



**CITY OF BRADY CITY COUNCIL  
WORK SESSION AGENDA  
APRIL 16, 2019 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 pm on April 16, 2019, at the City of Brady Municipal Court Building, located at 207 S. Elm Street, Brady, Texas, for the purpose of considering the following items. The City Council of the City of Brady, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

Tony Groves  
Mayor

Jim Griffin  
Mayor Pro Tem, Place 5

Rey Garza  
Council Member, Place 1

Missi Davis  
Council Member, Place 2

Jeffery Sutton  
Council Member, Place 3

Jane Huffman  
Council Member, Place 4

Kim Lenoir  
City Manager

Tina Keys  
City Secretary

Lisa Remini  
Director of Finance

Steve Miller  
Director of Public Works

Dennis Jobe  
Director of Community  
Services

Steve Thomas  
Chief of Police

Lloyd Perrin  
Chief of Fire/EMS

Sarah Griffin  
City Attorney

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

**2. Discussion regarding revisions to the 2019 Brady Water Conservation and Drought Contingency Plan as required by the Texas Water Development Board and TCEQ**

**3. Discussion regarding 2020 Budget meetings and calendar.**

**4. Discussion regarding 2020 Budget Appendix Book and Budget Book**

**4. 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 4:00 p.m. and will remain posted continuously for 72 hours prior to the scheduled meeting pursuant to Chapter 551 of the Texas Government Code.*

*Tina Keys, City Secretary*

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

**City Council**  
**City of Brady, Texas**  
**WORK SESSION ITEM**

<b>AGENDA DATE:</b>	4-16-2019	<b>AGENDA ITEM</b>
<b>AGENDA SUBJECT:</b>	Discuss the <i>2019 Brady Water Conservation and Drought Contingency Plan</i> as required by the Texas Water Development Board and TCEQ.	
<b>PREPARED BY:</b>	Steven Miller / Kim Lenoir	<b>Date Submitted:</b> 4/11/19
<b>EXHIBITS:</b>	Draft Plan mark-ups from public comments 4/2/19	
<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>		
<b>SUMMARY:</b>		
<p>The Plan was presented and discussed at the April 2 meeting. Council will discuss the plan again in Work Session April 16 to address questions raised at the last meeting.</p> <p>Below are questions and comments from citizens and council members. Staff will discuss and answer question. Please read the following sections.</p> <p>Review Goals for Stages 2, 3 and 4 and who calls for the initiation of each stage.  Review Tiggers for Stages 2, 3, and 4. Understand that not all tiggers are required to initiate response.  Review Rate Structure for Stages 3 and 4. Do not charge for low use. Average use is 7,000 gals/mo.  Review Inside and Outside Water Rates, set-up to mirror existing water rates, as adopted each year.  Review Severe – Response Measurer #3, staff will be required to review accounts.  City water use will also be reduced as required by each stage.  “Shall” is no option. “May” is optional. Such response is required by TCEQ and TWDB.</p>		
<b>RECOMMENDED ACTION:</b>		
Recommended changes will be presented at 6pm for City Council consideration.		

# **CITY OF BRADY**

## ***2019 BRADY WATER CONSERVATION PLAN AND DROUGHT CONTINGENCY PLAN***

City of Brady  
P.O. Box 351  
201 East Main Street  
Brady, Texas 76825-0351  
Phone: 325.597.2152  
Fax: 325.597.2068

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ATTACHMENTS

- A. Wholesale Customer
- B. Coordination with Region F Water Planning Group
- C. Adoption Resolution
- D. TWDB Utility Profile - BRADY
- E. Drought Contingency Plan Trigger Conditions & Response Measures

**YEAR 2019 BRADY WCP & DCP RENEWAL & SUBMISSION**

The Texas Water Development Board requires all municipalities to update their water conservation & drought contingency plans every five (5) years and adopt by ordinance.

In 2014, to meet an established 5-year cycle with the TWDB, an amendment was initiated to the 2012 plan to fulfill an administrative submission to TWDB and establish Brady on the TWDB 5-year WCP & DCP submission schedule.

**For 2019 Water Conservation Plan (WCP), minimum requirements include:**

- Utility Profile
  - sales and classifications
- Five and ten-year target goals
  - tracking and effectiveness
- Metering
  - production, customer and wholesale
- Loss prevention
  - monitoring, detection and education
- Water rate
  - non-promotional and adopted
- Outreach
- Adoption

**Similarly, the Drought Contingency Plan (DCP) requirements include:**

- Trigger conditions
- Demand management
- Initiation and termination

In an effort to incorporate the minimum required content, City of Brady is producing the 2019 WCP & DCP document herein.

## **I. GENERAL**

### **PUBLIC INVOLVEMENT**

Opportunity for public and wholesale customers to provide input into the preparation of this amendment to the Plan was provided by the City of Brady in the form of the following:

Public meeting through regularly scheduled city council meetings and notices to affected wholesale and regional water planning group (Region F).

City Council meeting open to the public to consider and approve the 2019 Brady WCP & DCP renewal and submission.

Correspondence with the City's wholesale water customer (Attachment A).

In addition, this 2019 WCP & DCP renewal and submission is available for public review during the normal business hours of the City at City Hall located at 201 East Main Street, Brady, Texas 76825. Any comments received shall be considered for inclusion in the next revision or amendment to the Water Conservation and Drought Contingency Plan.

### **COORDINATION WITH REGIONAL WATER PLANNING GROUP**

The water service area for the City of Brady is located within the Regional Water Planning Group F. A copy of this 2019 WCP & DCP renewal and submission has been provided to the Regional Water Planning Group F to seek comment and insure consistency with the approved regional water plan (Attachment B).

### **YEAR 2019 BRADY WCP & DCP RENEWAL AND SUBMISSION**

This Plan and subsequent Plan elements discussed in this document were adopted by City Ordinance of the City of Brady (Attachment C).

## **II. WATER CONSERVATION PLAN**

The City of Brady intends to achieve long-term water conservation by maintaining a non-wasteful rate structure, reducing unaccounted-for water, maintaining City water meters through testing and replacement, and providing education and information to all customers of the water system.

Many of these measures have already been implemented and have shown signs of success, and the City realizes that the continuous and diligent adherence to these programs outlined in the Water Conservation Plan is the most likely method for achieving the specific targets for reduced water consumption on a per-capita-per-day basis. The strategies and specific goals for water conservation outlined below are in addition to any initiatives outlined in the current Plan.

### **A. METERING DEVICES**

One key element of water conservation is tracking water use and controlling losses. City of Brady utilizes automatic meter read technology for all water meters or nearly 100% of its customers. AMR meters have not been installed at some connections due to customer preference. All metering devices have shown to be calibrated to an accuracy of better than  $\pm 5\%$  for accounting of consumption throughout the water distribution system. Master meters at well sites are tested annually and have shown accuracy of greater than 95%.

### **B. WHOLESALE WATER SUPPLY CONTRACT REQUIREMENTS**

Every contract for the wholesale sale of water by customers that is entered into, renewed, or extended after the adoption of this water conservation and drought contingency plan will include a requirement that the wholesale customer and any wholesale customers of that wholesale customer develop and implement a water conservation plan meeting the requirements of Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2 of the Texas Administrative Code. The requirement will also extend to each successive wholesale customer in the resale of the water.

### **C. SYSTEM WIDE INTEGRITY AND MONITORING**

Due to the convenience of the Brady community geographical size water leaks and breaks are generally immediately identified by both customers and city crews. City water distribution crew responds appropriately with equipment and material to control and fix water main breaks and failures. Generally, field indicators for finding leaks includes customer complaints, random observations and abnormal usage indicators through AMR system.

City staff utilizes regular conservation topics distributed through bill inserts to assist in community wide communication. City code enforcement division provides field inspection services for illegal hookups, transient occupation of property and substandard plumbing installations. Regular water meter change-out and new service requests is cataloged and tracked in city's billing database.

**D . BEST MANAGEMENT PRACTICES - GOALS AND TARGETS**

Water as a natural resource is vital to all life and species. In Texas, there is the phenomenon of drought that can severely affect availability of water resources. Two predominant primary sources exist for water supply throughout Texas and the southwest United States: groundwater and surface water impoundment, i.e., lakes and reservoirs. Brady groundwater supply is from the Hickory aquifer and surface water is from Brady Lake – a flood control reservoir.

Texas Water Development Board and Texas Commission on Environmental Quality requires political subdivisions or towns and cities to develop quantifiable and manageable 5-yr & 10-yr goals and targets for water savings and water loss control. Shown in Table 1 is Brady's water consumption history for several years. From this is extrapolated a consumption figure based on the city's general population or GPCD. These figures represent 5-yr and 10-yr goals and targets. These types of metrics are used by TWDB and TCEQ for publications and tracking. It also serves a benchmark for the city to track its historical pattern of usage.

**TABLE 1**  
*5-yr and 10-yr GPCD*

City of Brady, Water Sold or Consumption			
<u>year</u>	<u>residential consumption</u>	<u>base population</u>	<u>GPCD</u>
2014	244,577,000	5,300	126
2015	280,435,000	5,300	145
2016	245,117,000	5,300	127
2017	249,169,000	5,300	129
2018	205,260,000	5,300	106
2024	233,182,000	5,300	121
2029	229,203,667	5,300	118



### **III. DROUGHT CONTINGENCY PLAN**

The City of Brady shall adhere to a 4-stage Drought Contingency Plan as outlined in this 2019 Brady WCP & DCP Renewal and Submission document.

This 4-stage plan shall be followed for a drought declared condition or system-wide emergency.

#### **A. TRIGGER CONDITIONS**

The City of Brady receives groundwater from seven (7) water wells that draw water from the Hickory Aquifer and an expected future surface water source from Brady Lake reservoir. These two supply sources provide redundancy for the City to ensure water is treated and delivered in case one of the supplies fails to provide adequate volumes of either groundwater or raw surface water. In spite of this redundancy, the City **must** be prepared to respond to any emergency water supply situation. It **must** also be prepared to respond to other emergency conditions occurring in the City's system.

Four (4) threshold levels have been identified for triggering various responses to water supply emergencies. These trigger conditions and corresponding emergency response measures are summarized in Attachment D.

##### **1. STAGE 1 TRIGGERS CUSTOMER AWARENESS**

Water customers are requested to voluntarily limit the use of water for non-essential purposes and to practice water conservation.

Stage 1 will begin:

Every April 1st, the City of Brady will mail a public announcement to its customers.

Stage 1 will end:

Every September 30th, the City of Brady will mail a public announcement to its customers.

## **2. STAGE 2 TRIGGERS MILD WATER SHORTAGE CONDITIONS**

### Requirements for initiation

Customers may **be** requested **by the Mayor** to **voluntarily** conserve water and adhere to the prescribed restrictions in Section B, Subsection 2, entitled **Stage 2 Response MILD** Water Shortage Conditions when:

- a. Average daily water consumption reaches 90% of average daily water consumption and production daily rate for three consecutive days.
- b. System storage tanks cannot be replenished for two consecutive days.
- c. Two groundwater wells in the system become inoperable simultaneously.
- d. Supply from raw water sources is diminished to 80% of consumption needs.
- e. Drawdown from the Hickory Aquifer reaches 7 feet.

### Requirements for termination

Stage 2 of the Plan **may** be rescinded **by the Mayor** when all of the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days.

## **3. STAGE 3 TRIGGERS MODERATE WATER SHORTAGE CONDITIONS**

### Requirements for initiation

The City Council and/or Mayor shall convene at an appropriate time & place to receive information from city manager or public works director a determination of implementing this stage.

Customers **shall be** required to comply with the requirements and restrictions on certain non-essential water uses provided in Section B, Subsection 3, entitled **Stage 3 Response MODERATE** Water Shortage Conditions, when **(any of the below occur)**:

- a. Average daily water consumption reaches 100% of average daily water consumption and production daily rate for three consecutive days.
- b. System storage tanks cannot be replenished for four consecutive days.
- c. Two groundwater wells in the system become inoperable simultaneously.
- d. Supply from raw water sources is diminished to 70% of consumption needs.
- e. Drawdown from the Hickory Aquifer reaches 7 feet.

Requirements for termination

Stage 3 of the Plan **may** be rescinded **by the (Mayor or City Council ?)** when all of the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days. Upon termination of Stage 3, Stage 2 becomes operative.

**4. STAGE 4 TRIGGERS SEVERE WATER SHORTAGE CONDITIONS**

Requirements for initiation

The City Council and/or Mayor shall convene at an appropriate time & place to receive information from city manager or public works director a determination of implementing this stage.

Customers **shall be** required to comply with the requirements and restrictions on certain non-essential water uses provided in Section B, Subsection 4, entitled Stage 4 Response SEVERE Water Shortage Conditions for Stage 4 of this Plan when:

- a. Average daily water consumption reaches 110% of average daily water consumption and production daily rate for three consecutive days.
- b. Failure of a pumping station or other major system component or a threat to the health and safety of public potable water system.
- c. Two groundwater wells in the system become inoperable simultaneously.
- d. Supply from raw water sources is diminished to 60% of consumption needs.
- e. Drawdown from the Hickory Aquifer reaches 7 feet.
- f. Other emergency conditions that may arise as determined by the mayor and/or city council.

Requirements for termination

Stage 4 of the Plan may be rescinded **by the (Mayor or City Council ?)** when all of the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days. Upon termination of Stage 4, Stage 3 becomes operative.

## **B. DEMAND MANAGEMENT MEASURES**

In response to triggering events mentioned in Section A, the city has adopted these response measures and corresponding goals that are summarized in Attachment D.

### **1. STAGE 1 RESPONSE - CUSTOMER AWARENESS**

Goal: This announcement will be designed to increase customer awareness of water conservation and encourage the most efficient use of water. **A copy of the current public announcement on water conservation awareness shall be kept on file for inspection by the TCEQ.**

### **2. STAGE 2 RESPONSE - MILD WATER SHORTAGE CONDITIONS**

Goal: Achieve a voluntary 5% percent reduction in total water use. Encourage water conservation measures such as decreasing water use for landscape purposes.

In accordance with the triggering criteria set forth in Section A of this 2019 Brady WCP & DCP renewal and submission, **the mayor or his/her duly appointed representative** shall determine that a mild emergency or water shortage condition exists and shall implement the following response measures:

- a. Inform public and major commercial users (including wholesale customers) of trigger condition through the news media and encourage them to look for ways to voluntarily reduce water usage.
- b. Activate an information center and discuss the situation in the local news media daily.
- c. Implement the following voluntary water use restrictions:
  - i. Water customers are requested to voluntarily limit the irrigation of landscaped areas to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Tuesdays and Fridays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of midnight and 10:00 a.m. and 8:00 p.m to midnight on designated watering days.
  - ii. Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

### **3. STAGE 3 RESPONSE - MODERATE WATER SHORTAGE CONDITIONS**

Goal: Achieve a 15% percent reduction in total water use. Restrict watering to a minimum.

In accordance with the triggering criteria set forth in Section A of this Plan, **the mayor or his/her duly appointed representative(Mayor or City Council ?)** shall determine that a moderate emergency or water shortage condition exists and shall implement the following response measures:

- a. Continue implementation of all relevant actions in preceding stage
- b. Prohibit nonessential water usage such as street washing, water hydrant flushing, filling pools, and athletic field watering.
- c. Limit residential car washing, window washing, and pavement washing unless a bucket is used.
- d. Impose mandatory lawn watering schedule such that watering of lawns shall be limited to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8) and Tuesdays and Fridays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), during the hours of 6:00-8:00 a.m. and 8:00-10:00 p.m. on designated watering days.

### **4. STAGE 4 RESPONSE - SEVERE WATER SHORTAGE CONDITIONS**

Goal: Achieve a 30% percent reduction in total water use. No water use outside of the minimum necessary.

In accordance with the triggering criteria set forth in Section A of this Plan, **the mayor or his/her duly appointed representative(Mayor or City Council ?)** shall determine that a severe emergency or water shortage condition exists and shall implement the following response measures:

- a. Maintain pertinent preceding stage actions.
- b. Forbid ALL outside water use except for public health protection or limited livestock watering.
- c. Restrict each customer's water consumption to a determined percentage of the prior non-emergency month's metered usage allowing a sufficient quantity for public health continuation.
- d. Consider adoption of an emergency ordinance to implement water rationing or surcharges for excessive water users.

Require wholesale customers to partially fill tanks during the hours of Midnight - 6:00 a.m. (as applicable).

### **C. PROVISION FOR WHOLESALE WATER CONTRACTS**

For every wholesale water contract entered into or renewed after adoption of the drought contingency plan, including contract extensions, in case of a shortage of water resulting from drought, the water to be distributed shall be divided in accordance with Texas Water Code - 11.039.

### **D. EXEMPTIONS OR VARIANCES**

The City of Brady may grant any customer an exemption or variance from the drought contingency plan for good cause upon written request. A customer who is refused an exemption or variance may appeal such action of the utility in writing to the Texas Commission on Environmental Quality. The utility will treat all customers equally concerning exemptions and variances, and shall not discriminate in granting exemptions and variances. No exemption or variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.

### **E. PROCEDURES FOR ENFORCING MANDATORY WATER USE RESTRICTIONS**

Mandatory water use restrictions may be imposed when any of the four stages of drought contingency are triggered. In order to potentially reduce the amount of water customer's use, the City of Brady will impose the following fee schedule for each stage of drought contingency:

#### **Stage 1**

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water inside the city limits of the City of Brady when Stage 1 Drought Contingency is in effect:

#### Residential and Commercial

\$Rate*/1,000	-	0 to 10,000 gallons
\$Rate*/1,000	-	10,001 to 50,000 gallons
\$Rate*/1,000	-	50,001 to 100,000 gallons
\$Rate*/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water **outside the city limits** of the City of Brady when Stage 1 Drought Contingency is in effect:

Residential and Commercial

\$Rate*/1,000	-	0 to 10,000 gallons
\$Rate*/1,000	-	10,001 to 50,000 gallons
\$Rate*/1,000	-	50,001 to 100,000 gallons
\$Rate*/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The monthly rates shown for Stage 1 Drought Contingency are identical to the City of Brady's current water rates and are subject to modification should the current monthly water rates be altered.

**Stage 2**

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water **inside the city limits** of the City of Brady when Stage 2 Drought Contingency is in effect:

Residential and Commercial

\$Rate*/1,000	-	0 to 10,000 gallons
\$Rate*/1,000	-	10,001 to 50,000 gallons
\$Rate*/1,000	-	50,001 to 100,000 gallons
\$Rate*/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water **outside the city limits** of the City of Brady when Stage 2 Drought Contingency is in effect:

Residential and Commercial

\$Rate*/1,000	-	0 to 10,000 gallons
\$Rate*/1,000	-	10,001 to 50,000 gallons
\$Rate*/1,000	-	50,001 to 100,000 gallons
\$Rate*/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The monthly rates shown for Stage 2 Drought Contingency are identical to the City of

Brady's current water rates and are subject to modification should the current monthly water rates be altered.

### Stage 3

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water **inside the city limits** of the City of Brady when Stage 3 Drought Contingency is in effect:

#### Residential and Commercial

<del>\$Rate*/1,000</del>	-	0 to 10,000 gallons
\$Rate*x1.20/1,000	-	10,001 to 50,000 gallons
\$Rate*x1.20/1,000	-	50,001 to 100,000 gallons
\$Rate*x1.20/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water **outside the city limits** of the City of Brady when Stage 3 Drought Contingency is in effect:

#### Residential and Commercial

<del>\$Rate*/1,000</del>	-	0 to 10,000 gallons
\$Rate*x1.20/1,000	-	10,001 to 50,000 gallons
\$Rate*x1.20/1,000	-	50,001 to 100,000 gallons
\$Rate*x1.20/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The monthly rates shown for Stage 3 Drought Contingency were determined using the City of Brady's current monthly water rates as a guideline and are subject to modification should the current monthly water rates be altered.



## Stage 4

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water **inside the city limits** of the City of Brady when Stage 4 Drought Contingency is in effect:

### Residential and Commercial inside City

\$Rate*/1,000	-	0 to 10,000 gallons
\$Rate*x1.40/1,000	-	10,001 to 50,000 gallons
\$Rate*x1.40/1,000	-	50,001 to 100,000 gallons
\$Rate*x1.40/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The following ~~uniform~~ monthly rates shall be charged all persons, firms, or corporations for the use of city water **outside the city limits** of the City of Brady when Stage 4 Drought Contingency is in effect:

### Residential and Commercial inside City

\$Rate*/1,000	-	0 to 10,000 gallons
\$Rate*x1.40/1,000	-	10,001 to 50,000 gallons
\$Rate*x1.40/1,000	-	50,001 to 100,000 gallons
\$Rate*x1.40/1,000	-	over 100,000 gallons

\*Rate as adopted for current fiscal year in effect.

The monthly rates shown for Stage 4 Drought Contingency were determined using the City of Brady's current monthly water rates as a guideline and are subject to modification should the current monthly water rates be altered.



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

201 East Main • P.O. Box 351 • Brady, Texas 76

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325.597.2152 • fax 325.597.2068 • <http://brady>

March xx, 2019

Attention: Cathy Clamp  
Lakeland Services, Inc.  
279 County Road 160  
Brady, TX 76825

RE: City of Brady  
2019 Water Conservation and Drought Contingency Plan

Ms. Clamp:

The City of Brady is seeking to update our current Water Conservation and Drought Contingency Plan, which was originally completed in 2012 and amended in 2014. This update is being completed in the form of a 2019 resubmission that complies with Texas Water Development Board requirements including matching rules of Texas Commission on Environmental Quality.

To this end, and on behalf of the City of Brady, transmitted herewith please find one (1) copy of the "City of Brady 2019 Water Conservation and Drought Contingency Plan". As wholesale customer to the City's public water system, this Plan is submitted for your review and to provide you the opportunity for input in the preparation of this resubmission.

If you have any questions or would like to provide any comments, please feel free to contact me.

Sincerely,  
CITY OF BRADY

Steven Miller  
Director – Public Works

Enclosures

**2019-17**



201 East Main • P.O. Box 351 • Brady, Texas 76825

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325.597.2152 • fax 325.597.2068 • <http://bradytx.us>

March xx, 2019

Mr. John Grant, Chair  
Region F Water Planning Group  
Colorado River MWD  
P.O. Box 869  
Big Spring, Texas 79721-0869

RE: City of Brady  
2019 Water Conservation and Drought Contingency Plan

Mr. Grant:

The City of Brady is seeking to update our current Water Conservation and Drought Contingency Plan, which was originally completed in 2012 and amended in 2014. This update is being completed in the form of a 2019 resubmission that complies with Texas Water Development Board requirements including matching rules of Texas Commission on Environmental Quality.

To this end, and on behalf of the City of Brady, transmitted herewith please find one (1) copy of the "City of Brady 2019 Water Conservation and Drought Contingency Plan". As wholesale customer to the City's public water system, this Plan is submitted for your review and to provide you the opportunity for input in the preparation of this resubmission.

If you have any questions or would like to provide any comments, please feel free to contact me.

Sincerely,  
CITY OF BRADY

Steven Miller  
Director – Public Works

Enclosures

LEVEL	TRIGGER CONDITIONS	RESPONSE MEASURES
AWARENESS	<ol style="list-style-type: none"> <li>1. Every April 1st, the City of Brady will mail a public announcement to its customers.</li> <li>2. Every September 30th, the City of Brady will mail a public announcement to its customers.</li> </ol>	<ol style="list-style-type: none"> <li>1. This announcement will be designed to increase customer awareness of water conservation and encourage the most efficient use of water. A copy of the current public announcement on water conservation awareness shall be kept on file for inspection by the TCEQ</li> </ol>
MILD	<ol style="list-style-type: none"> <li>1. Average daily water consumption reaches 90% of average daily water consumption.</li> <li>2. System storage tanks cannot be replenished for two consecutive days.</li> <li>3. Two wells in the system become inoperable simultaneously.</li> <li>4. Supply from raw water sources is diminished to 80% of consumption needs.</li> <li>5. Drawdown from the Hickory Aquifer reaches 7 feet.</li> </ol>	<ol style="list-style-type: none"> <li>1. Inform public and major commercial users of trigger condition through the news media and encourage them to look for ways to voluntarily reduce water usage.</li> <li>2. Activate an information center and discuss the situation in the local news media daily.</li> <li>3. Implement voluntary daily lawn watering schedule where even/odd numbered street addresses water on previously specified days between hours of midnight-10:00 a.m. and 8:00 p.m. - midnight.</li> <li><del>4. Implement adjusted water rate fees.</del></li> </ol>

- intentionally left blank -

LEVEL	TRIGGER CONDITIONS	RESPONSE MEASURES
<b>MODERATE</b>	<ol style="list-style-type: none"> <li>1. Average daily water consumption reaches 100% of municipal supply for three consecutive days.</li> <li>2. System storage tanks cannot be replenished for four consecutive days.</li> <li>3. Two wells in the system become inoperable simultaneously.</li> <li>4. Supply from raw water sources is diminished to 70% of consumption needs.</li> <li>5. Drawdown from the Hickory Aquifer reaches 7 feet.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue implementation of all relevant actions in preceding stage.</li> <li>2. Prohibit nonessential water usage such as street washing, water hydrant flushing, filling pools, and athletic field watering.</li> <li>3. Limit residential car washing, window washing, and pavement washing unless a bucket is used.</li> <li>4. Impose mandatory lawn watering schedule where even/odd numbered street addresses water on previously specified days between the hours of 6:00 -8:00 a.m. and 8:00 - 10:00 p.m.</li> <li>5. Implement adjusted water rate fees.</li> </ol>
<b>SEVERE</b>	<ol style="list-style-type: none"> <li>1. Average daily water consumption reaches 110% of municipal supply for three consecutive days.</li> <li>2. Failure of storage tanks or other major system component which reduce the availability of water to less than 50% of the average daily usage or causes health or safety hazard.</li> <li>3. Two wells in the system become inoperable simultaneously.</li> <li>4. Supply from raw water sources is diminished to 60% of consumption needs.</li> <li>5. Drawdown from the Hickory Aquifer reaches 7 feet.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain pertinent preceding stage actions.</li> <li>2. Forbid ALL outside water use except for public health protection or limited livestock watering.</li> <li>3. Restrict each customer's water consumption to a determined percentage of the prior non-emergency month's metered usage allowing a sufficient quantity for public health continuation.</li> <li>4. Consider adoption of an emergency ordinance to implement water rationing or surcharges for excessive water users.</li> <li>5. Require WSC's to partially fill tanks during the hours of 10:00 p.m. - 6:00 a.m. (as applicable).</li> <li>6. Implement adjusted water rate fees.</li> </ol>

CITY OF BRADY

DRAFT

SCHEDULE FOR BUDGET PREPARATION, ADOPTION AND IMPLEMENTATION

4/12/2019

2019-2020 FISCAL YEAR BUDGET

	DATE	ACTION	PARTICIPANTS
<b>Preparation</b>	Jan 22	Council Work Session with County Commissioners on Shared Services	Council/Commissioners
	Feb 19	Council Work Session on Needs vs Wants Identified	Council/City Manager
	March 12	Council Work Session on draft City Organizational Chart/25 yr replacement schedule of Ambulances	Council/CM/Fire/EMS Chief
	March 19	Council Work Session on draft 25 year replacement plan of Fire Equip	Council/Fire Chief/BVFD
	April 5	5 YR Capital Plan, Supplemental Decision Request & Narrative Worksheets Grant Project Form, current Fee Schedule Update 5 YR Capital Plan, Narratives and Fee Schedule and Prepare Supplemental Decision Request Worksheets and Grant Form	Finance to distribute to Department / Division Heads
	April 8	Develop Budget Planning Worksheets	Finance
	April 10	Budget Planning Worksheets distributed to Department Heads	Finance
	April 10	Preparation of Division Budgets - update FY19 and prepare FY20	Department / Division Heads
	April 16	Council Work Session: Budget calendar, agendas, appendix review	City Council/City Manager
	April 23	Divisions/ Departments Submit 5 YR Capital for review	Finance / City Manager
	May 6-17	Review budget recommendations by Divisions: Budget Planning worksheets, Supplemental, Narrative, Grants, & Fees	Department / Division Heads Finance/City Manager
	May 21	Council Work Session: CIP priorities / County-City Programs	City Council/City Manager
	May 28	Final Decision Packets / Grant Project Form due to Finance	Department Heads
	June 18	Council Work Session - TBD	City Council / Manager / DHs
	May 30	Develop Draft Budget and Appendix Workbooks	Finance
<b>Adoption</b>	June 28	Draft Budget & Workbooks Submitted to City Council and City Secretary	City Council
	July 2	Council Work Sessions - Budget / Fee Schedule Review by Divisions	City Council / City Manager
	16,17,18	at the Municipal Court Building 9 AM - 3 PM?	Finance/ All Divisions
	23,24,25	Open days for additional Budget workshops	
	July 31	Final Certified Tax Roll delivered	
	Aug 6	Deliver Proposed Budget & by Resolution define proposed tax rate with record vote, set budget and tax rate hearing dates.	Finance / City Manager / Council
	Aug 12	Deliver Budget summary and hearing date notice to newspaper	Finance
	Aug 14	Publish Budget Summary page & public hearing notice; publish tax notice and put on website	Finance
Sept 3	Public Hearing of Budget-First Vote on Budget/ Fees and Utility rates and First vote on Tax rate	Citizens / City Council / City Manager / Finance	
Sept 17	Adoption of Budget and Tax rate	Citizens / City Council	
<b>Implementation</b>	Oct 1	Deliver tax rate to County Appraiser / Fiscal Year 20 begins	Finance
	Oct 1	File Copy of Budget with City Secretary /post Budget & Tax rate on website	Finance / City Secretary
	Dec 10	Begin FY 19 audit	
	Dec 17	Deliver final unaudited year-end financial statements to Council	



Tony Groves  
Mayor

Rey Garza  
Council Member, Place 1

Missi Davis  
Council Member, Place 2

Jeffery Sutton  
Council Member, Place 3

Jane Huffman  
Council Member, Place 4

Jay May  
Council Member, Place 5

Kim Lenoir  
City Manager

Tina Keys  
City Secretary

Lisa Remini  
Director of Finance

Steve Miller  
Director of Public Works

Dennis Jobe  
Director of Community  
Services

Steve Thomas  
Chief of Police

Lloyd Perrin  
Chief of Fire/EMS

Sarah Griffin  
City Attorney

## CITY OF BRADY DRAFT BUDGET WORK SESSION AGENDAS

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

### Call to Order, Roll Call and Certification of a Quorum

#### Needs vs Wants

#### Organizational Chart

#### 5 year Capital Expenditure Plan (see Appendix F)

#### County – City shared functions – EMS/Fire; Senior Services; Emergency Mgmt

#### JULY:

#### Base Budget Summary (see Budget Summaries Tab)

#### Fund Balance – Adequacy (see Budget Summaries Tab)

#### Revenue Resources: 2019 Utility Rate Comparison Study, Water/Wastewater Rate Study, Franchise and Administrative Fees Formula (see Appendix H) Proposed Fees and Rate Increases (see Appendix G & H)

#### Personnel and Payroll (see Appendix D & E)

#### Planning Reports: (Draft Budget Book)

#### Base Budgets – Utility Funds

#### Base Budgets – General and Special Funds

#### Decision Requests: (Appendix Book)

#### Utility Funds

#### General and Special Funds

#### Budget Requests from other Agencies (see Appendix R, S, and U)

#### FY 2020 Budget Fee Schedule

#### FY 2020 Budget Goals

#### Review Revenue and Expense adjustments from draft budget presented Resolution establishing Tax Rate for Budget

#### AUGUST: Annual Policies review and updates:

Discussion updating the 2016 Uniform Apparel Policy.

### Adjournment

**CITY OF BRADY  
BUDGET WORKBOOK  
FISCAL YEAR 2018-2019**

**APPENDIX**

- A. Mission / Comprehensive Plan Update / Annual Report**
- B. 2018 City Council Goals / Past Accomplishments**
- C. Organizational Chart / Code of Ethics / Employee Roster**
- D. Step & Grade Plan / Certification Pay Schedules**
- E. Projected Personnel Costs / Health Benefit Plan Rate Sheet / Rate of Pay Chart**
- F. Updated 5-Year Capital Plan - Projects / Equipment**
- G. Utility / Tax Rate Comparison Study**
- H. Proposed Fee Schedules**
- I. Debt Service Schedules**
- J. Police Department Vehicle Replacement Schedule/Technology Replacement Schedule**
- K. Drinking Water and Clean Water Updates / Water Tank Maintenance Schedule**
- L. Active / Proposed Grant Projects**
- M. Airport - Revenue vs Expenditures Report / Quarterly Master Plan Update Report**
- N. Golf – Revenue vs Expenditures Report / Contract with Brady Golf Association and Two Pro**
- O. Lake – Revenue vs Expenditures Report / Quarterly Project Report**
- P. Animal Control 72 Hour Facility Plans and Budget**
- Q. Activity Center Plans and Budget / Articles**
- R. Brady Economic Development – Type A and Type B / Strategic Plan / Budget / COs / Sales Tax History**
- S. Chamber of Commerce – Visit Brady Strategic Plan / HOT Tax and Budget**
- T. City/County – GRW Steering Committee – Site Plans / Friend of GRW 501(c) 3**
- U. Budget Requests – County; Appraisal District; Brady Volunteer Fire Inc. 501(c) 3**
- V. Fire/EMS Call Data**
- W. Policies**
- X. Noteworthy Municipal News Articles**
- Y.**
- Z. Glossary of Definitions / References**