye” and none “nay”. Motion passed with a 3 – 0 vote.
- D. Discussion, consideration and possible action regarding the **first reading of Ordinance 1395** of the city of Brady, Texas, to amend the FY2025 Budget for municipal purposes. Lisa McElrath presented. Council Member Gomez moved to approve the first reading of Ordinance 1395 with Exhibit A attached. Seconded by Council Member Moreno. All Council Members voted “aye” and none “nay”. Motion passed with a 3 – 0 vote.
- E. Discussion, consideration and possible action regarding formal acceptance of donation from Concho Valley Regional Advisory Council for EMS services provided by the City of Brady to Melvin in FY25 and Interlocal Agreement with the City of Melvin for EMS services. James Stewart presented and said this was a follow-up from the last meeting. Council Member Moreno asked if we have scheduled a follow-up meeting with Melvin. James said he has not yet but will be doing that soon. James Stewart said this takes us to October 1<sup>st</sup> then we will be back in the same place. Council Member Elliston moved to approve acceptance of donation and interlocal agreement with the City of Melvin for EMS services. Seconded by Council Member Gomez. All Council Members voted “aye” and none “nay”. Motion passed with a 3 – 0 vote.
- F. Discussion, consideration and possible action regarding golf cart path donation and project being developed for Brady Golf Course. James Stewart presented and said they’re trying to make a good long-term plan. The City is not doing the project. It’s all being done in cooperation with the BGA and this donor. James said we are going to partner with the EDC to come up with the fund shortage. The EDC is going to call a meeting to get their formal approval. We will bring back to council to formalize. James said it will be a significant improvement to the golf course. Curtis Owens said the BGA, being the second largest donor, does agree with going with a local company. Mayor Groves asked what the EDC net to the city is. Daniel said \$571,000 estimate. James Stewart said we would deduct the \$36,000 to that amount. Daniel said it helps them, and it helps the City. They can get a lot more done a lot quicker. Mayor Groves said we are forgiving a debt, it’s a long term agreement. Council Member Elliston moved to approve the project to concrete the Brady Golf Course golf cart path, with payment sources coming from private donations, the Brady Rotary Club, the Brady Golf Association, and authorizing a \$36,000 payment from the BEDC under the financial assistance agreement for the Ed Davenport Civic Center (Resolution No. 2019-020) payable to the City to be utilized

by the City for the golf course path and for the BEDC to receive credit for said payment against the funds due under Resolution No. 2019-020. Seconded by Council Member Moreno. All Council Members voted “aye” and none “nay”. Motion passed with a 3 – 0 vote.

- G. Discussion regarding Burns Street water tower demolition and future plans for lot recap as requested by Council Members Gomez and Moreno. James Stewart presented and said this is an update. He is also looking at information as to what we want to do in the future. The progress is supposed to last another week, maybe longer. Council Member Gomez asked how do they cap off water lines. Steven Miller said Water Superintendent Gary Jacobson already has it capped off they will demo the below ground.
- H. Discussion regarding City code enforcement progress and future plans on city neighborhood clean ups as requested by Council Members Gomez and Moreno. James Stewart said this is another carryover and said Letha Moore had an unexpected out of town requirement or she would have been here. We didn't have a building official on staff until 2 or 3 weeks ago. We now have one who has been working with Letha and Barbara Holly and Code Enforcement Officer Josh Soto. We've had several staff discussions regarding scope of job as far as what is required and what is now not required. Josh will now be able to focus on code enforcement. Josh opened 44 cases in March now that he can focus on code enforcement. We have begun developing a plan. Daniel Mendoza said the billboards for golf course and Richards park should be done by May 10<sup>th</sup>. Council Member Moreno asked if we can discuss permitting fees to encourage people to build in Brady. James said we can start those discussions with Barbara and new building official. James said we have discussed having an open house and inviting local contractors and realtors to invite them to meet Kyle.

## 8. STAFF REPORTS

### A. Upcoming Special Events/Meetings:

B. Monthly Activity Reports: Seniors, Golf, BPD, Fire-EMS Calls, BVFD Expense Report, Animal Control, Airport, Code Enforcement, Municipal Court

### C. Upcoming Special Events/Meetings:

April 18	Good Friday Holiday, City Offices Closed, Altered Trash Schedule – Thurs 4/17 trash picked up Wed. 4/16 & Fri. 4/18 trash picked up Thurs. 4/17
April 23	HAPPY BIRTHDAY MISSI ELLISTON
May 6	Regular City Council Meeting, 6:00 p.m. – reception for outgoing council members / swearing in of new council members
May 20	Regular City Council Meeting, 6:00 p.m.
May 26	Memorial Day Holiday, City Offices Closed, Altered Trash Schedule – Mon. 5/26 trash picked up Tues. 5/27 & Tues. 5/27 trash picked up Wed. 5/28

## 9. ANNOUNCEMENTS

James Stewart said he loves his job and appreciates all of Barbara's help.

## 10. EXECUTIVE SESSION

The City Council of the City of Brady adjourned into Executive Session for the following:

- Pursuant to Section 551.071 (Consultation with Attorney), the City Council will consult with the City Attorney about pending or contemplated litigation or on a matter in which the duty of the attorney to the

City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act:

- Pursuant to Section 551.074 (Personnel Matters) City Council will meet to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: City Manager / Interim City Manager contract & duties
- Pursuant to Section 551.072 (Deliberations about Real Property), the City Council will deliberate the purchase, exchange, lease, or value of real properties of the City as the deliberation in an open meeting will have the detrimental effect on the position of the City in negotiations with a third person: Police Station / Fire Station / G. Rollie White.
- Pursuant to Section 551.072 (Deliberations about Real Property), the City Council will deliberate the purchase, exchange, lease, or value of real properties of the City as the deliberation in an open meeting will have the detrimental effect on the position of the City in negotiations with a third person:

Regular Session was recessed at 7:17 p.m. Executive Session opened at 7:20 p.m. and closed at 7:28 p.m. Regular Session resumed at 7:28.

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

There was no action as a result of Executive Session.

#### **12. ADJOURNMENT**

There being no further business, Mayor Groves adjourned the meeting at 7:30 p.m.

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Anthony Groves, Mayor

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

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	05/06/2025	<b>AGENDA ITEM</b>	4.B.
<b>AGENDA SUBJECT:</b>	Approval of a noise variance at Richard's Park at 6:00 p.m. on May 10, 2025 until 1:00 am on May 11, 2025 for a family reunion as requested by Mike Sanchez.		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	4/28/2025
<b>EXHIBITS:</b>	email		
<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 request was received from Mike Sanchez for a noise variance on Saturday, May 10, 2025 for a family reunion with amplified music until 1:00 a.m. on May 11, 2025.			
<b>RECOMMENDED ACTION:</b> Move to approve noise variance			

**Tina Keys**

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**From:** Mike Sanchez <artisticmemorial44@yahoo.com>  
**Sent:** Saturday, April 26, 2025 9:41 AM  
**To:** Tina Keys  
**Subject:** May 10, 2025

Dear City Council Members:

We are requesting permission to have a extended time for music at our family reunion at Richard's Park for live music. We have 2 different bands coming out to perform. I have spoken to the Chamber of Commerce about opening the event up to the public at the time the band's are playing as a Mother's Day Dance to give the Brady Community entertainment also. The band's would like to play from 6 pm to 1 am.

Thank You for your consideration and God Bless.

Sincerely Yours

Michael Sanchez Sr  
Artistic Memorials  
Gatesville Tx 76528

[Yahoo Mail: Search, Organize, Conquer](#)

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	05/06/2025	<b>AGENDA ITEM</b>	4.C.
<b>AGENDA SUBJECT:</b>	Approval of the temporary closure of W. Victoria Street between N. Elizabeth St. and N. Davidson St. on June 28 - 29, 2025 for 25 <sup>th</sup> wedding anniversary celebration and on August 30 – 31, 2025 for a family reunion as requested by Brentt Raybion		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	5/16/2024
<b>EXHIBITS:</b>	Map		
<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>			
Brentt Raybion is requesting the temporary closure of W. Victoria Street between N. Davidson and N. Elizabeth on June 28 – 29, 2025 for a 25 <sup>th</sup> wedding anniversary celebration and August 30 – 31, 2025 for a family reunion.			
<b>RECOMMENDED ACTION:</b>			
Move to approve			

N Davidson St

W Victoria St

N Davidson St

W Victoria St

N Elizabeth St

N Elizabeth St

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	05/06/2025	<b>AGENDA ITEM</b>	4.D.
<b>AGENDA SUBJECT:</b>	Approval of street closure from 5:00 p.m. to 8:00 p.m. on the corner of W. Main & N. Church St, N. High & W. Lockhart St., N. Bridge & W. Lockhart St. & N. Church and Richards St. for Bingo night put on in partnership with the Chamber of Commerce and McCulloch County Resource Center as a fundraiser for the resource center on Tuesday, June 3, 2024.		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	5/02/2025
<b>EXHIBITS:</b>	Map Request email		
<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 request was received from the Brady/McCulloch County Chamber of Commerce for a street closure from 5:00 p.m. to 8:00 p.m. on the corner of W. Main & N. Church St, N. High & W. Lockhart St., N. Bridge & W. Lockhart St. & N. Church and Richards St. for Bingo night put on in partnership with the Chamber of Commerce and McCulloch County Resource Center as a fundraiser for the resource center on Tuesday, June 3, 2024 .			
<b>RECOMMENDED ACTION:</b> Move to approve request			

## Tina Keys

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**From:** daniel@bradytx.com  
**Sent:** Thursday, May 1, 2025 3:57 PM  
**To:** Tina Keys  
**Subject:** City Council Agenda  
**Attachments:** Bingo\_Street Closure.png

Tina,

Can you add the following to the next available city council agenda?

Discussion, consideration, and possible action for the approval of street closure from 5pm-8pm on the corner of W Main and N Church Street, N High and W Lockhart Street, N Bridge and W Lockhart Street, and N Church and Richards Street. For Bingo Night put on in partnership with the Brady Chamber of Commerce and McCulloch County Resource Center as a fundraiser for the resource center on Tuesday June 3, 2024.

### **Daniel Mendoza**

Executive Director Brady/McCulloch County Chamber of  
Commerce & Economic Development Director  
106 W Main St. Brady Tx, 76825  
(325) 597-3491 | (325) 240-0870  
[daniel@bradytx.com](mailto:daniel@bradytx.com)  
[www.bradytx.com](http://www.bradytx.com)





BRADY MUNICIPAL COURT

# ANNUAL REPORT

# 2024



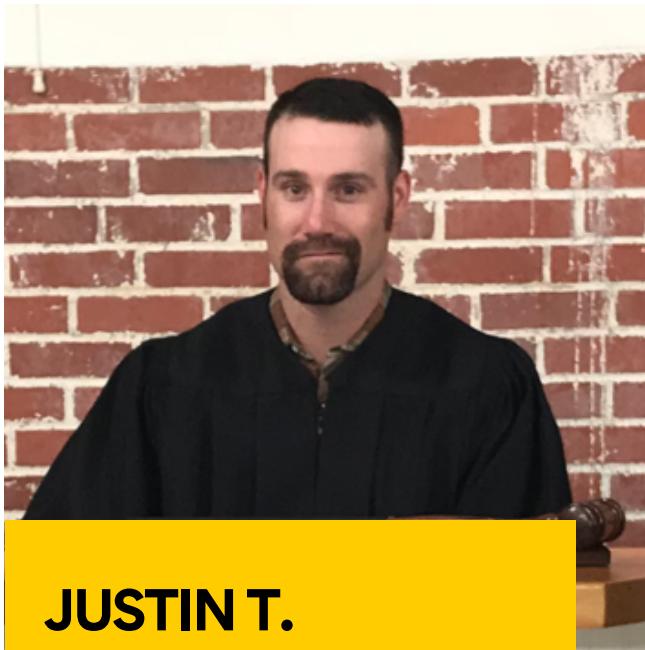
Presiding Judge:

**JUSTIN T. OWENS**

Court Clerk:

**VALERIE GONZALEZ**

# LETTER FROM THE JUDGE



**JUSTIN T.  
OWENS**

Municipal Court Judge

As Judge of the Brady Municipal Court, it is both an honor and a privilege to serve a community so deeply rooted in resilience, respect, and civic pride. Every day, I witness the strength of character and the spirit of cooperation that make our city truly exceptional.

The work we do in the court is more than the interpretation of laws—it is about ensuring fairness, fostering accountability, and building trust within our community. I am continually inspired by the individuals who come through our doors, many of whom are taking active steps toward personal growth, healing, and restoration. I want to take a moment to express my appreciation to all those who engage with our system not only with responsibility but with a willingness to learn and grow. Positive change often begins in small moments, and I believe strongly in second chances, in dignity, and in the potential each person holds to move forward with purpose.

Thank you for being a part of what makes our community strong and compassionate. I look forward to continuing our work together to ensure that justice is not only served but understood and embraced.

With sincere appreciation,

**ANNUAL  
REPORT  
2024**

**Justin T. Owens**

Municipal Court Judge  
City of Brady, TX

# LETTER FROM THE COURT CLERK



**VALERIE K.  
GONZALEZ**

Municipal Court Clerk

As the Court Clerk for the Brady Municipal Court, I have the unique privilege of serving as a bridge between the public and the justice system. Every day, I am reminded of the importance of kindness, respect, and clear communication in the work we do.

Our court is not just a place of proceedings—it's a place where people come for answers, direction, and often, a fresh start. I am proud to be part of a team that is committed to fairness, transparency, and helping every individual feel seen and supported.

Whether you're visiting the court for assistance, participating in a hearing, or simply seeking information, please know that we are here to help you navigate the process with dignity and respect. Your time, your concerns, and your voice matter to us.

Thank you for contributing to the strength and heart of our community. It is my continued honor to serve you.

With gratitude,

**Valerie K. Gonzalez**

Court Clerk

Brady Municipal Court



# MUNICIPAL COURT OVERVIEW

The purpose of the Municipal Court is for the disposition of misdemeanor criminal matters arising within the jurisdiction under the laws of the State of Texas, City Code, or any other ordinances of the City, where the fine does not exceed State of Texas authorization.

The Municipal Judge is a judge and also a magistrate; whose authority extends throughout the County and whose actions affect proceedings in county and district courts. The judge's duty is to preserve the peace within the municipal jurisdiction by the use of all lawful means in order that they may be brought to punishment, accepts payments of fines and fees, and appearance bonds. The City Attorney, who is the Prosecutor, supports the Municipal Court.

The Court Clerk prepares complaints filed by individuals, processes Class C citations, maintains accurate records of the court, and schedules cases for hearing. Prepares subpoenas, summons, and arrest warrants upon the requests from Municipal Judge and/or City Prosecutor. Reports all moving traffic convictions to the Texas Department of Public Safety, State of Texas Office of Court Administration (OCA) and performs other related duties.

# STATISTICAL REPORT OF VIOLATIONS

Theft	16	No Insurance	92	Expired DL	15
Assault	6	Failed to Control Speed	1	Failed to Display DL	1
DOC Language	1	Failed to Yield ROW	7	Fail to Report Change of Address	2
DOC Indecent Exposure	1	Failed to Signal Turn	1	Open Container	8
Public Intoxication	22	DWLI	37	Violation of a Promise to Appear	220
Possession of Drug paraphernalia	54	No DL	42	Littering	2
Speeding	218	Violate DL Restriction	3	Parked Facing Traffic	1
Ran Stop Sign	7	Did Not Use Designated Lane	1	Expired Registration	107
Ran Red Light	9	Defective Tail Lamp(s)	1	Fictitious Plates	1
Changed Lane When Unsafe	1	Defective Stop Lamp(s)	1	Operate Unregistered Motor Vehicle	1
Improper Turn	1	Obstructed View Through Windshield	1	Minor in Possession	9
Child No Car Seat	7				
No Seat Belt Driver	7				

Consumption of Alcohol By Minor	4
Health & Safety Code	5
Truancy Cases	6
Animal Control Running at Large	10
City Ord. Violation Unsanitary Conditions	1
City Ord. Violation Noise	2
Dangerous/ Dilapidated Building	29
No Demo/Building Permit	1
Junk & Unsightly Matter	3
Weeds and Vegetation	2
Depositing, Dumping, Burning	5
Minimum Housing Standards	1

Depositing Prohibited	2
Discharge of Fire Arm	1
Animal Control Barking	1
Animal Control: Vaccinations	5
Animal Control: Care & Treatment	3
Vandalism of City Property	2
Tampering & Damage to City Property	1
Keeping Swine	1
Exceed # of Animals Allowed	1
City Ord. Violation: No Permit	1
Defective Head Lamp(s)	1
Speeding Construction Zone	1

Speeding School Zone	17
Total	1010

## # OF TICKETS ISSUED BY AGENCY

Police Department

**723**

Municipal Court

**227**

Code Enforcement

**42**

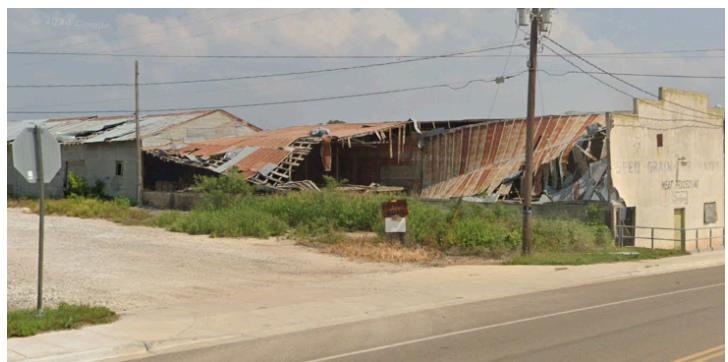
Animal Control

**18**

**ANNUAL REPORT 2024**

# PROPERTY CLEAN UP THROUGH CODE ENFORCEMENT & COURT PROCEEDINGS

503 N BRIDGE



Fines & Fees Collected:  
**\$13,248.00**

ANNUAL  
REPORT  
2024



# FINANCIAL HIGHLIGHTS



Kept by City

**\$116,203.84**



Remitted to State

**\$56,277.89**



Collection Agency Fees

**\$13,260.27**

ANNUAL  
REPORT  
2024

**CONTACT US:**

**JTOWENS@BRADYTX.US**  
**VGONZALEZ@BRADYTX.US**

**325-597-2156**

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	05/06/2025	<b>AGENDA ITEM</b>	7.A..
<b>AGENDA SUBJECT:</b>	Recognition of outgoing Council Members Missi Elliston and Jeffrey Sutton and reception. Thank you for your dedication and service to the citizens of Brady		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	5/02/2025
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b> Thank you Missi and Jeffrey for your many years of dedication to the City of Brady and citizens of Brady. It is appreciated!!			
<b>RECOMMENDED ACTION:</b> Recess for reception			

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	05/06/2025	<b>AGENDA ITEM</b>	7.B.
<b>AGENDA SUBJECT:</b>	Administer Oath of Office and Swearing in of newly elected council members Aaron Garcia, City Council Place 2 and Curtis Owens, City Council Place 3		
<b>PREPARED BY:</b>	Tina Keys	<b>Date Submitted:</b>	5/02/2025
<b>EXHIBITS:</b>	Oaths		
<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 Secretary Tina Keys will administer oaths and swear in new council members			
<b>RECOMMENDED ACTION:</b>			



## Oath of Office

"I, Aaron Garcia, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Council Member Place Two (2), of the City of Brady, State of Texas, **and will to the best of my ability preserve, protect and defend the Constitution and Laws of the United States and of this State and the Charter and Ordinances of this City, So help me God.**"

---

Affiant

SWORN TO and subscribed before me by affiant on this 6th day of May, 2025.

---

Signature of Person Administering Oath

Tina Keys, City Secretary  
Printed Name



## Oath of Office

"I, Curtis Owens, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Council Member Place Three (3), of the City of Brady, State of Texas, **and will to the best of my ability preserve, protect and defend the Constitution and Laws of the United States and of this State and the Charter and Ordinances of this City, So help me God.**"

---

Affiant

SWORN TO and subscribed before me by affiant on this 6th day of May, 2025.

---

Signature of Person Administering Oath

Tina Keys, City Secretary  
Printed Name

# City Council

## City of Brady, Texas

### Agenda Action Form

AGENDA DATE:	05/06/2025	AGENDA ITEM	7.C.
AGENDA SUBJECT:	Discussion, consideration and possible action to elect Mayor Pro Tem		
PREPARED BY:	T. Keys	Date Submitted:	04/17/2025
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) All Council Members are considered to be nominated.
- 2) Members will draw numbers to determine the order of voting. Each Council Member will announce their vote orally, in the order of the draw.
- 3) After everyone states their vote, a motion may be made to elect the Council Member with the most votes.

#### **RECOMMENDED ACTION:**

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

**City Council  
City of Brady, Texas**

**Agenda Action Form for Ordinance**

<b>AGENDA DATE:</b>	05/06/2025	<b>AGENDA ITEM</b>	7.D.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding the second and final reading of Ordinance 1393 of the City of Brady, Texas, amending Chapter 3 of the Code of Ordinances, establishing a vacant building ordinance.		
<b>PREPARED BY:</b>	B. Holly	<b>Date Submitted:</b>	4/2/2025
<b>EXHIBITS:</b>	Ordinance 1393		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:**

The City Council requested property owner incentives to return vacant commercial structures to productive use. Many communities have enacted vacant building ordinances that require property owners of vacant structures to file an annual plan with the city and pay an increasing fee for each year the property is left vacant. The ordinance is currently structured to apply to all vacant commercial structures, or, if desired, can be limited to the downtown area. The annual fees begin at \$1,000, ratcheting up to \$4,000 per year in year four and thereafter.

**RECOMMENDED ACTION:**

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

**Mayor calls for a motion:**

Move to approve the **second and final** reading of Ordinance 1393, creating a vacant building ordinance.

**CITY OF BRADY, TEXAS**

**ORDINANCE NO. 1393**

**AN ORDINANCE OF THE CITY OF BRADY, TEXAS, AMENDING CHAPTER 3 OF THE CITY OF BRADY CODE OF ORDINANCES TO ADDRESS VACANT COMMERCIAL PROPERTIES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING A SEVERABILITY CLAUSE.**

**WHEREAS**, the City Council ("Council") is the governing body for the City of Brady, Texas, and therefore, it must bear the initial responsibility of governance; and

**WHEREAS**, vacant and abandoned properties harm Texas communities;

**WHEREAS**, there exists in Brady, many vacant buildings that, if left unoccupied and unmonitored, may fall into a state of disrepair, become a haven for drug activity and other crimes, may breed dumping and create blight in the area; and

**WHEREAS**, the regulation of vacant and abandoned structures within the City of Brady (hereinafter called "City") Texas is essential to the health, safety and economic value of the community.

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

**Definitions**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Allowed Use Table*: A table that can be found in Chapter 14 of the Brady Code of Ordinances that sets the parameters for what uses are allowed in each zoning classification.

*Building*: Any enclosed structure designed for use as a habitation or for a commercial use, including engaging in trade or manufacture.

*City Building Official or building official*: The designated building official for the city or his or her designated representative.

*City Council or Council*: The city council of the city.

*City Manager*: The chief administrative officer designated by ordinance, or by his or her designated representative.

*City Staff*: The officers, employees and agents of the city assigned and designated from time to time by the city manager and/or council to review, comment, and/or report on issues with the enforcement of this division.

**Owner:** The person that owns the property on which a building is located, according to the real property records of the county; or the records of the appraisal district.

**Secured:** That all accessible means of ingress and egress to the vacant structure, including but not limited to all exterior doorways and windows are locked as to prevent unauthorized entry by vagrants and criminals.

**Unit:** A part of a building distinctly separated from other spaces within the building. It must be directly accessible from an outer door or through an interior door in a shared hallway rather than by walking through another building space.

**Vacant Structure:** That all lawful commercial activity at the building has ceased, or reasonably appears to have ceased, for 150 days; or the building contains more than three units (single building subdivided for multiple businesses), 75 percent or more of which have not been used lawfully, or reasonably appear not to have been used lawfully, for more than 150 days. Vacant structures have a water account but is not active.

### **Applicability.**

This division shall apply to all commercial vacant structures, which are now in existence or which may hereafter be constructed or converted from other uses which are in the city limits.

### **Registration required.**

- (a) An owner is required to register their building as vacant when the property is not currently in productive use subject to the adopted Allowed Use Table, including having active water and power service. A person commits an offense if the person owns a vacant building and fails to register within ninety (90) days from the date that written notice is issued by the city building official to the owner. Written notice shall be issued to the vacant structure owner by means of personal service, by first class mail to his/her last known address according to McCulloch County Appraisal District records or by posting on the property.
- (b) Upon issuance of notice to register the vacant structure, the owner shall submit a registration application with the city building official. The registration application shall be submitted on forms provided by the city. The registration application shall include the following information supplied by the applicant:
  - 1) The address and legal description of the property
  - 2) Name, mailing address, telephone number, and email address of all owners. Corporation or corporate entities shall submit the same information pertaining to their registered agent.
  - 3) Name, address and telephone number for any third party who the owner has entered into a contract or agreement with for property management
  - 4) Name and address of all known lienholders, tenants and all other parties with an ownership or possessory interest in the structure.
  - 5) Name, address and telephone number of a person to contact in an emergency
  - 6) Proof of comprehensive liability insurance for the property, of no less than \$500,000.00 for damages and personal injury, or \$100,000.00 for personal injury in any one accident and a surety bond for the value of the structure if insurance for the structure cannot be

obtained. Said value shall be the appraised value as determined by the McCulloch County Appraisal District. This subsection is not applicable to single-family residential structures. The insurance required herein shall remain in full force and effect at all times during the registration term. Such insurance coverage shall specifically name the city as additional insured. The insurance coverage shall cover all perils arising from the activities relative to this agreement. A registration applicant shall be responsible for any deductibles stated in the policy and shall not cause such insurance or bond to be cancelled nor permit such insurance or bond to lapse. All insurance certificates shall include a clause to the effect that the policy shall not be cancelled, reduced, restricted, or otherwise limited until forty-five (45) days after city has received written notice as evidenced by return receipt of registered or certified mail.

- 7) Complete a vacant building plan containing a plan of action and timeline for correcting all existing violations, maintaining the building while vacant, renovating or repairing the building, occupying or selling the building, and/or demolition of the building. The vacant building plan must be updated every six (6) months that the building is required to be registered.
- 8) Provide the number of buildings, dwelling units, swimming pools, spas, located in or on the premises of the vacant building and the total area in square feet of the building, the number of stores contained in the vacant building and the total area in square feet of each story, and whether each story is above or below ground level and any other information reasonably necessary for use by which first responders in the event of a fire or other catastrophic event.
- 9) Property owner shall post "No Trespass" signs on the property front door or window
- 10) Vacant structure owners shall provide written notice to the city building official, including a copy of the deed, of a change in ownership of the property and/or contact information for either the owner or the designated manager. Written notice shall be provided to the city no later than 30 days after said changes have occurred
  - (c) Continued annual registration (from the original date of vacancy) of the property by the vacant structure owner is required until said structure is deemed occupied and in compliance with all relevant code requirements by the city building official.
  - (d) The vacant property will be reviewed biannually by the city building official and the code enforcement officer or his/her designee for compliance with section 3 of this division.
  - (e) The results of the review by the city building official and the code enforcement officer or his/her designee may require the owner employ a structural engineer to determine the existence of structural damage.

**Property manager or agent.**

- (a) An owner of a vacant structure must designate a local manager for said structure and include the relevant contact information for the designated manager upon registering the property with the city. Property managers shall act as agents for the property owner for purposes of accepting legal service, however the vacant property owner remains personally liable in criminal prosecution for code violations.

(b) The property manager or agent must be available at the number listed at all times in the event of an emergency or catastrophe. For all vacant properties except for single-family residential structures; the name and telephone number of the property manager or agent must be posted at the front of the building, in large, legible print.

#### **Standard of care for vacant property.**

(a) The standard of care for all vacant structures shall be in accordance with the currently adopted International Building Code and any and all requirements of chapter of the Code of Ordinances and amendments thereto. Failure to maintain the vacant structure to the standard of care specified by the city is a violation of this division. Neighboring businesses are encouraged to report vacant buildings/buildings in disrepair to the city code enforcement official in action.

(b) Commercial buildings which exhibit evidence of vacancy shall be maintained as to the appearance of evidence of occupancy by:

(1) Maintaining the exterior of the property in good order including cleaned windows, a lit interior light at night with he view into the first floor to be easily viewed by police to maintain security on the premises, and facade materials maintained in a good state of repair to include no peeling paint, missing mortar, and rusted metal and the like.

(2) All floor windows installed with clean solid glass and upper story windows shall have glass, secure-vue, plexi-glass or painted half-inch plywood installed and secured within each window opening.

#### **Factors not considered for exemption**

(a) The pendency of a real, heritable tax foreclosure proceeding does not exempt the owner from payment of the vacant property registration or renewal fee. Only upon issuance of a final judgement of foreclosure by the court will the record owner be relieved from payment of the registration or renewal fee as of the day the final judgment or foreclosure is issued.

(b) The financial inability of the owner to pay the registration or renewal fee does not rise to the level of "indigent" for the consideration of exemption.

(c) The filing of bankruptcy petition does not relieve the owner from payment of the vacant property registration or renewal fee unless there is a specific statutory guideline that would otherwise exempt the owner from payment of the fees.

(d) No owner of a vacant property will be exempt from payment of the vacant property registration or renewal fee if the owner has past due municipal fees or if there are municipal liens on the vacant property.

#### **Exemptions**

An owner or an owner's agent may apply for an exemption to the registration fee on an annual basis. The city shall issue the exemption provided herein upon a finding that the applicant has complied with all requirements for issuance of an exemption and the applicant has not made a false statement as to the material matter in the application. A fee waiver is only valid for twelve (12) months.

- (1) A vacant building which has suffered fire damage or damage caused by extreme weather conditions may be exempt for a period of one (1) year from the date of the fire or extreme weather event.
- (2) A property owner who is determined to be indigent by the city must register the property and is otherwise subject to this division but shall be exempt from the registration fees.
- (3) A property owner who has obtained a building permit and is progressing in an expedient manner to prepare the premises for occupancy must register the property and is otherwise subject to this division but shall be exempt from the registration fees.
- (4) Single-family residential structures are exempt from registration and registration fees.

**Penalty.**

Any person, firm, or corporation who shall violate any of the provisions or terms of this division, or shall fail to comply therewith, or with any of the requirements thereof, within the city limits shall be deemed guilty of a misdemeanor and upon conviction shall be subjected to a fine not to exceed the sum of five hundred dollars (\$500.00) for each offense, in which event the penalty shall be fixed by state law and if deemed a violation of any provision which governs fire safety, zoning or public health or sanitation shall be punished by a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense. Each day the violation exists shall be deemed to constitute a separate offense. The penalty provided herein shall be in addition to any other enforcement remedies that the city may have under city ordinance and/or state law. Nothing herein shall preclude the city from taking administrative or civil action as may be permitted by law.

**Repeal of Conflicting Ordinances.** All ordinances or parts of ordinances, and sections of the City Code of Ordinances, in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict; provided, however, that all other provisions of said ordinances not in conflict herewith shall remain in full force and effect. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provision of this ordinance shall govern.

**Severability.** If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, unlawful, unenforceable, or unconstitutional, the same shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

**Savings Clause.** All rights and remedies of the City of Brady are expressly saved as to any and all violations of the provisions of any ordinances affecting zoning and all other codes affected hereby including permit issuance, or vendor registration within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances shall not be affected by this ordinance but may be prosecuted until final disposition by the courts

**Effective Date.** This ordinance shall take effect immediately upon its adoption by the City Council and publication as required by City Charter and the Texas Local Government Code.

**Open Meetings Act.** It is officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

**PASSED AND APPROVED** on the first reading on this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**PASSED AND APPROVED** on the seconding reading on this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

---

Anthony Groves, Mayor

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

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

<b>AGENDA DATE:</b>	05/06/2025	<b>AGENDA ITEM</b>	7.E.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding the second and final reading of Ordinance 1394 of the City of Brady, Texas, amending Chapter 3 of the Code of Ordinances, establishing fees to administer a vacant building ordinance.		
<b>PREPARED BY:</b>	B. Holly	<b>Date Submitted:</b>	4/8/2025
<b>EXHIBITS:</b>	Ordinance 1394		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b> <p>The City Council requested property owner incentives to return vacant commercial structures to productive use. Many communities have enacted vacant building ordinances that require property owners of vacant structures to file an annual plan with the city and pay an increasing fee for each year the property is left vacant. The ordinance is currently structured to apply to all vacant commercial structures, or, if desired, can be limited to the downtown area. The annual fees begin at \$1,000, ratcheting up to \$4,000 per year in year four and thereafter.</p>			

<b>RECOMMENDED ACTION:</b>	<b>Mayor will ask: “Madam City Secretary please read the Ordinance Preamble for the record in accordance with the City Charter.” (City Secretary reads preamble)</b>
<b>Mayor calls for a Motion:</b>	Do I have a Motion to approve the second and final reading of <b>Ordinance 1394</b>

**ORDINANCE NO. 1394**

**AN ORDINANCE OF THE CITY OF BRADY TEXAS AMENDING ORDINANCE  
1386 AUTHORIZING SETTING FEES FOR VACANT COMMERCIAL  
STRUCTURES**

**WHEREAS**, on September 17, 2024, Ordinance 1386 was passed by the City Council of the City of Brady; and

**WHEREAS**, in reviewing Ordinance 1386, it was determined that fees for vacant buildings should be added; and

**WHEREAS**, the State Constitution authorizes the governing body of a municipality to charge fees; and

**WHEREAS**, the City Council of the City of Brady has determined that it is beneficial to encourage property owners to put vacant buildings back into productive use.

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

**Section 1.** Ordinance 1386 of the City of Brady, Texas is hereby amended to allow for fees of vacant structures as follows:

- Ownership for 1 year - \$1,000.00
- Ownership for 2 years - \$2,000.00
- Ownership for 3 years - \$3,000.00
- Ownership for 4 years - \$4,000.00
- Annual inspection charge - \$0.01 per sq ft (minimum of \$50)

**Passed and approved on the FIRST READING** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**Passed and approved on the SECOND READING** this \_\_\_\_ day of \_\_\_\_\_, 2025.

---

Anthony Groves, Mayor

ATTEST:

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Tina Keys, City Secretary

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

<b>AGENDA DATE:</b>	5-6-25	<b>AGENDA ITEM</b>	7.F
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding the second and final reading of Ordinance 1395 of the City of Brady, Texas, to amend the FY2025 Budget for municipal purposes.		
<b>PREPARED BY:</b>	Lisa McElrath	<b>Date Submitted:</b>	4-16-25
<b>EXHIBITS:</b>	Ordinance 1395 ** Exhibit A – Amendment Summary		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$ .00	
	<b>Amount Budgeted:</b>	**	
	<b>Appropriation Required:</b>	**	
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:**

Staff is requesting a budget amendment due to events that have materialized subsequent to the FY 25 Budget formal approval in September.

**GENERAL FUND -10**

**REVENUES: Increasing by \$164,000.** The city can utilize funds owned by the Special Revenue Fund to support the Airport's Fuel Farm project that is recorded in the General Fund. Sales Tax revenues are on track to be substantially more than budgeted.

**EXPENDITURES: Increasing by \$164,000.** The bid for the Fuel Farm reconstruction project came in substantially higher than expected. This project is mandatory in order to comply with Federal Aviation regulations.

**SPECIAL REVENUE FUND -80**

**EXPENDITURES: Increasing by \$140,000.** Represents the city's funding commitment to an airport project that has been delayed by TXDOT Aviation; therefore, these funds can be utilized to support the Fuel Farm project that is recorded in the General Fund activity.

**RECOMMENDED ACTION:**

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

**Mayor calls for a Motion:** Do I have a Motion to approve the second and final reading of **Ordinance 1395** with Exhibit A attached?

**ORDINANCE NO. 1395**

**AN ORDINANCE OF THE CITY OF BRADY, TEXAS AMENDING THE FISCAL  
YEAR 2024-2025 BUDGET FOR MUNICIPAL PURPOSES:**

An ordinance amending the 2024-2025 Fiscal Year Budget as follows for municipal purposes:

As detailed by Fund and Division in Exhibit A, attached.

**WHEREAS:** The City of Brady City Council desires to fund improvements to the City's Airport fuel farm system; and

**WHEREAS:** The City Council desires to reallocate available funds owned by the Special Revenue Fund to the General Fund to be allocated to fund the Airport fuel farm improvements;

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
BRADY TEXAS** that the FY 2024-2025 budget be amended accordingly.

**APPROVED UPON FIRST READING THIS THE 15th DAY OF APRIL 2025**

**APPROVED AND PASSED UPON SECOND READING THIS THE 6th DAY OF MAY 2025.**

---

Anthony Groves, Mayor

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

**CITY OF BRADY**  
**Ordinance 1395 - EXHIBIT A**  
**Budget - FY 25 Amendment Summary**  
**4-15-2025 First reading**  
**5-06-2025 Final reading**  
**REVENUES**  
**EXPENDITURES**

<u>REQUEST</u>	<u>AMOUNT</u> INC/(DEC)	<u>BUDGET NUMBER</u>	<u>BUDGET DESCRIPTION</u>	<u>AMENDED BUDGET</u>
<b>GENERAL FUND -10</b>				
Additional funding for the Fuel Farm project	\$ 24,000	10-4-01-606.00	Sales Tax	\$ 1,124,000
Additional funding for the Fuel Farm project	\$ 140,000	10-4-02-910.00	Transfers-in	\$ 140,000
	<u>\$ 164,000</u>			
Additional Fuel Farm cost based on bid amount	<u>\$ 164,000</u>	10-5-02-403.00	RAMP projects	\$ 429,000
Nuetral impact on Fund Balance	<u>\$ -</u>			
<hr/>				
<b>SPECIAL REVENUE FUND - 80</b>				
Airport lighting project has been delayed - transfer city commitment to fuel farm project	\$ 140,000	80-5-43-910.00	Transfers-out	\$ 205,000
Draw down on Fund Balance	<u>\$ 140,000</u>			

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

<b>AGENDA DATE:</b>	5- 6 -25	<b>AGENDA ITEM</b>	7.G.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding approval of disposition of City-owned assets through the Public Surplus online auction ( <a href="http://www.publicsurplus.com">www.publicsurplus.com</a> ).		
<b>PREPARED BY:</b>	Taylor Hoffpauir/Lisa McElrath	<b>Date Submitted:</b>	4-25-25
<b>EXHIBITS:</b>	Memorandum by Departments and pictures of City-owned assets for disposition.		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$0.00	
	<b>Amount Budgeted:</b>	\$0.00	
	<b>Appropriation Required:</b>	\$0.00	
<b>CITY MANAGER APPROVAL:</b>			

**SUMMARY:** Requesting for the disposition of City-owned assets approved and submitted by Department Heads.

Division	Year	Description	Make/Model	Condition	Mileage/Hour	Tag No.	Asset ID
Solid Waste	1974	Track Loader	Caterpillar/ Track Loader	Poor	1331	105	<b>60-14-HE-2</b>
Solid Waste	1981	Water Truck	GMC/Truck	Poor	N/A	503	<b>60-14-VH-3</b>
Solid Waste	2010	Trash Truck	Peterbilt/Truck	Poor	N/A	554	<b>60-14-HE-27</b>
Solid Waste	2008	Trash Truck	Peterbilt/Truck	Poor	129,197	538	<b>60-14-HE-26</b>
Solid Waste	2001	Dumpster Truck	Sterling/Truck	Poor	N/A	450	<b>60-14-HE-11</b>
Solid Waste	1976	Winch Truck	Mack/Truck	Poor	026529	519	<b>60-14-HE-24</b>
Solid Waste	1991	Forklift	MLULL/John Deere Forklift	Poor	N/A	494	<b>60-14-HE-19</b>
Solid Waste	1985	Trailer Welder	N/A	Fair	N/A	N/A	<b>60-14-GE-5</b>
Airport	1985	800 Jet Fuel Truck 3000G	Ford	Poor	28215/594	1411	<b>10-2-HE-3</b>
Water	2011	Power Generator	Maxey	Poor	1084.21	1386	N/A
Water		Water Pump					N/A
Golf	1996	F-250 4 x 4 (Sprayer Truck)	Ford/Pickup	Unknown	N/A	337	<b>10-5-VH-4</b>
Gas	2000	Pickup	Ford F150 Truck	Fair	N/A	525	<b>40-42-VH-10</b>
Streets	1984	Water Truck	Mack/Truck	Poor	0577	477	<b>10-12-HE-17</b>
Streets	1999	Service Truck	Chevrolet/Truck	Fair	1887694	564	<b>10-12-VH-3</b>

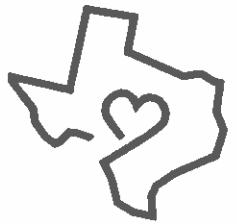
PPM	2011	Pickup Truck	GMC ½ Ton	Poor	137570	558	10-3-VH-12	
PPM	1996	Pickup Truck	Form F150 ½ Ton	Poor	n/a	508	n/a	
PPM	Pre-1980	Equipment	Dismantled Playground Equipment	Poor	n/a	n/a	n/a	
Lake	N/A	Equipment	Playground Equipment (dismantled)	Poor	n/a	n/a	10-32-GE-1	
Lake	N/A	Equipment	Paddle Boats	Poor	n/a	n/a	n/a	

Public Surplus is a nation-wide onsite auction specifically designed to sell public property. Staff will place a notice in the local newspaper for two consecutive weeks to alert the public that the City will place the approved surplus property on the [www.publicsurplus.com](http://www.publicsurplus.com) website beginning May 14, 2025 through May 28, 2025. The average sales period once placed online is two weeks. Extensions can be initiated if the item does not sell in the two-week time frame. The 10% online service fee is paid by the buyer along with any other taxes due upon sale. Public Surplus collects the money from the buyer and delivers the funds to the City. The buyer is responsible for all cost associated with the pick-up and transport of the item.

Item(s) that are very old with poor condition are sold as parts only. Should the item(s) not sale on the Public Surplus online auction, staff will make arrangements to sell the equipment to a metal recycling company either locally or in the San Angelo area.

**RECOMMENDED ACTION:**

Move to approve the disposition of City-owned assets listed above and give the Purchasing Agent the authority to dispose of the confirmed city surplus property in the manner most advantageous to the City through the Public Surplus online auction ([www.publicsurplus.com](http://www.publicsurplus.com)) or a metal recycling company.



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To: James Stewart  
City Manager

From: Taylor Hoffspauir  
Purchasing Agent

Date: 04/15/2025

cc: Brandon Roberts  
Solid Waste Superintendent

Subject: Approval - disposition of surplus & salvage

The Solid Waste Division is requesting approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/Model	Condition	Mileage/Hour	Tag No.	Asset ID
Solid Waste	1974	Track Loader	Caterpillar/ Track Loader	Poor	1331	105	60-14-HE-2
Solid Waste	1981	Water Truck	GMC/Truck	Poor	N/A	503	60-14-VH-3
Solid Waste	2010	Trash Truck	Peterbilt/Truck	Poor	N/A	554	60-14-HE-27
Solid Waste	2008	Trash Truck	Peterbilt/Truck	Poor	129,197	538	60-14-HE-26
Solid Waste	2001	Dumpster Truck	Sterling/Truck	Poor	N/A	450	60-14-HE-11
Solid Waste	1976	Winch Truck	Mack/Truck	Poor	026529	519	60-14-HE-24
Solid Waste	1991	Forklift	MLULL/John Deere Forklift	Poor	N/A	494	60-14-HE-19
Solid Waste	1985	Trailer Welder	N/A	Fair	N/A	N/A	60-14-GE-5

Upon approval by City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the asset is removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the asset from the Risk Management pool.

Approval(s):

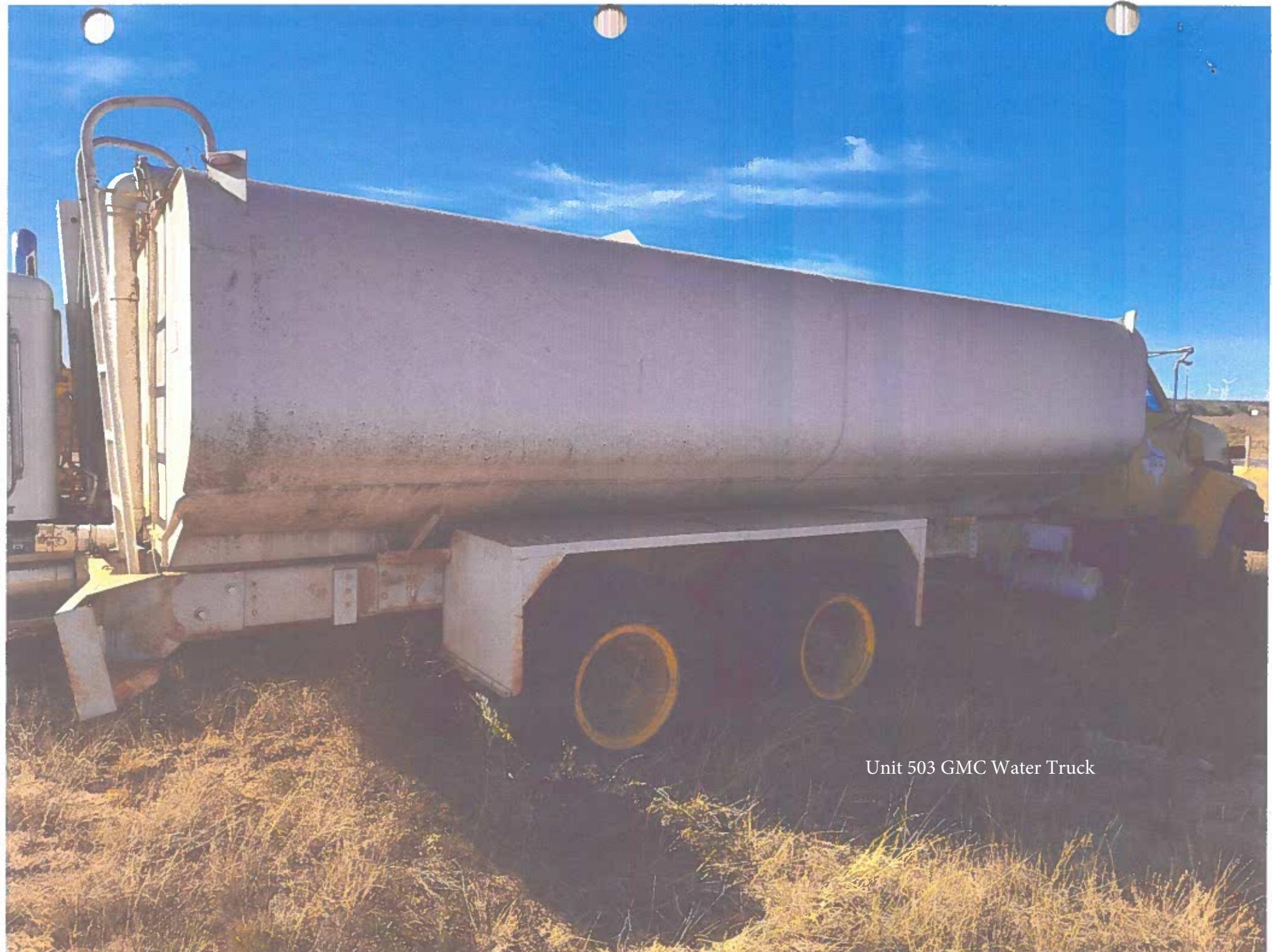
Lisa McElrath

Lisa McElrath  
Director of Finance

James Stewart  
James Stewart  
City Manager



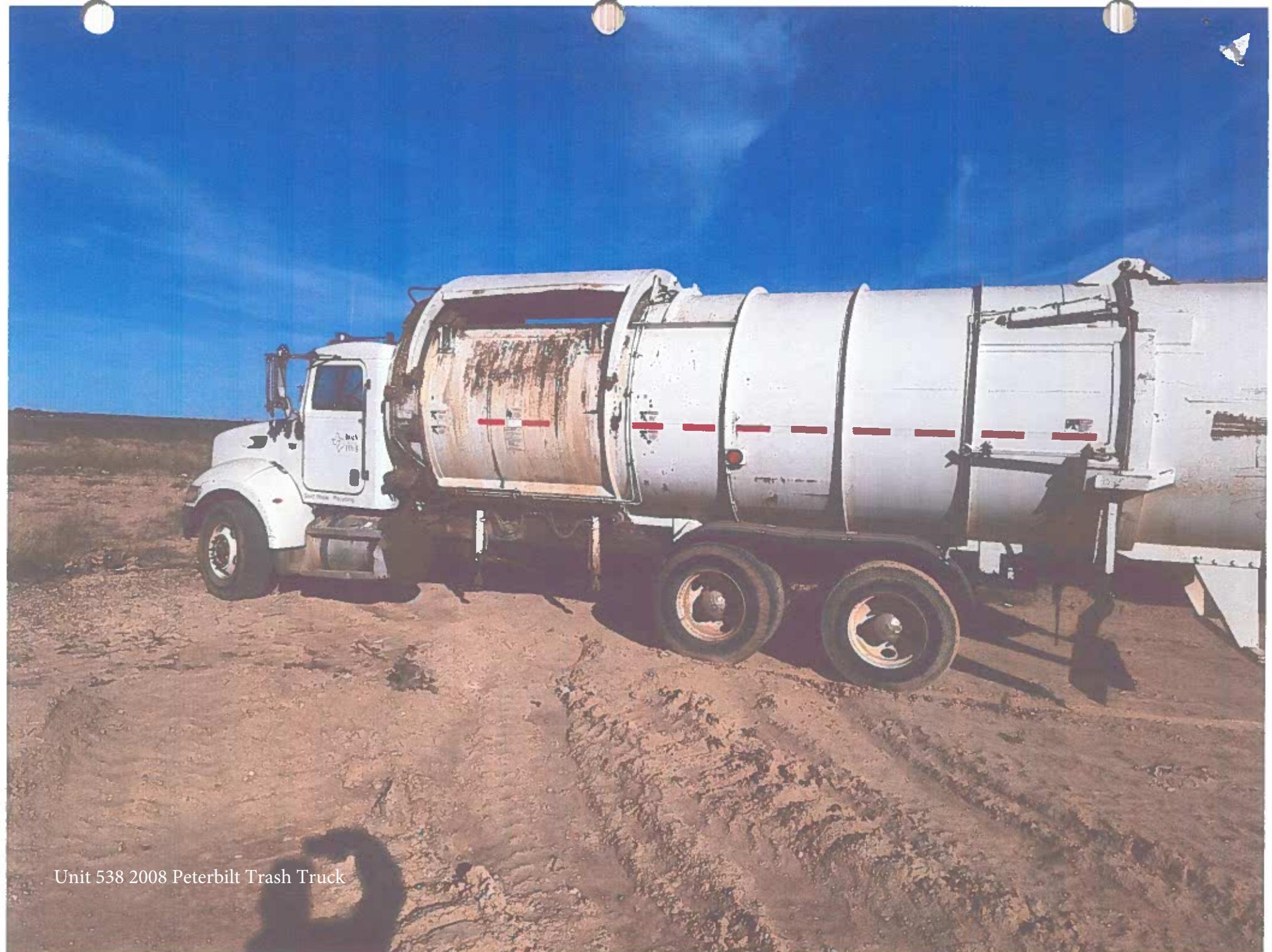
Unit 105 1974 Track Loader



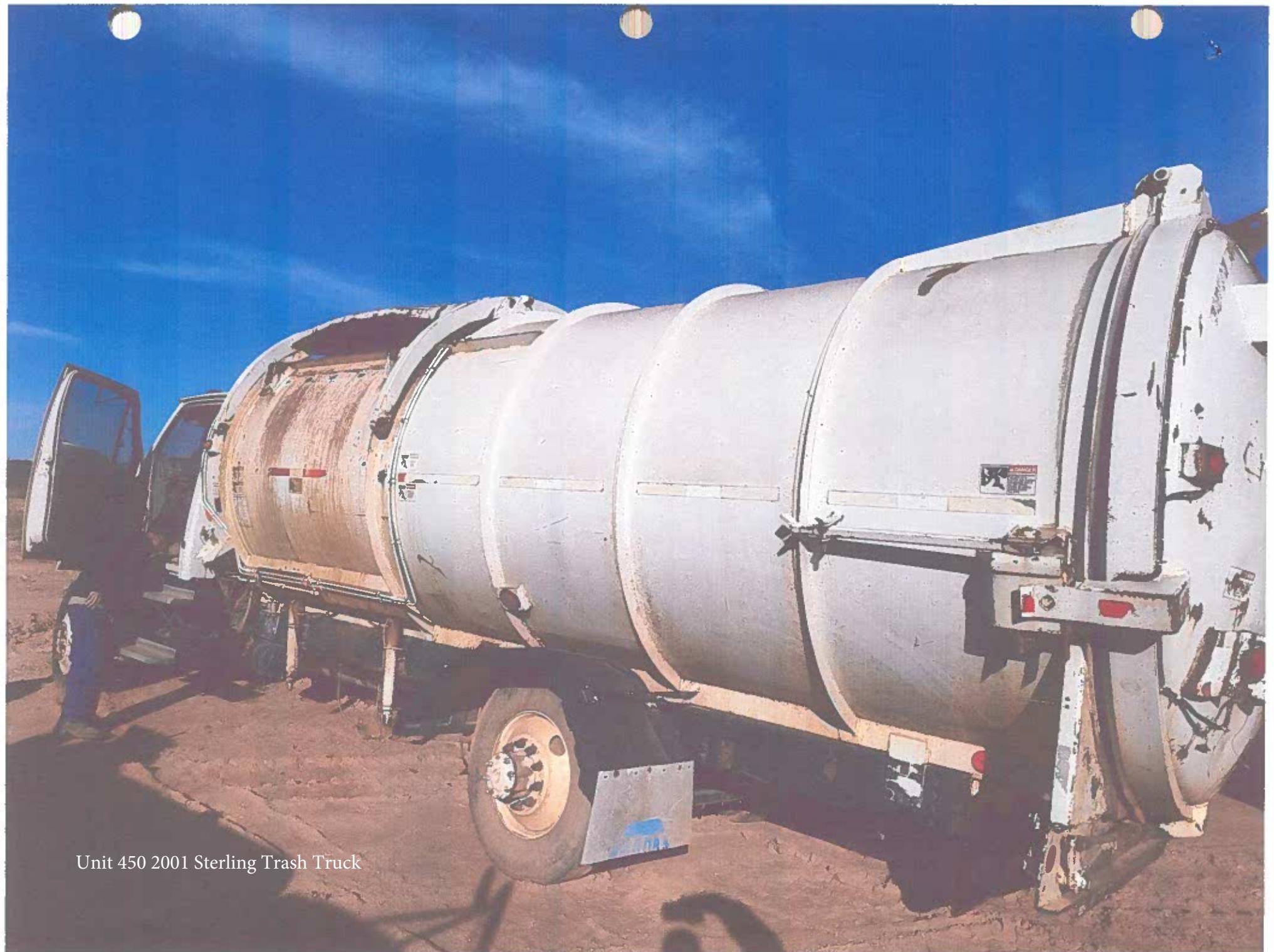
Unit 503 GMC Water Truck



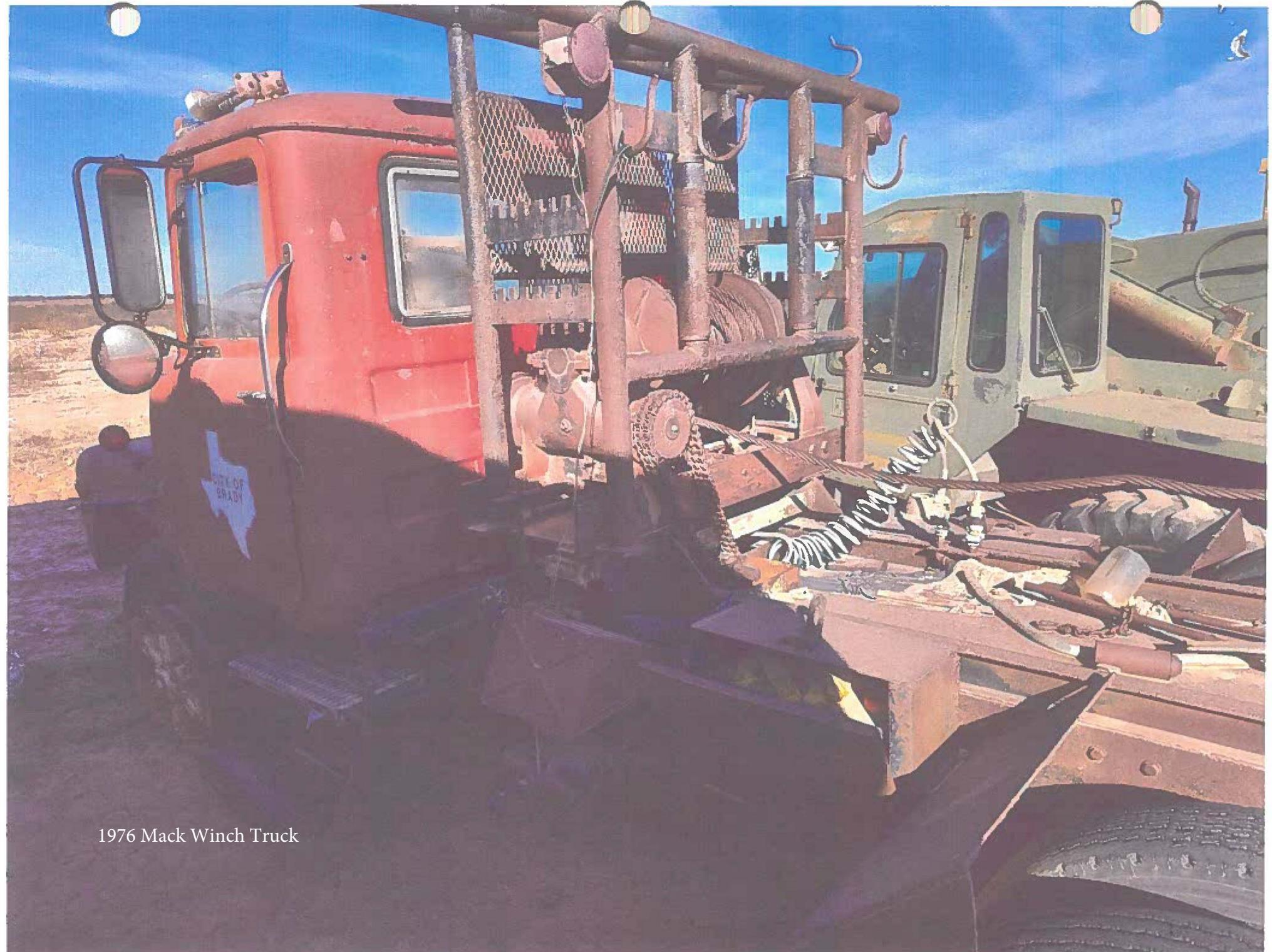
Unit 554 2010 Peterbilt Trash Truck



Unit 538 2008 Peterbilt Trash Truck



Unit 450 2001 Sterling Trash Truck



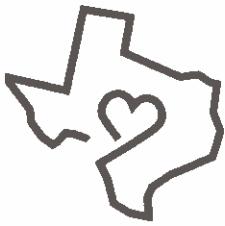
1976 Mack Winch Truck



Unit 494 1991 Forklift



1985 Trailer Welder



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To: James Stewart  
City Manager

From: Taylor Hoffpauir  
Purchasing Agent

Date: 04/15/2025

cc: Danny Galindo  
Gas Division Superintendent

Subject: Approval - disposition of surplus & salvage

The Gas Division is requesting approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/Model	Condition	Mileage/Hour	Tag No.	Asset ID
Gas	2000	Pickup	Ford F150 Truck	Fair	N/A	526	

Upon approval by City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the asset is removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the asset from the Risk Management pool.

Approval(s):

Lisa McElrath

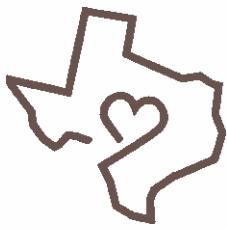
Lisa McElrath  
Director of Finance

James Stewart

James Stewart  
City Manager



Unit 526 2000 Ford F150



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To: James Stewart  
City Manager

From: Taylor Hoffpauir  
Purchasing Agent

Date: 04/15/2025

cc: Gary Jacobson  
Water Superintendent

Subject: Approval - disposition of surplus & salvage

The Department of Community Services is requesting the approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/Model	Condition	Mileage/Hour	Tag No.	Asset ID
Water	N/A	Water Pump	Deutz	Poor	N/A	N/A	N/A
Water	2011	Power Generator	Maxey	Poor	1084.21	1386	N/A

Upon approval by City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the asset is removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the asset from the Risk Management pool.

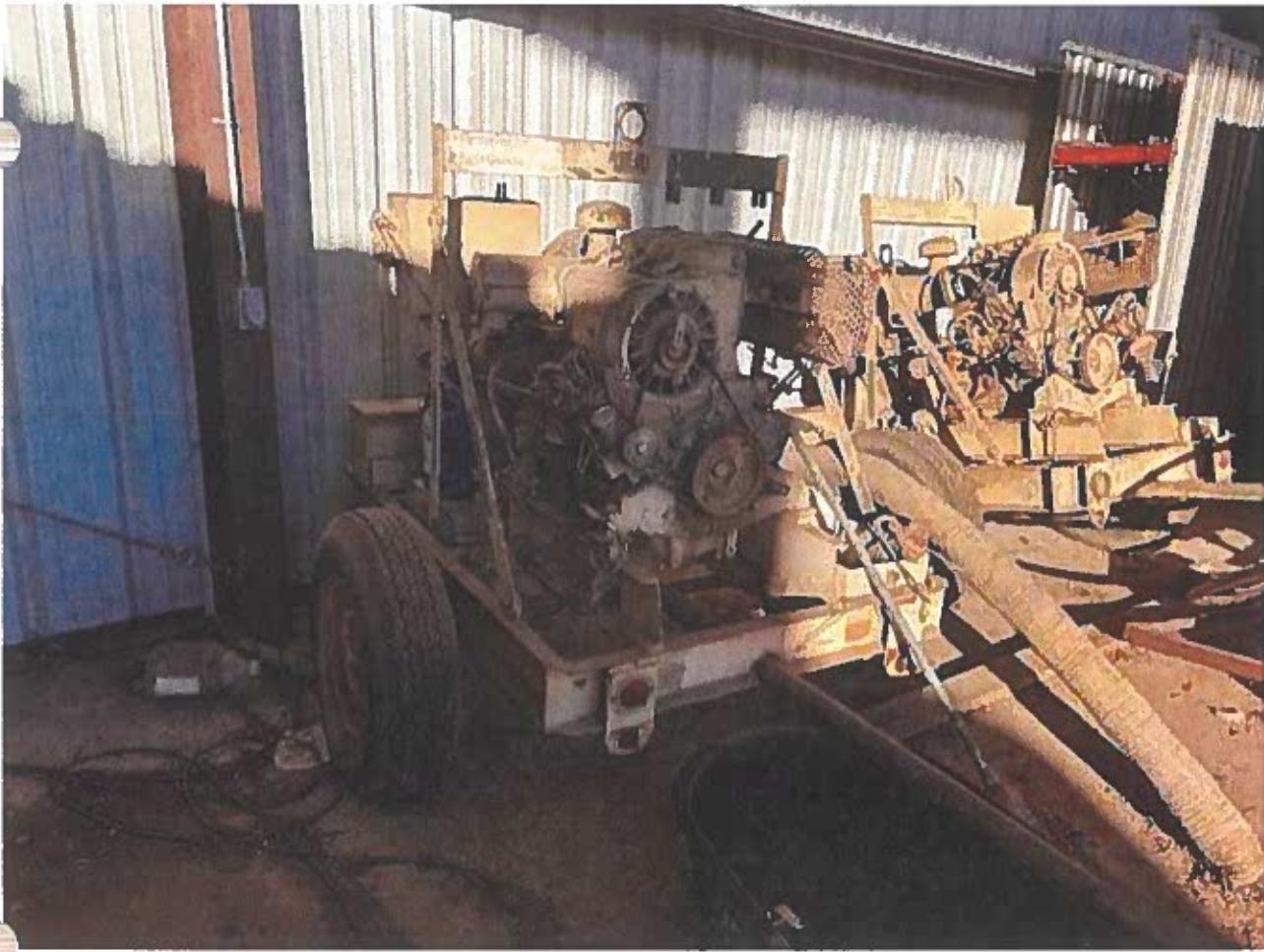
Approval(s):

Lisa McElrath

Lisa McElrath  
Director of Finance

James Stewart

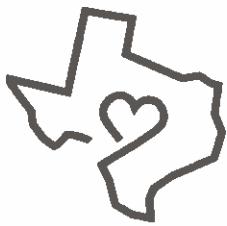
James Stewart  
City Manager



## Deutz Water Pump



Unit 1386 20101 Maxey Power Generator



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To: James Stewart  
City Manager

From: Taylor Hoffpauir  
Purchasing Agent

Date: 04/15/2025

cc: Stephen Morgan  
Brady Lake Superintendent

Subject: Approval - disposition of surplus & salvage

The Brady Lake Division is requesting approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/ Model	Condition	Mileage /Hour	Tag No.	Asset ID
Lake	N/A	Dismantled Playground Equipment		Poor/Dismantled	N/A	N/A	10-32-GE-1
Lake	N/A	Paddle Boats		Poor	N/A	N/A	Non-Fixed Asset

Upon approval by City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the asset is removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the asset from the Risk Management pool.

Approval(s):

Lisa McElrath

Lisa McElrath  
Director of Finance

James Stewart

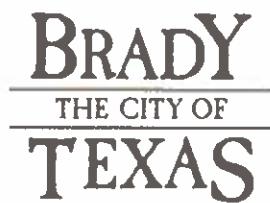
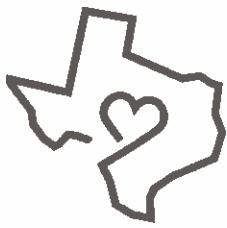
James Stewart  
City Manager



Dismantled Playground Equipment



## Paddle Boats



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To: James Stewart  
City Manager

From: Taylor Hoffpauir  
Purchasing Agent

Date: 04/15/2025

cc: Manuel Perez  
Streets Superintendent

Subject: Approval - disposition of surplus & salvage

The Department of Streets is requesting approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/Model	Condition	Mileage/Hour	Tag No.	Asset ID
Streets	1984	Water Truck	Mack/Truck	Poor	0577	477	10-12-HE-17
Streets	1999	Service Truck	Chevrolet/Truck	Fair	1887694	564	10-12-VH-3

Upon approval by the City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the assets are removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the assets from the Risk Management pool.

Approval(s):

Lisa McElrath

Lisa McElrath  
Director of Finance

James Stewart

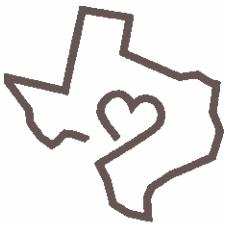
James Stewart  
City Manager



Unit 477 1984 Water Truck



Unit 564 1999 Service Truck



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To: James Stewart  
City Manager

From: Taylor Hoffpauir  
Purchasing Agent

Date: 04/15/2025

cc: Stephen Morgan  
Golf Superintendent

Subject: Approval - disposition of surplus & salvage

The Golf Division is requesting approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/Model	Condition	Mileage/Hour	Tag No.	Asset ID
Golf	1996	F-250 4 x 4 (Sprayer Truck)	Ford/Pickup	Unknown	N/A	337	10-5-VH-4

Upon approval by City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the asset is removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the asset from the Risk Management pool.

Approval(s):

*Lisa McElrath*

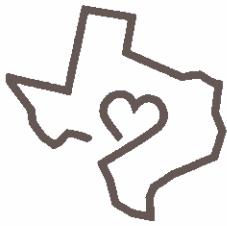
Lisa McElrath  
Director of Finance

*James Stewart*

James Stewart  
City Manager



Unit 337 1996 Ford F250



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To: James Stewart  
City Manager

From: Taylor Hoffpauir  
Purchasing Agent

Date: 04/15/2025

cc: Stephen Morgan  
PPM Superintendent

Subject: Approval - disposition of surplus & salvage

The Public Property Maintenance Division is requesting approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/ Model	Condition	Mileage/Hour	Tag No.	Asset ID
PPM	2011	GMC ½ Ton Pickup	GMC	Poor/Inoperable	137570	558	10-3-VH-12
PPM	Pre- 1980	Playground Equipment	N/A	Dismantled	N/A	N/A	N/A
PPM	1996	Ford F150 ½ Ton Pickup	Ford/F1 50	Poor/Operable	N/A	508	N/A

Upon approval by City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the asset is removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the asset from the Risk Management pool.

Approval(s):

Lisa McElrath

Lisa McElrath  
Director of Finance

Jan Stewart

James Stewart  
City Manager



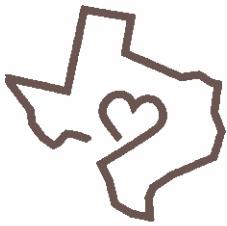
Unit 508 1996 Ford F150



Unit 558 2011 GMC 1/2 Ton Pickup

Dismantled playground equipment





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To: James Stewart  
City Manager

From: Taylor Hoffpauir  
Purchasing Agent

Date: 04/15/2025

cc: Scott Griffin  
Airport Manager

Subject: Approval - disposition of surplus & salvage

The Curtis Field Airport is requesting approval for the disposition of surplus and salvage through the Public Service website ([www.publicsurplus.com](http://www.publicsurplus.com)). The following equipment is no longer used by the department because of condition, age, cost of maintenance and /or obsolete.

Department/ Division	Year	Description	Make/Model	Condition	Mileage/Hour	Tag No.	Asset ID
Airport	1985	800 Jet Fuel Truck 3000G	Ford	Poor	28215/594	1411	10-2-HE-3

Upon approval by City Council and the completion of the disposition of surplus and salvage, all documentation will be forward to the Finance Department. If required, the Finance Department will ensure that the asset is removed from the Incode system - fixed asset module. The Finance Department will also forward the required documentation to TML to remove the asset from the Risk Management pool.

Approval(s):

Lisa McElrath  
Director of Finance

James Stewart  
City Manager



Unit 1411 1985 Jet Fuel Truck

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	5-6-25	<b>AGENDA ITEM</b>	7.H.
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding the Budget Schedule and setting workshop dates in July 2025.		
<b>PREPARED BY:</b>	Lisa McElrath	<b>Date Submitted:</b>	4-16-25
<b>EXHIBITS:</b>	Draft Budget Schedule 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>			
Council adopted by Resolution 2020-032 a formal Budget Policy that outlines the process and focus of the City's Budget cycle. From the adopted policy direction, staff has developed a schedule of dates that must be followed in order to complete the budgeting process in a timely manner.			
Staff will present a Base Budget to the City Council members on June 30 per City Charter requirements. Council members will then meet in July to discuss goals and further develop the Proposed Budget with staff - that will be formally voted on in September.			
At the next council meeting (May 20, 2025) staff would like to establish the July workshop dates.			
<b>RECOMMENDED ACTION:</b>			
For discussion and consideration at this time only.			

# CITY OF BRADY

4/4/2025

## SCHEDULE FOR BUDGET PREPARATION, ADOPTION AND IMPLEMENTATION

### 2025-2026 FISCAL YEAR BUDGET

	DATE	ACTION	PARTICIPANTS
Preparation	April 4	Distribute 5 YR Capital Plan	Department / Division Heads
	April 1-3	Develop Budget Planning Worksheets	Finance
	April 4	Distribute Budget Packets  Narrative, Supplemental Requests, Grant Project Form, current Fee Schedule  Action: Update Narratives, Fee Schedule and  Prepare Supplemental Decision Request Worksheets and Grant Form	Finance to distribute to  Department / Division Heads
	April 25	Submit 5 YR Capital to Finance Team	DHs / Finance / City Manager
	April 28- May 9	Review budget recommendations by Divisions:  Budget Planning worksheets, Narrative, Supplements, Grants, & Fees	Department / Division Heads  Finance/City Manager
	May 20	<b><i>Set July budget workshop dates during regular Council meeting</i></b>	<b><i>City Council / Manager</i></b>
	June 2	Final Decision Packets / Grant Project Form due to Finance	Department Heads
	June 2 - June 30	Develop Draft Budget and Appendix Workbooks	Finance
	June 30	<b><i>Base Budget &amp; Workbooks Submitted to City Council and City Secretary</i></b>	<b><i>City Council</i></b>
	July	<b><i>Council Work Sessions - Budget / Fee Schedule Review by Divisions at the Municipal Court Building 10 am - 4 pm</i></b>	<b><i>City Council / City Manager</i></b> <b><i>Finance/ All Divisions</i></b>
Adoption	July 31	Final Certified Tax Roll delivered	
	Aug 5	Deliver Proposed Budget & by Resolution -Proposed Tax Rate with record vote, set Budget and Proposed Tax rate Hearing date, if needed	Finance / City Manager / Council
	Aug 13	Publish Required notices on website	Finance
	Aug 11	Deliver Budget summary and hearing date notice to newspaper	Finance
	Aug 13	Publish Budget Summary page, Proposed tax and hearing notices	Newspaper
	Sept 2	Public Hearing of Budget-First Vote on Budget/ Fees and Utility rates and Public Hearing and First vote on Proposed Tax rate	Citizens / City Council / City Manager / Finance
	Sept 16	Adoption of Budget and Proposed Tax rate	Citizens / City Council
	Oct 1	Deliver tax rate to County Appraiser / Fiscal Year 26 begins	Finance
Implementation		File Copy of Budget with City Secretary /post Budget & Tax rate on website	Finance / City Secretary
	Dec 9	Onsite FY 25 audit	
	Dec 16	Deliver final unaudited year-end 2025 financial statements to Council	

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

<b>SUBJECT:</b>  <b>BUDGET POLICY</b>	<b>EFFECTIVE DATE:</b>  10-20-2015	<b>REVISED DATE:</b>  12-1-20
<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.

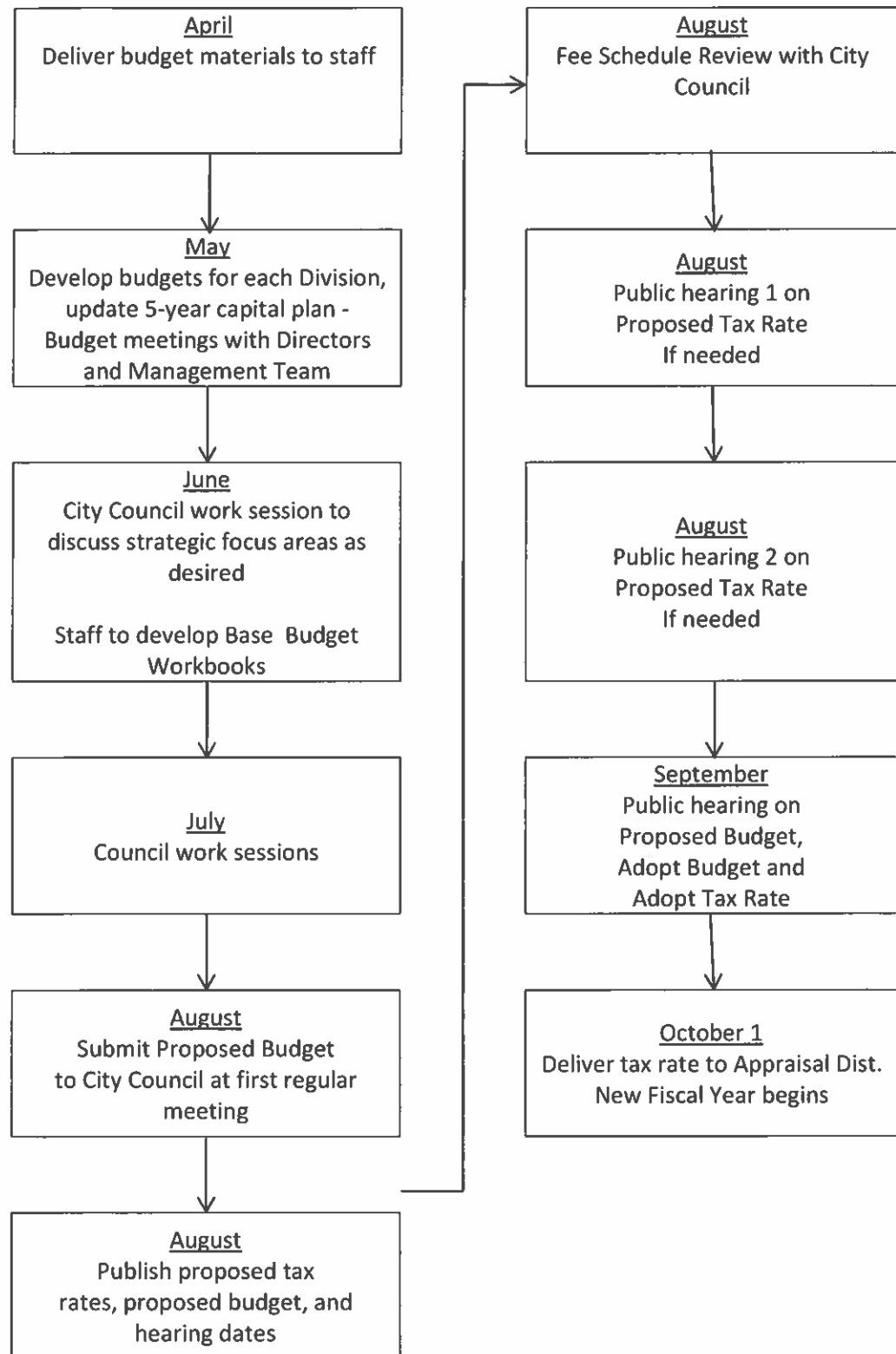
### **FUND AMENDMENTS REQUIRING COUNCIL ACTION**

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 REQUIRING 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 due to elevated sales, and the purchase of electricity, or natural gas to support additional sales.
2. An increase in total appropriations up to \$15,000 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. Subsequent notice on the purchase will be given to Council.

## TIMELINE FOR THE BUDGET PROCESS







**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>12-1-20</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.

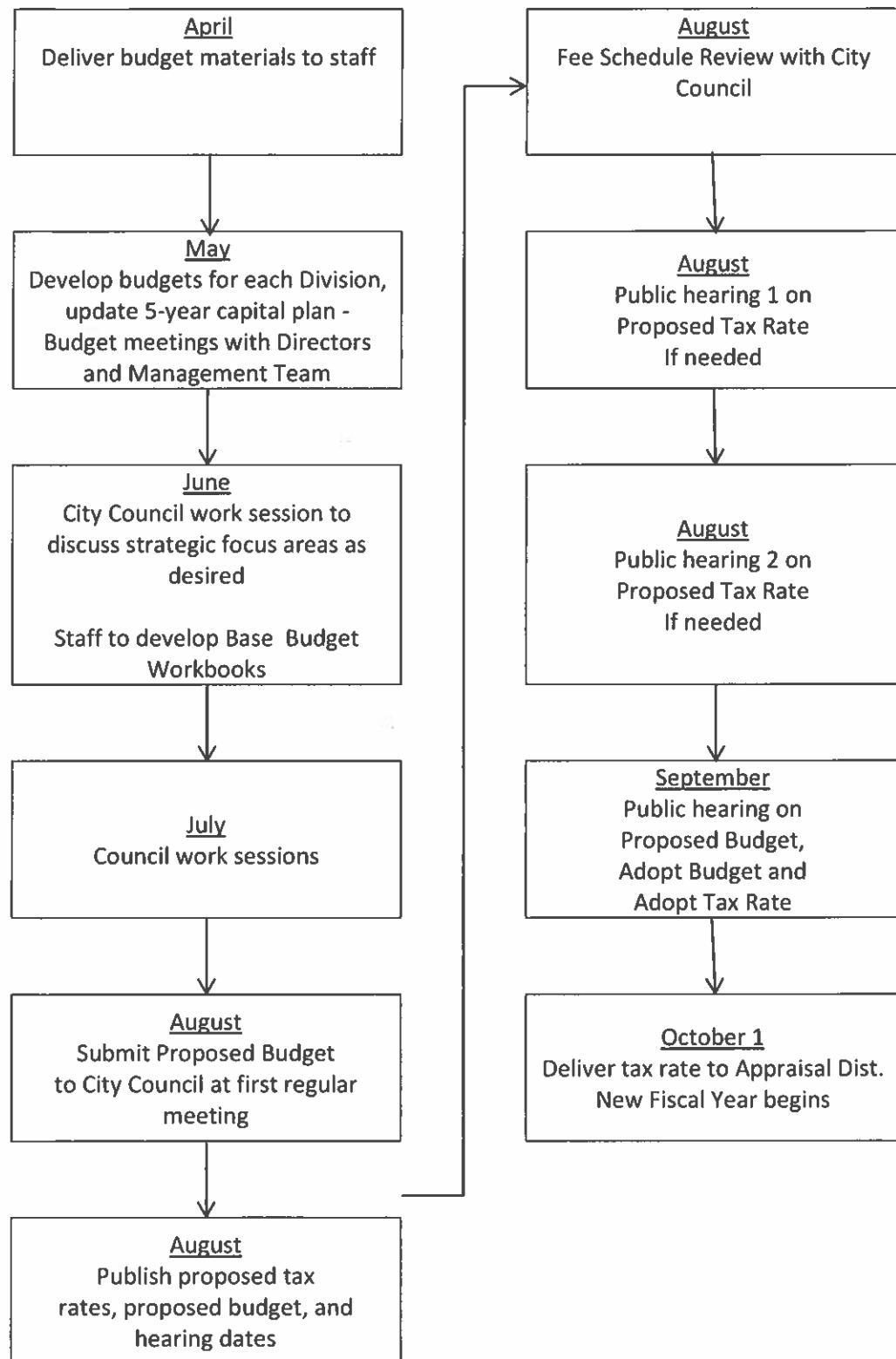
### **FUND AMENDMENTS REQUIRING COUNCIL ACTION**

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 REQUIRING 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 due to elevated sales, and the purchase of electricity, or natural gas to support additional sales.
2. An increase in total appropriations up to \$15,000 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. Subsequent notice on the purchase will be given to Council.

## TIMELINE FOR THE BUDGET PROCESS



# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	5-6-25	<b>AGENDA ITEM</b>	7. I.
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding Resolution 2025-013 approving updates to the City's Investment Policy.		
<b>PREPARED BY:</b>	Lisa McElrath	<b>Date Submitted:</b>	5-1-25
<b>EXHIBITS:</b>	Resolution 2025-013 Investment Policy - red lined version with Exhibit A Meeder Presentation		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY MANAGER APPROVAL:</b>			
<b>SUMMARY:</b> <p>On April 17, 2025, the Investment Committee agreed to enter into a contract with Meeder Public Funds to assist with the investment of city funds to promote level interest revenues over time.</p> <p>The Investment Committee collectively agreed to update the City's Investment Policy that will remove redundant language, add acceptable investments allowable under the Public Funds Investment Act (PFIA), redefine an acceptable investment mix, and increase investment options.</p> <p>Currently all city cash balances are held in an interest-bearing checking account or certificates of deposit – all fully collateralized. To lessen the risk of a potential negative impact with interest rate swings, Meeder Public Funds will assist the city with the investment of excess cash balances into US government secured instruments with maturities of 1 to 3 years.</p> <p>Attached is the City's current policy with the revisions marked in red and the presentation from Meeder Public Funds for your review.</p>			

<b>RECOMMENDED ACTION:</b>
Move to approve Resolution 2025-013 approving the City's Investment Policy.

**RESOLUTION NO. 2025 - 013**

**A RESOLUTION OF THE CITY OF BRADY, TEXAS APPROVING THE CITY'S  
INVESTMENT POLICY FOR THE FISCAL YEAR 2025**

**WHEREAS**, Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act," (PFIA) requires the city to adopt an investment policy by rule, order, ordinance, or resolution; and

**WHEREAS**, the Investment Committee has reviewed the policy that was adopted October 15, 2024 and the investment strategies with Meeder Public Funds; and

**WHEREAS**, revisions to the policy are in compliance with the PFIA and are recommended by the Investment Committee to allow for appropriate investment activity;

**NOW, THEREFORE BE IT RESOLVED** the Investment Policy, attached hereto, is hereby adopted as the investment policy of the city effective May 6, 2025.

**PASSED AND APPROVED on** May 6, 2025.

---

Anthony Groves, Mayor

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

# Exhibit A



## Approved Broker/Dealer List

3/31/2025

Broker/Dealer	Broker/Dealer
Academy Securities <sup>2</sup>	Loop Capital Markets <sup>2</sup>
Alamo Capital <sup>2</sup>	MarketAxess Corporation
Arbor Research & Trading, LLC	Mizuho Securities <sup>1</sup>
Bank of America/Merrill Lynch <sup>1</sup>	Moreton Capital Markets
Barclays Capital Inc. <sup>1</sup>	Morgan Stanley <sup>1</sup>
Blaylock Van, LLC <sup>2</sup>	Multi-Bank Securities <sup>2</sup>
BMO Capital Markets <sup>1</sup>	Oppenheimer
BNY Capital Markets	Piper Sandler & Co
BOK Financial	PNC Capital Markets LLC
Brean Capital	Raymond James
Cantor Fitzgerald & Co. <sup>1</sup>	RBC Securities <sup>1</sup>
CastleOak Securities <sup>2</sup>	Rice Financial
Citigroup Global Markets Inc <sup>1</sup>	Robert W. Baird
D.A. Davidson	Santander US Capital Markets <sup>1</sup>
Daiwa Capital Markets <sup>1</sup>	Siebert Williams Shank <sup>2</sup>
FHN Financial	Stephens Inc
Goldman Sachs & Co. <sup>1</sup>	Stifel Nicolaus
Great Pacific <sup>2</sup>	StoneX Group Inc.
Hilltop Securities	TD Securities <sup>1</sup>
Huntington Bank	Truist Securities Inc.
InspereX (formerly InCapital)	UBS Financial <sup>1</sup>
Jane Street	UMB Financial Services
Jefferies <sup>1</sup>	U.S. Bancorp Investments
JPMorgan Securities <sup>1</sup>	Wells Fargo <sup>1</sup>
Keybanc Capital Markets	

Note: Direct issuers of CP and CDs are considered to be approved counterparties if approved as an issuer.

<sup>1</sup> Primary Government Securities Dealer

<sup>2</sup> Minority, Woman owned, or Service Disabled-Veteran owned Enterprise

### Important Disclosures

This list is current as of the effective date only and is subject to change without notice. This list is for informational purposes only, and may not be relied upon for any other purpose. The list does not imply counterparty approval for derivatives of any type. This information is confidential and may not be distributed without prior written consent of Meeder Public Funds, Inc.



PUBLIC FUNDS ADVISORY

# Customized Investment Portfolios

Prepared for City of Brady, TX

PRESENTED BY:  
BARRY BAUGHIER  
DIRECTOR, ADVISORY SERVICES

MARCH 19, 2025



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01

FIRM OVERVIEW

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02

OUR SERVICES

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03

REVIEW AND ADVICE

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04

VALUE ADD



# 1974

Founded in 1974. SEC Registered Investment Advisor serving public entities since 1990.



Customized solutions for states, counties, cities, schools, townships, libraries, higher education, and special districts.



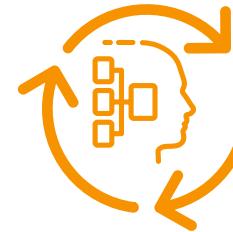
Seasoned Fixed Income Team specializes in working with public entities.



More than 400 public entity clients.

# \$155B

Over \$155 billion in public funds assets under advisement (12/31/23).



Focus on management of operating and project funds.

# Texas Clients as of 12.31.2024



Aldine ISD  
Anahuac ISD  
Anderson Mill Limited District  
Austin Travis County Integral Care  
Belton ISD  
Brushy Creek MUD  
Brushy Creek RUA  
City of Buda  
Carrizo Springs CISD  
Collin County College District  
City of Corpus Christi  
Corpus Christi RTA  
Cotulla ISD  
City of Dallas  
Dayton ISD  
Del Valle Independent School District  
Del Mar College  
Denton ISD  
Eanes ISD  
East Chambers ISD  
Edgewood ISD  
Ellis County  
Florence ISD  
Flour Bluff ISD  
City of Forney

Fort Bend County  
Galena Park ISD  
Galveston County WCID #1  
Grand Prairie ISD  
Gulf Coast Water Authority  
Humble Independent School District  
Hutto ISD  
City of Ingleside  
Judson ISD  
Kempner Water Supply Corp  
City of Kerrville and Library  
City of Killeen  
Lake Cities Municipal Utility Authority  
Lake Houston Redevelopment Authority  
City of Lampasas  
City of League City  
City of Leander  
Lee College  
City of McAllen  
McAllen ISD  
City of Midlothian  
Mission CISD

Northeast Hospital Authority  
City of North Richland Hills  
Nueces County Hospital Authority  
Pasadena ISD  
Pflugerville ISD  
Pharr-San Juan-Alamo ISD  
Port Authority of San Antonio  
Port of Corpus Christi  
Port of Houston  
City of San Angelo  
San Antonio ISD  
San Antonio River Authority  
San Felipe Del Rio CISD  
Southwest ISD  
City of Taylor  
Texas Political Subdivisions  
Texas State Affordable Housing  
Texas Southmost College  
Travis CAD  
Weatherford ISD  
Wharton County Junior College  
Williamson County ESD #1  
City of Woodville

1   
**EXPERIENCE**

2   
**HOLISTIC  
APPROACH**

3   
**TRUSTED  
ADVISOR**

**With you. For you.**

# Service Overview

We provide the following services to public entities

<b>Investment Policy Review</b>	The Investment Policy would be reviewed to ensure it is in line with state law.
<b>Cash Flow Analysis/Modeling</b>	Throughout the year we will help you monitor your cash flows to determine the proper amount to have invested compared to liquid in cash.
<b>Investment Strategy</b>	You will have access to our professional investment team that will strategically formulate a custom investment plan to meet your needs as well as the ever-changing interest rate environment.
<b>Execution of Trades</b>	We utilize our purchasing power and expansive broker network to ensure best price execution.
<b>Monthly Reporting and Review</b>	We provide consolidated reporting of your assets, including transactions summaries, monthly and quarterly reports, and custom reports for your board, council, or commissioners to keep everyone up to speed on changes in the portfolio and economy. Additionally, we will provide you with annual GASB reporting to aid you with your year-end processes.
<b>Compliance Monitoring</b>	We have a best-in-class compliance monitoring system. This allows us to build rules for your investment policy, state law, and any additional restrictions placed on the portfolio, allowing us to run both pre- and post-trade compliance monitoring.
<b>Credit Research</b>	Our in-house research team monitors corporate issuers in the marketplace, determining our approved issuer list and keeping you apprised of any changes.
<b>Banking and Custody</b>	In the event you would look to establish a new banking or custody relationship, we are here to provide assistance through the process.



# Review and Recommendations

ANALYSIS SPECIFIC TO YOU

## Policy Recommendations:

- Increase max maturity limit from 2 to 3 years
- Increase max weighted average maturity(WAM) from 1 to 2 years
- Expand authorized investment options to include Commercial Paper and Municipal Securities, and constant dollar Money Market Mutual Funds
- Add max diversification limits for bank deposits and proposed investment options
- Add a list of Approved/Broker Dealers with due diligence provider by Advisor

**These recommendations would expand the options available for investment and allow for potential increased earnings for the City's portfolio.**

## Portfolio Opportunities:

- Diversify portfolio to protect against potential downturn in rates
- Create income certainty for the longer-term portion of the portfolio

## Current Portfolio

City of Brady as of 09.30.24

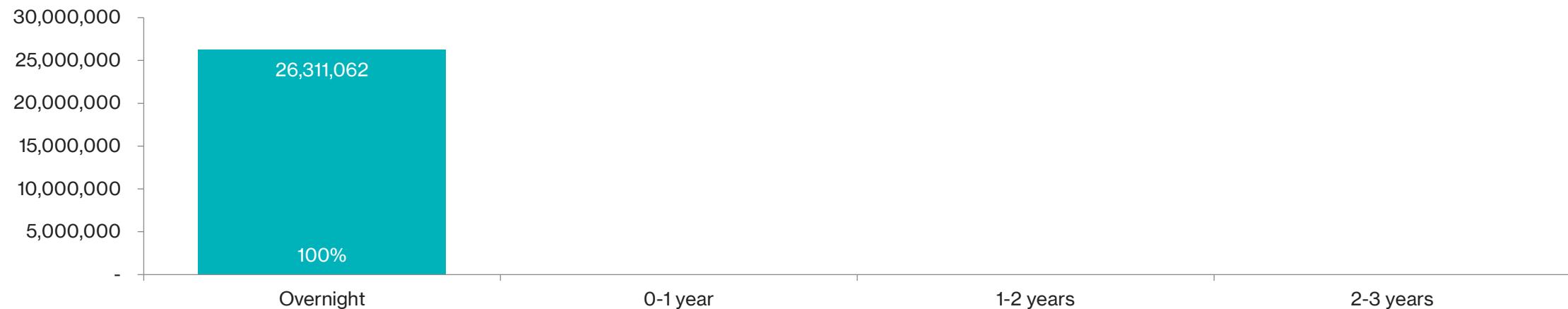
### Your Portfolio

Cash	\$26,311,062
Securities	\$0
Total Portfolio	\$26,311,062

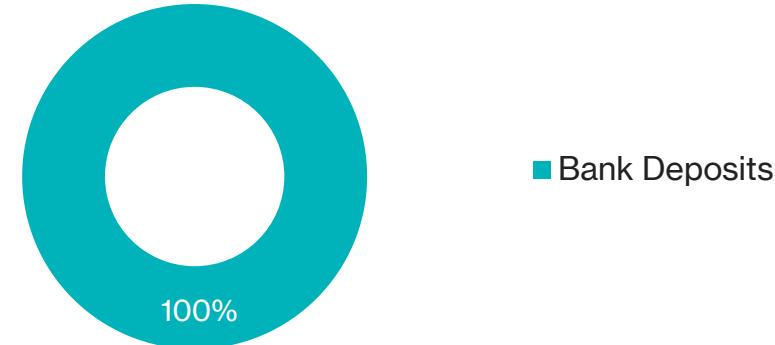
### Your Securities

Weighted Average Maturity 0.003 years

### Your Maturity Distribution

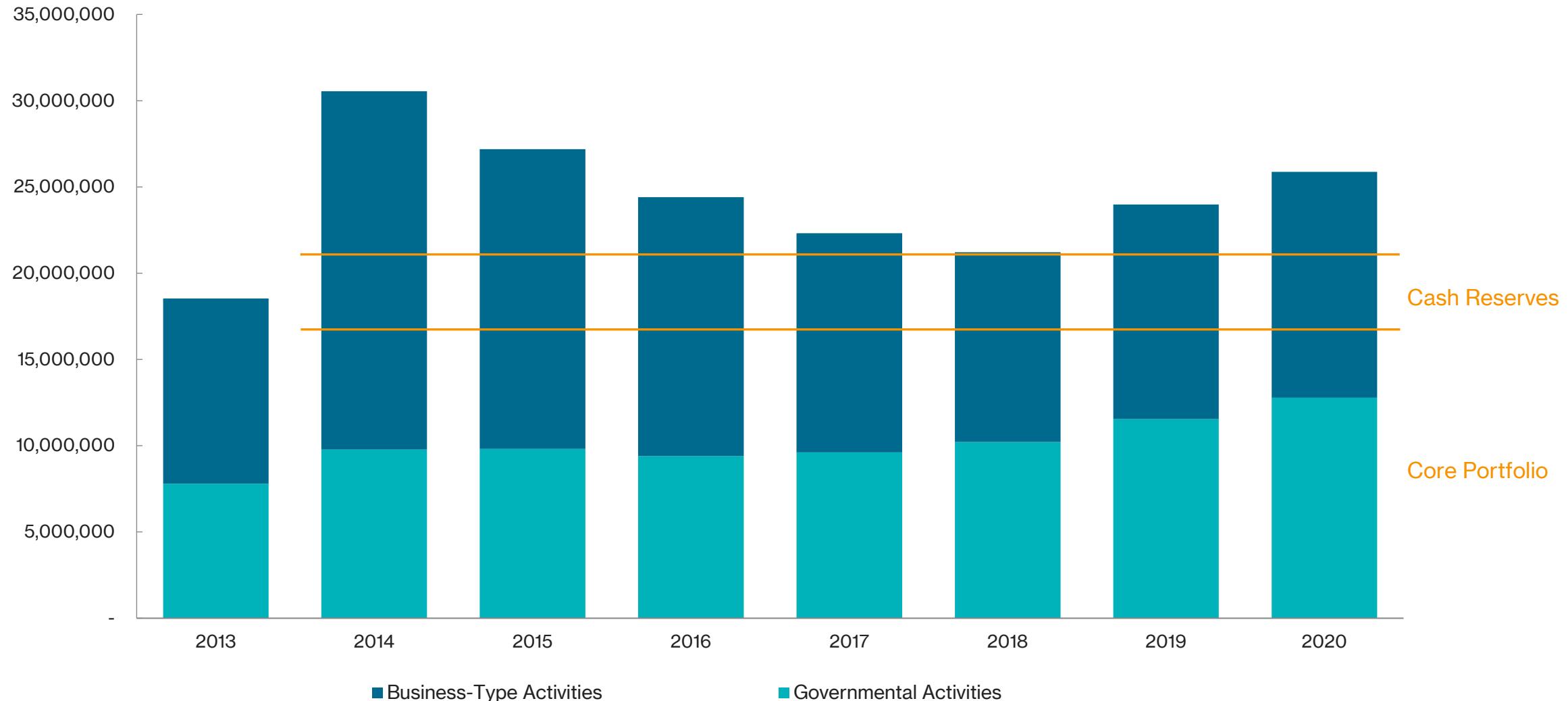


### Your Asset Allocation



# SAMPLE CASH FLOW ANALYSIS

## Historical Data

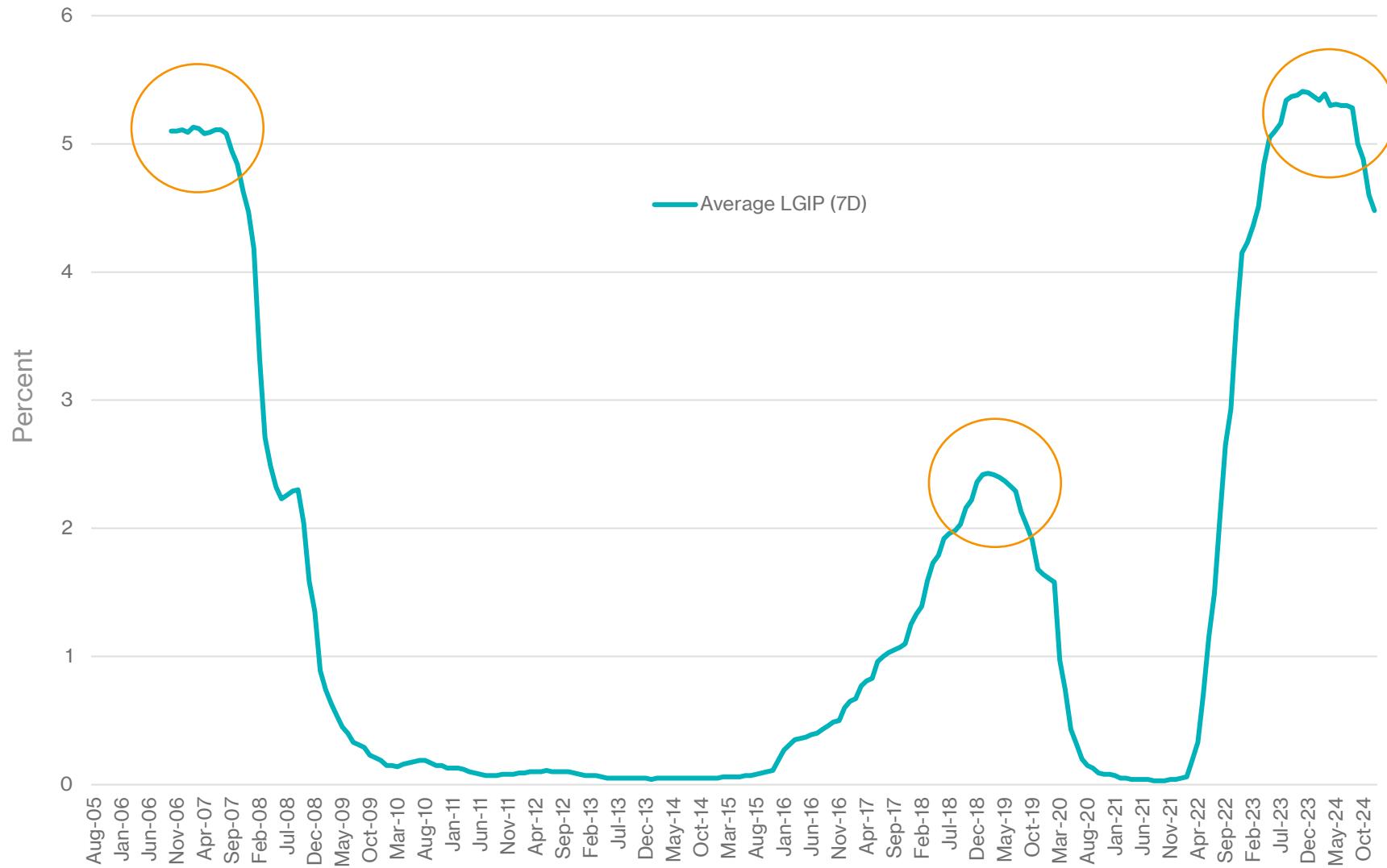


## Dec 2025 Expected Fed Funds Rate



- The Fed expects to cut the Fed Funds rate by .50% or 50 basis points by the end of 2025.
- The Fed Funds futures market rate for December 2025 dipped to a low near 2.75% last September.
- Futures market participants for the December 2025 rate are pricing in about one more cut than the Federal Reserve.

# Opportunity to Create Longer-Term Certainty



- Short-term interest rates topping out?
- Opportunity to lock in high interest rates for the long-term
- Creates budgetary certainty for the long-term

# Hypothetical Portfolio Illustration

City of Brady as of 03.03.25

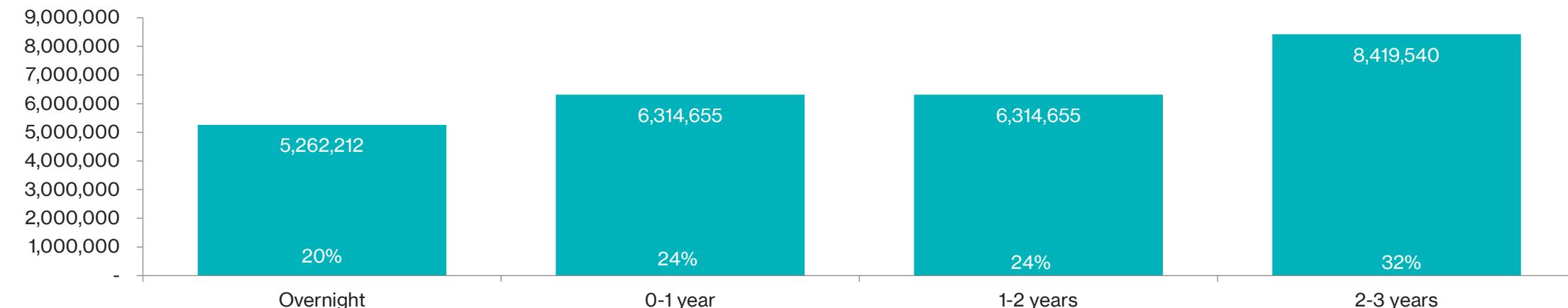
## Sample Portfolio

Cash	\$5,262,212
Securities	\$21,048,850
Total Portfolio	\$26,311,062

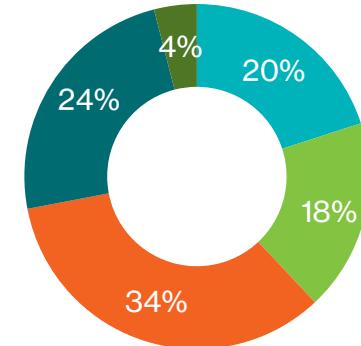
## Sample Securities

Weighted Average Maturity	1.34 years
Estimated Annual Interest Income	\$1,147,262

## Sample Maturity Distribution



## Sample Asset Allocation



- Local Government Investment Pools
- US Treasuries
- US Government Agencies
- Commercial Paper
- Municipal Securities

PORTFOLIO ILLUSTRATION IS HYPOTHETICAL IN NATURE, DOES NOT REFLECT ACTUAL INVESTMENT RESULTS, AND DOES NOT GUARANTEE FUTURE RETURNS.

THE PORTFOLIO ILLUSTRATION PROJECTS THE WEIGHTED AVERAGE YIELD OF A HYPOTHETICAL PORTFOLIO INVESTED ON THE DATE SHOWN AND ALLOCATED ACROSS THE INDICATED ASSET CLASSES AND MATURITIES. THE ILLUSTRATION UTILIZES APPROPRIATE INDEXES AND BENCHMARKS TO PROJECT THE AVERAGE WEIGHTED YIELD OF THE ILLUSTRATED PORTFOLIO. CLIENTS INVESTED CONSISTENTLY WITH THE PORTFOLIO MAY HAVE EXPERIENCED INVESTMENT RESULTS MATERIALLY DIFFERENT FROM THOSE PORTRAYED IN THE ILLUSTRATION. ACTUAL YIELD FOR ANY PORTFOLIO INVESTED IN ACCORDANCE WITH THE ILLUSTRATION WILL VARY FROM THE HYPOTHETICAL DATA SHOWN HERE.



## ENGAGE

- Investment Advisory Agreement
- Custody Agreement
- Investment Policy



## ALIGN

Cash Flow Analysis  
+ Economic Outlook  
Investment Strategy



## IMPLEMENT

<ul style="list-style-type: none"><li>▪ Assets Invested</li><li>▪ Daily reconciliation</li><li>▪ Reporting</li><li>▪ Education</li></ul>	<ul style="list-style-type: none"><li>▪ Cash Flow Reviews</li><li>▪ Economic Updates</li><li>▪ Strategy</li></ul>
--	---

# Fee Structure

ASSETS UNDER MANAGEMENT	INVESTMENT ADVISORY FEE
\$0 - \$25,000,000	0.10%
\$25,000,000 - \$50,000,000	0.08%
\$50,000,000 - \$100,000,000	0.06%
Over \$100,000,000	0.04%

Fees subject to \$15,000 minimum per year.

For those clients who utilize Meeder's Preferred Custodians, fees may be credited in an amount equal to the custodial fee up to a maximum annual credit of 0.01%.

The investment advisory fee shown above is inclusive of all fees associated with the management of this account and the services listed below.

**Includes:**

- ❖ Investment Policy Review
- ❖ Cash Flow Analysis
- ❖ Portfolio Management
- ❖ Reconciliation
- ❖ Reporting – Monthly, Quarterly, Annual
- ❖ Best Execution
- ❖ Compliance Monitoring
- ❖ Credit Analysis
- ❖ Online Portal
- ❖ Meetings
- ❖ Staff Training/Education

## PAST PERFORMANCE IS NOT INDICATIVE OF FUTURE RESULTS.

Opinions and forecasts regarding markets, securities, products, portfolios or holdings are given as of the date provided and are subject to change at any time. No offer to sell, solicitation, or recommendation of any security or investment product is intended. Certain information and data has been supplied by unaffiliated third-parties as indicated. Although Meeder believes the information is reliable, it cannot warrant the accuracy, timeliness or suitability of the information or materials offered by third-parties.

Net interest income is illustrated net of investment advisory fees proposed for the assets under management. Fees are illustrated at the rate of 0.10% for the first \$25,000,000 under management, 0.08% for sums \$25,000,000 to \$50,000,000, 0.06% for sums \$50,000,000 to \$100,000,000, and 0.04% for sums over \$100,000,000. Investment advisory fees listed are inclusive of the custody fees.

Estimates and illustrations of expected yield for illustrated portfolios is hypothetical in nature, does not reflect actual investment results, and does not guarantee future returns. Hypothetical illustrations are offered to illustrate the yield expected from classes of securities and do not reflect actual securities available for investment. Estimates of current yield are generated from indexes and other information deemed by the adviser to provide a reliable estimate of the current yield available from investments in that asset class. Securities indices are unmanaged and investments cannot be made directly in an index. Yield assumptions were developed with the benefit of hindsight and the securities purchased for such an account may generate more or less than the illustrated yield.

Investment advisory services provided by Meeder Public Funds, Inc.

### Meeder Public Funds

6125 Memorial Drive  
Dublin, OH 43017

901 Mopac Expressway  
South, Building 1, Suite 300,  
Austin, TX 78746

120 North Washington  
Square, Suite 300, Lansing,  
MI, 48933

111 West Ocean Blvd., 4th  
Floor Long Beach, CA  
90802

222 Main Street, 5th Floor,  
Salt Lake City, UT 84101

10655 Park Run Drive, Suite  
120, Las Vegas, NV 89144

250 Fillmore Street, Suite  
150, Denver, CO 80206

**meederpublicfunds.com**  
**866.633.3371**



[MeederPublicFunds.com](http://MeederPublicFunds.com)

CITY OF BRADY ADMINISTRATIVE PROCEDURES		
SUBJECT: <b>INVESTMENT POLICY</b>	EFFECTIVE DATE: 10-5-1999	Last REVISED DATE: <b>1-21-2020</b>
<b>APPROVED BY CITY COUNCIL: 10-15-2024</b>		Resolution No: 2024-019

**Commented [BB1]:** Just highlighted these as a reminder to update

## I. POLICY

It is the policy of the City of Brady that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to City funds. The City's investment portfolio shall be designed and managed in a manner designed to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the primary objectives of:

- **Safety** and preservation of principal
- Maintenance of sufficient **liquidity** to meet operating needs
- **Public trust** from prudent investment activities
- Optimization of **interest earnings** on the portfolio

in the above order of priority.

## II. PURPOSE

The purpose of this investment policy is to comply with the local charter and Chapter 2256 of the Government Code ("Public Funds Investment Act"), (Exhibit B), which requires the City to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

### III. STRATEGY

This Investment Policy shall govern the investment of all financial assets of the City of Brady. These funds are accounted for in the City's Annual Audit and include:

- General Fund
- Special Revenue Fund
- Enterprise Funds
- Any new fund created by the City of Brady

The City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement. ~~The maximum dollar weighted average maturity of 1 year or less will be calculated using the stated final maturity date of each security.~~

**Commented [BB2]:** Deleted this section as it is duplicated in the parameters section below

### INVESTMENT OBJECTIVES

The City shall manage and invest its cash with four primary objectives, listed in order of priority: **safety, liquidity, public trust, and yield, expressed as optimization of interest earnings.** The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The City shall maintain a comprehensive cash management program, which includes collection of account receivables, vendor payments in accordance with invoice terms, and the prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

#### Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the

preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

1. Credit Risk – The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:
  - Limiting investments to the safest types of investments
  - Pre-qualifying the financial institutions and broker/dealers with which the City will do business
  - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.
2. Interest Rate Risk – The City will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:
  - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
  - Investing operation funds primarily in certificates of deposit, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
  - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

### **Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands and investing in securities with active secondary markets. Because all possible cash demands cannot be anticipated, investment in money market mutual funds that offer same-day liquidity features will be considered an acceptable means of providing investment income.

### **Public Trust**

All participants in the City of Brady's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

### **Yield (Optimization of Interest Earnings)**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

## **V. RESPONSIBILITY AND CONTROL**

In accordance with the Public Funds Investment Act, the City Council designates the City Manager and Finance Director as the City's Investment Officers. An Investment Officer is authorized to execute investment transactions on behalf of the City. **No person may engage in an investment transaction or the management of the City funds except as provided under the terms of this Investment Policy as approved by the City Council.** The investment authority granted to the investing officers is effective until rescinded by the City Council.

### **Internal Controls**

The City Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Therefore, an Investment Committee shall be established to include the City Manager, Finance Director and one Council member. The committee shall meet as needed, but no less than annually, to review purchased investments and assure investment activity is in compliance with all directives of this Investment Policy. In addition, the Investment Committee shall establish at least annually the City's investment strategy with subsequent approval obtained from the City Council.

Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points.

- Control of collusion
- Separation of transactions authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation for telephone (voice) transactions for investments and wire transfers

- Development of a wire transfer agreement with the depository bank or third-party custodian.

### **Training Requirement**

In accordance with the Public Funds Investment Act 2256.008, designated Investment Officers shall attend at least 10 hours of an investment training session within 12 months after assuming duties. Such training from an independent source shall be approved or endorsed by either the Government Finance Officers Association of Texas, or the Texas Municipal League.

If the city only deposits funds in an interest-bearing deposit account or certificates of deposit as authorized by Section 2256.010 of the Act, then additional training is optional. However, if city funds are invested in other authorized products, the Investment Officer will be required to attend not less than eight (8) aggregate hours of instruction once in a two-year period that begins on the first day of the fiscal year and consists of the two consecutive fiscal years after that date from an independent source endorsed or approved by the Government Finance Officers Association or Texas Municipal League.

Appropriate training sessions include education in investment controls, security risks, strategy risks, market risks, and compliance with the Public Funds Investment Act.

### **Prudence**

Investments shall be made with judgment and care, under prevailing circumstances, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of the capital as well as the probable income to be derived. No investment shall be made unless:

- It is an authorized investment as defined in Public Funds Investment Act 2256, or and
  - Is a direct obligation of the United States or its instrumentality's, or
  - Is a direct obligation of the State of Texas or its agencies, or
  - Is guaranteed by the United States or Texas or its instrumentality's, or
  - Does not put the capital at risk, and
- Complies with the provisions of this Investment Policy.

**Commented [BB3]:** Deleted this section as it overlaps the authorized investments section

### **Indemnification**

The Investment Officer(s), acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific

investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

#### **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any larger personal financial investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

## **VI. SUITABLE AND AUTHORIZED INVESTMENTS**

#### **Portfolio Management**

The City currently has a "buy and hold" portfolio strategy. Maturity dates are matched with cash flow requirements that investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- Cash flow needs of the City require that the investment be liquidated.

#### **Investments**

City funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Public Funds Investment Act. **Investment of City funds in any instrument or security not authorized for investment under the Act or this Investment Policy is prohibited.** The City will not be required to liquidate an investment that

becomes unauthorized subsequent to its purchase if such action would result in a monetary loss for the City.

**Authorized:**

Following lists investment securities approved by the Investment Committee with the subsequent approval of the City Council:

1. Obligations of the United States of America, its agencies and instrumentalities
2. Certificates of Deposit issued by a bank organized under Texas Law, the laws of another state, or federal law, that has its main office or a branch office in Texas, and is guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations in a manner and amount provided by law for deposits of the City.
3. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities. These shall be pledged to the city, held in the City of Brady's name, and deposited at the time the investment is made with the City or with a third party selected and approved by the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve or financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement.
4. [4AAA-rated, SEC registered money market mutual funds in compliance with the SEC Rule 2a-7 which strive to maintain a \\$1 net asset value, as defined by the Act. Money Market Accounts in approved financial institutions.](#)
5. [Obligations of state and local governments in the US with a minimum A rating from a nationally recognized rating agency.](#)
6. [Negotiable Order of Withdrawal \(NOW\) accounts.](#)
6. [Fully insured or collateralized interest-bearing accounts in any bank in Texas.](#)
7. [A1/P1 commercial paper rated by two nationally recognized rating agencies with a maximum maturity of 270 days.](#)
- 6-8 [Local government investment pools, which 1\) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, 2\) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3\) seek to maintain a \\$1.00 net asset value, and 4\) are authorized by resolution or ordinance by the City Council.](#)

|  
All prudent measures will be taken to liquidate an investment that is  
downgraded to less than the required minimum rating.

#### **Not Authorized:**

1. Any investment including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

## **VII. INVESTMENT PARAMETERS**

#### **Maximum Maturities**

The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term investments in order to limit principal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements. The city will not directly invest in securities maturing more than 2 **5** years from the date of purchase; however, the above-described obligations, certificates, or agreements may be collateralized using longer-dated**longer-dated** investments.

**Commented [BB4]:** Increased max maturity to 5 years to allow for additional flexibility and options for the core portion of the portfolio

Because no secondary market exists for repurchase agreements, the maximum maturity shall be subject to redemption by the holder thereof at the option of such holder, not later than the respective dates when the moneysfunds will be required for the purposes intended.

The composite portfolio will have a weighted average maturity of 365 days-3 **years** or less. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security.

**Commented [BB5]:** Increased max WAM to 3 years to bring in line with potentially longer term holdings of core portfolio

#### **Diversification**

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over concentration in investments from a specific issuer or business sector

(excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),

- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as money market funds, local government investment pools, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for the City's total portfolio:

<a href="#">Certificate of Deposits</a>	100%
<a href="#">U.S. Treasuries</a>	100%
<a href="#">Agencies and Instrumentalities</a>	85%
<a href="#">Repurchase Agreements</a>	20%
	<u>% of Portfolio</u>
<a href="#">US Obligations</a>	90%
<a href="#">US Agencies/Instrumentalities</a>	80%
<a href="#">Certificates of Deposit</a>	40%
<a href="#">Municipal &amp; State Obligations</a>	40%
<a href="#">Repurchase Agreements</a>	50%
<a href="#">Local Government Investment Pools</a>	100%
<a href="#">Money Market Mutual Funds</a>	100%
<a href="#">Commercial Paper</a>	25%

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There is no restriction on the percentage of bond proceeds that may be invested in any authorized investment vehicle.

## **VIII. SELECTION OF BANKS AND DEALERS**

At least every 4 years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.

- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the bid form.
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

## Authorized Brokers/Dealers

The Investment Committee shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with the City. (Exhibit A)

~~These firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience and reputation. Additionally, a certification stating the firm has received, read and understood the City's investment policy and agree to comply with the policy must be in place.~~ Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All ~~investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools and investment management firms~~ must sign a certification acknowledging that the organization has received and reviewed the City's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the City's policy. ~~Should the City utilize an investment management firm, the investment management firm will be responsible for the due diligence of the City's approved broker dealer firms.~~

**Commented [BB6]:** Removed this language as broker dealers are no longer required to sign off/review investment policies

## Competitive Bids

It is the policy of the City to require competitive bidding for all individual security purchases and sales except for:

- Treasury and agency securities purchased at issue through an approved broker/dealer or financial institution.
- Transactions with money market mutual funds and local government investment pools.

The Chief Financial Officer shall develop and maintain procedures for ensuring competition in the investment of the City's funds.

## Delivery vs. Payment

Securities shall be purchased using the delivery vs. payment method exception. Funds will be released after notification that the purchased security has been received.

## **IX. SAFEKEEPING OF SECURITIES AND COLLATERAL**

### **Safekeeping and Custodian Agreements**

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as a part of its investment portfolio or held as collateral to secure demand or time deposits. Securities owned by the City shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third-party custodian designated by the City and pledged to the City as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the Federal Reserve bank or branch of a Federal Reserve bank, or a third-party bank approved by the City.

### **Collateral Policy**

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with whom the City has a current custodial agreement. The Chief Financial Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

### **Collateral Defined**

The City shall accept only the following types of collateral:

- FDIC insurance

- Obligations of the United States of or its agencies and instrumentalities
- Direct obligations of the State of Texas or its agencies and instrumentalities
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.
- Obligations of agencies, counties, cities, and other political subdivisions of the State of Texas as to investment quality by a nationally recognized rating firm not less than AA or its equivalent with a remaining maturity of 10 years or less.
- A letter of credit issued to the City by the Federal Home Loan Bank

#### **Subject to Audit**

All collateral shall be subject to inspection and audit by the Chief Financial Officer or the City's independent auditors.

## **X. PERFORMANCE**

#### **Performance Standards**

The City's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City.

#### **Performance Benchmark**

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The City's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury bills at a maturity level comparable to the City's weighted average maturity in days.

## XI. REPORTING

### Methods

The Finance Director shall submit monthly to the full City Council a report identifying all purchases and sales transacted in the prior month. The report shall summarize the portfolio in terms of investment securities held, maturities, and risk characteristics. The report shall explain the quarter's total investment return and compare the return with budgetary expectations.

The quarter investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles.

This summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark
- Listing of investments by maturity date
- Fully accrued interest for the reporting period
- The percentage of the total portfolio that each type of investment represents
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the Board

Within sixty (60) days after the end of the Fiscal Year, the City Manager with the Finance Director shall present an annual report of investment activity.

An independent auditor will perform a formal annual review of the investment reports with the results reported to the City Council.

### Monitoring Market Value

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the City Council quarterly in a written report.

## **XII. INVESTMENT POLICY ADOPTION**

The Investment Committee shall review the policy and investment strategies annually, approving any changes or modifications. The City of Brady's investment policy shall be adopted by resolution of the City Council annually, as presented by the Investment Committee. It is the City's intent to comply with state laws and regulations. The investment policy shall be subject to revisions consistent with changing laws, regulation, and needs of the City.

## **EXHIBIT A**

### **APPROVED FINANCIAL INSTITUTIONS**

**Brady National Bank**

**Commercial National Bank**

**BOK Financial**

**Banking Institutes approved by City for TWDB escrow funds**

### **APPROVED BROKER/DEALERS**

**Not applicable** [Exhibit A](#)

**Commented [BB7]:** I'll provide the list to insert here in a separate document

# City Council

## City of Brady, Texas

### Agenda Action Form

<b>AGENDA DATE:</b>	5-6-25	<b>AGENDA ITEM</b>	7.J.	
<b>AGENDA SUBJECT:</b>		Discussion, consideration and possible action awarding the bid for the Golf Cart Shed Construction project to Tri Tex Fence Co. (\$162,500)		
<b>PREPARED BY:</b>		T. Hoffpauir/L. McElrath	<b>Date Submitted:</b>	04/25/2025
<b>EXHIBITS:</b>		RFP Response Bid Tabulation Reference Responses		
<b>BUDGETARY IMPACT:</b>		<b>Required Expenditure:</b>	<b>\$162,500.00</b>	
		<b>Amount Budgeted:</b>	\$200,000.00	
		<b>Appropriation Required:</b>	\$0.00	
<b>CITY MANAGER APPROVAL:</b>				
<b>SUMMARY:</b>				
In March 2025, City staff issued a Request for Proposal (RFP) seeking a qualified contractor to design and construct new cart sheds at the Brady Municipal Golf Course. Three proposals were received in response to the solicitation.				
This project was included and funded in the FY25 budget due to ongoing deterioration of the existing cart sheds. The current sheds are in poor structural condition and are located in a low-lying area susceptible to frequent flooding and washouts. A majority of the structures are no longer usable and present both a functional issue and a visual concern.				
Because the cart sheds serve as a revenue source by housing privately owned golf carts, their replacement is necessary to maintain service to course patrons and to improve the overall appearance and utility of the facility. 24 new sheds will be constructed in a more suitable location and built to modern standards to ensure long-term usability and protection from future flooding events.				
Staff recommends awarding the contract to the lowest bidder, Tri Tex Fence Co., of San Angelo, TX. Tri Tex not only constructs fences, but structures as well.				
4 references were contacted and each confirmed that Tri Tex Fence Co. performed their jobs on time and were very satisfied with the final product.				
<b>RECOMMENDED ACTION:</b>				
City staff recommends awarding the Golf Cart Shed Construction project to Tri Tex Fence Co. in the amount of \$162,500.				

**CITY OF BRADY  
REQUEST FOR PROPOSAL  
FOR  
GOLF CART SHED CONSTRUCTION  
RFP 2025-030325**

## **1. Introduction**

The City of Brady (City) is soliciting Request for Proposal (RFP) responses from qualified general contractors for the construction of a new **golf cart shed**. The project includes site preparation, erection of a pre-engineered metal building, electrical installation, and all associated work necessary for a fully operational facility.

Your proposal must be received by the **City Secretary of the City of Brady** no later than **Wednesday, April 18, 2025, 3:00P.M.**, to be considered.

### **Delivery Requirement:**

Responses must be delivered to the City Secretary in a sealed envelope to:

- **City of Brady, 201 E. Main Street, Brady, TX 76825**  
Or via **USPS** to:
  - **City of Brady, P.O. Box 351, Brady, TX 76825**

All responses must be received prior to the deadline. Responses must be clearly labeled:  
**“Golf Cart Shed Construction – RFP 2025-030325”**

## **2. General Requirements**

RFP submissions shall be delivered/received no later than **Wednesday, April 18, 2025, 3:00P.M.** to be considered. RFPs must be signed by an authorized officer of the company. Failure to sign the RFP may be grounds for disqualification. The City reserves the right to reject any or all RFP responses and to waive formalities and technicalities.

## **3. Scope of Work**

### **A. General Requirements**

- **Pre-engineered metal building.**
- **Manufacturer/Supplier shall be an established provider of pre-engineered metal buildings.**
- **A documented record of 20-years of business experience in pre-engineered metal buildings shall be provided with this RFP submission**
- **Manufacturer/Supplier shall include in this RFP response a list of ten (10) client or customer references of similar type metal buildings. See No. 5 Proposal Submission Requirements as listed herein.**
- **Dimensions: 24 feet wide x 100 feet long x 9 feet high**

- **Steel frame with red oxide base coating**
- **Wall Panels: Light Gray (29-gauge steel)**
- **Roof Panels: Galvalume Plus PBR**
- **Wind Load: 105 mph (external) / 10 psf (internal)**
- **Live Load: 20 psf / Dead Load: 2 psf**
- **Foundation:** Concrete slab and anchor bolts as certified by Manufacturer/Supplier of Pre-engineered metal building product.
- **Door Openings:** 24 framed openings, 8'-wide x 12'-high
- **Trim Details:** Charcoal Gray trim on eaves, gables, corners, and door openings

## **B. Electrical Installation General Requirements**

- **Main Electrical Panel:** 30 space R3 200-amp panel with main breaker
- **Dedicated Golf Cart Charging Circuits:**
  - **24 dedicated 20-amp circuits** (one per cart space)
  - **Wiring: 12-2 MC cable**
  - **Each space to have one (1) quad outlet with an industrial cover, mounted 18" from the left wall at the back corner**
- **Interior Lighting:**
  - **24 occupancy-sensor LED lights (RAB LT FX OCC SENSOR DSKFA6R159CCT 120W S/P)**
  - **Installed 18 inches from the left side at the first purlin off the back wall**
- **Exterior Security Lighting:**
  - **Four (4) dusk-to-dawn dual-head LED floodlights (16W, 5000K)**
  - **Installed at each corner of the building**
  - **Each light to be wired to the nearest available circuit**

## **4. General Contractor Responsibilities**

- **Site Preparation & Grading**
- **Concrete Foundation & Slab Installation** (per local building codes)

- **Certification from Pre-Engineered Metal Building Manufacturer/Supplier of Qualified Purchaser**
- **Erection of Pre-Engineered Metal Building**
- **Complete Electrical Installation**
- **Permitting & Code Compliance**
- **Final Inspections & Testing**

## **5. Proposal Submission Requirements**

Interested General Contractors must submit:

1. **Company Information** (Business name, address, contact details)
2. **Proposed Project Timeline** (Start and completion dates)
3. **Upon Selection, General Contractor will provide Proof of Licensure, Insurance, and Bonding.**
4. **References from at least ten (10) past projects**

## **6. Evaluation Criteria**

Proposals will be evaluated based on:

1. **Price – 50%**
2. **Experience with Similar Projects – 20%**
3. **Capabilities & Resources – 15%**
4. **Record of Performance with Pre-engineered Manufacturers/Suppliers – 15%**

## 7. Price Quotation Form

ITEM	WORK DESCRIPTION	UOM	QTY	ITEM TOTAL PRICE (Figures)
1	Site preparation, grading, foundation work	LS	1	71,000.00
2	Cost of Pre-Engineered Building	LS	1	34,000.00
3	Pre-Engineered Building Erection	LS	1	32,000.00
4	Electrical Installation			23,000.00
5	Final inspections and testing	LS	1	2,500.00
6	TOTAL PROJECT COST (sum of 1,2,3,4)	LS	1	162,500.00

1. Refer to "Additional Terms & Conditions and Instruction to Bidders" before completing Price Quotation Form.
2. Date of completion—provide calendar day figure to reach full completion to include equipment and material lead times.
3. Prices quoted shall be F.O.B. – City of Brady, all taxes to be excluded from the Price quotation form.

In submitting this Proposal, I certify the following:

1. That the prices in this Proposal have been arrived independently, without consultation, communication, collusion, or agreement for the purpose of restricting competition, as to any matter relating to the said price quotation with any other contractor, subcontractor, supplier, or vendor.
2. That I am an Equal Opportunity Employer

Business Name:

TRTEx Co

Authorized Signature:

M. Omer

Print Name:

NAYAN M. OMER

Date:

4/18/2025

Phone:

836 735 0729

## **8. Bid Deadline & Contact Information**

- **Submission Deadline:** Wednesday, April 18, 2025, 3:00pm
- **Contact for Questions:**

Taylor Hoffpauir  
Purchasing Agent  
325-597-2244  
thoffpauir@bradytx.us

## **9. Additional Terms & Conditions**

- The City of Brady reserves the right to reject any and all proposals.
- Contractors must comply with local, state, and federal regulations.
- Contractors must disclose any potential conflicts of interest.
- Selected contractors may be required to submit a performance bond.

The City of Brady reserves the right to accept or reject any proposal in the best interest of the project.

Sec. 2253.021. PERFORMANCE AND PAYMENT BONDS REQUIRED. (a) A governmental entity that makes a public work contract with a prime contractor shall require the contractor, before beginning the work, to execute to the governmental entity:

- (1) a performance bond if the contract is in excess of \$100,000; and
- (2) a payment bond if:

B) the contract is in excess of \$50,000, and the governmental entity is a municipality

## **CITY OF BRADY**

### **INSTRUCTIONS TO BIDDERS**

#### **Terms & Conditions**

##### **Preparation of Bids**

Any explanation desired by a Bidder regarding the meaning or interpretation of the Invitation to Bid, drawings, specifications, etc., must be requested in writing to the with sufficient time allowed for a reply to reach Bidders before the submission of their Bids. Oral explanations or instructions given before the award of the invitation to bid will not be binding. Any information given to a prospective Bidder concerning an invitation will be furnished to all prospective Bidders as an amendment to the invitation, if such information is necessary to Bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed Bidders.

##### **1. Specifications**

Bidders are expected to examine the specifications, drawings, standard provisions and all instructions. Failure to do so will be at the Bidder's risk. Bidders may provide a product exceeding specifications, as an alternate bid, if they so desire.

##### **2. Information Required**

Each Bidder shall furnish the information required by the invitation. The Bidder shall sign the Bid Invitation, Bid Quotation Form, and, when appropriate, Specifications. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of his authority to act unless such evidence has been previously furnished to the City Purchasing Agent.

The Bidder should quote its lowest and best price, F.O.B. destination (City of Brady) on each item. If delivery and shipping quantities affect unit bid price, multiple bids may be made so as to indicate "price break" quantities in order for the City to determine maximum economic benefits. Pricing should include packaging and transportation unless otherwise specified. Pricing shall be entered on the Bid Quotation Form in ink or typewritten. Totals shall be entered in the "Total Price" column of the Bid Quotation Form. In case of discrepancy between unit price and extended price, the unit price will be presumed to be correct.

Bids should be firm.

Taxes. The City does not pay Federal Excise Taxes and/or Texas and local retail sales and use taxes. Tax exemption certificates can be provided upon request.

Full payment will be made within 30 days of receipt of correct invoice by the City of Brady.

Time, if stated as a number of days, will include Saturdays, Sundays, and holidays. Time of delivery is part of the bid and very important. The required delivery date indicated is at point of destination (City of Brady). If the indicated date cannot be met or date is not indicated, Bidder shall state its best delivery time.

Bids submitted on other than City forms or with different terms or provisions may not be considered as responsive bids.

### **3. Submission of Bids**

Sealed bids should be returned in an envelope marked on the outside with the Bidder's name and address.

**Mailing Address to:**

City of Brady

P. O. Box 351

Brady, Texas 76825

**Physical Address to:**

City of Brady

201 E. Main Street

Brady, Texas 76825

**BID DATE: March 26, 2025**

Sealed bids may be delivered in person to the City Secretary.

Bids must be returned in sufficient time so as to be received and time stamped at the above location on or before the published bid date and time shown on the bid invitation. Bids received after the published time and date cannot be considered.

#### **4. Modification or Withdrawal of Bids**

Bids may be modified or withdrawn by written or email notice received by the City Purchasing Agent prior to the exact hour and date specified for receipt of bids. A bid may also be withdrawn in person by a Bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for the receipt of bids.

#### **5. Evaluation Factors**

**Most Advantageous Bid.** The City will award purchase orders and contracts to the lowest and responsible Bidder, which represents the most advantageous bid to the City, price and other factors considered. In determining the “most advantageous” bid or proposal, price, quantifiable factors, and other factors are considered. This would include specifications, delivery requirements, the initial purchase price, life expectancy, cost of maintenance and operation, operating efficiency, training requirements, disposal value, and other factors contributing to the overall acquisition cost of an item. Consideration may be given, but not necessarily limited to conformity to the specifications, product warranty, a Bidder’s proposed service, ability to supply and provide service, delivery to required schedules, and past performance in other contracts with the City including timely delivery.

**Partial Awards.** Bidders may furnish pricing for all or any portion of the bid invitation. Unless the Bidder specifies otherwise in his bid, the City may award the contract for any time or group of items shown on the bid invitation.

**Reservations.** The City expressly reserves the right to: 1) Waive as an informality, minor deviations from specifications at a lower price than the low bid meeting all aspects of the specifications and consider it, if it is determined that total cost is lower and the overall function is improved or not impaired;

- 2) Waive any defect, irregularity or informality in any bid or bidding procedure;
- 3) Reject or cancel any or all bids;
- 4) Reissue a bid invitation;
- 5) Extend the bid opening time and date;
- 6) Procure any item by other means;
- 7) Increase or decrease the quantity specified in the bid invitation, unless the Bidder specifies otherwise;

8) Consider and accept an alternate bid as provided herein when most advantageous to the City.

#### 6. Acceptance

Acceptance of Bidder's offer for an open market purchase will be in the form of a purchase order. Acceptance of Bidder's offer for supply agreements will be by acceptance letter. Subsequent purchase orders and release orders may be issued as appropriate.

#### 7. Conflicts of Interest

Bidders must comply with the conflict of interest provisions of the City Charter and Code of Ordinances. Prior to the submission of a bid, Bidders may be required to file with the City Purchasing Agent a disclosure of interests on a form supplied by the City. Bidders are obligated to provide updated information concerning the disclosure of interests, as warranted, throughout the time the bids are being considered.

#### 8. Notice to all Bidders

Bids must be in a sealed envelope addressed to City of Brady, Purchasing Agent. Bid opening date must be shown in the lower left hand corner.

The Bid Invitation and all Bid Quotation Form must be signed by Bidder.

Bidder must state if his bid is all or none, or if any other conditions apply, otherwise, City may pick and choose any item or group of items according to the City's best interest.

Before submitting your bid, please read all bid invitation documents carefully. If there are questions, contact the City Purchasing Agent. Any discrepancies between the bid invitation and the Bidder's response generally extend the bid evaluation period and often cause the bid to be declared non-responsive.

#### 9. Facsimile Bids

The City Charter requires that all bids submitted be sealed and delivered in the manner required by the bid invitation, to be opened in the presence of one or more City employees and those Bidders desiring to be present. Therefore, bids submitted directly to the City by facsimile machines will be considered non-responsive.

#### 10. Indemnification

The successful bidder shall defend, indemnify and hold harmless the City of Brady and its officers, agents, and employees from all suits, actions, or claims of any character, name and description including attorney's fees/expenses brought for any injuries to persons or damages to property in connection with this contract including any claims for damages

accruing during the delivery of the item supplied hereunder. Any money due the successful bidder under this contract as shall be considered necessary by the City of Brady may be retained for the use of the City to secure this indemnity. The successful bidder expressly agrees to defend, indemnify and hold harmless the City of Brady and its officers, agents and employees in accordance with this clause regardless of whether the injury or damage is caused in whole or in part by the acts or omissions, including negligence, of the City of Brady, its officers, agents or employees. 6

## **INSURANCE REQUIREMENTS**

The vendor shall provide the City of Brady with delivery of any materials a Certificate's of Insurance covering the below listed insurance coverage's:

### **WORKER'S COMPENSATION – Coverage A Statutory**

The contractor, before starting work on the Project, must furnish to the Owner, Certificates of Insurance or other evidence from a reputable insurance company or companies (such companies to be acceptable to the Owner) licensed to write insurance in the State of Texas. Worker's Compensation Insurance shall include a Waiver of Subrogation in favor of the City of Brady

### **EMPLOYERS LIABILITY**

Bodily Injury by Accident – Each Occurrence \$500,000

Property Damage – Each Occurrence \$100,000

\$500,000 for aggregate

### **COMMERCIAL GENERAL LIABILITY:**

Commercial General Liability Insurance amount \$1,000,000 combined single limit

### **AUTOMOBILE LIABILITY:**

Bodily Injury Liability – Each Person \$500,000

Bodily Injury Liability – Each Occurrence \$500,000

Property Damage Liability – Each Occurrence \$500,000

### **PROFESSIONAL LIABILITY INSURANCE:**

Professional Liability Insurance to provide coverage against any claim which the audit firm becomes legally obligated to pay as damages arising out of the performance of

professional services caused by error, omission or negligent act with minimum limits of \$1,000,000 per claim, \$2,000,000 annual aggregate.

NOTES (as applicable):

Coverage must include all owned, hired, and non-owned vehicles.

Coverage must include the City of Brady as an Additional Insured for all work performed for or on behalf of the City.

Contractual liability coverage cannot be excluded; and contractor will assume all liability for independent subcontractors.

Coverage must include the City of Brady as an Additional Insured for all work performed for or on behalf of the City.

Contractor may satisfy the minimum limits required by the Commercial General Liability of Business Automobile Liability insurance with an umbrella or excess liability policy.

Contractor's insurance shall be deemed primary with respect to any insurance or self-insurance program carried by the City.

This insurance shall be kept in force until the termination of contract. If for any reason insurance coverage is not kept in force, all deliveries will be stopped until an acceptable Certificate Insurance is provided to the City of Brady.

The vendor shall be responsible for any deductions stated in the policy. 8

## RESIDENCE CERTIFICATION

### CHAPTER 2252 of the Texas Government Code: CONTRACTS WITH GOVERNMENTAL ENTITY - SUBCHAPTER A. NONRESIDENT BIDDERS

A governmental entity may not award a governmental contract to a nonresident Bidder unless the nonresident under Bids the lowest Bid submitted by a responsible resident Bidder by an amount that is not less than the amount by which a resident Bidder would be required to under Bid the nonresident Bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located; or

Check or complete the following:

The Bidder certifies their principal of business is in the State of Texas

The non-resident Bidder's principal place of business is State of \_\_\_\_\_ and by State law Bid price is to be \_\_\_\_\_ % percent lower than resident Bidders.

The non-resident Bidder's principal place of business is State of \_\_\_\_\_ and by State law is not required to under Bid resident Bidders.

Herewith submitted by:

TRI-TEX CO.

Contractor Name (printed)

Mark of money

Contractor Authorized Signature & Title

TRI-TEX CO.

Contractor Business Name

5508 CRISTAL ROSES  
SILVERWING TX 76904

Contractor Business Address (must include a street site address)

4/18/2025

Date

By: \_\_\_\_\_

Corporate \_\_\_\_\_

Partnership \_\_\_\_\_

830 736 8729

Contractor Contact Telephone Number

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**OFFICE USE ONLY**

Date Received

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*N/A*

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

*Nahan*  
Signature of vendor doing business with the governmental entity

*4/18/2024*  
Date

## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
      - or
      - (ii) the local governmental entity is considering entering into a contract with the vendor;

- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
      - (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

- (B) that the vendor has given one or more gifts described by Subsection (a); or

- (C) of a family relationship with a local government officer.

## **REQUIREMENT FOR DISCLOSURE OF CONFLICT OF INTEREST**

The Texas State Legislature enacted H.B. 914, Creating Chapter 176 of the Local Government Code. This act, Disclosure of Certain Relationships with Local Government Officers, takes effect January 1, 2006. As required by the act, The Texas Ethics Commission has created a draft disclosure questionnaire to be completed by vendors. This disclosure requirement applies to a person who contracts or seeks to contract for the sale or purchase of property, goods or services with a local governmental entity.

The CONFLICT OF INTEREST QUESTINNAIRE (Form CIQ) is required to be filed within 7 business days of:

1. Beginning contract discussions or negotiation with the City of Brady; or
2. Responding to a Request for Proposal, Invitation to Bid, or a correspondence or other writing related to a potential agreement with the City of Brady.

**COMPLETION AND SUBMISSION OF FORM CIQ ARE TO SOLE RESPONSIBILITY OF THE PROSPECTIVE VENDOR. 10**

## **REQUIREMENT FOR DISCLOSURE OF INTERESTED PARTIES**

Texas Government Code Section §2252.908 is a new ethics law that was enacted by H.B. 1295 in 2015. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

The Certificate of Interested Parties, Form 1295 is available online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) and must be submitted with this bid package.

To All Prospective Bidders:

This addendum forms a part of the bidding documents for the above-referenced project and modifies the original bidding documents as noted below. Receipt of this addendum must be acknowledged by signing and submitting this document with your bid package. Failure to acknowledge receipt of this addendum may result in rejection of your bid.

**Modifications to Bid Documents:**

**1. Revised Documents:**

- The following documents have been revised and uploaded to the CIVCAST website:
  - Request for Proposal

**2. Clarifications and Changes:**

- Clarifications to overall scope of work, proposal submission requirements, Price Quotation Form, Additional Terms and Conditions, Site Photo Included

**3. Bid Submission Deadline:**

- The deadline for submission remains unchanged.

**Instructions to Bidders:**

- Bidders are required to review all revised documents carefully and incorporate the changes into their bids.
- This addendum must be signed and included with your bid submission.

By signing below, the bidder acknowledges receipt of this addendum and accepts the modifications and clarifications herein.

Authorized Representative Signature:



Printed Name: NATHANIEL STRAIN

Title: DP Manager

Company: TRI TEC CO.

Date: 4/18/2025

For questions regarding this addendum, please contact:

Taylor Hoffpauir - Purchasing Agent

[thoffpauir@bradytx.us](mailto:thoffpauir@bradytx.us)

325-597-2244

# **City of Brady Addendum No. 1**

**Project: Golf Bard Shed Construction**

**RFP Number: 2025-030325**

**Original Bid Opening Date: March 26, 2025**

**Date of Addendum Issuance: March 12, 2025**

**CITY OF BRADY  
ADDENDUM NO. 2  
Golf Cart Shed Construction  
RFP 2025-030325**

**Date: April 2, 2025**

**TO ALL PROSPECTIVE BIDDERS:**

This Addendum serves to formally amend the bid documents for **Golf Cart Shed Construction RFP 2025-030325**. The following modification has been made:

**Correction to Specifications:**

- The original specifications listed **fourteen (14) framed openings**.
- The correct number of framed openings is **twenty-four (24)**.

**Instructions to Bidders:**

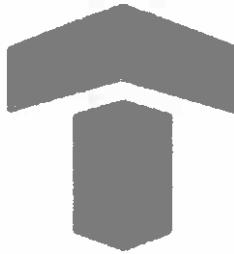
- 1. A revised bid document reflecting this correction is attached.**
- 2. All bidders must acknowledge receipt of this Addendum by signing and returning the acknowledgment form with their bid submission. Failure to do so may result in disqualification.**
- 3. If you have already submitted a bid, you are permitted to revise and resubmit your proposal to reflect the corrected specifications. Any revised submissions must comply with all original submission requirements.**
- 4. The bid submission deadline has been extended to April 18, 2025 at 3:00P.M.**

This Addendum is considered a formal part of the bid documents and must be acknowledged as required. All other terms and conditions of the original bid documents remain unchanged.

For any questions regarding this Addendum, please contact:

**Taylor Hoffpauir**  
**Purchasing Agent**  
**City of Brady**  
**thoffpauir@bradytx.us**

**Acknowledgment of Addendum No. 2:**  
**Company Name:** TRI TX CO.  
**Authorized Representative:** NATHANIEL LIDDELL  
**Title:** Op manager  
**Date:** TRI TX CO.  
**Signature:** Ali Ader



## **1. Company Information**

Tritex Fence Co.  
5508 Christoval Road, San Angelo, TX 76904  
325-812-7143  
830-730-0729

## **2. Detailed Cost Proposal**

- A. Labor – Concrete: \$7,200.00
- B. Labor – Base Pad: \$5,800.00
- C. Labor – Metal Construction: \$32,000.00
- D. Labor – Electrical: \$8,000.00
- E. Material – Concrete: \$38500.00
- F. Material – Base Pad: \$19,500.00
- G. Material – Metal – \$ 36,500.00
- H. Material – Electrical: \$15,000.00

**TOTAL PROPOSAL - \$162,500.00**

## **3. Project Timeline**

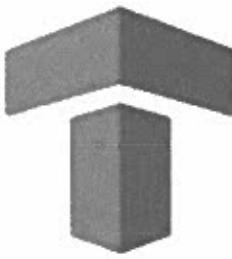
Site preparation, grading, foundation work – 2 Weeks  
Pre-engineered metal building erection – 3 Weeks  
Electrical installation – 2 Weeks  
Final inspections and testing – 1 Weeks

**TOTAL – 8 WEEKS**

## **4. List Of Similar Projects**

- A. Lavigne Barndominium
- B. Ames Barndominium
- C. Conner Barndominium

**SEE ATTACHED PLANS**



**5. Proof of Licensure, Insurance and Bonding**

- A. Electrical License - Advanced Electrical Solutions - TECL#26272
- B. See Attached Sample COI
- C. Bond rate if applicable is 8% Project Total

**6. References from at least three (10) past projects**

- A. Bryce Leggett - Dorado Construction Group  
Operations Manager – 325-387-3881
- B. Sue Way – Past Customer – 325-374-1682
- C. Nolan Venables – Matador Electrical and Automation  
Owner – 325-703-5019
- D. Wyatt Walton – Lone Star Trapping – 325 -513-6317
- E. Matt Ames – 713-252-5484
- F. Tommy Conner – 325-226-3566
- G. Will Welch – 214-725-0411
- H. Rocky Roles – 325-812-3460
- I. Madison McConaughey – 432-631-9115
- J. Richard Howells – 210-378-8775

**Special Notes:**

- A. 24' X 100' X 9'
- B. Door openings will have to be 8' in height with a 9' eave height.
- C. No doors quoted in this bid.
- D. Electrical quoted to the 240AMP Panel on building if meter can or lines are needed electrical price will need to be adjusted.

## SEALED BID OPENING SUMMARY SHEET

CITY OF BRADY

PROJECT: Golf Cart Shed Construction

Sealed Bid Due Date: Friday, April 18, 2025 by 3:00 p.m.

No.	Name of Bidder	Bidder Certification and Addenda Acknowledgement Signed	Bid Amount	Comments
1	RL Hicks LP	✓	173,147.68 173,147.68	
2	Heart of Texas Building & Roofing	✓	208,800.00	
3	TRi Tex Co. TRi Tex Fence Co.	✓	162,500.00	
4				
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12				
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14				
15				


## **Reference Responses - Tri Tex Fence, Company , San Angelo, TX**

### **1. Nolan Venable (Phone call)**

Mr. Venable stated that Tri Tex Fence Co has been great to work with, the company has always completed the work on schedule and produces quality work. He would recommend them for the job.

### **2. Bryce Leggett - Dorado Construction Group (email)**

"We've worked with Tri-Tex for many years, and I fully support them as a contractor. Their quality of work, adherence to timelines, and communication with both the general contractor and customer are consistently excellent. Chase and Nate are outstanding problem solvers and maintain clear, effective communication throughout the construction process. If you'd like specific examples, feel free to reach out to me directly. I appreciate you getting in touch, and I hope they earn the opportunity."

### **3. Rocky Roles (Phone Call)**

They have used Tri Tex for almost all of their fencing and labor needs. They communicate well, always completed the job on schedule, did excellent work and would highly recommend them for a job.

### **4. Madison McConaughey (Phone call)**

They have been working with Nate at Tri Tex for around eight years on various projects. They are honest people who have also done great work and completed the job on schedule. Would recommend Tri Tex for a construction project.