



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, AUGUST 16, 2018 AT 1:00 P.M.
SECOND FLOOR CITY HALL
COUNCIL CHAMBERS
200 W. VULCAN ST.
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Mayor Milton Y. Tate, Jr.**
- 3. Special Presentations**
 - 3-a. Nancy Carol Roberts Memorial Library’s Summer Reading Program**
 - 3-b. Nancy Carol Roberts Memorial Library’s “For the City” School Supply Drive**
- 4. Citizens Comments**

CONSENT AGENDA

5. Statutory Consent Agenda

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

- 5-a. Ordinance No. O-18-008 on Its Second Reading Amending Appendix A – “Zoning” of the Code of Ordinances, Part I, Section 5.02, Definitions to Add Definitions for “Brewery”, “Brewpub”, “Distillery”, and “Microdistillery or Craft Distillery”, Part II, Division 1, Section 16.03 to Add Parking Requirements for the Associated Uses, Part II, Division 2, Section 4.02, Section 6.02, and Section 7.02 to Add or Remove the Associated Uses (Case No. P-18-020)**

Pages 1-3

PUBLIC HEARING

6. **Proposed Tax Rate of \$0.5170 per \$100 Valuation for Fiscal Year Beginning October 1, 2018 and Ending September 30, 2019** **Pages 4-5**

REGULAR SESSION

7. **Discuss and Possibly Act Upon the Approval of the FY2018-19 Proposed Budget for the Washington County Appraisal District** **Pages 6-9**
8. **Discuss and Possibly Act Upon the Approval of a Request from the Washington County Appraisal District to Retain the Accumulated Funds of \$24,571 from FY2016-17 Budget Savings, the City of Brenham's Portion Being \$2,679** **Pages 10-13**
9. **Discuss and Possibly Act Upon the Approval of a Request from the Washington County Appraisal District to Reallocate Contingency Funds of \$15,000 Previously Set Aside for Fleet Replacement to be Used For a Computer Back-Up System** **Pages 14-17**

EXECUTIVE SESSION

10. **Section 551.074 – Texas Government Code – Personnel Matters – Deliberation Regarding Update, Status and Options Regarding: 1) Vacancy Created by Death of Ward 2 Councilmember Weldon C. Williams, Jr.; and 2) Position 5 - At Large Councilmember Charlie Pyle** **Page 18**
11. **Section 551.074 – Texas Government Code – Deliberation Regarding Real Property – Update Regarding the Purchase of Approximately 3.0 Acres of Land for a Future Fire Station** **Page 19**

RE – OPEN REGULAR SESSION

12. **Discuss and Possibly Act Upon: 1) Vacancy Created by Death of Ward 2 Councilmember Weldon C. Williams, Jr. and/or 2) Position 5 - At Large Councilmember Charlie Pyle** **Page 20**
13. **Administrative/Elected Officials Report**

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

Adjourn

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

CERTIFICATION

I certify that a copy of the August 16, 2018 agenda of items to be considered by the City of Brenham City Council was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on August 13, 2018 at **12:40 PM**.

Kacey A. Weiss, TRMC

Deputy City Secretary

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

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

Signature

Title

ORDINANCE NO. O-18-008

AN ORDINANCE OF THE CITY OF BRENHAM, TEXAS, AMENDING APPENDIX A – “ZONING” OF THE CODE OF ORDINANCES BY AMENDING PART I, SECTION 5.02, DEFINITIONS TO ADD DEFINITIONS FOR “BREWERY”, “BREW PUB”, “DISTILLERY”, AND “MICRODISTILLERY OR CRAFT DISTILLERY”, PART II, DIVISION 1, SECTION 16.06 TO ADD PARKING REQUIREMENTS FOR THE ASSOCIATED USES, AND PART II, DIVISION 2, SECTION 4.02, SECTION 6.02, AND SECTION 7.02 TO ADD OR REMOVE THE ASSOCIATED USES.

WHEREAS, the City of Brenham has requested that Appendix A – “Zoning” of the Code of Ordinances be amended; and

WHEREAS, the Planning & Zoning Commission and the City Council of the City of Brenham, Texas, have published notice and conducted public hearings regarding the request to amend Appendix A – “Zoning” of the Code of Ordinances; and

WHEREAS, all persons desiring to comment on the proposal were given a full and complete opportunity to be heard; and

WHEREAS, this amendment was recommended for approval by the City of Brenham Planning & Zoning Commission in its final report during its regular meeting July 23, 2018; and

WHEREAS, the City Council deems it appropriate to approve the requested amendments to Appendix A – “Zoning” of the Code of Ordinances; Now Therefore,

BE IT ORDAINED BY THE CITY OF BRENHAM, TEXAS THAT APPENDIX A – “ZONING” OF THE CODE OF ORDINANCES OF THE CITY OF BRENHAM, TEXAS BE AMENDED IN THE FOLLOWING MANNER:

SECTION 1

That Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas Part I, Section 5.02, Definitions, is hereby amended by adding the following:

- (141) *Brewery* means a facility where ale, malt liquor and/or beer are manufactured and sold in accordance with a Texas Alcoholic Beverage Commission Brewer’s Permit and/or Manufacturer’s License.
- (142) *Brewpub* means an establishment where malt liquor, ale, and/or beer are manufactured and sold in accordance with a Texas Alcoholic Beverage Commission Brewpub License. The premises of a Brewpub may include a drinking and/or eating establishment/area.

- (143) *Distillery* means a facility established to manufacture distilled spirits and rectify, purify, and refine distilled spirits, mix liquor and bottle and package the finished products, and sell said products, in accordance with a Texas Alcoholic Beverage Commission Distiller's and Rectifier's Permit.
- (144) *Microdistillery or craft distillery* means a small, often boutique-style distillery established to produce and sell beverage grade spirit alcohol in relatively small quantities, produced in single batches in accordance with a Texas Alcoholic Beverage Commission Distiller's and Rectifier's Permit.

SECTION 2

That Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas Part II, Division 1, Section 16.06, Off street parking requirements, is hereby amended by adding the following:

- (31) Brewery or Distillery: One space per one thousand (1,000) square feet of gross floor area.
- (32) Brewpub: One space per one thousand (1,000) square feet of manufacturing area plus one space for every one hundred (100) square feet of associated drinking and/or eating area on the premises.
- (33) Microdistillery or Craft Distillery: One space per one thousand (1,000) square feet of gross floor area.

SECTION 3

That Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas Part II, Division 2, Section 4.02, Permitted uses (nonresidential), is hereby amended by adding the following:

- (29) Brewpub and Microdistillery or craft distillery.

SECTION 4

That Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas Part II, Division 2, Section 6.02(8), Permitted uses (nonresidential), is hereby amended to read as follows:

- (8) Brewpub and Microdistillery or craft distillery.

SECTION 5

That Appendix A – “Zoning” of the Code of Ordinances of the City of Brenham, Texas Part II, Division 2, Section 7.02, Permitted uses (Light industrial uses), is hereby amended by adding the following:

- (29) Brewery and Distillery.

SECTION 6

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

PASSED and **APPROVED** on its first reading this the 2nd day of August 2018.

PASSED and **APPROVED** on its second reading this the 16th day of August 2018.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary



AGENDA ITEM 6

DATE OF MEETING: August 16, 2018	DATE SUBMITTED: August 10, 2018
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION	CLASSIFICATION: ☒ PUBLIC HEARING ☐ CONSENT ☐ REGULAR ☐ WORK SESSION
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION	
AGENDA ITEM DESCRIPTION: Proposed Tax Rate of \$0.5170 per \$100 Valuation for Fiscal Year Beginning October 1, 2018 and Ending September 30, 2019	
SUMMARY STATEMENT: See separate memo from Assistant City Manager-Chief Financial Officer on this item.	
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: (1) Memo from Assistant City Manager-Chief Financial Officer	
FUNDING SOURCE (Where Applicable):	
RECOMMENDED ACTION: Receive citizen comments regarding proposed property tax rate.	
APPROVALS: James Fisher	



MEMORANDUM

To: Mayor, Council and City Manager

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

Subject: Public Hearing on Proposed 2018 Tax Rate

Date: August 10, 2018

The proposed FY2018-19 budget was presented to Council at three Budget Workshops that were held during the week of July 16, 2018. The proposed budget is on the City's website and on file with the City Secretary.

A property tax rate of \$0.5170 per \$100 valuation is proposed to fund the FY2018-19 Budget. Of this rate, \$0.3200 will be for maintenance and operations (M&O). The balance of \$0.1970 is for debt service (interest and sinking or I&S). Based on the certified taxable values of \$1,328,029,691 the effective tax rate is \$0.5018 and the rollback rate is \$0.5364 per \$100 valuation for the 2018 Tax Year.

Although the proposed budget maintains the current property tax rate of \$0.5170, due to increased property values, this rate is above the effective rate and will produce higher tax revenues. The increase in property taxes will cover the addition of several full-time public safety positions.

In compliance with the Property Tax Code, a governing body must hold two public hearings to receive citizen comments on a proposed property tax rate. The governing body may not adopt the tax rate at either of these hearings. At each hearing, the governing body must announce the date, time, and place of the meeting at which it will vote on the tax rate. After receiving citizen comments, the following announcement should be made:

The first reading of the Ordinance to adopt the tax rate will be during a Special Council meeting on Monday, September 17, 2018 at 8:30 a.m. at City Hall, located at 200 W. Vulcan Street. The second reading of the Ordinance and adoption of the tax rate is scheduled for a Regular Council meeting on Thursday, September 20, 2018 at 1:00 p.m. at City Hall, located at 200 W. Vulcan Street.



AGENDA ITEM 7

DATE OF MEETING: August 16, 2018	DATE SUBMITTED: August 10, 2018
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION	CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Approval of the FY2018-19 Proposed Budget for the Washington County Appraisal District	
SUMMARY STATEMENT: The City has received a copy of the Washington County Appraisal District's (WCAD) FY2018-2019 Proposed Budget. The WCAD proposed budget shows an increase of \$6,870 over the prior year's budget due marginal increases in the personnel and professional services line items. The impact for the City of Brenham is an increase of \$2,354 for FY18-19 which was included in the General Fund proposed budget already reviewed with Council. I have attached the transmittal letter from Mr. Willy Dilworth and he will be attending the Council meeting to present the information and to answer any questions that may arise.	
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: (1) Transmittal letter from Willy Dilworth, Chief Appraiser	
FUNDING SOURCE (Where Applicable):	
RECOMMENDED ACTION: Staff recommends the approval of the FY2018-19 WCAD Proposed Budget	
APPROVALS: James Fisher	

WASHINGTON COUNTY APPRAISAL DISTRICT

1301 NIEBUHR
P. O. BOX 681
BRENHAM, TX 77834-0681
(979) 277-3740

August 1, 2018

City of Brenham
Mr. James Fisher
PO Box 1059
Brenham, TX 77834-1059

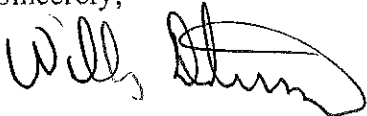
Dear Mr. Fisher,

The Washington County Appraisal District Board of Directors adopted our budget for the 2018-2019 budget year on July 24, 2018. The total amount of the budget is \$829,836. A copy is attached. Please note that this is an increase of \$6,870 from last year's budget.

We are asking you to approve this budget for the coming fiscal year.

Thank you for your consideration in this matter.

Sincerely;

A handwritten signature in black ink, appearing to read 'Willy Dilworth', with a large, sweeping flourish at the end.

Willy Dilworth
Chief Appraiser

Washington County Appraisal District
2018-2019 Budget
Adopted
July 24, 2018

41 General Administration

6100 Payroll Costs		2015-2016	2016-2017	2017-2018	2018-2019
Professional Personnel	6119.00-952-0-99	\$ 63,020	\$ 64,975	\$ 67,712	\$ 69,750
Para Professional Personnel	6129.00-952-0-99	\$ 406,927	\$ 428,833	\$ 451,327	\$ 445,762
In District Travel	6139.00-952-0-99	\$ 1,200	\$ 2,400	\$ 600	\$ 600
FIMM Medicare	6141.00-952-0-99	\$ 4,983	\$ 5,860	\$ 5,826	\$ 5,826
Health Insurance/ Life Insurance	6142.00-952-0-99	\$ 28,206	\$ 36,986	\$ 28,212	\$ 28,212
Workers Comp.	6143.00-952-0-99	\$ 598	\$ 628	\$ 661	\$ 661
Unemployment Comp.	6145.00-952-0-99	\$ 114	\$ -	\$ -	\$ -
Teacher Retirement	6146.00-952-0-99	\$ 9,634	\$ 10,123	\$ 2,853	\$ 10,000
New Staff Member		\$ -	\$ -	\$ -	\$ -
Payroll Costs		\$ 514,682	\$ 549,805	\$ 557,191	\$ 560,811

6200 Professional & Contracted Services		2015-2016	2016-2017	2017-2018	2018-2019
Legal Services	6211.00-952-0-99	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Arbitration	6212.00-952-0-99	\$ 5,000	\$ 2,000	\$ 2,000	\$ 2,000
Audit Services	6212.00-952-0-99	\$ 5,850	\$ 5,850	\$ 5,900	\$ 6,000
Tax Evaluation- T.Y. Pickett	6213.00-952-0-99	\$ 49,500	\$ 51,000	\$ 51,000	\$ 51,000
Data Processing Services	6218.00-952-0-99	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Appraisal Review Board	6219.00-952-0-99	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Contracted Services- Software	6249.00-952-0-99	\$ 48,452	\$ 50,390	\$ 52,405	\$ 52,405
Equipment Repair	6249.01-952-0-99	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Contracted Maintenance- MAP	6249.P2-952-0-99	\$ 11,300	\$ 11,300	\$ 11,300	\$ 12,700
Contracted Maintenance- Copier	6249.P5-952-0-99	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000
Building Rental	6269.01-952-0-99	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Professional & Contracted Services		\$ 157,302	\$ 158,240	\$ 160,305	\$ 161,805

6300 Supplies & Materials		2015-2016	2016-2017	2017-2018	2018-2019
Vehicle Supplies	6311.00-952-0-99	\$ 8,000	\$ 8,000	\$ 10,000	\$ 10,000
Books & Magazines	6329.00-952-0-99	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
Computer Supplies	6397.00-952-0-99	\$ 4,000	\$ 5,200	\$ 5,200	\$ 5,200
General Supplies	6399.00-952-0-99	\$ 17,500	\$ 17,500	\$ 20,000	\$ 20,000
Supplies & Materials		\$ 31,900	\$ 33,100	\$ 37,600	\$ 37,600

6400 Other Operating Costs		2015-2016	2016-2017	2017-2018	2018-2019
Travel	6411.00-952-0-99	\$ 3,000	\$ 3,000	\$ 3,600	\$ 3,600
Insurance & Bonding Expenses	6429.00-952-0-99	\$ 9,000	\$ 10,400	\$ 11,000	\$ 11,000
Fees & Dues	6499.00-952-0-99	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Misc. Expenses	6499.01-952-0-99	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000
Other Operating Costs		\$ 20,500	\$ 21,900	\$ 25,100	\$ 25,100

6500 Debt Service		2015-2016	2016-2017	2017-2018	2018-2019
Computer Note Payment	6512.00-952-0-99	\$ -	\$ -	\$ -	\$ -
Interest on Loan	6522.00-952-0-99	\$ -	\$ -	\$ -	\$ -
Debt Service		\$ -	\$ -	\$ -	\$ -

6600 Capital Outlay- Land, Buildings & Equip.		2015-2016	2016-2017	2017-2018	2018-2019
Vehicles	6631.00-952-0-99	\$ -	\$ -	\$ -	\$ -
Fixed Assets- >\$5000	6638.00-952-0-99	\$ -	\$ -	\$ 7,270	\$ 7,270
Fixed Assets	6639.00-952-0-99	\$ -	\$ -	\$ -	\$ -
Fixed Assets- Unit<\$5000	6649.00-952-0-99	\$ 11,000	\$ 11,000	\$ 13,500	\$ 13,500
Capital Outlay-Special Projects	6649.SP-952-0-99	\$ -	\$ -	\$ -	\$ -
Capital Outlay- Land, Buildings & Equip.		\$ 11,000	\$ 11,000	\$ 20,770	\$ 20,770

Washington County Appraisal District
2018-2019 Budget
Adopted
July 24, 2018

51 Plant Maintenance and Operations
6200 Professional & Contracted Services(51)

		2015-2016	2016-2017	2017-2018	2017-2019
Servicemaster	6248.00-952-0-99	\$ 5,500	\$ 5,750	\$ 5,750	\$ 6,000
Water	6255.00-952-0-99	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Telephone	6256.00-952-0-99	\$ 1,500	\$ 1,500	\$ 1,000	\$ 2,500
Electricity	6257.00-952-0-99	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Garbage & Sewer	6259.00-952-0-99	\$ 1,700	\$ 1,500	\$ 1,500	\$ 1,500
Natural Gas	6258.00-952-0-99	\$ 750	\$ 750	\$ 750	\$ 750
Professional & Contracted Services(51)		\$ 23,718	\$ 22,450	\$ 22,000	\$ 23,750

	Budget	2015-2016	2016-2017	2017-2018	2017-2019
Payroll Costs		\$ 514,682	\$ 549,805	\$ 557,191	\$ 560,811
Professional & Contracted Services (41)		\$ 157,302	\$ 158,240	\$ 160,305	\$ 161,805
Supplies & Materials		\$ 31,900	\$ 33,100	\$ 37,600	\$ 37,600
Other Operating Costs		\$ 20,500	\$ 21,900	\$ 25,100	\$ 25,100
Debt Service		\$ -	\$ -	\$ -	\$ -
Capital Outlay- Land, Buildings & Equip.		\$ 11,000	\$ 11,000	\$ 20,770	\$ 20,770
Professional & Contracted Services(51)		\$ 22,450	\$ 22,000	\$ 22,000	\$ 23,750
Totals		\$ 757,834	\$ 796,045	\$ 822,966	\$ 829,836

Entity/ Appraisal Allocation

	2017 Levy	Entity Cost
Brenham ISD	\$ 29,793,656 49.21%	\$ 408,335
Burton ISD	\$ 4,919,820 8.13%	\$ 67,428
City of Brenham	\$ 6,600,776 10.90%	\$ 90,467
City of Burton	\$ 120,366 0.20%	\$ 1,650
Oak Hill FWD	\$ 148,841 0.25%	\$ 2,040
Washington County General	\$ 12,696,309 20.97%	\$ 174,008
Washington County F&M	\$ 4,054,412 6.70%	\$ 55,567
Blinn College	\$ 1,980,814 3.27%	\$ 27,148
Giddings ISD	\$ 232,945 0.38%	\$ 3,193
	\$ 60,547,939 100%	\$ 829,836

2018 Cost
2017 Cost
Increase
% Increase

%Total= 2017 Levy/\$60,547,939

Budget Allocation= % Total Levy x \$ 829,836

Entity/ Appraisal Allocation

	2018 Cost	2017 Cost	Change
Brenham ISD	\$ 408,335	\$ 406,564	\$ 1,771
Burton ISD	\$ 67,428	\$ 64,250	\$ 3,178
City of Brenham	\$ 90,467	\$ 88,113	\$ 2,354
City of Burton	\$ 1,650	\$ 1,541	\$ 109
Oak Hill FWD	\$ 2,040	\$ 2,023	\$ 17
Washington County General	\$ 174,008	\$ 171,742	\$ 2,267
Washington County F&M	\$ 55,567	\$ 58,287	\$ (2,719)
Blinn College	\$ 27,148	\$ 26,825	\$ 323
Giddings ISD	\$ 3,193	\$ 3,622	\$ (429)
	\$ 829,836	\$ 822,966	\$ 6,870



AGENDA ITEM 8

DATE OF MEETING: August 16, 2018	DATE SUBMITTED: August 10, 2018
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION	CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Approval of a Request from the Washington County Appraisal District to Retain the Accumulated Funds of \$24,571 from FY2016-17 Budget Savings, the City of Brenham's Portion Being \$2,679	
SUMMARY STATEMENT: The Washington County Appraisal District's (WCAD) audited financial statement for the fiscal year ending August 31, 2017 showed budget savings of \$24,571. WCAD is requesting to retain the savings to use for the 2020 Pictometry flight. If approved, the City of Brenham's portion of the funds to be retained would be \$2,679. If the \$24,571 is not retained by the WCAD, \$2,679 would be returned to the City. I have attached the transmittal letter from Mr. Willy Dilworth and he will be attending the Council meeting to present the information and to answer any questions that may arise.	
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: (1) Transmittal letter from Willy Dilworth, Chief Appraiser	
FUNDING SOURCE (Where Applicable):	
RECOMMENDED ACTION: Approve a request from the Washington County Appraisal District to retain the accumulated funds of \$24,571, from FY2016-17 budget savings, with the City of Brenham's portion being \$2,679, for the 2020 Pictometry flight	
APPROVALS: James Fisher	

WASHINGTON COUNTY APPRAISAL DISTRICT

1301 NIEBUHR
P. O. BOX 681
BRENHAM, TX 77834-0681
(979) 277-3740

August 8, 2018

City of Brenham
Mr. James Fisher
PO Box 1059
Brenham, TX 77834-1059

Dear Mr. Fisher,

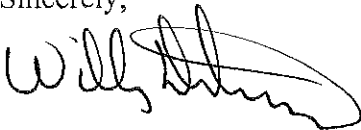
The audit of the 2016-2017 budget year of the Washington County Appraisal District showed that we were \$24,571 under budget. We would like to request that the taxing entities of Washington County allow us to retain this money for 2020 Pictometry.

The cost of allowing the retention of this money is shown with an attached chart.

Please contact me with any questions you may have about this or any other matter regarding this office.

Thank you for your consideration in this matter.

Sincerely;

A handwritten signature in black ink, appearing to read 'Willy Dilworth', with a large, sweeping flourish at the end.

Willy Dilworth
Chief Appraiser

WCAD BOD MEETING 06-26-2018

Entity/ Appraisal Allocation	2017 Levy		Entity Refund
Brenham ISD	\$ 29,793,656	49.21%	\$ 12,091
Burton ISD	\$ 4,919,820	8.13%	\$ 1,997
City of Brenham	\$ 6,600,776	10.90%	\$ 2,679
City of Burton	\$ 120,366	0.20%	\$ 49
Oak Hill FWD	\$ 148,841	0.25%	\$ 60
Washington County General	\$ 12,696,309	20.97%	\$ 5,152
Washington County F&M	\$ 4,054,412	6.70%	\$ 1,645
Blinn College	\$ 1,980,814	3.27%	\$ 804
Giddings ISD	\$ 232,945	0.38%	\$ 95
	\$ 60,547,939	100.00%	\$ 24,571

Refund \$ 24,571

**WASHINGTON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS MINUTES**

BRENNHAM, TEXAS

The Board of Directors of the Washington County Appraisal District met June 26, 2018 in the boardroom located in the Brenham Independent School District Tax Office & Appraisal District Building.

Call to Order: John Schaer called the meeting to order at 10:00 A.M.

Members present: Joe Antkowiak, Leslie Boehnemann, Jr., Johanna Fatheree, & Charles Gaskamp, & John Schaer

Visitors present: Kim Strauss & Brian Weeks

Public Notice: Provisions under Section 551.001 et seq., the Texas Open Meetings Act, of the Texas Government Code, has been complied with in connection with the public notice of this meeting.

Minutes of the previous meeting were approved as written:

Financial Report: Was approved for audit.

A motion was made by Johanna Fatheree., seconded by Leslie Boehnemann, Jr., to pay outstanding bills. Motion carried.

Public Forum: No one appeared.

2018 Notices of Appraised Value Report/ARB Report: Willy Dilworth reported that 11,000 notices were sent out. The Appraisal Review Board last day will be July 12, 2018.

2018-2019 Budget Discussion: Dilworth informed the Board that the proposed 2018-2019 budget of \$829,836 is up less than \$7,000 from the 2017-2018 budget. He stated that the district is required to run ad in the Banner before budget hearing,

Discuss & Approve Retaining \$24,571 of 2016-2017 Budget Carryover for Pictometry Reserve: Dilworth asked the Board to approve the retention of the \$24,571 in carryover funds to fund the 2020 Pictometry flight.

A motion was made by Johanna Fatheree, seconded by Leslie Boehnemann, Jr., to retain the \$24,571 & to use funds for the 2020 Pictometry. Motion carried.

Discuss & Approve Use of \$15,000 Set Aside in Retained Fund (Vehicles) for Computer Backup System: Kim Strauss & Brian Weeks (Brenham ISD Technology Depart) explained the need for an additional offsite backup. The Appraisal District & the Brenham ISD would share the cost. The Appraisal District's share would be \$15,000 for the computer equipment needed.

A motion was made by Charles Gaskamp, seconded, Johanna Fatheree to transfer \$15,000 in Contingency Funds for fleet replacement to computer equipment for additional offsite backup system. Motion carried.

Chief appraiser Report: Dilworth informed the Board that Joanne Bennett resigned.

There being no further business, the meeting adjourned.

Respectfully submitted,

Secretary, ex-officio



AGENDA ITEM 9

DATE OF MEETING: August 16, 2018	DATE SUBMITTED: August 10, 2018
DEPT. OF ORIGIN: Finance	SUBMITTED BY: Carolyn D. Miller
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION	CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Approval of a Request from the Washington County Appraisal District to Reallocate Contingency Funds of \$15,000 Previously Set Aside for Fleet Replacement to be Used For a Computer Back-Up System	
SUMMARY STATEMENT: The City has received a request from the Washington County Appraisal District (WCAD) to reallocate \$15,000 of contingency funds that were originally set aside for fleet replacement to be used for a computer backup system. The WCAD approved this reallocation at their June 26, 2018 meeting and now are seeking approval from the taxing entities. I have attached the transmittal letter from Mr. Willy Dilworth and he will be attending the Council meeting to present the information and to answer any questions that may arise.	
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: (1) Transmittal letter from Willy Dilworth, Chief Appraiser	
FUNDING SOURCE (Where Applicable):	
RECOMMENDED ACTION: Staff recommends the approval of the request from Washington County Appraisal District to Reallocate \$15,000 of Contingency Funds from Fleet Replacement to the Purchase of a Computer Back-Up System	
APPROVALS: James Fisher	

WASHINGTON COUNTY APPRAISAL DISTRICT

1301 NIEBUHR
P. O. BOX 681
BRENHAM, TX 77834-0681
(979) 277-3740

August 1, 2018

City of Brenham
Mr. James Fisher
PO Box 1059
Brenham, TX 77834-1059

Dear Mr. Fisher,

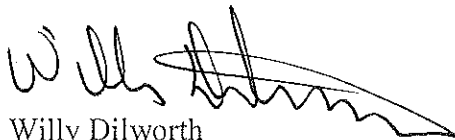
The Washington County Appraisal District Board of Directors approved transferring \$15,000 from our money set aside for fleet replacement to use for a computer backup system. This action took place on June 26, 2018 at our regular board meeting.

Included with this letter is the agenda from that board meeting and a financial statement for us that shows the results of that change. We still have \$25,290 for fleet replacement at this time. Money set aside for other purposes is shown as well.

We are requesting your approval to make this change. Please take action as soon as convenient for you.

Thank you for your consideration in this matter.

Sincerely;

A handwritten signature in black ink, appearing to read 'Willy Dilworth', with a long, sweeping horizontal stroke extending to the right.

Willy Dilworth
Chief Appraiser

NOTICE OF BOARD MEETING
WASHINGTON COUNTY APPRAISAL DISTRICT

June 26, 2018

10:00 a.m.

*Brenham ISD Tax Office/Appraisal District Building
1301 Niebuhr Brenham, Texas*

AGENDA

Regular Meeting

- A. Call to Order
- B. Approval of Minutes
- C. Financial Report
- D. Public Forum
- E. 2018 Notices of Appraised Value Report/ ARB Report
- F. 2018-2019 Budget Discussion
- G. Discuss and Approve Retaining \$24,571 of 2016-2017 Budget Carryover for Pictometry Reserve
- H. Discuss and Approve Use of \$15,000 Set Aside in Retained Funds (Vehicles) for Computer Backup System
- I. Chief Appraiser Report
- J. Executive Session*
- K. Adjourn

* Executive Session-As permitted under Subchapter D, Chapter 551, Texas Government Code, and as deemed appropriate by the Board of Directors

TO: WASHINGTON CO APPRAISAL DISTRICT BOARD OF DIRECTORS

SUBJECT: FINANCIAL REPORT

DATE: July 24, 2018

Balance on hand May 31, 2018 \$ 84,190.04

Shares	\$101,388.63
Fax Fees	156.00
Interest (May & June)	467.13
Rendition Admin	<u>46.77</u>
	\$102,058.53

\$186,248.57

Brenham ISD, February Payroll	\$ 46,264.89
Brenham ISD, March 2018 Utilities, Postage, & Cleaning	2,231.11
Webb Printing, Name plates	<u>36.00</u>
	\$ 48,532.00

Balance on hand June 30, 2018 \$137,716.57

Bank of Brenham CD $\$100,000.00 + 1,064.47 = \$101,064.47$

Contingency Funds retained from prior budget years are to be spent as follows.

Legal Fund:	\$ 50,000.00
2017 Pictometry Flight:	\$ 9.32 (93,868.00 - \$93,858.68)
2020 Pictometry Flight	\$ 44,795.00 (12,774.00 + 7450.00 + 24,571)
Fleet Replacement:	\$ 25,290.00 (40,290.00 - 15,000)
Computer Hardware Replacement:	\$ <u>16,493.63</u> (26,000.00 - 24,506.37 + 15,000)
Total Contingency Fund	\$136,587.95



AGENDA ITEM 10

DATE OF MEETING: August 16, 2018	DATE SUBMITTED: August 10, 2018	
DEPT. OF ORIGIN: Administration	SUBMITTED BY: James Fisher	
MEETING TYPE: ☐ REGULAR ☐ SPECIAL ☒ EXECUTIVE SESSION	CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION	ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION
AGENDA ITEM DESCRIPTION: Section 551.074 – Texas Government Code – Personnel Matters – Deliberation Regarding Update, Status and Options Regarding: 1) Vacancy Created by Death of Ward 2 Councilmember Weldon C. Williams, Jr.; and 2) Position 5 - At Large Councilmember Charlie Pyle		
SUMMARY STATEMENT: To be discussed in Executive Session.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: None		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: None		
APPROVALS: Milton Y. Tate, Jr.		



AGENDA ITEM 11

DATE OF MEETING: August 16, 2018	DATE SUBMITTED: August 10, 2018
DEPT. OF ORIGIN: Administration	SUBMITTED BY: James Fisher
MEETING TYPE: ☐ REGULAR ☐ SPECIAL ☒ EXECUTIVE SESSION	CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION	
AGENDA ITEM DESCRIPTION: Section 551.074 – Texas Government Code – Deliberation Regarding Real Property – Update Regarding the Purchase of Approximately 3.0 Acres of Land for a Future Fire Station	
SUMMARY STATEMENT: To be discussed in Executive Session.	
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: None	
FUNDING SOURCE (Where Applicable):	
RECOMMENDED ACTION: None	
APPROVALS: Milton Y. Tate, Jr.	



AGENDA ITEM 12

DATE OF MEETING: August 16, 2018	DATE SUBMITTED: August 10, 2018
DEPT. OF ORIGIN: Administration	SUBMITTED BY: Jeana Bellinger
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION	CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION
ORDINANCE: ☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon: 1) Vacancy Created by Death of Ward 2 Councilmember Weldon C. Williams, Jr. and/or 2) Position 5 - At Large Councilmember Charlie Pyle	
SUMMARY STATEMENT: As discussed in Executive Session	
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: None	
FUNDING SOURCE (Where Applicable):	
RECOMMENDED ACTION: As discussed in Executive Session	
APPROVALS: James Fisher	