



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY, JUNE 16, 2016 AT 1:00 P.M.
SECOND FLOOR CITY HALL
COUNCIL CHAMBERS
200 W. VULCAN
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Herring**
- 3. New Employee Introductions**
 - **Andrew Adams – Patrol Officer**
 - **Colin Godmintz – Patrol Officer**
 - **Eddie Martinez – Patrol Officer**
 - **Kejan Mehlhorn-Hock – Patrol Officer**
 - **Matthew Monfreda – Water Treatment Plant Manager**
 - **Ryan Rapelye – Assistant City Manager - General Government**
- 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. Minutes from the May 2, 2016 Special Meeting and May 5, 2016 Regular City Council Meeting

Pages 1 - 12

WORK SESSION

6. **Discussion and Presentation of a Strategic Plan for the Nancy Carol Roberts Memorial Library** **Pages 13 -32**

REGULAR SESSION

7. **Discuss and Possibly Act Upon the Purchase of Shelving Systems Using BuyBoard Contract No. 503-16, for the Nancy Carol Roberts Memorial Library and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 33 - 36**
8. **Discuss and Possibly Act Upon an Ordinance on Its First Reading Granting a Specific Use Permit to Grady Hardeman, Jr. to Allow for a Church and Related Auxiliary Uses on Property Located at 515 Martin Luther King, Jr. Parkway in an R-2, Mixed Residential Zoning District, and Being Described as Part of Lot 89 of the James A. Wilkins Addition, West Block in Brenham, Washington County, Texas** **Pages 37 - 40**
9. **Discuss and Possibly Act Upon the Ratification of a Contract Related to the Emergency Purchase of a Generator for the Lake Somerville Pump Station and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 41 - 47**
10. **Discuss and Possibly Act Upon Bid No. IFB 16-008 for the Purchase of a Mechanical Bar Screen for the Wastewater Treatment Plant and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 48 - 50**
11. **Discuss and Possibly Act Upon an Audit Engagement Letter from Seidel Schroeder to Perform an Audit for the Fiscal Year Ending September 30, 2016 and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 51 - 59**
12. **Discuss and Possibly Act Upon a Request for a Noise Variance from Washington County Bar Association for the Reading of the Declaration of Independence at the Washington County Courthouse to be Held on July 1, 2016 from 7:30 a.m. – 8:30 a.m. and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 60 - 61**
13. **Discuss and Possibly Act Upon a Request for a Noise Variance from Don and Margaret Davis for a Birthday Party at 800 Pleasantview to be Held on June 18, 2016 from 10:00 a.m. – 9:00 p.m. and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 62 - 63**

14. Administrative/Elected Officials Report

➤ Update on Storm Assessment and Recovery

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 June 16, 2016 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 June 13, 2016 at **10:00 AM.**

Jeana Bellinger, TRMC

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 _____, 2016 at _____ AM PM.

Signature

Title

Brenham City Council Minutes

A special meeting of the Brenham City Council was held on May 2, 2016 beginning at 8:30 a.m. in the Brenham City Hall, City Conference Room 2-A, at 200 W. Vulcan Street, Brenham, Texas.

Members present:

Mayor Milton Y. Tate, Jr.
Mayor Pro Tem Gloria Nix
Councilmember Andrew Ebel
Councilmember Danny Goss
Councilmember Keith Herring
Councilmember Mary E. Barnes-Tilley
Councilmember Weldon Williams, Jr.

Members absent:

None

Others present:

City Manager Terry Roberts, Assistant City Manager-Chief Financial Officer Carolyn Miller, Development Services Manager Erik Smith, Fire Chief Ricky Boeker, Police Chief Craig Goodman, Director of Community Services Wende Ragonis, Assistant City Manager of Public Utilities Lowell Ogle, City Secretary Jeana Bellinger, Public Works Director Dane Rau, Kaci Konieczny, Stacy Hardy, Debbie Gaffey and Lori Lakatos

Citizens present:

None

Media Present:

Arthur Hahn, Brenham Banner Press

1. Call Meeting to Order

REGULAR SESSION

2. Fiscal Year 2016 – 17 Budget Planning

City Manager, Terry Roberts, welcomed everyone and explained that the budget team has taken a strategic look at where the city is financially as the City begins looking at the FY2016-17 budget. Roberts advised Council that Assistant City Manager -Chief Financial Officer, Carolyn Miller, and her finance staff have assembled a significant amount of financial data to help Council better understand the City's financial position. Roberts then turned the presentation over to Assistant City Manager-Chief Financial Officer Carolyn Miller.

Miller explained that the workshop was to give Council an idea of what to expect during the FY2016-17 budget process. The following topics were discussed:

- **Capital Projects**

- Belle Towers
- Fire Station Living Quarters
- Animal Shelter
- Library Modernization
- Library Parking Lot
- Library Completion
- General Fund Reserves

Miller advised that the amount needed to complete the animal shelter is \$62,000 and \$190,000 to complete the library. Miller explained that the City must maintain at least a ninety (90) day operating reserve; however, there are currently twelve (12) extra days of reserve funds at this time. Council agreed that the excess days in reserve should be used to fund the completion of the animal shelter and library.

- **Council Sub-Committees**

- Community Services
- Tourism and Promotions
- Alliance
- ILA Task Force

Councilmember Goss addressed the Council regarding Community Services helping to fund utility costs for the Washington County Healthy Living Association. Councilmember Barnes-Tilley questioned the County's contribution to this organization. Roberts stated that he would try and find information on the County's 2016 level of funding for the seniors.

Miller advised the Council that the Tourism and Promotions Subcommittee has recommended funding \$100,000 for the Simon Theatre. Mayor Tate informed the Council that staff would be working on a budget for the Simon and would bring that information back to the Council at a later date.

- **Fire Department Substation and Staffing**

Fire Chief Ricky Boeker addressed Council on the importance of proper staffing at the fire station now and in the future.

- **General Government Requests**

- Personnel Plans
- Capital Improvement Plans
- Utility Cap Projects
- Streets and Thoroughfares
- Drainage

Council adjourned into Executive Session at 1:20 p.m.

EXECUTIVE SESSION

3. Section 551.072 – Texas Government Code – Deliberation Regarding Real Property – Deliberation Regarding Saeger Street Right-Of-Way, Its Value and Associated Issues

Executive Session adjourned at 1:50 p.m.

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC
City Secretary

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on May 5, 2016 beginning at 1:00 p.m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Members present:

Mayor Milton Y. Tate, Jr.
Mayor Pro Tem Gloria Nix
Councilmember Andrew Ebel
Councilmember Danny Goss
Councilmember Keith Herring
Councilmember Mary E. Barnes-Tilley
Councilmember Weldon Williams, Jr.

Members absent:

None

Others present:

City Manager Terry Roberts, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy City Secretary Kacey Weiss, Assistant City Manager-Chief Financial Officer Carolyn Miller, Stacy Hardy, Sara Parker, Kaci Konieczny, Cynthia Longhofer, Director of Community Services Wende Ragonis, Jennifer Eckermann, Fire Chief Ricky Boeker, Police Chief Craig Goodman, Public Works Director Dane Rau, Assistant City Manager of Public Utilities Lowell Ogle, Alton Sommerfield, Wanda Kramer, Development Services Manager Erik Smith, Kim Hodde, Lori Lakatos, Shelley Addison, Angela Hahn, Don Bolenbar, Ande Bostain, Jordan Prigge, Dillon Miertschin, Luke Ongudu and Captain Lloyd Powell

Citizens present:

Thomas Whisnant, Daniel J. Creel, Rick Perkins, Henry de la Garza, Miss Lette (Diamond Lil Actress), Bryan Bryant, Page Michel, Terry Ward, Marc Millis, Diamond Lil, Matt Childers, Judy Smith, Donald W. Lampe and Clint Kolby

Media Present:

Arthur Hahn, Brenham Banner Press; and Codi Rynn, KWHI

1. **Call Meeting to Order**
2. **Invocation and Pledges to the US and Texas Flags – Councilmember Williams**
3. **Service Recognition**
 - **Wanda Kramer, Utility Department – 40 Years**
4. **a. Special Recognition**
 - **GFOA Distinguished Budget Presentation Award****b. Proclamation**
 - **Motorcycle Awareness Month**
 - **National Preservation Month & Local History Days**
5. **Citizens Comments**

There were no citizens comments.

CONSENT AGENDA

6. **Statutory Consent Agenda**
 - 6-a. **Ordinance No. O-16-009 on Its Second Reading Amending the Official Zoning Map of the City of Brenham, to Change the Zoning District From a Single Family Residential Use (R-1) District to a Mixed Residential Use (R-2) District on a Tract of Land Described as 4.293 Acres Out of the Phillip Coe Survey, A-31, Located on the North Side of Old Mill Creek Road in Brenham, Washington County, Texas**
 - 6-b. **Ordinance No. O-16-010 on Its Second Reading Amending Appendix A – “Zoning” of the Code of Ordinances for the City of Brenham Granting a Specific Use Permit to Allow a Multifamily Development on a Site of Two (2) or More Acres of Land Being Described as 4.293 Acres Out of the Phillip Coe Survey, A-31, Located on the North Side of Old Mill Creek Road in Brenham, Washington County, Texas**
 - 6-c. **Ordinance No. O-16-011 on Its Second Reading Amending the Official Zoning Map of the City of Brenham, to Change the Zoning District from a Single Family Residential Use (R-1) District to a Local Business/Residential Mixed Use (B-1) District on a Tract of Land Described as 2.119 Acres Out of the Phillip Coe Survey, Located on the Northwest Corner of the Intersection of Old Mill Creek Road and S. Saeger Street in Brenham, Washington County, Texas**

6-d. Ordinance No. O-16-012 on Its Second Reading Amending the Official Zoning Map of the City of Brenham, to Change the Zoning District From a Single Family Residential Use (R-1) District to a Local Business/Residential Mixed Use (B-1) District on a Tract of Land Described as Lot 7A and Lot 11A, Block 9, Washington Terrace Addition, Out of the A. Harrington Survey, A-55, Located at the Southeast Intersection of Ewing Street and Rucker Street in Brenham, Washington County, Texas

A motion was made by Councilmember Herring and seconded by Councilmember Goss to approve the Statutory Consent Agenda Items 6-a. , 6-b. and 6-c. as presented.

Mayor Pro Tem Nix called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Abstain
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	No
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Goss to approve the Statutory Consent Agenda Item 6-d. as presented.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

REGULAR SESSION

11. Discuss and Possibly Act Upon an Ordinance on Its First Reading Authorizing a Variance to Residential Lot Requirements, as Outlined in Section 23-22(5)(a) of the City of Brenham's Code of Ordinances, on a Tract of Land Being Described as Tract 95, 19.94 Acres, Out of the Phillip Coe Survey, A-31, Located at 940 Farmers Road, in Brenham, Washington County, Texas

Development Services Manager Erik Smith presented this item. Smith explained that citizen Donald Lampe has submitted a variance, on behalf of, H. A. and Judy Smith who own a 19.94 acre tract of land located within the City of Brenham Extra Territorial Jurisdiction that is addressed as 940 Farmers Road. Smith stated the subject property does not have road frontage, but has an access easement to Farmers Road. Smith advised that the applicant wishes to subdivide this property into two tracts and is specifically asking for a variance to remove the requirement to have property frontage on a City right-of-way. Smith noted the Planning and Zoning Commission recommended unanimous approval of this request.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Ebel to approve an Ordinance on its first reading authorizing a variance to residential lot requirements, as outlined in Section 23-22(5)(a) of the City of Brenham's Code of Ordinances, on a tract of land being described as Tract 95, 19.94 acres, out of the Phillip Coe Survey, A-31, located on 940 Farmers Road, in Brenham, Washington County, Texas

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

WORK SESSION

7. Presentation and Discussion Regarding Digital Billboards within the City of Brenham's City Limits and Extra Territorial Jurisdiction (ETJ)

Development Services Manager Erik Smith introduced SignAd representative, Thomas Whisnant. Smith explained that he was approached by Whisnant a few months back about installing digital billboards within the city limits and the city's extra territorial jurisdiction (ETJ).

Smith advised that he explained to Mr. Whisnant that currently billboards, off premise signs and spectacular signs are prohibited in the City's Code of Ordinances.

Mr. Whisnant addressed the Council and explained that SignAd has changed some of their signs to digital billboards and have been recently allowed in cities that had historically not allowed digital billboards or billboards in general. Smith also advised Council that SignAD would allow the City to utilize their sign for forty (40) hours of free advertising space each year; which could be used for various city program, notifications and/or in times of emergencies.

Smith noted this item was presented to the Board of Adjustments at their meeting on April 11th as discussion only. Smith stated the comments that Staff received at the meeting were generally negative toward digital signs in general.

Councilmember Barnes-Tilley asked if we have any current digital billboards. Smith stated that there is one on Highway 290 that was approved by the Board of Adjustments due to the movement of the original billboard having to be relocated during the construction of the new highway.

Citizen Page Michel with "Keep Washington County Beautiful", a local chapter of "Keep Texas Beautiful", stated that their chapter is opposed to all billboards because it adds clutter to the community and can cause distracted driving.

Councilmember Goss stated that some citizens contacted him and indicated that they are not in support of digital billboards. Mayor Pro Tem Nix stated that several citizens had contacted her also and they were no in favor of billboards.

REGULAR SESSION

8. Discuss and Possibly Act Upon Bid No. 16-007 Related to Concrete for the Library Parking Lot Project and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that on March 31, 2016 the Purchasing Department opened bids related to the Library parking lot concrete work. Rau stated 2 bids were received. Rau noted the bids were broken out into a base bid and had an alternate option. Rau explained that since the bid, there were minor adjustments made to the elevation and size of the library parking lot that helped on the elevations leading to the Owsley Playground area, which ultimately changed the quantities of the main parking lot slightly. Rau advised that with these adjustments and Collier Construction honoring the unit price bids, it was determined that there would be a difference of \$34,007.08 to go with concrete on the main parking lot versus asphalt.

A motion was made by Councilmember Herring and seconded by Mayor Pro Tem Nix to award Bid No. 16-007 for concrete for the Library Parking Lot Project to Collier Construction for the Base Bid Section I and Alternate Bid Section III for a total of \$167,951 and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

9. Discuss and Possibly Act Upon a Contract with Ricoh USA, Inc. for Leased Office Automation Equipment and Authorize the Mayor to Execute Any Necessary Documentation

Purchasing Manager Sara Parker presented this item. Parker explained that in 2013 the City leased fifteen photocopiers from Ricoh, USA, Inc. Parker noted that the lease expires in 2016 and provides a \$1.00 Buyout option for City ownership of the copiers. Parker stated that a survey was performed concerning the condition and fitness of the current fleet to determine feasibility of keeping the machines in service. Parker advised that the Purchasing Department examined lease pricing and maintenance costs for copiers of various manufacturers and models. Parker explained that the best value was found to be a 3-year lease for two copiers from Ricoh USA, Inc. Parker noted that the two new copiers would be replacing the machines located in the Library and Administration. Parker stated that by retaining fourteen copiers from the expiring lease, the City will realize savings over the next twelve months of approximately \$23,385.00.

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Williams to approve a 3 year lease contract with Ricoh USA, Inc. for office automation equipment in the amount of \$29,340.00 and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

10. Discuss and Possibly Act Upon Resolution No. R-16-016 Authorizing the Acceptance of Public Improvements in the Ralston Creek Subdivision, Phases 2 and 3, and Authorize the Mayor to Execute Any Necessary Documentation

City Engineer Lori Lakatos presented this item. Lakatos explained that BCS Development Company has completed infrastructure improvements (water, sanitary, storm, and streets) related to the development of Phase 2 and 3 of Ralston Creek Estates. Lakatos advised that the infrastructure improvements have been constructed and inspected according to the City of Brenham ordinances and regulations.

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Herring to approve Resolution No. R-16-016 authorizing the acceptance of public improvements in the Ralston Creek Estates, Phases 2 and 3, and authorize the Mayor to execute any necessary documentation....

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

12. Discuss and Possibly Act Upon a Ground Space Lease Agreement with David Loendorf for Hangar Space at the Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation

Planning Technician Kim Hodde presented this item. Hodde explained that JC Umland owned the hangar addressed as 3175 Aviation Way. Hodde stated that Mr. Umland passed away and his hangar was left to David Loendorf and therefore a new lease agreement needs to be executed for Mr. Loendorf. Hodde advised that execution of this lease agreement with Mr. Loendorf will cancel the previous agreement with Mr. J.C. Umland.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Ebel to approve a ground space lease agreement with David Loendorf for hangar space at the Brenham Municipal Airport and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

13. Discuss and Possibly Act Upon a Request for a Noise Variance from Washington County Historical Juneteenth Association for a Juneteenth Celebration at Fireman's Park to be Held on June 17, 2016 from 7:00 p.m. – 11:00 p.m. and June 18, 2016 from 12:00 p.m. – 4:00 p.m. and Authorize the Mayor to Execute Any Necessary Documentation

Deputy City Secretary Kacey Weiss presented this item. Weiss stated that the Juneteenth Celebration will be held on June 17th and 18th at Fireman's Park. Weiss advised that activities include a band and a DJ playing music.

A motion was made by Councilmember Williams and seconded by Councilmember Barnes-Tilley to approve a request for a noise variance from Washington County Historical Juneteenth Association for a Juneteenth Celebration at Fireman's Park to be held on June 17, 2016 from 7:00 p.m. – 11:00 p.m. and June 18, 2016 from 12:00 p.m. – 4:00 p.m. and authorize the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

14. Administrative/Elected Officials Report

City Manager Terry Roberts reported on the following:

- Maifest Parade will be on Saturday, May 7th
- Thanked Council for attending the Pre-Budget Retreat
- The hiring of the new Assistant City Manager for General Government will be announced in the next few days

Council adjourned into Executive Session at 2:21 p.m.

EXECUTIVE SESSION

15. Section 551.074 – Texas Government Code – Deliberation Regarding Personnel Matters – Discussion Regarding the Contract for City Prosecutor

Executive Session adjourned at 2:30 p.m..

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Kacey A. Weiss
Deputy City Secretary



AGENDA ITEM 6

DATE OF MEETING: June 16, 2016	DATE SUBMITTED: June 8, 2016															
DEPT. OF ORIGIN: Community Services	SUBMITTED BY: Wende Ragonis															
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;">MEETING TYPE:</td> <td style="width: 33%; vertical-align: top;">CLASSIFICATION:</td> <td style="width: 33%; vertical-align: top;">ORDINANCE:</td> </tr> <tr> <td>☒ REGULAR</td> <td>☐ PUBLIC HEARING</td> <td>☐ 1ST READING</td> </tr> <tr> <td>☐ SPECIAL</td> <td>☐ CONSENT</td> <td>☐ 2ND READING</td> </tr> <tr> <td>☐ EXECUTIVE SESSION</td> <td>☐ REGULAR</td> <td>☐ RESOLUTION</td> </tr> <tr> <td></td> <td>☒ WORK SESSION</td> <td></td> </tr> </table>		MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	☒ REGULAR	☐ PUBLIC HEARING	☐ 1 ST READING	☐ SPECIAL	☐ CONSENT	☐ 2 ND READING	☐ EXECUTIVE SESSION	☐ REGULAR	☐ RESOLUTION		☒ WORK SESSION	
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☐ SPECIAL	☐ CONSENT	☐ 2 ND READING														
☐ EXECUTIVE SESSION	☐ REGULAR	☐ RESOLUTION														
	☒ WORK SESSION															
AGENDA ITEM DESCRIPTION: Discussion and Presentation of a Strategic Plan for the Nancy Carol Roberts Memorial Library																
SUMMARY STATEMENT: The Texas State Library and Archives Commission (TSLAC) provide regulatory guidance for accredited public libraries in the State of Texas. The Nancy Carol Roberts Memorial Library (NCRML) is currently accredited through the TSLAC. To continue the tradition of excellence and to comply with the State accreditation standards, staff developed the attached 2016 – 2026 Library Strategic Plan for Council’s consideration. The 2016 – 2026 Library Strategic Plan is the result of an extensive planning process involving elected officials, Library Advisory Board members, industry experts and the residents of Brenham and Washington County. The goal of the plan was to: 1) create a document which represents the vision of the NCRML for the next ten years, 2) utilize industry standards to benchmark performance to ensure State accreditation is met, and 3) define objectives which meet the community’s dynamic needs. This Strategic Plan was meticulously prepared by Librarian, Andria Heiges, and Community Services Specialist, Crystal Locke, who will present the 2016 – 2026 Library Strategic Plan findings at the June 16, 2016 Council Meeting.																
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):																
A. PROS: B. CONS:																
ALTERNATIVES (In Suggested Order of Staff Preference):																
ATTACHMENTS: (1) 2016 -2026 Nancy Carol Roberts Memorial Library Strategic Plan																
FUNDING SOURCE (Where Applicable): N/A																

RECOMMENDED ACTION: No action required – discussion only.
APPROVALS: Terry K. Roberts

DRAFT



*Teach a child to read
and they hold the world
at their fingertips.*

Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026

learning • access • service • community • collaboration



The following individuals were instrumental in the development of the Nancy Carol Roberts Memorial Library Strategic Plan.

Mayor Milton Y. Tate, Jr.

Councilmembers

Andrew Ebel
Danny Goss
Gloria Greenwade-Nix
W. Keith Herring
Mary E. Barnes-Tilley
Weldon C. Williams, Jr.

Library Advisory Board

Meg Cone
Betty Fortner
W. Keith Herring
Renee Ann Mueller
Deborah Ottsen
Jody Tyson
Christy Van Dyke
Weldon C. Williams, Jr.
Alana Winkelmann

ACKNOWLEDGEMENTS

City Staff

Terry K. Roberts, City Manager
Carolyn D. Miller, Chief Financial Officer
Wende Ragonis, Director of Community Services
Andria Heiges, Library Supervisor
Louise Barbour, Library Staff
Carolyn Barlow, Library Staff
Will Felder, Library Staff
Deanna Michel, Library Staff
Tammy Murphy, Library Staff
Ethel Randle, Library Staff
Betty Thiel, Library Staff
Paula Shields, Administrative Assistant

Master Plan prepared by:

Andria Heiges
Library Supervisor

Crystal Locke
Community Services Specialist

TABLE OF CONTENTS

INTRODUCTION 7

1.1 History of the Library..... 7

1.2 The Library Today 9

1.3 Vision, Mission, and Values..... 9

1.4 General Demographic Characteristics 10

LIBRARY STANDARDS..... 11

2.1 Texas Public Library Standards 11

2.2 Purpose 11

2.3 Philosophy 11

2.4 Levels of Service..... 11

2.5 Standards and Measurements 12

NEEDS ASSESSMENT 15

3.1 Analysis of Current Offerings..... 15

3.2 Strategic Planning Survey 15

3.3 Community Interest Survey 16

GOALS & OBJECTIVES..... 19

INTRODUCTION

This document is the result of an extensive planning process involving elected officials, board members, staff, industry experts, and most importantly the residents of Brenham. The goals of this process are to (1) create a document which represents the vision for the Nancy Carol Roberts Memorial Library (NCRML) over the next ten years, (2) utilize industry standards to benchmark performance, and (3) define goals and objectives which meet the community's dynamic needs. This document is intended to guide the NCRML, but also incorporates flexibility in responding to unique opportunities as they arise.

1.1 History of the Library

The Fortnightly Club started the first public library in the Brenham. This club was organized by Mrs. H.C. McIntyre, Mrs. J.M. Key, and Mrs. R.E. Luhn on December 8, 1885. Fourteen ladies became the charter members of the Fortnightly Club of Brenham, meeting every two weeks, which was a fortnight.

The Texas Federation of Literary Clubs was established October 18, 1897, in Waco, and changed its name to the Texas Federation of Women's Clubs the following year. In 1899, the Fortnightly Club of Brenham was recommended for membership in the Texas Federation of Women's Clubs. All clubs were encouraged to establish libraries in their towns. The Fortnightly Club, consisting of twenty-eight members, began working on forming a public library.

One of the charter members met with Col. D.C. Giddings of Giddings & Giddings Bank to ask if he could provide space for the fortnightly activities. He replied, "yes, I have some rooms in the back of the bank. If you ladies are really in earnest, you may use them rent-free. But, I would like to ask that you look especially for books suitable for children. As long as there is a child in Brenham who wants to read good books, the rooms are at your disposal."

The club held a book reception on February 19, 1901. About 100 books were donated, and Col. Giddings added 300 volumes from his private collection. Local citizens also donated books, forming the 1,000 volume nucleus of the Library. In January 1910, the Library was moved to the second floor of city hall located at Vulcan and North Park Streets. By 1914, the Library had a total of 5,500 volumes.



In the autumn of 1933, funds from the Civil Works Administration paid for the labor to build a new Library at the corner of North Baylor and Vulcan Street. The city provided \$3,310.58 for the materials and the Civil Works Administration paid \$7,594.00 for construction workers. The total cost was \$10,904.58. The building was completed on March 29, 1934, and measured 2,160 square feet.

In 1956, the northeast side of the front porch was enclosed and became the children's area. In 1961, the bookcases that separated the club room and the meeting room were moved to accommodate the growth of the Library.

In 1977, the Library received \$33,000 from the sale of Coca Cola stocks donated by Mr. and Mrs. P.N. Roberts, Jr. in memory of their daughter, Nancy Carol Roberts. Nancy lost her life in a tragic accident in the fall of 1971. The Nancy Carol Roberts Memorial Library (NCRML) was completed and dedicated on September 8, 1974, and is located at 100 Martin Luther King, Jr. Parkway. At the time the Library opened, the building's capacity was projected to be adequate to house between 28,000-30,000 volumes.

Just ten years later in 1984, the Library had exceeded its original collection size by amassing a collection of nearly 40,000 volumes. It met or exceeded all but two of the contemporary standards set by the Texas State Library and the Texas Library Association. The Library, however, did not meet the standard for building size or staff size. The recommended size for its service population in 1984 was 13,000 square feet. The actual size was 6,200 square feet.

By 1988, the Library had become very crowded. The demand for services and the growth of the community during the 1980's resulted in an expansion project. Funds were raised by conducting a telethon which netted \$30,000 to \$40,000. Tom and Bonnie Whitehead made a generous donation toward the children's center which was named in memory of Tom and Edythe Whitehead. The Public Affairs Department of the Fortnightly Club raised more than \$9,170 with a the Library Lizards Project. On November 4, 1990, the new addition and expansion was dedicated, adding

over 5,000 square feet to the existing facility. In February 1997, a Texas History and Genealogy Room was established when the Library received a generous donation from Leon and Mimi Toubin. With a generous gift from Mrs. LaVerna Stolz in 1998, the circulation desk was moved forward to enlarge the offices and work rooms. There have been many other generous gifts given to the Library over the years.

As NCRML welcomed the new millennium it began upgrading technology components while maintaining traditional library offerings. A significant investment in Radio Frequency Identification (RFID) technology was made in 2006 allowing patrons to use a self-check machine. The RFID technology used security tags placed in library materials which would be deactivated upon checkout and allowed for a streamlined check in and check out.

A federal grant allowed the library to purchase 14 computers in 2011 and the Library began offering wifi. Wi-Fi is defined as a facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area. The need for fast and comprehensive electronic resources, accessible both in the library and from home continued to grow, and in 2014 the library invested in a new circulation system. The implementation of the new software system called Apollo, simplified and improved the overall operations of the library and allowed patrons to customize and manage their account settings. Apollo allowed patrons to renew and request items, as well as browse the catalog and access electronic databases outside the library. That same year the library joined the Texas Central Digital Consortium and added digital e-books and digital audiobooks through Overdrive. The popularity of library materials in a digital format has continued to grow at a rapid pace and Overdrive is heavily utilized. More recently the library received the Edge grant and was able to invest in chromebooks, laptops, and e-readers that circulate inside the Library. New learning tablets and mp3 players are checked out frequently by children using the library. The expectations of today's public library patrons are much higher and more sophisticated than they

were a decade ago and the Library has made a commitment to meet those demands.

On February 19, 2016, the Library celebrated its 115th birthday. Much has changed since the ladies of the Fortnightly Club established a public library to serve the people of Washington County. The strength of that original commitment can be seen in the support of the present Library.

The City of Brenham provides the majority of operating costs including salaries, utilities, maintenance, and janitorial services. The Library receives additional funding from the Fortnightly Club as well as memorial contributions from the public and Associate Member dues. The Fortnightly Club contributes money raised during its annual Silver Coffee and Book Fair.

Today, with a collection comprised of both standard and digital materials, the Library serves an increasingly diverse and dynamic community. The challenge for the NCRML will be to meet the changing information needs of this expanding and multicultural population.

1.2 The Library Today

For generations, the NCRML has offered critical services to address the needs of all learners and the continued demand for services combined with the growth of the community which has resulted in a much needed facility expansion and modernization project. Work has begun on a new facility which will offer a welcoming environment responsive to the modern library patron's needs. Construction is slated to be complete by Fall of 2016.

According to the 2015 State of America's Libraries Report by the American Library Association (ALA), the perception of libraries is shifting in their communities and in society. "No longer just places for books, libraries of all types are viewed as anchors, centers for academic life and research and cherished spaces"-American Library Association, 2015. An investment in the new library facility is an investment in the community. The library is committed to providing access to information and technology, while developing digital literacy skills, and providing numerous support services. Technology will be the highlight of the new library;

each room and public area of the new facility will integrate carefully planned technology upgrades that will support the library's vision of learning through technology. All planned resources are the result of considering what the community needs to live, learn, thrive, and how the library can meet these goals. The new facility will allow us to fulfill our mission and realize our vision by encouraging a culture of community learning and equal opportunity where people can safely work, explore, innovate, and create. The planned resources will secure the library's place in the community as a forward thinking and technologically advanced organization that encourages digital learning through cutting edge technology offerings. As we look to the future, this strategic plan will guide the policy and decisions we make in a way that is responsive to the growing needs and expectations of the community we serve.

1.3 Vision, Mission, and Values

Vision: What We Aspire To Be

The Nancy Carol Roberts Memorial Library aspires to be:

- a welcoming place where reading, learning and imagination thrive;
- a place where users are empowered by the most appropriate resources, services, access, and information to expand their world; and
- a leading presence and respected voice in our community

Mission Statement

The purpose of the Nancy Carol Roberts Memorial Library is to serve all the residents of Brenham and Washington County by offering resources, services, and facilities which meet their informational, educational, and recreational needs.

Values

NCRML is committed to a set of core values. Adopting these values ensures a thriving Library for us, our children, and grandchildren.

Learning: promoting and nurturing the acquisition of knowledge and literacy in all forms;

Access: making abundant cultural and intellectual resources available to all users;

Service: serving patrons effectively by staying relevant to changing needs and interests. Investing in our staff, technology, and infrastructure to improve service;

Community: providing opportunities for people to meet, exchange ideas, and participate in the life of their community, while in turn strengthening that community; and

Collaboration: accomplishing more with partners working together toward a common goal.

1.4 General Demographic Characteristics

Public library programs and services should be designed to appeal to the entire population. In order to do any kind of analysis and planning, it is important to have current data on the community including population, age distribution, racial makeup and median household income.

Historic Population

As shown in Table 1 the population of Brenham has continued to steadily increase similar to that of the county as a whole. The 2010 Census shows an increase of approximately 16.3% since 2000 and almost a 31.5% increase since the 1990 census. The estimated population for 2013 shows a 2.4% increase in the previous two years.

City	1990	2000	2010	2013 Est.
Brenham	11,952	13,507	15,716	16,101
Washington County	26,154	30,373	33,718	34,147

Table 1: Population

Age Distribution

Understanding age distribution helps to strategically target programs and services towards the needs of various age groups. The table below provides an overview of the age distribution of Brenham and Washington County.

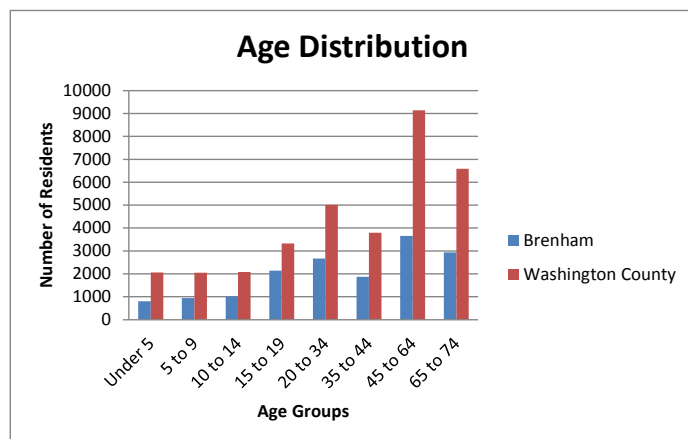


Table 2: Age Distribution

Ethnic Makeup

The ethnic makeup poses an interesting challenge when developing program and service offerings. Statistically the largest ethnic group is Caucasian. Brenham remains higher than the state percentage and lower than the national percentage. Washington County is higher than the state and national average. Although the Hispanic population in Brenham and Washington County is slightly lower than the national percentage, it is less than half the percentage in Texas. Conversely, the percentage of African American population is much higher than the state and national percentage in Brenham and the Washington County.

Race	Brenham 2010	Wash. Co. 2010	Texas 2010	National 2010
Indian	0.3%	0.3%	0.7%	0.9%
Asian	1.8%	1.3%	3.8%	4.8%
African American	23.7%	17.6%	11.8%	12.6%
Hispanic	15.3%	13.8%	37.6%	16.3%
Hawaiian	0%	0%	0.1%	0.2%
Caucasian	58.4%	66.4%	45.3%	63.7%

Table 3: Ethnicity

LIBRARY STANDARDS

2.1 Texas Public Library Standards

The Texas Library Association (TLA) Committee on Public Library Standards was created on an ad hoc basis by the TLA Executive Board in January 1998. It was formed and charged with the creation of qualitative and quantitative standards for public library service in Texas.

In 2003 the Texas State Library and Archives Committee (TSLAC) and the TLA established a Joint TSLAC/TLA Task Force to assess Public Library Standards (PLS) for their timeliness, comprehensiveness, and appropriateness and to recommend any changes, if needed. The Public Library Standards are reviewed every ten years with the most recent review in 2013.

2.2 Purpose

The purpose of these standards is to promote quality library services to all Texans, to raise the expectations of library clientele, and to provide an authoritative document to which library administrators and supporters may refer when justifying requests for funds. These standards are a way to measure and grow services. The standards also establish the minimum criteria requirements for public library accreditation.



2.3 Philosophy

The Joint TSLAC/TLA Task Force on Public Library Standards and Accreditation has affirmed the following imperatives:

- Value all public libraries and their importance as community resources and as a reflection of a varied cultural heritage;
- Value the diversity and uniqueness of libraries across the state;
- Value the needs of our communities;
- Value intellectual freedom and access to information; and
- Value the skills, talents, and contributions of library staff.

Standards may be applied equally across the board or vary by population grouping and levels of service in order to make the standards relevant and meaningful for all libraries.

2.4 Levels of Service

The TSLAC sets the minimum standard for accreditation based on population served. The NCRML is accredited and therefore is eligible for services and grant funding from the Texas State Library. Having met the minimum standards for the basic level of service, NCRML strives to meet the exemplary level of service standards.

The Task Force elected to recognize two service levels: enhanced and exemplary. The enhanced level builds upon the minimum standards and the exemplary upon the enhanced. Libraries which achieve the enhanced or exemplary level will be those where improvement is proactive rather than a reactive process.

For a city, nonprofit corporation, and/or county-established library receiving public funding for public library service, the population served by a public library is the population in the most recent decennial census or official population estimate of the United States Department of Commerce, Bureau of the Census, if available.

The NCRML is funded and maintained by the City of Brenham. TLA defines the service population by the funding source which includes the residents of Brenham according to the 2013 census estimate, 16,101. Brenham is the county seat of Washington County and is the only public library located within the county. The county population is more than double the City of Brenham’s population at 34,147.

2.5 Standards and Measurements

Using the 2014 Annual Report and the TSLAC website, we are able to access and compare measurable statistics for the NCRML according to average population 15,000 to 24,999 and statewide.

Library Visits Per Capita equal the total visits (65,506) divided by the population (16,101). Based on the 2014 Annual Report shown below the NCRML is above the average number of visits compared to other towns with a population between 15,000 to 24,999.

A standard is not given for Library Visits Per Capita.

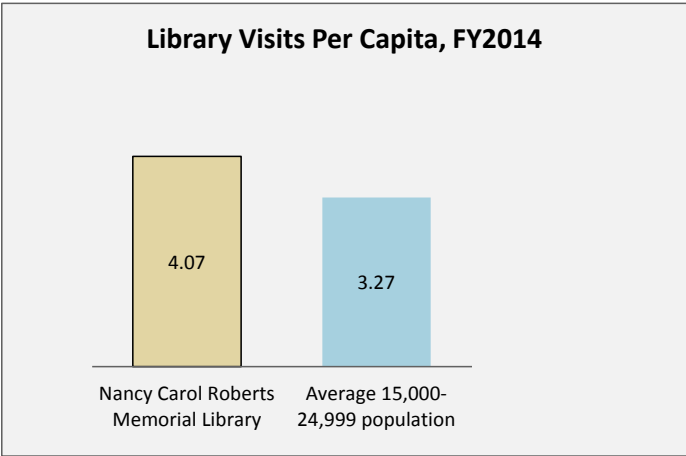


Table 4: Library Visits Per Capita

Collection Standards

The purpose of these standards is to ensure that Texas public libraries provide collections that meet the community needs. The size of the collection is a significant standard only in relation to its use by the community as reflected in circulation per capita and collection turnover rate.

Total Circulation Per Capita is the total circulation size (67,291) divided by population (16,101) which is equivalent to the average 15,000-24,999 population.

For a population ranging between 15,000 and 24,999 we exceed the Enhanced Level of 3.12, but do not meet the Exemplary Level of 5.25.

Brenham, NCRML - 4.18, Enhanced - 3.12, Exemplary - 5.25

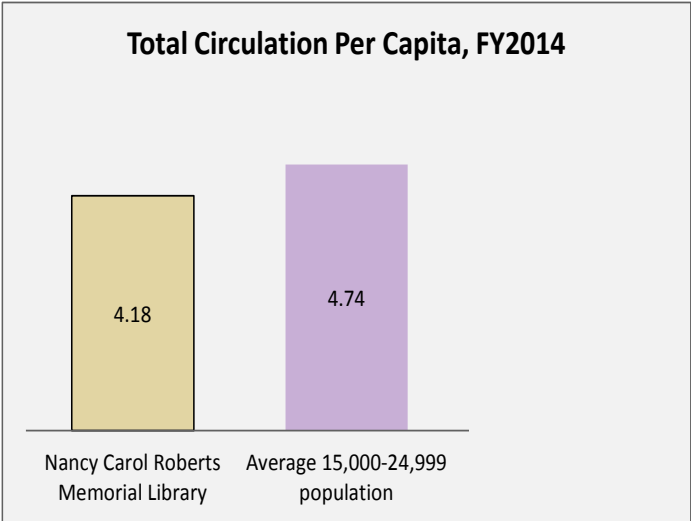


Table 5: Total Circulation Per Capita

When dividing the total circulation (67,291) by the county population (34,147) the circulation rate of 1.97 is well below the Enhance Level of 4.10 for a population between 25,000-49,999. The Exemplary rate is 6.73.

County, NCRML - 1.97, Enhanced - 4.10, Exemplary - 6.73

Collection Turnover Rate equals the total circulation (67,291) divided by the collection size of physical materials (32,402). The NCRML collection turnover rate is larger than the average 15,000-24,999 population.

The collection turnover rate is greater than both Enhanced (0.94) and Exemplary status (1.42).

Brenham - NCRML - 2.05, Enhanced - 0.94, Exemplary - 1.42

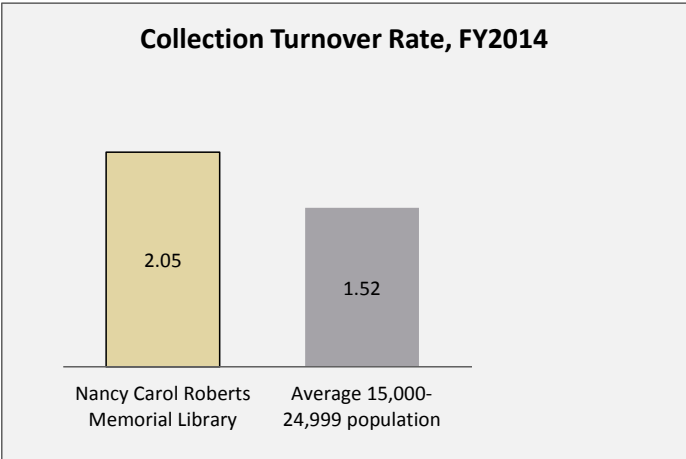


Table 6: Collection Turnover Rate

Compared to the county population range of 25,000-49,999 the NCRML meets the Enhanced Level of Collection turnover rate at 1.77, but does not meet Exemplary Level at 2.97.

County - NCRML - 2.05, Enhanced - 1.77, Exemplary - 2.97

Collection Total Items Per Capita is the collection size or physical materials (32,402) divided by the population size (16,101). NCRML is below the average 15,000-24,999 population.

NCRML does not meet the Enhanced Level of 2.21 items per capita.

Brenham - NCRML - 2.01, Enhanced - 2.21, Exemplary - 3.13

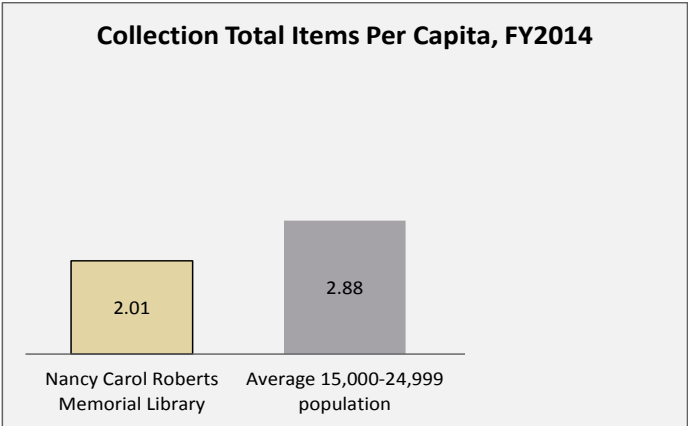


Table 7: Collection Total Items Per Capita

When dividing the collection size or physical materials (32,402) by the county population size (34,147) the collection total items per capita is 0.94. To meet the Enhanced Level for a population size between 25,000-49,999 the NCRML would need to be at 1.95 items per capita. Exemplary Level is 2.46 items per capita. The NCRML does not meet either standard.

County- NCRML - 0.94, Enhanced - 1.95, Exemplary - 2.46

Total Full-Time Equivalent Library Employees. The NCRML currently has 6.5 full-time equivalent (FTE) Library employees. This number is slightly above the average 15,000-24,999 population.

The Enhanced standard for FTE Library staff is one FTE staff per 3,500 residents. Compared to Brenham's population this is equivalent to 4.6 staff. The Exemplary standard equals one FTE staff per 2,500 residents which is 6.44 FTE staff. As shown below, NCRML exceeds the Enhanced Level and is just below meeting Exemplary status for serving a population ranging from 15,000-24,999.

Brenham - NCRML - 6.46, Enhanced - 4.6, Exemplary - 6.44

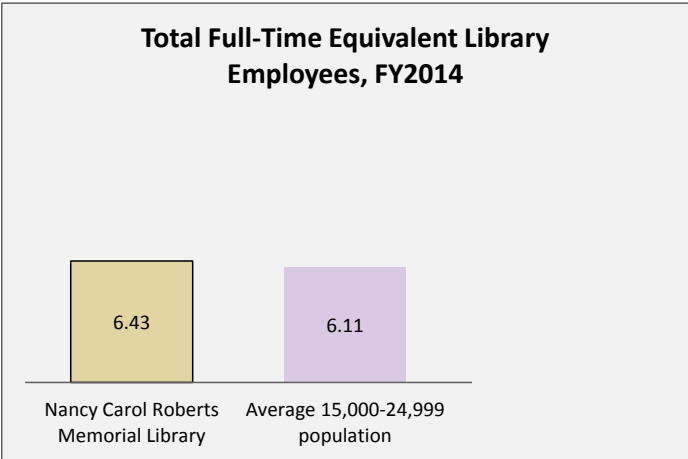


Table 8: Total Full Time Equivalent Library Employees

Based on the Enhanced and Exemplary standards listed above in comparison to the county population which the Library serves, the NCRML would need 9.75 full-time equivalent staff to meet the Enhanced Level standards and 13.6 full-time equivalent staff to meet Exemplary Level standard.

County - NCRML - 6.46, Enhanced - 9.75, Exemplary - 13.6

Accessibility
The NCRML exhibits Exemplary status for both city and county populations based on accessibility for a population 10,000-24,999 and 25,000-49,999. The Library meets and exceeds the following items:

- Library is open at least 55 hours per week;
- Library has a website;
- Library has social media presence;
- Library provides remote access to online catalog; and
- Library provides remote renewals for materials.

Computers for Public Use
According to the TLA standards for all populations, one working computer for public use per 2,000 population served meets the Enhanced Level standard and one working computer for public use per 1,500 population served meets Exemplary standard. Currently, the Library offers 12 computers for public use.

Using Brenham's population of 16,101 the NCRML exceeds both the Enhanced standard of 8.1 and Exemplary standard of 10.7. Using Washington County's population of 34,147, the Library will need 17.1 computers to meet the Enhanced standard and 22.7 computers to meet Exemplary standard.



NEEDS ASSESSMENT

A needs assessment and identification was completed using a demand-based approach. To start, we conducted an analysis of current program offerings. Following the initial step, data was collected from city administrators and staff, the Library Advisory Board, and a community interest survey. Details about each of these data collection processes are reported below along with key results.

3.1 Analysis of Current Offerings

We completed an analysis of the types of programs and services currently provided by NCRML. This information is taken from a report that is prepared by staff on an annual basis. Participation in 2014 is shown below:

- Number of Library visits was 65,506
- Children's program attendance was 17,803
- Young adult programs, none offered
- Adult program attendance, none offered

All of the above combine for a total of 83,309 library users.

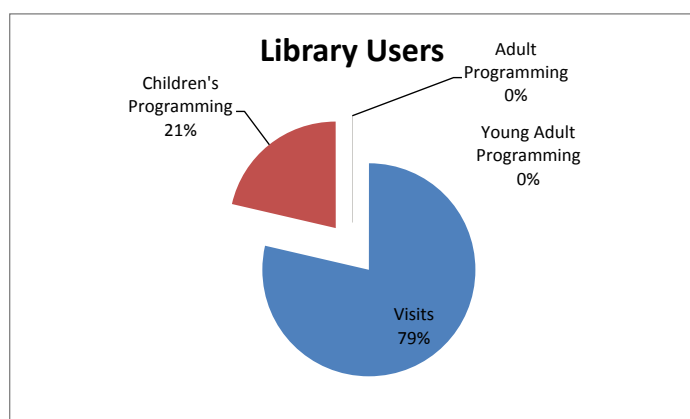


Table 9: Library Users

3.2 Strategic Planning Survey

The first priority was to gather information from those individuals already active in planning for library services in Brenham including city staff and Library Advisory Board members. Many of these individuals have been involved with library services for many years and it was important to capture this community knowledge. Six of ten surveys were completed and returned. Key results are shown below.

Please list two or three things which you think the library does the best.

- children's programming;
- provides computer services to the public;
- customer service; and
- provide reading material that would otherwise be costly for residents

Do you see any areas for potential improvement and/or expansion of programs and services?

- teen programming;
- adult reading groups;
- partner with schools to offer after school technology and related training to reinforce what is used in the classroom;
- offer Google Drive class;
- educate residents about the library and its offerings;
- events such as author presentations; and
- provide loaner electronic readers to library users

What community organizations or groups of people should the library work with to serve its patrons?

- Brenham ISD and Burton ISD;
- Volunteer opportunities for Fortnightly;
- Opportunity to earn badges for Girl Scouts and Boy Scouts;
- Faith Mission;
- Boys and Girls Club of Washington County;
- Private Schools;
- Brenham and Washington County Rotary;
- Senior Activity Center;
- Brenham Heritage Museum; and
- Genealogy Club

3.3 Community Interest Survey

A survey was developed in-house and distributed electronically and in hard copy form at the Library. A number of questions were asked regarding quality of programs and services, preferred forms of communication, and future programming offerings.

A total of 553 responses were collected. The majority of respondents have a 77833 zip code (76.85%). Of those respondents, 69.93% were female and 64.95% were in the 36-69 age group. While income level was well distributed, the majority (83.83%), were Caucasian which is not representative of the city demographics.

Q19 What is your total annual household income?

Answered: 470 Skipped: 83

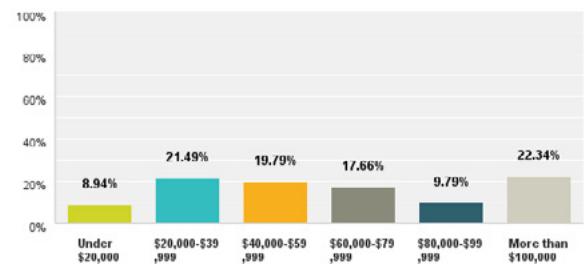


Table 11: Annual Household Income

Based on survey results a majority of patrons (40.07%) use the Library on a monthly basis.

Q2 How often do you use the Library

Answered: 544 Skipped: 9

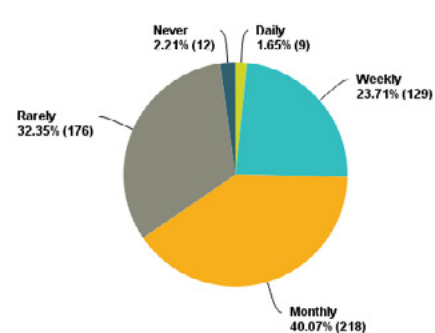


Table 12: How often do you use the Library

Q18 Age

Answered: 497 Skipped: 6

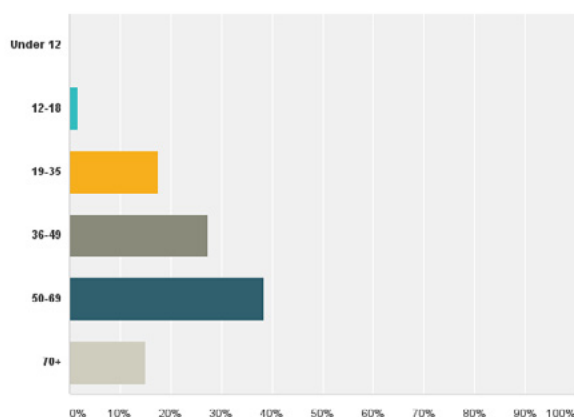


Table 10: Age

The Library's book collection was the number one response when asked, "What do you love most about the Library." Other responses include staff, available computers, and children's story time.

Answer Choices	Responses
Book Collection	40.67%
Staff	14.55%
Avalibility of Computer Use	11.94%
Children's Story Times	10.82%
Audiobooks	7.84%
Digital Collection	3.73%
Video Collection	2.80%
Other	7.65%

Table 13: What do you love most about the Library

"I love the audio books at NCRML, they are awesome. They are convenient and make it easy for me to listen to books when I can't physically read, like when I'm driving my car. Everyone that works at NCRML is extremely helpful and have taught me how to do some much on the computer. They are always willing to lend a helping hand."

A patron of the NCRML

When asked, "What would you like for the Library to improve," responses were distributed fairly equally among answer choices.

Answer Choices	Responses
Hours of Operation	29.48%
Other	29.48%
Events Library hosts such as book discussions and story time	28.60%
Number of books to check out	28.17%
Number of computers available	16.16%

Table 14: What would you like for the Library to improve

We live in a digital age with an Internet economy that is growing exponentially; however, access to the Internet remains a problem in rural communities and low-income households. Of the patrons completing the survey 90.63% own a home computer and almost 20% either use their phone to access the Internet or do not have access to Internet at home. This is not reflective of our patron base.

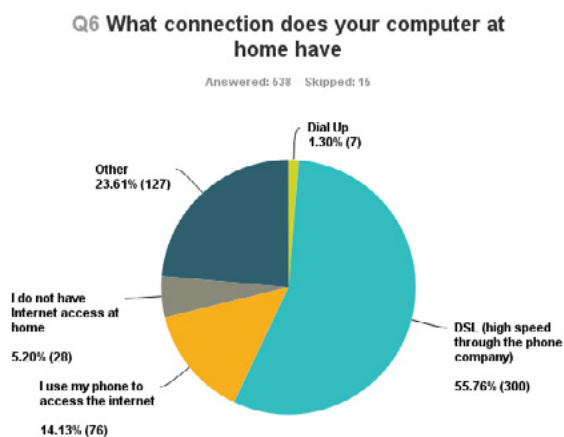


Table 15: What connection does your computer at home have

A Public Library Teacher Survey was emailed to 610 K-12 grade teachers of Brenham ISD and Burton ISD. Approximately 15% responded to the survey with their students in mind. When asked, “In developing homework and tutorial help at the public library, what would you find most beneficial for your students,” 28.24% responded with Internet access; 46.58% of respondents said that they would like for us to improve on the number of computers available.

Respondents predict that an average of 50.4% of their students do not have internet access outside of school which is needed to complete homework assignments. This percentage is reflective of what we see from our patrons.

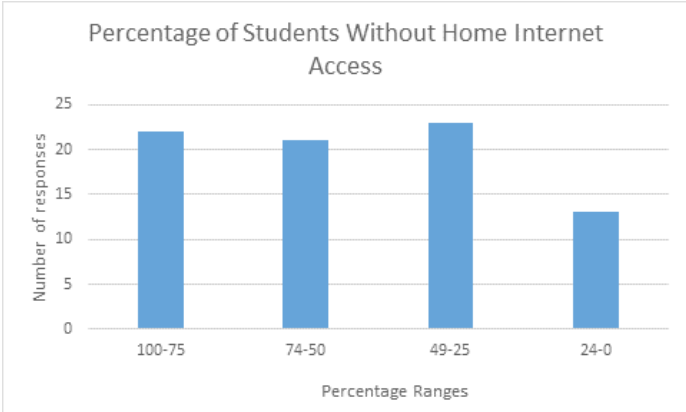


Table 16: Percentage of Students without Home Internet Access

Twelve programming ideas were listed as possible offerings to the community. According to respondents, the top five programs are computer or software classes, books clubs, local history and architecture, arts and crafts, and musical performances.

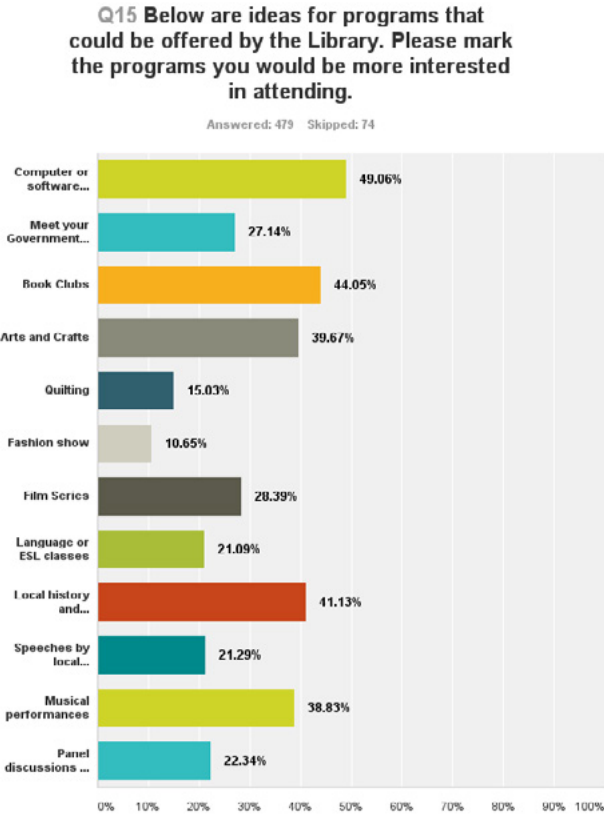


Table 17: Program Ideas

When asked “Is there anything stopping you from using the Library,” the following responses were received:

- weekday hours of operation
- limited book selection
- current location is too noisy

It is clear that our patrons’ needs are changing and the goals and objectives defined in the following chapter will guide staff moving forward.

GOALS & OBJECTIVES

The following goals and objectives are based on an analysis of existing library conditions and community input. These goals and objectives are intended to serve as guidelines for City projects and programs that will address the needs identified in the planning process.

Goal 1: Support Educational & Learning Opportunities

Strengthen the Library's contribution to the education of the community's youth.

- Develop resources that support school curriculums through collaborative relationships with educators;
- Provide a physical and virtual space dedicated to teens and offer resources that foster positive intellectual, emotional and social development;
- Offer programs that include Science, Technology, Engineering, Art and Math (STEAM); and
- Develop and support a teen advisory board and volunteer program.

Integrate learning into daily life.

- Transform the Library into a learning lab where anyone can experiment with new technologies;
- Expand adult programming opportunities to meet the changing needs by offering diverse programs; and
- Establish a volunteer program for adults.

Support parents, families, and caregivers in their early learning efforts by increasing staff expertise and knowledge of Early Learning.

- Expand offered story times to include evening hours; and
- Train staff on Early Learning programming.

Goal 2: Foster Community Connections

Create alliances and partnerships with local groups to benefit community.

- Collaborate with partners to provide high-demand public services; and
- Become the first choice location for neighborhood meetings.

Strengthen partnership with local school district.

- Coordinate after school homework assistance with schools; and
- Participate in school programs such as Science, Technology, Engineering, and Math (STEM) day and open house to promote library resources.

Goal 3: Empower community by creating awareness of library resources

Communicate the roles of Libraries to the community.

- Develop a library brand and standard marketing plan;
- Promote programs and resources effectively; and
- Improve the website so the public can view Library offerings.

Continue to strengthen the library's outreach to all members of the community.

- Develop senior outreach; and
- Develop programming and services for people with disabilities.

Goal 4: Support Workforce & Economic Prosperity

Educate for digital literacy and basic workplace skills.

- Develop curriculum and provide resources for staff to teach and assist library users; and
- Develop computer competencies for library patrons and teach digital literacy and basic workplace skills.

Enhance resources in all areas of literacy.

- Develop financial literacy resources and related programs; and
- Develop health literacy resources and related programs.

Develop and promote jobs and small business services.

- Provide space for working and collaboration, including meeting and networking space; and
- Facilitate access to supporting series including mentorship and workshops.

I worked for Blue Bell for 33 years but was forced to find a new job recently. The library helped me with my cover letter, resume, job applications, scanning and faxing and now I have a new job. I don't have a computer or internet at home and I always come to the library for help with whatever I need.

A patron of the NCRML

Goal 5: Expand Access to Information, Ideas, & Stories

Preserve and further develop genealogy collection.

- Analyze the current collection and determine preservation needs and collection gaps;
- Improve access to collection through digitalization and indexing as needed;
- Ensure that the local diverse communities are represented in the present and future records collecting; and
- Promote collection and raise public awareness of the importance of historical records and materials.

Develop relevant and inspiring collections that meet the community's evolving needs and expectations.

- Find new and better ways to assess what the public wants in the collection;
- Provide library collections that introduce ideas, build skills, support lifelong learning, and spark creativity;
- Substantially increase the number of e-resources provided by the Library to continue to engage a broad range of interest and languages and reduce wait times for materials; and
- Continue to explore the collection of materials in new formats.

Improve information access and delivery while offering cutting-edge technology.

- Explore innovative services for resource delivery;
- Provide access to relevant and new technology tailored to meet patrons' needs;
- Explore electronic resources such as digital magazines, streaming video, music and audiobooks, and online homework help;
- Give patrons access to new technology such as 3D design and printing, programmable robots, and new tablets/e-readers; and
- Make technology offerings more accessible and easier to use. For example: mobile printing, streamlined computer login process, and checkout of Chrome books or laptops.

Goal 6: Foster an Organizational Culture of Innovation

Build Library staff and institutional capacity to innovate.

- Actively experiment to better serve patrons, implementing successful pilot projects more widely over time;
- Train all staff to be effective promoters of Library resources and services; and
- Create a tech-savvy environment where all staff keeps pace with advances in the world of information services.

Manage change with flexibility.

- Adapt or pioneer service models that revolutionize the way the Library serves its patrons;
- Encourage networking with other successful professionals; and
- Add a bilingual staff position to eliminate the language barrier of a growing Spanish population.

Communicate and celebrate progress.

- Provide regular updates of progress in implementing this plan to the Library board, civic leaders and the public; and
- Celebrate accomplishments with staff and community members.

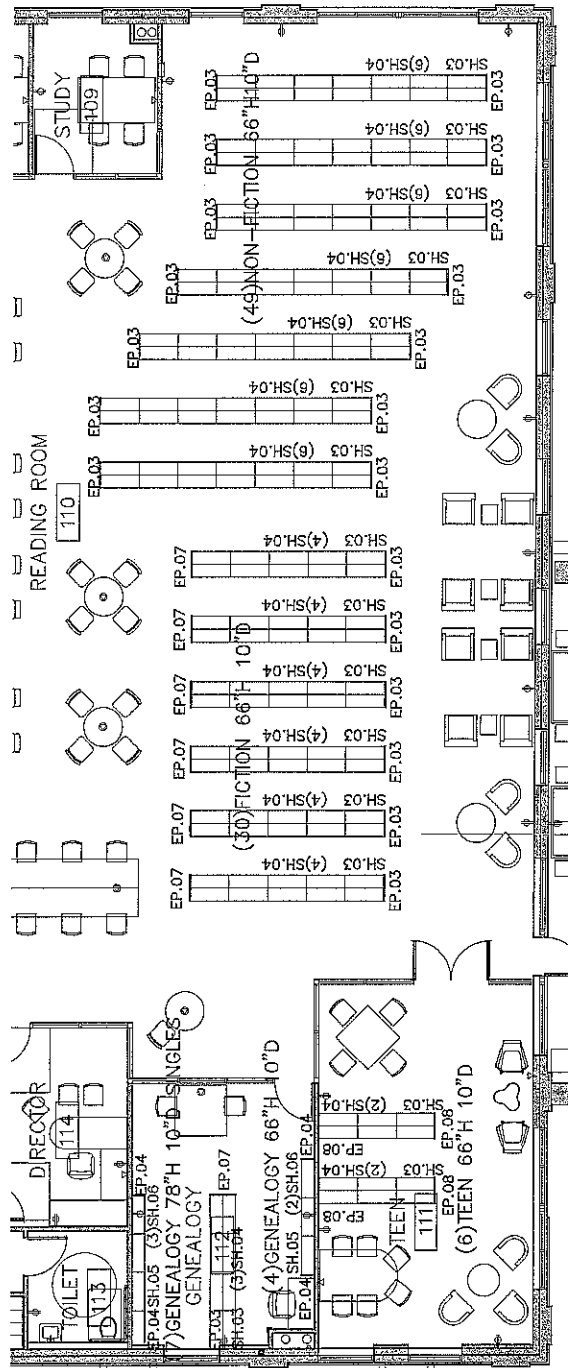




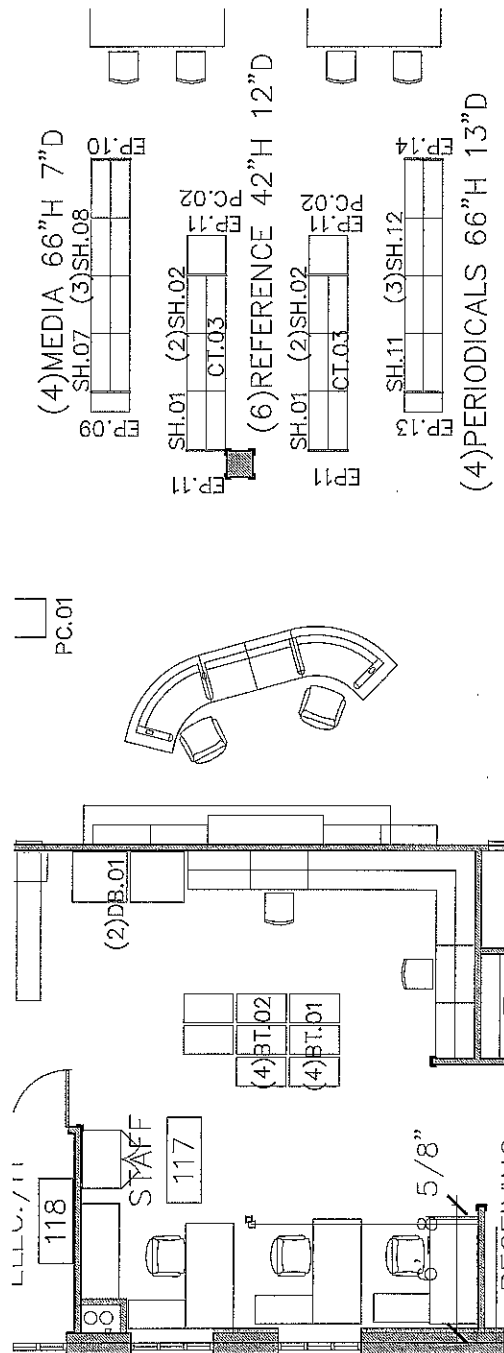
AGENDA ITEM 7

DATE OF MEETING: 6-16-16	DATE SUBMITTED: 6-09-16
DEPT. OF ORIGIN: Library Services	SUBMITTED BY: Wende Ragonis
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 Purchase of Shelving Systems Using BuyBoard Contract No. 503-16, for the Nancy Carol Roberts Memorial Library and Authorize the Mayor to Execute Any Necessary Documentation	
SUMMARY STATEMENT: Komatsu Architecture, the architect for the Nancy Carol Roberts Memorial Library facility modernization project, has designed a plan for furniture and fixtures which will accommodate circulation materials, technology equipment and hardware, various study, conference and meeting rooms, a teen room, a genealogy room, a children's room, patron seating areas and staff office space. As discussed at the Council Budget Retreat held May 2, 2016, a capital lease will be utilized for this purchase. Komatsu has asked the City to expedite the purchase of the shelving systems which house the circulation materials as those systems have a longer lead time than other furniture and fixtures needing to be purchased. These shelving systems with an estimated cost of \$125,000 will house 40,000+ circulation materials. This system will be purchased from the BuyBoard contract No. 503-16 from, PUTSI Inc. dba Cultural Surroundings. Staff will present the final documentation for Council's consideration at the June 16, 2016 meeting.	
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: Order shelving so that it can be installed in a timely manner. B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: Shelving Plans for: 1) Adult, Teen and Genealogy Circulation, 2) Reference, Periodicals, and Media, and 3) Children's Room.	
FUNDING SOURCE (Where Applicable): 218-5-100-816.46	
RECOMMENDED ACTION: Approve the purchase of shelving systems for the Nancy Carol Roberts Memorial Library	
APPROVALS: Terry K. Roberts	

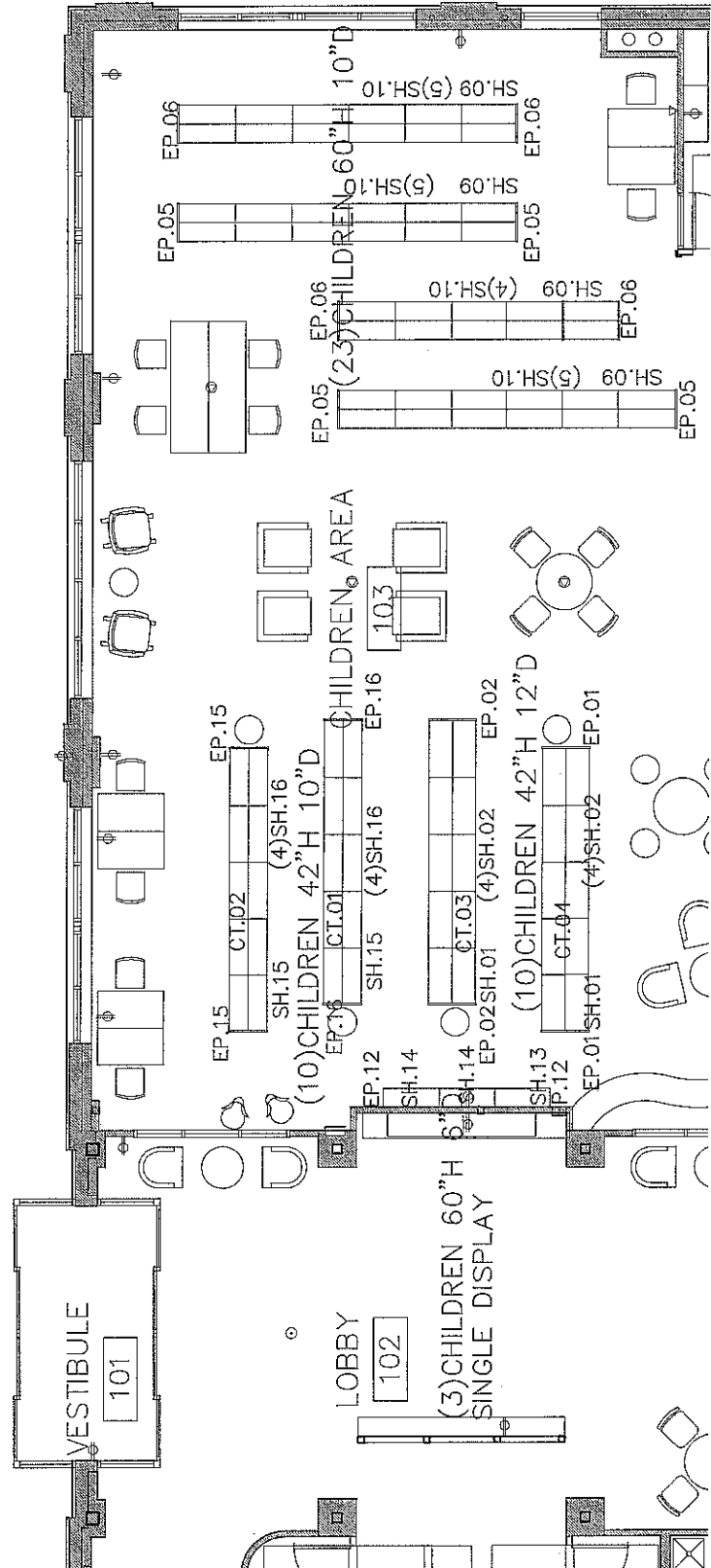
Adult, Teen and Genealogy Circulation



Reference, Periodicals and Media



Children's Room





AGENDA ITEM 8

DATE OF MEETING: June 16, 2016		DATE SUBMITTED: June 9, 2016	
DEPT. OF ORIGIN: Development Services		SUBMITTED BY: Erik Smith	
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 an Ordinance on Its First Reading Granting a Specific Use Permit to Grady Hardeman, Jr. to Allow for a Church and Related Auxiliary Uses on Property Located at 515 Martin Luther King, Jr. Parkway in an R-2, Mixed Residential Zoning District, and Being Described as Part of Lot 89 of the James A. Wilkins Addition, West Block in Brenham, Washington County, Texas			
SUMMARY STATEMENT: Grady Hardeman has requested a special use permit (SUP) for Wilkins, J-West Blk, Lot 89 which is addressed as 515 Martin Luther King Jr. Parkway to allow him to have a church and auxiliary use including philanthropic and educational facility. The building is currently vacant. Site plans and updates to the building will be submitted to staff after the applicant knows if the use will be permitted or not.			
<u>Comprehensive Plan Compliance</u> The City of Brenham Envision 20/20 Comprehensive Plan lists this property as being a single family residential district. The zoning ordinance lists this as R-2 Mixed Residential. Churches and auxiliary uses are within the allowed requests for special use permits in the R-2 Mixed Residential District and R-1 Single Family Residential Districts.			
<u>Thoroughfare Plan Compliance</u> The proposed use could have access from Martin Luther King Jr. Parkway. Martin Luther King Jr. Parkway is listed as a Major Collector. This type of road should by design be able to handle the additional traffic.			
<u>Public Concerns</u> There were two residents who voiced concern about this request at the Planning and Zoning Commission public hearing.			
<u>Planning and Zoning Commission Recommendation</u> The Planning and Zoning Commission recommended unanimous approval of this request.			

STAFF ANALYSIS (For Ordinances or Regular Agenda Items):
A. PROS: Allow for orderly development. Occupy a vacant and deteriorating building.
B. CONS: Potential for increased traffic.
ALTERNATIVES (In Suggested Order of Staff Preference):
ATTACHMENTS: (1) Ordinance
FUNDING SOURCE (Where Applicable): N/A
RECOMMENDED ACTION: Approve an Ordinance on its first reading granting a specific use permit to Grady Hardeman, Jr. to allow for a church and related auxiliary uses on property located at 515 Martin Luther King, Jr. Parkway in an R-2, Mixed Residential Zoning District, and being described as part of lot 89 of the James A. Wilkins Addition, West Block in Brenham, Washington County, Texas
APPROVALS: Terry K. Roberts

ORDINANCE NO. _____

AN ORDINANCE AMENDING APPENDIX A - "ZONING" OF THE CODE OF ORDINANCES OF THE CITY OF BRENHAM, TEXAS, AMENDING THE OFFICIAL ZONING MAP TO GRANT A SPECIFIC USE PERMIT TO GRADY HARDEMAN FOR A CHURCH AND RELATED AUXILIARY USES, INCLUDING EDUCATIONAL AND PHILANTHROPIC USES IN AN R-2 (MIXED RESIDENTIAL) ZONING DISTRICT AND BEING DESCRIBED AS JAMES A. WILKINS ADDITION, WEST BLOCK, PART OF LOT 89 IN THE CITY OF BRENHAM, WASHINGTON COUNTY, TEXAS.

WHEREAS, the City of Brenham has adopted Appendix A – “Zoning” of the City of Brenham Code of Ordinances, as amended, which divides the City of Brenham into various zoning districts;

WHEREAS, Appendix A – “Zoning” of the City of Brenham Code of Ordinance authorizes the City Council to grant specific use permits for specific uses within the various zoning districts; and

WHEREAS, this amendment was recommended for approval by the Brenham Planning and Zoning Commission during its regular meeting on May 23, 2016;

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, AND THE OFFICIAL ZONING MAP BE AMENDED IN THE FOLLOWING MANNER:

SECTION 1. That Appendix A - "Zoning" of the Code of Ordinances of the City of Brenham, Texas, and the Official Zoning Map of the City of Brenham is hereby amended to grant a specific use permit to Grady Hardeman, his successors and assigns for a church and related auxiliary uses, including educational and philanthropic uses in an R-2 (Mixed Residential) zoning district and being located on James A. Wilkins Addition, West Block, Part of Lot 89 in the City of Brenham, Washington County, Texas.

SECTION 2. This Ordinance shall take effect immediately upon the occurrence of compliance with the requirements of the Charter of the City of Brenham, Texas.

SECTION 3. Upon holding a properly notified public hearing, the City Council may amend, change, or rescind the Specific Use Permit granted by this Ordinance if:

- a. There is a violation and conviction of any of the provisions of this Ordinance, or any ordinance of the City of Brenham, that occurs on the Property;
- b. The building, premises, or Property used pursuant to the Specific Use Permit granted by this Ordinance are enlarged, modified, structurally altered, or otherwise significantly changed unless a separate Specific Use Permit is granted for such enlargement, modification, structural alteration, or change;
- c. There is a violation of any provision of the terms and conditions of the Specific Use Permit granted by this Ordinance; or
- d. As otherwise permitted by law and/or Brenham's Zoning Ordinance, as it exists or may be amended.

PASSED and APPROVED on its first reading this the 16th day of June, 2016.

PASSED and APPROVED on its second reading this the 7th day of July, 2016.

Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC
City Secretary



AGENDA ITEM 9

DATE OF MEETING: June 16, 2016	DATE SUBMITTED: June 10, 2016
DEPT. OF ORIGIN: Public Works/Public Utilities	SUBMITTED BY: Dane Rau/Lowell Ogle

MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION	☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION	☐ 1 ST READING ☐ 2 ND READING ☐ RESOLUTION

AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Ratification of a Contract Related to the Emergency Purchase of a Generator for the Lake Somerville Pump Station and Authorize the Mayor to Execute Any Necessary Documentation

SUMMARY STATEMENT: On May 17, during the biannual inspection by Loftin Equipment Co., the 600kw generator at the Lake Pump Station was found to have leaked engine coolant into the crank case and coolant was present in the engine oil and the oil filters. Although the generator had been started and checked monthly by City personnel, it was found that the generator was now malfunctioning when inspected under load and would not function for any significant amount of time. This generator is approximately 22 years old.

As the generator exists to ensure the continued operation of the pump station in case of emergency and/or loss of power, the repair or purchase of the unit would be exempt from formal bidding requirements under the general exemptions of the Section 252.022 of Texas Local Government Codes, being specifically “a purchase necessary to preserve or protect the public health or safety of the municipality’s residents”.

Staff acted first to obtain a rental generator to maintain backup power for the pump station. Staff then considered the repair estimate of \$70,000-\$90,000 versus quotes for a new generator set obtained from three sources. Quotes were received for the generator only at \$97,950.00 and \$108, 633.00. Installation would still have to be performed by another vendor. A local vendor quoted both the generator at \$100,100.00 and installation at \$23,150.00.

Given the relatively low difference between the probable repair cost and a new generator set, Staff saw better value in the new unit with a two year warranty. Best value considerations also indicated the choice of the local vendor Moeller Electric for turn-key supply and installation of the new generator unit.

A Purchase Order was issued to Moeller Electric Co. on June 10, 2016 in order to expedite replacement of the generator and shorten the rental period of the temporary unit as must as possible. Ratification for the emergency purchase is requested.

STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: Will provide a new generator to Lake Pump Station for many years. B. CONS: Unfortunately had to replace outside of budget
ALTERNATIVES (In Suggested Order of Staff Preference):
ATTACHMENTS: (1) PM Inspection Sheet; and (2) Quote from Moeller Electric
FUNDING SOURCE (Where Applicable): Water Plant Reserves
RECOMMENDED ACTION: Approve the ratification of a purchase for a generator from Moeller Electric in the amount of \$123,250 for the Lake Somerville pump station and authorize the Mayor to execute any necessary documentation
APPROVALS: Terry K. Roberts

QTY	PART	DESCRIPTION	STOCK?	RESTOCK?	 210-881-1623 1241 Universal City Blvd. LOFTIN EQUIPMENT CO. Universal City, TX 78148		SRO	160408-0390	
							DATE	Tuesday, May 17, 2016	
							SERVICE TECH	TERRY VAUGHN	
							SITE CONTACT		
							CONTACT PHONE		
							E-MAIL		
							TIME LEFT SHOP	11:30 AM	ARRIVED AT JOB 12:00 PM
							LUNCH		
							TIME LEFT JOB	2:30 PM	ARRIVED AT SHOP 4:30 PM
TRUCK # (OFF TRUCK), SA (CAME FROM SHOP), CC (CREDIT CARD), PO (ACCT) REASON FOR SERVICE									
MAJOR PM / LOADBANK									
EQUIPMENT LOCATION									
ADDRESS					14201 LBJ DR				
CITY, STATE, ZIP					BRENNHAM, TX 77833				
MILEAGE					100				
GPS									
EQUIPMENT INFORMATION									
UNIT MAKE					SPECTRUM				
UNIT MODEL					600DS60				
UNIT SERIAL					368074				
UNIT SPEC					PA-800165-A71				
ENGINE MODEL					12VF011006				
ENGINE SERIAL					272750				
ATS MODEL					ZCD-166341-1600				
ATS SERIAL					K62660				
EXERCISE SET AT					UKN				
CORRECTION OR SERVICE PERFORMED									
DROVE TO SITE WITH CUSTOMER. PRIOR TO STARTING PM SERVICE, VISUAL INSPECTION FOUND ENGINE OIL LEVEL IN CRANK CASE COMPLETELY FILLED. AFTER DRAWING AN OIL SAMPLE FOUND ENGINE FILLED WITH COOLANT. COOLANT WAS FOUND IN OIL FILTERS. UNIT HAD RUN AN UNDETERMINED AMOUNT OF TIME WITH COOLANT IN OIL. ENGINE CRANKSHAFT IS SUBMERGED IN COOLANT. WILL NEED TO DISASSEMBLE ENGINE TO DETERMINE EXTENT OF ENGINE DAMAGE. SPENT TIME WAITING FOR CUSTOMER TO DECIDE IF RENTAL UNIT IS NEEDED TO BE DEPLOYED. RECOMMEND COMPLETE ENGINE OVERHAUL OR GENERATOR REPLACEMENT. DISABLED UNIT FROM STARTING. WILL SEND QUOTE FOR REPAIRS AND OR REPLACEMENT.									
TRACKING #:									
My signature acknowledges that the service/repairs listed were performed. I have reviewed the above information. This information will be used for billing. Minimum 1 Hour Charge									
Print Name									
X									
DATE									

MOELLER ELECTRIC CO.
TECL # 17647
P.O. BOX 988/1105 INDUSTRIAL BLVD.
BRENHAM, TEXAS 77834

TITLE:	Proposal	REQUEST FOR PROPOSAL
		NO. 1
PROJECT:	Generator at water intake plant at Lake Somerville	DATE: 05/31/2016
		JOB: 108
TO:	City of Brenham P.O.Box 1059 Brenham Texas 77834	

DESCRIPTION

Furnish labor and material to replace existing 600KW generator wit new generator provided by others to include removing existing generator and installing new generator on existing concrete slab, reconnecting as needed.

Labor and material less generator: \$23,150.00

To provide new 600KW generator by Stewart/Stephenson Add: \$100,100.00

Payment Terms: After job completion, unless we furnish generator, the payment for generator at time of delivery. Final payment after job completion.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

This proposal may be withdrawn by us if not accepted within 10 days.

APPROVAL

By: _____

By:  _____

Date: _____

Date: 05/31/2016 _____



POWER SPECIALISTS

From: Matt Hodges 512-650-0160
m.hodges@ssss.com

Quote No. MH-318210502

Moeller 600KW

Stewart & Stevenson Power Products LLC is pleased to have the opportunity to provide this proposal of our equipment for your consideration for the above referenced project. Our bill of materials is as follows:

: One (1) DDC/MTU standby generator set, Diesel-powered, model DS0600D6SPA, rated **600 KW**, 750 KVA @ 0.8 power factor, 277/480 volts, 3-phase, 4-wire, 60 hertz, 1800 rpm. The unit will be equipped as described herein.

1. Engine model – MTU Series 1600
EPA certified – UL2200
Unit mounted radiator - 50 degree C rated, Radiator duct flange
Jacket water heater – 208V, 1ph, 5000 watt
Governor – electronic, isochronous type
Starter, electric – 24 volts - Battery charging alternator
Air cleaner (s) – dry type – air restriction indicator
Lube oil cooler and filter (s)
2. Generator model – single-bearing, direct-connected, rated 600 KW, 750 KVA @ 0.8 power factor , 277/480 volts, 3-phase, 4-wire, 60 hertz, 1800 rpm, with automatic voltage regulator.
- PMG with DVR2000E+
3. Engine/generator control panel, digital type, NEMA 1 enclosure, mounted with vibration isolators on the generator set, with the following items:
AC ammeter, AC voltmeter, frequency meter, running time meter, oil pressure, water temperature, battery voltage, coolant level, fuel pressure and temperature, oil level, oil temperature, rpm, ambient temperature, alarm horn, 16-button multi-function keypad, lamp test, switch-off/reset/run, switch-emergency stop, shutdowns - high water temp, low oil pressure, over-crank, over-speed, prealarms - high water temp, low oil pressure, common alarms - low coolant level, high/low battery voltage, master switch not in auto. Additional features include NFPA 110, Level 1 approved, UL508 listed, vacuum fluorescent display, fuse-protected battery circuits, cycle cranking, clock and calendar, generator set overload and short circuit protection, mod-bus interface, programming access, communication ports.
4. Mainline circuit breaker, molded-case, UL, 1000A, 80% rated, shunt trip, GFI - mounted
5. Battery(s), cables, and rack – shipped loose.
6. Battery charger(s) – 12 volts, 10 amp rating - mounted & wired.
7. Exhaust muffler, critical-type, rain-cap and flex connection – Installed
8. Engine/alternator sub-base, fabricated steel, flanged drilled for vibration isolators.
9. Level 1 weather proof enclosure, steel construction
10. Sub-base, diesel, fuel tank – 24 hr/1040 gallon – UL142, leak detection, critical high/low fuel alarm.



POWER SPECIALISTS

Quote No. MH-318210502

11. Pad type vibration isolators – shipped loose.
12. Two (2) owner's manuals – shipped loose.
13. Oil and antifreeze installed.
14. One (1) hard copy O&M manual, additional manuals are \$100 each.
15. Flexible fuel lines
16. Startup/training performed by factory trained electrical technician.
17. Warranty – Two (2) years, 3000 hour, basic limited coverage

1. Ex Works, freight allowed to first point of delivery.
2. Equipment to be delivered to Brenham, Texas, on board "common carrier."
3. Above price firm for thirty (30) days.
4. Above price may be changed at any time if content of this proposal is altered in any way.
5. Delivery is approximately 11-13 weeks after receipt of order and full release for manufacture. Subject to availability.

Exclusions: Specifically excluded from this proposal:

1. Off-loading of equipment from "common carrier" at job-site.
2. Installation, inter-piping, and interconnection.
3. Exhaust insulation.
4. Fuel.
5. Taxes. (Applicable local, state, and/or federal sales taxes will be added to the invoice. IF TAX EXEMPT, Appropriate documentation to that effect must accompany your purchase order.
6. TERP TAX (2%) applicable to this sale unless tax exempt documentation received prior to invoicing
7. Clarification: No plans or specs provided.



POWER SPECIALISTS

Quote No. MH-318210502

Options:

1. None.

Note:

This proposal does not necessarily meet all of the specification "details". The specification may describe other manufacturer's products that contain superficial/technical "detail" differences that have no effect on functional suitability. The equipment proposed will provide STANDARD COMMERCIAL EQUIPMENT that is suitable for the proposed application and meets the "functional intent" of the specifications. This proposal/offering is subject to the engineer's/owner's approval of the equipment offered.

STEWART & STEVENSON'S "GENERAL TERMS AND CONDITIONS OF SALE" are attached and form an integral part of this proposal.

Thank you.

Matt Hodges

Matt Hodges

May 25, 2016

Date

ABOVE PROPOSAL ACCEPTED BY:

Signature

Date



AGENDA ITEM 10

DATE OF MEETING: June 16, 2016		DATE SUBMITTED: June 10, 2016											
DEPT. OF ORIGIN: Public Utilities		SUBMITTED BY: Lowell Ogle											
MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ EXECUTIVE SESSION	CLASSIFICATION: ☐ PUBLIC HEARING ☐ CONSENT ☒ REGULAR ☐ WORK SESSION	ORDINANCE: ☐ 1ST READING ☐ 2ND READING ☐ RESOLUTION											
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon Bid No. IFB 16-008 for the Purchase of a Mechanical Bar Screen for the Wastewater Treatment Plant and Authorize the Mayor to Execute Any Necessary Documentation													
SUMMARY STATEMENT: On May 24, 2016 Public Utilities staff along with Purchasing opened bids for the replacement of one bar screen for the Wastewater Treatment Plant. Five bids were received with Franklin Miller, Inc. submitting the low bid. Currently, there are (3) screen devices at the Wastewater Treatment Plant. Two of which are mechanical screen devices and one manual. The newest screen was purchased in 2009 from WesTech Engineering and is a CleanFlo Spiral Screen. Franklin Miller, Inc was an unknown supplier but staff researched the company as well as the product speaking with wastewater plants utilizing the screen in their operations and received excellent reviews. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="padding: 5px;">Franklin Miller, Inc.</th> <th style="padding: 5px;">All Pump & Equipment (Aqualivec Corp)</th> <th style="padding: 5px;">WesTech Engineering</th> <th style="padding: 5px;">Technology Int'l</th> <th style="padding: 5px;">Ovivo USA</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">\$49,900</td> <td style="text-align: center; padding: 5px;">\$64,700</td> <td style="text-align: center; padding: 5px;">\$66,829</td> <td style="text-align: center; padding: 5px;">\$67,796</td> <td style="text-align: center; padding: 5px;">\$79,850</td> </tr> </tbody> </table> The screen was budgeted for in the 2015-2016 budget at \$70,000, coming in at more than \$20,000 below budget.				Franklin Miller, Inc.	All Pump & Equipment (Aqualivec Corp)	WesTech Engineering	Technology Int'l	Ovivo USA	\$49,900	\$64,700	\$66,829	\$67,796	\$79,850
Franklin Miller, Inc.	All Pump & Equipment (Aqualivec Corp)	WesTech Engineering	Technology Int'l	Ovivo USA									
\$49,900	\$64,700	\$66,829	\$67,796	\$79,850									
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: Replace the mechanical screen originally purchased in 1999 to continue to utilize two mechanical screens as the plant was designed. B. CONS:													
ALTERNATIVES (In Suggested Order of Staff Preference):													

ATTACHMENTS: (1) Bid Tabulation Sheet
FUNDING SOURCE (Where Applicable): 105-5-166-311.00
RECOMMENDED ACTION: Award Bid No. IFB 16-008 to Franklin Miller, Inc. in the amount of \$49,900 for the purchase of a mechanical bar screen for the Wastewater Treatment Plant and authorize the Mayor to execute any necessary documentation
APPROVALS: Terry K. Roberts



BID TABULATION

IFB 16-008

PURCHASE OF BAR SCREEN FOR WASTEWATER FACILITY

Item	Franklin Miller Inc.	Technology Int'l. Inc.	Wes Tech Engineering	All Pump & Equipment (Aqualivec Corp.)	Ovivo USA Inc.
Bar Screen	\$49,900	\$67,796	\$66,829	\$64,700	\$79,850



AGENDA ITEM 11

DATE OF MEETING: June 16, 2016		DATE SUBMITTED: June 10, 2016	
DEPT. OF ORIGIN: Finance		SUBMITTED BY: Stacy Hardy	
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 An Audit Engagement Letter from Seidel Schroeder to Perform An Audit for Fiscal Year Ending September 30, 2016 and Authorize the Mayor to Execute Any Necessary Documentation			
SUMMARY STATEMENT: Attached is the proposed audit engagement letter from Seidel Schroeder for the fiscal year ending September 30, 2016, with the audit fee range of \$43,000 to \$45,000. In comparing this fee with prior years, the following information is provided:			
<u>Fiscal Year Ending</u>	<u>Audit Fee Range</u>	<u>\$ Increase</u>	<u>% Increase</u>
09/30/2013	41,800 to 43,800	800	1.86%
09/30/2014	42,000 to 44,000	200	.46%
09/30/2015	43,000 to 45,000	1,000	2.27%
09/30/2016	43,000 to 45,000	-	-
You will notice that the annual audit fee is the same as the prior year when we did experience and increase due to the new GASB Statement No. 68 pension reporting requirements. With the continued growth and complexity of the City's financial activities, it is reasonable to maintain the current fee structure.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: (1) Audit Engagement Letter from Seidel Schroeder			
FUNDING SOURCE (Where Applicable): Finance Department Budget – Audits & Consultants Account			

RECOMMENDED ACTION: Approve the audit engagement letter from Seidel Schroeder to perform an audit for the fiscal year ending September 30, 2016 and authorize the Mayor to execute any necessary documentation.

APPROVALS: Carolyn D. Miller

June 8, 2016

To The City Council of the
City of Brenham, Texas

We are pleased to confirm our understanding of the services we are to provide for the City of Brenham, Texas for the year ended September 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Brenham, Texas, as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Brenham's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Brenham's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of funding progress
3. Schedule of Changes in Net Pension Liability and Related Ratios
4. Schedules of Contributions
5. Schedule of the City's Proportionate Share of the Net Pension Liability

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Brenham's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in

accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Combining and individual nonmajor fund financial statements
2. Analysis and budgetary comparison information -- Governmental Funds and Blended Component Unit
3. Schedules within the reports for management

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Introductory section
2. Statistical data

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of the accounting records of the City of Brenham and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Brenham's financial statements. Our report will be addressed to the mayor and councilmembers of City of Brenham. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing,

and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Brenham is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from

your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Brenham's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for

compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Seidel Schroeder and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant, grantor agency, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Seidel Schroeder personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the parties listed in the above paragraph. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit planning process during September, 2016, audit fieldwork beginning in November, 2016, and to issue our reports no later than March 1, 2017. Michele Kohring Kwiatkowski is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will range from \$43,000 to \$45,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Brenham, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

SEIDEL SCHROEDER

By: Michele Kohring Kwiatkowski
Michele Kohring Kwiatkowski, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Brenham, Texas.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



AGENDA ITEM 12

DATE OF MEETING: June 16, 2016	DATE SUBMITTED: June 9, 2016															
DEPT. OF ORIGIN: Administration	SUBMITTED BY: Kacey Weiss															
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;">MEETING TYPE:</td> <td style="width: 33%; vertical-align: top;">CLASSIFICATION:</td> <td style="width: 33%; vertical-align: top;">ORDINANCE:</td> </tr> <tr> <td>☒ REGULAR</td> <td>☐ PUBLIC HEARING</td> <td>☐ 1ST READING</td> </tr> <tr> <td>☐ SPECIAL</td> <td>☐ CONSENT</td> <td>☐ 2ND READING</td> </tr> <tr> <td>☐ EXECUTIVE SESSION</td> <td>☒ REGULAR</td> <td>☐ RESOLUTION</td> </tr> <tr> <td></td> <td>☐ WORK SESSION</td> <td></td> </tr> </table>		MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	☒ REGULAR	☐ PUBLIC HEARING	☐ 1 ST READING	☐ SPECIAL	☐ CONSENT	☐ 2 ND READING	☐ EXECUTIVE SESSION	☒ REGULAR	☐ RESOLUTION		☐ WORK SESSION	
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	☐ WORK SESSION															
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Request for a Noise Variance from Washington County Bar Association for the Reading of the Declaration of Independence at the Washington County Courthouse to be Held on July 1, 2016 from 7:30 a.m. – 8:30 a.m. and Authorize the Mayor to Execute Any Necessary Documentation																
SUMMARY STATEMENT: The Washington County Bar Association is requesting a Noise Variance for the Reading of the Declaration of Independence at the Washington County Courthouse on July 1, 2016 from 7:30 a.m. – 8:30 a.m. They will be using sound amplification equipment, which requires a Noise Variance. The Brenham Police Department and the Brenham Fire Department have approved the noise variance request; therefore, I ask the City Council to approve the noise variance request.																
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:																
ALTERNATIVES (In Suggested Order of Staff Preference):																
ATTACHMENTS: (1) Noise Variance Request form																
FUNDING SOURCE (Where Applicable):																
RECOMMENDED ACTION: Approve a request for a noise variance from Washington County Bar Association for the reading of the Declaration of Independence at the Washington County Courthouse to be held on July 1, 2016 from 7:30 a.m. – 8:30 a.m. and authorize the Mayor to execute any necessary documentation.																
APPROVALS: Terry K. Roberts																

Paid 05/25/16
Cash #10.00
KW

NOISE VARIANCE REQUEST

Application Fee \$10.00

1. Name of sponsoring organization: Washington County Bar Association
2. Name and address of individual making application on behalf of sponsoring organization: Robbie Gail Charette
P O Box 2227; Branton, Tx 77834
3. Purpose of the Event: Independence Day
4. Location of Event: Gazebo
5. Date of the event: July 1, 2016
6. Time of Event: 7:30am - 8:30am
7. Event Set-up: From: 7:30am To: 8:00am
Event Clean-up: From: 8:30am To: 9:00am
8. You are required to describe the following:
 - a) Types of Activities Planned and any additional information specific to this event: Reading of the Declaration of Independence
Coffee, cupcakes, and cookies
 - b) Bands/Musical Instruments: none
 - c) Sound amplification equipment: yes
 - d) Cleanup provisions: Robbie Gail Charette

Robbie Gail Charette
Name of Applicant (Printed or Typed)
Robbie Gail Charette
Applicant or Authorized Person's Signature

Date: 5/25/16
Phone: 888-760-1897 VM
713 725 4465 C

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

61
Rec'd
5/24/16



AGENDA ITEM 13

DATE OF MEETING: June 16, 2016	DATE SUBMITTED: June 9, 2016															
DEPT. OF ORIGIN: Administration	SUBMITTED BY: Kacey Weiss															
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☐ EXECUTIVE SESSION	☒ REGULAR	☐ RESOLUTION														
	☐ WORK SESSION															
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Request for a Noise Variance from Don and Margaret Davis for a Birthday Party at 800 Pleasantview to be Held on June 18, 2016 from 10:00 a.m. – 9:00 p.m. and Authorize the Mayor to Execute Any Necessary Documentation																
SUMMARY STATEMENT: Don and Margaret Davis are requesting a Noise Variance for a birthday party at 800 Pleasantview on June 18, 2016 from 10:00 a.m – 9:00 p.m. They will have a DJ using speakers, which requires a Noise Variance. The Brenham Police Department and the Brenham Fire Department have approved the noise variance request; therefore, I ask the City Council to approve the noise variance request.																
STAFF ANALYSIS (For Ordinances or Regular Agenda Items): A. PROS: B. CONS:																
ALTERNATIVES (In Suggested Order of Staff Preference):																
ATTACHMENTS: (1) Noise Variance Request form																
FUNDING SOURCE (Where Applicable):																
RECOMMENDED ACTION: Approve a request for a noise variance from Don and Margaret Davis for a birthday party at 800 Pleasantview to be held on June 18, 2016 from 10:00 a.m. – 9:00 p.m and authorize the Mayor to execute any necessary documentation																
APPROVALS: Terry K. Roberts																

NOISE VARIANCE REQUEST

Application Fee \$10.00

1. Name of sponsoring organization: DON & MARGARETT DAVIS
2. Name and address of individual making application on behalf of sponsoring organization: Don & Margaret Davis 700 Fairview & 800 Pleasantview House #19B
3. Purpose of the Event: Margarett Davis Birthday Party
4. Location of Event: 700 Fairview & 800 Pleasantview (on the corner of those two streets)
5. Date of the event: 6-18-2016
6. Time of Event: 10AM- 9PM
7. Event Set-up: From: 4 o'clock To: 9 o'clock on 06-18-2016
Event Clean-up: From: 10 PM 6-18-2016 To: 11 PM 6-18-2016
8. You are required to describe the following:
 - a) Types of Activities Planned and any additional information specific to this event: music
games
 - b) Bands/Musical Instruments: Kevin Moore D.J.
 - c) Sound amplification equipment: Kevin Moore D.J.
 - d) Cleanup provisions: Don & Margaret Davis & family

MARGARETT DAVIS
Name of Applicant (Printed or Typed)

Date: 6-8-2016

Margarett Davis
Applicant or Authorized Person's Signature

Phone: 525 1375 Margaret Davis
203 6469 Don Davis

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

Paid 6/8/16 63
P