



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, FEBRUARY 17, 2022 AT 01:00 PM
SECOND FLOOR CITY HALL
COUNCIL CHAMBERS
200 W. VULCAN STREET
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags - Councilmember Shannan Canales**
- 3. Proclamations**
 - ♦ Fair Housing Month**
- 4. Citizens Comments**

CONSENT AGENDA

- 5. 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.

 - 5-a. Approve the Minutes from the January 20, 2022 and February 3, 2022 Regular City Council Meetings, the January 24, 2022 Special City Council Meeting, and the January 26, 2022 Workshop Meeting**
 - 5-b. Approve Ordinance No. O-22-003 on Its Second Reading Adopting the 2022 Thoroughfare Plan, A Supplement to the City of Brenham Comprehensive Plan 'Historic Past, Bold Future: Plan 2040'**

5-c. Approve the Following:

- i. Resolution No. R-22-004 Authorizing the Submission of a Grant Application to the Office of the Governor, Criminal Justice Division, Criminal Justice Grant Program, FY23, for a Portable Surveillance Kit;**
- ii. Resolution No. R-22-005 Authorizing the Submission of a Grant Application to the Office of the Governor, Homeland Security Grants Division, 2022 State Homeland Security Program - LEPTA Projects (SHSP-L), for an ICOR Technology Mini-Caliber Robot;**
- iii. Resolution No. R-22-006 Authorizing the Submission of a Grant Application to the Office of the Governor, Homeland Security Grants Division, 2022 State Homeland Security Program - Regular Projects (SHSP-R), for a SeekerE MDK Detector**
- iv. Resolution No. R-22-007 Authorizing the Submission of a Grant Application to the Office of the Governor, Criminal Justice Division for the Rifle Resistant Body Armor Grant Program, 2023**

5-d. Approve Resolution No. R-22-008 Authorizing the Acceptance of a Grant in the Amount of \$66,400.00 from the Texas Parks and Wildlife Department to Participate in the Recreational Trail Grant Program for Improvements to the Nature Trail at Hohlt Park

5-e. Approve Resolution No. R-22-009 Designating Authorized Signatories for Contractual Documents and Documents Requesting Funds Related to the General Land Office (GLO) Community Development Block Grant-Mitigation (CDBG-MIT) Grant Contract

5-f. Approve Resolution No. R-22-010 Related to City of Brenham, Texas Participation in Federally Funded General Land Office (GLO) Community Development Block Grant-Mitigation (CDBG-MIT) Projects and Adherence to the Regulations Described Therein

PUBLIC HEARING AND ASSOCIATED ACTION ITEM

- 6. Public Hearing, Discussion and Possible Action on Resolution No. R-22-011 Providing Support for KGC Development, LLC's Submission of an Application to the Texas Department of Housing and Community Affairs Requesting 9% Low Income Housing Tax Credits for The Bluebonnet Development**

WORK SESSION

- 7. Discussion and Presentation on the City of Brenham Facility Naming Policy**

REGULAR SESSION

- 8. Discuss and Possibly Act Upon the Rejection of All Bids Submitted in Response to Bid No. 2021-04 Related to Hohlt Park and Henderson Park Pedestrian Bridge Rehabilitation and Authorize the Mayor to Execute Any Necessary Documentation**
- 9. Discuss and Possibly Act Upon Resolution No. R-22-012 Repealing Resolution No. R-82-010 Authorizing the Creation of the Brenham Airport Advisory Association and Associated Issues**
- 10. Discuss and Possibly Act Upon an Ordinance on Its First Reading Repealing an Order Providing for the Approval of By-Laws for the Airport Advisory Board of the City of Brenham, Texas**
- 11. Administrative/Elected Officials Report**
 - GFOA Certificate of Achievement for Excellence in Financial Reporting**

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 salutary 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.

EXECUTIVE SESSION

- 12. Section 551.086 - Texas Government Code - Utility Competitive Matters - City of Brenham Gas Utility System - Gas Supply and Transportation Arrangements and Agreements, and Associated Matters**

RE-OPEN REGULAR SESSION

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 February 17, 2022 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 St., Brenham, TX on Monday, February 14, 2022 at 10:00 a.m.

Jeana Bellinger, TRMC, CMC

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 _____, 2022 at _____ AM PM.

Signature

Title

PROCLAMATION

WHEREAS, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS, The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS, The National Fair Housing Law, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE WE, the City Council of the City of Brenham, do proclaim April as Fair Housing Month in the City of Brenham and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

FAIR HOUSING MONTH

In Witness, Whereof, we have affixed our signatures the Seal of the City of Brenham on this, the 17th day of February 2022.

Milton Y. Tate Jr., Mayor

Clint Kolby, Mayor Pro Tem

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on January 20, 2022 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 Clint Kolby
Councilmember Leah Cook
Councilmember Adonna Saunders
Councilmember Albert Wright

Members Absent:

Councilmember Shannan Canales
Councilmember Atwood Kenjura

City of Brenham Staff present:

City Manager Carolyn Miller, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Director of Development Services Stephanie Doland, Director of Public Utilities Alton Sommerfield, Finance Director Stacy Hardy, Police Chief Ron Parker, Human Resources Director Susan Nienstedt, Interim General Manager of Public Utilities/Strategic Budget Officer Debbie Gaffey, Economic Development Director Susan Cates, Kelvin Raven, Curtiss Schoen, Shauna Laauwe, Kim Hodde, Jared Campbell, and Kyle Branham

Citizens/Others Present:

Michelle Bright, Randy Hodge, and Amanda Klehm

Media Present:

Jason May, Brenham Banner-Press; and Josh Blaschke, KWHI

1. Call Meeting to Order

2. Invocation and Pledges to the US and Texas Flags – Councilmember Albert Wright

3. Special Recognitions:

- **Officer of the Year, 2021 – Officer Jimmy Ha**
- **Chief's Commendation – Sgt. Seth Klehm**
- **Chief's Commendation – Investigator Kevin Mertz**

4. Citizens Comments

There were no citizens comments heard.

CONSENT AGENDA

5. Statutory Consent Agenda

- 5-a. Approve the Minutes from the December 2, 2021 and December 16, 2021 Regular Meetings**
- 5-b. Approve Ordinance No. O-22-001 on Its Second Reading Amending Appendix A – 'Zoning' of the Code of Ordinances of the City of Brenham Granting a Specific Use Permit on Property Currently Addressed as 1413 W. Main Street to Allow for an Automobile (Car) Was in the B-1, Local Business Residential Mixed Use Zoning District and Further Described as Tract 186 of the Phillip Coe Survey in Brenham, Washington County, Texas (Case No. R-21-031)**
- 5-c. Approve Final Payment to Techline Construction, LLC in the Amount of \$47,983.54 for the Copper Conductor Replacement and Power Line Rehabilitation Project #61C-148C and Authorize the Mayor to Execute Any Necessary Documentation**
- 5-d. Approve a 3-Year Maintenance Agreement Between the City of Brenham and Ricoh USA, Inc. In the Amount of \$2,794.80 Per Year, for the Maintenance of a Printer at the Nancy Carol Roberts Memorial Library and Authorize the Mayor to Execute Any Necessary Documentation**
- 5-e. Approve the Submission of Grant Applications to the"**
 - 1. Office of the Governor, Public Safety Office, Criminal Justice Division for the Criminal Justice Grant Program; and**
 - 2. Office of the Governor, Public Safety Office, Homeland Security Grants Division; State Homeland Security Program – Law Enforcement Terrorism Prevention Activities (LEPTA) Projects; and**
 - 3. Office of the Governor, Public Safety Office, Homeland Security Grants Division; State Homeland Security Program – Regular Projects**

A motion was made by Councilmember Wright and seconded by Councilmember Saunders to approve the Statutory Consent Agenda Items 5-a. thru 5-e. 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 Clint Kolby	Yes
Councilmember Shannan Canales	Absent
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

WORK SESSION

6. Discussion and Presentation on the Residential Needs Assessment

Economic Development Director Susan Cates presented this item. Cates explained that the City employed Community Development Strategies (CDS) to complete a residential needs assessment for Brenham and Washington County.

Cates provided the following information to Council:

- Purpose of the Assessment:
 - Assessment of current and future housing demands.
 - Analysis of housing supply
 - Assessment of housing demand/supply mismatches
 - Survey of local workforce and employers regarding housing needs
 - Potential opportunities to fill current/future needs
- Demographics of Brenham and Washington County
 - Growth of 2,572 residents in the past ten years – in Washington County
 - Projected growth in next 5 years: 1,872
 - Median age is 41.82
 - 69% have no children under 18
 - Average weekly wage for Washington County is \$963
- Employment Statistics
 - Manufacturing wages have the largest impact on the economy with 22% of all wages
 - 12,689 workers currently employed in Brenham
 - 76% (9,636) live outside the City limits
- Housing Trends
 - Estimated 6,886 housing units in Brenham
 - 74% are single-family
 - 77% were built in 1999 or before
 - 32% of all households in Brenham are housing cost burdened (greater than 30% of their income is devoted to housing costs)
 - Multifamily housing has 95% occupancy rates with many having waiting lists and the average rent for multifamily housing in Brenham is \$842

- Housing Needs
 - 150-200 new market rate rental units are needed
- Single-Family Housing
 - Estimated median value of \$195,442
 - Most homes are sold in less than 30 days
 - No homes in Brenham listed under \$160,000
 - Lowest “entry-level” home currently on the market for \$250,000 to \$300,000
 - Residential lots have increased in cost

Cates stated that as a result of the assessment, CDS made the following recommendations:

- Assist downtown property owners to navigate fire suppression and other requirements to activate existing supply.
- Encourage infill densification for example accessory dwelling units converted to rental living spaces.
- Encourage rental patio, garden home or townhome products to fill the middle-income worker gap.
- Consider programs to ensure lower priced homes are available to local workers through marketing and buying programs supported by local employers, lenders, builders, and real estate community.
- Consider development reimbursement for infrastructure and utility construction related to the types of housing development we seek to encourage.
- Relaxing minimum regulations for street width, lot size, setbacks, etc. to allow greater flexibility of housing production.
- Encourage higher density housing through smaller lots/houses, especially as land costs have risen sharply.

REGULAR SESSION

7. Discuss and Possibly Act Upon Contract No. 22-085-049-D302 Between the City of Brenham and the Texas General Land Office Related to the Community Development Block Grant Mitigation Program Infrastructure Projects Non-Research & Development Mitigation Funding and Authorize the Mayor to Execute Any Necessary Documentation

City Manager Carolyn Miller presented this item. Miller explained that in September of 2020 the City along with Public Management and Strand Associates submitted a grant application to the Texas General Land Office requesting funds for mitigation projects throughout the City of Brenham related to Hurricane Harvey. In May of 2021, we received an email from the Texas General Land Office notifying the City of Brenham that the grant valued at \$5,001,643 was awarded for 11 specific drainage projects throughout town. We had been awaiting the final contract documents from GLO and have received them in late December.

Miller explained that by receiving these documents, staff can now begin the process by working with Public Management (Grant Administrator) and Strand Associates (Engineer) to coordinate with GLO on a kick-off meeting and establish timelines for the drainage improvements that are identified with this grant. Miller stated that there are eleven (11) specific areas currently are identified for this grant funding:

1. North Dixie St. Drainage Improvements
2. Burleson Street Low Water Crossing
3. N. Saeger and W. Jefferson Improvements
4. Higgins Branch @ Henderson Park
5. Baylor St. Drainage Improvements
6. Commerce/Seelhorst/Clinton/Dark St. Improvements
7. Hogg Branch @ Alamo St
8. Hogg Branch (Jackson-Day St)
9. Hogg Branch @ Pecan St.
10. Tom Dee St. Improvements
11. Spinn St @ Day St.

Miller advised the Council that the City will be responsible for one-percent (1%) matching funds for this grant which is equivalent to \$50,017. These matching funds will be taken from the Drainage Fund that was established in 2020. This contract will become effective on the date in which it is signed and will commence on January 31, 2025.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to approve Contract No. 22-085-049-D302 between the City of Brenham and the Texas General Land Office related to the Community Development Block Grant Mitigation Program Infrastructure Projects Non-Research & Development Mitigation Funding 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 Clint Kolby	Yes
Councilmember Shannan Canales	Absent
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

8. Discuss and Possibly Act Upon the Appointment of a Liaison for the Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation

Director of Development Services Stephanie Doland presented this item. Doland advised that in the final months of 2021 staff met weekly with the Boards and Committees Sub-Committee of City Council (Councilmembers Canales, Cook and Saunders) to review the City's policy and procedures related to the City's eleven (11) advisory boards/committees. During this review, the Sub-Committee recommended the dissolution of the Airport Advisory Board; this recommendation was approved by the City Council in December 2021.

Doland explained that in place of the Airport Advisory Board, staff would like to have a single Airport Liaison, appointed by Council, and form ad-hoc committees when needed. Doland advised Council that in November 2021 staff contacted all of the Airport stakeholders and requested applications for the Airport Liaison role. Doland stated that a total of eight applications were received and on December 22, 2021 three applicants were interviewed by a panel consisting of Councilmembers Canales, Cook and Saunders, City Manager Carolyn Miller, Shane Howard of Burditt Consulting and herself.

Doland advised that the interview panel's recommendation is to appoint Joseph Randy Hodge as the Airport Liaison for a term of three years, beginning January 1, 2022 and ending December 31, 2024.

A motion was made by Councilmember Saunders and seconded by Councilmember Cook to appoint Randy Hodge as the liaison for the Brenham Municipal Airport 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 Clint Kolby	Yes
Councilmember Shannan Canales	Absent
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

9. Discuss and Possibly Act Upon the Appointment of a Board Member to Serve as Chairman of the Tax Increment Reinvestment Zone No. 1 Board of Directors for a Period of One Year Beginning January 1, 2022 and Authorize the Mayor to Execute Any Necessary Documentation

DISCUSSION HERE – Carolyn Miller

City Manager Carolyn Miller presented this item. Miller explained that the Tax Increment Reinvestment Zone (TIRZ) No. 1 was created in December 2018 and when the Zone was created, the Ordinance also created a TIRZ Board consisting of nine members: the Mayor, all City Councilmembers, citizen member Gary Crocker (BCDC), and citizen member Tom Whitehead (Main Street Board).

Miller advised that Mayor Tate has served as the Chairman of the TIRZ Board for 2019 and 2020 and as outlined by the Texas Tax Code, the City Council must appoint a Chairman of the TIRZ Board every year to serve for a period of one year.

A motion was made by Councilmember Saunders and seconded by Mayor Pro Tem Kolby to appoint Mayor Milton Y. Tate, Jr. be appointed to serve as Chairman of the Tax Increment Reinvestment Zone No. 1 Board of Directors for a period of one-year beginning January 1, 2022 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 Clint Kolby	Yes
Councilmember Shannan Canales	Absent
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

10. Administrative/Elected Officials Report

City Manager Carolyn Miller reported on the following:

- Special City Council meeting on Monday, January 24, 2022 at 10:30 a.m.

Mayor Tate advised that no Executive Session was needed.

EXECUTIVE SESSION

11. Section 551.071 Texas Government Code – Consultation with Attorney – Consultation with City Attorney Regarding City of Brenham v. WTG Gas Marketing, Inc.: Cause No. 37573; 335th Judicial District Court, Washington County, Texas

RE-OPEN REGULAR SESSION

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

Brenham City Council Minutes

A special meeting of the Brenham City Council was held on January 24, 2022 beginning at 10:30 a.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 Clint Kolby
Councilmember Shannan Canales
Councilmember Leah Cook
Councilmember Adonna Saunders
Councilmember Albert Wright

Members Absent:

Councilmember Atwood Kenjura

City of Brenham Staff present:

City Manager Carolyn Miller, Manager of Legal and Legislative Services/Deputy City Secretary Karen Stack, Director of Development Services Stephanie Doland, Director of Finance Stacy Hardy, Police Chief Ron Parker, Fire Chief Roger Williams, Human Resources Director Susan Nienstedt, Deputy City Secretary Alyssa Faykus and Sierra Newell

Citizens/Others Present:

Michele Bright, Scott Coggiano, Randy Hodge, Tom Hart, and Austin Ely

Media Present:

Jason May, Brenham Banner-Press; and Mark Whitehead, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – City Manager Carolyn Miller**

3. Citizens Comments

Austin Ely with Skydive Freedom Addressed Council. Mr. Ely proposed that the City audit all hangers at the Brenham Municipal Airport. Mr. Ely further suggested that if the city discovers any hangers not being used for aeronautical activity, that someone should be given an opportunity to use them.

REGULAR SESSION

4. Discuss and Possibly Act Upon the Purchase of a Fire Truck for the Brenham Fire Department from Siddons Martin Emergency Group, LLC and Authorize the Mayor or the City Manager to Execute Any Necessary Documentation

Fire Chief Roger Williams presented this item. Williams explained that the Brenham Fire Department's Engine 4, a 2002 Ferrara pumper fire engine, has reached the end of its service life and needs to be replaced. The purchase of a replacement fire truck was included in the Fiscal Year 2021-22 Adopted Budget.

Williams said the replacement price is \$855,313.00 plus additional equipment costing \$51,045.00, for a total of \$906,358.00. The 2002 engine will be traded in for a credit of \$26,000.00. Therefore, staff are requesting approval of a purchase order for a total of \$880,358.00. Williams noted that this price is good through January 31, 2022, after which it will increase by 8 percent.

A motion was made by Councilmember Saunders and seconded by Councilmember Canales to approve the purchase of a fire truck for the Brenham Fire Department from Siddons Martin Emergency Group, LLC, in the amount of \$880,358.00, and authorize the Mayor or the City Manager 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

5. Discuss and Possibly Act Upon Resolution No. R-22-002 Expressing Official Intent to Reimburse Certain Costs Related to the Purchase of a Fire Truck for the Brenham Fire Department

This item was presented by Director of Finance Stacy Hardy. Hardy explained that the Fiscal Year 2021-22 Adopted Budget included the purchase of a replacement fire truck funded by the issuance of Certificates of Obligation. To allow the City to move forward with this purchase before a February 2022 price increase goes into effect, a Reimbursement Resolution is needed. This resolution allows Council the ability to reimburse certain costs related to the purchase of the fire truck from the issuance of Certificates of Obligation, which are scheduled to be issued in early March 2022.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Wright to approve Resolution No. R-22-002 expressing official intent to reimburse certain costs related to the purchase of a fire truck for the Brenham Fire Department.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

6. Discuss and Possibly Act Upon the Purchase, Delivery and Installation of Two (2) Aviation-Grade Fuel Tanks and Associated Equipment for the Brenham Municipal Airport and Authorize the Mayor or the City Manager to Execute Any Necessary Documentation

This item was presented by Development Services Director Stephanie Doland. Doland said that in 1987, the City purchased and installed an above ground fuel tank and associated plumbing and filtration (fuel farm) for use at the Brenham Municipal Airport. The fuel farm was previously operated by the former Fixed Base Operator and has been out of service since August of 2020. Since then, the City consulted with Bassco Services, Inc., an aviation fuel farm system specialist. Bassco's opinion was that the tanks were beyond their useful life and the costs to bring them into service would not be economical. Thus, the City's fuel farm needs to be replaced to provide fuel to the general aviation community. Staff are asking for authorization to purchase a pair of 12,000-gallon fuel tanks and associated equipment. In addition to this equipment, the system needs to be modified and installed. The purchase, transport, and installation will be completed by multiple entities.

A motion was made by Councilmember Saunders and seconded by Councilmember Cook to approve the purchase, delivery, and installation of two (2) aviation-grade fuel tanks and associated equipment for the Brenham Municipal Airport, in an amount not to exceed \$200,000.00, and authorize the Mayor or the City Manager 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

7. Discuss and Possibly Act Upon Resolution No. R-22-003 Expressing Official Intent to Reimburse Certain Costs Related to Improvements at the Brenham Municipal Airport

This item was presented by Director of Finance Stacy Hardy. Hardy explained that the Fiscal Year 2021-22 Adopted Budget included the issuance of Certificates of Obligation. A portion of the proceeds were designated for the funding of General Government capital projects. Staff have identified critical capital improvements at the Brenham Municipal Airport that they would like to move forward on prior to the anticipated issuance of the Certificates of Obligation in March 2022. This resolution allows Council the ability to reimburse certain costs related to improvements at the Brenham Municipal Airport from the issuance of Certificates of Obligation, which are scheduled to be issued in early March 2022.

A motion was made by Councilmember Saunders and seconded by Councilmember Wright to approve Resolution No. R-22-003 expressing official intent to reimburse certain costs related to improvements at the Brenham Municipal Airport.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

8. Discuss and Possibly Act Upon an Agreement Between the City of Brenham and an Interim Professional Services Placement Firm for an Interim Airport Manager and Authorize the Mayor or the City Manager to Execute Any Necessary Documentation

This item was presented by Development Services Director Stephanie Doland. Doland reported that due to a change in circumstances, the Brenham Municipal Airport is currently without Avgas and Jet A fuel for sale to the general public. In order to meet the needs of the airport and restore fuel availability, both qualified line personnel and additional infrastructure are needed at the airport. Doland noted that the City does not currently have qualified personnel on staff to provide these services.

Staff recommend entering into an agreement with a Professional Services Placement Firm to employ a qualified manager of line services and to assist the City in the transition from services offered by a third-party Fixed Based Operator to services offered by the City of Brenham. The contracted individual would be responsible for guiding City staff in the necessary equipment, personnel, and infrastructure to offer services to the general aviation community and airport stakeholders.

Councilmember Cook asked when an Interim Airport Manager would be hired, and City Manager Carolyn Miller replied that it would be done as soon as possible. Councilmember Canales noted that citizens who use the airport regularly should be consulted regarding the selection of a candidate for this position.

A motion was made by Councilmember Wright and seconded by Councilmember Saunders to authorize an agreement between the City of Brenham and an Interim Professional Services Placement Firm for an Interim Airport Manager and authorize the Mayor or the City Manager 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

9. Discuss and Possibly Act Upon the Authorization of the Mayor or the City Manager to Negotiate, Approve and Execute an Agreement for Airport Management Consulting Services at the Brenham Municipal Airport

This item was presented by Development Services Director Stephanie Doland. Doland reported that due to a change in circumstances, the Brenham Municipal Airport is currently without Avgas and Jet A fuel for sale to the general public. In order to meet the needs of the airport and restore fuel availability, both qualified line personnel and additional infrastructure are needed at the airport. Doland noted that the City does not currently have qualified personnel on staff to provide these services. Staff recommend entering into an agreement with a qualified Airport Management Consulting Firm to serve the general aviation community and the existing airport stakeholders. If approved, the Airport Management Consultant would be responsible for negotiation of a fuel contract on behalf of the City, assisting in the lease or purchase of fuel trucks, and a point of sale for fuel transactions. In addition, the Consultant would be responsible for overseeing fuel sales and deliveries and monitoring line services to ensure that all aviation fueling is conducted in a safe manner and in accordance with applicable federal regulations.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to authorize the Mayor or City Manager to negotiate, approve, and execute an agreement for Airport Management Consulting Services at the Brenham Municipal Airport.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

Brenham City Council Minutes

A workshop meeting of the Brenham City Council and the Brenham Community Development Corporation was held in joint session on January 26, 2022 beginning at 8:30 a.m. in Morris Hall at the Barnhill Center, 111 W. Main Street, Brenham, Texas.

City of Brenham City Council Members present:

Mayor Milton Y. Tate, Jr.
Councilmember Leah Cook
Councilmember Atwood Kenjura
Councilmember Albert Wright

Members Absent:

Mayor Pro Tem Clint Kolby
Councilmember Shannan Canales
Councilmember Adonna Saunders

Brenham Community Development Corporation Members present:

John Hasskarl
Bill Betts
Jim Kolkhorst
Kenneth Miller
Gary Crocker

Members absent:

Charles Moser
Darrell Blum

City of Brenham Staff present:

City Manager Carolyn Miller; City Secretary Jeana Bellinger; Economic Development Director Susan Cates and Monique Breaux.

Citizens present:

Judge John Durrenberger, Commission Candice Bullock, Commissioner Joy Fuchs, Commissioner Don Kester, Commissioner Kirk Hanath, Mike Hopkins, Dr. Tylor Chaplin, Dr. Jon Turner, Melissa McCune, and Blake Brannon.

Media Present:

None

1. **Call Meeting to Order**
2. **Presentation and Discussion on Economic Development Issues Impacting Rural Texas Communities, Including the City of Brenham and Washington County, and Other Associated Issues**

Economic Development Director Susan Cates introduced speaker Lorie Vincent with Acceleration by Design. Cates explained that Vincent has more than 29-years' experience in economic development and that her knowledge and perspective of economic trends will be very beneficial to the City and Washington County.

Vincent presented the following topics for discussion among attendees:

- Why Economic Development?
 - Future planning is key
 - You can't change what you don't recognize
 - Take destiny into your own hands
- Current Trends
 - Disparity in rural America continues to grow
 - Social media marketing grows
 - Growing investment opportunities in rural America
 - Industry diversification vs. commodity or single-employer dependence
- National Trends
 - National programs are being recognized
 - Influx of new industries
 - Corporate America is shifting away from a traditional work environment
 - Remote works are a new category for population growth
- Regional and State Trends
 - The region is ripe for collaboration
 - State economic development tools are in danger of reduction or dissolution
 - Growing interest in rural communities is strong – Texas is strong
- How to Ensure Basic Needs
 - Creating true livability
 - Windshield tour components
 - Successful cities
- Discussion Topics
 - Purpose, funding, and sustainability
 - Assets, barriers, and opportunities
 - Prioritize growth initiatives

- Tools, Partners, and Programs
 - Local, State and Federal tools
 - Collaborative marketing
- Thoughts To Take-Away
 - Brenham has great bones and rich heritage
 - Take advantage of your proximity
 - Targeted marketing
 - Celebrate each victory, big and small
 - Tell your story
- Mission: Possible
 - Doing nothing is not an option
 - Resources and assistance are available
 - Citizen engagement is imperative
 - No one group can go it alone
 - Sustainable growth does not happen overnight
 - Honor your history but build it for the future

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on February 3, 2022 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 Clint Kolby
Councilmember Shannan Canales
Councilmember Leah Cook
Councilmember Atwood Kenjura
Councilmember Adonna Saunders
Councilmember Albert Wright

Members Absent:

None

City of Brenham Staff present:

City Manager Carolyn Miller; City Attorney Cary Bovey; City Secretary Jeana Bellinger; Director of Public Works Dane Rau; Director of Development Services Stephanie Doland; Director of Finance Stacy Hardy; Fire Chief Roger Williams; Human Resources Director Susan Nienstedt; Strategic Budget Officer Debbie Gaffey; Economic Development Director Susan Cates; Alyssa Faykus; Kelvin Raven; Lloyd Powell; City Planner Shauna Laauwe; Jennifer Hill; Cynthia Longhofer; Kevin Boggus; Nancy Stafford; Kyle Branham; Todd Ashorn; Casey Redman; Richelle Malinowski; Jason Marburger

Citizens/Others Present:

Tom Hart and Jon Hodde

Media Present:

Jason May, Brenham Banner-Press; and Josh Blaschke, KWHI

1. Call Meeting to Order

2. Invocation and Pledges to the US and Texas Flags – Councilmember Leah Cook

3. Service Recognitions:

- Jason Kasprowicz, Police Department – 5 Years
- Grayson Marburger, Police Department – 5 Years
- Debra Gaffey, Finance Department – 15 Years

4. Citizens Comments

No citizen comments were heard.

CONSENT AGENDA

5. Statutory Consent Agenda

- 5-a. Approve the Minutes from the January 6, 2022 Regular Meeting and the January 10, 2022 Workshop Meeting**
- 5-b. Approve the Purchase of Playground Equipment for Hattie Mae Flowers Park from May Recreation Equipment and Design L.P. Through Buyboard Contract No. 512-16 in the Amount of \$71,880.00 and Authorize the Mayor to Execute Any Necessary Documentation**
- 5-c. Approve Change Order No. 1 for the City of Brenham Project No. 63C-14C in the Amount of \$48,000.00 Related to the Contract with Maguire Iron, Inc. for the Atlow Elevated Storage Tank Rehabilitation Project and Authorize the Mayor to Execute Any Necessary Documentation**

A motion was made by Councilmember Saunders and seconded by Councilmember Wright to approve the Statutory Consent Agenda Items 5-a. thru 5-c. 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

REGULAR SESSION

8. Discuss and Possibly Act Upon Approval of Ordinance No. O-22-002 of the City of Brenham, Texas, Authorizing the Issuance and Sale of City of Brenham, Texas Combination Tax and Revenue Certificates of Obligation, Series 2022, Levying a Tax in Payment Thereof; Authorizing the Execution and Delivery of a Purchase Agreement and a Paying/Agent Registrar Agreement; Approving the Official Statement; and Enacting Other Provisions Relating Thereto

Director of Finance Stacy Hardy advised that the City Council approved Resolution No. R-21-034 on December 2, 2021, giving notice of intention to issue Certificates of Obligation. Hardy advised that a notice was published for two consecutive weeks in the local newspaper and has been posted continuously on the City's website for the required forty-five (45) days before the passage of the ordinance authorizing the issuance of the Certificates.

Hardy explained that the proceeds from the sale of these Certificates of Obligation in the amount not to exceed \$10 million will be used for the following purposes: (1) construction of, and improvements to, City streets, sidewalks and drainage, including in each case the acquisition of land and rights-of-way in connection therewith; (2) improvements to City sanitary sewer facilities, including in each case the acquisition of land and rights-of-way in connection therewith; (3) improvements to the City's waterworks system, including in each case the acquisition of land and rights-of-way in connection therewith; (4) improvements and renovations to the existing City airport facilities; (5) acquisition of a new fire truck; (6) acquisition of heavy equipment for street improvement and maintenance purposes; and (7) professional services incurred in connection with the issuance of the Certificates.

Mayor Tate advised that due to the winter storm, the City's bond counsel Glenn Opal with Bickerstaff was available via conference call. Tate explained that the city's financial advisor Jennifer Ritter with Specialized Public Finance Inc. was unable to physically attend the meeting due to the weather but has sent her presentation with a voice over for the City Council to view.

Ritter presented, via recorded presentation, the following information to the City Council:

- Standard & Poor's (S&P) Rating Report:
 - As of January 21, 2022 S&P assigned a "AA-" rating to the city which is affirmation of the City's existing bond rating.
 - This rating reflects a growing economy, very strong management, strong institutional framework and a track record of solid budgetary performance with a stable outlook
 - There were significant discussions on raising the rating to "AA"; however, S&P were held back due to income levels.
- Ten-year history of bond buyer G.O. index data
- Bid Summary for \$9,375,000 Combination Tax and Limited Revenue Certificates of Obligation that included eight bids. The highest bid being from BOK Financial Securities, Inc. at 2.137017% interest.

- Sources and Uses of Funds
 - General Fund
 - Water Fund
 - Wastewater Fund

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to approve Ordinance No. O-22-002 authorizing the issuance and sale of City of Brenham, Texas Combination Tax and Revenue Certificates of Obligation, Series 2022, levying a tax in payment thereof; authorizing the execution and delivery of a Purchase Agreement and a Paying/Agent Registrar Agreement; approving the Official Statement; and enacting other provisions relating thereto.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

WORK SESSION

6. Discussion and Presentation on Applications Received from the Texas Department of Housing and Community Affairs for Possible Funding Through the Competitive Housing Tax Credit Program

Director of Economic Development Susan Cates presented this item. Cates explained that on January 17, 2022, the Texas Department of Housing and Community Affairs (TDHCA) sent a letter to the City with notification of two Competitive Housing Tax Credit preliminary applications for projects in Brenham: (1) Trinity Housing Development; and (2) KGC Companies. Cates explained that Trinity has decided not to pursue the tax credit award this cycle therefore, only the KGC project is moving forward with the next steps.

Cates advised that State law provides an opportunity for local jurisdictions to affect the scoring of applications by issuing a resolution of "support for the project" or "no objection to the project." The application receives the highest points for "support" and lesser points for "no objection" in the competitive scoring process with the State. Cates also advised that local jurisdictions may also choose not to issue a resolution in which case the application would receive no points for its application.

Cates stated that the Work Session is intended to provide information, as needed, from the Brenham CDS ResIntel Housing Study 2021, the Texas Department of Housing and Community Affairs (TDHCA), the Texas Workforce Commission, and the specific project application in order to assist City Council determine an action in response to application presented by KCG Companies in the 2022 cycle of applications for the Competitive Housing Tax Credit Program.

Cates introduced Ina Spokas, Vice President of Development for KCG Companies, which is applying for the Competitive Housing Tax Credit Program through the TDHCA for The Bluebonnet Development.

Spokas presented the following information to the City Council:

- What is a tax credit?
- Who would live in tax credit housing?
- What jobs would typical tenants have?
- Unit mix and amenities
- Affordability of units
- City of Brenham's ResIntel Study from August, 2021
- Defined 2X/capita
- Current tax credit housing inventory in Brenham
- Financial information on The Bluebonnet Development
- Design styles and inspirations
- Site information, site plan and location map
- Timeline of the project

PUBLIC HEARING AND ASSOCIATED ACTION ITEM

7. Public Hearing, Discussion and Possibly Act Upon an Ordinance on Its First Reading Adopting the 2022 Thoroughfare Plan, A Supplement to the City of Brenham Comprehensive Plan "Historic Past, Bold Future: Plan 2040"

Mayor Tate opened the Public Hearing.

City Planner, Shauna Laauwe presented this item. Laauwe provided the City Council with the following information regarding the 2022 Thoroughfare Plan:

- History and timeline
- Purpose and usage
- Motor vehicle network
- Road classifications
- Development and dedication
- Texas Department of Transportation update
- City of Brenham planned projects

- Priority projects per citizen feedback
- Explanation of various roadway sections
- A multi-modal plan
- Truck routes
- Traffic impact analysis

There were no citizen comments heard.

Mayor Tate closed the Public Hearing.

A motion was made by Councilmember Canales and seconded by Mayor Pro Tem Kolby to approve an Ordinance on its first reading adopting the 2022 Thoroughfare Plan, A Supplement to the City of Brenham Comprehensive Plan “Historic Past, Bold Future: Plan 2040”.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

REGULAR SESSION

9. Discuss and Possibly Act Upon an Amendment to the Professional Services Agreement with Hodde & Hodde Land Surveying, Inc. Related to Project No. 62-C-67 for the City of Brenham 6” Gas Main Loop NE and Authorize the Mayor to Execute Any Necessary Documentation

Strategic Budget Officer/Interim General Manager of Public Utilities Debbie Gaffey presented this item. Gaffey explained that the city entered into a Professional Services Agreement with Hodde & Hodde Land Surveying, Inc. in March of 2020 in the amount of \$22,925.00 for engineering services related to the construction and installation of a six-inch gas line along the west side of FM 577 from East Alamo Street to Brown Street. Gaffey explained that the remaining work on this project entails extending approximately 3,000 linear feet of six-inch gas pipe along FM 577, from Brown Street to Gay Hill Street.

Gaffey requested that City Council approve an amendment to the Professional Services Agreement with Hodde & Hodde Land Surveying Inc. increasing the lump sum amount from \$22,925.00 to \$57,425.00, which is an increase of \$34,500.00 for the services related to the completion of the six-inch gas line loop.

A motion was made by Councilmember Kenjura and seconded by Councilmember Saunders to approve an amendment to the Professional Services Agreement with Hodde & Hodde Land Surveying, Inc. related to Project No. 62-C-67 for the City of Brenham 6" gas main loop NE, in the amount of \$34,500.00, 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

10. Discuss and Possibly Act Upon an Amendment to the Professional Services Agreement with Hodde & Hodde Land Surveying, Inc. Related to the City of Brenham Raw Water Intake System and Authorize the Mayor to Execute Any Necessary Documentation

Strategic Budget Officer/Interim General Manager of Public Utilities Debbie Gaffey presented this item. Gaffey explained that on October 15, 2021, the city entered into a Professional Services Agreement with Hodde & Hodde Land Surveying Inc. in an amount not to exceed \$35,000.00 for surveying services related to the renewal of an easement with the Department of Army, U.S. Army Corps of Engineers for the raw water intake structure at Lake Somerville.

Gaffey stated that the amendment would increase the contract amount from \$35,000.00 to \$42,500.00, which is an increase of \$7,500.00 for the additional research and work required for updating easements in place, improving monumentation and adding additional easements for lake intake structures, such as gabions.

A motion was made by Councilmember Saunders and seconded by Councilmember Canales to approve an amendment to the Professional Services Agreement with Hodde & Hodde Land Surveying, Inc. related to the City of Brenham raw water intake system, in the amount of \$7,500.00, 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

11. Discuss and Possibly Act Upon Bid No. 22-004 Related to the Ralston Creek Lift Station Pumps and Authorize the Mayor to Execute Any Necessary Documentation

Strategic Budget Officer/Interim General Manager of Public Utilities Debbie Gaffey presented this item. Gaffey stated that on January 25, 2022, the Purchasing Department opened bids for the replacement of two existing 60 HP submersible pumps and motor units for the Ralston Creek Lift station. The city received three bids and staff recommends Hahn Equipment Co., Inc.'s bid of \$94,400.00 be accepted since the other two bids failed to meet the bid specifications.

A motion was made by Councilmember Canales and seconded by Mayor Pro Tem Kolby to award Bid No. 22-004 related to the Ralston Creek Lift Station pumps to Hahn Equipment Co., Inc. in the amount of \$94,400.00 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

12. Administrative/Elected Officials Report

- Development Services Update – Mayor Tate advised that this report will be presented at another meeting.
- City Manager Carolyn Miller advised that the regular City Council meeting scheduled for April 21st will be changed to April 20th due to a scheduling conflict.

City Council adjourned into Executive Session at 3:06 p.m.

EXECUTIVE SESSION

13. Texas Government Code Section 551.071 – Texas Government Code – Consultation with Attorney – Consultation with City Attorney Regarding TWCCRD Charge No. 1B21220, EEOC Charge No. 31-C-2021-01178, Former Fire Chief, and Associated Claims and Legal Issues

14. Section 551.071 – Texas Government Code – Consultation with Attorney – Consultation with City Attorney Regarding City of Brenham v. WTG Gas Marketing, Inc.; Cause No. 37573; 335th Judicial Court, Washington County, Texas

Council reconvened into Regular Session at 4:14 p.m.

RE-OPEN REGULAR SESSION

15. Discuss and Possibly Act Upon Mediation of TWCCRD Charge No. 1B21220, EEOC Charge No. 31C-2021-01178, Former Fire Chief, and Associated Claims, and Authorize the City Manager to Approve Mediation Settlement (If Any) and Execute Any Necessary Documentation

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Canales that that City Manager Carolyn Miller be authorized to act as the City of Brenham's representative in the mediation of the former Fire Chief's claims involving the City and further authorize the City Manager to approve and execute a settlement agreement, if any, resulting from said mediation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

ORDINANCE NO. O-22-003

AN ORDINANCE OF THE CITY OF BRENHAM, TEXAS, ADOPTING THE 2022 THOROUGHFARE PLAN, A SUPPLEMENT TO THE CITY OF BRENHAM COMPREHENSIVE PLAN “HISTORIC PAST, BOLD FUTURE: PLAN 2040;” REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR A SEVERABILITY AND SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Brenham’s first Thoroughfare Plan was first considered by the City Council during a workshop on January 8, 2009; and

WHEREAS, the 2009 thoroughfare map was amended in conjunction with the City of Brenham “Envision 2020” Comprehensive Plan adopted by Resolution No. R-13-010 on June 17, 2013; and

WHEREAS, the City of Brenham Comprehensive Plan, “Historic Past, Bold Future: Plan 2040” (“Plan 2040”) was adopted by the City Council on September 19, 2019; and

WHEREAS, during public engagements for Plan 2040, it became clear that the existing 2014 Thoroughfare Plan should be updated to reflect the City of Brenham’s growth and provide for current and future needs; and

WHEREAS, City Council approved adding a supplement Thoroughfare Plan to accompany Plan 2040; and

WHEREAS, the transportation focus area of Plan 2040 describes the near-term and long-range transportation needs and priorities in and around the City and states that the top focus areas include improving safety and connectivity and relieving congestion; and

WHEREAS, the 2022 Thoroughfare Plan report discusses, creates, and refines the existing Brenham Thoroughfare Plan Map, provides typical street sections for new development, highlights priority transportation projects, establishes a current truck routes map, proposes priority bicycle and pedestrian routes via an official map, and initiates a detailed traffic impact analysis guideline discussion for future implementation; and

WHEREAS, the thoroughfare plan was considered and recommended for approval by the City of Brenham Planning & Zoning Commission in its final report during its regular meeting on January 24, 2022; and

WHEREAS, the City Council, following a public hearing regarding the adoption of the proposed 2022 Thoroughfare Plan, hereby finds and determines the adoption of this Ordinance will promote sound development of the City of Brenham, and further promotes the public health, safety and welfare; and

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS THAT:

SECTION 1.

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2.

The City of Brenham 2022 Thoroughfare Plan, attached hereto as Exhibit “A” and incorporated herein for all purposes, shall be and is hereby adopted and made the official thoroughfare plan of the City of Brenham, Texas, hereinafter designated as the “City of Brenham 2022 Thoroughfare Plan” or “2022 Thoroughfare Plan.”

SECTION 3.

The 2022 Thoroughfare Plan is a policy guide for the City Council, City Boards and Commissions, City staff and the public for evaluating and reviewing the physical and infrastructure development of the City and such regulations as may be utilized to implement the goals and policies of the Comprehensive Plan.

SECTION 4.

The 2022 Thoroughfare Plan shall not constitute zoning or subdivision regulations or establish zoning district boundaries. In particular, the Thoroughfare Map, Thoroughfare Future Land Use Map, Priority Projects Map, Truck Routes Map, and Bicycle and Pedestrian Map shall not be, nor shall it be considered, a zoning map, nor constitute zoning regulations or establish zoning boundaries, and shall not be site nor parcel specific and shall only be used to illustrate generalized policies.

SECTION 5.

Any provision of any prior ordinance of the City, whether codified or uncoded, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City, whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect. The 2022 Thoroughfare Plan adopted by this Ordinance expressly repeals, supersedes and replaces the City of Brenham 2014 Thoroughfare Plan in its entirety.

SECTION 6.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

SECTION 7.

Notice of the time and place, where and when said Ordinance would be considered by the City Council at any and all public meetings was given in accordance with applicable law, prior to the time designated for meeting.

SECTION 8.

This Ordinance shall take effect as provided by the Charter of the City of Brenham, Texas.

PASSED and **APPROVED** on its first reading this the 3rd day of February 2022.

PASSED and **APPROVED** on its second reading this the 17th day of February 2022.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary



Thoroughfare Plan

Acknowledgments

City Council

Mayor **Milton Tate, Jr.**

Mayor Pro Tem **Clint Kolby** (Position 5 – At Large)

Councilmember **Shannan Canales** (Ward 1)

Councilmember **Albert Wright** (Ward 2)

Councilmember **Atwood C. Kenjura** (Ward 3)

Councilmember **Adonna Saunders** (Ward 4)

Councilmember **Leah Cook** (Position 6 – At Large)

Planning and Zoning Commission

Keith Behrens – Chairman

Marcus Wamble

Dr. Deanna Alfred

Calvin Kossie

Cayte Neil

Artis Edwards, Jr

Christopher Cangelosi

Board of Adjustment

Arlen Thielemann – Chairman

Jon Hodde

Thomas Painter

Mary Lou Winkelmann

Danny Goss

Walt Edmunds (Alternate)

MaLisa Hampton (Alternate)

Comprehensive Plan Advisory Committee

Bryan Butler – Airport Advisory Board Representative

Michele Bright – Airport Advisory Board Alternate

Thomas Painter – Board of Adjustment Representative

MaLisa Hampton – Board of Adjustment Alternate

William (Bill) Betts – Brenham Community Development Corporation (BCDC) Representative

Atwood Kenjura – Brenham Community Development Corporation (BCDC) Alternate

Lu Hollander – Library Advisory Board Representative

Lillian Marshall – Library Advisory Board Alternate

Jim Moser – Main Street Board Representative

Tiffany Morisak – Main Street Board Alternate

Paula Buls – Parks and Recreation Board Representative

Ginger Bosse – Parks and Recreation Board Alternate

Keith Behrens – Planning and Zoning Commission Representative

Lynnette Sheffield – Planning and Zoning Commission Alternate

Keith Herring – City Council Representative

Susan Cantey – City Council Alternate

Jessica Johnston – Brenham Independent School District Representative

Rebekah Chovanec – Brenham Independent School District Student Representative

Landon Rhoden – Brenham Independent School District Student Representative

Dr. John Turner – Blinn College Representative

Shelby Sheets – Blinn College Student Representative

Shirley Harris-Jackson – City Council Appointee

Allan Colvin – City Council Appointee

Mary Lou Winkelmann – City Council Appointee

City Staff Leadership Team

Carolyn Miller – City Manager

Jeana Bellinger – City Secretary

Roger Williams – Fire Chief

Ron Parker – Police Chief

Stacy Hardy – Finance Director

Susan Nienstedt – Director of Human Resources, Risk Management, & Technology

Dane Rau – Public Works Director

Jennifer Eckermann – Tourism & Marketing Director

Debbie Gaffey – Strategic Budget Officer

Susan Cates – Economic Development Director

Stephanie Doland – Development Services Director

Cary Bovey – City Attorney

Key City Staff

Shauna Laauwe, AICP – City Planner

Kim Hodde – Planning Technician

Sarah Hill – Development Services Administrative Assistant

Allen Jacobs – Building Official

David Doelitsch – Assistant Building Official

Crystal Locke – Community Services Specialist

Kevin Boggus – Technical Specialist

Melinda Gordon – Communication and Public Relations Manager

Consultant Team

Kendig Keast Collaborative

Bret Keast, AICP – CEO | Owner

Gary Mitchell, AICP – President

Meredith Dang, AICP – Senior Associate (Project Manager)

Janis Burall, AICP – Senior Associate

Sharon Cadena – Communication Design Associate

Luis Nunez – Senior Associate

Kate Wythe – Senior Associate

Strand Associates, Inc.® (Strand)

Jeff Held, P.E., PTOE – Project Manager, Senior Associate

Craig Kankel, P.E. – Project Engineer

Tom Hart, P.E. – Project Engineer

Kelly Hajek, P.E. – Project Engineer

Ryan Tinsley, P.E. – Project Engineer

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Introduction

A community's thoroughfare system is vital to its ability to grow in a positive manner as transportation is linked to land use. The Brenham Comprehensive Plan, *Historic Past, Bold Future: Plan 2040* (Plan 2040), was adopted by the City of Brenham (City) City Council on September 19, 2019. This Brenham Thoroughfare Plan (T-Plan) updates the 2014 Thoroughfare Plan and serves as a second step and implementation tool for Plan 2040 by providing information, analysis, and recommendations that supplement Plan 2040.

Plan 2040 "serves as a framework for thoughtful community discussion on the real and perceived challenges facing Brenham currently and in the future. Through long-range planning efforts, the community can accommodate its projected growth and revitalization in a manner that preserves its history, culture, and overall quality of life for current and future residents." Plan 2040 includes five focus areas consisting of:

- ▶ Land Use and Development
- ▶ Growth Capacity
- ▶ Economic Opportunity
- ▶ Transportation
- ▶ Parks and Recreation

The transportation focus area of Plan 2040 describes near-term and long-range transportation needs and priorities in and around the City. It notes that top focus areas include improving safety and connectivity and relieving congestion.

Highlights:

- ▶ Thoroughfare Plan Maps (Pgs. 5-7)
- ▶ Priority Projects (Pgs. 13-16)
- ▶ Typical Street Sections (Pgs. 17-25)
- ▶ Truck Routes Maps (Pgs. 26-29)
- ▶ Recommendations (Pgs. 43-44)

Plan 2040 provides the following Guiding Principles (GP) related to transportation:

- ▶ GP1: Brenham will be **ACTIVE** by enabling healthy living through offering quality and safe City parks and recreational opportunities, by prioritizing the ability to walk and bicycle safely, and by committing to maintain high levels of public safety services.
- ▶ GP2: Brenham will be **COLLABORATIVE** by pursuing and maintaining partnerships in all arenas, including housing, transportation, infrastructure, economic development, emergency response, and arts and culture.

Plan 2040 provides the following Transportation Goals:

- ▶ Goal T1: Improved traffic flow, safety, and cross-town connectivity.
- ▶ Goal T2: Increased opportunities for Brenham's residents and visitors to safely walk and bike within the City, whether for work, shopping, or recreation.
- ▶ Goal T3: A street system that is in good repair and is safe and inviting for all users (vehicles, bicyclists, and pedestrians), using the "Complete Streets" concept whenever feasible.
- ▶ Goal T4: Enhanced partnerships and collaborative relationships with the Texas Department of Transportation (TxDOT), Union Pacific Railroad, and other transportation partners.

It is with these multimodal Guiding Principles and Transportation Goals in mind that this report discusses, creates, or refines the Brenham Thoroughfare Plan Map, provides Typical Sections for New Development, highlights Priority Transportation Projects, Truck Routes Map, Bicycle and Pedestrian Priority Routes Map, and Traffic Impact Analysis Guidelines discussion.

The T-Plan is divided and detailed into four sections:

- ▶ Section 1 The Motor Vehicle Network.
- ▶ Section 2 The Bicycle and Pedestrian Network.
- ▶ Section 3 Traffic Impact Analysis Guidelines.
- ▶ Section 4 Summary of the report recommendations.



College Avenue



Austin Street, Business 36



Tom Green & Market Street

Section 1

Motor Vehicle Network

1.01 Thoroughfare Plan Map and Discussion

An essential element of the Transportation Plan is a street network that establishes a long-range vision for a highly connected, multimodal street system throughout the City of Brenham. The first listed transportation goal in Plan 2040 is to improve traffic flow, safety, and cross-town connectivity. The Brenham Thoroughfare Plan Map identifies the street network as a hierarchy of highways and streets that serve motor vehicles within and surrounding the City of Brenham (City) by utilizing the concept of **Functional Classification**. Functional classification refers to road categories according to the character of service they provide in relation to the total road network. Brenham's functional classifications include arterial and collector roads that are further categorized into principal, major, minor levels. All roadways serve a mix of two functions: mobility and access. **Mobility** refers to traveling from one place to another or from a trip's beginning point (origin) to its ending point (destination), whether to serve a neighborhood or to move traffic from one side of the community to the other in a short amount of time. **Access** refers to the ability to reach the land uses that lie along a route. Other factors to consider are the number of driving lanes, speed limits, and the number of access points along the roadway.

The functional classification of roads in Brenham ranges from local roads to interstates. Roadways with the highest mobility have the lowest access. Roads such as interstate highways and other controlled

access freeways maximize mobility by eliminating direct access (driveways or other cross streets). Roadways with the highest access have the lowest mobility. These include local or neighborhood streets where frequent driveways provide excellent access but impede mobility. For example, a neighborhood cul-de-sac provides access only and no mobility for through traffic.

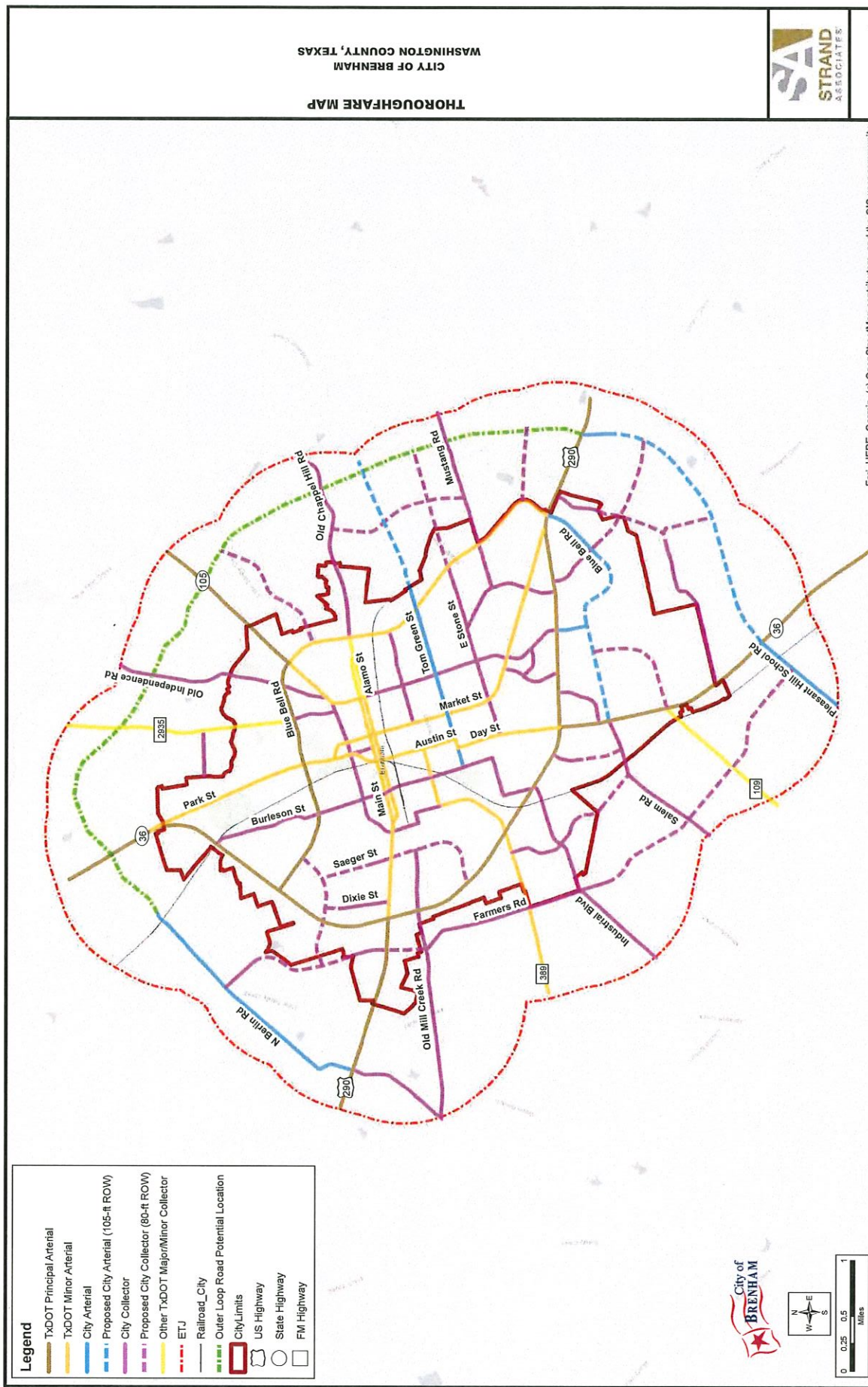
The Brenham Thoroughfare Plan Map is shown in Figures 1.01-1 and 1.01-2 and identifies the following functional classifications, listed from highest mobility and lower access to lower mobility and highest access:

Texas Department of Transportation (TxDOT)

Principal Arterial (Brown): A state-maintained roadway which carries a high volume of vehicular traffic (range of 20,000 Vehicles Per Day (VPD) to 60,000 VPD) and which is intended to move traffic in, out, or around the City. Principal Arterials typically have six lanes of traffic and do not allow bicycle lanes.



Example: US 290 and TX Hwy 36)



TxDOT Minor Arterial (Orange): A state-maintained roadway that carries moderate volumes of vehicular traffic (range of 5,000 VPD to 30,000 VPD) and which is intended to move traffic around the City. Minor arterials are typically four lanes wide and may be divided or undivided. Minor arterials may also include bicycle lanes.



Example: FM 577, Blue Bell Road

City Arterial (Blue): A City of Brenham maintained roadway similar to a minor arterial that carries a moderate volume of vehicular traffic and is intended to move traffic around the City. Minor arterials are typically four lanes wide and may be divided or undivided. Minor arterials may also include bicycle lanes. (Example: E. Tom Green Street, Old Chappel Hill, N. Berlin Road)



TxDOT Major and Minor Collector (Yellow): A state-maintained roadway that primarily carries vehicular traffic from residential streets and other collectors to arterials (range of 5,000 VPD to 10,000 VPD). A collector is typically three or four lanes wide and may also include bicycle lanes. (Example: Austin Street, South Day Street)

City Collector (Purple): A city-maintained roadway that primarily carries vehicular traffic from residential streets and other collectors to arterials. Typically, three or four lanes and may include bicycle lanes.



Example: East Academy Street, South Jackson Street

Local Street (not identified): Streets that are not identified as one of the classifications listed above are considered Local Streets, which provide the lowest mobility and highest access levels. For example, streets that service a neighborhood are local streets. (Example: Gun n Rod Road) While local streets are not specified on the T-Plan, subdivision design is of utmost importance and dictates local street layout. To help reduce speeds and give high levels of access, the City of Brenham's subdivision ordinance institutes traffic calming measures. These measures include limiting extra-long roadways by restricting block lengths to a maximum of twelve hundred (1200) feet, suggesting pinch-points and pedestrian crossings at high pedestrian traffic areas, and limiting the street width. In addition to helping with traffic calming, limiting block lengths also increases the number of access points and lowers mobility. Another way that the subdivision ordinance encourages higher access is by limiting the maximum cul-de-sac length to six hundred (600) feet.



Example: Muscadine Trail

A. Application of Thoroughfare Plan

The primary goal of the Thoroughfare Plan is to establish a mechanism for growth and development and to be a long-range declaration of public policy. As discussed in Section 1.01, the City of Brenham's transportation system consists of a street network made of several different functional classifications.

The Thoroughfare Plan Map (Figure 1.01-1), shown on page 5, identifies by color existing arterials and collectors with solid lines and proposed extensions, new streets, and a potential outer loop by dashed lines. It is imperative to identify major streets that will likely need an extension and proposed streets for future connections to facilitate positive future growth and connectivity. It is also important to identify existing streets that need widening, multimodal additions or other improvements to accommodate current growth. Early and planned identification of these roadways is crucial as once the alignment and right-of-way of major streets are established and adjacent properties developed, it is difficult to retroactively acquire additional right-of-way without significant costs.

Having new connections on the officially adopted Thoroughfare Plan Map will facilitate and give City Staff a basis to require developers to dedicate right-of-way for these roadways on platting documents before development occurs. At the time a Preliminary or Final Plat is submitted to the Development Services Department, a review of the subdivision is conducted to identify if any additional right-of-way dedication is needed per the adopted Thoroughfare Plan map (Figure 1.01-1). In the case of existing streets, the developer is typically required to dedicate additional right-of-way width for eventual road widening by the City or TxDOT. In the case of new roadways on larger undeveloped tracts of land the developer would be required to dedicate the right-of-way and construct the street network in accordance with applicable City design standards.

One exception to the right-of-way dedication requirement exists on the proposed Thoroughfare

Plan. Shown in Figure 1.01-1 (Page 5) is a large green "outer-loop" around the east side of the City limits and located in the City's Extraterritorial Jurisdiction. This outer loop represents a long-term vision to dedicate a freeway or arterial roadway that would open the eastern side of the community for development as well as provide a connection with minimal to no stops along the route. Currently, SH 36/US 290 serves as the City's western loop and FM 577 serves as the eastern loop. Both thoroughfares are already developed with multiple traffic signals and controlled intersections. It is anticipated that in the next 10-20 years additional traffic signals will be installed along these roadways to account for the increased vehicle traffic and congestion which stems from the rapidly growing community. An additional loop will need to be considered as the City grows out from the core of the Downtown area, east to the currently more rural or underdeveloped areas. The green outer loop, as shown in Figure 1.01-1, represents a conceptual location of the eventual thoroughfare and additional analysis and studies are needed to determine the finalized location and alignment based on topography, property lines, existing roadways, and waterways. Therefore, no right-of-way dedication will be required at the time of platting properties located along the green outer loop. Following a more detailed and thorough study of the proposed road alignment, the City and County should work together with TxDOT to advocate for the right-of-way acquisition to develop the proposed thoroughfare.

The Thoroughfare Plan also includes maps for City of Brenham priority projects, truck routes, and for bicycle and pedestrian routes. As development proposals arise, each of the adopted maps within the Thoroughfare Plan will be consulted to find opportunities for both the developer and City to make improvements and/or dedications at the initial stages of the process before construction occurs.

B. TxDOT Programmed Projects

TxDOT is currently developing design concepts to improve the interchange at US 290/SH 36 (the cloverleaf interchange). The cloverleaf interchange has been funded and will serve as an vital local, regional, and statewide roadway connection. The goals of TxDOT's redesign project are to improve safety, reduce congestion, improve mobility, maintain connectivity, and provide a viable major evacuation route. The primary focus of the project is to construct a new interchange that will provide a continuous US 290 route, maintain two lanes in each direction, and maintain access to local roads. At the time of this report, specific alternatives have not been finalized. TxDOT has narrowed down the list of design concepts to three primary choices. All the design concepts include expanding the US 290/SH 36 connection from one to two lanes, completing the conversion to one-way frontage roads, updating entrance and exit ramps, and accommodating bicyclists and pedestrians within urban settings. The proposed interchange would, subject to the concept selected and final design considerations, require additional right-of-way and potential displacements.

On November 19, 2020, TxDOT held a virtual public meeting at the Barnhill Center to discuss the proposed US 290/SH 36 interchange project options. TxDOT detailed five different options and received feedback from Councilmembers, County Commissioners, potentially affected business owners and homeowners, and the public. These five preliminary design concepts are shown in Figure (TxDOT map with all concepts). The presentation, both audio and visual components, was available online to the public from November 19, 2020, to December 4, 2020. TxDOT received comments from the local officials and attendees of the meeting as well as written comments from the public submitted by mail on or before December 4, 2020.

To help evaluate each concept, a scoring matrix was utilized by TxDOT (Figure 1.01-5), that gave a relative concept score for each of the six primary goals: Provide continuous flow on US 290, Minimize property

impacts, Preserve local access, Improve safety, Reduce congestion, and Improve statewide and local mobility.

Based on the scoring matrix and public comment, Concept B was shown to be the preferred concept, with Concepts A and C ruled completely out. The remaining concepts (B, D, & E) will now undergo a further environmental review of constraints within the study area. Typical environmental constraints are community facilities, residential/commercial structures, hazardous materials sites, historical markers and structures, oil and gas wells, archaeological sites, parkland, streams, wetlands, floodplains, and protected species.

An additional public hearing is anticipated in between 2021 to 2023, followed by environmental clearance. Right-of-way acquisition will start in 2022, with utility relocations and construction plans completed by 2025. Depending on approval and available funding, construction is estimated to begin in 2026, with completion in 2 to 3 years.

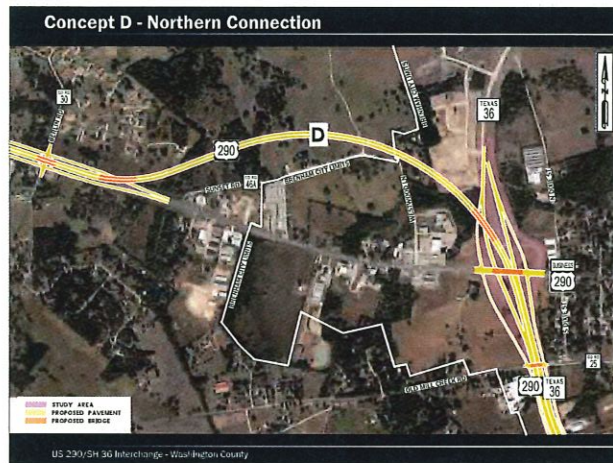
Concept B

Concept B provides a direct, free flow connection for US 290 through traffic while maintaining the existing freeway/free flow connection for traffic traveling northbound US 290 to northbound SH 36 and southbound SH 36 to southbound US 290. Concept B has more substantial impacts, primarily southwest of the existing cloverleaf interchange. See figure 1.01-4.

Concept D

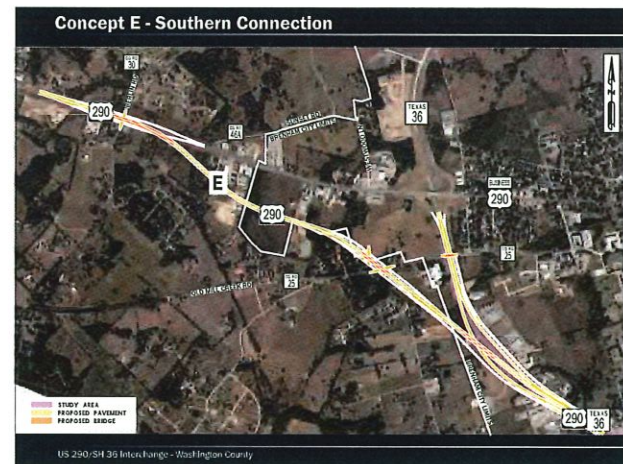
Concept D is termed the Northern Connection and reroutes both the westbound and eastbound travel lanes to the north. The purple shading identifies the study area, the yellow shading identifies the proposed pavement, and the orange shading identifies proposed bridges/overpasses. This concept constructs a new two-lane roadway alignment in each direction north of the existing US 290/SH 36 Intersection, includes an uninterrupted direct

connection providing continuous flow along US 290, provides a direct connect tie-in near Berlin Road, and features an overpass at Berlin Road with U-turns for improved safety and connectivity, and includes a frontage road connection between Business 290 and Old Mill Creek Road to accommodate local access. This concept would necessitate acquiring right-of-way.



Concept E

Concept E is an additional concept that was presented at the public meeting in November 2020. This concept is referred to as the Southern Connection. Concept E constructs a new two-lane roadway alignment in each direction south of the existing US 290/SH 36 Intersection. This concept also includes an uninterrupted direct connection providing continuous flow along US 290 and provides a direct connect tie-in near Berlin Road that consists of an overpass with U-turns for improved safety and connectivity, as well as an overpass at Old Mill Creek Road with U-turns, as needed. In addition, it maintains the existing US 290/SH 36 intersection to accommodate local traffic. Regional main lane traffic will continue on US 290 through the direct connect, thereby reducing the traffic on the existing US 290/SH 36 intersection and improving its operation. Concept E will also require the acquiring of a large amount of right-of-way.



Conclusion

The project team recommends that the City be proactive in working with TxDOT as the US 290/SH 36 interchange (the cloverleaf) improvement concepts are refined, and the impacts come into sharper focus. The City should advocate for the concept that best advances Plan 2040's Guiding Principle 2 by considering impacts to housing, transportation, infrastructure, economic development, emergency response, and arts and culture.

Figure 1.01-4 US 290/SH 36 TxDOT Concept B – Southern Direct Connect Source: Txdot.gov

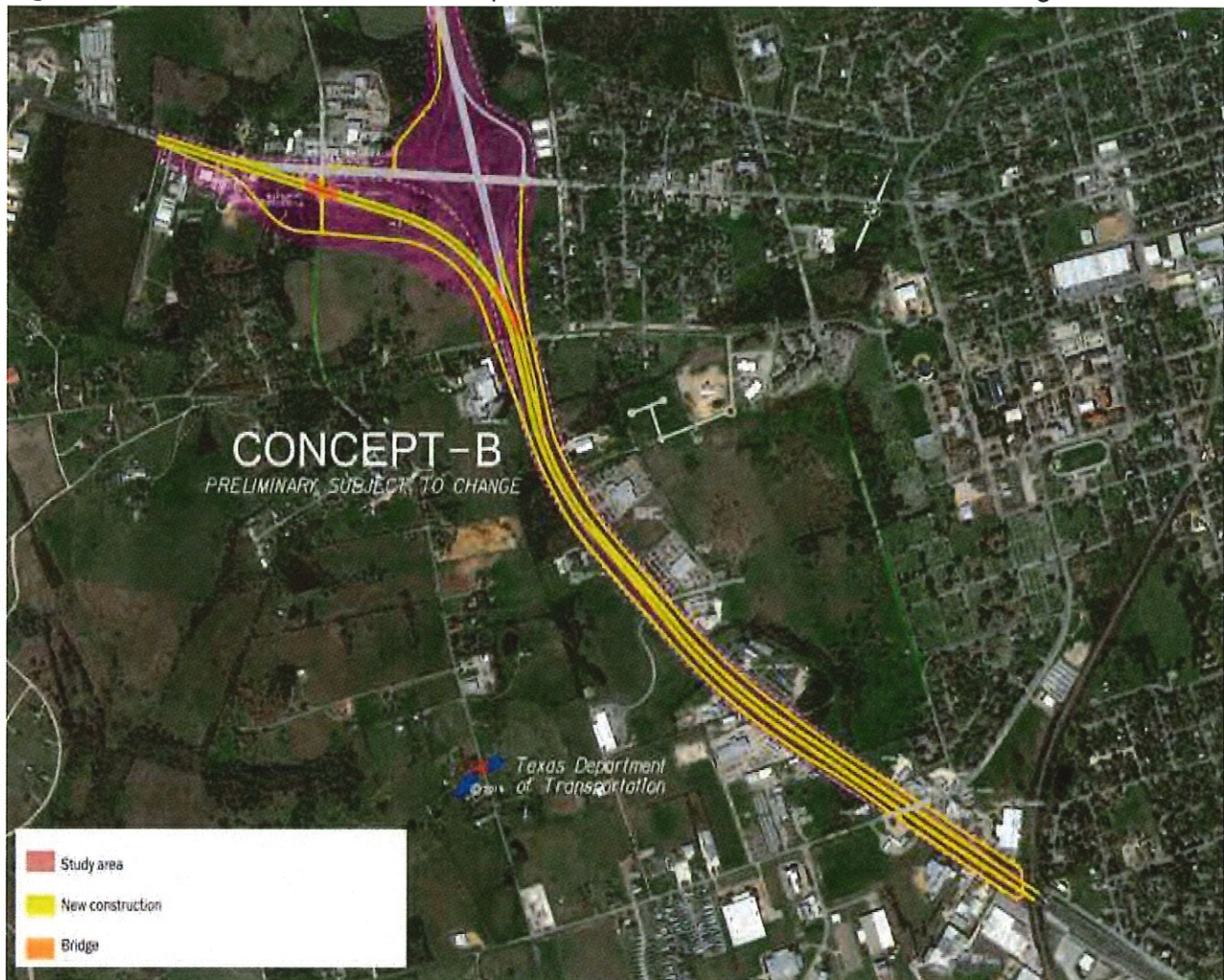


Figure 1.01-5 Concept Scoring Matrix

	Concept A Diverging Diamond Interchange	Concept B Central Direct Connect	Concept C Split northern Connection	Concept D Northern Connection	Concept E Southern Connection
Provide Continuous Flow on US 290	●	●	●	●	●
Minimize Property Impacts	●	●	●	●	●
Preserve Local Access	●	●	●	●	●
Improve Safety	●	●	●	●	●
Reduce Congestion	●	●	●	●	●
Improve Statewide and Local Mobility	●	●	●	●	●

Relative Concept Score:

Poor ●

Good ●

Best ●

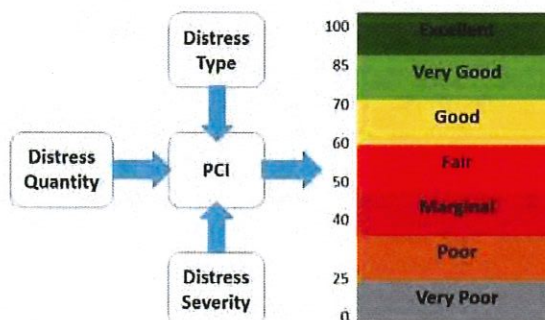
C. City Planned Projects

In late 2020 the City of Brenham partnered with Infrastructure Management Services (IMS), a full-service consulting firm that performs pavement condition surveys, right-of-way asset surveys, and creates pavement rehabilitation plans, to conduct an in-depth street condition inventory survey utilizing state of the art scientific equipment to evaluate the City's street network. Based on the resulting survey and report, that consisted of gathering data and analyzing over 94 centerline miles of the street network, it was found that the City's streets had an overall Pavement Condition Index (PCI) of 59. This is slightly below average, with a goal of reaching a PCI of 70. With the results of the in-depth inventory data, the City of Brenham is now able to plan, budget, and react efficiently to our street network needs.

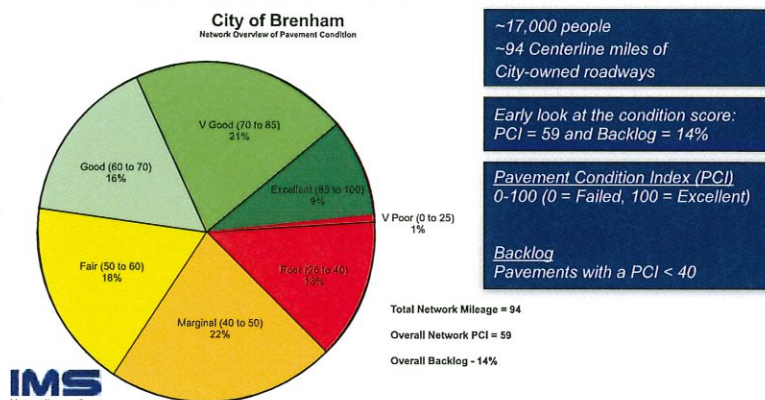
The resulting data enables the City of Brenham to properly identify its needs related to each street and react accordingly. The City may now efficiently and effectively conduct a great deal of work in-house to include crack sealing, performing overlays on "good" and "fair" streets, and dedicating additional funds for mill and overlay projects, sealant additions, and total reconstruction based on each street's characteristics.

To this end, over the next five years, the City of Brenham has dedicated over \$2.5 million dollars toward street projects. These projects include specifically dedicating \$250,000 to seal coat projects that will extend the life of GOOD and FAIR streets in our system and dedicating over \$600,000 to in-house street projects that will concentrate on residential streets for mill and overlay improvements as well as reconstruction of streets that fall below 40 PCI. Another \$1.7 million is dedicated towards contractor

Pavement Condition Index



Overview of Pavement Conditions



projects that will help tackle larger sections of streets that fall below a PCI of 50. With these three tactics and dedicated funding, the City of Brenham will improve the overall PCI rating of the street network.

The City of Brenham has also identified several large Capital Improvement Projects that pertain to street widening and drainage improvements. The following identified streets are listed below:

Burleson St (FM 577-Benton Dr.)	\$3,915,000
Gun and Rod Road (East)	\$1,873,000
Gun and Rod Road (West)	\$1,929,500
Jake Pickle Drive Extension (South)	\$894,000
Old Chappell Hill Rd.	\$2,052,500
Old Mill Creek Rd.	\$2,351,000
South Blue Bell Rd Extension	\$7,987,000
Total	\$21,002,000

A. The Burleson Street project

Located at FM 577 and Benton Drive, includes a pavement section with concrete curb and gutter with storm sewer and three lanes that total 40-foot wide from back-of-curb to back-of-curb with two driving lanes and a center turn lane. The project also includes a sidewalk on one side and street lighting. Special considerations to note is that the area may require detention, resulting in the need for the City to purchase additional land.

B. The Gun and Rod Road (East) project

Includes a pavement section with concrete curb and gutter with storm sewer and three lanes that total 40-foot wide from back-of-curb to back-of-curb with two driving lanes and a center turn lane. The project also includes a 12-foot multi-use sidewalk path and lighting. Special considerations to note are landscaping in the right-of-way on the north side will likely be impacted, and the City may want to upgrade the downstream storm sewer lines with both east and west improvements for Gun and Rod Estates.

C. The Gun and Rod Road (West) project

Includes a pavement section with concrete curb and gutter with storm sewer and three lanes that total 40-foot wide from back-of-curb to back-of-curb with two driving lanes and a center turn lane. The project also includes a multi-use sidewalk path and lighting. Special considerations include that the City may need additional right-of-way for the multi-use path, the City may want to upgrade the downstream storm sewer lines with both east and west improvements for Gun and Rod Estates, and possible replacement of all corrugated metal pipe (CMP) that currently exists underneath the pavement section.



Gun and Rod Road (West)

D. The Jake Pickle Drive extension project

Includes a pavement section with concrete curb and gutter with storm sewer and three lanes that total 40-foot wide from back-of-curb to back-of-curb with two driving lanes and a center turn lane and lighting on one side. Special considerations for this project are the extension may require modifications to the existing drainage channel and the construction of a bridge.

140-feet of additional right-of-way acquisition along the length of the street. Several special considerations for this project comprise of the extension, that may require detention if the park ponds do not have adequate capacity, a bridge, or two smaller bridges, will also need to be constructed, and the extension will cross under overhead transmission lines. Lastly, a signal at the intersection of Highway 36 will be necessary.

E. The Old Chappell Hill Road project

Consists of a pavement section with a concrete curb and gutter with storm sewer and three lanes that total 40-foot wide from back-of-curb to back-of-curb with two driving lanes and a center turn lane and verifying spacing of existing lighting and adding or modifying as needed. The special considerations for this project include the removal of the existing bridge and the construction of either a new bridge or a culvert crossing.

F. The Old Mill Creek Road project

Includes a pavement section with concrete curb and gutter with storm sewer and three lanes that total 40-foot wide from back-of-curb to back-of-curb with two driving lanes and a center turn lane, a sidewalk on the north side, and lighting.

G. South Blue Bell Road extension (Salem Road tie-in) project

Includes a pavement section with concrete curb and gutter with storm-sewer; a four-lane boulevard with a grass median and left-turn bays, where needed. The total pavement section is 70-foot-wide back-of-curb to back-of-curb. In addition, decorative lighting on both sides and two sidewalks are included, with a 10-foot multi-use path on one side and a 4-foot sidewalk on the other. This project does include approximately

1.02 Priority Projects Map

To move forward, it is important to include an assessment of existing transportation conditions to see areas of concern and of opportunity. In this vein, the development of Plan 2040 included documentation of existing transportation conditions and needs within the Existing City Report portion of the Plan. One tool utilized to gather input during a community engagement process was a mapping exercise conducted in January 2019. Participants marked areas in need of improvement of connectivity and/or traffic flow on maps of Brenham's road network. The areas of consensus from multiple maps included:

- ▶ Areas needing improved connectivity:
 - ▷ SH 36 north of the cloverleaf interchange with US 290
 - ▷ The area west of Blinn College approaching US 290
 - ▷ US 290 at the BNSF Railroad crossing
 - ▷ The US 290/SH 36 intersection (shopping area with HEB and Wal-Mart)
 - ▷ The SH 36 at intersection with the BNSF Railroad, near Hohlt Park
 - ▷ The area south of US 290 near Brenham Family Park where the Chappell Hill Street extension is planned
- ▶ Areas needing improved traffic flow:
 - ▷ The US 290/SH36 cloverleaf interchange
 - ▷ Day Street, in commercial areas both north and south of the US-290 interchange
 - ▷ US 290 west of the SH 36 intersection, at the Westwood Shopping Center area
 - ▷ The area around Brenham High School
 - ▷ The area around Brenham Post Office
 - ▷ Downtown
 - ▷ Crossing Streets near the BNSF Railroad line

when trains are present; particularly Main Street

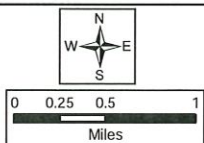
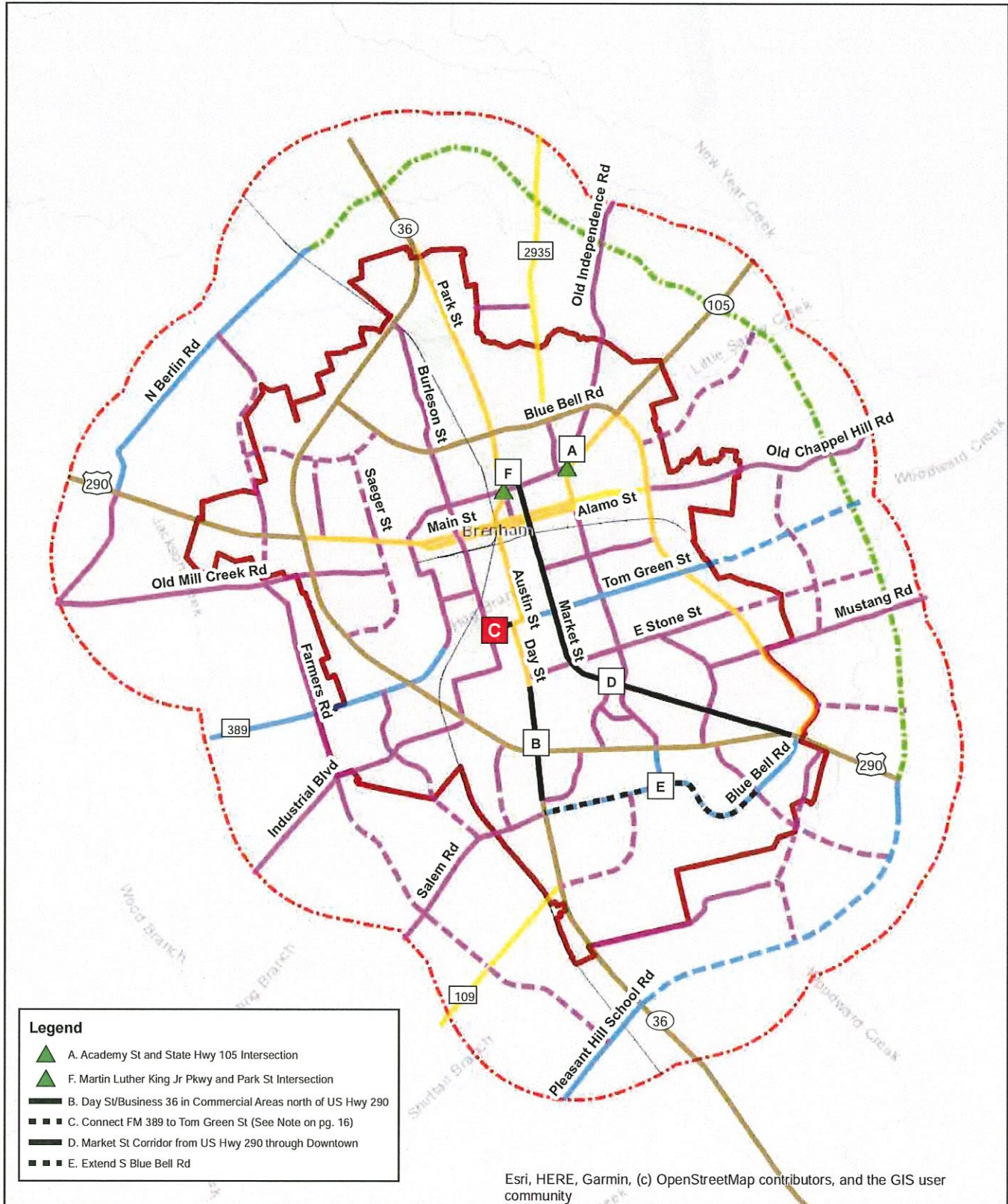
- ▶ The intersection of Blue Bell Road and SH 105

Plan 2040 indicates on page 66 that "Overall, there are no significant traffic concerns based on projected population growth and development." While existing congestion is modest compared to larger metropolitan areas, there are several current and future trip generators that will increase traffic volumes on the streets and highways that serve them, including:

- ▶ New commercial developments along US 290, which is expected to remain the highest volume traffic facility
- ▶ New commercial developments along SH 36
- ▶ Brenham Family Park, which, when developed, may serve as a regional trip attractor, especially as a mix of complementary uses develop around it
- ▶ Market Street, Day and Austin Streets, and West Main Street, identified as corridor mixed use on the Future Land Use Map
- ▶ Downtown
- ▶ Blinn College
- ▶ Blue Bell Creameries
- ▶ Industrial business parks (particularly for truck traffic)

Based on the needs identified in the Existing City Report, the locations of current and future trip generators, discussion with City staff and other stakeholders, local knowledge, and professional judgment, the team identified and prioritized six future projects in Plan 2040. Figure 1.02-1 (page 16) shows the priority projects. These future projects include: the Academy Street and SH 105 intersection, Day Street/BUS 36 in commercial areas north of US 290 through downtown, connecting FM 389 to Tom Green Street, Market Street corridor from US 290 through downtown, extending South Blue Bell Road, and the Martin Luther King Jr. Parkway and Park Street intersection.

Figure 1.01-2 Priority Projects



City of Brenham Priority Projects



Each of these future projects was identified in Plan 2040 as a strategic action and capital investment priority with focused implementation in the short to mid-term, and to be incorporated into the Capital Improvements Program (CIP). These future projects, why they are needed, and possibilities for improvements are detailed following Figure 1.02-1.

A. Intersection of Academy Street and SH 105

This “Y” intersection is near a curve in the Academy Street roadway and is complicated by the nearby Thiel Street tee intersection to the east. The project should reconfigure the intersection to improve safety, reduce driver confusion, and mitigate congestion.

Possible improvements to be investigated could include removing the Thiel Street connection to SH 105 or converting the street to one-way eastbound to eliminate conflicts created by westbound Thiel Street traffic; conversion to all-way stop control; and/or geometric modifications and land acquisition to construct a roundabout.



Academy Street & Chappell Hill Street

B. Day Street/BUS 36 in Commercial Areas North and South of US 290

The commercial area along SH 36/Day Street north and south of US 290 experiences congestion and vehicle queuing concerns. This area was noted within the Existing City portion of Plan 2040 as an area that was in need of improved traffic flow. The high number of closely spaced driveways on both sides of the street results in conflicting movements and often unsafe driving behavior. Safety improvements and access management to improve safety, reduce

congestion, and provide more orderly movement of vehicles are recommended.

Possible improvements to be investigated include eliminating driveway access points on Day Street for properties that currently have more than one; extending the raised median on Day Street north of US 290 to the north to eliminate left-out movements near the Frontage Road/interchange signal; and/or providing cross access between businesses fronting Day Street/BUS 36, possibly with the addition of a consolidated, signalized access point.



Day Street, Business 36

C. Connect FM 389 to Tom Green Street

Providing a connection between FM 389/Prairie Lea Street and Tom Green Street would significantly improve connectivity and mobility on the south side of the City by creating a continuous east-west City Arterial corridor. This was initially determined to be a priority as there is currently only one way to cross the railroad tracks, which is detrimental to Fire and EMS as well as if an evacuation ever needs to take place. However, with the proposed development of Fire Station Number 2 and multiple EMS stations, emergency personnel will be capable of serving all areas of town efficiently without this connection. After additional consideration and research, this project has been deemed cost-prohibitive. Furthermore, the new US Hwy 290 and SH 36 interchange concepts all incorporate one-way frontage roads that will likely alleviate the necessity for this connection.

D. Market Street Corridor from US 290 Through Downtown

The Market Street corridor is a TxDOT Minor Arterial

that is a primary north-south connection for the City, particularly for travelers coming from or going to the east on US 290. Currently, the corridor varies in character along its length. The street section along the corridor consists of a three-lane section (one travel lane in each direction with a center-turn lane) on the southern portion and a traditional two-lane section closer to Downtown. Development and implementation of a Corridor Improvement Plan are recommended to create a more cohesive and welcoming transportation corridor.



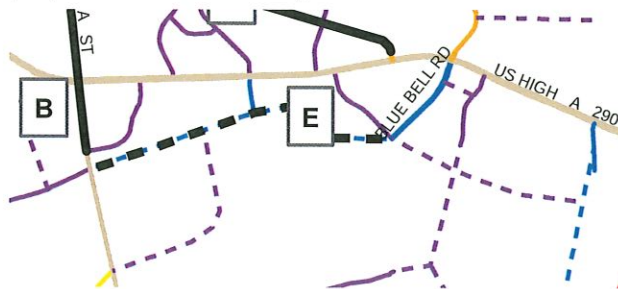
Market Street

Possible improvements to be investigated could include installation of a raised median within the three-lane portions of the corridor where there is a lack of driveways or side streets and, therefore, no need for a left-turn refuge area; enhanced crosswalks and/or sidewalks; investigation of on-street bike accommodations; and/or streetscaping elements such as decorative lighting, landscaping, wayfinding signage, etc.

E. Extend South Blue Bell Road South of SH 36

Blue Bell Road is an important arterial route providing a high level of mobility throughout the City. Continuing South Blue Bell Road from its current terminus south of US 290 to connect with SH 36 is a high priority. The vital need for this connection was also highlighted in Plan 2040 as it would further improve connectivity on the south side of the City. A variety of land uses could be developed with an extension. The Future Land Use Map shows this area as a Planned Development where an additional study is needed for proposed realignment and adjacent land uses. This connection is shown as a dashed line

on the Thoroughfare Plan map running north of the proposed Brenham Family Park area.



excerpt of Figure 1.02-1

F. Intersection of Martin Luther King Jr. Parkway and Park Street (by the Library)

The intersection of Martin Luther King Jr. Parkway, Academy Street, BUS 36, and Park Street has a traffic signal and marked turn lanes on the northbound and southbound approaches. However, no lane designations are marked on the eastbound or westbound approaches. This often results in vehicle operations resembling a single lane functioning for left-turn, through, and right-turn movements. Intersection improvements are recommended to reduce congestion at this location.

Possible improvements to be investigated include providing separate left-turn and shared through/right-turn lanes on the eastbound (Martin Luther King Jr. Parkway), and westbound (Academy Street) approaches; updating the traffic signal phasing and/or timings; and/or providing improved pedestrian crosswalks.



Academy Street to Dr. MLK Jr. & North Park Street

1.03 Typical Sections

Plan 2040 recommends that the City integrate "Complete Streets" concepts into local projects. Complete Streets concepts seek to better accommodate all road users, including pedestrians, bicyclists, transit users, and motorists. The

recommended typical sections have been developed with this concept in mind.

The typical sections are intended to guide City decisions when new or retrofit street projects are undertaken. Adjustments to the dimensions and/or amenities can be made based on project specific considerations.

Lane Widths:

The 13-foot wide travel lanes shown in the Local Alternatives L1 and L2 sections match the City's current standards. Narrower lanes are being used by many communities to help calm traffic and reduce travel speeds. 11-foot lanes have become commonplace for local streets, with some communities going even narrower. This is another item the City should monitor, and if appropriate, sometime in the future, consider revising the Local Alternatives L1 and L2 typical sections to provide narrower motor vehicle travel lanes.

Bike Accommodations:

The project team discussed the pros and cons of providing a wider on-street bike area. The industry trend is toward wider accommodations, sometimes with a painted buffer area. This is something the City should monitor, and if appropriate, sometime in the future consider revising the Collector Alternative C2 typical section to provide wider on-street bicycle space, similar to the Arterial Alternative A2 section.



Source: Active Transport Alliance – activetrans.org



Source: Boulder County – bouldercounty.org

A. City Arterial Streets

Arterial streets provide a high level of mobility. These streets are intended to move 5,000 to 30,000 vehicles per day through and around the City efficiently, with access points generally being from collector streets. Arterial streets typically have speeds of 40 to 50 mph, with greater driveway spacing and fewer driveways allowed per lot. The recommended typical sections depict a four-lane street. If traffic volumes on an arterial corridor do not warrant a four-lane street section, the City could select a typical section from the City Collector category.



Prairie Lee Street

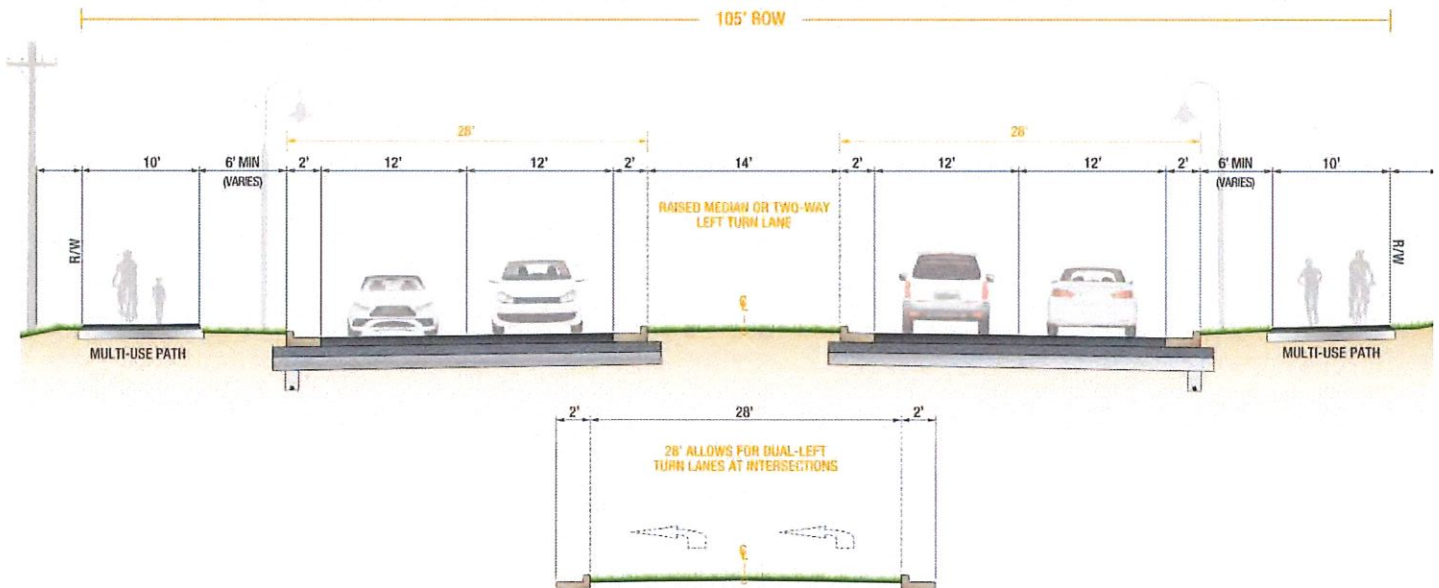
1. Arterial Alternative A1: Four- or Five-Lane Road with Multi-use Paths

Typical section Arterial Alternative A1 provides two travel lanes in each direction. Between intersections, a Two-Way Left-Turn Lane (TWLTL) or a raised center median could be provided, depending on the presence or absence of driveways. A multi-use path is provided on each side of the road to accommodate bicyclists and pedestrians. The total right-of-way (ROW) width between the major intersections is 105 feet. At some busier intersections, additional ROW may be needed to accommodate dual left-turn lanes.

This section is suitable along City Arterial streets that are also designated as Higher or Medium/Lower Priority Bicycle/Pedestrian Routes (see report Section 2). The Arterial Alternative A1 section is shown in Figure 1.03-1.

Figure 1.03-1 Arterial Alternative A1

ARTERIAL ALTERNATIVE A1: FOUR/FIVE-LANE ROAD WITH MULTI-USE PATHS



2. Arterial Alternative A2: Four- or Five-Lane Road with Buffered Bike Lanes

Typical section Arterial Alternative A2 provides two travel lanes in each direction. Between intersections, a Two-Way Left-Turn Lane or a raised center median can be provided, depending on the presence or absence of driveways. Sidewalks are provided on each side of the road to accommodate pedestrians. In addition, on-street, buffered bicycle lanes are also provided in each direction. The total ROW width between major intersections is 105 feet. At some busier intersections, additional ROW may be needed to accommodate dual left-turn lanes.

This section is suitable along City Arterial streets that are also designated as Higher or Medium/Lower Priority Bicycle/Pedestrian Routes (see report Section 2). The Arterial Alternative A2 section is shown in Figure 1.03-2.

B. City Collector Streets

Collector streets provide a moderate level of mobility while allowing more frequent direct access than arterial streets. Collector streets typically allow speeds of 30-40 mph and provide travel through corridors and provide a connection to arterial streets. The recommended typical sections depict both two- or three-lane streets and two-lane only streets.

1. Collector Alternative C1: Two- or Three-Lane Road with Path and Sidewalk

Typical section Collector Alternative C1 provides one travel lane in each direction. Between intersections, a Two-Way Left-Turn Lane or a raised center median can be provided, depending on the presence or absence of driveways. A sidewalk is provided on one side, with a multi-use path provided on the other. The total ROW width is 80 feet.

Figure 1.03-2 Arterial Alternative A2

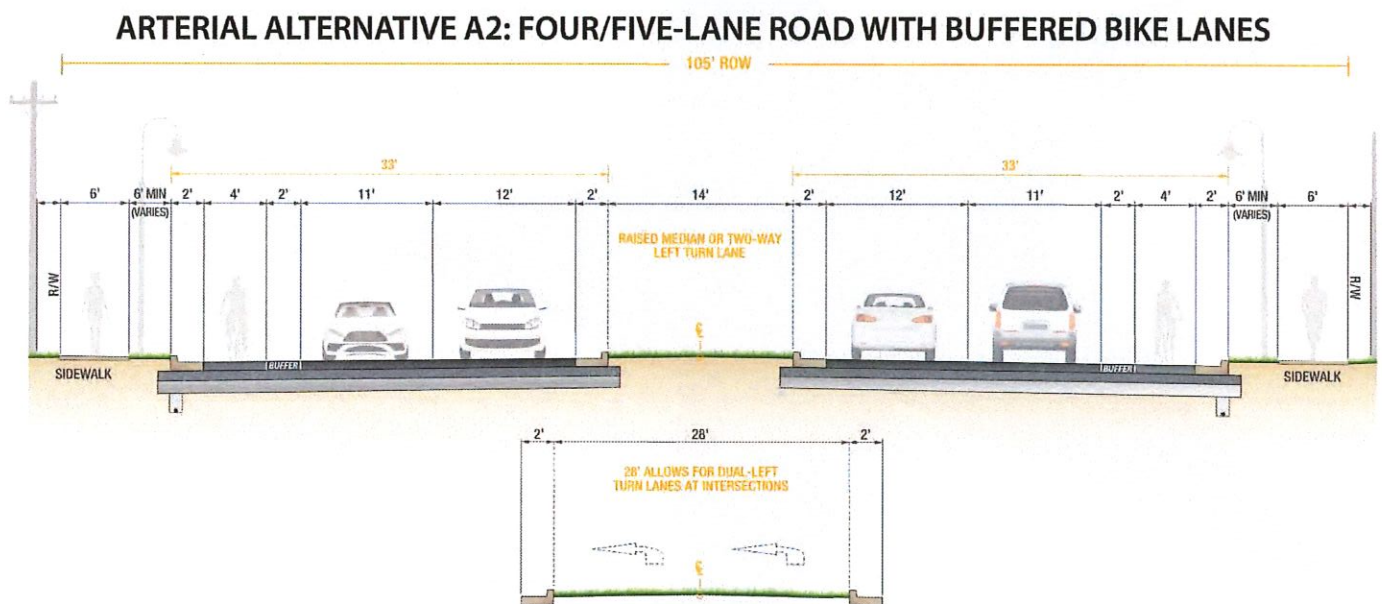


Figure 1.03-3 Collector Alternative C1

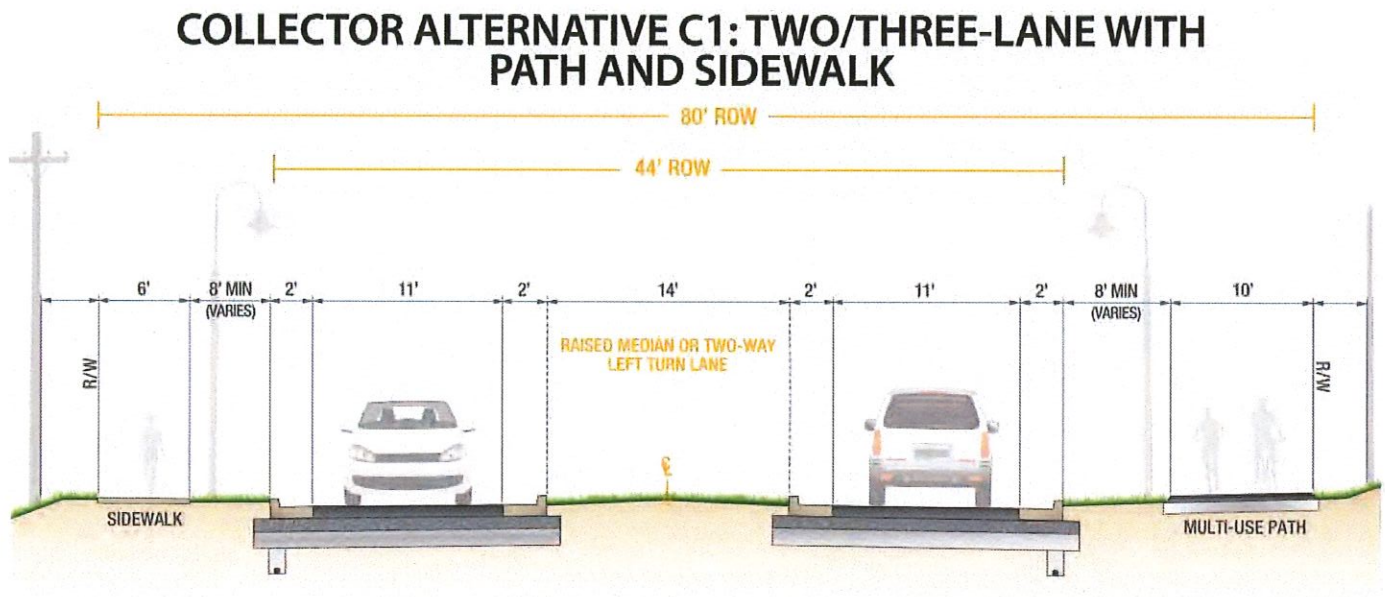
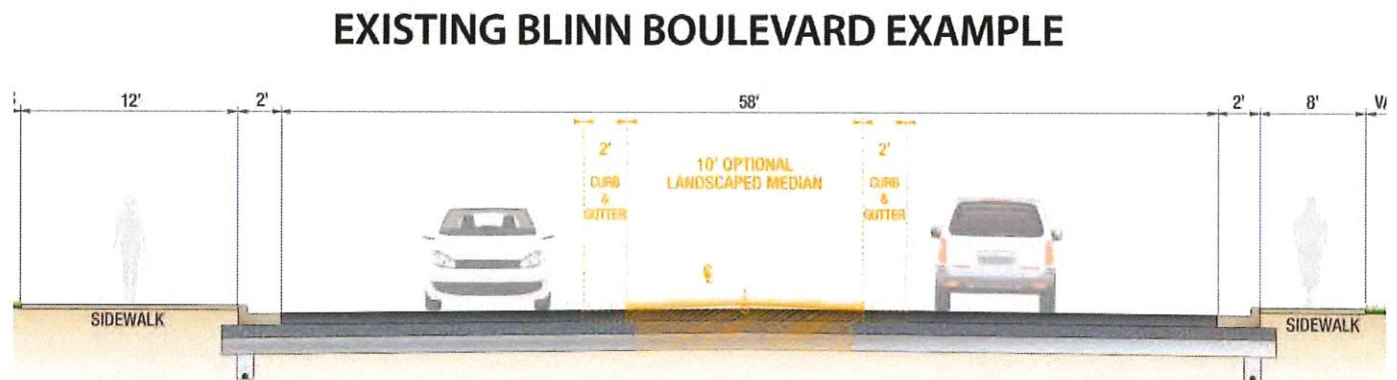


Figure 1.03-4 Existing Blinn Boulevard Example



This section is designed such that it accommodates a variety of City Collector street segments as well as Bicycle/Pedestrian Routes (see report Section 2). The Collector Alternative C1 section is shown in Figure 1.03-3. This section features a sidewalk or multi-use path on each side of the street for pedestrians and bicyclists, as well as a raised median or Two-Way Left-Turn Lane. The right-of-way for this section is 60-80 feet. The existing Blinn Boulevard section is also shown for reference in figure 1.03-4.



Blinn Boulevard

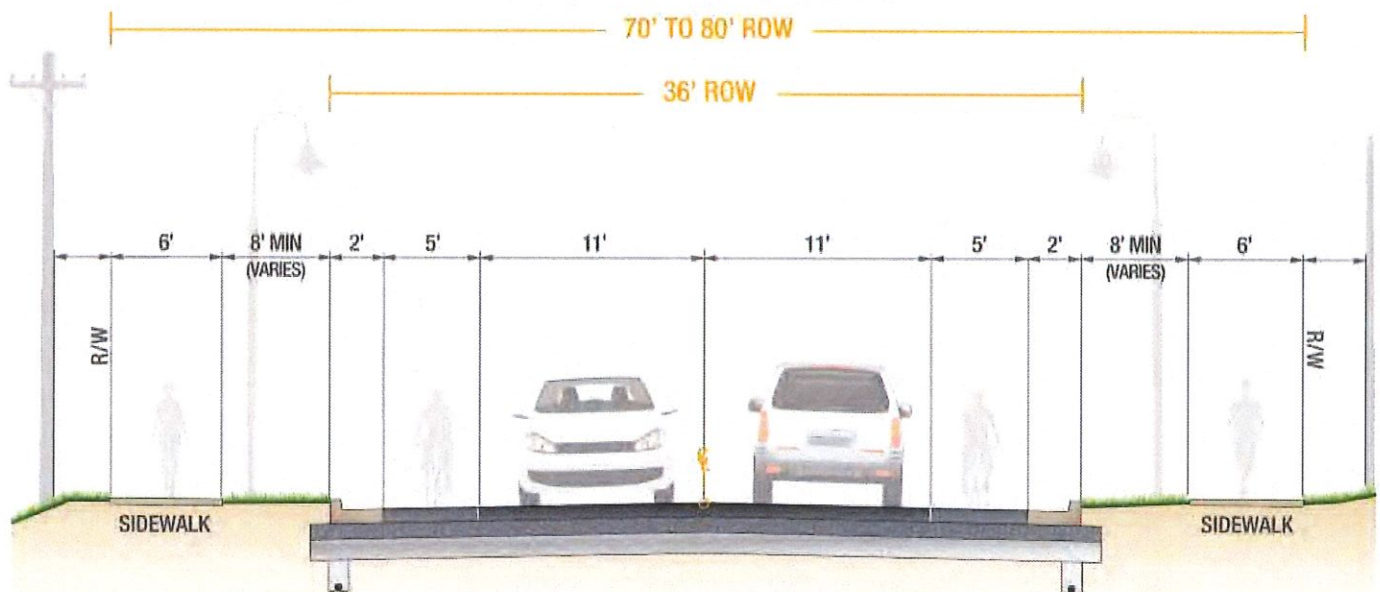
2. Collector Alternative C2: Two-Lane Road with Bike Lanes

Typical section Collector Alternative C2 provides one travel lane in each direction and no area for a raised median or a Two-Way Left-Turn Lane. The benefits of this cross-section are that a sidewalk is provided on both sides in addition to on-street bike lanes. The total ROW width is 70 to 80 feet.

This section is suitable along City Collector streets that are also designated as Medium/Lower Priority Bicycle/Pedestrian Routes (see report Section 2). The Collector Alternative C2 section is shown in Figure 1.03-5.

Figure 1.03-5 Collector Alternative C2

COLLECTOR ALTERNATIVE C2: TWO-LANE ROAD WITH BIKE LANES



C. City Local Streets

All streets that are not functionally classified by TxDOT or as a City Arterial or City Collector can be considered local streets. Local streets provide a lower level of mobility with a very high level of access. These streets typically have speeds of 15-30 mph. The recommended typical sections depict two-lane streets.

1. Local Alternative L1: Two-lane Urban Section with Path

Typical section Local Alternative L1 provides one travel lane in each direction. A multi-use path is provided on one side. The total ROW width is 55 feet.

This section is suitable along local streets that are also designated as High or Medium/Lower Priority Bicycle/Pedestrian Routes (see report Section 2). The Local Alternative L1 section is shown in *Figure 1.03-6*.

2. Local Alternative L2: Two-Lane Urban Section with Sidewalks

Typical section Local Alternative L2 provides one travel lane in each direction. A sidewalk is provided on both sides. The total ROW width is 55 feet.

This section is suitable along local streets that are not designated as High or Medium/Lower Priority Bicycle/Pedestrian Routes (see report Section 2). The Local Alternative L2 section is shown in *Figure 1.03-7*.



Fannin Street

Figure 1.03-6 Local Alternative L1

LOCAL ALTERNATIVE L1: TWO-LANE URBAN SECTION WITH PATH

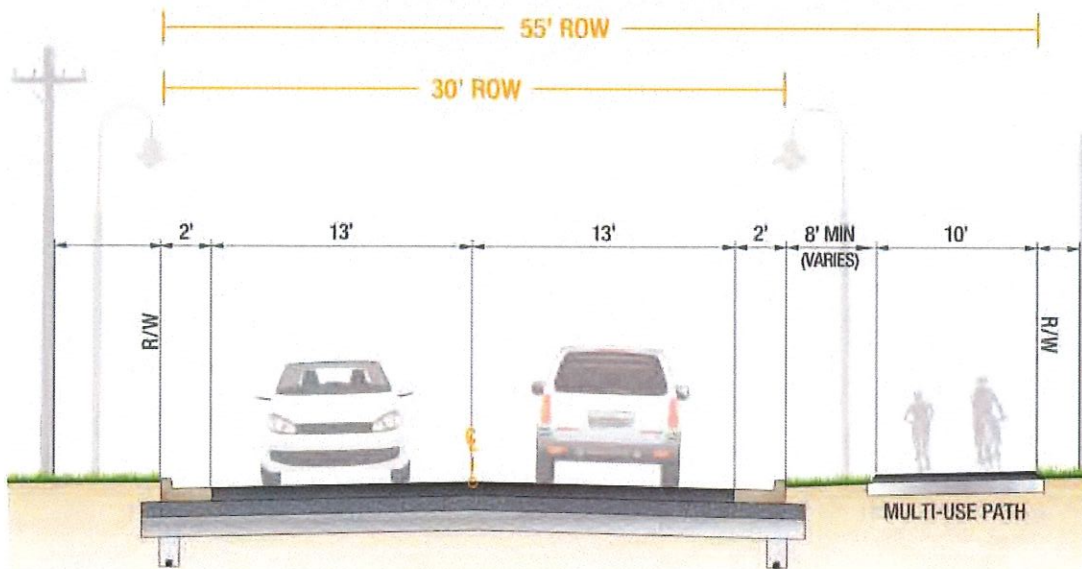
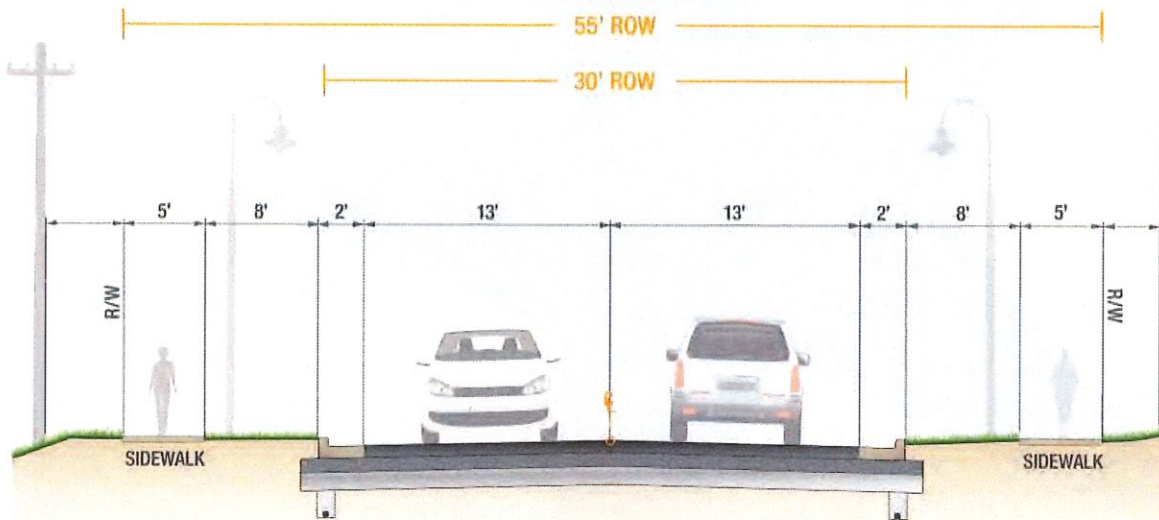


Figure 1.03-7 Local Alternative L1

LOCAL ALTERNATIVE L2: TWO-LANE URBAN SECTION WITH SIDEWALKS



1.04 Truck Routes Map and Discussion

The City of Brenham's Code of Ordinances outlines Traffic Regulations in Chapter 25 to include Truck and Hazardous Materials Routes in Article IV, Sections 25-90 through 25-95. Article IV establishes and creates certain truck and hazardous materials routes in, through, and around the City of Brenham for all trucks, semitrailers, road tractors, and truck tractors or any vehicle or conveyance carrying hazardous materials entering or exiting the city. These routes are shown on the Truck Routes Map in Figure 1.04-1. The primary purpose of the Truck Routes Map is to easily identify the preferred routes for trucks with business in the City to use between their destinations and the TxDOT Freight Network.

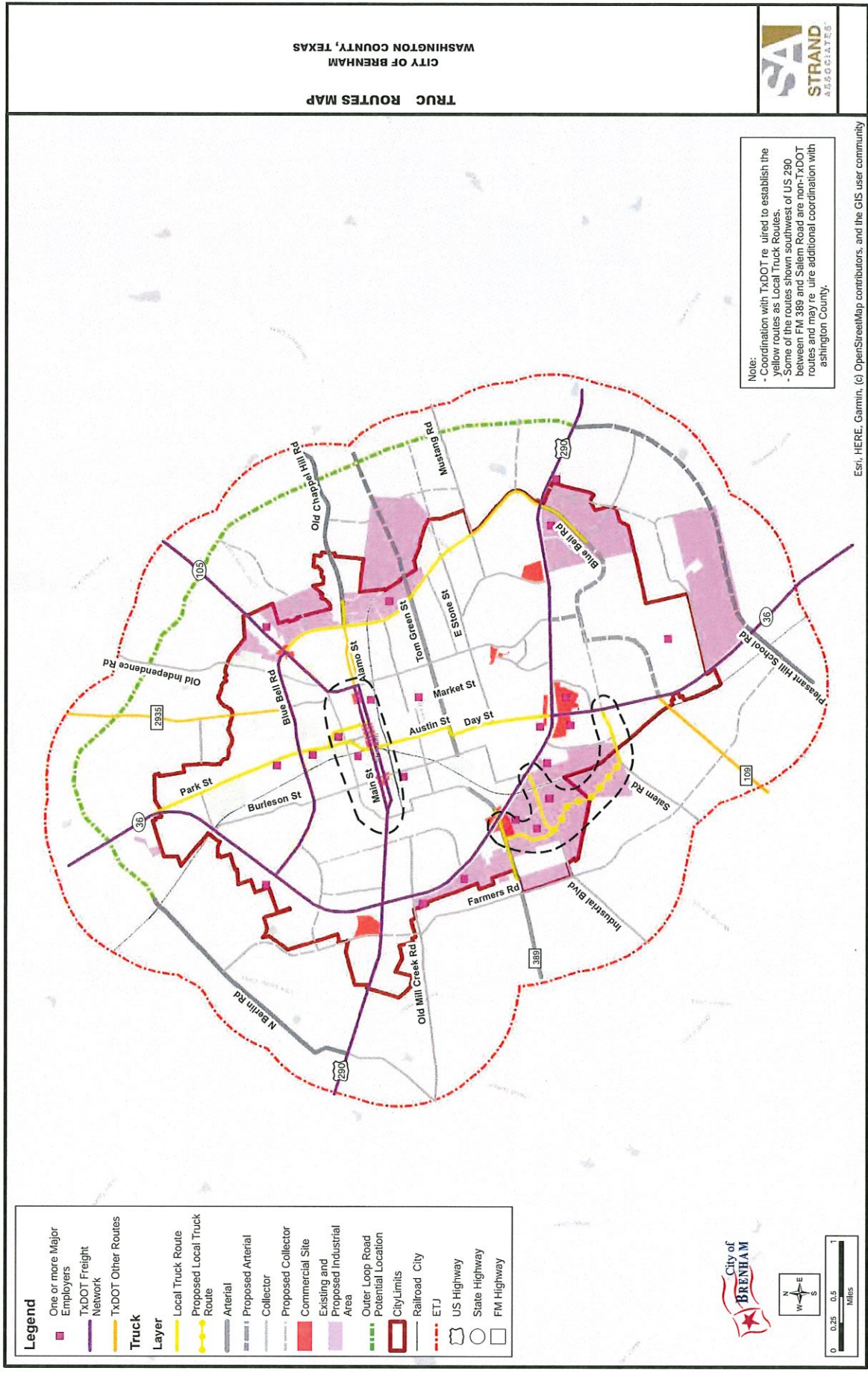
The Truck Routes Map identifies some of the larger employers in the City that are likely to receive truck deliveries and/or service. It also highlights some of the commercial land use areas where truck traffic is more frequent. The TxDOT Freight Network is shown in purple, while the recommended Local Truck Routes are shown in yellow.

Additional coordination with TxDOT and Washington County regarding the establishment of local truck routes is warranted. The City should also consider coordinating with TxDOT to investigate eliminating or relocating the portion of the TxDOT Freight Network that uses the Main Street and Alamo Street one-way pair through downtown. Regional trucks that do not have a downtown destination should be encouraged to use SR 36/Blue Bell Road/SR 105 instead. Another option would be to relocate the TxDOT Freight Network route from Main Street and Alamo Street to Martin Luther King Jr. Parkway and Academy Street. Due to residential land uses along that route as well as the Park Street intersection (a priority project location), potential adverse impacts would need to be further evaluated.



US 290 – Truck Route

Figure 1.0 -1 Truck Routes Map



Section 2

Bicycle and Pedestrian Network

2.01 Bicycle and Pedestrian Routes Map and Discussion

The Brenham Bicycle and Pedestrian Routes Map identifies the streets that best connect a number of community features. To promote an active lifestyle and increase overall community accessibility, it is desirable to make it easier to walk and bike to destinations such as churches, parks, and schools. Currently, the only designated bike route in the City is located on FM 389/Prairie Lea Street. The routes identified on the map should be prioritized for future bicycle and pedestrian improvement projects.

The Brenham Bicycle and Pedestrian Routes Map identifies bike and pedestrian routes in the following categories:

1. Recommended Higher Priority Bicycle and Pedestrian Routes on Existing Streets
2. Recommended Higher Priority Bicycle and Pedestrian Routes on Future Streets
3. Recommended Medium to Lower Priority Bicycle and Pedestrian Routes on Existing Streets
4. Recommended Medium to Lower Priority Bicycle and Pedestrian Routes on Future Streets

The Bicycle and Pedestrian Routes Map is shown in Figure 2.01

Discussion among the project team during the development of the bike/pedestrian map identified a few areas worth noting where the City should further investigate opportunities for improvements. First, there are no pedestrian or bicycle accommodations along or across Park Street/BUS 36 at Brenham High School. This is something that the City should consider improving.

Another challenging area occurs north of US 290 on Day Street/BUS 36. Bicyclists choosing to use the recommended Higher Priority route along Austin Street east of Day Street will need to use Hillcrest Lane to connect to Day Street where Austin Street ends. TxDOT is planning sidewalk improvements on portions of Austin Street and Day Street in 2022. The City should consider planning for or advocating for a multi-use path along the east side of Day Street from Hillcrest Lane traveling to the south, ideally through the US 290 interchange and beyond.

Adequately accommodating bicycles along the crossing streets at many of the US 290 interchanges will be particularly challenging. The City will need to coordinate with TxDOT on any desired improvements.



Bicyclist on Torn Green Street

Sidewalk Improvements:

As noted in Plan 2040, the City should develop a sidewalk improvement program to repair, replace, or install new sidewalks, crosswalks, and curb cuts, in high pedestrian use areas adjacent to, and leading to and from schools, near and adjacent to public buildings and spaces (including parks), and other areas with the potential for high sidewalk usage. It is encouraging that new subdivisions such as Vintage Farms and Liberty Village, both Planned Development Districts, have provided sidewalks and pedestrian trails for their residents. For example, Davy Street located within the under-construction Liberty Village Subdivision, provides sidewalks, a crosswalk, and a pinch point to calm traffic and increase pedestrian safety



2.02 Bicycle and Pedestrian Routes Map and Discussion

The following is a list of federal, state, and other grant and low-interest loan options to help fund Bicycle and Pedestrian projects in the City. This information is from a variety of sources, including the Houston Galveston Area Council. Grants for which the City does not meet eligibility requirements are not listed. Additional information under the Local Programs subsection can be found here:

<https://link.cityofbrenham.org/hgac-2040-ped>

PEDESTRIAN & BICYCLE IMPROVEMENTS



A. Federal Programs

1. Surface Transportation Block Grant Program (STBGP)

Offered By:	Federal Highway Administration (FHA), via TxDOT and local Metropolitan Planning Organizations(MPO) (where applicable).
Eligible Entities:	Municipal government entities. Generally, it may not be used to improve roads classified as local roads.
Total Program Funding:	\$1.01 billion.

Min-Max Award per Project:	None specified.
Local Match:	State or Local 20 percent.
Application Due Date:	February of each year.

2. Transportation Alternatives Set-Aside (TA)

Offered By:	FHWA, via TxDOT and local MPO (where applicable). The TA program is part of the STBG program.
Eligible Entities:	Municipal government entities, among others.
Total Program Funding:	\$10.6 million FY 2019 to 2020.
Min-Max Award per Project:	None specified.
Local Match:	20 percent.
Application Due Date:	Preliminary application in April of odd numbered years.

3. Safe Routes to School (SRTS)

Offered By:	FHWA, via TxDOT and local MPO (where applicable). The TA program is part of the STBG program.
Eligible Entities:	Municipal government entities, amongst others
Total Program Funding:	\$8.7 million FY 2019 to 2020
Min-Max Award per Project:	None specified.
Local Match:	0 percent.
Application Due Date:	Preliminary application in April of odd numbered years.

4. Recreational Trails Program

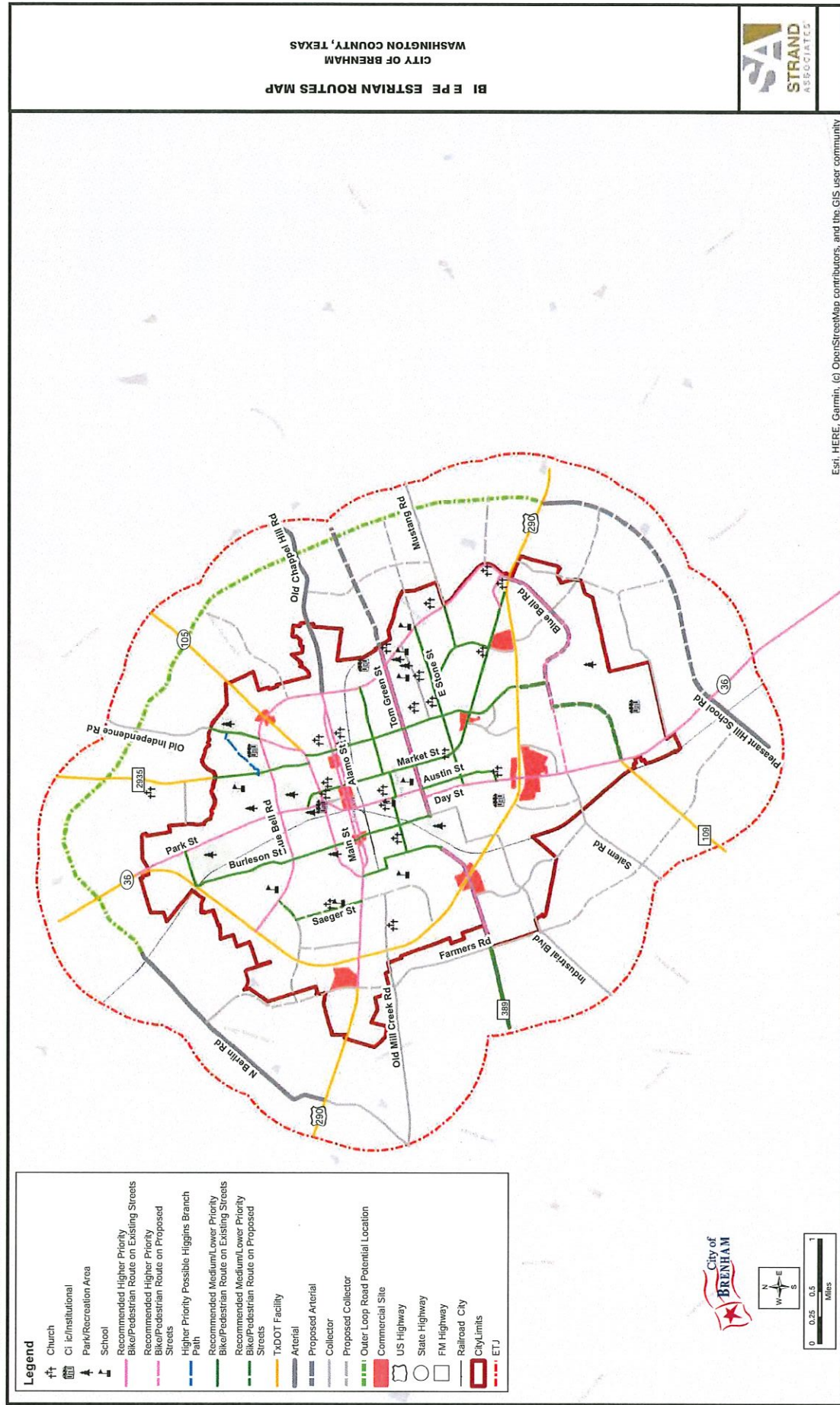
Offered By:	HWA, via the Texas Parks and Wildlife Department.
Eligible Entities:	Municipal government entities, among others.
Total Program Funding:	Varies year to year approximately \$4 million.
Min-Max Award per Project:	From \$4,000 up to \$200,000 for non-motorized trails and \$400,000 for motorized (off highway vehicle) trails.
Local Match:	20 percent.
Application Due Date:	February 1 each year.

5. Highway Safety Improvements Program (HSIP)

Offered By:	FHWA, via TxDOT and local MPO (where applicable).
Eligible Entities:	Municipal government entities, among others.
Total Program Funding:	\$216 million.
Min-Max Award per Project:	None specified.
Local Match:	10 percent state or local.
Application Due Date:	Last call for projects concluded in August 2018. according to HSIP's Website, TxDOT is currently developing process improvements to the HSIP program in lieu of a 2019 program call.

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Figure 2.01-1 Bike and Pedestrian Routes Map



6. Better Utilizing Investments to Leverage Development (BUILD), formerly known as Transportation Investment Generating Economic Recovery (TIGER).

Offered By:	United States Department of Transportation (DOT).
Eligible Entities:	Municipal government entities, among others.
Total Program Funding:	Varies year to year approximately \$4 million.
Min-Max Award per Project:	From \$1 million in rural areas and \$5 million in urban areas up to \$25 million maximum. No more than \$100 million to a single state.
Local Match:	20 percent in urban areas, 0 percent in rural areas.
Application Due Date:	May 18, 2020.

B. Local Programs

1. Capital Improvement Programs

To the extent possible, the City should coordinate the implementation of pedestrian and bicycle improvements as part of larger roadway projects, particularly along the routes identified as Higher and Medium/Lower priority corridors on the Bike/Pedestrian Routes Map.

2. Bond Initiatives

Voters may authorize local governments to sell bonds to fund capital improvements, including bicycle and pedestrian facilities. In November 2012, Houston voters approved a major bond referendum supporting the Bayou Greenways Initiative. The City agreed to provide up to \$100 million to build shared use paths along its waterways.

3. Developer-funded Facilities

The City could consider adopting policies that encourage or require developers to construct bicycle and pedestrian accommodations. This could be included in any Traffic Impact Analysis guidelines that the City chooses to implement (see

Section 3 of this report).

4. Volunteers

Volunteers can help maintain pedestrian and bicyclist facilities, reducing localities' upkeep costs. These volunteers can help pick up trash, remove debris, maintain plantings, and partake in other activities to keep shared use paths, bicycle lanes, and other infrastructure safe, attractive, and in good repair. The Woodlands Township near Houston has an adopt-a-path program where interested residents volunteer to clean a path or park at least once per quarter.

5. Businesses

Businesses may be interested in providing financial support to help construct or maintain pedestrian and bicyclist infrastructure. For example, Blue Cross and Blue Shield of Texas provided \$750,000 to support Houston B-Cycle, the City's bike-share program. In New York City, Citigroup paid \$41 million to be the lead sponsor of New York City's bike-share program for five years.

6. Private Foundations

- ▶ Several non-profit organizations and private foundations provide funding to support the planning and construction of pedestrian and bicycle facilities:
- ▶ The American Hiking Society: National Trails Fund offers grants (\$500 to \$5,000) to member organizations for projects that improve hiking trails.
- ▶ The PeopleForBikes: Community Grant Program provides grants to help construct bicycle infrastructure and support large-scale bicycle advocacy initiatives.
- ▶ Advocacy Advance: Rapid Response Grants provide funding to organizations that are part of the League of American Bicyclists and the Alliance for Biking & Walking to support campaigns aimed at increasing or preserving funding for active transportation infrastructure.

Section 3

Traffic Impact Analysis Guidelines

3.01 Introduction

This section outlines examples of existing Traffic Impact Analysis (TIA) guidance for ten (10) Texas communities to aid the City in creating TIA guidelines. The following list summarizes each of the researched communities' TIA guidelines to include when a TIA is required and, in some instances, the content to be provided. Note that there are certainly additional communities in Texas with some form of guidance for a TIA that is not listed here. This section concludes with a discussion of TIA guidelines considerations and potential policies.

A. TIA Guidelines Discussion

Many of the TIA guidelines the team reviewed not only provide a list of recommended methodology and content to include in the TIA report, but they also typically include recommendations for determining whether a TIA is required to be completed as part of the approval process. Many of the guidelines directly state a development-generated trip threshold (whether for peak hour trips, daily trips, or both). For generated peak hour trips, this threshold was typically approximately **100 vehicle trips per hour**. Not as many of the guidelines provide a threshold for daily generated trips, and the range of values varies more than for generated peak-hour trips. A typical range of **1,000 to 5,000 trips per day** was seen in the reviewed TIA guidelines. For the trip generation methodology to calculate the number of generated trips for the development, most of the TIA guidelines recommend the use of the latest ITE Trip Generation Manual trip generation tables. Some municipalities or

government entities have their own trip generation worksheet for the development team to fill out and require the submittal of this worksheet for their own review to determine whether a TIA will be required during the approvals process.

If a TIA is required, most guidelines outline some items that are expected to be included in the analysis/report. There are some minor differences between different TIA guidelines, but the following list shows a typical TIA outline.

1. Introduction

- a. Study Purpose
- b. Study Objectives

2. Study Area and Proposed Development

- a. Overview of Study Area
- b. Description of the Proposed Development Including Site Plan, Land Uses, and Lot Sizes
- c. Description of Existing Land Uses
- d. Nearby Anticipated Development

3. Existing Conditions

- a. Current Thoroughfare System
- b. Existing Geometrics
- c. Existing Traffic Volumes
- d. Projected Traffic Volumes without the Development

4. Trip Generation

- a. Trip Generation

- b. Trip Distribution and Assignment
- c. Development Traffic Volumes

5. Traffic Analysis (LOS and Queuing)

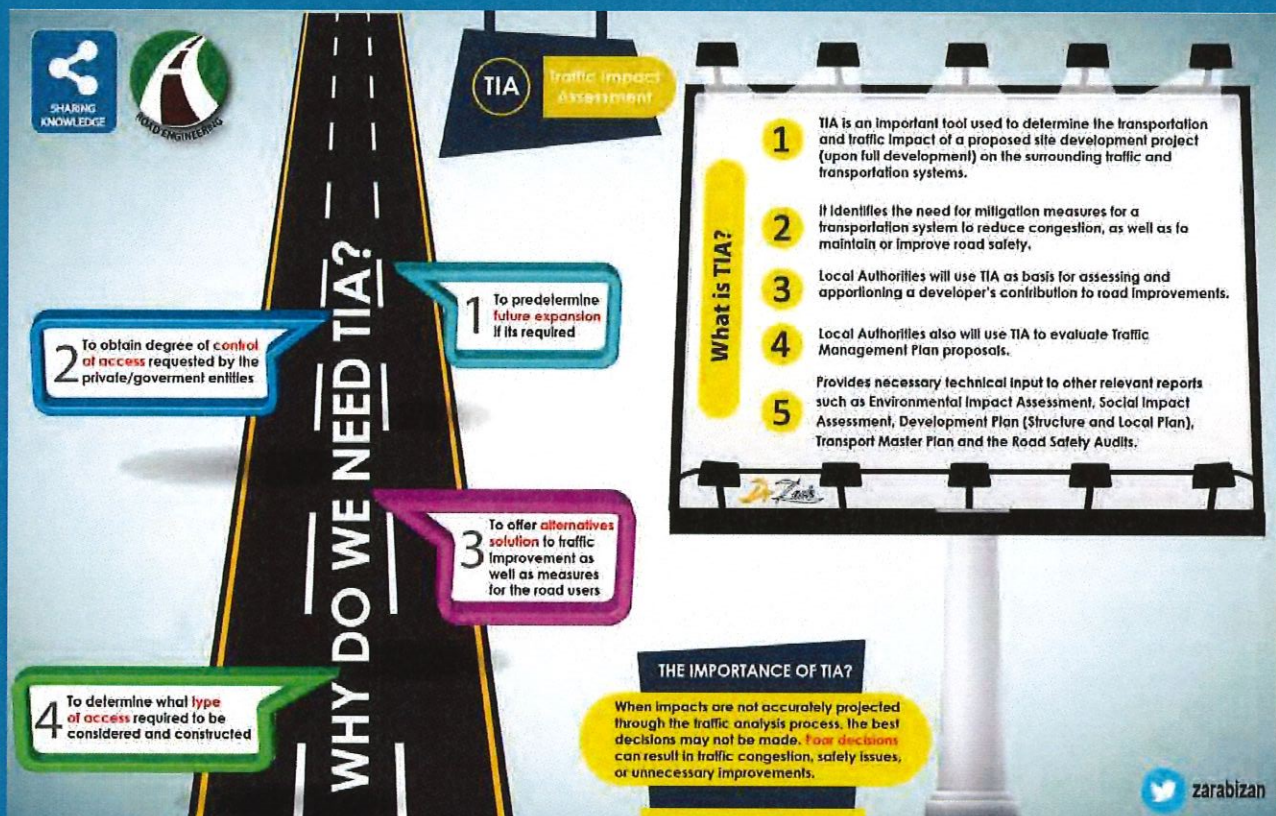
- a. Existing Operations
- b. Projected Operations with the Existing System and without the Development
- c. Existing System with the Development Traffic

Operations, Signal Warrants

- d. Improved System with the Development Traffic Operations

6. Conclusions and Recommendations

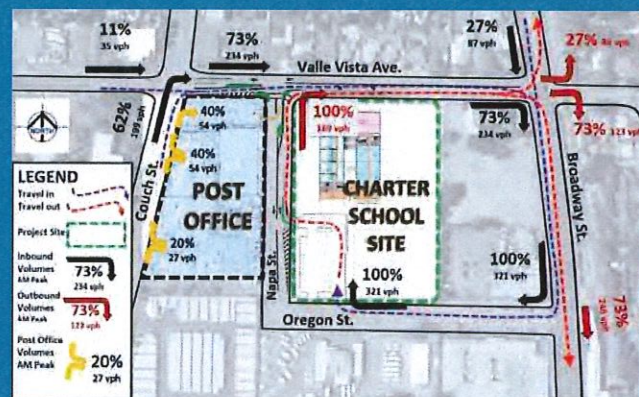
- a. Summarize the Analysis and Results
- b. Recommend Needed Improvements to Maintain the Desired LOS/Operations



Graphic by Dr. Zara Bizan – twitter.com/zarabizian

TIA Benefits:

Effectively written and enforced TIA guidelines allow a community to understand the transportation and traffic impacts of a proposed development as it moves through the approvals process. An effective TIA clearly identifies the existing conditions, the number of trips that a proposed site will generate and the modes of travel, and identifies the improvements needed to mitigate the transportation impacts. The TIA can also be used to allocate the cost of prudent improvements between the City, developer, and other managing agencies or interests.



PRISM Engineering Traffic Engineering

- c. Calculate the Developer's Share of the Cost for the Needed Improvements (sometimes this is a standalone effort and not included in the TIA)

In Summary

The ability of cities within Texas to establish guidelines for the use of TIA as a condition of project approvals is well established. The project team recommends the City develop official TIA guidelines to ensure the traffic impacts associated with proposed development and redevelopment projects are identified, and the responsibilities of the interested parties regarding necessary improvements to accommodate the generated traffic are clearly defined. The TIA guidelines should include a requirement that Planned Development Districts (PDD) complete a TIA.

B. Examples of TIA Guidelines

This section provides a summary of TIA guidelines from the following sample of ten Texas communities.

1. Boerne, Texas (Population [Pop.]: 17,106)
2. Sugar Land, Texas (Pop: 88,485)
3. Seagoville, Texas (Pop: 16,878)
4. Fort Bend County, Texas (County Pop: 585,375)
5. Buda, Texas (Pop: 16,449)
6. Plano, Texas (Pop: 286,143)
7. Addison, Texas (Pop: 15,458)
8. College Station, Texas (Pop: 124,710)
9. Kerrville, Texas (Pop: 23,370)
10. Melissa, Texas (Pop: 9,212)

1. Boerne, Texas (Pop: 17,106)

- a. TIA requirements:
 - i. 75 or less trips per peak hour require a Peak Hour Trip (PHT) Generation Form. Only 101 to 250 trips per peak hour requires a Level 1 TIA.
 - ii. **251 to 1,000 trips per peak hour** requires a Level 2 TIA.

- iii. **1,001 trips per peak hour** or more requires a Level 3 TIA.

- b. TIA Level 2 and Level 3 Content
 - i. Traffic Analysis Map (land uses, proposed site, etc.)
 - ii. Trip Generation and Design Hour Volumes
 - iii. Trip Distribution
 - iv. Trip Assignment
 - v. Existing and Projected Traffic Volumes
 - vi. Capacity Analysis
 - vii. Conclusions and Requirements
 - viii. Administrative Requirements

2. Sugar Land, Texas (Pop: 88,485)

- a. TIA required if:
 - i. Site generates **approximately 100 trips per peak hour** or **approximately 1,000 trips per day** *The city has a trip generation worksheet pre-made to fill out and submit for review.
 - ii. Site involves **100 acres or more of development**
 - iii. Planned Development (PD) requests
 - iv. Zoning or Rezoning requests
 - v. Conditional Use (CUP) requests
 - vi. Proposed Amendments to the City's Major Roadway Plan
- b. TIA Content:
 - i. Executive Summary (Key Findings, Recommendations)
 - ii. Introduction (Proposed Development, Study Purpose and Methodology, Traffic Operations Analysis, Anticipated Hours of Operation)
 - iii. Existing Conditions (Existing Network, Existing Land Use, Existing Volumes, Existing Conditions Analysis, Project Specific Conditions)
 - iv. Trip Generation and Distribution (Proposed Development, Trip Generation, Adjusted Trips, Trip Distribution)
 - v. Pre- and Post-Development Comparative

- Analysis (Background Traffic Operations, No-Build Traffic Operations, and Total Traffic with Improvements Operations)
- vi. Conclusions (Key Findings, Recommendations, Map Exhibit with Proposed Improvements)

3. Seagoville, Texas (Pop: 16,878)

- a. TIA Required if:
 - i. Site generates more than **500 trips per day**
- b. TIA Content:
 - i. General Site Description
 - ii. Proposed Capital Improvements
 - iii. Roadway Impact Analysis
 - iv. Trip Generation
 - v. Trip Distribution
 - vi. Adequacy Determination (Maintain Level of Service [LOS] C or better operations)
 - vii. Intersection Analysis (LOS analysis, adequacy determination)
 - viii. Effect of Adequacy Determinations (developer agrees to pay for improvements needed, reduces density, etc.)

4. Fort Bend County, Texas (County Pop: 585,375)

- a. TIA Required if:
 - i. Site generates **5,000 trips per day** or **100 trips per peak hour**
- b. TIA Content:
 - i. Introduction (Proposed Development, Land Use & Access Points, Adjacent Roadway Network and Nearby Development, Study Area, Data Sources, Design Standards Used)
 - ii. Analysis and Background Traffic (Describes analyses used to determine existing and future traffic conditions, outlines background and horizon years for each phase and final build-out)
 - iii. Trip Generation (Trip Rates, Trip Reductions)

- iv. Trip Distribution/Assignment (Described distribution methodology and defines directional distribution percentages for trip assignment)
- v. Capacity Analysis (Capacity and LOS analysis for existing and forecasted conditions (with and without development))
- vi. Recommendations (Improvements needed to achieve LOS D or a LOS that matches existing no-development conditions)

5. Buda, Texas (Pop: 16,449)

- a. TIA Required if:
 - i. Site Generates **100 trips per peak hour** or **2,000 trips per day**
- b. TIA Content:
 - i. Existing Condition Survey
 - ii. Traffic Volumes
 - iii. Capacity Analysis
 - iv. Future without development
 - v. Future with development
 - vi. Mitigation Plan

6. Plano, Texas (Pop: 286,143)

- a. TIA Required if:
 - i. Site generates **8,000 trips/day**
- b. TIA Content (Rezoning):
 - i. Study Area Maps
 - ii. Existing Traffic Volumes
 - iii. Proposed Trip Generation
 - iv. Existing Zoning
 - v. Net Increase Trip Generation and Distribution
 - vi. Proposed Zoning
 - vii. LOS Analysis
 - viii. Thoroughfare Network
 - ix. Conclusions
- c. TIA Content (Site Plan):
 - i. Study Area Maps
 - ii. Trip Distribution and Assignment
 - iii. Existing Zoning and Development

- iv. LOS Analysis
- v. Proposed Development Zoning
- vi. Thoroughfare Network
- vii. Mitigation
- viii. Conclusions

7. Addison, Texas (Pop: 15,458)

- a. TIA Required if:
 - i. Site Generates **150 trips per peak hour or 1,000 trips per day**
 - ii. The following land uses are present: **school, restaurant with drive-through, movie theater**
 - iii. The following roads are involved: Belt Line Road, Dallas Parkway service roads, Marsh Lane, Midway Road
- b. TIA Content (Methodology Required):
 - i. Site Location and Characteristics
 - ii. Study Area Boundaries
 - iii. Existing Zoning
 - iv. Existing Development
 - v. Proposed Zoning
 - vi. Proposed Development
 - vii. Existing Transportation System
 - viii. City's Master Transportation Plan
 - ix. Planned Transportation Improvements and Timing
 - x. Existing Traffic Volumes
 - xi. Projected Traffic Volumes
 - xii. Existing Site Trip Generation
 - xiii. Proposed Site Trip Generation
 - xiv. Net Change In Trip Generation
 - xv. Trip Distribution and Traffic Assignment
 - xvi. Intersection/Turn Lane Analysis
 - xvii. Driveway and Turn Lane Analysis
 - xviii. Queuing Analysis, if Appropriate
 - xix. Level Of Service Evaluation
 - xx. Traffic Signal Evaluation
 - xxi. Proposed Mitigation Measures
 - xxii. Conclusions
 - xxiii. Recommendations

- c. TIA Content (Report Format):
 - i. Introduction
 - ii. Executive Summary
 - iii. Existing and Proposed Land Use
 - iv. Existing and Proposed Transportation System
 - v. Site Traffic Characteristics
 - vi. Traffic Analysis
 - vii. Proposed Mitigation Measures
 - viii. Conclusions
 - ix. Recommendations
 - x. Appendices

8. College Station (Pop: 124,710)

- a. TIA Required if:
 - i. Zoning request, Preliminary Plan, or Site Plan generates **150 trips per peak hour.**
 - ii. Peaking characteristics could have a detrimental impact on the transportation system as determined by the Administrator.
- b. TIA Content:
 - i. Study Area
 - ii. Existing Zoning description
 - iii. Proposed Zoning
 - iv. Roadway Network
 - v. Impact Determination
 - a. Proposed Trip Generation
 - b. Existing Trip Generation
 - c. Net increased Trip Distribution and Assignment
 - d. Level of Service Analysis
 - e. Neighborhood Traffic Analysis
 - f. Conclusions
 - vi. Mitigation
 - vii. Cost of Mitigation
- c. Criteria for Approval
 - i. Design Requirement
 - ii. Level of Service
 - iii. Determination of Adequate Mitigation

9. Kerrville, Texas (Pop: 23,370)

- a. TIA Required if:
 - i. On-street parking is requested in a commercial area.
 - ii. A traffic light is desired.
 - iii. Access onto an arterial or collector
 - iv. Proposed development would generate **1,000 or more net new vehicle trips per day.**
- v. Development would generate **150 or more trips** during the AM or PM peak hour.
- b. TIA Content:
 - i. Not yet determined. Subdivision Ordinance is currently under 2021 update.

10. Melissa, Texas (Pop: 9,212)

Analysis Category	Site Trips Generated at Full Build-Out	TIA Analysis Periods ¹	Design Considerations Appendices
I	>50 peak hour driveway trips; or 100–500 total peak hour trips	Existing year Opening² Five years after opening	All site access drives All signalized interactions and/or major un-signalized interactions within 0.5 miles to 1 mile of site boundary
II	>500 total peak hour trips	1. Existing year 2. Opening year of each phase 3. Five years after initial opening 4. Ten years after final opening with full build-out	1. All site access drives 2. All signalized intersections and/or major un-signalized intersections within 1.5 miles of site boundary
1. Analysis periods shall include build and no-build scenarios. Assume full occupancy when each phase opens. 2. Assume full build-out.			

- a. TIA Required if:
- b. TIA Requirements (Report Outline):
 - i. Executive Summary
 - ii. Introduction (Purpose, Methodology)
 - iii. Existing and Proposed Land Use (Site Location and Study Area, Existing Zoning, Existing Development, Proposed Zoning)
 - iv. Existing and Proposed Transportation System (Thoroughfare System, Existing Traffic Volumes, Projected Traffic Volumes)
 - v. Site Traffic Characteristics (Trip Generation, Trip Distribution, Trip Assignment)
 - vi. Traffic Analysis (LOS Evaluations, Traffic Signal Evaluations)
 - vii. Mitigation
 - viii. Conclusions
 - ix. Recommendations
 - x. Appendices

Section 4

Summary and Recommendations

4.01 Summary

This Brenham Thoroughfare Plan Report provides information, analysis, and recommendations that supplement Plan 2040, the Brenham Comprehensive Plan. This report uses Plan 2040's multimodal Guiding Principles and Transportation Goals as guidance to create or refine the Brenham Thoroughfare Plan Map, Typical Sections for New Development, Priority Transportation Projects, Truck Routes Map, Bicycle and Pedestrian Priority Routes Map, and Traffic Impact Analysis Guidelines discussion. The following is a summary of the recommendations from Sections 1, 2, and 3 of this report.

4.02 Recommendations

A. Motor Vehicle Network

1. The City should be proactive in working with TxDOT as the US 290/SH 36 Interchange (the cloverleaf) improvement concept is refined, and the impacts come into sharper focus. The City should advocate that the chosen concept will best utilize Plan 2040's Guiding Principle 2 by considering impacts to housing, transportation, infrastructure, economic development, emergency response, and arts and culture.
2. Seek to advance improvements and new street connections to the City Arterial and City Collector streets shown in the Thoroughfare Plan Map by adequately providing funding through the Capital

Improvements Program (CIP). In particular, seek to advance the following priority projects:

- a. Intersection of Academy Street and SH 105
 - b. Day Street/BUS 36 in commercial areas north and south of US 290
 - c. Extend South Blue Bell Road south of SH 36
 - d. Intersection of Martin Luther King Jr. Parkway and Park Street (by the Library)
3. Use this Report's Typical Sections as guidance for all new streets and street retrofit or reconstruction projects.
 - a. Arterial Alternative A1: Four- or Five-Lane Road with Multi-Use Paths
 - b. Arterial Alternative A2: Four- or Five-Lane Road with Buffered Bike Lanes
 - c. Collector Alternative C1: Two- or Three-Lane Road with Path and Sidewalk
 - d. Collector Alternative C2: Two-Lane Road with Bike Lanes
 - e. Local Alternative L1: Two-Lane Urban Section with Path
 - f. Local Alternative L2: Two-Lane Urban Section with Sidewalks
 4. Local Truck Routes
 - a. Coordinate with TxDOT and Washington County regarding the establishment of local truck routes to identify and communicate the preferred routes for trucks with business in the City to use between their destinations and the TxDOT Freight Network.
 - b. Consider coordinating with TxDOT to investigate eliminating or relocating the

portion of the TxDOT Freight Network that uses the Main Street and Alamo Street one-way pair through downtown.

B. Pedestrian and Bicycle Network

1. Seek to advance improvements to bicycle and pedestrian infrastructure on the streets shown in the Bike/Pedestrian Routes Map. In particular, seek to advance the following priority projects:
 - a. Consider improving pedestrian and bicycle accommodations along and/or across Park Street/BUS 36 at Brenham High School.
 - b. Consider providing a multi-use path along the east side of Day Street from Hillcrest Lane traveling to the south, ideally through the US 290 interchange and beyond.
 - c. Coordinate with TxDOT to improve bicycle and pedestrian crossings of US 290 and SH 36.
 - d. Coordinate with TxDOT to establish bicycle lanes when possible as state street improvements are designed.
 - e. Promote community volunteer opportunities to build and maintain walking paths.
 - f. Seek funding opportunities for bike lanes and pedestrian trails through local, state, and federal grants programs.

C. TIA Guidelines

- a. The City should develop official TIA guidelines to ensure the traffic impacts associated with proposed development and redevelopment projects are identified, and the responsibilities of the interested parties regarding necessary improvements to accommodate the generated traffic are clearly defined.
- b. The TIA guidelines should include a requirement that PDD complete a TIA.

Appendix

Plan 2040 Reference

This reference is from page 114-116 in the City's Plan 2040 – The Future City Comprehensive Plan.

Implementation Action Agenda

Transportation

Plan SAP List Number	Item Priority High – 1 Medium – 2 Low – 3	TRANSPORTATION Strategic Action Priorities	Years			Involved Entities
			1-2 Years	3-9 Years	10+ Years	
Capital Investments						
1	1	Focused implementation of short to mid-term projects identified in the 2019 Thoroughfare Plan, and incorporated into a formalized Capital Improvements Program (CIP).				City Public Works Department
2	1	Conduct pro-active preventative maintenance on streets and sidewalks and schedule targeted reconstruction in locations with deteriorated street conditions.				City Public Works Department
3	2	Develop a sidewalk improvement program to repair, replace, or install new sidewalks, crosswalks, and curb cuts, in high pedestrian use areas adjacent to, and leading to and from schools, near and adjacent to public buildings and spaces (including parks) and other areas with the potential for high sidewalk usage.				City Public Works Department, City Development Services Department

Plan SAP List Number	Item Priority High – 1 Medium – 2 Low – 3	TRANSPORTATION Strategic Action Priorities	Years			Involved Entities
			1-2 Years	3-9 Years	10+ Years	
Programs and Initiatives						
4	2	Encourage traffic demand management strategies to anticipate and mitigate traffic congestion.				City Public Works Department, local employers
5	3	Preserve traffic capacity by implementing access management and other Transportation Systems Management (TSM) provisions in the city.				City Public Works Department
6	3	Emphasize resiliency in future transportation network planning, including both redundancy in systems as well as protection from potential hazards and threats.				City Public Works Department
7	2	Implement temporary, low-cost, tactical transportation improvements to demonstrate the need and/or effectiveness of transportation projects.				City Public Works Department, City Development Services Department
8	3	Integrate the “Complete Streets” concept into local transportation planning and projects.				City Public Works Department
9	3	Continue to plan for future transportation technology advancements such as more widespread use of electric vehicles, automated vehicles, and ride sharing.				City Public Works Department
Regulations and Standards						
10	1	Update design and construction standards to reflect changes in street classification system included in 2019 Thoroughfare Plan.				City Public Works Department
Partnerships and Coordination						
11	1	Continue active partnership and dialogue with Texas Department of Transportation (TxDOT) to ensure that TxDOT projects and roadways reflect the City’s desires and needs.				City Public Works Department, TxDOT

Legend



Programs & Initiatives



Regulations & Standards



Partnerships & Coordination



Targeted Planning/Studies



Capital Investments

Plan SAP List Number	Item Priority High – 1 Medium – 2 Low – 3	TRANSPORTATION Strategic Action Priorities	Years			Involved Entities
			1-2 Years	3-9 Years	10+ Years	
12	1	Establish uniform street construction standards in partnership with Washington County and potential cooperation for cost-share in construction projects that are mutually beneficial, particularly in the City's ETJ.				City Public Works Department, Washington County
13	1	Work with BNSF Railroad to identify railroad crossings that need safety improvements, including those associated with industrial facilities for worker and visitor safety.				City Public Works Department, Union Pacific Railroad
14	3	Consider establishing and hosting a formal quarterly meeting of key transportation related officials in Brenham to facilitate better coordination of transportation planning goals and projects.				City Public Works Department, BISD, BVCOG, BTB, TxDOT
15	2	Explore public transportation needs and potential means to address them in coordination with Brazos Transit District and BVCOG.				City Development Services Department, BTB, BVCOG
16	1	Actively participate during regional transportation planning and funding processes to secure transportation funding and advance projects of regional significance.				City Public Works Department, TxDOT, BVCOG
Targeted Planning/Studies						
17	3	Keep pedestrian and bicycle components of Thoroughfare Plan up to date.				City Development Services Department, City Public Works Department
18	1	Keep newly created Thoroughfare Plan up to date, following a similar update schedule to that of the Comprehensive Plan.				City Development Services Department, City Public Works Department

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KENDIG KEAST
COLLABORATIVE





Regular City Council
AGENDA ITEM 5-C.

Agenda Item: Approve the Following:

- i. Resolution No. R-22-004 Authorizing the Submission of a Grant Application to the Office of the Governor, Criminal Justice Division, Criminal Justice Grant Program, FY23, for a Portable Surveillance Kit;
- ii. Resolution No. R-22-005 Authorizing the Submission of a Grant Application to the Office of the Governor, Homeland Security Grants Division, 2022 State Homeland Security Program - LEPTA Projects (SHSP-L), for an ICOR Technology Mini-Caliber Robot;
- iii. Resolution No. R-22-006 Authorizing the Submission of a Grant Application to the Office of the Governor, Homeland Security Grants Division, 2022 State Homeland Security Program - Regular Projects (SHSP-R), for a SeekerE MDK Detector
- iv. Resolution No. R-22-007 Authorizing the Submission of a Grant Application to the Office of the Governor, Criminal Justice Division for the Rifle Resistant Body Armor Grant Program, 2023

Meeting Type: Regular Meeting-February 17, 2022

Department: Police Department

Staff Contact: Sgt Steven Eilert

SUMMARY STATEMENT:

The Brenham Police Department is seeking approval from City Council to apply for four grants:

- i. The Office of the Governor, Public Safety Office, Criminal Justice Division for the Criminal Justice Grant Program (Grant No. 4484901): The Brenham Police Department will be seeking \$27,100.00 in funding to be utilized to purchase a Portable Surveillance Kit to be used for criminal investigations and crime prevention. There are no matching funds required.
- ii. The Office of the Governor, Public Safety Office; Homeland Security Grants Division; State Homeland Security Program - Law Enforcement Terrorism Prevention Activities (LEPTA) Projects: The Police Department will be seeking \$52,025.00 in funding to be utilized to purchase an IKOR wireless controlled rubber tracked robot to assist with Emergency Response Team activities, hazmat incidents, and critical incidents. There are no matching funds required.
- iii. The Office of the Governor, Public Safety Office; Homeland Security Grants Division; State Homeland Security Program - Regular Projects (SHSP-R): The Police Department will be seeking 13,624.00 in funding to be utilized for the purchase handheld explosive material and narcotic substance detection equipment (SeekerE MDK Detector). There are no matching funds required.
- iv. The Office of the Governor, Public Safety Office; Criminal Justice Division for Rifle Resistant Body Armor: The Police Department will be seeking approximately \$31,413.64 in funding to be utilized for 48 rifle-resistant 10X12 body armor panels. There are no matching funds required.

ATTACHMENTS:

- | |
|--|
| (1) Resolution No. R-22-004
(2) Resolution No. R-22-005
(3) Resolution No. R-22-006
(4) Resolution No. R-22-007 |
|--|

RECOMMENDED ACTION:

Approve Resolutions R-22-004, R-22-005, R-22-006 and R-22-007 for the submission of grant applications to the Office of the Governor, as presented in Consent Agenda items 5.c.i through 5.c.iv.
--

RESOLUTION NO. R-22-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR CRIMINAL JUSTICE DIVISION FOR THE CRIMINAL JUSTICE GRANT PROGRAM, FY2023

WHEREAS, Federal funds were authorized to state and local jurisdictions under the Edward Byrne Memorial Justice Assistant Grant (JAG) Program; and

WHEREAS, the JAG Program provides a range of program areas for local law enforcement such as prevention and education programs, crime victim and witness initiatives, and planning, evaluation and technology improvement programs; and

WHEREAS, the Office of the Governor, Public Safety Office, Criminal Justice Division is now taking applications for projects under this Program to increase the safety of Texas law enforcement officers; and

WHEREAS, if awarded, the FY2023 Criminal Justice Grant Program will provide grant monies for the purchase of portable surveillance kits for the Brenham Police Department; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brenham, Texas that:

1. That the City Council hereby finds it in the best interest of the citizens of Brenham, Texas that the Criminal Justice Grant Program (Grant No. 4484901) project be operated in Fiscal Year 2023.
2. That the City Council agrees to provide applicable matching funds for the project as required by the Criminal Justice Grant Program grant application.
3. That the City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full.
4. The City Council designates the Mayor and/or the Chief of Police as the grantee's authorized official(s). The authorized official(s) is/are given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the City of Brenham, Texas.

PASSED AND APPROVED on this the 17th day of February 2022.

ATTEST:

Milton Y. Tate, Jr.,
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

RESOLUTION NO. R-22-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, HOMELAND SECURITY GRANTS DIVISION, FOR THE 2022 STATE HOMELAND SECURITY PROGRAM – LEPTA PROJECTS (SHSP-L)

WHEREAS, Federal funds were authorized under Section 2002 of the Homeland Security Act of 2002 to state and local jurisdictions; and

WHEREAS, the 2022 State Homeland Security Program – LEPTA Projects (SHSP-L) grant provides support for state and local projects to prevent terrorism and targeted violence and help local governments prepare for threats and hazards that pose the greatest risk to the security of Texas citizens; and

WHEREAS, the Office of the Governor, Public Safety Office, Homeland Security Grants Division is now taking applications for projects under this Program; and

WHEREAS, if awarded, the 2022 State Homeland Security Program – LETPA Projects (SHSP-L) will provide grant monies for the purchase of an ICOR Technology Mini-Caliber Robot for the Brenham Police Department; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brenham, Texas that:

1. That the City Council hereby finds it in the best interest of the citizens of Brenham, Texas that the 2022 State Homeland Security Program – LETPA Projects (SHSP-L) (Grant No. 4482801) project be operated in Fiscal Year 2023.
2. That the City Council agrees to provide applicable matching funds for the project as required by the Homeland Security Grant Program grant application.
3. That the City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full.
4. The City Council designates the Mayor and/or the Chief of Police as the grantee's authorized official(s). The authorized official(s) is/are given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the City of Brenham, Texas.

PASSED AND APPROVED on this the 17th day of February 2022.

ATTEST:

Milton Y. Tate, Jr.,
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

RESOLUTION NO. R-22-006

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, HOMELAND SECURITY GRANTS DIVISION, FOR THE 2022 STATE HOMELAND SECURITY PROGRAM – REGULAR PROJECTS (SHSP-R)

WHEREAS, Federal funds were authorized under Section 2002 of the Homeland Security Act of 2002 to state and local jurisdictions; and

WHEREAS, the 2022 State Homeland Security Program – Regular Projects (SHSP-R) grant provides support for state and local projects to prevent terrorism and targeted violence and help local governments prepare for threats and hazards that pose the greatest risk to the security of Texas citizens; and

WHEREAS, the Office of the Governor, Public Safety Office, Homeland Security Grants Division is now taking applications for projects under this Program; and

WHEREAS, if awarded, the 2022 State Homeland Security Program – Regular Projects (SHSP-R) will provide grant monies for the purchase of a SeekerE MDK detector for the Brenham Police Department; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brenham, Texas that:

1. That the City Council hereby finds it in the best interest of the citizens of Brenham, Texas that the 2022 State Homeland Security Program – Regular Projects (SHSP-R) (Grant No. 4484601) project be operated in Fiscal Year 2023.
2. That the City Council agrees to provide applicable matching funds for the project as required by the Homeland Security Grant Program grant application.
3. That the City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full.
4. The City Council designates the Mayor and/or the Chief of Police as the grantee's authorized official(s). The authorized official(s) is/are given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the City of Brenham, Texas.

PASSED AND APPROVED on this the 17th day of February 2022.

ATTEST:

Milton Y. Tate, Jr.,
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

RESOLUTION NO. R-22-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR CRIMINAL JUSTICE DIVISION FOR THE RIFLE-RESISTANT BODY ARMOR GRANT PROGRAM, FY2023

WHEREAS, in response to the July 2016 shooting of police officers in Dallas, Texas, Senate Bill 12 was passed during the 85th Legislature's Regular Session; and

WHEREAS, when Governor Abbott signed Senate Bill 12 into law it authorized the Criminal Justice Division of the Governor's Office to create a grant program to assist agencies in the purchase of rifle-resistant body armor; and

WHEREAS, the Office of the Governor Criminal Justice Division is now taking applications for projects under this Program to increase the safety of Texas law enforcement officers; and

WHEREAS, if awarded, the Rifle-Resistant Body Armor Program will provide grant monies for the one-time purchase of body armor for each emergency tactical response team member, along with five additional patrol officers; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brenham, Texas that:

1. That the City Council hereby finds it in the best interest of the citizens of Brenham, Texas that the Rifle-Resistant Body Armor Grant Program (Grant No. 4487401) project be operated in Fiscal Year 2023.
2. That the City Council agrees to provide applicable matching funds for the project as required by the Rifle-Resistant Body Armor Grant Program grant application.
3. That the City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full.
4. The City Council designates the Mayor and/or the Chief of Police as the grantee's authorized official(s). The authorized official(s) is/are given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the City of Brenham, Texas.

PASSED AND APPROVED on this the 17th day of February 2022.

ATTEST:

Milton Y. Tate, Jr.,
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary



Regular City Council
AGENDA ITEM 5-D.

Agenda Item: Approve Resolution No. R-22-008 Authorizing the Acceptance of a Grant in the Amount of \$66,400.00 from the Texas Parks and Wildlife Department to Participate in the Recreational Trail Grant Program for Improvements to the Nature Trail at Hohlt Park

Meeting Type: Regular Meeting-February 17, 2022

Department: Parks and Recreation

Staff Contact: Crystal Locke, Community Services Specialist

SUMMARY STATEMENT:

Texas Parks and Wildlife Department (TPWD) administers the Texas Recreational Trails Fund (TRTF) under the approval of the Federal Highway Administration (FHWA). This federal program receives funding from a portion of federal gas taxes paid on fuel used in non-highway recreational vehicles. Funds can be spent on recreational trail projects such as constructing new trails, improving existing trails, developing trailheads or trailside facilities, and acquiring trail corridors.

The City of Brenham in **Washington County** is the recipient of a \$66,400 grant for its Crossover Nature Trail project at Hohlt Park. This project includes the construction of a new .59-mile granite nature trail that is six feet wide, a boardwalk, benches, and interpretive signage. This program provides up to eighty (80) percent of project costs on a reimbursement basis to eligible applicants. The City's match is \$16,600, totaling \$83,000.

The Brenham Community Development Corporation (BCDC) allocated \$40,000 in FY19 to improve the Nature Trail. Staff contracted with The Land Design Group Inc., which put together a preliminary layout, bid sheet, and trail specs for the approximately 0.59-mile trail for \$5,950. The remaining BCDC funds will be used for the 20 percent match, an entrance sign, and landscaping with pollinator and wetland plants for a total investment in the Crossover Nature Trail project of \$106,400.

The Nature Trail at Hohlt Park is located on the south side of the park and can be accessed by the existing walking trail at Field #8 soccer side.

Council adopted the 2015-2025 Parks, Recreation and Open Spaces Master Plan in March 2015. The Action Plan and Prioritization of Needs, located in Chapter 7, includes three categories, (1) Park Development, (2) Facilities, and (3) Trails. Enhancing the Nature Trail at Hohlt Park was identified as priority #2 on the Park and Recreation Trails Action Plan.

Staff is excited about the opportunity to improve the Nature Trail at Hohlt Park and provide a passive recreational and educational space that allows residents the opportunity to experience nature.

ATTACHMENTS:

(1) Resolution No. R-22-008

(2) Nature Trail Layout

RECOMMENDED ACTION:

Approve Resolution No. R-22-008 authorizing the acceptance of a recreational trails grant from the Texas Parks and Wildlife Department.

RESOLUTION NO. R-22-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE TEXAS PARKS AND WILDLIFE DEPARTMENT TO PARTICIPATE IN THE RECREATIONAL TRAIL GRANT PROGRAM FOR THE IMPROVEMENTS TO THE NATURE TRAIL AT HOHLT PARK AND AUTHORIZE THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTATION

WHEREAS, the Texas Parks and Wildlife Department acts as a silent partner in hundreds of communities across the state through its grant, assistance, education, and outreach programs. From the largest metroplex to the smallest rural community, these programs help build new parks, conserve natural resources, preserve historical sites, provide access to water bodies, develop educational programs for youth, and much more;

WHEREAS, on the 16th day of January 2020, the City Council of the City of Brenham enacted Resolution No. R-20-003 authorizing the City staff to prepare and submit a grant application to the Texas Parks and Wildlife Department for the Recreational Trails Grant Program for improvements to the Nature Trail at Hohlt Park (“Project”);

WHEREAS, the City of Brenham has been notified of the grant award of \$83,000.00 for the improvements to the Nature Trail at Hohlt Park; and

WHEREAS, the City Council of the City of Brenham desires to accept said grant award, understanding that the City is required to provide a match of twenty percent (20%) for this grant for \$16,600;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS THAT:

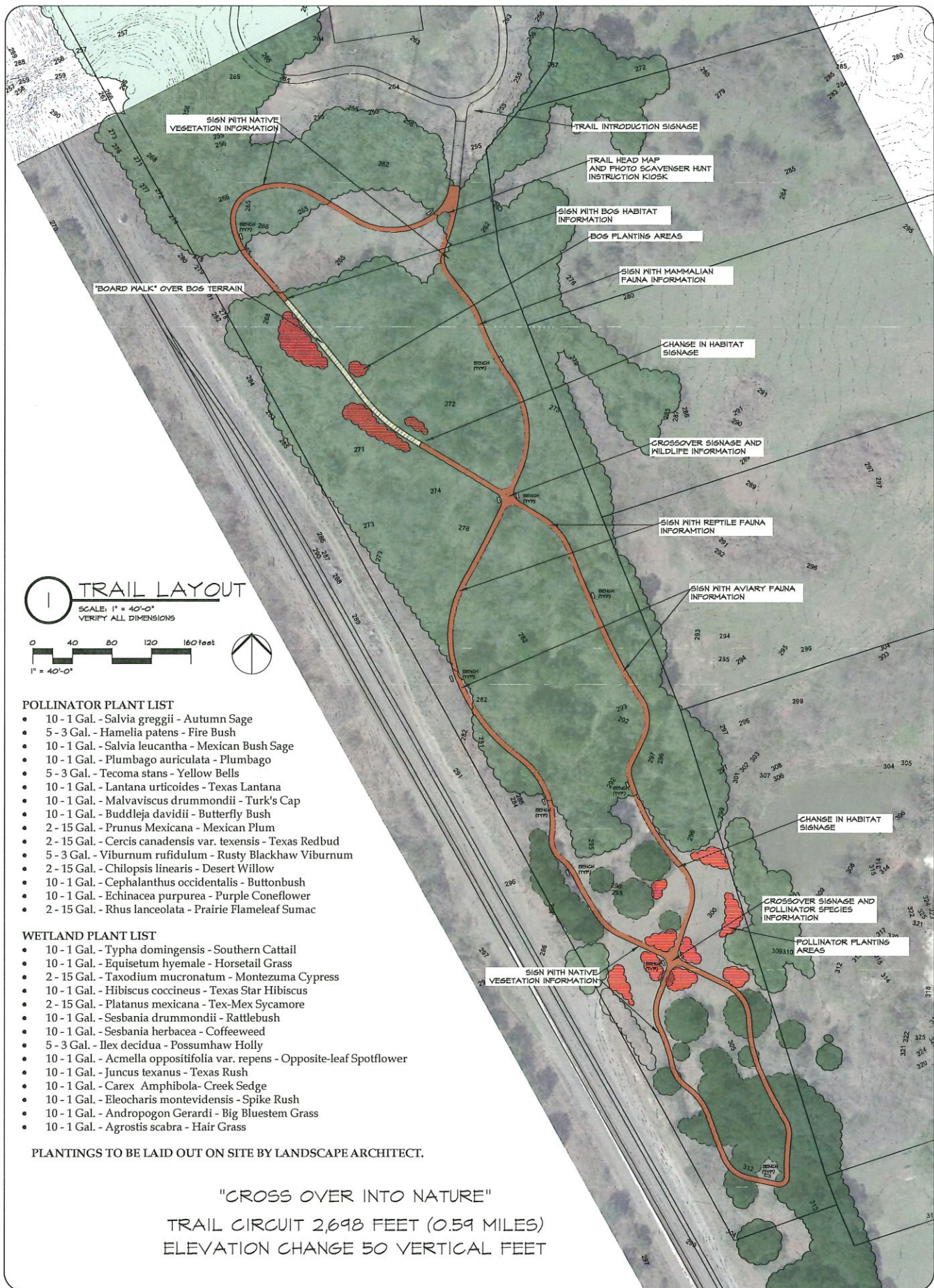
1. The City of Brenham hereby accepts the grant award of \$83,000.00 from the Texas Parks and Wildlife Department Recreational Trails Grant Program for the improvements to the Nature Trail at Hohlt Park;
2. The City of Brenham will comply with all applicable requirements of the Grant Program;
3. The Mayor is hereby authorized to execute any necessary documentation related to the grant award described herein.

PASSED AND APPROVED on this the 17th day of February 2022.

ATTEST:

Milton Y. Tate, Jr.,
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary





Regular City Council
AGENDA ITEM 5-E.

Agenda Item: Approve Resolution No. R-22-009 Designating Authorized Signatories for Contractual Documents and Documents Requesting Funds Related to the General Land Office (GLO) Community Development Block Grant-Mitigation (CDBG-MIT) Grant Contract

Meeting Type: Regular Meeting-February 17, 2022

Department: Public Works

Staff Contact: Crystal Locke, Community Services Specialist

SUMMARY STATEMENT:

On January 20, 2022, Council approved Contract No. 22-085-049-D302 between the City of Brenham and the Texas General Land Office (GLO) related to the Community Development Block Grant Mitigation (CDBG-MIT) Program.

It is necessary to appoint persons to execute contractual documents and documents for requesting funds.

- The Mayor and City Manager are authorized to execute contractual documents associated with the Community Development Block Grant - Mitigation Program.
- The Mayor and City Manager are authorized to execute environmental review documents and certify environmental clearance matters associated with the CDBG-MIT project.
- The Mayor, City Manager, City Secretary, and Director of Public Works will be authorized to execute the State of Texas Purchase Voucher and Request for Payment Form documents required for requesting funds approved in the Community Development Block Grant - Mitigation Program.

ATTACHMENTS:

(1) Resolution No. R-22-009

RECOMMENDED ACTION:

Approve Resolution No. R-22-009 designating authorized signatories for contractual documents and documents requesting funds related to the General Land Office (GLO) Community Development Block Grant-Mitigation (CDBG-MIT) grant contract

RESOLUTION NO. R-22-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS REQUESTING FUNDS PERTAINING TO THE GENERAL LAND OFFICE (GLO) COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION PROGRAM (CDBG-MIT)

WHEREAS, the City of Brenham, Texas has received a General Land Office (GLO) Community Development Block Grant - Mitigation (CDBG-MIT) award to provide infrastructure improvements; and

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents for requesting funds; and

WHEREAS, an original signed copy of the CDBG-MIT *Depository/Authorized Signatories Designation Form* is to be submitted with a copy of this Resolution; and

WHEREAS, the City of Brenham, Texas acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.) the City must provide the following:

- A Resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the individual signatory); and
- A revised *Depository/Authorized Signatories Designation Form*.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS THAT:

Section 1: The Mayor and City Manager are authorized to execute contractual documents associated with the General Land Office (GLO) Community Development Block Grant - Mitigation Program; and

Section 2: The Mayor and City Manager are authorized to execute environmental review documents and to certify to environmental clearance matters associated with the CDBG-MIT project; and

Section 3: The Mayor, City Manager, Finance Director, and Public Works Director are authorized to execute the *State of Texas Purchase Voucher and Request for Payment Form* documents required for requesting funds approved in the Community Development Block Grant - Mitigation Program.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Brenham on this the 17th day of February, 2022.

CITY OF BRENHAM, TEXAS

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary



Regular City Council
AGENDA ITEM 5-F.

Agenda Item: Approve Resolution No. R-22-010 Related to City of Brenham, Texas Participation in Federally Funded General Land Office (GLO) Community Development Block Grant-Mitigation (CDBG-MIT) Projects and Adherence to the Regulations Described Therein

Meeting Type: Regular Meeting-February 17, 2022

Department: Public Works

Staff Contact: Crystal Locke, Community Services Specialist

SUMMARY STATEMENT:

On January 20, 2022, Council approved Contract No. 22-085-049-D302 between the City of Brenham and the Texas General Land Office (GLO) related to the Community Development Block Grant Mitigation (CDBG-MIT) Program.

In connection with the federally funded Community Development Block Grant – Mitigation (CDBG-MIT), the City of Brenham, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations, including rules and regulations governing participation and civil rights protections and adopts the following regulations.

1. Citizens Participation Plan and Grievance Procedures
2. Section 3 of the Housing and Urban Development Act of 1968
3. Section 104(1) of the Housing and Community Development Act - Excessive Force Policy
4. Section 504 of the Rehabilitation Act of 1973 and Grievance Procedures
5. Code of Conduct Policy
6. Executive Order 13166 - Limited English Proficiency Plan
7. Section 808(5) of the Fair Housing Act - Fair Housing Policy

Project Manager Michael Migaud with Public Management will attend the Council meeting and answer any questions regarding the grant.

ATTACHMENTS:

(1) Resolution No. R-22-010

RECOMMENDED ACTION:

Approve Resolution No. R-22-010 related to the General Land Office (GLO) in connection with the City of Brenham, Texas participation in federally funded Community Development Block Grant-Mitigation (CDBG-MIT) Projects and adherence to the regulations described therein.

RESOLUTION NO. R-22-010

A RESOLUTION ADOPTING POLICIES IN CONNECTION WITH THE CITY OF BRENHAM, TEXAS PARTICIPATION IN FEDERALLY FUNDED GENERAL LAND OFFICE (GLO) COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION (CDBG-MIT) PROJECTS AND ADHERENCE TO THE REGULATIONS DESCRIBED THEREIN

WHEREAS, the City of Brenham, Texas, (hereinafter referred to as “City”) has been awarded federal funding through a General Land Office ((GLO) Community Development Block Grant - Mitigation (CDBG-MIT); and

WHEREAS, the City, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability; and

WHEREAS, the City, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections; and

WHEREAS, the City, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the CDBG project area; and

WHEREAS, the City, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations; and

WHEREAS, the City, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each CDBG project; and

WHEREAS, the City, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

WHEREAS, the City, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the CDBG contract, to affirmatively further fair housing; and

WHEREAS, the City, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS THAT THE CITY OF BRENHAM ADOPTS THE FOLLOWING POLICIES, ATTACHED HERETO AND INCORPORATED HEREIN FOR ALL PERTINENT PURPOSES:

1. Citizen Participation Plan and Grievance Procedures;
2. Section 3 Policy;
3. Excessive Force Policy;
4. Section 504 Policy and Grievance Procedures;
5. Code of Conduct Policy;
6. Limited English Proficiency Plan; and
7. Fair Housing Policy.

DULY PASSED AND APPROVED this 17th day of February, 2022.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

RESOLUCIÓN NO. R-22-010

UNA RESOLUCIÓN QUE ADOPTA POLÍTICAS EN RELACIÓN CON LA PARTICIPACIÓN DE LA CIUDAD DE BRENHAM, TEXAS EN PROYECTOS DE LA SUBVENCIÓN EN BLOQUE DE DESARROLLO COMUNITARIO FEDERALMENTE FINANCIADOS - (CDBG-MIT) Y LA ADHESIÓN A LOS REGLAMENTOS DESCRITOS EN ESTE DOCUMENTO.

CONSIDERANDO que, la Ciudad de Brenham, Texas, (en lo sucesivo "Ciudad") ha recibido fondos federales a través de una subvención en Bloque de Desarrollo Comunitario-Mitigación (CDBG-MIT) de la oficina General de Tierras ; y

Considerando que, la Ciudad, según sección 109 del título I de la Ley de Desarrollo Comunitario y Vivienda. (24 CFR 6); la Ley de Discriminación de Edad de 1975 (42 U.S.C. 6101-6107); y la sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C. 794) y contratos de construcción superior a \$10.000, debe tomar medidas para garantizar que ninguna persona o grupo es negado beneficios como empleo, formación, vivienda y contratos generados por el CDBG actividad, sobre la base de raza, color, religión, sexo, origen nacional, edad o discapacidad;

Considerando que, la Ciudad, en consideración por la recepción y aceptación de fondos federales, se compromete a cumplir con normas federales y reglamentos incluyendo las normas y reglamentos de participación ciudadana y protección de los derechos civiles;

Considerando que, la Ciudad, conformidad con el artículo 3 de la Ley de Vivienda y Desarrollo urbano de 1968, como enmendada y 24 CFR parte 135, se requiere, en la mayor medida posible, para proporcionar oportunidades de formación y empleo para bajar los residentes de ingreso y contrato de oportunidades de negocios en el área del proyecto CDBG;

Considerando que, la Ciudad, según 104(1) de la Ley de Vivienda y Ley de Desarrollo de Comunidad, enmendado, y requisitos para la certificación del estado en 24 CFR 91.325(b)(6), deben adoptar una política de fuerza excesiva prohíbe el uso de fuerza excesiva contra manifestaciones derechos civiles no violentas;

Considerando que, la Ciudad, de acuerdo con la Orden Ejecutiva 13166, debe tomar medidas razonables para garantizar el acceso significativo a los servicios en programas y actividades con asistencia federal por parte de personas con dominio limitado del inglés (LEP) y debe tener un plan LEP específico de la localidad y beneficiarios para cada proyecto CDBG;

Considerando que, la Ciudad, de conformidad con la sección 504 de la Ley Rehabilitación de 1973, no discrimina por motivos de discapacidad y se compromete a asegurar que personas calificadas con discapacidades tengan acceso a programas y actividades que reciben fondos federales; y

Considerando que, la Ciudad, de conformidad con la sección 808(e)(5) de la Ley de Vivienda Justa (42 3608(e)(5)) USC que requiere que los programas y actividades de HUD se administren de manera afirmativa para promover las políticas de la Ley de Vivienda Justa, acuerda realizar al menos una actividad durante el período del contrato del contrato CDBG, promover afirmativamente una vivienda justa de ; y

Considerando que la Ciudad, se compromete a mantener normas escritas de conducta que cubran conflictos de intereses y rijan las acciones de sus empleados involucrados en la selección, adjudicación y administración de contratos.

AHORA, POR LO TANTO, SEA RESUELTO POR EL CONCEJO MUNICIPAL DE LA CIUDAD DE BRENHAM, TEXAS, QUE LA CIUDAD DE BRENHAM ADOPTA LO SIGUIENTE:

1. Plan de Participación Ciudadana y Procedimientos de Quejas;
2. Política de la Sección 3;
3. Política de Fuerza Excesiva;
4. Sección 504 Política y Procedimientos de Quejas;
5. Política del Código de Conducta;
6. Plan de dominio limitado del inglés; y
7. Política de Vivienda Justa

Pasado y aprobado el día ____ de _____, 2022.

Milton Y. Tate, Jr.
ALCALDE

Atestiguar:

Jeana Bellinger, TRMC, CMC
Secretario de la Ciudad

**THE CITY OF BRENHAM
CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION PROGRAM**

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Community Development Block Grant (CDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Brenham, 200 W. Vulcan, Brenham, TX 77833, 979-337-7200, during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the CDBG-MIT project.

1. A person who has a complaint or grievance about any services or activities with respect to the CDBG-MIT project, whether it is a proposed, ongoing, or completed CDBG-MIT project, may during regular business hours submit such complaint or grievance, in writing to the City, at 200 W. Vulcan, Brenham, TX 77833 or may call 979-337-7200.
2. A copy of the complaint or grievance shall be transmitted by the City to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to the person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the City for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of CDBG-MIT funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the CDBG-MIT project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a CDBG-MIT application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a CDBG-MIT project:

1. At a minimum, the City shall hold at least one (1) public hearing prior to submitting the application.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

3. The public hearing shall include a discussion with citizens as outlined in the applicable CDBG-MIT application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the CDBG-MIT program, and the use of past CDBG-MIT contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the CDBG-MIT program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by CDBG-MIT, proposed to be made in the use of CDBG-MIT funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the CDBG-MIT project, the City shall hold a public hearing and review its program performance including the actual use of the CDBG-MIT funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the CDBG-MIT project or for the closeout of the CDBG-MIT project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the CDBG-MIT project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

Milton Y. Tate, Jr., Mayor

Date

LA CIUDAD DE BRENHAM
PLAN DE PARTICIPACIÓN CIUDADANA
SUBVENCIÓN EN BLOQUE PARA EL DESARROLLO COMUNITARIO -
PROGRAMA DE MITIGACIÓN

PROCEDIMIENTOS DE RECLAMACIÓN

Estos procedimientos de queja cumplen con los requisitos del Programa de Subvención en Bloque de Desarrollo Comunitario- Mitigación (CDBG-MIT) y los Requisitos del Gobierno Local se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de Brenham, 200 W. Vulcan, Brenham, TX 77833, 979-337-7200 en horario de oficina.

A continuación se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto CDBG-MIT.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto CDBG-MIT, o si se trata de una propuesta, en curso o determinado proyecto CDBG-MIT, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la Ciudad, a 200 W. Vulcan, Brenham, TX 77833 o puede llamar a 979-337-7200.
2. Una copia de la queja o reclamación se transmitirá por la Ciudad a la entidad que es encargada de la queja o reclamación y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. La Ciudad completará una investigación de la queja o reclamación, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deba completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la CDBG para su posterior revisión y comentarios.
6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en Inglés y Español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

Cuando lo solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos CDBG-MIT. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por la Ciudad, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto CDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y la Ciudad debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia será pública.
4. Una audiencia pública celebrada antes de la presentación de una solicitud CDBG-MIT debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto CDBG-MIT:

1. Como mínimo, la Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s) , acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.
3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación CDBG-MIT, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa CDBG-MIT y el uso de fondos últimos contratos CDBG-MIT, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que la Ciudad recibe fondos del programa CDBG-MIT:

1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por CDBG-MIT, se propuso que se hará con el uso de fondos CDBG-MIT de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto CDBG-MIT, la Ciudad celebrará una audiencia pública y revisara el desempeño del programa incluyendo el uso real de los fondos CDBG-MIT.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto CDBG-MIT o para la liquidación del proyecto CDBG-MIT, publicará un aviso en Inglés y Español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.

4. La Ciudad conservará la documentación del proyecto CDBG-MIT, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado.

Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de

Alcalde

Fecha

Section 3 Policy

In accordance with 12 U.S.C. 1701u the City of Brenham agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by CDBG-MIT grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in CDBG-MIT funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD to the Grant Recipient.
- G. Submit reports as required by HUD regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of Brenham, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Milton Y. Tate, Jr.
Mayor, City of Brenham

Date

POLÍTICA DE LA SECCIÓN 3

Según 12 U.S.C. 1701u, la Ciudad de Brenham se compromete a implementar los siguientes pasos, que, en *la mayor medida posible*, proporcionará capacitación, empleo y oportunidades de contratación para los residentes de la sección 3 y sección 3 empresas de las zonas en que el proyecto lleva a cabo.

- A. Introducción y pase una resolución adoptando este plan como una política de esforzarse por alcanzar metas para el cumplimiento de las normas de la sección 3 para aumentar las oportunidades de empleo y contratación para empresas y residentes de la sección 3.
- B. Asignación de tareas relacionadas con la implementación de este plan al oficial designado de los derechos civiles.
- C. Notificar a sección 3 residentes y preocupaciones de negocio de potenciales nuevos empleos y oportunidades de contratación ya que se desencadenan por CDBG-MIT conceden premios mediante el uso de: audiencias públicas relacionadas con los anuncios, avisos públicos, anuncios de licitación y oferta documentos; notificación a organizaciones locales como las cámaras de comercio o la Lig Urbana; medios de publicidad local incluyendo señalización pública; proyecto área comités y consejos ciudadanos, las oficinas locales de HUD; organismos de planificación regionales; y todas las demás fuentes de referencias apropiadas. Incluir cláusulas de la sección 3 en todo cubierto las solicitudes y contratos.
- D. Mantener una lista de las empresas que se han identificado como sección 3 empresas para la utilización en las compras de CDBG-MIT financiado, notificar a las empresas de espera oportunidades contractuales y hacer esta lista disponible para las necesidades de adquisición de receptor de la beca general.
- E. Mantener una lista de aquellas personas que se identificaron como residentes de la sección 3 y en contacto con las personas cuando las oportunidades de contratación y capacitación están disponibles a través del receptor de la beca o contratistas.
- F. Requiere que todos los primeros contratistas y subcontratistas con contratos sobre \$100,000 comprometan este plan como parte de su contrato de trabajo. Monitorear el desempeño de los contratistas con respecto a los requerimientos de la sección 3 y requieren que presenten informes que se requieran por HUD al destinatario de la subvención.
- G. Presentar informes según los requisitos de HUD con respecto a la contratación con empresas de la sección 3 o empleo que se producen; y presentar informes dentro de 20 días del final del año fiscal federal (por el 20 de octubre) que identificar y cuantificar sección 3 empresas y empleados.
- H. Mantener los registros, incluyendo copias de correspondencia, memorandos, etc., que documentan todas las acciones adoptadas para cumplir con las normas de la sección 3.

Como funcionarios y representantes de la Ciudad de Brenham, los abajo firmantes han leído completamente de acuerdo a esta plan y ser parte de la plena aplicación de este programa.

Milton Y. Tate, Jr.
Alcalde, La Ciudad de Brenham

Fecha

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the City of Brenham hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of the City of Brenham to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Brenham to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. The City of Brenham will introduce and pass a resolution adopting this policy.

As officers and representatives of the City of Brenham, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Milton Y. Tate, Jr.
Mayor, City of Brenham

Date

EXCESIVO DE LA FUERZA POLÍTICA

Según 24 CFR 91.325(b)(6), la Ciudad de Brenham presente adopta y aplicará la siguiente política con respecto al uso de fuerza excesiva:

1. Es la política de la Ciudad de Brenham para prohibir el uso de fuerza excesiva por las agencias del orden público dentro de su jurisdicción contra cualquier persona en manifestaciones de los derechos civiles no violentas;
2. También es la política de la Ciudad de Brenham para hacer cumplir leyes estatales y locales aplicables contra física restricción de entrada o salida de un centro o un lugar que es objeto de estas manifestaciones de los derechos civiles no violentas dentro de su jurisdicción.
3. La Ciudad de Brenham a presentar y aprobar una resolución para la adopción de esta política.

Como funcionarios y representantes de la Ciudad de Brenham, los abajo firmantes han leído completamente de acuerdo a esta plan y ser parte de la plena aplicación de este programa.

Milton Y. Tate, Jr.
Alcalde, La Ciudad de Brenham

Fecha

SECTION 504 POLICY AGAINST DISCRIMINATION BASED ON HANDICAP AND GRIEVANCE PROCEDURES

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), the City of Brenham hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. The City of Brenham does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of Brenham's recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of Brenham shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the CDBG program, the City of Brenham shall ensure that they are provided with the information necessary to understand and participate in the CDBG program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the City of Brenham to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to: **Jeana Bellinger, City Secretary, 200 W. Vulcan, Brenham, TX 77833, 979-337-7200**, who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
 - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
 - e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by **Jeana Bellinger, City Secretary**. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by **Jeana Bellinger, City Secretary**, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the City of Brenham relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Brenham within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Brenham complies with Section 504 and HUD regulations.

Milton Y. Tate, Jr.
Mayor, City of Brenham

Date

SECCIÓN 504 POLÍTICA CONTRA LA DISCRIMINACIÓN BASADA EN DISCAPACIDAD Y PROCEDIMIENTO DE QUERELLAS

Apartado 24 CFR 8, no discriminación basada en discapacidad en federalmente asistidos programas y actividades del Departamento de vivienda y desarrollo urbano, sección 504 de la Rehabilitation Act de 1973, enmendada (29 U.S.C. 794) y 109 de la sección de la vivienda y el acto de desarrollo comunitario de 1974, según enmendada (42 U.S.C. 5309), la Ciudad de Brenham se adopta los procedimientos de política y quejas:

1. Discriminación prohibida. De lo contrario no individuo calificado con discapacidad en los Estados Unidos, únicamente por razón de su discapacidad, se excluirá de la participación en, ser negado los beneficios de o ser sujeto a discriminación bajo cualquier programa o actividad recibir Asistencia financiera federal del Departamento de vivienda y desarrollo urbano (HUD).
2. La Ciudad de Brenham no discrimina por discapacidad en la admisión o acceso a, o tratamiento o empleo en, sus programas federalmente asistidos y actividades.
3. La Ciudad de Brenham publicaciones o materiales de reclutamiento (*Destinatario de la subvención*) incluirá una declaración de esta política en 1. encima de.
4. La Ciudad de Brenham tendrá seguir pasos para notificar a los participantes, beneficiarios, solicitantes y empleados, incluyendo aquellos con deterioro de la visión o audición y sindicatos u organizaciones profesionales tenencia colectiva acuerdos de negociación o profesionales con los destinatarios que no discrimina sobre la base de discapacidad en violación de 24 CFR parte 8.
5. Para personas con discapacidad visual y auditivos individuos elegibles que sirve o que puedan verse afectadas por el programa CDBG, la Ciudad de Brenham se asegurará de que cuentan con la información necesaria para entender y participar en el programa CDBG.
6. Quejas y denuncias
 - a. Cualquier persona que cree que él o ella ha sido víctima de discriminación por discapacidad puede presentar una queja bajo este procedimiento. Es contra la ley de la Ciudad de Brenham para tomar represalias contra cualquier persona que presenta una queja o coopera en la investigación de una queja.
 - b. Las quejas deben ser dirigidas a: **Jeana Bellinger, City Secretary, 200 W. Vulcan, Brenham, TX 77833, 979-337-7200**, que ha sido designado para coordinar los esfuerzos de cumplimiento de la sección 504.
 - c. Una queja debe ser presentado por escrito o verbalmente, contener el nombre y dirección de la persona que lo presenta y describir brevemente la supuesta violación de las normas.
 - d. Una queja debe presentarse dentro de treinta 30 días hábiles después de que el denunciante tenga conocimiento de la presunta violación.
 - e. Una investigación, como puede ser apropiado, deberá seguir una presentación de una queja. La investigación será conducida por **Jeana Bellinger, City Secretary**. Investigaciones informales pero minuciosa brindará todas las personas interesadas y sus representantes, si los hubiere, una oportunidad de presentar pruebas pertinentes a una queja.

- f. Una determinación escrita en cuanto a la validez de la denuncia y la descripción de la resolución, si los hubiere, se expedirá por **Jeana Bellinger, City Secretary**, y una copia enviada al demandante con quince 15 días de trabajo después de la presentación de la queja siempre que sea posible.
- g. Coordinador de la sección 504 deberá mantener los archivos y registros de la la Ciudad de Brenham relativas a los archivos de quejas.
- h. El demandante puede solicitar una reconsideración del caso en instancias donde él o ella está insatisfecha con la resolución determinación como se describe en f. anterior. La solicitud de reconsideración debe hacerse a las la Ciudad de Brenham dentro de diez días hábiles después de la recepción de la determinación y resolución escrita.
- i. El derecho de una persona a una resolución rápida y equitativa de la denuncia presentada a continuación no deberá ser deteriorada por la búsqueda de la persona de otros remedios como la presentación de una queja con el Departamento de vivienda y desarrollo urbano de los Estados Unidos de la sección 504. Utilización de este procedimiento de quejas no es un requisito previo para la búsqueda de otros remedios.
- j. Estos procedimientos se interpretará para proteger los derechos sustantivos de las personas interesadas, para cumplir con normas de proceso debido apropiado y asegurar que la Ciudad de Brenham cumple con las regulaciones de la sección 504 y HUD.

Milton Y. Tate, Jr.
Alcalde, La Ciudad de Brenham

Fecha

Limited English Proficiency Plan

Name Grantee:	City of Brenham
Community Population:	17,369
LEP population:	2,605 (15.5 %)
Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries.	English Spanish

Program activities to be accessible to LEP persons:	
X	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
X	Publications regarding CDBG application, grievance procedures, <i>complaint procedures</i> , <i>complaint procedures</i> , <i>answers to complaints</i> , <i>notices</i> , <i>notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements
☐	Other program documents: _____

Resources available to Grant Recipient:	
X	Translation services: <u>City will retain translation services upon request</u>
X	Interpreter services: <u>City will retain translation services upon request</u>
☐	Other resources: _____

Language Assistance to be provided:	
X	Translation (oral and/or written) of advertised notices and vital documents for: <u>City will provide translated documents upon request and retain services to accommodate populations with limited English proficiency</u>
X	Referrals to community liaisons proficient in the language of LEP persons <u>City will coordinate with Spanish-speaking community liaisons as appropriate</u>
X	Public meetings conducted in multiple languages: <u>City will conduct public meetings in multiple languages upon request</u>
X	Notices to recipients of the availability of LEP services: <u>City will reference the availability of accommodations in public notices and post documents to accommodate LEP persons in public buildings</u>
☐	Other services: _____

Milton Y. Tate, Jr., Mayor

Date

PLAN DE MUESTRA DE DOMINIO LIMITADO DEL INGLÉS

Nombre Grante:	Ciudad de Brenham
Población de la Comunidad:	17,369
LEP Población:	2,605 (15.5 %)
Idiomas Hablados: 1) En más del 5% de la población elegible o beneficiarios y tiene más de 50 en número; o 2) Por más de 1,000 individuos en la población elegible en el área del mercado o entre los beneficiarios actuales	English Spanish

Las actividades del programa deben ser accesibles para las personas LEP:	
☒	Avisos públicos y audiencias con respecto a las solicitudes de fondos de la subvención, enmiendas a las actividades del proyecto y finalización del proyecto financiado mediante donaciones
☒	Publicaciones sobre la solicitud de CDBG, procedimientos de quejas, respuestas a reclamos, avisos, avisos de derechos y medidas disciplinarias, y otra audiencias vitales, documentos y requisitos del programa
☐	Otros Documentos del Programa:

Recursos disponibles para el beneficiario de subvención:	
☒	Servicios de Traducción: <u>La Ciudad retendrá servicios de traducción a pedido</u>
☒	Interpreter services: <u>La Ciudad retendrá servicios de intérprete a pedido</u>
☐	Otros recursos:

Asistencia de idiomas a ser proporcionada:	
☒	Traducción (oral y/o escrita) de anuncios publicados y documentos vitales para: <u>La Ciudad proporcionará documentos traducidos previa solicitud y retendrá los servicios para acomodar a las poblaciones con dominio limitado del inglés</u>
☒	Referencias a enlaces comunitarios competentes en el idioma de personas con LEP: <u>La ciudad coordinará con los enlaces de la comunidad española hablante según corresponde</u>
☒	Reuniones públicas realizadas en múltiples idiomas: <u>La Ciudad conducirá reuniones públicas realizadas en múltiples idiomas a pedido</u>
☒	Avisos a los destinatarios de la disponibilidad de los servicios LEP: <u>La Ciudad hará referencia a la disponibilidad de acomodaciones en avisos públicos y documentos postales para acomodar a personas con LEP en edificios públicos</u>
☐	Otros Servicios:

Milton Y. Tate, Jr., Alcalde

Fecha

Fair Housing Policy

In accordance with Fair Housing Act, the City of Brenham hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

As officers and representatives of the City of Brenham, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Milton Y. Tate, Jr.
Mayor, City of Brenham

Date

POLÍTICA DE EQUIDAD DE VIVIENDA

Conformidad con la ley de vivienda equitativa, la Ciudad de Brenham presente adopta la siguiente política con respecto al afirmativo promover FERIA de vivienda:

1. La Ciudad de Brenham se compromete a afirmativamente más opción de vivienda para todas las clases protegidas siete (raza, color, religión, sexo, discapacidad, estatus familiar y origen nacional).
2. La Ciudad de Brenham se compromete a plan de al menos una actividad durante la vigencia del contrato a afirmativamente más vivienda justa.
3. La Ciudad de Brenham a presentar y aprobara una resolución para la adopción de esta política.

Como funcionarios y representantes de la Ciudad de Brenham, los abajo firmantes han leído completamente de acuerdo a este plan y ser parte de la plena aplicación de este programa.

Milton Y. Tate, Jr.
Alcalde, Ciudad de Brenham

Fecha

CODE OF CONDUCT/PROGRAM PROCUREMENT POLICY CITY OF BRENHAM

CODE OF CONDUCT

As a Grant Recipient of a federal or state grant contract (including CDBG-MIT), the City of Brenham shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the CDBG-MIT contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Brenham shall participate in the selection, award, or administration of a contract supported by federal or state grant funds (including CDBG-MIT) if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Brenham shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving federal or state grant funds (including CDBG-MIT), that has any CDBG-MIT function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the federal or state grant activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award, or that is required to complete some or all work under the federal or state grant contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award (including CDBG-MIT), or that is required to complete some or all work under the federal or state grant contract in order to meet a National Program Objective, that might potentially receive benefits from the federal or state grant award may not participate in the selection, award, or administration of a contract supported by federal or state grant funding.

Any alleged violations of these standards of conduct shall be referred to the City of Brenham's Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Milton Y. Tate, Jr.
Mayor, City of Brenham

Date

CÓDIGO DE CONDUCTA / POLÍTICA DE ADQUISICIÓN DE PROGRAMAS CIUDAD DE BRENHAM

CÓDIGO DE CONDUCTA

Como beneficiario de una subvención federal o estatal (incluido CDBG-MIT), la Ciudad de Brenham evitará, neutralizará o mitigará los conflictos de intereses reales o potenciales para evitar una ventaja competitiva desleal o la existencia de roles contradictorios que puedan perjudicar la el rendimiento del contrato de subvención federal o estatal o afecta la integridad del proceso de adquisición.

Para la adquisición de bienes y servicios, ningún empleado, funcionario o agente de la Ciudad de Brenham participará en la selección, adjudicación o administración de un contrato respaldado por fondos de subvención federales o estatales (incluido CDBG-MIT) si él o ella tiene un real o aparente conflicto de intereses. Tal conflicto podría surgir si el empleado, oficial o agente; cualquier miembro de su familia inmediata; su compañero; o una organización que emplea o está a punto de emplear a cualquiera de las partes indicadas en este documento, tiene un interés financiero o de otra índole o un beneficio personal tangible de una empresa considerada para un contrato.

Ningún funcionario, empleado o agente de la Ciudad de Brenham solicitará o aceptará propinas, favores o cualquier cosa de valor monetario de contratistas o empresas, posibles contratistas o empresas, o partes de sub-acuerdos, excepto cuando el interés financiero no sea sustancial o el regalo es un artículo no solicitado de valor intrínseco nominal.

Los contratistas que desarrollan o redactan especificaciones, requisitos, declaraciones de trabajo o invitaciones para presentar ofertas o solicitudes de propuestas deben ser excluidos de la competencia para tales adquisiciones.

Para todos los demás casos, ningún empleado, agente, consultor, funcionario o funcionario elegido o designado del estado, o de una unidad del gobierno local general, o de cualquier agencia pública designada, o subbeneficiarios que reciben fondos de subvención federales o estatales (incluyendo CDBG-MIT), que tiene cualquier función / responsabilidad relacionada con las subvenciones, o que está en condiciones de participar en un proceso de toma de decisiones o de obtener información interna, puede obtener un interés o beneficio financiero de la actividad de subvención federal o estatal.

Las restricciones de conflicto de intereses y los requisitos de adquisición identificados en este documento se aplicarán a un negocio beneficiario, proveedor de servicios u otra entidad externa que esté recibiendo asistencia, directa o indirectamente, bajo un contrato o adjudicación de subvención federal o estatal, o que se requiera para completar algunos o todos trabajan bajo el contrato de subvención federal o estatal para cumplir con los Objetivos del Programa Nacional.

Cualquier persona o entidad incluyendo cualquier empresa beneficiaria, proveedor de servicios públicos u otra entidad externa que esté recibiendo asistencia, directa o indirectamente, bajo un contrato o adjudicación de subvención federal o estatal (incluido CDBG-MIT), o que se requiera para completar una parte o todo el trabajo en virtud del contrato de subvención federal o estatal para cumplir un objetivo del programa nacional, que podría recibir beneficios de la subvención federal o estatal no puede participar en la selección, adjudicación o administración de un contrato respaldado por fondos federales o estatales.

Cualquier presunta violación de estas normas de conducta se remitirá a la Fiscalía de la Ciudad de Brenham. Cuando aparezcan violaciones, el empleado, agente o agente infractor estará sujeto a medidas disciplinarias, que incluyen, entre otros, el despido o la transferencia; cuando las infracciones o infracciones parecen ser de naturaleza sustancial, el asunto puede remitirse a los funcionarios apropiados para su investigación penal y posible enjuiciamiento.

Milton Y. Tate, Jr.
Alcalde, La Ciudad de Brenham

Fecha



Regular City Council
AGENDA ITEM 6.

Agenda Item: Public Hearing, Discussion and Possible Action on Resolution No. R-22-011 Providing Support for KGC Development, LLC's Submission of an Application to the Texas Department of Housing and Community Affairs Requesting 9% Low Income Housing Tax Credits for The Bluebonnet Development

Meeting Type: Regular Meeting-February 17, 2022

Department: Economic Development

Staff Contact: Susan Cates

SUMMARY STATEMENT:

On January 17, 2022 the Texas Department of Housing and Community Affairs (TDHCA) sent a letter to the Mayor with notification of two Competitive Housing Tax Credit preliminary applications for projects in Brenham. Trinity has decided not to pursue the tax credit award this cycle. The remaining project from KCG Development would like to proceed with a full application to TDHCA. As stated in the TDHCA letter, the local jurisdiction has the opportunity to affect the scoring of applications by offering a letter of support, a letter of no objection, or the jurisdiction may decline to respond. Because Brenham has more than two times the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds, the only option for the KCG application to proceed is with a Resolution of Support for the project. Therefore, there is no option on the agenda for an action to pass a Resolution of No Objection.

At the February 3, 2022 meeting, Ina Spokas Vice President of Development with KCG Development presented information on both the Low Income Housing Tax Credit (LIHTC) program in general and the specifics of KCG's proposed project in Brenham on Prairie Lea Street. Council was provided the 2021 Brenham ResIntel report, and a summary report addressing Affordable Rental Housing compiled by Economic Development Director Susan Cates.

Should Council vote to issue a Resolution of Support, that document must be issued no later than March 1, 2022 for the 2022 round of LIHTC awards. Once the resolution is issued, it may not be withdrawn or amended.

Ina Spokas will be present at the February 17, 2022 prepared to address further questions from Council as part of the Public Hearing.

ATTACHMENTS:

(1) Resolution No. R-22-011

RECOMMENDED ACTION:

No staff recommendation.

RESOLUTION NO. R-22-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, PROVIDING SUPPORT FOR APPLICATION NO. 22098 BY KCG DEVELOPMENT, LLC AND ITS ASSIGNS TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) CONCERNING THE BLUEBONNET DEVELOPMENT WITHIN THE CITY OF BRENHAM, TEXAS; AUTHORIZING THE MAYOR TO CERTIFY THIS RESOLUTION TO TDHCA AND EXECUTE ANY NECESSARY DOCUMENTATION; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, KCG Development, LLC / KCG The Bluebonnet, LP has proposed a development for affordable rental housing named The Bluebonnet on a 6.11-acre land tract located at 1007 Prairie Lea Street in the City of Brenham, Texas, said development being further described in Exhibit "A" attached hereto and incorporated herein for all purposes pertinent; and

WHEREAS, there is a need for affordable housing for Brenham citizens of modest means; and

WHEREAS, KCG Development, LLC / KCG The Bluebonnet, LP intends to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for 2022 Low Income Housing Tax Credit Program funds for The Bluebonnet development (TDHCA Application No. 22098); and

WHEREAS, the proposed multifamily development is a use by right because the subject property is located in an existing R-2 - Mixed Residential Zoning District, subject to a Specific Use Permit as the development is greater than two (2) acres; and

WHEREAS, The Bluebonnet will be a non- age restricted development for families and general tenancy;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, THAT:

Section 1: As provided for in § 11.3(c) of the Qualified Allocation Plan [Texas Gov't Code §2306.6703(a)(4)] it is expressly acknowledged and confirmed that the City of Brenham has more than twice the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds.

Section 2: The City of Brenham, acting through its governing body, hereby confirms that it supports TDHCA Application No. 22098 and the proposed development of The Bluebonnet, and authorizes an allocation of Housing Tax Credits for the development pursuant to Tex. Gov't Code §2306.6703(a)(4).

Section 3: The City of Brenham acknowledges and approves an in-kind contribution for this project in the amount of \$250.00, should the development receive a housing tax credit allocation.

Section 4: The Mayor is hereby authorized, empowered, and directed to certify these resolutions to TDHCA and execute any documentation necessary to implement this Resolution.

Section 5: This Resolution shall become effective immediately from and after its passage

RESOLVED on this the 17th day of February, 2022.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary



Regular City Council
AGENDA ITEM 7.

Agenda Item: Discussion and Presentation on the City of Brenham Facility Naming Policy

Meeting Type: Regular Meeting-February 17, 2022

Department: Administration

Staff Contact: Karen Stack

SUMMARY STATEMENT:

Please see attached memo and draft Facility Naming Policy.

ATTACHMENTS:

- (1) Memo
- (2) Draft Facility Naming Policy

RECOMMENDED ACTION:

Discussion only.



To: Mayor and Council

From: Karen Stack, Legal & Legislative Services Manager

Subject: Facility Naming Policy

Date: February 10, 2022

Background

The City of Brenham has never had a policy for the naming of City-owned facilities. With many naming opportunities potentially arising as the Brenham Family Park is developed, staff felt it was a good opportunity to implement a naming policy. This policy would apply to all city-owned facilities, and amenities within them. Staff are providing the attached draft for your review and comment.

Key Goals

Staff intended that this policy ensure that facilities within the City of Brenham are named in a way that emphasizes the City's history and community. The City may also use sponsorship and naming rights as a method of obtaining funds for the construction, maintenance, and operation of facilities.

- We wanted a policy that would make the standards and procedures for naming consistent and fair.
- Due to the many types of facilities that currently exist or may be built in the future, this policy needs to be flexible.
- Based on experiences other cities have had with controversial names for facilities, staff wanted to make sure the procedures in the policy provide for robust scrutiny of proposed names before they are accepted. In turn, renaming would only be allowed in extraordinary circumstances.
- The Parks & Recreation Advisory Board, along with Parks staff, have been interested in operating a tree and bench donation program to enhance the beauty and utility of our parks, and raise funds to maintain them. This policy would establish this program and give authority to the Board to operate it without direct oversight by Council.

Definitions

Facilities are defined as all property assets owned by the City, including structures and land. For example, this would include buildings and entire parks.

Smaller assets within Facilities are divided into Amenities and Features based on their value. The distinction is important because the draft policy provides that the names of Amenities will be determined by Council, and the names of Features will be determined by staff and/or the Parks & Recreation Advisory Board.

The City's Capital Asset Policy (adopted March 19, 2020) provides that most assets costing more than \$15,000 and possessing an estimated useful life of more than one year, are capitalized. Staff thought that the cutoff amount for Amenities and Features should align with the Financial Policy guidelines in terms of how to determine if an asset's value is material. This draft naming policy therefore uses \$15,000 as the cutoff to determine which assets will need to have names approved by Council.

- **“Amenities”** are subunits of facilities valued at \$15,000 or more. Examples are meeting rooms, playing fields, pavilions, play structures, tennis courts, and gardens. These items would be named by Council.
- **“Features”** are items valued under \$15,000. These items would be named by staff and/or the Parks Board. Examples are benches, trees, and small fountains.

Naming Criteria/Guidelines

Section III outlines general name requirements for Facilities and Amenities. Proposed names must be in one of six categories to be considered. The first five categories deal with commemorative names.

The last of these categories is what would allow naming rights to be acquired via donation. As the draft stands, to acquire the naming rights to a Facility or Amenity would require the donor to provide the land, 75% of the capital construction costs, or for assets that are already constructed, a donation of at least 50% of the original construction costs. Note that these amounts are just a starting point. The actual donation amount in each case would be part of the negotiation of the Naming Rights Agreement.

Restrictions

Section IV of the Policy is designed to prevent inappropriate names from being chosen. Facilities may not be named after a political figure currently in office, or advocate for a particular religion or political affiliation.

This section provides for vetting of individual or corporate honorees. The goal is to avoid the need to consider renaming a facility after it is built.

Naming Procedures

Facilities: The naming process for Facilities would begin upon approval of the design, construction, or acquisition of a Facility. The Facilities Subcommittee would review names submitted for consideration by the public and provide a recommendation to full Council for a vote. If the name is to be chosen by a donor, the Subcommittee would negotiate a Naming Rights Agreement that would be brought to full Council for approval.

Amenities: Names of Amenities in parks will be reviewed by the Parks Board before being brought to Council for final approval. Amenities to be named based on donation must have a Naming Rights Agreement.

Features: Naming of Features in Parks will be approved by the Parks Board for features to be placed in City parks. The City Manager will approve the names of Features not located within parks. Costs for Features would be determined by staff and would not require prior approval of Council. Staff have the final say as to design and location.

Naming Rights Agreements

This section gives the City the ability to make alterations in Naming Rights Agreements during construction if necessary to keep a project from going over budget. It also clarifies that final decisions concerning design and installation will be made by the City, and that donors do not have the authority to direct work.

Term

This section provides that naming rights lasts for the lifetime of the Facility, Amenity, or Feature. The City will maintain these items but will not be obligated to replace them if they are removed or destroyed.

POLICY AND PROCEDURES FOR NAMING OF CITY FACILITIES

I. PURPOSE

The City of Brenham (the "City") acquires land and constructs public facilities that deserve naming that celebrates the City's history, environment, community, and citizen contributions. The purpose of this policy is to develop a systematic and consistent approach for the official naming of public facilities in the City that is fair and ensures a worthy and enduring legacy for the City.

In addition, the City may seek sponsorship for the naming rights for Facilities as a method of obtaining funds to aid in their construction, maintenance, and operation.

II. DEFINITIONS

Facilities: Includes all property assets owned by the City, including all buildings, structures, and grounds.

Amenities: City-owned assets within a Facility that are valued at \$15,000 or more, including but not limited to swimming pools, pavilions, tennis courts, large water features, trails, or meeting rooms.

Features: City-owned assets within a Facility that are valued at less than \$15,000, including but not limited to living trees, benches, and small fountains.

Naming Rights Agreement: An agreement whereby a corporation, organization, individual, or other entity purchases the right to name a Facility or Amenity.

III. NAMING CRITERIA AND GUIDELINES FOR FACILITIES AND AMENITIES

In order for a name to be considered, the proposed name for a Facility or Amenity must satisfy one of the following criteria:

- A. Be descriptive of a geographic location or a significant natural feature in or near the Facility or Amenity, or an adjoining subdivision, street, or school.
- B. Commemorate historical events, groups, or individuals that remain of continued importance to the City, Region, State, and/or Nation.
- C. Commemorate individuals who have a history of exceptional community service or contributions to the Facility or Amenity's best interests and purposes.
- D. Have historical, cultural, or social significance for future generations.
- E. Have been commonly used in an unofficial capacity by residents.

- F. Commemorate individuals and organizations who made significant contributions to the City's acquisition or development of the Facility or Amenity. The following circumstances may be considered in the naming of a Facility or Amenity after a donor, benefactor, or group:
1. Land for the majority of a Facility was deeded to the City;
 2. Contribution of a minimum of 75% of the capital construction costs associated with developing the Facility or Amenity, or
 3. If the Facility or Amenity has already been constructed, naming rights may be acquired by donating to the City at least 50% of the original construction cost.

IV. RESTRICTIONS

- A. Facility and Amenity names similar to names of other City Facilities and Amenities will not be considered to minimize confusion.
- B. Facilities will not be subdivided beyond the level of Amenities for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways.
- C. Names that might be considered discriminatory or derogatory will not be considered.
- D. Names will not advocate for or promote a political figure currently in office, political affiliation, ideology, or religion.
- E. Before approving a proposed name, the City will verify the character of all proposed honorees. The vetting process will be sufficiently rigorous to ensure that the honoree is of such a character that the name will hold honor and reflect well on the City for the entire lifetime of the Facility, Amenity, or Feature.
1. The City reserves the right to utilize any available resource, including but not limited to interviews and criminal background checks, during the vetting process in order to ascertain an individual honoree's good character.
 2. When the proposed honoree is a business or other organization, the City will consider the organization's membership, the organization's purpose and activities, and its reputation in the community.
 3. The City may reject the name choice for any finding that may call into question the individual's or organization's good character or reputation in the community.

V. PROCEDURES

Naming of Facilities

- A. A permanent name for a Facility should be finalized no later than the 50% completion mark in the construction or acquisition process. Prior to the permanent naming of a Facility, the location shall be referred to by its address or location designation until the Facility is given an official name.
- B. The Facilities Subcommittee of City Council will proceed with the naming of a Facility according to the following:

1. The Facility naming process is initiated with the approval of the design, construction, or acquisition of a Facility.
2. The Subcommittee may choose from a variety of sources for name recommendations (i.e., Council member, staff or donor recommendations, a historical review of the site, recommendations from the Parks and Recreation Advisory Board, recommendations from previous owners, etc.). Names may be suggested by citizens and/or community groups by submission to the Mayor, City Council, or City Manager.
3. All names for City Facilities will be approved by a majority City Council vote regardless of the source of the name's recommendation.
4. Names chosen based on donations from an individual or organization must be approved by Council as part of a Naming Rights Agreement.

Naming of Amenities

- A. Naming requests will be considered only for Amenities that are already existing or are included in the Capital Improvement Plan. All requests for the naming or renaming of an Amenity shall be made in writing to the Director of Public Works for Amenities within Parks Facilities. Requests for the naming of Amenities within all other Facilities shall be directed to the City Manager.
- B. Upon receipt, the Director of Public Works or the City Manager will:
 1. Review the proposed request for its adherence to this Policy, and
 2. Ensure that supporting information has been authenticated, particularly when an individual's name is proposed as the Amenity's name.
- C. Naming suggestions for Amenities in Parks, and any associated Naming Rights Agreements, will be reviewed by the Parks and Recreation Advisory Board (PARB) before being brought to Council for consideration.
- D. The full City Council will have the final authority in accepting or rejecting the naming proposal by majority vote.

Naming of Features

- A. Individuals wishing to name a Feature to be located within a Park Facility should submit a request in writing to the Director of Public Works. For Features to be located in all other Facilities, the application should be made to the City Manager.
- B. A list of Parks Features available for donation and associated costs will be maintained by the Director of Public Works and be updated as he or she deems necessary. The donation amounts must, at minimum, cover the entire costs of acquisition and installation of the Feature. By adopting this Policy, it is the intent of Council to allow the list to be updated without prior approval by Council.
- C. As needed, but at least twice per year, staff will provide the PARB with a list of proposed donations of Parks Features for consideration and approval. Denial may be appealed by sending written notice to City Council, which may reverse the denial by majority vote.

- D. Requests for the installation and naming of Features in Facilities outside of Parks will be considered by the City Manager. Denial by the City Manager may be appealed by sending written notice to City Council, which may reverse the denial by majority vote.
- E. Benches: The City will choose the appropriate style and type of bench that will best withstand weather conditions and vandalism and conform to the benches already installed on City property and elsewhere. Benches will be installed adjacent to sidewalks or trails or near parking lots.
- F. Trees: The City will choose an appropriate 30–65-gallon tree which will best conform to weather conditions and surrounding landscaping. If the requestor chooses, a bronze plaque approximately 4" by 8" may be encased in a concrete base and installed at the base of the tree.
- G. The City will be responsible for the site selection and installation of the tree, bench, or other Feature, as applicable. Specific dates of planting or installation of the Feature cannot be guaranteed. Trees are typically planted between November 1 and March 1 to ensure proper establishment. Benches may be installed at any time during the year, conditions permitting.
- H. The City will be responsible for the maintenance and care of a Feature after installation. Although the City will make every reasonable attempt to place a tree where irrigation is available, the City is not responsible for the replacement of trees if they die.

VI. NAMING RIGHTS AGREEMENTS

- A. City Council and City staff will make all reasonable efforts to honor the provisions of an approved Naming Rights Agreement. All such agreements will provide that if unforeseen circumstances require alterations, City staff will have final authority to make necessary modifications.
- B. If the expense associated with acquisition, construction, and/or installation of a Facility or Amenity exceeds the estimates in a Naming Rights Agreement, City staff may modify the provisions of the Naming Rights Agreement in order to ensure City expenditures do not exceed amounts approved by City Council in the approved Agreement.
- C. Final details of the design and installation of the Facility or Amenity being constructed under a Naming Rights Agreement will be under the control of City staff. When necessary to facilitate construction or meet deadlines, City staff may make design changes without the presence or approval of the donor. If this occurs, staff will promptly notify the donor of the changes.
- D. Donors will not have authority to direct the work of staff or contractors involved with the design, construction, or installation of a Facility or Amenity.

VII. RENAMING

- A. The renaming of Facilities or Amenities is discouraged. It is recommended that efforts to change a name be subject to a critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
 - 1. Facilities named by deed restriction shall not be considered for renaming.
 - 2. Facilities and Amenities named after individuals shall not be renamed unless it is determined that the individual's personal character is or was such that the continued use of the name would not be in the best interest of the City or community. Exceptions may be considered in cases of changes in the use of Facilities or for Facility demolitions.
- B. If it is decided by the City Council that it is in the best interest of the City to rename a Facility or Amenity, it may be renamed in accordance with the criteria and guidelines outlined in the procedures of this Policy.
- C. Features will not be renamed. If it is determined by the City Council that a Feature's existing name is not in the best interest of the City, Council may require the Feature to be removed, or the name may be removed from the Feature.
- D. Notwithstanding the other provisions of this Section, a Facility or Amenity may be renamed to reflect a change in name of the organization or individual after which it is named. The renaming must be approved by City Council, and associated costs will be the responsibility of the individual or organization requesting the change.

VIII. TERM

- A. Except as provided in Section VII, a Facility, Amenity, or Feature named under this Policy will retain its name as long as it is in use.
- B. When a Facility, Amenity, or Feature is destroyed, removed, or undergoes significant alterations in structure or purpose of use, the name may be removed.
- C. The City will use reasonable efforts to maintain all Facilities, Amenities, and Features named under this Policy; however, it will be under no obligation to replace a donated item should it be destroyed or removed before the end of its anticipated lifespan.



Regular City Council
AGENDA ITEM 8.

Agenda Item: Discuss and Possibly Act Upon the Rejection of All Bids Submitted in Response to Bid No. 2021-04 Related to Hohlt Park and Henderson Park Pedestrian Bridge Rehabilitation and Authorize the Mayor to Execute Any Necessary Documentation

Meeting Type: Regular Meeting-February 17, 2022

Department: Public Works

Staff Contact: Shawn Bolenbarr

SUMMARY STATEMENT:

The City of Brenham received only one bid for the Hohlt Park and Henderson Park Pedestrian Bridge Rehabilitation on January 26, 2022. We anticipated 2 or 3 bidders based on our outreach to qualified contractors.

TMI Coatings of Saint Paul, Minnesota was the apparent low bidder at \$198,000 for repainting the pedestrian walk bridge leading to the Splashpad. Also included in the bid were several alternates to consider regarding both larger bridges near Higgins Branch (Henderson Park) and Holt Park (soccer side). Both these bridges are needing painting. The City of Brenham budgeted a total of \$92,700 with \$25,000 of that being spent on design, specifications, and bid preparation by Strand Engineering. This was needed due to these bridges being over active streams and tighter restrictions related to containing the old paint when removed. Just the base bid cost exceeded the budget that was estimated for painting these structures.

I believe the City of Brenham should reject the bid from TMI Coatings for the following reasons:

- The rehabilitation cost was over the budgeted amount
- There was only one bidder

We would like to meet with Strand Engineering to regroup and look at alternative scopes of work that could result in more bidders and lower cost.

We are dissatisfied with the outcome of the first bid but are optimistic of the ultimate outcome of the project. These improvements were budgeted with funds from BCDC and we also plan to seek additional funds during the 2022-23 funding cycle to get this project underway.

ATTACHMENTS:

(1) Bid Tabulation from Strand Associates

RECOMMENDED ACTION:

Approve the rejection of all bids submitted in response to Bid No. 2021-04 related to Hohlt Park and Henderson Park pedestrian bridge rehabilitation and authorize the Mayor to execute any necessary documentation.



Strand Associates, Inc.®

1906 Niebuhr Street
Brenham, TX 77833
(P) 979-836-7937

January 27, 2022

Mr. Dane Rau, Director of Public Works
City of Brenham
200 West Vulcan Street
Brenham, TX 77833

Re: 2021 Hohlt Park and Henderson Park Pedestrian Bridge Rehabilitation
Project No. 2021-04
City of Brenham, Texas

Dear Mr. Rau:

Bids for the above-referenced Project were opened on January 26, 2022. One bid was received with the resulting Bid tabulation enclosed. The low base Bid of \$198,000 exceeds ENGINEER's opinion of probable construction cost.

TMI Coatings of Saint Paul, Minnesota, was the apparent low Bidder at \$198,000. The Bid included a bid bond for 5 percent. The Bid is deemed to be responsive.

Strand Associates, Inc.® has not had previous experience with TMI Coatings.

If you determine that TMI Coatings is a responsible Bidder after your evaluation of their qualifications, we recommend proceeding with award of the Contract in accordance with Article 18 of the Instructions to Bidders.

Sincerely,

STRAND ASSOCIATES, INC.®



Jared D. Engelke, P.E.

Enclosure

TBPE No. F-8405
TBPLS No. 10030000

3900.260\JDE\mm\RA\BRE\Documents\Specifications\Archive\2022\Brenham, City of\3900.260.2021-04\JDE(16) Specification Letters(a) Resulting Bid Tabulation\012722.docx

Bids Received: 2:00 P.M.
January 26, 2022

STRAND ASSOCIATES, INC.²
TBPE No. F-8405
TBPLS No. 10030000
1906 Niebuhr Street
Brenham, TX 77833

CITY OF BRENHAM, TEXAS
2021 HOHLT PARK AND HENDERSON PARK PEDESTRIAN BRIDGE REHABILITATION
PROJECT NO. 2021-04

BID TABULATION SUMMARY

Bidder and Address	Bid Bond or Guarantee	Addenda Acknowledged	Total Base Unit Price	Alternate No. 1	Alternate No. 2	Alternate No. 3	Alternate No. 4	Alternate No. 5	Alternate No. 6	Total Base Unit Prices
TMI Coatings 3291 Terminal Drive St. Paul, MN 55121	5%	NA	\$198,000.00	\$196,000.00	\$45,000.00	\$218,000.00	\$24,000.00	\$189,000.00	\$19,000.00	\$691,000.00

Reviewed by: JARED D. ENGELKE, P.E.



1.27.2022

Bids Received: 2 P.M., January 26, 2022

STRAND ASSOCIATES, INC.*
TBPE No. F-8405
TBPLS No. 10030000
1906 Niebuhr Street
Brenham, TX 77833

CITY OF BRENHAM, TEXAS

2021 HOHLT PARK AND HENDERSON PARK PEDESTRIAN BRIDGE REHABILITATION
PROJECT NO. 2021-04

BID TABULATION BREAKDOWN

				TMI Coatings 3291 Terminal Drive St. Paul, MN 55121	
No.	Description	Quantity	Unit	Unit Price	Total Price
	BASE UNIT PRICE				
1.	Perform Surface Preparation and Application of Paints and Costings to the Bridge and Existing Hand Rails Prior to April 1, 2022	1	LS	\$ 198,000.00	\$ 198,000.00
ENGINEER'S COMPUTED TOTAL ITEM NO. 1					\$ 198,000.00
CONTRACTOR'S COMPUTED TOTAL ITEM NO. 1					\$ 198,000.00

Reviewed by JARED D. ENGELKE, P.E.

Bids Received: 2 P.M., January 26, 2022

STRAND ASSOCIATES, INC.*
TBPE No. F-8405
TBPLS No. 10030000
1906 Niebuhr Street
Brenham, TX 77833

CITY OF BRENHAM, TEXAS
2021 HOHLT PARK AND HENDERSON PARK PEDESTRIAN BRIDGE REHABILITATION
PROJECT NO. 2021-04
BID ALTERNATIVES

TMI Coatings
3291 Terminal Drive
St. Paul, MN 55121

Alternative No.	Description	Quantity	Unit	Unit Price	Total Price
Henderson Park Splash Pad Bridge					
1.	Perform Surface Preparation and Application of Paints and Coatings to the Bridge and Existing Hand Rails Prior to April 1, 2022 Utilizing Paint System III-A as Defined by TxDOT Item 446 (In Addition to Base Bid)	1	LS	\$ 196,000.00	\$ 196,000.00
2.	Remove and Replace Existing Wood Decking as Specified and Shown in the Drawings of This Project Manual Prior to April 1, 2022	1	LS	\$ 45,000.00	\$ 45,000.00
Henderson Park Ball Field Bridge					
3.	Perform Surface Preparation and Application of Paints and Coatings to the Bridge and Existing Bollards	1	LS	\$ 218,000.00	\$ 218,000.00
4.	Provide, Attach, and Paint Metal Members as Specified and Shown in the Drawings of this Project Manual	1	LS	\$ 24,000.00	\$ 24,000.00
Hohlt Park Bridge					
5.	Perform Surface Preparation and Application of Paints and Coatings to the Bridge and Existing Bollards	1	LS	\$ 189,000.00	\$ 189,000.00
6.	Provide, Attach, and Paint Metal Members as Specified and Shown in the Drawings of This Project Manual	1	LS	\$ 19,000.00	\$ 19,000.00
ENGINEER'S COMPUTED TOTAL ITEM NOS. 1 THROUGH 6					\$ 691,000.00
CONTRACTOR'S COMPUTED TOTAL ITEM NOS. 1 THROUGH 6					\$ 691,000.00

Reviewed by JARED D. ENGELKE, P.E.



Regular City Council
AGENDA ITEM 9.

Agenda Item: Discuss and Possibly Act Upon Resolution No. R-22-012 Repealing Resolution No. R-82-010 Authorizing the Creation of the Brenham Airport Advisory Association and Associated Issues

Meeting Type: Regular Meeting-February 17, 2022

Department: Administration

Staff Contact: Jeana Bellinger

SUMMARY STATEMENT:

In January the City Council, approved the dissolution of the Airport Advisory Board. Due to that decision, there are several Airport Board related documents that need to be repealed and/or amended. This new Resolution will repeal a 1982 resolution creating the 'Brenham Airport Advisory Association' and remove all references in city records to the former 'Association'.

If at some point in the future, a new or revised Airport Advisory Board is needed, it will be created with a new Resolution.

ATTACHMENTS:

- (1) Resolution No. R-22-012
- (2) Resolution No. R-82-010

RECOMMENDED ACTION:

Approve Resolution No. R-22-012 repealing Resolution No. R-82-010 authorizing the creation of the Brenham Airport Advisory Association and associated issues.

RESOLUTION NO. R-22-012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS REPEALING AND RESCINDING RESOLUTION NO. R-82-010 AUTHORIZING THE CREATION OF THE BRENAHM AIRPORT ADVISORY ASSOCIATION AND RELATED MATTERS

WHEREAS, Resolution No. R-82-010 authorizing the creation of the Brenham Airport Advisory Association, stating the purpose, setting the membership of eleven members, setting terms of membership, and specific areas of concern to be studied was approved by City Council on September 21, 1982; and

WHEREAS, records indicate that the Brenham Airport Advisory Association has not been meeting, conducting business and/or providing recommendations to the City Council since 1998; and

WHEREAS, the City Council of the City of Brenham now desires to repeal and rescind said Resolution No. R-82-010;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS THAT:

The City Council does hereby repeal and rescind Resolution No. R-82-010 in its entirety, and any authorization and/or approval provided for in Resolution No. R-82-010 is null and void.

RESOLVED this _____ day of February 2022.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

RESOLUTION AUTHORIZING THE CREATION OF THE BRENHAM
AIRPORT ADVISORY ASSOCIATION, STATING THE PURPOSE,
SETTING THE MEMBERSHIP OF ELEVEN MEMBERS, SETTING
TERMS OF MEMBERSHIP; AND SPECIFIC AREAS OF CONCERN TO
BE STUDIED.

WHEREAS, the City of Brenham, Texas owns and operates the
Brenham Municipal Airport; and,

WHEREAS, the City of Brenham, Texas, is in the process of
improving the Brenham Municipal Airport with a Federal grant in
the amount of \$400,000.00 and desires to have as much citizen
input into the operation and maintenance of the airport; and
whereas in order to obtain citizen input into the operation and
maintenance of the Brenham Municipal Airport the City Commission
of the City of Brenham, Texas desires to create a Brenham Airport
Advisory Association to meet periodically in order to act in an
advisory capacity only to the City Commission;

NOW THEREFORE, BE IT RESOLVED by the City Commission of the
City of Brenham, Texas, that:

1. There is hereby created the Brenham Airport Advisory
Association with the stated purpose of being an association of
citizens appointed by the Mayor of the City of Brenham with the
consent of the City Commission to act as consultants, advisors,
and/or resource persons to the City Commission of the City of
Brenham, Texas for the purpose of improving aviation facilities
for the benefit of users as well as business interests in the
area served by the Brenham Municipal Airport.

2. The Brenham Airport Advisory Association will consist
of eleven members appointed by the Mayor of the City of Brenham
and approved by the City Commission of the City of Brenham,
Texas. Five of the members appointed shall serve until May 1,
1983 and six of the members shall serve until May 1, 1984.
Thereafter the members that are appointed to fill the vacancies
that occur on the specified dates shall serve for two year terms
from that date.

3. The Brenham Airport Advisory Association shall at least once a year advise the City Commission of the City of Brenham, Texas, the status of the present and proposed facilities and other improvements located at the Brenham Municipal Airport, the regulations, rules and directives as related to flight activities and such other subjects or activities as the City Commission of the City of Brenham, Texas may request them to study.

PASSED AND APPROVED this ^{21st}~~7th~~ day of September, 1982.

THE CITY OF BRENHAM, TEXAS

BY Dorothy Flisowski
DOROTHY FLISOWSKI, Mayor

ATTEST:

Melvin Pohlmeier
MELVIN POHLMAYER, City Secretary

APPROVED AS TO FORM:

Milton Y. Tate, Jr.
MILTON Y. TATE, JR., City Attorney



Regular City Council
AGENDA ITEM 10.

Agenda Item: Discuss and Possibly Act Upon an Ordinance on Its First Reading Repealing an Order Providing for the Approval of By-Laws for the Airport Advisory Board of the City of Brenham, Texas

Meeting Type: Regular Meeting-February 17, 2022

Department: Administration

Staff Contact: Jeana Bellinger

SUMMARY STATEMENT:

In January 2021, the City Council approved the dissolution of the Airport Advisory Board. Due to this decision, there are several Airport Board related documents that need to be repealed and/or amended. This Ordinance being presented will repeal an Order of the City Council adopted in July 2000 approving the bylaws of the Airport Advisory Board.

ATTACHMENTS:

- (1) Ordinance for First Reading
- (2) Order from 2000

RECOMMENDED ACTION:

Approve an Ordinance on its first reading repealing an Order providing for the approval of By-Laws for the Airport Advisory Board of the City of Brenham, Texas.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, REPEALING AN ORDER PROVIDING FOR THE APPROVAL OF BYLAWS FOR THE AIRPORT ADVISORY BOARD OF THE CITY OF BRENHAM, TEXAS AND ORDAINING OTHER RELATED MATTERS:

WHEREAS, the City of Brenham ("City") is a Texas home-rule municipality; and

WHEREAS, as a home-rule municipality, Texas Local Government Code, Section 51.072 confirms that the City has the full power of self-government; and

WHEREAS, the City has created multiple boards and commission in furtherance of the exercise of the City's powers and functions; and

WHEREAS, on July 6, 2000 the City Council approved an Order adopting bylaws for the Airport Advisory Board; and

WHEREAS, on December 16, 2021, the City Council agreed that the Airport Advisory Board should be dissolved;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, THAT:

SECTION 1.

The Order adopted by the City Council of the City of Brenham on July 6, 2000 providing for the approval of the bylaws for the Airport Advisory Board is hereby repealed in its entirety.

PASSED and APPROVED on its first reading this the ____ day of _____ 2022.

PASSED and APPROVED on its second reading this the ____ day of _____ 2022.

Milton Y. Tate, Jr.
Mayor

ATTEST

Jeana Bellinger, TRMC, CMC
City Secretary

ORDER

AN ORDER PROVIDING FOR APPROVAL OF BY-LAWS FOR THE AIRPORT ADVISORY BOARD OF THE CITY OF BRENHAM, TEXAS.

WHEREAS the Airport Advisory Board serves the City Council of the City of Brenham;

WHEREAS the City Council of the City of Brenham desires to file formal by-laws for the Airport Advisory Board;

WHEREAS the Airport Advisory Board has approved the attached by-laws;

THEREFORE, be it Ordained by the City Council of the City of Brenham, Texas, and it is hereby **ORDERED** that the attached by-laws of the Airport Advisory Board of the City of Brenham, attached hereto as Exhibit "A" and incorporated herein by reference, are hereby adopted effective immediately.

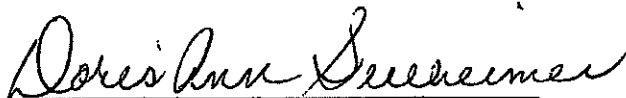
PASSED AND APPROVED on this the 6 day of July, 2000.



WALTER C. SCHWARTZ

Mayor
City of Brenham

ATTEST:



DORIS ANN SEILHEIMER

City Secretary
City of Brenham

**BY-LAWS
OF
THE AIRPORT ADVISORY BOARD
OF THE
BRENHAM, TEXAS, CITY COUNCIL**

ARTICLE I

NAME OF ORGANIZATION

Section 1:

The name of this organization shall be the Airport Advisory Board hereinafter referred to as "this Board" of the City Council of the City of Brenham, Texas.

Section 2:

This Board will implement its objectives and purposes in the City of Brenham, Texas, and/or the county of Washington, Texas.

Section 3:

The street address of the office of this Board shall be the same as for the City of Brenham, Texas, or at such location as may be designated by the City Council of the City of Brenham, Texas.

ARTICLE II

✓ AUTHORITY

The creation of this Board is authorized by City of Brenham, Texas, and is a necessary and/or helpful advisory board to the City Council of the City of Brenham, Texas.

ARTICLE III

✓ PURPOSE AND RESPONSIBILITY

The purpose and responsibilities of this Board shall include, but not be limited to, the following:

- A. To assist the City of Brenham and the Fixed Base Operator in the planning and operation of the Brenham Municipal Airport.
- B. To review and monitor existing operations.
- C. To consider ways to improve the facilities and services.

ARTICLE IV

MEMBERSHIP

Section 1:

✓ Membership of this Board shall consist of citizens of the City of Brenham and Washington County. This Board shall consist of nine (9) members.

Section 2:

Board members shall be appointed by the City Council of the City of Brenham. City elected officials, city staff, board members or interested citizens may recommend individuals to the City Council.

Section 3:

The term of membership of this Board shall be staggered two (2) year terms. A Board member shall be able to succeed himself/herself, subject to reappointment by the City Council. Board members shall be limited to three (3) consecutive terms.

Section 4:

Resignation from this Board shall be by letter to the Board Chairperson. Unexpired terms will be filled by the City Council.

Section 5:

A member who is unable to participate in Board business shall be expected to tender his/her resignation.

A member who misses three (3) meetings in a row will be counseled by the Chairperson and could be subject to removal by the City Council.

A member who misses fifty percent of the scheduled meetings over a period of a year shall not be eligible for reappointment by the City Council.

Section 6:

A Board member may cast only a single vote on any issue. Proxy votes are prohibited. Alternate and ex-officio members shall not vote.

Section 7:

The terms of office of the members and officers of this Board will be on the calendar year.

Section 8:

Professional staff members of the City of Brenham assigned to this Board shall be non-voting, ex-officio members of this Board.

ARTICLE V

OFFICERS

Section 1:

- A. The Chairperson of this Board shall be appointed annually by the Brenham City Council or elected by the members and shall serve at the pleasure of the City Council.
- B. Resignation of the Chairperson shall be by letter to the Mayor of the City of Brenham. An unexpired term will be filled by the City Council.

Section 2:

- A. The Chairperson of this Board shall preside at all meetings of this Board and shall perform such other duties as may be assigned by this Board or by the City Council. The Chairperson shall have the power to appoint such subcommittees, as he/she deems necessary to achieve the objective of this Board.
- B. In the absence of the Chairperson, Board members present shall elect a temporary presiding officer to serve during the meeting.
- C. The City Manager of the City of Brenham shall designate staff to record proceedings of meetings and to prepare official minutes of the Board meetings.

ARTICLE VI

SPECIAL SUBCOMMITTEES

Section 1:

Subcommittees may be created by this Board for special purposes.

Section 2:

Subcommittee Chairpersons and members shall be appointed by the Chairperson of this Board.

Section 3:

Subcommittees will automatically dissolve upon completion of their report to this Board.

ARTICLE VII

MEETINGS AND COMMUNICATIONS

Section 1:

This Board shall meet on call of the Chairperson or on call of a majority of the members of this Board.

Section 2:

Meetings shall be held within Washington County, the place to be designated by the Chairperson.

Section 3:

Written notice of time, place and tentative agenda of a meeting and minutes of the last meeting shall be mailed to each Board member and to each City Council member five days prior to the date of the meeting. The final agenda shall be posted on the external bulletin board at the City Hall at least 72 hours prior to the meeting time. Board meetings will be held in compliance with provisions of Texas Open Meetings Act.

Section 4:

Emergency meetings to address matters of an urgent nature may be called provided each member is notified by telephone or by personal contact, provided notice is posted at least two hours prior to the meeting time and provided said meetings are held in compliance with provisions of the Texas Open Meetings Act.

Section 5:

All meetings shall be open to the public.

ARTICLE VIII

STAFF

The City Manager of the City of Brenham shall designate staff to service this Board and its activities.

ARTICLE IX

QUORUM

The majority of the members of the Board present shall constitute a quorum. Any action taken by this Board shall be by a simple majority vote of the members present.

ARTICLE X

RULES FOR PROCEDURE/STATUTORY REQUIREMENTS

Section 1:

Robert's Rules of Order shall govern on all matters of parliamentary procedure.

Section 2:

This Board shall be subject to any rules, regulations, acts or mandates placed on the City of Brenham by local, state or federal governments.

ARTICLE XI

AMENDMENTS TO BY-LAWS

These By-Laws may be amended by a simple majority vote of the Brenham City Council with a quorum present. This Board may make recommendations for amendments to Brenham City Council by written request addressed to the Mayor.

ARTICLE XII

CONFLICTS

Members of this Board shall not use their position on this Board for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have a family business or other business or personal ties.

CERTIFICATION

These by-laws of the Airport Advisory Board are hereby duly adopted by the City of Brenham, Texas, City Council on this 6 day of July, 2000.



Mayor
City of Brenham

ATTEST:



City Secretary
City of Brenham



Regular City Council
AGENDA ITEM 12.

Agenda Item: **Section 551.086 - Texas Government Code - Utility Competitive Matters - City of Brenham Gas Utility System - Gas Supply and Transportation Arrangements and Agreements, and Associated Matters**

Meeting Type: Regular Meeting-February 17, 2022

Department: Public Utilities

Staff Contact: Debbie Gaffey

SUMMARY STATEMENT:

Executive Session item.

ATTACHMENTS:

None

RECOMMENDED ACTION:

No action - discussion only.