



**CITY OF BRADY  
CITY COUNCIL WORK SESSION AGENDA  
AUGUST 23, 2016 AT 4:00 PM**

NOTICE is hereby given of a meeting of the City Council of City of Brady, McCulloch County, State of Texas, to be held at 4:00 p.m. on August 23, 2016, at the City of Brady Municipal Court Building located at 207 S. Elm Street, Brady, Texas, for the purpose of considering the following items. The City Council of the City of Brady, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas

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

Tony Groves  
Mayor

**2. Discuss any Civic Center Fees and Policies**

Kathy Gloria  
Mayor Pro Tem, Place 1

**3. Discuss any City Charter Items**

Shelly Perkins  
Council Member, Place 2

**4. Staff reports on any agenda items on Special Meeting Agenda 8-23-16**

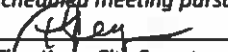
Marilyn Gendusa  
Council Member, Place 3

**5. Adjournment**

Jane Huffman  
Council Member, Place 4

*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 8/19/2016 by 6:00 p.m. and will remain posted continuously for 72 hours prior to the scheduled meeting pursuant to Chapter 551 of the Texas Government Code.*

Jim Griffin  
Council Member, Place 5

  
Tina Keys, City Secretary

Kim Lenoir  
City Manager

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

Tina Keys  
City Secretary

Lisa Remini  
Director of Finance

**Attendance by Other Elected or Appointed Officials:** It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussion on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

Steve Miller  
Director of Public Works

Peter Lamont  
Director of Community  
Services

Lyle Daniel  
Chief of Fire/EMS

Steve Thomas  
Chief of Police

Shannon Kackley  
City Attorney

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes written interpretation of the Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.114(c) and the meeting is conducted by all participants in reliance on this opinion.

# City Council

## City of Brady, Texas

### Agenda Work Session Form

<b>AGENDA DATE:</b>	8/23/2016	<b>AGENDA ITEM</b>	
<b>AGENDA SUBJECT:</b>	Discussion Civic Center fees and policies.		
<b>PREPARED BY:</b>	K. Lenoir	<b>Date Submitted</b>	8/18/2016
<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>			

**SUMMARY:**

As discussed 8-16-2016, New Civic Center rental rates and policies:

- A. Hours: Sunday – Thursday 7am to 12 midnight; Friday – Saturday 9am to 3am following day (Saturday and Sunday - closed for cleaning 7am-9am)
- B. Deposit - Booking / Damage / Key Return: \$200. Refundable if cancelled within 3 months of event. If cancelled less than 3 months, deposit may be refunded if the date is rebooked. After inspection and staff authorization, return deposit checks may be available 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month (if requested Friday before check cut day).
- C. Booking for large tourism events allowed 2-3 years in advanced; Bookings for private parties allowed 18 months in advance. No discounts allowed. No non-profit rate reductions allowed. Any exceptions to advanced book time allowance may be considered by City Council.
- D. Daily Rental Rate - Sunday to Thursday Rate, ½ day (4 hours or less) \$125; more than 4 hours \$250 per day; plus Daily Cleaning Fee \$50 to \$100 – actual janitorial cost
- E. Friday &/or Saturday Event: \$500 per day; plus Daily Cleaning Fee \$50 to \$100 – actual janitorial cost
- F. If alcohol is served or available, additional \$200 damage deposit required / or cleaning fee charged? Off-Duty Security required for all events (1 officer per 150 attendees) paid by reserving party. Proof of hired security required by key pick-up day.
- G. Day of event decorating, no charge. If not rented day before event, staff may allow complimentary early access. To guarantee early access for decorating, rental fee required.
- H. Facility is rented first come first serve. Staff may keep a waiting list if 50% deposit is paid.

- I. **Holiday Public / Private Event Rental Fee:** (New Year's Eve/Day, Memorial Weekend, Labor Day Weekend) – due to high demand an extra \$100 holiday rental fee is added.

General Fund Division 13 is the Civic Center O&M Budget. Goal is that fees will offset expenses in a break-even operation, including utilities, supplies, contract cleaning, pest control, annual paint touch-ups, and minor repairs. City staff will require event lay-out and will set-up the tables and chairs. Reserving party will be ask to remove trash from the building, remove decorations, perform general pick-up, and immediately return key to drop box. Cleaning staff and city staff will remove tables and chairs as needed.

Staff will add the Civic Center to the 5 year capital plan for replacing table and chairs; upgrades; roof/equipment repairs, general maintenance and renovations. The City Council and staff will see that this facility is well maintained and kept in good condition for public and tourism use.

**RECOMMENDED ACTION:**

Discussion Only. Please review and let staff know of any additions or changes before adding to Annual Fee Schedule Ordinance and Policy and Procedure Manual.