



NOTICE OF A MEETING
Animal Shelter Advisory Committee
Friday, July 12, 2019 @ 12:00 p.m.
Brenham Police Department
1st Floor Conference Room
1800 Longwood Drive
Brenham, Texas

1. **Call Meeting to Order**
2. **Citizen and Visitor Comments**
3. **Discuss and Possibly Act Upon the Approval of the Minutes from the May 17, 2019 Regular Meeting**
4. **Presentation and Discussion on the City of Brenham's Purchasing Policy and Procedures**
5. **Discussion and Update on Current Fiscal Year Revenues, Expenditures and Special Donation Funds for the City of Brenham Animal Services Department**
6. **Discussion and Update on the Installation of Shade Structures on the Outdoor Kennel Areas at the Brenham Pet Adoption Center**
7. **Discussion and Update on the Brenham Pet Adoption Center's Participation in "Clear the Shelters" Nationwide Event on August 18, 2019**
8. **Staff Updates**
 - **Administration**
 - **Animal Shelter & Control**

Staff Reports/Updates: Updates and/or 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 salutary 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 threats to the public health and safety of people in the City that have arisen after the posting of the agenda.

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Animal Shelter Advisory Committee on Friday, July 12, 2019 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Tuesday, July 9, 2019 at 10:15 (A.M./P.M).



Robin Hutchens

Animal Shelter Advisory Committee Liaison

Executive Sessions: The Animal Shelter Advisory Committee may convene in Executive Session to discuss matters authorized by the 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 Negotiations. The City Attorney must be present for all Executive Session discussions.

Disability Access Statement: This meeting is wheelchair accessible. Accessible parking spaces are located in the parking lot. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested seventy-two (72) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the Animal Shelter Advisory Committee was removed by me from the City Hall bulletin board on _____ at _____.

Signature



City of Brenham
Animal Services Advisory Board
Meeting Minutes - May 17, 2019

A regular meeting of the Animal Services Advisory Board was held on Friday, May 17, 2019, beginning at 1:00pm at the Brenham Police Department, 1st Floor meeting room, 1800 Longwood Dr, Brenham TX 77833.

Attendees:

Sally Blackie
Susan Cantey
Robert Davis
Jerry Jares
Phyllis McMahon
Lee Panko

City Employees attendees:

Jeana Bellinger
Allison Harper
Robin Hutchens
Dant Lange
Kacey Weiss

1. Call meeting to order

Jeana Bellinger called the meeting to order at 1:00pm.

2. Citizen and visitor comments

There were no visitors.

3. Introduction of Animal Shelter Advisory Committee Members and City of Brenham Staff

Jeana Bellinger introduced herself. All attendees introduced themselves.

4. Discussion Related to the Purpose and Scope of the Animal Shelter Advisory Committee and Board Policies and Procedures Adopted by the Brenham City Council

Bellinger outlined how board members are selected along with policy and procedures. McMahon inquired about the terms each person was assigned. Bellinger advised that would be discussed in a later agenda item. Bellinger discussed the position of liaison and the purpose, of that role. Bellinger stated the liaison would be Robin Hutchens.

5. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for 2019

Bellinger advised how the process works for selecting a Chairperson and Vice Chairperson. Bellinger noted that a board member could volunteer or nominations could be made.

Board Member Cantey nominated Board Member Panko for Chairperson and Board Member Davis seconded the nomination, Board Member Panko accepted the nomination.

Board	Yes	No	Abstain	Absent
Blackie	X			
Cantey	X			
Davis	X			
Harper	X			
Jares	X			
McMahon	X			
Panko				

Board Member Jares volunteered for the position of Vice Chairperson and Board Member Cantey seconded the nomination.

Board	Yes	No	Abstain	Absent
Blackie	X			
Cantey	X			
Davis	X			
Harper	X			
Jares				
McMahon	X			
Panko	X			

6. Discussion and Presentation on Chapter 5, Animals and Fowl, of the City of Brenham’s Code of Ordinances and the City of Brenham’s Fee Schedule for Animal Related Services

Bellinger began by explaining how long the process took for the completion of the new animal ordinance. Bellinger stated the completion was approved in January 2019 and became effective February 2019. Bellinger also discussed the new fee schedule that also was enacted February 2019.

Board Member Davis inquired about the ordinances being in effect for the county as well. Davis questioned if Animal Services Manager Harper and Captain Lange assisted in producing the new fee schedule, Bellinger stated they were part of the discussions. Board Member Davis also inquired about revenues, Bellinger noted that animal shelter revenues would be discussed at the next meeting.

Captain Lange discussed the amount of work that actually went into putting together the ordinance and fee schedule. Lange advised that some of the information came from other cities and organizations. Lange noted the ordinance was not created to just issue tickets to people, but to protect the community and the welfare of all pets.

Bellinger stated the public was very receptive of the new ordinance and has not received any push back.

Board Member Davis asked Harper if she believed the new ordinance gave her too much or too little discretion on who gets health treatment, sent to rescues, and the hold period. Harper responded by stating there are a lot of factors that go into the disposition of the animals; behavior, health, etc. Harper also advised in special circumstances the shelter can always hold an animal longer than the 72 business hour hold period.

Board Member Blackie inquired about the new surrender fee, which she is in favor of, if people are dumping the dogs rather than bringing them to the shelter. Harper advised this is an education tool for the shelter and encourages people to get their animals spayed and neutered rather than paying \$150 each year for a litter of puppies to surrender, citizens can pay \$80 to have their animal fixed.

Board Member Blackie asked if the shelter were a 501c3 designation that would help to cover the cost of the surrender fees. Hutchens stated there is a rescue group or organization that has come forward to pay fees for people who are unable to pay for vaccinations, pet deposits or other reasons someone may not be financially able to care for their animal so they do not have to surrender.

Board Member McMahon inquired why the shelter does not trap animals within the city limits. Harper advised staff does trap within the incorporated city limits of Brenham.

7. Discussion and Presentation on the Current Fiscal Year 2018-2019 Animal Services Budget and Requested Budget Items for Animal Services in Fiscal year 2019-2020.

Harper explained the animal shelter budget for FY19-20 was due to the finance team the day of the meeting. Harper stated the largest line item is supplies since all animals are disease tested, vaccinated, wormed and microchipped by staff. Harper noted that animal adoption coupon is a larger item and this is for the sterilization of the animals adopted from the shelter since that is a state law. Harper stated that a more expensive item requested for this upcoming year will be shade structures for the adoption yard because currently there is no shade in the afternoon for volunteers or visitors.

Board Member Blackie inquired if there was donated money left from the building fund. Harper advised that the sally port will be completed using that money. Board Member Davis advised there is quite a bit of misinformation being discussed in the community regarding the money being spent for the sally port. Blackie and Davis both stated they were told the city was covering the cost of the sally port. Davis and Blackie stated any money left from the sally port could also be used for the shade structures.

Harper advised the shelter has also expressed a need to the public for Kuranda beds for the indoor kennel area. In order to properly use these beds, staff would need to put grates over the open drain on the inside of the kennels.

Board Member Davis inquired if the budget was city funded or where those funds came from. Bellinger advised that the budget was paid for by the city and donations were extra revenue.

Board Member Davis questioned the numbers of dogs and cats that are taken in from the county vs. city. Davis also questioned the budget amount for animals being euthanized is 30%. Davis and Blackie agreed numbers

seemed high. Harper advised these numbers are not accurate since the shelter has revised how euthanasia is categorized and euthanasia numbers have actually gone down.

8. Discuss and Possibly Act Upon the Meeting Dates for 2019

Bellinger advised it was best to have meetings set on a certain day of each month. Board Member Davis stated that it would possibly be better to have meetings on the second Friday of the month.

Board Member Davis motioned for the meeting dates to be the second Friday, every other month and Board Member Panko seconded the motion.

Board	Yes	No	Abstain	Absent
Blackie	X			
Cantey	X			
Davis	X			
Harper	X			
Jares	X			
McMahon	X			
Panko	X			

9. Staff Updates

➤ Administration

Captain Lange advised that employed at the shelter are two part time and three full time kennel techs, two Animal Control Officers, as well as the Manager and Animal Services Specialist. Lange also advised that Harper has updated the shelter logo.

➤ Animal Shelter & Control

Bellinger advised the former Director of Community Services Wende Ragonis applied for a 501c3 designation that is generic for the City of Brenham and believes the shelter can fall under that plan. Bellinger stated she would get more information on it.

Robin Hutchens
Animal Services Specialist, Liaison



To: Brenham Animal Services Advisory Board

From: Robin Hutchens, Animal Services Specialist

Subject: Purchasing Policy

Date: July 2, 2019

Attached is the Purchasing Policy that will be reviewed by Jeana Bellinger.

City of Brenham
Purchasing Procedures for the Year Ended 09/30/18

The City's Purchasing Supervisor is Sara Parker and the Purchasing Specialist is Darlene Konieczny.

Purchasing Policy:

Purchases <\$3,000

- Authorized by Department Superintendent
- May use Purchase Authorization (PA) form or Purchase Requisition in INCODE.
- Quotes (2-3) preferred but not required.
- PA is sent to accounting to match with invoice.
- Purchase Order (PO) issued for Requisition to track and encumber funds.
- Requisitions entered by department or Purchasing Specialist.

Purchases +>\$3,000 to \$50,000

- Department solicits three competitive quotes or pricing from state contract or qualified cooperative contract.* Quote process is documented and if three quotes cannot be obtained, documentation of solicitation or attempt to locate sources is maintained by the department.
- Exception to competitive quotes may be made in an Emergency using a PA form. Department must justify the purchase and forward a copy of the PA to the Purchasing Specialist. Documentation must be maintained by the Department.
- Requisitions are entered into INCODE.
- Division Directors approve non-contractual purchases \$3,000 - \$24,999. City Manager authorizes, approves and executes certain PO's, agreements, contracts and related documents up to \$50,000.

Purchases +> \$50,000

- Formal competitive bids, quote from a state contract, or quote from a qualified cooperative contract are required for purchases over \$50,000.*
- Formal bidding process is conducted according to applicable state statutes.
- All purchases over \$50,000 must be approved by City Council.
- Contracts over \$50,000, all multi-year contracts, and contracts involving other government entities must be approved by City Council
- Purchasing Services determines the need for a Formal Bid. Purchasing Services produces the bid package and conducts the bid process.
- Bids are opened by the Purchasing Supervisor and typically attended by a representative of the appropriate department. Bid tabulation is provided to the director/department head.
- Purchasing Services maintains bid documentation.
- Director prepares the agenda item for Council approval.
- Upon award by Council, contracts are executed with the Mayor's signature and/or PO's issued as appropriate.



To: Brenham Animal Services Advisory Board

From: Robin Hutchens, Animal Services Specialist

Subject: Revenue, Expenditures and Donation Balances

Date: July 2, 2019

Attached are the reports regarding revenues, expenditures and donations for the animal shelter.

ANIMAL SHELTER/CONTROL REVENUE

		FY17 ACTUAL	FY18 ACTUAL	FY19 BUDGET	FY19 ACTUAL THRU 6/30	FY19 YEAR END PROJECTION
101 4-820.00	ADOPTION FEES	17,650	24,095	18,000	21,246	24,502
101 4-830.00	ANIMAL CONTROL-MISC/RABIES	1,468	878	1,350	1,269	1,500
101 4-835.00	MICROCHIP REVENUE	-	-	-	10	100
101 4-850.00	DOG LICENSE	6,586	5,551	6,500	4,980	5,710
101 4-860.00	MULTI ANIMAL PERMITS	25	-	25	25	25
101 4-870.00	IMPOUNDED ANIMALS	5,608	3,770	4,000	6,779	7,532
101 4-890.00	SURRENDER FEES	-	-	-	1,875	2,000
232 4-529.99	DONATIONS-MISCELLANEOUS	10,902	13,635	10,000	11,591	12,819
232 4-529.99	DONATIONS-MEDICAL FUND	-	10,000	-	2,181	2,181
232 4-529.99	DONATIONS-ADOPTION OUTREACH	-	10,000	-	-	-
232 4-529.53	DONATIONS-PHASE II ENHANCEMENTS	21,000	10,000	10,000	-	-
	TOTAL REVENUE	63,239	77,929	49,875	49,956	56,369

DEPT 154 - ANIMAL CONTROL/SHELTER DEPARTMENT

\$588,089

LINE ITEM DETAIL

ACCT	DESCRIPTION	ACTUAL 2017	BUDGET		RAE* 2018	BUDGET 2019
			ORIGINAL 2018	AMENDED 2018		
101.00	SALARIES & WAGES	\$ 164,668	\$ 201,236	\$ 201,236	\$ 173,073	\$ 259,659
102.00	OVERTIME PAY	13,501	15,000	15,000	15,000	17,000
103.00	OSADI/MEDICARE	13,909	17,284	17,284	14,510	21,886
103.02	MATCHING RETIREMENT	15,307	20,805	20,805	16,362	26,907
105.00	LONGEVITY PAY	1,768	2,153	2,153	1,018	1,030
105.01	EDUCATION/MISCELLANEOUS	1,061	1,200	1,200	208	0
105.03	STANDBY	7,457	6,150	6,150	8,150	8,150
106.00	MEDICAL INSURANCE	32,387	55,562	55,562	31,617	67,376
106.01	LIFE INSURANCE	583	793	793	528	901
106.02	LONG TERM DISABILITY	322	438	438	292	500
107.00	WORKERS' COMPENSATION	5,782	5,432	5,432	4,333	5,715
118.00	ACCRUED COMP TIME	48	0	0	0	0
201.00	CHEMICALS	983	700	700	400	700
202.00	FUEL	4,300	6,000	6,000	5,034	6,000
203.00	TOOLS/SMALL EQUIPMENT	882	800	800	800	2,800
204.00	POSTAGE & FREIGHT	118	350	350	297	500
205.00	OFFICE SUPPLIES	1,114	1,500	1,500	1,774	1,500
206.00	EMPLOYEE RELATIONS	210	650	650	534	550
207.00	REPRODUCTION & PRINTING	619	2,000	2,000	2,648	2,000
208.00	CLOTHING/PERS PROTECTIVE EQUIP	2,447	2,500	2,500	3,500	3,500
210.00	BOTANICAL & AGRICULTURAL	15	100	100	52	100
211.00	CLEANING AND JANITORIAL	5,078	5,000	5,000	15,000	12,800
212.00	COMPUTER EQUIPMENT & SUPPLIES	873	2,670	2,670	200	1,600
213.00	COMMUNICATIONS EQUIPMENT	(100)	450	450	648	450
215.00	ANIMAL CONTRL/SHELTER SUPPLIES	12,134	12,000	12,000	20,577	33,300
218.00	PHOTOGRAPHY	131	300	300	85	300
221.00	SAFETY/FIRST AID SUPPLIES	12	100	100	202	250
223.00	SMALL APPLIANCES	0	250	250	1,154	1,000
230.00	AMMO/GUN SUPPLIES	63	1,400	1,400	500	100
250.00	OTHER SUPPLIES	158	250	250	941	250

DEPT 154 - ANIMAL CONTROL/SHELTER DEPARTMENT

\$588,089

LINE ITEM DETAIL (CONTINUED)

ACCT	DESCRIPTION	ACTUAL 2017	BUDGET		RAE* 2018	BUDGET 2019
			ORIGINAL 2018	AMENDED 2018		
303.00	VEHICLES/LARGE EQUIPMENT	\$ 2,016	\$ 1,600	\$ 1,600	\$ 1,633	\$ 1,600
309.00	COMMUNICATION/PHOTO EQUIP	98	50	50	0	0
310.00	LAND/GROUNDS	153	75	75	0	0
312.00	BUILDINGS/APPLIANCES	6,357	2,925	2,925	3,829	1,000
401.00	ELECTRICAL	18,803	16,000	16,000	19,187	20,000
402.00	AUDITS/CONSULTANT FEES	0	0	0	23,500	0
403.00	TELEPHONE	1,190	2,555	2,555	1,022	1,200
404.00	GAS	1,933	2,100	2,100	5,033	5,000
405.00	WATER	3,967	3,400	3,400	2,672	2,500
406.00	SEWER	1,239	1,200	1,200	1,158	1,200
406.50	GARBAGE	1,023	1,284	1,284	1,116	1,116
409.00	ADVERTISEMENTS/LEGAL NOTICES	1,517	1,000	1,000	1,842	2,000
415.00	JANITORIAL SERVICES	3,936	5,760	5,760	4,418	5,000
416.00	VETERINARIAN SERVICES	10,707	5,000	5,000	14,269	9,000
417.00	CITY LICENSE-VET EXP	190	1,000	1,000	1,000	1,000
417.50	ANIMAL ADOPTION COUPON EXPENSE	43,926	37,500	37,500	38,833	37,500
422.00	CONTRACT LABOR	0	0	0	91,000	0
424.00	SERVICE CONTRACTS	4,144	4,205	4,205	3,313	4,205
442.00	CONTRACT MOWING	2,480	3,360	3,360	2,625	2,000
450.00	OTHER SERVICES	1,740	1,500	1,500	1,500	1,500
702.00	BUILDINGS	0	0	0	0	1,500
712.00	OFFICE FURNITURE/EQUIPMENT	0	500	500	500	0
714.00	RADIOS/RADAR/CAMERAS	1,978	0	0	0	4,150
715.00	OTHER CAPITAL	0	0	0	0	2,000
901.00	LIAB/CASUALTY INSURANCE	3,194	3,500	3,500	5,298	5,300
908.00	SEMINARS/MEMBERSHIP/TRAVE	1,125	3,000	3,000	2,274	2,274
908.10	MILEAGE	33	0	0	220	220
949.00	UNEMPLOYMENT BENEFITS	0	0	0	16,392	0
950.00	OTHER SUNDRY	510	650	650	326	0
TOTAL DEPARTMENT EXPENDITURES		\$ 398,085	\$ 461,237	\$ 461,237	\$ 562,397	\$ 588,089

* REVISED ANNUAL ESTIMATE

DETAIL OF DONATIONS BALANCES -FY17 AND FORWARD

		MISCELLANEOUS	MEDICAL FUND	ADOPTION OUTREACH	PHASE II	TOTAL
FY17 BEGINNING BALANCE		-	-	-	81,281.30	81,281.30
FY17 DONATIONS RECEIVED:						
FOUNDATION-GENERAL SUPPORT		3,000.00	-	-	-	3,000.00
DONATIONS RECEIVED ONLINE OR AT SHELTER		7,901.77	-	-	-	7,901.77
AMERITRUST-PHASE II ENHANCEMENTS					3,000.00	3,000.00
HYMAN PLUMBING-PHASE II ENHANCEMENTS					1,500.00	1,500.00
PHASE II ENHANCEMENTS					1,000.00	1,000.00
PHASE II ENHANCEMENTS					500.00	500.00
PHASE II ENHANCEMENTS					15,000.00	15,000.00
FY17 INVOICES PAID:						
SECURITY CAMERAS (FY17 KNAUSS DONATION)					(3,936.99)	(3,936.99)
SWING, A-FRAME W/ROOF (FY17 KNAUSS DONATION)					(1,591.94)	(1,591.94)
FENCE COVER FOR KENNELS (FY17 KNAUSS DONATION)					(800.00)	(800.00)
DOG CASE FOR UNIT 152		(2,750.00)				(2,750.00)
ADOPTION VESTS		(118.43)				(118.43)
FY17 ENDING BALANCE		8,033.34	-	-	95,952.37	103,985.71
FY18 DONATIONS RECEIVED:						
AREA OF MOST NEED		5,000.00				5,000.00
FOUNDATION-GENERAL SUPPORT		3,000.00				3,000.00
DONATIONS RECEIVED ONLINE OR AT SHELTER		5,635.18				5,635.18
HOUSTON TRUST-ESTABLISH MEDICAL FUND			3,000.00			3,000.00
MEDICAL FUND			5,000.00			5,000.00
BETSWEST FOUNDATION-MEDICAL FUND			2,000.00			2,000.00
ADOPTION OUTREACH & PHASE II				10,000.00	10,000.00	20,000.00
FY18 INVOICES PAID:						
AED & FIRST AID KIT FOR BUILDING		(1,913.00)				(1,913.00)
VETERNARIAN SERVICES			(6,046.78)			(6,046.78)
PERSONALIZED LEASHES FOR ADOPTION EVENTS				(379.63)		(379.63)
CLEAR THE SHELTER ADVERTISING				(1,135.00)		(1,135.00)
ADDITIONAL SECURITY CAMERAS (FY17 KNAUSS DONATION)					(6,260.00)	(6,260.00)
CAT BEDS (FY17 KNAUSS DONATION)					(1,119.39)	(1,119.39)
SALLY PORT/FENCE/COVERED KENNELS PROJECT					(7,414.00)	(7,414.00)
FY18 ENDING BALANCE		19,755.52	3,953.22	8,485.37	91,158.98	123,353.09
FY19 DONATIONS RECEIVED:						
UNDESIGNATED		500.00				500.00
DOG TOYS & CAT ENRICHMENT WALL		5,000.00				5,000.00
FOUNDATION-DOG BEDS		1,000.00				1,000.00
DONATIONS RECEIVED ONLINE OR AT SHELTER		5,090.51	200.00			5,290.51
MEDICAL FUND			1,000.00			1,000.00
GIFT WRAP FUNDRAISER PROCEEDS-MEDICAL FUND			981.00			981.00
FY19 INVOICES PAID:						
DOG BEDS (FY19 DAVIS FOUNDATION DONATION)		(559.65)				(559.65)
DOG TREATS/TOYS (FY19 KNAUSS DONATION)		(266.30)				(266.30)
VETERNARIAN SERVICES			(1,169.49)			(1,169.49)
CHRISTMAS PARADE SUPPLIES				(122.64)		(122.64)
GENERATOR FOR PARADE ENTRY				(399.99)		(399.99)
TOYS				(225.40)		(225.40)
NEW LOGO SETUP FEE				(35.00)		(35.00)
HARNESSES				(202.16)		(202.16)
ADOPTION ADVERTISEMENTS				(1,822.82)		(1,822.82)
SALLY PORT/FENCE/COVERED KENNELS PROJECT					(6,300.00)	(6,300.00)
POTTING SOIL & PLANTS		(142.00)				(142.00)
FY19 ENDING BALANCE (AS OF 7/1/19)		30,378.08	4,964.73	5,677.36	84,858.98	125,879.15
OUTSTANDING INVOICES TO BE PAID:						
THIELEMANN CONSTRUCTION-SALLY PORT/FENCE/COVERED KENNELS					(47,350.00)	
STRAND ASSOCIATES-SALLY PORT/FENCE/COVERED KENNELS					(2,586.00)	
					34,922.98	



To: Brenham Animal Services Advisory Board

From: Robin Hutchens, Animal Services Specialist

Subject: Shade Structures

Date: July 8, 2019

Allison Harper, the Animal Services Manager, has obtained three quotes for a shade structure for one of the outdoor play yards at the Animal Shelter. Currently there is no shade outdoors for the volunteers, adopters, and dogs. The following is a list of quotes received:

- | | | |
|------------------------------|----------------------|----------|
| 1. Crosswinds Contracting | 20X20X8 entry height | \$15,070 |
| 2. Southern Shade Structures | 18X20 | \$21,600 |
| 3. Lone Star Recreation | 28X28 | \$11,324 |

Donation funds from the Phase II donation account will be utilized for this project with the completion of the sally port.

Crosswinds Contracting, Inc.
905 Sandy Beach Drive
Conroe, TX 77304
(281) 300-8583
tim@crosswindscontracting.org



ESTIMATE

ADDRESS

Allison Harper
Brenham Pet Adoption Center
1804 Longwood
Brenham, TX 77833
Washington

ESTIMATE # 1218

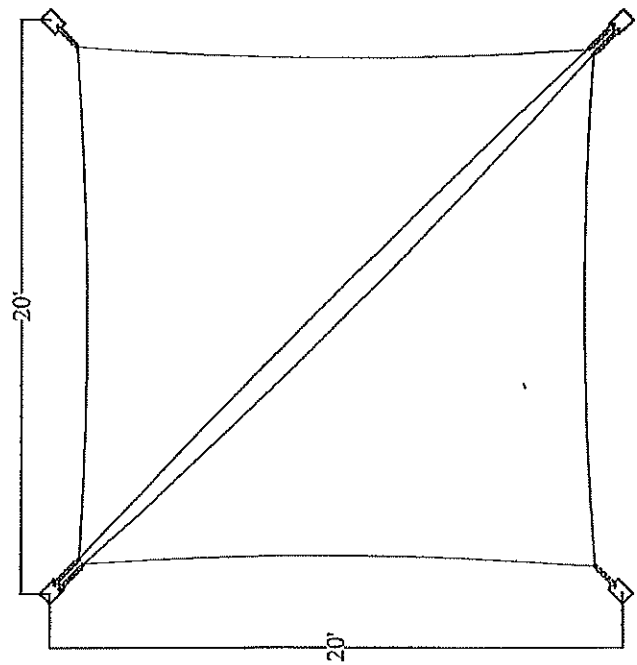
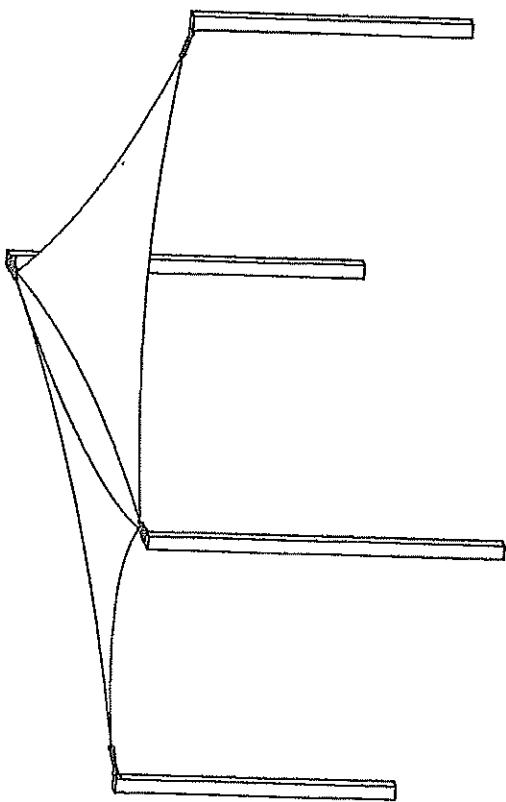
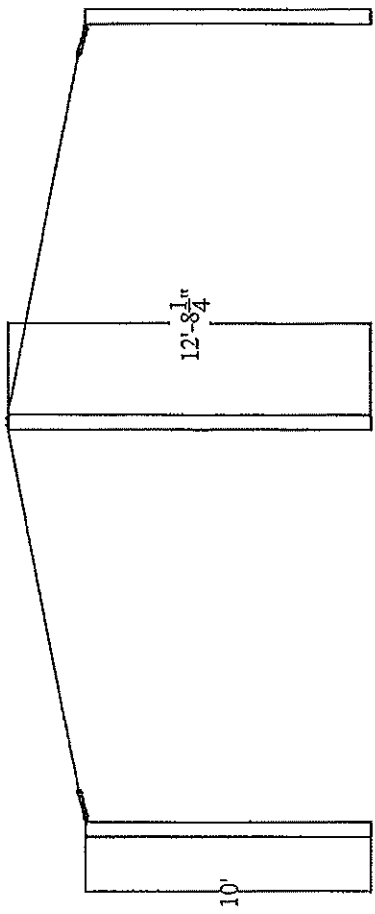
DATE 05/13/2019

EXPIRATION DATE 10/31/2019

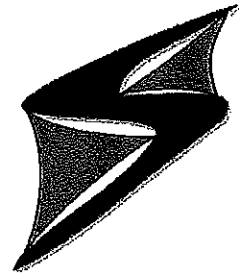
ACTIVITY	QTY	RATE	AMOUNT
Shade Structure 5 Post 20X20X8' entry height Sall Shade	1	9,885.45	9,885.45
Install Shade Structure Install of Shade structure	1	5,185.00	5,185.00
TOTAL			\$15,070.45

Accepted By

Accepted Date



Southern Shade Structures
PO Box 8126
The Woodlands, TX 77387
(832) 532-4327
anton@southern-shades.com
www.southshades.com



ESTIMATE

ADDRESS

City of Brenham
1804 Longwood Dr
Brenham, TX 77833
United States

ESTIMATE # 1695
DATE 06/29/2018

ACTIVITY	QTY	RATE	AMOUNT
ECONO FP Econo Line Four Post Shade Structure 18' x 20'	4	4,200.00	16,800.00
INS Installation	1	4,800.00	4,800.00

Estimate includes: design, manufacture, , HDPE Shade Net
Installation.

TOTAL

\$21,600.00

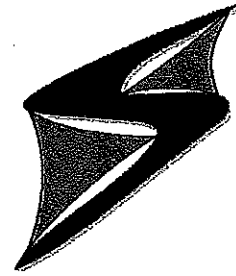
Excludes any engineer and permit fees that may be applicable.

* 50% Deposit payable on acceptance of this estimate.

Accepted By

Accepted Date

Southern Shade Structures
 PO Box 8126
 The Woodlands, TX 77387
 (832) 532-4327
 anton@southern-shades.com
 www.southshades.com



ESTIMATE

ADDRESS

City of Brenham
 1804 Longwood Dr
 Brenham, TX 77833
 United States

ESTIMATE # 1696
DATE 06/29/2018

ACTIVITY	QTY	RATE	AMOUNT
FP1 Four Post Shade Structure 20' x 18'	4	5,725.00	22,900.00T
INS Installation	1	4,800.00	4,800.00

Estimate includes: design, manufacture, powder coat, HDPE Shade Net installation.

SUBTOTAL	27,700.00
TAX (0%)	0.00
TOTAL	\$27,700.00

Excludes any engineer and permit fees that may be applicable.

* 50% Deposit payable on acceptance of this estimate.

Accepted By

Accepted Date



Lone Star Recreation of Texas, LLC.

10701 Corporate Drive Suite 390
 Stafford, TX 77477
 Phone: 281-970-9010

PROPOSAL

Quote # 10426

Date: 7/1/2019
 Proposal Expires: 9/30/2019

Contact: Allison Harper
 Company: Brenham Pet Adoption & Care Center
 Phone: 979-337-7391
 Email: aharper@cityofbrenham.org

Terms
 INCO Terms: F.O.B. Manufacturing Plant
 Estimated Shipping Time: 6-8 weeks ARO
 LSRT Payment Terms:
 Equipment: Based upon approved terms
 Installation: Based upon approved terms

Ship To: Adams Constructors
 9502 Fairbanks N. Houston Rd.
 Houston, TX 77064

Bill To: Brenham Pet Adoption & Care Center
 1804 Longwood Dr.
 Brenham, TX 77833

Proposal Prepared By
 Contact: Vanessa Zelaya
 Phone: 281-970-9010
 Email: vanessa.zelaya@LonestarRecreation.com

Installation Site: Brenham Pet Adoption & Care Center
 1804 Longwood Dr.
 Brenham, TX 77833

Sales
 Contact: Drew Dawson
 Phone: 281-970-9010
 Email: drew.dawson@LonestarRecreation.com

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED AMT
1	227370A	SkyWays® Hip (28'x28') Shade 8' Entrance Height	\$ 6,865.00	\$ 6,865.00
1	INSTALLATION	Installation of Landscape Structures equipment referenced above by Manufacturer Trained and Certified CPSI Installer w/ 12 month labor warranty	\$ 2,746.00	\$ 2,746.00

EQUIPMENT \$ 6,865.00
 INSTALLATION \$ 2,746.00
 FREIGHT \$ 850.00
 SALES TAX \$ 863.03
TOTAL \$ 11,324.03

Accepted by Customer _____ Date _____

Print Name _____ Title _____

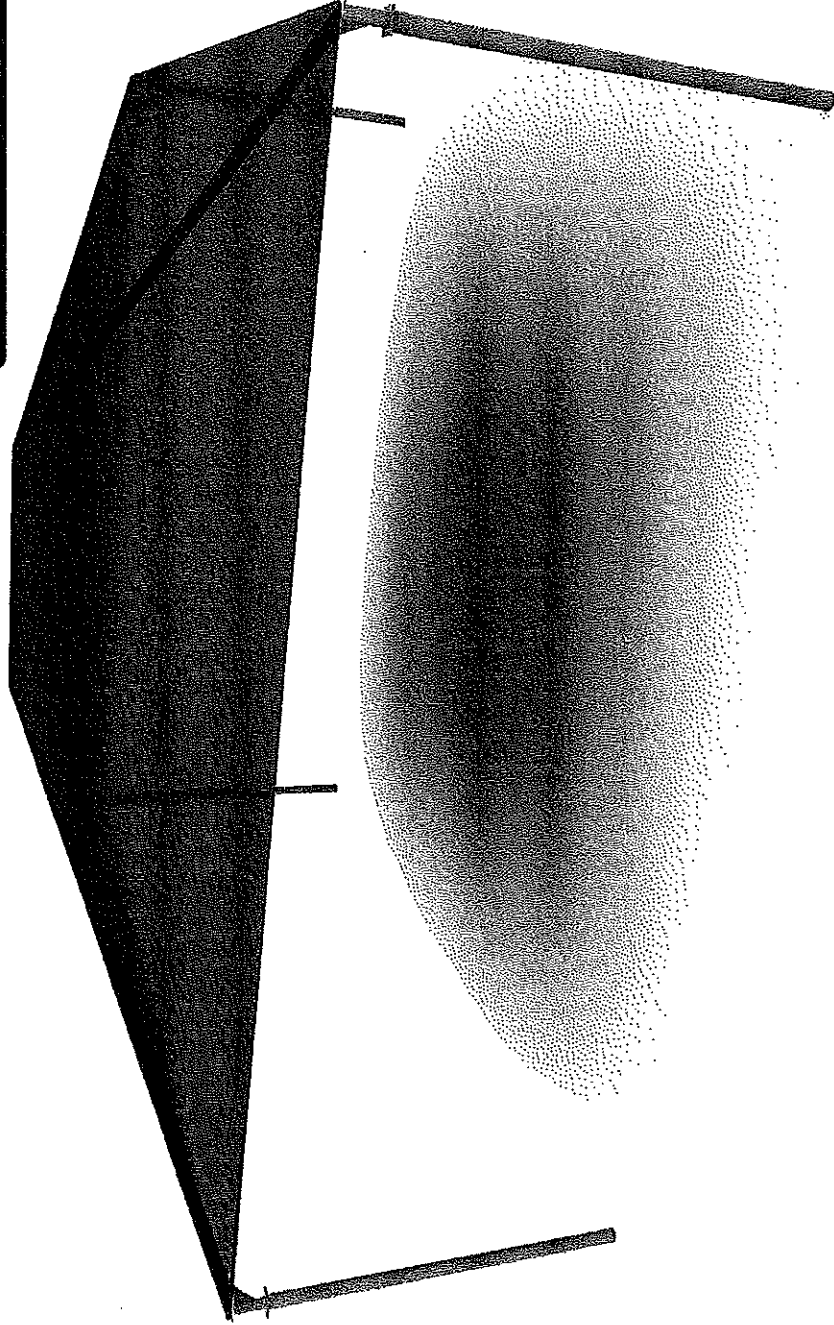
Pricing is for the above listed equipment only, no installation of specified items, additional items, change orders, insured addendum, off loading of equipment, storage, security, or any applicable taxes, bonds, permits or freight are included unless listed as separate line item.

Tax Exemption Certificate must be on file with company before submittal of the order, otherwise tax will be billed with order. Credit can be issued upon receipt of proper documentation only prior to shipment.

Change orders and/or cancellations after 5 days will be subject to incurred freight and restocking fees.

1.5% per month thereafter for late payments

SkyWays® Hip (28'x28') Shade
January 8, 2018 Model #227570



slr
landscape
structures®



FOR A BETTER TOMORROW
WE PLAY TODAY
shapedbyplay.com

Proudly presented by:



slr
landscape
structures®

landscape structures



The PENTAC CERTIFIED logo is the only logo that signifies a product has been tested and certified to meet or exceed the requirements of the American National Standards Institute (ANSI) for landscape structures.

THIS PLAN AREA IS FOR EXAMINATION TO VERIFY DIMENSIONS AND TO PLAN.

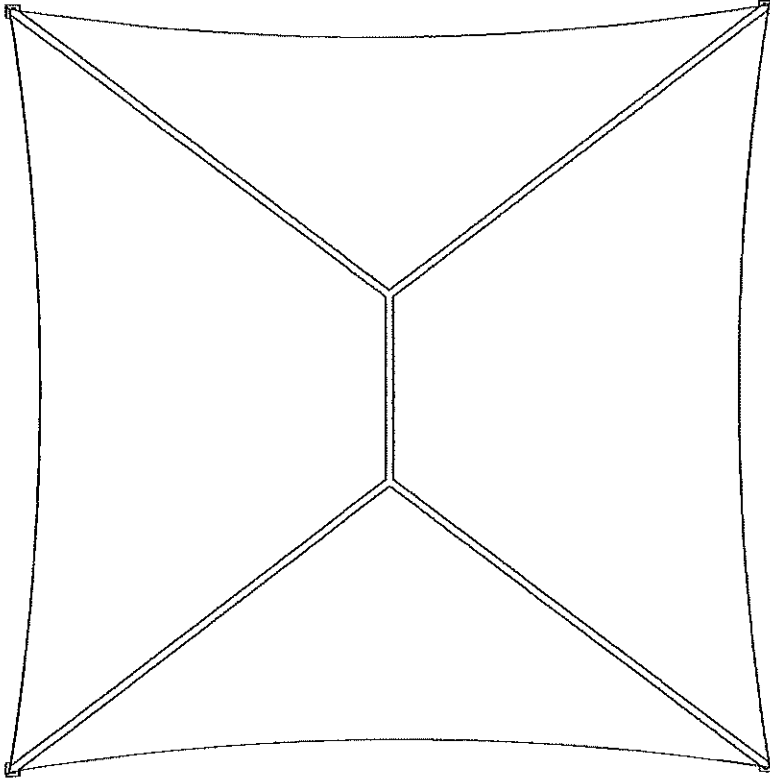
THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES.

ORDER A PRELIMINARY SKETCH FROM THE ARCHITECT TO OBTAIN THE EXACT DIMENSIONS AND MATERIALS TO BE USED. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES.

DESIGNED BY:

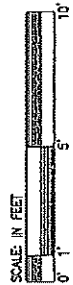
CONCEPT DESIGN/IT
LANDSCAPE ARCHITECTS, INC.
10000 W. 10TH AVENUE, SUITE 100
DENVER, COLORADO 80202
TEL: 303-751-1000

Date: _____
Project Number: _____
Notes: _____



227370
SKYWAYS
28 X 28 HIP
TO ENTRANCE

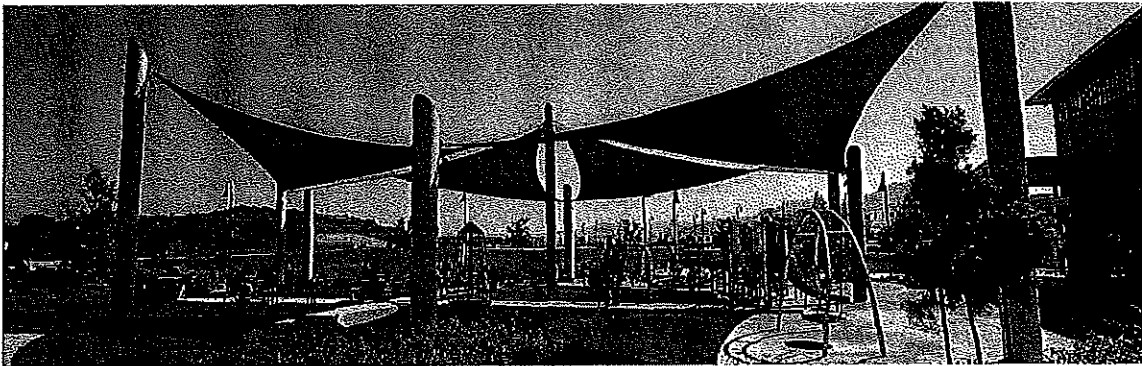
Free-standing Play
(2-12 years)



NSIPA 1001
Free-standing
DRAWING #
227370

Landscape
Structures

Skyways Hip
28 x28' Shade



Landscape Structures Inc. ("Manufacturer") warrants that all equipment sold will conform in kind and in quality to the specifications manual for the products identified in the Acknowledgment of Order and will be free of defects in manufacturing and material. Manufacturer further warrants:

20-Year Limited Warranty On all SkyWays® and CoolToppers® steel components against structural failure due to material or manufacturing defects.

10-Year Limited Warranty On SkyWays® and CoolToppers® fabric and thread against failure from significant fading, deterioration, breakdown, mildew, outdoor heat, cold or discoloration. This warranty is limited to the design loads as stated in the manual. Should the fabric need to be replaced under the warranty, Manufacturer will manufacture and ship a new fabric at no charge for the first 6 years, thereafter pro-rated at 18% per annum over the last 4 years. This warranty applies to standard colors only.

3-Year Limited Warranty On all other parts, including Rapid Release® against failure due to corrosion/natural deterioration or manufacturing defects.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards (457 meters) of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

This warranty does not include any cosmetic issues or wear and tear from normal use of the product, or misuse or abuse of the product. It is valid only if the equipment is erected to conform with Landscape Structures' installation instructions and maintained according to the maintenance procedures furnished by Landscape Structures Inc. Maintenance is particularly critical in regions where dirt and/or sand may cause abrasion of the fabric.

This warranty is void if conditions exceed local building codes.



2019 SkyWays® and CoolToppers® Shade Warranty

You have our word.

All the warranties commence on date of Manufacturer's invoice. Should any failure to conform to the above express warranties appear within the applicable warranty period, Manufacturer shall, upon being notified in writing promptly after discovery of the defect and within the applicable warranty period, correct such nonconformity either by repairing any defective part or parts, or by making available a replacement part within 60 days of written notification. Manufacturer shall deliver the repaired or replacement part or parts to the site free of charge, but will not be responsible for providing labor or the cost of labor for the removal of the defective part or parts, the installation of any replacement part or parts or for disposal costs of any part or parts. Replacement parts will be warranted for the balance of the original warranty.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

The remedies hereby provided shall be the exclusive and sole remedies of the purchaser. Manufacturer shall not be liable for any direct, indirect, special, incidental or consequential damages.

Manufacturer neither assumes nor authorizes any employee, representative or any other person to assume for Manufacturer any other liability in connection with the sale or use of the structures sold, and there are no oral agreements or warranties collateral to or affecting this agreement. The warranties stated above are valid only if the structures and/or equipment are erected in conformance with Landscape Structures' installation instructions and maintained according to the maintenance procedures furnished by Landscape Structures Inc.; have been subjected to normal use for the purpose for which the goods were designed; have not been exposed to saltwater or salt spray; have not been subject to misuse, negligence, vandalism, or accident; have not been subjected to addition or substitution of parts; and have not been modified, altered, or repaired by persons other than Manufacturer or Manufacturer's designees in any respect which, in the judgement of Manufacturer, affects the condition or operation of the structures.

To make a claim, send your written statement of claim, along with the original job number or invoice number to: Landscape Structures Inc. 601 7th Street South, Delano, Minnesota, 55328-8605.

Signed: *David J. Ford* President Date: 01/01/2019



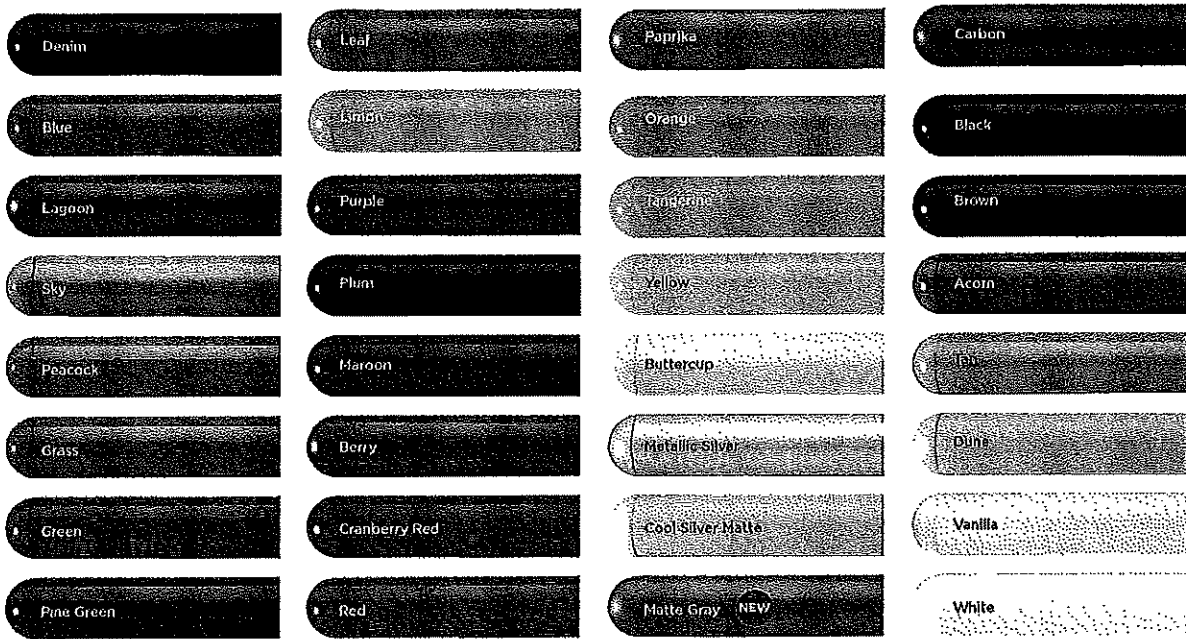
Color Choices

Vivid colors for lively play

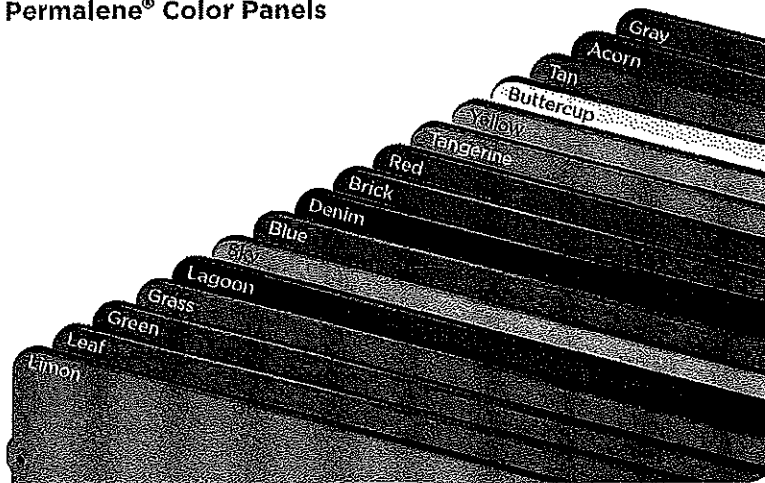
ProShield® Colors

For posts/arches, components and clamps, ProShield® finish combines a specially formulated primer with a high-quality, architectural-grade powdercoat top layer. The result is enhanced longevity, greater protection against UV rays, prevention from corrosion, and improved product performance. Custom colors are available for an additional charge.

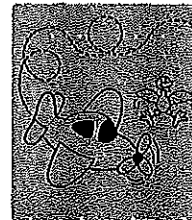
Learn more about our Color Inspirations at playlsi.com/color-inspirations

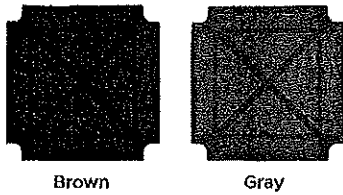


Permalene® Color Panels

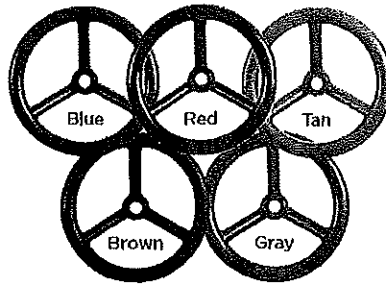


Permalene® panels with a recycled core are a smart choice for your playground and the environment. Available in the 16 colors shown, the distinctive black core results from combining and recycling colored plastic—waste that would otherwise end up in landfills.

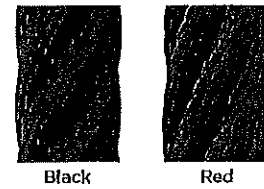




Steel Decks The heaviest, thickest decks for long-lasting safety: Flange-formed from 12-gauge steel with safe, rounded corners. Reinforced with .105" x 2" ribs welded on cross for superior strength and a consistently flat surface.

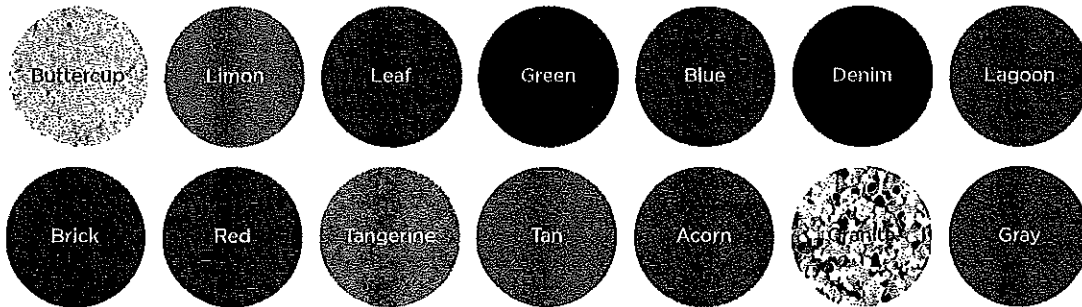


TenderTuff™ Coating
For swing chains, handholds, pipe barriers, wheels, rings, etc. Insulates against temperature extremes and provides a safer grip surface compared to painted metal.



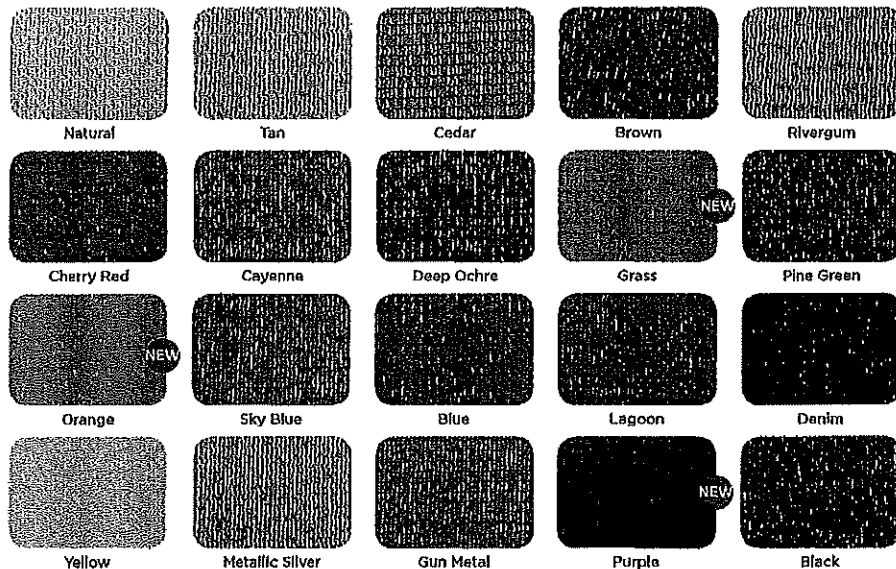
Steel-Reinforced Cables Made of tightly woven, polyester-wrapped, six-stranded galvanized-steel cable. These abrasion-resistant, color-stable cables are extremely durable and vandal resistant.

Polyethylene For slides, tunnels, roofs, etc. The heavy-duty rotationally molded polyethylene material ensures strength and durability while resisting cracking, fading and peeling. * *Limon, Leaf, Denim, Brick, Tangerine, Buttercup, Acorn and Granite are color blends.*



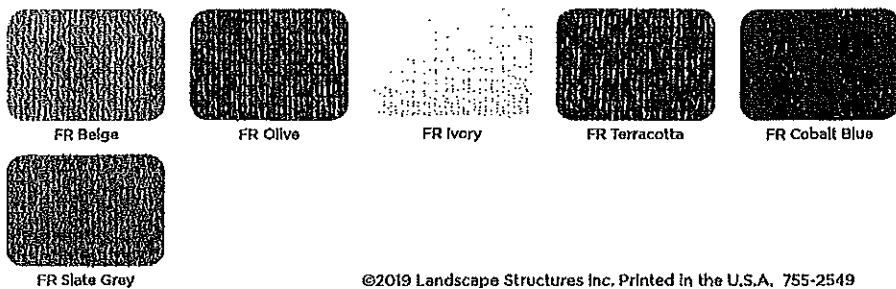
SkyWays® and CoolToppers® Shade Products Fabrics

Designed to block up to 97% of UV rays and keep playground temperatures 30 degrees cooler.



SkyWays and CoolToppers Shade Products Flame Retardant Fabrics

Stringently tested and conform to FR standards worldwide.





To: Brenham Animal Services Advisory Board

From: Robin Hutchens, Animal Services Specialist

Subject: Clear the Shelters

Date: July 3, 2019

This year Clear the Shelters will take place on Saturday, August 17th. Clear the Shelters is a nationwide event sponsored and promoted by NBC. The shelters participating in this event agree to waive adoption fees the day of the event.

Brenham Animal Services participated in this event in 2017 and 2018. Last year 56 animals were adopted. Of those 56 only one was brought back as an adoption return.

There has been concern amongst some groups about free adoptions. Whenever we have reduced or free adoptions we are careful to screen potential adopters thoroughly. Our experience with this event has been that visitors enjoy participating. There is a long line early that morning of people who would like to adopt. Therefore, this event does not attract people with bad intentions or adopters we need to turn away.

We are currently working on vendors to participate in CTS such as Jax food truck, Independence Coffee, and Kona Shaved Ice.