



2011-12 BUDGET



The following notice is required by Texas House Bill (H.B.) 3195:

This budget will raise more total property taxes than last year's budget by an estimated \$509,115 (10.35%), and of that amount \$142,142 is tax revenue to be raised from estimated new property added to the tax roll this year.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Brenham
Texas**

For the Fiscal Year Beginning

October 1, 2010



President

Executive Director

Annual Budget

CITY OF BRENHAM, TEXAS

Fiscal Year

October 1, 2011 - September 30, 2012

Mayor

Milton Y. Tate, Jr.

Council Members

Keith Herring Ward 1
Weldon C. Williams, Jr. Ward 2
Andrew Ebel Ward 3
Danny Goss Ward 4
Charlie Pyle At Large
Gloria Nix, Mayor Pro-Tem At Large

Budget Team

Terry K. Roberts City Manager
Kyle D. Dannhaus Assistant City Manager
Carolyn D. Miller, CPA Chief Financial Officer
Debra D. Gaffey, CPA Budget Officer
B.J. Plumb Budget Analyst
Doug Baker Public Works Director

Lowell Ogle Public Utilities Director
Rex Phelps Police Chief
Ricky Boeker Fire Chief

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To: Mayor and City Council
From: Terry K. Roberts, City Manager
Subject: Transmittal Letter for FY2011-12 Budget
Date: October 1, 2011

I am pleased to submit the City of Brenham Fiscal Year 2012 (FY12) Budget which includes certified property valuations provided by the Washington County Tax Appraiser. This budget message provides a narrative concerning economic factors and budget priorities as they impact the budget process. The FY12 Budget takes into consideration the direction and priorities of City Council and management staff, as addressed in this year's strategic planning sessions.

ECONOMIC FACTORS

As we discussed in the May 12th pre-budget workshop, the economy continues to be the biggest budget challenge, particularly for the General Fund. While the City's diversified revenue base has helped mitigate some of the economic hardships suffered by other governmental entities, overall revenue growth is down, making it more difficult to cover operating expenditures and capital requirements without raising the tax rate.

Still, there are signs that the economy is slowly improving. In Washington County, the unemployment rate has declined from a June 2010 high of 6.9% to 5.7% in May of 2011. There have been no layoffs from any major, for-profit Brenham employers this year. In fact, for a number of companies, plans for business expansion are in progress. While fuel prices are almost a dollar higher than a year ago, the rising price trend has reversed itself since May. Primary economic drivers affecting the FY12 Budget include:

- **Property Valuations** - Certified taxable property valuations have grown from \$975,393,002 (adjusted) last year to \$998,947,118 this year or 2.4% which includes \$26,167,485 in new improvements. This will provide a very small increase in tax revenues for FY12.

- **Sales Tax Revenue** - Sales tax which is the largest revenue source for funding General Fund operations is expected to grow 2.2% in FY11. While a 4% growth estimate was used in 5-Year Model, only a 1% increase is planned for the FY12 Budget due to Highway 290 construction and its potential, temporary interference with ease of access to important retail areas, as well as, falling gas prices which tend to increase discretionary spending outside of Brenham.
- **Construction Zone Fines** - Some of the reduction in sales tax growth will be offset by an increase in court and traffic fine revenue because fines double within the Highway 290 construction zone. Patrol presence in the area remains the same as the pre-construction period unless accident rates increase. We are not projecting any increase in the number of moving violations.

BUDGET PRIORITIES

In the May pre-budget workshop we focused on the General Fund finance models to illustrate declining revenue growth, driven by the recession. The City's ability to cover regular operating expenditures and to fund annual capital requirements of approximately \$500,000 was unachievable under those assumptions. The model predicted a \$500,000 shortfall for FY12, meaning no capital spending could be funded without reducing operating expenses, raising the O&M tax rate or a combination of these actions. Borrowing the \$500,000 for capital would mean an increase of the debt tax rate above the increase already planned for Highway 290 debt service.

Out of this meeting, the City's budget team worked diligently to prepare a balanced budget addressing the following priorities:

1. Maintain public service levels and find capital funding without increasing the O&M property tax rate.

This budget preserves the current level of services to the community and citizens. The FY12 Budget proposes the same O&M tax rate as last year - \$0.3420 per \$100 of property valuation and funds \$531,750 in capital requests submitted as Decision Packages. The table below shows how we found the funding.

<u>Item</u>	<u>5-Yr Model</u>	<u>FY12 Budget</u>	<u>Comment</u>
a. FY11 ABNR	0	155,957	Net of 90-day reserve replenishment
b. FY12 ABNR	0	247,236	Reduction in personnel costs
c. Unused Equipment Fund	0	110,557	FY10 ABNR and \$25K BNSF proceeds
d. BCDC Funding	0	18,000	Henderson Park parking lot
	0	531,750	

2. Replenish the General Fund reserve in accordance with the 90-Day policy.

It is the City's policy to try and maintain an unrestricted fund balance reserve sufficient to cover 90 days of operating expenditures. At the close of FY10, reserves had fallen to 84 days coverage. We are projecting a positive end to the current fiscal year by just under \$400,000. \$382,222 in above budget net revenue (ABNR) is now projected for FY11 based on revenues that exceed budget by \$246,856 and expenditures savings of \$135,366. A replenishment of the reserve in the amount of \$226,265 at the end of FY11 will bring the balance back into compliance with the 90-day policy and protect the City's bond rating. 60% of the growth in year-end will restore the reserve to 90 days while 40% will be used to fund decision package requests.

3. Reduce General Fund expenditures in non-core service areas to provide for funding of important capital requests.

The City has reduced expenditures in the following areas:

a) Personnel - The FY12 Budget reflects a reduction in staff of 4.58 city-wide positions, 3.08 in the General Fund and 1.50 in the Utility Funds. Total personnel savings of \$63,000 was realized in the FY12 Budget for the General Fund from the elimination of one full-time Parks position; the splitting (50/50) of a GIS/Mapping position between General Fund and Electric Fund departments; the elimination or reduction in hours for various part-time positions; and other personnel/organizational changes deemed beneficial to the City. A meter reader position was eliminated in the Utility Billing Department.

b) Community Services - The FY12 Budget for community services (non-contractual only) was reduced from \$136,400 in the FY11 Budget to \$100,000. Agency requests were \$186,317 for FY12. The Community Services Committee is recommending showing the funding for social service agencies in two categories. The first level of funding would involve required funding (contractual) for committed obligations such as utilities for the City owned Boys and Girls Club facility as well as insurance and utilities for the City owned Museum building. The Community Services Committee sees the balance of the funding for these agencies for programs as more discretionary. The Committee recommends the Council reach a consensus on the funding amounts in total for discretionary funding for agencies and then allow the Committee to bring back an allocation recommendation to the Council before the FY12 budget is adopted in September.

4. Debt service funding for the Highway 290 transportation project.

The City and County are obligated to pay \$15 million at the start of the US 290 project. TXDOT will repay 100% of the principal over time based on the vehicle count. The City and County will contribute the interest estimated at \$3.5 million, or less than 10% of project costs. This

project will aid in transportation mobility and safety for the 26,000 vehicles per day traveling US 290.

Construction which began in May incurs a \$500,000 increase in debt service expenditures for the General Government. The FY12 Budget includes the County's reimbursement of \$250,000 representing 50% of this increase. The net impact to the City is \$250,000. While the FY11 debt service cost of the project comes from existing funds, a tax rate increase of \$.0250 is required to cover the City's debt service on US 290 project for the FY12 Budget.

5. Debt service funding for the Street Overlay Project.

We had used ABNR for FY10 Phase I of this project and had initially set aside some FY11 ABNR funds for Phase II. Funds for Phase II were redirected to reconstruction of roads, curb and gutter in the Hillside subdivision. In the FY12 Budget, we are asking for an additional tax rate increase of 0.0188 cents to pay the debt on an issue of \$1,200,000 in 7-year tax anticipation notes to complete Phase II and III of the Street Overlay Project by an outside contractor. To continue our Street Overlay Program will require a tax increase since our reserves need to be maintained at a 90 day level.

The adopted I&S tax rate increases of \$0.025 for the Highway 290 project and \$0.0188 for the street overlay project are partially offset by a tax rate reduction of (\$0.0048) for maturing capital leases. The net effect is an increase of \$0.039 on the I&S tax rate.

6. Completion of the AMR Meter Replacement Project.

Replacement of electric, gas and water meters with AMR "smart" meters was initiated in FY11. FY12 Budgets for electric, gas, water and wastewater departments include appropriations for the meter expenditures. We believe the excess working capital from each of the funds is sufficient for covering meter replacement costs.

Financial Overview

The FY12 Budget authorizes \$68.6 million in expenditures, net of inter-fund transfers. The FY12 budget is \$5.2 million lower than the budget adopted for FY11. The \$10.1 million reduction in payments to TXDOT for the highway 290 project are offset by increased expenditures for the AMR meter replacement program, completion of the street overlay project, and the BCDC capital project. The budget includes appropriations of operating resources for 23 funds including a new fund for BCDC capital project. The following funds were closed during FY11 or are inactive for FY12: Capital Leases Fund and Fire Department Grant Fund.

FUND	REVENUES* & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUES NET (DEFICIT)**
101 - General	\$15,483,565	\$15,483,082	\$483
118 - Debt	2,908,299	2,908,299	0
109 - Hotel/Motel	420,000	420,000	0
110 - Hotel/County	64,000	64,000	0
236 - Equipment	272,236	513,750	(241,514)
237 - Streets/Drainage	1,200,000	1,200,000	0
221 - Emergency Mgmt	1,000	3,000	(2,000)
226 - Public Safety	0	5,500	(5,500)
229 - Criminal Law	5,040	1,200	3,840
232 - Donations	35,120	24,500	10,620
233 - Courts Tech	63,100	74,600	(11,500)
234 - Parks Special	18,000	109,957	(91,957)
290 - 290 Pass Through	4,000	5,325,000	(5,321,000)
203 - Airport Capital	261,500	275,000	(13,500)
250 - BCDC	1,267,881	1,509,135	(241,254)
252 - BCDC Capital Project	500	711,341	(710,841)
102 - Electric Distribution	6,832,782	7,294,125	(461,343)
102 - Electric Generation	19,373,403	19,346,234	27,169
103 - Gas Distribution	1,231,775	1,529,557	(297,782)
103 - Gas Commodity	2,195,307	2,114,584	80,723
104 - Water	4,719,963	4,665,021	54,942
105 - Wastewater	3,684,471	3,956,373	(271,902)
106 - Sanitation	3,434,854	3,382,816	51,809
600 - Medical	2,231,200	2,231,200	0
700 - Workers Comp	130,566	119,212	11,354
Subtotal	\$65,838,562	\$73,267,486	(\$7,428,924)
Transfers	(4,683,285)	(4,683,285)	0
Total	\$61,155,277	\$68,584,201	(\$7,428,924)

*Revenues include inter-local agreements which are treated as contra-expense in department expenditure budgets

** Deficits are covered by excess fund balance.

Capital Budget

The following capital items are included in the FY12 Budget.

FUND	DESCRIPTION	IT	VEH/EQUIP	INFRA	TOTAL
236 - Equipment	Garage awning	-	-	7,900	7,900
	Street sweeper/roof	-	195,245	24,800	220,045
	Reel mower	-	42,903	-	42,903
	Police units	-	218,281	-	218,281
	Server virtualization	24,621	-	-	24,621
232 - Donations	Toubin Park	-	-	20,000	20,000
233 - Courts/Tech	Warrant interface	20,500	-	-	20,500
	Incode automation	5,100	-	-	5,100
	Lic plate software	25,000	-	-	25,000
234 - Pks Special	Amphitheater RR	-	-	91,957	91,957
	Henderson Pk	-	-	18,000	18,000
237 - Sts/Drainage	Overlay	-	-	1,200,000	1,200,000
203 - Airport	Land	-	-	275,000	275,000
252 - BCDC	SWIP	-	-	711,341	711,341
290 - Hwy 290	TXDOT	-	-	325,000	325,000
102 - Electric	AMR meters	-	-	550,000	550,000
	SCADA/SNMP	-	-	27,000	27,000
	Bucket truck	-	185,000	-	185,000
	Building siding	-	-	12,000	12,000
	Conductor reel	-	8,000	-	8,000
	Wireless mesh	60,000	-	-	60,000
	Utility lines	-	-	493,000	493,000
	Transformers	-	-	110,000	110,000
	Meters	-	-	15,000	15,000
103 - Gas	AMR meters	-	-	300,000	300,000
	Utility lines/SVC	-	-	28,000	28,000
	Meters/regulators	-	-	56,000	56,000
104 - Water	AMR meters	-	-	500,000	500,000
	Water pump enclose	-	-	22,000	22,000
	RTUS upgrade	-	-	6,000	6,000
	Concrete breaker	-	17,000	-	17,000
	Utility lines/SVC	-	-	462,500	462,500
	Meters	-	-	20,000	20,000
105 - Wastewater	AMR meters	-	-	500,000	500,000
	Water tank	-	-	115,000	115,000
	RTUS upgrade	-	-	12,000	12,000
	Utility lines/SVC	-	-	118,000	118,000
106 - Sanitation	Workman	-	10,000	-	10,000
	Haul trailer	-	59,000	-	59,000
	Recycling trailer/bins	-	27,500	-	27,500
	Pickup truck	-	17,000	-	17,000
Total		135,221	779,929	6,020,498	6,935,648

CLOSING REMARKS

The staff and I have worked diligently to prepare a budget that maintains essential services, attempts to fund initiatives that address Council priorities and continues service delivery levels at an acceptable level. We have also worked to present a budget that recognizes the current economic conditions being faced by citizens of Brenham and by our organization.

The FY12 Budget is balanced, maintaining the current O&M tax rate of \$0.3420 per \$100 of valuation but with a tax rate increase from \$0.1622 to \$0.2012 (\$0.0390 or 7%) for debt issuance for the Highway 290 project and street overlay work. The budget also restores General Fund Reserves to their 90-Day threshold and keeps the General Fund Operating and Maintenance (O&M) tax rate the same. This budget maintains the current Electric, Gas, Water and Wastewater rates.

I appreciate the work of City staff that developed the budget proposals and I especially appreciate the work of the budget management team of Debbie Gaffey, B.J. Plumb, Carolyn Miller, and Kyle Dannhaus who assisted me in reviewing and analyzing the various funding requests. Our division directors and department heads also deserve recognition for their cooperation during this process and their willingness to hold the line on spending.

Thank you for your assistance in the budget process.

	GENERAL FUND						SPECIAL REVENUE FUNDS				CAPITAL PROJECT FUNDS			
	GENERAL	EMER MGMT	PUBLIC SAFETY	DONA-TIONS	EQUIP-MENT	STREET DRAINAGE	DEBT	HOTEL/MOTEL	HOTEL/TAX COTY	CRIM LAW ENFORCE	COURTS TECH	AIRPORT CAPITAL	PARKS CAP IMPRO	290 PASS THRU
BEGINNING BALANCE	\$2,991,115	\$9,286	\$7,487	\$211,480	\$247,099	\$0	\$164,145	\$115,253	\$1,396	\$32,390	\$113,961	\$20,782	\$91,957	\$5,350,833
REVENUES														
AD VALOREM TAX	3,388,235						2,029,232							
SALES TAX	3,797,644													
FRANCHISE TAX	3,034,859													
OTHER TAX	25,000							420,000	64,000					
LICENSES AND PERMITS	71,975													
INTERGOVERNMENTAL (1)	398,607						250,000							
CHARGES FOR SERVICES	399,033										63,100			
FINES AND FORFEITURES	761,018													
INVESTMENT EARNINGS	6,400						55,850			40				4,000
CONTRIBUTIONS AND DONATIONS		1,000		35,120										
MISCELLANEOUS REVENUE	289,286				25,000				5,000			247,500		
TRANSFERS IN	3,311,508				247,236		573,217					14,000	18,000	
DEBT/LEASE PROCEEDS						1,200,000								
TOTAL OPERATING RESOURCES	\$15,483,565	\$1,000	\$0	\$35,120	\$272,236	\$1,200,000	\$2,908,299	\$420,000	\$64,000	\$5,040	\$63,100	\$261,500	\$18,000	\$4,000
DEPARTMENT EXPENDITURES														
RECREATION	290,906													
AQUATIC CENTER	568,992													
PARKS (1)	1,154,207													
LIBRARY (1)	455,034													
ADMINISTRATION	971,858													
COMMUNITY DEVELOPMENT	234,485													
HR/RISK MANAGEMENT	238,507													
MAIN ST/COMMUNITY DEV	163,667													
MAINTENANCE	699,893													
FINANCE	773,705													
PURCHASING/WAREHOUSE	236,269													
INFORMATION TECHNOLOGY (1)	647,921													
MUNICIPAL COURT	360,749													
PUBLIC WORKS	419,116													
ANIMAL SHELTER/CONTROL (1)	300,598													
STREETS	1,343,257													
AIRPORT	85,998													
COMMUNICATIONS	1,126,941													
POLICE (1)	3,495,267													
FIRE (1)	1,419,595													
HOTEL/MOTEL								368,000	64,000					
EQUIPMENT					513,750									
STREETS AND DRAINAGE						1,200,000								
EMERGENCY MANAGEMENT		3,000												
POLICE TRAINING			5,500											
CRIMINAL LAW ENFORCEMENT									1,200					
DONATIONS				24,500										
COURTS TECHNOLOGY/SECURITY											50,600			
PARKS SPECIAL REVENUE													109,957	
US 290 PASS THRU FINANCE														5,325,000
AIRPORT												275,000		
BCDC														
BCDC CAPITAL PROJECT														
UTILITY CUSTOMER SERVICE														
PUBLIC UTILITIES														
ELECTRIC														
GAS														
WATER TREATMENT														
WATER CONSTRUCTION														
WASTEWATER CONSTRUCTION														
WASTEWATER TREATMENT														
TRANSFER STATION														
COLLECTION STATION														
RECYCLING CENTER														
COLLECTION														
MEDICAL INSURANCE														
WORKERS' COMPENSATION														
SUBTOTAL DEPARTMENT	14,986,965	3,000	5,500	24,500	513,750	1,200,000	0	368,000	64,000	1,200	50,600	275,000	109,957	5,325,000
OTHER EXPENDITURES														
SOURCE COST														
FRANCHISE TAX														
DEBT SERVICE							2,908,299							
NON-DEPT AND MISC	234,881													
SUBTOTAL OTHER	234,881	0	0	0	0	0	2,908,299	0	0	0	0	0	0	0
TRANSFERS OUT	261,236							52,000			24,000			
TOTAL EXPENDITURES	\$15,483,082	\$3,000	\$5,500	\$24,500	\$513,750	\$1,200,000	\$2,908,299	\$420,000	\$64,000	\$1,200	\$74,600	\$275,000	\$109,957	\$5,325,000
CHANGE IN FUND BALANCE	483	(2,000)	(5,500)	10,620	(241,514)	0	0	0	0	3,840	(11,500)	(13,500)	(91,957)	(5,321,000)
ENDING FUND BALANCE	\$2,991,598	\$7,286	\$1,987	\$222,100	\$5,585	\$0	\$164,145	\$115,253	\$1,396	\$36,230	\$102,461	\$7,282	\$0	\$29,833

(1) Intergovernmental includes inter-local agreements that are budgeted as contra-expenses in departments.

	COMPONENT UNIT		ENTERPRISE FUNDS					INTERNAL SERVICE FUNDS		TOTAL
	BCDC	BCDC CAP PROJ	ELECTRIC	GAS	WATER	WASTE- WATER	SANI- TATION	MEDICAL INS	WORKER'S COMP	
BEGINNING BALANCE	\$907,579	\$713,104	\$5,393,806	\$960,557	\$1,460,274	\$634,469	\$744,480	\$0	\$221,870	\$20,393,323
REVENUES										
AD VALOREM TAX										5,417,467
SALES TAX	1,265,881									5,063,525
FRANCHISE TAX										3,034,859
OTHER TAX										509,000
LICENSES AND PERMITS										71,975
INTERGOVERNMENTAL (1)										648,607
CHARGES FOR SERVICES			25,689,823	3,427,082	4,719,963	3,684,471	3,434,854	2,228,238	130,566	43,777,130
FINES AND FORFEITURES										761,018
INVESTMENT EARNINGS	2,000	500								68,790
CONTRIBUTIONS AND DONATIONS										36,120
MISCELLANEOUS REVENUE										566,786
TRANSFERS IN			516,362					2,962		4,683,285
DEBT/LEASE PROCEEDS										1,200,000
TOTAL OPERATING RESOURCES	\$1,267,881	\$500	\$26,206,185	\$3,427,082	\$4,719,963	\$3,684,471	\$3,434,854	\$2,231,200	\$130,566	\$65,838,562
DEPARTMENT EXPENDITURES										
RECREATION										290,906
AQUATIC CENTER										568,992
PARKS (1)										1,154,207
LIBRARY (1)										455,034
ADMINISTRATION										971,858
COMMUNITY DEVELOPMENT										234,485
HR/RISK MANAGEMENT										238,507
MAIN ST/COMMUNITY DEV										163,667
MAINTENANCE										699,893
FINANCE										773,705
PURCHASING/WAREHOUSE										236,269
INFORMATION TECHNOLOGY (1)										647,921
MUNICIPAL COURT										360,749
PUBLIC WORKS										419,116
ANIMAL SHELTER/CONTROL (1)										300,598
STREETS										1,343,257
AIRPORT										85,998
COMMUNICATIONS										1,126,941
POLICE (1)										3,495,267
FIRE (1)										1,419,595
HOTEL/MOTEL										432,000
EQUIPMENT										513,750
STREETS AND DRAINAGE										1,200,000
EMERGENCY MANAGEMENT										3,000
POLICE TRAINING										5,500
CRIMINAL LAW ENFORCEMENT										1,200
DONATIONS										24,500
COURTS TECHNOLOGY/SECURITY										50,600
PARKS SPECIAL REVENUE										109,957
US 290 PASS THRU FINANCE										5,325,000
AIRPORT										275,000
BCDC	717,917									717,917
BCDC CAPITAL PROJECT		711,341								711,341
UTILITY CUSTOMER SERVICE			551,768							551,768
PUBLIC UTILITIES			582,222							582,222
ELECTRIC			2,647,313							2,647,313
GAS				785,883						785,883
WATER TREATMENT					1,135,623					1,135,623
WATER CONSTRUCTION					1,389,116					1,389,116
WASTEWATER CONSTRUCTION						968,512				968,512
WASTEWATER TREATMENT						1,120,863				1,120,863
TRANSFER STATION							786,075			786,075
COLLECTION STATION							327,466			327,466
RECYCLING CENTER							168,140			168,140
COLLECTION							1,595,273			1,595,273
MEDICAL INSURANCE								2,231,200		2,231,200
WORKERS' COMPENSATION									116,250	116,250
SUBTOTAL DEPARTMENT	717,917	711,341	3,781,303	785,883	2,524,739	2,089,375	2,876,954	2,231,200	116,250	38,762,434
OTHER EXPENDITURES										
SOURCE COST			19,346,234	2,114,584	265,650					21,726,468
FRANCHISE TAX			1,759,595	238,564	299,726	252,152	55,539			2,605,576
DEBT SERVICE			9,564	2,033	1,085,423	1,131,286	75,318			5,211,923
NON-DEPT AND MISC			42,100		818					277,799
SUBTOTAL OTHER	0	0	21,157,493	2,355,181	1,651,617	1,383,438	130,857	0	0	29,821,766
TRANSFERS OUT	791,217		1,701,563	503,077	488,665	483,560	375,005		2,962	4,683,285
TOTAL EXPENDITURES	\$1,509,135	\$711,341	\$26,640,359	\$3,644,141	\$4,665,021	\$3,956,373	\$3,382,816	\$2,231,200	\$119,212	\$73,267,486
CHANGE IN FUND BALANCE	(241,254)	(710,841)	(434,174)	(217,059)	54,942	(271,902)	51,809	0	11,354	(7,428,924)
ENDING FUND BALANCE	\$666,325	\$2,263	\$4,959,632	\$743,498	\$1,515,216	\$362,567	\$796,289	\$0	\$233,224	\$12,964,399

READER'S GUIDE

The purpose of this reader's guide is to assist users in navigating their way through the FY12 Budget document.

INTRODUCTION

The Introduction provides background information on the City of Brenham. Also included is an overview of the Planning Process. The section concludes with exhibits containing the budget calendar, organization chart and personnel counts.

GENERAL FUND

This section contains a General Fund overview with budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided and line item revenue detail. Highlights of each operating department are included. Each department summary concludes with the budget line item detail. Any general fund resources that are restricted, committed or assigned but budgeted and tracked in separate funds follow department summaries.

DEBT SERVICE FUND

The Debt Service Fund is used to accumulate monies for the payment of principal, interest and related costs on long-term, general obligation debt. This section contains a fund overview discussing budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided identifying principal and interest payments for each debt issue and capital lease. Debt service schedules are also provided.

SPECIAL REVENUE AND CAPITAL PROJECT FUNDS

The Special Revenue and Capital Project Funds section is used to account for seven funds classified as special revenue and capital project funds. This section describes the purpose of each fund. A fund level financial statement showing revenues, appropriations, net revenues and fund balance are included.

BCDC

The Brenham Community Development Corporation (BCDC) oversees revenues and expenditures of a special three - eight cents sales tax for economic development and community recreational development. This section contains a fund overview discussing budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided containing line item detail on FY12 budget appropriations.

ELECTRIC FUND

This section contains an Electric Fund overview discussing budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided followed by line item revenue detail. Highlights of each operating department are included, complete with department goals, performance measures, funded decision packages and five-year capital plan. Each department summary concludes with the budget line item detail.

GAS FUND

This section contains a Gas Fund overview discussing budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided followed by line item revenue detail. Highlights of the Gas department is included, complete with department goals, performance measures, funded decision packages and five-year capital plan. A budget line item detail is also included.

WATER FUND

This section contains a Water Fund overview discussing budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided followed by line item revenue detail. Highlights of each operating department are included, complete with department goals, performance measures, funded decision packages and five-year capital plan. Each department summary concludes with the budget line item detail.

WASTEWATER FUND

This section contains a Wastewater Fund overview discussing budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided followed by line item revenue detail. Highlights of each operating department are included, complete with department goals, performance measures, funded decision packages and five-year capital plan. Each department summary concludes with the budget line item detail.

SANITATION FUND

This section contains a Sanitation Fund overview discussing budget assumptions, resources and uses of resources, net revenue and impact on fund balance. A fund level financial statement is provided followed by line item revenue detail. Highlights of each operating department are included, complete with department goals, performance measures, funded decision packages and five-year capital plan. Each department summary concludes with the budget line item detail.

INTERNAL SERVICE FUND

The Internal Service Fund is used to account for the City's risk management services. This section provides an overview of the Medical Self-Insurance Fund and the Worker's Compensation Fund. Financials for each fund are provided showing revenues, appropriations, net revenues and fund balance.

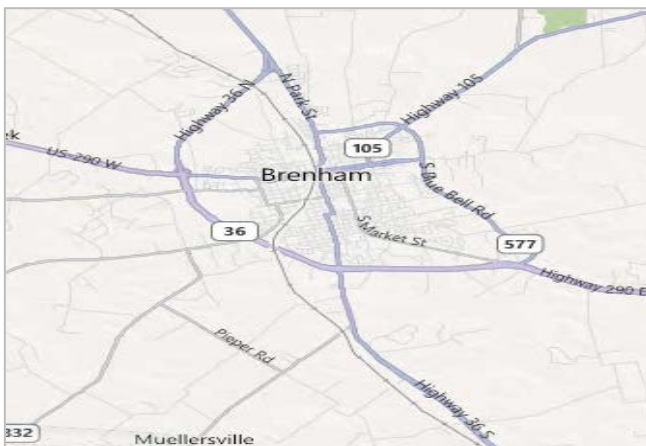
SUPPLEMENTAL INFORMATION

The Supplemental Information section contains tax and budget ordinances, in addition to statistical and historical data pertaining to taxable values, tax rates, debt margin, major employers, population and utility billing information.

INFORMATION ON THE CITY OF BRENHAM

HISTORY

The Washington County area was first opened to settlement in 1821 as a territory of Spain. The area in and around Washington County was settled by members of the Austin Colony. The City of Brenham originated from the Hickory Grove community, changing its name to Brenham in 1843 in honor of Dr. Richard Fox Brenham, a local physician and Republic of Texas hero. The City of Brenham became the county seat in 1843 and was incorporated in 1858. The Houston and Central Texas Railroad was extended to Brenham in 1860 to serve the rich farming area. During the Civil War, the City was occupied by Federal troops, who partially burned the City in 1867 followed by a confrontation with citizens. After the Civil War, many of the large plantations were divided into smaller farms and acquired by German and Polish immigrants. The Gulf, Colorado, and Santa Fe Railroads were built across the county through Brenham in 1880, and several industries located to the City.

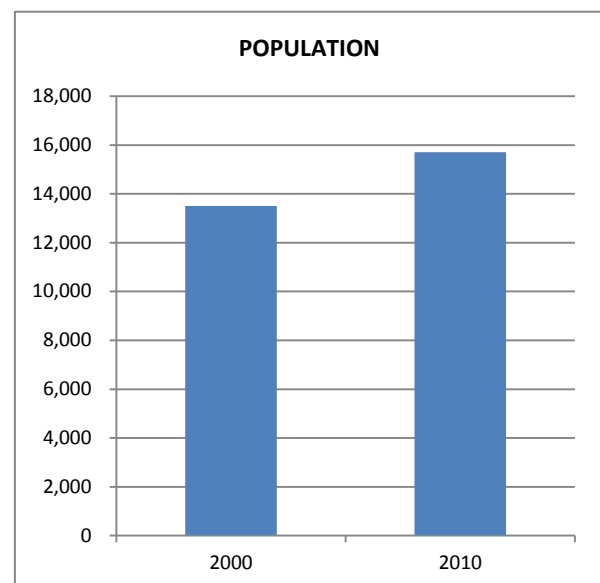


LOCATION

Brenham is located in the Post Oak Belt and Blackland Prairies of south central Texas. The City is 72 miles northwest of Houston, 80 miles east of Austin, and 30 miles from Bryan/College Station. The City sits at the crossroads of US Highway 290 and State Highway 36. The City covers 10.14 square miles of level to rolling hills and is at a mean elevation of approximately 330 feet above sea level.

DEMOGRAPHICS

Population growth of any significance did not occur until 1860 with the construction of the Washington County Railroad where Brenham was the rail terminus. From 1860 to 1900, the population doubled every decade. With the exception of 1910, when there was a slight decline, population has grown steadily. The City's population in the 2000 Census was 13,507, increasing to 15,716 in the 2010 Census. The largest ancestry segment (over 25%) is of German descent, seen in the architecture of historic homes and the Maifest celebration. In the 2000 Census, median household income was \$32,109 and over 37% had some college or a degree.



GOVERNMENT

The charter provides for a City Council-City Manager form of government. The City Council is the principal legislative body of the City. The Mayor and two Council members are elected from the City at large to service three year terms. Four Council members are elected by ward, one from each of the four wards, to serve three year terms. The Mayor presides at meetings of the City Council. The City Manager is responsible to Council for the day-to-day operations of the City and adherence to ordinances and policies.

CITY AMENITIES/SERVICES

City services are provided by a staff of 247.11 full-time equivalent employees. Public safety is a primary objective of the City of Brenham. All City departments are dedicated to serving the public in the most efficient and cost effective way possible. There are 30 sworn police officers protecting the citizens. The Brenham Fire Department provides fire suppression and rescue protection and the City has a disaster preparedness plan. The City's Animal Control Department responds to all animal calls. An animal shelter and adoption program are also offered.

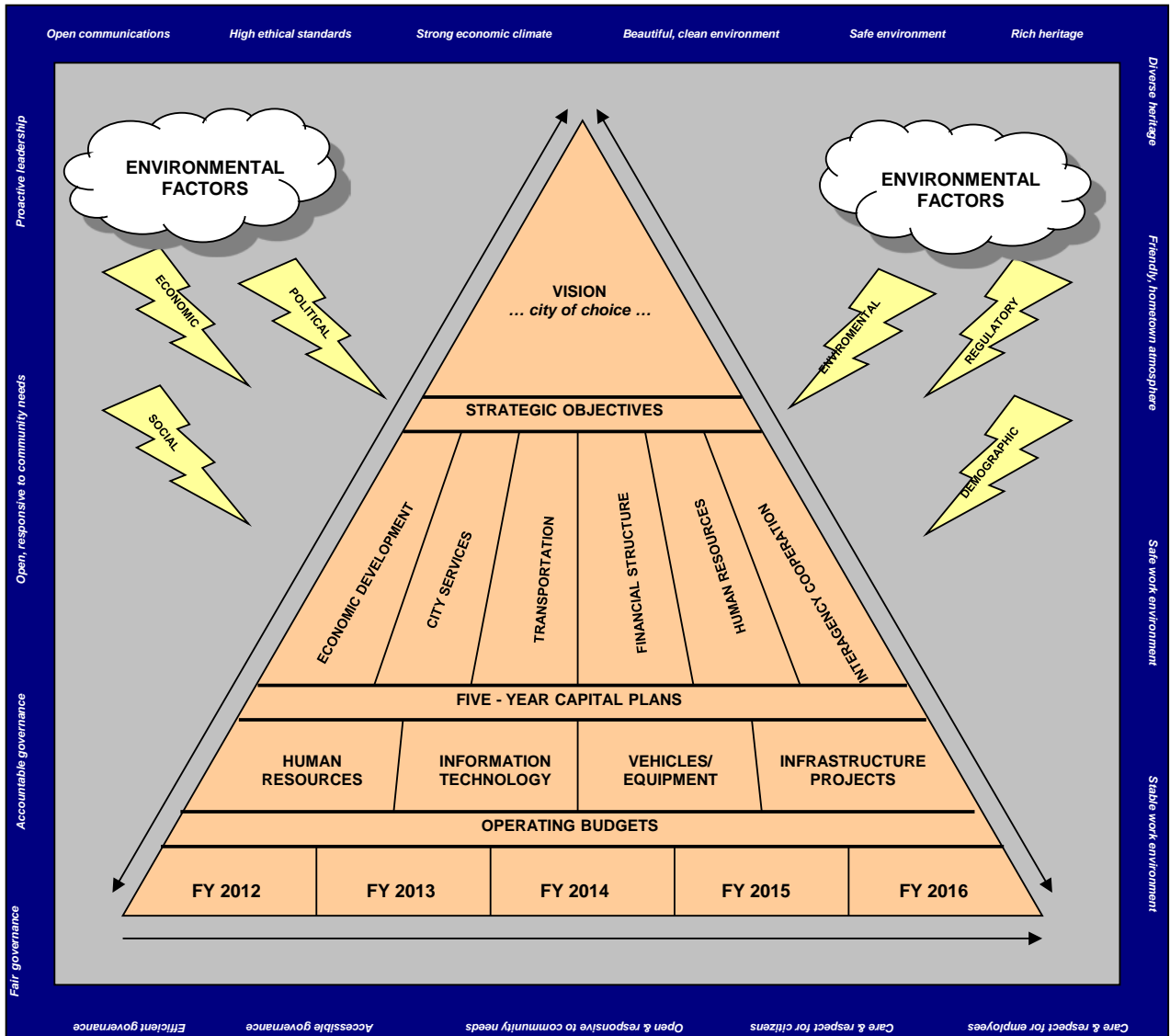
The City of Brenham owns and operates electric, gas, water, wastewater, and sanitation utilities, providing citizens with the convenience of "one-stop shopping" while ensuring quality service. There are 81 miles of streets and drainage that are maintained by the City. In addition, the City mows and maintains the appearance along streets, creeks, and parks.

Sports and recreation are popular in Brenham. There are seven City parks, the Blue Bell Aquatic Center, the Brenham Skate Park, and Hasskarl Tennis Center. More than 400 athletic games and 30 tournaments are held at City facilities during a year. Approximately 162 acres of parkland is maintained by the City.

PLANNING PROCESS

OVERVIEW

The City of Brenham follows a two stage, integrated planning process. At the beginning of the calendar year, the Finance department projects revenues and operating expenditures for the next five years. Projections are developed within the context of environmental factors, such as economic, political, regulatory influences, inflation, etc. The operating departments submit five-year capital plans which are broken into four categories: human resources, information technology; vehicles/equipment; and infrastructure projects. The Finance department incorporates these capital requests under various revenue scenarios. The results are then presented to Council at a pre-budget workshop and Council provides guidance to staff with regards to preferences on capital requests and funding options. The outcomes from this meeting then set the directional tone for the upcoming fiscal year budget. Both the Five-Year Capital Plan and the Budget are developed within the framework established under the City's vision and strategic objectives.



PLANNING PROCESS

VISION STATEMENT

Every five or six years, senior management and Council meet to review the City's strategic plan. Such a review was conducted during FY11. An outside facilitator was used to help flesh out strategies and align them with the City's objectives and vision. A vision statement is a futuristic depiction of where the City is heading. In comparison to a mission statement which says "This is what I am", a vision statement says "This is what I want to become". The vision statement for the City of Brenham is as follows:

The City of Brenham aspires to be the city of choice for both present and future generations.

- We will achieve our vision through proactive leadership, open communications, and by employing high ethical standards;
- We aspire to develop a strong economic climate, balanced by our desire to maintain a beautiful, clean, and safe environment;
- We value our rich and diverse heritage and will preserve our friendly hometown atmosphere;
- We are committed to providing our employees with a safe and stable work environment. In addition, all employees will be treated with a high level of care and respect and they are expected to share the same with every citizen in our community; and
- Together staff and Council pledge to be open and responsive to the warranted needs of the community and will develop proactive governance that is accessible, efficient, fair, and accountable.

PLANNING PROCESS

STRATEGIC OBJECTIVES

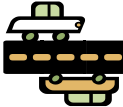
Strategic objectives are broadly defined targets that the City must achieve to realize its vision. The objectives provide the basis for department decision making in the allocation of resources, including capital and personnel. All department goals and objectives align with one or more of the strategic objectives. An icon key to this linkage is identified with each objective.



Economic Development - The City will develop strategies to attract environmentally safe businesses that ensure and enhance employment opportunities for a wide range of income groups.



City Services - The City will enhance and maintain the level of service it provides the citizens of Brenham by developing plans to deliver a variety of safe, reliable, and cost effective products and services.



Transportation - The City of Brenham will establish a mobility plan to ensure safe and efficient vehicular and pedestrian traffic in and around the community.



Financial Structure - The City will develop a fair and equitable revenue plan that will provide the income necessary to support the City's current infrastructure while providing the income necessary to develop new products and services.



Human Resources - The City will develop the organizational structure and culture necessary to recruit, train, and develop the staff, management, and Council members to ensure the achievement of the organization's vision.



Interagency Cooperation - The City will establish strategies to strengthen cooperation among public agencies and non-profit organizations to develop shared financial commitments for common goals and services.

PLANNING PROCESS

STRATEGIES

The following strategies were developed during the FY12 Strategic Planning Workshops. They are listed in priority order.



1. Create a comprehensive master planning program addressing transportation, development and economic development.



2. Develop a comprehensive approach to improving intergovernmental cooperation and sharing costs of services between the city, county and school systems.



3. Prepare a comprehensive transportation plan including rehabilitation and maintenance of city streets, planning for thoroughfares and downtown parking.



4. Develop a holistic approach to economic development including planning in all aspects of the community including white collar jobs and a diversified retail market.



5. Develop a plan for enhancing revenues for the city.



6. Encourage development within the City's utilities service area.



7. Develop and implement a proactive code enforcement program.



8. Find equitable funding for a new fire substation.



9. Develop a proactive education program on the financial constraints of the city's government including the fiscal impacts of operating newly constructed capital projects.



10. Prepare a habitual offenders awareness program.



11. Prepare and implement a process for communicating between the Council and Committees, conveying the Council's expectation and vision.



12. Create a more holistic approach to planning and coordination of projects inspired from volunteer committees and interest groups.



13. Develop a plan for a new animal shelter.



14. Develop recruiting and recognition program for City volunteers.



15. Develop a mentoring and interdepartmental training program for employees.



16. Develop a program to educate youth in schools on the value of working in local government.

PLANNING PROCESS

CAPITAL PLANS

The departments identify their capital needs for the next five fiscal years. The capital requests are broken into the following categories:

- Human Resources (HR) – Since the City is a service intense type of enterprise, the largest operating expenditure city-wide is for personnel. Capital requests for additions to personnel are included in this category.
- Information Technology (IT) – Capital requests for new hardware or software additions are included in this category. The City maintains a computer replacement program for desktops and laptops. Items in the replacement plan are included in department operations instead and are not submitted as capital requests.
- Vehicles/Equipment (VE/EQ) – The City maintains a large fleet of vehicles. Vehicles and equipment are integral to employees' ability to provide City services. All additions or replacements of vehicles and equipment costing more than \$5,000 are submitted as capital requests in this category.
- Infrastructure Projects (Infra) – One-time, infrequent major infrastructure items are found in this category. Such items include road improvements, new buildings, and utility system enhancements or major maintenance projects.

BASIS OF BUDGETING

Fund budgets are prepared on a modified accrual accounting basis for governmental funds and full accrual accounting basis for enterprise funds, with exceptions. These exceptions include the following items which are not budgeted:

- Uncollectible accounts
- Post retirement benefits
- Depreciation
- Amortized bond costs and charges

In addition, capital purchases are budgeted in the year of purchase and debt principal is budgeted in the year it is paid. Budget emphasis is on cash transactions and focus is on the net change in working capital.

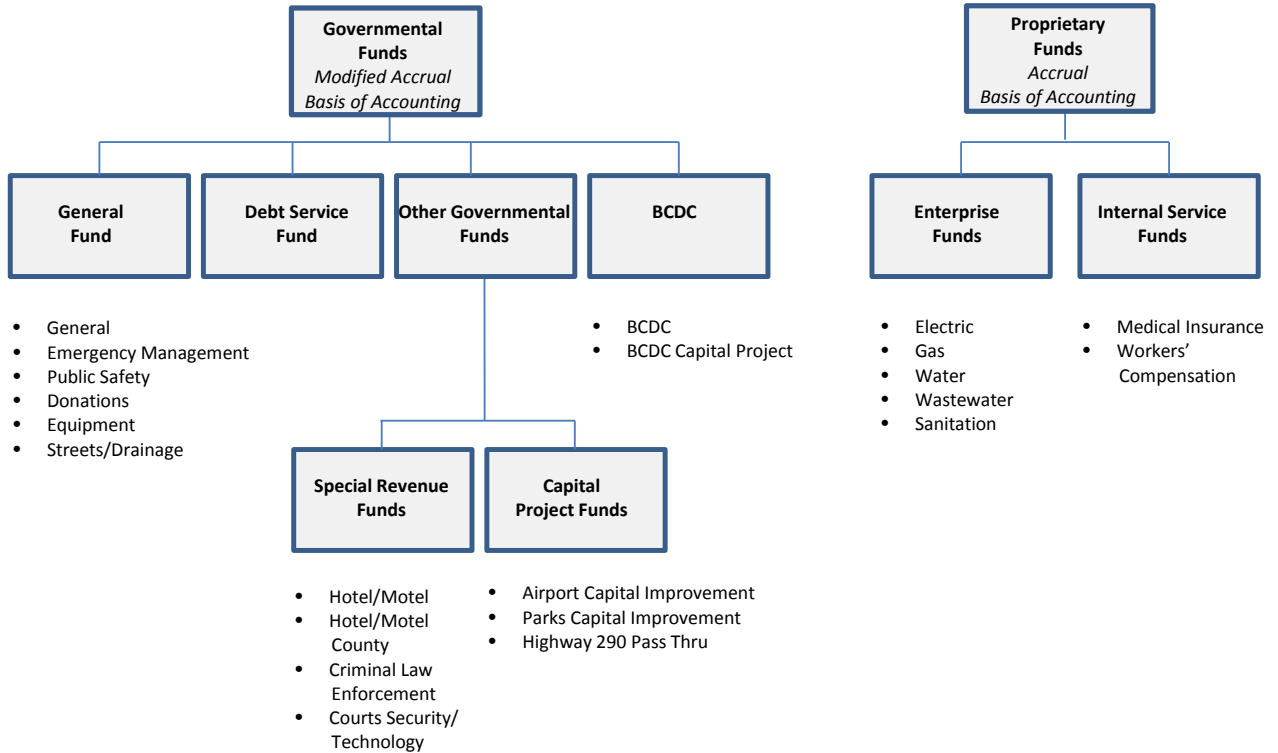
BUDGET AMENDMENTS

The legal level of budgetary control is the fund level. The budget must be amended for any budget revisions that increase or decrease revenues or expenditures. Since the budget is originally enacted by ordinance, any amendments to the budget must be made by ordinance and presented during a formal session at two subsequent meetings of City Council.

PLANNING PROCESS

BUDGETED FUNDS

The City of Brenham, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. Budgeted funds for the City can be divided into two categories: governmental funds and proprietary funds. The chart below shows all the funds included in this budget. Fund descriptions are included in each funds specific section.



BUDGET CALENDAR

**CITY OF BRENHAM
2011 BUDGET CALENDAR FOR 2011-12 BUDGET**

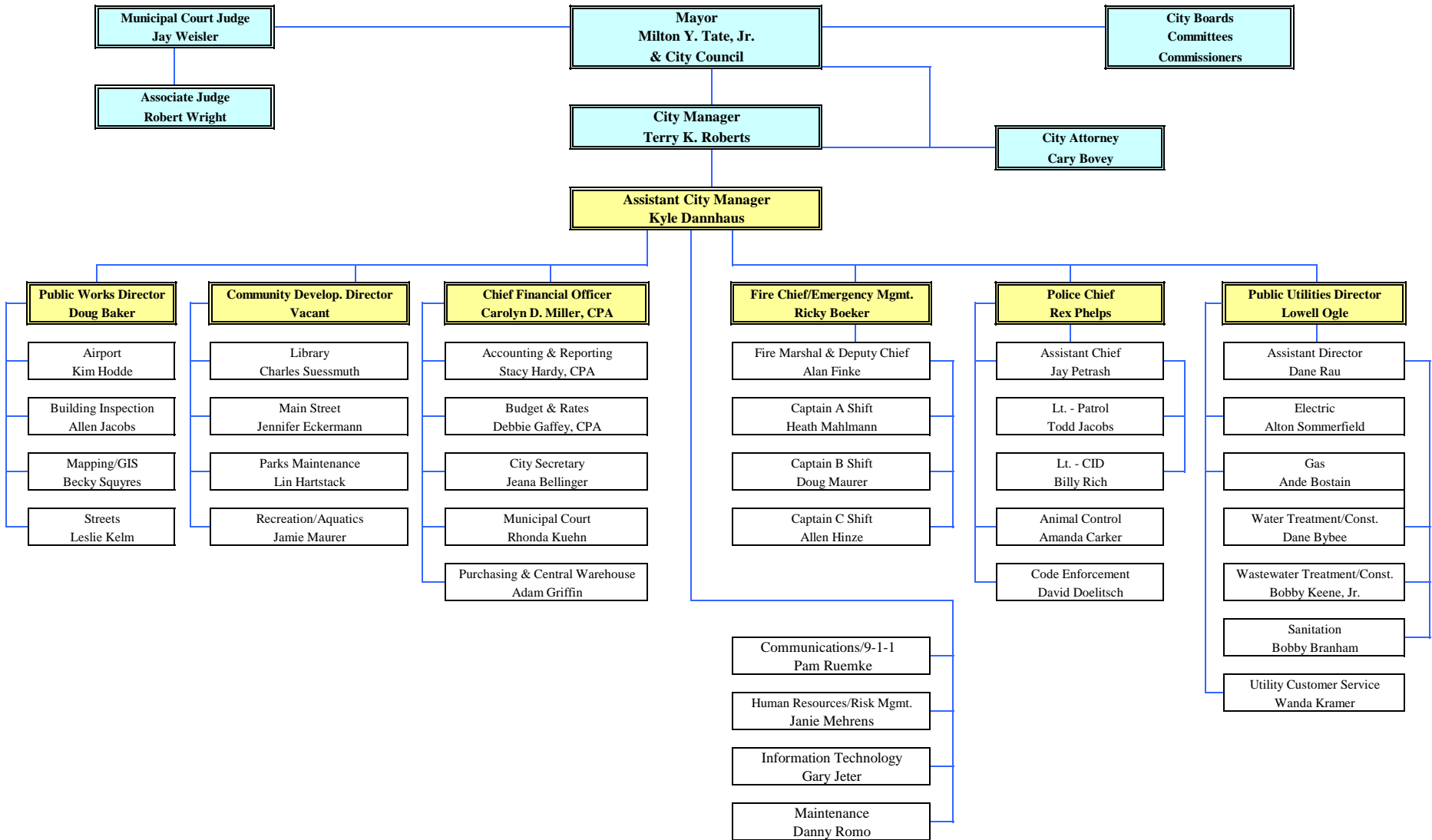
DATE	EVENT
March 2011	Preparation of Personnel Budget.
April 2011	Preparation of department budget worksheets; training manual and 2nd quarter RAE.
28-Apr	Incode budget training and distribution of budget preparation manuals.
12-May	Pre-Budget Council Workshop.
27-May	General Fund and Special Revenue Funds budgets (input into Incode) and add-on decision packages due.
3-Jun	Utility Fund budgets (input into Incode) and non-personnel decision packages due.
6-Jun to 9-Jun	General Fund department budget reviews in Finance.
13-Jun to 15-Jun	Utility Funds budget reviews in Finance.
02-Jun to 24-Jun	Develop Preliminary Budget for City Manager review and update 2nd QTR RAE for for April and May.
27-Jun to 30-Jun	General Fund - Budget Managers present proposed budgets to City Manager.
5-Jul to 7-Jul	Utility Funds - Budget Managers present proposed budgets to City Manager.
8-Jul to 15-Jul	Finance completes budget revisions and summaries and update 2010-11 projections for June.
19-Jul to 21-Jul	Council Budget Workshops.
TIMING IS CRITICAL FOR EVENTS LISTED BELOW	
26-Jul	Received Tax Roll from Washington County Appraisal District (Must adopt tax rate before 10/1 or 60 days, whichever is later) Calculation of effective and rollback tax rates
1-Aug	Publication of effective and roll back tax rates
4-Aug	Discuss proposed budget, record vote, if required, on proposed tax rate, & schedule public hearings
8-Aug	Publication of Notice of Public Hearings on Tax Increase
12-Aug	City Manager's proposed budget filed with City Secretary (At least 15 days required before public hearing on budget)
18-Aug	1st public hearing on tax increase
1-Sep	2nd public hearing on tax increase (Council cannot adopt until 3-14 days from this date)
5-Sep	Publication of Notice of Tax Revenue Increase Publication of Budget Hearing
15-Sep	Public hearing on budget First reading of ordinances to adopt budget and tax rate
22-Sep*	Second reading of ordinances to adopt budget and tax rate
29-Sep	Last day to adopt tax rate
30-Sep	Budget distributed

* Requires special Council meeting.

PERSONNEL - FULL-TIME EQUIVALENTS

	FY10			FY11			FY12			FY12 VERSUS FY11		
	FT	PT	TOTAL	FT	PT	TOTAL	FT	PT	TOTAL	FT	PT	TOTAL
GENERAL FUND												
RECREATION	3.00	1.74	4.74	3.00	1.74	4.74	3.00	1.66	4.66	0.00	(0.08)	(0.08)
AQUATIC CENTER	1.75	13.29	15.04	2.75	12.29	15.04	1.75	12.17	13.92	(1.00)	(0.12)	(1.12)
PARKS	16.25	4.81	21.06	16.25	4.81	21.06	15.25	4.76	20.01	(1.00)	(0.05)	(1.05)
LIBRARY	5.00	3.14	8.14	5.00	3.14	8.14	5.00	2.41	7.41	0.00	(0.73)	(0.73)
ADMINISTRATION	6.00	2.08	8.08	5.00	1.28	6.28	5.00	0.00	5.00	0.00	(1.28)	(1.28)
COMMUNITY DEVELOPMENT	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	0.00
HR/RISK MANAGEMENT	0.00	0.00	0.00	2.00	0.80	2.80	2.00	0.80	2.80	0.00	0.00	0.00
MAIN ST/COMMUNITY DEV	2.00	0.00	2.00	2.00	0.00	2.00	1.00	0.00	1.00	(1.00)	0.00	(1.00)
MAINTENANCE/CENTRAL WHSE	8.00	0.00	8.00	8.00	0.00	8.00	8.00	0.00	8.00	0.00	0.00	0.00
FINANCE	10.00	0.39	10.39	9.00	0.39	9.39	7.00	1.08	8.08	(2.00)	0.69	(1.31)
PURCHASING/WAREHOUSE	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.47	3.47	3.00	0.47	3.47
PUBLIC INFORMATION/GRAPHIC	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INFORMATION TECHNOLOGY	5.00	0.00	5.00	5.00	0.00	5.00	6.00	0.00	6.00	1.00	0.00	1.00
MUNICIPAL COURT	4.00	0.60	4.60	4.00	0.60	4.60	3.00	1.80	4.80	(1.00)	1.20	0.20
PUBLIC WORKS	6.00	0.00	6.00	6.00	0.00	6.00	5.50	0.00	5.50	(0.50)	0.00	(0.50)
ANIMAL SHELTER/CONTROL	3.00	0.00	3.00	4.00	0.00	4.00	4.00	0.00	4.00	0.00	0.00	0.00
STREETS	16.00	0.90	16.90	16.00	0.90	16.90	16.00	0.46	16.46	0.00	(0.44)	(0.44)
AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNICATIONS	15.00	2.16	17.16	15.00	2.16	17.16	15.00	1.92	16.92	0.00	(0.24)	(0.24)
POLICE	37.00	0.00	37.00	38.00	0.00	38.00	38.00	0.00	38.00	0.00	0.00	0.00
FIRE	15.00	0.00	15.00	15.00	0.00	15.00	15.00	0.00	15.00	0.00	0.00	0.00
SUBTOTAL	155.00	29.11	184.11	157.00	28.11	185.11	154.50	27.53	182.03	(2.50)	(0.58)	(3.08)
ELECTRIC FUND												
UTILITY CUSTOMER SERVICE	10.00	0.00	10.00	10.00	0.00	10.00	9.00	0.00	9.00	(1.00)	0.00	(1.00)
PUBLIC UTILITIES	7.00	0.00	7.00	7.00	0.00	7.00	7.50	0.00	7.50	0.50	0.00	0.50
ELECTRIC	12.00	0.00	12.00	13.00	0.00	13.00	12.00	0.00	12.00	(1.00)	0.00	(1.00)
SUBTOTAL	29.00	0.00	29.00	30.00	0.00	30.00	28.50	0.00	28.50	(1.50)	0.00	(1.50)
GAS FUND												
GAS	5.00	0.00	5.00	5.00	0.00	5.00	5.00	0.00	5.00	0.00	0.00	0.00
WATER FUND												
WATER TREATMENT	6.50	0.00	6.50	6.50	0.00	6.50	6.50	0.00	6.50	0.00	0.00	0.00
WATER CONSTRUCTION	5.50	0.00	5.50	5.00	0.00	5.00	5.00	0.00	5.00	0.00	0.00	0.00
SUBTOTAL	12.00	0.00	12.00	11.50	0.00	11.50	11.50	0.00	11.50	0.00	0.00	0.00
WASTEWATER FUND												
WASTEWATER CONSTRUCTION	5.50	0.00	5.50	5.00	0.00	5.00	5.00	0.00	5.00	0.00	0.00	0.00
WASTEWATER TREATMENT	4.50	0.00	4.50	4.50	0.00	4.50	4.50	0.00	4.50	0.00	0.00	0.00
SUBTOTAL	10.00	0.00	10.00	9.50	0.00	9.50	9.50	0.00	9.50	0.00	0.00	0.00
SANITATION FUND												
TRANSFER STATION	2.75	0.00	2.75	2.75	0.00	2.75	2.75	0.00	2.75	0.00	0.00	0.00
COLLECTION STATION	2.25	0.58	2.83	2.25	0.58	2.83	2.25	0.58	2.83	0.00	0.00	0.00
RECYCLING CENTER	2.25	0.00	2.25	2.25	0.00	2.25	2.25	0.00	2.25	0.00	0.00	0.00
RESIDENTIAL COLLECTION	2.75	0.00	2.75	2.75	0.00	2.75	2.75	0.00	2.75	0.00	0.00	0.00
SUBTOTAL	10.00	0.58	10.58	10.00	0.58	10.58	10.00	0.58	10.58	0.00	0.00	0.00
TOTAL CITY	221.00	29.69	250.69	223.00	28.69	251.69	219.00	28.11	247.11	(4.00)	(0.58)	(4.58)

CITY OF BRENHAM - ORGANIZATIONAL CHART
(As of October 1, 2011)



GENERAL FUND OVERVIEW

The General Fund is the government’s primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

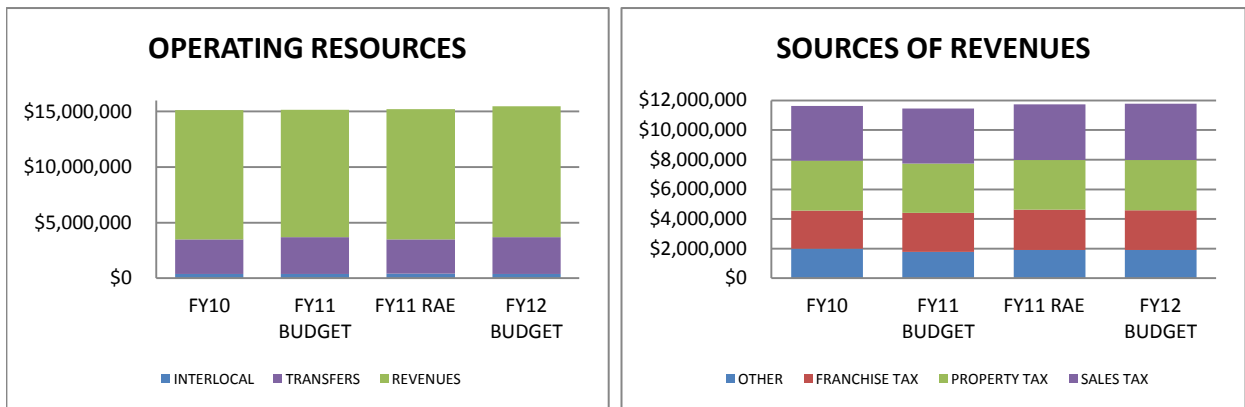
OPERATING RESOURCES

The primary sources for General Fund operating resources are revenues and inter-fund transfers. In addition, the City has entered into a number of inter-local agreements which are treated as contra-expenses in operating department budgets. Combined operating resources for fiscal year FY12 Budget are \$15,483,565. Of this figure, \$11,773,450 (76%) is derived from revenues; \$3,311,508 (21%) is derived from inter-fund transfers; and \$398,607 (3%) is derived from inter-local agreements.

Revenues

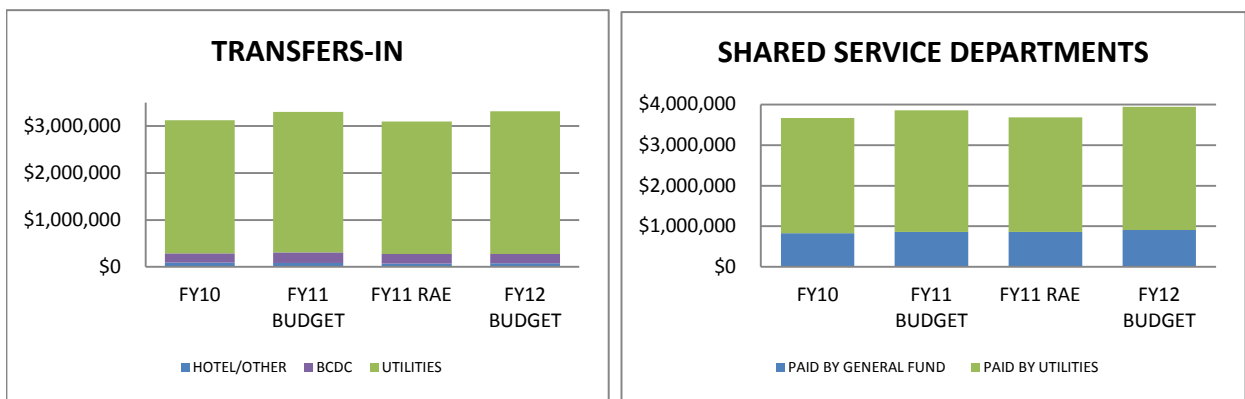
The major underlying assumption in the budget revenue forecast for FY12 is that a sustained economic recovery will boost long-term consumer confidence and spending. There will be a gradual loosening of credit and eventual decline in unemployment. Economic constraints hampering sales, property and franchise tax growth which comprise more than 87% of revenues should diminish over the next 12 to 24 months. Assumptions specific to these budget revenue projections include:

- Conservative sales tax revenue growth through FY12, with an expected increase of just 1.0% over the FY11 RAE due to Highway 290 construction/disruption;
- A small increase in tax revenue as result of new property valuations of \$26,167,485 which offset a decrease in valuations for existing properties at the current O&M rate of \$0.3420 per \$100 of valuation; and
- A -1.0% decrease in utility generated franchise tax collections which are based on 7% of utility revenue, as a result of normalized electric and water consumption estimates for FY12 coming off of unusual drought and heat weather conditions in FY11.



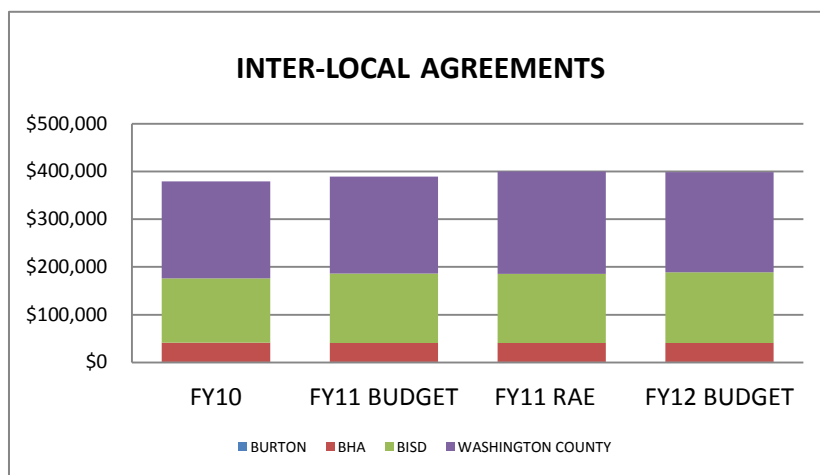
Inter-Fund Transfers

For FY12, \$3,311,508 is budgeted for inter-fund transfers. Over 91% of the inter-fund transfers are from City-owned utilities. These transfers are used to offset a portion of shared administrative services performed by General Fund departments for utility operations. Costs from the Administrative, Community Services, Main Street/Community Development, Maintenance, Finance, Purchasing/Central Warehouse, HR/Risk Management and IT departments are allocated to utility funds. There are also transfers from BCDC to help cover costs of aquatic programs and the Hotel/Motel fund to help offset the costs of parks/recreation programs that bring in overnight visitors to the City. In addition, there is a transfer from the Courts Technology/Security Fund to help pay for juvenile case management responsibilities handled by the Municipal Court.



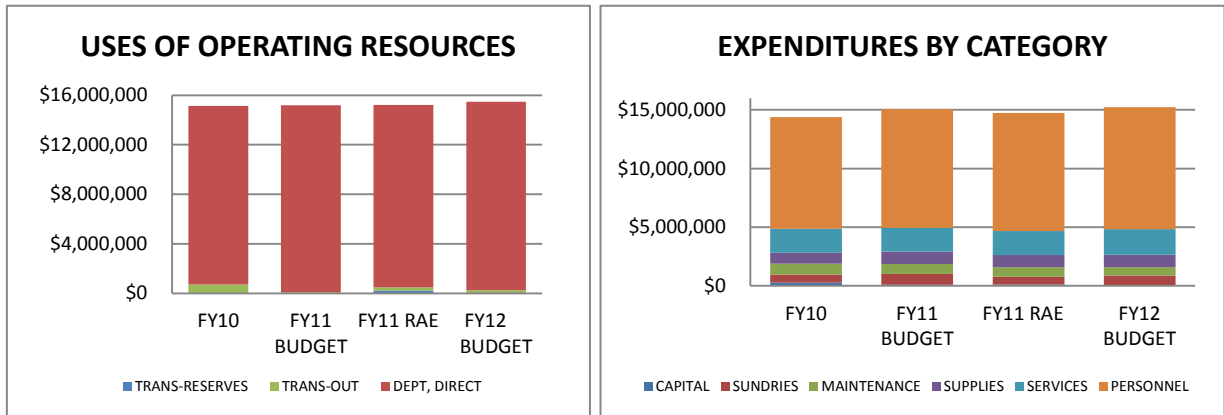
Inter-Local Agreements

In an effort to achieve economies of scale and reduce cost associated with duplication of effort, the City has entered into inter-local agreements. There is \$398,607 budgeted in inter-local agreements for FY12.



USES OF OPERATING RESOURCES

For FY12, there is \$15,483,565 appropriated for General Fund uses of operating resources, excluding inter-local agreement offsets. \$15,221,846 or 98% has been budgeted for department and other direct expenditures. The FY12 Budget exceeds the FY11 Amended Budget by 2.2%. Expenditures are grouped into six categories.



Personnel

Over 68% of department and other direct expenditures is for personnel which includes salaries and benefits. The personnel budget for FY12 is \$10,385,866 representing a 2.6% (\$262,941) increase over FY11 Amended Budget and a 3.3% (\$333,547) increase over the FY11 RAE. The FY12 Budget includes a 11.6% increase in medical insurance premiums. There is no pay-scale adjustment planned for FY12.

Services

The second largest expenditure category is services. More than 14% of department and other direct expenditures is for services which include utility costs (e.g. electric, gas, water, sewer), phone services, contracts for software maintenance and attorney fees. The FY12 services budget is higher than FY11 Amended Budget by \$151,070 or 7.4%. There is \$2,179,751 budgeted for services.

Supplies

Almost 7% of FY12 Budget or \$1,062,126 is for supplies. Supplies generally includes items expected to be consumed within the fiscal year operating cycle. However, the City budgets its computer replacements program in the supplies category. Computers and servers are schedule for replacement every five years. Increases in the computer replacement plan and fuel costs contribute to the 6.5% increase in the supplies budget over FY11 Amended Budget.

Maintenance, Sundries, Capital

The remaining 11% of department and other direct expenditures for FY12 Budget is for maintenance, sundries and capital. There is \$711,744 appropriated for maintenance; \$816,134 appropriated for sundries; and 66,225 appropriated for capital. Maintenance expenditures are made for vehicle, equipment and building repairs, as well as pool repairs at the aquatics center. Sundries includes property insurance, seminars and travel expenditures and community service expenditures. The City provides approximately \$200,000 in support of various non-profit community service organizations.

The capital category is used to budget those items that are not expected to be consumed within the fiscal year. Some capital items are *capitalized* under GAAP and depreciated based upon their life expectancy. Other small capital items (e.g. a vehicle costing less than \$15,000) are expensed. Beginning in FY10, most capital items of the General Fund are budgeted in the Streets and Drainage Fund and the Equipment Fund. Since reserve requirements are met, prior year above-budget-net-revenues (ABNR) and current year operating resources in excess of operating resource uses were moved to these two funds for FY12 budget appropriations. These transfers have diminished the capital category in the General Fund.

FUND BALANCE

Projected beginning General Fund balance for FY12 is \$2,991,115. The FY12 Budget is a balanced budget. Total operating resources are slightly greater than uses of operating resources. Therefore the net change to fund balance for FY12 is \$483. As previously mentioned and outlined under Financial Policies (see Appendix), the City strives to maintain a 90-day reserve for its General Fund. Resources above the 90-day threshold may be used for one-time expenditures, including transfers into the Streets and Drainage Fund or the Equipment Fund.

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
BEGINNING BALANCE	2,764,710	2,764,850	2,764,850	2,764,850	2,991,115
NET REVENUES	140	0	(29,624)	226,265	483
SUBTOTAL	140	0	(29,624)	226,265	483
ENDING BALANCE	2,764,850	2,764,850	2,735,226	2,991,115	2,991,598

GENERAL FUND SUMMARY

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
TAX REVENUES					
PROPERTY TAXES	3,385,014	3,311,333	3,311,333	3,351,189	3,388,235
CITY SALES TAX	3,678,707	3,724,443	3,724,443	3,760,044	3,797,644
UTILITY FRANCHISE TAX	2,558,193	2,644,088	2,644,088	2,711,585	2,681,859
OTHER TAXES	346,090	351,200	351,200	372,412	378,000
SUBTOTAL TAX REVENUES	9,968,004	10,031,064	10,031,064	10,195,230	10,245,738
LICENSES, PERMITS & FEES	850,369	814,615	814,615	850,489	917,293
MISCELLANEOUS	591,727	422,210	396,210	468,825	419,036
AQUATICS	176,315	182,620	182,620	179,328	156,000
ANIMAL SHELTER/CONTROL	35,605	33,400	33,400	36,893	35,383
TOTAL REVENUES (a)	11,622,020	11,483,909	11,457,909	11,730,765	11,773,450
INTERLOCAL AGREEMENTS (a)	379,445	389,521	389,521	399,869	398,607
TRANSFERS-IN OTHER FUNDS	3,124,139	3,278,208	3,303,208	3,093,715	3,311,508
TOTAL OPERATING RESOURCES	15,125,604	15,151,638	15,150,638	15,224,349	15,483,565
EXPENDITURES					
OPERATING DEPARTMENTS	14,157,935	14,779,918	14,805,518	14,505,645	14,986,965
NON-DEPT DIRECT	243,540	225,398	225,398	225,447	204,466
NON-DEPT MISC (1)	(8,021)	44,811	44,811	0	30,415
TOTAL EXPENDITURES	14,393,454	15,050,127	15,075,727	14,730,092	15,221,846
TRANSFERS-OUT OTHER FUNDS	732,010	101,511	104,535	267,992	261,236
RESERVE BALANCE 90-DAY	0	0	0	226,265	483
TOTAL USES OF OP RESOURCES	15,125,464	15,151,638	15,180,262	15,224,349	15,483,565
NET REVENUES	140	0	(29,624)	0	0

(1) EXCLUDES UNCOLLECTIBLE ACCOUNTS BUT INCLUDES INVENTORY ADJUSTMENTS AND CONTINGENCY.

(a) USED IN 90-DAY RESERVE CALC.

GENERAL FUND REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
102.00 TAX RECEIPTS	3,344,410	3,272,674	3,272,674	3,308,100	3,348,071
130.00 PENALTY AND INT/TAX	36,495	34,364	34,364	38,489	36,064
131.00 PENALTY LATE REND	4,109	4,295	4,295	4,600	4,100
140.00 CITY SALES TAX	3,678,707	3,724,443	3,724,443	3,760,044	3,797,644
150.00 UTIL FRANCHISE TAXES	2,558,193	2,644,088	2,644,088	2,711,585	2,681,859
156.00 GROSS RECPTS/FRAN	303,266	307,000	307,000	326,080	330,000
157.00 SANITATION FRAN	18,182	21,000	21,000	21,876	23,000
170.00 MIXED BEV TAX RECPT	24,642	23,200	23,200	24,456	25,000
TOTAL TAXES	9,968,004	10,031,064	10,031,064	10,195,230	10,245,738
210.00 BEER/WINE LICENSE	9,090	5,000	5,000	3,820	3,900
250.00 WHIS/MLT/MIXED BEV	4,105	5,500	5,500	4,665	4,800
260.00 NON-CON TOWING LIC	4,500	6,000	6,000	4,500	4,500
270.00 MOBILE HOME PK LIC	75	0	0	75	75
TOTAL LICENSES	17,770	16,500	16,500	13,060	13,275
310.00 BUILDING PERMITS	46,236	47,500	47,500	46,469	47,500
320.00 ELECT/PLUMB PERMI	11,219	9,900	9,900	9,694	10,000
335.00 PARADE PERMITS	130	90	90	80	100
340.00 VENDORS PERMITS	1,354	1,100	1,100	1,083	1,100
TOTAL PERMITS	58,939	58,590	58,590	57,326	58,700
410.00 CORP COURT FINES	380,911	330,000	330,000	445,448	457,211
410.05 TRAFFIC FINES	232,585	250,000	250,000	188,486	241,281
410.30 ADMINISTRATIVE FEES	23,233	28,000	28,000	18,111	20,000
410.50 CHILD SAFETY FEES	887	700	700	2,419	2,500
410.60 TRAFFIC/ARREST/TIME	49,819	54,000	54,000	41,796	40,000
410.70 EXPUNCTION FEE	0	0	0	30	0
410.74 MOVING VIO FEES	24	25	25	26	26
430.00 PARK/REC FEES	54,997	46,600	46,600	56,690	57,000
440.00 POLICE DEPT REPORTS	2,463	2,600	2,600	2,600	2,600
466.00 FALSE ALARMS	3,750	3,900	3,900	2,460	2,500
467.00 PHONE ACCESS FEES	5,698	6,500	6,500	5,459	5,500
469.00 MISC FIRE DEPT FEES	2,424	500	500	460	500
470.00 LIBRARY FINES/FEES	16,579	16,700	16,700	15,968	16,000
490.00 MISC LIC/FEES/PERMITS	290	0	0	150	200
TOTAL FINES & FEES	773,660	739,525	739,525	780,103	845,318

GENERAL FUND REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
512.00 SALES OF PROPERTY	33,559	0	0	21,304	20,000
513.00 INTEREST INCOME	107	100	100	79	100
513.30 INTEREST -TEXPOOL	4,478	3,000	3,000	2,724	3,000
513.35 INTEREST-TEXSTAR	3,681	3,600	3,600	3,277	3,300
514.20 CONCESSION STAND	96,519	101,000	101,000	105,237	105,000
514.30 VENDING -SOFT DRINKS	1,066	890	890	550	550
514.35 VENDING -SNACKS	523	600	600	480	500
515.00 PARKING INCOME	4,337	4,700	4,700	4,959	5,000
516.00 CAROUSEL RENTAL	6,030	6,000	6,000	5,623	5,600
518.00 RENTAL INCOME	4,801	4,800	4,800	4,800	4,800
520.00 MAIN ST EVENT REV	51,798	52,000	26,000	28,000	28,000
521.00 GRANT REVENUES	0	3,250	3,250	3,250	0
521.52 SAFER GRANT	89,321	104,025	104,025	104,025	65,010
521.10 GRANT REV-AIRPORT	20,456	28,000	28,000	28,000	28,000
521.46 GRANT REV-LIBRARY	9,415	9,400	9,400	7,716	7,716
525.00 PKING SPACES RENTAL	420	360	360	360	360
528.40 WA CTY-WAGE BASED	16,543	0	0	0	0
528.55 VOLUNTEER FIRE DEPT	3,505	2,805	2,805	2,805	3,000
528.85 BLINN-BVWACS	0	0	0	0	0
529.00 AIRPORT REVENUES	51,993	50,000	50,000	50,970	51,000
530.00 INSURANCE PROCEEDS	21,665	0	0	24,454	20,000
533.00 GRANT-FEDERAL REV	0	0	0	0	0
535.00 MISC POLICE REV	8,337	7,850	7,850	7,153	7,200
537.00 RESTITUTION PMENTS	199	600	600	482	500
538.00 BVWACS COM TOWER	104,910	0	0	0	0
545.00 ST PAVING RECEIPTS	0	0	0	(314)	0
546.00 BLDING LIEN REVENUES	6,000	0	0	3,598	4,000
555.00 LEASE/ROYALTY PAY	2,190	1,730	1,730	1,384	1,400
590.00 MISC REVENUES	39,295	26,500	26,500	45,000	45,000
TOTAL MISC	581,148	411,210	385,210	455,916	409,036
740.00 AQUATICS ADMIS FEES	70,175	78,000	78,000	72,638	73,000
740.20 AQUAS MEMBER PASS	49,783	48,700	48,700	50,479	30,000
740.30 PROGRAM REV-AQUA	16,031	15,000	15,000	16,446	16,000
740.40 PROGRAM REV-REC	16,992	15,000	15,000	15,080	13,000
770.10 POOL RENTALS-LEISURE	5,950	7,000	7,000	7,000	7,000
770.20 POOL RENT/COMP	14,915	16,000	16,000	16,035	16,000
770.30 POOL RENT/THERAPY	0	0	0	150	0

GENERAL FUND REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
770.40 LOCKER/TABLE RENTAL	415	500	500	500	500
770.50 AQUA MTING RM RENT	430	420	420	0	500
770.90 AQUA/REC MISC REV	1,624	2,000	2,000	1,000	0
TOTAL AQUATICS	176,315	182,620	182,620	179,328	156,000
820.00 ADOPTION FEES	11,920	12,000	12,000	12,000	12,500
830.00 ANIM SHEL-MISC/RAB	7,709	5,000	5,000	8,000	6,141
850.00 DOG LICENSE	7,006	7,000	7,000	6,622	6,622
860.00 MULTI-ANIM PERMITS	75	150	150	125	100
870.00 IMPOUNDED ANIMALS	5,885	6,300	6,300	6,928	7,000
880.00 EDUCATION FEES	2,950	2,900	2,900	3,198	3,000
890.00 SURRENDER FEES	60	50	50	20	20
TOTAL SHELTER/CONT	35,605	33,400	33,400	36,893	35,383
TOTAL REVENUES	11,611,440	11,472,909	11,446,909	11,717,856	11,763,450

RECONCILIATION GENERAL LEDGER TO CAFR FINANCIALS

FORTNIGHTLY BOOK SALES (1)	10,579	11,000	11,000	12,909	10,000
TOTAL REVENUES	11,622,020	11,483,909	11,457,909	11,730,765	11,773,450

(1) BUDGETED AS A CONTRA-EXPENDITURE IN DEPT 146 - LIBRARY

INTERLOCAL AGREEMENTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
CITY OF BURTON	1,106	1,000	1,000	1,000	1,000
BRENHAM HOUSING AUTH	40,000	40,000	40,000	40,000	40,000
BRENHAM ISD	134,755	145,400	145,400	144,683	148,170
WASHINGTON COUNTY	203,584	203,121	203,121	214,186	209,437
TOTAL	379,445	389,521	389,521	399,869	398,607

TRANSFERS-IN

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
601.09 HOTEL/MOTEL FUND	60,000	48,000	48,000	48,000	52,000
602.00 ELECTRIC FUND	1,616,102	1,704,153	1,704,153	1,606,273	1,701,563
602.33 COURT TECH/SEC FUND	27,573	36,500	36,500	23,672	24,000
603.00 GAS FUND	369,836	348,412	348,412	328,477	360,405
604.00 WATER FUND	340,573	322,368	322,368	303,923	333,465
605.00 SEWER FUND	338,808	318,210	318,210	300,003	329,164
606.00 SANITATION FUND	171,247	300,565	300,565	283,367	310,911
625.00 BCDC FUND	200,000	200,000	225,000	200,000	200,000
TOTAL TRANSFERS IN/(OUT)	3,124,139	3,278,208	3,303,208	3,093,715	3,311,508

GENERAL FUND EXPENDITURES BY DEPARTMENT

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
049	RECREATION	282,654	294,730	297,230	290,714	290,906
149	AQUATICS	598,002	607,038	607,038	613,226	568,992
144	PARKS	1,151,818	1,154,405	1,154,405	1,125,288	1,119,207
146	LIBRARY	438,813	444,064	444,064	410,104	415,034
121	ADMINISTRATION	1,018,886	1,056,155	1,050,756	930,740	971,858
122	COMMUNITY SVS	41,082	268,130	268,130	264,569	234,485
123	HR/RISK MGMT	0	235,427	235,427	228,274	238,507
125	MAIN STREET	210,934	210,500	239,000	149,474	163,667
131	MAINTENANCE	697,613	736,127	728,702	681,883	699,893
133	FINANCE	769,535	818,722	826,147	849,714	773,705
135	PURCHASING	0	0	0	0	236,269
147	PUBLIC INFO/GRAPHICS	363,518	0	0	0	0
172	INFORMATION TECH	593,364	596,474	596,473	576,083	623,059
155	MUNICIPAL COURT	330,651	347,356	347,356	353,465	360,749
167	PUBLIC WORKS	404,170	451,654	451,654	454,933	419,116
154	ANIMAL SHELTER/CON	233,013	234,214	234,214	242,113	254,998
141	STREETS	1,270,423	1,316,713	1,316,713	1,345,938	1,343,257
148	AIRPORT	65,602	87,524	87,524	82,929	85,998
150	COMMUNICATIONS	913,052	980,374	980,374	974,057	1,083,466
151	POLICE	3,053,895	3,155,342	3,155,342	3,150,161	3,296,097
152	FIRE	1,330,877	1,384,449	1,384,449	1,369,202	1,399,095
	TOTAL	13,767,910	14,379,397	14,404,997	14,092,867	14,578,358

RECONCILIATION GENERAL LEDGER TO CAFR FINANCIALS

FORTNIGHTLY BOOK SALES (1)	10,579	11,000	11,000	12,909	10,000
INTERLOCAL AGREEMENTS (1)	379,445	389,521	389,521	399,869	398,607
TOTAL	14,157,935	14,779,918	14,805,518	14,505,645	14,986,965

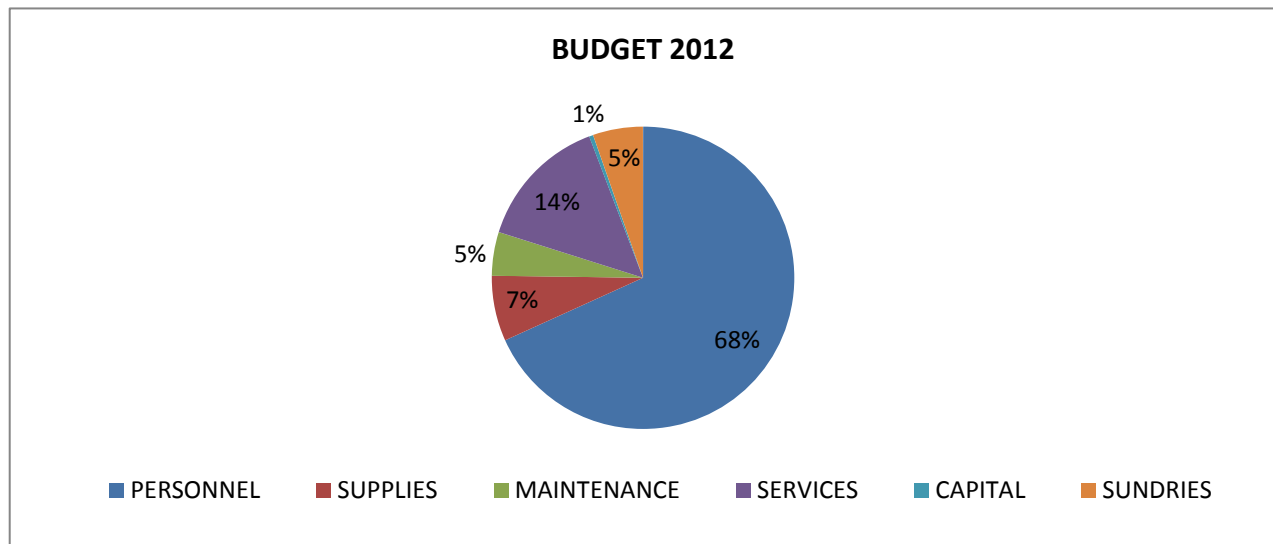
(1) BUDGETED AS A CONTRA-EXPENDITURES IN DEPARTMENT BUDGETS.

GENERAL FUND EXPENDITURES BY DEPARTMENT - % CHANGE

		BUDGET 2012 VERSUS		
		ORIGINAL	AMENDED	RAE
		2011	2011	2011
049	RECREATION	-1.30%	-2.13%	0.07%
149	AQUATICS	-6.27%	-6.27%	-7.21%
144	PARKS	-3.05%	-3.05%	-0.54%
146	LIBRARY	-6.54%	-6.54%	1.20%
121	ADMINISTRATION	-7.98%	-7.51%	4.42%
122	COMMUNITY SVS	-12.55%	-12.55%	-11.37%
123	HR/RISK MGMT	1.31%	1.31%	4.48%
125	MAIN STREET	-22.25%	-31.52%	9.50%
131	MAINTENANCE	-4.92%	-3.95%	2.64%
133	FINANCE	-5.50%	-6.35%	-8.95%
135	PURCHASING	-	-	-
147	PUBLIC INFO/GRAPHICS	-	-	-
172	INFORMATION TECH	4.46%	4.46%	8.15%
155	MUNICIPAL COURT	3.86%	3.86%	2.06%
167	PUBLIC WORKS	-7.20%	-7.20%	-7.87%
154	ANIMAL SHELTER/CON	8.87%	8.87%	5.32%
141	STREETS	2.02%	2.02%	-0.20%
148	AIRPORT	-1.74%	-1.74%	3.70%
150	COMMUNICATIONS	10.52%	10.52%	11.23%
151	POLICE	4.46%	4.46%	4.63%
152	FIRE	1.06%	1.06%	2.18%
	TOTAL	1.38%	1.20%	3.44%

GENERAL FUND EXPENDITURES BY CATEGORY

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
PERSONNEL	9,541,032	10,124,660	10,122,925	10,052,319	10,385,866
SUPPLIES	935,914	1,040,649	1,057,084	1,042,213	1,062,126
MAINTENANCE	903,449	857,106	859,170	795,120	711,744
SERVICES	2,035,844	2,044,832	2,028,681	2,053,908	2,179,751
CAPITAL	291,915	91,995	101,731	113,645	66,225
SUNDRIES	685,300	890,886	906,136	672,887	816,134
TOTAL	14,393,454	15,050,127	15,075,727	14,730,092	15,221,846



GENERAL FUND EXPENDITURES BY CATEGORY - % CHANGE

	BUDGET 2012 VERSUS		
	ORIGINAL 2011	AMENDED 2011	RAE 2011
PERSONNEL	2.58%	2.60%	3.32%
SUPPLIES	2.06%	0.48%	1.91%
MAINTENANCE	-16.96%	-17.16%	-10.49%
SERVICES	6.60%	7.45%	6.13%
CAPITAL	-28.01%	-34.90%	-41.73%
SUNDRIES	-8.39%	-9.93%	21.29%
TOTAL	1.14%	0.97%	3.34%

TRANSFERS-OUT

	ACTUAL	BUDGET		RAE	BUDGET
		ORIGINAL	AMENDED		
\$	2010	2011	2011	2011	2012
602.03 AIRPORT CAP FUND	0	0	0	0	14,000
602.16 FIRE/COM HALL FUND	31,600	0	0	0	0
602.22 PD GRANTS	10,249	0	0	0	0
602.35 FD GRANTS	7,320	0	0	0	0
623.20 DONATIONS FUND	11,400	0	3,024	3,024	0
623.40 PKS SP REVENUE FUND	0	0	0	7,500	0
662.00 EQUIPMENT FUND	453,597	101,511	101,511	257,468	247,236
664.00 STS & DRAIN FUND	217,844	0	0	0	0
TOTAL TRANSFERS IN/(OUT)	732,010	101,511	104,535	267,992	261,236



STAFFING (FTES)

Superintendent	0.50
Supervisor	1.00
Service Coordinator	0.50
Recreation Coordinator	1.00
PT Workers	<u>1.66</u>
 Total	 4.66

The Recreation Department strives to provide outstanding recreation programs for all citizens. A primary objective is to provide opportunities that are fun and affordable for everyone. Programs include adult sports leagues, summer camps, youth sports clinics, and softball tournaments. The department is responsible for all concession stand sales within the parks. This is a service the department strives to keep economically affordable and profitable. Reservations of park kitchens and ball fields are additional department responsibilities. The department works with a number of community organizations including Washington County Little League, Washington County Youth Soccer, Washington County Youth Football, Brenham Dolphins, Brenham Swim Club, Brenham ISD, and Washington County Healthy Living Association. The Parks and Recreation Advisory Board provides ongoing oversight of departmental activities.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Increase the number of non-sports related recreation opportunities offered to the community including the introduction of Texas Parks and Wildlife angler classes and CRP and/or ARC babysitting classes;
- > Continue to attract and retain sports tournaments by maintaining a professional relationship with tournament directors, assisting with tournament logistics and making staff available for onsite help;
- > Increase social media networking to advertise programs and events;
- > Poll park users for all parks to assess future needs and wants of the community; and
- > Re-evaluate park user fees.

DEPT 049 - RECREATION DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	165,903	174,568	174,568	171,583	179,686
Supplies	99,923	105,325	105,325	102,925	95,925
Maintenance	1,490	1,000	1,000	815	650
Services	11,467	9,377	9,377	8,511	8,800
Capital	0	0	2,500	2,661	1,000
Sundries	3,872	4,460	4,460	4,219	4,845
Total	282,654	294,730	297,230	290,714	290,906

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Total hosted tournaments	41	50	50	45	50
Total teams	800	1,050	1,050	900	1,000
Program participation					
- Adult program participants	375	450	450	375	400
- Youth program participants	625	725	725	650	700
- Summer camp participants	50	65	65	65	70
- Community Fitness Walk	2,500	2,000	2,000	3,000	3,000
- Jingle Bell Stroll	170	250	250	225	275
- Movie in the Park	1,800	2,000	2,000	2,000	2,000

DEPT 049 - RECREATION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	128,857	133,558	133,558	130,945	137,430
102.00	OVERTIME PAY	35	1,325	1,325	1,071	1,325
103.00	OASDI/MEDICARE	9,677	9,901	9,901	9,989	10,567
103.02	MATCHING RETIREMENT	9,248	10,005	10,005	9,582	8,104
105.00	LONGEVITY PAY	345	425	425	470	595
106.00	MEDICAL INSURANCE	16,260	17,283	17,283	17,154	19,144
106.01	LIFE INSURANCE	380	389	389	386	386
106.02	LONG TERM DISABILITY	155	200	200	146	149
107.00	WORKERS' COMPENSATION	1,555	1,482	1,482	1,840	1,986
118.00	ACCRUED COMP TIME	(609)	0	0	0	0
202.00	FUEL	591	1,000	1,000	511	500
203.00	TOOLS/SMALL EQUIPMENT	0	0	0	9	0
203.10	CONCESSION EQUIPMENT	368	400	400	350	100
204.00	POSTAGE & FREIGHT	35	50	50	25	25
205.00	OFFICE SUPPLIES	490	600	600	465	300
206.00	EMPLOYEE RELATIONS	551	600	600	667	100
207.00	REPRODUCTION & PRINTING	3,843	4,000	4,000	3,928	3,500
208.00	CLOTHING	731	750	750	619	400
209.00	EDUCATIONAL	225	275	275	250	0
211.00	CLEANING AND JANITORIAL	375	300	300	279	300
212.00	COMPUTER SUPPLIES	2,593	350	350	850	350
213.00	COMMUNICATIONS EQUIPMENT	0	0	0	40	0
214.00	RECREATION PROGRAMS	15,749	16,000	16,000	16,930	13,000
216.00	RESALE ITEMS-CONCESSIONS	72,255	78,000	78,000	75,312	75,000
216.10	RESALE ITEMS-VENDING	1,109	2,000	2,000	1,500	1,500
221.00	SAFETY/FIRST AID SUPPLIES	0	50	50	72	50
223.00	SMALL APPLIANCES	141	200	200	612	400
250.00	OTHER SUPPLIES	865	750	750	505	400

DEPT 049 - RECREATION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RA-	BUDGET
			2010	ORIGINAL		
\$						
303.00	VEHICLES/LARGE EQUIPMENT	847	500	500	400	250
312.00	BUILDINGS/APPLIANCES	643	500	500	400	400
350.00	OTHER MAINTENANCE	0	0	0	15	0
403.00	TELEPHONE	2,476	2,027	2,027	1,732	1,700
409.00	ADVERTISEMENTS	3,607	2,250	2,250	2,147	2,000
410.00	PHYSICALS	592	0	0	0	0
424.00	SERVICE CONTRACTS	4,150	4,500	4,500	4,056	4,500
450.00	OTHER SERVICES	642	600	600	576	600
712.00	OFFICE FURNITURE/EQUIPMENT	0	0	2,500	2,661	1,000
901.00	LIAB/CASUALTY INSURANCE	252	260	260	214	245
908.00	SEMINARS/MEMBERSHIP/TRAVEL	2,445	3,000	3,000	2,545	3,000
908.10	MILEAGE	1,174	1,200	1,200	1,215	1,000
910.00	BOARD/CMITTEES/VOL RELATIONS	0	0	0	32	600
949.00	UNEMPLOYMENT BENEFITS	0	0	0	138	0
950.00	OTHER SUNDRY	0	0	0	75	0
TOTAL DEPARTMENT		282,654	294,730	297,230	290,714	290,906



	STAFFING (FTES)
Superintendent	0.50
Coordinator	1.00
Service Coordinator	0.25
Lifeguards	10.33
Front Desk	1.24
Front Gate	0.36
Party Hostess	0.08
Programs	<u>0.16</u>
Total	13.92

The Blue Bell Aquatics Center is part of the City of Brenham’s recreation program. A primary objective of the department is to provide a fun and safe aquatic experience for all citizens, year round. The Aquatic Center accommodated more than 68,000 visitors during fiscal year 2011. Summer is the busiest season. For June through August 2010, the Aquatic Center had 41,620 visitors. The Aquatic Center also plays host to parties that can be scheduled during regular pool hours or reserved off-hours for private festivities. The Aquatic Center offers swimming lessons for all ages, and Red Cross safety training. Popular programs include: Learn to Swim, Junior Guard, Water Babies, WaterWorks, and Community Education Aquacize. Aquatic Center staff works with various community groups to meet the needs of their programs. These partnerships include Washington County EMS, BISD 2nd Grade Water Safety, BISD Swim Team, Brenham Swim Club, and Dolphin Swim Club.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Develop additional aquatics programs to generate revenue;
- > Evaluate operating expenses and cut back, if possible, without losing quality of service
- > Receive feedback of EXCEEDS status or evaluation on lifeguard audits;
- > Increase social media networking to advertise programs and events;
- > See additional "out of the box" ideas and programs that may not typically be associated with a pool environment; and
- > Create a working maintenance schedule for preventative maintenance tasks.

DEPT 149 - AQUATICS CENTER DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
Personnel	358,890	364,328	364,328	381,064	357,627
Supplies	47,544	49,400	49,400	45,748	42,100
Maintenance	42,507	34,500	34,500	29,829	21,500
Services	137,247	149,370	149,370	135,053	138,565
Capital	3,852	0	0	13,107	0
Sundries	7,961	9,440	9,440	8,426	9,200
Total	598,002	607,038	607,038	613,226	568,992

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
# of monthly passes ¹ .	525	550	550	475	500
# of annual passes	85	90	90	90	100
# of visitors	67,148	68,000	68,000	68,000	68,000
# of parties	70	95	95	80	85
# of participants in programs	400	425	425	425	425
# of swim meets	6	8	8	8	10

1. RAE decreased in 2011 due to offering Summer Passes from Memorial Day to Labor Day.

DEPT 149 - AQUATICS CENTER DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	308,036	304,373	304,373	321,324	304,831
102.00	OVERTIME PAY	1,411	2,790	2,790	1,201	1,200
103.00	OASDI/MEDICARE	23,617	23,700	23,700	24,810	23,883
103.02	MATCHING RETIREMENT	6,473	9,457	9,457	9,630	6,082
105.00	LONGEVITY PAY	995	1,085	1,085	1,190	1,370
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
106.00	MEDICAL INSURANCE	9,159	14,946	14,946	13,542	10,445
106.01	LIFE INSURANCE	262	264	264	347	288
106.02	LONG TERM DISABILITY	108	174	174	132	109
107.00	WORKERS' COMPENSATION	4,030	2,739	2,739	4,088	4,619
201.00	CHEMICALS	15,757	16,000	16,000	16,101	16,000
203.00	TOOLS/SMALL EQUIPMENT	1,099	500	500	418	250
204.00	POSTAGE & FREIGHT	120	100	100	129	50
205.00	OFFICE SUPPLIES	1,400	1,500	1,500	1,107	750
206.00	EMPLOYEE RELATIONS	1,165	1,000	1,000	964	500
207.00	REPRODUCTION & PRINTING	2,123	1,500	1,500	1,670	1,500
208.00	CLOTHING	8,311	8,500	8,500	6,400	8,000
209.00	EDUCATIONAL	259	1,500	1,500	763	400
210.00	BOTANICAL & AGRICULTURAL	19	100	100	0	100
211.00	CLEANING AND JANITORIAL	5,771	5,000	5,000	4,706	5,000
212.00	COMPUTER SUPPLIES	1,933	2,000	2,000	2,857	350
213.00	COMMUNICATIONS EQUIPMENT	315	200	200	564	200
214.00	AQUATICS PROGRAMS	6,293	7,000	7,000	6,320	6,000
221.00	SAFETY/FIRST AID SUPPLIES	1,991	2,750	2,750	2,318	2,000
223.00	SMALL APPLIANCES	184	250	250	385	250
250.00	OTHER SUPPLIES	805	1,500	1,500	1,046	750

DEPT 149 - AQUATICS CENTER DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
304.00 MACHINERY/EQUIPMENT	93	0	0	0	0
311.10 POOL MAINTENANCE	31,956	20,000	20,000	18,709	15,000
312.00 BUILDINGS/APPLIANCES	5,792	9,000	9,000	8,672	6,000
313.00 COMPUTER/OFFICE EQUIPMENT	0	0	0	0	0
316.00 JANITORIAL	4,024	4,500	4,500	1,890	0
350.00 OTHER MAINTENANCE	642	1,000	1,000	558	500
401.00 ELECTRICAL	77,823	83,515	83,515	76,000	76,500
402.00 AUDITS/CONSULTANTS FEES	663	2,215	2,215	1,115	2,215
403.00 TELEPHONE	1,039	1,357	1,357	1,816	2,150
404.00 GAS	19,545	19,000	19,000	13,727	17,000
405.00 WATER	7,570	10,453	10,453	10,245	8,300
406.00 SEWER	5,352	7,430	7,430	6,708	5,500
406.50 GARBAGE	1,624	1,800	1,800	1,637	1,800
409.00 ADVERTISEMENTS	13,881	11,000	11,000	9,717	8,000
410.00 PHYSICALS	3,738	5,000	5,000	5,000	4,500
415.00 JANITORIAL SERVICES	0	0	0	2,646	4,500
422.00 CONTRACT LABOR	414	500	500	500	1,000
424.00 SERVICE CONTRACTS	3,524	4,500	4,500	3,932	4,500
450.00 OTHER SERVICES	2,075	2,600	2,600	2,010	2,600
714.00 RADIOS/RADAR/CAMERAS	3,852	0	0	0	0
715.00 OTHER NON-CAPITAL	0	0	0	13,107	0
901.00 LIAB/CASUALTY INSURANCE	4,199	4,940	4,940	4,233	5,000
908.00 SEMINARS/MEMBERSHIP/TRAVEL	2,785	3,000	3,000	2,200	3,000
908.10 MILEAGE	661	1,000	1,000	857	1,000
949.00 UNEMPLOYMENT BENEFITS	0	0	0	836	0
950.00 OTHER SUNDRY	316	500	500	300	200
TOTAL DEPARTMENT	598,002	607,038	607,038	613,226	568,992

STAFFING (FTES)



Superintendent	1.00
Assistant Superintendent	1.00
Crew Leader	2.00
Service Coordinator	0.25
Material Coordinator	1.00
Mechanic	1.00
Land/Maint Worker	1.00
Maintenance Worker II	6.00
Maintenance Worker I	3.00
PT Maintenance Worker	4.76
<hr/>	
Total	21.01

The Parks Department is primarily responsible for the upkeep of City parks, athletic fields, hike and bike trails, and vegetation control within downtown Brenham, City facilities, lots, and medians. Maintenance includes mowing, landscaping, tree trimming, trash removal, and cleaning of public restrooms and kitchens housed within the 20 buildings scattered across 150 acres of parkland and the downtown area. Additionally, the Parks Department is responsible for servicing the Antique Carousel. There are 7 City parks, 17 baseball/softball fields, 16 soccer fields, tennis courts, and a skate board park. There are more than 400 athletic games and 30 tournaments held at City facilities each year attracting over 50,000 players and fans. The Parks Department preps all fields for the majority of these events.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Continue vegetation control and landscaping to enhance appearance around public buildings, public facilities, and the downtown area;
- > Keep parks and athletic fields in pristine condition in order to attract visitors and maintain the City's image as a sports venue;
- > Continue to work with youth sports organizations as they grow and as new ones start new leagues that may use City facilities;
- > Continue working on the All Sports Building and the Amphitheater at Hohlt Park; and
- > Purchase park property for future athletic fields and park area.

DEPT 144 - PARKS DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	729,811	767,871	767,871	747,386	735,672
Supplies	114,023	108,806	108,806	100,732	102,250
Maintenance	93,782	88,100	88,100	93,394	78,500
Services	205,364	210,828	210,828	207,448	223,975
Capital	35,146	0	0	0	3,000
Sundries	(26,308)	(21,200)	(21,200)	(23,672)	(24,190)
Total	1,151,818	1,154,405	1,154,405	1,125,288	1,119,207

DECISION PACKAGES FUNDED

Reel mower replacement (Unit #105)* 42,903

* Funds budgeted in Equipment Fund.

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Parks acreage maintained	191	191	191	191	191
Playground units inspected	14	14	14	14	14
Sports fields maintained	33	33	33	33	33
Sports courts maintained	19	19	19	19	19
Restrooms cleaned per week	18	18	18	20	20
Other Facilities maintained	5	5	5	6	6

DEPT 144 - PARKS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$			2011	2011	2011	2012
101.00	SALARIES & WAGES	519,819	544,971	544,971	521,903	511,023
102.00	OVERTIME PAY	15,849	12,500	12,500	15,334	15,850
103.00	OASDI/MEDICARE	41,344	43,060	43,060	41,939	41,646
103.02	MATCHING RETIREMENT	43,036	45,717	45,717	46,746	36,474
105.00	LONGEVITY PAY	8,205	7,990	7,990	8,528	9,355
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
105.03	STANDBY	7,084	7,000	7,000	7,341	8,170
106.00	MEDICAL INSURANCE	80,141	90,564	90,564	89,470	97,644
106.01	LIFE INSURANCE	1,644	1,752	1,752	1,720	1,662
106.02	LONG TERM DISABILITY	686	676	676	634	636
107.00	WORKERS' COMPENSATION	7,354	8,840	8,840	8,971	8,412
118.00	ACCRUED COMP TIME	(151)	0	0	0	0
202.00	FUEL	22,424	24,206	24,206	22,069	26,200
203.00	TOOLS/SMALL EQUIPMENT	5,511	3,500	3,500	4,359	3,000
204.00	POSTAGE & FREIGHT	106	50	50	0	50
205.00	OFFICE SUPPLIES	229	400	400	187	50
206.00	EMPLOYEE RELATIONS	1,162	1,500	1,500	1,511	1,500
207.00	REPRODUCTION & PRINTING	177	200	200	197	200
208.00	CLOTHING	6,929	5,000	5,000	4,664	7,000
209.00	EDUCATIONAL	138	0	0	115	100
210.00	BOTANICAL & AGRICULTURAL	29,563	31,000	31,000	28,345	25,000
210.01	BOTANICAL-BEAUTIFICATION	6,026	8,000	8,000	6,121	6,000
211.00	CLEANING AND JANITORIAL	18,732	15,000	15,000	13,630	15,000
212.00	COMPUTER SUPPLIES	3,056	1,500	1,500	675	0
213.00	COMMUNICATIONS EQUIPMENT	598	200	200	127	200
221.00	SAFETY/FIRST AID SUPPLIES	419	500	500	264	200
223.00	SMALL APPLIANCES	1,416	750	750	902	750
250.00	OTHER SUPPLIES	17,537	17,000	17,000	17,566	17,000
303.00	VEHICLES/LARGE EQUIPMENT	18,608	14,000	14,000	20,651	15,000
304.00	MACHINERY/EQUIPMENT	7,008	4,600	4,600	4,715	4,500
310.00	LAND/GROUNDS	36,983	37,000	37,000	35,301	30,000
312.00	BUILDINGS/APPLIANCES	8,074	9,500	9,500	6,075	6,000
350.00	OTHER MAINTENANCE	23,109	23,000	23,000	26,652	23,000

DEPT 144 - PARKS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	106,733	110,000	110,000	107,000	107,000
403.00	TELEPHONE	2,725	2,100	2,100	2,721	3,000
404.00	GAS	4,621	4,844	4,844	3,726	4,100
405.00	WATER	20,965	20,588	20,588	22,028	20,350
406.00	SEWER	19,826	19,896	19,896	20,978	20,225
406.50	GARBAGE	20,135	24,000	24,000	22,332	24,000
406.60	TRNSF STATION/LANDFILL FEE	326	500	500	250	500
409.00	ADVERTISEMENTS	505	0	0	0	0
410.00	PHYSICALS	1,137	0	0	0	0
422.00	CONTRACT LABOR	21,600	21,600	21,600	21,600	21,600
424.00	SERVICE CONTRACTS	6,267	6,300	6,300	6,579	22,700
425.00	LABORATORY TEST FEES	70	0	0	0	0
450.00	OTHER SERVICES	454	1,000	1,000	234	500
710.00	MACHINERY/EQUIPMENT	3,376	0	0	0	3,000
713.00	VEHICLES	24,390	0	0	0	0
715.00	OTHER CAPITAL	7,380	0	0	0	0
901.00	LIAB/CASUALTY INSURANCE	7,028	8,000	8,000	7,439	9,210
908.00	SEM./MEMBERSHIP/TRAVEL	2,533	3,000	3,000	2,891	1,500
908.10	MILEAGE	187	300	300	330	100
949.00	UNEMPLOYMENT BENEFITS	0	0	0	0	0
950.00	OTHER SUNDRY	634	500	500	668	0
999.00	WASH CO-LAP REIMBURSEMENT	(36,690)	(33,000)	(33,000)	(35,000)	(35,000)
TOTAL DEPARTMENT		1,151,820	1,154,405	1,154,405	1,125,288	1,119,207



STAFFING (FTES)

Librarian	1.00
Tech Specialist	1.00
Tech Coordinator	1.00
Administrative Assistant	1.00
Clerk	1.00
Child Services Coordinator	0.60
PT Clerks	1.29
PT Library Aide	0.52
Total	7.41

The Nancy Carol Roberts Memorial Library was erected in 1974 and expanded in 1990. The library is owned by the City of Brenham. The Library’s Advisory Board is comprised of nine members approved by Council. Five members are nominated by the Fortnightly Club; three are nominated by the Mayor or City Council members; and one is nominated by the Commissioner’s Court. The library is approximately 12,000 square feet and houses over 47,000 items including hardback, paperback and audio books. In addition, the Library subscribes to 71 magazines and newspapers and 53 State library licensed databases which enhance research, educational, and/or recreational opportunities. There are 11 computer terminals available for internet access, word processing, and genealogy research. The card catalog is on computer and accessible through the Library's website or the City's webpage. There are programs for seniors at area nursing homes that include programs and large print books. Year-round story time and summer reading programs are offered for children. Copying, fax, and microfilm services are also available. Currently, 16,610 people have library cards.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Continue expanding community outreach such as: Attend business and social functions; make presentations as requested; and Appear before new-teacher orientation sessions to talk about the Library;
- > Begin ground work and research new public libraries. Gather and research new public libraries. Prepare RFQ's and RFP's.
- > Continue expanding the DVD and CD collections;
- > Continue to expand the e-book collection; and
- > Continue in-house multigenerational story times.

DEPT 146 - LIBRARY DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
Personnel	267,602	299,791	299,791	281,516	286,234
Supplies	86,668	87,150	87,150	83,577	79,460
Maintenance	43,335	20,310	20,310	11,692	2,000
Services	67,370	68,763	68,763	72,472	81,230
Capital	5,842	0	0	0	0
Sundries	(32,004)	(31,950)	(31,950)	(39,153)	(33,890)
Total	438,813	444,064	444,064	410,104	415,034

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
# of library card holders	16,610	18,300	18,300	17,600	18,500
Circulation	70,569	74,000	74,000	73,000	75,000
Total items	46,433	50,800	50,800	50,800	55,000
Library visits	88,512	100,000	100,000	92,500	95,000
Internet hits	51,207	112,000	112,000	60,000	65,000

DEPT 146 - LIBRARY DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	203,307	225,307	225,307	211,979	213,843
102.00	OVERTIME PAY	2,447	2,000	2,000	1,875	2,000
103.00	OASDI/MEDICARE	15,519	17,026	17,026	16,246	16,686
103.02	MATCHING RETIREMENT	14,664	16,660	16,660	16,856	13,610
105.00	LONGEVITY PAY	1,860	2,160	2,160	2,000	2,278
106.00	MEDICAL INSURANCE	29,145	35,454	35,454	31,511	36,641
106.01	LIFE INSURANCE	501	597	597	467	587
106.02	LONG TERM DISABILITY	227	218	218	211	227
107.00	WORKERS' COMPENSATION	293	368	368	371	362
118.00	ACCRUED COMP TIME	(362)	0	0	0	0
203.00	TOOLS/SMALL EQUIPMENT	100	150	150	0	0
204.00	POSTAGE & FREIGHT	340	600	600	448	560
205.00	OFFICE SUPPLIES	8,779	10,200	10,200	9,639	8,000
206.00	EMPLOYEE RELATIONS	820	700	700	695	700
207.00	REPRODUCTION & PRINTING	2,774	6,500	6,500	4,060	4,500
208.00	CLOTHING	0	150	150	75	50
210.00	BOTANICAL & AGRICULTURAL	10	50	50	0	50
211.00	CLEANING AND JANITORIAL	404	500	500	475	400
212.00	COMPUTER SUPPLIES	3,868	4,500	4,500	600	1,000
214.00	LIBRARY READING PROGRAMS	3,790	4,000	4,000	3,790	3,700
214.01	LOST BOOKS	0	100	100	50	50
221.00	SAFETY/FIRST AID SUPPLIES	0	100	100	50	50
223.00	SMALL APPLIANCES	0	100	100	50	50
224.00	CIRCULATION ITEMS	56,036	50,000	50,000	55,171	60,000
224.10	BOOKS-LONE STAR LIBRARIES	9,415	9,000	9,000	8,000	0
250.00	OTHER SUPPLIES	333	500	500	474	350
310.00	LANDS/GROUNDS	0	200	200	100	100
312.00	BUILDINGS/APPLIANCES	25,237	2,000	2,000	2,561	1,900
313.00	COMPUTER/OFFICE EQUIPMENT	0	0	0	0	0
316.00	JANITORIAL	18,098	18,060	18,060	9,031	0
350.00	OTHER MAINTENANCE	0	50	50	0	0

DEPT 146 - LIBRARY DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
401.00 ELECTRICAL	25,797	26,518	26,518	22,000	22,700
403.00 TELEPHONE	0	0	0	0	0
405.00 WATER	3,063	3,445	3,445	3,900	3,900
406.00 SEWER	1,763	1,500	1,500	1,840	2,200
406.50 GARBAGE	1,626	1,800	1,800	1,798	1,700
409.00 ADVERTISEMENTS	2,357	1,500	1,500	1,909	900
410.00 PHYSICALS	173	0	0	0	0
415.00 JANITORIAL SERVICES	0	0	0	9,032	18,300
424.00 SERVICE CONTRACTS	11,434	12,200	12,200	10,499	12,000
446.00 SUBSCRIPTIONS & OTHER MEDIA	20,728	20,800	20,800	20,480	19,000
450.00 OTHER SERVICES	428	1,000	1,000	1,014	530
715.00 OTHER	5,842	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	1,667	1,950	1,950	1,663	1,950
908.00 SEMINARS/MEMBERSHIP/TRAVEL	5,907	6,000	6,000	1,542	3,000
908.10 MILEAGE	618	900	900	426	585
908.20 CONTINUING EDUCATION	0	100	100	50	0
910.00 BOARD/COMMITTEE RELATIONS	0	0	0	0	500
950.00 OTHER SUNDRY	383	100	100	75	75
999.00 WASHINGTON COUNTY REIMB	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
999.01 FORTNIGHTLY BOOK SALE REV	(10,579)	(11,000)	(11,000)	(12,909)	(10,000)
TOTAL DEPARTMENT	438,815	444,064	444,064	410,104	415,034



STAFFING (FTES)

City Manager	1.00
Assistant City Manager	1.00
City Secretary	1.00
Deputy City Secretary	1.00
Receptionist	1.00
	<hr/>
Total	5.00

The Administration Department includes the Office of City Manager and the Office of City Secretary. The Office of City Manager is responsible for supervising day-to-day operations of all City departments. In addition to supervising department heads, the City Manager is responsible for the annual budget; researching and making recommendations to Council; meeting with citizens to understand their needs; and providing executive leadership.

The Office of City Secretary maintains and preserves the official records of the City, including Council minutes, contracts, agreements, ordinances, resolutions and deeds. The City Secretary is the designated Records Management Officer for the City. In addition, the City Secretary provides election services to all voters and candidates. The City Secretary's Office is also responsible for the issuance of certain permits and licenses including alcoholic beverage licenses, taxi and limousine vehicle permits and solicitor and vendor permits. This Office also collects various franchise fees and hotel/motel occupancy taxes.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for Economic Development, City Services, and Interagency Cooperation.

- > Establish the framework to implement Council approved strategic objectives;
- > Work with other governmental agencies to develop and deliver cost effective services;
- > Develop electronic media process for communication with City Council;
- > Transition to a new records management system which includes document retention; and
- > Research funding opportunities to assist with the preservation of historical documents.

DEPT 121 - ADMINISTRATION

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
Personnel	650,510	576,983	576,983	566,832	526,817
Supplies	28,488	31,800	34,801	23,432	21,300
Maintenance	0	0	0	0	0
Services	181,321	204,822	204,972	210,647	198,550
Capital	15,028	0	0	0	0
Sundries	143,539	242,550	234,000	129,828	225,191
Total	1,018,886	1,056,155	1,050,756	930,740	971,858

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
	2010	2011	2011	2011	2012
Strategic objective reporting	1	0	0	1	2
Council meetings held	25	30	30	31	32
Ordinances passed	20	45	45	25	30
Resolutions passed	34	35	35	20	20
Open records requests	286	290	290	308	400
Liquor licenses processed	36	80	80	60	60

DEPT 121 - ADMINISTRATION

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	499,325	432,061	432,061	432,703	398,135
102.00	OVERTIME PAY	119	0	0	12	100
103.00	OASDI/MEDICARE	37,285	33,488	33,488	31,111	27,884
103.02	MATCHING RETIREMENT	41,857	37,378	37,378	36,780	29,124
105.00	LONGEVITY PAY	4,333	2,593	2,593	3,454	3,700
105.01	EDUCATION/MISCELLANEOUS	19,700	19,700	19,700	16,739	16,200
105.02	OTHER PAY	0	0	0	67	0
106.00	MEDICAL INSURANCE	45,165	49,170	49,170	43,190	49,034
106.01	LIFE INSURANCE	1,660	1,343	1,343	1,414	1,394
106.02	LONG TERM DISABILITY	685	481	481	540	533
107.00	WORKERS' COMPENSATION	755	769	769	822	713
118.00	ACCRUED COMP TIME	(374)	0	0	0	0
203.00	TOOLS/SMALL EQUIPMENT	4	0	0	0	0
204.00	POSTAGE & FREIGHT	1,519	1,000	1,000	1,283	1,300
205.00	OFFICE SUPPLIES	7,568	8,000	8,000	4,930	7,000
206.00	EMPLOYEE RELATIONS	1,649	2,000	2,000	1,885	2,000
207.00	REPRODUCTION & PRINTING	6,057	15,000	15,000	4,171	4,000
208.00	CLOTHING	0	500	500	0	0
209.00	EDUCATIONAL	874	500	500	89	500
211.00	CLEANING AND JANITORIAL	167	100	100	72	100
212.00	COMPUTER SUPPLIES	5,747	2,500	5,500	10,000	4,000
213.00	COMMUNICATIONS EQUIPMENT	2,343	800	800	0	400
218.00	PHOTOGRAPHY	430	250	250	250	1,000
223.00	SMALL APPLIANCES	60	150	150	0	0
250.00	OTHER SUPPLIES	2,070	1,000	1,000	752	1,000

DEPT 121 - ADMINISTRATION

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
402.00 AUDITS/CONSULTANTS FEES	4,426	30,000	30,000	40,000	15,000
403.00 TELEPHONE	2,575	3,600	3,600	2,854	2,300
407.00 TRNSF STATION/LANDFILL FEE	4,010	8,000	8,000	4,022	0
409.00 ADVERTISEMENTS	494	8,000	8,000	4,680	8,000
410.00 PHYSICALS	737	0	0	0	0
411.00 CITY ATTORNEY'S FEES	107,490	100,000	100,000	121,777	125,000
413.00 ACCIDENT/DAMAGE CLAIMS	19,537	10,000	10,000	9,136	10,000
419.00 LEGAL FEES	5,520	25,000	25,000	8,686	15,000
422.00 CONTRACT LABOR	17,765	0	0	1,919	0
424.00 SERVICE CONTRACTS	15,262	19,972	20,122	16,388	23,000
450.00 OTHER SERVICES	3,505	250	250	1,185	250
712.00 OFFICE FURNITURE/EQUIPMENT	15,028	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	88,075	84,950	84,950	80,762	91,191
907.00 ELECTION EXPENSE	127	12,000	8,850	866	12,000
908.00 SEMINARS/MEMBERSHIP/TRAVE	25,185	33,600	33,600	22,000	12,000
908.05 EMPLOYEE TRAINING	2,000	2,000	2,000	0	0
908.10 MILEAGE	2,685	4,000	4,000	3,408	4,000
908.20 CONTINUING EDUCATION	125	0	0	0	0
910.00 BOARDS/CMITTEE/VOL RELATIONS	0	0	0	107	7,000
924.00 CONTINGENCY	0	80,000	74,600	59	80,000
928.00 BRAZOS VALLEY COUNCIL	3,000	3,000	3,000	3,000	3,000
930.00 SPECIAL EVENTS	16,757	18,000	18,000	15,844	11,000
950.00 OTHER SUNDRY	5,585	5,000	5,000	3,782	5,000
TOTAL DEPARTMENT	1,018,886	1,056,155	1,050,756	930,740	971,858

STAFFING (FTES)

Director - Vacant	<u>1.00</u>
Total	1.00

The Community Services Department provides managerial oversight for Parks, Recreation, Aquatics, Main Street, Community Development, and the Nancy Carol Roberts Memorial Library. The department works to coordinate efforts and maximize the experience for residents and visitors to the City of Brenham. The Community Services Department also serves as a liaison for the Community Service Committee, Park and Recreation Advisory Board, Main Street Board, Library Board, Hotel Occupancy Tax Board, and assists with the Brenham Community Development Corporation 4B Sales Tax Board.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for Economic Development and City Services.

- > Actively seek and identify economic and community development opportunities;
- > Identify opportunities to improve the experience of residence and visitors as well as improve our quality of place;
- > Plan, coordinate and direct diversified year round, city wide leisure services programs including Parks, Recreation, and Library; and
- > Manage and supervise economic development programs, community preservation and planning programs, as well as, the Main Street program.

DEPT 122 - COMMUNITY SERVICES DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE* 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	32,984	82,050	82,050	83,426	87,685
Supplies	2,572	2,100	2,100	1,261	1,100
Maintenance	0	0	0	0	0
Services	366	0	0	0	0
Capital	3,850	0	0	0	0
Sundries	1,310	183,980	183,980	179,882	145,700
Total	41,082	268,130	268,130	264,569	234,485

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE* 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
# of Econ. Dev. Projects	NA	8	8	8	7
# of Comm. Dev. Projects	NA	6	6	7	9
# of Envision 2020 Identified Projects	NA	10	10	14	11
# Visitors of Comm. Serv. Projects/Programs	NA	200,000	200,000	235,000	250,000

* REVISED ANNUAL ESTIMATE

DEPT 122 - COMMUNITY SERVICES DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	27,154	65,183	65,183	63,540	65,635
103.00	OASDI/MEDICARE	2,070	4,989	4,989	5,065	5,395
103.02	MATCHING RETIREMENT	2,373	5,910	5,910	6,118	5,200
105.00	LONGEVITY PAY	0	25	25	35	93
105.01	EDUCATION/MISCELLANEOUS	0	0	0	2,769	4,800
106.00	MEDICAL INSURANCE	1,280	5,511	5,511	5,462	6,096
106.01	LIFE INSURANCE	55	234	234	232	249
106.02	LONG TERM DISABILITY	21	85	85	88	96
107.00	WORKERS' COMPENSATION	31	112	112	117	121
204.00	POSTAGE & FREIGHT	33	150	150	81	50
205.00	OFFICE SUPPLIES	192	500	500	145	150
206.00	EMPLOYEE RELATIONS	0	500	500	320	350
207.00	REPRODUCTION & PRINTING	67	0	0	135	150
208.00	CLOTHING	0	200	0	0	0
209.00	EDUCATIONAL	0	0	200	150	50
212.00	COMPUTER SUPPLIES	2,216	250	250	75	150
250.00	OTHER SUPPLIES	64	500	500	355	200

DEPT 122 - COMMUNITY SERVICES DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
424.00	SERVICE CONTRACTS	366	0	0	0	0
712.00	OFFICE FURNITURE/EQUIPMENT	3,850	0	0	0	0
908.00	SEMINARS/MEMBERSHIP/TRAVEL	295	3,000	3,000	2,878	2,500
908.10	MILEAGE	0	500	500	295	200
924.00	CONTINGENCY	0	0	0	0	0
926.00	WASHINGTON CO HEALTHY LIVING	0	50,000	50,000	50,000	40,000
932.05	A DAY AWAY PROGRAM	0	900	900	900	900
932.10	BOYS AND GIRLS CLUB-PROGRAM	0	37,500	37,500	37,500	30,000
932.11	BOYS AND GIRLS CLUB-UTILITIES	0	30,000	30,000	29,639	30,300
932.12	BOYS AND GIRLS CLUB-INSURANCE	0	2,021	2,021	1,552	2,100
932.30	FAITH MISSION	0	20,000	20,000	20,000	16,000
932.31	FAITH MISSION-SANITATION CHGS	0	10,000	10,000	9,091	0
932.70	JOB PARTNERSHIP OF WASH CO	0	500	500	500	500
934.00	HERITAGE MUSEUM-UTILITES	1,015	10,000	10,000	8,843	11,550
934.01	HERITAGE MUSEUM-INSURANCE	0	1,059	1,059	862	1,150
950.00	OTHER SUNDRY	0	1,000	1,000	322	500
963.00	GOODFELLOWS	0	5,000	5,000	5,000	0
964.00	HOSPICE BRENHAM	0	12,500	12,500	12,500	10,000
TOTAL DEPARTMENT		41,082	268,130	268,130	264,569	234,485

STAFFING (FTES)



Personnel Manager	1.00
Assistant Personnel Manager	1.00
Personnel Clerk	<u>0.80</u>
Total	2.80

The Human Resources/Risk Management Department is responsible for everything from the acceptance of employment applications to the retirement of employees. The department is responsible for the coordination of all employee benefits. The risk management function includes coordination of the placement of property and liability coverage, as well as, employee group health coverage, group life insurance coverage and long-term disability coverage. Each year, the department coordinates the employee health fair. The department provides on-site computer software training. Managerial training classes are also offered.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for Human Resources.

- > Coordinate training to improve competency and encourage leadership;
- > Develop a Performance Review program with ADP software; and
- > Provide loss prevention/risk management training.

DEPT 123 - HR/RISK MANAGEMENT DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010*	BUDGET		RAE* 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	0	199,257	199,257	201,535	207,272
Supplies	0	8,200	8,200	2,585	4,625
Maintenance	0	0	0	0	0
Services	0	18,800	18,800	17,200	18,710
Capital	0	0	0	0	0
Sundries	0	9,170	9,170	6,954	7,900
Total	0	235,427	235,427	228,274	238,507

* Prior to FY2011, Dept 123 was part of Dept 121 - Administration.

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE* 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
New hires processed	70	80	80	80	80
Terminations processed	60	60	60	55	55
Job applications processed	853	600	600	800	800
Jobs advertised	27	35	35	25	25
Training classes held	28	30	30	30	32
Workers' compensation claims	21	15	15	17	15

* REVISED ANNUAL ESTIMATE

DEPT 123 - HR/RISK MANAGEMENT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	0	155,682	155,682	156,261	160,708
103.00	OASDI/MEDICARE	0	11,718	11,718	11,692	12,495
103.02	MATCHING RETIREMENT	0	14,315	14,315	15,198	12,041
105.00	LONGEVITY PAY	0	2,279	2,279	2,463	2,620
105.02	OTHER PAY	0	0	0	10	0
106.00	MEDICAL INSURANCE	0	14,214	14,214	14,896	18,332
106.01	LIFE INSURANCE	0	564	564	525	575
106.02	LONG TERM DISABILITY	0	213	213	217	221
107.00	WORKERS' COMPENSATION	0	272	272	273	280
204.00	POSTAGE & FREIGHT	0	0	0	267	400
205.00	OFFICE SUPPLIES	0	250	250	194	250
206.00	EMPLOYEE RELATIONS	0	100	100	40	100
207.00	REPRODUCTION & PRINTING	0	1,850	1,850	1,228	1,775
212.00	COMPUTER SUPPLIES	0	6,000	6,000	821	2,000
223.00	SMALL APPLIANCES	0	0	0	35	100

DEPT 123 - HR/RISK MANAGEMENT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
403.00 TELEPHONE	0	250	250	307	310
409.00 ADVERTISEMENTS	0	4,000	4,000	4,082	4,000
410.00 PHYSICALS	0	11,500	11,500	7,925	7,500
412.00 CDL DOT DRUG TESTS	0	2,100	2,100	2,450	2,800
424.00 SERVICE CONTRACTS	0	950	950	2,436	4,100
908.00 SEMINARS/MEMBERSHIP/TRAVE	0	4,420	4,420	3,165	3,600
908.05 EMPLOYEE TRAINING	0	3,000	3,000	2,237	3,000
908.10 MILEAGE	0	1,200	1,200	824	750
950.00 OTHER SUNDRY	0	550	550	728	550
TOTAL DEPARTMENT	0	235,427	235,427	228,274	238,507



Manager

STAFFING (FTES)

1.00

The purpose of the Main Street program is to revitalize the central Brenham business district. A four point approach (e.g. design, organization, promotion, and economic restructuring) is utilized to encourage reinvestment and preservation and to entice businesses, customers, visitors, and downtown residents to the historic district. The unique assets of downtown Brenham are promoted, such as, its distinctive architecture, pedestrian-friendly access, local ownership, and historical significance. Under the direction of the Main Street Board, the program partners with the Chamber of Commerce, the Convention and Visitors Bureau, the Hotel Occupancy Tax Board, the BCDC, and a number of community volunteers to accomplish objectives that will preserve the heart of the community.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services and Economic Development.

- > Pursue economic development through tourism by promoting downtown as a shopping and dining destination;
- > Educate the public on the importance of preserving the community's architectural heritage;
- > Encourage the development of stagnant properties;
- > Entice the interest and support of the public in downtown revitalization efforts;
- > Promote business retention, expansion and recruitment in the historic district;
- > Work to include all stakeholder groups in the Downtown Master Plan process, and construct a plan that serves as a "bible" for the city's revitalization efforts; and
- > Sustain National Recognition of Main Street Brenham.

DEPT 125 - MAIN STREET/COMMUNITY DEVELOPMENT DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	122,334	128,650	128,650	82,697	71,601
Supplies	4,357	5,750	5,750	5,201	5,600
Maintenance	0	0	0	0	0
Services	5,429	3,400	3,400	2,702	3,166
Capital	0	0	0	0	0
Sundries	76,816	72,700	98,300	58,874	83,300
Total	208,936	210,500	236,100	149,474	163,667

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Downtown reinvestment	\$921,755	\$1,750,000	\$1,750,000	\$1,900,000	\$1,000,000
# Downtown events	9	9	9	8	12
# Event visitors	29,700	27,000	27,000	17,000	20,000
Volunteer hours logged	1,700	1,700	1,700	1,200	1,500
National Main St Recognition	Yes	Yes	Yes	Yes	Yes
Main St/HOT Board Meetings	17	17	17	16	16

DEPT 125 - MAIN STREET/COMMUNITY DEVELOPMENT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	93,113	96,787	96,787	62,566	55,827
102.00	OVERTIME PAY	0	100	100	0	0
103.00	OASDI/MEDICARE	6,713	7,163	7,163	4,648	4,332
103.02	MATCHING RETIREMENT	8,238	8,860	8,860	5,824	4,175
105.00	LONGEVITY PAY	838	880	880	778	798
106.00	MEDICAL INSURANCE	13,024	14,214	14,214	8,435	6,096
106.01	LIFE INSURANCE	338	351	351	233	199
106.02	LONG TERM DISABILITY	139	126	126	89	77
107.00	WORKERS' COMPENSATION	135	168	168	124	97
118.00	ACCRUED COMP TIME	(204)	0	0	0	0
204.00	POSTAGE & FREIGHT	337	1,100	1,100	1,064	400
205.00	OFFICE SUPPLIES	399	550	550	409	200
206.00	EMPLOYEE RELATIONS	82	100	100	75	0
207.00	REPRODUCTION & PRINTING	2,486	4,000	4,000	3,405	3,500
212.00	COMPUTER SUPPLIES	1,050	0	0	233	1,500
250.00	OTHER SUPPLIES	3	0	0	15	0

DEPT 125 - MAIN STREET/COMMUNITY DEVELOPMENT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
403.00 TELEPHONE	871	400	400	316	350
409.00 ADVERTISEMENTS	4,558	3,000	3,000	2,070	2,500
424.00 SERVICE CONTRACTS	0	0	0	316	316
712.00 OFFICE EQUIPMENT	0	0	2,900	0	0
715.00 OTHER	2,000	0	0	0	0
908.00 SEMINARS/MEMBERSHIP/TRAVEL	4,456	5,500	5,500	3,481	3,000
908.10 MILEAGE	1,893	1,700	1,700	1,458	1,100
910.00 BOARD/CMITTEE/VOL RELATIONS	0	0	0	0	650
948.00 DOWNTOWN EXPENSE-OTHER	9,331	9,000	9,000	10,526	9,000
948.10 DOWNTOWN IMPROVEMENTS	0	0	0	204	0
948.20 COUNTRY FLAVORS FESTIVAL	27,183	26,000	1,600	1,545	2,500
948.40 CHRISTMAS STROLL	6,257	3,500	3,500	2,765	2,750
948.50 HOT NIGHTS, COOL TUNES	23,357	23,000	23,000	23,000	23,000
961.50 FARMER'S MARKET EXPENSE	4,339	4,000	4,000	3,395	3,800
961.62 COMPREHENSIVE PLAN UPDATE	0	0	50,000	12,500	37,500
TOTAL DEPARTMENT	210,936	210,500	239,000	149,474	163,667



STAFFING (FTES)

Superintendent	1.00
Assistant Superintendent	1.00
Senior Mechanic	1.00
Electrician	1.00
Maintenance Tech III	1.00
Aquatics Maint Tech	1.00
Mechanic	1.00
Maintenance Tech I	1.00
Total	8.00

The Maintenance consists of Facility Maintenance, Aquatics Maintenance and Vehicle Maintenance functions. The Maintenance department is responsible for preventative maintenance and repairs on all City buildings, vehicles, and equipment. Typical building maintenance includes routine A/C, heating, electrical, plumbing, and carpentry services and repairs. Vehicle maintenance includes brake repairs, engine tune-ups and engine overhauls hydraulic repairs, diagnostic electrical troubleshooting, welding repairs and fabrication, and vehicle state inspections. Aquatics maintenance consist of servicing all pump equipment, maintaining of all proper pool chemical additions, upkeep and maintaining of all pools, grounds, utilities, etc.. All divisions assist with various downtown special events.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

Facility Maintenance

- > Ensure all buildings are in compliance with all city, state and federal codes;
- > Conduct walk-throughs of new facilities to identify any issues that may require attention of contractors warranties; and
- > Assist Electric Department with the duties of installing US\Texas flags on main thoroughfares and all city facilities, hanging of street banners, city parks, lighting maintenance, downtown Christmas lighting, airport lighting and various lighting and electrical maintenance and operations.

Vehicle Maintenance

- > Conduct evaluation of fleet vehicles/equipment that may need to be replaced;
- > Ensure all City Vehicles and equipment are operating in the upmost of safety standards; and
- > Assist in preparing surplus vehicles/equipment for online auction presentation.

DEPT 131 - MAINTENANCE DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	414,995	435,706	433,971	399,077	435,301
Supplies	24,788	29,965	31,700	30,336	33,515
Maintenance	89,991	85,300	85,300	57,895	29,800
Services	161,671	159,906	159,906	173,788	182,165
Capital	3,123	18,700	11,275	13,400	4,500
Sundries	3,045	6,550	6,550	7,387	14,612
Total	697,613	736,127	728,702	681,883	699,893

DECISION PACKAGES FUNDED

Garage awning* 7,900

* Budgeted in the Equipment Fund.

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Building Maintenance					
Remodel projects	12	7	7	2	2
New construction	1	2	2	1	1
Roof repairs	0	2	2	0	0
HVAC repairs (major)	2	5	5	1	2
Vehicle Maintenance					
Brake repairs	52	120	120	31	75
Transmission repairs	2	3	5	2	6
Oil changes	89	900	67	45	130
State inspections	133	225	81	125	250
Service Calls					
Facility maintenance	515	500	289	110	400
Vehicle maintenance	389	400	175	45	275

DEPT 131 - MAINTENANCE DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	289,846	299,938	296,314	280,926	302,586
102.00	OVERTIME PAY	871	4,000	4,000	485	1,000
103.00	OASDI/MEDICARE	21,578	22,821	22,538	21,361	23,933
103.02	MATCHING RETIREMENT	26,387	28,452	26,381	26,795	23,065
105.00	LONGEVITY PAY	5,083	5,130	5,130	4,510	4,465
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
106.00	MEDICAL INSURANCE	57,745	62,223	62,223	52,414	67,944
106.01	LIFE INSURANCE	1,083	1,101	1,088	977	1,103
106.02	LONG TERM DISABILITY	443	402	397	371	421
107.00	WORKERS' COMPENSATION	5,451	6,840	6,759	6,438	5,984
116.00	SALARIES/WAGES CONTINGENCY	0	0	4,341	0	0
118.00	ACCRUED COMP TIME	1,708	0	0	0	0
202.01	CHEMICALS	0	200	200	150	200
202.00	FUEL	4,680	5,065	5,065	7,725	8,200
203.00	TOOLS/SMALL EQUIPMENT	3,867	4,000	4,000	3,949	4,000
204.00	POSTAGE & FREIGHT	129	400	400	190	100
205.00	OFFICE SUPPLIES	116	600	600	436	300
206.00	EMPLOYEE RELATIONS	1,382	1,200	1,200	1,274	600
207.00	REPRODUCTION & PRINTING	581	500	500	400	590
208.00	CLOTHING	2,519	6,500	6,500	3,447	4,025
209.00	EDUCATIONAL	0	100	100	74	100
210.00	BOTANICAL & AGRICULTURAL	25	50	50	213	100
211.00	CLEANING AND JANITORIAL	4,465	4,400	4,400	4,905	4,000
212.00	COMPUTER SUPPLIES	467	500	2,235	1,861	4,350
213.00	COMMUNICATIONS EQUIPMENT	124	200	200	193	350
221.00	SAFETY/FIRST AID SUPPLIES	966	1,200	1,200	445	600
223.00	SMALL APPLIANCES	36	50	50	88	200
250.00	OTHER SUPPLIES	5,431	5,000	5,000	4,986	5,800

DEPT 131 - MAINTENANCE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
303.00 VEHICLES/LARGE EQUIPMENT	2,541	3,000	3,000	3,036	3,200
304.00 MACHINERY/EQUIPMENT	671	300	300	193	300
310.00 LAND/GROUNDS	0	1,000	1,000	1,500	300
312.00 BUILDINGS/APPLIANCES	35,938	25,000	25,000	26,421	25,000
316.00 JANITORIAL	49,864	55,000	55,000	26,222	0
350.00 OTHER MAINTENANCE	977	1,000	1,000	523	1,000
401.00 ELECTRICAL	123,784	118,621	118,621	115,544	96,220
402.00 AUDITS/CONSULTANTS FEES	1,150	1,300	1,300	1,150	1,200
403.00 TELEPHONE	2,907	2,845	2,845	2,952	2,900
404.00 GAS	4,139	4,200	4,200	2,956	2,396
405.00 WATER	2,440	2,500	2,500	2,667	1,043
406.00 SEWER	2,008	1,740	1,740	1,900	1,648
406.50 GARBAGE	2,140	2,800	2,800	2,160	1,658
409.00 ADVERTISEMENTS	606	0	0	0	0
415.00 JANITORIAL	0	0	0	20,660	55,000
424.00 SERVICE CONTRACTS	18,490	21,700	21,700	19,041	16,100
450.00 OTHER SERVICES	4,007	4,200	4,200	4,758	4,000
710.00 OFFICE FURNITURE/EQUIPMENT	0	7,000	7,000	5,625	4,500
712.00 VEHICLES	3,123	8,200	4,275	4,275	0
714.00 OTHER	0	3,500	0	3,500	0
901.00 LIAB/CASUALTY INSURANCE	2,911	3,350	3,350	4,624	5,812
908.00 SEMINARS/MEMBERSHIP/TRAVE	0	2,000	2,000	1,881	2,500
908.10 MILEAGE	0	500	500	241	500
949.00 UNEMPLOYMENT BENEFITS	0	0	0	0	5,000
950.00 OTHER SUNDRY	134	700	700	641	800
TOTAL DEPARTMENT	697,613	736,127	728,702	681,883	699,893



	STAFFING (FTES)
Chief Financial Officer	1.00
Accounting Manager	0.83
Budget Officer	1.00
Accounting Supervisor	1.00
Budget Analyst	1.00
Accounting Clerk I	1.00
Accounting Clerk II	1.00
Accounting Clerk III	1.00
Clerks	0.25
 Total	 8.08

The Finance Department is responsible for the City’s fiscal administration and provides financial and budget support City-wide. The Accounting Department ensures the integrity of the City’s accounting services and consists of the following functions: accounts receivable/payable, cash and treasury management, general ledger, grant accounting, financial reporting, fixed assets, payroll, and procurement card management. The Budget Unit has primary responsibility for preparing and monitoring the general fund, utility funds, internal service, special revenue and grant funds. The annual strategic plan is updated and presented to Council, City Manager, Citizens and staff. This department also utilizes third party pricing models in the development of utility rate tariffs that will sustain projected utility operating and capital plans.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for Financial Structure.

- > Provide accurate and timely financial information to Council, City Manager, Citizens and Staff;
- > Ensure fiscal practices are in compliance with the the City's financial policies, ordinances and state statutes;
- > Maintain fund balances and working capital at sufficient levels to protect the City's creditworthiness and provide reserves for unforeseen emergencies;
- > Monitor utility fund revenues so that utility rates remain competitive and are sufficient to cover ongoing operating and capital needs; and
- > Administer federal and state grants to ensure compliance with grant reporting requirements.

DEPT 133 - FINANCE DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	570,545	602,372	602,372	642,499	555,930
Supplies	35,738	31,100	31,100	30,975	34,975
Maintenance	0	500	500	100	100
Services	156,505	170,750	170,750	163,841	172,700
Capital	0	0	7,425	0	0
Sundries	6,747	14,000	14,000	12,299	10,000
Total	769,535	818,722	826,147	849,714	773,705

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Accounting					
- Accounts payable transactions	6,175	6,500	6,500	6,200	6,200
- Payroll transactions	7,535	7,600	7,600	7,550	7,550
Financial reports					
- Management financials	4	4	4	4	4
- CAFR auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
- GFOA CAFR award	1	1	1	1	1
Budget management					
- Performance reports	4	4	4	4	4
- GFOA budget awards	1	1	1	1	1

DEPT 133 - FINANCE DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	437,596	455,266	455,266	483,867	415,738
102.00	OVERTIME PAY	1,001	1,200	1,200	695	1,000
103.00	OASDI/MEDICARE	32,334	33,894	33,894	36,668	32,600
103.02	MATCHING RETIREMENT	37,588	40,569	40,569	44,543	30,689
105.00	LONGEVITY PAY	5,303	5,418	5,418	5,923	4,610
105.01	EDUCATION/MISCELLANEOUS	0	0	0	2,769	4,800
106.00	MEDICAL INSURANCE	52,538	63,078	63,078	64,686	63,739
106.01	LIFE INSURANCE	1,424	1,587	1,587	1,581	1,464
106.02	LONG TERM DISABILITY	592	591	591	622	560
107.00	WORKERS' COMPENSATION	642	770	770	1,145	730
118.00	ACCRUED COMP TIME	1,527	0	0	0	0
204.00	POSTAGE & FREIGHT	2,764	3,500	3,500	2,522	3,200
205.00	OFFICE SUPPLIES	6,743	10,000	10,000	6,860	8,000
206.00	EMPLOYEE RELATIONS	804	1,000	1,000	587	675
207.00	REPRODUCTION & PRINTING	12,858	12,000	12,000	13,993	14,000
209.00	EDUCATIONAL	1,373	1,500	1,500	1,470	1,500
211.00	CLEANING AND JANITORIAL	42	0	0	22	0
212.00	COMPUTER SUPPLIES	10,376	2,850	2,850	3,561	7,350
213.00	COMMUNICATIONS EQUIPMENT	32	100	100	482	100
223.00	SMALL APPLIANCES	0	100	100	0	100
250.00	OTHER SUPPLIES	746	50	50	1,478	50
313.00	COMPUTER/OFFICE EQUIPMENT	0	500	500	100	100

DEPT 133 - FINANCE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
402.00	AUDITS/CONSULTANTS FEES	56,655	65,000	65,000	58,781	65,000
402.90	APPRAISAL DISTRICT COSTS	139	0	0	0	0
403.00	TELEPHONE	1,994	0	3,250	2,375	0
407.00	LEGAL NOTICES	0	3,250	0	0	0
409.00	ADVERTISEMENTS	16	0	0	0	0
410.00	PHYSICALS	261	0	0	0	0
424.00	SERVICE CONTRACTS	82,750	82,500	39,444	39,421	39,000
426.00	ADP PAYROLL SERVICES	0	0	43,056	50,287	53,000
428.00	BANK FEES	0	0	0	0	13,200
450.00	OTHER SERVICES	14,690	20,000	20,000	12,977	2,500
715.00	OTHER CAPITAL	0	0	7,425	0	0
908.00	SEMINARS/MEMBERSHIP/TRAVE	5,874	12,000	12,000	11,081	8,500
908.10	MILEAGE	862	1,500	1,500	1,164	1,000
950.00	OTHER SUNDRY	11	500	500	54	500
TOTAL DEPARTMENT		769,535	818,722	826,147	849,714	773,705

STAFFING (FTES)



Manager	1.00
Purchasing Agent	1.00
Inventory Supervisor	1.00
Part-Time Warehouse	0.47
Total	3.47

The Purchasing and Central Warehouse Department is responsible for the City's purchasing functions, maintaining control over the Central Warehouse, and is responsible for disposing of all surplus, obsolete or unserviceable equipment and inventory. Purchasing has responsibility for developing bid specifications jointly with City departments, obtaining bids through advertising, establishing and monitoring price agreements/contracts and issuing purchase orders. The Central Warehouse has responsibility for the computerized perpetual inventory system including maintaining, ordering, receiving, disbursing, and rotation of inventory and supplies for all City of Brenham Departments. This business unit also coordinates and schedules the annual warehouse inventory counts in connection with City's annual audit.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Initiate and integrate new inventory control barcoding system to increase efficiency and accuracy of inventory disbursements;
- > Installation of additional pallet shelving for inventory supplies;
- > Installation of stackings bins to help organize and identify inventory items;
- > Administer on-line surplus auction site for the disposal of surplus and obsolete equipment and inventory; and
- > Develop and maintain new Purchasing website including bidding opportunities and vendor information.

DEPT 135 - PURCHASING/WAREHOUSE

BUDGET HIGHLIGHTS

	ACTUAL 2010**	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011**	AMENDED 2011**		
\$					
Personnel	0	0	0	0	184,078
Supplies	0	0	0	0	8,189
Maintenance	0	0	0	0	600
Services	0	0	0	0	28,872
Capital	0	0	0	0	8,000
Sundries	0	0	0	0	6,530
Total	0	0	0	0	236,269

** Prior to FY12, purchasing was in Dept 133 - Finance and the warehouse was in Dept 131 - Maintenance.

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Purchasing					
- Total purchase orders	854	870	870	896	2,300
- Total Bids and RFPs	810	12	12	14	14
Physical Inventory					
- Item Codes Maintained	1,400	1,400	1,400	1,465	1,450
- Number of Items Disbursed	62,000	62,000	62,000	72,000	100,000
- Dollars Disbursed	\$ 789,167	\$ 980,000	\$ 980,000	\$ 1,115,000	\$ 2,088,000
On-Line Auctions	0	2	2	2	4

DEPT 135 - PURCHASING/WAREHOUSE

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	0	0	0	0	140,269
102.00	OVERTIME PAY	0	0	0	0	500
103.00	OASDI/MEDICARE	0	0	0	0	10,920
103.02	MATCHING RETIREMENT	0	0	0	0	9,943
105.00	LONGEVITY PAY	0	0	0	0	1,970
106.00	MEDICAL INSURANCE	0	0	0	0	18,287
106.01	LIFE INSURANCE	0	0	0	0	475
106.02	LONG TERM DISABILITY	0	0	0	0	181
107.00	WORKERS' COMPENSATION	0	0	0	0	1,533
203.00	TOOLS/SMALL EQUIPMENT	0	0	0	0	569
204.00	POSTAGE & FREIGHT	0	0	0	0	600
205.00	OFFICE SUPPLIES	0	0	0	0	950
206.00	EMPLOYEE RELATIONS	0	0	0	0	600
207.00	REPRODUCTION & PRINTING	0	0	0	0	2,620
208.00	CLOTHING	0	0	0	0	350
211.00	CLEANING AND JANITORIAL	0	0	0	0	200
212.00	COMPUTER SUPPLIES	0	0	0	0	2,000
223.00	SMALL APPLIANCES	0	0	0	0	100
250.00	OTHER SUPPLIES	0	0	0	0	200

DEPT 135 - PURCHASING/WAREHOUSE

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
303.00 VEHICLES/LARGE EQUIPMENT	0	0	0	0	400
350.00 OTHER MAINTENANCE	0	0	0	0	200
401.00 ELECTRIC	0	0	0	0	18,330
404.00 GAS	0	0	0	0	104
405.00 WATER	0	0	0	0	307
406.00 SEWER	0	0	0	0	377
406.50 GARBAGE	0	0	0	0	1,142
409.00 ADVERTISEMENTS	0	0	0	0	3,000
419.00 LEGAL FEES	0	0	0	0	300
424.00 SERVICE CONTRACTS	0	0	0	0	4,332
450.00 OTHER SERVICES	0	0	0	0	980
712.00 OFFICE FURNITURE/EQUIP	0	0	0	0	4,500
714.00 RADIOS/RADAR/VIDEO CAM	0	0	0	0	3,500
908.00 SEMINARS/MEMBERSHIP/TRAVE	0	0	0	0	3,830
908.10 MILEAGE	0	0	0	0	750
908.20 CONTINUING EDUCATION	0	0	0	0	1,950
TOTAL DEPARTMENT	0	0	0	0	236,269

DEPT 172 - INFORMATION TECHNOLOGY DEPARTMENT

\$623,059



STAFFING (FTES)

I.T. Manager	1.00
Network Security Administrator	1.00
Public Safety Administrator	1.00
Network Infrastructure Administrator	1.00
IT Technician	1.00
Webmaster	1.00
<hr/>	
Total	6.00

The Information Technology Department is responsible for maintenance and management of the City’s computers, servers, telephone system, surveillance cameras, fiber optic and wireless networks. In addition to hardware, the department also supports and maintains several enterprise wide applications, including Microsoft Exchange, Outlook Web Access, Incode, New World Systems, Laserfiche and Performance Impact Workplace. The department is responsible for the network connectivity to over 25 buildings, including the installation, configuration and maintenance of the Cisco switches. The department provides desktop support for over 280 users and voicemail accounts. Design and maintenance of the City's website is handled by this department.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Continue installation of server virtualization hardware;
- > Continue expansion of wireless mesh network within the City limits;
- > Expand fiber network to the new All Sports building and Parks Office at Hohlt and a route to the Blinn Technology Center;
- > Upgrade desktop and laptop operating systems to Windows 7 and Office 2010; and
- > Complete installation of Microsoft SharePoint server and create department and project portals.

DEPT 172 - INFORMATION TECHNOLOGY DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$					
		2011	2011	2011	2012
Personnel	325,337	331,548	331,548	335,669	393,341
Supplies	46,148	42,721	48,221	43,093	37,800
Maintenance	2,429	902	902	876	1,150
Services	209,550	204,239	190,138	202,503	199,665
Capital	0	0	8,600	7,853	0
Sundries	9,901	17,064	17,064	(13,911)	(8,897)
Total	593,364	596,474	596,473	576,083	623,059

DECISION PACKAGES FUNDED

Server virtualization	14,821
Server virtual expansion	9,800
Total	24,621

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
# of computers	270	270	284	284	284
# of physical servers	57	50	50	37	33
# of wireless access points	54	54	54	54	72
# of cameras	28	28	28	28	28

DEPT 172 - INFORMATION TECHNOLOGY DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$			2011	2011	2011	2012
101.00	SALARIES & WAGES	238,535	241,095	241,095	241,526	281,761
102.00	OVERTIME PAY	2,730	420	420	730	800
103.00	OASDI/MEDICARE	17,807	17,773	17,773	18,163	22,088
103.02	MATCHING RETIREMENT	21,481	22,407	22,407	23,035	21,287
105.00	LONGEVITY PAY	698	923	923	980	1,378
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
106.00	MEDICAL INSURANCE	37,132	41,871	41,871	44,155	58,600
106.01	LIFE INSURANCE	880	886	886	854	1,014
106.02	LONG TERM DISABILITY	361	317	317	326	389
107.00	WORKERS' COMPENSATION	913	1,057	1,057	1,100	1,224
202.00	FUEL	696	879	879	730	700
203.00	TOOLS/SMALL EQUIPMENT	574	1,000	1,000	688	500
204.00	POSTAGE & FREIGHT	109	100	100	63	100
205.00	OFFICE SUPPLIES	2,145	1,000	1,000	718	700
206.00	EMPLOYEE RELATIONS	862	800	800	654	800
207.00	REPRODUCTION & PRINTING	1,536	1,000	1,000	834	1,000
208.00	CLOTHING	1,459	1,500	1,500	10	1,500
209.00	EDUCATIONAL	2,216	1,800	1,800	250	1,200
211.00	CLEANING AND JANITORIAL	51	100	100	72	0
212.00	COMPUTER SUPPLIES	26,532	23,742	29,242	31,000	22,000
213.00	COMMUNICATIONS EQUIPMENT	2,770	3,000	3,000	2,000	2,000
213.10	NETWORK TECH EQUIPMENT	6,112	6,000	6,000	5,972	6,000
218.00	PHOTOGRAPHY	0	1,300	1,300	0	1,000
221.00	SAFETY/FIRST AID SUPPLIES	10	0	0	36	0
223.00	SMALL APPLIANCES	27	0	0	0	0
250.00	OTHER SUPPLIES	1,050	500	500	66	300

DEPT 172 - INFORMATION TECHNOLOGY DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
303.00 VEHICLES/LARGE EQUIPMENT	496	152	152	268	400
304.00 MACHINERY/EQUIPMENT	5	0	0	0	0
309.00 COMMUNICATION/PHOTO EQUIP	419	0	0	0	0
312.00 BUILDINGS/APPLIANCES	490	250	250	125	250
313.00 COMPUTER/OFFICE EQUIPMENT	1,015	500	500	483	500
350.00 OTHER MAINTENANCE	4	0	0	0	0
402.80 SPECIAL SERVICES	2,190	7,000	7,000	5,720	7,000
403.00 TELEPHONE	53,120	54,711	54,711	46,205	48,000
403.10 TELEPHONE - WASH COUNTY	1,998	0	0	7,560	11,397
424.00 SERVICE CONTRACTS	146,005	138,421	124,321	130,959	128,700
424.10 SERVICE CONTRACTS-WA CTY	6,028	4,106	4,106	12,059	4,568
450.00 OTHER SERVICES	210	0	0	0	0
712.00 OFFICE FURNITURE/EQUIPMENT	0	0	8,600	7,853	0
901.00 LIAB/CASUALTY INSURANCE	236	270	270	233	265
908.00 SEMINARS/MEMBERSHIP/TRAVE	19,409	20,000	20,000	13,982	15,000
908.10 MILEAGE	1,554	700	700	865	700
950.00 OTHER SUNDRY	0	200	200	0	0
999.00 WASHINGTON COUNTY REIMB	(11,298)	(4,106)	(4,106)	(28,991)	(24,862)
TOTAL DEPARTMENT	593,364	596,474	596,473	576,083	623,059



STAFFING (FTES)

Administrator	1.00
City Marshall	1.00
Deputy Court Clerks	<u>2.80</u>
Total	4.80
Judges	2.00

The City of Brenham Municipal Court is the judicial branch of City government. The City of Brenham Municipal Court is dedicated to promoting and upholding the integrity of the Court and building public trust and confidence in the judicial system while maintaining the highest standards in customer service. The Court has jurisdiction over offenses occurring within the City limits and has extra-territorial jurisdiction. The Court adjudicates Class C misdemeanors punishable by a maximum fine of \$500 and City ordinance violations carrying a maximum fine of \$2,000. The Court processes over 8,500 cases per year. Municipal Court technology and security projects are funded out of the special revenue fund, Courts-Technology/Security Fund. The department also receives revenues from this fund to help offset costs for juvenile case management.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Purchase Warrant Interface between Incode and New World;
- > Purchase Incode Scheduling Module;
- > Implement Utilization of Incode Court Notification System;
- > Purchase License Plate Recognition for City Marshal's vehicle; and
- > Implement Court Document Imaging System.

DEPT 155 - MUNICIPAL COURT DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	276,229	288,403	288,403	294,042	303,415
Supplies	15,348	13,309	13,309	15,331	12,360
Maintenance	923	850	850	1,072	800
Services	32,133	37,824	37,824	36,723	38,324
Capital	0	0	0	0	0
Sundries	6,018	6,970	6,970	6,297	5,850
Total	330,651	347,356	347,356	353,465	360,749

DECISION PACKAGES FUNDED

Warrant Interface	**	20,500
Incode Scheduling	**	5,100
Plate Scan	**	25,000
Total		50,600

**FUND 233 APPROPRIATIONS

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
# New Cases	7,838	8,000	8,000	7,500	8,000
# Dispositions	7,230	7,000	7,000	7,000	7,500
# Warrants	1,849	1,500	1,500	2,500	3,000

DEPT 155 - MUNICIPAL COURT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	211,354	218,016	218,016	223,734	229,996
102.00	OVERTIME PAY	229	0	0	300	500
103.00	OASDI/MEDICARE	14,853	16,085	16,085	16,573	18,076
103.02	MATCHING RETIREMENT	16,252	17,230	17,230	18,084	14,965
105.00	LONGEVITY PAY	3,338	3,254	3,254	3,683	3,993
105.01	EDUCATION/MISCELLANEOUS	1,800	2,162	2,162	1,800	1,800
105.03	STANDBY	0	61	61	0	0
106.00	MEDICAL INSURANCE	27,123	29,322	29,322	27,694	31,916
106.01	LIFE INSURANCE	655	814	814	691	714
106.02	LONG TERM DISABILITY	267	311	311	253	273
107.00	WORKERS' COMPENSATION	1,005	1,150	1,150	1,230	1,182
118.00	ACCRUED COMP TIME	(647)	0	0	0	0
202.00	FUEL	2,341	2,389	2,389	2,432	2,900
203.00	TOOLS/SMALL EQUIPMENT	0	150	150	150	100
204.00	POSTAGE & FREIGHT	7,199	6,000	6,000	5,143	5,000
205.00	OFFICE SUPPLIES	880	1,500	1,500	1,502	1,200
206.00	EMPLOYEE RELATIONS	283	350	350	279	300
207.00	REPRODUCTION & PRINTING	2,046	2,000	2,000	3,157	2,000
208.00	CLOTHING	844	500	500	326	400
209.00	EDUCATIONAL	204	300	300	300	300
211.00	CLEANING AND JANITORIAL	88	45	45	84	85
212.00	COMPUTER SUPPLIES	1,410	0	0	1,933	0
221.00	SAFETY/FIRST AID SUPPLIES	16	25	25	25	25
250.00	OTHER SUPPLIES	37	50	50	0	50

DEPT 155 - MUNICIPAL COURT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
303.00 VEHICLES/LARGE EQUIPMENT	382	700	700	789	700
304.00 MACHINERY/EQUIPMENT	295	100	100	100	50
312.00 BUILDINGS/APPLIANCES	208	0	0	133	0
350.00 OTHER MAINTENANCE	38	50	50	50	50
403.00 TELEPHONE	317	324	324	321	324
419.00 LEGAL FEES	16,750	17,500	17,500	17,400	18,000
424.00 SERVICE CONTRACTS	13,588	18,500	18,500	17,381	18,500
450.00 OTHER SERVICES	1,478	1,500	1,500	1,621	1,500
901.00 LIAB/CASUALTY INSURANCE	499	570	570	433	500
908.00 SEMINARS/MEMBERSHIP/TRAVE	4,472	5,000	5,000	4,462	4,000
908.10 MILEAGE	1,185	1,200	1,200	1,384	1,200
950.00 OTHER SUNDRY	(138)	200	200	18	150
TOTAL DEPARTMENT	330,652	347,356	347,356	353,465	360,749

STAFFING (FTES)



Director	1.00
Building Official	1.00
Building Inspector	1.00
GIS Technician	0.50
Admin Assistant	1.00
Admin Secretary	1.00
	1.00
Total	5.50

The Public Works Department provides managerial oversight for the Streets and Airport Department which have their own separate budgets. The department deals with all issues related to planning and zoning within the City of Brenham, including requests for variances. Plat and subdivision plans are reviewed and approved by department personnel to ensure compliance with all ordinances. The department issues building permits and sign permits. The department also conducts building inspections and subdivision inspections. Finally, transportation planning is an integral part of department programs.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Review subdivision and zoning ordinances and make changes as required to improve clarity and continuity between the two documents;
- > Review permit fees charged for residential and commercial building construction and adjust the fees if adjustments are determined to be warranted;
- > Review fees charged for subdivision plats and adjust the fees if adjustments are determined to be warranted; and
- > Review transportation/drainage fees in other cities and make a recommendation to the City Council concerning findings.

DEPT 167 - PUBLIC WORKS DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	363,251	394,294	394,294	397,326	372,077
Supplies	10,089	21,850	21,850	23,172	20,255
Maintenance	1,162	500	500	1,261	500
Services	31,359	25,800	25,800	23,994	19,424
Capital	4,930	0	0	0	0
Sundries	(6,621)	9,210	9,210	9,180	6,860
Total	404,170	451,654	451,654	454,933	419,116

DECISION PACKAGES FUNDED

Street Overlay Project (1) 1,200,000

(1) Funded with 7-year tax anticipation notes and accounted for in the Streets & Drainage Fund.

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
# of building inspections	1,956	1,800	1,800	1,900	1,850
Building permits issued	362	350	350	375	350

DEPT 167 - PUBLIC WORKS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	265,734	288,530	288,530	290,403	270,480
102.00	OVERTIME PAY	211	100	100	0	100
103.00	OASDI/MEDICARE	19,992	21,786	21,786	22,278	21,554
103.02	MATCHING RETIREMENT	24,316	27,096	27,096	27,714	20,772
105.00	LONGEVITY PAY	5,165	5,578	5,578	6,060	6,373
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
106.00	MEDICAL INSURANCE	40,976	44,124	44,124	43,778	45,807
106.01	LIFE INSURANCE	967	1,059	1,059	1,018	993
106.02	LONG TERM DISABILITY	406	378	378	403	379
107.00	WORKERS' COMPENSATION	753	844	844	872	819
118.00	ACCRUED COMP TIME	(69)	0	0	0	0
201.00	CHEMICALS	247	0	0	0	0
202.00	FUEL	2,764	2,550	2,550	2,521	2,600
203.00	TOOLS/SMALL EQUIPMENT	72	50	50	54	50
204.00	POSTAGE & FREIGHT	936	1,100	1,100	703	825
205.00	OFFICE SUPPLIES	1,511	1,450	1,450	972	1,100
206.00	EMPLOYEE RELATIONS	379	450	450	262	350
207.00	REPRODUCTION & PRINTING	2,625	12,200	12,200	12,000	12,500
208.00	CLOTHING	88	250	250	10	0
209.00	EDUCATIONAL	0	0	0	150	0
210.00	BOTANICAL & AGRICULTURAL	9	0	0	0	0
211.00	CLEANING AND JANITORIAL	148	50	50	46	150
212.00	COMPUTER SUPPLIES	1,015	3,500	3,500	6,324	2,530
213.00	COMMUNICATIONS EQUIPMENT	268	150	150	75	100
250.00	OTHER SUPPLIES	27	100	100	55	50

DEPT 167 - PUBLIC WORKS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
303.00	VEHICLES/LARGE EQUIPMENT	1,162	500	500	237	500
313.00	COMPUTER/OFFICE EQUIPMENT	0	0	0	1,024	0
402.00	AUDITS/CONSULTANTS FEES	12,750	0	0	250	0
403.00	TELEPHONE	1,718	2,200	2,200	2,169	2,100
406.60	TRNSF STATION/LANDFILL FEE	466	0	0	0	0
407.00	LEGAL NOTICES	364	3,000	3,000	1,758	0
409.00	ADVERTISEMENTS	0	0	0	0	350
410.00	PHYSICALS	285	0	0	0	0
418.00	SUBSTANDARD BLDGS EXPENSE	0	5,000	5,000	0	0
424.00	SERVICE CONTRACTS	8,095	15,600	15,600	15,068	16,974
450.00	OTHER SERVICES	7,681	0	0	4,749	0
712.00	OFFICE FURNITURE/EQUIPMENT	4,930	0	0	0	0
901.00	LIAB/CASUALTY INSURANCE	722	810	810	662	760
902.00	LIEN REINBURSEMENTS	0		0	1,950	0
908.00	SEMINARS/MEMBERSHIP/TRAVEL	4,212	6,500	6,500	5,161	5,000
908.10	MILEAGE	959	1,900	1,900	1,311	1,100
950.00	OTHER SUNDRY	0	0	0	96	0
999.00	WASH COUNTY-HEALTH INSP.	(11,407)	0	0	0	0
999.01	CITY OF BURTON-HEALTH INSP.	(1,106)	0	0	0	0
TOTAL DEPARTMENT		404,172	451,654	451,654	454,933	419,116

STAFFING (FTES)



Supervisor	1.00
Officer	2.00
Animal Shelter Assistant	1.00
Total	4.00

The City of Brenham adopted an animal control ordinance to regulate the keeping of animals and fowls within the city to promote the health, safety, and welfare of the public as is provided by state law. The City responds to all animal control calls within City limits and county requests for assistance in animal bite cases, injured animal cases, and county arrests with an animal in the vehicle. Animal control officers are available to respond to calls for service Monday through Friday from 8 AM to 5 PM. For emergencies, they may respond to calls after 5 PM and on weekends and holidays.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > To protect the public's health and safety from vicious, sick and injured animals;
- > To educate the public about responsible animal care and ownership;
- > To reduce the number of unwanted animals in the community;
- > To enforce animal control ordinances; and
- > To investigate reports of cruelty and neglect of animals.

DEPT 154 - ANIMAL SHELTER/CONTROL DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	143,932	181,711	181,711	185,519	193,163
Supplies	31,547	32,758	32,758	32,389	38,150
Maintenance	11,589	4,500	4,500	6,381	5,550
Services	87,787	56,970	56,970	61,360	61,330
Capital	1,596	0	0	0	0
Sundries	(43,438)	(41,725)	(41,725)	(43,536)	(43,195)
Total	233,013	234,214	234,214	242,113	254,998

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Animals Surrendered					
- City	441	600	600	440	350
- County	717	900	900	700	600
Animals Adopted	343	375	375	350	375
Animals reclaimed	172	175	175	170	175
Animals euthanized	982	1,000	1,000	950	1,000
Number of City calls:					
- Bite cases	28	35	35	30	15
- Impounded	498	625	625	500	350
Number of County calls:					
- Bite cases	34	45	45	30	15
- Impounded	87	125	125	90	75

** Numbers based on calendar year**

DEPT 154 - ANIMAL SHELTER/CONTROL DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	86,202	109,248	109,248	112,939	117,620
102.00	OVERTIME PAY	11,485	13,000	13,000	12,891	12,100
103.00	OASDI/MEDICARE	7,336	8,426	8,426	9,694	10,472
103.02	MATCHING RETIREMENT	9,203	11,712	11,712	12,274	10,092
105.00	LONGEVITY PAY	591	680	680	763	1,011
105.02	OTHER PAY	0	0	0	22	0
105.03	STANDBY	5,390	6,300	6,300	5,728	6,150
106.00	MEDICAL INSURANCE	22,217	29,943	29,943	28,698	33,148
106.01	LIFE INSURANCE	308	412	412	379	418
106.02	LONG TERM DISABILITY	125	269	269	144	160
107.00	WORKERS' COMPENSATION	1,075	1,721	1,721	1,987	1,992
201.00	CHEMICALS	736	900	900	880	1,000
202.00	FUEL	7,852	7,983	7,983	8,515	13,000
203.00	TOOLS/SMALL EQUIPMENT	405	550	550	204	550
204.00	POSTAGE & FREIGHT	215	250	250	154	250
205.00	OFFICE SUPPLIES	1,193	1,875	1,875	1,602	1,750
206.00	EMPLOYEE RELATIONS	453	400	400	433	450
207.00	REPRODUCTION & PRINTING	1,722	2,100	2,100	2,000	2,000
208.00	CLOTHING	786	700	700	963	900
210.00	BOTANICAL & AGRICULTURAL	99	150	150	156	200
211.00	CLEANING AND JANITORIAL	5,285	4,400	4,400	4,490	4,400
212.00	COMPUTER SUPPLIES	30	400	400	405	2,250
213.00	COMMUNICATIONS EQUIPMENT	179	100	100	125	100
215.00	ANIMAL SHELTER SUPPLIES	10,514	9,000	9,000	9,000	9,000
218.00	PHOTOGRAPHY	0	100	100	100	300
221.00	SAFETY/FIRST AID SUPPLIES	711	650	650	814	750
223.00	SMALL APPLIANCES	261	100	100	845	300
230.00	AMMO/GUN SUPPLIES	0	2,300	2,300	943	150
250.00	OTHER SUPPLIES	1,106	800	800	760	800
303.00	VEHICLES/LARGE EQUIPMENT	2,079	1,750	1,750	3,866	3,000
309.00	COMMUNICATIONS/PHOTO EQUIP	0	25	25	31	25
310.00	LAND/GROUNDS	138	75	75	75	75
312.00	BUILDINGS/APPLIANCES	7,578	2,500	2,500	2,314	2,400
316.00	JANITORIAL	866	0	0	0	0
350.00	OTHER MAINTENANCE	928	150	150	95	50

DEPT 154 - ANIMAL SHELTER/CONTROL DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	13,272	11,740	11,740	11,282	11,600
403.00	TELEPHONE	1,359	1,110	1,110	1,385	1,405
405.00	WATER	1,036	831	831	731	825
406.00	SEWER	1,405	1,289	1,289	1,033	1,200
409.00	ADVERTISEMENT/LEGAL NOTICES	2,112	1,100	1,100	1,146	1,100
416.00	VETERINARIAN SERVICES	2,705	3,500	3,500	3,186	3,200
417.00	CITY LICENSE-VET EXP	2,934	3,000	3,000	2,360	3,000
417.50	ANIMAL ADOPTION COUPON EXP	33,864	30,000	30,000	34,000	34,000
422.00	CONTRACT LABOR	25,431	0	0	633	0
424.00	SERVICE CONTRACTS	2,067	2,900	2,900	4,104	3,500
450.00	OTHER SERVICES	1,602	1,500	1,500	1,500	1,500
715.00	OTHER CAPITAL	1,596	0	0	0	0
901.00	LIAB/CASUALTY INSURANCE	953	2,225	2,225	709	855
908.00	SEMINARS/MEMBERSHIP/TRAVE	271	1,000	1,000	775	800
908.10	MILEAGE	40	100	100	40	100
950.00	OTHER SUNDRY	898	550	550	540	650
999.00	WASHINGTON COUNTY REIMB	(45,600)	(45,600)	(45,600)	(45,600)	(45,600)
TOTAL DEPARTMENT		233,013	234,214	234,214	242,113	254,998

STAFFING (FTES)



Superintendent	1.00
Crew Leader	3.00
Equipment Operator II	3.00
Equipment Operator I	2.00
Maintenance Worker II	2.00
Maintenance Worker I	5.00
PT Maintenance Worker	0.46
Total	16.46

The Street Department maintains over 81 miles of streets and drainage within the City of Brenham. A significant portion of street projects are associated with road, curb, and gutter reconstruction following gas, water, and sewer line repairs or replacements. Most of these utility lines lie beneath city streets. The Street Department has to work closely with the utility departments in coordinating reconstruction projects in order to minimize any road associated inconveniences to citizens. The Street Department performs maintenance work on existing roads by patching holes or applying seal coats to extend street life. There are over 130 streets and portions of streets, comprising 13 miles of surface that are scheduled for seal coating. The Street Department is also responsible for tree trimming, keeping trees out of the path of roadways and installing or replacing street signs. Part of department daily operations is mowing. The Street Department mows along all the major creek systems within the city and keeps these areas free of debris. The department also mows along major thoroughfares, particularly those located south and east of the city and also maintains the airport.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for Transportation.

- > Continue ongoing patch maintenance, tree trimming, and mowing services;
- > Extend street life by overlaying asphalt with chip-rock and seal coat and repairing potholes;
- > Make sure all streets are swept in a timely manner;
- > Make repairs to streets due to utility work;
- > Make repairs to broken sidewalks, curbs and gutters; and
- > Respond to citizen complaints in a timely manner.

DEPT 141 - STREETS DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
Personnel	683,496	740,798	740,798	737,630	767,435
Supplies	69,820	79,127	79,127	89,524	91,050
Maintenance	444,741	448,800	445,164	449,193	438,900
Services	38,696	29,488	29,488	48,928	28,637
Capital	18,871	0	5,436	5,436	0
Sundries	14,799	18,500	16,700	15,227	17,235
Total	1,270,423	1,316,713	1,316,713	1,345,938	1,343,257

DECISION PACKAGES FUNDED

Street sweeper*	195,245
New roof on street barn*	24,800
Total	220,045

* Budgeted in Equipment Fund.

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
Chip seal (linear feet)	4,000	8,072	8,072	6,630	6,500
Curb & gutter (linear feet)	2,600	2,609	2,609	3,000	3,000
Sidewalks (linear feet)	1,600	1,750	1,750	2,500	2,500
Utility cut reconstruction (lf)	3,000	3,000	3,000	4,000	4,000
Street signs installed	385	355	355	365	350

DEPT 141 - STREETS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	464,408	491,482	491,482	492,679	507,812
102.00	OVERTIME PAY	5,043	7,350	7,350	5,215	5,300
103.00	OASDI/MEDICARE	35,810	37,962	37,962	38,490	40,891
103.02	MATCHING RETIREMENT	42,133	46,178	46,178	46,961	38,766
105.00	LONGEVITY PAY	8,490	8,608	8,608	9,235	10,115
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
105.03	STANDBY	6,250	6,500	6,500	6,524	6,500
106.00	MEDICAL INSURANCE	94,497	108,054	108,054	109,301	129,258
106.01	LIFE INSURANCE	1,673	1,788	1,788	1,671	1,813
106.02	LONG TERM DISABILITY	693	654	654	645	693
107.00	WORKERS' COMPENSATION	18,034	20,661	20,661	22,109	21,487
116.00	SALARIES/WAGES CONTINGENCY	0	6,761	6,761	0	0
118.00	ACCRUED COMP TIME	1,665	0	0	0	0
202.00	FUEL	52,487	58,902	58,902	68,000	70,000
203.00	TOOLS/SMALL EQUIPMENT	1,611	2,000	2,000	2,932	2,000
204.00	POSTAGE & FREIGHT	1	25	25	25	0
205.00	OFFICE SUPPLIES	160	200	200	61	100
206.00	EMPLOYEE RELATIONS	1,089	1,000	1,000	1,036	1,000
207.00	REPRODUCTION & PRINTING	322	350	350	170	200
208.00	CLOTHING	4,099	5,000	5,000	8,144	7,500
209.00	EDUCATIONAL	0	100	100	50	0
210.00	BOTANICAL & AGRICULTURAL	2,681	2,000	2,000	1,622	2,000
211.00	CLEANING AND JANITORIAL	1,678	2,000	2,000	2,192	2,000
212.00	COMPUTER SUPPLIES	0	2,000	2,000	1,429	3,500
213.00	COMMUNICATIONS EQUIPMENT	178	300	300	100	150
218.00	PHOTOGRAPHY	0	250	250	0	0
221.00	SAFETY/FIRST AID SUPPLIES	2,834	3,000	3,000	1,761	1,000
223.00	SMALL APPLIANCES	634	500	500	518	100
250.00	OTHER SUPPLIES	2,046	1,500	1,500	1,484	1,500

DEPT 141 - STREETS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
303.00 VEHICLES/LARGE EQUIPMENT	40,469	50,000	44,564	47,440	50,000
304.00 MACHINERY/EQUIPMENT	5,621	3,500	4,450	5,502	3,500
309.00 BUILDINGS/APPLIANCES	39	0	0	(39)	0
310.00 LAND/GROUNDS	16	0	0	0	0
312.00 BUILDINGS/APPLIANCES	132	500	1,350	1,677	500
315.00 STREETS/INLETS/CURBS	371,887	364,800	364,800	364,800	364,800
317.00 TRAFFIC SIGNS & ST MARKERS	26,466	29,500	29,500	29,500	20,000
350.00 OTHER MAINTENANCE	111	500	500	313	100
401.00 ELECTRICAL	4,741	4,692	4,692	4,378	4,000
403.00 TELEPHONE	1,957	1,860	1,860	2,015	2,160
405.00 WATER	592	636	636	680	650
406.00 SEWER	725	900	900	892	800
406.50 GARBAGE	876	900	900	911	900
406.60 TRNSF STATION/LANDFILL FEE	0	0	0	27	27
408.00 RENTAL & LEASES	15,326	5,000	5,000	25,208	5,000
409.00 ADVERTISEMENTS	784	0	0	0	0
410.00 PHYSICALS	851	0	0	0	0
422.00 CONTRACT LABOR	11,948	14,500	14,500	14,101	14,500
450.00 OTHER SERVICES	896	1,000	1,000	716	600
710.00 MACHINERY/EQUIPMENT	2,898	0	5,436	5,436	0
810.00 MACHINERY/EQUIPMENT	15,973	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	12,836	14,500	12,700	12,322	14,235
908.00 SEM./MEMBERSHIP/TRAVEL	1,792	3,500	3,500	2,404	2,500
908.10 MILEAGE	89	500	500	501	500
949.00 UNEMPLOYMENT BENEFITS	82	0	0	0	0
TOTAL DEPARTMENT	1,270,420	1,316,713	1,316,713	1,345,938	1,343,257

STAFFING (FTES)



None

The Brenham Municipal Airport was constructed in 1964 and 1965. Funds for the airport construction were provided equally by the Federal Aviation Administration (FAA) and the City of Brenham. The airport has experienced steady growth since its inception. In 1999, the City of Brenham applied for and received a Terminal Building Grant from TxDOT for construction of a new airport terminal. Terminal plans were modified by adding footage for a diner named the Southern Flyer Diner. The fixed based operator who handles day-to-day airport operations, also owns and operates the diner. More recently, in 2007, a new airport-hanger was developed. A 500 foot runway extension project was completed in June 2010.

Approximately \$60,000 of airport operating expenditures are eligible for TxDOT’s Routine Airport Maintenance Program (RAMP). The RAMP program includes lower cost airside and landside airport improvements. These items can be more than just maintenance and may be new or additional items of work. The City’s match is 50% of actual costs. The City fronts 100% of the costs and is then reimbursed by RAMP for 50% of the eligible expenditures.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > To provide courteous, professional and friendly service to airport patrons;
- > To continue to utilize TXDOT's Routine Airport Maintenance Program to improve all aspects of the City's airport;
- > To continue striving to lease all available hanger space; and
- > Explore options for expansion of vehicle parking

DEPT 148 -AIRPORT DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	0	0	0	0	0
Supplies	2,744	4,538	4,538	2,457	2,838
Maintenance	11,240	6,600	16,100	12,659	15,500
Services	28,517	25,016	25,016	25,994	30,220
Capital	18,091	46,000	36,500	36,500	32,225
Sundries	5,010	5,370	5,370	5,319	5,215
Total	65,602	87,524	87,524	82,929	85,998

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
% TxDOT RAMP	75%	100%	100%	100%	100%
T-Hanger Occupancy Rate	100%	100%	100%	100%	100%

DEPT 148 -AIRPORT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
204.00	POSTAGE	0	0	0	2	0
210.00	BOTANICAL & AGRICULTURAL	2,138	2,500	2,500	1,280	2,000
211.00	CLEANING AND JANITORIAL	365	338	338	321	338
212.00	COMPUTER SUPPLIES	0	0	0	200	0
221.00	SAFETY/FIRST AID SUPPLIES	0	200	200	0	0
250.00	OTHER SUPPLIES	241	1,500	1,500	654	500
304.00	MACHINERY/EQUIPMENT	0	250	250	0	0
306.00	OUTDOOR LIGHTING/SIGNALS	0	0	0	0	1,500
309.00	COMMUNICATION/PHOTO EQUIP	0	100	100	0	0
310.00	LAND/GROUNDS	1,241	1,000	1,000	200	1,000
312.00	BUILDINGS/APPLIANCES	673	250	250	467	500
350.00	OTHER MAINTENANCE	9,326	5,000	14,500	11,992	12,500
401.00	ELECTRICAL	13,186	12,000	12,000	11,056	12,000
402.00	AUDITS/CONSULTANTS FEES	6,578	4,880	4,880	5,064	8,430
403.00	TELEPHONE	2,421	2,000	2,000	2,660	3,200
405.00	WATER	2,072	1,800	1,800	2,308	2,100
424.00	SERVICE CONTRACTS	3,924	4,000	4,000	4,570	4,154
450.00	OTHER SERVICES	336	336	336	336	336
715.00	OTHER CAPITAL	18,091	0	0	4,500	0
815.00	OTHER CAPITAL OUTLAY	0	46,000	36,500	32,000	32,225
901.00	LIAB/CASUALTY INSURANCE	4,906	5,170	5,170	4,126	4,765
908.00	SEM./MEMBERSHIP/TRAVEL	100	200	200	100	200
950.00	OTHER SUNDRY	4	0	0	1,093	250
TOTAL DEPARTMENT		65,602	87,524	87,524	82,929	85,998

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STAFFING (FTES)



Manager	1.00
Shift Supervisors	2.00
Telecomm Operator III	4.00
Telecomm Operator II	0.00
Telecomm Operator I	7.00
Telecomm Operator Trainee	1.00
PT Operators	1.92
Total	16.92

The Brenham Emergency Communications Department dispatches for all public safety agencies located within Washington County. The department answers all incoming 9-1-1 calls. The Communications Center is staffed 24 hours a day, 7 days a week. With the use of computer aided dispatch software, Communications' personnel document all calls for service, the responder's locations and any comments that are made in reference to the calls for service. Communications also maintains recordings and documents of all non-emergency phone calls, 9-1-1 calls, and all radio traffic. The department is responsible for five local radio channels and monitors radio traffic on several others. Through the use of advanced communications technology, the department can communicate with other local and/or state agencies and is equipped to handle any incident which may involve multi-jurisdictional response.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Promote/Fill one Shift Supervisor Position;
- > Upgrade/replace the following hardware/software: New World Systems Cluster Servers,
- > Upgrade NWS Mobile Software and Records Management Software to Version 9 SP6
- > Increase Emergency Medical Dispatch call accuracy to 98% utilizing ProQA software; and
- > Implement Quality Assurance Program for calls handled by operators.

DEPT 150 - COMMUNICATIONS DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	705,622	795,308	795,308	777,143	837,273
Supplies	25,791	38,099	38,099	32,865	29,600
Maintenance	7,764	3,400	3,400	2,295	1,700
Services	178,408	211,312	211,312	201,152	253,588
Capital	51,650	0	0	0	0
Sundries	(56,182)	(67,745)	(67,745)	(39,398)	(38,695)
Total	913,052	980,374	980,374	974,057	1,083,466

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
# of incoming calls	712,766	725,000	725,000	782,124	785,000
# of 9-1-1 calls	30,388	31,000	31,000	32,412	32,500

DEPT 150 - COMMUNICATIONS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	484,643	557,228	557,228	529,480	570,280
102.00	OVERTIME PAY	49,534	36,000	36,000	42,000	44,000
103.00	OASDI/MEDICARE	38,385	42,999	42,999	42,389	47,594
103.02	MATCHING RETIREMENT	43,300	47,688	47,688	49,884	43,667
105.00	LONGEVITY PAY	4,845	4,365	4,365	5,903	7,870
106.00	MEDICAL INSURANCE	81,981	103,473	103,473	104,000	120,336
106.01	LIFE INSURANCE	1,487	1,803	1,803	1,776	1,833
106.02	LONG TERM DISABILITY	601	797	797	679	701
107.00	WORKERS' COMPENSATION	782	955	955	1,032	992
118.00	ACCRUED COMP TIME	64	0	0	0	0
202.00	FUEL	246	200	200	93	200
204.00	POSTAGE & FREIGHT	100	100	100	11	100
205.00	OFFICE SUPPLIES	378	1,000	1,000	473	500
206.00	EMPLOYEE RELATIONS	893	750	750	729	800
207.00	REPRODUCTION & PRINTING	675	800	800	1,300	1,300
208.00	CLOTHING	1,977	2,000	2,000	0	1,000
209.00	EDUCATIONAL	500	500	500	0	500
210.00	BOTANICAL & AGRICULTURAL	0	50	50	0	0
211.00	CLEANING AND JANITORIAL	865	1,000	1,000	1,037	1,000
212.00	COMPUTER SUPPLIES	17,909	28,860	28,860	26,996	20,000
213.00	COMMUNICATIONS EQUIPMENT	1,819	1,200	1,200	597	2,200
221.00	SAFETY/FIRST AID SUPPLIES	19	0	0	0	0
223.00	SMALL APPLIANCES	154	500	500	558	1,000
250.00	OTHER SUPPLIES	256	1,139	1,139	1,071	1,000
312.00	BUILDINGS/APPLIANCES	6,340	1,000	1,000	1,495	1,500
316.00	JANITORIAL	1,225	2,200	2,200	700	0
350.00	OTHER MAINTENANCE	199	200	200	100	200

DEPT 150 - COMMUNICATIONS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
401.00 ELECTRICAL	13,601	12,112	12,112	12,892	13,000
403.00 TELEPHONE	3,768	4,400	4,400	5,386	4,300
404.00 GAS	572	570	570	565	600
405.00 WATER	222	207	207	208	250
406.00 SEWER	234	264	264	257	270
408.00 RENTALS & LEASES	56	100	100	56	100
409.00 ADVERTISEMENTS	101	0	0	0	0
410.00 PHYSICALS	948	0	0	0	0
415.00 JANITORIAL SERVICES	0	0	0	1,400	3,900
424.00 SERVICE CONTRACTS	124,287	141,570	141,570	128,299	144,967
424.05 BVWACS	34,206	51,677	51,677	51,677	85,801
450.00 OTHER SERVICES	412	412	412	412	400
712.00 RADIOS/RADAR/CAMERAS	20,650	0	0	0	0
812.00 OFFICE FURN/EQUIPMENT	31,000	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	644	670	670	676	780
908.00 SEMINARS/MEMBERSHIP/TRAVE	5,325	5,000	5,000	3,190	3,000
908.10 MILEAGE	831	1,500	1,500	737	1,000
950.00 OTHER SUNDRY	106	0	0	94	0
999.00 WASH CO-NEW WORLD SOFT	(60,618)	(74,915)	(74,915)	(44,095)	(43,475)
999.05 BLINN COLL-BVWACS RADIO MAINT	(2,471)	0	0	0	0
TOTAL DEPARTMENT	913,053	980,374	980,374	974,057	1,083,466



STAFFING (FTES)

Police Chief	1.00
Assistant Police Chief	1.00
Lieutenant	2.00
Sergeant	6.00
Corporal	17.00
Patrol Officer	6.00
Evidence/Property Clerk	1.00
Administrative Assistant	1.00
Secretary	2.00
Code Enforcement Officer	1.00
Total	38.00

The Brenham Police work in partnership with the community addressing problems that threaten community safety, order and quality of life. Patrol officers patrol the city limits to enforce laws and prevent crime. They respond to dispatched calls, make arrests of violators and suspects, serve arrest warrants, make traffic stops, issue citations and warnings, and write incident reports. Patrol officers may serve in specialized units, such as, Bike Patrol, SWAT Team, and the Hostage Negotiation Team. Criminal Investigations is responsible for follow up on offenses reported to the Police Department and to prepare cases for criminal prosecution. The Fusion and narcotics elements conduct proactive, covert operations aimed at the investigation and apprehension of habitual offenders. The K-9 unit assist all sections of the department whether in community relations or enforcement. One detective is assigned to the local housing authority to help reduce crime. The Community Relations Division includes Crime Stoppers, Honor Guard, Citizen’s Police Academy, Citizen’s On Patrol, Police Explorers, and School Resource Officers.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Continue the reduction of crime rate through specialized training, utilization of a canine (K-9) program, fugitive apprehension element, increased traffic stops and self-initiated activities;
- > Deploy traffic details to enhance traffic safety during the Hwy 290 project;
- > Implement new code compliance program to reduce juvenile crime and enhance economic development, property valuations, and overall quality of life; and
- > Continue routine meetings with prosecutors, judges, and other elements of the criminal justice system. It is imperative that we coordinate efforts and communicate to ensure successful prosecution of habitual offenders.

DEPT 151 - POLICE DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	2,591,554	2,740,827	2,740,827	2,742,614	2,850,077
Supplies	195,317	242,615	242,615	274,081	297,284
Maintenance	89,854	96,150	96,150	74,903	54,600
Services	156,711	164,240	164,240	160,034	192,470
Capital	105,723	1,200	1,200	4,270	1,500
Sundries	(85,263)	(89,690)	(89,690)	(105,741)	(99,834)
Total	3,053,895	3,155,342	3,155,342	3,150,161	3,296,097

DECISION PACKAGES FUNDED

Replace 4 patrol vehicles*	164,056
Replace 2 CID vehicles*	54,225
Total	218,281

* Budgeted in Equipment Fund.

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Officers per 1,000 residents	2.3	2.3	2.3	2.3	2.3
Calls for service	25,646	27,000	27,000	26,000	26,700
Mileage on police units	422,313	395,000	395,000	420,000	420,000
Total # of traffic stops	13,723	12,800	12,800	13,000	13,500
Total # of arrests	1,143	1,320	1,320	1,300	1,250

DEPT 151 - POLICE DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	2011		
\$						
101.00	SALARIES & WAGES	1,799,786	1,889,762	1,889,762	1,890,477	1,927,519
102.00	OVERTIME PAY	114,131	115,000	115,000	105,445	115,000
103.00	OASDI/MEDICARE	144,660	151,297	151,297	153,214	162,661
103.02	MATCHING RETIREMENT	174,550	187,356	187,356	190,237	156,677
105.00	LONGEVITY PAY	27,823	26,139	26,139	28,348	29,735
105.01	EDUCATION/MISCELLANEOUS	44,769	40,383	40,383	44,353	44,399
105.02	OTHER PAY	0	0	0	0	9,636
106.00	MEDICAL INSURANCE	247,509	290,940	290,940	287,942	329,240
106.01	LIFE INSURANCE	6,469	6,871	6,871	6,868	7,060
106.02	LONG TERM DISABILITY	2,658	2,479	2,479	2,600	2,701
107.00	WORKERS' COMPENSATION	28,271	30,599	30,599	33,130	30,943
116.00	SALARIES/WAGES CONTINGENCY	0	0	0	0	34,506
118.00	ACCRUED COMP TIME	928	0	0	0	0
202.00	FUEL	97,838	103,415	103,415	142,066	153,000
203.00	TOOLS/SMALL EQUIPMENT	2,113	2,700	2,700	2,901	2,700
204.00	POSTAGE & FREIGHT	1,829	3,000	3,000	2,649	3,000
205.00	OFFICE SUPPLIES	8,909	10,000	10,000	6,065	9,000
206.00	EMPLOYEE RELATIONS	5,078	3,500	3,500	3,636	4,000
207.00	REPRODUCTION & PRINTING	6,611	8,500	8,500	8,063	8,500
208.00	CLOTHING	19,426	21,000	21,000	17,605	25,000
209.00	EDUCATIONAL	599	2,000	2,000	895	2,500
211.00	CLEANING AND JANITORIAL	2,057	2,500	2,500	1,901	2,500
212.00	COMPUTER SUPPLIES	35,846	58,500	58,500	63,560	63,584
213.00	COMMUNICATIONS EQUIPMENT	2,067	1,000	1,000	19	0
218.00	PHOTOGRAPHY	783	4,000	4,000	3,600	1,700
221.00	SAFETY/FIRST AID SUPPLIES	411	3,000	3,000	2,484	1,000
223.00	SMALL APPLIANCES	43	100	100	140	300
229.00	POLICE EVIDENCE SUPPLIES	0	0	0	0	2,000
230.00	AMMO/GUN/TASER/MISC	9,212	16,000	16,000	15,977	16,000
250.00	OTHER SUPPLIES	2,495	3,400	3,400	2,520	2,500
303.00	VEHICLES/LARGE EQUIPMENT	46,645	50,000	50,000	46,955	50,000
304.00	MACHINERY/EQUIPMENT	0	150	150	100	100
309.00	COMMUNICATION/PHOTO EQUIP	1,034	2,500	2,500	1,500	1,500
312.00	BUILDINGS/APPLIANCES	1,821	1,500	1,500	2,213	2,000
316.00	JANITORIAL	40,295	41,000	41,000	23,667	0
350.00	OTHER MAINTENANCE	59	1,000	1,000	468	1,000

DEPT 151 - POLICE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
401.00 ELECTRICAL	73,458	80,000	80,000	76,951	80,000
402.00 AUDITS/CONSULTANTS FEES	0	2,000	2,000	1,000	1,000
403.00 TELEPHONE	27,087	30,000	30,000	29,468	34,500
404.00 GAS	149	300	300	0	0
405.00 WATER	2,068	1,500	1,500	2,287	2,300
406.00 SEWER	234	750	750	342	350
406.50 GARBAGE	1,590	1,800	1,800	1,686	1,704
406.60 TRNSF STATION/LANDFILL FEE	330	500	500	1,255	300
409.00 ADVERTISEMENTS	1,328	500	500	1,000	1,000
410.00 PHYSICALS	862	0	0	0	0
411.00 CITY ATTORNEY'S FEES	9,147	13,000	13,000	1,000	3,000
415.00 JANITORIAL SERVICES	0	0	0	8,806	25,000
422.00 CONTRACT LABOR	0	0	0	0	0
424.00 SERVICE CONTRACTS	34,862	28,690	28,690	28,108	37,316
450.00 OTHER SERVICES	5,596	5,200	5,200	8,131	6,000
702.00 BUILDING/BUILDING IMPROVEMENT	2,190	0	0	4,270	0
714.00 RADIOS/RADAR/CAMERAS	0	0	0	0	1,500
715.00 OTHER	0	1,200	1,200	0	0
813.00 VEHICLES	103,533	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	45,689	49,810	49,810	47,366	51,036
908.00 SEMINARS/MEMBERSHIP/TRAVE	22,318	25,000	25,000	23,037	25,000
908.10 MILEAGE	1,204	1,200	1,200	1,126	1,000
908.20 CONTINUING EDUCATION	2,598	3,500	3,500	1,000	3,000
939.00 EMPLOYEE MOVING EXPENSE	1,538	0	0	0	0
950.00 OTHER SUNDRY	1,258	1,200	1,200	931	1,300
950.11 CITIZEN POLICE ACADEMY-EXP	3,887	5,000	5,000	5,232	5,000
950.21 CRIMINAL ENFORCEMENT	1,000	3,000	3,000	1,250	3,000
950.40 NARCOTICS ENFORCEMENT	10,000	18,000	18,000	10,000	10,000
999.00 BISD-RESOURCE OFFICER REIMB	(134,755)	(145,400)	(145,400)	(144,683)	(148,170)
999.01 BHA-SEC. AGREEMENT REIMB	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
999.02 WASH CO.-HEALTH INSPECT^	0	(10,000)	(10,000)	(10,000)	(10,000)
999.03 BURTON-HEALTH INSPECT^	0	(1,000)	(1,000)	(1,000)	(1,000)
TOTAL DEPARTMENT	3,053,896	3,155,342	3,155,342	3,150,161	3,296,097

^ INTERLOCAL AGREEMENT REIMBURSEMENT WAS IN DEPT 167 PUBLIC WORKS PRIOR TO FY11.



STAFFING (FTES)

Fire Chief	1.00
Deputy Fire Chief	1.00
Captain	3.00
Apparatus Operator	9.00
Administrative Assistant	1.00
Total	15.00

The Brenham Fire Department (BFD) evolved from the Brenham Hook and Ladder Company No. 1 that was organized in 1867. BFD provides fire suppression and rescue protection to 35 square miles of the Brenham metro area and rescue services to all of Washington County. BFD has mutual aid agreements with 10 county departments and counties bordering Washington County. BFD is dispatched by the Brenham Emergency Communications department. As a result of 9/11 and hurricanes Katrina, Rita, and Ike, the City of Brenham is one of many cities that have increased resources and funding for disaster preparedness. The department maintains and annually updates the Emergency Management Plan. The department also maintains all emergency management training records as required for FEMA funding and is responsible for the Emergency Operations Center.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Update Emergency Management Plan;
- > Conduct table top training exercises for Emergency Operations Center (EOC);
- > Continue to work on objectives to maintain or lower ISO rating for the City;
- > Seek public approval for sub-station funding; and
- > Evaluate and define duties of Fire Lieutenant and create a job description.

DEPT 152 - FIRE DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$					
		2011	2011	2011	2012
Personnel	995,627	1,020,195	1,020,195	1,024,760	1,041,182
Supplies	85,590	106,036	106,036	102,530	103,750
Maintenance	61,657	65,694	63,894	52,755	59,894
Services	97,287	86,029	86,029	96,573	110,894
Capital	0	8,595	10,395	10,359	0
Sundries	90,716	97,900	97,900	82,225	83,375
Total	1,330,877	1,384,449	1,384,449	1,369,202	1,399,095

DECISION PACKAGES FUNDED

None

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
# Fire responses	449	550	550	620	650
# Fire prevention inspections	234	275	275	300	300
# Construction plan reviews	39	50	50	60	50
# Pre-fire plans performed	562	540	540	550	600

DEPT 152 - FIRE DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	654,335	678,212	678,212	678,757	692,640
102.00	OVERTIME PAY	84,365	63,476	63,476	71,685	70,000
103.00	OASDI/MEDICARE	56,703	56,891	56,891	58,241	60,472
103.02	MATCHING RETIREMENT	67,832	69,492	69,492	71,899	58,279
105.00	LONGEVITY PAY	10,300	10,398	10,398	10,960	11,650
105.01	EDUCATION/MISCELLANEOUS	16,915	14,769	14,769	16,200	16,200
106.00	MEDICAL INSURANCE	90,292	108,894	108,894	103,688	116,020
106.01	LIFE INSURANCE	2,298	2,471	2,471	2,490	2,545
106.02	LONG TERM DISABILITY	936	894	894	948	973
107.00	WORKERS' COMPENSATION	11,651	14,698	14,698	9,892	12,403
201.00	CHEMICALS	582	500	500	495	500
202.00	FUEL	16,023	17,366	17,366	20,606	19,500
203.00	TOOLS/SMALL EQUIPMENT	2,059	3,000	3,000	2,535	3,000
204.00	POSTAGE & FREIGHT	691	1,000	1,000	822	750
205.00	OFFICE SUPPLIES	2,176	9,150	9,150	2,929	4,200
206.00	EMPLOYEE RELATIONS	1,827	1,700	1,700	1,787	1,700
207.00	REPRODUCTION & PRINTING	2,533	3,000	3,000	2,762	3,000
208.00	CLOTHING	31,349	32,670	32,670	30,066	32,000
209.00	EDUCATIONAL	2,550	3,500	3,500	3,192	3,500
210.00	BOTANICAL & AGRICULTURAL	137	1,000	1,000	12	1,000
211.00	CLEANING AND JANITORIAL	1,694	1,600	1,600	2,406	1,000
212.00	COMPUTER SUPPLIES	5,708	13,750	13,750	17,410	14,550
213.00	COMMUNICATIONS EQUIPMENT	8,149	6,600	6,600	7,545	9,000
217.00	FIRE DEPT-GROCERIES/MISC	1,375	1,600	1,600	1,488	1,600
218.00	PHOTOGRAPHY	724	750	750	0	400
221.00	SAFETY/FIRST AID SUPPLIES	1,184	1,600	1,600	1,205	800
223.00	SMALL APPLIANCES	1,358	1,500	1,500	2,545	1,500
230.00	AMMO/GUN/TASER/MISC	415	750	750	1,010	750
250.00	OTHER SUPPLIES	5,056	5,000	5,000	3,715	5,000
303.00	VEHICLES/LARGE EQUIPMENT	28,934	24,000	24,000	27,379	24,000
304.00	MACHINERY/EQUIPMENT	10,184	18,794	16,994	13,953	18,794
309.00	COMMUNICATION/PHOTO EQUIP	9,448	1,500	1,500	675	2,700
310.00	LAND/GROUNDS	500	0	0	0	0
312.00	BUILDINGS/APPLIANCES	6,574	13,000	13,000	6,377	13,000
313.00	COMPUTER/OFFICE EQUIPMENT	474	800	800	497	800
316.00	JANITORIAL	5,179	7,000	7,000	3,501	0
350.00	OTHER MAINTENANCE	364	600	600	373	600

DEPT 152 - FIRE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	43,597	38,755	38,755	40,428	45,300
402.00	AUDITS/CONSULTANTS FEES	4,461	0	0	0	0
403.00	TELEPHONE	14,773	13,200	13,200	14,692	16,250
404.00	GAS	3,043	2,207	2,207	2,228	2,550
405.00	WATER	1,517	1,981	1,981	2,158	1,950
406.00	SEWER	2,137	2,382	2,382	2,641	2,700
406.50	GARBAGE	4,070	4,620	4,620	4,588	3,006
409.00	ADVERTISEMENTS	126	0	0	0	0
410.00	PHYSICALS	210	0	0	0	0
415.00	JANITORIAL SERVICES	0	0	0	1,885	7,000
424.00	SERVICE CONTRACTS	22,010	21,684	21,684	27,135	30,938
450.00	OTHER SERVICES	1,343	1,200	1,200	818	1,200
702.00	BUILDINGS/BUILDING IMPRVMNTS	0	4,995	4,995	4,995	0
710.00	MACHINERY/EQUIPMENT	0	0	1,800	1,764	0
712.00	OFFICE FURNITURE	0	0	0	0	0
714.00	RADIOS/RADAR/CAMERAS	0	3,600	3,600	3,600	0
901.00	LIAB/CASUALTY INSURANCE	8,824	10,150	10,150	8,765	10,125
908.00	SEMINARS/MEMBERSHIP/TRAVE	19,294	22,500	22,500	22,778	23,000
908.10	MILEAGE	1,160	2,250	2,250	3,781	2,250
908.20	CONTINUING EDUCATION	0	0	0	238	0
929.00	FIRE FIGHTERS' PENSION	65,840	67,200	67,200	66,360	67,200
950.00	OTHER SUNDRY	1,098	1,300	1,300	803	1,300
999.00	WASHINGTON COUNTY REIMB	(5,500)	(5,500)	(5,500)	(20,500)	(20,500)
TOTAL DEPARTMENT		1,330,877	1,384,449	1,384,449	1,369,202	1,399,095

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
401.10 ELECTRIC-STREET LGTS	102,847	106,000	106,000	103,310	90,600
306.00 DECORATIVE LTS/POLES	2,450	2,200	2,200	4,354	5,000
401.16 ELECTRIC-N PK BLDG	13,183	12,000	12,000	8,997	5,900
401.18 ELECTRIC-NEW PD	17,010	0	0	0	0
402.90 TAX APPRAISAL DIST	83,594	85,958	85,958	85,959	84,691
404.16 GAS-N PK BLDG	451	600	600	599	625
405.16 WATER-N PK BLDG	766	720	720	737	700
406.16 SEWER-N PK BLDG	756	420	420	432	950
406.56 GARBAGE-N PK BLDG	271	0	0	0	0
709.00 ST LGTS/SIGNALS	0	10,000	10,000	11,000	11,000
715.00 OTHER CAPITAL	18,110	7,500	7,500	5,172	5,000
801.00 LAND	0	0	0	0	0
814.20 FIBER EXPANSION	0	0	0	3,887	0
860.22 PRINCIPAL	2,403	0	0	0	0
860.23 INTEREST	1,699	0	0	0	0
TOTAL NON-DEPT DIRECT	243,540	225,398	225,398	224,447	204,466

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
906.00 INVENTORY ADJUSTS	(8,021)	0	0	(595)	0
924.00 CONTINGENCY	0	44,811	44,811	0	30,415
TOTAL NON-DEPT MISC	(8,021)	44,811	44,811	(595)	30,415

GENERAL FUND - ASSIGNED (SUB) FUNDS OVERVIEW

The General Fund maintains five (sub) funds to account for assigned General Fund resources from grants, donations, above budget net revenue (ABRN) and debt proceeds used for street maintenance.

Emergency Management Fund - This fund is used to account for grant revenues for emergency management programs and activities.

Public Safety Grant Fund - This fund is used to account for grant revenues for public safety programs and activities.

Donations Fund - This fund is used to account for donations for specific purposes or activities.

Equipment Fund - This fund is used to account for General Fund transfers assigned for IT, vehicle, and equipment purchases.

Street and Drainage Fund - This fund is used to account for General Fund transfers and tax anticipation note debt proceeds used for street maintenance.

EMERGENCY MANAGEMENT GRANT FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
DONATIONS	1,000	1,000	1,000	1,000	1,000
GRANT PROCEEDS	0	2,000	2,000	0	0
TOTAL REVENUES	1,000	3,000	3,000	1,000	1,000
TOTAL OPERATING RESOURCES	1,000	3,000	3,000	1,000	1,000
EXPENDITURES					
SUPPLIES	0	3,000	3,000	0	3,000
TOTAL EXPENDITURES	0	3,000	3,000	0	3,000
TOTAL USES OF OP RESOURCES	0	3,000	3,000	0	3,000
NET REVENUES	1,000	0	0	1,000	(2,000)
FUND BALANCE	8,286	8,286	8,286	9,286	7,286

PUBLIC SAFETY TRAINING FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
REVENUES					
GRANT REVENUE	3,250	2,700	2,700	3,447	0
TOTAL REVENUES	3,250	2,700	2,700	3,447	0
TOTAL OPERATING RESOURCES	3,250	2,700	2,700	3,447	0
EXPENDITURES					
POLICE DEPT PERSONNEL	0	0	0	5,000	5,000
AMMO/GUN SUPPLIES	0	0	0	0	0
VEHICLES	0	0	0	0	0
POLICE DEPT TRAINING	0	0	0	0	0
FIRE DEPT TRAINING	0	0	0	771	500
TOTAL EXPENDITURES	0	0	0	5,771	5,500
TOTAL USES OF OP RESOURCES	0	0	0	5,771	5,500
NET REVENUES	3,250	2,700	2,700	(2,324)	(5,500)
FUND BALANCE	9,811	12,511	12,511	7,487	1,987

DONATIONS FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
DONATIONS/REVENUES					
DOWNTOWN IMPROVEMENTS	31,497	10,000	10,000	40,000	20,000
PARKS DEPT	0	0	0	1,000	0
LIBRARY MEMORIALS	4,494	5,000	5,000	4,500	5,000
RECREATION DEPT	5,000	0	0	5,000	5,000
POLICE DEPT	0	0	0	8,207	0
K-9 UNIT	21,539	0	0	0	0
ANIMAL SHELTER	26,703	7,000	7,000	4,000	5,000
GRANT REVENUES	25,000	0	0	0	0
INTEREST EARNED (LIBRARY)	257	240	240	150	120
TOTAL REVENUES	114,490	22,240	22,240	62,857	35,120
TRANSFERS-IN OTHER FUNDS	61,400	0	8,935	8,935	0
TOTAL OPERATING RESOURCES	175,890	22,240	31,175	71,792	35,120
EXPENDITURES					
DOWNTOWN IMPROVEMENTS	28,474	140,000	145,911	151,822	20,000
POLICE DEPT	0	0	0	250	0
K-9 UNIT	17,921	2,500	2,500	10,631	2,500
ANIMAL SHELTER	2,773	1,000	1,000	390	1,000
MAIN ST INCENTIVE GRANT	431	6,000	6,000	4,800	1,000
TOTAL EXPENDITURES	49,599	149,500	155,411	167,893	24,500
TOTAL USES OF OP RESOURCES	49,599	149,500	155,411	167,893	24,500
NET REVENUES	126,291	(127,260)	(124,236)	(96,101)	10,620
FUND BALANCE	307,581	180,321	183,345	211,480	222,100

EQUIPMENT FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
INTEREST EARNED	0	0	0	0	0
OTHER REVENUE	0	0	57,576	57,576	25,000
TOTAL REVENUES	0	0	57,576	57,576	25,000
TRANSFERS-IN OTHER FUNDS	453,597	101,511	101,511	257,468	247,236
TOTAL OPERATING RESOURCES	453,597	101,511	159,087	315,044	272,236
EXPENDITURES					
COMPUTER SUPPLIES	84,859	9,000	9,000	9,000	24,621
BUILDINGS	10,454	12,000	135,806	132,766	32,700
MACHINERY/EQUIPMENT	55,834	91,000	79,000	78,500	238,148
OFFICE FURN/EQUIPMENT	54,000	0	0	0	0
VEHICLES	57,379	200,320	233,992	226,672	218,281
RADAR/RADIO/VIDEO	0	30,000	30,000	30,000	0
RR QUIET ZONE	0	0	50,000	44,891	0
CONTINGENCY	0	0	74,886	0	0
TOTAL EXPENDITURES	262,526	342,320	612,684	521,829	513,750
TOTAL USES OF OP RESOURCES	262,526	342,320	612,684	521,829	513,750
NET REVENUES	191,070	(240,809)	(453,597)	(206,785)	(241,514)
FUND BALANCE	453,884	213,075	287	247,099	5,585
					**

NOTE 1:

FUNDING FOR ANY OF THE FOLLOWING ITEMS -

GARAGE AWNING - DEPT 131 - MAINTENANCE	7,900
REPLACE STREET SWEEPER - DEPT 141 - STREETS	195,245
NEW STREET BARN ROOF - DEPT 141 - STREETS	24,800
REPLACE REEL MOWER - DEPT 144 - PARKS	42,903
REPLACE 4 PATROL VEHICLES - DEPT 151 - POLICE	164,056
REPLACE 2 CID VEHICLES - DEPT 151 - POLICE	54,225
SERVER VIRTUALIZATION - DEPT 172 - IT	14,821
SERVER VIRTUALIZATION EXPANSION - DEPT 172 - IT	9,800

** FUND BALANCE USAGE IS DISCLOSED IN NOTE 1.

STREETS AND DRAINAGE FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
TRANSFERS-IN					
OTHER FUNDS	217,844	0	0	0	0
BOND PROCEEDS	0	0	0	0	1,200,000
TOTAL TRANSFER-IN	217,844	0	0	0	1,200,000
TOTAL OPERATING RESOURCES	217,844	0	0	0	1,200,000
EXPENDITURES					
STREET OVERLAY-PHASE 1	215,333	0	0	0	0
STREET OVERLAY-PHASE 2	0	205,844	82,265	84,211	0
STREET OVERLAY	0	0	0	0	1,200,000
STREETS RESTRIPIING PROJECT	0	12,000	12,000	11,005	0
AUDITS/CONSULTANTS FEE	0	0	19,500	19,500	0
RECONSTRUCTION	0	0	104,079	130,039	0
TOTAL EXPENDITURES	215,333	217,844	217,844	244,755	1,200,000
TOTAL USES OF OP RESOURCES	215,333	217,844	217,844	244,755	1,200,000
NET REVENUES	2,511	(217,844)	(217,844)	(244,755)	0
FUND BALANCE	244,756	26,912	26,912	0	0

DEBT SERVICE FUND OVERVIEW

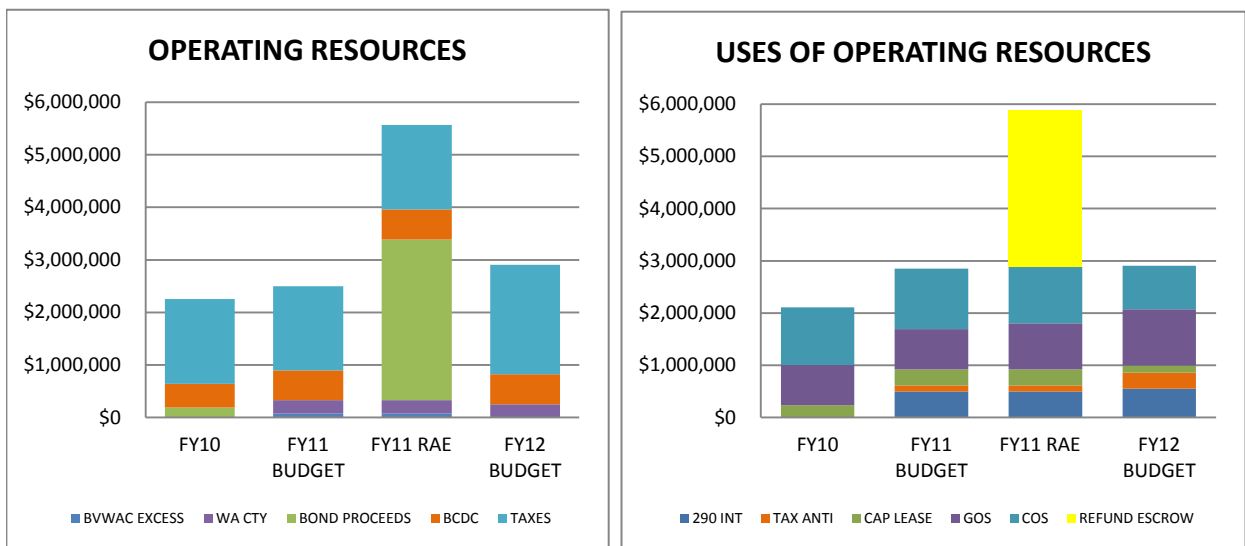
The Debt Service Fund is a governmental fund used to accumulate monies for the payment of principal, interest and related costs on long-term general obligation debt and capital leases.

OPERATING RESOURCES

Projected operating resources are estimated at \$2,908,299 for FY12. The primary revenue source, taxes (69%). However, other revenue sources have emerged since FY11.

Revenues

Tax revenue projections for debt service are based on the tax rate and the City's assessed values (AV). Although the assessed values increased for FY12, the City decided to raise current I&S rate from \$0.1622 to \$0.2012 to cover interest payments for the Highway 290 Project and payments on the issuance of 7-year tax anticipation notes for the Street Overlay Project.



USES OF OPERATING RESOURCES

Operating resources are used to cover debt service. The only new obligation for FY12 is from the issuance of 7-year tax anticipation notes for street overlay maintenance work. As agreed, Washington County will reimburse the City for one-half the interest payment, or \$250,000 on the Highway 290 project. Also, BCDC remits via a transfer-in, principal and interest payments on any debt the City undertakes on its behalf. Long-term debt payments are listed on the following pages.

LEGAL DEBT LIMIT

Article XI, Sections 4 and 5 of the Texas Constitution, limits the rate at which a city can levy a property tax. Cities with populations of 5,000 or more, may levy up to \$2.50 per \$100 of valuation. A home-rule city may limit this rate to less than \$2.50 per \$100 of value in its charter. By charter, the City of Brenham's limit is \$1.65 per \$100 of value.

CALCULATION OF LEGAL DEBT MARGIN - OCTOBER 1, 2011

City of Brenham Charter Limit	\$1.6500 per \$100 valuation
Adopted O&M Tax Rate for 2011-12	<u>\$0.3420 per \$100 valuation</u>
Debt Limit Tax Rate Per Charter	\$1.3080 per \$100 valuation
Adjusted Tax Base Valuations	\$998,947,118
Debt Limit	\$13,066,228
Net Debt Applicable to Limit	<u>2,744,154</u>
Legal Debt Margin	<u><u>\$10,322,075</u></u>

WORKING CAPITAL

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
BEGINNING BALANCE	337,949	481,885	481,885	481,885	164,145
NET REVENUES	143,936	(352,938)	(352,938)	(317,740)	0
ADJUSTMENTS	0	0	0	0	0
SUBTOTAL	143,936	(352,938)	(352,938)	(317,740)	0
ENDING BALANCE	481,885	128,947	128,947	164,145	164,145
		**	**	***	

** FUND BALANCE MUST BE DRAWN DOWN IN ORDER TO MAINTAIN THE I&S RATE.

*** REFLECTS SAVINGS FROM GO REFUNDING.

DEBT SERVICE REQUIREMENTS

YEAR	COB			LIMITED TAX NOTES		
	SERIES 2002	SERIES 2006	SUBTOTAL	BCDC 2010	STS 2011	SUBTOTAL
2012	147,287	687,198	834,485	119,506	188,336	307,842
2013	148,030	687,029	835,059	117,406	191,281	308,687
2014	-	686,269	686,269	120,306	187,981	308,287
2015	-	599,918	599,918	118,106	189,681	307,787
2016	-	606,325	606,325	115,631	186,281	301,912
2017	-	611,944	611,944	118,019	191,181	309,200
2018	-	611,775	611,775	-	190,781	190,781
2019	-	716,015	716,015	-	-	-
2020	-	715,527	715,527	-	-	-
2021	-	724,251	724,251	-	-	-
2022	-	736,793	736,793	-	-	-
2023	-	742,956	742,956	-	-	-
2024	-	747,937	747,937	-	-	-
2025	-	756,736	756,736	-	-	-
2026	-	769,156	769,156	-	-	-
	295,317	10,399,829	10,695,146	708,974	1,325,524	2,034,498

YEAR	GO REFUNDING					HWY 290
	SERIES 2007	SERIES 2009	SERIES 2010	SERIES 2011	SUBTOTAL	INTEREST
2012	66,103	708,213	228,085	74,552	1,076,953	554,650
2013	67,203	706,966	230,916	74,996	1,080,081	500,000
2014	66,874	700,719	237,734	219,084	1,224,411	500,000
2015	66,545	1,028,394	13,415	213,909	1,322,263	500,000
2016	66,216	1,027,855	13,415	213,599	1,321,085	500,000
2017	67,262	1,029,188	13,415	211,679	1,321,544	500,000
2018	446,240	634,400	13,415	215,923	1,309,978	500,000
2019	485,699	-	13,415	214,908	714,022	42,800
2020	142,228	-	348,793	216,457	707,478	-
2021	503,129	-	-	215,342	718,471	-
2022	-	-	-	217,185	217,185	-
2023	-	-	-	217,247	217,247	-
	1,977,499	5,835,735	1,112,603	2,304,881	11,230,718	3,597,450

DEBT SERVICE REQUIREMENTS

YEAR	CAPITAL LEASES			TOTAL
	2008 EQUIP	2010 BVWACS	SUBTOTAL	DEBT SERVICE
2012	28,752	104,816	133,568	2,907,498
2013	-	104,816	104,816	2,828,643
2014	-	104,816	104,816	2,823,783
2015	-	104,816	104,816	2,834,784
2016	-	104,816	104,816	2,834,138
2017	-	52,408	52,408	2,795,096
2018	-	-	-	2,612,534
2019	-	-	-	1,472,837
2020	-	-	-	1,423,005
2021	-	-	-	1,442,722
2022	-	-	-	953,978
2023	-	-	-	960,203
2024	-	-	-	747,937
2025	-	-	-	756,736
2026	-	-	-	769,156
	28,752	576,488	605,240	28,163,052

DEBT SERVICE FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
TAX REVENUES	1,587,668	1,583,805	1,583,805	1,583,805	2,010,842
PENALTY/INTEREST	17,898	17,500	17,500	17,500	18,390
WASHINGTON CTY	0	250,000	250,000	250,000	250,000
INTEREST EARNED	1,854	1,400	1,400	1,400	55,850
TOTAL REVENUES	1,607,420	1,852,705	1,852,705	1,852,705	2,335,082
OTHER SOURCES					
TRANSFERS-IN BCDC	450,941	567,781	567,781	573,489	573,217
TRANSFERS-IN BVWAC RADIOS	4,688	77,922	77,922	77,922	0
BOND CLOSEOUT	188,468	0	0	0	0
BOND PROCEEDS	0	0	0	3,060,619	0
TOTAL OTHER SOURCES	644,097	645,703	645,703	3,712,030	573,217
TOTAL OPERATING RESOURCES	2,251,517	2,498,408	2,498,408	5,564,735	2,908,299
EXPENDITURES					
BOND PAYING AGENT FEES	(2,111)	300	300	54,668	800
CAPITAL LEASES	236,562	304,540	304,540	304,540	133,568
CO BONDS	1,102,148	1,157,543	1,157,543	1,073,273	834,485
GO REFUNDING	770,982	775,187	775,187	775,187	774,317
BCDC NOTES	0	113,775	113,775	117,007	119,506
2010 REFUNDING	0	0	0	34,546	228,085
2011 REFUNDING	0	0	0	19,827	74,552
10 HWY 290 INTEREST	0	500,000	500,000	499,040	554,650
11 TAX ANTICIP NOTE STS	0	0	0	0	188,336
TOTAL EXPENDITURES	2,107,581	2,851,346	2,851,346	2,878,088	2,908,299
REFUNDING ESCROW AGENT	0	0	0	3,004,387	0
TOTAL USES OF OP RESOURCES	2,107,581	2,851,346	2,851,346	5,882,475	2,908,299
NET REVENUES	143,936	(352,938)	(352,938)	(317,740)	0
FUND BALANCE	481,885	128,947	128,947	164,145	164,145

DEBT FUND

LINE ITEM DETAIL

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL 2011		
\$					
REVENUES					
130.00 PENALTY/ INTEREST	17,898	17,500	17,500	17,500	18,390
183.00 TAX RECEIPTS	1,587,668	1,583,805	1,583,805	1,583,805	2,010,842
184.00 WA COUNTY 290 PROJ	0	250,000	250,000	250,000	250,000
513.00 INTEREST INCOME	1,854	1,400	1,400	1,400	55,850
TOTAL REVENUES	1,607,420	1,852,705	1,852,705	1,852,705	2,335,082
EXPENDITURES					
421.00 BD PAYING AGT FEES	(2,111)	300	300	54,668	800
860.32 06 CAPITAL LEASE PRIN	58,571	67,760	67,760	67,760	0
860.33 06 CAPITAL LEASE INT	4,804	2,449	2,449	2,449	0
860.34 06 COB D/S PRIN	305,000	375,000	375,000	375,000	385,000
860.35 06 COB D/S INT	328,990	316,974	316,974	316,973	302,198
860.36 07 CAPITAL LEASE PRIN	49,511	51,596	51,596	51,596	0
860.37 07 CAPITAL LEASE INT	4,257	2,172	2,172	2,172	0
860.38 08 CAPITAL LEASE PRIN	25,355	26,441	26,441	26,441	27,572
860.39 08 CAPITAL LEASE INT	3,397	2,312	2,312	2,312	1,180
860.42 09 CAPITAL LEASE PRIN	43,465	45,195	45,195	45,195	0
860.43 09 CAPITAL LEASE INT	3,529	1,799	1,799	1,799	0
860.45 10 CAP LSE PRIN-BVWACS	34,963	86,016	86,016	85,897	88,775
860.46 10 CAP LSE INT-BVWACS	8,710	18,800	18,800	18,919	16,041
860.62 07 PRIN-GO REFUNDING	6,873	6,873	6,873	6,873	6,873
860.63 07 INT-GO REFUNDING	59,778	59,504	59,504	59,504	59,230
860.64 09 GO REF PRINCIPAL	458,725	477,431	477,431	477,431	491,695
860.65 09 GO REF INTEREST	245,606	231,379	231,379	231,379	216,519
860.67 10 BCDC TAX NOTE PRIN	0	95,000	95,000	105,000	105,000
860.68 10 BCDC TAX NOTE INT	0	18,775	18,775	12,007	14,506
860.69 10 PTT INT HWY 290	0	500,000	500,000	499,040	554,650
860.72 10 REF D/S PRINCIPAL	0	0	0	23,367	202,052
860.73 10 REF D/S INTEREST	0	0	0	11,179	26,033
860.74 11 REF D/S PRINCIPAL	0	0	0	26,124	56,557
860.75 11 REF D/S INTEREST	0	0	0	(6,297)	17,995
860.76 11 TAX ANT NOTES PRIN	0	0	0	0	165,000
860.77 11 TAX ANT NOTES INT	0	0	0	0	23,336
860.80 01 COB D/S PRINCIPAL	180,060	185,557	185,557	185,557	0
860.81 01 COB D/S INTEREST	59,857	52,205	52,205	7,886	0
860.90 02 COB D/S PRINCIPAL	127,018	131,665	131,665	131,665	136,312
860.91 02 COB D/S INTEREST	101,223	96,142	96,142	56,192	10,972
TOTAL EXPENDITURES	2,107,580	2,851,345	2,851,345	2,878,088	2,908,299
REVENUES BEFORE TRFS	(500,161)	(998,640)	(998,640)	(1,025,383)	(573,217)

DEBT FUND**LINE ITEM DETAIL**

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$					
TRANSFERS IN (OUT)					
602.13 06 BOND CLOSEOUT	188,468	0	0	0	0
602.14 BVWAC RADIO EXCESS	4,688	77,922	77,922	77,922	0
602.50 TRNSF BCDC-PRIN	300,929	408,462	408,462	418,462	428,083
602.51 TRNSF BCDC-INT	150,012	159,318	159,318	155,027	145,134
681.00 PMT REFUNDING ESC AGT		0	0	(3,004,387)	0
685.00 OTHER FINANCING-REF BD		0	0	3,060,619	0
TOTAL TRANSFERS IN (OUT)	644,097	645,702	645,702	707,643	573,217
REVENUES AFTER TRFS	143,936	(352,938)	(352,938)	(317,740)	0

OTHER GOVERNMENTAL FUNDS OVERVIEW

Other governmental funds are grouped into special revenue funds and capital project funds. There are individual budgets for four special revenue funds and three capital project funds. A description of each fund follows.

SPECIAL REVENUE FUNDS

Hotel/Motel Fund - This fund is used to account for a 7% occupancy tax assessed on hotel and motel occupants in the City of Brenham that is restricted to various functions and organizations that develop and promote tourism.

Washington County Hotel/Motel Fund - This fund is used to account for a 7% occupancy tax assessed on hotel and motel occupants in Washington County and outside the Brenham city limits. These funds are restricted to various functions and organizations that develop and promote tourism.

Criminal Law Enforcement Fund - This fund is used to account for revenues specifically designated for police department criminal law enforcement.

Court Technology/Security Fund - This fund is used to account for revenues restricted for providing security services, technology, and juvenile case management services for the Municipal Court.

CAPITAL PROJECT FUNDS

Airport Capital Improvement Fund - This fund is used to account for TXDOT supported funding for various airport expansion and improvement projects.

Parks Capital Improvement Fund - This fund is used to account for revenues and transfers specifically designated for park improvement projects.

Highway 290 Pass-Thru Fund - This fund is used to account for revenues and bond proceeds specifically designated for the Highway 290 Pass-Thru Project.

HOTEL/MOTEL FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
HOTEL/MOTEL TAX	434,330	400,000	400,000	415,000	420,000
INTEREST INCOME	179	0	0	100	0
TOTAL REVENUES	434,509	400,000	400,000	415,100	420,000
TOTAL OPERATING RESOURCES	434,509	400,000	400,000	415,100	420,000
EXPENDITURES					
BURTON HERITAGE SOCIETY	0	0	0	0	2,000
CHAPPELL HILL HISTORICAL	5,000	0	0	0	4,500
MAIFEST ASSOCIATION	0	0	0	0	7,400
WA CTY CC CVB-ADMIN	149,700	140,662	140,662	140,662	145,636
WASHINGTON ON THE BRAZOS	12,307	9,521	9,521	9,521	17,097
CONTINGENCY	0	500	500	0	3,813
UNITY THEATER	3,762	5,032	5,032	5,032	8,685
MAIN STREET BRENHAM	24,232	6,450	6,450	6,450	10,150
WA CTY CVB-PROMO/ADV	205,005	105,240	105,240	105,240	116,899
HERITAGE SOCIETY OF WA CTY	5,000	0	0	0	0
FRIENDSHIP QUILT GUILD	773	0	0	0	1,500
JUNETEENTH ASSOCIATION	0	0	0	80	0
INDEPENDENCE HISTORICAL	0	0	0	0	3,400
BURTON COTTON GIN FESTIVAL	4,724	0	0	0	4,000
SIMON THEATER	0	44,595	44,595	44,595	42,920
BRENHAM'S CHILDREN'S CHORUS	1,200	0	0	0	0
TOTAL EXPENDITURES	411,703	312,000	312,000	311,580	368,000
TRANSFERS-OUT OTHER FUNDS	60,000	48,000	48,000	48,000	52,000
TOTAL USES OF OP RESOURCES	471,703	360,000	360,000	359,580	420,000
NET REVENUES	(37,194)	40,000	40,000	55,520	0
FUND BALANCE	59,733	99,733	99,733	115,253	115,253

HOTEL/MOTEL WA COUNTY FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
HOTEL/MOTEL WA CTY TAX	0	45,000	55,234	55,234	64,000
TOTAL REVENUES	0	45,000	55,234	55,234	64,000
TOTAL OPERATING RESOURCES	0	45,000	55,234	55,234	64,000
EXPENDITURES					
WA CTY CC CVB-ADMIN	0	0	4,240	4,240	0
CONTINGENCY	0	0	1,294	0	0
TH&LA MEMBERSHIP	0	9,000	9,000	8,898	8,899
WA CTY CVB-PROMO/ADV	0	36,000	40,700	40,700	55,101
TOTAL EXPENDITURES	0	45,000	55,234	53,838	64,000
TOTAL USES OF OP RESOURCES	0	45,000	55,234	53,838	64,000
NET REVENUES	0	0	0	1,396	0
FUND BALANCE	0	0	0	1,396	1,396

CRIMINAL LAW ENFORCEMENT FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
INTEREST EARNED	34	200	200	30	40
PROGRAM INCOME/RESTITUTION	11,068	10,000	10,000	5,000	5,000
TOTAL REVENUES	11,102	10,200	10,200	5,030	5,040
TOTAL OPERATING RESOURCES	11,102	10,200	10,200	5,030	5,040
EXPENDITURES					
OTHER SERVICES	0	0	0	1,188	1,200
RADIOS/RADAR/CAMERAS	0	8,500	8,500	0	0
TOTAL EXPENDITURES	0	8,500	8,500	1,188	1,200
TOTAL USES OF OP RESOURCES	0	8,500	8,500	1,188	1,200
NET REVENUES	11,102	1,700	1,700	3,842	3,840
FUND BALANCE	28,548	30,248	30,248	32,390	36,230

COURTS SECURITY/TECHNOLOGY FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
FINE TIME PYMT-JUDICIAL	1,862	1,900	1,900	2,046	2,100
JUDICIAL FEE-CITY	3,303	3,600	3,600	2,800	3,000
JUVENILE CASE MGMT FEE	27,573	31,000	31,000	23,672	24,000
TECHNOLOGY FEES	22,440	25,000	25,000	19,264	19,000
SECURITY FEES	16,899	19,000	19,000	14,500	15,000
TOTAL REVENUES	72,077	80,500	80,500	62,282	63,100
TOTAL OPERATING RESOURCES	72,077	80,500	80,500	62,282	63,100
EXPENDITURES					
COURT TIME PYMT JUDICIAL	2,566	0	0	0	0
COURT TECHNOLOGY (NOTE 1)	15,061	10,290	10,290	30,905	25,600
COURT SECURITY (NOTE 2)	4,402	30,218	30,218	10,239	25,000
TOTAL EXPENDITURES	22,029	40,508	40,508	41,144	50,600
TRANSFERS-OUT	27,573	36,500	36,500	23,672	24,000
TOTAL USES OF OP RESOURCES	49,602	77,008	77,008	64,816	74,600
NET REVENUES	22,475	3,492	3,492	(2,534)	(11,500)
FUND BALANCE	116,495	119,987	119,987	113,961	102,461

NOTE 1:

NEW WORLD WARRANT INTERFACE	20,500
INCODE SCHEDULING W/AUTOMATED FEATURES	5,100
	<u>25,600</u>

NOTE 2:

LICENSE PLATE RECOGNITION SOFTWARE	25,000
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AIRPORT CAPITAL FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
REVENUES					
GRANT REVENUES	459,901	0	0	0	247,500
TOTAL REVENUES	459,901	0	0	0	247,500
TRANSFERS-IN OTHER FUNDS	0	0	0	0	14,000
TOTAL OPERATING RESOURCES	459,901	0	0	0	261,500
EXPENDITURES					
LAND	0	0	0	0	275,000
OTHER CAPITAL OUTLAY	552,647	0	0	0	0
TOTAL EXPENDITURES	552,647	0	0	0	275,000
TOTAL USES OF OP RESOURCES	552,647	0	0	0	275,000
NET REVENUES	(92,746)	0	0	0	(13,500)
FUND BALANCE	20,782	20,782	20,782	20,782	7,282

PARKS CAPITAL IMPROVEMENTS FUND SUMMARY

\$	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
REVENUES					
INTEREST EARNED	0	0	0	0	0
DONATIONS	0	0	0	250	0
OTHER REVENUE	0	0	0	0	0
TOTAL REVENUES	0	0	0	250	0
TRANSFERS-IN OTHER FUNDS	150,000	91,000	181,000	181,000	18,000
TOTAL OPERATING RESOURCES	150,000	91,000	181,000	181,250	18,000
EXPENDITURES					
GREENWADE FIELD	45,483	0	0	0	0
HOHLT PARK	20,026	201,000	201,000	211,000	0
HENDERSON PARK	0	0	0	0	18,000
AMPHITHEATER RESTROOMS	0	0	90,000	30,000	91,957
TOTAL EXPENDITURES	65,509	201,000	291,000	241,000	109,957
TOTAL USES OF OP RESOURCES	65,509	201,000	291,000	241,000	109,957
NET REVENUES	84,491	(110,000)	(110,000)	(59,750)	(91,957)
FUND BALANCE	151,707	41,707	41,707	91,957	0

HWY 290 FUND SUMMARY

\$	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
REVENUES					
INTEREST EARNED	805	8,500	8,500	12,160	4,000
TOTAL REVENUES	805	8,500	8,500	12,160	4,000
TRANSFERS-IN					
OTHER FUNDS	0	100,000	100,000	0	0
BOND PROCEEDS	0	15,690,000	15,690,000	15,325,116	0
TOTAL TRANSFERS	0	15,790,000	15,790,000	15,325,116	0
TOTAL OPERATING RES	805	15,798,500	15,798,500	15,337,276	4,000
EXPENDITURES					
AUDITS/CONSULTANTS FEES	8,400	0	0	27,500	5,000
PAYMENTS TO TXDOT	0	15,000,000	15,000,000	10,000,000	5,000,000
ROW ACQUISITION COSTS	0	200,000	200,000	0	0
BOND ISSUE COSTS	0	223,000	223,000	322,825	0
LAND	0	0	0	85,200	55,000
STREETS/INLETS/CURBS	0	0	0	0	265,000
TOTAL EXPENDITURES	8,400	15,423,000	15,423,000	10,435,525	5,325,000
TOTAL USES OF OP RES	8,400	15,423,000	15,423,000	10,435,525	5,325,000
NET REVENUES	(7,595)	375,500	375,500	4,901,751	(5,321,000)
FUND BALANCE	449,082	824,582	824,582	5,350,833	29,833

BCDC FUND OVERVIEW

The Brenham Community Development Corporation (BCDC) is a legally separate entity from the City and is governed by a board appointed by City Council. The BCDC was formed to oversee revenues and expenditures of a special 3/8 cents sales tax for economic development and community recreational development under the Development Corporation Act, Section 4B. The City is financially accountable for the BCDC because the City's Council approves the BCDC budget and the City Manager serves as its Chief Executive Officer. For financial reporting purposes, the BCDC is reported as a component unit.

OPERATING RESOURCES

Sales tax is the primary resource for funding BCDC operations and projects. Total operating resources for FY12 are budgeted at \$1,267,881.

Revenues

For FY12, sales tax is projected at \$1,265,881. This is a 1% increase over FY11 projected primarily due to stabilization in the local and regional economy. In addition, \$2,000 is projected interest income.

USES OF OPERATING RESOURCES

Operating resources are used to cover BCDC operations, debt service and projects specific to economic development and community recreation. Uses of operating resources total \$1,509,135.

Department Expenditures

There is \$646,693 budgeted for BCDC operating expenditures exclusive of debt service. Over 21% of this budget is for marketing and operations of the Economic Development Foundation. The BCDC is also responsible for the landscaping and lighting at the Brenham Business Center. In addition, there is a contingency balance of \$178,970 set aside for any unforeseen recreational projects.

Debt Service

BCDC makes note payments to the Electric Fund. There is \$71,224 budgeted for FY12 that covers both principal and interest on the note which matures in 2018. At the end of FY10, the BCDC borrowed \$1 million from the Electric Fund to purchase 122 acres of land for expansion of the Southwest Industrial Park. No expenditures are budgeted for FY12 because the 20 year note is structured so that payments are deferred until 2017. Accrued interest expense for FY12 will be calculated and recorded for the component unit when the comprehensive annual financial report is prepared.

Inter-Fund Transfers

The General Fund is budgeted to receive \$200,000 as an operating subsidy from BCDC for support of the Blue Bell Aquatic Center. An additional \$453,711 is being remitted to the Debt Service Fund for payment on 2009 General Obligation Refunding Bonds which were issued to refund the Series 1998 COs that were (originally) issued in part to fund construction of a Business Center and recreational facilities. Another \$119,506 is being transferred to the Debt Service Fund for payment on 2010 Limited Tax Notes issued for Phase I infrastructure improvements related to the Southwest Industrial Park, Section 3. Finally, BCDC will provide a transfer of \$18,000 to the Parks Capital Improvement Fund.

WORKING CAPITAL BALANCE

Projected beginning (ending FY11) BCDC Fund balance is \$907,579. For FY12, total net revenues are projected at (\$241,254). Ending working capital balance is projected to be \$666,325.

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$ BEGINNING BALANCE	1,110,691	551,159	551,159	551,159	907,579
NET REVENUES	(559,532)	0	195,550	356,420	(241,254)
SUBTOTAL	(559,532)	0	195,550	356,420	(241,254)
ENDING BALANCE	551,159	551,159	746,709	907,579	666,325

DEBT SERVICE REQUIREMENTS TO MATURITY

Series 2009 GO Refunding

FYE	PRINICIPAL	INTEREST	TOTAL
2012	323,083	130,628	453,711
2013	332,633	120,287	452,920
2014	339,232	109,572	448,804
2015	396,164	55,048	451,212
2016	409,050	42,205	451,255
2017	426,489	26,917	453,406
2018	419,687	16,787	436,474

2010 Limited Tax Notes

FYE	PRINICIPAL	INTEREST	TOTAL
2012	105,000	14,506	119,506
2013	105,000	12,406	117,406
2014	110,000	10,306	120,306
2015	110,000	8,106	118,106
2016	110,000	5,631	115,631
2017	115,000	3,019	118,019

BCDC SUMMARY

	BUDGET				
	ACTUAL 2010	ORIGINAL 2011	AMENDED 2011	RAE 2011	BUDGET 2012
\$					
REVENUES					
SALES TAX	1,226,236	1,241,481	1,241,481	1,253,348	1,265,881
SALE OF PROPERTY	0	0	284,400	284,390	0
POA FUNDS	0	0	0	100,409	0
INTEREST	2,365	4,000	4,000	1,500	2,000
TOTAL REVENUES	1,228,600	1,245,481	1,529,881	1,639,647	1,267,881
TRANS-IN LOAN PROCEEDS	1,000,000	0	0	0	0
TOTAL OPERATING RES	2,228,600	1,245,481	1,529,881	1,639,647	1,267,881
EXPENDITURES					
SUPPLIES	0	1,000	1,000	1,557	0
MAINTENANCE	7,440	19,093	19,093	19,293	0
ELECTRICAL	6,839	12,000	12,000	6,000	7,000
AUDIT/CONSULTANTS	19,858	20,090	63,940	64,424	116,803
LEGAL FEES	11,349	5,000	5,000	10,000	5,000
SERVICE CONTRACTS	0	0	0	0	8,320
LAND	1,685,613	0	0	0	0
DETENTION POND	0	0	0	0	144,450
CONTINGENCY	0	122,053	32,053	0	178,970
DEBT PAYMENTS	71,223	71,224	71,224	71,224	71,224
EDF-MARKETING	11,000	15,000	35,000	35,000	10,000
EDF-OPERATIONS	123,869	121,240	121,240	121,240	126,150
DOWNTOWN MASTER PLAN	0	0	0	0	50,000
TOTAL EXPENDITURES	1,937,191	386,700	360,550	328,738	717,917
TRANS-OUT OTHER FUNDS					
GENERAL FUND	200,000	200,000	225,000	200,000	200,000
DEBT SERVICE FUND	450,941	567,781	567,781	573,489	573,217
DONATIONS FUND	50,000	0	0	0	0
PARKS SPECIAL REVENUE FUND	150,000	91,000	181,000	181,000	18,000
TOTAL TRANS-OUT	850,941	858,781	973,781	954,489	791,218
TOTAL USES OF OP RES	2,788,132	1,245,481	1,334,331	1,283,227	1,509,135
NET REVENUES	(559,532)	0	195,550	356,420	(241,254)
FUND BALANCE	551,159	551,159	746,709	907,579	666,325

BCDC CAPITAL PROJECT FUND SUMMARY

\$	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
REVENUES					
INTEREST	0	0	0	800	500
TOTAL REVENUES	0	0	0	800	500
TRANSFERS-IN BOND PROCEED	0	0	0	772,558	0
TOTAL OPERATING RESOURCES	0	0	0	773,358	500
EXPENDITURES					
BOND ISSUE COSTS	0	0	0	21,095	0
LAND	0	0	0	500	0
PAVING/DRAINAGE SWIP	0	0	0	0	438,639
LONGWOOD DR SWIP	0	0	0	0	71,444
INDUSTRIAL DR SWIP	0	0	0	0	163,559
UTILITY LINES - WATER	0	0	0	38,659	0
UTILITY LINES - SEWER	0	0	0	0	37,699
TOTAL EXPENDITURES	0	0	0	60,254	711,341
TOTAL USES OF OP RESOURCES	0	0	0	60,254	711,341
NET REVENUES	0	0	0	713,104	(710,841)
FUND BALANCE	0	0	0	713,104	2,263

ELECTRIC FUND OVERVIEW

The Electric Fund is an enterprise fund used to account for the acquisition, operation and maintenance of electric facilities and services funded through electric rates and other customer charges.

OPERATING RESOURCES

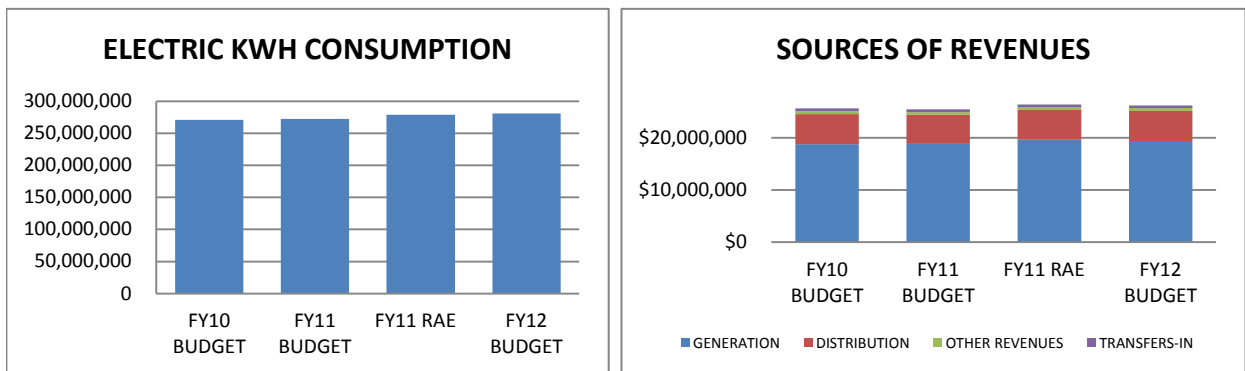
Operating resources consist of utility revenues and inter-fund transfers. Approximately 98% of Electric Fund operating resources is revenue from customer electricity consumption. Electric utility revenue is a function of consumption and rate. The electric rate is comprised of a fixed minimum monthly distribution charge and a volume charge. The volumetric charge has two components. One component is a wires charge which covers the costs of electric distribution. Electricity is purchased from the Lower Colorado River Authority (LCRA) and transmitted from LCRA to two City substations. At the substations, electricity is stepped down from 137,000 kv transmission voltage to 7,200 kv distribution voltage. From the substations, electric lines are dispersed throughout the City to provide service to local residents, businesses and industries.

The second volumetric rate component is to cover generation charges from LCRA as the cost of electricity is a pass through to Brenham customers. LCRA sets winter and summer rates at the beginning of their fiscal year which runs July to June. Actual generation costs are adjusted monthly by LCRA for market conditions and operations and billed to the City using a Pay-As-You-Go amount which in turn is a passed through to Brenham customers as a power cost recovery factor (PCRF).

Revenues

The major underlying assumptions in projecting FY12 electric fund revenues include:

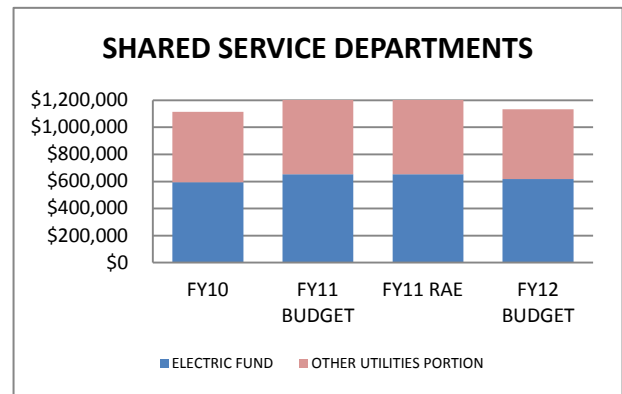
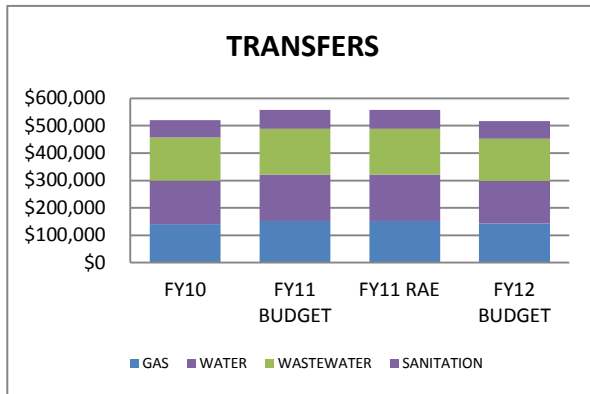
- No changes in electric distribution rates;
- A 0.6% increase in electric consumption from growth in customer base; and
- A small reduction in LCRA generation rates resulting in a decrease in overall customer pass through charges.



Electric consumption is projected at 281 million kWh for FY12. Of the \$25.7 million in revenues projected for FY12, \$19.4 million or 76% is (pass-through) generation revenues and \$5.8 million or 23% is distribution revenues. There is \$552,756 in other revenue projected which includes interest and other small revenue items.

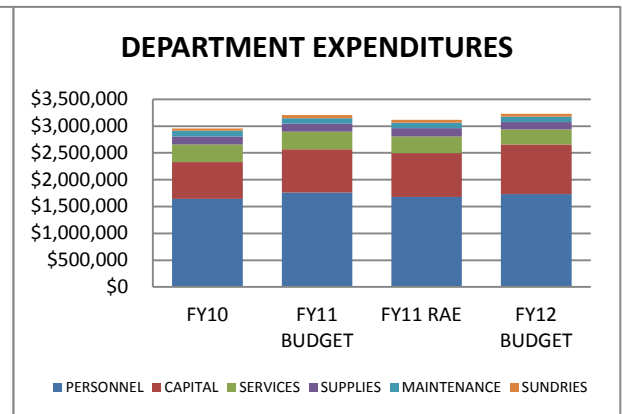
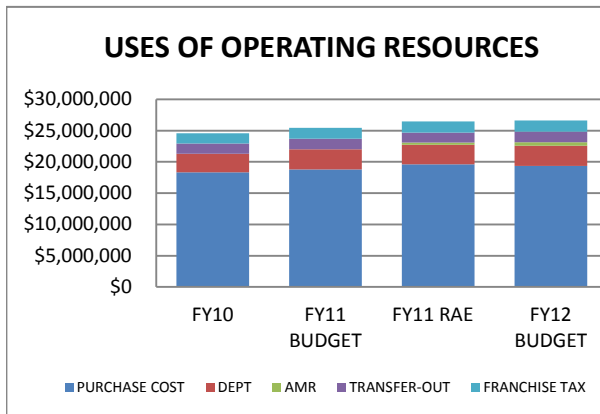
Inter-Fund Transfers

The Electric Fund receives transfers-in from the Gas, Water, Wastewater and Sanitation Funds to help offset the shared cost of services from Public Administration and Utility Customer Service. For FY12, transfers-in total \$516,362. This represents 46% of these shared service departments budgets.



USES OF OPERATING RESOURCES

Operating resources are used to cover electricity purchase costs, franchise tax, department operations and the transfer-out to the General Fund. There are three operation departments in the Electric Fund - Public Utilities Department, Utility Customer Service Department and the Electric Department. The General Fund transfer-out is a payment made to cover the Electric Funds's portion of shared services it receives from General Fund departments.



Purchase Costs

The largest use of operating resources is for the cost of electricity purchased from LCRA. For FY12, purchase costs were determined based on LCRA estimates. Planned purchases total more than 294 million kWh creating over \$17.0 million in generation costs, \$2.2 million in transmission charges and another \$165,490 in ERCOT and other fees. Overall budgeted purchase costs per kWh declined.

Operating Departments

There is \$3,231,303 budgeted for three operating departments in the Electric Fund. As previously discussed, two of the departments provide shared services to the other utility funds which reimburse the Electric Fund via transfers-in. For reporting purposes, all departments are treated as distribution costs. Almost 54% of total operating department expenditure budgets are for Personnel. Over 28% of the budget is for capital items. The budget includes \$550,000 for the AMR project and \$292,000 in Decision Packages.

Transfers-Out

The Electric Fund has a budgeted transfer-out to the General Fund of \$1.7 million. This transfer is the pro-rated portion of services received from General Fund departments.

Franchise Tax

The Electric Fund is budgeted to remit \$1.8 million in franchise tax to the General Fund. The tax imitates the charge that would be incurred if the Electric Fund was a private-sector entity. Franchise tax is calculated at 7% of utility revenues net of the price cost recovery factor (PCRF).

WORKING CAPITAL

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$ BEGINNING BALANCE	5,197,486	5,474,824	5,474,824	5,474,824	5,393,806
DISTRIBUTION NET REVENUES	554,173	(5,148)	(11,059)	(105,602)	(461,343)
GENERATION NET REVENUES	461,903	27,016	27,016	24,584	27,169
CAFR ADJUSTMENTS	(738,738)	0	0	0	0
SUBTOTAL	277,338	21,868	15,957	(81,018)	(434,174)
ENDING BALANCE	5,474,824	5,496,692	5,490,781	5,393,806	4,959,632

DECISION PACKAGES

The following items were presented as Decision Packages and approved by City Council. They are incorporated in department budgets.

DEPT	DESCRIPTION	\$
160 PUBLIC UTILITIES	814.10 SCADA Network Phase III	15,000
	814.10 Purchase SNMP	12,000
161 ELECTRIC	813.00 Replace bucket truck (#146)	185,000
	702.00 Upgrade siding on utility building	12,000
	710.00 Split conductor reel	8,000
	814.15 Wireless mesh expansion	<u>60,000</u>
	TOTAL DEPARTMENTS	292,000
	Less shared service costs	<u>(7,477)</u>
	TOTAL FUND	<u><u>284,523</u></u>

DEBT SERVICE/CAPITAL LEASE SCHEDULE

FYE	PRINCIPAL	INTEREST	TOTAL
2012	8,100	1,464	9,564
2013	8,372	1,192	9,564
2014	8,652	912	9,564
2015	8,942	622	9,564
2016	9,242	322	9,564
2017	4,736	46	4,782

ELECTRIC FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
DISTRIBUTION REVENUES					
CUSTOMER CHARGE	1,263,370	1,255,544	1,255,544	1,245,562	1,263,384
WIRES CHARGE	4,479,222	4,355,496	4,355,496	4,465,496	4,500,280
ANCILLARY REVENUES	490,662	438,405	438,405	499,178	500,200
INTEREST EARNED	35,273	30,331	30,331	31,669	31,703
OTHER REVENUE	31,414	17,350	17,350	23,612	20,853
SUBTOTAL DIST REVENUES	6,299,940	6,097,126	6,097,126	6,265,517	6,316,420
GENERATION REVENUES					
GENERATION CHARGE	20,327,411	18,223,369	18,223,369	20,936,848	21,064,942
PCRF	(2,130,396)	600,514	600,514	(1,313,634)	(1,691,539)
LCRA ABNR	596,666	0	0	0	0
SUBTOTAL GEN REVENUES	18,793,681	18,823,883	18,823,883	19,623,214	19,373,403
TRANS-IN OTHER FUNDS	519,866	557,359	557,359	522,562	516,362
TOTAL OPERATING RES	25,613,487	25,478,368	25,478,368	26,411,293	26,206,185
DISTRIBUTION EXPENDITURES					
OPERATING DEPARTMENTS	2,956,623	3,208,071	3,208,071	3,117,727	3,231,303
AMR METER PROJECT (1)	0	0	0	342,500	550,000
FRANCHISE TAX	1,666,603	1,710,445	1,710,445	1,773,924	1,759,595
DEBT SERVICE	3,985	9,564	9,564	9,564	9,564
OTHER DIRECT	2,400	2,400	2,400	2,400	2,400
MISCELLANEOUS (2)	19,920	25,000	25,000	35,382	39,700
SUBTOTAL DIST EXPEND	4,649,531	4,955,480	4,955,480	5,281,497	5,592,562
GENERATION EXPENDITURES					
ELECTRIC PURCHASE COST	18,331,778	18,796,867	18,796,867	19,598,630	19,346,234
SUBTOTAL GEN EXPEND	18,331,778	18,796,867	18,796,867	19,598,630	19,346,234
TRANS-OUT OTHER FUNDS	1,616,102	1,704,153	1,710,064	1,612,184	1,701,563
TOTAL USES OF OP RES	24,597,411	25,456,500	25,462,411	26,492,311	26,640,359
NET REVENUES					
DISTRIBUTION	554,173	(5,148)	(11,059)	(105,602)	(461,343)
GENERATION	461,903	27,016	27,016	24,584	27,169
TOTAL NET REVENUES	1,016,076	21,868	15,957	(81,018)	(434,174)
WORKING CAPITAL (3)	5,474,824	5,496,692	5,490,781	5,393,806	4,959,632

(1) THIS PROJECT IS TRACKED IN INCODE FUND 108 BUT IS AN EXPENDITURE OF THE FUND.

(2) EXCLUDES POST RETIREMENT BENEFITS, UNCOLLECTIBLE ACCOUNTS, AND DEPRECIATION BUT INCLUDES INVENTORY ADJUSTMENTS AND OTHER SUNDRY.

(3) CURRENT ASSETS (LESS RESTRICTED CASH) LESS CURRENT LIABILITIES.

- Q #uk@ 7yV) REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
601.00 ELECTRIC REVENUES	26,070,003	23,834,409	23,834,409	26,647,906	26,828,606
601.05 AVG MO PAYMENT	4,543	0	0	10,532	11,000
606.00 SECURITY LIGHTS	40,639	39,900	39,900	41,768	42,000
608.00 FORFEITED DISC/PEN	320,616	300,550	300,550	308,400	310,000
609.00 RECONNECT FEES	35	0	0	0	0
611.00 PCRFB	(2,130,396)	600,514	600,514	(1,313,634)	(1,691,539)
618.00 CONNECT/TRANS FEE	63,825	57,000	57,000	61,995	62,000
632.00 STATE SALES TAX	34,212	10,000	10,000	14,705	15,000
640.00 INSUFFICIENT CK CHG	3,891	4,000	4,000	4,268	4,500
650.00 CUST REPAIR/REPL	2,693	500	500	5,000	3,503
655.00 LINE TAPS	4,280	5,000	5,000	3,887	4,000
660.00 POLE LINE RENTAL	0	8,455	8,455	40,373	41,000
690.00 MISC UTIL REVENUE	15,928	13,000	13,000	8,250	8,500
TOTAL UTILITY REV	24,430,268	24,873,328	24,873,328	25,833,450	25,638,570
706.00 LCRA RATE REFUND	596,666	0	0	0	0
710.00 INTEREST EARNED	472	0	0	0	0
710.30 INTEREST-TEXPOOL	2,833	3,000	3,000	3,471	3,500
710.31 TEXSTAR INTEREST	7,258	5,000	5,000	5,595	5,600
710.35 BCDC-INT ON INT	24,711	22,331	22,331	22,603	22,603
720.00 INSUR PROCEEDS	11,216	0	0	0	0
770.00 RENTAL INCOME	10,350	10,350	10,350	10,350	10,350
780.00 JUDGEMT/REST PMTS	2,390	2,000	2,000	2,767	2,800
790.00 MISC OTHER REV	6,102	5,000	5,000	4,882	4,900
790.60 GAIN/LOSS ASSETS	(6,964)	0	0	4,172	0
790.61 SALES NONCP ASSETS	8,320	0	0	1,441	1,500
TOTAL MISC REV	663,354	47,681	47,681	55,281	51,253
TOTAL REVENUES	25,093,621	24,921,009	24,921,009	25,888,731	25,689,823
KWH SOLD	271,030,022	261,340,338	261,340,338	279,132,181	280,865,897
AVG MONTHLY CUSTOMERS	8,061	8,019	8,019	8,107	8,179

ELECTRIC FUND EXPENDITURES BY DEPARTMENT

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
132	UTILITY BILLING	589,935	613,030	613,030	569,745	551,768
160	PUBLIC UTILITIES	523,435	596,628	596,628	568,518	582,222
161	ELECTRIC	1,843,253	1,998,414	1,998,414	1,979,464	2,097,313
	TOTAL	2,956,623	3,208,071	3,208,071	3,117,727	3,231,303

ELECTRIC FUND EXPENDITURES BY DEPARTMENT - % CHANGE

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
132	UTILITY BILLING	1.35%	3.91%	3.91%	-3.42%	-3.16%
160	PUBLIC UTILITIES	0.09%	13.98%	13.98%	8.61%	2.41%
161	ELECTRIC	4.09%	8.42%	8.42%	7.39%	5.95%
	TOTAL	2.81%	8.50%	8.50%	5.45%	3.64%



STAFFING (FTES)

Supervisor	1.00
Assistant Supervisor	1.00
Cashier	1.00
Utility Clerk	3.00
Meter Technician	3.00
	<hr/>
Total	9.00

The Utility Customer Service Department manages the City’s billing for electric, gas, water, wastewater, and sanitation services. The department is responsible for generating bills and penalties weekly based on the cycle billing schedule. A high priority is to remain on schedule when retrieving meter readings and maintaining accuracy. All cash collections for the City are posted in this department for accurate disbursement to the general ledger. Providing customers with a high standard of courteous and effective service is a key initiative. The Utility Customer Service office is open Monday through Friday, from 8:00 AM to 4:00 PM. A drive-through window, a utility bill drop-off box for after-hour use, as well as, bank and credit card drafting for residential accounts, are all offered for customer convenience, at no extra charge.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Receive and accurately post all payments and receipts;
- > Stay on schedule for obtaining monthly readings and maintain accuracy;
- > Provide excellent customer service with quick response time on problem issues; and
- > Receive and accurately post all payments and receipts.

DEPT 132 - UTILITY BILLING DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	416,249	439,546	439,546	402,502	415,303
Supplies	76,260	72,657	72,657	70,248	59,530
Maintenance	3,023	2,500	2,500	2,569	2,000
Services	78,709	74,100	74,100	70,546	71,250
Capital	14,117	20,617	20,617	20,610	0
Sundries	1,577	3,610	3,610	3,270	3,685
Total	589,935	613,030	613,030	569,745	551,768

DECISION PACKAGES FUNDED

None

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Payments processed	95,068	97,300	97,300	96,000	96,400
Meters read	236,628	241,650	241,650	228,038	236,992
Customers billed	93,459	93,500	93,500	93,500	93,450
Lobby/drive-thru customer assisted	50,205	50,650	50,650	50,600	50,550
Service orders processed	6,407	5,900	5,900	7,000	6,300

DEPT 132 - UTILITY BILLING DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	302,522	315,301	315,301	290,094	298,089
102.00	OVERTIME PAY	727	1,000	1,000	1,153	1,205
103.00	OASDI/MEDICARE	22,931	24,080	24,080	22,248	23,404
103.02	MATCHING RETIREMENT	27,104	29,261	29,261	27,511	22,555
105.00	LONGEVITY PAY	6,713	6,565	6,565	6,268	6,635
106.00	MEDICAL INSURANCE	53,888	60,639	60,639	52,956	61,002
106.01	LIFE INSURANCE	1,078	1,165	1,165	980	1,076
106.02	LONG TERM DISABILITY	450	426	426	386	410
107.00	WORKERS' COMPENSATION	775	1,109	1,109	906	927
118.00	ACCRUED COMP TIME	61	0	0	0	0
202.00	FUEL	7,402	8,207	8,207	7,882	8,000
203.00	TOOLS/SMALL EQUIPMENT	556	860	860	655	300
204.00	POSTAGE & FREIGHT	41,343	42,000	42,000	33,358	35,000
205.00	OFFICE SUPPLIES	894	1,200	1,200	973	1,000
206.00	EMPLOYEE RELATIONS	1,053	1,500	1,500	1,326	1,300
207.00	REPRODUCTION & PRINTING	8,678	9,000	9,000	9,188	9,000
208.00	CLOTHING	833	1,000	1,000	864	1,000
210.00	BOTANICAL & AGRICULTURAL	19	50	50	30	50
211.00	CLEANING AND JANITORIAL	56	200	200	110	150
212.00	COMPUTER SUPPLIES	12,829	6,000	6,000	14,570	2,000
213.00	COMMUNICATIONS EQUIPMENT	339	0	0	37	100
221.00	SAFETY/FIRST AID SUPPLIES	6	40	40	20	30
223.00	SMALL APPLIANCES	18	100	100	120	100
250.00	OTHER SUPPLIES	2,234	2,500	2,500	1,115	1,500
303.00	VEHICLES/LARGE EQUIPMENT	1,767	2,000	2,000	2,069	1,500
313.00	COMPUTER/OFFICE EQUIP	1,256	500	500	500	500

DEPT 132 - UTILITY BILLING DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
403.00	TELEPHONE	1,336	1,300	1,300	1,118	950
408.00	RENTAL & LEASES	360	400	400	400	400
409.00	ADVERTISEMENTS	183	0	0	0	0
410.00	PHYSICALS	156	0	0	0	0
424.00	SERVICE CONTRACTS	76,262	72,000	72,000	67,374	69,500
450.00	OTHER SERVICES	412	400	400	1,654	400
712.00	OFFICE FURNITURE/EQUIPMENT	0	4,000	4,000	3,993	0
713.00	VEHICLES	14,117	0	0	0	0
813.00	VEHICLES	0	16,617	16,617	16,617	0
901.00	LIAB/CASUALTY INSURANCE	1,175	1,310	1,310	927	1,085
908.00	SEM./MEMBERSHIP/TRAVEL	0	1,500	1,500	2,000	2,000
908.10	MILEAGE	73	300	300	143	300
950.00	OTHER SUNDRY	329	500	500	200	300
TOTAL DEPARTMENT		589,934	613,030	613,030	569,745	551,768



STAFFING (FTES)

Director	1.00
Assistant Director	1.00
SCADA Manager	1.00
Pre-Treatment Coordinator	1.00
Line Locate Technician	1.00
GIS Technician	0.50
Administrative Secretary	1.00
Administrative Assistant	1.00
Total	7.50

The Public Utilities Department is responsible for the operations of eleven departments that make up the City’s utility funds. The department provides administrative oversight for the Electric, Gas, Water, Wastewater, and Sanitation Funds. A primary responsibility is monitoring regulatory compliance and reporting to multiple state and federal agencies. A major objective is to provide Brenham citizens with safe, economical services while ensuring system reliability. All service issues, as well as new taps and commercial sanitation customers are handled within this department. The department is also responsible for the City’s Wastewater Pre-treatment Program, Backflow Prevention Program, utility mapping, and SCADA system operation.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > To provide the public with superior, reliable services in a safe and economical manner;
- > To focus on the needs of our customers by providing quality service and rapid response time whether it is an emergency call out or an ordinary customer service call;
- > To continually improve the reliability and structural integrity of all utilities provided to Brenham residents, businesses and industry; and
- > Continue to maintain good, working relationships with wholesale utility suppliers and state agencies.

DEPT 160 - PUBLIC UTILITIES DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	460,751	472,368	472,368	464,170	512,573
Supplies	15,883	19,795	20,420	19,028	16,525
Maintenance	879	1,700	4,700	3,856	1,400
Services	20,882	44,250	48,250	34,350	10,900
Capital	3,663	40,000	32,375	28,438	27,000
Sundries	21,377	18,515	18,515	18,676	13,824
Total	523,435	596,628	596,628	568,518	582,222

DECISION PACKAGES FUNDED

SCADA Network Phase III	15,000
Purchase SNMP	12,000
Total	27,000

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
# of utility taps issued	348	400	400	300	350
Calls received/dispatched	2,547	2,800	2,800	3,479	3,500
Utility line locates called-in	1,510	780	780	1,640	1,600

DEPT 160 - PUBLIC UTILITIES DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	2011		
\$						
101.00	SALARIES & WAGES	333,518	342,143	342,143	334,186	372,422
102.00	OVERTIME PAY	352	0	0	372	450
103.00	OASDI/MEDICARE	25,523	26,091	26,091	25,983	29,661
103.02	MATCHING RETIREMENT	30,388	32,308	32,308	31,918	28,585
105.00	LONGEVITY PAY	4,705	4,753	4,753	5,010	5,250
105.01	EDUCATION/MISCELLANEOUS	9,600	9,600	9,600	9,600	9,600
106.00	MEDICAL INSURANCE	49,480	54,375	54,375	53,945	63,249
106.01	LIFE INSURANCE	1,247	1,257	1,257	1,254	1,367
106.02	LONG TERM DISABILITY	512	448	448	460	522
107.00	WORKERS' COMPENSATION	1,074	1,394	1,394	1,442	1,467
118.00	ACCRUED COMP TIME	4,352	0	0	0	0
202.00	FUEL	1,786	1,595	1,595	1,348	1,500
203.00	TOOLS/SMALL EQUIPMENT	60	250	250	269	300
204.00	POSTAGE & FREIGHT	825	1,200	1,200	757	1,000
205.00	OFFICE SUPPLIES	2,335	4,300	4,300	3,486	3,800
206.00	EMPLOYEE RELATIONS	1,301	1,500	1,500	1,374	1,500
207.00	REPRODUCTION & PRINTING	4,515	3,400	3,400	4,673	4,000
208.00	CLOTHING	854	1,000	1,000	237	800
210.00	BOTANICAL & AGRICULTURAL	0	0	0	7	0
211.00	CLEANING AND JANITORIAL	29	50	50	0	25
212.00	COMPUTER SUPPLIES	3,153	5,200	5,825	5,861	2,500
213.00	COMMUNICATIONS EQUIPMENT	387	600	600	694	500
218.00	PHOTOGRAPHY	120	0	0	0	0
221.00	SAFETY/FIRST AID SUPPLIES	149	200	200	10	200
250.00	OTHER SUPPLIES	369	500	500	312	400

DEPT 160 - PUBLIC UTILITIES DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
303.00 VEHICLES/LARGE EQUIPMENT	215	400	400	356	400
309.00 COMMUNICATION/PHOTO EQUIP	0	500	500	0	300
312.00 BUILDINGS/APPLIANCES	664	500	500	350	500
313.00 COMPUTER/OFFICE EQUIP	0	200	3,200	3,100	200
350.00 OTHER MAINTENANCE	0	100	100	50	0
402.00 AUDITS/CONSULTANTS FEES	800	2,000	2,000	50	2,000
403.00 TELEPHONE	3,240	3,600	3,600	3,416	2,700
405.00 WATER	0	0	0	0	250
406.00 SEWER	0	0	0	0	250
407.00 LEGAL NOTICES	0	50	50	50	50
410.00 PHYSICALS	2,018	0	0	38	50
424.00 SERVICE CONTRACTS	14,643	38,000	42,000	30,548	5,000
450.00 OTHER SERVICES	181	600	600	248	600
714.10 SCADA COMMUNICATIONS	3,663	0	0	3,256	0
814.10 SCADA COMMUNICATIONS	0	40,000	32,375	25,182	27,000
901.00 LIAB/CASUALTY INSURANCE	1,179	1,390	1,390	1,255	699
908.00 SEM./MEMBERSHIP/TRAVEL	16,669	14,000	14,000	14,436	10,000
908.10 MILEAGE	3,400	3,000	3,000	2,800	3,000
950.00 OTHER SUNDRY	129	125	125	185	125
TOTAL DEPARTMENT	523,435	596,628	596,628	568,518	582,222



STAFFING (FTES)

Superintendent	1.00
Assistant Superintendent	1.00
Senior Line Worker	2.00
Line Worker II	3.00
Line Worker I	3.00
Apprentice Line Worker	1.00
Meter Technician	1.00
	<hr/>
Total	12.00

The Electric Department is responsible for the delivery of power to Brenham residences, businesses, and industries. A primary department responsibility is maintaining the extensive web of distribution lines that transmit electricity throughout the area. The department is responsible for the operation and maintenance of 116 miles of distribution feeder lines which deliver electricity to the substations providing electrical service to more than 7,000 customers. Electric Department crews respond to routine service calls concerning power outages and repair damages caused by weather and other events. The department is dedicated to providing safe, reliable power to Brenham citizens and all emergencies are treated as a priority.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Maintain electrical reliability by providing routine maintenance including replacing poles, distribution lines, transformers and service drops;
- > Continue upgrades on main feeder circuits to replace broken and damaged hardware;
- > Continue the annual tree trimming program which increases system reliability;
- > Continue with PCB transformer removal and disposal; and
- > Install smart devices in the electric system that will minimize outages, increase system reliability and improve operating efficiencies.

DEPT 161 - ELECTRIC DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
Personnel	768,004	851,080	851,080	813,167	802,398
Supplies	57,693	59,800	59,800	62,782	56,750
Maintenance	101,838	91,250	91,250	95,852	99,625
Services	229,025	203,506	203,506	205,537	202,150
Capital	664,601	751,800	751,800	767,517	898,350
Sundries	22,094	40,978	40,978	34,609	38,040
Total	1,843,253	1,998,414	1,998,414	1,979,464	2,097,313

DECISION PACKAGES FUNDED

Replace bucket truck (#146)	185,000
Upgrade siding on utility building	12,000
Split conductor reel	8,000
Wireless mesh expansion	60,000
Total	265,000

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
kWh Sold	271M	272M	272M	279M	281M
Miles of Service Lines	119	127	127	128	129
Line Loss	5.93%	5.25%	5.25%	4.71%	4.71%

DEPT 161 - ELECTRIC DEPARTMENT

LINE ITEM DETAIL

		BUDGET			RAE	BUDGET
		ACTUAL	ORIGINAL	AMENDED		
\$		2010	2011	2011	2011	2012
101.00	SALARIES & WAGES	537,588	572,931	572,931	562,077	558,988
102.00	OVERTIME PAY	19,294	25,000	25,000	20,361	19,600
103.00	OASDI/MEDICARE	42,852	45,821	45,821	45,798	46,804
103.02	MATCHING RETIREMENT	51,734	57,117	57,117	56,614	45,106
105.00	LONGEVITY PAY	9,038	9,050	9,050	9,093	9,783
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
105.03	STANDBY	18,132	19,000	19,000	18,656	18,700
106.00	MEDICAL INSURANCE	83,196	102,072	102,072	88,392	91,682
106.01	LIFE INSURANCE	1,927	2,112	2,112	2,093	2,023
106.02	LONG TERM DISABILITY	790	756	756	797	774
107.00	WORKERS' COMPENSATION	2,942	4,434	4,434	4,486	4,138
116.00	SALARIES/WAGES CONTINGENCY	0	7,987	7,987	0	0
118.00	ACCRUED COMP TIME	(4,289)	0	0	0	0
202.00	FUEL	17,421	22,000	22,000	21,919	22,000
203.00	TOOLS/SMALL EQUIPMENT	10,958	11,000	11,000	11,535	10,100
204.00	POSTAGE & FREIGHT	377	125	125	565	350
205.00	OFFICE SUPPLIES	500	500	500	212	450
206.00	EMPLOYEE RELATIONS	1,188	1,100	1,100	902	900
207.00	REPRODUCTION & PRINTING	165	600	600	384	500
208.00	CLOTHING	6,694	7,075	7,075	8,248	8,900
209.00	EDUCATIONAL	273	0	0	0	0
210.00	BOTANICAL & AGRICULTURAL	424	200	200	598	450
211.00	CLEANING AND JANITORIAL	1,161	1,000	1,000	1,672	1,000
212.00	COMPUTER SUPPLIES	3,615	2,000	2,000	1,718	2,700
213.00	COMMUNICATIONS EQUIPMENT	1,504	1,600	1,600	900	700
221.00	SAFETY/FIRST AID SUPPLIES	6,275	6,500	6,500	9,196	3,000
223.00	SMALL APPLIANCES	221	0	0	0	0
250.00	OTHER SUPPLIES	6,917	6,100	6,100	4,933	5,700
301.00	UTILITY LINES	36,222	48,500	48,500	50,441	51,700
303.00	VEHICLES/LARGE EQUIPMENT	34,579	18,500	18,500	19,536	18,500
304.00	MACHINERY/EQUIPMENT	3,348	2,500	2,500	3,088	2,500
306.00	STREET LIGHTING/SIGNALS	4,854	6,200	6,200	4,650	6,000
308.00	METERS	5,229	5,750	5,750	6,447	5,600
309.00	COMMUNICATION/PHOTO EQUIP	82	0	0	0	75
310.00	LAND/GROUNDS	248	250	250	0	4,700
311.00	UTILITY PLANTS	6,979	2,400	2,400	1,748	2,000
312.00	BUILDINGS/APPLIANCES	2,129	2,800	2,800	2,242	2,800
313.00	COMPUTER/OFFICE EQUIPMENT	0	200	200	50	100
314.00	TRANSFORMERS	8,083	4,000	4,000	7,550	5,500
350.00	OTHER MAINTENANCE	85	150	150	100	150

DEPT 161 - ELECTRIC DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	5,913	5,259	5,259	4,199	4,400
402.00	AUDITS/CONSULTANTS FEES	44,169	45,000	45,000	45,346	45,000
402.80	SPECIAL SVCS-TREE TRIMMING	148,098	135,000	135,000	133,108	135,000
403.00	TELEPHONE	6,421	1,800	1,800	2,144	2,250
404.00	GAS	898	907	907	687	200
405.00	WATER	233	215	215	211	225
406.00	SEWER	253	205	205	206	225
406.50	GARBAGE	876	960	960	975	920
406.60	TRNSF STATION/LANDFILL FEE	181	750	750	809	650
409.10	PUBLIC ED/INFORMATION	3,306	250	250	3,741	200
422.00	CONTRACT LABOR	0	0	0	0	2,500
424.00	SERVICE CONTRACTS	2,181	2,300	2,300	2,289	2,300
425.00	LABORATORY TEST FEES	400	360	360	200	280
450.00	OTHER SERVICES	16,096	10,500	10,500	11,622	8,000
702.00	BUILDINGS	0	0	0	0	12,000
704.00	UTILITY LINES	28,482	0	0	0	0
704.10	UTILITY LINES-CONTINGENCY	24,712	0	0	0	0
707.00	TRANSFORMERS	58,815	0	0	0	0
708.00	METERS	7,514	0	0	1,692	0
709.00	STREET LIGHTING/SIGNALS	6,595	0	0	0	0
710.00	MACHINERY/EQUIPMENT	17,683	4,500	4,500	4,562	23,350
712.00	OFFICE FURNITURE/EQUIPMENT	1,820	0	0	0	0
714.00	RADIOS/RADAR/CAMERAS	4,606	2,400	2,400	2,400	0
714.10	SCADA COMMUNICATIONS	24,011	0	0	0	0
802.00	BUILDINGS	0	84,000	84,000	87,175	0
804.00	UTILITY LINES	335,171	275,000	275,000	237,434	428,000
804.10	UTILITY LINE-CONTINGENCY	19,379	65,000	65,000	92,416	65,000
807.00	TRANSFORMERS	60,317	110,000	110,000	112,896	110,000
808.00	METERS	19,698	27,000	27,000	40,200	15,000
808.10	NEW SVC INSTALL	0	0	0	12,535	0
810.00	MACHINERY/EQUIPMENT	0	115,000	115,000	109,080	0
813.00	VEHICLES	0	18,000	18,000	20,227	185,000
814.10	SCADA COMMUNICATIONS	55,798	10,000	10,000	6,000	0
814.15	WIRELESS MESH	0	40,900	40,900	40,900	60,000
901.00	LIAB/CASUALTY INSURANCE	5,514	6,280	6,280	5,487	6,340
908.00	SEM./MEMBERSHIP/TRAVEL	15,177	33,500	33,500	28,318	31,000
908.10	MILEAGE	185	300	300	424	350
932.60	UNEMPLOYMENT BENEFITS	568	568	568	0	0
950.00	OTHER SUNDRY	650	330	330	380	350
TOTAL DEPARTMENT		1,843,253	1,998,414	1,998,414	1,979,464	2,097,313

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE	BUDGET
		ORIGINAL	AMENDED		
\$	2010	2011	2011	2011	2012
701.00 PURCHASE COSTS	18,331,778	18,796,867	18,796,867	19,598,630	19,346,234
709.00 LCRA TCOS FEE	2,400	2,400	2,400	2,400	2,400
860.11 DEBT - INTEREST	795	1,715	1,715	1,715	1,464
860.15 DEBT - PRINCIPAL	3,190	7,849	7,849	7,849	8,100
904.00 GROSS REVENUE TAX	1,666,603	1,710,445	1,710,445	1,773,924	1,759,595
TOTAL NON-DEPT DIRECT	20,004,766	20,519,276	20,519,276	21,384,518	21,117,793

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE	BUDGET
		ORIGINAL	AMENDED		
\$	2010	2011	2011	2011	2012
906.00 INVENTORY ADJ	(11,390)	0	0	0	0
950.00 OTHER SUNDRY	31,310	25,000	25,000	35,382	39,700
TOTAL NON-DEPT MISC	19,920	25,000	25,000	35,382	39,700

GAS FUND OVERVIEW

The Gas Fund is an enterprise fund used to account for the acquisition, operation and maintenance of natural gas facilities and services funded through gas rates and other customer charges.

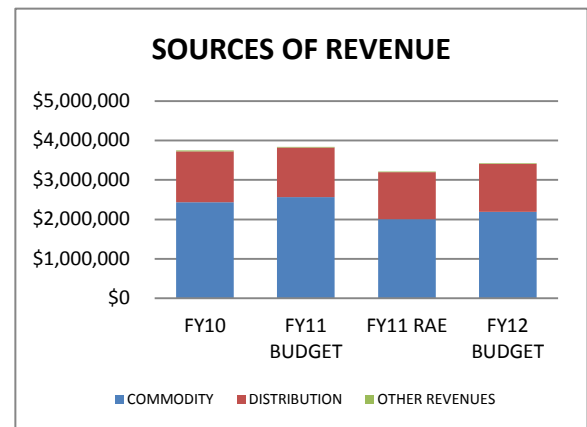
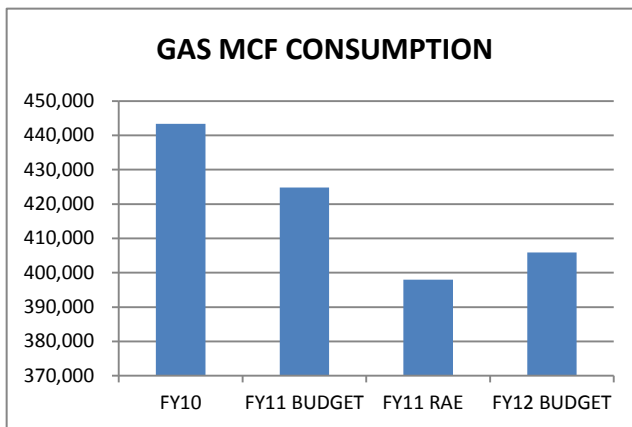
OPERATING RESOURCES

Operating resources consist primarily of utility revenues. Gas utility revenue is a function of consumption and rate. The gas rate is set by tariff and is comprised of a fixed minimum monthly distribution charge and a commodity component. Distribution charges are designed to cover Gas Department operations, including maintenance of gas lines and capital required for infrastructure improvements. Distribution charges also cover franchise tax and inter-fund transfers. The City purchases gas from Millennium Midstream Energy LLC and the cost, which fluctuates monthly, is passed through to the gas customer. Total budgeted operating resources of \$3,427,082 consists primarily of gas utility revenue. A small amount of revenue is generated by interest and other miscellaneous revenue. Of this amount, \$1,212,750 (35%) is expected to be generated to cover gas distribution and \$2,195,307 (64%) is projected to cover gas purchase costs.

Revenues

The major underlying assumptions in projecting FY12 Gas Fund revenues include:

- No changes in gas distribution rates;
- A 2% increase from RAE in gas consumption; and
- Long-term, gradual rise in natural gas prices throughout FY12 based on Henry Hub Futures Index.



USES OF OPERATING RESOURCES

Budgeted resource uses total \$3,644,141 and include operating department expenditures, debt service payments, transfers to the General and Electric funds, payment of franchise taxes to the General Fund and commodity costs for natural gas purchases.

Department Expenditures

There is only one operating department in the Gas Fund and represents almost 13% of resource usage. The FY12 budget for the department is \$485,883 which is -5.4% lower than the FY11 Budget because of reduced capital spending on vehicles. Personnel costs for salaries and benefits account for 65% of department expenditures. There are no other staffing changes anticipated in either department. Approximately 17% of the budget is for capital items. The capital budget includes \$28,000 in infrastructure improvements and \$56,000 for gas meters and regulators. In addition to department expenditures, \$300,000 is budgeted for the AMR meter replacement project.

Debt Service

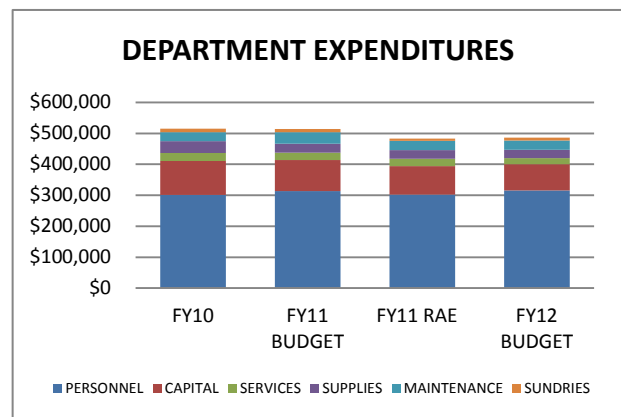
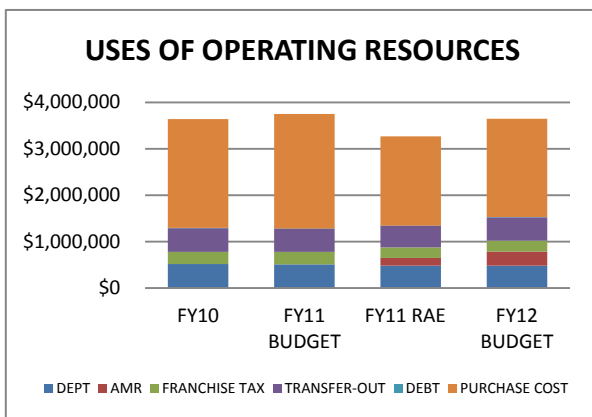
The Gas Fund has no bond debt. The fund does have a capital lease for BVWAC radios.

Inter-Fund Transfers

The Gas Fund is projected to transfer \$360,405 to the General Fund and \$142,672 to the Electric Fund in FY12. These transfers are the pro-rated portion of services received by the Water Fund from departments in the General and Electric Funds.

Franchise Tax

The Gas Fund is expected to remit \$238,564 in franchise tax to the General Fund. Franchise tax is calculated at 7% of gas utility revenues net of gas cost adjustment.



Purchase Costs

The largest use of operating resources is for natural gas purchase costs. Purchase costs are passed through to the customer and treated as a commodity cost for reporting purposes. Natural gas prices have fluctuated significantly over several fiscal cycles. The City adjusts the purchase cost component of the natural gas rate, monthly, through a gas cost adjustment (GCA) factor. For FY12 Budget, purchase costs are estimated at \$2,114,584, reflecting gradually rising natural gas prices and expanding customer base.

WORKING CAPITAL BALANCE

	ACTUAL 2009	BUDGET		RAE 2010	BUDGET 2011
		ORIGINAL 2010	AMENDED 2010		
BEGINNING BALANCE	890,753	1,017,327	1,017,327	1,017,327	960,557
DISTRIBUTION NET REVENUES	6,556	(9,042)	(9,042)	(139,843)	(297,782)
COMMODITY NET REVENUES	96,112	101,329	101,329	83,073	80,723
ADJUSTMENTS	23,906	0	0	0	0
SUBTOTAL	126,574	92,287	92,287	(56,771)	(217,059)
ENDING BALANCE	1,017,327	1,109,614	1,109,614	960,557	743,498

DECISION PACKAGES

The following items were presented as Decision Packages and approved by City Council. They are incorporated in department budgets.

DEPT	DESCRIPTION	\$
None		

DEBT SERVICE/CAPITAL LEASE SCHEDULE

FYE	PRINCIPAL	INTEREST	TOTAL
2012	1,722	311	2,033
2013	1,780	253	2,033
2014	1,840	194	2,033
2015	1,901	132	2,033
2016	1,965	69	2,033
2017	1,007	10	1,017

GAS FUND SUMMARY

	BUDGET		RAE	BUDGET
	ACTUAL	ORIGINAL		
\$	2010	2011	2011	2012
DISTRIBUTION REVENUES				
UTILITY REVENUE	1,289,664	1,274,578	1,274,578	1,212,750
INTEREST EARNED	1,047	800	800	1,000
OTHER REVENUE	16,851	16,000	16,000	18,025
SUBTOTAL DIST REVENUES	1,307,562	1,291,378	1,291,378	1,231,775
COMMODITY REVENUES				
UTILITY REVENUE	3,644,296	2,681,759	2,681,759	3,336,614
GCA	(1,206,274)	(133,894)	(133,894)	(1,141,307)
SUBTOTAL GEN REVENUES	2,438,022	2,547,865	2,547,865	2,195,307
TOTAL OPERATING RESOURCES	3,745,584	3,839,243	3,839,243	3,427,082
DISTRIBUTION EXPENDITURES				
OPERATING DEPARTMENTS	515,405	513,848	513,848	485,883
AMR METER PROJECT (1)	0	0	0	300,000
FRANCHISE TAX	260,406	267,571	267,571	238,564
DEBT SERVICE	9,027	2,034	2,034	2,033
OTHER DIRECT (2)	5,541	0	0	0
SUBTOTAL DIST EXPEND	790,379	783,453	783,453	1,026,480
COMMODITY EXPENDITURES				
GAS PURCHASE COST	2,341,910	2,462,536	2,462,536	2,114,584
SUBTOTAL GEN EXPEND	2,341,910	2,462,536	2,462,536	2,114,584
TRANS-OUT OTHER FUNDS	510,627	500,967	500,967	503,077
TOTAL USES OF OP RESOURCES	3,642,916	790,411	790,411	728,698
NET REVENUES				
DISTRIBUTION	6,556	6,958	6,958	(297,782)
COMMODITY	96,112	85,329	85,329	80,723
TOTAL NET REVENUES	102,668	92,287	92,287	(217,059)
WORKING CAPITAL (3)	1,017,327	1,109,614	1,109,614	743,498

(1) THIS PROJECT IS TRACKED IN INCODE FUND 108 BUT IS AN EXPENDITURE OF THE FUND.

(2) EXCLUDES POST RETIREMENT BENEFITS, UNCOLLECTIBLE ACCOUNTS, AND DEPRECIATION BUT INCLUDES INVENTORY ADJUSTMENTS.

(3) CURRENT ASSETS (LESS RESTRICTED CASH) LESS CURRENT LIABILITIES.

8° o7yV) REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
602.00 GAS UTIL REVENUES	4,933,960	3,956,337	3,956,337	4,451,327	4,549,363
611.00 GAS COST ADJ	(1,206,274)	(133,894)	(133,894)	(1,255,255)	(1,141,307)
632.00 STATE SALES TAX	5,278	3,000	3,000	5,000	5,000
655.00 LINE TAPS	9,405	10,500	10,500	10,000	10,000
690.00 MISC REVENUE	2,169	2,500	2,500	620	1,526
TOTAL UTILITY	3,744,537	3,838,443	3,838,443	3,211,692	3,424,582
710.00 INTEREST EARNED	56	0	0	0	0
710.30 INTEREST-TEXPOOL	992	800	800	1,000	1,000
790.60 GAIN/LOSS ASSETS	0	0	0	1,630	1,500
TOTAL MISC REV	1,047	800	800	2,630	2,500
TOTAL REVENUES	3,745,584	3,839,243	3,839,243	3,214,322	3,427,083
MCFS	420,851	356,610	356,610	431,796	424,844
AVG MTHLY CUST	4,151	4,183	4,183	4,212	4,272



STAFFING (FTEs)

Superintendent	1.00
Technician II	3.00
Technician I	<u>1.00</u>
Total	5.00

The City of Brenham Gas Department is responsible for the distribution of natural gas to Brenham residents, businesses, and industries. The City receives its gas from one purchase point where odorant is added and then the gas is distributed to three regulator stations where the gas pressure is decreased for distribution to gas customers. The department maintains, replaces, and constructs gas lines that range from one-half inch to six inches in diameter. The Gas Department is responsible for the maintenance and operation of over 100 miles of gas mains distributing more than 500 million cubic feet of gas and servicing more than 4,000 customers. The department is on call 24/7 and is dedicated to the safe distribution of natural gas.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Continue annual program of replacing outdated meters to ensure accuracy for billing;
- > Continue replacing deteriorating steel mains with polyethylene pipe reducing leakage and increasing system reliability;
- > Prevent atmospheric corrosion by continuing with scheduled painting of above ground piping and meters;
- > Install new services for anticipated City growth;
- > Rebuild regulators at border stations; and
- > Provide educational outreach to the general public covering issues such as safety and economical uses of natural gas.

DEPT 162 - GAS DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$					
		2011	2011	2011	2012
Personnel	301,358	313,271	313,271	302,236	315,933
Supplies	38,150	29,206	29,206	27,870	26,500
Maintenance	29,556	37,325	37,325	29,766	30,050
Services	25,877	23,875	23,875	23,609	20,390
Capital (1)	108,995	100,000	100,000	91,814	84,000
Sundries (2)	11,468	10,170	10,170	7,528	9,010
Total	515,403	513,847	513,847	482,823	485,883

DECISION PACKAGES FUNDED

None

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
		2011	2011	2011	2012
Feet of lines replaced	3,298	2,800	2,800	0	2,800
Service taps installed	67	72	72	60	60
Service calls	961	1,100	1,100	1,100	1,100
Mcf delivered	443K	425K	425K	406	410
Customers served	4,251	4,250	4,250	4,250	4,250
Avg price mcf sold	8.39	9.00	9.00	8.04	8.40
Avg price mcf purchased	5.14	5.65	5.65	4.54	5.33
% line loss	3%	3%	3%	1%	1%

DEPT 162 - GAS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	200,305	204,902	204,902	200,364	210,758
102.00	OVERTIME PAY	7,658	8,000	8,000	8,104	8,000
103.00	OASDI/MEDICARE	15,686	16,285	16,285	16,438	18,096
103.02	MATCHING RETIREMENT	19,746	20,854	20,854	21,056	17,440
105.00	LONGEVITY PAY	4,275	4,228	4,228	4,473	4,793
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
105.03	STANDBY	8,048	8,200	8,200	8,586	8,200
106.00	MEDICAL INSURANCE	36,622	40,128	40,128	35,440	40,891
106.01	LIFE INSURANCE	748	758	758	745	778
106.02	LONG TERM DISABILITY	307	273	273	281	296
107.00	WORKERS' COMPENSATION	1,459	1,842	1,842	1,949	1,881
116.00	SALARIES/WAGES CONTINGENCY	0	3,002	3,002	0	0
118.00	ACCRUED COMP TIME	1,704	0	0	0	0
201.00	CHEMICALS	2,657	3,540	3,540	3,525	2,700
202.00	FUEL	10,638	9,841	9,841	9,765	10,500
203.00	TOOLS/SMALL EQUIPMENT	3,065	4,900	4,900	4,900	4,900
204.00	POSTAGE & FREIGHT	654	375	375	342	600
205.00	OFFICE SUPPLIES	624	600	600	446	600
206.00	EMPLOYEE RELATIONS	665	750	750	765	750
207.00	REPRODUCTION & PRINTING	903	300	300	813	500
208.00	CLOTHING	1,631	1,500	1,500	2,025	1,600
210.00	BOTANICAL & AGRICULTURAL	20	100	100	58	100
211.00	CLEANING AND JANITORIAL	1,231	1,200	1,200	1,141	1,200
212.00	COMPUTER SUPPLIES	253	200	200	80	50
213.00	COMMUNICATIONS EQUIPMENT	22	1,800	1,800	840	0
218.00	PHOTOGRAPHY	82	0	0	0	0
221.00	SAFETY/FIRST AID SUPPLIES	1,448	1,600	1,600	932	500
223.00	SMALL APPLIANCES	0	0	0	0	0
250.00	OTHER SUPPLIES	14,257	2,500	2,500	2,238	2,500
301.00	UTILITY LINES	17,859	15,000	15,000	13,382	15,000
303.00	VEHICLES/LARGE EQUIPMENT	4,657	6,000	6,000	4,233	5,000
304.00	MACHINERY/EQUIPMENT	1,342	2,500	2,500	2,227	2,500
308.00	METERS	75	300	300	120	100
309.00	COMMUNICATIONS/PHOTO EQUIP	22	75	75	0	50
311.00	UTILITY PLANTS	950	12,000	12,000	8,000	7,000
312.00	BUILDINGS/APPLIANCES	4,491	1,300	1,300	819	200
350.00	OTHER MAINTENANCE	160	150	150	985	200

DEPT 162 - GAS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	2,732	2,200	2,200	2,065	2,200
402.00	AUDITS/CONSULTANTS FEES	5,551	6,000	6,000	7,525	3,500
403.00	TELEPHONE	1,205	1,300	1,300	1,325	1,350
404.00	GAS	1,974	2,005	2,005	1,386	1,500
405.00	WATER	176	200	200	167	250
406.00	SEWER	165	200	200	137	150
406.50	GARBAGE	388	380	380	314	0
406.60	TRNSF STATION/LANDFILL FEE	61	100	100	0	0
408.00	RENTAL & LEASES	2,874	1,640	1,640	1,263	1,640
409.10	PUBLIC ED/INFORMATION	6,857	5,500	5,500	5,365	6,000
424.00	SERVICE CONTRACTS	1,487	2,050	2,050	2,001	2,000
425.00	LABORATORY TEST FEES	715	800	800	682	800
450.00	OTHER SERVICES	1,692	1,500	1,500	1,379	1,000
704.10	UTILITY LINES-CONTINGENCY	259	0	0	0	0
708.00	METERS	19,416	0	0	0	0
708.10	NEW SVC INSTALL	7,646	0	0	0	0
709.00	GAS REGULATORS	9,422	0	0	0	0
804.00	UTILITY LINES	3,162	10,000	10,000	4,000	10,000
804.10	UTILITY LINE-CONTINGENCY	17,066	15,000	15,000	10,814	13,000
808.00	METERS	50,947	45,000	45,000	41,826	45,000
808.10	NEW SVC INSTALL	781	2,000	2,000	7,332	5,000
809.00	GAS REGULATORS	296	10,000	10,000	11,134	11,000
813.00	VEHICLES	0	18,000	18,000	16,708	0
901.00	LIAB/CASUALTY INSURANCE	1,259	1,470	1,470	1,037	1,410
908.00	SEM./MEMBERSHIP/TRAVEL	9,534	8,000	8,000	6,091	7,000
908.10	MILEAGE	581	500	500	200	500
950.00	OTHER SUNDRY	94	200	200	200	100
TOTAL DEPARTMENT		515,404	513,847	513,847	482,823	485,883

DEPT 100 - NON-DEPT DIRECT

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
705.00	GAS PURCHASE COSTS	2,341,910	2,462,536	2,462,536	1,923,089	2,114,584
860.11	DEBT SERVICE-INT	1,137	365	365	365	311
860.15	DEBT SERVICE-PRIN	7,890	1,669	1,669	1,669	1,722
904.00	GROSS REVENUE TAX	260,406	267,571	267,571	223,725	238,564
TOTAL DEPARTMENT		2,611,343	2,732,141	2,732,141	2,148,847	2,355,181

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
906.00 INVENTORY ADJUST	5,541	0	0	0	0
TOTAL DEPARTMENT	5,541	0	0	0	0

WATER FUND OVERVIEW

The Water Fund is an enterprise fund used to account for the acquisition, operation and maintenance of water treatment facilities and services funded through water rates and other customer charges.

OPERATING RESOURCES

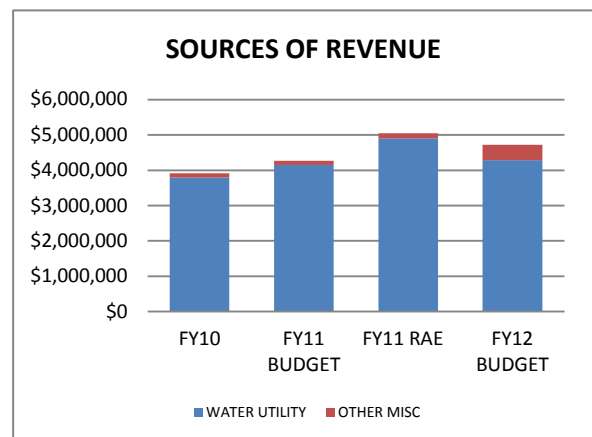
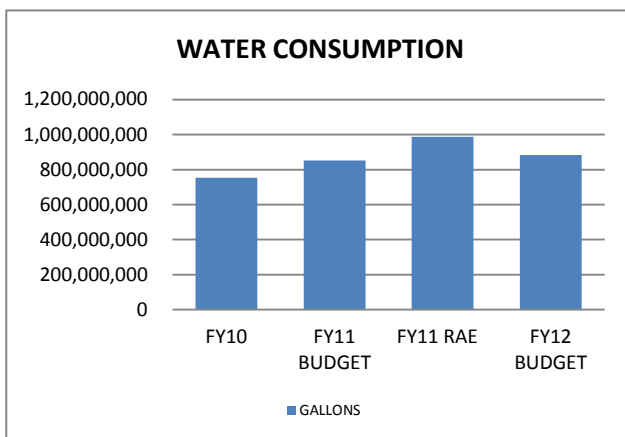
Projected operating resources are estimated at \$4,719,963 for FY12. The primary revenue source is generated by water sales and contributes \$4,281,794 to total operating resources. Other major operating resources are revenues from fire line and line tap charges and interest. Residual bond proceeds from a 2008 debt issue is being released from restricted cash in FY12 to cover debt payments on the related issue.

Revenues

Revenue projections for water are based on factors such as historical consumption, water rates and weather predictions. Consumption is higher in hot, dry years and lower in cool, wet years. This is particularly true for residential customers and irrigation meters. Economic pressures can also impact water consumption patterns, particularly irrigation usage. The major underlying assumptions in projecting FY12 Water Fund revenues include:

- No changes in water rates;
- Above normal water consumption of 883,000,000 gallons based a continuation of current drought conditions thru the Spring of 2012; and
- A 0.5% growth in customer based on historical trends.

Water revenues for FY11 RAE are expected to exceed budget estimates due to the drought. The drought is projected to continue through part of FY12 as a result of a La Nina weather pattern.



USES OF OPERATING RESOURCES

Budgeted resource uses total \$4,665,021 and include operating department expenditures, AMR meter project expenditures, debt service payments, transfers to the General and Electric funds, payment of franchise taxes to the General Fund and purchase costs for surface water.

Department Expenditures

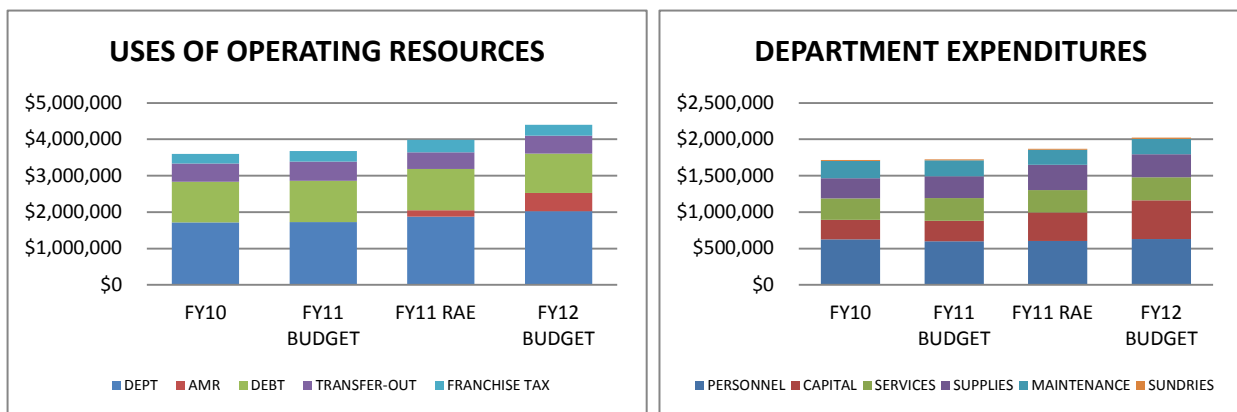
The Water Fund supports the Water Treatment and Water Construction departments. The combined FY12 budgets for these departments are \$2,024,739 which is 17.2% higher than FY11 Budget due to capital projects. At 43%, these department budgets represent the largest use of operating resources. Personnel costs for salaries and benefits account for 31% of department expenditures. There are no other staffing changes anticipated in either department. Exactly 84% of the supplies budget is for chemicals needed in water treatment. Most of the maintenance budget (over 91%) is for routine plant and utility line maintenance. The service category includes \$265,000 in electricity needed for operating the water treatment facility. The capital budget includes \$466,500 in infrastructure improvements, \$20,000 for water meters and \$45,000 in decision packages. There is an additional \$500,000 budgeted for the AMR meter replacement project.

Debt Service

The second largest use of operating resources is for debt service. There is \$1,085,423 budgeted for principal and interest payments in FY12. Debt service is the largest non-operating expenditure for the fund. No new debt issue is expected in FY12.

Inter-Fund Transfers

The Water Fund is projected to transfer \$333,465 to the General Fund and \$155,200 to the Electric Fund in FY12. These transfers are the pro-rated portion of services received by the Water Fund from departments in the General and Electric Funds.



Franchise Tax

The Water Fund is expected to remit \$299,726 in franchise tax to the General Fund. Franchise tax is calculated at 7% of water utility revenues.

Purchase Costs

The City of Brenham contracts with the Brazos River Authority and receives water from Lake Somerville. \$265,650 is budgeted for FY12 water purchase costs, consistent with FY11 RAE contract pricing.

	WORKING CAPITAL				
	ACTUAL	BUDGET		RAE	BUDGET
		2009	ORIGINAL		
\$		2010	2010	2010	
BEGINNING BALANCE	585,779	671,189	671,189	671,189	1,460,274
NET REVENUES	35,467	323,138	323,138	789,085	54,942
ADJUSTMENTS	49,943	0	0	0	0
SUBTOTAL	85,410	323,138	323,138	789,085	54,942
ENDING BALANCE	671,189	994,327	994,327	1,460,274	1,515,216

**

** FUND BALANCE GROWTH IS DUE TO NORMALIZED CONSUMPTION/SALES VOLUMES.

DECISION PACKAGES

The following items were presented as Decision Packages and approved by City Council. They are incorporated in department budgets.

DEPT	DESCRIPTION	\$
163 TREATMENT	715.00 Upgrade RTUS-Phase I	6,000
	802.00 Raw water pump enclosure	22,000
164 CONSTRUCTION	810.00 Concrete breaker	17,000
	TOTAL FUND	45,000

DEBT SERVICE/CAPITAL LEASE SCHEDULE

FYE	PRINCIPAL	INTEREST	TOTAL
2012	603,017	482,405	1,085,423
2013	616,619	473,005	1,089,624
2014	689,431	416,813	1,106,245
2015	475,426	357,581	833,007
2016	494,505	338,335	832,841
2017	513,755	316,957	830,712
2018	547,763	292,917	840,680
2019	571,263	269,598	840,861
2020	593,875	246,562	840,437
2021	622,800	222,229	845,029
2022	510,000	196,515	706,515
2023	540,000	173,820	713,820
2024	565,000	148,980	713,980
2025	595,000	122,990	717,990
2026	625,000	94,728	719,728
2027	660,000	65,040	725,040
2028	695,000	33,360	728,360

WATER FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
UTILITY REVENUE	3,794,003	4,151,245	4,151,245	4,905,095	4,281,794
INTEREST EARNED	6,556	7,000	7,000	6,500	6,800
OTHER REVENUE	117,755	113,200	113,200	132,796	118,106
TOTAL REVENUES	3,918,315	4,271,445	4,271,445	5,044,391	4,406,700
OTHER SOURCES (1)	0	0	0	0	313,263
TOTAL OPERATING RESOURCES	3,918,315	4,271,445	4,271,445	5,044,391	4,719,963
EXPENDITURES					
OPERATING DEPARTMENTS	1,714,649	1,727,179	1,727,179	1,871,745	2,024,739
AMR METER PROJECT (2)	0	0	0	182,500	500,000
FRANCHISE TAX	263,291	290,587	290,587	343,357	299,726
DEBT SERVICE	1,123,232	1,129,503	1,129,503	1,129,503	1,085,423
PURCHASE COSTS	257,858	270,000	270,000	265,650	265,650
OTHER (3)	24,729	0	0	818	818
TOTAL EXPENDITURES	3,383,759	3,417,269	3,417,269	3,793,573	4,176,356
TRANS-OUT OTHER FUNDS	499,089	531,038	531,038	461,733	488,665
TOTAL USES OF OP RESOURCES	3,882,848	3,948,307	3,948,307	4,255,306	4,665,021
NET REVENUES	35,467	323,138	323,138	789,085	54,942
WORKING CAPITAL (4)	671,189	994,327	994,327	1,460,274	1,515,216

(1) RESIDUAL BOND PROCEEDS FROM 2008 DEBT ISSUANCE RELEASED FROM RESTRICTED CASH.

(2) THIS PROJECT IS TRACKED IN INCODE FUND 108 BUT IS AN EXPENDITURE OF THE FUND.

(3) INCLUDES BOND PAYING AGENT FEES AND INVENTORY ADJUSTMENTS. EXCLUDES UNCOLLECTIBLE ACCOUNTS, DEPRECIATION, POST RETIREMENT BENEFITS, AMORTIZED ISSUANCE COSTS, AND AMORTIZED CHARGES.

(4) CURRENT ASSETS (LESS RESTRICTED CASH) LESS CURRENT LIABILITIES.

UTILITY REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
603.00 UTIL REVENUES	3,794,003	4,151,245	4,151,245	4,905,095	4,281,794
607.00 FIRE LINE	73,291	73,500	73,500	73,500	73,500
650.00 CUST REPAIR	0	0	0	0	0
651.00 METER HYDRANT	390	200	200	300	300
652.00 WATER FIRE STATION	229	500	500	300	300
655.00 LINE TAPS	37,564	35,000	35,000	35,000	35,000
690.00 MISC	1,014	1,500	1,500	2,500	1,200
TOTAL UTILITY	3,906,491	4,261,945	4,261,945	5,016,695	4,392,094
710.30 INT-TEXPOOL	1,325	1,500	1,500	1,500	1,800
710.31 INT-TEXSTAR	5,231	5,500	5,500	5,000	5,000
790.00 MISC OTHER	537	0	0	15	0
790.50 AMORTIZED BOND	4,731	2,500	2,500	8,732	6,806
790.60 GAIN/LOSS ASSETS	0	0	0	11,116	0
790.61 SALE OF NON CAP	0	0	0	1,332	1,000
TOTAL MISC REV	11,823	9,500	9,500	27,696	14,606
TOTAL REVENUES	3,918,314	4,271,445	4,271,445	5,044,391	4,406,700
GALLONS	752,748,100	852,247,657	852,247,657	987,494,929	883,000,000
AVG CUSTOMERS	7,077	7,219	7,219	7,142	7,177

STAFFING (FTES)



Superintendent	1.00
Chief Operator	1.00
Plant Operator	4.00
Maintenance Tech III	0.50
Total	6.50

The Water Treatment Department is responsible for providing a plentiful supply of safe, high quality water to meet current and projected demands. Water is chemically treated in compliance with state and federal regulations. Treated water that is discharged into the system meets all requirements of the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA). The City has an excellent long-range water supply, treatment, and distribution system with additional capacity for future growth. The City contracts with the Brazos River Authority and is receiving on average 2.4 million gallons of water per day from Somerville Lake. With the completion of the West Side Water Tower, the systems storage capacity has increased from 900,000 gallons overhead to 1,100,000 and from 2.4 million to 2.7 million gallons in ground storage. The water treatment plant is operated 24 hours a day and is rated at 6.98 million gallons per day capacity.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Continue to provide safe, quality water and continue meeting or exceeding all federal, state and local regulatory standards;
- > Inspect and maintain pumps, meters, gauges, instruments and equipment to ensure proper operation of plant and minimize downtime;
- > Continue to maintain the appearance of the water treatment plant and all facilities associated with water treatment; and
- > Improve front entrance to Water Treatment Plant in order to allow for easier access which will divert deliveries off Church St.

DEPT 163 - WATER TREATMENT DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	360,304	369,860	369,860	377,167	387,673
Supplies	253,442	277,269	277,269	319,826	290,050
Maintenance	139,421	135,100	135,100	100,999	116,300
Services	289,532	288,113	288,113	297,100	305,200
Capital	0	13,049	13,049	13,419	28,000
Sundries	7,829	8,600	8,600	8,124	8,400
Total	1,050,528	1,091,991	1,091,991	1,116,635	1,135,623

DECISION PACKAGES FUNDED

Upgrade RTUS-Phase I	6,000
Raw water pump enclosure	22,000
	<u>28,000</u>

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Gallons pumped from Lake Somerville	992M	1,200M	1,200M	1,301M	1,431M
Gallons treated	855M	1,050M	1,050M	1,139M	1,252M
Gallons delivered	753M	852M	852M	923M	1,014M

DEPT 163 - WATER TREATMENT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	237,401	246,271	246,271	249,645	257,773
102.00	OVERTIME PAY	13,946	8,500	8,500	13,941	14,000
103.00	OASDI/MEDICARE	18,071	18,563	18,563	19,740	21,467
103.02	MATCHING RETIREMENT	22,688	23,831	23,831	25,041	20,688
105.00	LONGEVITY PAY	3,155	3,308	3,308	3,603	4,043
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
105.03	STANDBY	0	0	0	78	0
106.00	MEDICAL INSURANCE	52,411	58,317	58,317	53,654	58,433
106.01	LIFE INSURANCE	906	915	915	921	942
106.02	LONG TERM DISABILITY	361	357	357	365	359
107.00	WORKERS' COMPENSATION	4,425	4,998	4,998	5,379	5,168
118.00	ACCRUED COMP TIME	2,140	0	0	0	0
201.00	CHEMICALS	228,824	251,000	251,000	292,791	265,000
202.00	FUEL	4,017	5,519	5,519	5,228	5,300
203.00	TOOLS/SMALL EQUIPMENT	553	900	900	1,500	500
204.00	POSTAGE & FREIGHT	1,769	1,000	1,000	1,076	1,500
205.00	OFFICE SUPPLIES	1,048	500	500	398	300
206.00	EMPLOYEE RELATIONS	523	600	600	403	750
207.00	REPRODUCTION & PRINTING	1,935	2,200	2,200	1,948	2,500
208.00	CLOTHING	1,013	1,100	1,100	723	4,000
210.00	BOTANICAL & AGRICULTURAL	177	150	150	126	150
211.00	CLEANING AND JANITORIAL	844	650	650	847	700
212.00	COMPUTER SUPPLIES	920	2,250	2,250	3,649	2,200
213.00	COMMUNICATIONS EQUIPMENT	358	0	0	25	100
220.00	LAB SUPPLIES	6,790	5,500	5,500	5,340	5,000
221.00	SAFETY/FIRST AID SUPPLIES	2,666	5,000	5,000	5,000	150
223.00	SMALL APPLIANCES	851	200	200	0	1,200
250.00	OTHER SUPPLIES	1,154	700	700	772	700
303.00	VEHICLES/LARGE EQUIPMENT	2,225	2,500	2,500	1,864	2,000
304.00	MACHINERY/EQUIPMENT	266	500	500	673	700
310.00	LAND/GROUNDS	406	500	500	418	5,000
311.00	UTILITY PLANTS	131,135	130,000	130,000	95,976	107,000
312.00	BUILDINGS/APPLIANCES	5,345	1,500	1,500	1,956	1,500
350.00	OTHER MAINTENANCE	44	100	100	112	100

DEPT 163 - WATER TREATMENT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	241,651	250,000	250,000	262,000	265,000
402.00	AUDITS/CONSULTANTS FEES	25,981	22,000	22,000	18,405	8,000
402.15	STATE FEES	0	0	0	0	14,500
403.00	TELEPHONE	1,446	1,500	1,500	1,626	1,500
404.00	GAS	610	643	643	625	600
406.50	GARBAGE	698	720	720	1,013	350
406.60	TRNSF STATION/LANDFILL FEE	0	50	50	0	50
408.00	RENTAL & LEASES	1	1,200	1,200	1,243	1,200
424.00	SERVICE CONTRACTS	4,257	4,000	4,000	4,000	6,000
425.00	LABORATORY TEST FEES	13,298	7,000	7,000	6,848	7,000
450.00	OTHER SERVICES	1,590	1,000	1,000	1,340	1,000
714.00	RADIOS/RADAR/CAMERAS	0	5,000	5,000	4,640	0
715.00	OTHER CAPITAL	0	8,049	8,049	8,779	6,000
802.00	BUILDINGS	0	0	0	0	22,000
901.00	LIAB/CASUALTY INSURANCE	1,416	1,600	1,600	1,172	1,400
908.00	SEM./MEMBERSHIP/TRAVEL	5,653	6,000	6,000	6,000	6,000
908.10	MILEAGE	666	1,000	1,000	952	1,000
950.00	OTHER SUNDRY	94	0	0	0	0
TOTAL DEPARTMENT		1,050,528	1,091,991	1,091,991	1,116,635	1,135,623



STAFFING (FTES)

Crew Leader	1.00
Equipment Operator	1.00
Customer Service Tech	1.00
Maintenance	2.00
Total	5.00

The Water Construction Department is responsible for maintenance, repairs, and new construction on the water distribution system. Water lines must be in good condition to ensure adequate delivery of water to Brenham businesses and households. There are over 140 miles of water lines that have to be maintained by the Water Construction Department. In addition, there are over 6,000 water meters, 2,700 water valves and more than 800 fire hydrants requiring ongoing, routine maintenance. The department is on-call 24 hours a day, 7 days a week and is dedicated to providing a reliable supply of water to all City water customers.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > To provide reliable service to all residential, commercial and industrial water customers;
- > Maintain or replace outdated meters for proper billing purposes and detection of any possible water loss;
- > Continue with annual program of replacing 12 fire hydrants a year;
- > Replace a minimum of 5,000 linear feet of water lines with PVC for water loss prevention; and
- > Install new water taps and water lines for anticipated City growth.

DEPT 164 - WATER CONSTRUCTION DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	265,707	227,877	227,877	227,636	241,676
Supplies	21,370	21,325	21,325	29,702	26,940
Maintenance	98,105	85,700	85,700	103,903	93,700
Services	8,048	10,326	10,326	7,516	14,450
Capital	266,694	282,460	282,460	378,710	503,500
Sundries	4,196	7,500	7,500	7,643	8,850
Total	664,120	635,188	635,188	755,110	889,116

DECISION PACKAGES FUNDED

Concrete breaker 17,000

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
New lines laid (in feet)	560	1,000	1,000	3,715	1,000
Lines replaced (in feet)	8,000	1,000	1,000	330	1,000
# of service calls	954	1,000	1,000	1,008	1,000
# of water taps installed	99	165	165	109	100
# of painted fire hydrants	50	50	50	100	200
Change out of fire hydrants	11	10	10	6	10
Change out of water meters	500	300	300	678	700

DEPT 164 - WATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	171,304	143,580	143,580	144,772	151,124
102.00	OVERTIME PAY	8,950	9,000	9,000	10,261	10,300
103.00	OASDI/MEDICARE	13,855	11,314	11,314	12,012	12,981
103.02	MATCHING RETIREMENT	16,818	14,586	14,586	15,022	12,510
105.00	LONGEVITY PAY	7,518	1,843	1,843	1,800	2,110
105.01	EDUCATION/MISCELLANEOUS	3,508	0	0	0	0
105.03	STANDBY	6,527	6,500	6,500	6,050	6,150
106.00	MEDICAL INSURANCE	34,593	35,454	35,454	33,916	42,782
106.01	LIFE INSURANCE	665	542	542	467	542
106.02	LONG TERM DISABILITY	250	196	196	176	207
107.00	WORKERS' COMPENSATION	3,419	2,759	2,759	3,160	2,970
116.00	SALARIES/WAGES CONTINGENCY	0	2,103	2,103	0	0
118.00	ACCRUED COMP TIME	(1,700)	0	0	0	0
201.00	CHEMICALS	159	200	200	200	200
202.00	FUEL	13,472	11,900	11,900	14,344	15,000
203.00	TOOLS/SMALL EQUIPMENT	1,245	2,000	2,000	3,621	2,000
204.00	POSTAGE & FREIGHT	6	0	0	17	0
205.00	OFFICE SUPPLIES	27	150	150	334	200
206.00	EMPLOYEE RELATIONS	325	500	500	578	750
207.00	REPRODUCTION & PRINTING	138	100	100	602	600
208.00	CLOTHING	1,660	2,000	2,000	1,705	2,500
210.00	BOTANICAL & AGRICULTURAL	142	50	50	50	100
211.00	CLEANING AND JANITORIAL	708	600	600	759	800
212.00	COMPUTER SUPPLIES	34	0	0	49	150
213.00	COMMUNICATIONS EQUIPMENT	79	0	0	0	140
218.00	PHOTOGRAPHY	0	0	0	0	0
221.00	SAFETY/FIRST AID SUPPLIES	1,943	2,825	2,825	2,776	2,000
223.00	SMALL APPLIANCES	0	0	0	0	1,500
250.00	OTHER SUPPLIES	1,432	1,000	1,000	4,667	1,000
301.00	UTILITY LINES	85,149	75,000	75,000	94,850	85,000
303.00	VEHICLES/LARGE EQUIPMENT	9,703	8,000	8,000	5,285	7,000
304.00	MACHINERY/EQUIPMENT	560	700	700	1,173	700
308.00	METERS	7	500	500	1,080	0
312.00	BUILDINGS/APPLIANCES	710	1,000	1,000	669	500
350.00	OTHER MAINTENANCE	1,976	500	500	846	500

DEPT 164 - WATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
401.00 ELECTRICAL	2,200	2,000	2,000	3,214	2,200
402.00 AUDITS/CONSULTANTS FEES	2,135	5,000	5,000	1,000	2,500
403.00 TELEPHONE	831	900	900	760	650
404.00 GAS	787	550	550	965	1,150
405.00 WATER	176	200	200	280	200
406.00 SEWER	165	168	168	321	200
406.50 GARBAGE	388	408	408	17	350
406.60 TRNSF STATION/LANDFILL FEE	19	0	0	0	0
408.00 RENTAL & LEASES	0	0	0	67	5,600
409.00 ADVERTISEMENTS	51	0	0	0	0
410.00 PHYSICALS	97	0	0	0	0
424.00 SERVICE CONTRACTS	512	400	400	618	1,100
450.00 OTHER SERVICES	687	700	700	274	500
702.00 BUILDINGS	0	0	0	0	4,000
704.30 FIRE HYDRANT INSTALLATION	2,268	0	0	0	0
708.00 METERS	145	0	0	0	0
708.10 NEW SVC INSTALL	11,935	0	0	0	0
710.00 MACHINERY/EQUIPMENT	9,936	0	1,800	1,748	0
804.00 UTILITY LINES	35,706	150,000	148,200	110,000	400,000
804.10 UTILITY LINE-CONTINGENCY	57,076	30,000	30,000	143,259	50,000
808.00 METERS	141,765	70,560	70,560	96,639	20,000
808.10 NEW SVC INSTALL	0	13,900	13,900	10,207	12,500
810.00 MACHINERY/EQUIPMENT	0	0	0	0	17,000
813.00 VEHICLES	7,863	18,000	18,000	16,857	0
901.00 LIAB/CASUALTY INSURANCE	2,845	3,250	3,250	2,577	3,300
908.00 SEM./MEMBERSHIP/TRAVEL	1,351	4,000	4,000	4,530	5,000
908.10 MILEAGE	0	200	200	456	500
950.00 OTHER SUNDRY	0	50	50	80	50
TOTAL DEPARTMENT	664,120	635,188	635,188	755,110	889,116

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE	BUDGET
		ORIGINAL	AMENDED		
\$	2010	2011	2011	2011	2012
421.00 BOND AGENT FEES	818	0	0	818	818
708.00 WATER PURCHASED	257,858	270,000	270,000	265,650	265,650
860.11 DEBT INTEREST	489,075	467,283	467,283	467,283	482,405
860.15 DEBT PRINCIPAL	634,157	662,220	662,220	662,220	603,017
904.00 FRANCHISE TAX	263,291	290,587	290,587	343,357	299,726
TOTAL DEPARTMENT	1,645,199	1,690,090	1,690,090	1,739,328	1,651,617

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE	BUDGET
		ORIGINAL	AMENDED		
\$	2010	2011	2011	2011	2012
906.00 INVENTORY ADJ	23,911	0	0	0	0
TOTAL DEPARTMENT	23,911	0	0	0	0

WASTEWATER FUND OVERVIEW

The Wastewater Fund is an enterprise fund used to account for the acquisition, operation and maintenance of wastewater treatment facilities and services funded through wastewater rates and other customer charges.

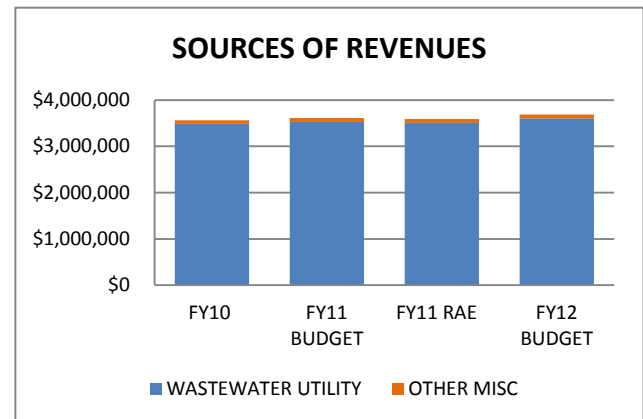
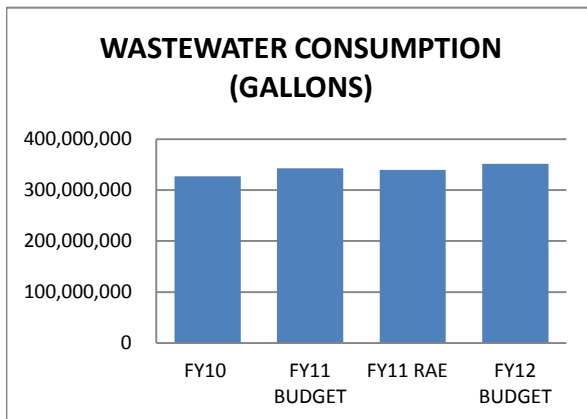
OPERATING RESOURCES

Projected operating resources are estimated at \$3,684,471 for FY12. The primary revenue source is generated by wastewater sales and contributes \$3,602,171 to total operating resources. Other major operating resources are revenues from sewage accepted at the plant, line taps, and interest.

Revenues

Revenue projections for wastewater are based on factors such as historical gallons processed and wastewater rates for all customer classes except residential. Residential sales are based on average gallons of water consumption per customer in the winter months of January and February. Wastewater rates are applied to that consumption and used for the following 12 months running April thru March. The major underlying assumptions in projecting FY12 Wastewater Fund revenues include:

- No changes in wastewater rates;
- Higher residential rates through March 2012 due to above average water consumption during January and February of 2011; and
- A 2.1% growth in customer based on historical trends.



USES OF OPERATING RESOURCES

Budgeted resource uses total \$3,956,373 and include operating department expenditures, debt service payments, transfers to the General, Electric and payment of franchise taxes to the General Fund.

Department Expenditures

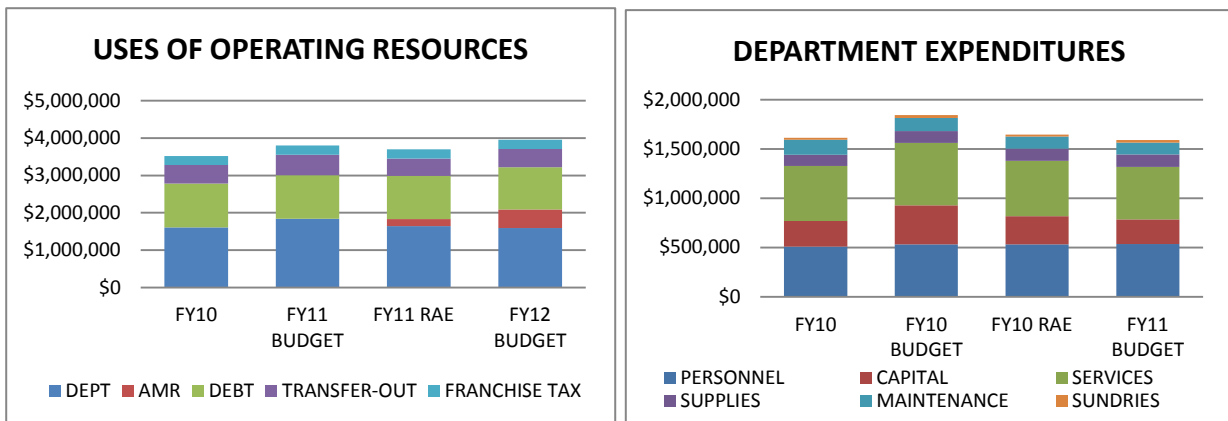
The Wastewater Fund supports the Wastewater Construction and Wastewater Treatment departments. The combined FY12 budgets for these departments are \$1,589,375 which is (13.7%) lower than FY11 Budget. This figure is exclusive of \$500,000 for the AMR meter replacement project. At 46%, these department budgets represent the largest use of operating resources. Personnel costs for salaries and benefits account for 34% of department expenditures. There are no staffing changes anticipated in either department. Exactly 65% of the supplies budget is for chemicals needed in wastewater treatment. Most of the maintenance budget (over 83%) is for routine plant and utility line maintenance. The service category includes \$466,300 in electricity needed for operating the wastewater treatment facility. The capital budget includes \$122,000 in infrastructure improvements and \$127,000 in decision packages. Additional capital of \$500,000 is budgeted for the AMR meter replacement program.

Debt Service

The second largest use of operating resources is for debt service. There is \$1,131,286 budgeted for principal and interest payments in FY12. Debt service is the largest non-operating expenditure for the fund. No new debt issue is expected in FY12.

Inter-Fund Transfers

The Wastewater Fund is projected to transfer \$329,164 to the General Fund and \$154,396 to the Electric Fund in FY12. These transfers are the pro-rated portion of services received by the Wastewater Fund from departments in the General and Electric Funds.



Franchise Tax

The Wastewater Fund is expected to remit \$252,152 in franchise tax to the General Fund. Franchise tax is calculated at 7% of Wastewater utility revenues.

	WORKING CAPITAL				
	ACTUAL	BUDGET		RAE	BUDGET
		2010	2011		
\$				2011	
BEGINNING BALANCE	691,429	736,160	736,160	736,160	634,469
NET REVENUES	47,705	(185,765)	(185,765)	(101,691)	(271,902)
ADJUSTMENTS	(2,974)	0	0	0	0
SUBTOTAL	44,731	(185,765)	(185,765)	(101,691)	(271,902)
ENDING BALANCE	736,160	550,395	550,395	634,469	362,567

**

** WORKING CAPITAL WILL BE USED TO FUND CAPITAL PROJECTS.

DECISION PACKAGES

The following items were presented as Decision Packages and approved by City Council. They are incorporated in department budgets.

DEPT	DESCRIPTION	\$
166 TREATMENT	715.00 Upgrade RTUS-Phase I	12,000
	806.00 Reuse effluent water storage tank	115,000
	TOTAL FUND	127,000

WASTEWATER DEBT SERVICE/CAPITAL LEASE SCHEDULE

FYE	PRINCIPAL	INTEREST	TOTAL
2012	859,508	271,778	1,131,286
2013	891,467	249,549	1,141,016
2014	888,672	255,049	1,143,721
2015	1,007,108	308,863	1,315,971
2016	1,035,077	278,485	1,313,562
2017	1,061,938	244,060	1,305,998
2018	1,125,472	204,327	1,329,799
2019	1,233,894	166,507	1,400,401
2020	1,265,464	123,445	1,388,909
2021	1,331,653	77,127	1,408,780
2022	455,532	28,333	483,865
2023	469,336	14,667	484,003

WASTEWATER FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
UTILITY REVENUE	3,483,371	3,529,283	3,529,283	3,508,000	3,602,171
WASTEHAULERS	39,198	41,000	41,000	40,000	40,000
ANCILLARY REVENUES	37,740	38,600	38,600	38,700	38,400
INTEREST EARNED	3,029	3,050	3,050	3,200	3,200
OTHER REVENUE (1)	2,506	0	0	2,595	700
TOTAL REVENUES	3,565,844	3,611,933	3,611,933	3,592,495	3,684,471
TOTAL OPERATING RESOURCES	3,565,844	3,611,933	3,611,933	3,592,495	3,684,471
EXPENDITURES					
OPERATING DEPARTMENTS	1,611,637	1,841,366	1,841,366	1,645,855	1,589,375
AMR METER PROJECT (2)	0	0	0	182,500	500,000
FRANCHISE TAX	243,446	247,050	247,050	245,560	252,152
DEBT SERVICE	1,166,454	1,163,276	1,163,276	1,163,276	1,131,286
OTHER (3)	99	0	0	0	0
TOTAL EXPENDITURES	3,021,636	3,251,692	3,251,692	3,237,191	3,472,813
TRANS-OUT OTHER FUNDS	496,503	546,006	546,006	456,995	483,560
TOTAL USES OF OP RESOURCES	3,518,139	3,797,698	3,797,698	3,694,186	3,956,373
NET REVENUES	47,705	(185,765)	(185,765)	(101,691)	(271,902)
WORKING CAPITAL (4)	736,160	550,395	550,395	634,469	362,567

(1) EXCLUDES AMORTIZED BOND PREMIUM.

(2) THIS PROJECT IS TRACKED IN INCODE FUND 108 BUT IS AN EXPENDITURE OF THE FUND.

(3) INCLUDES BOND PAYING AGENT FEES AND INVENTORY ADJUSTMENTS. EXCLUDES UNCOLLECTIBLE ACCOUNTS, DEPRECIATION, AMORTIZED ISSUANCE COSTS/DISCOUNTS, AMORTIZED CHARGES AND POST RETIREMENT BENEFITS.

(4) CURRENT ASSETS (LESS RESTRICTED CASH) LESS CURRENT LIABILITIES.

WASTEWATER FUND REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
604.00 UTIL REVENUES	3,483,371	3,529,283	3,529,283	3,508,000	3,602,171
650.00 CUSTOM REPAIR	1,687	2,000	2,000	1,700	1,400
655.00 LINE TAPS	16,968	18,600	18,600	17,000	17,000
675.00 ACCEPTED AT PLANT	39,198	41,000	41,000	40,000	40,000
690.00 MISC	19,085	18,000	18,000	20,000	20,000
TOTAL UTILITY	3,560,309	3,608,883	3,608,883	3,586,700	3,680,571
710.30 INT-TEXPOOL	59	50	50	200	200
710.31 TEXSTAR INTEREST	2,970	3,000	3,000	3,000	3,000
790.00 MISC OTHER REV	537	0	0	700	700
790.50 AMORT BOND PREM	0	0	0	0	0
790.60 GAIN/LOSS ASSETS	0	0	0	1,778	0
790.61 SALE NONCAP ASSET	1,970	0	0	117	0
TOTAL MISC REV	5,536	3,050	3,050	5,795	3,900
TOTAL REVENUES	3,565,845	3,611,933	3,611,933	3,592,495	3,684,471
GALLONS PROCESSED	327,125,800	342,519,909	342,519,909	339,471,024	351,407,606
AVG MONTHLY CUST	6,374	6,432	6,432	6,419	6,556



STAFFING (FTES)

Crew Leader	1.00
Equipment Operator	1.00
Customer Service Tech	1.00
Maintenance	2.00
	<hr/>
Total	5.00

The Wastewater Construction Department is responsible for maintenance, repairs, and new construction on the wastewater system. Wastewater lines must be in good condition to ensure movement of waste from Brenham businesses and households to the wastewater treatment plant. The department continuously inspects wastewater lines to prevent any overflows or wastewater spills. The proper maintenance of the City’s wastewater system is imperative for a safe and healthy environment. There are over 137 miles of wastewater lines that have to be maintained by the Wastewater Construction Department. The department services more than 6,200 customers.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Continue maintenance and operation of 137 miles of wastewater lines with over 6,200 sewer connections and 2,000 manholes;
- > Continue replacement of deteriorated sewer lines to maintain proper functioning of the wastewater collection system;
- > Continue repair of damaged or deteriorating manholes to prevent infiltration into the sewer system;
- > Continue to install new wastewater services for anticipated City growth;
- > Conduct in-house “Smoke” testing to detect any inflow or infiltration problems; and
- > Continue with the wastewater line video program to determine the extent of damage to wastewater lines.

DEPT 165 - WASTEWATER CONSTRUCTION DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	252,295	239,493	239,493	235,926	243,412
Supplies	23,488	21,400	21,400	24,567	24,800
Maintenance	74,948	77,300	77,300	63,182	66,600
Services	9,494	36,247	39,047	30,352	4,450
Capital	153,908	167,800	178,600	158,225	122,000
Sundries	3,464	8,360	8,360	5,378	7,250
Total	517,597	550,600	564,200	517,630	468,512

DECISION PACKAGES FUNDED

NONE

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
New lines laid (in feet)	1,100	3,755	3,755	3,700	1,500
Lines replaced (in feet)	0	1,000	1,000	600	600
# of service calls	284	260	260	378	400
# of sewer taps installed	88	97	97	90	100
Smoke testing	0	50,000 ft	50,000 ft	50,000 ft	50,000 ft
# of manholes rehabilitated	53	54	54	54	54
# of new manholes installed	0	8	8	17	5

DEPT 165 - WASTEWATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	170,803	151,451	151,451	152,688	156,823
102.00	OVERTIME PAY	8,775	9,000	9,000	7,292	7,300
103.00	OASDI/MEDICARE	14,217	12,321	12,321	12,726	13,389
103.02	MATCHING RETIREMENT	16,846	15,495	15,495	15,494	12,904
105.00	LONGEVITY PAY	0	4,010	4,010	4,168	4,300
105.03	STANDBY	6,438	6,500	6,500	6,538	6,500
106.00	MEDICAL INSURANCE	32,918	34,566	34,566	33,451	38,288
106.01	LIFE INSURANCE	556	570	570	520	568
106.02	LONG TERM DISABILITY	250	206	206	197	217
107.00	WORKERS' COMPENSATION	3,192	3,155	3,155	2,852	3,123
116.00	SALARIES/WAGES CONTINGENCY	0	2,219	2,219	0	0
118.00	ACCRUED COMP TIME	(1,700)	0	0	0	0
201.00	CHEMICALS	0	200	200	0	0
202.00	FUEL	12,070	11,900	11,900	14,760	15,000
203.00	TOOLS/SMALL EQUIPMENT	2,074	2,000	2,000	2,286	2,000
204.00	POSTAGE	74	150	150	65	150
205.00	OFFICE SUPPLIES	27	150	150	131	100
206.00	EMPLOYEE RELATIONS	280	500	500	322	400
207.00	REPRODUCTION & PRINTING	138	100	100	100	100
208.00	CLOTHING	1,638	2,000	2,000	2,040	3,000
210.00	BOTANICAL & AGRICULTURAL	2,916	50	50	414	200
211.00	CLEANING AND JANITORIAL	487	525	525	462	500
212.00	COMPUTER EQUIPMENT/SUPPLIES	34	0	0	0	0
213.00	COMMUNICATION EQUIPMENT	96	0	0	21	150
221.00	SAFETY/FIRST AID SUPPLIES	2,181	2,825	2,825	2,796	2,000
250.00	OTHER SUPPLIES	1,473	1,000	1,000	1,170	1,200
301.00	UTILITY LINES	57,418	65,000	65,000	50,633	55,000
303.00	VEHICLES/LARGE EQUIPMENT	13,548	10,000	10,000	10,279	10,000
304.00	MACHINERY/EQUIPMENT	1,481	700	700	917	1,000
309.00	COMMUNICATIONS/PHOTO EQUIP	0	100	100	61	100
312.00	BUILDINGS/APPLIANCES	1,497	1,000	1,000	0	0
350.00	OTHER MAINTENANCE	1,004	500	500	1,292	500

DEPT 165 - WASTEWATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
401.00 ELECTRICAL	2,200	2,000	2,000	0	0
402.00 AUDITS/CONSULTANTS FEES	3,600	5,000	5,000	2,000	3,000
402.80 SPECIAL SVCS.-SMOKE TESTING	0	25,000	25,000	24,500	0
403.00 TELEPHONE	831	900	900	659	650
404.00 GAS	787	547	547	0	0
405.00 WATER	176	200	200	0	0
406.00 SEWER	165	200	200	0	0
406.50 GARBAGE	388	500	500	0	0
408.00 RENTAL & LEASES	0	800	3,600	2,800	800
409.00 ADVERTISEMENTS	51	0	0	0	0
410.00 PHYSICALS	97	0	0	0	0
424.00 SERVICE CONTRACTS	512	400	400	154	0
450.00 OTHER SERVICES	687	700	700	239	0
708.10 NEW SVC INSTALL	3,288	0	0	0	0
710.00 MACHINERY/EQUIPMENT	12,018	0	13,925	12,687	4,000
804.00 UTILITY LINES	14,979	67,000	67,000	10,544	30,000
804.10 UTILITY LINE-CONTINGENCY	85,785	90,500	87,375	127,023	80,000
808.10 NEW SVC INSTALL	0	10,300	10,300	7,971	8,000
810.00 MACHINERY/EQUIPMENT	29,975	0	0	0	0
813.00 VEHICLES	7,863	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	3,614	4,110	4,110	3,171	4,250
908.00 SEM./MEMBERSHIP/TRAVEL	2,607	4,000	4,000	2,061	3,000
908.10 MILEAGE	25	200	200	146	0
950.00 OTHER SUNDRY	(2,782)	50	50	0	0
TOTAL DEPARTMENT	517,597	550,600	564,200	517,630	468,512



STAFFING (FTES)

Superintendent	1.00
Chief Plant Operator	1.00
Plant Operator	2.00
Maintenance Tech III	0.50
Total	4.50

The mission of the Wastewater Treatment Department is to provide the citizens of Brenham with a dependable means of wastewater collection and discharge. The Wastewater Treatment Department is responsible for the treatment of wastewater received from the wastewater collection system. The treatment plant has the capacity to handle 3.55 million gallons of wastewater per day. The wastewater must be treated and meet strict federal and state regulations. Through a series of activities, the wastewater that enters the plant is cleaned of miscellaneous debris and aerated for additional treatment. The wastewater is held in clarifiers which allow solids to settle out and then clear water is treated and disinfected and released into Hog Branch Creek. The solids are sent to large digesters which are aerated and allowed to thicken before ultimately being sent to the belt press room for the production of Class A bio-solids. These bio-solids are sold as soil enhancer to local farmers and ranchers.

Department goals and objectives align best with the City's strategic objective for City Services.

- > Provide up to date training for all personnel enabling efficient duty performance;
- > Continue preventative maintenance on equipment to ensure maximum life;
- > Continue to update technology to keep in line with changing environmental regulations; and
- > Continue to provide to the citizens of Brenham the best management practices, rules and regulations to minimize the safety hazards inherent in wastewater collection and treatment.

DEPT 166 - WASTEWATER TREATMENT DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	257,272	291,602	291,602	295,895	291,588
Supplies	90,767	97,376	97,376	99,805	99,175
Maintenance	76,126	68,850	55,825	58,614	54,650
Services	549,031	592,458	592,458	530,836	530,150
Capital (1)	105,360	219,900	219,325	127,790	127,000
Sundries (2)	15,485	20,580	20,580	15,286	18,300
Total	1,094,040	1,290,766	1,277,166	1,128,226	1,120,863

DECISION PACKAGES FUNDED

Upgrade RTUS-Phase I	12,000
Reuse effluent water storage tank	115,000
Total	127,000

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Gallons treated sewage	710M	740M	740M	655M	740M
Cubic yards of sludge treated	5,252	5,900	5,900	4,956	5,500
Waste haulers (gallons)	470	500M	500M	644M	650M

DEPT 166 - WASTEWATER TREATMENT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	172,988	194,036	194,036	200,530	197,087
102.00	OVERTIME PAY	5,990	8,000	8,000	5,449	5,500
103.00	OASDI/MEDICARE	14,529	16,165	16,165	16,850	16,810
103.02	MATCHING RETIREMENT	17,021	19,938	19,938	20,624	16,200
105.00	LONGEVITY PAY	3,838	3,620	3,620	3,928	4,053
105.01	EDUCATION/MISCELLANEOUS	3,508	4,800	4,800	4,800	4,800
105.03	STANDBY	8,235	9,500	9,500	8,269	8,300
106.00	MEDICAL INSURANCE	27,222	31,530	31,530	31,269	34,895
106.01	LIFE INSURANCE	579	716	716	759	727
106.02	LONG TERM DISABILITY	251	281	281	292	278
107.00	WORKERS' COMPENSATION	2,307	3,015	3,015	3,125	2,938
118.00	ACCRUED COMP TIME	804	0	0	0	0
201.00	CHEMICALS	65,487	78,726	78,726	80,647	80,000
202.00	FUEL	8,867	8,500	8,500	10,305	9,000
203.00	TOOLS/SMALL EQUIPMENT	1,716	1,300	1,300	1,257	1,000
204.00	POSTAGE & FREIGHT	133	50	50	51	50
205.00	OFFICE SUPPLIES	157	150	150	125	150
206.00	EMPLOYEE RELATIONS	578	600	600	514	500
207.00	REPRODUCTION & PRINTING	586	800	800	557	800
208.00	CLOTHING	656	1,200	1,200	1,149	1,625
210.00	BOTANICAL & AGRICULTURAL	144	300	300	165	300
211.00	CLEANING AND JANITORIAL	941	500	500	698	700
212.00	COMPUTER SUPPLIES	5,740	450	450	206	600
213.00	COMMUNICATIONS EQUIPMENT	49	50	50	49	150
220.00	LAB SUPPLIES	1,250	2,000	2,000	1,412	2,400
221.00	SAFETY/FIRST AID SUPPLIES	3,743	2,250	2,250	2,110	1,400
250.00	OTHER SUPPLIES	721	500	500	560	500

DEPT 166 - WASTEWATER TREATMENT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
303.00 VEHICLES/LARGE EQUIPMENT	5,989	5,000	5,000	5,048	5,000
304.00 MACHINERY/EQUIPMENT	1,233	950	950	713	950
309.00 COMMUNICATION/PHOTO EQUIP	287	300	300	150	300
310.00 LAND/GROUNDS	2,781	1,000	1,000	1,235	1,200
311.00 UTILITY PLANTS	29,934	35,000	21,975	22,434	21,000
312.00 BUILDINGS/APPLIANCES	1,153	1,500	1,500	883	1,000
322.00 LIFT STATION MAINTENANCE	33,013	24,000	24,000	26,861	24,000
322.10 PRE-TREATMENT/FLOWMETER	1,703	1,000	1,000	1,190	1,200
350.00 OTHER MAINTENANCE	34	100	100	100	0
401.00 ELECTRICAL	476,842	500,000	500,000	460,229	466,300
402.00 AUDITS/CONSULTANTS FEES	40,292	50,376	50,376	34,072	10,000
402.15 STATE FEES	0	0	0	0	16,000
403.00 TELEPHONE	1,334	1,300	1,300	1,605	1,600
405.00 WATER	827	620	620	694	850
409.00 ADVERTISEMENTS	923	0	0	0	0
410.00 PHYSICALS	168	0	0	0	0
424.00 SERVICE CONTRACTS	1,564	4,362	4,362	2,991	4,000
425.00 LABORATORY TEST FEES	26,657	35,000	35,000	30,595	31,000
450.00 OTHER SERVICES	426	800	800	650	400
713.00 VEHICLES/LARGE EQUIPMENT	0	15,000	15,000	13,319	0
714.00 RADIOS/RADAR/CAMERAS	0	4,900	4,900	4,050	0
715.00 OTHER CAPITAL	5,128	0	0	0	12,000
805.00 UTILITY PLANTS	90,900	0	13,025	13,421	0
806.00 RESERVOIRS/TANKS/STATIONS	9,332	200,000	186,400	97,000	115,000
901.00 LIAB/CASUALTY INSURANCE	13,723	15,980	15,980	13,920	15,700
908.00 SEM./MEMBERSHIP/TRAVEL	587	4,000	4,000	1,165	2,000
908.10 MILEAGE	313	600	600	201	600
949.00 UNEMPLOYMENT BENEFITS	862	0	0	0	0
TOTAL DEPARTMENT	1,094,040	1,290,766	1,277,166	1,128,226	1,120,863

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
860.11 DEBT SERVICE-INT	497,639	471,196	471,196	471,196	271,778
860.15 DEBT SERVICE-PRIN	668,815	692,080	692,080	692,080	859,508
904.00 GROSS REVENUE TAX	243,446	247,050	247,050	245,560	252,152
TOTAL DEPARTMENT	1,409,900	1,410,326	1,410,326	1,408,836	1,383,438

DEPT 110 - NON-DEPT MISC

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
906.00 INVENTORY ADJ	99	0	0	0	0
TOTAL DEPARTMENT	99	0	0	0	0

SANITATION FUND OVERVIEW

The Sanitation Fund is an enterprise fund used to account for the acquisition, operation and maintenance of sanitation facilities and services funded through sanitation and other customer charges.

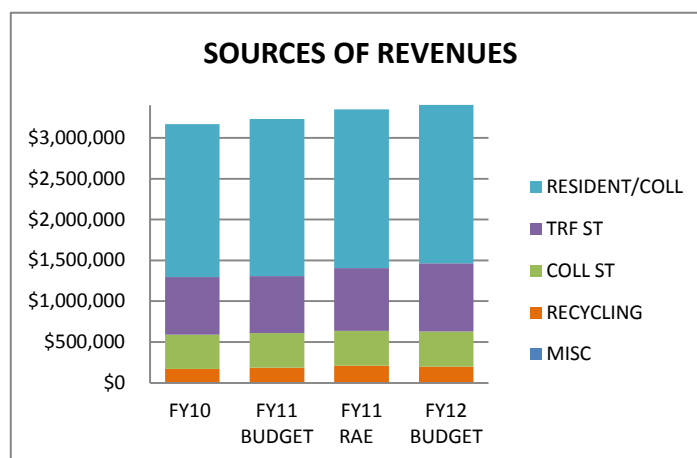
OPERATING RESOURCES

For FY12 Budget, total projected operating resources are estimated at \$3,434,625. Primary revenue sources include fees from residential garbage collection, Transfer and Collection Station fees and Recycling Center charges. Other operating resources are revenues from interest and other miscellaneous charges.

Revenues

Sanitation revenue projections are based on historical experience. The largest revenue generator is garbage collection (57%), including curb pickup and collection station drop offs. \$1,969,325 is projected for FY12 garbage revenue. Of this amount, \$1,051,590 is a pass through charge for collection service provided by Texas Commercial Waste Management. The second largest revenue source is from Transfer Station fees which are expected to generate \$836,000 or 24% of revenue. The fees collected are paid by customers to haul compactable waste to a landfill in College Station. Revenue from Collection Station fees for non-compactable waste are estimated at \$432,000 and the Recycling Center is expected to generate \$195,000 for FY12. The major underlying assumptions in projecting FY12 Sanitation Fund revenues include:

- Stable markets for recycle material; and
- A 1.0% growth in residential customer based on historical trends.



USES OF OPERATING RESOURCES

Budgeted resource uses total \$3,382,816. Uses include operating department expenditures, transfers to the General and Electric funds, debt payments and payment of franchise taxes.

Department Expenditures

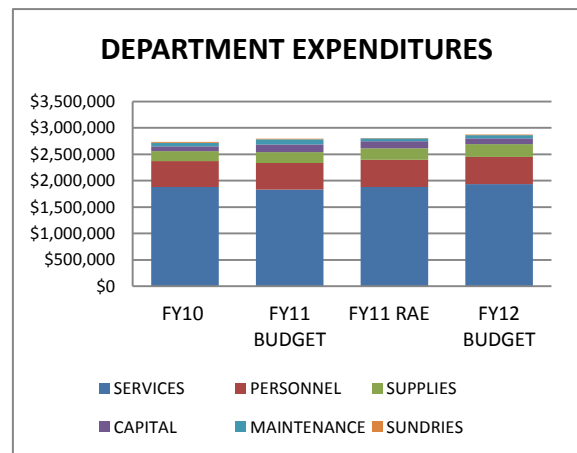
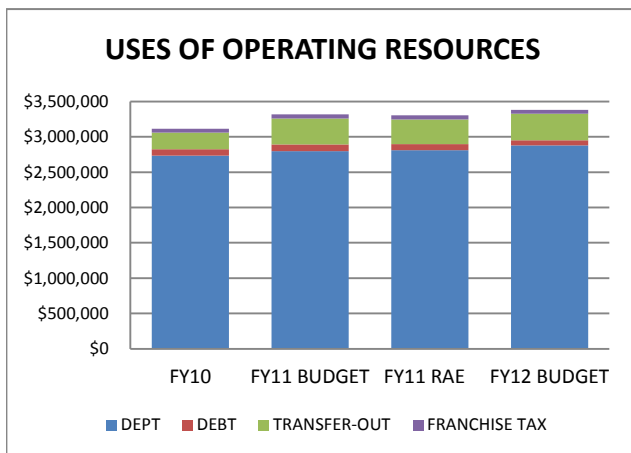
There are four operating departments within the Sanitation Fund - Transfer Station, Collection Station, Recycling Center and Sanitation (Residential) Collection. The combined FY12 budgets for these departments are \$2,876,954. These department budgets account for 85% operating resource uses. Personnel costs for salaries and benefits account for 18% of department expenditures. There are no staffing changes anticipated in any department. The supplies and maintenance budgets account for 8% and 2% respectively of overall department expenditures. The most significant budget category is services. The services category is inflated by the \$1,051,590 commercial collection charge from Texas Commercial Waste Management. Capital budgets include \$113,500 in funded Decision Packages.

Debt Service

Outstanding Sanitation Fund debt service consists of capital lease payments for trash trucks and BVWAC radios. There is \$75,318 budgeted for principal and interest payments in FY12.

Inter-Fund Transfers

The Sanitation Fund is projected to transfer \$310,911 to the General Fund and \$64,094 to the Electric Fund in FY12. These transfers reimburse funds for shared service costs incurred on behalf of sanitation operations.



WORKING CAPITAL

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
BEGINNING BALANCE	606,085	700,260	700,260	700,260	744,480
NET REVENUES	52,619	(86,608)	(86,608)	44,220	51,809
CAFR ADJUSTMENTS	41,556	0	0	0	0
SUBTOTAL	94,175	(86,608)	(86,608)	44,220	51,809
ENDING BALANCE	700,260	613,652	613,652	744,480	796,289

DECISION PACKAGES FUNDED

The following items were presented as Decision Packages and approved by City Council. They are incorporated in department budgets.

DEPT	DESCRIPTION	\$
042 TRANS STATION	713.00 REPLACE WORKMAN (#309) 1/2	5,000
	813.00 53' WALKING FLOOR HAUL TRAILER	59,000
043 COLLECTION STAT	713.00 REPLACE WORKMAN (#309) 1/2	5,000
140 RECYCLING	715.00 RECYLCING BINS & BARRELS	7,500
	813.00 RECYCLING TRAILERS	20,000
142 RESID COLLECT	813.00 REPLACE PICKUP TRUCK (#183)	<u>17,000</u>
TOTAL FUND		<u><u>113,500</u></u>

DEBT SERVICE/CAPITAL LEASE SCHEDULE

FYE	PRINCIPAL	INTEREST	TOTAL
2012	71,829	3,489	75,318
2013	3,107	443	3,550
2014	3,211	338	3,550
2015	3,319	231	3,550
2016	3,430	120	3,550
2017	1,758	17	1,775

SANITATION FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
TRANSFER STATION	704,657	699,964	699,964	768,000	836,000
COLLECTION STATION	419,217	423,086	423,086	425,000	432,000
RECYCLING CENTER	168,753	182,827	182,827	209,176	195,000
RESIDENTIAL COLLECTION	1,872,809	1,920,371	1,920,371	1,943,000	1,969,325
INTEREST EARNED	1,434	1,802	1,802	1,200	1,200
OTHER REVENUE	650	1,200	1,200	1,100	1,100
TOTAL OPERATING RESOURCES	3,167,521	3,229,250	3,229,250	3,347,476	3,434,625
DISTRIBUTION EXPENDITURES					
OPERATING DEPARTMENTS	2,730,709	2,797,177	2,797,177	2,810,538	2,876,954
FRANCHISE TAX	56,068	56,435	56,435	56,993	55,539
DEBT SERVICE	92,806	93,342	93,342	88,043	75,318
MISCELLANEOUS (1)	1,208	0	0	0	0
SUBTOTAL DIST EXPEND	2,880,791	2,946,954	2,946,954	2,955,574	3,007,811
TRANS-OUT OTHER FUNDS	234,111	368,904	368,904	347,682	375,005
TOTAL USES OF OP RESOURCES	3,114,902	3,315,858	3,315,858	3,303,256	3,382,816
TOTAL NET REVENUES	52,619	(86,608)	(86,608)	44,220	51,809
WORKING CAPITAL (2)	700,260	613,652	613,652	744,480	796,289

(1) EXCLUDES POST RETIREMENT BENEFITS, UNCOLLECTIBLE ACCOUNTS, AND DEPRECIATION BUT INCLUDES INVENTORY ADJUSTMENTS.

(2) CURRENT ASSETS (LESS RESTRICTED CASH) LESS CURRENT LIABILITIES.

SANITATION FUND REVENUES

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$		2011	2011	2011	2012
605.00 GARBAGE RES	860,461	866,624	866,624	875,000	880,000
615.00 GARBAGE COM	918,387	965,596	965,596	950,000	965,000
620.00 GARBAGE BAG SALES	15,340	14,785	14,785	19,500	22,000
630.00 TRNS STAT-COM	416,934	446,564	446,564	475,000	490,000
630.10 COLLECT STAT FEES	264,548	324,000	277,000	287,000	287,000
630.15 MULCH REVENUE	102,597	105,000	105,000	100,000	110,000
630.20 TRNS STAT-CITY COLL	72,990	33,000	33,000	70,000	123,000
630.30 TRNS STAT-CITY RES	164,570	173,400	173,400	175,000	175,000
630.40 BILLING FEE	29,305	28,941	28,941	29,000	29,000
630.50 TRF STAT BAGGED	45,663	0	47,000	48,000	48,000
630.60 RECYCLE BAGGED	35,281	0	38,000	42,446	45,000
632.00 STATE SALES TAX	9,481	1,825	1,825	22,500	23,771
680.00 RECYCLING REV	167,313	220,827	182,827	192,554	195,000
681.00 RECYC-COLL STAT	52,072	41,086	41,086	38,000	35,000
690.00 MISC	620	1,200	1,200	1,000	1,100
691.00 PROPERTY RENTAL	4,553	4,600	4,600	4,554	4,554
TOTAL UTILITY	3,160,117	3,227,448	3,227,448	3,329,554	3,433,425
710.00 INTEREST EARNED	229	229	229	0	0
710.30 INTEREST-TEXPOOL	1,205	1,573	1,573	1,200	1,200
730.00 GRANT RECEIPTS	0	0	0	16,622	0
775.00 DONATIONS	0	0	0	0	0
790.00 MISC OTHER	30	0	0	100	0
790.60 GAIN/LOSS ASSETS	2,250	0	0	0	0
790.61 SALE NONCAP ASSET	3,690	0	0	0	0
TOTAL MISC	7,404	1,802	1,802	17,922	1,200
TOTAL REVENUES	3,167,521	3,229,250	3,229,250	3,347,476	3,434,625



STAFFING (FTES)

Superintendent	0.25
Transfer Driver	2.00
Station Attendant	0.50
Total	2.75

The City of Brenham Transfer Station opened in 1993 as an alternative method to land filling municipal solid waste in Washington County. At the Transfer Station compactable, solid waste is accepted and transferred to large transfer trailers which are then hauled to the BSWMA Landfill in College Station, Texas. In addition to the City of Brenham, the Transfer Station customers include the City of Bellville, Texas Commercial Waste, BFI, and two local rural waste collectors. The Transfer Station operates three trucks and three trailers. On average, three trips per day are made to the BSWMA Landfill, with total load maximized at 20 tons. Rates at the Transfer Station range from \$37.50 to \$39.50 per ton.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Maximize each load that is hauled at approximately 20 tons;
- > Direct majority of waste that is brought into the Collection Station to the Transfer Station in order to eliminate roll-offs by 3rd party; and
- > Provide continual upkeep and maintenance on all fleet associated with the Transfer Station to ensure durability and representation of the City of Brenham.

DEPT 042 - TRANSFER STATION DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	135,142	137,102	137,102	137,450	141,300
Supplies	50,042	54,931	54,931	65,532	72,275
Maintenance	33,502	32,600	32,600	24,835	26,800
Services	428,761	403,960	403,960	468,753	478,150
Capital	29,920	32,500	32,500	28,916	64,000
Sundries (2)	4,002	4,390	4,390	2,849	3,550
Total	681,369	665,483	665,483	728,335	786,075

DECISION PACKAGES FUNDED

Replace Workman (#309) 1/2 cost	5,000
53' walking floor haul trailer	59,000

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Tons hauled to landfill	16,785	16,000	16,000	17,400	18,000
Trips to landfill	833	840	840	860	900

DEPT 042 - TRANSFER STATION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	94,149	93,189	93,189	92,920	95,989
102.00	OVERTIME PAY	4,024	5,500	5,500	5,500	5,500
103.00	OASDI/MEDICARE	7,534	7,278	7,278	7,647	7,997
103.02	MATCHING RETIREMENT	8,891	9,047	9,047	9,248	7,707
105.00	LONGEVITY PAY	2,805	2,753	2,753	2,933	3,050
106.00	MEDICAL INSURANCE	15,748	15,953	15,953	15,645	17,648
106.01	LIFE INSURANCE	431	343	343	398	349
106.02	LONG TERM DISABILITY	147	195	195	130	134
107.00	WORKERS' COMPENSATION	2,653	2,844	2,844	3,029	2,926
118.00	ACCRUED COMP TIME	(1,239)	0	0	0	0
202.00	FUEL	45,102	50,031	50,031	61,140	68,000
203.00	TOOLS/SMALL EQUIPMENT	422	500	500	882	500
205.00	OFFICE SUPPLIES	70	200	200	20	100
206.00	EMPLOYEE RELATIONS	263	300	300	219	300
207.00	REPRODUCTION & PRINTING	1,022	700	700	902	850
208.00	CLOTHING	1,270	1,200	1,200	910	1,200
210.00	BOTANICAL & AGRICULTURAL	110	150	150	0	75
211.00	CLEANING AND JANITORIAL	254	300	300	413	300
212.00	COMPUTER SUPPLIES	818	200	200	0	0
213.00	COMMUNICATIONS EQUIPMENT	13	250	250	0	0
221.00	SAFETY/FIRST AID SUPPLIES	189	400	400	324	250
223.00	SMALL APPLIANCES	132	0	0	50	0
250.00	OTHER SUPPLIES	377	700	700	672	700
303.00	VEHICLES/LARGE EQUIPMENT	28,162	25,000	25,000	22,275	25,000
304.00	MACHINERY/EQUIPMENT	169	200	200	2	200
310.00	LAND/GROUNDS	4,268	4,500	4,500	469	1,000
312.00	BUILDINGS/APPLIANCES	884	2,500	2,500	684	300
350.00	OTHER MAINTENANCE	20	400	400	1,405	300

DEPT 042 - TRANSFER STATION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	3,105	2,820	2,820	2,674	3,000
402.00	AUDITS/CONSULTANTS FEES	240	240	240	0	250
406.60	TRNSF STATION/LANDFILL FEE	424,264	400,000	400,000	464,759	474,000
424.00	SERVICE CONTRACTS	1,152	800	800	1,200	800
450.00	OTHER SERVICES	0	100	100	120	100
702.00	BUILDINGS/BLDG. IMPRVMNTS	6,932	0	0	0	0
710.00	MACHINERY/EQUIPMENT	0	0	0	442	0
713.00	VEHICLES	0	0	0	0	5,000
715.00	OTHER CAPITAL	7,290	0	0	0	0
810.00	MACHINERY/EQUIPMENT	15,699	0	0	0	0
813.00	VEHICLES	0	32,500	32,500	28,474	59,000
901.00	LIAB/CASUALTY INSURANCE	3,544	3,990	3,990	2,738	3,250
908.00	SEM./MEMBERSHIP/TRAVEL	392	400	400	111	300
908.10	MILEAGE	67	0	0	0	0
TOTAL DEPARTMENT		681,369	665,483	665,483	728,335	786,075



STAFFING (FTES)

Superintendent	0.25
Driver/Equipment Operator	1.50
Attendant	<u>1.08</u>
Total	2.83

The Citizens Collection Station collects non-compactable waste from residents, businesses and contractors. This waste is assessed a \$70.00 per ton fee and is discarded in four roll-off containers that are strategically placed at the center for easy disposal. The four roll-off containers are supplied and picked up by Texas Commercial Waste and taken to the BSWMA landfill in College Station, Texas. The Collection Station accepts solid waste, scrap metal, construction and demolition debris (except for cement and bricks), brush and yard debris. Used tires along with computers and computer accessories are also accepted at the station and eventually recycled. The Collection Station also provides Municipal Mulch to residential and commercial customers. Municipal Mulch is produced by grinding brush that is brought into the Collection Station by citizens, businesses, and contractors through the Diamond Z grinder. The product is sold in bulk at \$20.00 per ton and by the bag at \$2.00 per bag.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Promote more green wood recycling; and
- > Divert solid waste from the Collection Station to the Transfer Station in order to eliminate use of third party roll-offs.

DEPT 043 - COLLECTION STATION DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	110,061	121,736	121,736	121,357	124,866
Supplies	28,594	41,351	41,351	38,727	40,550
Maintenance	20,864	25,100	28,100	17,990	22,700
Services	192,692	133,119	133,119	134,860	131,950
Capital	38,466	99,500	93,500	76,690	5,000
Sundries	1,359	2,020	2,020	1,955	2,400
Total	392,035	422,826	419,826	391,579	327,466

DECISION PACKAGES FUNDED

Replace Workman (#309) 1/2 cost 5,000

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Tons of mulch sold	5,447	5,500	5,500	4,800	5,000
Tons of metal recycled	300	285	285	200	210
Total # of tickets processed	43,904	39,000	39,000	46,000	46,000

DEPT 043 - COLLECTION STATION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	78,211	86,475	86,475	86,424	88,806
102.00	OVERTIME PAY	3,325	2,500	2,500	2,500	2,500
103.00	OASDI/MEDICARE	6,146	6,181	6,181	6,740	7,015
103.02	MATCHING RETIREMENT	5,600	8,057	8,057	7,168	5,887
105.00	LONGEVITY PAY	213	305	305	333	398
106.00	MEDICAL INSURANCE	13,019	15,535	15,535	15,246	17,203
106.01	LIFE INSURANCE	157	321	321	216	314
106.02	LONG TERM DISABILITY	92	214	214	106	122
107.00	WORKERS' COMPENSATION	2,050	2,147	2,147	2,624	2,621
118.00	ACCRUED COMP TIME	1,249	0	0	0	0
202.00	FUEL	23,615	35,651	35,651	33,994	35,000
203.00	TOOLS/SMALL EQUIPMENT	620	500	500	789	500
204.00	POSTAGE	0	0	0	21	0
205.00	OFFICE SUPPLIES	177	150	150	97	100
206.00	EMPLOYEE RELATIONS	333	350	350	177	350
207.00	REPRODUCTION & PRINTING	773	600	600	833	750
208.00	CLOTHING	204	350	350	149	350
210.00	BOTANICAL & AGRICULTURAL	0	150	150	97	150
211.00	CLEANING AND JANITORIAL	106	100	100	169	100
212.00	COMPUTER SUPPLIES	778	200	200	0	100
213.00	COMMUNICATIONS EQUIPMENT	13	250	250	0	0
221.00	SAFETY/FIRST AID SUPPLIES	7	150	150	145	150
223.00	SMALL APPLIANCES	0	0	0	50	0
250.00	OTHER SUPPLIES	1,967	2,900	2,900	2,206	3,000
303.00	VEHICLES/LARGE EQUIPMENT	17,024	20,000	20,000	15,675	20,000
304.00	MACHINERY/EQUIPMENT	127	100	100	100	100
310.00	LAND/GROUNDS	3,432	4,500	7,500	801	1,500
312.00	BUILDINGS/APPLIANCES	134	100	100	0	100
350.00	OTHER MAINTENANCE	146	400	400	1,414	1,000

DEPT 043 - COLLECTION STATION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	1,659	1,574	1,574	1,425	1,450
406.60	TRNSF STATION/LANDFILL FEE	72,990	80,000	80,000	70,000	123,000
409.00	ADVERTISEMENTS	37	600	600	0	0
409.10	PUBLIC ED/INFORMATION	656	700	700	400	700
422.00	CONTRACT LABOR	110,333	0	41,445	57,006	0
422.20	CONTAINER SERVICE	1,152	41,445	800	229	800
424.00	SERVICE CONTRACTS	0	800	0	0	6,000
450.00	OTHER SERVICES	5,865	8,000	8,000	5,800	0
702.00	BUILDINGS	7,060	0	0	0	0
710.00	MACHINERY/EQUIPMENT	8,399	0	0	442	0
713.00	VEHICLES	0	0	0	0	5,000
715.00	OTHER CAPITAL	7,290	0	0	0	0
810.00	MACHINERY/EQUIPMENT	15,717	0	0	0	0
813.00	VEHICLES	0	99,500	46,220	28,474	0
815.00	OTHER CAPITAL	0	0	47,280	47,774	0
901.00	LIAB/CASUALTY INSURANCE	1,300	1,520	1,520	1,660	1,900
908.00	SEM./MEMBERSHIP/TRAVEL	0	500	500	295	500
949.00	UNEMPLOYMENT BENEFITS	67	0	0	0	0
950.00	OTHER SUNDRY	(8)	0	0	0	0
TOTAL DEPARTMENT		392,035	422,826	419,826	391,579	327,466



STAFFING (FTES)

Superintendent	0.25
Maintenance Worker I	1.00
Attendant	<u>1.00</u>
Total	2.25

Since 1999, the City of Brenham has operated and maintained the Brenham Recycling Center located at 307 South Market Street. The center is a full-time operation that accepts recyclable materials from residents, businesses and other organizational groups. Materials accepted at the center include cardboard, aluminum and tin cans, newspaper, magazines, plastics, oil and oil filters, automotive batteries, dry cell batteries, ink jet cartridges, used cooking oil and cell phones. The City also coordinates a cardboard recycling route which includes approximately 95 businesses throughout the Brenham area. The center is open from 8:00 AM to 5:00 PM, Monday thru Friday and 8:00 AM to 1:00 PM on Saturday. The Recycling Center is currently operated by two full-time employees.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Increase the amount of material brought into the Recycling Center;
- > Continue to educate the public on the importance of recycling to keep materials from being dumped into a landfill;
- > Continue to promote recycling by passing out recycling bins to school children in order to increase recycling in households; and
- > Provide cardboard recycling containers to new construction sites.

DEPT 140 - RECYCLING DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$					
		2011	2011	2011	2012
Personnel	93,736	96,510	96,510	97,979	100,615
Supplies	8,349	9,260	9,260	9,389	9,535
Maintenance	5,354	15,600	15,600	1,342	3,400
Services	31,924	34,842	34,842	23,298	25,525
Capital	12,433	15,800	15,800	23,160	27,500
Sundries	1,335	1,880	1,880	1,211	1,565
Total	153,131	173,892	173,892	156,379	168,140

DECISION PACKAGES FUNDED

Recycling trailers	17,000
Recycling bins & barrels	7,500

PERFORMANCE MEASURES

FACTOR	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
		2011	2011	2011	2012
Recycled (tons)					
- Cardboard	746	645	645	800	820
- Scrap metal	300	285	285	190	190
- Paper	445	470	470	440	440
- Glass	213	230	230	250	250
- Aluminum	51	50	50	40	40
- Plastic	107	90	90	250	260
Number of:					
- Batteries (lbs)	17,390	23,000	23,000	12,000	14,000
- Used Cooking Oil (new product) (lbs)	884	2,900	2,900	1,600	1,600

DEPT 140 - RECYCLING DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	62,788	65,112	65,112	65,189	66,527
102.00	OVERTIME PAY	1,243	750	750	1,850	1,825
103.00	OASDI/MEDICARE	4,767	4,703	4,703	5,075	5,307
103.02	MATCHING RETIREMENT	5,621	6,044	6,044	6,108	5,115
105.00	LONGEVITY PAY	773	823	823	900	1,025
106.00	MEDICAL INSURANCE	15,018	16,390	16,390	16,084	18,137
106.01	LIFE INSURANCE	235	242	242	239	236
106.02	LONG TERM DISABILITY	96	139	139	91	90
107.00	WORKERS' COMPENSATION	2,021	2,309	2,309	2,443	2,353
118.00	ACCRUED COMP TIME	1,174	0	0	0	0
202.00	FUEL	2,064	3,900	3,900	4,400	4,000
203.00	TOOLS/SMALL EQUIPMENT	446	300	300	43	300
204.00	POSTAGE/FREIGHT	0	0	0	4	0
205.00	OFFICE SUPPLIES	294	75	75	0	75
206.00	EMPLOYEE RELATIONS	710	800	800	657	800
207.00	REPRODUCTION & PRINTING	0	0	0	63	200
208.00	CLOTHING	604	775	775	495	400
210.00	BOTANICAL & AGRICULTURAL	23	100	100	5	50
211.00	CLEANING AND JANITORIAL	553	450	450	370	450
212.00	COMPUTER SUPPLIES	0	0	0	0	110
213.00	COMMUNICATIONS EQUIPMENT	554	60	60	0	0
221.00	SAFETY/FIRST AID SUPPLIES	12	300	300	300	150
250.00	OTHER SUPPLIES	3,089	2,500	2,500	3,052	3,000
303.00	VEHICLES/LARGE EQUIPMENT	1,294	1,500	1,500	802	1,200
304.00	MACHINERY/EQUIPMENT	2,274	12,500	12,500	93	600
310.00	LAND/GROUNDS	447	500	500	184	500
312.00	BUILDINGS/APPLIANCES	453	500	500	63	500
350.00	OTHER MAINTENANCE	887	600	600	200	600

DEPT 140 - RECYCLING DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
401.00	ELECTRICAL	2,947	3,213	3,213	3,108	3,000
402.00	AUDITS/CONSULTANTS FEES	0	120	120	0	0
405.00	WATER	366	229	229	206	275
406.00	SEWER	464	480	480	480	300
409.00	ADVERTISEMENTS	982	750	750	896	750
409.10	PUBLIC ED/INFORMATION	0	500	500	0	200
422.20	CONTAINER SERVICE	6,543	4,500	4,500	4,610	5,000
424.00	SERVICE CONTRACTS	0	0	0	457	500
440.00	RECYCLING-ALUMINUM	20,265	25,000	25,000	12,945	15,000
450.00	OTHER SERVICES	357	50	50	596	500
702.00	BUILDING/BUILDING IMPROVEMENT	6,932	0	0	0	0
714.00	RADIOS/RADAR/VIDEO CAMERAS	1,701	2,300	2,300	1,712	0
715.00	OTHER CAPITAL	3,800	7,000	7,000	0	7,500
813.00	VEHICLES	0	6,500	6,500	21,448	20,000
901.00	LIAB/CASUALTY INSURANCE	933	1,080	1,080	711	865
908.00	SEM./MEMBERSHIP/TRAVEL	0	300	300	300	300
950.00	OTHER SUNDRY	402	500	500	200	400
TOTAL DEPARTMENT		153,131	173,892	173,892	156,379	168,140

STAFFING (FTES)



Superintendent	0.25
Driver	2.00
Driver/Equipment Operator	<u>0.50</u>
Total	2.75

The Sanitation Collection Department provides curbside garbage collection to approximately 5,000 customers. Curbside collection is provided to residents twice a week with routes on Monday/Thursday and Tuesday/Friday. In January and July, City crews distribute garbage bags to residents who utilize the sanitation service. Every Wednesday, the Sanitation Collection Department offers brush pickup to City residents on an on-call basis. City drivers are assisted by temporary collectors in the delivery of garbage pickup.

GOALS AND OBJECTIVES

Department goals and objectives align best with the City's strategic objective for City Services.

- > Establish a schedule to balance collection days due to the service area expansion created by annexation and subdivision growth; and
- > Provide collection truck drivers with continuing driver education training.

DEPT 142 - RESIDENTIAL COLLECTION DEPARTMENT

BUDGET HIGHLIGHTS

	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
\$					
Personnel	149,811	149,127	149,127	156,056	152,153
Supplies	100,182	99,581	99,581	107,442	114,725
Maintenance	9,661	11,000	11,000	10,244	8,850
Services	1,227,886	1,257,708	1,257,708	1,255,592	1,297,810
Capital	10,059	10,000	10,000	1,190	17,000
Sundries	6,573	7,560	7,560	3,721	4,735
Total	1,504,173	1,534,976	1,534,976	1,534,245	1,595,273

DECISION PACKAGES FUNDED

Replace pickup truck #183 17,000

PERFORMANCE MEASURES

FACTOR	ACTUAL 2010	BUDGET		RAE 2011	BUDGET 2012
		ORIGINAL 2011	AMENDED 2011		
Customers served	4,985	5,130	5,130	5,150	5,170
Tons collected	4,166	4,150	4,150	4,370	4,390

DEPT 142 - RESIDENTIAL COLLECTION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
101.00	SALARIES & WAGES	94,296	94,042	94,042	99,823	96,714
102.00	OVERTIME PAY	6,599	6,720	6,720	5,102	5,500
103.00	OASDI/MEDICARE	7,937	7,724	7,724	8,423	8,494
103.02	MATCHING RETIREMENT	9,980	9,889	9,889	11,128	8,186
105.00	LONGEVITY PAY	3,640	3,533	3,533	3,830	4,018
105.01	EDUCATION/MISCELLANEOUS	4,800	4,800	4,800	4,800	4,800
105.02	OTHER PAY	0	0	0	20	0
106.00	MEDICAL INSURANCE	17,380	18,290	18,290	18,652	20,251
106.01	LIFE INSURANCE	362	346	346	346	372
106.02	LONG TERM DISABILITY	149	198	198	131	143
107.00	WORKERS' COMPENSATION	3,366	3,585	3,585	3,801	3,675
118.00	ACCRUED COMP TIME	1,302	0	0	0	0
202.00	FUEL	22,287	24,006	24,006	24,558	25,000
203.00	TOOLS/SMALL EQUIPMENT	364	50	50	320	200
204.00	POSTAGE/FREIGHT	0	0	0	240	0
205.00	OFFICE SUPPLIES	752	250	250	0	100
206.00	EMPLOYEE RELATIONS	450	500	500	463	500
207.00	REPRODUCTION & PRINTING	132	125	125	33	125
208.00	CLOTHING	984	1,700	1,700	963	1,300
210.00	BOTANICAL & AGRICULTURAL	9	0	0	0	0
211.00	CLEANING AND JANITORIAL	1,815	2,000	2,000	1,059	1,500
212.00	COMPUTER SUPPLIES	1,737	0	0	709	500
213.00	COMMUNICATIONS EQUIPMENT	13	50	50	0	0
219.00	GARBAGE BAGS	71,201	70,000	70,000	78,372	85,000
221.00	SAFETY/FIRST AID SUPPLIES	358	600	600	596	300
250.00	OTHER SUPPLIES	80	300	300	129	200
303.00	VEHICLES/LARGE EQUIPMENT	9,348	6,000	6,000	7,971	8,500
304.00	MACHINERY/EQUIPMENT	42	0	0	17	50
312.00	BUILDINGS/APPLIANCES	272	5,000	5,000	2,256	300

DEPT 142 - RESIDENTIAL COLLECTION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE	BUDGET
			2010	ORIGINAL		
\$						
402.00	AUDITS/CONSULTANTS FEES	14,772	0	0	0	0
403.00	TELEPHONE	579	708	708	782	750
405.00	WATER	303	300	300	216	270
406.70	TRANSFER STATION FEES	164,570	165,000	165,000	175,000	175,000
406.80	TCW-COMMERCIAL COLLECTION	976,843	1,026,000	1,026,000	1,012,285	1,051,590
409.00	ADVERTISEMENTS	0	300	300	0	0
409.10	PUBLIC ED/INFORMATION	0	200	200	0	200
422.00	CONTRACT LABOR	70,623	65,000	65,000	67,164	70,000
450.00	OTHER SERVICES	196	200	200	145	0
710.00	MACHINERY/EQUIPMENT	0	0	0	442	0
713.00	VEHICLES/LARGE EQUIPMENT	2,857	0	0	0	0
715.00	OTHER CAPITAL	0	10,000	10,000	748	0
813.00	VEHICLES	7,202	0	0	0	17,000
901.00	LIAB/CASUALTY INSURANCE	6,573	6,960	6,960	3,526	4,435
908.00	SEM./MEMBERSHIP/TRAVEL	0	500	500	195	300
950.00	OTHER SUNDRY	0	100	100	0	0
TOTAL DEPARTMENT		1,504,171	1,534,976	1,534,976	1,534,245	1,595,273

DEPT 100 - NON-DEPT DIRECT

LINE ITEM DETAIL

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$					
860.11 DEBT SERVICE-INT	10,257	7,105	7,105	7,163	3,489
860.22 DEBT SERVICE-PRIN	82,550	86,237	86,237	80,880	71,829
904.00 GROSS REV TAX	56,068	56,435	56,435	56,993	55,539
TOTAL DEPARTMENT	148,874	149,777	149,777	145,036	130,857

DEPT 110 - NON-DEPT MISC

LINE ITEM DETAIL

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$					
906.00 INVENTORY ADJ	1,208	0	0	0	0
TOTAL DEPARTMENT	1,208	0	0	0	0

INTERNAL SERVICE FUNDS OVERVIEW

The City of Brenham uses an internal service fund to account for its risk management services. Although reported with proprietary fund statements in the CAFR, these services benefit both governmental and business-type functions. There are two risk management services budgeted.

MEDICAL SELF-INSURANCE FUND

The City purchased individual stop-loss of \$75,000 per claim and aggregate stop-loss of approximately 125% of anticipated claims for FY11. The City currently funds the program by contributing an amount equal to 95% of the cost of the employee premium and approximately 56% of the cost of the dependent premium. The employee pays 5% of the employee only premium and 44% of the cost of dependent coverage. The premiums collected are amounts paid to the re-insurer for individual and aggregate stop-loss coverage; the third party administrator for claims processing and administrative costs; and amounts paid to the wellness program, employee assistance program, as well as, payments for medical claims and miscellaneous administration costs.

The City of Brenham has continued to experience rising costs, particularly the cost of prescription drugs and higher dollar claims. Total claims for FY12 are estimated at \$1,860,000 or 9.4% higher than FY11 projected claims. This amount is net of stop-loss reimbursement. Fixed costs are expected to increase and are budgeted at \$321,000, primarily because of rising costs for stop-loss coverage. For FY12, revenues from premiums paid into the fund are estimated to total \$2,231,200. These revenues will cover anticipated expenses.

A new pharmacy benefit manager was engaged in FY11 which has resulted in lower drug costs to participants and to the medical plan. A small number of very large claims continue to make up a large percentage of paid claims, including one claimant with a \$200,000 stop-loss deductible.

Holmes Murphy & Associates was engaged in the spring of 2005 to analyze the current group medical program, as well as, other employee benefits. They sought biennial proposals for group medical coverage and other employee benefits which will be selected by the City Council in December 2011. Because of favorable experience with the services of benefit consultants, the City Council engaged Holmes Murphy & Associates for services for FY12.

WORKERS COMPENSATION FUND

For a number of years, the City purchased coverage with a self-insured retention of \$50,000 per claim and purchased excess coverage above the self-insured retention up to statutory limits. The City funded the program by contributing an amount equal to the premium for excess coverage, estimated claims based upon previous experience, and the estimated amount needed to fund reserves for future claims. Since the City has experienced extremely favorable operating results since initiation of this program, the internal charge for coverage has been substantially reduced and a sizable fund balance has accrued.

Because of favorable claims experience, the City has attained an experience modifier which significantly lowers the standard premium with discounts so that the City is able to lower its risk by purchasing coverage with no self-insured retention. This means that all claims which originate in FY12 will be paid in their entirety through the elected coverage with TML IRP. The estimated cost of the no-retention coverage for FY12 is \$119,212 for all costs related to the Workers' Compensation Fund. Expenses are based on costs of contributions for coverage, claims for medical costs and lost time originating prior to FY12, and a disability policy covering primary lost wages for volunteer firefighters and administrative costs.

SELF INSURED MEDICAL FUND SUMMARY

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL 2011		
\$					
REVENUES					
COBRA AMIN FEE	39	50	50	37	50
INTEREST INCOME	2	0	0	1	0
INS-MEDICAL	1,784,043	2,018,980	2,018,980	1,925,111	2,153,188
STOP LOSS REIMBURSE	129,656	50,000	50,000	126,861	75,000
OTHER REVENUE	849	0	0	0	0
TOTAL REVENUES	1,914,589	2,069,030	2,069,030	2,052,010	2,228,238
TRANSFER-IN OTHER FUNDS	47,071	0	0	115,092	2,962
TOTAL OPERATING RESOURCES	1,961,660	2,069,030	2,069,030	2,167,102	2,231,200
EXPENDITURES					
AUDITS/CONSULTANT FEES	25,000	25,000	25,000	25,000	25,000
MEDICAL CLAIMS	1,877,688	1,700,000	1,700,000	1,690,000	1,860,000
MEDICAL INS PREMIUM	290,545	305,000	305,000	298,000	321,000
OTHER SUNDRY	2	0	0	300	200
WELLNESS PROGRAM	23,408	25,000	25,000	17,196	17,000
EAP	7,686	8,000	8,000	7,700	8,000
INCURRED-NOT REPORTED CL	52,327	0	0	0	0
TOTAL EXPENDITURES	2,276,656	2,063,000	2,063,000	2,038,196	2,231,200
TOTAL USES OF OP RESOURCES	2,276,656	2,063,000	2,063,000	2,038,196	2,231,200
NET REVENUES	(314,996)	6,030	6,030	128,906	0
FUND BALANCE	(128,906)	(122,876)	(122,876)	(0)	(0)

WORKERS' COMPENSATION FUND

	ACTUAL	BUDGET		RAE	BUDGET
		2010	ORIGINAL		
\$	2010	2011	2011	2011	2012
REVENUES					
INTEREST EARNED	631	1,000	1,000	500	500
WORKERS' COMP RECEIPTS	112,572	126,171	126,171	130,730	130,066
OTHER REVENUE	0	4,600	4,600	4,668	0
TOTAL REVENUES	113,203	131,771	131,771	135,898	130,566
TOTAL OPERATING RESOURCES	113,203	131,771	131,771	135,898	130,566
EXPENDITURES					
SAFETY PROGRAM	0	500	500	300	300
OTHER SERVICES	325	500	500	425	750
WORKERS' COMP PREMIUM	144,325	125,000	125,000	120,200	110,000
MEDICAL CLAIMS	3,107	0	0	928	1,200
VOLUNTEER BENEFITS	3,858	4,000	4,000	3,905	4,000
TOTAL EXPENDITURES	151,615	130,000	130,000	125,758	116,250
TRANSFER-OUT OTHER FUNDS	47,071	0	0	115,092	2,962
TOTAL USES OF OP RESOURCES	198,686	130,000	130,000	240,850	119,212
NET REVENUES	(85,483)	1,771	1,771	(104,952)	11,354
FUND BALANCE	326,822	328,593	328,593	221,870	233,224

ORDINANCE NO. O-11-015

AN ORDINANCE LEVYING TAXES FOR THE TAX YEAR 2011 FOR THE CITY OF BRENHAM, TEXAS AND PROVIDING AN EFFECTIVE DATE.

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

SECTION I.

That there be and is hereby levied an ad valorem tax of \$0.3420 on each one hundred dollars worth of property owned and situated within the City Limits of the City of Brenham, Texas, both real and personal and mixed, for General Fund maintenance and operating purposes for the Tax Year 2011.

SECTION II.

That there be and is hereby levied for the use of the City of Brenham, for the Tax Year 2011, an ad valorem tax of \$0.2012 on each one hundred dollars worth of real, personal and mixed property owned and situated in the City Limits of the City of Brenham, Texas, for the payment of principal and interest on all outstanding bonds and lease payments, not otherwise provided for, of the City of Brenham.

SECTION III.

Wherefore, the combined tax rate in accordance with V.T.C.A. Tax Code Section 26.05 shall be \$0.5432 on each one hundred dollars worth of real, personal, and mixed property of owned and situated within the City Limits of the City of Brenham, Texas.

SECTION IV.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

SECTION V.

This Ordinance shall become effective as provided by the Charter of the City of Brenham, Texas.

PASSED AND APPROVED on its first reading this the 15th day of September, 2011.

PASSED AND ADOPTED on its second reading this the 22nd day of September, 2011.



Milton Y. Tate, Jr.
Milton Y. Tate, Jr., Mayor

ATTEST:

Jeanne Bellinger
Jeanne Bellinger, City Secretary

Cary Bovey
Cary Bovey, City Attorney

ORDINANCE NO. O-11-014

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF BRENHAM, TEXAS FOR THE FISCAL YEAR 2011-2012; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Brenham, Texas, has prepared a budget for the fiscal year October 1, 2011 through September 30, 2012 and has filed same with the City Secretary and has held public hearings on same, all after due notice as required by statute.

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

SECTION I.

That the City Council of the City of Brenham, Texas does hereby adopt the Budget for the City of Brenham, Texas, for the fiscal year October 1, 2011 through September 30, 2012 as shown in the attached Exhibit "A", which is incorporated herein as though copied herein verbatim.

SECTION II.

That authority is hereby given to the City Manager to approve transfers of portions of any item of appropriation within the same department and transfers from one department to another department within the same fund.

SECTION III.

This Ordinance shall become effective as provided by the Charter of the City of Brenham, Texas.

PASSED AND APPROVED on its first reading this the 15th day of September, 2011.

PASSED AND ADOPTED on its second reading this the 22nd day of September, 2011.



Milton Y. Tate, Jr.
Milton Y. Tate, Jr., Mayor

ATTEST:

Jeanne Bellinger
Jeanne Bellinger, City Secretary

Cary Bovey
Cary Bovey, City Attorney

**ESTIMATE OF TAX RATE AND VALUATION
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011**

Estimated Assessed Valuation of Real and Personal Property for 2011 (a)	\$998,947,118
Percentage of Collection	98.0%
a) New Valuations	\$26,167,485

Proposed Property Taxes on 2011 Values for FY11-12 Budget:

	<u>Tax Rate</u> *	<u>Levy Amount</u>	<u>Estimated Collections</u>
General Fund	0.3420	\$3,416,399	\$3,348,071
Debt Service Fund	<u>0.2012</u>	<u>\$2,010,842</u>	<u>\$2,010,842</u>
Totals	<u>0.5432</u>	<u>\$5,427,241</u>	<u>\$5,358,913</u>

Certified values 7/31/2011 * 1 Cent = \$98,637 in Estimated Collections

a) New Valuations	\$89,493	\$87,703
	\$52,649	\$52,649
	<u>\$142,142</u>	<u>\$140,352</u>

**CITY OF BRENHAM
SHARED SERVICE DEPARTMENT ALLOCATIONS**

FY12 BUDGET - GENERAL FUND

	ADMIN 121	COMM SVS 122	HR 123	MAIN ST 125	MAINT 131	FINANCE 133	PUR/WHSE 135	IT 172	TOTAL
ELECTRIC	525,828	77,371	129,045	33,786	300,416	399,729	107,610	127,778	1,701,563
GAS	79,610	11,714	19,537	5,102	76,645	51,529	22,832	93,435	360,405
WATER	73,659	10,838	18,077	4,721	70,916	47,677	21,126	86,451	333,465
SEWER	72,709	10,698	17,844	4,660	70,001	47,063	20,853	85,336	329,164
SANITATION	68,677	10,105	16,854	4,401	66,120	44,453	19,697	80,603	310,911
SUBTOTAL	820,483	120,727	201,358	52,670	584,098	590,452	192,118	473,602	3,035,507
REMAINING	151,375	113,758	37,149	110,997	115,795	183,253	44,151	149,457	905,936
TOTAL	971,858	234,485	238,507	163,667	699,893	773,705	236,269	623,059	3,941,443

FY12 BUDGET - ELECTRIC FUND

	UTIL BILL 131	PUBLIC UT 160	TOTAL
GAS	73,622	69,050	142,672
WATER	111,596	43,604	155,200
SEWER	111,017	43,379	154,396
SANITATION	30,816	33,279	64,094
SUBTOTAL	327,051	189,312	516,363
REMAINING	224,717	392,910	617,627
TOTAL	551,768	582,222	1,133,990

ASSESSED (1) AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY*Last Ten Fiscal Years*

Fiscal Year	Residential	Commercial	Personal Property	Gross Valuation	Exemption	Net Taxable Value	Total Direct Tax Rate
2003	313,526,154	222,282,517	200,099,154	735,907,825	92,511,210	643,396,615	0.41160
2004	342,870,991	256,701,023	188,770,685	788,342,699	101,481,686	686,861,013	0.41160
2005	361,775,150	256,868,274	177,812,355	796,455,779	90,675,166	705,780,613	0.43620
2006	370,683,893	208,798,536	251,690,047	831,172,476	88,694,515	742,477,961	0.46620
2007	422,316,663	220,190,107	257,897,502	900,404,272	103,247,446	797,156,826	0.50630
2008	465,073,145	247,703,127	290,075,024	1,002,851,296	123,033,453	879,817,843	0.50630
2009	496,035,865	293,274,572	302,853,623	1,092,164,060	146,352,615	945,811,445	0.50420
2010	517,718,970	328,284,124	309,243,970	1,155,247,064	169,799,038	985,448,026	0.50420
2011	498,950,561	363,416,325	276,135,575	1,138,502,461	162,051,080	976,451,381	0.50420
2012	544,957,771	338,009,401	284,765,763	1,167,732,935	168,785,817	998,947,118	0.54320

(1) The property is reassessed each year. The assessed value is based on 100% of estimated actual value. Tax rates are per \$100 of assessed value.

DIRECT AND OVERLAPPING PROPERTY AND SALES TAX RATES
Last Ten Fiscal Years

Fiscal Year	PROPERTY TAX RATES (per \$100 of assessed value) (1)										SALES TAX RATES (2)		
	City Direct Rates			Brenham			Total			City of Brenham	Washington County	Total Overlapping Governments	
	General Fund	Debt Service	Total	Independent School District	Blinn College	Washington County	Washington County	Washington County	Washington County				
2003	0.28750	0.12410	0.41160	1.59900	0.05490	0.45160	0.45160	2.51710	0.01500	0.00500	0.02000		
2004	0.30000	0.11160	0.41160	1.59900	0.05670	0.45160	0.45160	2.51890	0.01500	0.00500	0.02000		
2005	0.30510	0.13110	0.43620	1.56900	0.05520	0.44350	0.44350	2.50390	0.01500	0.00500	0.02000		
2006	0.31650	0.14970	0.46620	1.61000	0.05100	0.44350	0.44350	2.57070	0.01500	0.00500	0.02000		
2007	0.31650	0.18980	0.50630	1.44500	0.05130	0.43350	0.43350	2.43610	0.01500	0.00500	0.02000		
2008	0.32450	0.18180	0.50630	1.10840	0.05480	0.43490	0.43490	2.10440	0.01500	0.00500	0.02000		
2009	0.34200	0.16220	0.50420	1.08840	0.05320	0.42600	0.42600	2.07180	0.01500	0.00500	0.02000		
2010	0.34200	0.16220	0.50420	1.08840	0.05450	0.42600	0.42600	2.07310	0.01500	0.00500	0.02000		
2011	0.34200	0.16220	0.50420	1.11840	0.05590	0.43580	0.43580	2.11430	0.01500	0.00500	0.02000		
2012	0.34200	0.20120	0.54320	1.13500	0.05660	0.44080	0.44080	2.17560	0.01500	0.00500	0.02000		

(1) Data is from Washington County Appraisal District.

(2) Data is from Texas Comptroller of Public Accounts.

LEGAL DEBT MARGIN INFORMATION
Last Ten Fiscal Years

	Fiscal Year									
	2012 BUDGET	2011 RAE	2010	2009	2008	2007	2006	2005	2004	2003
Taxable assessed valuations	\$ 998,947,118	\$ 976,451,381	\$ 985,448,026	\$ 945,811,445	\$ 879,817,843	\$ 797,156,826	\$ 742,477,961	\$ 705,780,613	\$ 686,861,013	\$ 643,396,615
Tax limit per \$100 valuation	1.65000	1.65000	1.65000	1.65000	1.65000	1.65000	1.65000	1.65000	1.65000	1.65000
O&M tax rate per \$100 valuation	0.34200	0.34200	0.34200	0.34200	0.32450	0.31650	0.31650	0.30510	0.30000	0.28750
Debt limit per \$100 valuation	1.30800	1.30800	1.30800	1.30800	1.32550	1.33350	1.33350	1.34490	1.35000	1.36250
Debt limit	13,066,228	12,771,984	12,889,660	12,371,214	11,661,986	10,630,086	9,900,944	9,492,043	9,272,624	8,766,279
Total net debt applicable to limit	2,744,154	2,722,398	1,625,695	1,686,439	1,628,638	1,646,888	1,553,951	1,508,663	1,574,263	1,485,812
Legal debt margin	\$ 10,322,074	\$ 10,049,586	\$ 11,263,965	\$ 10,684,775	\$ 10,033,348	\$ 8,983,198	\$ 8,346,993	\$ 7,983,380	\$ 7,698,361	\$ 7,280,467
Total net debt applicable to the limit as a percentage of debt limit	21.00%	21.32%	12.61%	13.63%	13.97%	15.49%	15.69%	15.89%	16.98%	16.95%

DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years

Fiscal Year	Population (1)	Total Personal Income (000's) (2)	Per Capita Personal Income (3)	Unemployment Rate (4)
2001	14,026	402,602	28,704	3.5
2002	13,988	401,665	28,715	4.4
2003	14,171	407,771	28,775	5.1
2004	14,407	444,975	30,886	5.2
2005	14,484	473,018	32,658	4.6
2006	14,614	495,239	33,888	4.4
2007	14,873	538,611	36,214	3.8
2008	15,049	608,190	40,414	3.8
2009	15,270	613,625	40,185	5.3
2010	15,716	663,567	42,222	6.0

(1) 2001 to 2009 population are projections provided by the Population Division of the U.S. Census Bureau. 2010 population data is from 2010 Census.

(2) Total personal income derived by taking Brenham population multiplied by per capita personal income for Washington County (see note 3).

(3) Data for years 2000 to 2008, is for Washington County and comes from the Bureau of Economic Analysis. 2010 are estimates based on a five year compound average annual growth rate.

(4) Unemployment rates are taken from U.S. Bureau of Labor Statistics. Under the new U.S. Bureau of Labor Statistics mandated methodology for producing labor statistics, a city must have a population of at least 25,000 for city-level estimates to be produced; therefore, the unemployment rates shown for 2005 to 2010 are for Washington County.

PRINCIPAL EMPLOYERS
Current Year and Ten Years Ago

2010			2000		
Employer (1)	Employees	Percentage of Total City Employment	Employer	Employees	Percentage of Total City Employment
Brenham State School	1,049	15.60%	Brenham State School	1,062	17.57%
Blue Bell Creameries	853	12.68%	Blue Bell Creameries	741	12.26%
Brenham I.S.D.	719	10.69%	Brenham I.S.D.	620	10.26%
Blinn College	569	8.46%	Blinn College	600	9.93%
MIC Group	480	7.14%	Mount Vernon Mills	350	5.79%
Wal-Mart Supercenter	380	5.65%	Germania Insurance	285	4.72%
Germania Insurance	351	5.22%	Trinity Medical Center	250	4.14%
Scott & White Hospital	300	4.46%	Wal-Mart Supercenter	241	3.99%
Valmont	275	4.09%	Valmont A.L.S.	240	3.97%
City of Brenham	235	3.49%	Brenham Wholesale Grocery	227	3.76%
Total	5,211	77.49%	Total	4,616	76.37%
Employment (2)	6,725		Employment (3)	6,044	

(1) Major employers as identified in a report issued by Washington County Chamber of Commerce, revised October 2009.

(2) Employment is taken from U.S. Bureau of Labor Statistic reports. A city must have a population of at least 25,000 for city-level estimates. Employment shown for 2010 is an estimate based on Washington County employment estimates reported by the U.S. Bureau of Labor Statistics for 2010. City employment is an allocation using the proportion of City to County estimated populations.

(3) Employment is taken from the 2000 Census.

THE ELECTRIC SYSTEM - UTILITY BILLING STATISTICS

September 30, 2011

	<u>2011*</u>	<u>2010</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,357	5,337	20
Commercial	1,178	1,154	24
Large Commercial	317	308	9
Industrial	20	23	(3)
Street Lights	1,247	1,238	9
Security Lights	150	175	(25)
Total	<u>8,269</u>	<u>8,235</u>	<u>34</u>
<u>CONSUMPTION (IN KWH)</u>			
Residential	80,534,797	76,664,387	3,870,410
Commercial	16,835,349	16,364,454	470,895
Large Commercial	68,446,624	65,006,673	3,439,951
Industrial	122,217,940	111,567,780	10,650,160
Street Lights	1,437,576	1,426,728	10,848
Security Lights	296,472	289,440	7,032
Total	<u>289,768,758</u>	<u>271,319,462</u>	<u>18,449,296</u>
<u>SALES</u>			
Residential	\$ 8,477,098	\$ 7,861,811	\$ 615,287
Commercial	1,838,957	1,727,624	111,333
Large Commercial	6,195,358	5,662,262	533,096
Industrial	9,683,912	8,461,265	1,222,647
Street Lights	101,171	95,651	5,520
Security Lights	41,660	40,639	1,021
Total	<u>\$ 26,338,156</u>	<u>\$ 23,849,252</u>	<u>\$ 2,488,904</u>
<u>AVG CONSUMPTION PER CUSTOMER (IN KWH)</u>			
Residential	15,034	14,365	669
Commercial	14,291	14,181	111
Large Commercial	215,920	211,061	4,859
Industrial	6,110,897	4,850,773	1,260,124
Street Lights	1,153	1,152	0
Security Lights	1,976	1,654	323
Total	<u>35,043</u>	<u>32,947</u>	<u>2,096</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 132	\$ 123	\$ 9
Commercial	\$ 130	\$ 125	\$ 5
Large Commercial	\$ 1,629	\$ 1,532	\$ 97
Industrial	\$ 40,350	\$ 30,657	\$ 9,693
Street Lights	\$ 7	\$ 6	\$ 0
Security Lights	\$ 23	\$ 19	\$ 4
<u>AVERAGE PRICE PER KWH PURCHASED</u>			
	\$ 0.0659	\$ 0.0637	\$ 0.0022
<u>AVERAGE PRICE PER KWH SOLD</u>			
	\$ 0.0908	\$ 0.0879	\$ 0.0029
% LINE LOSS	5.71%	5.83%	-0.12%

* Preliminary

THE GAS SYSTEM - UTILITY BILLING STATISTICS
September 30, 2011

	<u>2011*</u>	<u>2010</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	3,686	3,653	33
Small Commercial	363	368	(5)
Large Commercial	129	126	3
Governmental	65	64	1
Industrial	1	1	0
Total	<u>4,244</u>	<u>4,212</u>	<u>32</u>
<u>CONSUMPTION (IN MCF)</u>			
Residential	100,773	133,709	(32,936)
Small Commercial	24,741	27,617	(2,876)
Large Commercial	152,773	153,974	(1,201)
Governmental	40,885	46,813	(5,928)
Industrial	75,391	81,232	(5,841)
Total	<u>394,563</u>	<u>443,345</u>	<u>(48,782)</u>
<u>SALES</u>			
Residential	\$ 1,095,738	\$ 1,430,671	\$ (334,933)
Small Commercial	215,979	253,361	(37,382)
Large Commercial	1,077,654	1,141,328	(63,674)
Governmental	293,843	351,882	(58,039)
Industrial	489,495	542,846	(53,351)
Total	<u>\$ 3,172,710</u>	<u>\$ 3,720,088</u>	<u>\$ (547,378)</u>
<u>AVG CONSUMPTION PER CUSTOMER (IN MCF)</u>			
Residential	27	37	(9)
Small Commercial	68	75	(7)
Large Commercial	1,184	1,222	(38)
Governmental	629	731	(102)
Industrial	75,391	81,232	(5,841)
Total	<u>93</u>	<u>105</u>	<u>(12)</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 25	\$ 33	\$ (8)
Small Commercial	\$ 50	\$ 57	\$ (8)
Large Commercial	\$ 696	\$ 755	\$ (59)
Governmental	\$ 377	\$ 458	\$ (81)
Industrial	\$ 40,791	\$ 45,237	\$ (4,446)
AVERAGE PRICE PER MCF PURCHASED	\$ 4.54	\$ 5.14	\$ (0.5900)
AVERAGE PRICE PER MCF SOLD	\$ 8.04	\$ 8.39	\$ (0.3500)
% LINE LOSS	1.47%	2.72%	-1.25%

* Preliminary

THE WATER SYSTEM - UTILITY BILLING STATISTICS
September 30, 2011

	<u>2011*</u>	<u>2010</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,408	5,361	47
Commercial	1,248	1,234	14
Meter on Fire Hydrant	14	9	5
Spinkler	494	473	21
Total	<u>7,164</u>	<u>7,077</u>	<u>87</u>
<u>CONSUMPTION (IN GALLONS)</u>			
Residential	469,200,500	356,686,700	112,513,800
Commercial	330,640,800	286,464,400	44,176,400
Meter on Fire Hydrant	6,296,600	2,681,700	3,614,900
Spinkler	190,224,900	106,915,300	83,309,600
Total	<u>996,362,800</u>	<u>752,748,100</u>	<u>243,614,700</u>
<u>SALES</u>			
Residential	\$ 2,410,428	\$ 1,906,120	\$ 504,308
Commercial	1,401,245	1,241,648	159,597
Meter on Fire Hydrant	46,548	19,634	26,914
Spinkler	1,075,276	593,904	481,372
Total	<u>\$ 4,933,497</u>	<u>\$ 3,761,306</u>	<u>\$ 1,172,191</u>
<u>AVG CONSUMPTION PER CUSTOMER (IN GALLONS)</u>			
Residential	86,760	66,534	20,227
Commercial	264,937	232,143	32,794
Meter on Fire Hydrant	449,757	297,967	151,790
Spinkler	385,071	226,037	159,034
Total	<u>139,079</u>	<u>106,365</u>	<u>32,714</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 37	\$ 30	\$ 8
Commercial	\$ 94	\$ 84	\$ 10
Meter on Fire Hydrant	\$ 277	\$ 182	\$ 95
Spinkler	\$ 181	\$ 105	\$ 77
AVERAGE PRICE PER 1000 GALLONS PURCHASED	\$ 0.26	\$ 0.26	\$ 0.0000
AVERAGE PRICE PER 1000 GALLONS SOLD	\$ 4.95	\$ 5.00	\$ (0.0470)
% LINE LOSS	20.90%	10.50%	10.40%

* Preliminary

** 12,249,600 gallons unbilled City water usage each year.

THE WASTEWATER SYSTEM - UTILITY BILLING STATISTICS

September 30, 2011

	<u>2011*</u>	<u>2010</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,385	5,290	95
Commercial	1,043	1,075	(32)
Industrial	6	7	(1)
Oak Hill Acres Flow Meter	1	1	0
Total	<u>6,435</u>	<u>6,373</u>	<u>62</u>
<u>SALES</u>			
Residential	\$ 1,771,171	\$ 1,581,513	\$ 189,658
Commercial	1,108,961	1,180,115	(71,154)
Industrial	711,605	646,212	65,393
Oak Hill Acres Flow Meter	43,379	69,960	(26,581)
Total	<u>\$ 3,635,116</u>	<u>\$ 3,477,800</u>	<u>\$ 157,316</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 27	\$ 25	\$ 2
Commercial	\$ 89	\$ 91	\$ (3)
Industrial	\$ 9,883	\$ 7,693	\$ 2,190
Oak Hill Acres Flow Meter	\$ 3,615	\$ 5,830	\$ (2,215)

* Preliminary

THE SANITATION SYSTEM - UTILITY BILLING STATISTICS
September 30, 2011

	<u>2011*</u>	<u>2010</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,180	5,069	111
Residential - Rural	5	3	2
Commercial	543	538	5
Total	<u>5,728</u>	<u>5,610</u>	<u>118</u>
<u>SALES</u>			
Residential	\$ 874,859	857,800	\$ 17,059
Residential - Rural	1,216	623	593
Commercial	946,008	918,387	
Total	<u>\$ 1,822,083</u>	<u>\$ 1,776,810</u>	<u>\$ 17,652</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 14	\$ 14	\$ (0)
Residential - Rural	\$ 20	\$ 17	\$ 3
Commercial	\$ 145	\$ 142	\$ 3

* Preliminary

FINANCIAL POLICIES

The City of Brenham is responsible to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public. The primary objective of financial policies is to help the City achieve a long-term, stable and positive, financial condition. Hence, the following financial policies have been adopted by the City of Brenham.

Budget Policy

1. The budget process of the City shall conform to the Texas Uniform Budget Law.
2. The City Manager, as chief executive officer, has ultimate responsibility for the budget.
3. The City Manager formulates the budget goals for the City under the direction of City Council.
4. All agencies of the City are required to submit requests for appropriations to the City Manager on or before the 15th of July each year.
5. All budgets are prepared and adopted on a basis consistent with generally accepted accounting principles which is the same basis of accounting used for financial reporting.
6. The appropriated budget is prepared by fund and department.
7. The City Manager must present a proposed budget to the City Council for review prior to August 30th each year.
8. The City Council will hold public hearings on the proposed budget and adopt a final budget by ordinance no later than September 30th each year.
9. The City Council shall adopt a balanced budget; the revenues must equal the expenditures. The budget may include a fund balance transfer as a resource to balance the budget.
 - a. The City will strive to maintain an unrestricted fund balance reserve in the General Fund sufficient to cover 90 days of operating expenditures.
 - b. The City will strive to maintain an unrestricted fund balance reserve in the Utility Funds sufficient to cover 60 days of operating expenditures.
10. Annual appropriated budgets are adopted for all governmental fund types except the following:
 - a. Budgets for certain grants, established as special revenue funds, which are created pursuant to the terms of the related grant documents.
 - b. Budgets for funds set up to receive special donations or assessments for specific purposes, which are established as special revenue funds.
 - c. Budgets for certain major capital improvements that are set up as capital projects funds. Annual budgets are not adopted because these projects span more than one fiscal year.
11. All annual budget appropriations lapse at the end of the fiscal year.
12. Department heads may make transfers of appropriations within a department up to \$2,500. Transfers over this amount require the approval of the City Manager or Assistant City Manager.

13. The City Manager is authorized to transfer budgeted amounts between line items and departments within any fund.
14. Any budget revisions that alter the total expenditures of any fund must be approved by the City Council.
15. The legal level of budgetary control (the level at which expenditures may not legally exceed appropriations) is the fund level.
16. The budget is originally enacted by ordinance; therefore, any amendments to the budget must also be made by ordinance.
 - a. Proposed amendments and the justification thereof will be presented during a work session of a meeting of the City Council.
 - b. The proposed ordinance amending the budget will be presented during a formal session at two subsequent meetings of the City Council.

Investment Policy

1. The City of Brenham adopts a written investment policy annually.

Debt Policy

1. The City of Brenham may borrow money and issue bonds for the following purposes:
 - a. Improving streets
 - b. Purchasing or constructing sewers
 - c. Erecting and maintaining public buildings of every kind
 - d. Purchasing or constructing waterworks
 - e. Purchasing or constructing gas plants and systems
 - f. Purchasing, erecting, maintaining and operating electric light and power plant
 - g. Other public utilities as City Council may deem expedient.
2. Bonds will specify for what purpose they are issued and will be sold for cash.
3. When bonds are issued, a fund will be provided to pay bond interest and create a sinking fund for bond redemption.
4. Bond proceeds may not be diverted or drawn upon for any other purpose than what was expressed.
5. Bond sinking funds may be invested in securities secured by the pledge of the United States Bonds or Federal Agency Bonds, Texas State or County Bonds, or Bonds of the City of Brenham, or other municipality, or any school district.
6. Bonds will be issued for a period of time not to exceed forty years.

Purchasing Policy

1. The City of Brenham will comply with Purchasing Laws of the State as adopted by Resolution R-07-020.
2. Department heads may authorize purchases less than \$3,000.

3. Three vendor quotes are required on all purchases between \$3,000 and \$49,999.
4. Department heads may authorize non-contractual purchases between \$3,000 and \$24,999.
5. The City Manger must authorize contractual purchases between \$3,000 and \$24,999.
6. The City Council must authorize all contractual purchases be of \$25,000 or more.
7. Purchases of \$50,000 or more must go through a formal bid process and be authorized by City Council.

Capital Asset Policy

1. Infrastructure assets (e.g. roads, bridges, sidewalks, utility lines and plants, and similar items) in excess of \$50,000 and an estimated useful life of 40 to 50 years, will be capitalized and recorded at historical cost.
2. Capital assets, other than infrastructure assets, costing more than \$15,000 and possessing an estimated useful life in excess of one year, will be capitalized and recorded at historical cost.
3. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives will not be capitalized.
4. Major outlays for capital assets and improvements will be capitalized as projects are constructed.
5. Property, plant and equipment will be depreciated using the straight line method over the useful lives.



INVESTMENT POLICY

I. POLICY

It is the policy of the City of Brenham that all available funds shall be invested in conformance with these legal and administrative guidelines with consideration for anticipated cash flow requirements and consideration of the safety and risk of investments. The City shall seek to optimize interest earnings to the extent possible based on these risk parameters.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to City of Brenham funds. The City of Brenham's investment portfolio shall be designed and managed in a manner designed to obtain the highest reasonable earnings from this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the primary objectives of:

- * **Safety** and preservation of principal
- * Maintenance of sufficient **liquidity** to meet operating needs
- * Diversification to avoid concentrated risk
- * **Public trust** from prudent investment activities
- * Optimization of **interest earnings** on the portfolio

The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City of Brenham's funds. This Policy serves to satisfy the statutory requirements of the Public Funds Investment Act, the "Act", (Texas Government Code, Chapter 2256) in defining and adopting a formal investment policy and strategy. The policy and strategy shall be reviewed by the Audit / Investment Committee and adopted by resolution of the City Council no less than annually. Any modifications to the Policy will be noted in the written resolution.

II. SCOPE

This Investment Policy shall govern the investment of all financial assets of the City of Brenham. These funds are accounted for in the City of Brenham's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Brenham Community Development Corporation Funds
- Internal Service Funds
- Self-Insurance Funds
- Any new fund created by the City of Brenham, unless specifically exempted from this Policy by the City Council or by law.

The City of Brenham may consolidate cash balances from all funds for investment purposes and efficiencies. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. The consolidated portfolio will address the varying needs, goals, and objectives of each fund.

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this Policy does not apply to the assets administered for the benefit of the City of Brenham by outside agencies or under deferred compensation programs.

III. INVESTMENT OBJECTIVES

The City of Brenham shall manage and invest its cash with five primary objectives, listed in order of priority: **safety, liquidity, diversification, public trust, and yield**. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The City of Brenham shall maintain a comprehensive cash management program, which includes timely collection of account receivables, vendor payments in accordance with invoice terms, and prudent investment of funds. Cash management is defined as the process of managing monies in order to ensure cash availability and reasonable market earnings on the City's assets.

Safety

Safety of principal is the foremost objective of the investment program. Investments of the City of Brenham shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Competitive bidding and perfected ownership of investments will be in place at all times. The objective will be to mitigate credit and interest rate risk. Each investment transaction shall be conducted in a manner to control the risk of capital loss by investing in high credit quality securities.

- Credit Risk – The Entity will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:
 - Limiting investments to the highest credit quality investments
 - Pre-qualifying the financial institutions and broker/dealers with which the City of Brenham transacts business
 - Perfecting City ownership by delivery versus payment settlement, and
 - Diversifying the investment portfolio so that potential credit or market risk is minimized.

- Market Risk – the City will minimize the risk from interest rate volatility by:
 - Structuring the investment portfolio to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
 - Investing operating funds in laddered securities and maintaining a liquidity portion to cover unanticipated expenses.

Liquidity

The City of Brenham investment portfolio shall be structured in a ladder of maturities to match expected liabilities along with a liquidity portion to meet unanticipated liabilities. Securities will have active secondary markets.

Public Trust

All participants in the City of Brenham's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the City of Brenham's ability to govern effectively.

Diversification

The portfolio will be diversified by market sector and maturity based on the cash flow and risk tolerances of the City.

Yield

The City of Brenham investment portfolio shall be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio. Yield is secondary to the safety and liquidity objectives described above.

Based upon the cash flow of the City the maximum dollar- weighted average maturity of the consolidated portfolio shall be six months. The benchmark used to determine whether reasonable yields are being achieved shall be the six month U.S. Treasury Bill.

IV. INVESTMENT STRATEGY

The City of Brenham maintains a consolidated portfolio which is designed to address the unique characteristics of the fund groups represented in the portfolio.

Operating Funds: The primary objective for operating funds is to assure anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high credit quality, short to medium term securities in a laddered structure. The maximum dollar weighted average maturity of six months reflects the expenditure cash flow of operating funds and will be calculated using the *stated* final maturity dates of each security.

Capital Project Funds: Funds for capital projects or special purposes should be invested based on anticipated cash flows and allow for flexibility and unanticipated project outlays. At no time will the stated final maturity dates of investments exceed the estimated project completion date on capital project funds.

Debt Service Funds: Debt service funds shall be invested with the primary objective of funding debt service obligations on the required payment date. Priority will be given to funding the next debt service due before any extensions are made in the funds.

Debt Service Reserve Funds: Debt Service Reserves should be invested to generate a dependable revenue stream from securities with a low degree of volatility. Securities should be short to medium term maturities and of high credit quality.

The City primarily utilizes a passive “buy and hold” portfolio strategy. Maturity dates are primarily matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- Cash flow needs require that the investment be liquidated.
- Market conditions present an opportunity to benefit from the trade.

V. RESPONSIBILITY AND CONTROL

City Council Responsibilities

The City Council, in accordance with the Act, shall:

- Designate Investment Officers by resolution
- Receive and review quarterly investment reports

- Annually review and approve the City's broker/financial institution certification list – *As noted in Section VIII, the governing body has designated this responsibility to the Audit & Investment Committee*
- Review and adopt the investment policy and strategy at least annually

Investment Officers

The Chief Financial Officer and the City Manager are hereby designated as "Investment Officers" pursuant to the Act. Investment Officers are delegated authority to invest the funds on behalf of the City and such authorization shall remain in effect until rescinded by the City Council or until the Officer resigns or is terminated. The Investment Officers are authorized to execute investment transactions on behalf of the City. No person may engage in an investment transaction or the management of City of Brenham funds except as provided under the terms of this Investment Policy as approved by the City Council.

Investment Officers shall:

- Obtain training as defined by the Act and this Policy
- Prepare, sign, and submit quarterly investment reports to Council
- Maintain compliance files on all counter-parties (brokers) and provide the list for Council approval at least annually
- Provide for competitive bidding
- Maintain full and complete records of the City's portfolio and transactions.

Quality and Capability of Investment Management

The Investment Officers shall obtain training in investments. The seminars should be offered by professional organizations, associations, and other independent sources approved by Council. The training is to insure the quality and capability of investment management in compliance with the Act.

In accordance with the Act, the designated Investment Officers shall attend 10 hours of investment training session within 12 months of their designation and every successive two years. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom the City of Brenham may engage in an investment transaction.

Internal Controls

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The Chief Financial Officer shall establish a process for a compliance audit on policies and procedures. The internal controls shall address the following points at a minimum.

- Control of collusion.
- Separation of transactions authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation for telephone (voice) transactions for investments and wire transfers.
- Development of a wire transfer agreement with the depository bank or third party custodian.
- Review of compliance with the Act and this Policy.

The Chief Financial Officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating.

Prudence

The standard of prudence to be applied to all transactions shall be the “prudent person rule”. This rule states that “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City’s control, over which the Officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved Investment Policy of the City.

Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally liable for a specific investment’s credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the City’s ability to govern effectively. Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with

the proper execution and management of the investment program, or that would impair their ability to make impartial decisions.

Council members, employees and Investment Officers shall disclose to the Texas Ethics Commission and the City Manager, and the City Manager discloses to the City Council if:

- a) The officer has a personal business relationship with a business organization offering to engage in an investment transaction with the City; or
- b) The officer is related within the second degree by affinity of consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the City; or
- c) The officer has any material interests in financial institutions with which they conduct business; or
- d) The officer has any personal financial/investment positions that could be related to the performance of the investment portfolio.

Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Brenham.

VI. SUITABLE AND AUTHORIZED INVESTMENTS

City funds may be invested only in the instruments described below, all of which are authorized and further defined by the Act. The City will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

I. Authorized Investments

1. Obligations of the United States of America, its agencies and instrumentalities with stated maturities not to exceed three (3) excluding mortgage backed securities.
2. Obligations of the this State or any State or agency thereof including political subdivisions having been rated as investment quality by two nationally recognized investment rating firm, and having received a rating of not less than "AA" or its equivalent with maturities not to exceed three (3) years.
3. Fully insured or collateralized Certificates of Deposit issued by a bank doing business in Texas insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations in a manner provided for by this Policy and state law with maturities not to exceed 12 months .
4. Fully collateralized direct repurchase agreements as defined by the Act with a defined termination date. Collateral shall be pledged to the City, held in the City's name, and deposited with a third party approved by the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution

doing business in Texas. A Bond market Association Master Repurchase Agreement must be executed prior to investment. All repurchase agreement transactions will be on a delivery vs. payment basis. Securities received for repurchase agreements must have a continuous market value equal to or greater than 102%. Repurchase agreements shall not have maturities over 3 months. Flex repurchase agreements used exclusively for capital project funds may exceed three months but may not be for a period longer than the expected expenditure of the bond proceeds.

5. AAA-rated money market mutual funds that are 1) registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 90 days or less, 3) are rated AAA by at least one nationally recognized rating service, and 4) seek to maintain a net asset value of \$1.00 per share.
6. Constant dollar, local government investment pools, which 1) are created under and conform to the requirements of the Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) seek to maintain a \$1.00 net asset value, and 4) are authorized by resolution or ordinance by the City Council.

II. Un-authorized Investments

The Act and this Policy prohibits investment in the following investment instruments:

- Obligations whose payment represents the coupon payments of the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal (Interest Only mortgage backed securities);
- Obligations whose payment represents the principal stream of cash flow from underlying mortgage-backed security collateral and bear no interest (Principal only mortgage backed securities);
- Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years;
- Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index; and

The practice of “leveraging” whereby funds are borrowed for the sole purpose of investing is prohibited.

VII. INVESTMENT PARAMETERS

Maximum Maturities

The longer the maturity of investments, the greater their price volatility; therefore, it is the City’s policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The City shall attempt to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than three (3) years from the date of purchase; however, the above described obligations, certificates, or agreements may be collateralized using longer dated investments.

The consolidated portfolio will have a maximum dollar-weighted average maturity of six months. This dollar-weighted average will be calculated using the stated final maturity dates of each security.

Diversification

The City of Brenham recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over concentration in investments from a specific issuer or business,
- Limiting investment in investments that have higher credit risks
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for the City of Brenham’s total portfolio:

1. U.S. Treasury Securities	90 %
2. Agencies and Instrumentalities	80 %
3. Certificates of Deposit	20 %
4. Repurchase Agreements*	80 %
5. Money Market Mutual Funds.....	20 %
6. Authorized Pools	100 %

*Excluding flexible repurchase agreements for bond proceeds investments

VIII. SELECTION OF BANKS AND DEALERS

Depository

As required by the City of Brenham Charter, every two (2) years a banking services depository shall be selected through a competitive process, which shall include a formal request for proposal (RFP) and be consistent with state law. The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide required services.
- The ability to meet all requirements in the banking RFP.
- The lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

All banks will execute a written depository agreement in accordance with FIRREA¹ designating authorized collateral.

Authorized Brokers/Dealers

The City Audit/Investment Committee shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions (banks and pools) authorized to engage in securities transactions with the City. Those firms that request to become qualified bidders for securities transactions will be required to provide information for the City's questionnaire that provides information regarding creditworthiness, contact information, and experience; and 2) the City's certification stating the firm has received, read and understood the City of Brenham's Investment Policy and have in place controls to prohibit selling the City any security not authorized by that Policy.

The City shall have a minimum of three broker/dealers to assure competitive bidding. Authorized firms may include primary dealers or regional dealers and qualified depositories. All investment providers, including financial institutions, banks, and local government investment pools, must sign the City's certification

Competitive Bids

All transactions will be made on a competitive basis. The Chief Financial Officer shall develop and maintain procedures for ensuring a competition in the investment of the City funds.

Delivery vs. Payment

Securities shall be purchased only using the **delivery vs. payment** method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received by the custodian.

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

Safekeeping and Custodian Agreements

The City of Brenham shall contract with a depository for the safekeeping of securities either owned by the City of Brenham as part of its investment portfolio or held as collateral to secure demand or time deposits. Securities owned by the City of Brenham shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by an independent third party custodian outside of the pledging bank and evidenced by original safekeeping receipts of the pledging institution with which the collateral is deposited. Original safekeeping receipts shall be delivered to the City.

¹ The Financial Institutions Resource and Recover Enforcement Act governs the actions of the FDIC in cases of bank default.

Collateral Policy

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require collateralization of City funds in time and demand deposit with any depository bank. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the City of Brenham may require a higher level of collateralization for certain investment securities.

Securities pledged as collateral shall be held by an independent third party outside the holding company of the pledging bank with whom the City has a current custodial agreement. The Chief Financial Officer is responsible for entering into collateralization agreements with custodians. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to and retained by the City. Collateral shall be priced weekly at a minimum and to assure that the market value of the pledged securities is adequate.

Any substitution of collateral shall require prior City approval. The substituted security's market value will be equal to or greater than the required security value. Written notification of the substitution must be provided to the bank or safekeeping agent prior to any security release.

Collateral Defined

The Entity shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities including mortgage backed securities
- Direct obligations of the state of Texas or its agencies and instrumentalities rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent

Subject to Audit

All collateral shall be subject to inspection and audit by the Chief Financial Officer or the City of Brenham's independent auditors.

X. PERFORMANCE

Performance Standards

The City of Brenham's investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio shall be designed with the objective of obtaining a reasonable yield throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City.

Performance Benchmark

It is the policy of the City of Brenham to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a monthly basis on all securities owned and compared to current book value. The City of Brenham's portfolio shall be designed with the objective of regularly meeting or exceeding the period average yield on the six month U.S. Treasury Bill which is comparable to the City's maximum weighted average maturity in days based on its cash flow analysis.

XI. REPORTING

Methods

The Investment Officer shall prepare an internal investment report on a monthly basis and on a quarterly basis for Council that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities including the yield for the quarter.

The quarterly investment report shall be in compliance with the Act and include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary will be prepared in a manner that will allow the City Audit/Investment Committee to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the City Council for review. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses as calculated on the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield of portfolio as compared to the City's benchmark.
- Listing of investments by maturity date.
- Fully accrued interest and earnings for the reporting period
- The percentage of the total portfolio that each type of investment represents.
- Any additional reporting information as required by the Act.
- Statement of compliance of the City of Brenham's Investment Policy and the Act

Month-end market prices on each security are to be obtained from nationally recognized security databases (e.g., The Wall Street Journal, Bloomberg, etc.).

An independent auditor will perform an annual formal review of the quarterly reports with the results reported to the governing body.

Monitoring Market Value

Market value of all securities in the portfolio will be determined on a monthly basis. These values will be obtained from a reputable and independent source reported in the quarterly report.

XII. INVESTMENT POLICY ADOPTION

The City of Brenham’s Investment Policy shall be adopted no less than annually by resolution of the City Council. The City of Brenham’s Investment Policy shall be subject to revisions consistent with changing laws, regulations, and needs of the City but any such changes must be adopted by the Council before use. The resolution adopting the policy and strategies must include any changes or modifications to the Policy.

Authority/Date Issued:

<i>City Council Resolution # R-07-026</i>	<i>November 15, 2007</i>
<i>City Council Resolution # R-08-037</i>	<i>October 16, 2008</i>
<i>City Council Resolution # R-09-024</i>	<i>October 15, 2009</i>
<i>City Council Resolution # R-10-025</i>	<i>November 4, 2010</i>

ABBREVIATIONS AND ACRONYMS

ABNR	Above Budget Net Revenues
BCDC	Brenham Community Development Corporation
BFD	Brenham Fire Department
BHA	Brenham Housing Authority
BNSF	Burlington Northern Santa Fe Railway
BVSMA	Brazos Valley Solid Waste Management
BVWACS	Brazos Valley Wide Area Communication Systems
CAFR	Comprehensive Annual Financial Report
CO	Certificate of Obligation
DP	Decision Package
EDF	Economic Development Foundation
EPA	Environmental Protection Agency
FAA	Federal Aviation Association
FEMA	Federal Emergency Management Agency
FOG	Fats, Oils, and Grease Program
FT	Full Time
FTE	Full Time Equivalent
FY	Fiscal Year
FYE	Fiscal Year Ending
GIS	Geographical Information Systems
GO	General Obligation Bond
HVAC	Heating, Ventilating, and Air Conditioning
IFERC	International Fusion Energy Research Center
IT	Information Technology
KV	Kilovolt
KWH	Kilowatt Hour
LCRA	Lower Colorado River Authority
MCF	One Thousand Cubic Feet
mmBTU	One Million British Thermal Units
NSF	Non-Sufficient Funds
O&M	Operations & Maintenance
OASDI	Old-Age, Survivors, and Disability Insurance
PCRF	Price Cost Recovery Factor
PT	Part Time
RAE	Revised Annual Estimate
RAMP	Routine Airport Maintenance Program
SAFER	Staffing for Adequate Fire and Emergency Response Grant
SCADA	Supervisory Control and Data Acquisition
TCEQ	Texas Commission on Environmental Quality
TCW	Texas Commercial Waste Management
TRNFS	Transfers
TxDOT	Texas Department of Transportation

GLOSSARY

This document contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader of this document understand these terms, this budget glossary has been included.

A

Abatement

An official reduction or elimination of one's assessed valuation after completion of the original assessed value.

Accrual Basis

The recording of the financial effects on a government of transactions, events, and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Ad Valorem Tax

A tax based on the assessed value of real estate or personal property.

Appropriation

A legal authorization granted by a legislative body to make expenditures or incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended in.

Assessed Value

The fair market value placed upon real and personal property by the City as the basis for levying property taxes.

Audit

A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has carried out its responsibilities.

B

Balanced Budget

A budget in which estimated revenues are equal to or greater than estimated expenditures.

Basis of Accounting

A term used to refer to when transactions and economic events are recognized in the accounts and reported in the financial statements.

Brenham Community Development Corporation (BCDC)

A legally separate entity from the City and is governed by a board appointed by City Council. The BCDC was formed to oversee revenues and expenditures of a special three-eight cents sales tax for economic development and community recreational development.

Budget

A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing the estimates.

C

Capital Asset

An asset owned by a governmental unit, which has an initial cost of \$1,000 or more and a useful life extending beyond a single financial reporting period. Examples of capital assets include land, improvements to land, buildings, furniture, fixtures, and equipment.

Capital/Major Project Expenditure/Expense

Expenditures resulting in the acquisition of or addition to the state's general fixed assets.

Capital Improvement Program (CIP)

A multi-year plan of projects that addresses repair and replacement of existing infrastructure, as well as development of new facilities to accommodate future growth.

Capital Outlay

A category of accounts used to account for the authorization and expenditure of monies for the acquisition of capital assets which are not properly recorded in a capital project fund.

Capital Project

A project authorized by the governing body for the acquisition or construction of a major capital facility or capital asset.

Capital Projects Fund

Funds used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds and trust funds.

Cash Basis

Accounting method that recognizes revenues and expenses when cash is actually received or paid out.

Certificate of Obligation (CO)

Long term debt that is authorized by the City Council and does not require prior voter approval.

Certified Annual Financial Report (CAFR)

The published results of the City's annual audit.

City Council

The current elected officials of the City as set forth in the City's Charter.

City Manager

An official appointed as the administrative manager of a city.

Competitive Bidding Process

The following process: Until August 31, 2007, state law requiring that for purchases of \$15,000 or more, a city must advertise, solicit, and publicly open sealed bids from prospective vendors. After a review period, the Council then awards the bid to the successful bidder. Effective September 1, 2007, the statutory limit increased to \$50,000.

Contract Obligation Bonds

Long term debt that places the assets purchased or constructed as a part of the security for the issue.

D

Debt Service

A category of accounts which represent the authorization and expenditure of resources allocated for the payment of principal, interest, and related charges on long term bonded debt.

Debt Service Fund

Funds used to account for the accumulation of resources for, and the payment of, general long term debt principal and interest.

Deferred Revenue

Deferred revenues are amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met.

Deficit

The excess of the liabilities of a fund over its assets; or the excess of expenditures over revenues during an accounting period; or, in the case of proprietary fund, the excess of expense over income during an accounting period.

Delinquent Taxes

Taxes that remain unpaid after the date on which a penalty for nonpayment is attached, i.e., tax statements mailed out in October and become delinquent if unpaid by January 31.

Department

A major organizational unit of the administrative structure of the government, headed by an individual who reports directly to the City Manager and who has direct responsibility for the overall operation of the unit.

Depreciation

Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence; the portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period.

Division

An organizational unit of the government which is a subset of a department, usually a specialized operating unit with a specific area of responsibility (*i.e.*, patrol, traffic, and investigation are divisions in the police department).

E

Encumbrance

A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that is chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Fund

A fund established to record the financial transactions of an enterprise operation. An enterprise operation is one which receives its revenues from fees charged for services rendered, operates like a private sector business, and focuses its financial accounting on capital preservation and income measurement.

Expenditure

A decrease in net current financial resource. Expenditures represent current operating charges incurred during the current period where the disbursement has occurred or will occur within one year, debt service and capital outlays. Expenditures do not include encumbrances.

Expense

Decreases in net total assets. Expenses represent the cost of operations incurred during the current period regardless of the timing of the related disbursements.

F

Fiscal Year

A 12-month budget period to which the annual operating budget applies, generally extending from October 1st through the following September 30th.

Fixed Assets

Long-lived, tangible assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Full Time Equivalent (FTE)

A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year (40 hour work week).

Fund

A fiscal and accounting entity with a self balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance

The excess of fund assets over liabilities. A negative fund balance is a deficit balance.

G

General Fund

The fund used to account for all financial resources and expenditures, except those required to be accounted for in another fund.

General Ledger

A ledger containing the accounts in which are recorded, in detail or in summary, all transactions of a governmental unit.

General Long-Term Debt

Long term debt expected to be repaid from governmental funds.

Generally Accepted Accounting Principles (GAAP)

Uniform minimum standards of and guidelines to financial accounting and reporting as set forth by the Governmental Accounting Standards Board (GASB).

General Obligation Bonds (GO or GOB)

Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governmental Accounting Standards Board (GASB)

The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

Governmental Fund Types

Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.

Grants

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending on the grantee.

I

Impact Fees

Fees that are implemented by a local government on a new or proposed development to help assist or pay for a portion of the costs that the new development may cause with public services.

Interfund Transfers

The movement of monies between funds of the same governmental entity.

Intergovernmental Revenues

Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Service Fund

A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

Investments

Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

L

Levy

The total amount of taxes, special assessments or service charges imposed by a government.

Liabilities

Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events. The term does not include encumbrances.

Line Item Budget

A budget that separates spending into categories, or greater detail, as opposed to a program budget.

Long-Term Debt

Debt with a maturity of more than one year after the date of issue.

M

Mission Statement

A brief written statement of the purpose of an organization that guides the actions of the organization, spells out its overall goal, provides a sense of direction, and guides decision making for all levels of management.

Modified Accrual Basis

A method of accounting that recognizes revenues in the accounting period in which they become available and measurable. Available revenues are those that are collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period.

N

Net Working Capital

Operating liquidity, current assets less current liabilities, available.

Non-Recurring Revenues

A one-time or inconsistent source of money available to a city or town.

O

Object

A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay".

Official Budget

The budget as adopted by the City Council.

Operating Budget

A plan of financial operation embodying an estimate of proposed expenditures for the fiscal year and the proposed means of financing them.

Ordinance

A formal legislative enactment of the city carrying the full force and effect of a law within the city. An ordinance has more legal formality than a resolution, which has lower legal status. Enactment of ordinances is often specified or implied by the City Charter. Revenue – raising measures or assessment of fees and fines are normally established by ordinance.

P

Performance Measure

A measurement of results or conditions, related to a program, which can be used to determine the degree of performance achieved.

Proprietary Fund Types

Funds that account for government’s business-type activities, those that receive a significant portion of their funding through user charges, such as proprietary funds are the enterprise fund and the internal service fund.

Purchase Order

A document issued to a vendor to deliver specified merchandise or render a specified service for a stated price. Outstanding purchase orders are called encumbrances.

R

Reserves

An amount set aside annually within the budget of a city to provide a funding source for extraordinary or unforeseen expenditures.

Retained Earnings

An equity account reflecting the accumulated earnings of an enterprise or internal service fund that may be used to fund capital improvements, to reimburse the general fund for prior year subsidies, to reduce user charges and to provide for enterprise revenue deficits.

Revenues

An increase in cash or other current asset without a corresponding reduction in expenditures or increase in liabilities or equity. Revenues are cash receipts or amounts due which meet the applicable revenue recognition criteria.

S

Sinking Fund

A fund established by a government agency or business for the purpose of reducing debt.

Special Revenue Fund

Funds containing revenues that are earmarked for and restricted to expenditures for specific purposes.

Strategy

A plan of action designed to achieve a particular goal.

T

Tax Base

The total value of all real and personal property in the City of Brenham on January 1st of each year, as certified by the Chief Appraiser. The tax base represents net value after all exemptions.

Tax Levy

Taxes that are imposed and collected.

Tax Rate

The amount of property tax stated in terms of a unit of the municipal tax base.

Tax Roll

A list of all taxable property within a given jurisdiction.

Transfers

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Trust Funds

A fund for money donated or transferred to a municipality with specific instructions on its use.

U

Undesignated Fund Balance

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Unreserved, Designated

A limitation on the use of all or part of the expendable balance in a governmental fund.

Unreserved, Undesignated

Money, assets, or other resource available for appropriating.

User-Based Fee/Charge

A municipal funding source where payment is collected from the user of a service to help defray the cost of providing the service.

User Fees

The payment of a fee for direct receipt of a public service by the person benefiting from the service.

Utility Funds

Funds used to account for the operations of the electric, sanitation, and wastewater disposal activities.

Utility Revenue Bonds

A special type of municipal bond distinguished by its guarantee of repayment solely from revenues generated by a specified revenue-generating entity associated with the purpose of the bonds.

W

Working Capital

Operating liquidity, current assets less current liabilities, available.