



**CITY OF BRADY
CITY COUNCIL WORK SESSION AGENDA
JUNE 20, 2017 AT 4:00 PM**

NOTICE is hereby given of a meeting of the City Council of City of Brady, McCulloch County, State of Texas, to be held at 4:00pm on June 20, 2017, at the City of Brady Municipal Court Building, located at 207 S. Elm Street, Brady, Texas, for the purpose of considering the following items. The City Council of the City of Brady, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas

Tony Groves
Mayor

Rey Garza
Council Member, Place 1

Shelly Perkins
Council Member, Place 2

Vacant
Council Member, Place 3

Jane Huffman
Council Member, Place 4

Jim Griffin
Council Member, Place 5

Kim Lenoir
City Manager

Tina Keys
City Secretary

Lisa Remini
Director of Finance

Steve Miller
Director of Public Works

Peter Lamont
Director of Community
Services

Vacant
Chief of Fire/EMS

Steve Thomas
Chief of Police

Shannon Kackley
City Attorney

1. Call to Order, Roll Call and Certification of a Quorum

2. Review and discuss Utilities Inspection Policies and Procedures – see pg 39 of Regular Council Meeting packet
3. Review and discuss mid-year amendment to the FY2016-17 Budget – see pg 21 of Regular Council Meeting packet
4. Review and discuss establishing the administrative department of the Finance Department in accordance with City Charter 4.02 and creating the position of the Director of Finance.
5. Review and discuss establishing the administrative department of the Community Services Department in accordance with City Charter 4.02 and creating the position of the Director of Community Services.
6. Review and discuss establishing the administrative department of the Public Safety in accordance with City Charter 4.02 and creating the position of Public Safety Director to manage and supervise the Brady Police Department and the Brady Fire/EMS Department.
7. Review and discuss Parking Issues / Complaints:
Paved parking lots in Industrial, Commercial Districts
On-street parking and off-street parking requirements
8. Review and discuss Ordinance 1155 Ambulance Regulations
9. Review and discuss proposed sign ordinance

6. Discuss and plan future work session dates and topics

7. Announcements

8. Adjournment

I certify that this is a true and correct copy of the City of Brady City Council Meeting Agenda and that this notice as posted on the designated bulletin board at Brady City Hall, 201 E. Main St., Brady, Texas 76825; a place convenient and readily accessible to the public at all times, and said notice was posted on _____ by 6:00 p.m. and will remain posted continuously for 72 hours prior to the scheduled meeting pursuant to Chapter 551 of the Texas Government Code.

Tina Keys, City Secretary

In compliance with the American with Disabilities Act, the City of Brady will provide for reasonable accommodations for persons attending public meetings at City Facilities. Requests for accommodations or interpretive services must be received at least 48 hours prior to the meeting. Please contact the City Secretary at 325-597-2152 or citysec@bradytx.us.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussion on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes written interpretation of the Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.114(c) and the meeting is conducted by all participants in reliance on this opinion.

Brady City Charter – 2015

Section 1.04 Particular Powers

The City:

- (10) May make and enforce all police, health, sanitary and regulations.
- (11) May pass such ordinances as may be expedient for the protection and maintenance of good government, for peace and welfare of the city, for the performance of the functions of the city and for the order and security of its residents.
- (13) May, except where prohibited by the Constitution and laws of this State or where restricted in this Charter, exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever.

Section 3.14 Powers and Duties of the Council:

- (8) Adopt, modify and enforce building codes, fire codes, and health codes;
- (9) Provide for all public utilities and serve as the primary regulatory agency for the rates thereof, whether City-owned or furnished by private utility companies;
- (10) To pass ordinances and resolutions as necessary, or as prescribed in this Charter;

Section 3.16 Ordinances:

An ordinance must be enacted: whenever the purpose is to regulate persons and property; whenever there is imposed a penalty, fine, forfeiture, or tax; whenever the purpose is to set a rate paid by consumers; whenever an ordinance is required by State law or the Charter; or when an ordinance is being amended.

An ordinance must be enacted to legally commit the City to any contract that: (1) affects rates for services or utilities, and/or (2) that will in any manner require the expenditure of City funds either currently or in the future.

Section 3.19 Resolutions:

The Council must set policy, and may state opinion, accept grants, make findings of fact, authorize and direct its officers and employees to take any lawful action

Section 12.02 Franchise Power:

The Council shall have the power and authority to grant franchises for the use and occupancy of streets, avenues, alleys and any and all public property belonging to or under the control of the City of Brady, including the airspace over and above the City. Franchise powers shall be exercised in accordance with State Law and the terms of this Charter.



Texas Commission on Environmental Quality

Protecting Texas by Reducing and Preventing Pollution

October 23, 2013

Mr. Gary Jacobson, Water Supervisor
City of Brady
201 East Main St.
Brady, Texas 76825

RE: City of Brady Water System - PWS ID No. 1540001
Survey of Cross-Connection Control Program
McCulloch County, Texas
RN:101387231 CN:600249866

Dear Mr. Jacobson:

On July 31, 2013, the Texas Commission on Environmental Quality (TCEQ) conducted a Cross-Connection Control Program survey of the City of Brady (City). Mr. Al Fuentes, TCEQ Water Supply Division, met with you, Mr. Marty Martin, Chief Operator/Wastewater Supervisor, Mr. Dale Brown, City Manager (Interim), and Mr. Kerry McBride, City Code Enforcement, to evaluate the City's cross-connection control program. Title 30 of the *Texas Administrative Code* (30 TAC), Chapter 290 prohibits public water systems (PWS) from connecting to any establishment where an actual or potential contamination hazard exists unless the public water facilities are protected from contamination. Deficiencies regarding compliance with TCEQ's cross-connection control regulations are addressed below:

30 TAC §290.44(h) backflow, siphonage. This regulation requires the installation of an air gap or backflow prevention assembly (BPA) at any residence or establishment where an actual or potential contamination hazard exists. This section also requires the testing of BPAs upon installation by a recognized backflow prevention assembly tester and a certification that they are working within specifications. BPAs that are installed to provide protection against health hazards must also be tested and certified to be operating within specifications at least annually by a recognized BPA tester. A test and maintenance report (T&M Form) must be completed by a recognized BPA tester for each assembly tested. The signed and dated original report must be submitted to the PWS for record-keeping purposes.

- At the time of the survey, the City did not have knowledge of the testing due-dates of the backflow preventers installed in the distribution system nor did the City know how many backflow preventers were installed.

30 TAC §290.46(j) Customer service inspections. This regulation requires that a customer service inspection (CSI) be completed prior to providing continuous water service to new construction, on any existing service when the water purveyor has reason to believe that cross-connections or other potential contamination hazards exist, or after any material improvement, correction, or addition to private plumbing facilities. A CSI must be completed by a recognized customer service inspector for each facility inspected, and the original or a copy of the CSI certificate must be retained by the water purveyor.

Mr. Gary Jacobson
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October 23, 2013

- At the time of the survey, the City was conducting CSIs on only new construction and did not have knowledge of potential contamination hazards on existing connections nor on those facilities that had made modifications to their plumbing systems.

In order to document compliance with TCEQ regulations, please submit documentation of the procedural changes made to assure that:

1. All backflow prevention assemblies installed on the distribution system are identified and meet the required testing requirements.
2. CSIs are conducted such that actual and potential contamination hazards are identified and the potable water supply is protected.

Please send this information within 90 days from the date of this letter to:

Attn: Al Fuentes
Technical Review & Oversight Team (MC 159)
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087

Please note that, during the survey, Mr. Fuentes provided the following information:

- A copy of 30 TAC Chapter 290 Rules and Regulations for Public Water Systems;
- A copy of 30 TAC Chapter 344 Standards For Landscape Irrigation;
- Copies of Regulatory Guidance documents pertaining to cross-connection control;
- A sample ordinance;
- A sample Customer Service Certificate; and
- A sample Backflow Prevention Assembly Test-and-Maintenance Report form.

A variety of educational materials for consumers were also provided.

If you have any questions concerning this letter, or if we can be of additional assistance, please contact Mr. Al Fuentes by email at Alfonso.Fuentes@tceq.texas.gov or by telephone at (512) 239-1407.

Sincerely,



Joel Klumpp, Team Leader
Technical Review & Oversight Team
Plan & Technical Review Section
Water Supply Division
Texas Commission on Environmental Quality

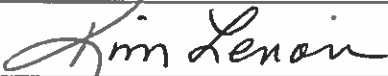
JPK/AF

cc: The Honorable Anthony Grobes, Mayor, City of Brady, 201 East Main St., Brady, Texas
76825

City Council

City of Brady, Texas

Work Session

AGENDA DATE:	06-20-17	AGENDA ITEM	4, 5, and 6
AGENDA SUBJECT:	Discuss and review establishing the administrative departments in accordance with City Charter 4.02, to include Finance, Community Services, and Public Safety and creating the position of Public Safety Director to manage and supervise the Brady Police Department and the Brady Fire/EMS Department.		
PREPARED BY:	Kim Lenoir	Date Submitted:	06/16/17
EXHIBITS:	Three individual ordinances in council packet Proposed Organization Chart		
BUDGETARY IMPACT:	Required Expenditure:		\$0.00
	Amount Budgeted:		\$0.00
	Appropriation Required:		\$0.00
CITY MANAGER APPROVAL:			

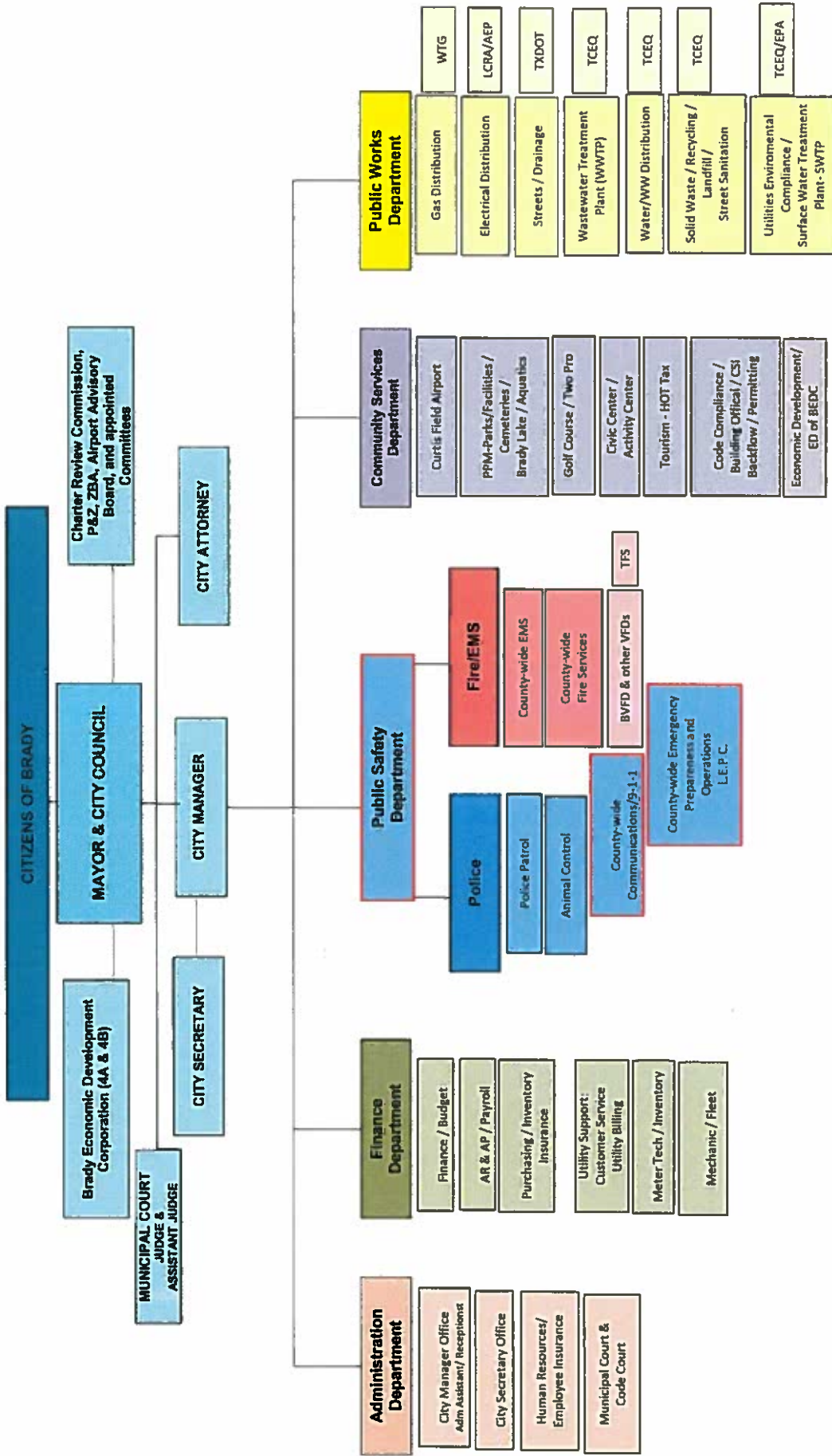
SUMMARY:

City Charter Section 4.02 gives city council the authority to establish administrative departments. Currently the only administrative department established by ordinance is the Public Works Department. In 2012, previous city manager, reorganized the staff as it is today and this organizational chart has been adopted as part of the annual city budget. To formulize the organizational chart, it is recommended that we add the administrative departments of Finance and Community Services. As city manager, I have observed a need the past several years to combine all public services under one roof to improve communications, leadership, and coordination with volunteers and our other community partners, such as the hospital, school districts and the county. With the change in leadership at the Fire/EMS Department the timing is good to establish a new Public Safety Department and to establish a Director position. I am recommending Police Chief Steve Thomas to head this new department.

RECOMMENDED ACTION:

Discussion Only.

CITY OF BRADY PROPOSED ORGANIZATION CHART 2017 - 2018





MEMORANDUM

TO: KIM LENOIR, CITY MANAGER

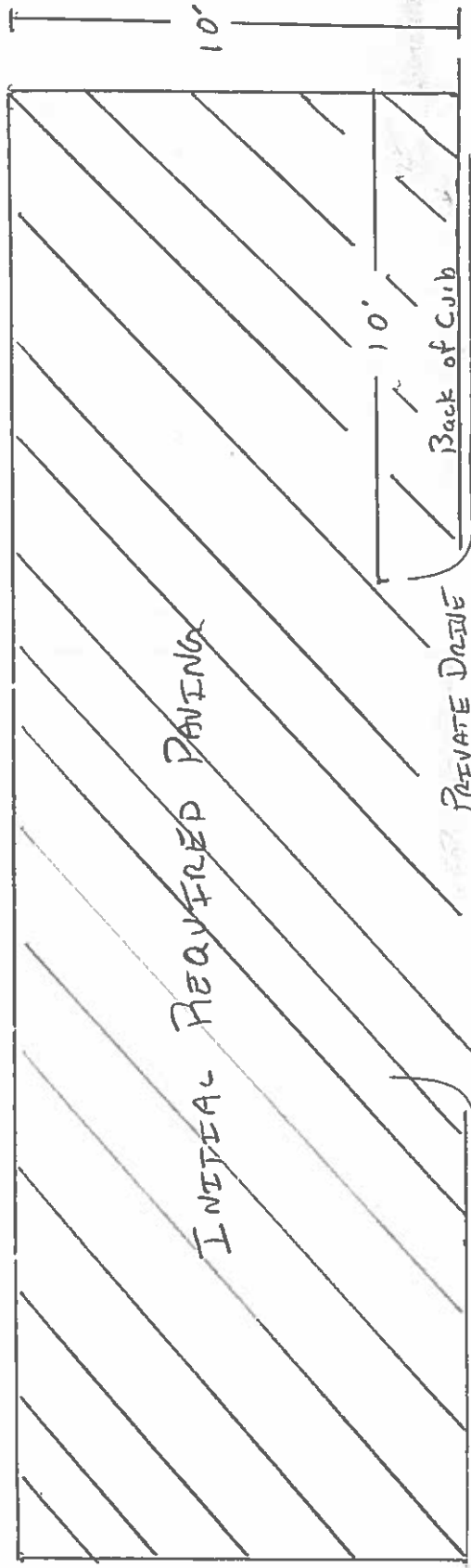
FROM: PETER LAMONT, DIRECTOR OF COMMUNITY SERVICES

DATE: 13 JANUARY 2017

SUBJECT: PARKING LOT PAVING ISSUES TO ADDRESS

Current building codes require parking lots in non-residential and multifamily residential zones be "paved with and all weather surface." (Ordinance 933, section 29.3.B) There are quite a few businesses and industrial areas that are not in compliance with this section and have gravel, dirt or crushed gravel parking areas. A key cause for concern with these unpaved lots is the movement of the parking material to city streets, which then results in damage, thus increased maintenance costs for the City. Also with storm drainage, the loose material fills drainage areas, causing more city maintenance issues.

Considering the cost of paving, either concrete or asphalt, and in order to gain compliance with this ordinance, staff would like to have the authority to negotiate development agreements with the property owners to gain compliance. Staff would like to propose a requirement for all entry ways to be paved ten feet from the back of curb across the entire entry way and ten feet either side of the entry, ten feet deep. After this initial paving, allow a phased approach to paving the remaining parking areas over a two or three year period.



PUBLIC STREET

Sec. 12.611 Parallel Parking

Vehicles may be parked on all public streets or alleys in the city, provided the following conditions are met:

- (1) The vehicle shall be headed in the direction of travel of the nearest adjacent traffic lane;
- (2) The wheels nearest the curb shall be approximately parallel to and within eighteen (18) inches of the curb or edge of the roadway;
- (3) The manner of parking such vehicle shall be in compliance with all applicable provisions of this article and state law.

(1975 Code of Ordinances, Chapter 30, Article XII, Sec. 30-276)

Sec. 12.612 Angle Parking

Vehicles may be parked at any angle not to exceed forty-five (45) degrees to the curb or edge of the roadway at those places and angles where signs or markings clearly indicate that it is permissible and that no part or contents of such vehicle shall protrude into or cause a hazard with other vehicles or pedestrians in the nearest adjacent traffic lane, sidewalk or crosswalk. In no case shall this exceed seventeen (17) feet from the curb in a perpendicular direction where thirty (30) degree parking is permitted or nineteen (19) feet from the curb in a perpendicular direction where forty-five (45) degree parking is permitted. (1975 Code of Ordinances, Chapter 30, Article XII, Sec. 30-277)

Project list below has been identified for future City Council Work Sessions. Staff is working on numerous projects with the city council to update policies, ordinances, rules or processes that need attention.

Projects Underway:

1. Ground Survey of 1906 City Limit Line
2. Davee and Dodge Heights Lake Lot Leases, Re-platting, and Septic Tank Requirements – re-plat in ½ acre lots as required by TCEQ; - leases and sale lots
3. Utility Rate Study – May 30, 2017 – adopt with budget 2018
4. Airport Master Plan – TXDOT Coordinating
5. Citizen Satisfaction Survey – Final results June 30
6. 5 year CIP & Budget Goals Meeting – May 31, 2017
7. Charter Review Town Hall issues – election info due Jan 2018 or Nov 2017 (June 22)
8. Willie Washington Park Playground Grant – rededication June 17
9. Bid the senior citizen Activity Center renovations project
10. Richards Park – Ballfields Public Meeting – June 19
11. Utility Inspections – draft written policy – held two town hall meetings (June 5 & 6)
12. Water and Wastewater Construction Projects

Other Items Discussed or Upcoming:

- Boat Dock Leases – all inspected and listed, need to draft rules
- Brady Lake properties – septic tank requirements – set up presentation from LCRA
- New Special Event Permits – fun runs, parades, block parties – draft prepared
- Annexation Plan – Sept/Oct/Nov process – Southwestern Holes
- Additional Animal Control Ordinances
- Locate and fund New Animal Shelter
- GRW Master Plan – steering committee
- Public Safety (Police/Fire/EMS/Dispatch) Facilities Master Plan – funding plan
- Leadership / Citizen Academy – boards, council
- Public Safety Citizen Academy – CERTS; Volunteers – Public Safety Department
- Code Enforcement Ordinances - Update Substandard Structures Ordinance-draft
- New Sign Ordinance – Moratorium until August 2017
- Paved Parking Enforcement – Ordinance Changes
- More Recycle and Clean-up Events (Fall and Spring) – Clean and Green Program
- Neighborhood Meeting – North (highway construction)
- Neighborhood Meeting – West (Richards Park)
- Neighborhood Meeting – South (Stanburn Park)
- Downtown Business Meeting (TXDOT Construction Project & Public Plazas)
- Infrastructure Repair – Capital Plans for replacing existing water, sewer, streets
- Street Maintenance / Restoration Master Plan Study
- Update Building Codes
- City Employee Safety Procedures and Policies
- 5 year Comprehensive Plan Review – Citizen Study Committee and P&Z
- Golf Course Advisory Committee; renovate golf course
- Designate Tiny House Development

Other Projects? _____