



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, JUNE 12, 2025 AT 1:00 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 Paul F. LaRoche, III**
- 3. Introduction of Megan Mainer, Assistant City Manager**
- 4. Service Recognitions**
 - ◆ **Stephen Scheffer, Wastewater Systems - 30 Years**
 - ◆ **Kelsey Toy, Aquatic Center - 10 Years**
- 5. Special Presentation by City of Brenham Community Services Grant Recipient - Boys & Girls Club**
- 6. Citizen Comments**

CONSENT AGENDA

7. Statutory Consent Agenda

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

- 7.a. Approve the Minutes from the May 13, 2025 Special City Council Meeting and May 15, 2025 Regular City Council Meeting**
- 7.b. Approve Ordinance No. O-25-008 on Its Second Reading Amending the Rate Tariff Schedules for the City of Brenham Water Services**
- 7.c. Approve the Appointment of Wade Seidel to Fill a Vacancy on the Brenham Community Development Corporation Board, for an Unexpired Term to End on December 31, 2026 and Authorize the Mayor to Execute Any Necessary Documentation**
- 7.d. Approve the Use of Seized Narcotic Funds in the Amount of \$45,777.02 for the Purchase of Law Enforcement Equipment from CTC Gunworks dba Sentinel Supply and Authorize the Mayor to Execute Any Necessary Documentation**

- 7.e. Approve an Electrical Distribution Construction Agreement Between the City of Brenham and Techline Construction LLC, Through the Lower Colorado River Authority (LCRA), in an Amount Not To Exceed \$246,500.00 Related to the Loesch Street Line Upgrade and Authorize the Mayor to Execute Any Necessary Documentation**
- 7.f. Rescind the May 15, 2025 Approval of a Professional Services Agreement Between the City of Brenham and Michael Baker International, Inc. Related to Engineering and Design Services for the Extension of Aviation Way at the City of Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation**

WORK SESSION

- 8. Discussion and Presentation on the City of Brenham Police Department K-9 Program**
- 9. Discussion and Presentation of Second Quarter FY2024-25 Financial Reports**
- 10. Discussion and Presentation of Proposed City-Managed Fixed-Base Operator Rates and Charges for the Brenham Municipal Airport**

REGULAR SESSION

- 11. Discuss and Possibly Act Upon the Election of a Mayor Pro Tem by the City Council**
- 12. Discuss and Possibly Act Upon Resolution No. R-25-018 Adopting an Airport Master Plan for the Brenham Municipal Airport**
- 13. Discuss and Possibly Act Upon Resolution No. R-25-019 Authorizing an Advance Funding Agreement for Local Government Maintenance of Railroad Crossing Approaches Between the City of Brenham and the Texas Department of Transportation (TXDOT) Associated with Maintenance for the Burlington Northern and Santa Fe Railway (BNSF) Railroad Crossing on Burleson Road**
- 14. Discuss and Possibly Act Upon the First Amendment to the Interlocal Agreement for Managing Entity by the Brazos Valley Council of Governments (BVCOG) for the Brazos Valley Wide Area Communications Systems (BVWACS) and Authorize the Mayor to Execute Any Necessary Documentation**
- 15. Discuss and Possibly Act Upon the First Amendment to the Third Restatement of the Interlocal Agreement for the Construction, Implementation, Operation and Maintenance of the Brazos Valley Wide Area Communication System (BVWACS) and Authorize the Mayor to Execute Any Necessary Documentation**
- 16. Discuss and Possibly Act Upon Change Order No. 1 and Final Payment to Texas KB Utilities, LLC for Project No. 65C-56C Related to the 2023 Brenham Business Center Sanitary Sewer Extension and Authorize the Mayor to Execute Any Necessary Documentation**
- 17. 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.

EXECUTIVE SESSION

18. Section 551.072, Texas Department Code - Deliberation Regarding Real Property - Discussion Regarding the Purchase, Exchange and/or Acquisition of Real Property for the City of Brenham Sanitary Sewer Improvements and Facilities

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 agenda of items to be considered by the City of Brenham City Council on Thursday, June 12, 2025 was posted to the City Hall bulletin board at 200 W. Vulcan St., Brenham, TX on Monday, June 9, 2025 at 12:00 p.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 seventy-two (72) 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 _____, 2025 at _____ a.m./p.m.

Signature

Title

Brenham City Council Minutes

A special meeting of the Brenham City Council was held on Tuesday, May 13, 2025 beginning at 9:00 AM in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Members Present:

Mayor Atwood Kenjura
Mayor Pro Tem Clint Kolby
Councilmember Leah Cook
Councilmember Paul LaRoche
Councilmember Albert Wright

Members Absent:

Councilmember Adonna Saunders

City of Brenham Staff Present:

City Manager Carolyn Miller, City Secretary/Director of Administrative Services Jeana Bellinger, General Manager of Public Utilities William Bissette, Chief Financial Officer Julie Flagg, Development Services Director Stephanie Doland, Economic & Community Development Director Teresa Rosales, Robin Hutchens, Leigh Linden, and Kim Hodde.

Citizens/Others Present:

None

Media Present:

None

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

REGULAR SESSION

- 3. Discuss and Possibly Act Upon Resolution No. R-25-015 Canvassing the Returns and Declaring the Results of the General Election Held on May 3, 2025 for 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 Councilmember for Place 6 - At Large to the City Council of the City of Brenham, Texas Each for a Four-Year Term**

City Secretary/Director of Administrative Services Jeana Bellinger presented this item. Bellinger stated that as required by law, the results of the City of Brenham's 2025 General Election must be canvassed by the City Council and the results approved via Resolution.

Bellinger stated that the following persons have been duly elected to serve four (4) year terms ending in May 2029:

- Place 1 - Ward 1: Steve Soman
- Place 3 - Ward 3: Paul F. LaRoche, III
- Place 5 - At Large: Clint T. Kolby
- Place 6 - At Large: Leah Cook

A motion was made by Councilmember Canales and seconded by Councilmember Wright to approve Resolution No. R-25-015 canvassing the returns and declaring the results of the General Election held on May 3, 2025 for 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 Councilmember for Place 6 - At Large to the City Council of the City of Brenham, Texas each for a four-year term.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Wright

No: None

Absent: Councilmember Saunders

4. Discuss and Possibly Act Upon Resolution No. R-25-016 Canvassing the Returns and Declaring the Results for the Special Election Held on May 3, 2025 at Which Were Submitted Twelve Proposed Amendments to the City of Brenham's Home Rule Charter

City Secretary/Director of Administrative Services Jeana Bellinger presented this item. Bellinger stated that as required by law, this item is to canvass the returns and declare the results of the Special Election held on May 3, 2025. Bellinger advised that the Special Election was for the purpose of submitting twelve (12) proposed amendments to the City's Home Rule Charter. Bellinger stated that the results of the Special Election indicate that all twelve (12) propositions were approved by the voters.

A motion was made by Councilmember Canales and seconded by Councilmember Cook to approve Resolution No. R-25-016 canvassing the returns and

declaring the results for the Special Election held on May 3, 2025 at which were submitted twelve proposed amendments to the City of Brenham's Home Rule Charter.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Wright

No: None

Absent: Councilmember Saunders

ADJOURN

Atwood C. Kenjura
Mayor

Robin Hutchens
Deputy City Secretary

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on Thursday, May 15, 2025 beginning at 1:00 PM in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Members Present:

Mayor Atwood Kenjura
Mayor Pro Tem Clint Kolby
Councilmember Leah Cook
Councilmember Paul LaRoche
Councilmember Albert Wright
Councilmember Steve Soman

Members Absent:

Councilmember Adonna Saunders

City of Brenham Staff Present:

City Manager Carolyn Miller, City Attorney Cary Bovey, City Secretary/Director of Administrative Services Jeana Bellinger, General Manager of Public Utilities William Bissette, Director of Public Works Dane Rau, Chief Financial Officer Julie Flagg, Director of HR and Risk Management Susan Nienstedt, Fire Chief Mark Donovan, Assistant Fire Chief David Cella, Police Chief David Gott, Development Services Director Stephanie Doland, Economic & Community Development Director Teresa Rosales, Director of Tourism & Marketing Jennifer Eckermann, Robin Hutchens, Shawn Bolenbarr, Shauna Laauwe, Leigh Linden, Richard O'Malley, Steven Eilert, Terrence Johnson, Kevin Boggus, Nancy Joiner, Mark Pierce, Tammy Murphy, and Lu Hollander.

Citizens/Others Present:

Rayman Blanchard, Lea Bartay, Doug Baker, Margie Young, Sherry Harbor, Carson Campbell, Eric Berg, Shelby Smith, Dave Bayless, Eilish Barker, Courtney Schmidt, Alan Lehmann, Michelle Becerra, Mary Soman, Cole Wagner, Kelcie LaRoche, Elliot, William Kramer, Cory Cook, Sherrie Blanchard, Phyllis Glasscock, Sue Anderson, Susan Myers, Debbie Schmitz, Angela Powers, William Atwood, Kelli Atwood, Jose Canales, Linda Pipes, Soman Abraham, Timm Webb, Annette Wagner, Rocky LaRoche, Sandie Kinat, Brent Nebbalek, Christine Giese, and Barbara Archer.

Media Present:

Joshua Blaschke with KWHI, and Sarah Forsythe with Brenham Banner Press.

1. Call Meeting to Order

2. Invocation and Pledges to the US and Texas Flags - Mayor Atwood Kenjura

3. Administer Oaths of Office to Elected Officials and Issue Certificates of Election for Council Position:

- ◆ **Place 1 - Ward 1 (4-Year Term): Steve Soman**
- ◆ **Place 3 - Ward 3 (4-Year Term): Dr. Paul F. LaRoche, III**
- ◆ **Place 5 - At Large (4-Year Term): Clint T. Kolby**
- ◆ **Place 6 - At Large (4-Year Term): Leah Cook**

4. Retirement Recognition - Jennifer Eckermann, Tourism & Marketing

5. Special Presentation by the City of Brenham Community Services Grant Recipient - Brenham Next

6. Citizen Comments

Sherry Harbor addressed City Council expressing her concern over the parklet in downtown. Harbor requested that the City terminate the contract and not continue going through with the parklet since it is not complete and has passed the completion deadline.

Doug Baker addressed City Council asking that the City work with TXDOT to resolve the timing of the signal light at the intersection of Westwood Lane and Highway 290 West. Baker expressed concerns about how the traffic is now backing up onto Highway 290.

CONSENT AGENDA

7. Statutory Consent Agenda

7.a. Approve the Minutes from the May 1, 2025 Regular City Council Meeting

A motion was made by Councilmember Wright and seconded by Mayor Pro Tem Kolby to approve Consent Agenda Item 7.a.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Cook, Councilmember LaRoche, Councilmember Wright, Councilmember

Soman

No: None

Absent: Councilmember Saunders

WORK SESSION

8. Presentation and Discussion on Pending Public Finance Legislation

Chief Financial Officer Julie Flagg presented this item. Flagg advised that HB 19 is pending legislation and could limit the City's ability to issue Certificates of Obligations (COs).

- If passed, HB19 will be effective September 1, 2025
- Limits municipality's ability to issue Certificate of Obligation (CO)
- CO's can no longer be paid from I&S tax rate/Debt Service Fund
- To use I&S tax rate, must issue General Obligation Bonds
- Lowers the threshold to protest issuance of CO's to 2% of qualified voters
- Limits annual debt service to 20% of the average annual property tax collection for the three preceding fiscal years
 - Applies to debt issued after September 1, 2025
 - For Brenham, this is a cap of approximately \$2 million in new annual debt service
 - The cap includes self-supporting debt (water and wastewater debt)
 - If we have to lower I&S tax rate in FY27, this will also lower the dollar amount of the cap

Flagg also explained that HB 19 would have an impact on drainage projects, the General Fund, and Utilities. Flagg stated that in order to safeguard the City's financial position, if HB 19 passes, City Council may need to consider passing a Resolution of Intent to Issue Certificates of Obligation prior to September 1, 2025. The COs would be for:

- \$1.52M for City portion of grant funded drainage projects that are in progress
- \$4M for fire trucks that have already been ordered
- \$1M for remodel of Fire Station No. 1
- \$2M for future street reconstruction

Flagg advised that she would keep an eye on HB 19 and update the City Council if the bill passes. Flagg also reiterated that passing a Resolution of intent would not require the City to issue the COs.

REGULAR SESSION

9. Discuss and Possibly Act Upon Resolution No. R-25-017 Authorizing the Acceptance of Public Infrastructure Improvements for the Saeger Street Right-of-Way adjacent to the Wilkins Valley Subdivision

Director of Development Services Stephanie Doland presented this item. Wilkins Valley is a residential neighborhood located northwest of the intersection of Jefferson Street and North Saeger Street. Doland explained that a participation agreement between Clayton Collier and the City of Brenham was approved by Council in January 2025 that detailed that Collier would construct a 41-foot section of pavement for Saeger Street with the City reimbursing Collier for the cost of oversizing the street from a 31-foot wide concrete roadway (local street size) to a 41-foot wide concrete roadway (collector street size).

Doland stated that Collier has completed the public infrastructure improvements valued at \$275,700.00 for the Phase 1 segment of Saeger Street and an infrastructure acceptance inspection was completed. Doland stated that the recommended infrastructure acceptance is right-of-way paving for the collector roadway as well as adjacent storm sewer improvements.

A motion was made by Councilmember LaRoche and seconded by Mayor Pro Tem Kolby to approve Resolution No. R-25-017 authorizing the acceptance of public infrastructure improvements for the Saeger Street Right-of-Way adjacent to the Wilkins Valley Subdivision.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Cook, Councilmember LaRoche, Councilmember Wright, Councilmember Soman

No: None

Absent: Councilmember Saunders

10. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending the Rate Tariff Schedules for the City of Brenham Water Utility Services and Authorize the Mayor to Execute Any Necessary Documentation

General Manager of Public Utilities William Bisette presented this item. Bisette explained that this Ordinance is amended due to an oversight in the original rate calculation. Bisette advised that a review identified an error requiring correction and reconsideration to ensure accuracy.

A motion was made by Councilmember Wright and seconded by Councilmember Cook to approve an Ordinance on its first reading amending the rate tariff schedules for the City of Brenham water utility services and authorize the Mayor to execute any necessary documentation.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Cook, Councilmember LaRoche, Councilmember Wright, Councilmember Soman

No: None

Absent: Councilmember Saunders

11. Discuss and Possibly Act Upon the Acceptance of a Donation from The Fortnightly Club for the Nancy Carol Roberts Memorial Library and Authorize the Mayor to Execute Any Necessary Documentation

Librarian Tammy Murphy presented this item. Murphy stated that the Fortnightly Club of Brenham is presenting the Nancy Carol Roberts Memorial Library a check in the amount of \$37,000.00. Murphy explained that this money was raised through fund-raising efforts that included book sales and donations from the community. Murphy stated that the club works extremely hard every year to support the Library, and she is honored to receive the donation.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Cook to accept a donation from The Fortnightly Club for the Nancy Carol Roberts Memorial Library in the amount of \$37,000.00 and authorize the Mayor to execute any necessary documentation.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Cook, Councilmember LaRoche, Councilmember Wright, Councilmember Soman

No: None

Absent: Councilmember Saunders

12. Discuss and Possibly Act Upon a Professional Services Agreement Between

the City of Brenham and Michael Baker International Inc. Related to Engineering and Design Services for the Extension of Aviation Way at the City of Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation

Interim Airport Manager Jim Halley presented this item. Halley explained that in accordance with the Brenham Airport Master Plan, we have begun preparations to use our IJJA AIG allocation to complete the design and construction of an extension to Aviation Way and general civil site preparations to allow for future hangar construction. Halley explained that RFQ-25-006 was issued to select a consultant to design an airport improvement project with Michael Baker International, Inc. being chosen by an evaluation committee.

Halley advised that an independent fee estimate was conducted which determined the fee to be fair, reasonable, and appropriate. Halley stated that staff recommends approval of the proposed agreement with Michael Baker International Inc., in the amount of \$248,400 with a local match portion of the design services being \$25,180 (10%). Halley stated that if approved by Council, staff will continue working with TXDOT Aviation to execute a grant for the aforementioned Agreement. Halley stated that following approval by TXDOT Commission and award of the grant, staff and Michael Baker International Inc. will proceed with the construction design scope of work on a reimbursement basis with TXDOT Aviation.

A motion was made by Councilmember Soman and seconded by Councilmember Cook to approve a professional services agreement between the City of Brenham and Michael Baker International Inc., in an amount not to exceed \$248,400.00, related to engineering and design services for the extension of Aviation Way at the City of Brenham Municipal Airport and authorize the Mayor to execute any necessary documentation.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Cook, Councilmember LaRoche, Councilmember Wright, Councilmember Soman

No: None

Absent: Councilmember Saunders

13. Administrative/Elected Officials Report

City Manager Carolyn Miller reported on the following:

- June 9th - 5-Year Capital Plan
- June 12th - Regular City Council Meeting
- June 14th - June Tenth Parade

Main Street Manager Leigh Linden reported on the following:

- June 21st - Green Team Cleanup 8:30 a.m. - 10:00 a.m.

ADJOURN

Atwood C. Kenjura
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

ORDINANCE NO. O-25-008

AN ORDINANCE AMENDING THE WATER RATE TARIFF SCHEDULES FOR WATER SERVICES FOR THE CITY OF BRENHAM, TEXAS; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE:

WHEREAS, the City Council for the City of Brenham, Texas ("City Council") deems it necessary to change the rates charged for water distribution services to its customers in order to provide for conditions of utility service which promote health, safety, and welfare of the citizens of Brenham, Texas.

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

SECTION I

The City Council of the City of Brenham, Texas does hereby adopt the Water Rate Schedules for water services set forth in the attached Exhibit "A" is made a part hereof for all purposes pertinent, to be effective with utility billing occurring on or after June 12, 2025.

SECTION II

This Ordinance shall take effect as provided by the Charter of the City of Brenham, Texas. The implementation of rates as forth herein and on the attached Exhibit "A" shall be effective with utility billing occurring on and after June 12, 2025.

PASSED AND APPROVED, on its first reading this the 15th day of May 2025.

PASSED AND APPROVED, on its second reading this the 12th day of June 2025.

Atwood C. Kenjura
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

CITY OF BRENHAM
200 WEST VULCAN STREET P. O. BOX 1059
BRENHAM, WASHINGTON COUNTY, TEXAS 77834-1059

ALL SERVICES	600	610
TARIFF	SECTION NO.	SHEET NO.
WATER RATE SCHEDULE	June 12, 2025	
SECTION TITLE	EFFECTIVE DATE	
(Supersedes Rate Change effective 5/1/2025)		

GENERAL SERVICE - URBAN

RATE SCHEDULE
- W-A

APPLICABILITY

This rate is applicable to all residential customers receiving water service through a permanent meter installation.

AVAILABILITY

This rate is available to all customers located within the corporate limits of the City of Brenham, Texas.

RATES

First 3,000 gallons or less	\$27.73
3,001 – 10,000 gallons	\$6.08/1,000gallons
10,001 – 25,000 gallons	\$7.61/1,000 gallons
25,001 and above	\$9.52/1,000 gallons

MINIMUM CHARGES

The minimum monthly bill shall be \$27.73

TERMS OF PAYMENT

All rates specified herein are net, and the gross rates for delinquent payments are ten percent (10%) higher. Each bill for service is due within fifteen (15) days after issuance unless such day falls on a holiday or weekend, in which case payment is due on the next workday. If full payment is not received at the City's offices or other approved payment location on or before the due date, all of the customer's utility services will be considered delinquent and subject to disconnection.

CHARACTER OF SERVICE

Water supplied under this rate is normally treated surface water approved for public water supply by the Texas Commission on Environmental Quality.

CITY OF BRENHAM
200 WEST VULCAN STREET P. O. BOX 1059
BRENHAM, WASHINGTON COUNTY, TEXAS 77834-1059

ALL SERVICES TARIFF	600	660
SECTION NO.	SHEET NO.	
WATER RATE SCHEDULES SECTION TITLE	June 12, 2025	EFFECTIVE DATE
(Supersedes Rate Change effective 5/1/2025)		

GENERAL SERVICE - RURAL

RATE SCHEDULE W-G

APPLICABILITY

This rate is applicable to all commercial and industrial customers receiving water service through a permanent meter installation.

AVAILABILITY

This rate is available to all customers located outside the corporate limits of the City of Brenham, Texas.

RATES

First 3,000 gallons or less	SEE MINIMUM CHARGES
3,001 – 10,000 gallons	\$5.31/1,000 gallons
10,001 – 25,000 gallons	\$6.63/1,000 gallons
25,001 and above	\$8.33/1,000 gallons

MINIMUM CHARGES

The minimum monthly bill shall be ASSESSED ON WATER METER SIZE:

5/8" OR 3/4"	\$28.60
1"	\$38.65
1 1/2"	\$63.78
2"	\$93.92
3"	\$164.27
4"	\$264.76
6"	\$515.99
8"	\$817.47



City Council Regular Meeting
AGENDA ITEM 7.c

Agenda Item: **Approve the Appointment of Wade Seidel to Fill a Vacancy on the Brenham Community Development Corporation Board, for an Unexpired Term to End on December 31, 2026 and Authorize the Mayor to Execute Any Necessary Documentation**

Meeting Date: June 12, 2025

Department: Administration

Staff Contact: Jeana Bellinger, City Secretary

SUMMARY STATEMENT:

The Brenham Community Development Corporation Board member, Bill Betts, is retiring from his position leaving a vacancy on the Board.

Staff recommends the appointment of Wade Seidel to fill Mr. Betts' unexpired term, which will end on December 31, 2026.

ATTACHMENTS:

None

RECOMMENDATION:

Approve the appointment of Wade Seidel to fill a vacancy on the Brenham Community Development Corporation Board, for an unexpired term to end on December 31, 2026 and authorize the Mayor to execute any necessary documentation.



City Council Regular Meeting
AGENDA ITEM 7.d

Agenda Item: **Approve the Use of Seized Narcotic Funds in the Amount of \$45,777.02 for the Purchase of Law Enforcement Equipment from CTC Gunworks dba Sentinel Supply and Authorize the Mayor to Execute Any Necessary Documentation**

Meeting Date: June 12, 2025

Department: Police

Staff Contact: Steven Eilert, Police Lieutenant

SUMMARY STATEMENT:

We are requesting the purchase of 43 Sig Sauer M17 handguns equipped with red dot optics, pistol magazines, and new holsters to replace our current inventory of 13-year-old Glock handguns. The transition to the Sig Sauer M17 offers significant operational and safety benefits, including improved target acquisition, enhanced accuracy through the red dot sight system, and alignment with current military and law enforcement standards. Upgrading to these modern handguns will ensure greater reliability, increase officer confidence and effectiveness in the field, and reduce maintenance concerns associated with aging firearms.

ATTACHMENTS:

1. Estimate 4549 from Sentinel Supply

RECOMMENDATION:

Approve the use of seized narcotic funds in the amount of \$45,777.02 for the purchase of Law Enforcement Equipment from CTC Gunworks dba Sentinel Supply and authorize the Mayor to execute any necessary documentation.



Estimate

Date	Estimate #
4/4/2025	4549

Name / Address
Brenham Police Department 1800 Longwood Drive Brenham, Texas 77833

Ship To

[illegible]

Subtotal
Sales Tax (8.25%)
Total

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SENTINEL
SUPPLY

CTC Gunworks dba Sentinel Supply
3200 North Freeway
Houston, TX 77009
accounting@sentinel-supply.com
713-936-1970
<https://www.sentinel-supply.com>

Estimate

Date	Estimate #
4/4/2025	4549

Name / Address
Brenham Police Department 1800 Longwood Drive Brenham, Texas 77833

Ship To

Item	Description	Qty	Rate	Total
	Formal Trade-In Statement – Brenham Police Department The trade-in value offered herein is based solely on the photographs and information provided by the Brenham Police Department. The final trade-in credit will be determined upon receipt and inspection of the firearms by Sentinel Supply, and is contingent upon their actual condition. Based on the submitted photographs, Sentinel Supply has assessed the agency-issued Glock pistols to be in fair condition and fully functional. As part of this agency trade-in agreement, we respectfully request that each pistol be accompanied by a minimum of three (3) magazines. Additionally, we request that the original pistol cases and backstraps be included, if available. It is assumed that all pistols tendered for trade-in will be serviceable and in full working order. Please refer to our Terms and Conditions document for further details regarding potential reductions in trade-in value resulting from damage or inoperable condition. Sentinel Supply operates under the assumption that the Brenham Police Department, acting in good faith, is submitting these firearms for trade-in. Accordingly, we extend the above trade-in valuation in good faith.			

All Sales Are Final. Quote is valid for 30 days.
Texas Comptroller CMBL # 18432955625
All Credit Card Purchases to incur a 3% additional fee

Women Owned/HUB Certified Business 24-04-16231



Subtotal	\$45,777.02
Sales Tax (8.25%)	\$0.00
Total	\$45,777.02

ESTIMATE TERMS & CONDITIONS:
<https://sentinel-supply.com/wp-content/uploads/2025/03/Estimate-Terms-Conditions-Sentinel-Supply-LLC.pdf>



City Council Regular Meeting
AGENDA ITEM 7.e

Agenda Item: **Approve an Electrical Distribution Construction Agreement Between the City of Brenham and Techline Construction LLC, Through the Lower Colorado River Authority (LCRA), in an Amount Not To Exceed \$246,500.00 Related to the Loesch Street Line Upgrade and Authorize the Mayor to Execute Any Necessary Documentation**

Meeting Date: June 12, 2025

Department: Public Utilities

Staff Contact: Jason Lange, Electric Superintendent

SUMMARY STATEMENT:

The Electric Department is seeking the Mayor and Council's approval to an Electrical Construction Agreement between the City of Brenham and Techline Construction LLC, through the Lower Colorado River Authority (LCRA), in an amount not to exceed \$246,500.00 for the Loesch St. Line Upgrade.

The Line Upgrade will consist of changing out 21 poles and upgrading 2600ft of three phase copper conductors to a 336 AAC conductor. This project was part the previous LCRA 5-year system study and will supply electric to the City of Brenham's water wells at the end of Loesch St.

ATTACHMENTS:

1. Agreement with Exhibits

RECOMMENDATION:

Approve an Electrical Distribution Construction Agreement between the City of Brenham and Techline Construction LLC, through the Lower Colorado River Authority (LCRA), in an amount not to exceed \$246,500.00 related to the Loesch Street Line Upgrade and authorize the Mayor to execute any necessary documentation.

Electrical Distribution Construction Agreement

This Electrical Distribution Construction Agreement ("Agreement")

Is made and entered into effective as of the date of the last to sign below, by and between the City of Breham Tx ("Owner")

and Techline Construction, LLC ("Contractor") _____.

Techline Construction LLC

(the Construction Drawings") and Contract No. 5045 Distribution Construction Services between Lower Colorado River Authority (LCRA) and Techline Construction, LLC dated October 1, 2018 (the "Contract") are attached to this Agreement as Exhibit A and Exhibit B respectively and are incorporated into it for all purposes. Both parties agree to all provisions of the Construction Drawings and the Contract, provided, however, that both the City, as Owner, and Contractor acknowledge that this Agreement is issued under Section C of Contract permitting LCRA'S Wholesale Customers to purchase under the Contract, and provided further that Owner and Contractor agree that LCRA is not a party to this Agreement between the Owner and the Contractor, and that LCRA does not guarantee payment by Owner to Contractor, warrant performance by Contractor to Owner or otherwise assume any Liability under this Agreement to Owner or Contractor (whether in tort (including negligence and strict liability) contract, warranty, indemnity, contribution or otherwise).

Contractor has thoroughly examined the jobsite, the Construction drawings and other specifications applicable laws and regulations, and all other matters affecting the work to be performed, and has delivered its offer to the City of Brenham in the form of the Proposal by Techline Construction, LLC to the City of Brenham dated 6-4-25 ("the Proposal"). The Proposal is attached to this Agreement as Exhibit C and incorporated into it for all purposes.

Contractor shall furnish all labor, construction equipment, transportation, subcontracting, and other required services to complete the work described in the Contract Documents, Specifications, and Construction Drawings and Contract Documents.

Contractor agrees to perform the work and Owner agrees to pay the Contractor in accordance with the prices listed in the Proposal and in any change orders executed by the parties.

EXHIBIT A

Construction Drawings for Loesch St
Line Upgrade

EXHIBIT B

Contract No. 5405 Distribution Construction
Services between Lower Colorado River
Authority and Techline Construction, LLC
Dated: October 1, 2018

City has Copy of Contract

EXHIBIT C

Proposal by Techline Construction, LLC to the
City of Brenham Dated: _____

Techline Construction estimates the total cost of
labor and equipment to complete the project or
projects to be know as _____

_____ for the City of Brenham
will be \$246,500.00 not to exceed
\$ _____ Any added or unusual work
will be done by Techline Construction for extra comp-
ensation.

Plus Mobilization \$3000.00

SIGNATURE PAGE TO ELECTRICAL DISTRIBUTION
CONSTRUCTION AGREEMENT BETWEEN City of
Brenham,
AS OWNER, AND TECHLINE CONSTRUCTION, LLC AS
CONTRACTOR.

EXECUTED EFFECTIVE as of the date of the last to
sign below.

CONTRACTOR

Techline Construction, LLC

By: Don Lawyer

Name: Don Lawyer

Title: President

Date: 6-5-25

OWNER

City of _____

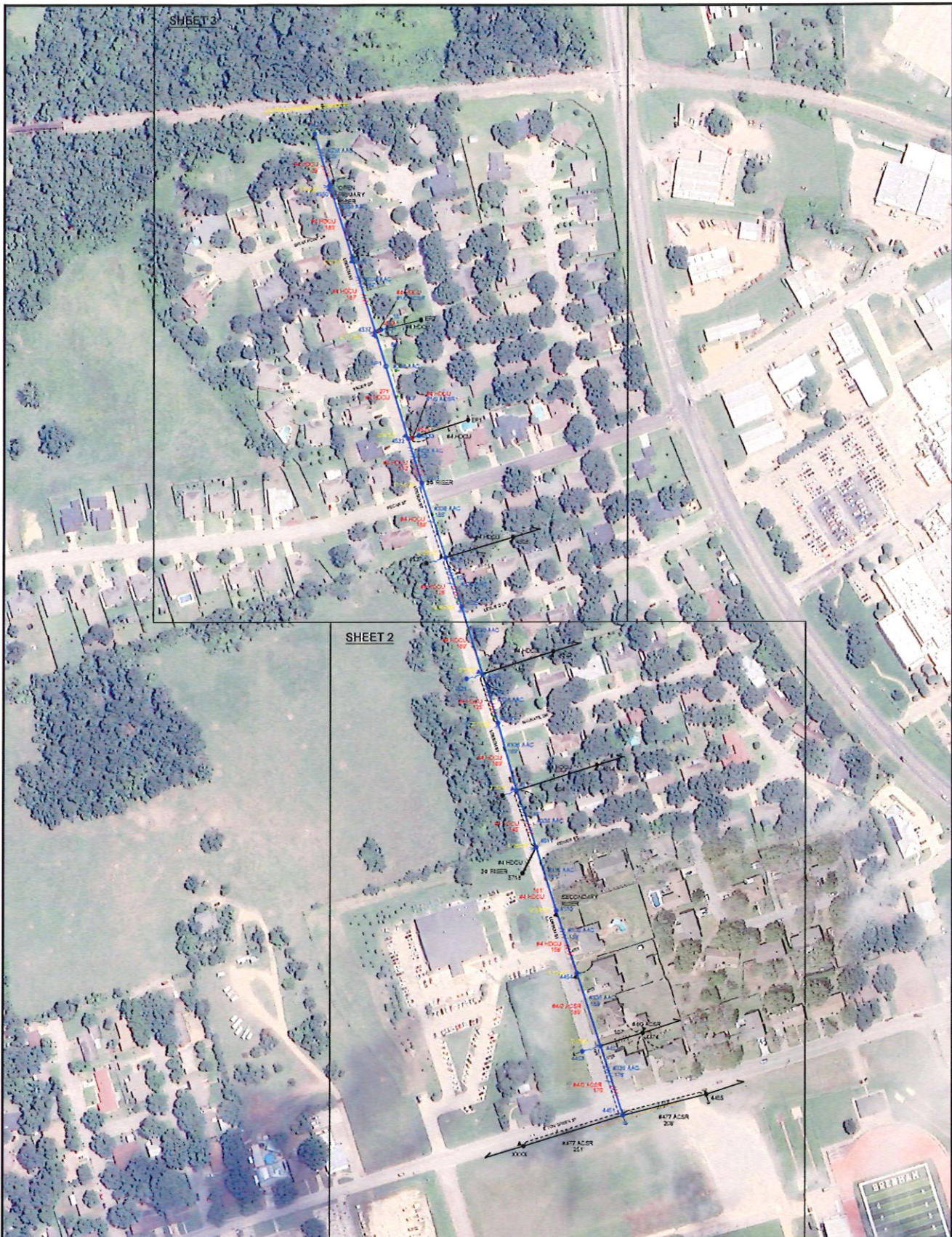
By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A



CONSTRUCTION NOTES
 1. Before construction starts Contractor shall meet with a City of Brenham representative.
 2. Contractor to locate all utilities prior to commencement of construction.

LEGEND	
	EXISTING ELECTRIC FACILITIES
	PROPOSED ELECTRIC FACILITIES
	REMOVE EXISTING ELECTRIC FACILITIES
	EXISTING FENCE LINE
	PROPOSED TRANSFORMER IN EXISTING LOCATION
	EXISTING LUMINAIRE
	EXISTING POLE
	PROPOSED POLE IN NEW LOCATION
	PROPOSED POLE IN EXISTING LOCATION
	EXISTING TRANSFORMER
	PROPOSED TRANSFORMER IN NEW LOCATION
	EXISTING GUY LOCATION
	EXISTING SINGLE-PHASE OVER-HEAD POWER LINE
	EXISTING V-PHASE OVER-HEAD POWER LINE
	EXISTING THREE-PHASE OVER-HEAD POWER LINE
	EXISTING DUAL-CIRCUIT OVER-HEAD POWER LINE
	EXISTING SECONDARY OR SERVICE
	PROPOSED SECONDARY OR SERVICE
	POWER LINE PHASE



THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INITIAL REVIEW UNDER THE AUTHORITY OF:
 REX W. WOODS, P.E. 87089
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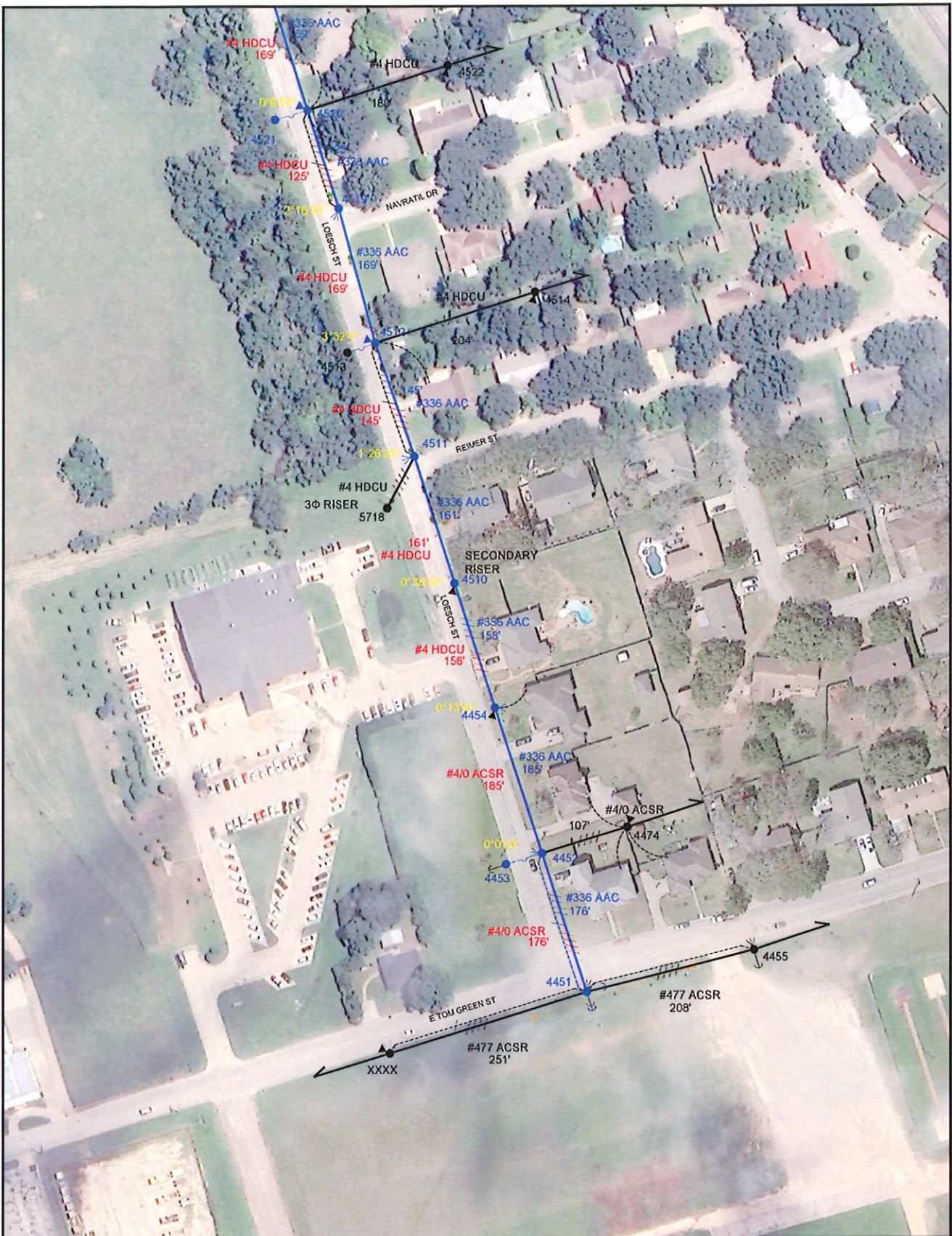
**PRELIMINARY FOR REVIEW
 50% SUBMITTAL**



**ELECTRICAL DESIGN DRAWING
 LOESCH ST - RECONSTRUCTOR
 OVERALL ELECTRIC LAYOUT**

McCord Engineering Firm P-2044
 812 Southwest Parkway East
 College Station, TX 77712
 (979) 764-8336

DATE: 11-10-24	DATE: 12-05-24	DATE: 12-05-24	DATE: 12-05-24
BY: PEP	BY: PEP	BY: PEP	BY: PEP
MEI-18158			



CONSTRUCTION NOTES
 1. Before construction starts, Contractor shall meet with a City of Brenham representative.
 2. Contractor to locate all utilities prior to commencement of construction.

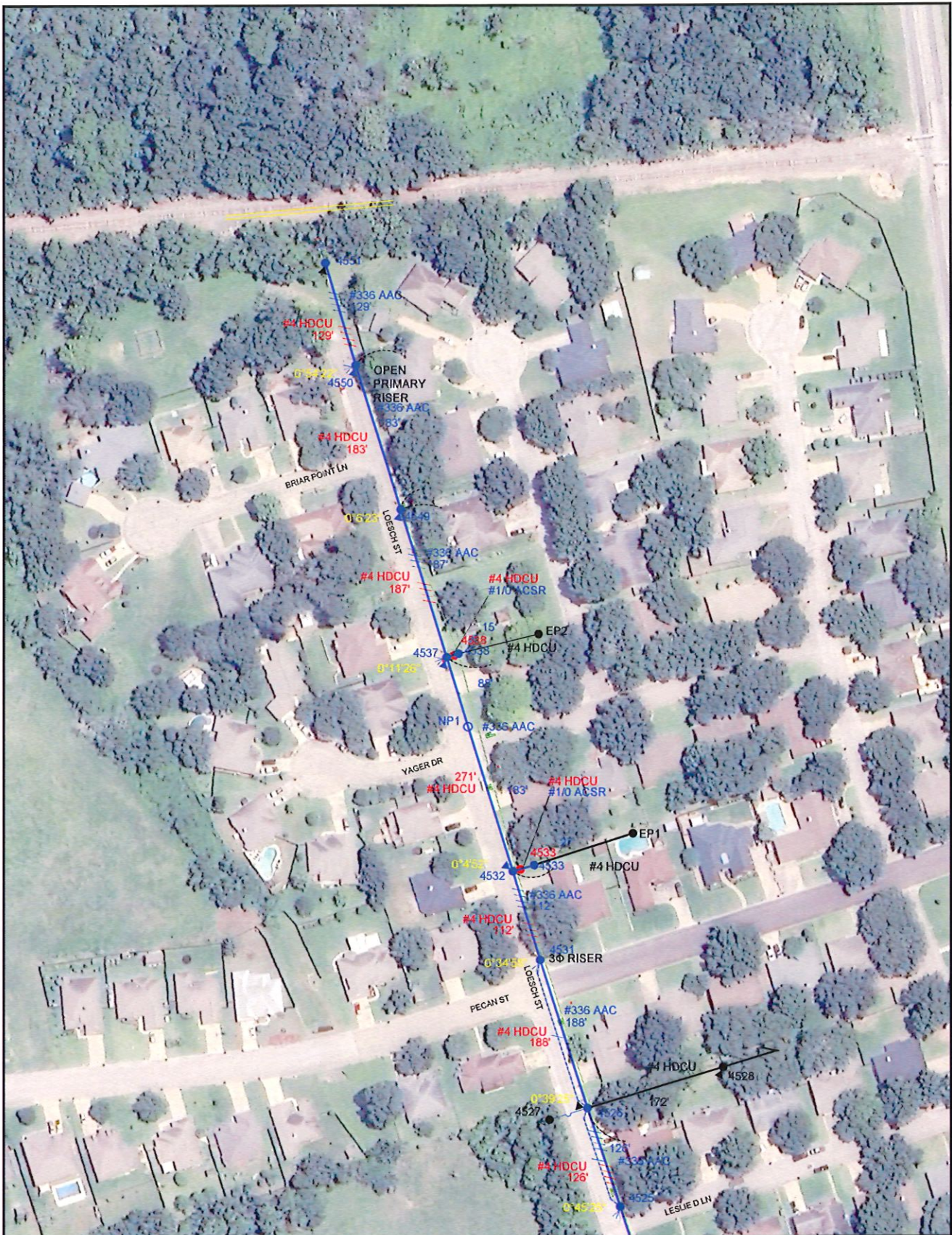
LEGEND	
	EXISTING ELECTRIC FACILITIES
	PROPOSED ELECTRIC FACILITIES
	REMOVE EXISTING ELECTRIC FACILITIES
	EXISTING FENCE LINE
	PROPOSED TRANSFORMER IN EXISTING LOCATION
	EXISTING TRANSFORMER
	PROPOSED POLE IN NEW LOCATION
	EXISTING POLE
	PROPOSED POLE IN EXISTING LOCATION
	EXISTING TRANSFORMER
	PROPOSED TRANSFORMER IN NEW LOCATION
	EXISTING GUY LOCATION
	EXISTING SINGLE-PHASE OVER-HEAD POWER LINE
	EXISTING V-PHASE OVER-HEAD POWER LINE
	EXISTING THREE-PHASE OVER-HEAD POWER LINE
	EXISTING DUAL-CIRCUIT OVER-HEAD POWER LINE
	EXISTING SECONDARY OR SERVICE
	PROPOSED SECONDARY OR SERVICE
	POWER LINE PHASE
	GRAPHIC SCALE



THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INITIAL REVIEW UNDER THE AUTHORITY OF:
 REX N. WOODS, P.E. #7069
 DECEMBER 5, 2024
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**PRELIMINARY
 FOR REVIEW
 50% SUBMITTAL**

City of BRENHAM			
ELECTRICAL DESIGN DRAWING			
LOESCH ST - RECONNECTOR			
ELECTRIC LAYOUT			
Texas Registered Engineering Firm P-284 816 Southwest Parkway, Suite College Station, TX 77840 (979) 764-8356			
DATE	1/1/22	DATE	12-05-24
BY	MEI	DATE	12-05-24
APP	MEI	DATE	12-05-24
MEI-19198		2 OF 3	



CONSTRUCTION NOTES
 1. Before construction starts, Contractor shall meet with a City of Breckenridge representative.
 2. Contractor to locate all utilities prior to commencement of construction.

LEGEND

	EXISTING ELECTRIC FACILITIES		EXISTING GUY LOCATION
	PROPOSED ELECTRIC FACILITIES		EXISTING SINGLE-PHASE OVER-HEAD POWER LINE
	REMOVE EXISTING ELECTRIC FACILITIES		EXISTING V-PHASE OVER-HEAD POWER LINE
	EXISTING FENCE LINE		EXISTING THREE-PHASE OVER-HEAD POWER LINE
	PROPOSED TRANSFORMER IN EXISTING LOCATION		EXISTING DUAL-CIRCUIT OVER-HEAD POWER LINE
	EXISTING LUMINAIRE		EXISTING SECONDARY OR SERVICE
	EXISTING POLE		PROPOSED SECONDARY OR SERVICE
	PROPOSED POLE IN NEW LOCATION		POWER LINE PHASE
	PROPOSED POLE IN EXISTING LOCATION		
	EXISTING TRANSFORMER		
	PROPOSED TRANSFORMER IN NEW LOCATION		

GRAPHIC SCALE
 0 57 137



THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INITIAL REVIEW UNDER THE AUTHORITY OF: REX N. WOODS, P.E. #7068
 DECEMBER 5, 2024
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PRELIMINARY FOR REVIEW 50% SUBMITTAL

ELECTRICAL DESIGN DRAWING LOESCH ST - RECONDUCTOR ELECTRIC LAYOUT			
Texas Registered Engineering Firm #2044 812 Southwest Parkway East College Station, TX 77712 (979) 764-4336			
DATE: 11/02 DRAWN BY: PEP	DATE: 12/05/24 CHECKED BY: MEI-2-L1	SHEET NO.: MEI-15198 OF 3	SHEET NO.: 3 OF 3 REV: 1

EXHIBIT C



9609 BECK CIRCLE
AUSTIN, TEXAS 78758
DON LAWYER (903) 603-6260

May 6, 2025

City of Brenham
C/O Jason Lange

RE: Loesch St Reconduct

Dear Jason,

Thank you for giving Techline Construction the opportunity to quote on the Loesch St Reconduct Project. The estimated total will be \$225,500.00 not to exceed \$246,500.00. This includes all labor, equipment, and travel.

Thank you,
Vance Thurmon
Techline Construction



City Council Regular Meeting **AGENDA ITEM 7.f**

Agenda Item: **Rescind the May 15, 2025 Approval of a Professional Services Agreement Between the City of Brenham and Michael Baker International, Inc. Related to Engineering and Design Services for the Extension of Aviation Way at the City of Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation**

Meeting Date: June 12, 2025

Department: Administration

Staff Contact: Megan Mainer, Assistant City Manager

SUMMARY STATEMENT:

On May 15, 2025, City Council approved a professional services agreement with Michael Baker International, Inc. for engineering and design services related to the extension of Aviation Way at the City of Brenham Municipal Airport, in an amount not to exceed \$248,400. The agreement included a 10% local match, capped at \$25,180.

Since that approval, staff finalized negotiations with Michael Baker, and an independent estimate confirmed the proposed fee was fair and reasonable. On Tuesday, June 3, Mayor Pro Tem Kolby executed the agreement. However, also on Tuesday, June 3, TxDOT representatives informed Airport Manager Jim Halley that two additional forms, FAA Form 5100-100 and SF-424 (Application for Federal Assistance), must be submitted by June 6, 2025, in order to secure Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grant (AIG) funding.

Without adequate time to review and receive City Council approval of the additional documents by the Friday, June 6, 2025 grant deadline, staff recommends rescinding the prior approval of the professional services agreement.

ATTACHMENTS:

None

RECOMMENDATION:

Rescind the May 15, 2025 approval of a Professional Services Agreement between the City of Brenham and Michael Baker International, Inc. related to engineering and design services for the extension of Aviation Way at the City of Brenham Municipal Airport and authorize the Mayor to execute any necessary documentation.



City Council Regular Meeting **AGENDA ITEM 8**

Agenda Item: Discussion and Presentation on the City of Brenham Police Department K-9 Program

Meeting Date: June 12, 2025

Department: Police

Staff Contact: Jimmy Ha

SUMMARY STATEMENT:

The Brenham Police Department wishes to reinstate our agency's K-9 program, a vital resource that significantly enhances public safety, officer efficiency, and community trust. Historically, the K-9 unit has played a crucial role in narcotics detection, apprehending suspects, conducting search and rescue operations, and fostering community engagement. The absence of this program has resulted in significant gaps in our operational capabilities, limiting our ability to respond swiftly and safely to high-risk situations.

Reactivating the K-9 program will not only strengthen our law enforcement efforts but also promote positive relationships between our agency and the community through outreach and demonstrations; however, there are additional costs associated with training, equipment, veterinary care, and handler support. Therefore, we are actively seeking donations to help cover these expenses and ensure the program's long-term sustainability.

Your support will directly contribute to making our community safer and more secure. Together, we can bring back a trusted and practical resource that benefits both our officers and the public.

ATTACHMENTS:

1. K9 Unit Flyer

RECOMMENDATION:

No action - discussion only.



K9 UNIT COMING TO BRENHAM PD

Brenham Police Department is adding a K-9 to its ranks. A patrol K-9 is used to enhance the capability of officers responding to calls and to provide physical back-up when necessary. With a smell anywhere between 10,000 to 100,000 times more sensitive than that of a human, a K-9 is the perfect addition to assist with detecting narcotics, explosives, firearms, and even human remains as well as assist with tracking high-risk missing or endangered individuals such as children, state school clients, or elderly individuals.

For information on how you can support this new division, contact Sergeant Jimmy Ha at (979-530-2488).



Adding a K-9 to the agency provides:

- **Narcotics Detection:** These dogs can be used to search vehicles, buildings, luggage, and other areas where drugs might be concealed.
- **Tracking and Apprehension:** Apprehension dogs are trained to pursue and subdue suspects, either by biting and holding or by using a "bark and hold" technique.
- **Search and Rescue:** K-9s with specialized training are used in search and rescue operations to locate lost or trapped individuals.
- **Community Outreach:** Having a K-9 unit will increase the public's perception in a positive way as the K-9 and handler will be more involved within the community.





City Council Regular Meeting
AGENDA ITEM 9

Agenda Item: **Discussion and Presentation of Second Quarter FY2024-25 Financial Reports**

Meeting Date: June 12, 2025

Department: Finance

Staff Contact: Julie Flagg, Chief Financial Officer

SUMMARY STATEMENT:

The Finance Division is pleased to provide year-to-date financial performance reports for the second quarter ending March 31, 2025. The General Fund (excluding sub-funds) and the six major utility funds are presented on a budget basis. All financials include comparisons of second quarter FY 2024-25 actual results versus prior year and the second quarter adopted budget. Electric and Gas Funds are presented without the impact of wholesale power and gas commodity costs which are recovered through pass-thru revenue.

ATTACHMENTS:

1. FY2024-2025 Q2 Financial Report

RECOMMENDATION:

No action - work session discussion only.



MEMORANDUM

To: Mayor, Council and City Manager

From: Julie Flagg, Chief Financial Officer

Subject: Q2 FY 2024-25 Financial Report

Date: June 9, 2025

The Finance Division is pleased to provide year-to-date financial performance reports for the second quarter ending March 31, 2025. The General Fund (excluding sub-funds) and the six (6) major utility funds are presented on a budget basis. All financials include comparisons of second quarter FY 2024-25 actual results versus prior year and the second quarter adopted budget. Electric and Gas Funds are presented without the impact of wholesale power and gas commodity costs which are recovered through pass-thru revenue.

Second Quarter FY 2024-25 Actual Versus Adopted Budget Comparison

The General Fund and all the major utility funds experienced favorable actual to budget net revenues for the second quarter of FY 2024-25.

FINANCIAL PERFORMANCE SUMMARY

Fund	For Six Months Ending March 31, 2025				
	Revenues & Other Sources	Expenditures & Other Uses	Actual Net Revenues (Loss)	Budgeted Net Revenues (Loss)	Actual to Budget \$
General	\$ 15,429,176	\$ 10,612,609	\$ 4,816,567	\$ 3,256,383	\$ 1,560,184
Electric Distribution	\$ 4,564,813	\$ 3,852,268	\$ 712,545	(\$ 196,813)	\$ 909,358
Gas Distribution	\$ 996,779	\$ 782,454	\$ 214,325	\$ 113,523	\$ 100,802
Water	\$ 3,364,002	\$ 2,951,014	\$ 412,988	(\$ 229,406)	\$ 642,394
Wastewater	\$ 2,150,876	\$ 2,042,443	\$ 108,433	\$ 72,725	\$ 35,708
Sanitation	\$ 1,361,239	\$ 1,113,897	\$ 247,342	\$ 237,997	\$ 9,345
Drainage	\$ 355,953	\$ 164,922	\$ 191,031	\$ 142,708	\$ 48,323

GENERAL FUND

The General Fund posted net revenue of \$4,816,567 compared to the budgeted net revenue of \$3,256,383. In comparison, FY 2023-24 net revenue was \$4,063,104. Much of the general fund revenue is collected in the first quarter due to the timing of property tax payments. Expenditures are weighted more heavily to the third and fourth quarter for parks & rec, aquatics, and street repair.

Revenues were \$313,372, or 2.3%, above budget for the second quarter primarily due to better than budgeted property tax and sales tax collection, as well as higher interest income. Sales tax revenue is above budget due to one-time audit collections of \$276,224.

Second quarter FY2024-25 operating expenditures were favorable at 88.4% of the budget amount.

- Personnel costs were favorable to budget due to attrition of approximately \$442,000.
- Miscellaneous costs were approximately \$215,000 under budget, which included a contingency of \$184,000.
- Supplies, Maintenance, and Capital Outlay were under budget, but much of that is likely due to timing differences that will resolve by the end of the year.

ELECTRIC FUND

The Electric Distribution Fund posted net revenues of \$712,545 which was \$909,358 greater than the budgeted net loss of (\$196,813). Highlights for the second quarter include:

- Revenues from charges for services were greater than budget by \$285,722, or 8.0%, due to higher than budget developer fees charged for work done by the City for developer specific projects. \$350,977 of the developer fees were deferred from FY24 (Valmont, Ebenezer, Wilkins Valley, and Stanpac) and \$115,724 are for current year projects.
- Department operating expenditures were \$547,179, or 15.1%, lower than budget mainly due to personnel vacancies, lower maintenance costs, and timing of contractual services.
- Non-operating revenue, which included insurance proceeds of \$30,714, exceeded budget by \$31,089, or 10.6%.
- Transfers-in from the other utility funds were \$59,478 lower than budget due to lower allocated costs from Public Utilities department. Transfers-out to the General Fund were \$104,846 lower than budget due to lower allocated costs from General Fund support departments, such as Finance, IT, HR, etc.

GAS FUND

For the second quarter of FY 2024-25, the Gas Distribution Fund posted actual net revenues of \$214,325, which was favorable to the budget net revenues of \$113,523. Highlights for the second quarter include:

- Revenues from charges for services were \$47,965, or 4.7%, below budget, with lower industrial usage and lower than expected line tap revenue, partially offset by higher than budgeted revenue from new developer fees. \$19,580 of developer fees were deferred from FY24, with the remaining \$26,094 from new projects.
- Department operating expenditures were \$123,076, or 19.3%, below budget, mostly due to timing of expenditures related to maintenance, contractual services, and capital outlay.
- The Gas Fund has no debt service.
- Transfers-out to the Electric Fund and to the General Fund were lower than budget due to lower allocated costs from support departments. The net impact was a budget savings of \$45,587.

WATER FUND

The Water Fund posted net revenues of \$412,988 which was better than budgeted net loss of (\$229,406). Timing of bond payments accounted for \$441,671 of additional net revenue. The budget included a principal payment on the 2025 bonds, but the debt service schedule has interest only due in FY 2024-25. Highlights for the second quarter include:

- Revenues from charges for services were lower than budget by \$112,154, or 3.3%, with billed consumption lower by 2.3%, or 10.4 million gallons.
- Department operating expenditures were \$368,207, or 17.2%, below budget primarily due to personnel vacancies and timing of expenditures for contractual services, maintenance, and capital outlay.
- Other revenues, including investment income and miscellaneous net income, were lower than budget by \$47,588 primarily due to timing of the water resale to Dow Chemical. The resale was budgeted in the first quarter but was not completed until April.
- Transfers-out to the Electric Fund and to the General Fund were lower than budget due to lower allocated costs from support departments. The net impact was a budget savings of \$42,258.
- The budget included a \$50,000 Transfers-in from Impact Fees. However, we are not planning on any Impact Fee Transfers-in for FY 2024-25.

WASTEWATER FUND

Second quarter net revenues for the Wastewater Fund were \$108,433, which was \$35,708 greater than the budgeted net revenues of \$72,725. Timing of bond payments accounted for \$57,619 additional net revenue. The budget included a principal payment on the 2025 bonds, but the debt service schedule has interest only due in FY 2024-25. Highlights for the second quarter include:

- Revenues from charges for services were \$91,940, or 4.4%, lower than budget primarily due to lower revenues from waste haulers and Class A bio.
- Operating expenditures were less than 1% below budget with savings in personnel (due to vacancies) and supplies offset by budget overages in contractual services (electricity) and capital outlay (aeration blower not in budget.)
- Nonoperating revenues from investment income and miscellaneous net were \$39,272, or 39.0%, higher than budget. Miscellaneous net included \$25,000 from Nextlink to be applied to any future repairs, which was not included in the budget.
- Transfers-out to the Electric Fund and to the General Fund for shared cost allocation were lower than budget. The net impact was a budget savings of \$29,376.

SANITATION FUND

The Sanitation Fund posted second quarter net revenues of \$247,343, which was favorable compared to the budgeted net revenues of \$237,997. The billing for operating expenditures is on a one (1) month lag, which results in net revenue for the first quarter of the year. This is a timing difference that will be offset in the fourth quarter. Highlights include:

- Revenues from charges for services were \$1,266,338, which was slightly lower than budget but \$26,409 higher than prior year.
- Operating expenditures were \$1,044,897, which was 0.5% below budget.
- Transfers-out to the General Fund for shared service cost reimbursements were on budget at \$69,000.

DRAINAGE FUND

The Drainage Fund posted actual net revenues of \$191,031, which was better than budgeted net revenues of \$142,708. The current drainage projects under construction are grant funded and accounted for in Fund 137. No in house drainage projects have been started in FY 2024-25. The year-to-date expenditures from Fund 107 are for the normal maintenance performed by City staff.

CONCLUSION

For the first six months of FY 2024-25, the City experienced favorable performance in the General Fund (excluding sub-funds) and all six (6) major utility funds. All funds operated with a net revenue and are expected to continue to perform at or better than budget. After you have reviewed this financial performance report, should you have any questions or comments prior to the council meeting, please do not hesitate to contact me directly.

**CITY OF BRENHAM
GENERAL FUND 101 - BY DEPARTMENT
FINANCIALS - Q2 FY25 ACTUALS**

	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
Beginning Fund Balance	7,812,634	7,918,722	7,918,722	
CURRENT REVENUES				
Ad Valorem Taxes	6,370,012	7,057,202	6,835,436	103.2%
Sales Tax	3,818,363	4,019,767	3,969,837	101.3%
Utility Franchise Taxes	1,312,092	1,363,839	1,383,783	98.6%
Other Taxes	332,136	287,890	321,532	89.5%
Licenses & Permits	200,451	218,689	183,264	119.3%
Intergovernmental	123,531	137,441	151,378	90.8%
Charges for Service	196,172	231,688	177,499	130.5%
Fines & Forfeitures	351,763	226,895	324,664	69.9%
Investment Income	276,492	273,274	164,250	166.4%
Miscellaneous	144,479	68,190	59,860	113.9%
TOTAL REVENUES	13,125,491	13,884,875	13,571,503	102.3%
OTHER FINANCING SOURCES				
Transfers In (Utilities)	1,415,400	1,256,265	1,382,681	90.9%
Transfers In (Court)		-	-	-
Transfers In (GF Hot Tax)	50,000	30,000	30,000	100.0%
Transfers In (BCDC Parks & Rec)	206,000	255,690	262,690	97.3%
Transfers In (Donations)	60,000	-	-	-
Insurance Proceeds	-	2,346	9,815	23.9%
Transfer In (Workers Comp)	-		-	-
TOTAL OTHER FINANCING SOURCES	1,731,400	1,544,301	1,685,186	91.6%
TOTAL REVENUES/OTHER SOURCES	14,856,891	15,429,176	15,256,689	101.1%
	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
EXPENDITURES BY DEPARTMENT				
Dept 049 Marketing & PR	115,579	109,822	128,201	85.7%
Dept 100 Non-Dept Direct	672,960	437,117	462,371	94.5%
Dept 110 Non-Dept Misc	24,034	22,041	91,781	24.0%
Dept 121 Administration	537,552	552,738	604,844	91.4%
Dept 122 Development Services	532,073	515,670	577,690	89.3%
Dept 123 Human Resources	219,327	171,117	203,742	84.0%
Dept 125 Main Street	66,056	123,067	134,669	91.4%
Dept 131 Maintenance	495,615	423,598	447,955	94.6%
Dept 133 Finance	579,445	571,642	636,654	89.8%
Dept 135 Purchasing/Warehouse	151,702	148,731	154,367	96.3%
Dept 141 Streets	628,500	667,143	678,694	98.3%
Dept 144 Parks & Recreation	808,459	702,706	725,795	96.8%
Dept 146 Library	247,710	300,256	317,243	94.6%
Dept 149 Aquatics	408,143	404,261	474,001	85.3%
Dept 151 Police	2,703,135	2,547,134	3,107,501	82.0%
Dept 152 Fire	1,416,451	1,651,226	1,779,055	92.8%
Dept 154 Animal Services	359,016	352,298	385,526	91.4%
Dept 155 Municipal Court	208,034	213,026	225,428	94.5%
Dept 167 General Govt Services	185,344	216,298	273,426	79.1%
Dept 172 Information Technology	434,652	482,718	591,363	81.6%
TOTAL EXPENDITURES BY DEPT	10,793,787	10,612,609	12,000,306	88.4%
OTHER FINANCING USES				
Transfers Out (Equipment Fund)	-	-	-	-
Transfers Out (PD Equip Fund)	-	-	-	-
Transfers Out (Airport Grant Fund)	-	-	-	-
Transfers Out (Airport Operations)	-	-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
TOTAL EXPENDITURES/OTHER USES	10,793,787	10,612,609	12,000,306	88.4%
NET REVENUES & EXPENDITURES	4,063,104	4,816,567	3,256,383	
FUND BALANCES - ENDING	11,875,738	12,735,289	11,175,105	-

**CITY OF BRENHAM
GENERAL FUND 101 - BY CATEGORY
FINANCIALS - Q2 FY25 ACTUALS**

	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
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Licenses & Permits	200,451	218,689	183,264	119.3%
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Charges for Service	196,172	231,688	177,499	130.5%
Fines & Forfeitures	351,763	226,895	324,664	69.9%
Investment Income	276,492	273,274	164,250	166.4%
Miscellaneous	144,479	68,190	59,860	113.9%
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Transfers In (Utilities)	1,415,400	1,256,265	1,382,681	90.9%
Transfers In (Court)	-	-	-	-
Transfers In (GF Hot Tax)	50,000	30,000	30,000	100.0%
Transfers In (BCDC Parks & Rec)	206,000	255,690	262,690	97.3%
Transfers In (Donations)	60,000	-	-	-
Insurance Proceeds	-	2,346	9,815	23.9%
Transfer In (Workers Comp)	-	-	-	-
TOTAL OTHER FINANCING SOURCES	1,731,400	1,544,301	1,685,186	91.6%
TOTAL REVENUES/OTHER SOURCES	14,856,891	15,429,176	15,256,689	101.1%
	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
EXPENDITURES BY CATEGORY				
Personnel	7,036,792	7,132,961	7,574,801	94.2%
Supplies	522,805	518,803	832,443	62.3%
Maintenance	403,594	441,597	514,874	85.8%
Services	1,652,987	1,617,188	1,864,398	86.7%
Capital	409,639	105,555	202,134	52.2%
Miscellaneous	767,970	796,505	1,011,656	78.7%
TOTAL EXPENDITURES BY CATEGORY	10,793,787	10,612,609	12,000,306	88.4%
OTHER FINANCING USES				
Transfers Out (Equipment Fund)	-	-	-	-
Transfers Out (PD Equip Fund)	-	-	-	-
Transfers Out (Airport Grant Fund)	-	-	-	-
Transfers Out (Airport Operations)	-	-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
TOTAL EXPENDITURES/OTHER USES	10,793,787	10,612,609	12,000,306	88.4%
NET REVENUES & EXPENDITURES	4,063,104	4,816,567	3,256,383	
FUND BALANCES - ENDING	11,875,738	12,735,289	11,175,105	-

**CITY OF BRENHAM
GENERAL FUND 101 - BY TYPE
FINANCIALS - Q2 FY25 ACTUALS**

	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
Beginning Fund Balance	7,812,634	7,918,722	7,918,722	
CURRENT REVENUES				
Ad Valorem Taxes	6,370,012	7,057,202	6,835,436	103.2%
Sales Tax	3,818,363	4,019,767	3,969,837	101.3%
Utility Franchise Taxes	1,312,092	1,363,839	1,383,783	98.6%
Other Taxes	332,136	287,890	321,532	89.5%
Licenses & Permits	200,451	218,689	183,264	119.3%
Intergovernmental	123,531	137,441	151,378	90.8%
Charges for Service	196,172	231,688	177,499	130.5%
Fines & Forfeitures	351,763	226,895	324,664	69.9%
Investment Income	276,492	273,274	164,250	166.4%
Miscellaneous	144,479	68,190	59,860	113.9%
TOTAL REVENUES	13,125,491	13,884,875	13,571,503	102.3%
OTHER FINANCING SOURCES				
Transfers In (Utilities)	1,415,400	1,256,265	1,382,681	90.9%
Transfers In (Court)	-	-	-	-
Transfers In (GF Hot Tax)	50,000	30,000	30,000	100.0%
Transfers In (BCDC Parks & Rec)	206,000	255,690	262,690	97.3%
Transfers In (Donations)	60,000	-	-	-
Insurance Proceeds	-	2,346	9,815	23.9%
Transfer In (Workers Comp)	-	-	-	-
TOTAL OTHER FINANCING SOURCES	1,731,400	1,544,301	1,685,186	91.6%
TOTAL REVENUES/OTHER SOURCES	14,856,891	15,429,176	15,256,689	101.1%
	Q2 FY24	Q1 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
EXPENDITURES BY TYPE				
Culture/Recreation	1,502,448	1,517,046	1,645,633	92.2%
General Government	3,958,132	3,828,072	4,354,600	87.9%
Health and Welfare	359,016	352,298	385,526	91.4%
Highways/Streets	533,742	634,743	678,694	93.5%
Public Safety	4,030,810	4,174,895	4,733,719	88.2%
Capital Outlay	409,639	105,555	202,134	52.2%
TOTAL EXPENDITURES BY TYPE	10,793,787	10,612,609	12,000,306	88.4%
OTHER FINANCING USES				
Transfers Out (Equipment Fund)	-	-	-	-
Transfers Out (PD Equip Fund)	-	-	-	-
Transfers Out (Airport Grant Fund)	-	-	-	-
Transfers Out (Airport Operations)	-	-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
TOTAL EXPENDITURES/OTHER USES	10,793,787	10,612,609	12,000,306	88.4%
NET REVENUES & EXPENDITURES	4,063,104	4,816,567	3,256,383	
FUND BALANCES - ENDING	11,875,738	12,735,289	11,175,105	-

CITY OF BRENHAM
ELECTRIC FUND 102 - DISTRIBUTION OPERATIONS
FINANCIALS - Q2 FY25 ACTUALS

<i>IN \$</i>	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
OPERATING REVENUES				
CHARGES FOR SERVICES	3,588,564	3,874,317	3,588,595	108.0%
TOTAL REVENUES	3,588,564	3,874,317	3,588,595	108.0%
OPERATING EXPENDITURES				
SALARIES	1,264,319	1,387,995	1,653,887	83.9%
SUPPLIES	115,527	95,138	122,968	77.4%
MAINTENANCE	49,104	71,393	107,000	66.7%
CONTRACTUAL SERVICES	225,809	168,196	295,150	57.0%
CAPITAL OUTLAY (NET BOND PROJECTS) a.	416,493	415,969	476,535	87.3%
GROSS REVENUE TAX	785,202	795,229	805,906	98.7%
MISCELLANEOUS	110,962	132,204	151,857	87.1%
TOTAL OPERATING EXPENDITURES	2,967,417	3,066,123	3,613,302	84.9%
OPERATING INCOME (LOSS)	621,147	808,194	(24,707)	-3271.1%
NONOPERATING REVENUES (EXPENDITURES)				
DEBT SERVICE:				
INT/FISCAL CHARGES	(27,622)	(25,990)	(25,990)	100.0%
PRINCIPAL RETIREMENT	-	-	-	-
ISSUANCE COSTS	-	-	-	-
INTERGOVERNMENTAL	-	-	-	-
INVESTMENT INCOME	187,688	302,132	298,679	101.2%
GAIN ON SALE OF CAPITAL ASSETS	-	-	-	-
MISCELLANEOUS, NET	25,876	48,127	20,491	234.9%
TOTAL NONOPERATING REVENUES (EXP)	185,941	324,269	293,180	110.6%
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	807,089	1,132,463	268,473	421.8%
TRANSFERS IN	353,076	340,237	399,715	85.1%
TRANSFERS OUT	(838,205)	(760,155)	(865,001)	87.9%
TOTAL TRANSFERS IN/(OUT)	(485,129)	(419,918)	(465,286)	90.2%
CHANGE IN NET POSITION DISTRIBUTION	321,960	712,545	(196,813)	-362.0%
WHOLESALE POWER COST (PASS-THROUGH)				
TOTAL CHARGES FOR SERVICES	4,309,172	8,253,441	8,545,495	96.6%
TOTAL PURCHASE POWER COSTS	4,054,459	7,560,757	8,729,495	86.6%
CHANGE IN NET POSITION ENERGY	254,714	692,684	(184,000)	-376.5%

CITY OF BRENHAM
GAS FUND 103 - DISTRIBUTION OPERATIONS
FINANCIALS - Q2 FY25 ACTUALS

<i>IN \$</i>	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
OPERATING REVENUES				
CHARGES FOR SERVICES	979,368	974,175	1,022,140	95.3%
TOTAL REVENUES	979,368	974,175	1,022,140	95.3%
OPERATING EXPENDITURES				
SALARIES	288,213	269,219	293,689	91.7%
SUPPLIES	22,036	30,021	27,402	109.6%
MAINTENANCE	8,410	4,234	12,178	34.8%
CONTRACTUAL SERVICES	17,099	9,042	68,356	13.2%
CAPITAL OUTLAY	85,822	44,537	82,224	54.2%
GROSS REVENUE TAX	131,846	139,414	138,883	100.4%
MISCELLANEOUS	14,018	16,527	13,341	123.9%
TOTAL OPERATING EXPENDITURES	567,445	512,995	636,071	80.7%
OPERATING INCOME (LOSS)	411,923	461,180	386,069	119.5%
NONOPERATING REVENUES (EXPENDITURES)				
DEBT SERVICE:				
INVESTMENT INCOME	35,995	22,604	42,500	53.2%
GAIN ON SALE OF CAPITAL ASSETS	-	-	-	-
MISCELLANEOUS, NET	-	-	-	-
TOTAL NONOPERATING REVENUES (EXP)	35,995	22,604	42,500	53.2%
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	447,917	483,784	428,569	112.9%
TRANSFERS IN	-	-	-	-
TRANSFERS OUT	(277,497)	(269,459)	(315,046)	85.5%
TOTAL TRANSFERS IN/(OUT)	(277,497)	(269,459)	(315,046)	85.5%
CHANGE IN NET POSITION DISTRIBUTION	170,420	214,325	113,523	188.8%
COMMODITY COST (PASS-THROUGH)				
TOTAL CHARGES FOR SERVICES	965,993	1,086,017	929,121	116.9%
TOTAL COMMODITY COSTS	924,420	1,097,520	929,121	118.1%
CHANGE IN NET POSITION ENERGY	41,573	(11,503)	-	-

CITY OF BRENHAM
WATER FUND 104 - TREATMENT & DISTRIBUTION OPERATIONS
FINANCIALS - Q2 FY25 ACTUALS

<i>IN \$</i>	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
OPERATING REVENUES				
CHARGES FOR SERVICES	2,842,910	3,297,589	3,409,743	96.7%
TOTAL REVENUES	2,842,910	3,297,589	3,409,743	96.7%
OPERATING EXPENDITURES				
COST OF SALES AND SERVICES	232,535	247,457	247,457	100.0%
SALARIES	520,364	534,098	570,616	93.6%
SUPPLIES	553,789	465,183	475,743	97.8%
MAINTENANCE	120,168	92,225	131,550	70.1%
CONTRACTUAL SERVICES	224,704	147,882	209,029	70.7%
CAPITAL OUTLAY	191,692	31,084	243,186	12.8%
GROSS REVENUE TAX	192,477	224,529	231,974	96.8%
MISCELLANEOUS	18,457	29,318	30,429	96.3%
TOTAL OPERATING EXPENDITURES	2,054,186	1,771,775	2,139,982	82.8%
OPERATING INCOME (LOSS)	788,724	1,525,815	1,269,761	120.2%
NONOPERATING REVENUES (EXPENDITURES)				
DEBT SERVICE:				
INT/FISCAL CHARGES (FEB BOND)	(125,504)	(408,501)	(452,715)	90.2%
PRINCIPAL RETIREMENT (1/2 BOND (AUG))	(525,000)	(477,500)	(874,957)	54.6%
ISSUANCE COSTS	(76,171)	-	-	-
INTERGOVERNMENTAL	-	-	-	-
INVESTMENT INCOME	33,301	33,283	35,000	95.1%
GAIN/(LOSS) ON SALE OF CAPITAL ASSETS	-	-	-	-
MISCELLANEOUS, NET	42,994	33,130	79,001	41.9%
TOTAL NONOPERATING REVENUES (EXP)	(650,381)	(819,588)	(1,213,671)	67.5%
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	138,342	706,226	56,090	1259.1%
TRANSFERS IN	-	-	50,000	0.0%
TRANSFERS OUT	(299,118)	(293,238)	(335,496)	87.4%
TOTAL TRANSFERS IN/(OUT)	(299,118)	(293,238)	(285,496)	102.7%
CHANGE IN NET POSITION DISTRIBUTION	(160,776)	412,988	(229,406)	-180.0%

CITY OF BRENHAM
WASTEWATER FUND 105 - COLLECTION & TREATMENT OPERATIONS
FINANCIALS - Q2 FY25 ACTUALS

<i>IN \$</i>	Q2 FY24	Q2 FY 25	Q2 FY 25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
OPERATING REVENUES				
CHARGES FOR SERVICES	2,032,370	2,010,992	2,102,932	95.6%
TOTAL REVENUES	2,032,370	2,010,992	2,102,932	95.6%
OPERATING EXPENDITURES				
SALARIES	467,120	434,405	498,813	87.1%
SUPPLIES	126,707	187,389	208,375	89.9%
MAINTENANCE	66,369	141,154	146,875	96.1%
CONTRACTUAL SERVICES	452,943	424,736	378,299	112.3%
CAPITAL OUTLAY	27,948	38,771	9,400	412.5%
GROSS REVENUE TAX	129,973	131,560	132,770	99.1%
MISCELLANEOUS	62,781	68,155	63,019	108.1%
TOTAL OPERATING EXPENDITURES	1,333,841	1,426,169	1,437,550	99.2%
OPERATING INCOME (LOSS)	698,529	584,823	665,381	87.9%
NONOPERATING REVENUES (EXPENDITURES)				
DEBT SERVICE:				
INT/FISCAL CHARGES	(47,490)	(190,755)	(196,507)	97.1%
PRINCIPAL RETIREMENT (1/2 BOND (AUG))	(265,460)	(220,869)	(272,736)	81.0%
ISSUANCE COSTS	(84,428)	-	-	-
INTERGOVERNMENTAL	-	-	-	-
INVESTMENT INCOME	94,608	108,039	99,537	108.5%
GAIN ON SALE OF CAPITAL ASSETS	-	-	-	-
MISCELLANEOUS, NET	2,093	31,845	1,075	2962.3%
TOTAL NONOPERATING REVENUES (EXP)	(300,677)	(271,740)	(368,631)	73.7%
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	397,852	313,083	296,751	105.5%
TRANSFERS IN	-	-	10,000	0.0%
TRANSFERS OUT	(210,181)	(204,650)	(234,026)	87.4%
TOTAL TRANSFERS IN/(OUT)	(210,181)	(204,650)	(224,026)	91.4%
CHANGE IN NET POSITION DISTRIBUTION	187,671	108,433	72,725	149.1%

**CITY OF BRENHAM
SANITATION FUND 106
FINANCIALS - Q2 FY25 ACTUALS**

<i>IN \$</i>	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
OPERATING REVENUES				
CHARGES FOR SERVICES	1,239,929	1,266,338	1,274,481	99.4%
TOTAL REVENUES	1,239,929	1,266,338	1,274,481	99.4%
OPERATING EXPENDITURES				
SALARIES	-	-	-	-
SUPPLIES	-	-	-	-
MAINTENANCE	-	-	-	-
CONTRACTUAL SERVICES	1,037,057	1,044,390	1,049,735	99.5%
CAPITAL OUTLAY	-	-	-	-
GROSS REVENUE TAX	-	-	-	-
MISCELLANEOUS	452	508	520	97.6%
TOTAL OPERATING EXPENDITURES	1,037,509	1,044,897	1,050,255	99.5%
OPERATING INCOME (LOSS)	202,420	221,441	224,226	98.8%
NONOPERATING REVENUES (EXPENDITURES)				
INTERGOVERNMENTAL	-	-	-	-
INVESTMENT INCOME	12,061	10,744	7,500	143.2%
GAIN ON SALE OF CAPITAL ASSETS	-	6,650	-	-
MISCELLANEOUS, NET	69,000	77,508	75,271	103.0%
TOTAL NONOPERATING REVENUES (EXP)	81,061	94,901	82,771	114.7%
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	283,480	316,343	306,997	103.0%
TRANSFERS IN	-	-	-	-
TRANSFERS OUT	(143,475)	(69,000)	(69,000)	100.0%
TOTAL TRANSFERS IN/(OUT)	(143,475)	(69,000)	(69,000)	100.0%
CHANGE IN NET POSITION	140,005	247,343	237,997	103.9%

**CITY OF BRENHAM
DRAINAGE FUND 107
FINANCIALS - Q2 FY25 ACTUALS**

<i>IN \$</i>	Q2 FY24	Q2 FY 25	Q2 FY25 BUDGET (O)	Q2 FY25 AS % BUDGET (O)
OPERATING REVENUES				
CHARGES FOR SERVICES	353,383	355,953	358,122	99.4%
TOTAL REVENUES	353,383	355,953	358,122	99.4%
OPERATING EXPENDITURES				
SALARIES	66,431	64,705	67,152	96.4%
SUPPLIES	5,773	5,562	10,232	54.4%
MAINTENANCE	34,448	91,043	64,455	141.3%
CONTRACTUAL SERVICES	12,660	258	7,550	3.4%
CAPITAL OUTLAY	110,158	-	62,500	0.0%
GROSS REVENUE TAX	-	-	-	-
MISCELLANEOUS	3,065	3,354	3,525	95.2%
TOTAL OPERATING EXPENDITURES	232,534	164,922	215,414	76.6%
OPERATING INCOME (LOSS)	120,849	191,031	142,708	133.9%
NONOPERATING REVENUES (EXPENDITURES)				
INVESTMENT INCOME	-	-	-	-
GAIN ON SALE OF CAPITAL ASSETS	-	-	-	-
MISCELLANEOUS, NET	-	-	-	-
TOTAL NONOPERATING REVENUES (EXP)	-	-	-	-
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS				
	120,849	191,031	142,708	133.9%
TRANSFERS IN	-	-	-	-
TRANSFERS OUT	-	-	-	-
TOTAL TRANSFERS IN/(OUT)	-	-	-	-
CHANGE IN NET POSITION	120,849	191,031	142,708	133.9%



City Council Regular Meeting **AGENDA ITEM 10**

Agenda Item: Discussion and Presentation of Proposed City-Managed Fixed-Base Operator Rates and Charges for the Brenham Municipal Airport

Meeting Date: June 12, 2025

Department: Development Services

Staff Contact: Jim Halley, Interim Airport Manager

SUMMARY STATEMENT:

As the Sponsor for Brenham Municipal Airport, a federally obligated airport, the City of Brenham is bound by 40 federal grant assurances. One of these – Grant Assurance 24, *Fee and Rental Structure* – requires airports to “maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport...”. To accomplish this, airports adopt Rates and Charges to set fair, reasonable, and nondiscriminatory fees for various services.

Since beginning FBO operations in December of 2023, there are now numerous services we must provide to aircraft operators. In order to set appropriate and fair rates and charges, Airport staff researched the various rates and charges for airports in our region, airports of the same classification as Brenham Municipal Airport, airports with similar operational profiles and service offerings, and airports from which we routinely receive transient visiting aircraft. The proposed FBO rates and charges are fair, equitable, nondiscriminatory, and comparable to other airports.

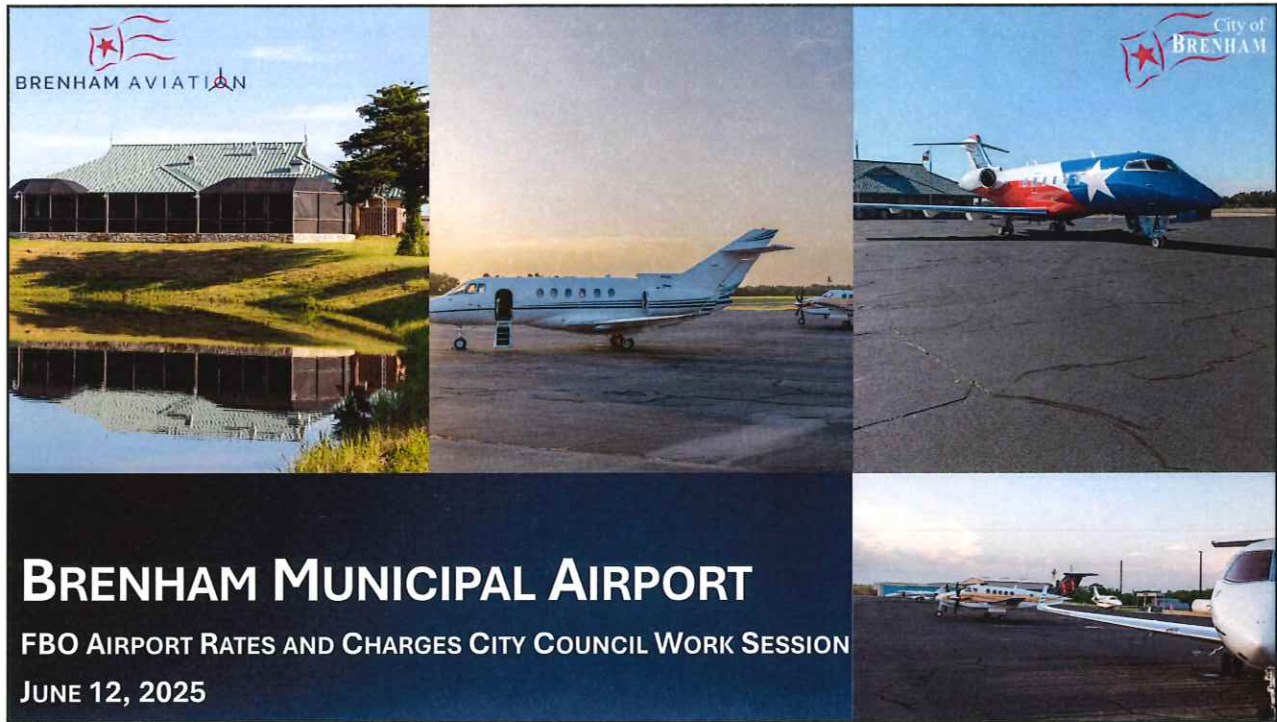
In order to maintain transparency throughout this process, we held two town hall meetings at the terminal to inform our stakeholders about this effort. At the town hall meetings, we discussed the intent and need for these proposed rates and charges, provided an overview of the methodology used to develop the rates and charges, provided examples from and comparisons to other airports, and, most importantly, heard from our stakeholders. We also invited representatives from TxDOT, the FAA, the Aircraft Owners and Pilots Association, and the National Business Aviation Association.

ATTACHMENTS:

1. Airport FBO Rates and Charges Presentation
2. Proposed City-Managed Fixed-Base Operator Rates and Charges for Brenham Municipal Airport

RECOMMENDATION:

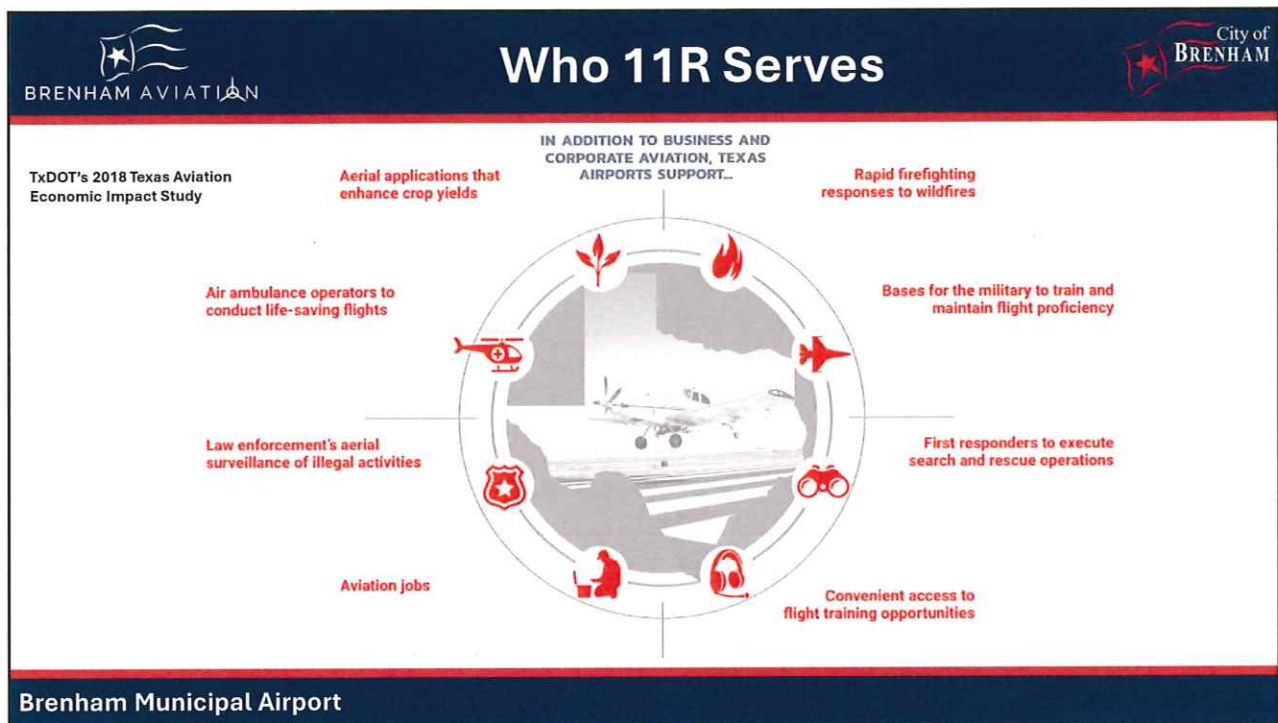
No action - discussion only.



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 Airport Economic Impact 			
Impact Type	 JOB SUPPORTED	 PAYROLL SUPPORTED	 TOTAL OUTPUT
Direct	19	\$0.9 million	\$3.2 million
Multiplier	24	\$0.8 million	\$2.6 million
Total	43	\$1.7 million	\$5.8 million
2018 estimates from TxDOT's 2018 Texas Aviation Economic Impact Study			
Brenham Municipal Airport			

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Rates and Charges



- ✦ **Grant Assurance 24, Fee and Rental Structure**
 - ✦ Requires that an airport “will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport...”.
 - ✦ To accomplish this, airports adopt Rates and Charges to set fair, reasonable, and nondiscriminatory fees for various services.
- ✦ **Grant Assurance 25, Airport Revenues**
 - ✦ Revenue generated on the airport must remain with the airport for airport purposes/benefit
- ✦ **Rates and Charges for Fixed-Base Operator (FBO) Services**
 - ✦ Developed based on airports with comparable services, structures, and customers
- ✦ **Steps:**

Townhall meetings
•Tenants, stakeholders, TxDOT, FAA, AOPA, NBAA

Council work session

Resolution to Council

Implement and begin collecting fees



Brenham Municipal Airport

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FBO Rates



Proposed Brenham Municipal Airport City-Managed Fixed-Base Operator Rates and Charges

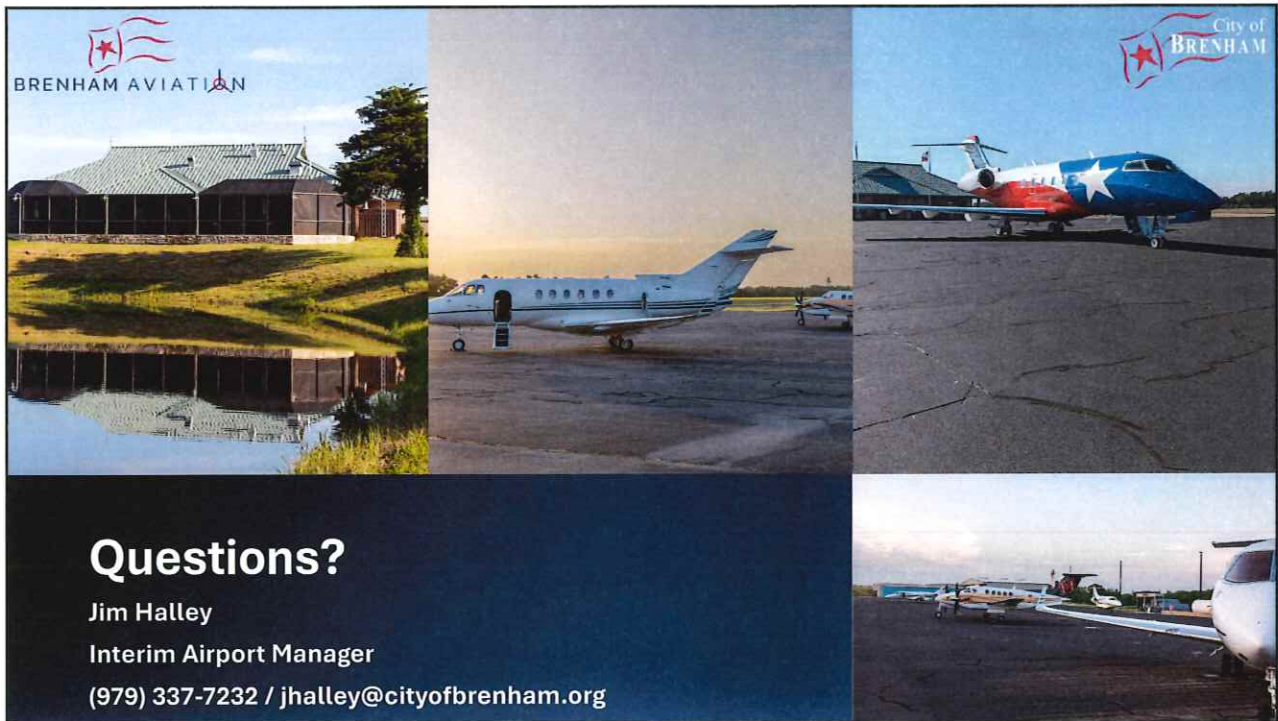
ITEM	FEE
Scheduled Call Out Fee (for up to two hours, additional time at \$50/hour)*	\$100
Unscheduled Call Out Fee (for up to two hours, additional time at \$50/hour)*	\$200
Courtesy Car (overnight)	\$75
Facility Fee SE Turbine (50-gallon fuel purchase to waive)	\$50
Facility Fee ME Turbine (75-gallon fuel purchase to waive)	\$75
Facility Fee Light Jet (Up to 16,000 lbs MTOW) (75-gallon fuel purchase to waive)	\$75
Facility Fee Medium Jet (16,000 - 40,000 lbs MTOW) (150-gallon fuel purchase to waive)	\$150
Facility Fee Heavy Jet (40,000 lbs MTOW and greater) (225-gallon fuel purchase to waive)	\$225
Overnight Fee SE Turbine (First 3 nights free)	\$25
Overnight Fee ME Turbine (First 3 nights free)	\$50
Overnight Fee Light Jet (Up to 16,000 lbs MTOW) (First 3 nights free)	\$75
Overnight Fee Medium Jet (16,000 - 40,000 lbs MTOW) (First 3 nights free)	\$100
Overnight Fee Heavy Jet (40,000 lbs MTOW and greater) (First 3 nights free)	\$125
Special Services Labor Fees	\$50

* For call outs outside of the hours of 7 a.m. to 7 p.m., seven days per week

These rates and charges are for Calendar Year 2025 and will be evaluated annually for further adjustment after January 1st of each year based on CPI for all Urban Consumers change from the previous calendar year.

Brenham Municipal Airport

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Questions?

Jim Halley
Interim Airport Manager
(979) 337-7232 / jhalley@cityofbrenham.org

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Proposed Brenham Municipal Airport City-Managed Fixed-Base Operator Rates and Charges

ITEM	FEE
Scheduled Call Out Fee (for up to two hours, additional time at \$50/hour)*	\$100
Unscheduled Call Out Fee (for up to two hours, additional time at \$50/hour)*	\$200
Courtesy Car (overnight)	\$75
Facility Fee SE Turbine (50-gallon fuel purchase to waive)	\$50
Facility Fee ME Turbine (75-gallon fuel purchase to waive)	\$75
Facility Fee Light Jet (Up to 16,000 lbs MTOW) (75-gallon fuel purchase to waive)	\$75
Facility Fee Medium Jet (16,000 - 40,000 lbs MTOW) (150-gallon fuel purchase to waive)	\$150
Facility Fee Heavy Jet (40,000 lbs MTOW and greater) (225-gallon fuel purchase to waive)	\$225
Overnight Fee SE Turbine (First 3 nights free)	\$25
Overnight Fee ME Turbine (First 3 nights free)	\$50
Overnight Fee Light Jet (Up to 16,000 lbs MTOW) (First 3 nights free)	\$75
Overnight Fee Medium Jet (16,000 - 40,000 lbs MTOW) (First 3 nights free)	\$100
Overnight Fee Heavy Jet (40,000 lbs MTOW and greater) (First 3 nights free)	\$125
Special Services Labor Fees	\$50

* For call outs outside of the hours of 7 a.m. to 7 p.m., seven days per week

These rates and charges are for Calendar Year 2025 and will be evaluated annually for further adjustment after January 1st of each year based on CPI for all Urban Consumers change from the previous calendar year.



City Council Regular Meeting **AGENDA ITEM 11**

Agenda Item: Discuss and Possibly Act Upon the Election of a Mayor Pro Tem by the City Council

Meeting Date: June 12, 2025

Department: Administration

Staff Contact: Jeana Bellinger, City Secretary

SUMMARY STATEMENT:

The City's Charter reads: "The City Council shall elect one of their number as Mayor pro-tempore, as soon as practicable after each regular election of Councilmembers, who in the absence or inability of the Mayor to act, may exercise all the powers and authority appertaining to the office of Mayor."

Based on this requirement in the Charter, the appointment of the Mayor Pro Tem typically takes place at the first regular City Council meeting in June, following a May election.

ATTACHMENTS:

None

RECOMMENDATION:

Approve the appointment of a Mayor Pro Tem.



City Council Regular Meeting **AGENDA ITEM 12**

Agenda Item: Discuss and Possibly Act Upon Resolution No. R-25-018 Adopting an Airport Master Plan for the Brenham Municipal Airport

Meeting Date: June 12, 2025

Department: Development Services

Staff Contact: Jim Halley, Interim Airport Manager

SUMMARY STATEMENT:

The last Airport Master Plan was completed in 1986 and an update, the Airport Development Plan, was conducted in 2005. Airport plans/studies (Master Plans, Development and Layout Plans) are developed and used as long-range planning tools and guides to help regulate development, improvements, and operation of the Airport to meet current and future aviation demands. Master Plans, Development Plans, and Airport Layout Plans typically need to be reviewed and/or updated every 5-10 years.

The overall scope of the Master Plan includes the following components:

1. Inventory
2. Forecasts
3. Facility Requirements
4. Airport Alternatives
5. Development Concept and Capital Financial Plan
6. Environmental Considerations
7. Airport Layout Plan
8. Appendix A – Draft Height Hazard Zoning standards

The City Council adopted an Airport Master Plan Advisory Committee and the project began with the initial Committee meeting on June 2, 2022. A total of five Airport Master Plan Committee meetings were held and two Public Workshops hosted at the airport, the last of which was on August 29, 2023.

During the Council meeting on August 29, 2023, the consultant for the project, Coffman Associates, presented an overview of the plan formation and the feedback received throughout the process. Following the Council Meeting, a second and final Public Workshop was held at the Airport that evening to unveil the final draft of the plan and receive any additional comments or feedback. No additional feedback was received. On September 7, 2023, the City Council voted in favor of advancing the plan for review and approval by TxDOT Aviation and the Federal Aviation Administration. We received that approval on March 11, 2024 therefore, the Airport Master Plan document is now ready to be adopted by the City Council.

The complete 316-page Airport Master Plan will be distributed to the City Council prior to the meeting, a copy will also be available for public review in the City Seretary's office, and it is posted on the City of Brenham's website.

ATTACHMENTS:

1. Resolution No. R-25-018
2. Airport Master Plan - Introduction

RECOMMENDATION:

Approve Resolution No. R-25-018 adopting an Airport Master Plan for the Brenham Municipal Airport and authorize the Mayor to execute any necessary documentation.

RESOLUTION NO. R-25-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENHAM, TEXAS, ADOPTING A NEW AIRPORT MASTER PLAN FOR BRENHAM MUNICIPAL AIRPORT

WHEREAS, the City of Brenham, Texas owns and operates Brenham Municipal Airport as a public use facility; and

WHEREAS, the City of Brenham initiated an update to the Brenham Municipal Airport Master Plan on June 2, 2021 by approving Resolution No. R-21-023; and

WHEREAS, the Airport Master Plan will guide the City's strategy for the future development of the Airport based on aviation forecasts, recommended capital improvement program alternatives, and development concepts; and

WHEREAS, the completed Airport Master Plan is a collaborative document that provides for the future growth and development of the Brenham Municipal Airport to provide the safest and most efficient facility for the use and benefit of the Airport's tenants and users, as well as the residents, citizens, and businesses of Brenham and of Texas; and

WHEREAS, extensive input was received during the Airport Master Plan process through Master Plan Advisory Committee meetings and public workshops; and

WHEREAS, the Texas Department of Transportation – Aviation Division approved the Airport Master Plan on March 11, 2024; and

WHEREAS, the City Council of the City of Brenham has considered the foregoing and desires to enact this Resolution to further the goals of the Airport Master Plan.

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

Section 1: That Council hereby adopts the Brenham Municipal Airport Plan, attached hereto as Exhibit A and incorporated herein for all pertinent purposes.

Section 2: That The City of Brenham will hold public hearings before making any decisions to proceed with any potential project included in the Airport Master Plan, attached hereto as Exhibit B.

Section 3: That the Brenham City Council hereby extends its gratitude to Coffman Associates, the project consultant, the members of the Master Plan Advisory Committee, the Texas Department of Transportation, the Federal Aviation Administration, all of the airport's tenants and users, and the residents, businesses and visitors who support, utilize, and benefit from the Brenham Municipal Airport.

Section 4: That the updated Airport Master Plan shall be in full force and effect upon passage of this Resolution and shall supersede any prior existing Airport Master Plans.

PASSED AND APPROVED this the 12th day of June, 2025.

Atwood C. Kenjura
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary

EXISTING AIRPORT FACILITIES

#	Facility Name	Year	Facility Name	Year
1	EXISTING TAXIWAY	2017	1	EXISTING TAXIWAY
2	EXISTING TAXIWAY	2017	2	EXISTING TAXIWAY
3	EXISTING TAXIWAY	2017	3	EXISTING TAXIWAY
4	EXISTING TAXIWAY	2017	4	EXISTING TAXIWAY
5	EXISTING TAXIWAY	2017	5	EXISTING TAXIWAY
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71	EXISTING TAXIWAY	2017	71	EXISTING TAXIWAY

Exhibit B
Airport Master Plan



BRENHAM

MUNICIPAL AIRPORT MASTER PLAN



AIRPORT MASTER PLAN

For

Brenham Municipal Airport
Brenham, Texas

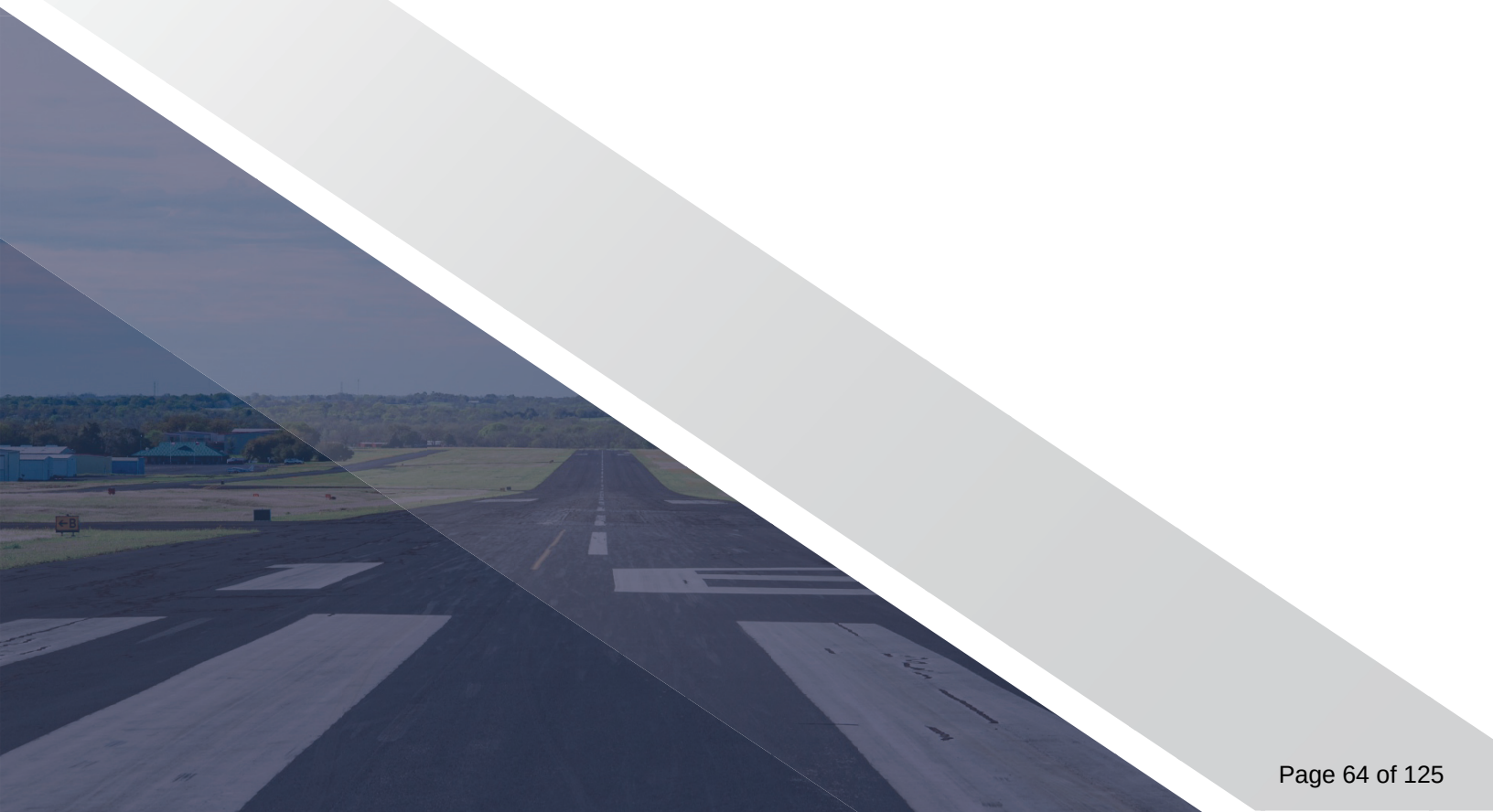
Prepared by



March 2024



INTRODUCTION



INTRODUCTION

Brenham Municipal Airport is a thriving general aviation airport located in east-central Texas, halfway between Austin and Houston. The airport plays an important role in linking the community to the national airspace system, as well as serving as a vital economic engine for the City of Brenham and the region.

As the airport's sponsor, the city recognizes the value the airport brings to the community, and the commitment to undertake this airport master plan is evidence. With a sound and realistic development plan in place, Brenham Municipal Airport can maintain its role as an important link to the regional, state, and national air transportation systems.

WHAT IS A MASTER PLAN?

The Federal Aviation Administration (FAA) recommends that airports update their long-term planning documents every seven to 10 years, or as necessary to address local changes at the airport. The last master plan for Brenham Municipal Airport was completed in 1986, with an Airport Development Plan and Airport Layout Plan (ALP) update completed in 2005. The City of Brenham has received a grant from the Texas Department of Transportation (TxDOT) – Aviation Division which fully funds the cost to update the airport master plan.





The City is responsible for funding capital improvements at the airport, as well as obtaining FAA and TxDOT development grants. In addition, the City oversees facility enhancements and infrastructure development conducted by private entities at the airport. The master plan provides guidance for future development and justification for projects for which the airport may receive funding through an updated capital improvement program (CIP) to demonstrate the future investment required by the City, as well as the FAA and TxDOT.

The airport master plan follows a systematic approach outlined by the FAA to identify airport needs in advance of the actual need for improvements. This is done to ensure that the City can coordinate environmental reviews, project approvals, design, financing, and construction to minimize the negative effects of maintaining and operating inadequate or insufficient facilities. An important outcome of the master plan process is a recommended development plan, which reserves sufficient areas for future facility needs. Such planning will protect development areas and ensure they will be readily available when required to meet future needs. The intended outcome of this study is a detailed on-airport land use concept which outlines specific uses for all areas of airport property, including strategies for revenue enhancement.

The preparation of this study demonstrates the City's commitment to maintaining a safe and efficient airport that is capable of meeting aviation needs now and in the future. The cost of maintaining an airport is an investment which yields impressive benefits to the local community. With a sound and realistic master plan, the airport can maintain its role as an important link to the regional, state, and national air transportation systems. Moreover, the plan will aid in supporting decisions for directing limited and valuable City resources for future airport development. Ultimately, the continued investments in the airport will allow the City to reap the economic benefits generated by historical investments.

Some common questions regarding what a master plan is / is not are answered in the graphic below.

What an Airport Master Plan is: ➤ A comprehensive, long-range study of the airport and all air and landside components that describes plans to meet FAA safety standards and future aviation demand. ➤ Required by the FAA to be conducted every 7-10 years to ensure plans are up-to-date and reflect current conditions and FAA regulations. The last Master Plan for Brenham Municipal Airport was completed more than 30 years ago. ➤ Funded by the FAA through the Airport Improvement Program (AIP), which provides 90% of the total project costs. The remaining 10% is funded by the American Rescue Plan Act (ARPA). ➤ A City of Brenham document that will ultimately be presented for approval to the City Council. TxDOT approves only two elements of the Master Plan, the Aviation Demand Forecasts and the Airport Layout Plan (ALP drawing set). ➤ An opportunity for airport stakeholders and the general public to engage with airport staff on issues related to the airport and its current and future operations, and environmental and socioeconomic impacts. Up to two (2) public information workshops will be conducted throughout the Master Plan process to facilitate this public outreach effort.	What an Airport Master Plan is not: ➤ A guarantee that the airport will proceed with any planned projects. Master Plans are guides that help airport staff plan for future airport development; however, the need/demand for certain projects might never materialize. ➤ A guarantee that the City of Brenham, TxDOT, or the AIP will fund any planned projects. Project funding is considered on a project-by-project basis and requires appropriate need and demand. Certain projects may require the completion of a benefit-cost analysis. ➤ Environmental clearance for specific projects. The Master Plan includes an environmental overview that identifies potential environmental sensitivities per the <i>National Environmental Policy Act of 1969</i> (NEPA) guidelines. Most planned projects will require a separate NEPA study (environmental impact statement/environmental assessment/categorical exclusion) prior to construction.
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WHO IS PREPARING THE MASTER PLAN?

The City has contracted with the airport planning firm of Coffman Associates, Inc. to undertake the airport master plan. Coffman Associates is an airport consulting firm that specializes in master planning and environmental studies. Coffman Associates will lead the planning team, with support from Strand Associates. Strand Associates is a locally based engineering firm that will provide support and offer insights into development alternatives and estimates of probable costs.

The airport master plan update will be prepared in accordance with FAA requirements, including Advisory Circular (AC) 150/5300-13B, *Airport Design* (as amended), and AC 150/5070-6C, *Airport Master Plans* (as amended). The plan will be closely coordinated with other planning studies relevant to the area and with aviation plans developed by the FAA and TxDOT. The plan will also be coordinated with the City of Brenham, as well as other local and regional agencies as appropriate.

GOALS AND OBJECTIVES

The primary goal of this master plan is to develop and maintain a financially feasible, long-term development program, which will satisfy aviation demand of the region; be compatible with community development, other transportation modes, and the environment; and enhance employment and revenue for the local area. Accomplishing this goal requires an evaluation of the existing airport to decide what actions should be taken to maintain a safe, adequate, and reliable facility.

Specific objectives of the study include the following:

- Evaluate the airport's Mission and Vision Statements, and if appropriate, recommend revisions to more accurately summarize the City's and airport's purpose and goals for the future
- Analyze the current situation at Brenham Municipal Airport by conducting an inventory of existing conditions and operational data
- Identify aviation demand forecasts for airport operations and based aircraft for 5, 10, and 20 years into the future
- Determine facility requirements necessary to meet forecasted demand
- Draft alternatives for airport development and operation, in line with facility requirements
- Select a preferred development concept, which will be reflected on the Airport Layout Plan (ALP)
- Develop a 20-year demand-based Capital Improvement Plan (CIP), including a recommended phasing plan
- Prepare an updated ALP drawing set of existing and proposed facilities
- Analyze the airport's business and development needs and recommend an implementation strategy to maximize airport revenue
- Develop a height and hazard zoning ordinance update to ensure proper protection of local and regional airspace is enforced



BASELINE ASSUMPTIONS

A long-range planning study requires several baseline assumptions that will be used throughout this analysis. The baseline assumptions for this study are as follows:

- Brenham Municipal Airport will continue to operate as a local general aviation airport through the 20-year planning period;
- The airport will continue to accommodate general aviation tenants, as well as itinerant and/or local aircraft operations by air taxi, general aviation, and military operators;
- The aviation industry will develop through the planning period as projected by the FAA. Specifics of projected changes in national aviation industries are described in Chapter Two – Forecasts;
- The socioeconomic characteristics of the region will generally change as forecast (see Chapter Two); and,
- A federal and state airport improvement program will be in place through the planning period to assist in funding future capital development needs.

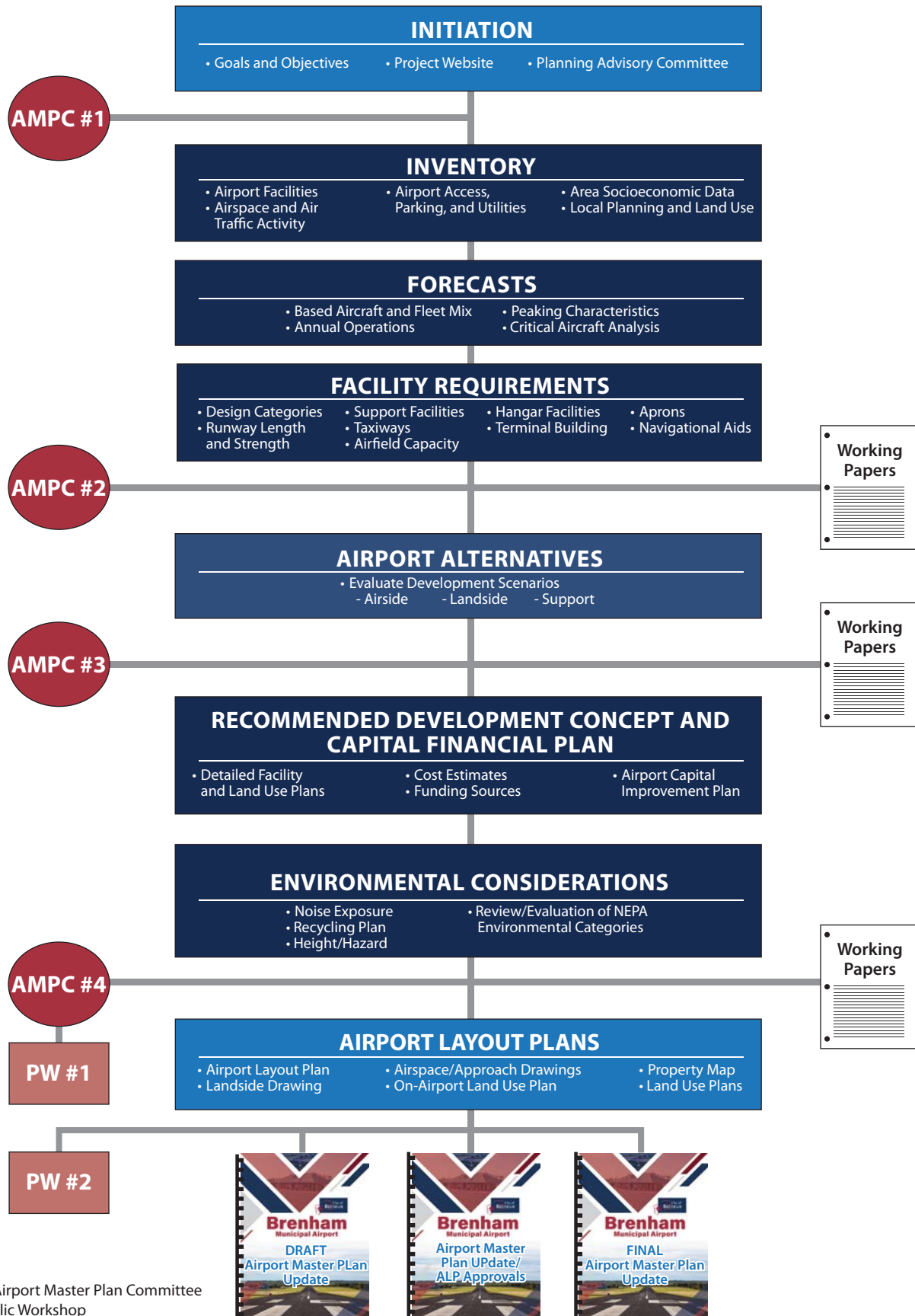
MASTER PLAN ELEMENTS AND PROCESS

The master plan has eight elements that are intended to assist in the evaluation of future facility needs and provide the supporting rationale for their implementation. **Exhibit IA** provides a graphical depiction of the process involved with the study.

Element 1 – Initiation includes the development of the scope of services and schedule, as well as the establishment of an Airport Master Plan Committee (AMPC). A custom project website will be developed to house draft materials and allow for public comment and will be maintained for the duration of the study. General background information will be established that includes outlining the goals and objectives to be accomplished during the master Plan.

Element 2 – Inventory is focused on collecting and assembling relevant data pertaining to the airport and the area it serves. Information is collected on existing facilities and operations. Local economic and demographic data is collected to define the local growth trends, and environmental information is gathered to identify potential environmental sensitivities that might affect future improvements. Planning studies which may have relevance to the master plan are also collected.

Element 3 – Forecasts examines the potential aviation demand at the airport. The analysis utilizes local socioeconomic information, as well as national air transportation trends to quantify the levels of aviation activity which can reasonably be expected to occur at Brenham Municipal Airport over a 20-year period. An existing and ultimate critical aircraft, based upon AC 150/5000-17, *Critical Aircraft and Regular Use Determination*, is also established to determine future planning design standards. The results of this effort are used to determine the types and sizes of facilities which will be required to meet the projected aviation demand at the airport through the planning period. This element is one of two elements that are submitted to TxDOT and FAA for approval.



AMPC: Airport Master Plan Committee
PW: Public Workshop



Element 4 – Facility Requirements determines the available capacities of various facilities at the airport, whether they conform with FAA standards, and what facility updates or new facilities will be needed to comply with FAA requirements and/or projected 20-year demand.

Element 5 – Airport Alternatives considers a variety of solutions to accommodate projected airside and landside facility needs through the long-term planning period. An analysis is completed to identify the strengths and weaknesses of each proposed development alternative, with the intention of determining a single direction for development.

Element 6 – Airport Plans and Land Use Compatibility provides both a graphic and narrative description of the recommended plan for the use, development, and operation of the airport. Updated ALP drawings will be developed based on the recommended development concept. The ALP set is used by the FAA and TxDOT in determining grant eligibility. This element is the second element of the study that is submitted to TxDOT and the FAA for approval. The recommended plan will be examined from an environmental perspective to provide information that will help expedite subsequent environmental review under NEPA. A recycling plan is also developed to assess the airport's existing waste management program and develop recommendations for improving on-airport recycling. This element also includes a review of land use controls and zoning ordinances and an update to the airport's noise contours.

Element 7 – Financial Management and Development analyzes the costs that may be associated with the development plan, with in-depth financial analysis to estimate capital funds required from federal and state grant-in-aid programs. A 20-year capital program and development schedule that prioritizes projects will be established. Tenant lease agreements will also be evaluated and methods for improving lease management will be explored.

Element 8 – Final Reports and Approvals provide documents which depict the findings of the study effort and present the study and its recommendations to appropriate local organizations. The final document incorporates the revisions to previous working papers prepared under earlier elements into a usable Master Plan document.

COORDINATION AND OUTREACH

The Brenham Municipal Airport Master Plan is of interest to many within the local community and region. This includes local citizens, local businesses, community organizations, City officials, airport users/tenants, and aviation organizations. As a component of the regional, state, and national aviation systems, the airport is of importance to both state and federal agencies responsible for overseeing the air transportation system.

To assist in the development of the master plan, an AMPC was established to act in an advisory role during preparation of the study. Committee members are scheduled to meet four times at designated points during the study to review study materials and provide comments to help ensure that a realistic, viable plan is developed.



Draft working paper materials will be prepared at various milestones in the planning process. The working paper process allows for timely input and review during each step within the master plan to ensure that all issues are fully addressed as the recommended program develops.

Two open-house public information workshops will also be conducted as part of the study coordination and outreach efforts. Workshops are designed to allow all interested persons to become informed and provide input concerning the master plan process. Notices of meeting times and locations will be advertised through local media outlets, and all draft reports, meeting notices, and materials will be made available to the public on the project website at <https://brenham.airportstudy.net/>

SWOT ANALYSIS

A SWOT analysis is a strategic business planning technique used to identify **Strengths**, **Weaknesses**, **Opportunities**, and **Threats** associated with an action or plan. The SWOT analysis involves identifying an action, objective, or element, and then identifying the internal and external forces that are positively and negatively impacting that action, objective, or element in a given environment. A SWOT analysis was conducted with the AMPC in June 2022. A summary of this exercise and discussion is included below.

SWOT DEFINITIONS

This SWOT analysis groups information into two categories:

- **Internal** – attributes of the airport and market area that may be considered strengths or weaknesses to the action, objective, or element.
- **External** – attributes of the aviation industry that may pose as opportunities or threats to the action, objective, or element.

The SWOT further categorizes information into one of the following:

- **Strengths** – internal attributes of the airport that are helpful to achieving the action, objective, or element.
- **Weaknesses** – internal attributes of the airport that are harmful to achieving the action, objective, or element.
- **Opportunities** – external attributes of the industry that are helpful to achieving the action, objective, or element.
- **Threats** – external attributes of the industry that are harmful to achieving the action, objective, or element.

It is important to note that some attributes may fit into multiple categories. For example, something can be considered both a strength and a weakness, depending on the perspective of the person or entity describing it.



S STRENGTHS	• 6,000-foot runway can accommodate a wide range of aircraft • Non-towered (easier, more convenient) • Good location (close to both Austin and Houston) • Unique events in Brenham draw visitors • GPS approaches below 1-mile to both runway ends • Airport surveillance radar (ASR) on-site • Convenient for emergency response • Popular restaurant on-site • Automated weather observing system (AWOS) on-site • Crew car available for pilots and passengers • Excellent support from city staff and community leaders
W WEAKNESSES	• Cost of fuel • 75-foot-wide runway • Lack of developable space within existing property boundary • Lack of aircraft storage space, including lack of transient hangar • Lack of aircraft parking apron space • Water and other utilities need to be upgraded • Not part of the Avfuel card program • Geographical constraints, including road network • No fire suppression capability • Lack of security features (inadequate fencing, cameras, etc.) • Access road does not extend to all hangars • General upgrades and maintenance needed (taxiway lighting; limited hangar/apron lighting) • No white glove service • No 3-phase electric power
O OPPORTUNITIES	• White glove service • Transient hangar space • Encroachment from Austin and Houston brings money to Brenham • Transition to “executive” airport • Increased funding opportunities with 2022 infrastructure bill • On-airport flight training school • Updating policies (leases, etc.) • Updating branding and messaging
T THREATS	• Electric aircraft • Competition from other airports in the area • Adjacent land ownership • Surrounding land uses & encroachment (residential development on east side) • National pilot shortage

AIRPORT MISSION AND VISION

To be both effective and proactive, organizations – including airports – should develop guiding statements. Guiding statements are written documents developed by key stakeholders that lay out a plan for the organization’s future. These statements include elements such as the organization’s mission and vision and provide direction for everything that happens within the organization. These statements are action oriented, with a focus on developing measurable objectives and achieving goals.

MISSION STATEMENT

A mission statement summarizes the purpose and goals of an organization. It conveys what the organization does and what its primary contribution is. The overarching purpose of an airport’s mission statement is to guide decision-making and dictate conduct at all levels, and also to shape performance on a day-to-day basis. Therefore, it is crucial that all aspects of the operation and management of an airport be linked to its mission statement.



Mission Statement Options

1. Brenham Municipal Airport will operate in a safe and efficient manner while offering high-quality services and reliability to all users. The Airport will continue to seek opportunities for growth and increased economic output.
2. The mission of Brenham Municipal Airport is to function as a premier general aviation airport by providing superior facilities and reliable services. The airport will prioritize safety and efficiency while serving as an economic development engine for the City.
3. The mission of the Brenham Municipal Airport is to be a major driver in the economic growth of the Brazos Valley. The Airport will remain competitive by providing first-class customer service, maintaining safety, and increasing regional access.
4. To provide exceptional general aviation services to the City of Brenham and the region, while serving as a reliable community asset that contributes to the local economy. The airport shall continue to evolve to meet the changing needs of aviation users.

Selected Mission Statement

The mission of Brenham Municipal Airport is to be a premier general aviation airport by providing superior facilities and reliable services. The Airport will prioritize safety and efficiency while serving as an economic development engine for the Brenham/Washington County Community.

VISION STATEMENT

A vision statement is an extension of the mission statement. While a mission statement describes the “what” of an organization (i.e., its purpose and goals), the vision statement provides the “how.” In other words, a vision statement articulates the aspirations for the airport and defines how the airport will attain those ambitions.

Vision Statement Options

1. Brenham Municipal Airport will support the continued growth of the Brenham economy by providing high-quality aviation services.
2. Brenham Municipal Airport will strive to maintain financial solvency and will identify and pursue areas with revenue-generating potential on the airport.
3. Brenham Municipal Airport will elevate safety and efficiency for all airport users and visitors.



4. Brenham Municipal Airport will prioritize growth opportunities to broaden economic contributions and meet increasing aviation demand in the region.
5. Brenham Municipal Airport will focus on attracting more cabin class and jet aircraft to stay abreast with evolving trends in aviation.

Selected Vision Statement

Brenham Municipal Airport will support the continued growth of the Brenham economy by offering reliable, high-quality aviation services.



City Council Regular Meeting **AGENDA ITEM 13**

Agenda Item: Discuss and Possibly Act Upon Resolution No. R-25-019 Authorizing an Advance Funding Agreement for Local Government Maintenance of Railroad Crossing Approaches Between the City of Brenham and the Texas Department of Transportation (TXDOT) Associated with Maintenance for the Burlington Northern and Santa Fe Railway (BNSF) Railroad Crossing on Burleson Road

Meeting Date: June 12, 2025

Department: Public Works

Staff Contact: Dane Rau, Director of Public Works

SUMMARY STATEMENT:

The City of Brenham received notice from TXDOT that they will be working with BNSF to enhance the RR crossing at Burleson Rd and Lounge Rd which is technically in the State Highway 36 right-of-way. (Under the Bridge). With this advance funding agreement, the City of Brenham will have no cost on the project but what we will be responsible for in the future is any pavement transitions, advance pavement markings, warning signs and routine tree trimming within our jurisdictional roadways that tie into this crossing. Those being Lounge Rd and Burleson St.

This is normal and is something we address in other areas but since TXDOT is entering into a contract with BNSF a formal AFA is needed with the City of Brenham. We have no issues with this maintenance in order to work with both parties and make this crossing safe for all users.

We ask Council to approve the resolution and Advance Funding Agreement with TXDOT so they can finalize their contract with BNSF and start the project.

All details of the AFA and responsibilities of the City, State, and BNSF are listed in Attachment B of the AFA.

ATTACHMENTS:

1. Resolution No. R-25-019
2. TXDOT-AFA Burleson
3. Photos of Crossing

RECOMMENDATION:

Approve Resolution No. R-25-019 authorizing an Advance Funding Agreement for Local Government Maintenance of Railroad Crossing Approaches between the City of Brenham and the Texas Department of Transportation (TXDOT) associated with maintenance for the Burlington Northern and Santa Fe Railway (BNSF) Railroad Crossing on Burleson Road and authorize the Mayor to execute any necessary documentation.

RESOLUTION NO. R-25-019

AN RESOLUTION AUTHORIZING ADVANCE FUNDING AGREEMENT FOR MAINTENANCE BY A LOCAL GOVERNMENT

WHEREAS, the Texas Department of Transportation (TxDOT) has identified the BNSF Railway highway-rail grade crossing DOT 022857Y, crossing Burleson Road in the City of Brenham, by convening a Diagnostic Team comprised of interested parties of the Railroad and State officials for an inspection; and

WHEREAS the Diagnostic Team found that highway-rail grade crossing and approaches to the highway-grade crossing are in need of upgrades for to be in compliance with Federal Highway Administration (FHWA), Texas Manual on Uniform Traffic Control Devices (TMUTCD), American Railway Engineering and Maintenance of Way Association (AREMA) and other industry standards; and

WHEREAS, TxDOT has initiated a project with the Railroad and will seek funding for the project to bring the highway-grade crossing into compliance with Federal, State and industry regulatory standards; and

WHEREAS, at the completion of the project, the City of Brenham, shall receive from TxDOT at no cost, the installed roadway signage, pavement markings and approach improvements that were installed on locally owned roadways and facilities as a part of the project, as locally owned facilities; and

WHEREAS, after accepting the roadway signage and pavement markings as locally owned facilities, the City of Brenham agrees to maintain the installed roadway signage, maintain the trees and vegetation along the roadway approaches for the adequate visibility of the crossing signals and advance warning signs, pavement markings and approach improvements to the standards of the City of Brenham and in compliance with the TMUTCD.

WHEREAS, the City of Brenham, authorizes an Advance Funding Agreement for Maintenance (Off-System) with Texas Department of Transportation for the City of Brenham to maintain the installed roadway signage, maintain the trees and vegetation along the roadway approaches for the adequate visibility of the crossing signals and advance warning signs, pavement markings and approach improvements in the standards of the City of Brenham. The authorized representative of the City of Brenham is authorized to execute all documents necessary to complete this transaction.

RESOLVED this 12th day of June 2025.

Atwood C. Kenjura
Mayor

Jeana Bellinger, TRMC, CMC
City Secretary

CCSJ #		0917-19-052	
AFA CSJs		0917-19-052	
District #	17 - BRY	AFA ID	Z00005138
Code Chart 64 #		05600 – City of Brenham	
Project Name		Burleson Road at DOT # 022857Y	

STATE OF TEXAS §

COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT FOR
LOCAL GOVERNMENT MAINTENANCE OF
RAILROAD CROSSING APPROACHES
(OFF-SYSTEM)**

THIS AGREEMENT is made by and between the State of Texas (“State”), acting by and through the Texas Department of Transportation (“**TxDOT**”), and the City of Brenham, acting by and through its duly authorized officials (“**Local Government**”).

WITNESSETH

WHEREAS, 23 U.S.C. § 302 provides that a state desiring to avail itself of the provisions of Title 23 of the United States Code shall have a department of transportation with adequate powers to discharge to the duties required by Title 23.; and,

WHEREAS, 23 U.S.C. § 106 and the Stewardship and Oversight Agreement between the Federal Highway Administration (“**FHWA**”) and TxDOT provide that TxDOT must provide adequate oversight of any sub-recipients.; and,

WHEREAS, 23 U.S.C. § 130 (“**Section 130**”) provides for the federal funding of construction of projects for the elimination of hazards of railway-highway crossings; and,

WHEREAS, TxDOT has identified the Burlington Northern and Santa Fe Railway (“**Railroad**”) highway-rail grade crossing DOT 022857Y, crossing Burleson Road in the City of Brenham, that is located as shown in Attachment A; and

WHEREAS, TxDOT has initiated a **Section 130 project** with the Railroad(s) to bring the highway-grade crossing into compliance with federal, state, and industry regulatory standards; and

WHEREAS, Transportation Code, §201.209 allows TxDOT to enter into an agreement with the Local Government; and,

WHEREAS, providing adequate oversight, as it relates to a **Section 130 project**, requires TxDOT to gain a commitment from the Local Government that it will maintain asphalt transitions and signs and pavement markings installed or upgraded on a Local Government facility as part of a **Section 130 project**; and,

WHEREAS, the Local Government desires a **Section 130 project** within its jurisdiction consisting of grade crossing signal upgrade with crossing replanking (“**Section 130 Project**”) and understands that the **Section 130 Project** will upgrade or install new signs, pavement markings, approach transitions, and other items as listed in Attachment B, that the Local Government will be responsible for maintaining; and

CCSJ #		0917-19-052	
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Code Chart 64 #		05600 – City of Brenham	
Project Name		Burleson Road at DOT # 022857Y	

WHEREAS, the Governing Body of the Local Government has approved entering into this agreement by resolution, ordinance, or commissioners court order dated _____, which is attached to this agreement as Attachment C.

WHEREAS, TxDOT has determined that such participation is in the best interest of the citizens of the State;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

AGREEMENT

1. Period of the Agreement

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. This agreement shall remain in effect unless terminated as provided below.

2. Scope of Work

Upon completion of the **Section 130 Project**, the Local Government will fund and maintain the items as listed in Attachment B in accordance with applicable standards of the Local Government and in compliance with the TMUTCD.

3. Termination of this Agreement

This agreement shall remain in effect unless:

- A.** The agreement is terminated in writing with the mutual consent of the parties;
- B.** The agreement is terminated by one party because of a breach, in which case any cost incurred because of the breach shall be paid by the breaching party; or

4. Amendments

Amendments to this agreement due to changes in the character of the work, terms of the agreement, or responsibilities of the parties relating to the Project may be enacted through a mutually agreed upon, written amendment.

5. Remedies

This agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this agreement and shall be cumulative.

6. Compliance with Accessibility Standards

The Local Government shall ensure that maintenance is in compliance with standards issued or approved by the Texas Department of Licensing and Regulation (“**TDLR**”) as meeting or consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

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Project Name		Burleson Road at DOT # 022857Y	

7. Notice

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to such party at the following addresses:

Local Government:	State:
Director of Public Works City of Brenham 200 West Vulcan Brenham, Texas 77833	Director of Contract Services Texas Department of Transportation 125 E. 11 th Street Austin, Texas 78701

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

8. Legal Construction

This document does not convey any real property interests. In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal or unenforceable provision.

9. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party, and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

10. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

11. Sole Agreement

This agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the agreement's subject matter.

12. State Auditor

The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or

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investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

13. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this agreement on the date stated under that party's signature.

THE LOCAL GOVERNMENT

Signature

Typed or Printed Name

Title

Date

THE STATE OF TEXAS

Signature

Typed or Printed Name

Title

Date

CCSJ #		0917-19-052	
AFA CSJs		0917-19-052	
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Attachment A
LOCATION MAP SHOWING PROJECT



CCSJ #		0917-19-052	
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Project Name		Burleson Road at DOT # 022857Y	

Attachment B SCOPE OF WORK (SOW)

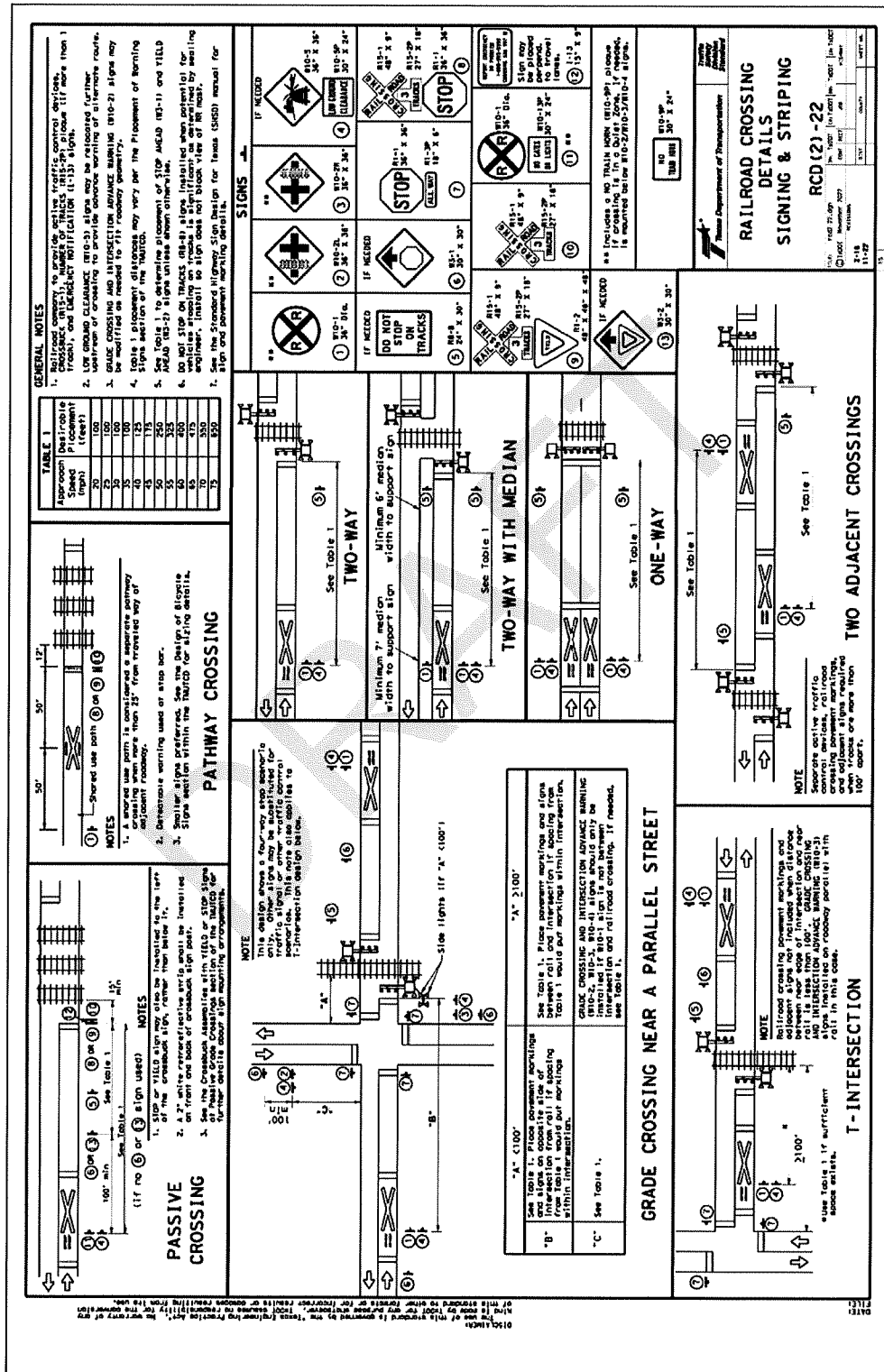
- The Railroad or its Contractor shall remove the existing gates and foundations.
- The Railroad or its Contractor shall install flashing lights, two side lights with gates.
- The Railroad or its Contractor shall install retaining wall as shown on the layout.
- The Railroad or its Contractor shall install climate-controlled signal cabin with constant warning technology.
- The Railroad or its Contractor shall remove the existing and install a new 32' concrete crossing surface.
- The Railroad or its Contractor shall furnish, install and maintain crossbuck (R15-1) signs, number of track (R15-2P) signs when needed, emergency notification (ENS, I-13) signs, and sign mounting brackets.
- The State or its Contractor shall furnish, install and/or replace the following signs in accordance with the TMUTCD and the Standard Highway Signs Design Manual (SHSD): (2) W10-3.
- The State shall provide traffic control in accordance with the guidelines in the TMUTCD and the attached standard sheets for the installation of signage and/or pavement markings.
- The State and the Local Government shall maintain pavement markings and advance warning signs under their jurisdiction in accordance with the TMUTCD and as shown on the attached standard sheets.
- The State and the Local Government shall trim and maintain trees and vegetation along roadway approaches within their jurisdiction for adequate visibility of the crossing signals and advance warning signs as installed.
- The State and the Local Government shall maintain the asphalt transitions to the railroad crossing surface under their jurisdiction.

NOTES

The Railroad or its Contractor shall provide traffic control in accordance with the guidelines in the Texas Manual on Uniform Traffic Control Devices and the attached standard sheets for the installation or upgrade of railroad warning devices.

The Railroad or its Contractor shall provide a traffic control plan approved by the TxDOT District in accordance with the guidelines in the Texas Manual on Uniform Traffic Control Devices and the attached standard sheets for the installation of the railroad crossing surface.

[illegible]



[illegible]

[illegible]





City Council Regular Meeting **AGENDA ITEM 14**

Agenda Item: Discuss and Possibly Act Upon the First Amendment to the Interlocal Agreement for Managing Entity by the Brazos Valley Council of Governments (BVCOG) for the Brazos Valley Wide Area Communications Systems (BVWACS) and Authorize the Mayor to Execute Any Necessary Documentation

Meeting Date: June 12, 2025

Department: Fire

Staff Contact: Mark Donovan, Fire Chief

SUMMARY STATEMENT:

The Brazos Valley Wide Area Communications System (BVWACS) was started in 2010 with the City of Brenham, Washington County, City of Bryan, City of College Station, Brazos County and Texas A&M University. The BVWACS System is part of the Harris County Communication System and allows all of these entities to communicate, when needed, during emergency events. Since its inception in 2010, Madison, Grimes and Burleson Counties have been added to the BVWACS system.

Since 2010, the BVWACS Interlocal Agreement has been renewed three times - the most recent renewal was in October, 2023 for another 5-year term to expire on September 30, 2028. This First Amendment will amend the ILA that was approved in 2023 to add Robertson County to the BVWACS system.

ATTACHMENTS:

1. First Amendment to the ILA

RECOMMENDATION:

Approve the first amendment to the Interlocal Agreement for Managing Entity by the Brazos Valley Council of Governments (BVCOG) for the Brazos Valley Wide Area Communications Systems (BVWACS) and authorize the Mayor to execute any necessary documentation.

**FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR MANAGING
ENTITY BY THE BVCOG FOR THE BRAZOS VALLEY WIDE AREA
COMMUNICATIONS SYSTEM (BVWACS)**

STATE OF TEXAS	§	COUNTIES OF BRAZOS,
	§	WASHINGTON, GRIMES, MADISON,
	§	ROBERTSON, AND BURLESON

This First Amendment to the Interlocal Agreement for Managing Entity by the BVCOG for the Brazos Valley Wide Area Communications System (BVWACS) is entered into this 23rd day of April, 2025 and is effective as of October 1, 2025.

WHEREAS, the Brazos Valley Council of Governments and the Cities of Bryan, College Station and Brenham, and the Counties of Washington, Grimes, Madison, Burleson, and Brazos, and Texas A&M University (BVWACS Parties) entered into an interlocal agreement (the “Agreement”) for Managing Entity by the BVCOG for the Brazos Valley Wide Area Communications System (BVWACS); and

WHEREAS, the BVWACS Parties added Robertson County to the Agreement on April 23rd, 2025; and

WHEREAS, Article 7 of the Agreement provides for Changes and Amendments of the Agreement; and

WHEREAS, Robertson County is a new BVWACS party subsequent to execution of the First Amendment to the Third Restatement of the Interlocal Agreement for the Construction, Acquisition, Implementation, Operation and Maintenance of the Brazos Valley Wide Area Communications System (BVWACS); and

WHEREAS, the BVWACS parties wish to amend this Agreement to add Robertson County; and

WHEREAS, Robertson County agrees to abide by all covenants outlined in the Agreement;

NOW, THEREFORE, the BVWACS parties hereby amend the Agreement as follows:

1. The Agreement is amended to include the Cities of Bryan, College Station and Brenham, and the Counties of Washington, Grimes, Brazos, Madison, Robertson and Burleson, and Texas A&M University.
2. Article 12 is amended to add the following:

County:
Robertson County
Attention: County Judge, with a copy to County Attorney
102 W Decherd St
Franklin, TX 77856

IN WITNESS WHEREOF, this Amendment has been executed and delivered on behalf of the BVWACS Parties by their duly authorized representatives in one or more counterparts, which together shall constitute one agreement.

MADISON COUNTY

By: _____
County Judge Clark Osborne

Date: _____

CITY OF BRYAN, TEXAS

ATTEST:

Bobby Gutierrez, Mayor

Melissa Brunner, City Secretary

Date: _____

APPROVED AS TO FORM:

Thomas Leeper, City Attorney

CITY OF COLLEGE STATION

By: _____
Mayor

Date: _____

ATTEST:

By: _____
City Secretary

Date: _____

APPROVED:

By: _____
City Manager

Date: _____

By: _____
City Attorney

Date: _____

By: _____
Assistant City Manager/ CFO

Date: _____

CITY OF BRENHAM

By: _____
Mayor Atwood Kenjura

Date: _____

BRAZOS COUNTY

By: _____
Duane Peters, County Judge

Date: _____

ATTEST:

Karen McQueen, County Clerk

Date: _____

APPROVED:

By: _____
Bruce L. Erratt, General Counsel

Date: _____

WASHINGTON COUNTY

By: _____
County Judge John Durrenberger

Date: _____

TEXAS A&M UNIVERSITY

By: _____
John Crawford, Vice President for Finance
& Chief Financial Officer

Date: _____

GRIMES COUNTY

By: _____
County Judge Joe Fauth

Date: _____

BRAZOS VALLEY COUNCIL OF GOVERNMENTS

By: _____
Michael Parks, Executive Director

Date: _____

BURLESON COUNTY

By: _____
County Judge Keith Schroeder

Date: _____

ROBERTSON COUNTY

By: _____
County Judge Joe Scarpinato

Date: _____



City Council Regular Meeting **AGENDA ITEM 15**

Agenda Item: Discuss and Possibly Act Upon the First Amendment to the Third Restatement of the Interlocal Agreement for the Construction, Implementation, Operation and Maintenance of the Brazos Valley Wide Area Communication System (BVWACS) and Authorize the Mayor to Execute Any Necessary Documentation

Meeting Date: June 12, 2025

Department: Fire

Staff Contact: Mark Donovan, Fire Chief

SUMMARY STATEMENT:

This is a companion to the previous BVWACS item. The Third Restatement Agreement was also approved by City Council in October 2023. The Restatement Agreements outline what each entity is responsible for in regards equipment and/or services related to the BVWACS system.

This First Amendment to the third restatement is for the addition of Robertson County into the BVWACS System. This First Amendment outlines what equipment/services Robertson County will bring to the BVWACS system and what their role will be in the upkeep of that equipment and/or services.

ATTACHMENTS:

1. 1st Amendment to 3rd Restatement

RECOMMENDATION:

Approve the First Amendment to the Third Restatement of the Interlocal Agreement for the Construction, Implementation, Operation and Maintenance of the Brazos Valley Wide Area Communication System (BVWACS) and authorize the Mayor to execute any necessary documentation.

**FIRST AMENDMENT TO THE THIRD RESTATEMENT
OF THE INTERLOCAL AGREEMENT FOR THE CONSTRUCTION, ACQUISITION,
IMPLEMENTATION, OPERATION AND MAINTENANCE OF THE BRAZOS
VALLEY WIDE AREA COMMUNICATIONS SYSTEM (BVWACS)**

STATE OF TEXAS

**§ COUNTIES OF BRAZOS,
§ WASHINGTON, GRIMES, MADISON,
§ BURLESON, AND ROBERTSON**

This First Amendment to the Third Restatement Interlocal Agreement for the Construction, Acquisition, Implementation, Operation and Maintenance of the Brazos Valley Wide Area Communications System (BVWACS) is entered into this 23rd day of April, 2025 and is effective as of October 1, 2025.

WHEREAS, the Brazos Valley Council of Governments and the Cities of Bryan, College Station and Brenham, and the Counties of Washington, Grimes, Madison, Burleson, and Brazos, and Texas A&M University entered into an interlocal agreement (the “Agreement”) for the construction, acquisition, implementation, operation and maintenance of the Brazos Valley Wide Area Communications System (BVWACS); and

WHEREAS, Section 11 of the Agreement provides for the addition of new parties to the BVWACS system; and

WHEREAS, Section 6 of the Agreement provides for the amendment of the Agreement; and

WHEREAS, Robertson County wishes to become a BVWACS Party; and

WHEREAS, Robertson County agrees to abide by all Agreement covenants; and

WHEREAS, the existing BVWACS parties wish to amend the Interlocal Agreement to add Robertson County as a BVWACS party; and

WHEREAS, Robertson County , through a separate agreement, has secured a six (6) channel 700MHz RF site to be located in Franklin, TX; and

WHEREAS, Robertson County has agreed to absorb the cost of the tower lease fees for the BVWACS antenna system on the Franklin site under a separate agreement with the tower owner,

NOW, THEREFORE, the BVWACS Parties and Robertson County hereby agree as follows:

1. Unless expressly written herein, the terms of this Amendment shall follow the terms of the Agreement and will continue until September 30, 2028, as defined in Section 2 of the Agreement.
2. As the BVWACS Managing Entity, BVCOG will oversee the implementation of radio frequency infrastructure at a leased tower site in Franklin, TX to be integrated into the BVWACS System. This includes oversight of the installation of antenna hardware and other equipment necessary to commission and integrate the new site in to the BVWACS System.
3. Robertson County understands that costs associated with being a BVWACS Party are calculated every year, based on the number of subscriber devices they have in service on the BVWACS System versus the total Operating, Maintenance, and Capital Fund Budgets.
4. Robertson County agrees to absorb the costs associated with leasing space on the tower structure at the Franklin site, as determined in a separate agreement between Robertson County and the tower owner. Robertson County will be responsible for lease costs associated with two (2) 700MHz antennas, one (1) tower-top amplifier, microwave data equipment, and four (4) antenna cables, each at a height determined to be optimal to gain the maximum coverage available at the Franklin site.
5. Robertson County will receive subscriber devices, at no cost, from the BVCOG, at a quantity to be coordinated between Robertson County and the BVWACS System Manager based on availability, in an effort to lessen the initial Capital Expenditure burden on Robertson County. Robertson County agrees that they will receive the subscriber devices only, and Robertson County will be financially responsible for any costs associated with purchasing the necessary accessories to put the subscriber devices into service, including any batteries, antennas, microphones, charging devices, speakers, power cables, installation services, or any other ancillary costs.
6. In accordance with Section 4.B and 5.B of the Agreement, Robertson County shall appoint One (1) official to the BVWACS Governing Board, and One (1) primary and One (1) alternate representative to the BVWACS Operating Board.
7. The BVWACS Parties agree that, for testing and verification purposes, RF site infrastructure and subscriber units may become active prior to the effective date of this Amendment. The BVWACS Parties further agree that, should these units become active prior to the effective date of this Amendment, Robertson County shall not be billed for this testing, verification, and usage of the BVWACS System until the effective date of this Amendment.
8. In accordance with Section 22.D of the Agreement, Notices to Robertson County shall be directed to:

Robertson County
Attention: County Judge, with a copy to the County Attorney
102 W Decherd St
Franklin, TX 77856

9. The BVWACS Parties agree that the updated “Exhibit A” will replace the “Exhibit A” shown in the Third Restatement of the Interlocal Agreement for the Construction, Acquisition, Implementation, Operation and Maintenance of the Brazos Valley Wide Area Communications System (BVWACS)

IN WITNESS WHEREOF, this Amendment has been executed and delivered on behalf of the BVWACS Parties by their duly authorized representatives in one or more counterparts, which together shall constitute one Agreement.

BURLESON COUNTY

By: _____ Date _____
County Judge Keith Schroeder

CITY OF BRYAN, TEXAS

ATTEST:

Bobby Gutierrez, Mayor

Melissa Brunner, City Secretary

Date: _____

APPROVED AS TO FORM:

Thomas Leeper, City Attorney

CITY OF COLLEGE STATION

By: _____ Date: _____
Mayor

ATTEST:

By: _____ Date: _____
City Secretary

APPROVED:

By: _____ Date: _____
City Manager

By: _____ Date: _____
City Attorney

By: _____ Date: _____
Assistant City Manager/ CFO

CITY OF BRENHAM

By: _____ Date: _____
Mayor Atwood Kenjura

MADISON COUNTY

By: _____
County Judge Clark Osborne

Date _____

BRAZOS COUNTY

By: _____
Duane Peters, County Judge

Date: _____

ATTEST:

Karen McQueen, County Clerk

Date: _____

APPROVED:

By: _____
Bruce L. Erratt, General Counsel

Date: _____

WASHINGTON COUNTY

By: _____
County Judge John Durrenberger

Date: _____

TEXAS A&M UNIVERSITY

By: _____
John Crawford, Vice President for Finance
& Chief Financial Officer

Date: _____

GRIMES COUNTY

By: _____
County Judge Joe Fauth

Date: _____

ROBERTSON COUNTY

By: _____
County Judge Joe Scarpinato

Date _____

**FIRST AMENDMENT TO THE THIRD RESTATEMENT OF THE INTERLOCAL
AGREEMENT FOR THE CONSTRUCTION, IMPLEMENTATION, OPERATION AND
MAINTENANCE OF THE WIDE AREA COMMUNICATIONS SYSTEM**

BVWACS Architecture

Exhibit A

Each of the BVWACS parties will continue to contribute existing infrastructure, and real property currently owned or leased by the parties for the purpose set forth in the Agreement. The infrastructure and real property contributed by each of the parties at the execution of the Agreement is as follows:

City of College Station

Access to RF Site at 2700 Switch Station Rd in College Station TX

Access to RF Site at SH6 and FM40 (City Water Tower)

Access to Console Site 800 Krenek Tap Rd in College Station TX

Access to Console Site at 1601 Graham Rd in College Station TX

Network connectivity for the following RF and Console Sites to the RNI

College Station RF Sites

College Station Console Sites

City of Bryan

Access to secure 3rd floor equipment space at 101 Regent Street for RF and Console Site

Network connectivity for the following RF and Console Sites to the RNI

Millican RF Site

Verizon RF Site

Bryan Console Site

City of Bryan Fire Station #4

Brazos County

Access to RF Site at 21550 Kathy Fleming Rd in Millican TX

Access to RF Site at 8538 Deep Well Road in Brazos County, including tower lease

Texas A&M University

Access to RF Site at 570 Floriculture Rd in College Station TX

Access to Console Site at 1111 Research Pkwy in College Station TX

Access to Console Site at 311 Houston Street in College Station TX

Network connectivity for the following RF and Console Sites to the RNI

Hensel Park RF Site

TAMU Console Site

City of Brenham

Access to RF Site at 1802 Longwood Dr in Brenham TX

Network connectivity for the following RF and Console Sites to the RNI

Brenham RF Site

Brenham (Washington County) Console Site (Via City Network)

Washington County

Access to RF Site at 3610 FM 1697 in Burton TX

Access to RF Site at 7275 Lone Star Rd in Washington TX

Access to Console Site at 301 N Baylor St in Brenham TX

Grimes County

Access to RF Site at 382 FM 149 West in Anderson TX

Access to RF Site at the Bédias Wastewater Facility in Bédias TX

Access to RF Site at 9434 County Rd 420 in Navasota TX

Burleson County

Access to RF Site at 367 CR 103 in Caldwell TX

Madison County

Access to RF Site at 101 E. Collard St in Madisonville TX

Access to RF Site at 7442 Gin Rd in Midway TX

Robertson County

Access to RF Site at the Robertson County ESD Tower in Franklin TX

Texas Department of Public Safety (Information Only)

Under separate agreement, provide microwave link between the North Brazos RF site and the

Texas DPS radio tower located in Bryan TX

Under separate agreement, provide microwave link between the Texas DPS radio tower located in

Bryan TX and the City of Bryan Fire Station #4

BVCOG / BVWACS

Network connectivity for all BVWACS RF and Dispatch Sites to the RNI Master Sites

Burton RF Site microwave link to Brenham RF Site

Washington RF Site microwave link to Brenham RF Site

Anderson RF Site microwave link to Millican RF Site

Bedias RF Site microwave link to Walker West RF Site

Midway RF Site microwave link to Madisonville RF Site

Madisonville RF Site microwave link to Bedias RF Site

Caldwell RF Site microwave link to St Joseph Hospital Caldwell

Navasota RF Site microwave link to Millican RF Site and Washington RF Site

BVCOG Fiber link from St Joseph Hospital Caldwell to BVCOG CRS

BVCOG Fiber link from Bedias RF Site to BVCOG CRS

BVCOG Fiber link from BVCOG CRS to Brenham TX

Public Safety Interoperability Communications (PSIC) grant

The PSIC Grant provided the necessary equipment and racks (consisting of base radios, site controller and radio frequency distribution system), antennas and associated wiring located at each of seven sites, as well as operator consoles replacement/upgrade for the parties as shown below:

Item/Site	Description
Network Connectivity	Leased connectivity to connect all the sites together
Bryan /Brazos County Site	Includes 700/800 MHz Multicast Base equipment with racks (6 chls) , Xmit & Rcv antennas and coax
College Station Site	Includes 700/800 MHz Multicast Base equipment with racks (12 chls), Xmit & Rcv antennas and coax
College Station Console Sys	As shown in Table 2 below. - 6 operator positions
Bryan/Brazos county Console Sys	Convert existing system to P25
Millican	Includes 700/800 MHz Multicast Base equipment with racks (6 chls) , Xmit & Rcv antennas and coax
Hensel Park Site	Includes 700/800 MHz Multicast Base equipment with racks (6 chls) , Xmit & Rcv antennas and coax
TAMU Console Equip	Convert existing system to P25
LCRA - Site	Includes 700/800 MHz Multicast Base equipment with racks (6 chls) , Xmit & Rcv antennas and coax
Brenham Site	Includes 700/800 MHz Multicast Base equipment with racks (6 chls) , Xmit & Rcv antennas and coax

Burton Site	Includes 700/800 MHz Multicast Base equipment with racks (6 chls) , Xmit & Rcv antennas and coax
Brenham Emerg Comms Console Sys	As shown in Table 2 below. - 4 operator positions
Management Reserve	Includes structural analysis of all towers and project reserves.

PSIC-Provided Console equipment installed at College Station and the City of Brenham:

IP-based console system

Auxiliary I/O Server

Conventional Channel Gateway

Operator Position Equipment, PC, Mouse, Speakers, Microphone, Keyboard

Console Site Router

Site Controller

LAN Switch

IP Based logging system, archiving interface server, digital logging server, playback station

700/800MHz P25 Trunked backup stations

Multimode remote control

Antenna system

Lightning Protection

UPS backup power



City Council Regular Meeting **AGENDA ITEM 16**

Agenda Item: Discuss and Possibly Act Upon Change Order No. 1 and Final Payment to Texas KB Utilities, LLC for Project No. 65C-56C Related to the 2023 Brenham Business Center Sanitary Sewer Extension and Authorize the Mayor to Execute Any Necessary Documentation

Meeting Date: June 12, 2025

Department: Public Utilities

Staff Contact: Shawn Bolenbarr, Director of Municipal Gas & Utility Services

SUMMARY STATEMENT:

On March 3, 2024, City Council awarded Project #65C-56C (2023 Brenham Business Center Sanitary Sewer Extension), to Texas KB Utilities LLC for an amount not to exceed \$821,000.00.

On May 1, 2025 the City of Brenham Public Utilities Department received Change Order #1 for Project #65C-56C (2023 Brenham Business Center Sanitary Sewer Extension). Change Order #1 is a deductive change order with net savings of \$8,890.00. The reason for the cost savings is due to a decrease in the cash allowance needed for material testing.

On May 7, 2025 the City of Brenham Public Utilities Department received the Final Pay Application (Pay App #4). The total cost for (Pay App #4) is \$81,211.00.

Texas KB Utilities LLC has completed the project and it has been determined by Strand Associates and the City of Brenham that the project is substantially complete. Both the City of Brenham and Strand Associates conducted a final walk through for the project. Based on our inspection, we have determined that all components have been installed correctly and are working properly.

Staff respectfully request Council approve Change Order #1 and Final Pay Application (Pay App #4) for Project #65C-56C (2023 Brenham Business Center Sanitary Sewer Extension) bringing the final cost of the project to \$812,110.00.

ATTACHMENTS:

1. Change Order #1
2. Final Payment Application No.4
3. Letter of Recommendation For Final Payment (4)

RECOMMENDATION:

Approve Change Order No. 1 and Final Payment to Texas KB Utilities, LLC for Project No. 65C-56C in the amount of \$81,211.00 related to the 2023 Brenham Business Center Sanitary Sewer Extension and authorize the Mayor to execute any necessary documentation.



Strand Associates, Inc.®
 1906 Niebuhr Street
 Brenham, TX 77833
 (P) 979.836.7937
 www.strand.com

May 1, 2025

CHANGE ORDER NO. 1

PROJECT: Brenham Business Center Lift Station Force Main and Gravity Sewer Improvements
OWNER: City of Brenham, Texas
CONTRACT: 65C-56C
CONTRACTOR: Texas KB Utilities, LLC

Description of Change

1a	Increase the total construction duration from 180 calendar days to 261 calendar days to account for the extended material delivery period.	ADD	\$0.00
1b	Decrease the cash allowance from \$10,000 to \$1,110 (1 lump sum). This was the final cost to perform construction materials testing as specified.	(DEDUCT)	(\$8,890.00)
TOTAL VALUE OF THIS CHANGE ORDER:		ADD	\$0.00

Contract Price Adjustment

Original Contract Price	\$821,000.00
Previous Change Order Adjustments	\$0.00
Adjustment in Contract Price this Change Order	(\$8,890.00)
Current Contract Price including this Change Order	\$812,110.00

Contract Final Completion Date Adjustment

Original Contract Final Completion Date	October 21, 2024
Contract Final Completion Date Adjustments due to previous Change Orders	0 Days
Contract Final Completion Date Adjustments due to this Change Order	81 Days
Current Final Contract Completion Dates including all Change Orders	January 10, 2025

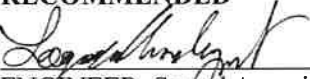
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 TBPLS No. 10030000

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City of Brenham–Texas KB Utilities, LLC
Contract 65C-56C, Change Order No. 1
Page 2
May 1, 2025

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED



ENGINEER–Strand Associates, Inc.®

May 1, 2025
Date

APPROVED



CONTRACTOR–Texas KB Utilities, LLC

May 7, 2025
Date

APPROVED

OWNER–City of Brenham, Texas

Date

APPLICATION FOR PAYMENT NO. 4

TO OWNER: CITY OF BRENHAM, 200 WEST VULCAN, BRENHAM, TEXAS 77833

FROM CONTRACTOR: TEXAS KB UTILITIES, LLC.

PROJECT: BUSINESS CENTER LIFT STATION FORCE MAIN AND GRAVITY SEWER IMPROVEMENTS

STRAND PROJECT NO. 3900.275

CONTRACT AWARDED: March 7, 2024

PERIOD FROM: February 21, 2025

CONST. TIME ALLOTTED (Days): 261

NOTICE TO PROCEED: April 24, 2024

PERIOD TO: May 7, 2025

TIME USED (Days): 378

ITEM	BASE BID A	CONTRACT QUANTITY	UNIT	PREVIOUS PERIOD	CURRENT PERIOD	TOTAL	UNIT PRICE	TOTAL VALUE OF WORK COMPLETED
1	Mobilization (Not to exceed 10 percent of total contract price excluding mobilization).	1	LS	1	0	1	\$ 81,000.00	\$ 81,000.00
2	Furnish 126-Gallon-Per-Minute Preassembled Lift Station Package in Accordance with the Drawings and Section 43 25 20 of the Project Manual, Including Delivery to Project Site. Not to Exceed \$165,000.00.	1	LS	1	0	1	\$ 165,000.00	\$ 165,000.00
3	Install the Materials and Equipment Furnished in Base Bid Item No. 2 Including but Not Limited to the Remaining Station Piping, Electrical Controls and Control Rack, Concrete Slab, Access Driveway, and Cedar Plank Fence.	1	LS	1	0	1	\$ 313,164.05	\$ 313,164.05
4	Provide 8-Inch ASTM D-3034 SDR-26 PVC Gravity Sewer by Open Cut, 0- to 6-Foot Depth.	850	LF	850	0	850	\$ 38.90	\$ 33,065.00
5	Provide 8-Inch ASTM D-3034 SDR-26 PVC Gravity Sewer by Open Cut, 6- to 12-Foot Depth.	1630	LF	1630	0	1630	\$ 38.90	\$ 63,407.00
6	Provide 8-Inch ASTM D-3034 SDR-26 PVC Gravity Sewer by Open Cut, Greater Than 12-Foot Depth.	255	LF	255	0	255	\$ 38.90	\$ 9,919.50
7	Provide 8-Inch ASTM D-2241 SDR-21 PVC Cert-a-Flow (RJIB) Gravity Sewer by Bore, Various Depths.	116	LF	116	0	116	\$ 100.65	\$ 11,675.40
8	Provide 4-Inch AWWA C900 DR 18 Force Main by Open Cut.	365	LF	365	0	365	\$ 41.85	\$ 15,275.25
9	Provide 4-Inch AWWA C-900 DR 18 PVC Cert-a-Lok (RJIB) Force Main by Bore.	80	LF	80	0	80	\$ 80.15	\$ 6,412.00
10	Furnish and Install 8-Inch ASTM D-2241 SDR-21 PVC Cert-a-Flow (RJIB) Gravity Sewer Inside a 14-inch Welded Steel Casing by Bore, Various Depths.	150	LF	150	0	150	\$ 155.45	\$ 23,317.50
11	Furnish and Install 4-Inch AWWA C-900 DR 18 PVC Cert-a-Lok (RJIB) Force Main Inside 10-Inch Welded Steel Casing by Bore, Various Depths.	150	LF	150	0	150	\$ 82.90	\$ 12,435.00
12	Provide 8-Inch ASTM D-3034 SDR-26 PVC Drop Connection, 0- to 5-Foot Length.	3	EA	3	0	3	\$ 1,395.00	\$ 4,185.00
13	Provide Extra Length for an 8-Inch Drop Connection.	11.8	VF	11.8	0	11.8	\$ 36.00	\$ 424.80
14	Remove and Dispose of Existing Sanitary Sewer Manholes.	2	EA	2	0	2	\$ 960.00	\$ 1,920.00
15	Provide 4-Foot-Diameter Concrete Manholes.	10	EA	10	0	10	\$ 4,095.00	\$ 40,950.00
16	Furnish and Install Extra Vertical Manhole Depth (4-Foot-Diameter).	45.2	VF	45.2	0	45.2	\$ 1.00	\$ 45.20
17	Provide 5-Foot-Diameter Concrete Manholes.	1	EA	1	0	1	\$ 6,010.00	\$ 6,010.00
18	Furnish and Install Extra Vertical Manhole Depth (5-Foot-Diameter).	5.6	VF	5.6	0	5.6	\$ 1.00	\$ 5.60
19	Provide 6-Foot-Diameter Concrete Manholes.	1	EA	1	0	1	\$ 15,575.00	\$ 15,575.00
20	Furnish and Install Extra Vertical Manhole Depth (6-Foot-Diameter).	13.7	VF	13.7	0	13.7	\$ 1.00	\$ 13.70

21	Temporary Bypass, Storage, and Vacuum, as Necessary.	1	LS	1	0	1	\$ 500.00	\$ 500.00
22	Remove and Dispose of Existing Lift Station and Appurtenances.	1	LS	1	0	1	\$ 3,500.00	\$ 3,500.00
23	Traffic Control According to The Texas Manual on Uniform Traffic Control Devices.	1	LS	1	0	1	\$ 100.00	\$ 100.00
24	Site Restoration, Seeding, and Cleanup.	1	LS	1	0	1	\$ 3,000.00	\$ 3,000.00
25	Excavation and Trench Safety	1	LS	1	0	1	\$ 100.00	\$ 100.00

CASH ALLOWANCES

1	Procure a Testing Firm to Perform Construction Materials Testing at the Lift Station.	1	LS	0.111	0.889	1	\$ 1,110.00	\$ 1,110.00
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Original Contract:	\$ 821,000.00	Value of Work Performed to Date	\$ 812,110.00
Plus Additions:	\$ -	Plus Materials Stored at Close of Period	\$ -
Less Deductions:	\$ 8,890.00	Net Amt Earned to Date	\$ 812,110.00
Adjusted Contract:	\$ 812,110.00	Less 10% Retainage	\$ -
		Subtotal	\$ 812,110.00
		Less Previous Pay Applications	\$ 730,899.00
		Amount Due this Application	\$ 81,211.00

AFFIDAVIT & CERTIFICATION OF PAY APPLICATION BY CONTRACTOR

STATE OF TEXAS
COUNTY OF WASHINGTON

WHEREAS, the undersigned, Hunter Krolczyk, who being duly sworn, on oath, says that he is the legal representative of Texas KB Utilities, LLC., has been employed by City of Brenham to furnish labor and materials for the installation of the Business Center Lift Station, Force Main, and Gravity Sewer Improvements project in Brenham, Texas.

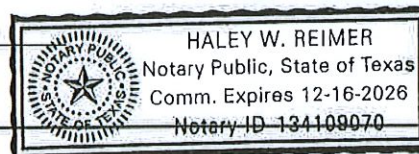
The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

BY: [Signature] DATE: 05/07/2025
TEXAS KB UTILITIES, LLC.

PRINTED NAME: Hunter Krolczyk TITLE: President

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE 7th DAY OF May, 20 25

[Signature]
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS.



RECOMMENDED BY:

[Signature]
STRAND ASSOCIATES, INC.*

DATE: 05/07/25

APPROVED BY:

DATE:

CITY OF BRENHAM, TEXAS



Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937
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May 7, 2025

Mr. Shawn Bolenbarr, Public Utilities Project Manager
City of Brenham
200 West Vulcan Street
Brenham, TX 77833

Re: Brenham Business Center Lift Station Force Main and Gravity Sewer Improvements
City of Brenham Project No.: 65C-56C
City of Brenham, Texas

Dear Mr. Bolenbarr:

In accordance with Article 15.06 of the General Conditions, this letter serves as our recommendation of final payment for City of Brenham Project No.: 65C-56C. Enclosed is a copy of the final Application for Payment and accompanying documentation in accordance with the Contract Documents, including consent of the surety to final payment, final lien waivers. Based upon our observation of the Work during construction and final inspection, and our review of the final Application for Payment and accompanying documentation, it appears the Work has been satisfactorily completed. Therefore, we recommend final payment of the amount indicated in the enclosed final Application for Payment.

Furthermore, in accordance with Article 15.06 of the General Conditions and in support of our recommendation of payment of the final Application for Payment, this letter also provides our written notice to OWNER and CONTRACTOR (by copy of this letter) that the Work is acceptable, subject to stated limitations in this notice and to the provisions of Article 15.07 of the General Conditions.

The Preliminary Certificate of Substantial Completion fixed the Substantial Completion date at January 14, 2025, and established the Correction Period for the Work, as defined in Article 15.08 of the General Conditions. A review of the Work will be scheduled with OWNER during the Correction Period, or within one year of the date of Substantial Completion, whichever occurs first, to evaluate the Work for items that may require correction under the terms of the Contract.

Please call 979-836-7937 if there are any questions.

Sincerely,

STRAND ASSOCIATES, INC.®

Kelly M. Hajek, P.E.

Enclosures

c/enc: Hunter Krolczyk, President, Texas KB Utilities, LLC
Matt Yentz, Strand Associates, Inc.®

TBPE No. F-8405
TBPLS No. 10030000

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City Council Regular Meeting
AGENDA ITEM 18

Agenda Item: **Section 551.072, Texas Department Code - Deliberation Regarding Real Property - Discussion Regarding the Purchase, Exchange and/or Acquisition of Real Property for the City of Brenham Sanitary Sewer Improvements and Facilities**

Meeting Date: June 12, 2025

Department: Administration

Staff Contact: Carolyn Miller, City Manager

SUMMARY STATEMENT:

To be discussed in Executive Session.

ATTACHMENTS:

None

RECOMMENDATION:

No action - Executive Session discussion only.