



**NOTICE OF A REGULAR MEETING  
THE BRENHAM CITY COUNCIL  
THURSDAY, MARCH 22, 2018 AT 1:00 P.M.  
SECOND FLOOR CITY HALL  
COUNCIL CHAMBERS  
200 W. VULCAN ST.  
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Herring**
- 3. Special Presentation – Blue Bell Aquatic Center**
  - **Best of Aquatics Award for Community Outreach by Aquatics International**
  - **Recognition by the Texas Public Pool Association**
- 4. Service Recognitions**
  - **Angeline Howard, Finance** **5 Years**
  - **Terry Fielder, Sewer Construction** **30 Years**
- 5. Special Introduction**
  - **Animal Services Manager, Allison Harper**
- 6. Citizens Comments**

**CONSENT AGENDA**

**7. Statutory Consent Agenda**

The Statutory Consent Agenda includes non-controversial and routine items that Council may act on with one single vote. A councilmember may pull any item from the Consent Agenda in order that the Council discuss and act upon it individually as part of the Regular Agenda.

**7-a. Minutes from the February 1, 2018 and February 15, 2018 Regular City Council Meetings and the March 1, 2018 Special City Council Meeting** **Pages 1-19**

## **REGULAR SESSION**

- 8. Discuss and Possibly Act Upon the Acceptance of the Audit from Seidel Schroeder for Fiscal Year 2017** **Page 20**

## **WORK SESSION**

- 9. Presentation of the First Quarter Report by the Washington County Convention and Visitors Bureau** **Pages 21-24**
- 10. Discussion and Presentation of the Main Street Brenham 2018 Work Plan** **Pages 25-34**

## **RE-OPEN REGULAR SESSION**

- 11. Discuss and Possibly Act Upon an Equipment Financing Proposal with Bank of Brenham for Replacement Virtual Server Environment Equipment and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 35-46**
- 12. Discuss and Possibly Act Upon a Professional Services Agreement with Strand Associates, Inc. for Storm Sewer and Sidewalk Improvements Along Church Street and Park Street and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 47-66**
- 13. Discuss and Possibly Act Upon a Proposed Rate Increase by Waste Connections Inc. for Commercial Sanitation Services Within the City of Brenham and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 67-71**
- 14. Discuss and Possibly Act Upon Bid No. 18-007 for Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 72-75**
- 15. Discuss and Possibly Act Upon the Acceptance of a Donation in the Amount of \$20,000.00 to the Brenham Pet Adoption and Care Center and Authorize the Mayor to Execute Any Necessary Documentation** **Page 76**
- 16. Discuss and Possibly Act Upon a Request for a Noise Variance from Jesus Christ is the Answer for a Church Gathering on March 23, 2018 from 7:00 p.m. – 10:00 p.m. at Fireman's Park and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 77-78**

## **EXECUTIVE SESSION**

- 17. Section 551.087 – Texas Government Code – Economic Development Negotiations – Discuss and Deliberate Project Chatt Regarding Commercial or Financial Information that the City Has Received from a Business Prospect and the Offer of Financial or Other Incentives to a Business Prospect that the City Seeks to Have Locate In or Near the City of Brenham and With Which the City is Conducting Economic Development Negotiations** **Page 79**
- 18. Section 551.071 and Section 551.072, Texas Government Code – Consultation with Attorney and Deliberation Regarding Real Property – Discussion and Deliberation, and Consultation with City Attorney, Regarding the Lease Between City of Brenham and Brenham Heritage Museum, Inc. Concerning the Real Property Located at 105 S. Market Street, and Associated Issues** **Page 80**
- 19. Section 551.071 – Texas Government Code – Consultation with Attorney – Deliberation Regarding the Construction Contract Between the City of Brenham and GCP Contractors, LLC, Including But Not Limited to a Tender, Release and Substitution Agreement, the Termination of Said Contract and Other Associated Matters and Available Remedies** **Page 81**

## **RE-OPEN REGULAR SESSION**

- 20. Discuss and Possibly Act Upon a Tender, Release and Substitution Agreement, the Termination of the Construction Contract Between the City of Brenham and GCP Contractors, LLC, and Other Associated Matters and Available Remedies, and Authorize the Mayor to Execute Any Necessary Documentation** **Page 82**
- 21. Administrative/Elected Officials Report**

**Administrative/Elected Officials Reports:** Reports from City Officials or City staff regarding items of community interest, including expression of thanks, congratulations or condolences; information regarding holiday schedules; honorary or salutory recognitions of public officials, public employees or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that have arisen after the posting of the agenda.

## **Adjourn**

**Executive Sessions:** The City Council for the City of Brenham reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code, Chapter 551, including but not limited to §551.071 – Consultation with Attorney, §551.072 – Real Property, §551.073 – Prospective Gifts, §551.074 - Personnel Matters, §551.076 – Security Devices, §551.086 - Utility Competitive Matters, and §551.087 – Economic Development Negotiation

***CERTIFICATION***

I certify that a copy of the March 22, 2018 agenda of items to be considered by the City of Brenham City Council was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on March 19, 2018 at **12:35 PM**.

***Kacey A. Weiss, TRMC***

Deputy City Secretary

**Disability Access Statement:** This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_ AM PM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## **Brenham City Council Minutes**

A regular meeting of the Brenham City Council was held on February 1, 2018 beginning at 1:00 p.m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

### Members present:

Mayor Milton Y. Tate, Jr.  
Mayor Pro Tem Andrew Ebel  
Councilmember Susan Cantey  
Councilmember Danny Goss  
Councilmember Keith Herring  
Councilmember Charlie Pyle

### Members absent:

Councilmember Weldon Williams, Jr.

### Others present:

City Manager James Fisher, Assistant City Manager of General Government Ryan Rapelye, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy City Secretary Kacey Weiss, Human Resources Manager Susan Nienstedt, Kaci Konieczny, Cynthia Longhofer, Fire Chief Ricky Boeker, Assistant Fire Chief Brian Scheffer, Fire Marshal Brent Sauble, Interim Police Chief Rusty Pancoast, Dant Lange, Jared Campbell, Public Works Director Dane Rau, Assistant City Manager of Public Utilities Lowell Ogle, Kim Hodde, City Engineer Lori Lakatos, Darlene Konieczny, Paula Shields, Judy Wagner, Rebecca Ruffino, Kevin Boggus, Pam Ruemke, Carrie Derkowski, Robert Aguilar, Brett Schroeder, Brent Folsom, Cody Burge and Rhye Moschak

### Citizens present:

Bill Roberts, Peyton Puckett, Jason Reimer, Lynnette Sheffield, Jeff Robertson, Stacie Oberrender and Jay Petrash

### Media Present:

Arthur Hahn, Brenham Banner Press; and Mark Whitehead, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Goss**

### 3. Special Recognitions

#### 3-a. Service Recognitions

➤ **Ricky Boeker, Fire Department** **10 Years**

#### 3-b. Kacey Weiss – Texas Registered Municipal Clerk Certification

### 4. Citizens Comments

Bill Roberts, Community Coalition Coordinator with Brazos Valley Council on Alcohol and Substance Abuse, stated that his organization would like to have a town hall meeting in mid-March or April to discuss the opioid epidemic. Roberts advised that he would like the meeting to include citizens from the city and county.

## CONSENT AGENDA

### 5. Statutory Consent Agenda

#### 5-a. Minutes from the December 21, 2017 and January 4, 2018 Regular City Council Meetings

A motion was made by Councilmember Cantey and seconded by Councilmember Herring to approve the Statutory Consent Agenda Item 5-a. as presented.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

## WORK SESSION

### 6. Discussion and Presentation of the City of Brenham's Thoroughfare Plan

City Engineer Lori Lakatos presented this item. Lakatos explained that the City of Brenham's Major Thoroughfare Plan (MTP) was updated in 2014. Lakatos explained that a thoroughfare plan balances land use and transportation impact of the street network to meet community needs and objectives. Lakatos stated this work session is to discuss an update to the City's MTP to make sure it meets the needs of the community.

Lakatos stated that doing a basic update on the plan will cost the City around \$50,000. City Manager James Fisher explained that the city needs to update all plans, including the Comprehensive, Thoroughfare and Utility Service plans.

Councilmember Goss stated that the MTP is needed and it will give everyone guidance for what needs to be done for the future. Goss asked if the plan could be broken up into two pieces for budget purposes. Lakatos advised that she will talk to the company and see if that can be done. Fisher stated he would like staff to check on some additional funding sources.

**7. Discussion and Update Regarding Storm Disaster Recovery from the Federal Emergency Management Agency (FEMA)**

City Engineer Lori Lakatos presented this item. Lakatos explained that Washington County was declared by FEMA a disaster area after unprecedented flooding in May 2016. Lakatos stated that staff has been working with FEMA to get assistance for the damages to facilities and infrastructure. Lakatos gave an update on the following projects currently being reviewed by FEMA for funding:

- Henderson Park
- Burleson Street @ Unnamed Tributary of Sandy Creek
- Hohlt Park
- Burleson Street @ Higgins Branch
- Jefferson Street @ Higgins Branch
- Wastewater Treatment Plant
- Barbee Street @ Unnamed Tributary to Hog Branch
- Jackson Street Park
- Schulte Blvd.
- Ralston Creek Between Chappell Hill & Walnut
- Industrial Blvd.
- Old Mill Creek @ Higgins Branch
- Lake Somerville – Water Intake Structure

**PUBLIC HEARING**

**8. Public Hearing to Consider Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas to Amend the Planned Development (PD) District Ordinance No. O-13-020 for Oak Alley Subdivision in Brenham, Washington County, Texas (Case No. P-18-002)**

Mayor Tate opened the Public Hearing.

City Engineer Lori Lakatos presented this item. Lakatos explained that this is a request by Washington County Oak Alley, LLC to amend Planned Development District Ordinance No. O-13-020 for the Oak Alley Subdivision. Lakatos stated the request is to amend setback and lot width requirements. Lakatos advised that the Planning and Zoning Commission voted unanimously to recommend approval of the request.

Jeff Robertson, engineer for the project, addressed Council regarding the changes. Councilmember Goss asked about drainage on the property. Robertson stated that Phase I of the subdivision drains to the north and Phase II would drain to the west to the detention pond.

**9. Public Hearing to Consider Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to Amend Part III, Section 7, Required Signs (Case No. P-18-004)**

City Engineer Lori Lakatos presented this item. Lakatos explained that this is a city-initiated request to amend the signage requirements for the zoning ordinance. Lakatos stated that in order to better serve the public, it is recommended that the sign have contact information for the City, so concerned citizens can call and obtain information and have their questions and concerns addressed prior to the public meeting. Lakatos advised this is to encourage the public to be well informed about any proposals and attend the public hearings with any comments they may have. Lakatos noted that the Planning and Zoning Commission voted unanimously to recommend approval of the request.

**10. Public Hearing to Consider Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to Amend Part V, Section 2.03, Membership and Appointment of the Planning and Zoning Commission and Section 3.03, Membership, Appointment and Terms of Office for the Board of Adjustment (Case No. P-18-005)**

City Engineer Lori Lakatos presented this item. Lakatos stated that this is a city-initiated request. Lakatos explained that the City of Brenham’s zoning ordinance currently does not require that members of the Planning and Zoning Commission and the Board of Adjustment be a citizen of the City. Lakatos advised that since the Zoning Ordinance only applies to properties within the city limits, it seems reasonable that only citizens of the city should be eligible to sit on these Boards. Lakatos noted that the Planning and Zoning Commission voted unanimously to recommend approval of the request.

Mayor Tate closed the Public Hearing.

## REGULAR SESSION

**11. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas to Amend Planned Development (PD) District Ordinance No. O-13-020 for Oak Alley Subdivision in Brenham, Washington County, Texas (Case No. P-18-002)**

A motion was made by Councilmember Cantey and seconded by Mayor Pro Tem Ebel to approve an Ordinance on its First Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas to Amend Planned Development (PD) District Ordinance No. O-13-020 for the Oak Alley Subdivision in Brenham, Washington County, Texas.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

**12. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to Amend Part III, Section 7, Required Signs (Case No. P-18-004)**

A motion was made by Councilmember Herring and seconded by Councilmember Cantey to approve an Ordinance on its first reading amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to amend Part III, Section 7, Required Signs (Case No. P-18-004).

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

**13. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to Amend Part V, Section 2.03, Membership and Appointment of the Planning and Zoning Commission and Section 3.03, Membership, Appointment and Terms of Office for the Board of Adjustment (Case No. P-18-005)**

A motion was made by Councilmember Cantey and seconded by Mayor Pro Tem Ebel to approve an Ordinance on its first reading amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to amend Part V, Section 2.03, Membership and Appointment of the Planning and Zoning Commission and Section 3.03, Membership, Appointment and Terms of Office for the Board of Adjustment (Case No. P-180005).

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

**14. Discuss and Possibly Act Upon the 2017 Use of Force Report for the City of Brenham Police Department and Authorize the Mayor to Execute Any Necessary Documentation**

Interim Police Chief Rusty Pancoast presented this item. Pancoast stated the Recognition Best Practices Program requires the annual Use of Force Report be presented to Council. Pancoast explained that in review of the use of force incidents from 2016 to 2017, there was a decrease from 30 use of force incidents to 21, which is a 30% decrease.

A motion was made by Councilmember Pyle and seconded by Councilmember Goss to approve the 2017 Use of Force Report for the City of Brenham Police Department and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

**15. Discuss and Possibly Act Upon the 2017 Pursuit Report for the City of Brenham Police Department and Authorize the Mayor to Execute Any Necessary Documentation**

Interim Police Chief Rusty Pancoast presented this item. Pancoast stated the Recognition Best Practices Program requires the annual Pursuit Report be presented to Council. Pancoast explained that during the calendar year of 2017, the department was involved in one (1) vehicle pursuit. Pancoast noted the pursuit was a result of a hit & run/reckless driver – motorcyclist. Pancoast advised that in review of vehicle pursuits for the year 2016 in comparison to 2017, there was a decrease by seven (7).

A motion was made by Councilmember Herring and seconded by Councilmember Goss to approve the 2017 Pursuit Report for the City of Brenham Police Department and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

**16. Discuss and Possibly Act Upon Resolution No. R-18-003 Authorizing the Acceptance of a Rifle-Resistant Body Armor Grant from the Criminal Justice Division of the Office of the Governor**

Interim Police Chief Rusty Pancoast presented this item. Pancoast explained that in response to the July 7, 2016 shooting of police officers in Dallas, Texas, Senate Bill 12 was passed during the 85<sup>th</sup> Legislative Regular Session. Pancoast stated that Senate Bill 12 authorized the Criminal Justice Division (CJD) of the Governor's Office to create a grant program to assist agencies in the purchase of rifle-resistant body armor.

Chief Pancoast explained that the city applied for this grant back in September 2017 and has been notified that the grant will be awarded once accepted by the Council.

A motion was made by Councilmember Goss and seconded by Mayor Pro Tem Ebel to approve Resolution No. R-18-003 authorizing the acceptance of a Rifle-Resistant Body Armor Grant from the Criminal Justice Division of the Office of the Governor.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

**17. Discuss and Possibly Act Upon an Interlocal Agreement Between the City of Brenham and Washington County for Sanitation Services at the Citizen's Collection Station and Authorize the Mayor to Execute Any Necessary Documentation**

Public Works Director Dane Rau presented this item. Rau stated that on November 16, 2017 the Collection Station ILA was discussed with City Council. Rau explained that language concerning the operations of the Annual Spring Cleanup for the County and City was discussed. Rau advised that this item was also taken to the Commissioners Court during a workshop discussing the same concepts of changing the Annual Spring Cleanup from "free" to a portion of the waste being free and anything above 500 pounds a normal gate rate would then apply. Rau stated the only other minor change is that the county agreed to provide jail inmates, community service or other workers, as requested by the City, to assist the Station for both the City and County annual three-day "Spring Clean-Up" events.

A motion was made by Councilmember Herring and seconded by Councilmember Pyle to approve an Interlocal Agreement between the City of Brenham and Washington County for Sanitation Services at the Citizen's Collection Station and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

**18. Discuss and Possibly Act Upon Resolution No. R-18-004 In Opposition to the United States Bureau of Land Management's (BLM's) Decision to Lease Land for Oil and Gas Drilling and Production in Washington County, At and Around Lake Somerville**

Assistant City Manager of Public Utilities Lowell Ogle presented this item. Ogle explained that despite protests from area landowners, the United States Bureau of Land Management ("BLM") plans to issue leases on approximately 1,400 acres of federal land around Lake Somerville for oil and gas drilling and production. Ogle stated that while City Council recognizes the importance of oil and gas drilling and production activities to the economy of the State of Texas, Council believes that the proposed activities must be assessed in relationship to the protection of clean drinking water supplies.

City Manager James Fisher addressed Council and stated that staff is trying to find out where the City would for water if there was a problem. Fisher questioned where an alternate source of water should be considered in near future in case something does happen with drilling at the Lake.

A motion was made by Councilmember Goss and seconded by Mayor Pro Tem Ebel to approve Resolution No. R-18-004 in regards to the United States Bureau of Land Management's (BLM's) decision to lease land for oil and gas drilling and production in Washington County, at and around Lake Somerville.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                                      |               |
|--------------------------------------|---------------|
| Mayor Milton Y. Tate, Jr.            | Yes           |
| Mayor Pro Tem Andrew Ebel            | Yes           |
| Councilmember Susan Cantey           | Yes           |
| Councilmember Danny Goss             | Yes           |
| Councilmember Keith Herring          | Yes           |
| Councilmember Charlie Pyle           | Yes           |
| <b>Councilmember Weldon Williams</b> | <b>Absent</b> |

Council adjourned into Executive Session at 2:37 p.m.

**EXECUTIVE SESSION**

**19. Section 551.071 – Texas Government Code – Consultation with Attorney – Deliberation Regarding the Construction Contract Between the City of Brenham and GCP Contractors, LLC, Including But Not Limited to the Termination of Said Contract and Other Available Remedies**

Executive Session adjourned at 2:56 p.m.

## **RE-OPEN REGULAR SESSION**

- 20. Discuss and Possibly Act Upon the Termination of the Construction Contract Between the City of Brenham and GCP Contractors, LLC, and Other Available Remedies, and Authorize the Mayor to Execute Any Necessary Documentation**

This item was passed.

- 21. Administrative/Elected Officials Report**

No reports given

The meeting was adjourned.

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Milton Y. Tate, Jr.  
Mayor

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Jeana Bellinger, TRMC, CMC  
City Secretary

## **Brenham City Council Minutes**

A regular meeting of the Brenham City Council was held on February 15, 2018 beginning at 1:00 p.m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

### Members present:

Mayor Milton Y. Tate, Jr.  
Mayor Pro Tem Andrew Ebel  
Councilmember Susan Cantey  
Councilmember Danny Goss  
Councilmember Keith Herring  
Councilmember Charlie Pyle  
Councilmember Weldon Williams, Jr.

### Members absent:

None

### Others present:

City Manager James Fisher, Assistant City Manager of General Government Ryan Rapelye, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy City Secretary Kacey Weiss, Assistant City Manager – Chief Financial Officer Carolyn Miller, Human Resources Director Susan Nienstedt, Sara Parker, Director of Community Services Wende Ragonis, Fire Chief Ricky Boeker, Interim Police Chief Rusty Pancoast, Dant Lange, Jared Campbell, Public Works Director Dane Rau, Assistant City Manager of Public Utilities Lowell Ogle, City Engineer Lori Lakatos, Kevin Schmidt and Kevin Boggus

### Citizens present:

Page Michel and Lynnette Sheffield

### Media Present:

Arthur Hahn, Brenham Banner Press; and Mark Whitehead, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Cantey**

### 3. Citizens Comments

There were no citizen comments.

## CONSENT AGENDA

### 4. Statutory Consent Agenda

#### 4-a. Minutes from the January 18, 2018 Regular City Council Meeting

4-b. Ordinance No. O-18-002 on Its Second Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas to Amend Planned Development (PD) District Ordinance No. O-13-020 for Oak Alley Subdivision in Brenham, Washington County, Texas (Case No. P-18-002)

4-c. Ordinance No. O-18-003 on Its Second Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to Amend Part III, Section 7, Required Signs (Case No. P-18-004)

4-d. Ordinance No. O-18-004 on Its Second Reading Amending Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham to Amend Part V, Section 2.03, Membership and Appointment of the Planning and Zoning Commission and Section 3.03, Membership, Appointment and Terms of Office for the Board of Adjustment (Case No. P-18-005)

A motion was made by Councilmember Cantey and seconded by Councilmember Herring to approve the Statutory Consent Agenda Items 4-a., 4-b., 4-c. and 4-d. as presented.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                               |     |
|-------------------------------|-----|
| Mayor Milton Y. Tate, Jr.     | Yes |
| Mayor Pro Tem Andrew Ebel     | Yes |
| Councilmember Susan Cantey    | Yes |
| Councilmember Danny Goss      | Yes |
| Councilmember Keith Herring   | Yes |
| Councilmember Charlie Pyle    | Yes |
| Councilmember Weldon Williams | Yes |

## **WORK SESSION**

### **5. Discussion and Presentation of the 2017 Annual Report and Crime Analysis for the City of Brenham Police Department**

Interim Police Chief Rusty Pancoast presented this item. Pancoast explained that the report gives comparative statistical data and information on various police programs.

Councilmember Williams asked about security at the schools. Pancoast stated that an officer is assigned to the junior high campus and one at the high school at all times. Pancoast also stated that in addition to that, the school district pays an officer to work at one or the other campuses each day and it is on a random basis. Pancoast advised that officers have had active shooter response training, completed security assessments, and signage has been added to the doors to help officers know where to go.

Councilmember Goss advised that according to Municipal Court, citation numbers are lower than what they have been and revenues have decreased. Goss stated he would like to see a report showing the number of warnings compared to the number of citations issued. Captain Dant Lange advised that one reason citation numbers are down is because the department did not participate in the STEP grant program last year.

Councilmember Herring questioned why property crimes were higher than in previous years. Lange stated that property crimes occur in cycles due to crime rings targeting towns and sometimes it takes a while to receive the proper intel to stop that from happening.

## **REGULAR SESSION**

### **6. Discuss and Possibly Act Upon the Racial Profiling Report for the City of Brenham Police Department and Authorize the Mayor to Execute Any Necessary Documentation**

Interim Police Chief Rusty Pancoast presented this item. Pancoast explained that the Annual Racial Profiling Report is required under State and Federal Law, and provides details on traffic stops, citations issued, arrests made, and searches conducted by the Brenham Police Department. Pancoast advised that there are numerous factors which may affect the racial makeup of the traffic enforcement efforts reflected in the report. Pancoast explained that one such factor is a major traffic corridor connecting two large cities that transects the reporting agencies geographical jurisdiction. Pancoast stated this is the case in Brenham, through which State Highway 290 passes, connecting Houston and Austin.

Councilmember Herring stated that he would like to see a report for the past three years to find out if there has been a trend in anything particular.

A motion was made by Councilmember Herring and seconded by Councilmember Cantey to approve the Racial Profiling Report for the City of Brenham Police Department and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                               |     |
|-------------------------------|-----|
| Mayor Milton Y. Tate, Jr.     | Yes |
| Mayor Pro Tem Andrew Ebel     | Yes |
| Councilmember Susan Cantey    | Yes |
| Councilmember Danny Goss      | Yes |
| Councilmember Keith Herring   | Yes |
| Councilmember Charlie Pyle    | Yes |
| Councilmember Weldon Williams | Yes |

**7. Discuss and Possibly Act Upon the Acceptance of a Donation in the Amount of \$25,000.00 to the Brenham Police Department and Authorize the Mayor to Execute Any Necessary Documentation**

Interim Police Chief Rusty Pancoast presented this item. Pancoast explained that The Andras Foundation has given a donation to the police department for \$25,000 to assist in needed training and equipment costs.

A motion was made by Councilmember Pyle and seconded by Councilmember Cantey to accept a donation in the amount of \$25,000.00 from The Andras Foundation to the Brenham Police Department and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                               |     |
|-------------------------------|-----|
| Mayor Milton Y. Tate, Jr.     | Yes |
| Mayor Pro Tem Andrew Ebel     | Yes |
| Councilmember Susan Cantey    | Yes |
| Councilmember Danny Goss      | Yes |
| Councilmember Keith Herring   | Yes |
| Councilmember Charlie Pyle    | Yes |
| Councilmember Weldon Williams | Yes |

**8. Discuss and Possibly Act Upon Purchasing Replacement Virtual Server Environment Equipment for the Information Technology Department and Authorize the Mayor to Execute Any Necessary Documentation**

Information Technology Manager Kevin Schmidt presented this item. Schmidt explained that the City invested in its initial virtual server environment equipment in 2010, which drastically reduced server operating and replacement costs by combining many separate servers into a smaller amount of hardware. Schmidt stated the current equipment will reach end-of-support-life this fiscal year and will not be supported by the manufacturers anymore. Schmidt noted the virtual server environment houses nearly all of the City's virtual servers and must be maintained to a high-level of reliability and performance. Schmidt advised that this equipment is scheduled to be replaced this fiscal year by a qualified contractor before the old equipment begins operating outside of a support contract.

A motion was made by Councilmember Cantey and seconded by Mayor Pro Tem Ebel to approve the purchase of replacement virtual server environment equipment for the Information Technology Department from Dell in the amount of \$86,167.44 and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                               |     |
|-------------------------------|-----|
| Mayor Milton Y. Tate, Jr.     | Yes |
| Mayor Pro Tem Andrew Ebel     | Yes |
| Councilmember Susan Cantey    | Yes |
| Councilmember Danny Goss      | Yes |
| Councilmember Keith Herring   | Yes |
| Councilmember Charlie Pyle    | Yes |
| Councilmember Weldon Williams | Yes |

**9. Discuss and Possibly Act Upon Bid No. 18-006 for Generator Maintenance and Inspection for Various City Facilities and Authorize the Mayor to Execute Any Necessary Documentation**

Public Works Director Dane Rau presented this item. Rau explained that on January 31, 2018, the Purchasing Department opened bids related to the Annual Generator Maintenance and Inspection Contract for various City facilities. Rau noted that there were five bids received for review and Loftin Equipment submitted the lowest bid. Rau advised that currently the City has 10 locations that have generators that will fall under this contract.

A motion was made by Councilmember Herring and seconded by Councilmember Pyle to award Bid No. 18-006 to Loftin Equipment in the amount of \$11,130.00 for generator maintenance and inspection for various City facilities and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                               |     |
|-------------------------------|-----|
| Mayor Milton Y. Tate, Jr.     | Yes |
| Mayor Pro Tem Andrew Ebel     | Yes |
| Councilmember Susan Cantey    | Yes |
| Councilmember Danny Goss      | Yes |
| Councilmember Keith Herring   | Yes |
| Councilmember Charlie Pyle    | Yes |
| Councilmember Weldon Williams | Yes |

**10. Discuss and Possibly Act Upon Bid No. 18-005 for the Purchase of a Live Floor Trailer for the Sanitation Department and Authorize the Mayor to Execute any Necessary Documentation**

Public Works Director Dane Rau presented this item. Rau explained that on February 9, 2018, the Purchasing Department opened bids for the purchase of an aluminum refuse trailer. Rau noted that four bids were received and Travis Body and Trailer submitted the lowest bid. Rau stated that during the 2017-18 budget process, a total of \$70,000 was budgeted for this trailer. Rau explained that by purchasing this trailer, it would maintain the fleet at six transport trailers and four trucks. Rau noted that over the last year, staff has seen the volumes increased approximately 1300 tons than the prior year.

A motion was made by Councilmember Cantey and seconded by Mayor Pro Tem Ebel to award Bid No. 18-005 to Travis Body and Trailer in the amount of \$70,250.00 for the purchase of a live floor trailer for the sanitation department and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

|                               |     |
|-------------------------------|-----|
| Mayor Milton Y. Tate, Jr.     | Yes |
| Mayor Pro Tem Andrew Ebel     | Yes |
| Councilmember Susan Cantey    | Yes |
| Councilmember Danny Goss      | Yes |
| Councilmember Keith Herring   | Yes |
| Councilmember Charlie Pyle    | Yes |
| Councilmember Weldon Williams | Yes |

**13. Administrative/Elected Officials Report**

City Manager James Fisher reported on the following:

- Due to Spring Break, the March Council meeting dates were moved to the 8<sup>th</sup> and 22<sup>nd</sup>
- City Council retreat is scheduled for April 12<sup>th</sup> and 13<sup>th</sup>
- Waste Connections (formerly Progressive Waste Solutions) has requested to adjust their rates. This will be discussed for consideration at the March 8<sup>th</sup> meeting.

- Recognized Ryan Rapelye for his service to the City. Rapelye has accepted a City Manager position in Castle Hills.
- The police chief search received approximately 95 applications. Hope to have new chief on staff in mid-May.

Public Works Director Dane Rau reported on the following:

- Introduced John Gajewski as the new sanitation superintendent

Council adjourned into Executive Session at 1:50 p.m.

### **EXECUTIVE SESSION**

- 11. Section 551.071 – Texas Government Code – Consultation with Attorney – Deliberation Regarding the Construction Contract Between the City of Brenham and GCP Contractors, LLC, Including But Not Limited to the Termination of Said Contract and Other Available Remedies**

Executive Session adjourned at 2:11 p.m.

### **RE-OPEN REGULAR SESSION**

- 12. Discuss and Possibly Act Upon the Termination of the Construction Contract Between the City of Brenham and GCP Contractors, LLC, and Other Available Remedies, and Authorize the Mayor to Execute Any Necessary Documentation**

This item was passed.

The meeting was adjourned.

---

Milton Y. Tate, Jr.  
Mayor

---

Jeana Bellinger, TRMC, CMC  
City Secretary

## **Brenham City Council Minutes**

A special meeting of the Brenham City Council was held on March 1, 2018 beginning at 11:30 a.m. in the Brenham City Hall, Conference Room 2A, at 200 W. Vulcan Street, Brenham, Texas.

### Members present:

Mayor Milton Y. Tate, Jr.  
Mayor Pro Tem Andrew Ebel  
Councilmember Susan Cantey  
Councilmember Danny Goss  
Councilmember Charlie Pyle  
Councilmember Weldon Williams, Jr.

### Members absent:

Councilmember Keith Herring

### Others present:

City Manager James Fisher, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Assistant City Manager – Chief Financial Officer Carolyn Miller, Human Resources Director Susan Nienstedt and Assistant City Manager of Public Utilities Lowell Ogle

### Citizens present:

None

### Media Present:

None

## **1. Call Meeting to Order**

Council adjourned into Executive Session at 11:31 a.m.

## **EXECUTIVE SESSION**

## **2. Section 551.071 – Texas Government Code – Consultation with Attorney – Consultation with the City Attorney for the Purpose of Seeking Legal Counsel Regarding Brenham Police Department Matters, Personnel, and Associated Issues**

Executive Session adjourned at 12:38 p.m.

The meeting was adjourned.

---

Milton Y. Tate, Jr.  
Mayor

---

Jeana Bellinger, TRMC, CMC  
City Secretary



## AGENDA ITEM 8

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                               |                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>DATE SUBMITTED:</b> March 2, 2018                                                                                                                                                          |                                                                                                                                                                  |
| <b>DEPT. OF ORIGIN:</b> Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SUBMITTED BY:</b> Carolyn D. Miller                                                                                                                                                        |                                                                                                                                                                  |
| <b>MEETING TYPE:</b><br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> WORK SESSION | <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon the Acceptance of the Audit from Seidel Schroeder for Fiscal Year 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>SUMMARY STATEMENT:</b> State law requires that all general-purpose local governments publish, within six months of the close of the fiscal year, a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.<br><br>Pursuant to that requirement, and on behalf of the Finance Department, I am proud to issue the comprehensive annual financial report (CAFR) of the City of Brenham for the fiscal year ended September 30, 2017. At Thursday's council meeting, Michele Kwiatkowski, audit partner with Seidel Schroeder, will present the annual audit.<br><br>A bound copy of the CAFR was distributed to Mayor and City Council Members. This report will be on file for review in the City Secretary's Office. A copy can also be downloaded from the City of Brenham's website at <a href="http://www.cityofbrenham.org">www.cityofbrenham.org</a> . |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>ATTACHMENTS:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>FUNDING SOURCE (Where Applicable):</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>RECOMMENDED ACTION:</b> Accept the audit from Seidel Schroeder for Fiscal Year 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                               |                                                                                                                                                                  |



## AGENDA ITEM 9

|                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                | <b>DATE SUBMITTED:</b> February 28, 2018                                                                                                                                                      |
| <b>DEPT. OF ORIGIN:</b> Convention and Visitors Bureau                                                                                                                                                                                                | <b>SUBMITTED BY:</b> Jenny Mills                                                                                                                                                              |
| <b>MEETING TYPE:</b><br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input type="checkbox"/> EXECUTIVE SESSION                                                                                                 | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input type="checkbox"/> REGULAR<br><input checked="" type="checkbox"/> WORK SESSION |
| <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION                                                                                      |                                                                                                                                                                                               |
| <b>AGENDA ITEM DESCRIPTION:</b> Presentation of the First Quarter Report by the Washington County Convention and Visitors Bureau                                                                                                                      |                                                                                                                                                                                               |
| <b>SUMMARY STATEMENT:</b> A copy of the Washington County Convention and Visitors Bureau Third Quarter Report is included in the agenda packet.<br><br>If you are interested in obtaining a hard copy, please call the City Secretary at 979-337-7567 |                                                                                                                                                                                               |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                 |                                                                                                                                                                                               |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                         |                                                                                                                                                                                               |
| <b>ATTACHMENTS:</b> (1) 1st Quarter Report – Convention and Visitors Bureau                                                                                                                                                                           |                                                                                                                                                                                               |
| <b>FUNDING SOURCE (Where Applicable):</b> N/A                                                                                                                                                                                                         |                                                                                                                                                                                               |
| <b>RECOMMENDED ACTION:</b> Discussion only                                                                                                                                                                                                            |                                                                                                                                                                                               |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                                                        |                                                                                                                                                                                               |

# Brenham/Washington County Chamber-CVB

October 2017



## WALK IN VISITORS:

2017: 529  
2016: 672  
2015: 659



## VISITOR INFO REQUESTS:

2017: 1,429  
2016: 2,521  
2015: 3,311



## WEBSITE VISITORS:

2017: 14,806  
2016: 13,641  
2015: 11,755

## UNIQUE PAGEVIEWS:

2017: 30,276  
2016: 28,366  
2015: 26,450



## VISIT BRENHAM APP:

OCT: 30  
Sept: 84  
Aug: 1,264

**2017 TOTAL: 3,225**



## LODGING REFERRALS:

2017: 645  
2016: 733  
2015: 632

## LODGING SEARCHES:

2017: 823  
2016: 668  
2015: 813



## ONLINE VISITOR GUIDE READS:

2017: 216  
2016: 88  
2015: 34

| OCTOBER = GROUP FOCUS | DATE                                                         |                  | GROUP                                                                    | ATTENDEES |
|-----------------------|--------------------------------------------------------------|------------------|--------------------------------------------------------------------------|-----------|
|                       | PAST GROUPS                                                  | 10/7/2017        | 43rd Annual Blinn Marching Band Festival (always 1st or 2nd wknd of Oct) | 400+      |
|                       |                                                              | 10/17/2017       | Waller County Go Texan Wine Tour                                         | 100       |
|                       |                                                              | 10/20/2017       | Fishers of Men National Championship                                     | 200+      |
|                       | UPCOMING GROUPS                                              | 11/13/2017       | FFA District IV LDE (held at Blinn)                                      | 1000+     |
|                       |                                                              | 12/29-12/31 2017 | N. Harris County Dulcimer Society                                        | 150+      |
|                       |                                                              | 1/3/2018         | Natl. Christian Forensics & Comm. Assoc.                                 | 100+      |
|                       |                                                              | 1/27/2018        | Hinberger/Phelps Wedding                                                 | 100+      |
|                       |                                                              | 3/2-3/4 2018     | Square & Round Dancers Meeting                                           | 200       |
|                       |                                                              | 4/19-4/22 2018   | Southwest Tandem Bicycle Rally                                           | 300       |
|                       |                                                              | 5/4-5/5 2018     | Myotonic Goat Show                                                       | 150       |
|                       | 2018 LEAD                                                    | 5/17-19/2018     | Gold Wing Road Riders (motorcycle)                                       | 200-400   |
|                       |                                                              |                  |                                                                          |           |
|                       | LARGE FESTIVALS AND EVENTS                                   | 10/14-15/2017    | Scarecrow Festival                                                       | 14,000+   |
|                       |                                                              | 10/15/2017       | Butcher's Ball at Rockin Star Ranch                                      | 400+      |
|                       |                                                              | 10/20-22/2017    | Texas Arts & Music Festival                                              | 3,000+    |
|                       |                                                              | 11/3-4/2017      | Fall Festival of Roses at Antique Rose                                   | 450+      |
|                       |                                                              | 11/4-5/2017      | Holiday Home Tour & Christmas                                            | 900+      |
|                       | Bags & VIP Boxes Distributed to Groups, Weddings and Events: |                  |                                                                          |           |
|                       | 300+ welcome bags   8 VIP boxes   30 VIP bags                |                  |                                                                          |           |

# Brenham/Washington County Chamber-CVB

November 2017



## WALK IN VISITORS:

**2017: 616** \* 100 more visitors for  
2016: 422 Shop Small Saturday 2017  
2015: 498 than 2016.



## VISITOR INFO REQUESTS:

**2017: 3,449**  
2016: 4,390  
2015: 2,305



## LODGING REFERRALS:

**2017: 316**  
2016: 567  
2015: 384

## LODGING SEARCHES:

**2017: 571**  
2016: 506  
2015: 573



## VISIT BRENHAM APP:

**NOV: 42**  
Oct: 30  
Sept: 84  
TOTAL DOWNLOADS: 3,267



## WEBSITE VISITORS:

**2017: 12,193**  
2016: 11,377  
2015: 8,876

## UNIQUE PAGEVIEWS:

**2017: 26,334**  
2016: 22,301  
2015: 20,437



## ONLINE VISITOR GUIDE READS:

**2017: 165**  
2016: 68  
2015: 26

## ONLINE & DIGITAL MARKETING FOCUS

### TOP PAGES – OCTOBER

1. Scarecrow Festival event page
2. Events
3. Play
4. Tours & Attractions
5. County Fair event page

### TOP PAGES - NOVEMBER

1. Events
2. BBQ Family blog
3. Play
4. Tours & Attractions
5. Photo Contest

### DIGITAL ADS – OCT & NOV:

Google Retargeting & Display Ads  
Facebook Static & Video Ads

**Total Spend:** \$6,498.87  
**Total Impressions:** 1,650,915  
**Total Engagement:** 63,942  
**Cost per result:** 10.2 cents each



**Instagram Followers**  
increased **13.4%** since  
October 1, 2017, thanks to  
**Junk Gypsy** reposting one  
of our posts (see right).



Liked by chettripp, wanderinn and 5,132 others  
jungkypsy seriously no words for the beauty of this  
shot. the city of brenham is such a jewel.... from the  
town square to the historic homes to the wonderful  
history .... you really gotta visit!! 🌞🌳🏡  
#Repost @visitbrenham



**Facebook Followers**  
increased **2.5%** since  
October 1, 2017.

### ONLINE EDITORIAL:

Chron.com – Butcher's Ball event  
PaperCityMag.com – Truth BBQ feature  
SouthernLiving.com – Top TX Pie Places  
DayTripper.com – Pie in Texas feature

| Published ▾           | Post                                                                                                                                                            | Type                                                                                | Targeting                                                                           | Reach                                                                                       | Engagement                                                                                              |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 11/07/2017<br>7:40 am |  Pie and BBQ - two of Texas' staples!<br>And Southern Living names their top |  |  | 6.8K   | 824<br>306  Clicks |
| 10/25/2017<br>8:40 pm |  Have you been through "the tube"?<br>This may be one of the prettiest roads |  |  | 17.8K  | 928<br>394  Clicks |

# Brenham/Washington County Chamber-CVB

December 2017



## WALK IN VISITORS:

2017: 317  
2016: 642  
2015: 691



## VISITOR INFO REQUESTS:

2017: 1,292  
2016: 1,712  
2015: 632



## LODGING REFERRALS:

2017: 274  
2016: 335  
2015: 328

## LODGING SEARCHES:

2017: 430  
2016: 295  
2015: 579



## VISIT BRENHAM APP:

DEC: 22  
Nov: 42  
Oct: 30  
TOTAL DOWNLOADS: 3,289



## WEBSITE VISITORS:

2017: 9,912  
2016: 9,145  
2015: 7,822

## UNIQUE PAGEVIEWS:

2017: 22,348  
2016: 18,277  
2015: 17,733



## ONLINE VISITOR GUIDE READS:

2017: 112  
2016: 62  
2015: 26

## PRINT MARKETING & EDITORIAL FOCUS

It's time you  
**RECONNECT**  
RECONNECT  
RECONNECT  
RECONNECT  
RECONNECT  
RECONNECT  
RECONNECT  
RECONNECT  
RECONNECT  
in  
Brenham.

WINERIES ★ HISTORY ★ LIVE MUSIC ★ ECLECTIC EATERIES ★ NATURAL BEAU

Halfway between Houston and Austin is a place filled with unexpected discoveries. In Brenham, you can two-step into the past, enjoy the local wines, get a scoop of your favorite ice cream flavor at Blue Bell Creameries and search for hidden treasures while geocaching. Here, you'll experience just about everything, except boredom.

Reconnect in Brenham with family, friends and natural beauty.



VisitBrenhamTexas.com  
888-BRENHAM

**BRENHAM, TEXAS**  
HALFWAY BETWEEN HOUSTON AND AUSTIN LIES A TASTY SECRET.

Food Traveler (full page + 1/4 page + editorial)

## PRINT EDITORIAL:

4 page feature on WOB in *Shale Magazine* (oil & gas)  
Eats & Lodging in *Ride Texas* "On the Road"  
Dog-friendly Road Trip in *Texas Highways*  
Round Top shopping in *Texas Monthly*



## AGENDA ITEM 10

|                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                    | <b>DATE SUBMITTED:</b> March 2, 2018                                                                                                                                                          |
| <b>DEPT. OF ORIGIN:</b> Main Street                                                                                                                                                                                                                                                                                                       | <b>SUBMITTED BY:</b> Jennifer Eckermann                                                                                                                                                       |
| <b>MEETING TYPE:</b><br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                     | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input type="checkbox"/> REGULAR<br><input checked="" type="checkbox"/> WORK SESSION |
| <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION                                                                                                                                                                          |                                                                                                                                                                                               |
| <b>AGENDA ITEM DESCRIPTION:</b> Discussion and Presentation of the Main Street Brenham 2018 Work Plan                                                                                                                                                                                                                                     |                                                                                                                                                                                               |
| <b>SUMMARY STATEMENT:</b> Like communities all across the country, Main Street Brenham follows the 4-point approach in its downtown revitalization efforts – design, organization, promotion and economic restructuring. Main Street Manager Jennifer Eckermann will highlight the plans of each of these committees for the coming year. |                                                                                                                                                                                               |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                                     |                                                                                                                                                                                               |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                             |                                                                                                                                                                                               |
| <b>ATTACHMENTS:</b> (1) Main Street Brenham 2018 Plan of Work                                                                                                                                                                                                                                                                             |                                                                                                                                                                                               |
| <b>FUNDING SOURCE (Where Applicable):</b>                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                               |
| <b>RECOMMENDED ACTION:</b> Discussion only                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                               |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                               |

## **Main Street Brenham 2018 Plan of Work**

### **Our Mission**

The Brenham Main Street Program, will use the 4-point approach to revitalization – organization, promotion, design and economic restructuring – to encourage reinvestment and preservation; and to entice businesses, customers, visitors and downtown residents to the historic district.

### **Our Vision**

Main Street Brenham envisions downtown as a growing destination and the vibrant heart of our community; where history is preserved, interactive and comes to life; where a varied business mix is active, engaged and thriving; and where our community's culture is recognized and celebrated.



### **Goals for 2018**

Consider and develop alternate sources of funding.

Encourage varied and unique retail mix.

Encourage appreciation and support for preserving our history and architectural heritage.

Continue work on implementing the Downtown Brenham Master Plan.

Promote downtown as cultural destination to both locals and visitors.

Entice the interest of the public in downtown revitalization efforts.

Work to improve online and social media components of Main Street.

## 2018 DESIGN COMMITTEE

Members: Chairman Elizabeth Price, Margie Young, Bev Frew, Mary Barnes, and Doug Peck.

| Overall Program Goal                                                               | Committee Goal                                                                      | Action Items/Considerations<br>(Prior Months/Completed)                                                                                                                                                                                       | Responsible Party | Timeline                                                      | Budget/<br>Outcomes                                                      |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------|--------------------------------------------------------------------------|
| Encourage support for preserving architectural heritage.                           | Help staff and Org Committee with recommendations for TDA Presidents Awards/Others. |                                                                                                                                                                                                                                               |                   |                                                               |                                                                          |
| Encourage support for preserving architectural heritage.                           | Work with other committees to co-host workshops for business and property owners    | <ul style="list-style-type: none"> <li>• Contacting U of H Retailing and Consumer Science Dept. for possible speaker.</li> <li>• Work with TX Main Street Center for speaker on merchandising.</li> <li>• Consider other speakers.</li> </ul> |                   |                                                               | Will use Main Street raised funds, if necessary to pay, or for expenses. |
| Promote downtown as a shopping and dining destination and work to keep it vibrant. | Pursue lighting request for Alamo Alley and Belle's Alley.                          | <ul style="list-style-type: none"> <li>• Get with Stephen on requested Crisscross lighting and possible straight pole lighting for Belle's.</li> </ul>                                                                                        | Staff             | Mtg with Stephen 2.6.18. Will work on when weather is better. | Main Street Board allocated \$5,000 to project.                          |
| Make quality the key in all we do.                                                 | Utilize professional THC consultation for design issues                             | <ul style="list-style-type: none"> <li>• Contact THC architect for possible rendering of First Street and Vulcan Street.</li> </ul>                                                                                                           |                   |                                                               | No cost as Main Street city.                                             |
| Encourage support for preserving architectural heritage.                           | Publish and publicize Main Street Design Guidelines.                                | <ul style="list-style-type: none"> <li>• Mail Incentives and Design Guidelines to all downtown property owners, business owners and community realtors.</li> </ul>                                                                            | Staff             | Paper Ordered 2.6.18 Review grant timeline.                   |                                                                          |

|                                                                                    |                                                                                                               |                                                                                                                                                                                                                                                                   |                                                 |                                              |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|
| Continue work on Implementing the Downtown Brenham Master Plan.                    | Review Master Plan projects to determine additional goals to pursue.                                          | <ul style="list-style-type: none"> <li>Plan and host reception on completion of wayfinding program.</li> <li>Other projects? Downtown Gateways</li> </ul>                                                                                                         | Feb meeting determine plan.<br>See Master Plan. |                                              |
| Promote downtown as a shopping and dining destination and work to keep it vibrant. | Keep downtown looking vibrant.                                                                                | <ul style="list-style-type: none"> <li>Consider signage plan for vacant buildings.</li> </ul>                                                                                                                                                                     | Review examples from the MS Resource Library.   | Develop budget.                              |
| Make quality the key in all we do.                                                 | Work with City staff on new sign ordinance and host needed informational meetings for downtown stakeholders.. |                                                                                                                                                                                                                                                                   | Keep committee updated on progress.             |                                              |
| Encourage support for preserving architectural heritage.                           | Continue work with property owners participating in the Incentive Grant Program.                              | <ul style="list-style-type: none"> <li>With limited funds, review timeline between approval and completion (with EVC).</li> <li>IGF and sign grant info went to new owner of Corner Liquor.</li> <li>Sign grant delivered to owner of Board and Ladle.</li> </ul> | Review when received.                           | Main Street Board funding \$10,000 for 2018. |
| Make quality key in all we do.                                                     | Work to continue streetscape into adjoining areas downtown as growth occurs.                                  | <ul style="list-style-type: none"> <li>Southside District drainage project.</li> <li>Laundry Building area.</li> </ul>                                                                                                                                            | Keep committee updated on progress.             |                                              |

## ORGANIZATION COMMITTEE

Members: Chairman Tiffany Morisak, Sharon Brass, Rick Perkins,  
Lynn Reynolds, Linda Loggins, and Dona Lynn Parker.

| Overall Program Goal                                                                      | Committee Goal                                                      | Action Items/Considerations<br>(Prior Months/Completed)                                                                                                                                                                          | Responsible Party | Timeline | Budget/<br>Outcomes                                                       |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|---------------------------------------------------------------------------|
| Encourage varied retail mix                                                               | Host Merchant Mixers.                                               | <ul style="list-style-type: none"> <li>Plan first in March for Swirl review and spring/summer happenings.<br/>Need to plan one for March.</li> </ul>                                                                             | Staff, Lynn       |          |                                                                           |
| Encourage varied and unique retail mix                                                    | Review Need for Updated Downtown Shopper's Guide.                   | <ul style="list-style-type: none"> <li>Considering rack card with saturated placement directing to website. (will save \$\$)</li> <li>Part of promotion plan being generated. Asking for funding from Board in March.</li> </ul> |                   |          | Board funding \$15,000 to promotion of Downtown Brenham as a destination. |
| Encourage appreciation and support for preserving our history and architectural heritage. | Continue Hosting Local History Day for National Preservation Month. | <ul style="list-style-type: none"> <li>Scheduled for May 22 and 24 – 4<sup>th</sup> grade only.</li> <li>Checking on Belle's availability, due to finals.</li> <li>Have added some help for 7<sup>th</sup> grade.</li> </ul>     | Sharon, Tiffany   |          |                                                                           |
| Improve social media components of Main Street                                            | Improve Online and Social Media presence for Downtown Brenham.      | <ul style="list-style-type: none"> <li>Continue press on Facebook likes and pursue Instagram.</li> <li>Work on including more video.</li> <li>Started Instagram 2.23.18</li> </ul>                                               | Staff             |          |                                                                           |
| Entice the interest of the public in our efforts.                                         | Help with volunteers for Main Street Events.                        |                                                                                                                                                                                                                                  |                   |          |                                                                           |
| Entice the interest of the public in our efforts.                                         | Continue Bi-Monthly Column in Banner Concerning Main Street Efforts | <ul style="list-style-type: none"> <li>Ask Jim for first column to be on 2018 Work Plan.</li> </ul>                                                                                                                              | Jim               |          |                                                                           |

|                                                                                           |                                                                                                      |                                                                                                                                                                                                                                                             |  |  |  |  |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|                                                                                           |                                                                                                      |                                                                                                                                                                                                                                                             |  |  |  |  |
| Encourage appreciation and support for preserving our history and architectural heritage. | Continue program to gather oral histories.                                                           | <ul style="list-style-type: none"> <li>• Subcommittee continuing work at BISD.</li> <li>• Update from subcommittee.</li> </ul>                                                                                                                              |  |  |  |  |
| Encourage appreciation and support for preserving our history and architectural heritage. | Work with Design Committee to Enter Projects in Texas Downtown Association and other Award Programs. | <ul style="list-style-type: none"> <li>• Determine entries for DAR Historic Preservation Awards.</li> <li>• Will be entering BMSHP and Sharon Brass.</li> </ul>                                                                                             |  |  |  |  |
| Entice the interest of the public in our efforts.                                         | Consider partnering to start Farmers Market downtown.                                                | <ul style="list-style-type: none"> <li>• Working with Phoebe Lake to meet with other possible vendors.</li> <li>• Meeting with interested vendors next week. Help?</li> <li>• Rules and App being prepared.</li> <li>• First Fridays from 3-7 pm</li> </ul> |  |  |  |  |
| Entice the interest of the public in our efforts.                                         | Begin update of program Mission/Vision Statements and determine Core Values.                         | <ul style="list-style-type: none"> <li>• Review of draft.</li> <li>• Board Approved new Vision Statement.</li> <li>• Work on update of new Mission Statement.</li> </ul>                                                                                    |  |  |  |  |
| Encourage appreciation and support for preserving our history and architectural heritage. | Consider applying for recognition as a Cultural Arts District for grant opportunities and honor.     | <ul style="list-style-type: none"> <li>• Gather info on requirements and begin to garner support.</li> <li>• Watched webinars and contacted TCA. Review.</li> <li>• Will begin gathering partners and gauging interest.</li> </ul>                          |  |  |  |  |

## PROMOTION COMMITTEE

Members: Traci Pyle, Tom Whitehead, Amber Westerfeld, Jennifer Hermann,  
Wendy Meaux, Brandi Conway, Stacey Walters, Mark Schneider and Debbie Schmitz.

| Overall Program Goal                                                                                        | Committee Goal                                                        | Action Items/Considerations<br>(Prior Months/Completed)                                                                                         | Responsible Party                                           | Timeline | Budget/<br>Outcomes |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------|---------------------|
| Promote downtown as local shopping and dining destination and work to keep it vibrant.                      | Scarecrow Extravaganza                                                | <ul style="list-style-type: none"> <li>Determine dates.</li> </ul>                                                                              |                                                             |          |                     |
| Promote downtown as local shopping and dining destination and work to keep it vibrant/Fundraising Component | Host Summer Sip Event.                                                | To host June 9 with '80's theme.<br><i>Rack cards ordered.</i><br><i>Contacted Marcus about playing.</i><br><i>Décor? Signage?</i>              |                                                             |          |                     |
| Promote downtown as local shopping and dining destination and work to keep it vibrant/Fundraising Component | Host 2018 Uptown Swirl event.<br>Plan for 2019.                       | <ul style="list-style-type: none"> <li>2018 COMPLETED.</li> <li>Date for 2019 – January 19</li> </ul>                                           |                                                             |          |                     |
| Promote Downtown as shopping and dining destination and work to keep it vibrant.                            | Determine role of Main Street in merchant promotions.                 | Any Girls Night Out events being planned?                                                                                                       | None at this time.                                          |          |                     |
| Promote Downtown as shopping and dining destination and work to keep it vibrant.                            | Work with staff on plan to promote Downtown Brenham as a destination. | Develop plan for remaining HOT funds.<br>\$3500<br><i>Recommend using raised funds?</i><br>Board approved use of \$15,000.<br>Determining plan. |                                                             |          |                     |
| Promote downtown as local shopping and                                                                      | Consider one of the following:                                        | Research other events and consider one more fundraising event during the                                                                        | <ul style="list-style-type: none"> <li>Committee</li> </ul> |          |                     |

|                                                                                        |                                                                                                                                                                                |                                                                                                                                                                                                                            |  |  |  |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| dining destination and work to keep it vibrant/Fundraising Component                   | <p>"Table on Main"-type event to promote downtown chefs and restaurants.</p> <p>Wine and Arts Event – Swirl-type event with artists in merchants along with wine sampling.</p> | <p>year.</p> <p>Different name...use Alamo Alley?</p> <p><i>Chef on the stage?</i></p> <p><i>Combine with arts event?</i></p> <p><i>Date?</i></p> <p><i>Darden's book?</i></p> <p><i>Need direction, and interest.</i></p> |  |  |  |
| Promote Downtown as shopping and dining destination and work to keep it vibrant.       | Review and make suggestions for TBC programming for upcoming year.                                                                                                             | Review and suggest changes/additions.<br><i>What works?</i><br><i>Membership?</i>                                                                                                                                          |  |  |  |
| Promote downtown as local shopping and dining destination and work to keep it vibrant. | Consider working with merchants on coupon book and/or co-op advertising program.                                                                                               | Research and gauge interest.                                                                                                                                                                                               |  |  |  |
| Promote Downtown as shopping and dining destination and work to keep it vibrant.       | Develop a plan to promote downtown for Small Business Saturday.                                                                                                                |                                                                                                                                                                                                                            |  |  |  |
|                                                                                        | Other business.                                                                                                                                                                | Review of Mission and Vision Statements.                                                                                                                                                                                   |  |  |  |

## ECONOMIC VITALITY COMMITTEE (EVC)

Members: Chair Jim Moser, Charlie Pyle, John Hermann, Melinda Faubion, Jon Hill,  
Bill Anger, Luther Hueske, Page Michel and Candi Eaton.

| Overall Program Goal                    | Committee Goal                                                                                    | Action Items/Considerations<br>(Prior Months/Completed)                                                                                            | Responsible Party                                     | Timeline | Budget/ Outcomes |
|-----------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------|------------------|
| Encourage varied and unique retail mix. | Review Incentive Grant fund to determine possible timeline for project completion. (with Design.) | Review of application. Determined timeline is adequate.                                                                                            |                                                       |          |                  |
| Encourage varied and unique retail mix. | Develop a plan to recruit businesses with focus on local expansion.                               | Discuss ideas on whether EILG covers this, or whether a recruitment grant should be considered. Funds set aside?<br><br>Need application for EILG. | Subcommittee to meet<br><br>Candi and Page with staff |          |                  |
| Encourage varied and unique retail mix. | Co-host workshops with other committees to aid property and business owners.                      | Design working on several ideas.                                                                                                                   |                                                       |          |                  |

|                                                                 |                                                                                                                           |                                                                                                                                                                                                                                                                                                     |                      |  |  |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--|--|
| Continue work on Implementing the Downtown Brenham Master Plan. | Review Master Plan projects to determine additional goals.                                                                | Determine role of Main Street in push for downtown hotel.<br>Follow-up with Engineering and Public Works on Board request to pursue downtown stop signs to slow traffic and make downtown more pedestrian-friendly.<br>Board received email from CM.<br><br>Update on Park Street drainage project. |                      |  |  |
| Encourage varied and unique retail mix                          | Stay updated on current downtown climate, including owners, properties available, values and business mix, and any plans. | Discuss use of raised funds for promotion of downtown.                                                                                                                                                                                                                                              | Committee supported. |  |  |



## AGENDA ITEM 11

| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DATE SUBMITTED:</b> March 16, 2018       |                                                  |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------|------------------------|----------------------|---------------------------------------------|-----------------------------------------|--------------------------------------------------|----------------------------------|----------------------------------|--------------------------------------------------|--------------------------------------------|---------------------------------------------|------------------------------------------------|----------------|---------------------------------------|-------|------------------------|
| <b>DEPT. OF ORIGIN:</b> Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>SUBMITTED BY:</b> Carolyn D. Miller      |                                                  |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><b>MEETING TYPE:</b></td> <td style="width: 33%; vertical-align: top;"><b>CLASSIFICATION:</b></td> <td style="width: 33%; vertical-align: top;"><b>ORDINANCE:</b></td> </tr> <tr> <td><input checked="" type="checkbox"/> REGULAR</td> <td><input type="checkbox"/> PUBLIC HEARING</td> <td><input type="checkbox"/> 1<sup>ST</sup> READING</td> </tr> <tr> <td><input type="checkbox"/> SPECIAL</td> <td><input type="checkbox"/> CONSENT</td> <td><input type="checkbox"/> 2<sup>ND</sup> READING</td> </tr> <tr> <td><input type="checkbox"/> EXECUTIVE SESSION</td> <td><input checked="" type="checkbox"/> REGULAR</td> <td><input checked="" type="checkbox"/> RESOLUTION</td> </tr> <tr> <td></td> <td><input type="checkbox"/> WORK SESSION</td> <td></td> </tr> </table>                                          |                                             | <b>MEETING TYPE:</b>                             | <b>CLASSIFICATION:</b> | <b>ORDINANCE:</b>    | <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> 1 <sup>ST</sup> READING | <input type="checkbox"/> SPECIAL | <input type="checkbox"/> CONSENT | <input type="checkbox"/> 2 <sup>ND</sup> READING | <input type="checkbox"/> EXECUTIVE SESSION | <input checked="" type="checkbox"/> REGULAR | <input checked="" type="checkbox"/> RESOLUTION |                | <input type="checkbox"/> WORK SESSION |       |                        |
| <b>MEETING TYPE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>CLASSIFICATION:</b>                      | <b>ORDINANCE:</b>                                |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <input checked="" type="checkbox"/> REGULAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> PUBLIC HEARING     | <input type="checkbox"/> 1 <sup>ST</sup> READING |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <input type="checkbox"/> SPECIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> CONSENT            | <input type="checkbox"/> 2 <sup>ND</sup> READING |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> REGULAR | <input checked="" type="checkbox"/> RESOLUTION   |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> WORK SESSION       |                                                  |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon an Equipment Financing Proposal with Bank of Brenham for Replacement Virtual Server Environment Equipment and Authorize the Mayor to Execute Any Necessary Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                             |                                                  |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <b>SUMMARY STATEMENT:</b> This is a companion item for the financing of equipment for the Information Technology Department as presented by Kevin Schmidt, IT Department Manager, at the February 15, 2018 City Council meeting. The FY17-18 adopted budget included the lease purchase of Virtual Server Environment Replacement Equipment for the IT Department. The equipment cost is \$86,167.44 and we received the following equipment financing proposals regarding the procurement of this equipment:                                                                                                                                                                                                                                                                                                                                                                                                           |                                             |                                                  |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Proposal</u></th> <th style="text-align: left;"><u>Terms</u></th> <th style="text-align: left;"><u>Interest Rate</u></th> <th style="text-align: left;"><u>Annual Payment</u></th> </tr> </thead> <tbody> <tr> <td>Bancorp South</td> <td>3 Years</td> <td>3.09%</td> <td>\$30,541.40 in arrears</td> </tr> <tr> <td>Bank of Brenham</td> <td>3 Years</td> <td>3.08%</td> <td>\$30,509.67 in arrears</td> </tr> <tr> <td>JPMorgan Chase</td> <td>3 Years</td> <td>4.96%</td> <td>\$31,617.55 in arrears</td> </tr> </tbody> </table> <p>We are recommending the Council approve the equipment financing proposal from Bank of Brenham for 3 years at an interest rate of 3.08% with annual payments of principal and interest, each in arrears, equal to \$30,509.67 beginning one year from date of funding.</p> |                                             | <u>Proposal</u>                                  | <u>Terms</u>           | <u>Interest Rate</u> | <u>Annual Payment</u>                       | Bancorp South                           | 3 Years                                          | 3.09%                            | \$30,541.40 in arrears           | Bank of Brenham                                  | 3 Years                                    | 3.08%                                       | \$30,509.67 in arrears                         | JPMorgan Chase | 3 Years                               | 4.96% | \$31,617.55 in arrears |
| <u>Proposal</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <u>Terms</u>                                | <u>Interest Rate</u>                             | <u>Annual Payment</u>  |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| Bancorp South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3 Years                                     | 3.09%                                            | \$30,541.40 in arrears |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| Bank of Brenham                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3 Years                                     | 3.08%                                            | \$30,509.67 in arrears |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| JPMorgan Chase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3 Years                                     | 4.96%                                            | \$31,617.55 in arrears |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                             |                                                  |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                             |                                                  |                        |                      |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                                |                |                                       |       |                        |

|                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ATTACHMENTS:</b> (1) Equipment Financing Proposal from Bankcorp South; (2) Bank of Brenham Email and Loan Term Sheet; (3) Equipment Financing Proposal from JPMorgan Chase                                                                                                                                                                                           |
| <b>FUNDING SOURCE (Where Applicable):</b> First annual payment is not due until one year from the date of funding which will be included in the FY18-19 budget.                                                                                                                                                                                                         |
| <b>RECOMMENDED ACTION:</b> Approve an equipment financing proposal with Bank of Brenham for replacement virtual server equipment for 3 years at an interest rate of 3.08% with annual payments of principal and interest, each in arrears, equal to \$30,509.67 beginning one year from date of funding and authorize the Mayor to execute any necessary documentation. |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                                                                                                                                                                          |



3/5/2018

Sent via:shardy@cityofbrenham.org

City fo Brenham, TX

It is a pleasure to submit for your consideration the following proposal to provide lease-purchase financing based on the terms and conditions set forth below:

1. Lessor: BancorpSouth Equipment Finance, a division of BancorpSouth Bank
2. Lessee: City of Brenham, TX
3. Equipment Description: Virtual Server Project
4. Equipment Cost: \$86,167.44
5. Lease Term: 3 Years
6. Lease Payments: (These are approximate payment amounts. The actual payment will be determined at funding date.)  
  
3 annual payments of \$30,541.40  
Arrears
7. Lease Rate: 3.09%
8. Funding Date: This proposal is contingent upon the equipment being delivered and the lease funded prior to 4/15/2018. Any extension of the funding or delivery date must be in writing.
9. Purchase Option: Title is passed to Lessee at lease expiration for no further consideration.
10. Non-appropriation/Termination: The lease provides that Lessee is to make reasonable efforts to obtain funds to satisfy the obligation in each fiscal year. However, the lease may be terminated without penalty in the event of non-appropriation. In such event, the Lessee agrees to provide an attorney's opinion confirming the events of non-appropriation and Lessee's exercise of diligence to obtain funds.

11. **Bank Qualification:** This lease-purchase financing shall be designated as a bank qualified tax-exempt transaction as per the 1986 Federal Tax Bill. **This means that the Lessee's governing body will pass a resolution stating that it does not anticipate issuing more than \$10 million in General Obligation debt or other debt falling under the Tax Bill's definition of qualifying debt during the calendar year that the lease is funded.**
12. **Tax Status:** This proposal is subject to the Lessee being qualified as a governmental entity or "political subdivision" within the meaning of Section 103(a) of the Internal Revenue Code of 1954 as amended, within the meaning of said Section. Lessee agrees to cooperate with Lessor in providing evidence as deemed necessary or desirable by Lessor to substantiate such tax status.
13. **Net Lease:** This will be a net lease transaction whereby maintenance, insurance, taxes (if applicable), compliance with laws and similar expenses shall be borne by Lessee.
14. **Financial Statements:** Complete and current financial statements must be submitted to Lessor for review and approval of Lessee creditworthiness.
15. **Lease Documentation:** This equipment lease-purchase package is subject to the mutual acceptance of lease-purchase documentation within a reasonable time period, otherwise payments will be subject to market change.

If the foregoing is acceptable, please so indicate by signing this letter in the space provided below and returning it to BancorpSouth Equipment Finance. **The proposal is subject to approval by BancorpSouth Equipment Finance's Credit Committee and to mutually acceptable terms, conditions and documentation.**

Acceptance of this proposal expires as the close of business on 3/31/2018. Extensions must be approved by the undersigned.

Any concerns or questions should be directed to Dennis Williams @ 210-488-1018.  
Email [dennis.williams@bxs.com](mailto:dennis.williams@bxs.com)

Dennis Williams  
Equipment Finance Specialist

#### **ACKNOWLEDGMENT AND ACCEPTANCE**

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

Date: \_\_\_\_\_

## Stacy Hardy

---

**From:** Jim Kruse <jkruse@bankofbrenham.com>  
**Sent:** Monday, March 05, 2018 3:15 PM  
**To:** Stacy Hardy  
**Cc:** David Bockhorn  
**Subject:** RE: City of Brenham Lease Quote

Stacy,  
Our bid will remain at the 3.08%.  
100% of equipment financed.  
Desired Term: 3 years  
Payment Frequency: annually  
Payment in arrears  
anticipated funding date: we will provide funds as soon as possible so the purchase order can be issued.  
First payment due date: one year from funding date  
Bank Qualified or Non-Bank Qualified: Bank Qualified

**Jim E. Kruse, CPA**  
**President**

Bank of Brenham  
P.O. Box 606  
501 South Austin Street  
Brenham, Texas 77833  
Phone: 979.836.3332 ext.220  
Fax: 979.836.3334  
[jkruse@bankofbrenham.com](mailto:jkruse@bankofbrenham.com)  
[www.bankbob.com](http://www.bankbob.com)

### BANK OF BRENHAM



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---

**From:** Stacy Hardy [mailto:SHardy@cityofbrenham.org]  
**Sent:** Monday, March 05, 2018 2:26 PM  
**To:** 'Jim Kruse'  
**Subject:** City of Brenham Lease Quote

Jim,

Due to unforeseen circumstances, our March 8<sup>th</sup> City Council meeting has been cancelled. The agenda item for the financing of our virtual server replacement equipment will be moved to the March 22<sup>nd</sup> meeting. Because all of the quotes we obtained will expire prior to March 22<sup>nd</sup>, we will need to get a new quote from each party. Whenever it is available, but no later than March 16<sup>th</sup>, can you please send us a new proposal for the financing of this equipment? The original request for a quote with all the details is show below.

The City of Brenham is interested in obtaining a quote for the lease financing for a Virtual Server replacement project that we are ready to purchase for \$86,167.44. Attached is the quote from Dell. If Bank of Brenham would like to give us a quote, information you may need is shown below. Let me know if you need any additional information from me.

Project Description:

- Disk storage system, main controller, with hard disks included. Implementation services included. \$28,769.85
- Disk storage system, expansion module, with hard disks included. Implementation services included. \$12,714.03
- Virtual machine host servers. Implementation services included. \$44,683.56

Desired Term: 3 years

Payment Frequency: annually

Payment in advance or arrears: arrears

Anticipated funding date: would like funds as soon as possible so the purchase order can be issued

First payment due date: one year from funding date

Bank Qualified or Non-Bank Qualified: Bank Qualified

Bid due date: as soon as possible

Stacy Hardy, CPA  
Controller, City of Brenham  
979-337-7570  
[shardy@cityofbrenham.org](mailto:shardy@cityofbrenham.org)

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# Bank of Brenham

## TERM SHEET

LOAN AMOUNT: \$86,167.44

LOAN RATE: 3.08%

TERM; 3 YEARS

PAYMENTS: \$30,509.67

COLLATERAL: COMPUTER EQUIPMENT PER PROVIDED LIST



**JPMorgan Chase Bank, N.A.**  
545 West 19th Street, Floor 01  
Houston, TX 77008-3611  
Tel: (832) 781-1944  
E-Mail: amber.j.favre@jpmorgan.com

**Amber Favre**  
Vice President

March 14, 2018

Stacy Hardy  
Controller  
City of Brenham  
200 W. Vulcan, 2nd Floor  
Brenham, TX 77833

Dear Ms. Hardy:

JPMorgan Chase Bank, N.A. is pleased to submit the following equipment financing proposal. This document is for discussion purposes only and is contingent upon the Lessee's compliance with the requirements of the Internal Revenue Code of 1986 ("Code"), as amended, and all applicable state laws related to Lessee's ability to enter into a tax-exempt lease-purchase financing for the intended purposes. The final terms and conditions are subject to credit approval and may be different from the terms and conditions outlined below.

|                                            |                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type of Transaction:</b>                | Fixed-rate, fully amortizing, tax-exempt lease-purchase agreement ("Agreement").                                                                                                                                                                                                                                                        |
| <b>Lessor:</b>                             | JPMorgan Chase Bank, N.A. or any affiliate of JPMorgan Chase Bank, N.A., its successors and/or assigns ("JPMorgan Chase" or the "Lessor").                                                                                                                                                                                              |
| <b>Lessee:</b>                             | City of Brenham, Texas                                                                                                                                                                                                                                                                                                                  |
| <b>Equipment:</b>                          | Dell Virtual Servers                                                                                                                                                                                                                                                                                                                    |
| <b>Financed Amount:</b>                    | \$86,167.44                                                                                                                                                                                                                                                                                                                             |
| <b>Location of Equipment:</b>              | Brenham, Texas                                                                                                                                                                                                                                                                                                                          |
| <b>Commencement Date:</b>                  | Anticipated to be no later than April 2, 2018                                                                                                                                                                                                                                                                                           |
| <b>Interest Rate:</b>                      | 4.96%                                                                                                                                                                                                                                                                                                                                   |
| <b>Payments:</b>                           | Lessee will be required to make three consecutive annual payments of principal and interest, each in arrears, equal to \$31,617.55, beginning April 2, 2019.                                                                                                                                                                            |
| <b>Adjustments to Rate &amp; Payments:</b> | The Interest Rate and Payments quoted herein are based on current market rates as indicated by the Three Year Treasury Constant Maturity Rate ("Index Rate"), as most recently published by the Federal Reserve Board in Federal Reserve Statistical Release H.15 (519). For every change in the Index Rate, an adjustment will be made |

to the Interest Rate and Payment in order to maintain Lessor's economics. The final Interest Rate and Payment will be agreed to five days prior to closing.

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank Qualified:</b>              | This proposal assumes that Lessee <b>will not</b> issue more than \$10 million in tax-exempt obligations this calendar year and that the Lessee will designate this lease as a "qualified" tax-exempt obligation.                                                                                                                                                                                                                                                                           |
| <b>Use of Proceeds/Title:</b>       | To finance the acquisition of Dell Virtual Servers, the legal title of which shall vest in the Lessee during the term of the Agreement.                                                                                                                                                                                                                                                                                                                                                     |
| <b>Prepayment:</b>                  | The Lessee shall have the right to prepay, in whole, on any payment date without penalty.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Security:</b>                    | Lessee will grant Lessor a first priority security interest in the financed equipment.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Appropriation:</b>               | This Agreement shall be subject to appropriation, with documentation within the Agreement requiring appropriation for payment of all lease schedules or none at all. Appropriation for partial payment or for select assets within a schedule will not be permitted.                                                                                                                                                                                                                        |
| <b>Disbursement of Proceeds:</b>    | Lessor will fund directly to vendor.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Expenses and Fees:</b>           | Lessee shall be responsible for all out-of-pocket expenses, including, but not limited to, Lessor's outside counsel, other attorney fees, search and registrations, and appraisals.                                                                                                                                                                                                                                                                                                         |
| <b>Documentation:</b>               | Lessor or its counsel shall prepare documentation. The Lessee shall be responsible for its own expenses related to review of the lease documents and delivery of legal/validity opinion to the Lessor.                                                                                                                                                                                                                                                                                      |
| <b>Reporting Requirements:</b>      | Lessee shall deliver audited annual financial statements within 180 days of end of each fiscal year.                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Events of Default:</b>           | The Events of Default will be standard and customary for transactions of this nature.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Maintenance and Insurance:</b>   | All maintenance and insurance are the responsibility of Lessee. Lessee shall bear all risk of loss or damage to the Equipment and shall be responsible for keeping the Equipment insured with companies satisfactory to and for such amounts as required by Lessor. Lessor, its parent and affiliates, its successors, and assigns, must be named as loss payee and additional insured as applicable, on all insurance policies. Evidence of such insurance must be satisfactory to Lessor. |
| <b>Representation and Warrants:</b> | Usual representations and warranties in connection with the financing, including without limitation, absence of material adverse change, absence of material litigation, absence of Default or potential default and continued accuracy of representations.                                                                                                                                                                                                                                 |

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Conditions Precedent:</b>        | Usual and customary conditions related to the issuance of the Tax-Exempt financing, including acceptable legal documentation and standard approvals from the City, State and local officials, as may be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Governing Law:</b>               | All aspects of the financing being discussed including this Proposal and any loan documents would be governed by the laws of the State of Texas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Waiver of Jury Trial:</b>        | The Lessee will waive, to the fullest extent permitted by applicable law, any right to have a jury participate in resolving any dispute in any way related to this term sheet, any related documentation or the transactions contemplated hereby or thereby.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Waiver of Immunity:</b>          | Lessee hereby expressly and irrevocably waives any immunity (including sovereign, crown or similar immunity) and any defenses based thereon from any suit, action or proceeding or from any legal process in any forum with respect to Lease.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Proposal Only:</b>               | This proposal is not a commitment to undertake this financing. A commitment can be issued only after full credit and economic review and subsequent approval by the appropriate officers of JPMorgan Chase Bank, NA or any affiliate of JPMorgan Chase Bank, NA, its successors and/or assigns. A commitment shall not be binding on Lender/Lessor unless it is in writing and signed by Lender/Lessor and accepted by Lessee. Lender/Lessor will have the sole right of assignability of this proposal or any lease between Lessee and Lender/Lessor.                                                                                                                                                                                                                                                                                                |
| <b>Expiration Date:</b>             | This proposal will expire on March 26, 2018, unless Lessee acknowledges its acceptance by signing and returning a copy of this proposal to Lessor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Confidentiality:</b>             | You further acknowledge that Lessor and its affiliates (collectively, "Chase") may, from time to time, be providing debt financing, equity capital or other services (including financial advisory services) to other companies in respect of which you may have conflicting interests regarding the transaction described herein and otherwise. In return, Chase confirms that it will not use confidential information obtained from you by virtue of the potential transaction contemplated by this proposal or our other relationships with you in connection with the performance by Chase of such services for other companies. You also acknowledge that Chase will not use in connection with the potential transaction contemplated by this preliminary proposal, or furnish to you, confidential information obtained from other companies. |
| <b>IRS Circular 230 Disclosure:</b> | JPMorgan Chase & Co. and its affiliates do not provide tax advice. Accordingly, any discussion of U.S. tax matters contained herein (including any attachments) is not intended or written to be used, and cannot be used, in connection with the promotion, marketing or recommendation by anyone unaffiliated with JPMorgan Chase & Co. of any of the matters addressed herein or for the purpose of avoiding U.S. tax-related penalties.                                                                                                                                                                                                                                                                                                                                                                                                           |

Please feel free to contact me at (832) 781-1944 if you would like to discuss this proposal in greater detail or have additional equipment financing requirements. Upon receipt of the accepted proposal, we will begin the approval process. Thank you for the opportunity to serve your equipment financing needs.

Sincerely,

**JPMorgan Chase Bank, N.A.**

*Amber J. Favre*

**By:** Amber J. Favre

**Title:** Vice President

**City of Brenham**

**Accepted Date:** \_\_\_\_\_

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

**Title:** \_\_\_\_\_

### Sample Amortization Schedule

4.96% Rate

---

| Date         | Starting<br>Balance | Takedown           | Payments           | Interest          | Principal          | Ending<br>Balance |
|--------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| 4/2/2018     | \$0.00              | \$86,167.00        | \$0.00             | \$0.00            | \$0.00             | \$86,167.00       |
| 4/2/2019     | \$86,167.00         | \$0.00             | \$31,617.55        | \$4,273.88        | \$27,343.66        | \$58,823.34       |
| 4/2/2020     | \$58,823.34         | \$0.00             | \$31,617.55        | \$2,917.64        | \$28,699.91        | \$30,123.43       |
| 4/2/2021     | \$30,123.43         | \$0.00             | \$31,617.55        | \$1,494.12        | \$30,123.43        | \$0.00            |
| <b>Total</b> |                     | <b>\$86,167.00</b> | <b>\$94,852.64</b> | <b>\$8,685.64</b> | <b>\$86,167.00</b> |                   |



## AGENDA ITEM 12

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DATE SUBMITTED:</b> March 2, 2018                                                                                                                                                                          |
| <b>DEPT. OF ORIGIN:</b> Engineering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>SUBMITTED BY:</b> Lori Lakatos                                                                                                                                                                             |
| <b>MEETING TYPE:</b><br><br><input checked="" type="checkbox"/> REGULAR<br><br><input type="checkbox"/> SPECIAL<br><br><input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CLASSIFICATION:</b><br><br><input type="checkbox"/> PUBLIC HEARING<br><br><input type="checkbox"/> CONSENT<br><br><input checked="" type="checkbox"/> REGULAR<br><br><input type="checkbox"/> WORK SESSION |
| <b>ORDINANCE:</b><br><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><br><input type="checkbox"/> RESOLUTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                               |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon a Professional Services Agreement with Strand Associates, Inc. for Storm Sewer and Sidewalk Improvements Along Church Street and Park Street and Authorize the Mayor to Execute Any Necessary Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                               |
| <b>SUMMARY STATEMENT:</b> Over the past few years City Staff have received complaints or heard concerns regarding multiple areas throughout the City that have drainage and/or flooding issues. During the FY 2017-2018 budget workshop the following project was allocated funding, as well as a drainage project is in residential area.<br><br>The project is to construct storm sewer and sidewalk improvements along Church Street and Park Street in the southern part of downtown.<br><br>This area has had interest from potential investors. However, the lack of adequate drainage facilities is deterring economic development. The streets become inundated with storm water during rain events. The streets become overwhelmed with the amount of water and accessing property can be challenging.<br><br>To date, there has not been significant commercial activity in this area, therefore the need to address the aging infrastructure in that area has not been a priority. With potential new investment, this area is now positioned for growth and redevelopment which may increase pedestrian and retail traffic. |                                                                                                                                                                                                               |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><br><b>A. PROS:</b><br><br><b>B. CONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                               |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                               |
| <b>ATTACHMENTS:</b> (1) Professional Services Agreement with Strand Associates, Inc. with Exhibits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                               |

|                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FUNDING SOURCE (Where Applicable):</b> 2017 Certificates of Obligation                                                                                                                                                                                                              |
| <b>RECOMMENDED ACTION:</b> Approve a Professional Services Agreement with Strand Associates, Inc. for storm sewer and sidewalk improvements along Church Street and Park Street up to an amount not to exceed \$71,280 and authorize the Mayor to execute any necessary documentation. |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                                                                                         |

**PROFESSIONAL SERVICES AGREEMENT  
FOR  
ENGINEERING SERVICES  
RELATED TO  
PROJECT NO. 2017-15  
CITY OF BRENHAM 2018 DOWNTOWN DRAINAGE AND SIDEWALK PROJECT**

**THE STATE OF TEXAS           §  
                                             §  
COUNTY OF WASHINGTON   §**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, entered into, and executed by and between the City of Brenham, Texas (the "City"), a municipal corporation of the State of Texas, and Strand Associates, Inc.® ("Engineer").

**WITNESSETH:**

WHEREAS, the City desires to construct storm sewer and sidewalk improvements along Church Street and Park Street in the southern part of the downtown (the "Project"); and

WHEREAS, the services of a professional engineering firm are necessary to provide land surveying, project planning, project design, and preparation of construction documents, and

WHEREAS, the Engineer represents that it is fully capable and qualified to provide professional engineering services to the City;

NOW, THEREFORE, the City and Engineer, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

**SECTION I  
SCOPE OF AGREEMENT**

Engineer agrees to perform certain professional engineering services as defined in Attachment "A" attached hereto and made a part hereof for all purposes, hereinafter sometimes referred to as "Scope of Services," and for having rendered such services, the City agrees to pay Engineer compensation as stated in Section VII.

**SECTION II  
CHARACTER AND EXTENT OF SERVICES**

Engineer shall do all things necessary to render the engineering services and perform the Scope of Services with the professional skill and care ordinarily provided by competent engineers practicing in the same or similar locality and under the same or similar circumstances and professional license. It is expressly understood and agreed

that Engineer is an Independent Contractor in the performance of the services agreed to herein. It is further understood and agreed that Engineer shall not have the authority to obligate or bind the City, or make representations or commitments on behalf of the City or its officers or employees without the express prior written approval of the City. The City shall be under no obligation to pay for services rendered not identified in Attachment "A" without prior written authorization from the City.

### **SECTION III OWNERSHIP OF WORK PRODUCT**

Engineer agrees that the City shall have the right to use all exhibits, maps, reports, analyses and other documents prepared or compiled by Engineer pursuant to this Agreement. The City shall be the absolute and unqualified owner of all studies, exhibits, maps, reports, analyses, determinations, recommendations, computer files, and other documents prepared or acquired pursuant to this Agreement with the same force and effect as if the City had prepared or acquired the same. The City's use of any work product prepared by the Engineer for purposes other than for the intended project shall be at the City's sole risk and without liability to the Engineer.

### **SECTION IV TIME FOR PERFORMANCE**

The time for performance of the Scope of Services is 300 calendar days beginning from the execution date of this Agreement. Upon written request of Engineer, the City may grant time extensions to the extent of any delays caused by the City or other agencies with which the services must be coordinated and over which Engineer has no control.

### **SECTION V COMPLIANCE AND STANDARDS**

Engineer agrees to perform the services hereunder in accordance with generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the applicable profession to comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the services to be performed hereunder and Engineer's performance.

### **SECTION VI INDEMNIFICATION**

To the fullest extent permitted by Texas Local Government Code Section 271.904, Engineer shall and does hereby agree to indemnify, hold harmless and defend the City, its officers, agents, and employees against liability for damage caused by or resulting from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the Engineer, the Engineer's agent, consultant under contract, or another entity over which the Engineer exercises control.

## **SECTION VII ENGINEER'S COMPENSATION**

For and in consideration of the services rendered by Engineer pursuant to this Agreement, the City shall pay Engineer only for the actual services performed under the Scope of Services, on the basis set forth in Attachment "A," up to an amount not to exceed \$71,280, as identified in Attachment "A."

## **SECTION VIII TERMINATION**

The City may terminate this Agreement at any time by giving written notice to Engineer. Upon receipt of such notice, Engineer shall discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders or contracts are chargeable to the Agreement. As soon as practicable after receipt of notice of termination, Engineer shall submit a sworn statement, showing in detail the services performed under this Agreement to the date of termination. The City shall then pay Engineer for such services performed under this Agreement as those services bear to the total services called for under this Agreement, less such payments on account of the charges as have been previously made. Copies of all completed or partially completed designs, maps, studies, documents and other work product prepared under this Agreement shall be delivered to the City when and if this Agreement is terminated.

## **SECTION IX ADDRESSES, NOTICES AND COMMUNICATIONS**

All notices and communications under this Agreement shall be mailed by certified mail, return receipt requested, to Engineer at the following address:

Strand Associates, Inc.®  
203 South Jackson Street  
Brenham, Texas 77833  
Attn: Jason Reimer, P.E.

All notices and communications under this Agreement shall be mailed by certified mail, return receipt requested, to the City at the following address:

City of Brenham  
200 W. Vulcan Street  
Brenham, TX 77833  
Attn: City Engineer

## **SECTION X LIMIT OF APPROPRIATION**

Prior to the execution of this Agreement, Engineer has been advised by the City and Engineer clearly understands and agrees, such understanding and agreement being of the absolute essence to this Agreement, that the City shall have available only those sums as expressly provided for under this Agreement to discharge any and all liabilities which may be incurred by the City and that the total compensation that Engineer may become entitled to hereunder and the total sum that the City shall become liable to pay to Engineer hereunder shall not under any conditions, circumstances, or interpretations hereof exceed the amounts as provided for in this Agreement.

## **SECTION XI SUCCESSORS AND ASSIGNS**

The City and Engineer bind themselves and their successors and assigns to the other party of this Agreement and to the successors and assigns of such other party, in respect to all covenants of this Agreement. Engineer shall not assign, sublet, or transfer its interest in this Agreement without the written consent of the City. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the City or any public body which may be a party hereto.

## **SECTION XII MODIFICATIONS**

This instrument, including Attachment "A," contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. To the extent there is a conflict between the provisions of this Agreement and the provisions of Attachment "A," this Agreement shall control. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties hereto.

## **SECTION XIII ADDITIONAL SERVICES OF ENGINEER**

If authorized in writing by the City, Engineer shall furnish, or obtain from others, Additional Services that may be required because of significant changes in the scope, extent or character of the portions of the Project designed or specified by the Engineer, as defined in Attachment "A." These Additional Services, plus reimbursable expenses, will be paid for by the Owner on the basis set forth in Attachment "A," up to the amount authorized in writing by the City.

## **SECTION XIV CONFLICTS OF INTEREST**

Pursuant to the requirements of the Chapter 176 of the Texas Local Government Code, Engineer shall fully complete and file with the City Secretary a Conflict of Interest Questionnaire.

**SECTION XV**  
**PAYMENT TO ENGINEER FOR SERVICES AND REIMBURSABLE EXPENSES**

Invoices for Basic and Additional Services and reimbursable expenses will be prepared in accordance with Engineer's standard invoicing practices and will be submitted to the City by Engineer at least monthly. Invoices are due and payable thirty (30) days after receipt by the City. Nonpayment within 45 days of receipt of invoice by the City, may at Engineers option, result in suspension of services upon five days' written notice to the City. Upon receipt of payment in full Engineer will resume services without liability to City for such suspension.

**SECTION XVI**  
**INSURANCE**

Engineer shall procure and maintain insurance in accordance with the terms and conditions set forth in Attachment "B," for protection from workers' compensation claims, claims for damages because of bodily injury, including personal injury, sickness or disease or death, claims or damages because of injury to or destruction of property including loss of use resulting therefrom, and claims of errors and omissions.

**SECTION XVII**  
**MISCELLANEOUS PROVISIONS**

A. This Agreement is subject to the provisions of the Texas Prompt Payment Act, Chapter 2251 of the Texas Government Code. The approval or payment of any invoice shall not be considered to be evidence of performance by Engineer or of the receipt of or acceptance by the City of the services covered by such invoice.

B. Venue for any legal actions arising out of this Agreement shall lie exclusively in the federal and state courts of Washington County, Texas.

C. This Agreement is for sole benefit of the City and Engineer, and no provision of this Agreement shall be interpreted to grant or convey to any other person any benefits or rights.

D. Engineer further covenants and agrees that it does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States, or (b) authorized by law to be employed in that manner in the United States.

IN WITNESS WHEREOF, the City of Brenham has lawfully caused this Agreement to be executed by the Mayor of said City and attested by the City Secretary and Strand Associates, Inc.®, acting by and through its duly authorized officer/representative, does now sign, execute, and deliver this instrument.

EXECUTED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ENGINEER:**

**STRAND ASSOCIATES, INC.®**

**DRAFT**

\_\_\_\_\_  
Matthew S. Richards                      Date  
Corporate Secretary

**CITY OF BRENHAM, TEXAS**

**DRAFT**

\_\_\_\_\_  
Milton Y. Tate Jr.                      Date  
Mayor

**ATTEST:**

**DRAFT**

\_\_\_\_\_  
Jeana Bellinger                      Date  
City Secretary

## **ATTACHMENT "A"**

### **PART A–SCOPE OF SERVICES**

#### **2018 Downtown Drainage and Sidewalk Project**

City of Brenham Project No. 2017-15

#### **Description of Project**

Project consists of design, bidding-related, construction-related, and survey services for approximately 60 linear feet of trench drains along railroad tracks at Church Street and approximately 620 linear feet of storm sewer lateral line on Park Street connecting the north side of the train tracks to the 2nd Street storm sewer trunk line. Project also will include approximately 260 linear feet of sidewalk improvements along Park Street including concrete curb and gutter street repair for storm sewer installation.

The project will be designed in accordance applicable City, State, and Federal requirements.

#### **General Services**

1. Engineer will reference the City's Project Title and the City's Project File Numbers on correspondence and submittals.
2. Engineer will manage the efforts of the project team members and consultants, assign manpower, delegate responsibilities, review progress, and monitor conformance to the scope regarding the budget and schedule.
3. Periodic meetings will be held to review the progress of the services, or to address other issues which may arise. The City shall initiate meetings that include Engineer and its consultants, and, if necessary, the City and other applicable parties. Engineer will prepare and deliver meeting record memorandum of decisions and action items to the City within three working days after each meeting.
4. Engineer will notify the City immediately of any deviation from the Scope of Services and Fee agreed to in this Agreement. Engineer shall not perform services outside of the scope without an amendment to this Agreement.
5. Engineer will submit invoices on the City's standard form to document and present the current status of each milestone noted to record activities and deliverables completed within the month, and to note activities planned for the next month.

#### **A. Design Phase Services**

1. The Engineer will provide design surveys as follows:

- a. Topographic survey: Conduct field survey to record features and improvements within the project area, public right-of-way, and permanent right-of-way of the Project, and on intersecting streets for a distance of 20 feet beyond the intersection of the right-of-way lines. For paving projects, extend the topographic survey at intersecting streets to 150 feet beyond the end of new pavement. Locate available monumentation for lot lines, lot street address (unless instructed otherwise by the City), tract lines, and rights-of-way. Identify visible underground structures (by type, type of service, size, invert elevations, and depth) including manholes, inlets, and junction boxes. Engineer will not open private utility manholes and junction boxes. Engineer will not provide confined space entry services.
  - b. Boundary Survey Right-of-Way Verification: Conduct field survey of road rights-of-way and property monuments for establishment of property boundaries within the estimated project limits. Property boundaries will be based on field survey, deed research, and review of other pertinent recorded data available.
  - c. Survey Control: Provide a survey control sheet drawn to a maximum scale of 1 inch=100 feet that will show location and give a description of the vertical and horizontal City of Brenham and/or survey control monuments used for the Project. The sheet will show both the survey base line and the Project alignment and give bearings and distances of control lines. The beginning point, P.I. points, and end point of both the Project alignment and the survey base line will list the City of Brenham survey control system coordinates and be tied into existing topography. Pertinent property monuments found will be shown on the map with station-offset references made to the Project alignment. Project benchmarks, swing-tie (three-point tie) sketches, benchmark loops, and traverse will be provided, as necessary. The survey control sheet will be signed, sealed, and dated by the registered surveyor responsible for the survey.
2. The Engineer will prepare necessary engineering drawings, specifications, and engineer's opinion of probable construction costs necessary for bidding and construction of the proposed project. Drawings and specifications prepared by the Engineer will be in general conformance with applicable City guidelines and standard details.
    - a. Obtain required signatures from other governmental agencies, public utilities, and private utilities, which may impact the Project prior to final approval by the City. Governmental agencies include Washington County, the Texas Department of Transportation, and the United States Army Corps of Engineers. Utility signatures include Bluebonnet Electric, AT&T, and cable TV.
    - b. Obtain necessary approvals (permits and license agreements) from Washington County prior to final approval by the City.

- c. Prepare a stormwater pollution prevention plan and details for construction activities in accordance with the City and/or other jurisdictional applicable guidelines, including preparation of the notice of intent form as appropriate.
- d. Prepare, as necessary, construction sequencing and traffic control protocol plans and details in accordance with general traffic engineering principles and practices governing traffic control during construction as prescribed by the applicable guidelines of the Texas Manual on Uniform Traffic Control Devices and/or City requirements.
- e. The following is intended to provide a general guideline of deliverables and milestones:

(1) 30 Percent Planning

Meet on site with the City following preparation of the topographic and boundary surveys. Preliminary alignments will be marked in the field and obtained by the surveyor for use in preparing the final construction documents.

(2) 90 Percent Drawings and Draft Specifications

- (a) Submit three sets of construction drawings including necessary plan sheets and details.
- (b) Submit three sets of draft construction specifications including the following:
  - (i) Table of Contents.
  - (ii) Document 00410 (Bid Form) with all bid items but excluding quantities.
  - (iii) Section 01110 (Summary of Work).
  - (iv) Technical Specifications (Divisions 0 through 16, as required).
  - (v) Supplemental and nonstandard technical specifications included in Divisions 2 through 16, identified.
  - (vi) An opinion of probable construction cost.
  - (vii) Documentation that drawings were submitted to private utilities for final review.

(3) Final Drawings and Specifications (100 Percent Design)

- (a) Submit bid-ready construction drawings, with review comments resolved (signed and sealed construction drawings with required signatures and construction specifications).
- (b) Submit quantity takeoff and documentation.

- (c) Assist with acquiring permit approval, as applicable, from Texas Department of Transportation, railroads, United States Army Corps of Engineers, and Washington County.
    - (d) Document submittals of drawings of the Texas Department of Licensing and Regulations for Americans with Disabilities Act requirements, if applicable.
  - f. Assist the City in procurement of Texas Department of Licensing and Regulation review and inspection services.
- 3. Engineer will provide architectural design considerations for sidewalks, planters, paving surfaces, and street lighting, and communicate with the private property owners with City-provided electrical connectivity/transformer locations.

**B. Bidding-Related Services**

- 1. Assist the City in preparing for and conducting the prebid conference for the project, including preparation of meeting minutes.
- 2. Prepare necessary addenda to address issues or clarifications necessary for the bidding process.
- 3. Furnish a tabulation of bids received with a written recommendation for the award of a construction contract, and submit within 24 hours after the bid opening.

**C. Construction-Related Services**

- 1. Provide construction contract administration services including shop drawing reviews, review of contractor requests for information and recommended response, contractor pay request, attendance at final inspection, preparation of list of items to be completed or corrected, record drawings, and project close-out. This scope of services does not include full or part-time observation services (see D. Additional Services).
- 2. Make site visits during times when the contractor is actively performing major construction activities. The site visits are anticipated to be a minimum of one visit biweekly, after the contractor has mobilized and is working.
- 3. Provide construction materials testing for the Project (via subconsultant). The subconsultant's proposal is included as Attachment B.

**D. Additional Services**

Engineer will provide the following services upon written authorization from City:

1. Resident Project Representative (RPR)

- a. Provide an RPR on site approximately two hours a day, two days a week, for the estimated 180 calendar days of construction. In furnishing observation services, Engineer's efforts will be directed toward determining for the City that the completed project will, in general, conform to the Contract Documents; but Engineer will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.
- b. Provide weekly written reports of the contractor activity.

2. Construction Staking Services

Provide construction staking services including alignment stakeout and elevation stakes with offsets, and cut sheets for construction of paving and/or utilities.

3. Additional Design Services

- a. Conduct additional field survey to record features and improvements for sidewalk route evaluation for connecting First and Church streets to the Project. The route begins at the southwest corner intersection of West Commerce and South Douglas Streets and ends at the intersection of First and South Park streets.
- b. Provide sidewalk route evaluation for the above mentioned route including exhibits showing the locations of proposed sidewalk routes.

**E. Services Not Provided**

- 1. Geotechnical Investigation
- 2. Hazmat soil testing/evaluation
- 3. Wetland Delineation
- 4. Flood Studies
- 5. Archeological
- 6. Land/Easement Procurement
- 7. Design Revisions after Approval
- 8. Services Related to Buried Waste and Contamination

## **ATTACHMENT "A" CONTINUED**

### **PART B OF ATTACHMENT A—BASIS OF COMPENSATION AND REIMBURSABLE EXPENSES**

#### **2018 Downtown Drainage and Sidewalk Project**

#### **City of Brenham Project No. 2017-15**

The following represents the estimated maximum compensation for the scope of services documented in Attachment A, Part A of this Agreement. If services beyond those specifically identified are determined necessary during the Project, Engineer shall not proceed with those services until such time written approval of the scope and any additional fees are approved by the City.

Services items A.1, A.2, A.3, B, C.1, and C.2 will be performed on an hourly rate basis not to exceed \$47,000. Service item C.3 will be performed for a fee not to exceed \$8,280. Additional Services items D.1 through D.3 will be performed on an hourly rate basis not to exceed a total of \$16,000.

| <b>Services</b>                                    | <b>Fee</b>       |
|----------------------------------------------------|------------------|
| A.1 Design Survey                                  | \$ 4,000         |
| A.2 Engineering Design                             | \$ 28,000        |
| A.3 Architectural Sidewalk/Streetscape Assistance  | \$ 3,000         |
| B Bidding-Related Services                         | \$ 2,500         |
| C.1 and C.2 Construction-Related Services          | \$ 9,500         |
| C.3 Construction Materials Testing (subconsultant) | \$ 8,280         |
| <b>Total</b>                                       | <b>\$ 55,280</b> |

| <b>Additional Services</b>          | <b>Fee</b>       |
|-------------------------------------|------------------|
| D.1 RPR Inspection                  | \$ 4,500         |
| D.2 Construction Staking Services   | \$ 5,000         |
| D.3.a Additional Topographic Survey | \$ 1,500         |
| D.3.b Sidewalk Route Evaluation     | \$ 5,000         |
| <b>Total</b>                        | <b>\$ 16,000</b> |

## SCHEDULE OF CHARGES

Compensation for engineering services shall be on an hourly basis at the rates set forth below which are subject to change annually on July 1.

| <u>Engineering Services Classification</u>                | <u>Hourly Billing Rates*</u> |
|-----------------------------------------------------------|------------------------------|
| Principal Engineer                                        | \$260                        |
| Senior Project Manager                                    | \$195                        |
| Project Managers                                          | \$155                        |
| Project Engineers                                         | \$120                        |
| Engineering Technicians                                   | \$110                        |
| Graduate Engineer                                         | \$105                        |
| NACE Certified Project Representative (Tank Construction) | \$ 90                        |
| Project Representative                                    | \$ 95                        |
| Computer-Aided Design and Drafting (CADD) Operator        | \$ 85                        |
| Administrative                                            | \$ 70                        |

\* Updated annually on July 1

Compensation for surveying services shall be on an hourly basis at the rates set forth below which are subject to change annually on July 1.

| <u>Surveying Services Classification</u>  | <u>Hourly Billing Rates*</u> |
|-------------------------------------------|------------------------------|
| Registered Professional Land Surveyor     | \$165                        |
| Surveying Technician                      | \$ 95                        |
| Three-Man Field Party                     | \$210                        |
| Two-Man Field Party                       | \$150                        |
| One-Man Field Party                       | \$ 95                        |
| Global Positioning System (GPS) Equipment | \$ 50                        |
| Robotic Total Station                     | \$ 30                        |

\* Updated annually on July 1

Subcontract costs shall be billed at invoice cost plus ten percent for handling.

**ATTACHMENT "B"**

**INSURANCE**

2018 Downtown Drainage and Sidewalk Project

City of Brenham Project No. 2017-15

**ATTACHMENT "C"**

**SUBCONSULTANT PROPOSAL**

2018 Downtown Drainage and Sidewalk Project

City of Brenham Project No. 2017-15

Attachment C



January 25, 2018

Mr. Jason Reimer, P.E.  
Strand Associates, Inc.  
203 South Jackson  
Brenham, Texas 77833  
979.421.4188 ext. 6241  
jason.reimer@strand.com

Re: Proposal for Professional Services - Construction Materials Testing  
Brenham Drainage Study Area 1  
Brenham, Texas  
Proposal Number: P17-0887-02

Dear Mr. Reimer:

Gessner Engineering is pleased to submit this proposal to provide construction materials testing services for the above referenced project. Services will be provided in accordance with the Agreement for Professional Services dated June 3, 2016 and a subsequently issued task order for the services identified within this proposal. This proposal is valid for 90 days.

We appreciate the opportunity to provide these services and look forward to being a part of your project team.

Sincerely,  
**GESSNER ENGINEERING, F-7451**

A handwritten signature in blue ink, appearing to read 'Rene Chaho', with a stylized flourish at the end.

Rene Chaho  
Lab Manager, College Station

COLLEGE STATION 979 680 8840 • BRENHAM 979 836 6855 • FORT WORTH 817 403 2140 • SAN ANTONIO 210 305 4792

2501 Ashford Drive, Suite 102 / College Station, Texas 77840 • Fax 979 680 8841 • [www.gessnerengineering.com](http://www.gessnerengineering.com)

CIVIL STRUCTURAL GEOTECHNICAL LAND SURVEYING CONSTRUCTION MATERIALS TESTING

# PROPOSAL FOR PROFESSIONAL SERVICES - CONSTRUCTION MATERIALS TESTING

## BRENHAM DRAINAGE STUDY AREA 1

### PROJECT DESCRIPTION

The project will include soil compaction and concrete testing. Work beyond this scope and retesting failed tests will be billed as additional services in accordance with the Gessner Engineering Standard Rate Schedule.

### SCOPE OF SERVICES

The construction materials testing (CMT) scope will include the following services:

#### PARK STREET

##### EARTHWORK

- Estimate three (3) standard proctor (ASTM D698) compaction curves for utility trench backfill material
- Estimate four (4) trips for in-place nuclear density testing of utility trench backfill material with three (3) tests taken per trip
- Estimate three (3) sets of four (4) unconfined compressive strength cylinders for cement stabilized sand utility trench backfill material
- Estimate one (1) proof roll of pavement subgrade material
- Estimate one (1) percent lime determination of pavement subgrade material
- Estimate two (2) field lime gradations of lime stabilized pavement subgrade material
- Estimate two (2) standard proctor (ASTM D698) compaction curves for lime stabilized pavement subgrade material
- Estimate two (2) trips for in-place nuclear density testing of lime stabilized pavement subgrade material with three (3) tests taken per trip
- Estimate one (1) trip for measuring the depth of lime stabilized pavement subgrade layer

##### CONCRETE

- Estimate one (1) concrete pour for concrete pavement with six (6) sets of four (4) cylinders cast per pour
- Estimate two (2) concrete pours for inlets, junction boxes, and other drainage structures with one (1) set of four (4) cylinders cast per pour

#### CHURCH STREET

##### EARTHWORK

- Estimate one (1) standard proctor (ASTM D698) compaction curve for utility trench backfill material
- Estimate one (1) trip for in-place nuclear density testing of utility trench backfill material with three (3) tests taken per trip
- Estimate one (1) proof roll of pavement subgrade material
- Estimate one (1) field lime gradation of lime stabilized building subgrade material
- Estimate one (1) standard proctor (ASTM D698) compaction curve for lime stabilized pavement subgrade material
- Estimate one (1) trip for in-place nuclear density testing of lime stabilized pavement subgrade material with three (3) tests taken per trip
- Estimate one (1) trip for measuring the depth of lime stabilized pavement subgrade layer

##### CONCRETE

- Estimate one (1) concrete pour for concrete pavement with one (1) set of four (4) cylinders cast per pour
- Estimate one (1) concrete pour for inlets and drainage structures with one (1) set of four (4) cylinders cast per pour

##### PROJECT MANAGEMENT

- Estimate five (5) hours of CMT project management time

# PROPOSAL FOR PROFESSIONAL SERVICES - CONSTRUCTION MATERIALS TESTING

## BREHAM DRAINAGE STUDY AREA 1

### EXCLUSIONS

Gessner Engineering will give price estimations for items excluded from this estimate or other materials testing services at Client request. The following items are excluded from this agreement:

- Wait time (delayed pour start times, slow concrete delivery, equipment breakdowns, etc.)
- Professional engineering inspection or consultation time
- Retesting of tests that do not meet specifications
- Weekend Technician Rate of \$66.00 per hour
- Concrete and asphalt mix designs

### FEE BREAKDOWN

Please note that all figures are estimates for budgeting purposes based on information provided to us. Actual services and testing performed are dependent on the contractor and conditions encountered during project construction. Services as described herein will be provided on a time and expense basis.

|                    |                |
|--------------------|----------------|
| <b>PARK STREET</b> |                |
| Earthwork          | \$3,798        |
| Concrete           | \$1,565        |
| <b>PARK STREET</b> |                |
| Earthwork          | \$1,100        |
| Concrete           | \$614          |
| Project management | \$450          |
| <hr/>              |                |
| <b>TOTAL</b>       | <b>\$7,527</b> |

If the project is abandoned prior to completion, payment shall be due the date the project is abandoned and shall be based upon the services performed.



## AGENDA ITEM 13

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>DATE SUBMITTED:</b> March 1, 2018                                                                                                                                                          |
| <b>DEPT. OF ORIGIN:</b> Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>SUBMITTED BY:</b> Dane Rau                                                                                                                                                                 |
| <b>MEETING TYPE:</b><br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> WORK SESSION |
| <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                               |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon a Proposed Rate Increase by Waste Connections Inc. for Commercial Sanitation Services Within the City of Brenham and Authorize the Mayor to Execute Any Necessary Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |
| <b>SUMMARY STATEMENT:</b> On March 22, 2016 the City of Brenham entered into an exclusive agreement with Progressive Waste (now known as Waste Connections) to provide commercial garbage collection to local businesses and industries within city limits. The original agreement was for five (5) years with a commencement date of May 1, 2016. When the bids were awarded it was with great pleasure that Waste Connections came in at an average of 9% lower than the previous rates charged by Texas Commercial Waste. Waste Connections has provided a good service to our customers and complaints have been minimal.<br><br>Due to the most recent Consumer Price Index changes from 2017-2018 combined with increased disposal fees Waste Connections has informed the City of Brenham that a 3.86% increase is needed at this time to cover those additional operational costs. Staff has looked at the proposed rates and understands the increase proposed by Waste Connection is adequate and justifiable according to the language in the 2016 contract.<br><br>A letter detailing the proposed rate increase was sent to customers on February 26 <sup>th</sup> . This letter explained the request and also notified customers that this increase would be presented to council. If approved, the increased rates will become effective May 1, 2018 and will be noticed on utility bills in June for May usage.<br><br>Staff recommends councils approval of the 3.86% rate increase proposed by Waste Connections. |                                                                                                                                                                                               |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b> No change in service provider<br><b>B. CONS:</b> Rates for commercial sanitation customers will rise 3.86%.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |

|                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ATTACHMENTS:</b> (1) Letter from Waste Connections; (2) Proposed Rate Schedule; and (3) Letter issued to sanitation customers                                                                                 |
| <b>FUNDING SOURCE (Where Applicable):</b>                                                                                                                                                                        |
| <b>RECOMMENDED ACTION:</b> Approve a 3.86% rate increase by Waste Connections Inc. for Commercial Sanitation Services within the City of Brenham and authorize the Mayor to execute any necessary documentation. |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                   |



WASTE CONNECTIONS INC.  
*Connect with the Future®*

January 22, 2018

James Fisher, City Manager  
City of Brenham  
PO Box 1059  
Brenham, TX 77834

Dear Mr. Fisher:

Waste Connections, formerly Progressive Waste Solutions appreciates the opportunity to have serviced your community this past year. We have made every effort to ensure that you receive the best service possible at the most affordable prices.

As per our agreement, we must request from the City of Brenham the annual Consumer Price Index (CPI) rate adjustment called for in our agreement. The percentage of increase, calculated by the mechanism within our agreement, equals a 3.86% increase to your rates. I have enclosed the CPI information as well as a sheet with the revised rates for the services we provide. We request that these new rates for services rendered become effective May 1, 2018.

Waste Connections is committed to maintaining the highest quality of service to the City of Brenham. We would like to take this opportunity to thank the City staff, business community, and residents for your continued patronage.

Sincerely,

Kimberly Fulp, CPA  
Waco District Controller  
Progressive Waste Solutions of TX, Inc.  
d/b/a WC of Texas

Enclosure



**SANITATION FEES  
PROPOSED EFFECTIVE DATE 5.1.18**

| CONTAINER SIZE | PICKUPS<br>PER WEEK | CURRENT<br>MONTHLY<br>CHARGE | PROPOSED NEW<br>RATE |
|----------------|---------------------|------------------------------|----------------------|
| <b>2 Yard</b>  | 1                   | \$ 63.00                     | 65.43                |
|                | 2                   | 114.00                       | 118.40               |
|                | 3                   | 165.00                       | 171.36               |
|                | 4                   | 217.00                       | 225.37               |
|                | 5                   | 268.00                       | 278.34               |
|                | 6                   | 275.00                       | 285.61               |
| <b>4 Yard</b>  | 1                   | \$ 79.00                     | 82.05                |
|                | 2                   | 146.00                       | 151.63               |
|                | 3                   | 213.00                       | 221.22               |
|                | 4                   | 281.00                       | 291.84               |
|                | 5                   | 348.00                       | 361.42               |
|                | 6                   | 416.00                       | 432.05               |
| <b>8 Yard</b>  | 1                   | \$103.00                     | 106.97               |
|                | 2                   | 186.00                       | 193.17               |
|                | 3                   | 270.00                       | 280.42               |
|                | 4                   | 345.00                       | 358.31               |
|                | 5                   | 428.00                       | 444.51               |
|                | 6                   | 512.00                       | 531.75               |
| <b>CARTS</b>   | 1 cart              | \$ 18.00                     | 18.69                |
|                | 2 carts             | 30.00                        | 31.15                |
|                | 3 carts             | 42.00                        | 43.62                |

**ADDITIONAL CHARGES**

| Current Charge | Proposed New<br>Rate |                                                                                                                         |
|----------------|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| \$15.00        | \$15.58              | Additional fee for any location where container was blocked and the collection vehicle must return to provide service.  |
| \$20.00        | \$20.77              | Additional fee for extra pickup requested by customer in addition to the scheduled service on a 2 cubic yard container. |
| \$30.00        | \$31.16              | Additional fee for extra pickup requested by customer in addition to the scheduled service on a 4 cubic yard container  |
| \$40.00        | \$41.54              | Additional fee for extra pickup requested by customer in addition to the scheduled service on a 8 cubic yard container. |

**\*\*\*\*\*LOCK BAR - \$45.00\*\*\*\*\***



February 26, 2018

Dear Commercial Sanitation Customer

The City of Brenham would like to inform our commercial sanitation customers of a rate increase proposed to us by Waste Connections (formerly Progressive Waste). On January 22, 2018, the City of Brenham received a letter from Waste Connections stating that based on the annual Consumer Price Index (CPI) and a small increase of disposal fees, a 3.86% increase is needed for the collection of dumpsters and carts.

In 2016, this service was bid out and providers changed. Waste Connections' rates were an average of 9% lower than the previous service provider. These savings were passed along, resulting in a savings for most commercial sanitation customers.

This proposal will be presented to our City Council on March 8, 2018 and if approved, new rates will go into effect May 1, 2018. Attached is the proposed rate schedule. .

If you have any questions, please do not hesitate to contact me.

Sincerely,

Dane Rau  
Director of Public Works



## AGENDA ITEM 14

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------|------------------------|-------------------|---------------------------------------------|-----------------------------------------|--------------------------------------------------|----------------------------------|----------------------------------|--------------------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------------|--|---------------------------------------|--|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>DATE SUBMITTED:</b> March 1, 2018        |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <b>DEPT. OF ORIGIN:</b> Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>SUBMITTED BY:</b> Dane Rau               |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><b>MEETING TYPE:</b></td> <td style="width: 33%; vertical-align: top;"><b>CLASSIFICATION:</b></td> <td style="width: 33%; vertical-align: top;"><b>ORDINANCE:</b></td> </tr> <tr> <td><input checked="" type="checkbox"/> REGULAR</td> <td><input type="checkbox"/> PUBLIC HEARING</td> <td><input type="checkbox"/> 1<sup>ST</sup> READING</td> </tr> <tr> <td><input type="checkbox"/> SPECIAL</td> <td><input type="checkbox"/> CONSENT</td> <td><input type="checkbox"/> 2<sup>ND</sup> READING</td> </tr> <tr> <td><input type="checkbox"/> EXECUTIVE SESSION</td> <td><input checked="" type="checkbox"/> REGULAR</td> <td><input type="checkbox"/> RESOLUTION</td> </tr> <tr> <td></td> <td><input type="checkbox"/> WORK SESSION</td> <td></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             | <b>MEETING TYPE:</b>                             | <b>CLASSIFICATION:</b> | <b>ORDINANCE:</b> | <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> 1 <sup>ST</sup> READING | <input type="checkbox"/> SPECIAL | <input type="checkbox"/> CONSENT | <input type="checkbox"/> 2 <sup>ND</sup> READING | <input type="checkbox"/> EXECUTIVE SESSION | <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> RESOLUTION |  | <input type="checkbox"/> WORK SESSION |  |
| <b>MEETING TYPE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>CLASSIFICATION:</b>                      | <b>ORDINANCE:</b>                                |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <input checked="" type="checkbox"/> REGULAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> PUBLIC HEARING     | <input type="checkbox"/> 1 <sup>ST</sup> READING |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <input type="checkbox"/> SPECIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> CONSENT            | <input type="checkbox"/> 2 <sup>ND</sup> READING |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> RESOLUTION              |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> WORK SESSION       |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon Bid No. 18-007 for Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute any Necessary Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <b>SUMMARY STATEMENT:</b> On February 27th, the Purchasing Department opened bids for the annual Mowing and Cleanup Services that are performed throughout the city. There were bids 4 bids received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <p>This bid contains 21 locations around the city that consists of open park property, medians, vacant city owned lots, municipal facilities, and code enforcement mowing options. Originally, in 2016 this bid consisted of 18 locations along with code enforcement but due to operational changes and the addition of the Owsley Gardens, Library expansion and Jackson St Park it has increased to 21 locations.</p> <p>Based on the bid recap Gene's Services submitted the lowest bid. Staff feels very comfortable awarding the bid to Gene's Services since he has been the current vendor for the past five years. Gene Patrick has done an outstanding job and has been willing to work with the city on additions or deletions as they have come up. He also provides a quality service and meets all of our specification regarding this bid.</p> <p>Due to the changes over the last year the 2018 bids came in at \$17,051 higher than 2016. This is due mainly from the addition of Jackson St Park, which was \$17,920. To offset this cost an operational adjustment was made with a reduction in force in Parks personnel that allowed this park to be contracted out along with the Brenham State Supported Living Center taking over the janitorial service in our Parks system.</p> <p>Staff is recommending that council award the Mowing and Cleanup Services Contract to Gene's Services in the amounts shown on the bid recap. Total costs expected annually based off 32 mowings per year is \$55,191.00. Code enforcement rates were based off unit price per occurrence. These costs are split up based on the service provided to each department.</p> |                                             |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <b>A. PROS:</b> Very competitive bid. Bid will be awarded to same company who has performed services over last five years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                             |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |
| <b>B. CONS:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                             |                                                  |                        |                   |                                             |                                         |                                                  |                                  |                                  |                                                  |                                            |                                             |                                     |  |                                       |  |

|                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                   |
| <b>ATTACHMENTS:</b> (1) Bid Information Sheet; and (2) Bid Recap Sheet                                                                                                                          |
| <b>FUNDING SOURCE (Where Applicable):</b> Numerous departments                                                                                                                                  |
| <b>RECOMMENDED ACTION:</b> Award Bid No. 18-007 to Gene's Services for mowing and cleanup services for various city departments and authorize the Mayor to execute any necessary documentation. |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                  |



Bid Information Sheet

February 27, 2018

IFB #18-007

For: Mowing, Grounds Maintenance & Cleanup Services

Purchase not to exceed budgeted funds.

Number of completed bids returned to Purchasing: 4

| MOWING, GROUNDS MAINTENANCE & CLEANUP SERVICES-IFB #18-007                 |                            |                                 |               |                                 |               |                                 |               |                                 |               |
|----------------------------------------------------------------------------|----------------------------|---------------------------------|---------------|---------------------------------|---------------|---------------------------------|---------------|---------------------------------|---------------|
| BID RECAP                                                                  |                            |                                 |               |                                 |               |                                 |               |                                 |               |
|                                                                            | APPROX.<br># OF<br>MOWINGS | PLM TEXAS                       |               | COLTON RHODES                   |               | PREMIERSCAPE SERVICES LLC       |               | GENE'S SERVICES                 |               |
|                                                                            |                            | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST |
| PARKS DEPARTMENT                                                           |                            |                                 |               |                                 |               |                                 |               |                                 |               |
| 1. Becker Dr. & Stonehollow-Median                                         | 32                         | 15.00                           | 480.00        | 35.00                           | 1,120.00      | 27.75                           | 888.00        | 10.00                           | 320.00        |
| 2. 1800 Blk of Longwood Dr.-Median                                         | 32                         | 15.00                           | 480.00        | 30.00                           | 960.00        | 4.75                            | 152.00        | 10.00                           | 320.00        |
| 3. 1800 Longwood Dr.-Police Bldg. Yard                                     | 32                         | 85.00                           | 2,720.00      | 250.00                          | 8,000.00      | 168.90                          | 5,404.80      | 62.50                           | 2,000.00      |
| 4. Hwy 290 & FM 389-290 Right-of-Way-Landscape Area                        | 12                         | 95.00                           | 1,140.00      | 375.00                          | 4,500.00      | 76.91                           | 922.92        | 65.00                           | 780.00        |
| 5. S. Market St. & E. Stone St.-Median                                     | 32                         | 15.00                           | 480.00        | 55.00                           | 1,760.00      | 41.95                           | 1,342.40      | 15.00                           | 480.00        |
| 6. 1710 E. Tom Green-Boys & Girls Club Yard                                | 32                         | 40.00                           | 1,280.00      | 300.00                          | 9,600.00      | 147.60                          | 4,723.20      | 55.00                           | 1,760.00      |
| 7. 1800 E. Tom Green-Blue Bell Aquatic Center Yard                         | 32                         | 120.00                          | 3,840.00      | 450.00                          | 14,400.00     | 179.13                          | 5,732.16      | 130.00                          | 4,160.00      |
| 8. W. Main & MLK Pkwy.-Median                                              | 32                         | 15.00                           | 480.00        | 20.00                           | 640.00        | 3.60                            | 115.20        | 8.00                            | 256.00        |
| 9. MLK Pkwy./W. Jefferson-Median                                           | 32                         | 30.00                           | 960.00        | 60.00                           | 1,920.00      | 154.00                          | 4,928.00      | 35.00                           | 1,120.00      |
| 10. 900 E. Alamo St.-Jerry Wilson Park                                     | 32                         | 85.00                           | 2,720.00      | 225.00                          | 7,200.00      | 280.00                          | 8,960.00      | 65.00                           | 2,080.00      |
| 11. Main & E. Alamo-Median                                                 | 32                         | 15.00                           | 480.00        | 50.00                           | 1,600.00      | 16.17                           | 517.44        | 15.00                           | 480.00        |
| 12. 1804 Longwood Dr-Animal Shelter/Pet Adoption Ctr.                      | 32                         | 50.00                           | 1,600.00      | 145.00                          | 4,640.00      | 143.60                          | 4,595.20      | 62.50                           | 2,000.00      |
| 13. 1308 Old Independence Rd.-Linda Anderson<br>Park (Exclude ball fields) | 32                         | 325.00                          | 10,400.00     | 1,825.00                        | 58,400.00     | 717.56                          | 22,961.92     | 300.00                          | 9,600.00      |
| 14. 404 N. Chappell Hill St.-Vacant Lot                                    | 32                         | 25.00                           | 800.00        | 42.00                           | 1,344.00      | 44.71                           | 1,430.72      | 10.00                           | 320.00        |
| 15. 101 N. Chappell Hill St.-Fire Dept. Yard                               | 32                         | 35.00                           | 1,120.00      | 180.00                          | 5,760.00      | 145.45                          | 4,654.40      | 55.00                           | 1,760.00      |
| 16. 200 Blk of W. Vulcan (Vulcan & Baylor)-Parking<br>Lot Area             | 32                         | 20.00                           | 640.00        | 75.00                           | 2,400.00      | 31.02                           | 992.64        | 15.00                           | 480.00        |
| 17. W. Main & Alamo-Medians                                                |                            |                                 |               |                                 |               |                                 |               |                                 |               |
| a. 100 St. Joseph & 1000 Main View                                         | 32                         | 10.00                           | 320.00        | 25.00                           | 800.00        | 28.88                           | 924.16        | 10.00                           | 320.00        |
| b. 900 W. Alamo & 200 Heights Circle                                       | 32                         | 10.00                           | 320.00        | 40.00                           | 1,280.00      | 19.38                           | 620.16        | 10.00                           | 320.00        |
| c. W. Main & E. Alamo                                                      | 32                         | 10.00                           | 320.00        | 40.00                           | 1,280.00      | 11.31                           | 361.92        | 10.00                           | 320.00        |
| 18. 700 MLK Pkwy.-Hattie Mae Flowers Park                                  | 32                         | 200.00                          | 6,400.00      | 630.00                          | 20,160.00     | 290.97                          | 9,311.04      | 175.00                          | 5,600.00      |
| 21. 1800 E. Tom Green-Jackson St. Park                                     | 32                         | 525.00                          | 16,800.00     | 1,579.68                        | 50,549.76     | 854.64                          | 27,348.48     | 560.00                          | 17,920.00     |
| SUBTOTAL                                                                   |                            |                                 | 53,780.00     |                                 | 198,313.76    |                                 | 106,886.76    |                                 | 52,396.00     |
| 19.-20. 100 MLK Pkwy-Library and Serenity Park                             |                            |                                 |               |                                 |               |                                 |               |                                 |               |
| a. Landscape Service                                                       | 22                         | 45.00                           | 990.00        | 315.00                          | 6,930.00      | 315.00                          | 6,930.00      | 97.50                           | 2,145.00      |
| b. Re-mulch                                                                | 2                          | 720.00                          | 1,440.00      | 745.00                          | 1,490.00      | 745.00                          | 1,490.00      | 325.00                          | 650.00        |
| SUBTOTAL                                                                   |                            |                                 | 2,430.00      |                                 | 8,420.00      |                                 | 8,420.00      |                                 | 2,795.00      |
| GRAND TOTAL                                                                |                            |                                 | 56,210.00     |                                 | 206,733.76    |                                 | 115,306.76    |                                 | 55,191.00     |

|                                                                                                                                                                                                                     | PLM TEXAS                       |               | COLTON RHODES                   |               | PREMIERSCAPE SERVICES LLC       |               | GENE'S SERVICES                 |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------|---------------------------------|---------------|---------------------------------|---------------|---------------------------------|---------------|
|                                                                                                                                                                                                                     | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST | UNIT PRICE<br>PER<br>OCCURRENCE | TOTAL<br>COST |
| <b>CODE VIOLATION PROPERTIES</b>                                                                                                                                                                                    |                                 |               |                                 |               |                                 |               |                                 |               |
| 1. Mowing/trimming/weed eating of standard vacant residential lot, price on a per lot basis. Includes mowing, trimming/weed eating of alley or easement to midline of said alley or easement.                       | 45.00                           | UNKNOWN       | 40.00-80.00                     | UNKNOWN       | 44.00                           | UNKNOWN       | 40.00                           | UNKNOWN       |
| 2. Same as above, except with a house on the standard lot, priced on a per lot basis. Includes mowing, trimming/ weed eating of alley or easement to the midline of said alley or easement.                         | 35.00                           | UNKNOWN       | 40.00-80.00                     | UNKNOWN       | 52.00                           | UNKNOWN       | 35.00                           | UNKNOWN       |
| 3. Mowing, trimming of property in excess of one (1) acre (42,560 sq. ft.), priced on a per acre basis.                                                                                                             | 35.00                           | UNKNOWN       | 155.00                          | UNKNOWN       | 145.57                          | UNKNOWN       | 25.00                           | UNKNOWN       |
| 4. Mowing, trimming/weed eating of an alley or easement to the midline of said alley or easement.                                                                                                                   | 35.00                           | UNKNOWN       | 20.00-85.00                     | UNKNOWN       | 52.00                           | UNKNOWN       | 25.00                           | UNKNOWN       |
| 5. Hauling of trash, debris and rubbish, priced per load (6'x16'x4" utility trailer) and to include: vehicle, machinery and disposal cost. Dumping fee at landfill requires submission of ticket for reimbursement. | 100.00                          | UNKNOWN       | 200.00-375.00                   | UNKNOWN       | 165.00                          | UNKNOWN       | 75.00                           | UNKNOWN       |
| 6. Cutting of any over-hanging tree limbs, bushes, or any other vegetation that is considered an encroachment. Priced on per worker per hour basis.                                                                 | 15.00                           | UNKNOWN       | 85.00-135.00/hr.                | UNKNOWN       | 35.00                           | UNKNOWN       | 15.00                           | UNKNOWN       |
| 7. Repair of residential/commercial fences. Priced per hour for (2) workers.                                                                                                                                        | 30.00                           | UNKNOWN       | 85.00-135.00/hr.                | UNKNOWN       | 85.00                           | UNKNOWN       | 30.00                           | UNKNOWN       |
| 8. Removal of residential fences. Priced per worker per hour.                                                                                                                                                       | 15.00                           | UNKNOWN       | 85.00-135.00/hr.                | UNKNOWN       | 35.00                           | UNKNOWN       | 15.00                           | UNKNOWN       |
| 9. Abatement or treatment (with a mosquito larvicide) of stagnant water. Priced per worker per hour.                                                                                                                | 35.00                           | UNKNOWN       | 85.00-135.00/hr.                | UNKNOWN       | 65.00                           | UNKNOWN       | 18.00                           | UNKNOWN       |
| 10. Covering of open wells or cisterns in a secure manner, or the filling of open wells or cisterns with earth or other appropriate matter to the ground surface level. Priced per worker per hour.                 | 35.00                           | UNKNOWN       | 85.00-135.00/hr.                | UNKNOWN       | 65.00                           | UNKNOWN       | 18.00                           | UNKNOWN       |



## AGENDA ITEM 15

|                                                                                                                                                                                                                                                 |                                             |                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                          | <b>DATE SUBMITTED:</b> February 23, 2018    |                                                  |
| <b>DEPT. OF ORIGIN:</b> Police                                                                                                                                                                                                                  | <b>SUBMITTED BY:</b> Russell R. Pancoast    |                                                  |
| <b>MEETING TYPE:</b>                                                                                                                                                                                                                            | <b>CLASSIFICATION:</b>                      | <b>ORDINANCE:</b>                                |
| <input checked="" type="checkbox"/> REGULAR                                                                                                                                                                                                     | <input type="checkbox"/> PUBLIC HEARING     | <input type="checkbox"/> 1 <sup>ST</sup> READING |
| <input type="checkbox"/> SPECIAL                                                                                                                                                                                                                | <input type="checkbox"/> CONSENT            | <input type="checkbox"/> 2 <sup>ND</sup> READING |
| <input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                      | <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> RESOLUTION              |
|                                                                                                                                                                                                                                                 | <input type="checkbox"/> WORK SESSION       |                                                  |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon the Acceptance of a Donation in the Amount of \$20,000.00 to the Brenham Pet Adoption and Care Center and Authorize the Mayor to Execute Any Necessary Documentation              |                                             |                                                  |
| <b>SUMMARY STATEMENT:</b> Robert and Angela Knauss have given a donation to the animal shelter for \$20,000.00 and requested that the money be split between the Phase 2 Shelter Facilities and animal adoption and community outreach efforts. |                                             |                                                  |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><br><b>A. PROS:</b> Funds will assist with future Phase 2 Animal Shelter plans and our ongoing animal adoption community outreach efforts.<br><b>B. CONS:</b> None           |                                             |                                                  |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b> Funding by City General Fund.                                                                                                                                                     |                                             |                                                  |
| <b>ATTACHMENTS:</b> None                                                                                                                                                                                                                        |                                             |                                                  |
| <b>FUNDING SOURCE (Where Applicable):</b> Donation                                                                                                                                                                                              |                                             |                                                  |
| <b>RECOMMENDED ACTION:</b> Accept a donation in the amount of \$20,000.00 from the Knauss Family to the Brenham Pet Adoption and Care Center and authorize the Mayor to execute any necessary documentation                                     |                                             |                                                  |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                                                  |                                             |                                                  |



## AGENDA ITEM 16

|                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                      |                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                           | <b>DATE SUBMITTED:</b> February 28, 2018                                                                                                                                                             |                                                                                                                                                                  |
| <b>DEPT. OF ORIGIN:</b> Administration                                                                                                                                                                                                                                                                                                                                                           | <b>SUBMITTED BY:</b> Kacey Weiss                                                                                                                                                                     |                                                                                                                                                                  |
| <b>MEETING TYPE:</b><br><input checked="checked" type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                     | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input checked="checked" type="checkbox"/> REGULAR<br><input type="checkbox"/> WORK SESSION | <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon a Request for a Noise Variance from Jesus Christ is the Answer for a Church Gathering on March 23, 2018 from 7:00 p.m. – 10:00 p.m. at Fireman’s Park and Authorize the Mayor to Execute Any Necessary Documentation                                                                                                               |                                                                                                                                                                                                      |                                                                                                                                                                  |
| <b>SUMMARY STATEMENT:</b> Martha Villasana from Jesus Christ is the Answer has requested a noise variance to hold a church gathering on March 23, 2018 from 7:00 p.m. – 10:00 p.m. at Fireman’s Park. Their church band will be there performing. They will be using sound amplification equipment. Both the Police Department and the Fire Department have approved the noise variance request. |                                                                                                                                                                                                      |                                                                                                                                                                  |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                      |                                                                                                                                                                  |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                      |                                                                                                                                                                  |
| <b>ATTACHMENTS:</b> (1) Noise Variance Request                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |                                                                                                                                                                  |
| <b>FUNDING SOURCE (Where Applicable):</b>                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                      |                                                                                                                                                                  |
| <b>RECOMMENDED ACTION:</b> Approve a request for a noise variance from Jesus Christ is the Answer for a church gathering to be held on March 23, 2018 from 7:00 p.m. – 10:00 p.m. at Fireman’s Park and authorize the Mayor to execute any necessary documentation                                                                                                                               |                                                                                                                                                                                                      |                                                                                                                                                                  |
| <b>APPROVALS:</b> James Fisher                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |                                                                                                                                                                  |

NOISE VARIANCE REQUEST

Application Fee \$10.00

1. Name of sponsoring organization: Jesus Christ is the Answer Church
2. Name and address of individual making application on behalf of sponsoring organization: Martha Villasana 1606 Oil Field Rd.  
Bellville, TX 77418
3. Purpose of the Event: Church gathering (worship)
4. Location of Event: Fireman's Park (pavillion)
5. Date of the event: March 23<sup>rd</sup>, 2018
6. Time of Event: 7:00 pm to 10:00 pm
7. Event Set-up: From: 2 pm To: 6 pm  
Event Clean-up: From: 10 pm To: 5:00 pm
8. You are required to describe the following:
  - a) Types of Activities Planned and any additional information specific to this event: worship with music and preaching  
BBQ dinner
  - b) Bands/Musical Instruments: Live Band = guitar, bass, drums,
  - c) Sound amplification equipment: Key board Speakers
  - d) Cleanup provisions: church members and I

Martha Villasana

Name of Applicant (Printed or Typed)

Date: \_\_\_\_\_

Martha Villasana  
Applicant or Authorized Person's Signature

Phone: 979-877-5292

Have you ever been found guilty of a criminal offense involving crimes against property, moral turpitude, and/or a felony by any Court? Yes ☒ No. If "Yes", please identify the offense, State of conviction and penalty imposed (attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Paid 02/12/18  
check #849  
KW

Thanks !



## AGENDA ITEM 17

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>DATE SUBMITTED:</b> March 2, 2018                                                                                                                                                          |
| <b>DEPT. OF ORIGIN:</b> Administration                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>SUBMITTED BY:</b> James Fisher                                                                                                                                                             |
| <b>MEETING TYPE:</b><br><input type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input checked="" type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                                                                                                | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> WORK SESSION |
| <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                               |
| <b>AGENDA ITEM DESCRIPTION:</b> Section 551.087 – Texas Government Code – Economic Development Negotiations – Discuss and Deliberate Project Chatt Regarding Commercial or Financial Information that the City Has Received from a Business Prospect and the Offer of Financial or Other Incentives to a Business Prospect that the City Seeks to Have Locate In or Near the City of Brenham and With Which the City is Conducting Economic Development Negotiations |                                                                                                                                                                                               |
| <b>SUMMARY STATEMENT:</b> To be discussed in Executive Session.                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                               |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                               |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |
| <b>ATTACHMENTS:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                               |
| <b>FUNDING SOURCE (Where Applicable):</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                               |
| <b>RECOMMENDED ACTION:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                               |
| <b>APPROVALS:</b> Milton Y. Tate, Jr.                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                               |



## AGENDA ITEM 18

|                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                                                 | <b>DATE SUBMITTED:</b> March 2, 2018                                                                                                                                                          |                                                                                                                                                                  |
| <b>DEPT. OF ORIGIN:</b> Administration                                                                                                                                                                                                                                                                                                                                                                 | <b>SUBMITTED BY:</b> James Fisher                                                                                                                                                             |                                                                                                                                                                  |
| <b>MEETING TYPE:</b><br><input type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input checked="" type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                                                  | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> WORK SESSION | <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION |
| <b>AGENDA ITEM DESCRIPTION:</b> Section 551.071 and Section 551.072, Texas Government Code – Consultation with Attorney and Deliberation Regarding Real Property – Discussion and Deliberation, and Consultation with City Attorney, Regarding the Lease Between City of Brenham and Brenham Heritage Museum, Inc. Concerning the Real Property Located at 105 S. Market Street, and Associated Issues |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>SUMMARY STATEMENT:</b> To be discussed in Executive Session.                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>ATTACHMENTS:</b> None                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>FUNDING SOURCE (Where Applicable):</b>                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>RECOMMENDED ACTION:</b> None                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>APPROVALS:</b> Milton Y. Tate, Jr.                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                               |                                                                                                                                                                  |



## AGENDA ITEM 19

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| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                                                                        | <b>DATE SUBMITTED:</b> March 1, 2018                                                                                                                                                          |                                                                                                                                                                  |
| <b>DEPT. OF ORIGIN:</b> Administration                                                                                                                                                                                                                                                                                                                                        | <b>SUBMITTED BY:</b> James Fisher                                                                                                                                                             |                                                                                                                                                                  |
| <b>MEETING TYPE:</b><br><input type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input checked="" type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                                                                         | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> WORK SESSION | <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION |
| <b>AGENDA ITEM DESCRIPTION:</b> Section 551.071 – Texas Government Code – Consultation with Attorney – Deliberation Regarding the Construction Contract Between the City of Brenham and GCP Contractors, LLC, Including But Not Limited to a Tender, Release and Substitution Agreement, the Termination of Said Contract and Other Associated Matters and Available Remedies |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>SUMMARY STATEMENT:</b> To be discussed in Executive Session.                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                                                                         |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>ATTACHMENTS:</b> None                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>FUNDING SOURCE (Where Applicable):</b>                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>RECOMMENDED ACTION:</b> None.                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                               |                                                                                                                                                                  |
| <b>APPROVALS:</b> Milton Y. Tate, Jr.                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                               |                                                                                                                                                                  |



## AGENDA ITEM 20

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| <b>DATE OF MEETING:</b> March 22, 2018                                                                                                                                                                                                                                                                                             | <b>DATE SUBMITTED:</b> March 1, 2018                                                                                                                                                          |
| <b>DEPT. OF ORIGIN:</b> Administration                                                                                                                                                                                                                                                                                             | <b>SUBMITTED BY:</b> James Fisher                                                                                                                                                             |
| <b>MEETING TYPE:</b><br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> SPECIAL<br><input type="checkbox"/> EXECUTIVE SESSION                                                                                                                                                                              | <b>CLASSIFICATION:</b><br><input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> CONSENT<br><input checked="" type="checkbox"/> REGULAR<br><input type="checkbox"/> WORK SESSION |
| <b>ORDINANCE:</b><br><input type="checkbox"/> 1 <sup>ST</sup> READING<br><input type="checkbox"/> 2 <sup>ND</sup> READING<br><input type="checkbox"/> RESOLUTION                                                                                                                                                                   |                                                                                                                                                                                               |
| <b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon a Tender, Release and Substitution Agreement, the Termination of the Construction Contract Between the City of Brenham and GCP Contractors, LLC, and Other Associated Matters and Available Remedies, and Authorize the Mayor to Execute Any Necessary Documentation |                                                                                                                                                                                               |
| <b>SUMMARY STATEMENT:</b> As discussed in Executive Session                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |
| <b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b><br><b>A. PROS:</b><br><b>B. CONS:</b>                                                                                                                                                                                                                              |                                                                                                                                                                                               |
| <b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>                                                                                                                                                                                                                                                                      |                                                                                                                                                                                               |
| <b>ATTACHMENTS:</b> None                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                               |
| <b>FUNDING SOURCE (Where Applicable):</b>                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               |
| <b>RECOMMENDED ACTION:</b> As discussed in Executive Session                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |
| <b>APPROVALS:</b> Milton Y. Tate, Jr.                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                               |