



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, JANUARY 19, 2017 AT 1:00 P.M.
SECOND FLOOR CITY HALL
COUNCIL CHAMBERS
200 W. VULCAN
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Williams**
- 3. Citizens Comments**
- 4. Proclamation**
 - **Fair Housing Month**

Page 1

WORK SESSION

- 5. Discuss and Review the FY2015-16 Fourth Quarter Financial Report** **Pages 2-17**

REGULAR SESSION

- 6. Discuss and Possibly Act Upon a One Year Contract Extension, in Accordance with Bid No. 16-005, for Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 18-21**
- 7. Discuss and Possibly Act Upon Resolution No. R-17-002 Regarding Civil Rights Policies and Procedures Required to be Adopted by Grant Recipients for the Award of the Texas Community Development Block Grant, Program Contract No. 7216059, for the Rehabilitation of the Church Street Water Tower** **Pages 22-33**

8. **Discuss and Possibly Act Upon an Order Calling a General Election on May 6, 2017 for the Purpose of Electing One Council Member for Place 1 – Ward 1; One Council Member for Place 3 - Ward 3; One Council Member for Place 5 – At Large; and One Council Member for Place 6 – At Large, Each for Four (4) Year Terms**

Hablar de y posiblemente actuar sobre una orden pidiendo una Elección General el 6 de mayo, 2017 Con el Propósito de Elegir Un Concejal para Lugar 1 – Distrito Electoral 1; Un Concejal para Lugar 3 – Distrito Electoral 3; Un Concejal para Lugar 5 – Distrito Abierto; y Un Concejal Lugar 6 – Distrito Abierto, Cada Puesto para Términos de Cuatro (4) Años.

Pages 34-39

9. **Administrative/Elected Officials Report**

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

Adjourn

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

CERTIFICATION

I certify that a copy of the January 19, 2017 agenda of items to be considered by the City of Brenham City Council was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on January 13, 2017 at **3:00 PM**.

Kacey A. Weiss

Deputy City Secretary

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

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the _____ day of _____, 2017 at _____ AM PM.

Signature

Title

A1007

*Fair Housing Month
Proclamation
Proclamation of January as Fair Housing Month*

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, during the month of January, 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 Brenham, do proclaim January 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.

IN WITNESS WHEREOF we have affixed our signatures and seal on this the 19th day of January, 2017.

Witness: _____

Title: Mayor, Milton Y. Tate, Jr.

Witness: _____

Title: City Secretary, Jeana Bellinger

09/01/2016



AGENDA ITEM 5

DATE OF MEETING: January 19, 2017		DATE SUBMITTED: January 12, 2017	
DEPT. OF ORIGIN: Finance		SUBMITTED BY: Carolyn D. Miller	
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION		CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☐ REGULAR ☒ WORK SESSION	
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION			
AGENDA ITEM DESCRIPTION: Discuss and Review the FY2015-16 Fourth Quarter Financial Report			
SUMMARY STATEMENT: See attached Financial Performance Report and Financial Statements for General Fund and Five Utility Funds			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: (1) FY2015-16 Fourth Quarter Financial Report from CFO; and (2) Financial Performance Reports for General Fund and Five Utility Funds			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Discussion Only			
APPROVALS: Terry K. Roberts			



MEMORANDUM

To: Mayor, Council and City Manager

From: Carolyn D. Miller
Assistant City Manager - Chief Financial Officer

Subject: FY2015-16 Fourth Quarter Financial Report

Date: January 12, 2017

The Finance Division is pleased to provide financial performance reports for the year ended September 30, 2016. The General Fund and the five major utility funds are presented with both budget amendments included. For the first time, the Electric and Gas Funds are being presented without the impact of wholesale power/commodity costs and the associated pass-thru revenues.

Actual to Budget Comparison

The City experienced favorable performance relative to budget in the General, Electric, Gas, Wastewater and Sanitation Funds.

- the General Fund was favorable mainly due to savings in personnel;
- although the Electric Fund experienced lower kWh consumption created by a mild winter and the later than expected Blue Bell startup, the Electric Fund was favorable to budget due to lower purchase costs, lower franchise fees, lower transfers to the General Fund for shared services, and lower departmental expenses;
- the Gas Fund also experienced lower mcf consumption due to the mild winter and the late Blue Bell start up, but achieved a favorable performance to budget based on lower natural gas purchase costs and lower franchise fees;
- the unfavorable performance in the Water Fund was due to a 5% decrease in water consumption and the decision to use working capital reserves to fund major capital infrastructure items approved in the FY16 budget;
- the Wastewater Fund was favorable due to increased revenues, lower transfers to the General Fund for shared services and postponement of capital replacements;
- the Sanitation Fund overall was favorable to budget due primarily to higher revenue from increased fees and tonnage offset by higher disposal costs.

FINANCIAL PERFORMANCE SUMMARY

Fund	FY Ending September 30, 2016 Actual Performance				
	YTD Revenues	YTD Expenditures	Actual Net Revenues (Loss)	Budgeted Net Revenues (Loss)	Actual to Budget Comparison
General Fund	\$ 16,317,508	\$ 16,218,075	\$ 99,434	\$ 86,676	Favorable
Electric Fund	\$ 6,852,018	\$ 6,561,289	\$ 290,729	\$ 2,243	Favorable
Gas Fund	\$ 1,263,352	\$ 1,348,389	\$ (85,037)	\$ (93,474)	Favorable
Water Fund	\$ 3,908,328	\$ 4,739,571	\$ (831,243)	\$ (647,892)	Unfavorable
Wastewater Fund	\$ 3,531,220	\$ 3,294,368	\$ 236,852	\$ (4,236)	Favorable
Sanitation Fund	\$ 2,847,099	\$ 2,805,051	\$ 42,048	\$ (124,117)	Favorable

GENERAL FUND

For FY2015-16, the General Fund revenues exceeded expenditures by \$99,434 which increased the fund balance reserves from \$4.018 million to \$4.114 million.

110 Days Beginning Fund Balance	\$ 4,018,236
Net Revenues	99,434
CAFR (Accrual) Adj.	(3,769)
113 Days Ending Fund Balance	4,113,901
90 Day Reserve	3,276,254
5 Day R&R Reserve	182,014
18 Days Undesignated Reserves	\$ 655,633

We have 113 days of General Fund reserves to cover our financial goal of 90 days reserve and 5 days Renovations and Replacements (R&R), leaving us with over 18 days of undesignated reserves. We maintained our level of reserves from the prior year fiscal year.

ELECTRIC FUND

For utility funds, the calculation of reserves is based on working capital or current assets minus current liabilities. The Electric Fund working capital detail is shown below.

Beginning Working Capital	\$ 6,074,118
Energy Over(Under) Collection FY16	44,674
Net Revenues	290,729
CAFR (Accrual) Adj.	122,989
Ending Working Capital	6,532,510
<i>Designation of Working Capital</i>	
Energy Over/(Under)Collection Cumulative	(1,098,303)
Capital Requirements FY2017	(100,209)
BCDC Loan FY2017	(500,000)
<i>Available Working Capital</i>	4,833,998
60 Day WC Reserve	3,890,000
15 Days Undesignated WC Reserves	\$ 943,998

ELECTRIC FUND (continued)

We have identified several designations of the Electric Fund working capital. The largest is the energy over/(under) collection cumulative amount of \$1.098 million. This portion of the working capital balance has been accumulated over seven fiscal years (FY10 thru FY16) based on the LCRA purchase cost pass-through and LCRA rate refunds. The intent of this surplus is to stabilize the rate for our rate payers and thus is not available for other purposes. In total transparency and in consultation with our outside auditors, we have established a new fund for FY2016-17 and this amount will be transferred to Fund 122 – Electric Wholesale Power Cost.

Two other working capital designations were \$100,209 which was approved in the FY2016-17 budget for capital requirements, and \$500,000 for the loan to BCDC for business park expansion.

We maintained our level of undesignated working capital reserves from the prior year fiscal year of around 15 days.

GAS FUND

The Gas Fund working capital detail is shown below.

Beginning Working Capital	\$ 1,502,026
Net Revenues	(85,037)
Commodity Over (Under) Collection	112,406
CAFR (Accrual) Adj.	(1,204)
Ending Working Capital	1,528,191
<i>Designation of Working Capital</i>	
Commodity Over/(Under)Collection	(904,738)
<i>Available Working Capital</i>	623,453
60 Day WC Reserve	445,549
24 Days Undesignated WC Reserves	\$ 177,904

We have designated \$904,738 of the Gas Fund working capital for commodity over/(under) collection. This portion of the working capital balance has been accumulated over seven fiscal years (FY10 thru FY16) based on gas purchase cost recovery and over/(under) collections. The major purpose of this surplus is to uphold the contract terms with our wholesale gas supplier, and is not available for other purposes.

In June 2013, Council approved Resolution No. R-13-011 outlining our commitment to set aside \$850,000 as unrestricted cash reserves for the payment and purchase of natural gas supplies. In total transparency and in consultation with our outside auditors, we have established a new fund for FY2016-17 and this amount will be transferred to Fund 123 – Gas Wholesale Commodity Cost.

The Gas Fund undesignated working capital reserves fell from 39 days to 24 days due to the utilization of working capital for equipment replacements in FY16.

WATER FUND

The Water Fund working capital detail is shown below.

Beginning Working Capital	\$ 1,968,121
Net Revenues	(831,243)
CAFR (Accrual) Adj.	18,984
Ending Working Capital	1,155,862
<i>Designation of Working Capital</i>	
Capital Requirements FY2017	(7,551)
<i>Available Working Capital</i>	1,148,311
60 Day WC Reserve	601,592
54 Days Undesignated WC Reserves	\$ 546,719

We have designated a small portion of the working capital reserves (\$7,551) as identified in the adopted FY2016-17 budget for capital requirements.

The days in undesignated reserve decreased from 141 days to 54 days. The decrease can be attributed to major capital and infrastructure items that were approved in the FY16 budget to be paid from reserves.

WASTEWATER FUND

The Wastewater Fund working capital detail is shown below.

Beginning Working Capital	\$ 388,573
Net Revenues	236,852
CAFR (Accrual) Adj.	(20,533)
Ending Working Capital	604,892
<i>Designation of Working Capital</i>	
Capital Requirements FY2017	(10,804)
<i>Available Working Capital</i>	594,088
60 Day WC Reserve	544,137
5 Days Undesignated WC Reserves	\$ 49,951

As identified in the adopted FY2016-17 budget, we intend to utilize \$10,804 of working capital reserves for capital equipment.

We ended FY15 with only 44 days of working capital reserves in the Wastewater Fund, leaving us with a shortfall of 16 days in meeting our 60 day reserve requirement. Fortunately, for FY16 we have met our 60 day reserve level and have a surplus of 5 days of undesignated working capital reserves. This increase is directly attributable to the strong financial performance in FY16.

SANITATION FUND

The Sanitation Fund working capital detail is shown below.

60 Day WC Reserve	544,137
5 Days Undesignated WC Reserves	\$ 49,951

Beginning Working Capital	\$ 968,346
Net Revenues	42,048
CAFR (Accrual) Adj.	2,336
Ending Working Capital	1,012,737

Overall, the Sanitation Fund undesignated working capital reserves grew from 89 days to 97 days. The increase is mainly due to higher revenues from increased tonnage at the Transfer Station and Collection Station and from an increase in the commercial brush rates.

CONCLUSION

As noted in the financial summary, the City experienced favorable performance in the General, Electric, Gas, Wastewater and Sanitation Funds, and maintained our 90 or 60 day operating/working capital reserves in the General Fund and all utility funds. This performance is due in a large part to the efforts of our division directors and senior management who monitor department expenditures and overall fund performance and make necessary adjustments throughout the year.

After you have reviewed this quarterly financial performance report, should you have any questions or comments prior to the council meeting, please do not hesitate to contact me directly.

NOTE: The financial performance reports for the General Fund and five utility funds are attached to this memorandum, and are an integral part of the quarterly financial performance report.

GENERAL FUND
4TH QUARTER PERFORMANCE



EXHIBIT A

TOTAL OPERATING RESOURCES

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD ACT FY15	YTD ACT FY16	FAV/(UNFAV) VARIANCE		YTD BUD FY16	YTD ACT FY16	FAV/(UNFAV) VARIANCE
REVENUES						
3,216,848	3,542,372	325,524	PROPERTY TAX	3,537,339	3,542,372	5,033
4,753,324	4,653,951	(99,373)	SALES TAX	4,653,951	4,653,951	(0)
2,452,581	2,212,683	(239,898)	UTILITIES FRANCHISE TAX	2,486,582	2,212,683	(273,899)
386,435	363,759	(22,676)	OTHER TAXES	372,000	363,759	(8,241)
10,809,188	10,772,765	(36,423)	SUBTOTAL TAXES	11,049,872	10,772,765	(277,107)
1,035,180	1,196,174	160,994	LICENSES, PERMITS & FEES	1,124,937	1,196,174	71,237
391,857	682,770	290,912	MISCELLANEOUS	622,011	682,770	60,759
265,350	273,739	8,389	AQUATICS	273,925	273,739	(186)
19,322	18,568	(754)	ANIMAL CONTROL	21,125	18,568	(2,557)
12,520,897	12,944,016	423,118	TOTAL REVENUES	13,091,870	12,944,016	(147,854)
4,908,545	3,030,479	(1,878,065)	TRANSFERS-IN	3,276,126	3,030,479	(245,647)
353,161	343,014	(10,148)	INTERLOCAL AGREEMENTS	338,012	343,014	5,002
17,782,603	16,317,508	(1,465,095)	TOTAL OP RESOURCES	16,706,008	16,317,508	(388,500)

EXHIBIT B

TOTAL USES OF OPERATING RESOURCES

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD ACT FY15	YTD ACT FY16	FAV/(UNFAV) VARIANCE		YTD BUD FY16	YTD ACT FY16	FAV/(UNFAV) VARIANCE
EXPENDITURES						
14,544,202	14,651,310	(107,108)	OPERATING DEPTS	15,085,868	14,651,310	434,558
485,405	604,826	(119,421)	NON-DEPT DIRECT	567,409	604,826	(37,417)
60,522	44,070	16,453	NON-DEPT MISC (1)	48,186	44,070	4,116
15,090,129	15,300,206	(210,076)	TOTAL EXPENDITURES	15,701,463	15,300,206	401,257
2,396,378	917,869	1,478,509	TRANSFERS-OUT	917,869	917,869	0
17,486,507	16,218,075	1,268,433	TOTAL USES OP RESOURCES	16,619,332	16,218,075	401,257

(1) Excludes uncollectible accounts.

GENERAL FUND

4TH QUARTER PERFORMANCE



EXHIBIT C

NET REVENUES

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY15	ACT FY16	VARIANCE		BUD FY16	ACT FY16	VARIANCE
17,782,603	16,317,508	(1,465,095)	TOTAL OP RESOURCES	16,706,008	16,317,508	(388,500)
17,486,507	16,218,075	1,268,433	TOTAL USES OP RESOURCES	16,619,332	16,218,075	401,257
296,095	99,434	(196,662)	NET REVENUES	86,676	99,434	12,758

EXHIBIT D

UNRESTRICTED FUND BALANCE

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY15	ACT FY16	VARIANCE		BUD FY16	ACT FY16	VARIANCE
3,720,802	4,018,236	297,434	BEGINNING BALANCE	4,018,236	4,018,236	0
296,095	99,434	(196,662)	NET REVENUES	86,676	99,434	12,758
1,339	(3,769)	(5,108)	NON-BUDGET/CAFR ADJS	(3,000)	(3,769)	(769)
4,018,236	4,113,901	95,664	ENDING BALANCE	4,101,912	4,113,901	11,988

EXHIBIT E

DAYS COVERAGE

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY15	ACT FY16	VARIANCE		BUD FY16	ACT FY16	VARIANCE
CALCULATION						
12,520,897	12,944,016	423,118	REVENUES	13,091,870	12,944,016	(147,854)
353,161	343,014	(10,148)	INTERLOCAL AGREEMENTS	338,012	343,014	5,002
12,874,058	13,287,029	412,971	TOTAL RESOURCES	13,429,882	13,287,029	(142,853)
35,271	36,403	1,131	RESOURCES PER DAY (365) (2)	36,794	36,403	(391)
4,018,236	4,113,901	95,664	ACTUAL RESERVES	4,101,912	4,113,901	11,988
3,174,425	3,276,254	101,828	90-DAY POLICY	3,311,478	3,276,254	(35,224)
843,811	837,647	(6,164)	EXCESS/(SHORTFALL)	790,435	837,647	47,212
114	113	(1)	DAYS COVERAGE	111	113	2

(2) Annualized

GENERAL FUND
4TH QUARTER PERFORMANCE



EXHIBIT F

DEPARTMENT EXPENDITURES BY CATEGORY

ACTUAL VERSUS PRIOR YEAR			EXPENSE CATEGORY	ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY15	ACT FY16	VARIANCE		BUD FY16	ACT FY16	VARIANCE
10,198,671	10,444,250	(245,579)	PERSONNEL	10,665,435	10,444,250	221,185
824,957	823,649	1,308	SUPPLIES	882,036	823,649	58,387
721,746	765,674	(43,928)	MAINTENANCE	817,082	765,674	51,408
1,849,844	1,842,094	7,750	SERVICES	1,950,078	1,842,094	107,984
376,785	214,307	162,479	CAPITAL	158,584	214,307	(55,723)
572,199	561,336	10,863	SUNDRY	612,653	561,336	51,318
14,544,202	14,651,310	(107,108)	TOTAL	15,085,868	14,651,310	434,558

EXHIBIT G

DEPARTMENT EXPENDITURES BY DEPARTMENT

ACTUAL VERSUS PRIOR YEAR			DEPARTMENT	ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY15	ACT FY16	VARIANCE		BUD FY16	ACT FY16	VARIANCE
963,117	786,087	177,029	DEPT 121 - ADMINISTRATION	791,847	786,087	5,760
425,664	451,572	(25,908)	DEPT 122 - COMMUNITY DEVELOPMENT	453,786	451,572	2,214
169,650	189,282	(19,632)	DEPT 123 - HUMAN RESOURCES	197,903	189,282	8,621
140,278	114,559	25,718	DEPT 125 - MAIN STREET	114,625	114,559	66
0	107,600	(107,600)	DEPT 128 - ENGINEERING SERVICES	128,636	107,600	21,036
613,703	656,191	(42,488)	DEPT 131 - MAINTENANCE	714,846	656,191	58,655
941,033	922,790	18,243	DEPT 133 - FINANCE	924,790	922,790	2,000
267,175	262,694	4,481	DEPT 135 - PURCHASING/WAREHOUSE	265,441	262,694	2,747
1,216,527	1,116,823	99,705	DEPT 141 - STREETS	1,249,548	1,116,823	132,725
1,047,158	1,054,764	(7,606)	DEPT 144 - PARKS	1,096,500	1,054,764	41,736
383,922	379,620	4,302	DEPT 146 - LIBRARY	397,768	379,620	18,148
150,963	76,924	74,039	DEPT 148 - AIRPORT	90,285	76,924	13,361
261,625	301,977	(40,352)	DEPT 049 - COMMUNITY PRGRMS/MKTING	309,342	301,977	7,365
758,169	830,944	(72,775)	DEPT 149 - AQUATIC CENTER	833,791	830,944	2,847
300,879	328,463	(27,585)	DEPT 050 - CITY COMMUNICATIONS	330,288	328,463	1,825
3,749,760	3,772,395	(22,636)	DEPT 151 - POLICE	3,818,911	3,772,395	46,516
1,653,366	1,700,273	(46,908)	DEPT 152 - FIRE	1,701,321	1,700,273	1,048
292,945	314,999	(22,054)	DEPT 154 - ANIMAL SHELTER/CONTROL	341,785	314,999	26,786
400,085	450,771	(50,686)	DEPT 155 - MUNICIPAL COURT	453,724	450,771	2,953
235,731	261,765	(26,034)	DEPT 167 - GENERAL GOVT SERVICES	267,444	261,765	5,679
572,453	570,816	1,637	DEPT 172 - INFORMATION TECHNOLOGY	603,287	570,816	32,471
14,544,202	14,651,310	(107,108)	TOTAL	15,085,868	14,651,310	434,558

GENERAL FUND
4TH QUARTER PERFORMANCE



EXHIBIT H

CAPITAL EXPENDITURE DETAIL

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY15	ACT FY16	VARIANCE		BUD FY16	ACT FY16	VARIANCE
ITEM						
5,810	0	5,810	DEPT 131 - FIRE ALARM - BOYS & GIRLS CLUB	0	0	0
249,022	0	249,022	DEPT 141 - CANTEY ST - BOX CULVERT	0	0	0
10,000	0	10,000	DEPT 141 - ASPHALT ZIPPER RENTAL PMT	0	0	0
1,163	0	1,163	DEPT 144 - HENDERSON PARK CONCESSION	0	0	0
74,433	0	74,433	DEPT 148 - PERIMETER FENCING	0	0	0
5,698	0	5,698	DEPT 149 - LEISURE BENCHES	0	0	0
718	0	718	DEPT 149 - SAFE AND CASH DRAWER	0	0	0
16,582	0	16,582	DEPT 050 - RECORDER UPGRADE	0	0	0
9,960	0	9,960	DEPT 151 - ICOP SYSTEMS (2)	0	0	0
3,400	0	3,400	DEPT 151 - CONTRABAND INCINERATOR	0	0	0
0	3,350	(3,350)	DEPT 133 - VEHICLE A/C RECOVERY UNIT	0	3,350	(3,350)
0	2,284	(2,284)	DEPT 133 - ICE MAKER	2,284	2,284	0
0	165,187	(165,187)	DEPT 141 - REHAB TO VARIOUS STREETS	135,000	165,187	(30,187)
0	12,480	(12,480)	DEPT 148 - ELECTRIC GATE & CATTLEGUARD	0	12,480	(12,480)
0	878	(878)	DEPT 148 - RETAINING WALL DESIGN	0	878	(878)
0	13,966	(13,966)	DEPT 151 - IN-CAR CAMERA SYSTEMS	15,000	13,966	1,034
0	5,947	(5,947)	DEPT 152 - HOT MIX FIRE PARKING LOT	0	5,947	(5,947)
0	2,932	(2,932)	DEPT 152 - GAS STOVE	3,000	2,932	68
0	2,230	(2,230)	DEPT 154 - BODY CAMERAS & STORAGE	3,300	2,230	1,070
0	5,054	(5,054)	DEPT 172 - WIMAX RADIO	0	5,054	(5,054)
376,785	214,307	162,479	TOTAL	158,584	214,307	(55,723)

GENERAL FUND
4TH QUARTER PERFORMANCE



EXHIBIT I

CAPITAL EXPENDITURE DETAIL - FUND 236 EQUIPMENT FUND

ACTUAL VERSUS PRIOR YEAR				ACTUAL VERSUS BUDGET		
YTD	YTD	FAV/(UNFAV)		YTD	YTD	FAV/(UNFAV)
ACT FY15	ACT FY16	VARIANCE	ITEM	BUD FY16	ACT FY16	VARIANCE
10,780	0	10,780	DEPT 131 - GENIE AWP 405 LIFT	0	0	0
28,956	0	28,956	DEPT 141 - 2015 CHEVROLET FLATBED TRUCK	0	0	0
29,936	0	29,936	DEPT 144 - 6' REEL MOWER	0	0	0
23,206	0	23,206	DEPT 144 - 6' MULCHING MOWER	0	0	0
36,065	0	36,065	DEPT 152 - 2015 CHEVROLET TAHOE	0	0	0
1,650	0	1,650	DEPT 152 - ASBESTOS SURVEY	0	0	0
25,295	0	25,295	DEPT 154 - 2015 CHEVROLET PICKUP	0	0	0
34,228	0	34,228	DEPT 172 - UPGRADE COMM SYSTEM	0	0	0
32,694	0	32,694	DEPT 172 - NETWORK SWITCH REPLACEMENT	35,000	0	35,000
34,652	11,712	22,940	DEPT 125 - WAYFINDING SIGNAGE CONCEPTS	150,000	11,712	138,288
52,908	48,710	4,198	DEPT 131 - CITY HALL HVAC	45,000	48,710	(3,710)
241,315	126,992	114,323	DEPT 151 - POLICE VEHICLES	155,800	126,992	28,808
11,070	236,071	(225,002)	DEPT 152 - FIRE STATION REMODEL	200,000	236,071	(36,071)
19,132	32,724	(13,593)	DEPT 152 - FIRE STORAGE BUILDING	0	32,724	(32,724)
0	26,450	(26,450)	DEPT 131 - 2016 1/2 TON WORK TRUCK	30,000	26,450	3,550
0	8,955	(8,955)	DEPT 131 - CITY HALL AIR VOL CONTROLS	9,000	8,955	45
0	26,000	(26,000)	DEPT 141 - 80'x50' METAL STORAGE BLDG	25,000	26,000	(1,000)
0	15,356	(15,356)	DEPT 144 - BUNKER RAKE	19,500	15,356	4,144
0	24,895	(24,895)	DEPT 172 - SERVER BACKUP SYSTEM	25,000	24,895	105
581,887	557,865	24,022	TOTAL	694,300	557,865	136,435

CITY OF BRENHAM
ELECTRIC FUND FINANCIAL RESULTS
YTD SEPTEMBER 30, 2016

	YTD SEPTEMBER				
	BUDGET	ACTUAL	FAV/(UNF AV)	ANNUAL BUDGET	YTD ACT % TO ANNUAL
FUNDING RESOURCES FROM CURRENT OPERATIONS					
REVENUES					
DISTRIBUTION CONSUMPTION REVENUES	5,857,859	5,654,799	(203,060)	5,857,859	96.53%
DISTRIBUTION OTHER REVENUES	534,190	631,373	97,183	534,190	118.19%
TOTAL REVENUES	6,392,049	6,286,172	(105,877)	6,392,049	98.34%
TRANSFERS-IN (FOR SHARED SERVICES)	588,277	565,846	(22,431)	588,277	96.19%
TOTAL FUNDING RESOURCES	6,980,326	6,852,018	(128,308)	6,980,326	98.16%
USES OF FUNDING RESOURCES BEFORE CAPITAL REQ					
OPERATING EXPENDITURES					
DEPARTMENT EXPENDITURES (DEPTS 100, 110, 132, 160 & 161)					
- PERSONNEL & BENEFITS	2,026,137	2,017,945	8,192	2,026,137	99.60%
- SUPPLIES (FUEL, COMPUTERS, ETC)	155,400	129,858	25,542	155,400	83.56%
- MAINTENANCE (VEHICLES, EQUIPMENT, PLANT, ETC)	98,450	113,903	(15,453)	98,450	115.70%
- SERVICES (UTILITIES, CONSULTANTS, CONTRACTS, ETC)	344,650	311,516	33,134	344,650	90.39%
- NON CAPITAL (SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)	59,550	58,246	1,304	38,150	152.68%
- SUNDRY (UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)	166,365	118,610	47,755	166,365	71.30%
TOTAL DEPARTMENT EXPENDITURES	2,850,552	2,750,078	100,474	2,829,152	97.21%
FRANCHISE FEE (7% UTILITY REVENUES)	1,632,510	1,429,919	202,591	1,632,510	87.59%
TRANSFERS TO GENERAL FUND (FOR SHARED SERVICES)	1,730,857	1,619,806	111,051	1,730,857	93.58%
TOTAL OPERATING EXPENDITURES	6,213,919	5,799,803	414,116	6,192,519	93.66%
DEBT SERVICE	9,564	9,564	0	9,564	100.00%
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQ	6,223,483	5,809,367	414,116	6,202,083	93.67%
DISTRIBUTION NET REVENUES BEFORE CAPITAL REQ	756,843	1,042,651	285,808	778,243	133.97%
CAPITAL FUNDING REQUIREMENTS	754,600	751,922	2,678	776,000	96.90%
DISTRIBUTION NET REVENUES	2,243	290,729	288,486	2,243	12961.61%
ENERGY OVER/(UNDER) COLLECTION	1,629	44,674	43,045	1,629	2742.43%
CHANGE IN ELECTRIC	3,872	335,403	331,531	3,872	8662.27%
DEPARTMENTS					
DEPT 132 UTILITY BILLING	496,354	468,643	27,711	496,354	94.42%
DEPT 160 PUBLIC UTILITIES	904,408	885,947	18,461	904,408	97.96%
DEPT 161 ELECTRIC	2,099,390	2,071,581	27,809	2,099,390	98.68%
TOTAL OPERATING DEPARTMENTS	3,500,152	3,426,171	73,981	3,500,152	97.89%

CITY OF BRENHAM
GAS FUND FINANCIAL RESULTS
YTD SEPTEMBER 30, 2016

	YTD SEPTEMBER				YTD ACT %
	BUDGET	ACTUAL	FAV/(UNF AV)	ANNUAL BUDGET	TO ANNUAL
FUNDING RESOURCES FROM CURRENT OPERATIONS					
REVENUES					
DISTRIBUTION CONSUMPTION REVENUES	1,373,473	1,240,487	(132,986)	1,373,473	90.32%
DISTRIBUTION OTHER REVENUES	13,830	22,865	9,035	13,830	165.33%
TOTAL REVENUES	1,387,303	1,263,352	(123,951)	1,387,303	91.07%
TRANSFERS-IN <i>(USUALLY NONE)</i>	0	0	0	0	0.00%
TOTAL FUNDING RESOURCES	1,387,303	1,263,352	(123,951)	1,387,303	91.07%
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS					
OPERATING EXPENDITURES					
DEPARTMENT EXPENDITURES <i>(DEPTS 100, 110 & 162)</i>					
- PERSONNEL & BENEFITS	386,394	378,727	7,667	386,394	98.02%
- SUPPLIES <i>(FUEL, COMPUTERS, ETC)</i>	21,790	18,803	2,987	21,790	86.29%
- MAINTENANCE <i>(VEHICLES, EQUIPMENT, PLANT, ETC)</i>	35,350	22,386	12,964	35,350	63.33%
- SERVICES <i>(UTILITIES, CONSULTANTS, CONTRACTS, ETC)</i>	53,465	42,324	11,141	53,465	79.16%
- NON CAPITAL <i>(SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)</i>	8,910	13,207	(4,297)	8,910	148.22%
- SUNDRY <i>(UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)</i>	17,060	25,961	(8,901)	17,060	152.17%
TOTAL DEPARTMENT EXPENDITURES	522,969	501,407	21,562	522,969	95.88%
FRANCHISE FEE <i>(7% UTILITY REVENUES)</i>	204,471	153,562	50,909	204,471	75.10%
TRANSFERS TO GENERAL FUND <i>(FOR SHARED SERVICES)</i>	364,065	333,054	31,011	364,065	91.48%
TRANSFERS TO ELECTRICFUND <i>(FOR SHARED SERVICES)</i>	173,488	167,600	5,888	173,488	96.61%
TOTAL OPERATING EXPENDITURES	1,264,993	1,155,623	109,370	1,264,993	91.35%
DEBT SERVICE	2,034	2,033	1	2,034	99.97%
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQS	1,267,027	1,157,657	109,370	1,267,027	91.37%
DISTRIBUTION NET REVENUES BEFORE CAPITAL REQUIREMENTS	120,276	105,696	(14,580)	120,276	87.88%
CAPITAL FUNDING REQUIREMENTS	213,750	190,732	23,018	213,750	89.23%
DISTRIBUTION NET REVENUES	(93,474)	(85,037)	8,437	(93,474)	90.97%
COMMODITY OVER/(UNDER) COLLECTION	104,141	112,406	8,265	104,141	107.94%
CHANGE IN GAS FUND	10,667	27,369	16,702	10,667	256.58%

CITY OF BRENHAM
WATER FUND FINANCIAL RESULTS
SEPTEMBER 30, 2016

	YTD SEPTEMBER				YTD ACTUAL % TO
	BUDGET	ACTUAL	FAV/(UNF AV)	ANNUAL BUDGET	BUDGET
FUNDING RESOURCES FROM CURRENT OPERATIONS					
REVENUES					
UTILITY REVENUES <i>(NO RATE CHANGES)</i>	4,099,761	3,772,210	(327,551)	4,099,761	92.01%
OTHER REVENUES	121,113	136,118	15,005	121,113	112.39%
TOTAL REVENUES	4,220,874	3,908,328	(312,546)	4,220,874	92.60%
TRANSFERS-IN <i>(USUALLY NONE)</i>	0	0	0	0	0.00%
TOTAL FUNDING RESOURCES	4,220,874	3,908,328	(312,546)	4,220,874	92.60%
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS					
OPERATING EXPENDITURES					
DEPARTMENT EXPENDITURES <i>(DEPTS 100, 110, 163, 164)</i>					
- PERSONNEL & BENEFITS	685,933	664,835	21,098	685,933	96.92%
- SUPPLIES <i>(FUEL, COMPUTERS, ETC)</i>	327,350	348,643	(21,293)	327,350	106.50%
- MAINTENANCE <i>(VEHICLES, EQUIPMENT, PLANT, ETC)</i>	256,440	393,158	(136,719)	256,440	153.31%
- SERVICES <i>(UTILITIES, CONSULTANTS, CONTRACTS, ETC)</i>	300,952	335,585	(34,633)	300,952	111.51%
- NON CAPITAL <i>(SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)</i>	50,788	60,874	(10,086)	40,788	149.24%
- SUNDRY <i>(UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)</i>	32,400	39,619	(7,219)	32,400	122.28%
TOTAL DEPARTMENT EXPENDITURES	1,653,863	1,842,714	(188,851)	1,643,863	112.10%
FRANCHISE FEE <i>(7% UTILITY REVENUES)</i>	286,983	264,054	22,929	286,983	92.01%
PURCHASE COSTS <i>(BRAZOS RIVER AUTHORITY 4200 ACRE FEET)</i>	296,100	296,625	(525)	296,100	100.18%
TRANSFERS TO GENERAL FUND <i>(FOR SHARED SERVICES)</i>	386,260	335,057	51,203	386,260	86.74%
TRANSFERS TO ELECTRIC FUND <i>(FOR SHARED SERVICES)</i>	217,594	208,550	9,044	217,594	95.84%
TOTAL OPERATING EXPENDITURES	2,840,800	2,947,000	(106,200)	2,830,800	104.10%
DEBT SERVICE	818,886	818,885	1	818,886	100.00%
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	3,659,686	3,765,885	(106,199)	3,649,686	103.18%
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	561,188	142,443	(418,745)	571,188	24.94%
CAPITAL FUNDING REQUIREMENTS	1,209,080	973,686	235,394	1,219,080	79.87%
NET FUNDING RESOURCES ABOVE/(BELOW) CAPITAL REQUIREMENTS	(647,892)	(831,243)	(183,351)	(647,892)	128.30%
 DEPT 163 WATER TREATMENT	 1,792,415	 2,095,159	 (302,744)	 1,792,415	 116.89%
DEPT 164 WATER CONSTRUCTION	1,057,528	695,375	362,153	1,057,528	65.75%
TOTAL DEPARTMENTS	2,849,943	2,790,534	59,409	2,849,943	97.92%

CITY OF BRENHAM
WASTEWATER FUND FINANCIAL RESULTS
SEPTEMBER 30, 2016

	SEPTEMBER YTD				YTD ACT
	BUDGET	ACTUAL	FAV/(UNF AV)	ANNUAL BUDGET	% TO ANNUAL
FUNDING RESOURCES FROM CURRENT OPERATIONS					
REVENUES					
UTILITY REVENUES	3,319,456	3,375,445	55,989	3,319,456	101.69%
OTHER REVENUES	116,166	155,775	39,609	116,166	134.10%
TOTAL REVENUES	3,435,622	3,531,220	95,598	3,435,622	102.78%
TRANSFERS-IN	0	0	0	0	0.00%
TOTAL FUNDING RESOURCES	3,435,622	3,531,220	95,598	3,435,622	102.78%
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS					
OPERATING EXPENDITURES					
DEPARTMENT EXPENDITURES <i>(DEPTS 100, 110, 165, 166)</i>					
- PERSONNEL & BENEFITS	454,230	406,281	47,949	454,230	89.44%
- SUPPLIES <i>(FUEL, COMPUTERS, ETC)</i>	131,955	133,464	(1,509)	131,955	101.14%
- MAINTENANCE <i>(VEHICLES, EQUIPMENT, PLANT, ETC)</i>	175,600	173,378	2,222	175,600	98.73%
- SERVICES <i>(UTILITIES, CONSULTANTS, CONTRACTS, ETC)</i>	576,215	581,635	(5,420)	576,215	100.94%
- NON CAPITAL <i>(SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)</i>	0	5,075	(5,075)	0	0.00%
- SUNDRY <i>(UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)</i>	33,300	40,368	(7,068)	33,300	0.00%
TOTAL DEPARTMENT EXPENDITURES	1,371,300	1,340,201	31,099	1,371,300	97.73%
FRANCHISE FEE <i>(7% UTILITY REVENUES)</i>	232,362	236,282	(3,920)	232,362	101.69%
TRANSFERS TO GENERAL FUND <i>(FOR SHARED SERVICES)</i>	244,426	211,894	32,532	244,426	86.69%
TRANSFERS TO ELECTRIC FUND <i>(FOR SHARED SERVICES)</i>	117,780	112,884	4,896	117,780	95.84%
TOTAL OPERATING EXPENDITURES	1,965,868	1,901,261	64,607	1,965,868	96.71%
DEBT SERVICE	1,344,297	1,344,294	3	1,344,297	100.00%
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	3,310,165	3,245,555	64,610	3,310,165	98.05%
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	125,457	285,665	160,208	125,457	227.70%
CAPITAL FUNDING REQUIREMENTS	129,693	48,813	80,880	129,693	37.64%
CHANGE IN WASTEWATER FUND	(4,236)	236,852	241,088	(4,236)	-5591.41%
 DEPT 165 WASTEWATER CONSTRUCTION	 307,889	 221,738	 86,151	 307,889	 72.02%
DEPT 166 WASTEWATER TREATMENT	1,184,104	1,148,465	35,639	1,184,104	96.99%
TOTAL DEPARTMENTS	1,491,993	1,370,203	121,790	1,491,993	91.84%

CITY OF BRENHAM
SANITATION FUND FINANCIAL RESULTS
SEPTEMBER 30, 2016

	YTD SEPTEMBER				YTD ACT
	BUDGET	ACTUAL	FAV/(UNV AV)	ANNUAL BUDGET	% TO ANNUAL
FUNDING RESOURCES FROM CURRENT OPERATIONS					
REVENUES					
TRANSFER STATION	1,019,789	1,088,697	68,907	1,019,789	106.76%
COLLECTION STATION	433,475	650,468	216,993	433,475	150.06%
RECYCLING CENTER	122,057	109,361	(12,696)	122,057	89.60%
RESIDENTIAL COLLECTION (NET TCW)	969,906	998,573	28,666	969,906	102.96%
TOTAL REVENUE	2,545,228	2,847,099	301,871	2,545,228	111.86%
TRANSFERS-IN	0	0	0	0	0.00%
TOTAL FUNDING RESOURCES	2,545,228	2,847,099	301,871	2,545,228	111.86%
USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS					
OPERATING EXPENDITURES					
DEPARTMENT EXPENDITURES (DEPTS 100, 110, 042, 043, 140, 142)					
- PERSONNEL & BENEFITS	610,765	637,809	(27,044)	610,765	104.43%
- SUPPLIES (FUEL, COMPUTERS, ETC)	269,659	213,781	55,878	269,659	79.28%
- MAINTENANCE (VEHICLES, EQUIPMENT, PLANT, ETC)	140,050	162,994	(22,944)	140,050	116.38%
- SERVICES (UTILITIES, CONSULTANTS, CONTRACTS, ETC)	843,338	1,010,479	(167,141)	843,338	119.82%
- NON CAPITAL (SMALL ITEM - \$1,000 TO \$14,999 - PURCHASES)	19,660	24,088	(4,428)	19,660	122.52%
- SUNDRY (UNCOLLECTIBLE ACCTS, TRAVEL, CRED CARD FEES, ETC)	19,850	20,454	(604)	19,850	103.04%
TOTAL DEPARTMENT EXPENDITURES	1,903,322	2,069,606	(166,284)	1,903,322	108.74%
FRANCHISE FEE (7% UTILITY CONSUMPTION REVENUES)	59,150	59,823	(673)	59,150	101.14%
TRANSFERS TO GENERAL FUND (FOR SHARED SERVICES & \$1,429,113 FOR SALE OF LAND)	314,068	287,315	26,753	314,068	91.48%
TRANSFERS TO ELECTRIC FUND (FOR SHARED SERVICES)	79,415	76,812	2,603	79,415	96.72%
TOTAL OPERATING EXPENDITURES	2,355,955	2,493,555	(137,600)	2,355,955	105.84%
DEBT SERVICE	3,550	3,550	0	3,550	99.99%
TOTAL USES OF FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	2,359,505	2,497,105	(137,600)	2,359,505	105.83%
NET FUNDING RESOURCES BEFORE CAPITAL REQUIREMENTS	185,723	349,994	164,271	185,723	188.45%
CAPITAL FUNDING REQUIREMENTS	309,840	307,946	1,894	309,840	99.39%
NET FUNDING RESOURCES	(124,117)	42,048	166,165	(124,117)	-33.88%
DEPT 042 TRANSFER STATION	831,597	895,679	(64,082)	831,597	107.71%
DEPT 043 COLLECTION STATION	434,312	502,688	(68,376)	434,312	115.74%
DEPT 140 RECYCLING CENTER	195,205	195,870	(665)	195,205	100.34%
DEPT 142 RESIDENTIAL COLLECTION	744,248	769,549	(25,301)	744,248	103.40%
TOTAL DEPARTMENTS	2,205,362	2,363,785	(158,423)	2,205,362	107.18%



AGENDA ITEM 6

DATE OF MEETING: January 19, 2017	DATE SUBMITTED: January 12, 2017															
DEPT. OF ORIGIN: Public Works	SUBMITTED BY: Dane Rau															
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;">MEETING TYPE:</td> <td style="width: 33%; vertical-align: top;">CLASSIFICATION:</td> <td style="width: 33%; vertical-align: top;">ORDINANCE:</td> </tr> <tr> <td>☒ REGULAR</td> <td>☐ PUBLIC HEARING</td> <td>☐ 1ST READING</td> </tr> <tr> <td>☐ SPECIAL</td> <td>☐ CONSENT</td> <td>☐ 2ND READING</td> </tr> <tr> <td>☐ EXECUTIVE SESSION</td> <td>☒ REGULAR</td> <td>☐ RESOLUTION</td> </tr> <tr> <td></td> <td>☐ WORK SESSION</td> <td></td> </tr> </table>		MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	☒ REGULAR	☐ PUBLIC HEARING	☐ 1 ST READING	☐ SPECIAL	☐ CONSENT	☐ 2 ND READING	☐ EXECUTIVE SESSION	☒ REGULAR	☐ RESOLUTION		☐ WORK SESSION	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:														
☒ REGULAR	☐ PUBLIC HEARING	☐ 1 ST READING														
☐ SPECIAL	☐ CONSENT	☐ 2 ND READING														
☐ EXECUTIVE SESSION	☒ REGULAR	☐ RESOLUTION														
	☐ WORK SESSION															
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a One Year Contract Extension, in Accordance with Bid No. 16-005, for Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute any Necessary Documentation																
SUMMARY STATEMENT: On February 4 th , 2016 City Council awarded the annual Mowing and Cleanup Services contract to Gene's Services. During the initial bid in 201, there were 7 bids received related to this contract. This bid contained 18 locations around the city that consists of open park property, medians, vacant city owned lots, municipal facilities, and code enforcement mowing options. The contract was for one year with the option to renew if both parties agreed for an additional year, totaling up to 3 years. Based on the 2016 bid recap Gene's Services submitted the lowest bid. One year has since passed and Gene's Services along with the City of Brenham would like to extend the contract at the same prices that were agreed upon in the initial term. Gene Patrick has done an outstanding job over the last year and the previous 3 years before that and has been willing to work with the city on additions or deletions as they have come up. He also provides a quality service and meets all of our specification regarding the contract. Staff is recommending that council extend the contract for an additional year to Gene's Services in the amounts shown on the bid recap per mowing cycle. This will be the first renewal and we will have the option to extend one more time before bids will be required in 2019.																
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: Very competitive bid in 2016 and great service and work. B. CONS: None																
ALTERNATIVES (In Suggested Order of Staff Preference):																
ATTACHMENTS: (1) Bid Information Sheet																

FUNDING SOURCE (Where Applicable): Numerous departments
RECOMMENDED ACTION: Approve the first one year extension of the contract, in accordance with Bid No. 16-005, for mowing and cleanup services to Gene's Services and authorize the Mayor to execute any necessary documentation
APPROVALS: Terry K. Roberts



Bid Information Sheet

January 26, 2016

IFB #16-005

For: Mowing, Grounds Maintenance & Cleanup Services

Purchase not to exceed budgeted funds.

Number of completed bids returned to Purchasing: 7

MOWING, GROUNDS MAINTENANCE & CLEANUP SERVICES-IFB #16-005

BID RECAP

PARKS DEPARTMENT	APPROX. # OF MOWINGS	YARD DEPOT, LLC		ABI GENESIS		GENE'S SERVICES		PLAN TEXAS		COPIOUS OPERATIONS, LLC		ECO CUTTER		DOUBLE EAGLE EROSION	
		UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST
1. Becker Dr. & Stonehollow-Median	32	65.00	2,080.00	40.00	1,280.00	10.00	320.00	15.00	480.00	18.00	576.00	15.00	480.00	16.43	525.76
2. 1800 Blk of Longwood Dr.-Median	32	65.00	2,080.00	40.00	1,280.00	10.00	320.00	15.00	480.00	18.00	576.00	15.00	480.00	16.43	525.76
3. 1800 Longwood Dr.-Police Bldg. Yard	32	170.00	5,440.00	190.00	6,080.00	65.00	2,080.00	85.00	2,720.00	95.00	3,072.00	225.00	7,200.00	98.06	3,137.92
4. Hwy 290 & FM 389-290 Right-of-Way-Landscape Area	12	300.00	3,600.00	200.00	2,400.00	125.00	1,500.00	110.00	1,320.00	83.00	996.00	145.00	1,740.00	136.88	1,642.56
5. S. Marker St. & E. Stone St.-Median	32	60.00	1,920.00	40.00	1,280.00	15.00	480.00	15.00	480.00	39.00	1,248.00	35.00	1,120.00	27.25	872.00
6. 1710 E. Torn Green-Boys & Girls Club Yard	32	170.00	5,440.00	250.00	8,000.00	65.00	2,080.00	55.00	1,760.00	62.00	1,984.00	350.00	11,200.00	66.00	2,112.00
7. 1800 E. Torn Green-Blue Bell Aquatic Center Yard	32	255.00	8,160.00	250.00	8,000.00	135.00	4,320.00	140.00	4,480.00	118.00	3,776.00	275.00	8,800.00	170.03	5,440.96
8. W. Main & MLK Pkwy-Median	32	65.00	2,080.00	40.00	1,280.00	10.00	320.00	15.00	480.00	11.00	352.00	15.00	480.00	16.43	525.76
9. MLK Pkwy/W. Jefferson-Median	32	65.00	2,080.00	80.00	2,560.00	45.00	1,440.00	55.00	1,760.00	39.00	1,248.00	15.00	480.00	97.50	3,120.00
10. 900 E. Alamo St.-Jerry Wilson Park	32	170.00	5,440.00	160.00	5,120.00	65.00	2,080.00	85.00	2,720.00	89.00	2,848.00	240.00	7,680.00	82.25	2,632.00
11. Main & E. Alamo-Median	32	65.00	2,080.00	60.00	1,920.00	15.00	480.00	20.00	640.00	24.00	768.00	15.00	480.00	21.30	681.60
12. 2007 Old Chappell Hill Rd.-Animal Shelter	32	85.00	2,720.00	150.00	4,800.00	65.00	2,080.00	65.00	2,080.00	44.00	1,408.00	240.00	7,680.00	65.36	2,091.52
13. 1308 Old Independence Rd.-Linda Anderson Park (Exclude ball fields)	32	600.00	19,200.00	300.00	9,600.00	325.00	10,400.00	450.00	14,400.00	312.00	9,984.00	340.00	10,880.00	657.23	21,031.36
14. 404 N. Chappell Hill St.-Vacant Lot	32	65.00	2,080.00	80.00	2,560.00	20.00	640.00	20.00	640.00	34.00	1,088.00	50.00	1,600.00	21.50	700.80
15. 101 N. Chappell Hill St.-Fire Dept. Yard	32	170.00	5,440.00	150.00	4,800.00	65.00	2,080.00	55.00	1,760.00	67.00	2,144.00	160.00	5,120.00	67.50	2,160.00
16. 200 Blk of W. Vulcan (Vulcan & Baylor) Parking Lot Area	32	85.00	2,720.00	90.00	2,880.00	20.00	640.00	20.00	640.00	34.00	1,088.00	130.00	4,160.00	21.30	681.60
17. W. Main & Alamo-Medians a. 120 St. Joseph & 1000 Main View b. 300 W. Alamo & 200 Heights Circle c. W. Main & E. Alamo	32	60.00	1,920.00	40.00	1,280.00	10.00	320.00	10.00	320.00	18.00	576.00	15.00	480.00	16.43	525.76
18. 700 MLK Pkwy.-Hattie Mae Flowers Park	32	525.00	16,800.00	260.00	8,320.00	180.00	5,760.00	300.00	9,600.00	183.00	5,856.00	320.00	10,240.00	196.02	6,272.64
GRAND TOTAL			95,120.00		76,640.00		35,140.00		47,400.00		40,740.00		81,580.00		55,731.52

CODE VIOLATION PROPERTIES	YARD DEPOT, LLC		ABI GENESIS		GENE'S SERVICES		PLAN TEXAS		COPIOUS OPERATIONS, LLC		ECO CUTTER		DOUBLE EAGLE EROSION	
	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST	UNIT PRICE PER OCCURRENCE	TOTAL COST
1. Mowing/trimming/weed eating of standard vacant residential lot, price on a per lot basis. Includes mowing, trimming/weed eating of alley or easement to midline of said alley or easement.	150.00	UNKNOWN	120.00	UNKNOWN	40.00	UNKNOWN	45.00	UNKNOWN	55.00	UNKNOWN	85.00	UNKNOWN	48.04	UNKNOWN
2. Same as above, except with a house on the standard lot, priced on a per lot basis. Includes mowing, trimming/weed eating of alley or easement to the midline of said alley or easement.	100.00	UNKNOWN	90.00	UNKNOWN	35.00	UNKNOWN	35.00	UNKNOWN	65.00	UNKNOWN	65.00	UNKNOWN	36.23	UNKNOWN
3. Mowing, trimming of property in excess of one (1) acre (42,560 sq. ft.), priced on a per acre basis.	175.00	UNKNOWN	100.00	UNKNOWN	35.00	UNKNOWN	35.00	UNKNOWN	70.00	UNKNOWN	50.00	UNKNOWN	45.06	UNKNOWN
4. The mowing, trimming/weed eating of an alley or easement to the midline of said alley or easement.	75.00	UNKNOWN	120.00	UNKNOWN	30.00	UNKNOWN	35.00	UNKNOWN	40.00	UNKNOWN	55.00	UNKNOWN	39.02	UNKNOWN
5. The hauling of trash, debris and rubbish shall be bid on a per load (6'x16'x4' utility trailer) basis and is to include, vehicle, machinery and disposal cost. Dumping fee at landfill requires submission of ticket for reimbursement.	450.00	UNKNOWN	200.00	UNKNOWN	95.00	UNKNOWN	100.00	UNKNOWN	195.00	UNKNOWN	140.00	UNKNOWN	110.14	UNKNOWN
6. The cutting of any over-hanging tree limbs, bushes, or any other vegetation that is considered an encroachment, price on per worker per hour basis.	25.00	UNKNOWN	35.00	UNKNOWN	15.00	UNKNOWN	15.00	UNKNOWN	22.00	UNKNOWN	55.00	UNKNOWN	14.88	UNKNOWN
7. Repair of residential/commercial fences. Priced per hour for (2) workers.	75.00	UNKNOWN	70.00	UNKNOWN	30.00	UNKNOWN	30.00	UNKNOWN	36.00	UNKNOWN	65.00	UNKNOWN	31.21	UNKNOWN
8. Removal of residential fences. Priced per worker per hour.	25.00	UNKNOWN	35.00	UNKNOWN	20.00	UNKNOWN	20.00	UNKNOWN	22.00	UNKNOWN	35.00	UNKNOWN	24.04	UNKNOWN
9. Abatement or treatment (with a mosquito larvicide) of stagnant water. Priced per worker per hour.	25.00	UNKNOWN	50.00	UNKNOWN	30.00	UNKNOWN	45.00	UNKNOWN	25.00	UNKNOWN	45.00	UNKNOWN	54.03	UNKNOWN
10. Covering of open wells or cisterns in a secure manner, or the filling of open wells or cisterns with earth or other appropriate matter to the ground surface level. Priced per worker per hour.	25.00	UNKNOWN	50.00	UNKNOWN	30.00	UNKNOWN	55.00	UNKNOWN	25.00	UNKNOWN	55.00	UNKNOWN	54.03	UNKNOWN
GRAND TOTAL	1,125.00	UNKNOWN	870.00	UNKNOWN	360.00	UNKNOWN	415.00	UNKNOWN	955.00	UNKNOWN	650.00	UNKNOWN	456.89	UNKNOWN



AGENDA ITEM 7

DATE OF MEETING: January 19, 2017		DATE SUBMITTED: January 13, 2017	
DEPT. OF ORIGIN: Public Utilities		SUBMITTED BY: Lowell Ogle	
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION		CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION	
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☒ RESOLUTION			
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon Resolution No. R-17-002 Regarding Civil Rights Policies and Procedures Required to be Adopted by Grant Recipients for the Award of the Texas Community Development Block Grant, Program Contract No. 7216059, for the Rehabilitation of the Church Street Water Tower			
SUMMARY STATEMENT: On September 15, 2016 the City of Brenham accepted a grant in the amount of \$275,000 from Texas Department of Agriculture for the Church Street Tower Rehabilitation. In order to comply with rules pertaining to the grant and in accordance with the Housing and Community Development Act, the Age Discrimination Act, the Rehabilitation Act of 1973, and for construction contracts greater than \$10,000, the City of Brenham is required to approve a resolution that states that the city will take action 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. This resolution is a standard requirement for governmental agencies who receive federal grant funds.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS (1) Resolution No. R-17-002			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Approve Resolution No. R-17-002 regarding Civil Rights Policies and Procedures required to be adopted by grant recipients for the award of the Texas Community Development Block Grant, Program Contract No. 7216059, for the Rehabilitation of the Church Street Water Tower			
APPROVALS: Terry K. Roberts			

RESOLUTION No. R-17-002 Regarding Civil Rights**The City of Brenham, Texas**

WHEREAS, the City of Brenham, Texas, (hereinafter referred to as “City of Brenham”) has been awarded TxCDBG funding through a TxCDBG 7216059 grant from the Texas Department of Agriculture (hereinafter referred to as “TDA”);

WHEREAS, the City of Brenham, 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;

WHEREAS, the City of Brenham, 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;

WHEREAS, the City of Brenham, 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 TxCDBG project area;

WHEREAS, the City of Brenham, 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;

WHEREAS, the City of Brenham, 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 of Brenham, 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 TxCDBG contract, to affirmatively further fair housing;

NOW, THEREFORE, BE IT RESOLVED BY THE BRENNHAM CITY COUNCIL OF THE CITY OF BRENNHAM, TEXAS, that the CITY OF BRENNHAM ADOPTS/REAFFIRMS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Section 3 Policy (Form A1002);
3. Excessive Force Policy (Form A1003);
4. [If Grant Recipient employs 15 or more employees], Section 504 Policy and Grievance Procedures (Form A1004); and
5. Fair Housing Policy (Exhibit 1015).

Passed and approved this 19TH day of January, 2017.

Signature of Elected Official

Milton Y. Tate, Jr., Mayor

Printed Name of Elected Official

City of Brenham

Date _____

THE CITY OF BRENHAM
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have 'meaningful access' to all aspects of the TxCDBG project. To provide 'meaningful access', Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include application, complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action, and any additional documents that contain information that is critical for obtaining federal services and/or benefits, or is required by law. For more information, see LEP.gov

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) 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 77834, 979-337-7388 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the City of Brenham, 200 W. Vulcan, Brenham, TX 77834, 979-337-7388).
2. A copy of the complaint or grievance shall be transmitted by the City of Brenham 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 of Brenham shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to 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 TxCDBG 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 TxCDBG 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 TxCDBG 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 TxCDBG 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 TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
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 TxCDBG 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 TxCDBG program, and the use of past TxCDBG 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 TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG 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 TxCDBG project or for the closeout of the TxCDBG 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 TxCDBG 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

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 TxCDBG 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 TxCDBG 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 or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA 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.

Signature

Mayor
Title

Date

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.

Signature

Mayor
Title

Date

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 TxCDBG program, the City of Brenham shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG 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: **Nancy Stafford, City of Brenham, 200 W. Vulcan, Brenham, TX 77834, 979-337-7388**, 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 **Nancy Stafford, City of Brenham, 200 W. Vulcan, Brenham, TX 77834, 979-337-7388**. 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 **Nancy Stafford, City of Brenham, 200 W. Vulcan, Brenham, TX 77834, 979-337-7388**, 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.

Signature

Mayor
Title

Date

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:

1. *The City of Brenham agrees to* affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. *The City of Brenham agrees to* plan at least one activity during the contract term to affirmatively further fair housing.
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.

Signature

Mayor

Title

Date



AGENDA ITEM 8

DATE OF MEETING: January 19, 2017		DATE SUBMITTED: January 5, 2017	
DEPT. OF ORIGIN: Administration		SUBMITTED BY: Jeana Bellinger	
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION		CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION	
ORDINANCE: ☐ 1ST READING ☐ 2ND READING ☐ RESOLUTION			
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon an Order Calling a General Election on May 6, 2017 for the Purpose of Electing One Council Member for Place 1 – Ward 1; One Council Member for Place 3 – Ward 3; One Council Member for Place 5 – At Large; and One Council Member for Place 6 – At Large, Each for Four (4) Year Terms			
SUMMARY STATEMENT: In accordance with the Texas Election Law and the City’s election schedule, the city must hold an Election on Saturday, May 6, 2017 to elect one Council Member for Place 1 – Ward 1, one Councilmember for Place 3 – Ward 3, one Councilmember for Place 5 – At Large, and one Councilmember for Place 6 – At Large. Each position will be for a four (4) year term. The period in which candidates can file for a place on the ballot is Wednesday, January 18 th thru Friday, February 17 th . Candidate filing packets can be picked up at City Hall in the City Secretary’s Office during normal business hours.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: (1) Election Order in English and Spanish			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Approve an Order authorizing the calling of a general election on May 6, 2017 for the purpose of electing one Council Member for Place 1 – Ward 1; one Council Member for Place 3 – Ward 3; one Council Member for Place 5 – At Large; and one Council Member for Place 6 – At Large, each for four (4) year terms			
APPROVALS: Terry K. Roberts			



FORMULARIO DE AGENDA 8

FECHA DE REUNION: 19 de Enero, 2017		FECHA DE PRESENTACIÓN: 5 de Enero, 2017
DEPT. DE ORIGIN: Administracion		PRESENTADA POR: Jeana Bellinger
TIPO DE REUNION:	CLASIFICACIÓN:	ORDENANZA:
☒ REGULAR	☐ AUDIENCIA PUBLICA	☐ 1 ^{RA} LECTURA
☐ ESPECIAL	☐ CONSENTIMIENTO	☐ 2 ^{DA} LECTURA
☐ SESSION EJECUTIVA	☒ REGULAR	☐ RESOLUCIÓN
	☐ SESSION DE TRABAJO	
DESCRIPCIÓN DE ASUNTO EN LA AGENDA: Hablar de y Posiblemente Actuar Sobre una Orden para una Elección General que se efectuara el 6 de Mayo, 2017 Con el Propósito de Elegir Un Concejal para Lugar 1-Distrito Electoral 1; Un Concejal para Lugar 3-Distrito Electoral 3; Un (1) Concejal para Lugar 5- Distrito Abierto; Un (1) Concejal para Lugar 6-Distrito Abierto, cada puesto para términos de Cuatro (4) Años.		
DECLARACIÓN DE RESUMEN: De acuerdo con la Ley Electoral de Texas y el horario Electoral de la municipalidad, la ciudad debe efectuar una Elección General el 6 de mayo, 2017 para elegir Un Concejal para Lugar 1-Distrito Electoral 1; Un Concejal para Lugar 3-Distrito Electoral 3; Un (1) Concejal para Lugar 5-Distrito Abierto; Un (1) Concejal para Lugar 6-Distrito Abierto, cada puesto para términos de Cuatro (4) Años. El periodo de tiempo que los candidatos pueden solicitar un lugar en la boleta electoral es entre el miércoles, 18 de Enero hasta el viernes, 17 de febrero. Los paquetes del candidato para solicitar un lugar en la boleta electoral se pueden recoger en el ayuntamiento en la oficina de la secretaria de la ciudad durante el horario laboral normal.		
ANALISIS DE PERSONAL (Para Ordenanzas o Asuntos regulares de la Agenda):		
A. PROS		
B. CONTRAS		
ALTERNATIVAS (EN ORDEN DE PREFERENCIA SUGERIDA POR EL PERSONAL):		
ADJUNTAMIENTOS: (1) Orden de elección en Ingles y en Español		
PROCEDENCIA DE FONDOS (CUANDO APLICABLE):		
ACCIÓN RECOMENDADA: Aprobar la orden autorizando el llamamiento de una Elección General que se efectuara el 6 de Mayo, 2017 con el Propósito de Elegir Un (1) Concejal para Lugar 1-Distrito 1; Un (1) Concejal para Lugar 3-Distrito 3; Un (1) Concejal para Lugar 5- Distrito Abierto; Un (1) Concejal para Lugar 6-Distrito Abierto, cada puesto para términos de cuatro (4) Años.		
APROBACIONES: Terry K. Roberts		

ORDER

AN ORDER PROVIDING FOR A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 6, 2017, FOR THE PURPOSE OF ELECTING ONE COUNCILMEMBER FOR PLACE 1 – WARD 1; ONE COUNCILMEMBER FOR PLACE 3 – WARD 3; ONE COUNCILMEMBER FOR PLACE 5 – AT LARGE; AND ONE COUNCIL MEMBER FOR PLACE 6 – AT LARGE, EACH FOR FOUR-YEAR TERMS, FOR THE CITY OF BRENHAM, TEXAS

A general election is hereby ordered to be held on **MAY 6, 2017**, the same being the first Saturday in May, for the purpose of:

ELECTING ONE COUNCILMEMBER FOR PLACE 1 – WARD 1; ONE COUNCILMEMBER FOR PLACE 3 – WARD 3; ONE COUNCILMEMBER FOR PLACE 5 – AT LARGE; AND ONE COUNCIL MEMBER FOR PLACE 6 – AT LARGE, EACH FOR FOUR-YEAR TERMS

Early voting by personal appearance will be conducted every weekday at the **Washington County Annex Building, 100 S. Park Street, Brenham, Texas**, as follows:

**Monday, April 24, 2017 through Tuesday, May 2, 2017
from 8:00 a.m. to 5:00 p.m., provided, however, that Early Voting shall
be conducted for twelve (12) hours on the following weekdays:**

**Monday, May 1, 2017 and Tuesday, May 2, 2017 from
8:00 a.m. to 8:00 p.m.**

The first day for a candidate to file an application for a place on the general election ballot is Wednesday, January 18, 2017.

The last day for a candidate to file an application for a place on the general election ballot is 5:00 p.m., Friday, February 17, 2017.

All applications for ballots by mail should be mailed to:

**Jeana Bellinger, TRMC
Early Voting Clerk & City Secretary
City of Brenham
P. O. Box 1059
Brenham, Texas 77834-1059**

Applications for ballot by mail must be received no later than the close of business at 5:00 p.m., Tuesday, **April 25, 2017**.

Said elections shall be held at the following designated voting places in the City of Brenham, Texas, for voters of the particular Wards:

Ward 1: Nancy Carol Roberts Memorial Library
100 W. Martin Luther King, Jr. Pkwy.
Brenham, Texas

Ward 2: City of Brenham City Hall
200 W. Vulcan Street
Brenham, Texas

Ward 3: Brenham Junior High Band Hall
1200 Carlee Drive
Brenham, Texas

Ward 4: Blinn Jr. College Student Center
1007 Walter Schwartz Way
Brenham, Texas

The City shall provide at least one AutoMARK v. 1.0. Voting System in each polling place in every polling location used to conduct these elections.

PASSED AND APPROVED by the City Council of the City of Brenham on this the _____ day of _____, 2017.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

ORDEN

UNA ORDEN PROVEYENDO PARA UNA ELECCIÓN GENERAL QUE SE LLEVARÁ A CABO EL SÁBADO 6 DE MAYO, 2017, CON EL PROPÓSITO DE ELEGIR A UN CONCEJAL PARA LUGAR 1 – DISTRITO ELECTORAL 1; UN CONCEJAL PARA LUGAR 3 – DISTRITO ELECTORAL 3; UN CONCEJAL PARA LUGAR 5 – DISTRITO ABIERTO; Y UN CONCEJAL PARA LUGAR 6 – DISTRITO ABIERTO, CADA PUESTO PARA TÉRMINOS DE CUATRO AÑOS, PARA LA CIUDAD DE BRENHAM, TEXAS

Por este medio se ordenó llevar a cabo una elección general el **6 de MAYO, 2017**, el mismo siendo el primer sábado de mayo, con el propósito de:

ELEGIR A UN CONCEJAL PARA LUGAR 1, DISTRITO ELECTORAL 1, UN CONCEJAL PARA LUGAR 3, DISTRITO ELECTORAL 3; UN CONCEJAL PARA LUGAR 5- DISTRITO ABIERTO; Y UN CONCEJAL PARA LUGAR 6 – DISTRITO ABIERTO, CADA PUESTO PARA TÉRMINOS DE CUATRO AÑOS

Votación anticipado por comparecencia personal se llevará a cabo cada día de la semana en el **Washington County Annex Building, 100 S. Park Street, Brenham, Texas**, de la siguiente manera:

**el lunes, 24 de abril, 2017 hasta el martes, 2 de mayo, 2017
desde las 8:00 de la mañana a 5:00 de la tarde; siempre y cuando, sin embargo, que la
votación anticipada se llevará a cabo durante doce (12) horas en los siguientes días
laborables:**

**el lunes, 1 de mayo, 2017 y el martes, 2 de mayo, 2017
desde las 8:00 de la mañana a las 8:00 de la noche**

El primer día que un candidato puede presentar una solicitud para un lugar en la boleta electoral de la elección general es el miércoles, 18 de enero, 2017.

El último día que un candidato puede presentar una solicitud para un lugar en la boleta electoral de la elección general es el viernes, 17 de febrero, 2017, a las 5:00 de la tarde.

Todas las solicitudes de papeletas por correo se deben enviar por correo a:

**Jeana Bellinger, TRMC
Early Voting Clerk & City Secretary
City of Brenham
P. O. Box 1059
Brenham, Texas 77834-1059**

Las solicitudes de papeletas por correo deben ser recibidas no más tarde de la hora de cierre de negocio a las 5:00 de la tarde, el martes, **25 de abril, 2017**.

Las elecciones se celebrarán en los siguientes designados centros de votación en la Ciudad de Brenham, Texas, para los votantes de los Distritos Electorales:

Distrito Electoral 1: Nancy Carol Roberts Memorial Library
100 W. Martin Luther King, Jr. Pkwy.
Brenham, Texas

Distrito Electoral 2: City of Brenham City Hall
200 W. Vulcan Street
Brenham, Texas

Distrito Electoral 3: Brenham Junior High Band Hall
1200 Carlee Drive
Brenham, Texas

Distrito Electoral 4: Blinn Junior College Student Center
1007 Walter Schwartz Way
Brenham, Texas

La ciudad proporcionará al menos un AutoMARK v. 1.0 Sistema de Votación en cada sitio de votación en los locales de votación utilizados para llevar a cabo estas elecciones.

PASADO Y APROBADO por el Consejo Municipal de la Ciudad de Brenham este _____ día de _____, 2017.

Milton Y. Tate, Jr.
Alcalde

ATESTIGUAR:

Jeana Bellinger, TRMC, CMC
Secretaria de la ciudad