



**City of Brenham, Texas
Adopted Budget**

2012-2013



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

This budget will raise more total property taxes than last year's budget by an estimated \$191,934 (3.55%), and of that amount \$115,353 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, 2011

Linda C. Dawson Jeffrey R. Emswiler

President

Executive Director

Annual Budget

CITY OF BRENHAM, TEXAS

Fiscal Year

October 1, 2012 - September 30, 2013

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
Mary Barnes-Tilley 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
Dane Rau Public Works Director
Lowell Ogle Public Utilities Director
Rex Phelps Police Chief
Ricky Boeker Fire Chief
Julie Fulgham Development Services Director

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Mayor
Milton Y. Tate, Jr.

Council Members
Gloria Nix, Mayor Pro Tem
Mary E. Barnes-Tilley
Andrew Ebel
Danny Goss
Keith Herring
Weldon C. Williams, Jr.

To: Mayor and City Council
From: Terry K. Roberts, City Manager 
Subject: Transmittal Letter for FY2012-13 Proposed Budget
Date: July 25, 2012

I am pleased to submit the City of Brenham Fiscal Year 2013 (FY13) Proposed Budget for your consideration. This budget message provides a narrative concerning economic factors and budget priorities as they impact the budget process. The FY13 Proposed Budget takes into consideration the direction and priorities of City Council and management staff, as addressed in last year's strategic planning sessions and in the pre-budget workshop held in May.

ECONOMIC FACTORS

The economy continues to gain momentum as evidenced by lower unemployment rates, strong sales tax growth, and stable growth in property values. The unemployment rate for Washington County has fallen from 6.2% (May) 2010 to 5.1% (May) 2012. Sales tax growth has been double-digit in multiple months this fiscal year and will far exceed FY12 budget projections. Property valuation growth has been slower to rebound; however, we expect to see a slow, steady increase. The primary revenue drivers in the General Fund in the FY13 Proposed Budget include:

- Continued strong growth in sales tax – Falling fuel prices and utility bills indicate continued strong growth in FY13. We are projecting a 10% growth in sales tax. This target may not be achieved if election results turn public opinion negative. However, normal cost savings from personnel turnover provide a cushion if this projection is missed.
- Growth in property valuations – Approximately 3% is projected in this proposed budget. Final (certified) valuations will be available this week and will be used for the final budget. We do not expect any significant deviation from the 3% projected.
- Growth in utility franchise tax – Falling electric and gas prices are expected to be offset by rising consumption. A 1.7% increase in franchise tax is projected in FY13.

BUDGET PRIORITIES

1. Produce a balanced budget that maintains public service levels and capital funding without increasing the O&M property tax rate.

This budget preserves the current level of services to the community and citizens. This budget funds \$525,600 in vehicle/equipment replacements and one-time services requested by our General Fund operating departments. Also funded is a 3% cost-of-living increase for employees and ancillary benefit adjustments discussed further in this memo. Staffing levels are projected to remain essentially flat in the FY13 budget. We are proposing the same O&M tax rate as last year - \$0.3420 per \$100 of property valuation. Most of the General Fund's modest growth is attributed to growth in sales tax versus property tax.

2. Completion of the Street Overlay Project.

Last year, we issued \$1,200,000 in 7-year tax anticipation notes to complete Phase II and III of the Street Overlay Project by an outside contractor. Engaging an outside contractor was delayed in FY12 because the necessary street prep work was more extensive than anticipated and exceeded original estimates. This in house prep work is expected to be completed by the end of FY12. The project involves a hot mix overlay application to approximately 30,000 linear feet of major collector streets.

3. Provide Council with funding options for transportation and other major capital projects.

As discussed with Council in May, approximately \$11 million in transportation projects have been identified in the 5-Year Capital Plan. Undertaking even a majority of those projects will require a tax increase. One of the highest priority projects that should be considered for funding in the near future is the Stringer/Chappell Hill Street connection. The preliminary estimated cost of this highly desirable collector is \$1.3 million. Making the connection will enable the public to take full advantage of the \$8 million added overpass on the US 290 project creating a significant north-south collector that ties into US 290.

The staff feedback we have received from past planning sessions with the City Council is that transportation improvements still hold a high priority. We have identified an option for the City Council to undertake \$1.8 million in transportation work if you are willing to issue certificates of obligation. That level of transportation funding can be achieved without an increase in the interest and sinking fund tax rate. We will be prepared to discuss how that can happen in our budget workshops.

There is another \$13 million in non-transportation major capital projects being discussed but await future funding. These projects including a new or renovated library, a replacement animal shelter and new fire substation. The list includes an initiative for an additional sports complex park but it would likely be funded with BCDC funding rather than general obligation debt but it would have a General Fund tax impact as would a fire substation. The land for the park could be acquired with the sale of the City's 200 acres in the Chappell Hill area. We would like to address funding, priorities and timing for these and the remaining transportation projects in a future strategic planning session in the next budget year.

4. Stringer Street and Westwood completion.

These are ancillary Highway 290 projects that needed to be funded due to the impact of the State's US 290 improvements. Engineering contracts are approved and funded in the budget and we are providing funding out of the excess 90-day reserve for their completion. These two projects along with the right of way acquisition for the continuation of Handley Street were all funded from above 90 day General Fund reserves with the cost for all three projects totaling \$750,000.

5. \$100,000 demolition of old city hall.

We allocated \$100,000 of FY12 ABNR (above budget net revenues) for the demolition of the old City Hall building. Bids are being solicited mid-August. The scope of work required includes asbestos abatement and demolition. Actual work may cross fiscal years making this a budget item. If bids exceed the \$100,000 allocation, staff will recommend the balance come from Utility Reserves.

6. Provides a 3% pay-scale adjustment and other benefit changes.

The City has not provided a cost of living or pay-scale adjustment since April 2010. The 3% proposed is in line with other local governmental entities, including Blinn College and Washington County. A compensation study is included in the budget to assess the current pay-scale in relation to market. A similar study was conducted in 2006 and in 1999 before that. It is essential in retaining a quality work force that we survey the market from time to time to ensure market equity and competitiveness.

Commensurate with IRS increases in mileage rates the monthly auto allowance for personal auto use has been increased by \$100 in the proposed budget. This is the first increase in several years. In recognition of cost containment, we have added 1% to our TMRS funding formula in anticipation of pre-funding the City's future obligation for the employee retirement program. Finally, we are increasing medical insurance premiums, both City and employee contributions, by 10% to cover higher medical costs due to medical inflation.

7. Delivery of efficient city government.

The budget incorporates the new staff assignments and restructuring announced earlier this month. The position of City Engineer is established in this budget in place of a second building inspector. This position is shared between the General Fund and Utility Funds. The City Engineer will take care of city construction projects (water, sewer, street and drainage), identify future capital projects, review commercial and residential development plans and coordinate State projects with TxDOT engineers.

There are three positions requested for funding that are worthy of discussion but are not currently included in the balanced budget. The positions are Deputy Fire Marshall, Communications Call Taker and Information Technology Technician. The department heads will be able to address those requests during their budget meeting time but it will require a tax increase or offsetting personnel reductions.

8. Evaluation of electric and gas utility rates.

It has been several years since the City engaged a rate expert to perform a comprehensive analysis of our electric and gas rates. In the case of our electric utility, there have been changes in how the City's wholesale costs are calculated by the Lower Colorado River Authority that makes this effort all the more important. Our rate consultant, J Stowe & Company of Austin, is available to prepare a cost of service study later this summer, focusing on electric and gas rates.

9. Consideration of City expansion into commercial container pickup services.

Currently, Texas Commercial Waste (TCW) is providing container trash pickup for commercial customers and apartment complexes. The contract with TCW expires in May of 2013. Staff analysis indicates a cost savings is potentially possible if the City takes over this business line in our overall Sanitation operation. We will be discussing our options with the City Council prior to expiration of the contract.

10. Completion of the AMR Meter Replacement Project.

The AMR "smart" meter project is being funded out of the utilities excess working capital. Electric and gas meter replacements should be completed by fiscal year-end. Completion of the water meter replacements will occur in FY13. We have budgeted outside contract labor to expedite the process.

11. Aquatics Center Subsidy from BCDC To Phase Out

The Blue Bell Aquatics Center operates with the need of a significant operating subsidy. The deficit is greater than forecasted by the consultant who assisted with the development of the project 12 years ago. Admissions cover roughly one-third of the operating cost. The City's General Fund and the BCDC have equally shared in the \$400,000 annual subsidy. The BCDC sees their role in parks and recreation as the agency to fund capital expenditures and major maintenance and not operating costs. The BCDC has directed that its \$200,000 subsidy be phased out over five years with the first year of that subsidy reduction (\$40,000) beginning in FY13. This will place a greater strain on balancing the General Fund budget but it will also necessitate the need to examine our written and verbal usage agreements for all park facilities (including the Aquatic Center) to ensure proper funding.

12. Interlocal Agreements Review – An Ongoing Process

The focus of our work on the fairness of our interlocal agreements has been an effort to update those agreements with Washington County. That process has begun again with a task force of representatives from the City and County governing bodies. The first session began this month and will continue regularly until current agreements are up for reconsideration in December. In addition to the need to review park usage agreements described above, staff has been working through law enforcement agreements with the BISD and Brenham Housing Authority as well.

13. Retail Economic Recruitment

A financially small but hopefully powerful project initiative for economic development is funded in the BCDC budget. The City government through its 4B sales tax corporation, the BCDC, is one of five partners in a proposed retail economic study. The study will identify economic development data for the greater Brenham trade area and the consultant will market our trade area to retailers. The data will be helpful to local entrepreneurs who want to expand their existing business or start a new one. The Washington County Chamber of Commerce, Economic Development Foundation of Brenham, Washington County, Bluebonnet Electric and the City/BCDC will form the retail development coalition. Greater emphasis on retail economic development was identified in our strategic planning process as a key priority.

FINANCIAL OVERVIEW

The FY13 Proposed Budget authorizes \$63.0 million in expenditures, net of inter-fund transfers. The FY13 Proposed Budget is \$5.6 million lower than the budget adopted for FY12. Last year's budget included a \$5.3 million payment to TxDOT for the highway 290 project. The budget includes appropriations of operating resources for 21 funds. The Parks Capital Project Fund and the Airport Capital Fund had no budgeted appropriations for FY13.

FUND	REVENUES* & TRANSFERS-IN	EXPENDITURES & TRANSFERS OUT	NET REVENUES NET(DEFICIT)**
101 – General	\$16,340,024	\$16,340,024	\$0
221 – Emer Mgmt	1,000	9,000	(8,000)
226 – Public Safety	0	9,681	(9,681)
232 – Donations	48,160	72,500	(24,340)
236 – Equipment	445,800	445,800	0
237 – Streets/Drainage	200	1,185,450	(1,185,250)
118 – Debt	2,910,636	2,910,636	0
109 – Hotel/Motel	435,030	503,284	(68,254)
110 – Hotel/County	75,000	98,000	(23,000)
229 – Criminal Law	5,045	1,188	3,857
233 – Courts Technology	51,900	41,700	10,200
290 – 290 Pass Thru	400	424,140	(423,740)
250 – BCDC	1,497,794	1,497,794	0
102 – Electric	26,610,090	26,470,283	139,807
103 – Gas	2,469,623	2,403,022	66,601
104 – Water	5,515,166	5,699,156	(183,990)
105 – Wastewater	3,799,429	3,898,528	(99,099)
106 – Sanitation	3,366,954	3,297,139	69,815
700 – Workers Comp	137,410	101,750	35,660
600 – Medical Ins	2,535,515	2,408,356	127,160
220 – Central Fleet	256,825	66,614	190,211
Subtotal	66,502,002	67,884,045	(1,382,043)
Transfers	(4,906,011)	(4,906,011)	0
Total	61,595,991	62,978,034	(1,382,043)

CAPITAL BUDGET

The following capital items are included in the FY13 Budget.

FUND	DESCRIPTION	VEH/EQUIP	INFRA	STRUCTURE	TOTAL
236 – EQUIPMENT	POLICE UNITS (6 TOTAL)	200,000	-	-	200,000
	BOOM CUTTER MOWER	90,000	-	-	90,000
	PARK TRUCKS (2 TOTAL)	48,000	-	-	48,000
	ANIMAL SHELTER TRUCK	25,000	-	-	25,000
	DUMP BED TRUCK	28,000	-	-	28,000
	TARGET FIRING RANGE	-	32,800	-	32,800
	FIBER-BLINN	-	10,000	-	10,000
	VEHICLE LIFT	12,000	-	-	12,000
237 – ST/DRAINAGE	STREETS OVERLAY	-	1,185,450	-	1,185,450
102 – ELECTRIC	SCADA	-	10,000	-	10,000
	DIGGER TRUCK	160,000	-	-	160,000
	PICKUP TRUCK W/TOMMY	32,000	-	-	32,000
	SYSTEM PROTECTION	-	26,000	-	26,000
	SYSTEM AUTOMATION	-	25,000	-	25,000
	WIRELESS MESH EXPANSION	-	60,000	-	60,000
	UTILITY LINES	-	503,500	-	503,500
	TRANSFORMERS	-	110,000	-	110,000
	METERS	-	15,000	-	15,000
	SVC INSTALL	-	10,000	-	10,000
	ST LIGHTS/SIGNALS	-	6,000	-	6,000
103 – GAS	UTILITY LINES	-	20,000	-	20,000
	METERS	-	45,000	-	45,000
	SVC INSTALL	-	15,000	-	15,000
	GAS REGULATORS	-	5,000	-	5,000
104 – WATER	AMR METERS	-	700,000	-	700,000
	HIGH PRESSURE PLANE	-	529,177	-	529,177
	VALMONT	-	53,000	-	53,000
	SALEM ROAD	-	90,000	-	90,000
	UTILITY LINES	-	475,000	-	475,000
	BUILDING	-	15,000	-	15,000
	METERS	-	20,000	-	20,000
	SVC INSTALL	-	13,500	-	13,500
105 – WASTEWATER	AMR METERS	-	350,000	-	350,000
	UTILITY LINES	-	154,303	-	154,303
	SVC INSTALL	-	5,500	-	5,500
	JET VACUUM/TRUCK*	-	301,445	-	301,445
106 – SANITATION	BACKHOE	76,500	-	-	76,500
	FENCING	-	25,000	-	25,000
	CARD BOARD BALER	18,000	-	-	18,000
	LANDFILL FENCE	-	10,000	-	10,000
220 – CENTRAL FLEET	PULL BEHIND VAC	45,000	-	-	45,000
290 – HWY 290	STRINGER	-	257,000	-	257,000
	WESTWOOD	-	167,140	-	167,140
TOTAL CAPITAL		734,500	5,244,815		5,979,315

*Lease/purchase

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.

I appreciate the work of City staff that developed the budget proposals and I especially want to recognize 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.

To our elected officials, thank you for your assistance in the budget process. As you review this proposed budget, let me express my appreciation for your time involved in this work. Please contact any of our management personnel if you have questions in advance of the workshop.

	GENERAL FUND						DEBT	SPECIAL REVENUE FUNDS				CAPITAL PROJECT FUNDS		
	GENERAL	EMER MGMT	PUBLIC SAFETY	DONATIONS	EQUIPMENT	STREET DRAINAGE		HOTEL/MOTEL	HOTEL/TAX CDTY	CRIM LAW ENFORCE	COURTS TECH	AIRPORT CAPITAL	PARKS CAP IMPRO	290 PASS THRU
BEGINNING BALANCE	\$3,477,336	\$10,286	\$9,681	\$248,403	\$0	\$1,166,500	\$219,002	\$181,326	\$24,945	\$38,434	\$128,090	\$0	\$25,171	\$437,708
REVENUES														
AD VALOREM TAX	3,493,831						2,071,500							
SALES TAX	4,491,582													
FRANCHISE TAX	2,650,046													
OTHER TAX	375,000							435,000	75,000					
LICENSES AND PERMITS	70,150													
INTERGOVERNMENTAL (1)	435,055						250,000							
CHARGES FOR SERVICES	285,970									51,900				
FINES AND FORFEITURES	863,255													
INVESTMENT EARNINGS	2,400					200	20,132	30		45				400
CONTRIBUTIONS AND DONATIONS	0	1,000		48,160										
MISCELLANEOUS REVENUE	340,097									5,000				
TRANSFERS IN	3,376,795				445,800		614,483							
DEBT/LEASE PROCEEDS														
TOTAL OPERATING RESOURCES	\$16,384,181	\$1,000	\$0	\$48,160	\$445,800	\$200	\$2,956,115	\$435,030	\$75,000	\$5,045	\$51,900	\$0	\$0	\$400
DEPARTMENT EXPENDITURES														
RECREATION	156,169													
AQUATIC CENTER	679,144													
PARKS (1)	1,301,931													
LIBRARY (1)	427,541													
ADMINISTRATION	1,042,431													
DEVELOPMENT SERVICES	323,047													
HUMAN RESOURCES	189,902													
MAIN STREET	134,227													
MAINTENANCE	689,122													
FINANCE	910,441													
PURCHASING/WAREHOUSE	264,139													
INFORMATION TECHNOLOGY (1)	620,874													
MUNICIPAL COURT	372,888													
PUBLIC WORKS	231,616													
ANIMAL SHELTER/CONTROL (1)	306,438													
STREETS	1,430,750													
AIRPORT	122,569													
COMMUNICATIONS	1,229,138													
POLICE (1)	3,633,788													
FIRE (1)	1,476,677													
HOTEL/MOTEL EQUIPMENT					445,800			403,284	98,000					
STREETS AND DRAINAGE						1,166,700								
EMERGENCY MANAGMENT		9,000												
POLICE TRAINING			9,681											
CRIMINAL LAW ENFORCEMENT										1,188				
DONATIONS				72,500										
COURTS TECHNOLOGY/SECURITY											23,700			
PARKS SPECIAL REVENUE														
US 290 PASS THRU FINANCE														424,140
AIRPORT														
BCDC														
BCDC CAPITAL PROJECT														
UTILITY CUSTOMER SERVICE														
PUBLIC UTILITIES														
ELECTRIC														
GAS														
WATER TREATMENT														
WATER CONSTRUCTION														
WATER BOND PROJECTS														
AMR METERS														
WASTEWATER CONSTRUCTION														
WASTEWATER TREATMENT														
TRANSFER STATION														
COLLECTION STATION														
RECYCLING CENTER														
COLLECTION														
WORKERS' COMPENSATION														
MEDICAL INSURANCE														
CENTRAL FLEET														
SUBTOTAL DEPARTMENT	15,542,832	9,000	9,681	72,500	445,800	1,166,700	0	403,284	98,000	1,188	23,700	0	0	424,140
OTHER EXPENDITURES														
SOURCE COST														
FRANCHISE TAX														
DEBT SERVICE							2,993,979							
NON-DEPT AND MISC	351,392													
SUBTOTAL OTHER	351,392	0	0	0	0	0	2,993,979	0	0	0	0	0	0	0
TRANSFERS OUT	489,957							50,000			18,000			
TOTAL EXPENDITURES	\$16,384,181	\$9,000	\$9,681	\$72,500	\$445,800	\$1,166,700	\$2,993,979	\$453,284	\$98,000	\$1,188	\$41,700	\$0	\$0	\$424,140
CHANGE IN FUND BALANCE	0	(8,000)	(9,681)	(24,340)	0	(1,166,500)	(37,864)	(18,254)	(23,000)	3,857	10,200	0	0	(423,740)
ENDING FUND BALANCE	\$3,477,336	\$2,286	\$0	\$224,063	\$0	\$0	\$181,138	\$163,072	\$1,945	\$42,291	\$138,290	\$0	\$25,171	\$13,968

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

	COMPONENT UNIT		ENTERPRISE FUNDS					INTERNAL SERVICE FUNDS			TOTAL
	BCDC	CAP PROJ	ELECTRIC	GAS	WATER	WASTE-WATER	SANI-TATION	WORKER'S COMP	MEDICAL INS	CENTRAL FLEET	
BEGINNING BALANCE	\$945,721	\$0	\$6,659,910	\$937,603	\$2,533,616	\$670,044	\$817,756	\$273,438	\$1,854	\$0	\$18,806,824
REVENUES											
AD VALOREM TAX											5,565,331
SALES TAX	1,497,194										5,988,776
FRANCHISE TAX											2,650,046
OTHER TAX											885,000
LICENSES AND PERMITS											70,150
INTERGOVERNMENTAL (1)											685,055
CHARGES FOR SERVICES			26,097,000	2,468,923	4,528,026	3,797,779	3,366,004	136,910	2,535,515	256,825	43,524,852
FINES AND FORFEITURES											863,255
INVESTMENT EARNINGS	600			700	3,500	1,650	950	500			31,107
CONTRIBUTIONS AND DONATIONS											49,160
MISCELLANEOUS REVENUE											345,097
TRANSFERS IN			525,341								4,962,419
DEBT/LEASE PROCEEDS					983,640						983,640
TOTAL OPERATING RESOURCES	\$1,497,794	\$0	\$26,622,341	\$2,469,623	\$5,515,166	\$3,799,429	\$3,366,954	\$137,410	\$2,535,515	\$256,825	\$66,603,888
DEPARTMENT EXPENDITURES											
RECREATION											156,169
AQUATIC CENTER											679,144
PARKS (1)											1,301,931
LIBRARY (1)											427,541
ADMINISTRATION											1,042,431
DEVELOPMENT SERVICES											323,047
HUMAN RESOURCES											189,902
MAIN STREET											134,227
MAINTENANCE											689,122
FINANCE											910,441
PURCHASING/WAREHOUSE											264,139
INFORMATION TECHNOLOGY (1)											620,874
MUNICIPAL COURT											372,888
PUBLIC WORKS											231,616
ANIMAL SHELTER/CONTROL (1)											306,438
STREETS											1,430,750
AIRPORT											122,569
COMMUNICATIONS											1,229,138
POLICE (1)											3,633,788
FIRE (1)											1,476,677
HOTEL/MOTEL											501,284
EQUIPMENT											445,800
STREETS AND DRAINAGE											1,166,700
EMERGENCY MANAGEMENT											9,000
POLICE TRAINING											9,681
CRIMINAL LAW ENFORCEMENT											1,188
DONATIONS											72,500
COURTS TECHNOLOGY/SECURITY											23,700
PARKS SPECIAL REVENUE											0
US 290 PASS THRU FINANCE											424,140
AIRPORT											0
BCDC	754,468										754,468
BCDC CAPITAL PROJECT											0
UTILITY CUSTOMER SERVICE			506,632								506,632
PUBLIC UTILITIES			692,113								692,113
ELECTRIC			2,220,798								2,220,798
GAS				511,233							511,233
WATER TREATMENT					1,165,010						1,165,010
WATER CONSTRUCTION					997,848						997,848
WATER BOND PROJECTS					672,177						672,177
AMR METERS					700,000	350,000					1,050,000
WASTEWATER CONSTRUCTION						590,740					590,740
WASTEWATER TREATMENT						1,019,628					1,019,628
TRANSFER STATION							641,712				641,712
COLLECTION STATION							437,433				437,433
RECYCLING CENTER							189,320				189,320
COLLECTION							1,578,411				1,578,411
WORKERS' COMPENSATION								101,750			101,750
MEDICAL INSURANCE									2,408,356		2,408,356
CENTRAL FLEET										66,614	66,614
SUBTOTAL DEPARTMENT	754,468	0	3,419,544	511,233	3,535,035	1,960,368	2,846,876	101,750	2,408,356	66,614	33,801,068
OTHER EXPENDITURES											
SOURCE COST			19,447,821	1,201,142	265,650						20,914,613
FRANCHISE TAX			1,784,889	171,901	304,058	258,726	59,050				2,578,624
DEBT SERVICE			9,564	5,533	1,089,624	1,177,640	3,550				5,279,890
NON-DEPT AND MISC			72,400	12,818	15,000	4,500					456,110
SUBTOTAL OTHER	0	0	21,314,674	1,378,576	1,672,150	1,451,366	67,100	0	0	0	29,229,237
TRANSFERS OUT	743,326		1,773,744	517,681	494,793	489,601	385,317				4,962,419
TOTAL EXPENDITURES	\$1,497,794	\$0	\$26,507,962	\$2,407,490	\$5,701,978	\$3,901,335	\$3,299,293	\$101,750	\$2,408,356	\$66,614	\$67,992,724
CHANGE IN FUND BALANCE	0	0	114,379	62,133	(186,812)	(101,906)	67,661	35,660	127,160	190,211	(1,388,836)
ENDING FUND BALANCE	\$945,721	\$0	\$6,774,289	\$999,736	\$2,346,804	\$568,138	\$885,417	\$309,098	\$129,014	\$190,211	\$17,417,988

READER'S GUIDE

The purpose of this reader's guide is to assist users in navigating their way through the FY13 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-eighth 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 FY13 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 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.

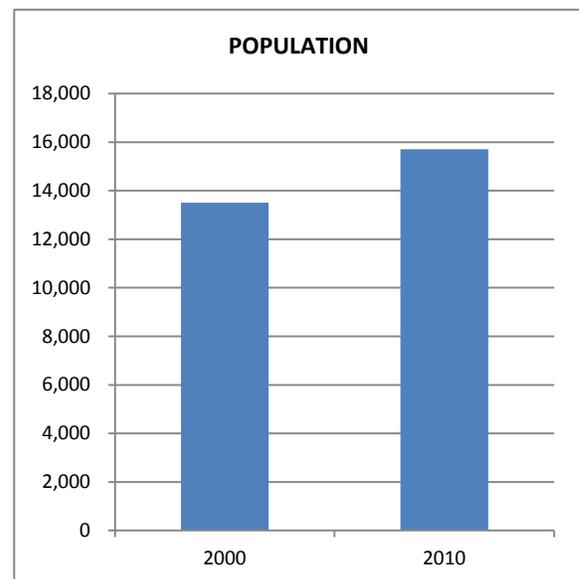


LOCATION

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 242.15 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.

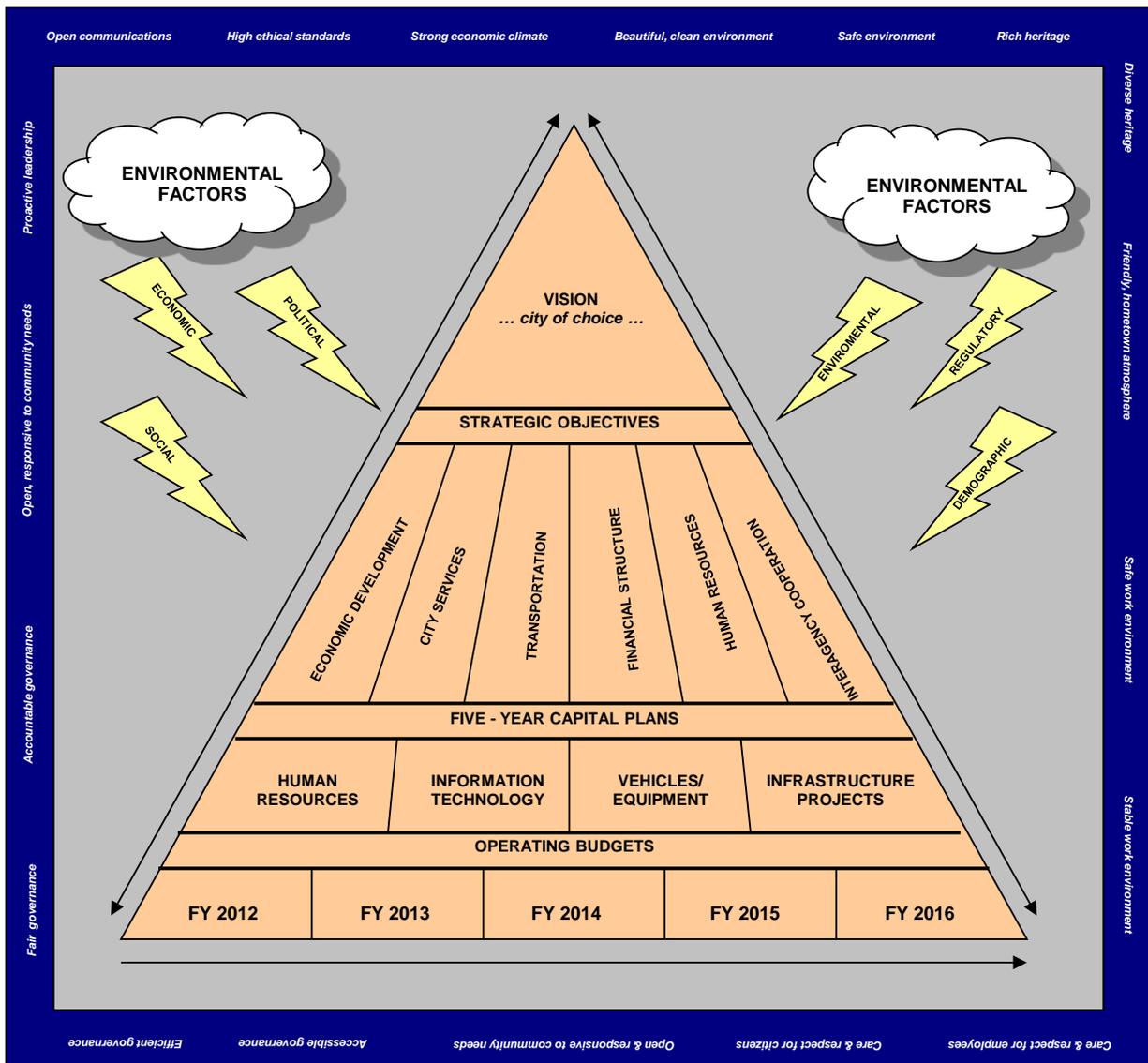
The City of Brenham owns and operates electric, gas, water, wastewater, and sanitation utilities, providing citizens with the convenience of "one-stop shopping" while ensuring quality service. There are 81 miles of streets and drainage that are maintained by the City. In addition, the City mows and maintains 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 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 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 FY11 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.

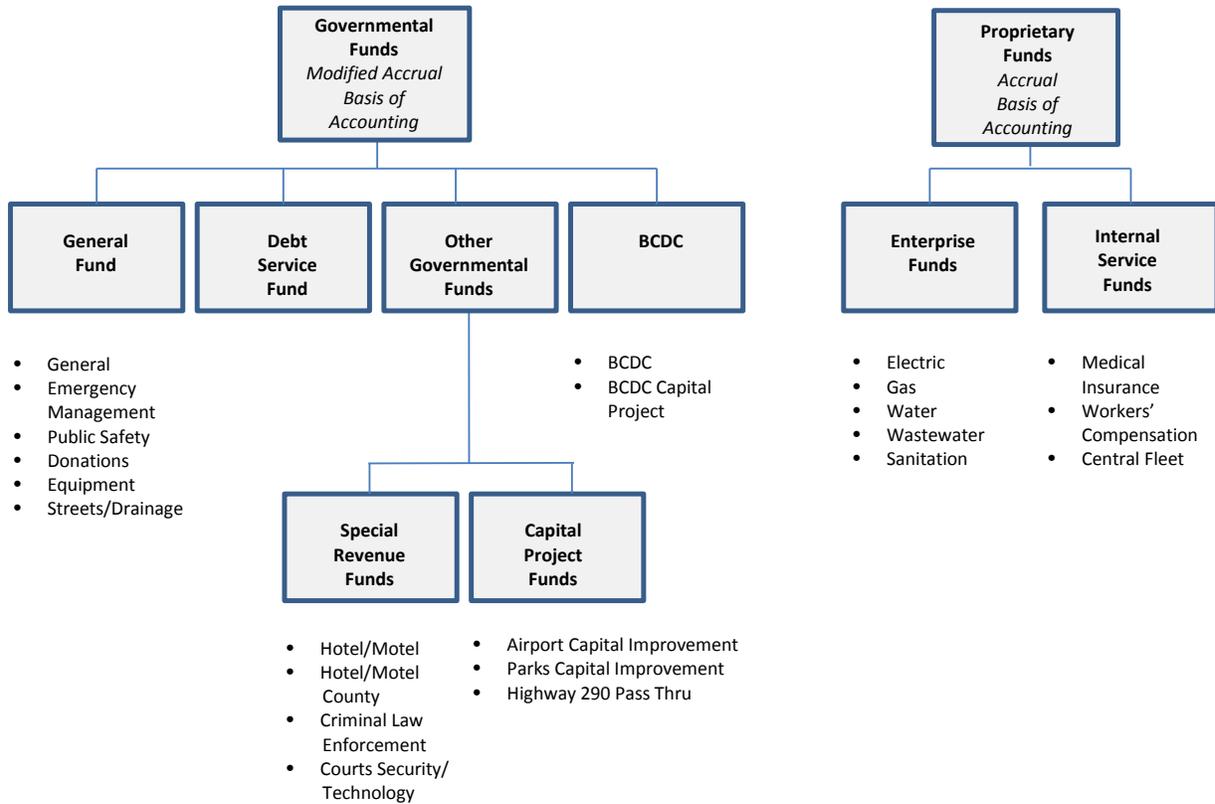
BUDGET AMENDMENTS

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.



**CITY OF BRENHAM
BUDGET CALENDAR - FISCAL YEAR (FY) 2013**

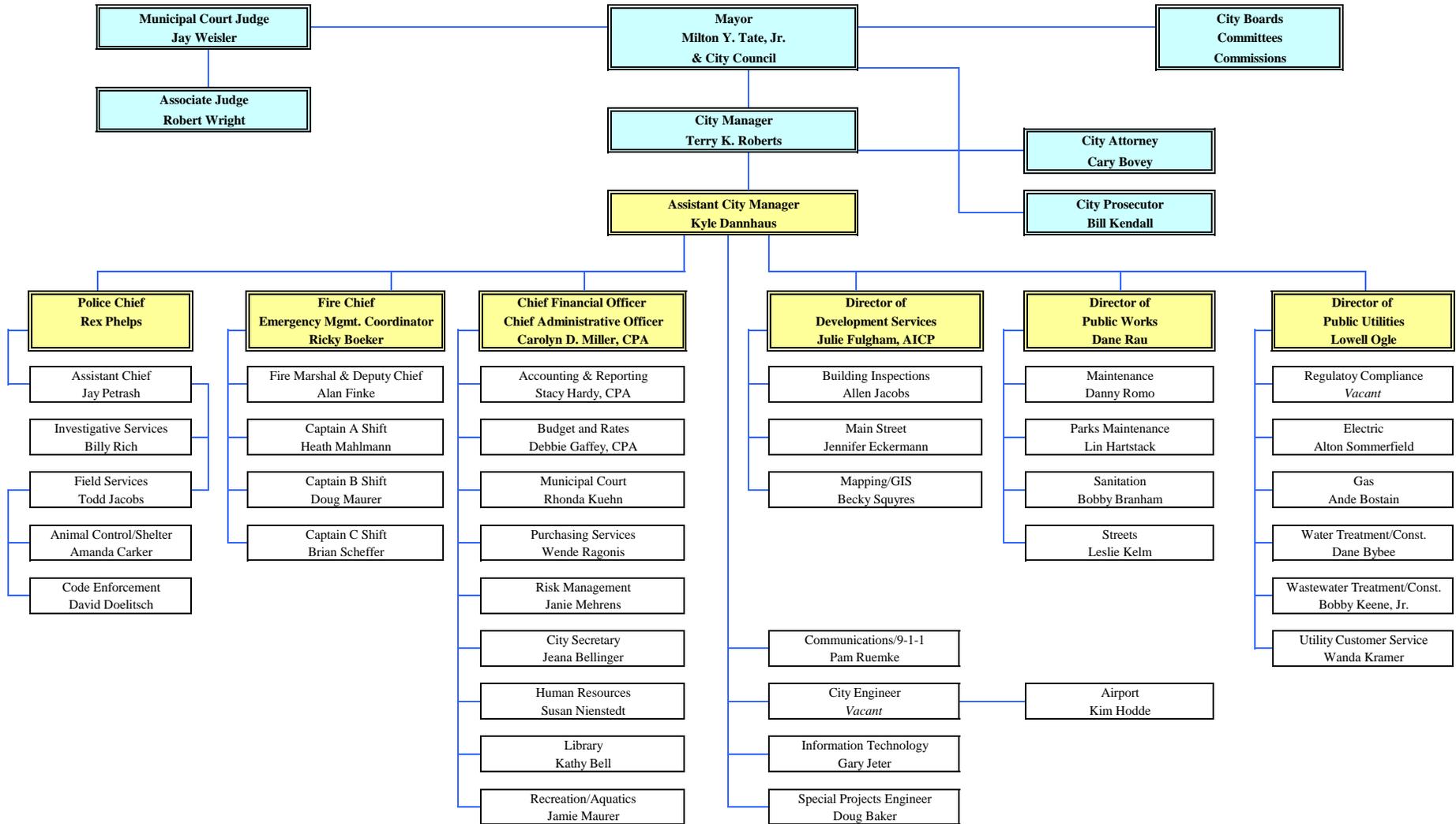
DATE	DAY(S)	DESCRIPTION
JANUARY 2012		
13	Fri	Request for 5-Year Capital Plan Update distributed to all departments.
FEBRUARY 2012		
10	Fri	5-Year Capital Plan Update due from all departments.
29	Wed	Completion of First Quarter Review and RAE (3 Months Actual, 9 Months Budget).
MARCH 2012		
01	Thu	Preparation of Personnel Budget and 5-Year Capital Plan Update.
APRIL 2012		
04	Wed	RAE spreadsheets distributed to all departments.
05	Thu	Management review of Personnel Budget for FY13.
11	Wed	Personnel Budget input into Incode by Finance Department.
13	Fri	Management review of 5-Year Capital Plan Update, FY13-FY17.
18	Wed	RAE due from all departments.
20	Fri	RAE reviewed and input into INCODE by Finance Department.
23	Mon	Budget training manuals completed.
24-25	Tue-Wed	Department budget training - 2 sessions.
MAY 2012		
01	Tue	Finance prepares 1st round revenue projections for utility funds and General Fund.
11	Fri	Revenue projections input into Incode by Finance Department.
16	Wed	Completion of 2nd Quarter Review and RAE (6 Months Actual, 6 Months RAE).
17	Thu	Budget kick-off Council Workshop - 1PM.
25	Fri	Budgets entered into Incode for all utility fund departments and General Fund Depts: 121, 122, 123, 125, 131, 133, 135 and 172.
31	Thu	Budgets entered into Incode for all remaining General Fund departments, BCDC, Hotel/Motel and Parks Capital Project funds.
JUNE 2012		
04-06	Mon-Wed	Management review of all utility fund department budgets.
11-14	Mon-Thu	Management review of all General Fund department budgets.
22	Fri	Management review of BCDC, Hotel/Motel, Parks Capital Project and other miscellaneous fund budgets.
25	Mon	Management review of FY13 Proposed Budget financials.
JULY 2012		
02-20	Mon-Fri	Incorporation of management reviewed, proposed budget into Budget Book for Council Budget Workshops.
25	Wed	Last day for chief appraiser to certify appraisal roll to each taxing unit. Effective and rollback tax rates calculated.
25-27	Wed-Fri	Council budget workshops: Wednesday, Thursday and Friday mornings.
AUGUST 2012		
01	Wed	Publication of effective and rollback tax rates, unencumbered fund balances, debt obligation schedule and other applicable items by chief appraiser.
10	Fri	Proposed budget filed with City Secretary. One copy at Library and one copy at County.
16	Thu	Council meeting: Discuss proposed budget. Record vote, if required, on proposed tax rate and schedule public hearings.
20	Mon	<i>Notice of Public Hearings on Tax Increase</i> published in newspaper and on TV and Web site, if available, at least seven days before the first public hearing. Publication includes first and second hearing dates.
27	Mon	<i>Notice of Public Hearing on Proposed Budget</i> published in newspaper not earlier than the 30th or later than the 10th day before the date of the hearing.
30	Thu*	Council meeting: First public hearing on tax increase.
SEPTEMBER 2012		
06	Thu	Council meeting: Second public hearing on tax increase (Council cannot adopt until 3-14 days from this date).
10	Mon	<i>Notice of Tax Revenue Increase</i> published before meeting* to adopt tax rate. Published in newspaper and on TV and Web site, if available, at least seven days before meeting.
17	Thu*	Council meeting: Public hearing on budget and first reading of ordinances to adopt the tax rate and budget.
20	Thu	Special Council meeting: Second reading of ordinances to adopt the tax rate and budget.
28	Fri	Last day for taxing units to adopt 2012 tax rate, or no later than 60th day after the chief appraiser certifies appraisal roll to unit. Failure to adopt by these required dates results in a unit adopting the lower of its effective tax rate for this year or last year's tax rate; unit's governing body must ratify new rate within five days.

* Requires special Council meeting.

PERSONNEL - FULL-TIME EQUIVALENTS

	FY11			FY12			FY13			FY13 VERSUS FY12		
	FT	PT	TOTAL	FT	PT	TOTAL	FT	PT	TOTAL	FT	PT	TOTAL
GENERAL FUND												
RECREATION	3.00	1.74	4.74	3.00	1.66	4.66	2.00	0.19	2.19	(1.00)	(1.47)	(2.47)
AQUATIC CENTER	2.75	12.29	15.04	1.75	12.17	13.92	2.25	12.65	14.90	0.50	0.48	0.98
PARKS	16.25	4.81	21.06	15.25	3.37	18.62	14.25	3.37	17.62	(1.00)	0.00	(1.00)
LIBRARY	5.00	3.14	8.14	5.00	2.41	7.41	4.00	1.99	5.99	(1.00)	(0.42)	(1.42)
ADMINISTRATION	5.00	1.28	6.28	5.00	0.00	5.00	6.00	0.00	6.00	1.00	0.00	1.00
DEVELOPMENT SVCS	1.00	0.00	1.00	1.00	0.00	1.00	4.10	0.00	4.10	3.10	0.00	3.10
HUMAN RESOURCES	2.00	0.80	2.80	2.00	0.80	2.80	2.00	0.00	2.00	0.00	(0.80)	(0.80)
MAIN ST	2.00	0.00	2.00	1.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	0.00
MAINTENANCE	8.00	0.00	8.00	8.00	0.00	8.00	7.50	0.00	7.50	(0.50)	0.00	(0.50)
FINANCE	9.00	0.39	9.39	7.00	1.08	8.08	8.00	1.08	9.08	1.00	0.00	1.00
PURCHASING/WHSE	0.00	0.00	0.00	3.00	0.47	3.47	3.00	0.47	3.47	0.00	0.00	0.00
INFORMATION TECHNOLOGY	5.00	0.00	5.00	6.00	0.00	6.00	5.00	0.00	5.00	(1.00)	0.00	(1.00)
MUNICIPAL COURT	4.00	0.60	4.60	3.00	1.80	4.80	3.00	1.80	4.80	0.00	0.00	0.00
PUBLIC WORKS	6.00	0.00	6.00	5.50	0.00	5.50	1.90	0.00	1.90	(3.60)	0.00	(3.60)
ANIMAL SHELTER/CONTROL	4.00	0.00	4.00	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	0.46	16.46	16.00	0.46	16.46	0.00	0.00	0.00
COMMUNICATIONS	15.00	2.16	17.16	15.00	1.92	16.92	15.25	1.92	17.17	0.25	0.00	0.25
POLICE	38.00	0.00	38.00	38.00	0.00	38.00	38.50	0.00	38.50	0.50	0.00	0.50
FIRE	15.00	0.00	15.00	15.00	0.00	15.00	15.25	0.00	15.25	0.25	0.00	0.25
SUBTOTAL	157.00	28.11	185.11	154.50	26.14	180.64	153.00	23.95	176.95	(1.50)	(2.19)	(3.69)
ELECTRIC FUND												
UTILITY CUSTOMER SERVICE	10.00	0.00	10.00	9.00	0.00	9.00	6.00	1.20	7.20	(3.00)	1.20	(1.80)
PUBLIC UTILITIES	7.00	0.00	7.00	7.50	0.00	7.50	9.00	0.00	9.00	1.50	0.00	1.50
ELECTRIC	13.00	0.00	13.00	12.00	0.00	12.00	12.00	0.00	12.00	0.00	0.00	0.00
SUBTOTAL	30.00	0.00	30.00	28.50	0.00	28.50	27.00	1.20	28.20	(1.50)	1.20	(0.30)
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	5.00	0.00	5.00	5.00	0.00	5.00	5.00	0.00	5.00	0.00	0.00	0.00
SUBTOTAL	11.50	0.00	11.50	11.50	0.00	11.50	11.50	0.00	11.50	0.00	0.00	0.00
WASTEWATER FUND												
WASTEWATER CONSTRUCTIC	5.00	0.00	5.00	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	9.50	0.00	9.50	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	3.25	0.00	3.25	1.00	(0.58)	0.42
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	11.00	0.00	11.00	1.00	(0.58)	0.42
TOTAL CITY	223.00	28.69	251.69	219.00	26.72	245.72	217.00	25.15	242.15	(2.00)	(1.57)	(3.57)

CITY OF BRENHAM - ORGANIZATIONAL CHART
As of October 1, 2012



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.

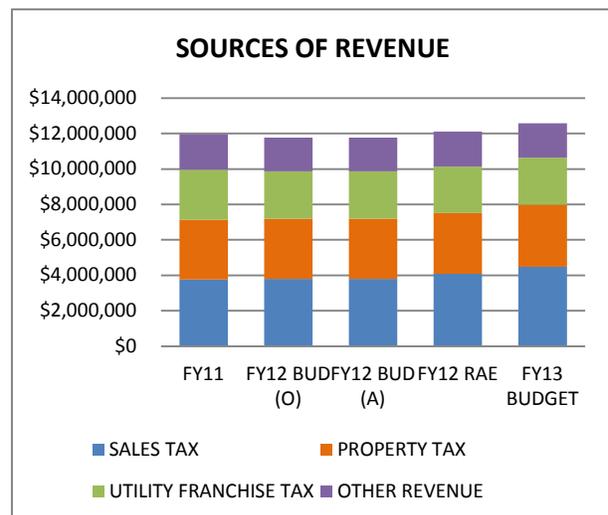
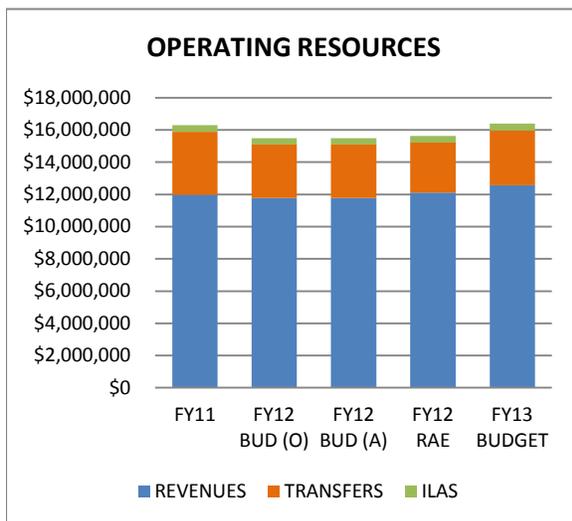
OPERATING RESOURCES

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 (ILAS) which are treated as contra-expenses in operating department budgets. Combined operating resources for fiscal year FY13 Budget are \$16.4 million. Of this figure, \$12.6 million (77%) is derived from revenues; \$3.4 million (21%) is derived from inter-fund transfers; and \$435,055 (2%) is derived from inter-local agreements.

Revenues

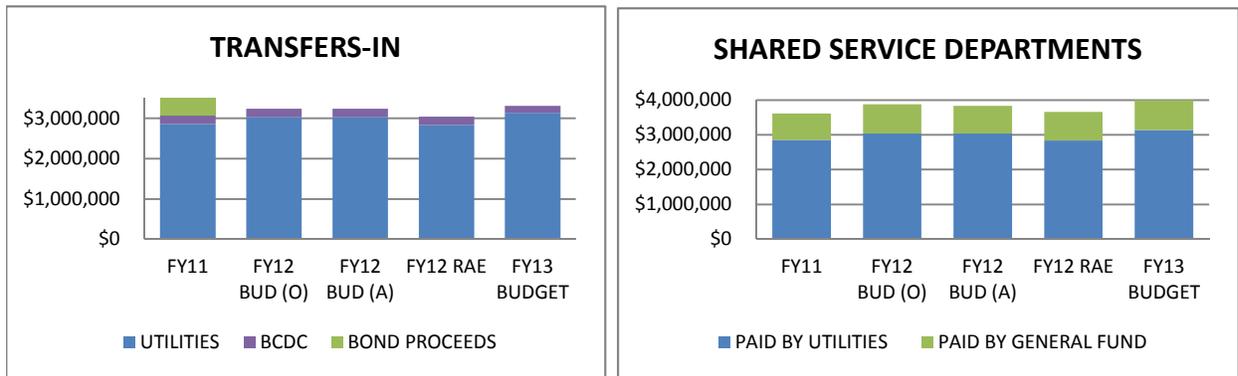
Revenue assumptions in the FY13 Budget reflect strong economic growth after several years of recovery from recession. In Brenham, sales tax growth is significantly higher than the FY12 budget and expected to exceed prior year by 8.2%. These economic indicators support the growth assumptions used in the FY13 Budget's primary revenue sources: sales tax, property tax and franchise tax. Assumptions include:

- Continued strong sales tax revenue growth through FY13, with an expected increase of 10% over the FY12 RAE;
- A 3.6% increase in property tax revenues due to \$21.2 million in new property and an increase in existing valuations;
- Current O&M tax rate of \$0.3420 per \$100; and
- A 1.7% increase in utility franchise tax based on 7% of utility revenues, as a result of growing electric and gas consumption off setting a fall in prices.



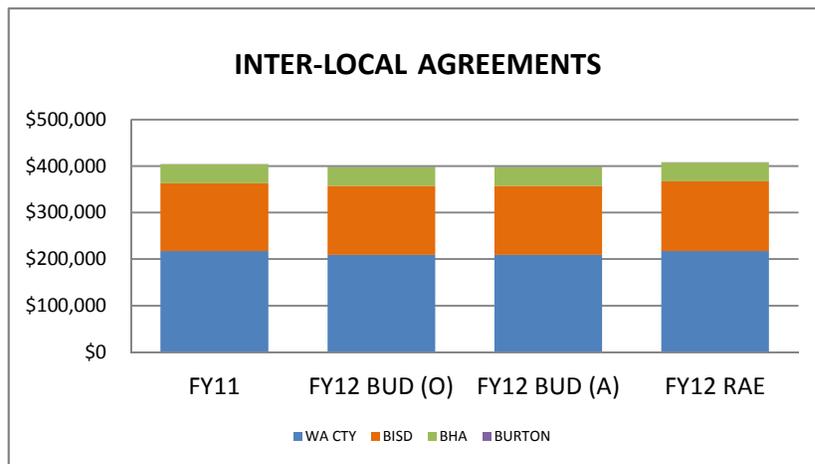
Inter-Fund Transfers

For FY13, \$3,376,795 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, Central Warehouse/Maintenance, Finance, HR/Risk Management and Information Technology 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.



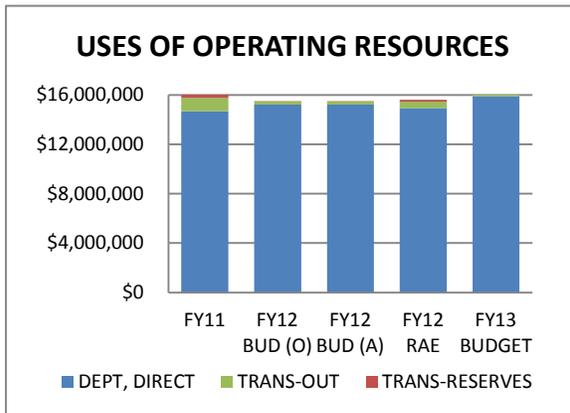
Inter-Local Agreements

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 \$435,055 budgeted in inter-local agreements for FY13.

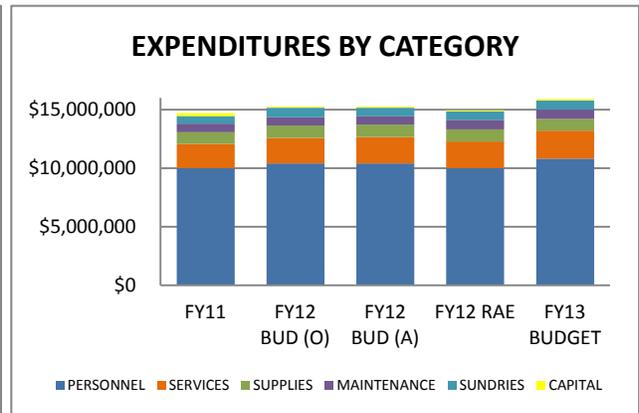


USES OF OPERATING RESOURCES

For FY13, there is \$16,384,181 appropriated for General Fund uses of operating resources, excluding inter-local agreement offsets. \$15,894,224 or 97% has been budgeted for department and other direct expenditures. The FY13 Budget exceeds the FY12 Amended Budget by 5.8%. Expenditures are grouped into six categories.



- Revised annual estimate.



- Revised annual estimate.

Personnel

Over 68% of department and other direct expenditures is for personnel which includes salaries and benefits. The personnel budget for FY13 is \$10,800,386 representing a 4.0% (\$414,520) increase over FY12 Amended Budget and a 8.2% (\$820,747) increase over the FY12 RAE. The FY13 Budget includes a 10.0% increase in medical insurance premiums. There is a 3.0% pay-scale adjustment planned for FY13.

Services

The second largest expenditure category is services. More than 15% 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 FY13 services budget is higher than FY12 Amended Budget by \$135,454 or 6.0%. There is \$2,391,220 budgeted for services.

Supplies

Almost 6% of FY13 Budget or \$1,010,057 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. Decreases in the computer replacement plan and fuel costs contribute to the (5.0%) decrease in the supplies budget over FY12 Amended Budget.

Maintenance, Sundries, Capital

The remaining 11% of department and other direct expenditures for FY13 Budget is for maintenance, sundries and capital. There is \$788,425 appropriated for maintenance; \$779,736 appropriated for sundries; and \$124,400 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 \$150,000 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 FY13 budget appropriations. These transfers have diminished the capital category in the General Fund. Ongoing maintenance costs associated with capital expenditures are incorporated in the operating budget. Since most capital items are "replacements," any change in costs is negligible.

FUND BALANCE

Projected beginning General Fund balance for FY13 is \$3,477,336. The FY13 Budget is a balanced budget. Total operating resources are equal to uses of operating resources. Therefore the net change to fund balance for FY13 is \$0. 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 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$ BEGINNING BALANCE	2,764,850	3,300,733	3,300,733	3,300,733	3,477,336
NET REVENUES	535,883	483	483	176,603	0
SUBTOTAL	535,883	483	483	176,603	0
ENDING BALANCE	3,300,733	3,301,216	3,301,216	3,477,336	3,477,336

- Revised annual estimate.

GENERAL FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
TAX REVENUES					
PROPERTY TAXES	3,371,859	3,388,235	3,388,235	3,438,275	3,493,831
CITY SALES TAX	3,774,894	3,797,644	3,797,644	4,083,256	4,491,582
UTILITY FRANCHISE TAX	2,801,179	2,681,859	2,681,859	2,605,426	2,650,046
OTHER TAXES	368,960	378,000	378,000	370,303	375,000
SUBTOTAL TAX REVENUES	10,316,892	10,245,738	10,245,738	10,497,260	11,010,459
LICENSES, PERMITS & FEES	917,900	917,293	917,293	907,432	933,405
MISCELLANEOUS	509,039	419,036	419,036	451,933	342,497
AQUATICS	194,058	156,000	156,000	221,165	254,100
ANIMAL SHELTER/CONTROL	32,451	35,383	35,383	31,870	31,870
TOTAL REVENUES	11,970,340	11,773,450	11,773,450	12,109,660	12,572,331
INTERLOCAL AGREEMENTS	404,300	398,607	398,607	408,265	435,055
TRANSFERS-IN OTHER FUNDS	3,918,466	3,311,508	3,311,508	3,108,598	3,376,795
TOTAL OPERATING RESOURCES	16,293,106	15,483,565	15,483,565	15,626,523	16,384,181
EXPENDITURES					
OPERATING DEPARTMENTS	14,436,643	14,986,965	15,017,380	14,605,575	15,542,832
NON-DEPT DIRECT	236,460	204,466	204,466	321,336	351,392
NON-DEPT MISC (1)	6,312	30,415	0	11,616	0
TOTAL EXPENDITURES	14,679,415	15,221,846	15,221,846	14,938,527	15,894,224
TRANSFERS-OUT OTHER FUNDS	1,077,808	261,236	261,236	511,393	489,957
TOTAL USES OF OP RESOURCES	15,757,223	15,483,082	15,483,082	15,449,920	16,384,181
NET REVENUES	535,883	483	483	176,603	0

* REVISED ANNUAL ESTIMATE

(1) INCLUDES UNCOLLECTIBLE ACCOUNTS, INVENTORY ADJUSTMENTS AND CONTINGENCY.

(a) USED IN 90-DAY RESERVE CALC.

GENERAL FUND REVENUES

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
102.00 TAX RECEIPTS	3,330,340	3,348,071	3,348,071	3,395,600	3,450,431
130.00 PENALTY AND INT/TAX	37,932	36,064	36,064	38,675	39,300
131.00 PENALTY LATE REND	3,587	4,100	4,100	4,000	4,100
140.00 CITY SALES TAX	3,774,894	3,797,644	3,797,644	4,083,256	4,491,582
150.00 UTIL FRANCHISE TAXES	2,801,179	2,681,859	2,681,859	2,605,426	2,650,046
156.00 GROSS RECPTS/FRAN	322,001	330,000	330,000	325,000	329,000
157.00 SANITATION FRAN	22,712	23,000	23,000	22,803	23,000
170.00 MIXED BEV TAX RECPT	24,247	25,000	25,000	22,500	23,000
TOTAL TAXES	10,316,891	10,245,738	10,245,738	10,497,260	11,010,459
210.00 BEER/WINE LICENSE	2,010	3,900	3,900	10,000	10,000
250.00 WHIS/MLT/MIXED BEV	9,270	4,800	4,800	6,100	6,100
260.00 NON-CON TOWING LIC	4,000	4,500	4,500	4,000	4,000
270.00 MOBILE HOME PK LIC	75	75	75	1,000	1,110
TOTAL LICENSES	15,355	13,275	13,275	21,100	21,210
310.00 BUILDING PERMITS	38,362	47,500	47,500	37,373	41,000
320.00 ELECT/PLUMB PERMI	9,204	10,000	10,000	6,600	6,600
335.00 PARADE PERMITS	120	100	100	140	140
340.00 VENDORS PERMITS	1,274	1,100	1,100	1,200	1,200
TOTAL PERMITS	48,960	58,700	58,700	45,313	48,940
410.00 CORP COURT FINES	475,056	457,211	457,211	449,476	463,000
410.05 TRAFFIC FINES	238,907	241,281	241,281	265,232	273,000
410.30 ADMINISTRATIVE FEES	16,717	20,000	20,000	7,700	7,700
410.50 CHILD SAFETY FEES	1,978	2,500	2,500	300	300
410.60 TRAFFIC/ARREST/TIME	45,765	40,000	40,000	35,500	36,000
410.70 EXPUNCTION FEE	30	0	0	30	30
410.74 MOVING VIO FEES	27	26	26	26	25
430.00 PARK/REC FEES	46,423	57,000	57,000	50,555	51,000
440.00 POLICE DEPT REPORTS	2,406	2,600	2,600	2,200	2,200
466.00 FALSE ALARMS	510	2,500	2,500	2,700	2,700
467.00 PHONE ACCESS FEES	6,124	5,500	5,500	8,000	8,000
469.00 MISC FIRE DEPT FEES	3,688	500	500	3,200	3,200
470.00 LIBRARY FINES/FEES	15,805	16,000	16,000	16,000	16,000
490.00 MISC LIC/FEES/PERMITS	150	200	200	100	100
TOTAL FINES & FEES	853,585	845,318	845,318	841,019	863,255

GENERAL FUND REVENUES

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
512.00 SALES OF PROPERTY	35,816	20,000	20,000	151,210	99,347
512.10 SEIZED/UNCLAIMED PRO	0	0	0	215	0
513.00 INTEREST INCOME	38	100	100	13	0
513.30 INTEREST -TEXPOOL	2,600	3,000	3,000	1,000	1,000
513.35 INTEREST-TEXSTAR	2,745	3,300	3,300	1,400	1,400
514.20 CONCESSION STAND	96,243	105,000	105,000	48,000	0
514.30 VENDING -SOFT DRINKS	493	550	550	500	500
514.35 VENDING -SNACKS	307	500	500	200	200
515.00 PARKING INCOME	4,214	5,000	5,000	3,800	3,800
516.00 CAROUSEL RENTAL	6,144	5,600	5,600	6,000	6,000
518.00 RENTAL INCOME	4,801	4,800	4,800	4,801	4,800
520.00 MAIN ST EVENT REV	22,082	28,000	28,000	25,000	25,000
521.52 SAFER GRANT	117,814	65,010	65,010	65,010	39,060
521.10 GRANT REV-AIRPORT	29,819	28,000	28,000	28,000	48,000
521.46 GRANT REV-LIBRARY	7,716	7,716	7,716	0	0
525.00 PKING SPACES RENTAL	240	360	360	240	240
528.55 VOLUNTEER FIRE DEPT	1,244	3,000	3,000	1,244	1,250
528.60 BISD-EQUIP/PARK	1,495	0	0	0	0
528.87 WA CTY APPRAISAL	6,598	0	0	0	0
529.00 AIRPORT REVENUES	51,663	51,000	51,000	51,000	51,000
530.00 INSURANCE PROCEEDS	40,074	20,000	20,000	20,000	20,000
533.00 GRANT-FEDERAL REV	0	0	0	0	0
535.00 MISC POLICE REV	5,316	7,200	7,200	4,400	0
537.00 RESTITUTION PMENTS	930	500	500	500	500
545.00 ST PAVING RECEIPTS	(314)	0	0	0	0
546.00 BLDING LIEN REVENUES	3,598	4,000	4,000	4,000	4,000
555.00 LEASE/ROYALTY PAY	1,386	1,400	1,400	1,400	1,400
590.00 MISC REVENUES	55,812	45,000	45,000	24,000	25,000
TOTAL MISC	498,874	409,036	409,036	441,933	332,497
740.00 AQUATICS ADMIS FEES	76,274	73,000	73,000	87,000	90,000
740.10 CONCESSION REVENUE	0	0	0	0	30,000
740.20 AQUAS MEMBER PASS	55,998	30,000	30,000	70,000	70,000
740.30 PROGRAM REV-AQUA	20,296	16,000	16,000	20,000	20,000
740.40 PROGRAM REV-REC	13,680	13,000	13,000	17,000	17,000
770.10 POOL RENTALS-LEISURE	10,500	7,000	7,000	10,000	10,000
770.20 POOL RENT/COMP	16,425	16,000	16,000	16,000	16,000
770.30 POOL RENT/THERAPY	150	0	0	350	350

GENERAL FUND REVENUES

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
770.40 LOCKER/TABLE RENTAL	225	500	500	250	250
770.50 AQUA MTING RM RENT	510	500	500	565	500
770.90 AQUA/REC MISC REV	0	0	0	0	0
TOTAL AQUATICS	194,059	156,000	156,000	221,165	254,100
820.00 ADOPTION FEES	10,929	12,500	12,500	8,800	8,800
830.00 ANIM SHEL-MISC/RAB	6,859	6,141	6,141	7,000	7,000
850.00 DOG LICENSE	6,249	6,622	6,622	7,000	7,000
860.00 MULTI-ANIM PERMITS	50	100	100	50	50
870.00 IMPOUNDED ANIMALS	5,664	7,000	7,000	6,000	6,000
880.00 EDUCATION FEES	2,700	3,000	3,000	3,000	3,000
890.00 SURRENDER FEES	0	20	20	20	20
TOTAL SHELTER/CONT	32,451	35,383	35,383	31,870	31,870
TOTAL REVENUES	11,960,175	11,763,450	11,763,450	12,099,660	12,562,331

RECONCILIATION GENERAL LEDGER TO CAFR FINANCIALS

FORTNIGHTLY BOOK SALES (1)	10,165	10,000	10,000	10,000	10,000
TOTAL REVENUES	11,970,340	11,773,450	11,773,450	12,109,660	12,572,331

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

INTERLOCAL AGREEMENTS

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
WASHINGTON COUNTY	217,309	209,437	209,437	217,323	225,055
BISD	145,800	148,170	148,170	149,942	151,000
BHA	40,000	40,000	40,000	40,000	58,000
BURTON	1,191	1,000	1,000	1,000	1,000
TOTAL	404,300	398,607	398,607	408,265	435,055

TRANSFERS-IN

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
601.09 HOTEL/MOTEL FUND	48,000	52,000	52,000	52,000	50,000
602.00 ELECTRIC FUND	1,616,554	1,701,563	1,701,563	1,590,163	1,773,744
602.33 COURT TECH/SEC FUND	24,732	24,000	24,000	18,200	18,000
603.00 GAS FUND	335,057	360,405	360,405	337,248	367,999
604.00 WATER FUND	310,011	333,465	333,465	312,039	340,491
605.00 SEWER FUND	306,012	329,164	329,164	308,014	336,099
606.00 SANITATION FUND	289,043	310,911	310,911	290,934	317,462
625.00 BCDC FUND	216,500	200,000	200,000	200,000	173,000
683.00 BOND PROCEEDS	772,558	0	0	0	0
TOTAL TRANSFERS IN/(OUT)	3,918,467	3,311,508	3,311,508	3,108,598	3,376,795

* REVISED ANNUAL ESTIMATE

GENERAL FUND EXPENDITURES BY DEPARTMENT

		BUDGET			RAE*	BUDGET
		ACTUAL	ORIGINAL	AMENDED		
\$		2011	2012	2012	2012	2013
049	RECREATION	279,696	290,906	290,906	232,930	156,169
149	AQUATICS	615,532	568,992	568,992	559,889	679,144
144	PARKS	1,128,151	1,119,207	1,119,207	1,093,046	1,261,431
146	LIBRARY	398,679	415,034	415,034	368,185	387,541
100	NON-DEPT DIRECT	236,460	204,466	204,466	321,336	351,392
110	NON-DEPT MISC	6,313	30,415	0	11,616	0
121	ADMINISTRATION	940,240	971,858	926,258	867,823	1,042,431
122	DEVELOPMENT SVCS	262,993	234,485	234,485	203,822	323,047
123	HUMAN RESOURCES	227,720	238,507	238,507	228,597	189,902
125	MAIN STREET	132,016	163,667	163,667	185,709	134,227
131	MAINTENANCE	702,612	699,893	699,893	674,089	689,122
133	FINANCE	857,834	773,705	770,218	743,375	910,441
135	PURCHASING/WHSE	0	236,269	239,756	227,942	264,139
172	INFORMATION TECH	567,116	623,059	623,059	566,708	593,174
155	MUNICIPAL COURT	354,236	360,749	360,749	359,111	372,888
167	PUBLIC WORKS	460,956	419,116	419,116	433,504	231,616
154	ANIMAL SHELTER/CON	232,269	254,998	254,998	249,831	260,838
141	STREETS	1,288,539	1,343,257	1,406,272	1,487,587	1,430,750
148	AIRPORT	84,970	85,998	85,998	97,307	122,569
150	COMMUNICATIONS	969,508	1,083,466	1,083,466	1,034,414	1,178,383
151	POLICE	3,154,741	3,296,097	3,296,097	3,170,356	3,413,788
152	FIRE	1,364,371	1,399,095	1,412,095	1,403,085	1,456,177
	TOTAL	14,264,950	14,813,239	14,813,239	14,520,262	15,449,169

RECONCILIATION GENERAL LEDGER TO CAFR FINANCIALS

FORTNIGHTLY BOOK SALES (1)	10,165	10,000	10,000	10,000	10,000
INTERLOCAL AGREEMENTS (1)	404,300	398,607	398,607	408,265	435,055
TOTAL	14,679,415	15,221,846	15,221,846	14,938,527	15,894,224

(1) BUDGETED AS A CONTRA-EXPENDITURE IN DEPARTMENT BUDGET.

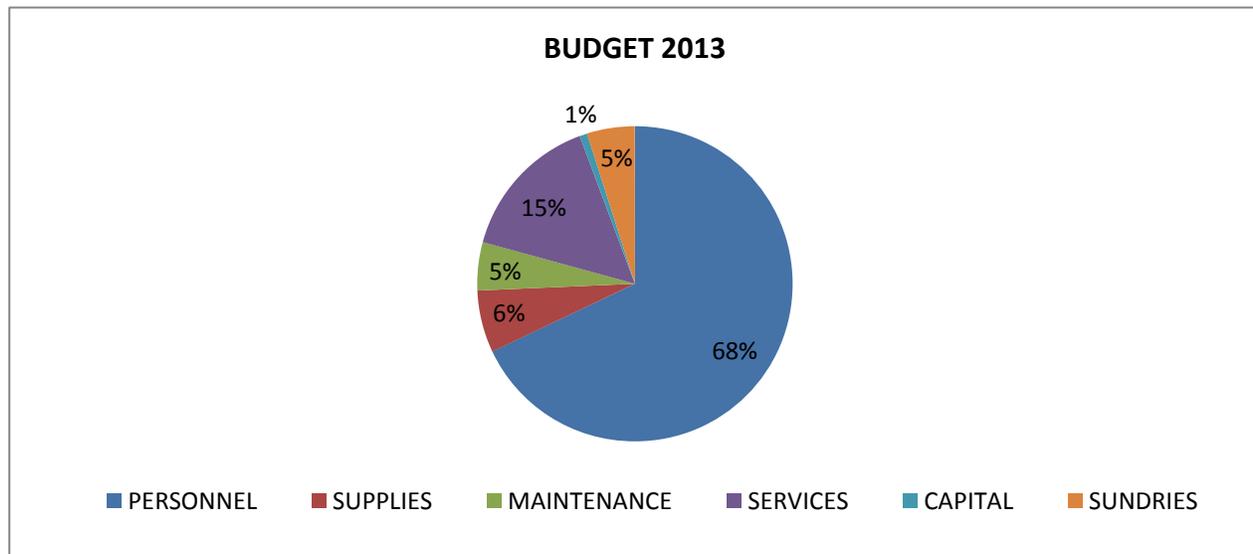
GENERAL FUND EXPENDITURES BY DEPARTMENT - % CHANGE

		BUDGET 2013 VERSUS		
		ORIGINAL	AMENDED	RAE*
		2012	2012	2012
049	RECREATION	-46.32%	-46.32%	-32.95%
149	AQUATICS	19.36%	19.36%	21.30%
144	PARKS	12.71%	12.71%	15.41%
146	LIBRARY	-6.62%	-6.62%	5.26%
100	NON-DEPT DIRECT	71.86%	71.86%	9.35%
110	NON-DEPT MISC	-100.00%	-	-100.00%
121	ADMINISTRATION	7.26%	12.54%	20.12%
122	COMMUNITY SVS	37.77%	37.77%	58.49%
123	HR/RISK MGMT	-20.38%	-20.38%	-16.93%
125	MAIN STREET	-17.99%	-17.99%	-27.72%
131	MAINTENANCE	-1.54%	-1.54%	2.23%
133	FINANCE	17.67%	18.21%	22.47%
135	PURCHASING	-	-	-
172	INFORMATION TECH	-4.80%	-4.80%	4.67%
155	MUNICIPAL COURT	3.36%	3.36%	3.84%
167	PUBLIC WORKS	-44.74%	-44.74%	-46.57%
154	ANIMAL SHELTER/CON	2.29%	2.29%	4.41%
141	STREETS	6.51%	1.74%	-3.82%
148	AIRPORT	42.53%	42.53%	25.96%
150	COMMUNICATIONS	8.76%	8.76%	13.92%
151	POLICE	3.57%	3.57%	7.68%
152	FIRE	4.08%	3.12%	3.78%
TOTAL		4.29%	4.29%	6.40%

* REVISED ANNUAL ESTIMATE

GENERAL FUND EXPENDITURES BY CATEGORY

	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
PERSONNEL	9,995,058	10,385,866	10,385,866	9,979,639	10,800,386
SUPPLIES	1,011,709	1,062,126	1,063,718	1,016,333	1,010,057
MAINTENANCE	710,170	711,744	706,384	823,732	788,425
SERVICES	2,063,917	2,179,751	2,255,766	2,303,205	2,391,220
CAPITAL	243,518	66,225	73,185	89,279	124,400
SUNDRIES	655,043	816,134	736,927	726,339	779,736
TOTAL	14,679,415	15,221,846	15,221,846	14,938,527	15,894,224



GENERAL FUND EXPENDITURES BY CATEGORY - % CHANGE

	BUDGET 2013 VERSUS		
	ORIGINAL 2012	AMENDED 2012	RAE* 2012
PERSONNEL	3.99%	3.99%	8.22%
SUPPLIES	-4.90%	-5.04%	-0.62%
MAINTENANCE	10.77%	11.61%	-4.29%
SERVICES	9.70%	6.00%	3.82%
CAPITAL	87.84%	69.98%	39.34%
SUNDRIES	-4.46%	5.81%	7.35%
TOTAL	4.42%	4.42%	6.40%

TRANSFERS-OUT

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
601.18 DEBT SERVICE	0	0	0	0	44,157
602.03 AIRPORT CAP FUND	0	14,000	14,000	1,086	0
602.22 PD GRANTS	0	0	0	0	0
602.35 FD GRANTS	0	0	0	0	0
602.52 BCDC CAP PROJECTS	751,463	0	0	0	0
602.90 HWY 290	0	0	0	314,118	0
623.20 DONATIONS FUND	3,024	0	0	0	0
623.40 PKS SP REVENUE FUND	0	0	0	0	0
662.00 EQUIPMENT FUND	281,312	247,236	247,236	196,189	445,800
664.00 STS & DRAIN FUND	42,010	0	0	0	0
TOTAL TRANSFERS IN/(OUT)	1,077,809	261,236	261,236	511,393	489,957

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

Superintendent	0.50
Supervisor	1.00
Service Coordinator	0.50
PT Worker	0.19
	<hr/>
Total	2.19

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	167,975	179,686	179,686	156,508	111,644
Supplies	95,885	95,925	95,925	62,642	15,275
Maintenance	30	650	650	26	200
Services	8,751	8,800	8,800	8,267	7,750
Capital	2,661	1,000	1,000	741	0
Sundries	4,394	4,845	4,845	4,746	21,300
Total	279,696	290,906	290,906	232,930	156,169
<u>OUTPUTS</u>					
Total Hosted Tournaments	42	50	50	45	50
Total Teams	791	1,000	1,000	950	1,000
Program Participation					
- Adult Program Participants	520	400	400	520	600
- Youth Program Participants	650	700	700	700	775
- Summer Camp Participants	68	70	70	45	70
- Community Fitness Walk	3,125	3,000	3,000	3,500	3,500
- Jingle Bell Stroll	215	275	275	300	400
- Movie in the Park	2,000	2,000	2,000	2,300	4,000
Tournaments Scheduled					
Baseball	23	25	25	29	30
Softball	10	10	10	8	9
Soccer	8	8	8	8	8
<u>OUTCOMES</u>					
% Change in Rec Revenues	-15.59%	22.32%	22.32%	-10.82%	-10.53%

* REVISED ANNUAL ESTIMATE

DEPT 049 - RECREATION DEPARTMENT

LINE ITEM DETAIL

		BUDGET			RAE*	BUDGET
		ACTUAL	ORIGINAL	AMENDED		
\$		2011	2012	2012	2012	2013
101.00	SALARIES & WAGES	127,350	137,430	137,430	118,593	85,305
102.00	OVERTIME PAY	54	1,325	1,325	150	0
103.00	OASDI/MEDICARE	9,538	10,567	10,567	8,318	6,552
103.02	MATCHING RETIREMENT	9,965	8,104	8,104	7,676	6,373
105.00	LONGEVITY PAY	453	595	595	540	234
106.00	MEDICAL INSURANCE	17,154	19,144	19,144	19,059	11,580
106.01	LIFE INSURANCE	386	386	386	397	289
106.02	LONG TERM DISABILITY	146	149	149	151	110
107.00	WORKERS' COMPENSATION	1,880	1,986	1,986	1,624	1,201
118.00	ACCRUED COMP TIME	1,048	0	0	0	0
202.00	FUEL	231	500	500	78	0
203.00	TOOLS/SMALL EQUIPMENT	128	0	0	0	0
203.10	CONCESSION EQUIPMENT	195	100	100	49	0
204.00	POSTAGE & FREIGHT	23	25	25	5	25
205.00	OFFICE SUPPLIES	369	300	300	171	200
206.00	EMPLOYEE RELATIONS	563	100	100	126	0
207.00	REPRODUCTION & PRINTING	4,501	3,500	3,500	3,885	4,000
208.00	CLOTHING	619	400	400	0	150
211.00	CLEANING AND JANITORIAL	235	300	300	97	100
212.00	COMPUTER SUPPLIES	500	350	350	0	1,800
213.00	COMMUNICATIONS EQUIPMENT	40	0	0	240	0
214.00	RECREATION PROGRAMS	16,197	13,000	13,000	14,103	8,500
216.00	RESALE ITEMS-CONCESSIONS	70,348	75,000	75,000	42,250	0
216.10	RESALE ITEMS-VENDING	824	1,500	1,500	333	0
218.00	PHOTOGRAPHY	0	0	0	0	200
221.00	SAFETY/FIRST AID SUPPLIES	30	50	50	0	50
223.00	SMALL APPLIANCES	609	400	400	73	0
250.00	OTHER SUPPLIES	473	400	400	1,232	250

DEPT 049 - RECREATION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
303.00	VEHICLES/LARGE EQUIPMENT	15	250	250	26	0
312.00	BUILDINGS/APPLIANCES	0	400	400	0	200
350.00	OTHER MAINTENANCE	15	0	0	0	0
403.00	TELEPHONE	1,720	1,700	1,700	1,457	650
407.00	LEGAL NOTICES	0	0	0	0	0
409.00	ADVERTISEMENTS	2,116	2,000	2,000	2,021	2,000
422.00	CONTRACT LABOR	0	0	0	297	0
424.00	SERVICE CONTRACTS	4,269	4,500	4,500	3,906	4,500
450.00	OTHER SERVICES	647	600	600	586	600
712.00	OFFICE FURNITURE/EQUIPMENT	2,661	1,000	1,000	741	0
901.00	LIAB/CASUALTY INSURANCE	214	245	245	204	0
908.00	SEMINARS/MEMBERSHIP/TRAVEL	2,594	3,000	3,000	2,693	3,000
908.10	MILEAGE	1,079	1,000	1,000	927	1,000
910.00	BOARD/CMITTEES/VOL RELATIONS	146	600	600	623	600
948.40	CHRISTMAS STROLL	0	0	0	0	2,750
948.60	MOVIES IN THE PARK	0	0	0	0	10,950
948.70	FALL CONCERT SERIES	0	0	0	0	3,000
949.00	UNEMPLOYMENT BENEFITS	287	0	0	299	0
950.00	OTHER SUNDRY	74	0	0	0	0
TOTAL DEPARTMENT		279,696	290,906	290,906	232,930	156,169

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



Superintendent	0.50
Coordinator	1.00
Service Coordinator	0.25
Lifeguards	10.32
Front Desk	1.25
Front Gate	0.36
Pool Concessions	0.48
Party Hostess	0.08
Programs	0.16
Aquatics Maint Tech	0.50
Total	14.90

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 2010. 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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	374,992	357,627	357,627	356,306	399,132
Supplies	49,934	42,100	42,100	41,147	69,525
Maintenance	33,653	21,500	21,500	35,543	66,750
Services	123,501	138,565	138,565	118,184	120,262
Capital	26,732	0	0	0	13,500
Sundries	6,719	9,200	9,200	8,709	9,975
Total	615,532	568,992	568,992	559,889	679,144
<u>OUTPUTS</u>					
# of Monthly Passes 1.	541	500	500	991	900
# of Annual Passes	91	100	100	132	140
# of Visitors	63,545	68,000	68,000	65,703	68,000
# of Parties	81	85	85	90	95
# of Participants in Programs	475	425	425	534	550
# of Swim Meets	8	10	10	12	10
<u>OUTCOMES</u>					
% Change in Aquatic Admission Revenue	10.27%	-18.71%	-18.71%	27.52%	70.00%

* REVISED ANNUAL ESTIMATE

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
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	315,299	304,831	304,831	297,962	334,377
102.00	OVERTIME PAY	495	1,200	1,200	1,022	1,200
103.00	OASDI/MEDICARE	24,057	23,883	23,883	22,929	26,252
103.02	MATCHING RETIREMENT	9,807	6,082	6,082	12,283	7,622
105.00	LONGEVITY PAY	1,140	1,370	1,370	1,275	1,438
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
106.00	MEDICAL INSURANCE	13,542	10,445	10,445	10,868	16,402
106.01	LIFE INSURANCE	347	288	288	276	340
106.02	LONG TERM DISABILITY	132	109	109	105	130
107.00	WORKERS' COMPENSATION	5,035	4,619	4,619	4,786	5,371
118.00	ACCRUED COMP TIME	338	0	0	0	0
201.00	CHEMICALS	20,953	16,000	16,000	15,116	16,000
203.00	TOOLS/SMALL EQUIPMENT	138	250	250	193	250
203.10	CONCESSION EQUIPMENT	0	0	0	0	75
204.00	POSTAGE & FREIGHT	94	50	50	52	50
205.00	OFFICE SUPPLIES	832	750	750	682	750
206.00	EMPLOYEE RELATIONS	799	500	500	540	650
207.00	REPRODUCTION & PRINTING	1,570	1,500	1,500	1,503	1,500
208.00	CLOTHING	7,093	8,000	8,000	7,820	8,000
209.00	EDUCATIONAL	(287)	400	400	0	250
210.00	BOTANICAL & AGRICULTURAL	0	100	100	17	100
211.00	CLEANING AND JANITORIAL	4,882	5,000	5,000	4,481	4,500
212.00	COMPUTER SUPPLIES	3,093	350	350	0	2,200
213.00	COMMUNICATIONS EQUIPMENT	784	200	200	363	200
214.00	AQUATICS PROGRAMS	6,872	6,000	6,000	5,995	6,000
216.00	RESALE ITEMS-CONCESSIONS	0	0	0	0	25,000
218.00	PHOTOGRAPHY	0	0	0	0	50
220.00	LAB SUPPLIES	0	0	0	478	0
221.00	SAFETY/FIRST AID SUPPLIES	2,164	2,000	2,000	1,995	2,200
223.00	SMALL APPLIANCES	239	250	250	380	250
250.00	OTHER SUPPLIES	708	750	750	1,532	1,500

DEPT 149 - AQUATICS CENTER DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
304.00	MACHINERY/EQUIPMENT	0	0	0	0	250
311.10	POOL MAINTENANCE	20,490	15,000	15,000	18,743	55,000
312.00	BUILDINGS/APPLIANCES	11,246	6,000	6,000	16,300	11,000
316.00	JANITORIAL	1,890	0	0	0	
350.00	OTHER MAINTENANCE	27	500	500	500	500
401.00	ELECTRICAL	68,424	76,500	76,500	65,000	65,537
402.00	AUDITS/CONSULTANTS FEES	0	2,215	2,215	1,700	750
403.00	TELEPHONE	2,036	2,150	2,150	1,843	1,800
404.00	GAS	14,395	17,000	17,000	9,351	10,000
405.00	WATER	10,176	8,300	8,300	10,014	10,000
406.00	SEWER	5,488	5,500	5,500	5,413	5,500
406.50	GARBAGE	1,683	1,800	1,800	1,708	1,800
409.00	ADVERTISEMENTS	12,749	8,000	8,000	8,063	10,000
410.00	PHYSICALS	619	4,500	4,500	4,105	4,500
415.00	JANITORIAL SERVICES	2,012	4,500	4,500	4,578	3,900
422.00	CONTRACT LABOR	0	1,000	1,000	0	0
424.00	SERVICE CONTRACTS	3,890	4,500	4,500	4,184	4,275
450.00	OTHER SERVICES	2,029	2,600	2,600	2,225	2,200
714.00	RADIOS/RADAR/CAMERAS	0	0	0	0	4,500
715.00	OTHER NON-CAPITAL	26,732	0	0	0	9,000
901.00	RESALE ITEMS-CONCESSIONS	4,233	5,000	5,000	4,976	4,975
908.00	SEMINARS/MEMBERSHIP/TRAVEL	951	3,000	3,000	2,849	4,000
908.10	MILEAGE	506	1,000	1,000	683	750
949.00	UNEMPLOYMENT BENEFITS	836	0	0	0	0
950.00	OTHER SUNDRY	193	200	200	201	250
TOTAL DEPARTMENT		615,532	568,992	568,992	559,889	679,144

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



Superintendent	1.00
Parks Maintenance Coordinato	1.00
Service Coordinator	0.25
Parks Operations Coordinator	1.00
Mechanic	1.00
Land/Maint Worker	1.00
Maintenance Worker II	3.00
Maintenance Worker I	6.00
PT Maintenance Worker	3.37
Total	17.62

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 and trash removal throughout the city's parks. This department is also responsible for the cleaning of public restrooms and kitchens housed within the 20 buildings scattered across 185 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 40 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.

- > Provide a balance between contract mowing and Parks personnel in order to become more efficient and concentrate on improving facilities rather than mowing;
- > 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;
- > Enhance several buildings in various parks in order to make them attractive for rental which will add revenue to the General Fund;
- > Purchase park property for future athletic fields and park area; and
- > Take an in-depth look at all parks and improve on the little things that in the long run will make a big impact on public perception.

DEPT 144 - PARKS DEPARTMENT

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
INPUTS					
\$					
Personnel	726,752	735,672	735,672	688,566	742,260
Supplies	103,609	102,250	102,250	112,914	108,100
Maintenance	93,314	78,500	78,500	78,777	107,500
Services	220,526	223,975	223,975	227,534	322,370
Capital	7,426	3,000	3,000	16,833	11,000
Sundries	(23,475)	(24,190)	(24,190)	(31,578)	(29,799)
Total	1,128,151	1,119,207	1,119,207	1,093,046	1,261,431
OUTPUTS					
Parks Acreage Maintained	185	185	185	185	185
Number of Parks Employees (FTE)	21.06	21.01	21.01	18.62	17.62
Park Acreage Maintained per Employee	8.78	8.80	8.80	9.93	10.49
Green Space Acreage	7.04	7.04	7.04	7.04	7.04
Other Facilities Maintained	6	6	6	7	7
Contract Mowing Acreage Maintained	0	21.8	22	22	50.98
Cost per Acre per Year to Maintain	6,098	6,049	6,049	5,908	6,818
Playground Units Inspected	14	14	14	14	14
Sports Fields Maintained	33	33	33	33	33
Sports Courts Maintained	19	19	19	20	20
Restrooms Cleaned per Week	20	20	20	23	23
Baseball	23	25	25	29	30
Softball	10	10	10	8	9
Soccer	8	8	8	8	8
OUTCOMES					
% Change in Carousel Revenue	45.80%	-6.67%	-6.67%	20.99%	20.00%

* REVISED ANNUAL ESTIMATE

DEPT 144 - PARKS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL 2012		
\$						
101.00	SALARIES & WAGES	509,710	511,023	511,023	485,404	509,653
102.00	OVERTIME PAY	12,627	15,850	15,850	12,856	15,850
103.00	OASDI/MEDICARE	40,330	41,646	41,646	38,716	42,056
103.02	MATCHING RETIREMENT	45,616	36,474	36,474	32,878	36,833
105.00	LONGEVITY PAY	8,183	9,355	9,355	8,365	9,205
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
105.03	STANDBY	7,515	8,170	8,170	7,430	8,170
106.00	MEDICAL INSURANCE	86,503	97,644	97,644	87,619	104,330
106.01	LIFE INSURANCE	1,614	1,662	1,662	1,551	1,602
106.02	LONG TERM DISABILITY	633	636	636	609	610
107.00	WORKERS' COMPENSATION	8,999	8,412	8,412	8,338	7,951
118.00	ACCRUED COMP TIME	222	0	0	0	0
202.00	FUEL	24,422	26,200	26,200	28,196	20,000
203.00	TOOLS/SMALL EQUIPMENT	4,433	3,000	3,000	2,897	3,500
204.00	POSTAGE & FREIGHT	87	50	50	200	200
205.00	OFFICE SUPPLIES	68	50	50	173	200
206.00	EMPLOYEE RELATIONS	1,625	1,500	1,500	1,889	1,600
207.00	REPRODUCTION & PRINTING	239	200	200	156	100
208.00	CLOTHING	4,747	7,000	7,000	6,955	7,000
209.00	EDUCATIONAL	115	100	100	50	0
210.00	BOTANICAL & AGRICULTURAL	26,152	25,000	25,000	25,346	29,000
210.01	BOTANICAL-BEAUTIFICATION	5,970	6,000	6,000	5,967	6,000
211.00	CLEANING AND JANITORIAL	17,061	15,000	15,000	16,780	17,000
212.00	COMPUTER SUPPLIES	702	0	0	479	4,000
213.00	COMMUNICATIONS EQUIPMENT	212	200	200	416	200
221.00	SAFETY/FIRST AID SUPPLIES	285	200	200	942	300
223.00	SMALL APPLIANCES	777	750	750	720	1,000
250.00	OTHER SUPPLIES	16,715	17,000	17,000	21,748	18,000
303.00	VEHICLES/LARGE EQUIPMENT	19,679	15,000	15,000	14,237	14,000
304.00	MACHINERY/EQUIPMENT	4,745	4,500	4,500	4,491	4,500
306.00	OUTDOOR LIGHTING/SIGNALS	0	5,000	5,000	3,500	5,000
310.00	LAND/GROUNDS	32,932	30,000	30,000	29,290	58,000
312.00	BUILDINGS/APPLIANCES	5,627	6,000	6,000	5,668	6,000
350.00	OTHER MAINTENANCE	30,331	18,000	18,000	21,591	20,000

DEPT 144 - PARKS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
401.00 ELECTRICAL	115,830	107,000	107,000	115,538	115,000
402.00 AUDITS/CONSULTANTS FEES	0	0	0	1,800	0
403.00 TELEPHONE	2,971	3,000	3,000	3,179	3,420
404.00 GAS	3,706	4,100	4,100	2,220	3,000
405.00 WATER	22,581	20,350	20,350	20,905	21,000
406.00 SEWER	20,550	20,225	20,225	17,759	21,000
406.50 GARBAGE	21,432	24,000	24,000	21,810	24,000
406.60 TRNSF STATION/LANDFILL FEE	46	500	500	362	500
408.10 RENTALS/LEASES-FLEET	0	0	0	0	36,750
422.00 CONTRACT LABOR	21,600	21,600	21,600	21,600	21,600
424.00 SERVICE CONTRACTS	10,048	22,700	2,700	13,364	75,900
425.00 LABORATORY TEST FEES	70	0	0	140	200
450.00 OTHER SERVICES	1,692	500	20,500	8,857	0
710.00 MACHINERY/EQUIPMENT	0	3,000	3,000	2,624	0
715.00 OTHER CAPITAL	0	0	0	5,000	0
802.00 BUILDINGS	7,426	0	0	0	0
813.00 VEHICLES	0	0	0	9,209	0
815.00 OTHER CAPITAL OUTLAY	0	0	0	0	11,000
901.00 LIAB/CASUALTY INSURANCE	7,439	9,210	9,210	8,399	7,901
908.00 SEM./MEMBERSHIP/TRAVEL	2,891	1,500	1,500	1,127	2,500
908.10 MILEAGE	230	100	100	0	300
950.00 OTHER SUNDRY	965	0	0	273	0
999.00 WASH CO-LAP REIMBURSEMENT	(35,000)	(35,000)	(35,000)	(39,605)	(40,500)
999.04 BISD-PARKS EQUIPMENT REIMB	0	0	0	(1,772)	0
TOTAL DEPARTMENT	1,128,151	1,119,207	1,119,207	1,093,046	1,261,431

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



Librarian	1.00
Tech Specialist	1.00
Administrative Assistant	1.00
Clerk	1.00
Child Services Coordinator	0.60
PT Clerks	1.39
 Total	 5.99

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 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 57,000 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 onsite and offsite through the Library's website or the City's webpage. There are activities 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 and total library visits in FY2011 was over 89,000.

GOALS AND OBJECTIVES

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

- > Continue expanding community outreach by Attending business and social functions; making presentations as requested;and Appearing before new-teacher orientation sessions to talk about the Library;
- > Begin ground work with Library Advisory Board to research new public libraries. Assist with preparation of 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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	273,884	286,234	286,234	242,942	246,726
Supplies	75,054	79,460	79,460	78,145	89,860
Maintenance	10,236	2,000	2,000	3,512	1,800
Services	68,935	81,230	81,230	80,169	79,825
Capital	7,823	0	0	0	3,600
Sundries	(37,253)	(33,890)	(33,890)	(36,583)	(34,270)
Total	398,679	415,034	415,034	368,185	387,541
<u>OUTPUTS</u>					
# of Library Card Holders	17,800	18,500	18,500	18,300	20,100
Circulation	74,000	75,000	75,000	70,000	77,000
Total Items	51,200	55,000	55,000	60,000	66,000
Library Visits	89,500	95,000	95,000	91,000	10,000
Internet Users	11,300	15,000	15,000	12,400	14,000
<u>OUTCOMES</u>					
% Change in Library Revenue	-4.67%	-4.19%	-4.19%	0.20%	0.00%

* REVISED ANNUAL ESTIMATE

DEPT 146 - LIBRARY DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	206,168	213,843	213,843	185,080	178,624
102.00	OVERTIME PAY	2,097	2,000	2,000	1,271	2,000
103.00	OASDI/MEDICARE	15,651	16,686	16,686	13,788	13,988
103.02	MATCHING RETIREMENT	16,206	13,610	13,610	11,629	11,707
105.00	LONGEVITY PAY	1,903	2,278	2,278	1,853	1,913
106.00	MEDICAL INSURANCE	31,041	36,641	36,641	28,408	37,435
106.01	LIFE INSURANCE	454	587	587	420	540
106.02	LONG TERM DISABILITY	206	227	227	176	205
107.00	WORKERS' COMPENSATION	367	362	362	317	314
118.00	ACCRUED COMP TIME	(208)	0	0	0	0
204.00	POSTAGE & FREIGHT	314	560	560	513	360
205.00	OFFICE SUPPLIES	11,045	8,000	8,000	7,552	8,000
206.00	EMPLOYEE RELATIONS	654	700	700	612	800
207.00	REPRODUCTION & PRINTING	2,449	4,500	4,500	4,492	6,500
208.00	CLOTHING	0	50	50	219	0
210.00	BOTANICAL & AGRICULTURAL	0	50	50	0	0
211.00	CLEANING AND JANITORIAL	555	400	400	618	650
212.00	COMPUTER SUPPLIES	4,867	1,000	1,000	1,000	9,400
213.00	COMUNICATION EQUIPMENT	0	0	0	0	0
214.00	LIBRARY READING PROGRAMS	3,736	3,700	3,700	2,847	3,700
214.01	LOST BOOKS	0	50	50	50	50
218.00	PHOTOGRAPHY	117	0	0	0	0
221.00	SAFETY/FIRST AID SUPPLIES	0	50	50	25	25
223.00	SMALL APPLIANCES	0	50	50	25	25
224.00	CIRCULATION ITEMS	51,145	60,000	60,000	59,910	60,000
250.00	OTHER SUPPLIES	173	350	350	282	350
310.00	LANDS/GROUNDS	0	100	100	0	0
312.00	BUILDINGS/APPLIANCES	1,204	1,900	1,900	3,512	1,800
316.00	JANITORIAL	9,032	0	0	0	0

DEPT 146 - LIBRARY DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
401.00	ELECTRICAL	23,850	22,700	22,700	24,766	23,875
405.00	WATER	3,369	3,900	3,900	2,616	3,000
406.00	SEWER	1,934	2,200	2,200	1,568	2,200
406.50	GARBAGE	1,687	1,700	1,700	1,708	1,750
409.00	ADVERTISEMENTS	1,956	900	900	697	1,500
415.00	JANITORIAL SERVICES	8,901	18,300	18,300	16,125	16,000
424.00	SERVICE CONTRACTS	9,993	12,000	12,000	14,407	12,000
446.00	SUBSCRIPTIONS & OTHER MEDIA	16,227	19,000	19,000	17,804	19,000
450.00	OTHER SERVICES	1,018	530	530	478	500
712.00	OFFICE FURNITURE/EQUIPMENT	0	0	0	0	3,600
712.10	OFFICE FURNI/EQUIP-LS LIBRARY	7,823	0	0	0	0
901.00	LIAB/CASUALTY INSURANCE	1,663	1,950	1,950	1,955	1,955
908.00	SEMINARS/MEMBERSHIP/TRAVEL	726	3,000	3,000	1,000	3,000
908.10	MILEAGE	399	585	585	377	575
910.00	BOARD/COMMITTEE RELATIONS	0	500	500	0	0
950.00	OTHER SUNDRY	125	75	75	85	200
999.00	WASHINGTON COUNTY REIMB	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
999.01	FORTNIGHTLY BOOK SALE REV	(10,165)	(10,000)	(10,000)	(10,000)	(10,000)
TOTAL DEPARTMENT		398,679	415,034	415,034	368,185	387,541

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

City Manager	1.00
Assistant City Manager	1.00
City Secretary	1.00
Deputy City Secretary	1.00
Administrative Assistant	1.00
Records Coordinator	<u>1.00</u>
Total	6.00

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 open records and public information requests, 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;
- > Transition to a new records management system which includes document retention; and
- > Establish ordinance tracking system to assist in the Code review process
- > Research funding opportunities to assist with the preservation of historical documents.

DEPT 121 - ADMINISTRATION

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	568,605	526,817	526,817	545,988	617,311
Supplies	25,008	21,300	21,300	21,503	21,600
Maintenance	0	0	0	0	0
Services	210,820	198,550	198,550	163,883	177,520
Capital	0	0	0	9,277	0
Sundries	135,807	225,191	179,591	127,172	226,000
Total	940,240	971,858	926,258	867,823	1,042,431
<u>OUTPUTS</u>					
Strategic Objective Reporting	0	2	2	0	1
Council Meetings Held	30	32	32	33	36
Ordinances Passed	25	30	30	30	35
Resolutions Passed	36	20	20	20	25
Open Records Requests	371	400	400	425	450
Liquor Licenses Processed	36	60	60	68	42

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 121 - ADMINISTRATION

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	433,825	398,135	398,135	410,635	454,051
102.00	OVERTIME PAY	12	100	100	209	200
103.00	OASDI/MEDICARE	31,879	27,884	27,884	29,658	36,383
103.02	MATCHING RETIREMENT	36,888	29,124	29,124	27,625	34,241
105.00	LONGEVITY PAY	3,320	3,700	3,700	3,348	3,598
105.01	ED/AUTO/MISC	16,739	16,200	16,200	16,200	18,000
106.00	MEDICAL INSURANCE	43,190	49,034	49,034	55,582	67,875
106.01	LIFE INSURANCE	1,415	1,394	1,394	1,440	1,538
106.02	LONG TERM DISABILITY	540	533	533	549	587
107.00	WORKERS' COMPENSATION	817	713	713	742	838
118.00	ACCRUED COMP TIME	(21)	0	0	0	0
204.00	POSTAGE & FREIGHT	1,596	1,300	1,300	1,665	1,300
205.00	OFFICE SUPPLIES	3,432	7,000	7,000	3,500	5,000
206.00	EMPLOYEE RELATIONS	1,760	2,000	2,000	1,792	2,000
207.00	REPRODUCTION & PRINTING	3,005	4,000	4,000	5,653	4,500
208.00	CLOTHING	10	0	0	55	300
209.00	EDUCATIONAL	179	500	500	390	500
211.00	CLEANING AND JANITORIAL	140	100	100	100	200
212.00	COMPUTER SUPPLIES	12,935	4,000	4,000	7,000	5,800
213.00	COMMUNICATIONS EQUIPMENT	0	400	400	0	400
218.00	PHOTOGRAPHY	1,343	1,000	1,000	159	500
223.00	SMALL APPLIANCES	54	0	0	189	100
250.00	OTHER SUPPLIES	553	1,000	1,000	1,000	1,000

DEPT 121 - ADMINISTRATION

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
402.00 AUDITS/CONSULTANTS FEES	29,515	15,000	15,000	5,333	5,000
403.00 TELEPHONE	2,289	2,300	2,300	1,381	1,320
407.00 LEGAL NOTICES	2,283	0	0	0	0
409.00 ADVERTISEMENTS	4,942	8,000	8,000	7,000	8,000
411.00 CITY ATTORNEY'S FEES	127,629	125,000	125,000	120,000	125,000
413.00 ACCIDENT/DAMAGE CLAIMS	10,418	10,000	10,000	3,134	10,000
419.00 LEGAL FEES	5,589	15,000	15,000	10,000	10,000
422.00 CONTRACT LABOR	1,918	0	0	0	0
424.00 SERVICE CONTRACTS	25,167	23,000	23,000	17,000	18,000
450.00 OTHER SERVICES	1,070	250	250	35	200
712.00 OFFICE FURNITURE/EQUIPMENT	0	0	0	9,277	0
901.00 LIAB/CASUALTY INSURANCE	80,762	91,191	91,191	64,271	80,000
907.00 ELECTION EXPENSE	865	12,000	21,855	17,249	17,000
908.00 SEMINARS/MEMBERSHIP/TRAVEL	25,466	12,000	12,000	13,000	13,000
908.10 MILEAGE	2,676	4,000	4,000	2,439	3,000
910.00 BOARDS/CMITTEE/VOL RELATIONS	1,056	7,000	7,000	5,213	7,000
924.00 CONTINGENCY	0	80,000	24,545	0	80,000
928.00 BRAZOS VALLEY COUNCIL	3,000	3,000	3,000	3,000	3,000
930.00 SPECIAL EVENTS	18,088	11,000	11,000	17,000	18,000
950.00 OTHER SUNDRY	3,894	5,000	5,000	5,000	5,000
TOTAL DEPARTMENT	940,240	971,858	926,258	867,823	1,042,431

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



Director	1.00
Building Official	1.00
Administrative Assistant	1.00
GIS Technician	0.50
Administrative Secretary	0.60
Total	4.10

The Development Services Department provides managerial oversight for Main Street, Mapping, and Building Departments and serves as the development coordination office for all permits and applications submitted pertaining to development. The Department's development coordination activities begin with pre-development consultations and application submissions and end with the issuance of Certificates of Occupancies. The Development Services Department also serves as a liaison for the Planning and Zoning Commission, Zoning Board of Adjustment and Appeals and the Main Street Board. The Department also assists with economic activities involving the Brenham Community Development Corporation 4B Sales Tax Board and Economic Development Foundation as well as provides staff support to the Airport 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;
- > Review subdivision and zoning ordinances and recommend revisions as deemed necessary;
- > Identify opportunities to improve the City's built environment and improve our quality of place;
- > Review permit fees and adjust if determined to be warranted;
- > Assist the public in navigating the City's development processes to ensure quality development within the City; and
- > Manage and supervise planning, economic development, and historic preservation programs;

DEPT 122 - DEVELOPMENT SERVICES

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	81,073	87,685	87,685	57,967	290,517
Supplies	841	1,100	1,100	1,710	6,750
Maintenance	0	0	0	0	500
Services	0	0	0	3,299	17,500
Capital	0	0	0	0	0
Sundries	181,078	145,700	145,700	140,846	7,780
Total	262,993	234,485	234,485	203,822	323,047
<u>OUTPUTS</u>					
# of Planning & Zoning Commission Mtgs	8	9	9	5	8
# of Board of Adjustment & Appeal Mtgs	6	5	5	6	5
# of Airport Advisory Board Mtgs	0	2	2	2	2
# Permits Issued	853	800	800	805	800
# Inspections	1,900	1,850	1,850	1,450	1,550
<u>OUTCOMES</u>					
% Change in Permit Revenue	-16.93%	0.19%	0.19%	-20.96%	-16.63%
% Change in Airport Revenue	-0.63%	2.00%	2.00%	0.06%	0.00%

* REVISED ANNUAL ESTIMATE

DEPT 122 - DEVELOPMENT SERVICES

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	61,717	65,635	65,635	45,519	211,437
102.00	OVERTIME PAY	0	0	0	0	700
103.00	OASDI/MEDICARE	4,905	5,395	5,395	3,616	16,918
103.02	MATCHING RETIREMENT	5,933	5,200	5,200	2,845	16,575
105.00	LONGEVITY PAY	33	93	93	0	2,470
105.01	ED/AUTO/CERT	2,585	4,800	4,800	3,139	6,000
105.02	OTHER PAY	0	0	0	0	0
105.03	STANDBY	0	0	0	0	0
106.00	MEDICAL INSURANCE	5,462	6,096	6,096	2,619	34,888
106.01	LIFE INSURANCE	233	249	249	110	742
106.02	LONG TERM DISABILITY	89	96	96	42	283
107.00	WORKERS' COMPENSATION	117	121	121	77	504
116.00	SALARIES/WAGES CONTINGENCY	0	0	0	0	0
118.00	ACCRUED COMP TIME	0	0	0	0	0
202.00	FUEL	0	0	0	0	2,500
203.00	TOOLS/SMALL EQUIPMENT	0	0	0	0	0
204.00	POSTAGE & FREIGHT	1	50	50	25	750
205.00	OFFICE SUPPLIES	114	150	150	106	700
206.00	EMPLOYEE RELATIONS	370	350	350	0	350
207.00	REPRODUCTION & PRINTING	351	150	150	178	800
208.00	CLOTHING	0	0	0	0	0
209.00	EDUCATIONAL	0	50	50	0	50
211.00	CLEANING AND JANITORIAL	0	0	0	0	0
212.00	COMPUTER SUPPLIES	0	150	150	1,401	1,000
213.00	COMMUNICATIONS EQUIPMENT	0	0	0	0	200
218.00	PHOTOGRAPHY	0	0	0	0	300
223.00	SMALL APPLIANCES	0	0	0	0	0
250.00	OTHER SUPPLIES	5	200	200	0	100
303.00	VEHICLES/LARGE EQUIPMENT	0	0	0	0	500
313.00	COMPUTER/OFFICE EQUIPMENT	0	0	0	0	0

DEPT 122 - DEVELOPMENT SERVICES

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$	2011	2012	2012	2012	2013
402.00 AUDITS/CONSULTANTS FEES	0	0	0	0	2,500
403.00 TELEPHONE	0	0	0	483	1,700
407.00 LEGAL NOTICES	0	0	0	0	0
409.00 ADVERTISEMENTS	0	0	0	0	1,000
418.00 SUBSTANDARD BLD EXPENSE	0	0	0	0	5,000
424.00 SERVICE CONTRACTS	0	0	0	2,816	7,300
450.00 OTHER SERVICES	0	0	0	0	0
712.00 OFFICE FURNITURE/EQUIPMENT	0	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	1,778	0	0	0	480
908.00 SEMINARS/MEMBERSHIP/TRAVEL	295	2,500	2,500	2,700	6,000
908.10 MILEAGE	17	200	200	143	300
910.00 BOARD/CMITTEE/VOLVTR RELATIONS	0	0	0	0	1,000
926.00 WASHINGTON CO HEALTHLY LIVING	50,000	40,000	40,000	40,000	0
932.05 A DAY AWAY PROGRAM	537	900	900	900	0
932.10 BOYS AND GIRLS CLUB-PROGRAM	37,500	30,000	30,000	30,000	0
932.11 BOYS AND GIRLS CLUB-UTILITIES	30,257	30,300	30,300	26,576	0
932.12 BOYS AND GIRLS CLUB-INSURANCE	1,552	2,100	2,100	1,823	0
932.20 COMMUNITY EDUCATION	0	0	0	0	0
932.30 FAITH MISSION	20,000	16,000	16,000	16,000	0
932.31 FAITH MISSION-SANITATION CHGS	7,988	0	0	0	0
932.32 THRIFT SHOP-SANITATION CHGS	0	0	0	0	0
932.70 JOB PARTNERSHIP OF WASH CO	500	500	500	500	0
934.00 HERITAGE MUSEUM-UTILITES	12,071	11,550	11,550	11,200	0
934.01 HERITAGE MUSEUM-INSURANCE	862	1,150	1,150	1,004	0
950.00 OTHER SUNDRY	222	500	500	0	0
963.00 GOODFELLOWS	5,000	0	0	0	0
964.00 HOSPICE BRENHAM	12,500	10,000	10,000	10,000	0
TOTAL DEPARTMENT	262,993	234,485	234,485	203,822	323,047
LESS COMMUNITY SERVICES **	178,767	142,500	142,500	138,003	0
TOTAL DEPARTMENT PRO FORMA	84,226	91,985	91,985	65,819	323,047

* REVISED ANNUAL ESTIMATE

** SEE DEPT 100 FOR FY13 BUDGET.



STAFFING (FTES)

HR Personnel Manager	1.00
HR Personnel Assistant	1.00
	1.00
Total	2.00

The Human Resources 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 - HUMAN RESOURCES DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	199,317	207,272	207,272	204,152	134,432
Supplies	4,671	4,625	4,625	4,160	8,945
Maintenance	0	0	0	0	0
Services	18,671	18,710	18,710	15,200	38,065
Capital	0	0	0	0	0
Sundries	5,061	7,900	7,900	5,085	8,460
Total	227,720	238,507	238,507	228,597	189,902
<u>OUTPUTS</u>					
New Hires Processed	29	80	80	66	60
Terminations Processed	73	55	55	70	50
Job Applications Processed	923	800	800	969	1,400
Jobs Advertised	31	25	25	42	30
Training Classes Held	21	32	32	18	15
Workers' Compensation Claims	27	15	15	18	18
<u>OUTCOMES</u>					
Turnover Rate	29.08%	22.36%	22.36%	28.46%	20.66%

* REVISED ANNUAL ESTIMATE

DEPT 123 - HUMAN RESOURCES DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	156,199	160,708	160,708	159,718	101,305
103.00	OASDI/MEDICARE	11,350	12,495	12,495	11,619	7,843
103.02	MATCHING RETIREMENT	15,212	12,041	12,041	10,852	7,649
105.00	LONGEVITY PAY	2,365	2,620	2,620	2,425	1,032
105.01	ED/AUTO/CERT	0	0	0	300	0
106.00	MEDICAL INSURANCE	14,595	18,332	18,332	18,250	15,930
106.01	LIFE INSURANCE	475	575	575	485	357
106.02	LONG TERM DISABILITY	212	221	221	220	136
107.00	WORKERS' COMPENSATION	274	280	280	283	180
118.00	ACCRUED COMP TIME	(1,365)	0	0	0	0
204.00	POSTAGE & FREIGHT	353	400	400	607	550
205.00	OFFICE SUPPLIES	105	250	250	240	250
206.00	EMPLOYEE RELATIONS	0	100	100	75	75
207.00	REPRODUCTION & PRINTING	1,486	1,775	1,775	1,269	1,770
212.00	COMPUTER SUPPLIES	2,693	2,000	2,000	1,902	6,300
213.00	COMMUNICATIONS EQUIPMENT	0	0	0	14	0
223.00	SMALL APPLIANCES	35	100	100	50	0
250.00	OTHER SUPPLIES	0	0	0	3	0

DEPT 123 - HUMAN RESOURCES DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
402.00 AUDITS/CONSULTANTS FEES	0	0	0	0	20,000
403.00 TELEPHONE	310	310	310	154	0
409.00 ADVERTISEMENTS	4,059	4,000	4,000	1,972	3,000
410.00 PHYSICALS	8,212	7,500	7,500	6,820	6,600
412.00 CDL DOT DRUG TESTS	2,547	2,800	2,800	2,596	3,050
424.00 SERVICE CONTRACTS	3,150	4,100	4,100	3,658	5,415
450.00 OTHER SERVICES	393	0	0	0	0
908.00 SEMINARS/MEMBERSHIP/TRAVEL	2,207	3,600	3,600	2,100	4,410
908.05 EMPLOYEE TRAINING	1,603	3,000	3,000	2,000	2,000
908.10 MILEAGE	664	750	750	447	1,000
908.20 CONTINUING EDUCATION	0	0	0	0	500
950.00 OTHER SUNDRY	588	550	550	538	550
TOTAL DEPARTMENT	227,720	238,507	238,507	228,597	189,902

* REVISED ANNUAL ESTIMATE



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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	81,539	71,601	71,601	71,282	76,102
Supplies	3,561	5,600	5,600	4,051	6,500
Maintenance	0	0	0	0	0
Services	2,590	3,166	3,166	3,044	3,075
Capital	0	0	0	0	0
Sundries	44,326	83,300	83,300	107,332	48,550
Total	132,016	163,667	163,667	185,709	134,227
<u>OUTPUTS</u>					
Downtown Reinvestment	\$1,900,000	\$1,000,000	\$1,000,000	\$1,759,738	\$3,000,000
# Downtown Events	8	12	12	8	8
# Event Visitors	17,000	20,000	20,000	13,500	13,500
Volunteer Hours Logged	1,200	1,500	1,500	1,201	1,300
National Main St Recognition	Yes	Yes	Yes	Yes	Yes
<u>OUTCOMES</u>					
% Change in Event Revenue	-57.37%	-46.15%	7.69%	-10.71%	-10.71%

* REVISED ANNUAL ESTIMATE

DEPT 125 - MAIN STREET/COMMUNITY DEVELOPMENT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	62,251	55,827	55,827	56,116	59,081
103.00	OASDI/MEDICARE	4,589	4,332	4,332	4,180	4,595
103.02	MATCHING RETIREMENT	5,839	4,175	4,175	3,800	4,480
105.00	LONGEVITY PAY	753	798	798	740	796
106.00	MEDICAL INSURANCE	7,669	6,096	6,096	6,069	6,758
106.01	LIFE INSURANCE	233	199	199	202	208
106.02	LONG TERM DISABILITY	89	77	77	77	79
107.00	WORKERS' COMPENSATION	117	97	97	98	105
204.00	POSTAGE & FREIGHT	154	400	400	267	250
205.00	OFFICE SUPPLIES	131	200	200	300	200
207.00	REPRODUCTION & PRINTING	3,025	3,500	3,500	3,412	4,250
211.00	CLEANING & JANITORIAL	0	0	0	17	0
212.00	COMPUTER SUPPLIES	233	1,500	1,500	0	1,800
250.00	OTHER SUPPLIES	18	0	0	55	0
TOTAL DEPARTMENT		85,100	77,201	77,201	75,333	82,602

* REVISED ANNUAL ESTIMATE

DEPT 125 - MAIN STREET/COMMUNITY DEVELOPMENT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
403.00	TELEPHONE	103	350	350	0	0
409.00	ADVERTISEMENTS	2,171	2,500	2,500	2,494	2,500
424.00	SERVICE CONTRACTS	316	316	316	550	575
908.00	SEMINARS/MEMBERSHIP/TRAVEL	2,032	3,000	3,000	3,196	3,500
908.10	MILEAGE	913	1,100	1,100	843	1,000
910.00	BOARD/CMITTEE/VOL RELATIONS	10	650	650	740	750
948.00	DOWNTOWN EXPENSE-OTHER	9,778	9,000	9,000	9,655	10,000
948.10	DOWNTOWN IMPROVEMENTS	204	0	0	0	0
948.20	COUNTRY FLAVORS FESTIVAL	1,545	2,500	0	0	0
948.30	MAIN ST SPECIAL EVENTS	0	0	2,500	10,100	2,300
948.40	CHRISTMAS STROLL	2,765	2,750	2,750	2,526	0
948.50	HOT NIGHTS, COOL TUNES	23,050	23,000	23,000	23,000	23,000
948.80	UPTOWN SWIRL	0	0	0	3,565	5,000
950.00	OTHER SUNDRY	10	0	0	0	0
961.50	FARMER'S MARKET EXPENSE	4,020	3,800	3,800	3,707	3,000
961.62	COMPREHENSIVE PLAN UPDATE	0	37,500	37,500	50,000	0
TOTAL DEPARTMENT		132,016	163,667	163,667	185,709	134,227

* REVISED ANNUAL ESTIMATE



	STAFFING (FTES)
Superintendent	1.00
Assistant Superintendent	1.00
Senior Mechanic	1.00
Electrician	2.00
Maintenance Tech III	1.00
HVAC Maintenance Tech	0.50
Mechanic	1.00
Total	7.50

The Maintenance Department consists of Facility, Aquatics, and Vehicle Maintenance services. The department is responsible for both preventative and routine maintenance and repairs on all City buildings, vehicles, and equipment. Typical building maintenance includes upkeep of a/c, heating, HVAC remote operations, electrical, and plumbing services and repairs. The Maintenance department also performs various building remodel and new construction projects. Vehicle maintenance consists of scheduling and carrying out both preventative and repair maintenance. Aquatics maintenance requires full service of all pump equipment , maintaining of pool chemicals, the upkeep and maintaining of all pools, grounds, utilities, etc. In addition the department assists with the setup of various downtown events. Maintenance is also responsible for all city lighting maintenance, including streets and city parks. The Maintenance Department also oversees the upkeep of additional city facilities, including the Airport, the Brenham Heritage Museum, and the Boys & Girls Club.

GOALS AND OBJECTIVES

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

Facility Maintenance

- > Ensure all buildings are kept in compliance with city, state, and federal codes;
- > Conduct walk-throughs of new facilities to utilize warranties on issues that may arise;
- > Cut contractor costs by performing in house construction and remodeling services;
- > Upgrade all parks facilities electrical services to comply with current code requirements;
- > Assist with maintenance of all airport runway lighting (REIL and PAPI) to comply with FAA.

Vehicle Maintenance

- > Analyze City vehicle and equipment replacement requirements;
- > Ensure safety and maintenance schedules are kept for all City vehicles/equipment;
- > Assist in preparing surplus vehicles/equipment for online auction presentation; and
- > Oversee the operation and maintenance of the new Centralized Fleet Rental program.

Aquatics

- > Assure that all pool areas and equipment are in compliance with state pool safety codes;
- > Perform routine and preventative maintenance on pool equipment, grounds, facilities, and systems.

DEPT 131 - MAINTENANCE DEPARTMENT

	<u>INPUTS</u>	<u>BUDGET</u>			RAE*	<u>BUDGET</u>
		<u>ACTUAL</u> 2011	<u>ORIGINAL</u> 2012	<u>AMENDED</u> 2012		
\$						
	Personnel	380,620	435,301	435,301	434,162	443,221
	Supplies	40,356	33,515	33,515	29,484	29,725
	Maintenance	68,517	29,800	29,800	25,327	29,600
	Services	HVAC Maint	182,165	182,165	169,437	180,845
	Capital	9,100	4,500	4,500	4,960	0
	Sundries	7,653	14,612	14,612	10,719	5,731
Total		506,246	699,893	699,893	674,089	689,122

OUTPUTS

Building Maintenance

Remodel Projects	4	2	2	7	5
New Construction	1	1	1	4	3
Roof Repairs	0	0	0	2	0
HVAC Repairs (major)	2	2	2	7	4
Street Light Repairs	172	200	200	232	200

Vehicle Maintenance

Brake Repairs	73	75	75	45	40
Transmission Repairs	7	6	6	8	10
Oil Changes	132	130	130	98	125
State Inspections	112	120	120	137	125
Outsourced Oil Changes	212	200	200	205	200

Service Calls

Facility Maintenance	363	400	400	437	450
Vehicle Maintenance	212	275	275	243	230

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 131 - MAINTENANCE DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	281,290	302,586	302,586	304,604	307,316
102.00	OVERTIME PAY	1,515	1,000	1,000	2,120	1,000
103.00	OASDI/MEDICARE	HVAC Mainte	23,933	23,933	23,022	24,430
103.02	MATCHING RETIREMENT	26,926	23,065	23,065	21,099	23,814
105.00	LONGEVITY PAY	4,248	4,465	4,465	4,135	4,530
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
106.00	MEDICAL INSURANCE	56,189	67,944	67,944	66,075	67,616
106.01	LIFE INSURANCE	979	1,103	1,103	1,111	1,079
106.02	LONG TERM DISABILITY	372	421	421	423	411
107.00	WORKERS' COMPENSATION	6,087	5,984	5,984	6,773	7,025
118.00	ACCRUED COMP TIME	(1,786)	0	0	0	0
202.01	CHEMICALS	0	200	200	0	200
202.00	FUEL	6,987	8,200	8,200	6,500	6,200
203.00	TOOLS/SMALL EQUIPMENT	3,802	4,000	4,000	4,106	4,000
204.00	POSTAGE & FREIGHT	17	100	100	80	100
205.00	OFFICE SUPPLIES	504	300	300	288	300
206.00	EMPLOYEE RELATIONS	1,641	600	600	800	600
207.00	REPRODUCTION & PRINTING	630	590	590	563	800
208.00	CLOTHING	3,906	4,025	4,025	4,017	4,025
209.00	EDUCATIONAL	74	100	100	100	100
210.00	BOTANICAL & AGRICULTURAL	228	100	100	75	100
211.00	CLEANING AND JANITORIAL	5,832	4,000	4,000	2,275	3,000
212.00	COMPUTER SUPPLIES	10,766	4,350	4,350	4,350	2,800
213.00	COMMUNICATIONS EQUIPMENT	266	350	350	400	400
221.00	SAFETY/FIRST AID SUPPLIES	682	600	600	595	600
223.00	SMALL APPLIANCES	523	200	200	199	1,000
250.00	OTHER SUPPLIES	4,498	5,800	5,800	5,136	5,500

DEPT 131 - MAINTENANCE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
303.00 VEHICLES/LARGE EQUIPMENT	4,534	3,200	3,200	8,918	3,000
304.00 MACHINERY/EQUIPMENT	102	300	300	159	300
310.00 LAND/GROUNDS	180	300	300	250	300
312.00 BUILDINGS/APPLIANCES	37,265	25,000	25,000	15,000	25,000
316.00 JANITORIAL	26,222	0	0	0	0
350.00 OTHER MAINTENANCE	214	1,000	1,000	1,000	1,000
401.00 ELECTRICAL	115,127	96,220	96,220	93,378	96,220
402.00 AUDITS/CONSULTANTS FEES	0	1,200	1,200	1,612	1,200
403.00 TELEPHONE	2,883	2,900	2,900	2,951	3,180
404.00 GAS	2,723	2,396	2,396	1,803	2,396
405.00 WATER	3,291	1,043	1,043	1,756	1,043
406.00 SEWER	2,887	1,648	1,648	1,530	1,648
406.50 GARBAGE	1,689	1,658	1,658	614	1,658
406.60 TRNSF STATION/LANDFILL FEE	14	0	0	0	0
408.10 RENTALS/LEASES-FLEET	0	0	0	0	5,000
415.00 JANITORIAL	22,930	55,000	55,000	45,902	45,000
424.00 SERVICE CONTRACTS	17,888	16,100	16,100	14,891	18,000
450.00 OTHER SERVICES	5,950	4,000	4,000	5,000	5,500
710.00 OFFICE FURNITURE/EQUIPMENT	4,825	4,500	4,500	0	0
712.00 VEHICLES	4,275	0	0	460	0
713.00 RADIOS/RADAR/CAMERAS	0	0	0	4,500	0
901.00 LIAB/CASUALTY INSURANCE	4,624	5,812	5,812	2,052	1,931
908.00 SEMINARS/MEMBERSHIP/TRAVEL	331	2,500	2,500	2,000	2,500
908.10 MILEAGE	171	500	500	458	500
949.00 UNEMPLOYMENT BENEFITS	1,936	5,000	5,000	5,809	0
950.00 OTHER SUNDRY	590	800	800	400	800
TOTAL DEPARTMENT	681,628	699,893	699,893	674,089	689,122

* REVISED ANNUAL ESTIMATE



	STAFFING (FTES)
Chief Financial Officer	1.00
Accounting Manager	0.83
Budget Officer	1.00
Risk Manager	1.00
Accounting Supervisor	1.00
Budget Analyst	1.00
Accounting Clerk I	1.00
Accounting Clerk II	1.00
Financial Accountant	1.00
Special Project Accountant	0.25
	<hr/>
Total	9.08

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 all funds of the City. 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. The Risk Management function includes coordination of property and liability coverage, as well as, employee group medical and other benefit coverage.

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
- > Provide loss prevention/risk management training.

DEPT 133 - FINANCE DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	651,374	555,930	555,930	539,090	703,341
Supplies	32,209	34,975	34,975	31,142	30,050
Maintenance	0	100	100	100	0
Services	160,312	172,700	169,213	165,350	167,450
Capital	2,026	0	0	0	0
Sundries	10,017	10,000	10,000	7,693	9,600
Total	855,937	773,705	770,218	743,375	910,441
<u>OUTPUTS</u>					
Fiscal Management					
- Accounts Payable Transactions	5,940	6,200	6,200	5,800	5,800
- Payroll Transactions	7,465	7,550	7,550	7,300	7,400
- Days of General Fund Reserves	97	99	99	101	91
- Days Reserve Renovation & Repair	0	0	0	0	5
- Management Financials	4	4	4	4	4
Budget Management					
- Performance Reports	4	4	4	4	4
Risk Management					
- Workers' Compensation Claims	15	15	15	18	20
- Quarterly Loss Prevention Training	0	0	0	0	4
<u>OUTCOMES</u>					
GFOA CAFR Award	1	1	1	1	1
GFOA Budget Awards	1	1	1	1	1

* REVISED ANNUAL ESTIMATE

DEPT 133 - FINANCE DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	492,431	415,738	415,738	410,402	523,709
102.00	OVERTIME PAY	834	1,000	1,000	469	1,000
103.00	OASDI/MEDICARE	36,670	32,600	32,600	30,899	41,109
103.02	MATCHING RETIREMENT	45,414	30,689	30,689	27,541	39,245
105.00	LONGEVITY PAY	5,665	4,610	4,610	3,458	4,690
105.01	ED/AUTO/CERT	2,769	4,800	4,800	4,800	6,000
106.00	MEDICAL INSURANCE	63,878	63,739	63,739	58,864	84,153
106.01	LIFE INSURANCE	1,610	1,464	1,464	1,386	1,805
106.02	LONG TERM DISABILITY	633	560	560	549	687
107.00	WORKERS' COMPENSATION	1,395	730	730	722	943
118.00	ACCRUED COMP TIME	74	0	0	0	0
204.00	POSTAGE & FREIGHT	2,826	3,200	3,200	3,222	3,200
205.00	OFFICE SUPPLIES	6,151	8,000	8,000	6,277	7,000
206.00	EMPLOYEE RELATIONS	785	675	675	663	675
207.00	REPRODUCTION & PRINTING	11,309	14,000	14,000	11,574	13,000
208.00	CLOTHING	187	0	0	45	0
209.00	EDUCATIONAL	1,420	1,500	1,500	1,500	3,500
211.00	CLEANING AND JANITORIAL	23	0	0	107	125
212.00	COMPUTER SUPPLIES	7,557	7,350	7,350	7,678	2,300
213.00	COMMUNICATIONS EQUIPMENT	482	100	100	0	100
223.00	SMALL APPLIANCES	0	100	100	26	100
250.00	OTHER SUPPLIES	1,469	50	50	50	50
313.00	COMPUTER/OFFICE EQUIPMENT	0	100	100	100	0

DEPT 133 - FINANCE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
402.00	AUDITS/CONSULTANTS FEES	51,881	65,000	65,000	65,315	68,000
407.00	LEGAL NOTICES	2,697	0	0	0	0
424.00	SERVICE CONTRACTS	39,051	39,000	35,513	35,560	37,000
426.00	ADP PAYROLL SERVICES	54,162	53,000	53,000	56,323	54,450
428.00	BANK FEES	0	13,200	13,200	6,722	6,500
450.00	OTHER SERVICES	12,521	2,500	2,500	1,430	1,500
712.00	OFFICE FURNITURE/EQUIPMENT	1,896	0	0	0	0
715.00	OTHER CAPITAL	2,026	0	0	0	0
908.00	SEMINARS/MEMBERSHIP/TRAVEL	8,857	8,500	8,500	7,000	8,500
908.10	MILEAGE	886	1,000	1,000	627	800
908.20	CONTINUING EDUCATION	271	0	0	0	0
950.00	OTHER SUNDRY	2	500	500	66	300
TOTAL DEPARTMENT		857,833	773,705	770,218	743,375	910,441

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



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

The Purchasing and Central Warehouse Department oversees the purchasing function, manages the operation of the Central Warehouse, and disposes of all surplus, obsolete or unserviceable equipment and inventory. The Central Warehouse is responsible for the computerized perpetual inventory system (WASP) which maintains inventory items, processes inventory orders, and disburses inventory 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. The role of Purchasing Services is to maintain the City’s integrity throughout the purchasing process. Purchasing Services is responsible for the oversight of the City’s purchasing function and for obtaining formal bids and RFP’s, negotiating terms for agreements and contracts, and ensuring that the proper delegated authority is used to bind the City.

GOALS AND OBJECTIVES

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

- > Complete training and testing process to obtain State required certifications
- > Develop a purchasing webpage within the City's current website which provides a "How to do Business with the City" section.
- > Develop a Purchasing Manual.
- > Perform quaterly Central Warehouse cycle counts.
- > Review Central Warehouse safety policy and procedures for adequate compliance.

DEPT 135 - PURCHASING/WAREHOUSE

<u>INPUTS</u>	ACTUAL 2011**	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012**	AMENDED 2012**		
\$					
Personnel	0	184,078	184,078	179,784	210,559
Supplies	0	8,189	8,189	7,210	7,150
Maintenance	0	600	600	538	2,100
Services	0	28,872	32,359	25,956	24,835
Capital	0	8,000	8,000	7,495	8,000
Sundries	0	6,530	6,530	6,959	11,495
Total	0	236,269	239,756	227,942	264,139

OUTPUTS

Purchasing

- Total Purchase Orders	896	2,300	2,300	994	1,150
- Total Bids and RFPs	14	14	14	13	16

Physical Inventory

- Item Codes Maintained	1,465	1,450	1,450	1,080	1,100
- Number of Items Disbursed	72,000	100,000	100,000	147,473	150,000
- Dollars Disbursed	\$ 1,115,000	\$ 2,088,000	\$ 2,088,001	\$ 2,190,000	\$ 2,200,000

Online Auctions	2	4	4	3	10
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OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

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

DEPT 135 - PURCHASING/WAREHOUSE

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	2012		
\$						
101.00	SALARIES & WAGES	0	140,269	140,269	137,785	152,109
102.00	OVERTIME PAY	0	500	500	43	500
103.00	OASDI/MEDICARE	0	10,920	10,920	10,480	11,829
103.02	MATCHING RETIREMENT	0	9,943	9,943	9,174	10,901
105.00	LONGEVITY PAY	0	1,970	1,970	1,698	1,775
106.00	MEDICAL INSURANCE	0	18,287	18,287	18,459	31,027
106.01	LIFE INSURANCE	0	475	475	441	501
106.02	LONG TERM DISABILITY	0	181	181	167	191
107.00	WORKERS' COMPENSATION	0	1,533	1,533	1,537	1,726
202.00	FUEL	0	0	0	500	500
203.00	TOOLS/SMALL EQUIPMENT	0	569	569	700	450
204.00	POSTAGE & FREIGHT	0	600	600	184	400
205.00	OFFICE SUPPLIES	0	950	950	847	800
206.00	EMPLOYEE RELATIONS	0	600	600	494	600
207.00	REPRODUCTION & PRINTING	0	2,620	2,620	2,181	2,000
208.00	CLOTHING	0	350	350	50	400
211.00	CLEANING AND JANITORIAL	0	200	200	175	200
212.00	COMPUTER SUPPLIES	0	2,000	2,000	1,652	650
221.00	SAFETY/FIRST AID SUPPLIES	0	0	0	0	150
223.00	SMALL APPLIANCES	0	100	100	0	600
250.00	OTHER SUPPLIES	0	200	200	427	400

DEPT 135 - PURCHASING/WAREHOUSE

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$	2011	2012	2012	2012	2013
303.00 VEHICLES/LARGE EQUIPMENT	0	400	400	376	600
312.00 BUILDINGS/APPLIANCES	0	0	0	162	1,300
313.00 COMPUTER/OFFICE EQUIPMENT	0	0	0	0	0
350.00 OTHER MAINTENANCE	0	200	200	0	200
401.00 ELECTRIC	0	18,330	18,330	12,950	13,057
402.00 AUDITS/CONSULTANTS FEES	0	0	104	113	113
404.00 GAS	0	104	307	474	474
405.00 WATER	0	307	377	242	242
406.00 SEWER	0	377	1,142	1,199	1,199
406.50 GARBAGE	0	1,142	3,000	2,098	2,500
409.00 ADVERTISEMENTS	0	3,000	300	100	300
419.00 LEGAL FEES	0	300	7,819	7,804	6,250
424.00 SERVICE CONTRACTS	0	4,332	980	976	700
450.00 OTHER SERVICES	0	980	0	0	0
712.00 OFFICE FURNITURE/EQUIPMENT	0	4,500	4,500	3,901	4,500
714.00 RADIOS/RADAR/VIDEO CAMERA	0	3,500	3,500	3,594	3,500
901.00 LIAB/CASUALTY INSURANCE	0	0	0	1,115	1,340
908.00 SEMINARS/MEMBERSHIP/TRAVEL	0	3,830	3,830	3,522	7,005
908.10 MILEAGE	0	750	750	688	1,200
908.20 CONTINUING EDUCATION	0	1,950	1,950	1,634	1,950
TOTAL DEPARTMENT	0	236,269	239,756	227,942	264,139

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



I.T. Supervisor	1.00
Network Security Administrator	1.00
Network Infrastructure Administrator	1.00
IT Technician	1.00
Webmaster	1.00
	<hr/>
Total	5.00

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.

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	339,164	393,341	393,341	345,571	346,639
Supplies	38,436	37,800	37,800	31,972	46,310
Maintenance	859	1,150	1,150	779	900
Services	197,796	199,665	199,665	197,735	206,100
Capital	7,853	0	0	0	0
Sundries	(16,993)	(8,897)	(8,897)	(9,349)	(6,775)

Total 567,115 623,059 623,059 566,708 593,174

OUTPUTS

# of Computers	284	284	284	290	290
# of Physical Servers	37	33	33	33	35
# of Wireless Access Points	54	72	72	64	64
# of cameras	28	28	28	34	34

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 172 - INFORMATION TECHNOLOGY DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	244,681	281,761	281,761	255,185	252,168
102.00	OVERTIME PAY	941	800	800	0	800
103.00	OASDI/MEDICARE	17,922	22,088	22,088	18,973	19,932
103.02	MATCHING RETIREMENT	23,361	21,287	21,287	17,532	19,443
105.00	LONGEVITY PAY	950	1,378	1,378	1,185	1,323
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
106.00	MEDICAL INSURANCE	44,155	58,600	58,600	45,425	44,617
106.01	LIFE INSURANCE	855	1,014	1,014	946	884
106.02	LONG TERM DISABILITY	326	389	389	381	337
107.00	WORKERS' COMPENSATION	1,110	1,224	1,224	1,144	1,135
118.00	ACCRUED COMP TIME	62	0	0	0	0
202.00	FUEL	707	700	700	433	450
203.00	TOOLS/SMALL EQUIPMENT	442	500	500	500	500
204.00	POSTAGE & FREIGHT	79	100	100	100	100
205.00	OFFICE SUPPLIES	1,074	700	700	607	700
206.00	EMPLOYEE RELATIONS	794	800	800	800	960
207.00	REPRODUCTION & PRINTING	987	1,000	1,000	1,000	1,000
208.00	CLOTHING	10	1,500	1,500	1,500	1,500
209.00	EDUCATIONAL	553	1,200	1,200	600	1,200
211.00	CLEANING AND JANITORIAL	22	0	0	0	100
212.00	COMPUTER SUPPLIES	24,652	22,000	22,000	17,678	30,800
213.00	COMMUNICATIONS EQUIPMENT	2,894	2,000	2,000	2,011	2,000
213.10	NETWORK TECH EQUIPMENT	5,906	6,000	6,000	5,893	6,000
218.00	PHOTOGRAPHY	0	1,000	1,000	500	500
221.00	SAFETY/FIRST AID SUPPLIES	36	0	0	0	0
250.00	OTHER SUPPLIES	280	300	300	350	500

DEPT 172 - INFORMATION TECHNOLOGY DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
303.00 VEHICLES/LARGE EQUIPMENT	512	400	400	327	400
312.00 BUILDINGS/APPLIANCES	65	250	250	452	0
313.00 COMPUTER/OFFICE EQUIPMENT	282	500	500	0	500
402.80 SPECIAL SERVICES	2,672	7,000	7,000	5,634	7,000
403.00 TELEPHONE	46,970	48,000	48,000	47,772	48,000
403.10 TELEPHONE - WASH COUNTY	9,566	11,397	11,397	11,342	11,900
424.00 SERVICE CONTRACTS	126,529	128,700	128,700	128,419	133,000
424.10 SERVICE CONTRACTS-WA CTY	12,059	4,568	4,568	4,568	6,200
712.00 OFFICE FURNITURE/EQUIPMENT	7,853	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	233	265	265	225	225
908.00 SEMINARS/MEMBERSHIP/TRAVEL	13,622	15,000	15,000	14,987	20,000
908.10 MILEAGE	1,050	700	700	687	700
999.00 WASHINGTON COUNTY REIMB	(31,898)	(24,862)	(24,862)	(25,248)	(27,700)
TOTAL DEPARTMENT	567,115	623,059	623,059	566,708	593,174

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

Administrator	1.00
City Marshal	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 electronic communicators for customer service window;
- > Purchase two handheld ticket writers;
- > Purchase signature pads to enhance Court Document Imaging System;
- > Implement Court Document Imaging System.

DEPT 155 - MUNICIPAL COURT DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	294,441	303,415	303,415	298,862	314,449
Supplies	15,183	12,360	12,360	12,397	12,088
Maintenance	1,063	800	800	775	700
Services	35,811	38,324	38,324	38,430	38,850
Capital	0	0	0	0	0
Sundries	7,737	5,850	5,850	8,647	6,801
Total	354,236	360,749	360,749	359,111	372,888
<u>OUTPUTS</u>					
# New Cases	7,496	8,000	8,000	7,800	8,000
# Dispositions	6,879	7,500	7,500	7,500	7,500
# Warrants	2,489	3,000	3,000	2,500	3,000
<u>OUTCOMES</u>					
% Change in Court Revenue	24.72%	38.55%	38.55%	0.90%	1.27%

* REVISED ANNUAL ESTIMATE

DEPT 155 - MUNICIPAL COURT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	223,630	229,996	229,996	234,408	241,524
102.00	OVERTIME PAY	218	500	500	1,203	500
103.00	OASDI/MEDICARE	15,978	18,076	18,076	17,296	18,979
103.02	MATCHING RETIREMENT	18,122	14,965	14,965	14,421	15,958
105.00	LONGEVITY PAY	3,515	3,993	3,993	3,675	3,915
105.01	EDUCATION/MISCELLANEOUS	1,800	1,800	1,800	1,800	1,800
106.00	MEDICAL INSURANCE	27,608	31,916	31,916	23,992	29,541
106.01	LIFE INSURANCE	692	714	714	670	672
106.02	LONG TERM DISABILITY	263	273	273	255	302
107.00	WORKERS' COMPENSATION	1,216	1,182	1,182	1,142	1,258
118.00	ACCRUED COMP TIME	1,399	0	0	0	0
202.00	FUEL	2,737	2,900	2,900	2,942	2,898
203.00	TOOLS/SMALL EQUIPMENT	0	100	100	0	0
204.00	POSTAGE & FREIGHT	6,351	5,000	5,000	5,343	5,000
205.00	OFFICE SUPPLIES	1,662	1,200	1,200	1,200	1,200
206.00	EMPLOYEE RELATIONS	274	300	300	300	360
207.00	REPRODUCTION & PRINTING	3,626	2,000	2,000	2,000	2,000
208.00	CLOTHING	326	400	400	400	400
209.00	EDUCATIONAL	121	300	300	150	150
211.00	CLEANING AND JANITORIAL	86	85	85	35	50
213.00	COMMUNICATIONS EQUIPMENT	0	0	0	14	0
221.00	SAFETY/FIRST AID SUPPLIES	0	25	25	0	0
250.00	OTHER SUPPLIES	0	50	50	13	30

DEPT 155 - MUNICIPAL COURT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		BUDGET			RAE*	BUDGET
		ACTUAL	ORIGINAL	AMENDED		
\$		2011	2012	2012	2012	2013
303.00	VEHICLES/LARGE EQUIPMENT	1,063	700	700	707	700
304.00	MACHINERY/EQUIPMENT	0	50	50	68	0
350.00	OTHER MAINTENANCE	0	50	50	0	0
403.00	TELEPHONE	314	324	324	753	850
419.00	LEGAL FEES	17,400	18,000	18,000	18,000	18,000
424.00	SERVICE CONTRACTS	16,393	18,500	18,500	18,500	18,500
450.00	OTHER SERVICES	1,704	1,500	1,500	1,177	1,500
901.00	LIAB/CASUALTY INSURANCE	433	500	500	411	451
908.00	SEMINARS/MEMBERSHIP/TRAVEL	5,538	4,000	4,000	4,960	5,000
908.10	MILEAGE	1,829	1,200	1,200	1,192	1,200
949.00	UNEMPLOYMENT BENEFITS	0	0	0	2,000	0
950.00	OTHER SUNDRY	(63)	150	150	84	150
TOTAL DEPARTMENT		354,236	360,749	360,749	359,111	372,888

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

Director	1.00
Special Project Engineer	0.40
Engineer	<u>0.50</u>
Total	1.90

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	397,142	372,077	372,077	366,871	203,921
Supplies	25,061	20,255	20,255	23,643	5,745
Maintenance	1,298	500	500	493	0
Services	26,825	19,424	19,424	35,818	18,350
Capital	0	0	0	0	0
Sundries	10,630	6,860	6,860	6,679	3,600
Total	460,956	419,116	419,116	433,504	231,616
<u>OUTPUTS</u>					
# of Building Inspections	1,894	1,850	1,850	1,800	1,875
Building Permits Issued	375	350	350	325	400

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 167 - PUBLIC WORKS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	290,975	270,480	270,480	270,272	142,777
102.00	OVERTIME PAY	0	100	100	0	0
103.00	OASDI/MEDICARE	21,834	21,554	21,554	20,524	12,345
103.02	MATCHING RETIREMENT	27,794	20,772	20,772	18,803	11,902
105.00	LONGEVITY PAY	5,830	6,373	6,373	5,875	1,253
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	14,631
106.00	MEDICAL INSURANCE	43,778	45,807	45,807	44,485	19,826
106.01	LIFE INSURANCE	1,018	993	993	905	580
106.02	LONG TERM DISABILITY	404	379	379	379	201
107.00	WORKERS' COMPENSATION	889	819	819	828	406
118.00	ACCRUED COMP TIME	(182)	0	0	0	0
202.00	FUEL	2,534	2,600	2,600	2,598	1,300
203.00	TOOLS/SMALL EQUIPMENT	14	50	50	25	30
204.00	POSTAGE & FREIGHT	520	825	825	707	200
205.00	OFFICE SUPPLIES	1,004	1,100	1,100	1,137	600
206.00	EMPLOYEE RELATIONS	216	350	350	524	250
207.00	REPRODUCTION & PRINTING	14,149	12,500	12,500	15,396	2,000
208.00	CLOTHING	10	0	0	0	0
209.00	EDUCATIONAL	150	0	0	0	0
210.00	BOTANICAL & AGRICULTURAL	0	0	0	10	0
211.00	CLEANING AND JANITORIAL	123	150	150	147	100
212.00	COMPUTER SUPPLIES	6,325	2,530	2,530	2,771	1,115
213.00	COMMUNICATIONS EQUIPMENT	0	100	100	284	150
223.00	SMALL APPLIANCES	0	0	0	44	0
250.00	OTHER SUPPLIES	17	50	50	0	0

DEPT 167 - PUBLIC WORKS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
303.00 VEHICLES/LARGE EQUIPMENT	189	500	500	493	0
313.00 COMPUTER/OFFICE EQUIPMENT	1,109	0	0	0	0
402.00 AUDITS/CONSULTANTS FEES	4,500	0	0	0	0
403.00 TELEPHONE	2,073	2,100	2,100	1,910	660
407.00 LEGAL NOTICES	555	0	0	0	0
409.00 ADVERTISEMENTS	0	350	350	1,224	100
424.00 SERVICE CONTRACTS	15,105	16,974	16,974	32,484	17,590
450.00 OTHER SERVICES	4,591	0	0	200	0
901.00 LIAB/CASUALTY INSURANCE	662	760	760	961	800
902.00 LIEN REIMBURSEMENTS	1,950	0	0	0	0
908.00 SEMINARS/MEMBERSHIP/TRAVEL	5,608	5,000	5,000	4,592	2,000
908.10 MILEAGE	814	1,100	1,100	1,126	800
950.00 OTHER SUNDRY	1,596	0	0	0	0
TOTAL DEPARTMENT	460,956	419,116	419,116	433,504	231,616

* REVISED ANNUAL ESTIMATE

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	184,294	193,163	193,163	192,140	203,872
Supplies	31,875	38,150	38,150	34,778	33,987
Maintenance	4,926	5,550	5,550	4,098	5,825
Services	55,028	61,330	61,330	61,442	59,979
Capital	0	0	0	0	0
Sundries	(43,855)	(43,195)	(43,195)	(42,648)	(42,825)
Total	232,268	254,998	254,998	249,810	260,838
<u>OUTPUTS**</u>					
Animals Surrendered					
- City	356	350	350	350	350
- County	553	600	600	600	600
Animals Adopted	310	375	375	300	375
Animals Reclaimed	166	175	175	175	175
Animals Euthanized	772	1,000	1,000	950	850
Number of City Calls:					
- Bite Cases	14	15	15	15	15
- Impounded	417	350	350	510	400
Number of County calls:					
- Bite Cases	17	15	15	30	25
- Impounded	83	75	75	60	70
	1,409	1,375	1,375	1,520	1,420
<u>OUTCOMES**</u>					
Adoption Rate:					
- % Animals Adopted	22.00%	27.27%	27.27%	19.74%	26.41%
Reclaimed Rate:					
- % Animals Reclaimed	11.78%	12.73%	12.73%	11.51%	12.32%
Euthanasia Rate:					
- % Animals Euthanized	54.79%	72.73%	72.73%	62.50%	59.86%
% Change in Revenues	-8.86%	5.94%	5.94%	-13.62%	-9.93%

* REVISED ANNUAL ESTIMATE

** Numbers based on calendar year**

DEPT 154 - ANIMAL SHELTER/CONTROL DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	112,754	117,620	117,620	115,782	123,471
102.00	OVERTIME PAY	11,153	12,100	12,100	13,566	12,100
103.00	OASDI/MEDICARE	9,230	10,472	10,472	9,869	10,939
103.02	MATCHING RETIREMENT	12,137	10,092	10,092	9,143	10,669
105.00	LONGEVITY PAY	730	1,011	1,011	940	1,223
105.03	STANDBY	5,954	6,150	6,150	6,388	6,150
106.00	MEDICAL INSURANCE	29,794	33,148	33,148	33,823	36,749
106.01	LIFE INSURANCE	379	418	418	417	431
106.02	LONG TERM DISABILITY	144	160	160	158	164
107.00	WORKERS' COMPENSATION	2,018	1,992	1,992	2,054	1,976
201.00	CHEMICALS	835	1,000	1,000	1,000	1,000
202.00	FUEL	10,058	13,000	13,000	8,464	8,337
203.00	TOOLS/SMALL EQUIPMENT	125	550	550	559	500
204.00	POSTAGE & FREIGHT	79	250	250	134	250
205.00	OFFICE SUPPLIES	974	1,750	1,750	1,559	1,700
206.00	EMPLOYEE RELATIONS	332	450	450	450	550
207.00	SEMINARS/MEMBERSHIP/TRAVEL	1,888	2,000	2,000	2,000	2,000
208.00	CLOTHING	1,071	900	900	2,000	2,000
209.00	EDUCATION	0	0	0	0	0
210.00	BOTANICAL & AGRICULTURAL	122	200	200	119	100
211.00	CLEANING AND JANITORIAL	5,394	4,400	4,400	4,510	4,400
212.00	COMPUTER SUPPLIES	350	2,250	2,250	2,222	1,000
213.00	COMMUNICATIONS EQUIPMENT	135	100	100	1,232	100
215.00	ANIMAL SHELTER SUPPLIES	7,291	9,000	9,000	8,995	9,000
218.00	PHOTOGRAPHY	40	300	300	300	300
221.00	SAFETY/FIRST AID SUPPLIES	781	750	750	200	500
223.00	SMALL APPLIANCES	845	300	300	300	1,300
230.00	AMMO/GUN SUPPLIES	943	150	150	50	150
250.00	OTHER SUPPLIES	613	800	800	684	800
303.00	VEHICLES/LARGE EQUIPMENT	3,150	3,000	3,000	2,635	3,000
309.00	COMMUNICATIONS/PHOTO EQUIP	6	25	25	25	300
310.00	LAND/GROUNDS	0	75	75	30	75
312.00	BUILDINGS/APPLIANCES	1,750	2,400	2,400	1,383	2,400
350.00	OTHER MAINTENANCE	19	50	50	25	50

DEPT 154 - ANIMAL SHELTER/CONTROL DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011 (1)	ORIGINAL		
\$		2012	2012	2012	2013
401.00 ELECTRICAL	12,197	11,600	11,600	11,603	11,600
403.00 TELEPHONE	1,335	1,405	1,405	2,063	1,187
405.00 WATER	723	825	825	576	825
406.00 SEWER	1,039	1,200	1,200	900	900
409.00 ADVERTISEMENT/LEGAL NOTICES	855	1,100	1,100	1,100	1,100
416.00 VETERINARIAN SERVICES	3,426	3,200	3,200	3,200	3,200
417.00 CITY LICENSE-VET EXP	2,333	3,000	3,000	3,000	3,000
417.50 ANIMAL ADOPTION COUPON EXP	27,649	34,000	34,000	34,000	34,000
422.00 CONTRACT LABOR	633	0	0	0	0
424.00 SERVICE CONTRACTS	3,639	3,500	3,500	3,500	2,667
450.00 OTHER SERVICES	1,200	1,500	1,500	1,500	1,500
702.00 BUILDINGS	0	0	0	21	0
901.00 LIAB/CASUALTY INSURANCE	709	855	855	1,230	1,025
908.00 SEMINARS/MEMBERSHIP/TRAVEL	525	800	800	800	800
908.10 MILEAGE	0	100	100	273	300
910.00 BD/COMMITTEE/VOL RELATIONS	11	0	0	0	0
950.00 OTHER SUNDRY	500	650	650	649	650
999.00 WASHINGTON COUNTY REIMB	(45,600)	(45,600)	(45,600)	(45,600)	(45,600)
TOTAL DEPARTMENT	232,268	254,998	254,998	249,831	260,838

(1) PRIOR TO FY12, ANIMAL CONTROL AND ANIMAL SHELTER WERE IN SEPARATE DEPARTMENTS; HISTORY PROVIDED PRO FORMA.

* REVISED ANNUAL ESTIMATE

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
<hr/>	
Total	16.46

The Street Department maintains over 81 miles of streets, sidewalks 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, mosquito spraying 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, mowing services and mosquito spraying as needed;
- > 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;
- > Respond to citizen complaints in a timely manner;
- > Provide education to our employees regarding Work Zone Safety and Qualified Flagger in order to provide safety for both citizens and employees when working on construction sites;
- > Enhance our warning and directional signage used at construction sites enabling efficient traffic flow through the temporary construction zones.

DEPT 141 - STREETS DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	685,111	767,435	767,435	727,833	805,614
Supplies	98,186	91,050	91,050	105,868	93,950
Maintenance	329,380	438,900	438,900	549,747	440,150
Services	27,472	28,637	91,652	87,764	75,890
Capital	134,437	0	0	0	0
Sundries	13,953	17,235	17,235	16,375	15,146

Total 1,288,539 1,343,257 1,406,272 1,487,587 1,430,750

OUTPUTS

Chip Seal (linear feet)	6,656	6,500	6,500	31,844	6,500
Curb & Gutter (linear feet)	3,375	3,000	3,000	2,500	2,000
Sidewalks (linear feet)	4,715	2,500	2,500	2,000	2,000
Utility Cut Reconstruction (lf)	3,700	4,000	4,000	3,100	4,000

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 141 - STREETS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	490,780	507,812	507,812	495,706	532,303
102.00	OVERTIME PAY	3,628	5,300	5,300	5,221	5,300
103.00	OASDI/MEDICARE	37,539	40,891	40,891	38,536	42,952
103.02	MATCHING RETIREMENT	46,645	38,766	38,766	34,313	41,213
105.00	LONGEVITY PAY	8,858	10,115	10,115	9,210	10,023
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
105.03	STANDBY	6,647	6,500	6,500	6,675	6,500
106.00	MEDICAL INSURANCE	108,212	129,258	129,258	114,049	135,430
106.01	LIFE INSURANCE	1,693	1,813	1,813	1,712	1,846
106.02	LONG TERM DISABILITY	653	693	693	662	702
107.00	WORKERS' COMPENSATION	21,960	21,487	21,487	21,400	23,345
118.00	ACCRUED COMP TIME	1,610	0	0	0	0
120.00	PAYROLL CONTRA EXPENSE	(47,914)	0	0	(4,451)	0
202.00	FUEL	77,012	70,000	70,000	85,656	75,000
203.00	TOOLS/SMALL EQUIPMENT	3,035	2,000	2,000	939	2,000
205.00	OFFICE SUPPLIES	32	100	100	61	700
206.00	EMPLOYEE RELATIONS	787	1,000	1,000	982	1,000
207.00	REPRODUCTION & PRINTING	71	200	200	217	300
208.00	CLOTHING	7,376	7,500	7,500	8,720	7,800
210.00	BOTANICAL & AGRICULTURAL	877	2,000	2,000	1,593	2,000
211.00	CLEANING AND JANITORIAL	2,586	2,000	2,000	2,036	2,000
212.00	COMPUTER SUPPLIES	2,150	3,500	3,500	3,444	1,000
213.00	COMMUNICATIONS EQUIPMENT	270	150	150	128	150
221.00	SAFETY/FIRST AID SUPPLIES	2,241	1,000	1,000	500	500
223.00	SMALL APPLIANCES	261	100	100	100	0
250.00	OTHER SUPPLIES	1,488	1,500	1,500	1,492	1,500

DEPT 141 - STREETS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
303.00 VEHICLES/LARGE EQUIPMENT	55,635	50,000	50,000	51,698	50,000
303.10 EQUIPMENT CONTRA EXPENSE	(52,535)	0	0	(8,180)	0
304.00 MACHINERY/EQUIPMENT	4,757	3,500	3,500	6,000	5,000
309.00 BUILDINGS/APPLIANCES	(39)	0	0	0	0
310.00 LAND/GROUNDS	0	0	3,100	3,500	0
312.00 BUILDINGS/APPLIANCES	1,626	500	500	307	250
313.00 COMPUTER/OFFICE EQUIPMENT	0	0	0	97	0
315.00 STREETS/INLETS/CURBS	296,167	364,800	364,800	481,112	364,800
317.00 TRAFFIC SIGNS & ST MARKERS	23,543	20,000	16,900	15,113	20,000
350.00 OTHER MAINTENANCE	226	100	100	100	100
401.00 ELECTRICAL	4,675	4,000	4,000	4,406	4,000
403.00 TELEPHONE	2,069	2,160	2,160	2,596	2,940
405.00 WATER	591	650	650	525	550
406.00 SEWER	728	800	800	639	650
406.50 GARBAGE	909	900	900	844	850
406.60 TRNSF STATION/LANDFILL FEE	27	27	27	78	0
408.00 RENTAL & LEASES	3,209	5,000	68,015	63,550	17,100
408.10 RENTALS/LEASES-FLEET	0	0	0	0	34,800
422.00 CONTRACT LABOR	14,101	14,500	14,500	14,500	14,500
424.00 SERVICE CONTRACTS	48	0	0	144	200
450.00 OTHER SERVICES	1,115	600	600	482	300
710.00 MACHINERY/EQUIPMENT	11,888	0	0	0	0
803.00 STREETS/INLETS/CURBS	122,549	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	12,322	14,235	14,235	13,481	12,646
908.00 SEM./MEMBERSHIP/TRAVEL	1,406	2,500	2,500	2,472	2,000
908.10 MILEAGE	225	500	500	422	500
TOTAL DEPARTMENT	1,288,539	1,343,257	1,406,272	1,487,587	1,430,750

* REVISED ANNUAL ESTIMATE



None

STAFFING (FTES)

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	0	0	0	0	0
Supplies	1,911	2,838	2,838	1,867	2,656
Maintenance	17,930	15,500	15,500	14,988	15,500
Services	29,458	30,220	30,220	31,331	26,463
Capital	30,322	32,225	32,225	44,852	73,700
Sundries	5,349	5,215	5,215	4,269	4,250
Total	84,970	85,998	85,998	97,307	122,569
<u>OUTPUTS</u>					
% TxDOT RAMP	100%	100%	100%	100%	100%
T-Hanger Occupancy Rate	100%	100%	100%	100%	100%
<u>OUTCOMES</u>					
New Measure to be tracked in the Future					

* REVISED ANNUAL ESTIMATE

DEPT 148 -AIRPORT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
204.00	POSTAGE	2	0	0	0	0
210.00	BOTANICAL & AGRICULTURAL	1,280	2,000	2,000	1,200	1,800
211.00	CLEANING AND JANITORIAL	318	338	338	338	356
212.00	COMPUTER SUPPLIES	200	0	0	0	0
250.00	OTHER SUPPLIES	111	500	500	329	500
306.00	OUTDOOR LIGHTING/SIGNALS	737	1,500	1,500	1,500	1,500
310.00	LAND/GROUNDS	3,287	1,000	1,000	500	1,000
312.00	BUILDINGS/APPLIANCES	467	500	500	488	500
350.00	OTHER MAINTENANCE	13,439	12,500	12,500	12,500	12,500
401.00	ELECTRICAL	11,722	12,000	12,000	11,500	12,000
402.00	AUDITS/CONSULTANTS FEES	7,463	8,430	8,430	8,400	4,885
403.00	TELEPHONE	2,738	3,200	3,200	3,003	3,100
405.00	WATER	2,375	2,100	2,100	2,100	2,000
424.00	SERVICE CONTRACTS	4,424	4,154	4,154	4,154	4,142
450.00	OTHER SERVICES	736	336	336	2,174	336
715.00	OTHER CAPITAL	4,500	0	0	0	0
815.00	OTHER CAPITAL OUTLAY	25,822	32,225	32,225	44,852	73,700
901.00	LIAB/CASUALTY INSURANCE	4,126	4,765	4,765	3,819	3,800
908.00	SEM./MEMBERSHIP/TRAVEL	129	200	200	200	200
950.00	OTHER SUNDRY	1,094	250	250	250	250
TOTAL DEPARTMENT		84,970	85,998	85,998	97,307	122,569

* REVISED ANNUAL ESTIMATE

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STAFFING (FTES)



Supervisor	1.00
Asst Comm Supervisor	1.00
Shift Supervisor	1.00
Telecomm Operator III	3.00
Telecomm Operator II	6.00
Telecomm Operator I	2.00
Telecomm Operator Trainee	1.00
PT Operators	1.92
Public Safety IT Administrator	0.25
Total	17.17

The Brenham Emergency Communications Department dispatches for all public safety agencies located within Washington County. Communications dispatches for eleven Fire Departments, the Brenham Police Department, Burton Police Department, Washington County Sheriff’s Office, Blinn College Police Department, Texas Department of Public Safety, Washington County Emergency Medical Service, Washington County First Responders, four Justice of the Peace Offices, Animal Control, and City Utilities. Brenham Emergency communications is the PSAP (Public Safety Answering Point) for Washington County 911 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. We also provide EMD (Emergency Medical Dispatch) for all medical calls we receive, providing lifesaving pre-arrival instructions. Communications also maintains recordings and documents of all non-emergency phone calls, 9-1-1 calls, and all radio traffic. The Communications Department is responsible for monitoring the County wide 700 MHz radio system and monitors radio traffic on several different channels simultaneously. 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.

- > Fill Vacant Communications Operator Trainee Position
- > Fill New Calltaker Position for Evening Shift
- > Start the process of becoming accredited with Emergency Medical Dispatch
- > Maintain Emergency Medical Dispatch call accuracy at 98% utilizing ProQA software; and
- > Maintain Full Staffing

DEPT 150 - COMMUNICATIONS DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	779,586	837,273	837,273	793,039	901,487
Supplies	20,633	29,600	29,600	29,189	24,247
Maintenance	5,568	1,700	1,700	575	400
Services	200,886	253,588	253,588	252,893	288,422
Capital	0	0	0	0	4,000
Sundries	(37,165)	(38,695)	(38,695)	(41,282)	(40,173)
Total	969,508	1,083,466	1,083,466	1,034,414	1,178,383
<u>OUTPUTS</u>					
# of incoming calls	759,063	785,000	785,000	732,060	775,000
# of 9-1-1 calls	34,924	32,500	32,500	36,222	35,000
<u>OUTCOMES</u>					
Pro-QA EMD Call Accuracy	95%	98%	98%	98%	98%

* REVISED ANNUAL ESTIMATE

DEPT 150 - COMMUNICATIONS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL 2012		
\$						
101.00	SALARIES & WAGES	531,502	570,280	570,280	550,124	617,579
102.00	OVERTIME PAY	43,762	44,000	44,000	38,838	44,000
103.00	OASDI/MEDICARE	41,090	47,594	47,594	42,899	51,123
103.02	MATCHING RETIREMENT	49,348	43,667	43,667	37,598	47,656
105.00	LONGEVITY PAY	5,678	7,870	7,870	5,788	5,998
106.00	MEDICAL INSURANCE	103,524	120,336	120,336	114,432	131,107
106.01	LIFE INSURANCE	1,723	1,833	1,833	1,707	2,028
107.02	LONG TERM DISABILITY	657	701	701	659	788
107.00	WORKERS' COMPENSATION	1,032	992	992	994	1,208
118.00	ACCRUED COMP TIME	1,270	0	0	0	0
202.00	FUEL	156	200	200	200	197
204.00	POSTAGE & FREIGHT	33	100	100	100	100
205.00	OFFICE SUPPLIES	289	500	500	500	750
206.00	EMPLOYEE RELATIONS	831	800	800	800	800
207.00	REPRODUCTION & PRINTING	1,230	1,300	1,300	1,300	1,300
208.00	CLOTHING	0	1,000	1,000	1,000	2,000
209.00	EDUCATIONAL	0	500	500	500	900
211.00	CLEANING AND JANITORIAL	1,318	1,000	1,000	1,000	1,000
212.00	COMPUTER SUPPLIES	15,491	20,000	20,000	20,000	11,700
213.00	COMMUNICATIONS EQUIPMENT	647	2,200	2,200	2,000	3,700
223.00	SMALL APPLIANCES	58	1,000	1,000	789	300
250.00	OTHER SUPPLIES	580	1,000	1,000	1,000	1,500
309.00	COMMUNICATION/PHOTO EQUIP	2,278	0	0	0	0
310.00	LAND/GROUNDS	380	0	0	0	0
312.00	BUILDINGS/APPLIANCES	2,210	1,500	1,500	200	200
313.00	COMPUTER/OFFICE EQUIPMENT	0	0	0	175	0
316.00	JANITORIAL	700	0	0	0	0
350.00	OTHER MAINTENANCE	0	200	200	200	200

DEPT 150 - COMMUNICATIONS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
401.00 ELECTRICAL	14,360	13,000	13,000	14,099	13,300
403.00 TELEPHONE	4,466	4,300	4,300	2,557	3,400
404.00 GAS	572	600	600	570	600
405.00 WATER	244	250	250	250	250
406.00 SEWER	273	270	270	294	250
408.00 RENTALS & LEASES	56	100	100	56	100
415.00 JANITORIAL SERVICES	1,225	3,900	3,900	3,900	2,500
424.00 SERVICE CONTRACTS	127,601	144,967	144,967	144,967	144,832
424.05 BVWACS	51,677	85,801	85,801	85,801	122,540
450.00 OTHER SERVICES	412	400	400	399	650
702.00 BUILDINGS	0	0	0	0	4,000
901.00 LIAB/CASUALTY INSURANCE	676	780	780	994	582
908.00 SEMINARS/MEMBERSHIP/TRAVEL	5,495	3,000	3,000	3,000	8,000
908.10 MILEAGE	665	1,000	1,000	1,000	2,000
950.00 OTHER SUNDRY	94	0	0	94	0
999.00 WASH CO-NEW WORLD SOFT.	(44,095)	(43,475)	(43,475)	(46,370)	(50,755)
TOTAL DEPARTMENT	969,508	1,083,466	1,083,466	1,034,414	1,178,383

* REVISED ANNUAL ESTIMATE



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
Public Safety IT Administrator	0.50
Total	38.50

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 two canines (K-9) program, fugitive apprehension element, increased traffic stops and self-initiated activities;
- > Establish close working relations with the newly elected Sheriff and District Attorney within the justice system. It is imperative that we coordinate efforts and communicate to ensure successful prosecution of habitual offenders.

DEPT 151 - POLICE DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	2,750,737	2,850,077	2,850,077	2,738,435	2,954,118
Supplies	257,063	297,284	297,284	287,997	301,802
Maintenance	85,358	54,600	54,600	51,227	53,000
Services	168,956	192,470	192,470	203,835	217,333
Capital	4,850	1,500	1,500	4,000	7,200
Sundries	(112,223)	(99,834)	(99,834)	(115,138)	(119,665)
Total	3,154,741	3,296,097	3,296,097	3,170,356	3,413,788
<u>OUTPUTS</u>					
Officers per 1,000 Residents	2.3	2.3	2.3	2.3	2.3
Calls for Service	33,021	26,700	26,700	33,000	33,500
Mileage on Police Units	401,630	420,000	420,000	402,000	410,000
Total # of Traffic Stops	14,859	13,500	13,500	13,500	14,000
Total # of Arrests	1,651	1,250	1,250	1,500	1,600
<u>OUTCOMES</u>					
Uniform Crime Reporting**					
Number of Part One Crimes	516	458	458	455	439
Part One Crime Rating Avg	3.3%	3.0%	3.0%	3.0%	2.9%

* REVISED ANNUAL ESTIMATE

** STATE AVERAGE RATING IS 4.2% PER 1,000

DEPT 151 - POLICE DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	1,897,939	1,927,519	1,927,519	1,901,343	2,032,211
102.00	OVERTIME PAY	103,925	115,000	115,000	126,962	115,000
103.00	OASDI/MEDICARE	150,631	162,661	162,661	154,048	169,833
103.02	MATCHING RETIREMENT	190,819	156,677	156,677	140,184	165,248
105.00	LONGEVITY PAY	27,008	29,735	29,735	26,293	28,160
105.01	ED/AUTO/CERT	44,353	44,399	44,399	40,719	38,999
105.02	OTHER PAY	0	9,636	9,636	0	0
106.00	MEDICAL INSURANCE	286,057	329,240	329,240	310,237	360,006
106.01	LIFE INSURANCE	6,885	7,060	7,060	6,901	7,160
106.02	LONG TERM DISABILITY	2,619	2,701	2,701	2,628	2,725
107.00	WORKERS' COMPENSATION	33,757	30,943	30,943	29,120	34,776
116.00	SALARIES/WAGES CONTINGENCY	0	34,506	34,506	0	0
118.00	ACCRUED COMP TIME	6,746	0	0	0	0
202.00	FUEL	140,230	153,000	153,000	140,560	138,452
203.00	TOOLS/SMALL EQUIPMENT	2,167	2,700	2,700	2,507	3,300
204.00	POSTAGE & FREIGHT	2,046	3,000	3,000	869	2,500
205.00	OFFICE SUPPLIES	5,798	9,000	9,000	7,831	10,000
206.00	EMPLOYEE RELATIONS	3,974	4,000	4,000	3,547	4,000
207.00	REPRODUCTION & PRINTING	7,175	8,500	8,500	7,322	8,500
208.00	CLOTHING	19,380	25,000	25,000	32,000	25,000
209.00	EDUCATIONAL	1,441	2,500	2,500	1,000	1,500
210.00	BOTANICAL & AGRICULTURAL	0	0	0	5	0
211.00	CLEANING AND JANITORIAL	1,178	2,500	2,500	1,735	2,500
212.00	COMPUTER SUPPLIES	51,103	63,584	63,584	63,584	63,850
213.00	COMMUNICATIONS EQUIPMENT	175	0	0	2,578	600
218.00	PHOTOGRAPHY	3,183	1,700	1,700	1,900	2,600
221.00	SAFETY/FIRST AID SUPPLIES	640	1,000	1,000	913	1,000
223.00	SMALL APPLIANCES	140	300	300	504	500
229.00	POLICE EVIDENCE SUPPLIES	469	2,000	2,000	2,700	3,000
230.00	AMMO/GUN/TASER/MISC	15,611	16,000	16,000	16,000	32,000
250.00	OTHER SUPPLIES	2,353	2,500	2,500	2,442	2,500
303.00	VEHICLES/LARGE EQUIPMENT	52,047	50,000	50,000	44,986	48,000
304.00	MACHINERY/EQUIPMENT	0	100	100	550	500
309.00	COMMUNICATION/PHOTO EQUIP	1,376	1,500	1,500	1,469	1,500
312.00	BUILDINGS/APPLIANCES	8,200	2,000	2,000	3,312	2,000
316.00	JANITORIAL	23,667	0	0	0	0
350.00	OTHER MAINTENANCE	68	1,000	1,000	910	1,000

DEPT 151 - POLICE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
401.00 ELECTRICAL	80,388	80,000	80,000	85,000	85,000
402.00 AUDITS/CONSULTANTS FEES	0	1,000	1,000	0	3,000
403.00 TELEPHONE	28,337	34,500	34,500	32,429	34,903
405.00 WATER	4,207	2,300	2,300	7,901	8,000
406.00 SEWER	325	350	350	301	350
406.50 GARBAGE	1,687	1,704	1,704	1,708	1,800
406.60 TRNSF STATION/LANDFILL FEE	1,255	300	300	0	0
409.00 ADVERTISEMENTS	647	1,000	1,000	829	1,000
411.00 CITY ATTORNEY'S FEES	1,782	3,000	3,000	1,500	1,500
415.00 JANITORIAL SERVICES	8,806	25,000	25,000	31,000	33,280
424.00 SERVICE CONTRACTS	33,036	37,316	37,316	37,316	39,000
445.00 CODE ENFORCEMENT MOWING	0	0	0	0	3,500
450.00 OTHER SERVICES	8,486	6,000	6,000	5,851	6,000
702.00 BUILDING/BUILDING IMPROVEMENT	4,850	0	0	2,500	0
714.00 RADIOS/RADAR/CAMERAS	0	1,500	1,500	1,500	7,200
901.00 LIAB/CASUALTY INSURANCE	47,367	51,036	51,036	41,355	51,335
908.00 SEMINARS/MEMBERSHIP/TRAVE	24,460	25,000	25,000	24,992	28,000
908.10 MILEAGE	1,012	1,000	1,000	1,000	1,000
908.20 CONTINUING EDUCATION	0	3,000	3,000	0	1,500
950.00 OTHER SUNDRY	848	1,300	1,300	500	500
950.11 CITIZEN POLICE ACADEMY-EXP	4,312	5,000	5,000	5,000	5,000
950.21 CRIMINAL ENFORCEMENT	450	3,000	3,000	2,950	3,000
950.40 NARCOTICS ENFORCEMENT	6,536	10,000	10,000	8,235	10,000
999.00 BISD-RESOURCE OFFICER REIMB	(145,800)	(148,170)	(148,170)	(148,170)	(151,000)
999.01 BHA-SEC. AGREEMENT REIMB	(40,000)	(40,000)	(40,000)	(40,000)	(58,000)
999.02 WASH CO.-HEALTH INSPECTOR	(10,217)	(10,000)	(10,000)	(10,000)	(10,000)
999.03 BURTON-HEALTH INSPECTOR	(1,191)	(1,000)	(1,000)	(1,000)	(1,000)
TOTAL DEPARTMENT	3,154,741	3,296,097	3,296,097	3,170,356	3,413,788

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



Fire Chief	1.00
Deputy Fire Chief	1.00
Captain	3.00
Apparatus Operator	9.00
Administrative Assistant	1.00
Public Safety IT Administrator	0.25
<hr/>	
Total	15.25

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

DEPT 152 - FIRE DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	1,037,468	1,041,182	1,041,182	1,040,141	1,095,041
Supplies	92,237	103,750	103,750	94,514	95,792
Maintenance	50,771	59,894	59,894	56,370	58,500
Services	109,630	110,894	123,894	125,155	123,944
Capital	1,764	0	0	1,100	3,400
Sundries	72,502	83,375	83,375	85,805	79,500
Total	1,364,371	1,399,095	1,412,095	1,403,085	1,456,177
<u>OUTPUTS</u>					
# Fire Responses	588	650	575	540	600
# Fire Prevention Inspections	226	300	290	250	300
# Construction Plan Reviews	52	50	50	50	55
# Pre-Fire Plans Performed	335	600	400	350	450
<u>OUTCOMES</u>					
Avg Response Time (min)	205	210	210	210	210
% Citizens Reached by Fire Education	35%	35%	35%	30%	30%
ISO Rating	3	3	3	3	3

* REVISED ANNUAL ESTIMATE

DEPT 152 - FIRE DEPARTMENT

LINE ITEM DETAIL

		BUDGET			RAE*	BUDGET
		ACTUAL	ORIGINAL	AMENDED		
\$		2011	2012	2012	2012	2013
101.00	SALARIES & WAGES	683,617	692,640	692,640	702,023	732,506
102.00	OVERTIME PAY	72,776	70,000	70,000	70,000	70,000
103.00	OASDI/MEDICARE	57,855	60,472	60,472	59,293	63,440
103.02	MATCHING RETIREMENT	72,482	58,279	58,279	53,295	58,589
105.00	LONGEVITY PAY	10,535	11,650	11,650	10,335	9,493
105.01	ED/AUTO/CERT	16,200	16,200	16,200	16,177	15,599
106.00	MEDICAL INSURANCE	104,779	116,020	116,020	115,978	132,020
106.01	LIFE INSURANCE	2,490	2,545	2,545	2,542	2,556
106.02	LONG TERM DISABILITY	948	973	973	968	973
107.00	WORKERS' COMPENSATION	15,786	12,403	12,403	9,530	9,865
201.00	CHEMICALS	745	500	500	500	500
202.00	FUEL	20,405	19,500	19,500	20,804	20,492
203.00	TOOLS/SMALL EQUIPMENT	2,492	3,000	3,000	2,500	2,500
204.00	POSTAGE & FREIGHT	1,178	750	750	750	750
205.00	OFFICE SUPPLIES	2,108	4,200	4,200	3,000	3,000
206.00	EMPLOYEE RELATIONS	2,430	1,700	1,700	1,677	1,700
207.00	REPRODUCTION & PRINTING	3,157	3,000	3,000	3,277	3,000
208.00	CLOTHING	25,816	32,000	32,000	32,045	32,000
209.00	EDUCATIONAL	3,712	3,500	3,500	2,900	3,500
210.00	BOTANICAL & AGRICULTURAL	12	1,000	1,000	419	500
211.00	CLEANING AND JANITORIAL	1,996	1,000	1,000	1,454	1,500
212.00	COMPUTER SUPPLIES	11,955	14,550	14,550	11,636	14,000
213.00	COMMUNICATIONS EQUIPMENT	6,106	9,000	9,000	5,545	4,000
217.00	FIRE DEPT-GROCERIES/MISC	1,350	1,600	1,600	1,400	1,400
218.00	PHOTOGRAPHY	246	400	400	778	400
221.00	SAFETY/FIRST AID SUPPLIES	580	800	800	694	800
223.00	SMALL APPLIANCES	2,685	1,500	1,500	357	1,000
230.00	AMMO/GUN/TASER/MISC	745	750	750	739	750
250.00	OTHER SUPPLIES	4,521	5,000	5,000	4,039	4,000
303.00	VEHICLES/LARGE EQUIPMENT	29,590	24,000	24,000	24,435	24,000
304.00	MACHINERY/EQUIPMENT	8,825	18,794	18,794	17,657	19,000
309.00	COMMUNICATION/PHOTO EQUIP	670	2,700	2,700	2,887	2,700
310.00	LAND/GROUNDS	0	0	0	350	500
312.00	BUILDINGS/APPLIANCES	7,387	13,000	13,000	10,083	11,000
313.00	COMPUTER/OFFICE EQUIPMENT	372	800	800	400	500
316.00	JANITORIAL	3,878	0	0	0	0
350.00	OTHER MAINTENANCE	49	600	600	558	800

DEPT 152 - FIRE DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
401.00 ELECTRICAL	48,638	45,300	45,300	47,930	47,930
402.00 AUDITS/CONSULTANTS FEES	0	0	13,000	13,540	11,800
403.00 TELEPHONE	16,096	16,250	16,250	16,000	16,000
404.00 GAS	2,383	2,550	2,550	1,238	1,238
405.00 WATER	2,424	1,950	1,950	2,297	2,297
406.00 SEWER	3,269	2,700	2,700	3,375	3,375
406.50 GARBAGE	4,390	3,006	3,006	4,104	4,104
409.00 ADVERTISEMENTS	0	0	0	84	0
415.00 JANITORIAL SERVICES	1,132	7,000	7,000	4,000	4,000
424.00 SERVICE CONTRACTS	30,778	30,938	30,938	30,564	32,000
450.00 OTHER SERVICES	520	1,200	1,200	2,023	1,200
702.00 BUILDINGS/BUILDING IMPRVMENTS	0	0	0	0	0
710.00 MACHINERY/EQUIPMENT	1,764	0	0	0	0
712.00 OFFICE FURNITURE	0	0	0	1,100	0
714.00 RADIOS/RADAR/CAMERAS	0	0	0	0	3,400
901.00 LIAB/CASUALTY INSURANCE	8,765	10,125	10,125	9,357	9,500
908.00 SEMINARS/MEMBERSHIP/TRAVE	15,315	23,000	23,000	22,346	23,000
908.10 MILEAGE	1,996	2,250	2,250	1,400	1,500
929.00 FIRE FIGHTERS' PENSION	66,680	67,200	67,200	65,000	65,000
949.00 UNEMPLOYMENT BENEFITS	0	0	0	7,898	0
950.00 OTHER SUNDRY	247	1,300	1,300	304	1,000
999.00 WASHINGTON COUNTY REIMB	(20,500)	(20,500)	(20,500)	(20,500)	(20,500)
TOTAL DEPARTMENT	1,364,371	1,399,095	1,412,095	1,403,085	1,456,177

* REVISED ANNUAL ESTIMATE

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
306.00 DECORATIVE LTS/POLES	7,265	5,000	5,000	857	5,000
401.10 ELECTRIC-STREET LGTS	107,909	90,600	90,600	100,687	103,090
401.12 DECORATIVE STREET POSTS/SIGN	0	0	0	0	0
401.16 ELECTRIC-N PK BLDG	5,808	5,900	5,900	2,061	0
401.18 ELECTRIC-NEW PD	0	0	0	0	0
402.90 TAX APPRAISAL DIST	85,837	84,691	84,691	84,506	93,302
404.16 GAS-N PK BLDG	564	625	625	540	0
405.16 WATER-N PK BLDG	690	700	700	437	0
406.16 SEWER-N PK BLDG	663	950	950	248	0
406.56 GARBAGE-N PK BLDG	0	0	0	0	0
709.00 ST LGTS/SIGNALS	0	11,000	11,000	11,000	0
715.00 OTHER CAPITAL	2,672	5,000	5,000	0	0
801.00 LAND	0	0	0	0	0
814.20 FIBER EXPANSION	0	0	0	0	0
860.22 PRINCIPAL	2,403	0	0	0	0
860.23 INTEREST	1,699	0	0	0	0
926.00 WASH CO HEALTHY LIVING	0	0	0	0	40,000
929.00 VOLUNTEER FIRE DEPARTMENT	0	0	0	32,000	0
932.05 MISSION BRENHAM	0	0	0	0	900
932.10 BOYS & GIRLS CLUB PROGRAMS	0	0	0	0	30,000
932.11 BOYS & GIRLS CLUB PROGRAMS	0	0	0	0	30,300
932.12 BOYS & GIRLS CLUB PROGRAMS	0	0	0	0	2,100
932.15 FREEDOM HILL-PROGRAM	0	0	0	0	7,250
932.20 COMMUNITY EDUCATION	0	0	0	0	0
932.30 FAITH MISSION	0	0	0	0	16,000
932.31 FAITH MISSION-SANITATION CHG	0	0	0	0	0
932.32 THRIFT SHOP-SANITATION CHGS	0	0	0	0	0
932.70 JOB PARTNERSHIP OF WASH CO	0	0	0	0	750
934.00 HERITAGE MUSEUM-UTILITIES	0	0	0	0	11,550
934.01 HERITAGE MUSEUM-INSURANCE	0	0	0	0	1,150
963.00 GOODFELLOWS	0	0	0	0	0
964.00 HOSPICE BRENHAM	0	0	0	0	10,000
TOTAL NON-DEPT DIRECT	208,245	199,466	199,466	231,479	346,392

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE*	BUDGET
		ORIGINAL	AMENDED		
\$	2011	2012	2012	2012	2013
903.00 UNCOLLECTABLE ACCOUNTS	1,057	0	0	1,072	0
906.00 INVENTORY ADJUSTS	5,256	0	0	2,258	0
924.00 CONTINGENCY	0	30,415	0	0	0
TOTAL NON-DEPT MISC	5,256	30,415	0	2,258	0

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 revenues (ABNR) 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
		2011	ORIGINAL		
\$					
		2012	2012	2012	2013
REVENUES					
DONATIONS	1,000	1,000	1,000	1,000	1,000
GRANT PROCEEDS	0	0	0	12,958	0
TOTAL REVENUES	1,000	1,000	1,000	13,958	1,000
TOTAL OPERATING RESOURCES	1,000	1,000	1,000	13,958	1,000
EXPENDITURES					
SUPPLIES	0	3,000	3,000	0	0
OTHER CAPITAL	0	0	0	12,958	9,000
TOTAL EXPENDITURES	0	3,000	3,000	12,958	9,000
TOTAL USES OF OP RESOURCES	0	3,000	3,000	12,958	9,000
NET REVENUES	1,000	(2,000)	(2,000)	1,000	(8,000)
FUND BALANCE	9,286	7,286	7,286	10,286	2,286

* REVISED ANNUAL ESTIMATE

PUBLIC SAFETY TRAINING FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
		2012	2012	2012	2013
REVENUES					
GRANT REVENUE	3,447	0	0	0	0
TOTAL REVENUES	3,447	0	0	0	0
TOTAL OPERATING RESOURCES	3,447	0	0	0	0
EXPENDITURES					
POLICE DEPT PERSONNEL	2,805	5,000	5,000	0	9,681
AMMO/GUN SUPPLIES	0	0	0	0	0
VEHICLES	0	0	0	0	0
POLICE DEPT TRAINING	771	0	0	0	0
FIRE DEPT TRAINING	0	500	500	0	0
TOTAL EXPENDITURES	3,576	5,500	5,500	0	9,681
TOTAL USES OF OP RESOURCES	3,576	5,500	5,500	0	9,681
NET REVENUES	(129)	(5,500)	(5,500)	0	(9,681)
FUND BALANCE	9,681	4,181	4,181	9,681	0

* REVISED ANNUAL ESTIMATE

DONATIONS FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
DONATIONS/REVENUES					
DOWNTOWN IMPROVEMENTS	55,863	20,000	20,000	15,000	20,000
PARKS DEPT	0	0	0	0	0
LIBRARY MEMORIALS	35,508	5,000	5,000	5,000	10,000
RECREATION DEPT	5,000	5,000	5,000	8,000	3,000
POLICE DEPT	8,207	0	0	17,975	5,000
K-9 UNIT	0	0	0	0	0
ANIMAL SHELTER	4,426	5,000	5,000	15,000	10,000
GRANT REVENUES	0	0	0	0	0
INTEREST EARNED (LIBRARY)	177	120	120	120	160
TOTAL REVENUES	109,181	35,120	35,120	61,095	48,160
TRANSFERS-IN OTHER FUNDS	19,300	0	0	0	0
TOTAL OPERATING RESOURCES	128,481	35,120	35,120	61,095	48,160
EXPENDITURES					
DOWNTOWN IMPROVEMENTS	142,202	20,000	20,000	47,000	20,000
RECREATION DEPT	0	0	0	13,207	4,500
FIRE DEPT	0	0	0	300	1,000
POLICE DEPT	10,631	0	0	12,904	500
K-9 UNIT	1,239	2,500	2,500	5,650	1,000
ANIMAL SHELTER	390	1,000	1,000	0	3,000
LIBRARY	0	0	0	10,000	42,000
MAIN ST INCENTIVE GRANT	4,806	1,000	1,000	425	500
TOTAL EXPENDITURES	159,268	24,500	24,500	89,486	72,500
TOTAL USES OF OP RESOURCES	159,268	24,500	24,500	89,486	72,500
NET REVENUES	(30,787)	10,620	10,620	(28,391)	(24,340)
FUND BALANCE	276,794	287,414	287,414	248,403	224,063

* REVISED ANNUAL ESTIMATE

EQUIPMENT FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
REVENUES					
INTEREST EARNED	0	0	0	0	0
OTHER REVENUE	57,576	25,000	25,000	25,000	0
TOTAL REVENUES	57,576	25,000	25,000	25,000	0
TRANSFERS-IN OTHER FUNDS	281,312	247,236	247,236	196,189	445,800
TOTAL OPERATING RESOURCES	338,888	272,236	272,236	221,189	445,800
EXPENDITURES					
COMPUTER SUPPLIES	32,843	24,621	24,621	20,938	10,000
BUILDINGS	132,766	32,700	32,700	18,470	0
MACHINERY/EQUIPMENT	78,500	0	0	0	12,000
OFFICE FURN/EQUIPMENT	0	0	0	0	0
VEHICLES	234,306	456,429	456,429	421,938	391,000
RADAR/RADIO/VIDEO	29,310	0	0	0	0
RR QUIET ZONE	44,891	0	0	0	0
OTHER CAPITAL	0	0	0	0	32,800
TOTAL EXPENDITURES	552,615	513,750	513,750	461,346	445,800
TOTAL USES OF OP RESOURCES	552,615	513,750	513,750	461,346	445,800
NET REVENUES	(213,727)	(241,514)	(241,514)	(240,157)	0
FUND BALANCE	240,157	(1,357)	(1,357)	0	0

**

* REVISED ANNUAL ESTIMATE

NOTE 1:

FUNDING FOR ANY OF THE FOLLOWING ITEMS -

REPLACE 4 PATROL AND 2 ADMIN VEHICLE - POLICE	200,000
REPLACE BOOM CUTTER MOWER - STREETS	90,000
REPLACE 2 PARK TRUCKS	48,000
REPLACE ANIMAL SHELTER TRUCK	25,000
REPLACE DUMP BED TRUCK - STREETS	28,000
NEW TARGET FIRING RANGE - POLICE	32,800
FIBER EXPANSION TO BLINN (CITY SHARE) - IT	10,000
NEW VEHICLE LIFT - MAINTENANCE	12,000
	<u>445,800</u>

** FUND BALANCE USAGE IS DISCLOSED IN NOTE 1.

STREETS AND DRAINAGE FUND SUMMARY

	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$ REVENUES					
INTEREST	0	0	0	800	200
TRANSFERS-IN					
OTHER FUNDS	42,010	0	0	0	0
BOND PROCEEDS	0	1,200,000	1,200,000	1,200,000	0
TOTAL TRANSFER-IN	42,010	1,200,000	1,200,000	1,200,000	0
TOTAL OPERATING RESOURCES	42,010	1,200,000	1,200,000	1,200,800	200
EXPENDITURES					
BOND ISSUE COSTS	0	0	0	15,550	0
STREET OVERLAY	89,321	1,200,000	1,200,000	18,750	1,166,700
STREETS RESTRIPIING PROJECT	11,005	0	0	0	0
AUDITS/CONSULTANTS FEE	0	0	0	0	0
RECONSTRUCTION	186,439	0	0	0	0
TOTAL EXPENDITURES	286,765	1,200,000	1,200,000	34,300	1,166,700
TOTAL USES OF OP RESOURCES	286,765	1,200,000	1,200,000	34,300	1,166,700
NET REVENUES	(244,755)	0	0	1,166,500	(1,166,500)
FUND BALANCE	0	0	0	1,166,500	0

* REVISED ANNUAL ESTIMATE

DEBT SERVICE FUND OVERVIEW

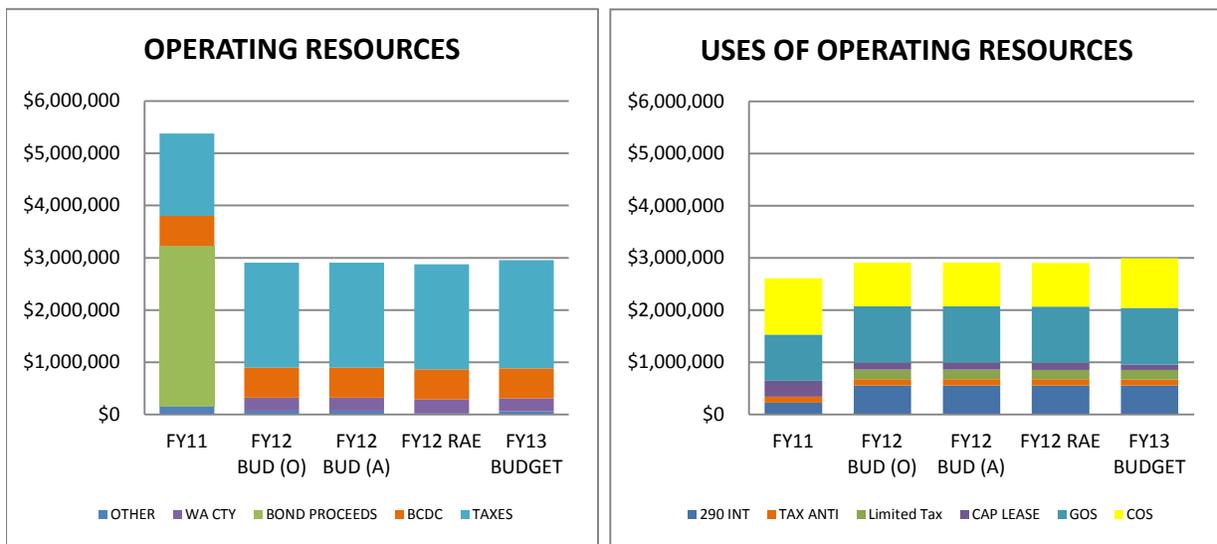
The Debt Service Fund is a governmental fund used to accumulate monies for the payment of principal, interest and related costs on long-term general obligation debt and capital leases.

OPERATING RESOURCE:

Projected operating resources are estimated at \$2,956,115 for FY13. The primary operating resource is taxes (70%). 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). The assessed values increased for FY13 and the City decided to maintain the current I&S rate of \$0.2012 which covers interest and principal payments, including debt service on the issuance of \$1.8 million for transportation COs.



- Revised annual estimate.

- Revised annual estimate.

USES OF OPERATING RESOURCES

Operating resources are used to cover debt service. The only new obligation for FY13 is from the issuance of \$1.8 million in COs for transportation projects which include \$700,000 for Stringer Street to Market Street; \$600,000 for Chappell Hill Street to Lawndale Street; and \$500,000 for mobility projects. 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, 2012

City of Brenham Charter Limit	\$1.6500 per \$100 valuation
Adopted O&M Tax Rate for 2012-13	<u>\$0.3420 per \$100 valuation</u>
Debt Limit Tax Rate Per Charter	\$1.3080 per \$100 valuation
Adjusted Tax Base Valuations	\$1,029,487,756
Debt Limit	\$13,465,700
Net Debt Applicable to Limit	<u>2,812,842</u>
Legal Debt Margin	<u><u>\$10,652,858</u></u>

WORKING CAPITAL

	ACTUAL	BUDGET		RAE*	BUDGET
		ORIGINAL	AMENDED		
\$	2011	2012	2012	2012	2013
BEGINNING BALANCE	481,885	245,655	245,655	245,655	219,002
NET REVENUES	(236,230)	0	0	(26,653)	(37,864)
ADJUSTMENTS	0	0	0	0	0
SUBTOTAL	(236,230)	0	0	(26,653)	(37,864)
ENDING BALANCE	245,655	245,655	245,655	219,002	181,138
		**	**	***	

* REVISED ANNUAL ESTIMATE

** 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	SERIES 2012	SUBTOTAL	BCDC 2010	STS 2011	SUBTOTAL
2012	147,287	687,198		834,485	119,506	178,452	297,958
2013	148,030	687,029	116,968	952,027	117,406	182,699	300,105
2014	-	686,269	119,200	805,469	120,306	179,877	300,183
2015	-	599,918	122,800	722,718	118,106	182,056	300,162
2016	-	606,325	121,300	727,625	115,631	179,149	294,780
2017	-	611,944	119,800	731,744	118,019	186,242	304,261
2018	-	611,775	123,300	735,075	-	188,164	188,164
2019	-	716,015	121,500	837,515	-	-	-
2020	-	715,527	119,500	835,027	-	-	-
2021	-	724,251	122,500	846,751	-	-	-
2022	-	736,793	120,375	857,168	-	-	-
2023	-	742,956	122,825	865,781	-	-	-
2024	-	747,937	120,125	868,062	-	-	-
2025	-	756,736	122,425	879,161	-	-	-
2026	-	769,156	119,575	888,731	-	-	-
2027	-	-	121,725	121,725	-	-	-
2028	-	-	123,725	123,725	-	-	-
2029	-	-	120,313	120,313	-	-	-
2030	-	-	121,900	121,900	-	-	-
2031	-	-	123,050	123,050	-	-	-
2032	-	-	119,025	119,025	-	-	-

	295,317	10,399,829	2,421,931	13,117,077	708,974	1,276,637	1,985,611
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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	554,650
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	3,652,100
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DEBT SERVICE REQUIREMENTS

YEAR	CAPITAL LEASES	TOTAL
	2010 BVWACS	DEBT SERVICE
2012	104,816	2,868,862
2013	104,816	2,991,679
2014	104,816	2,934,879
2015	104,816	2,949,959
2016	104,816	2,948,306
2017	52,408	2,909,957
2018	-	2,733,217
2019	-	1,594,337
2020	-	1,542,505
2021	-	1,565,222
2022	-	1,074,353
2023	-	1,083,028
2024	-	868,062
2025	-	879,161
2026	-	888,731
	<hr/>	<hr/>
	576,488	29,832,256

DEBT SERVICE FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
REVENUES					
TAX REVENUES	1,580,114	2,010,842	2,010,842	2,010,842	2,071,500
PENALTY/INTEREST	18,302	18,390	18,390	18,390	18,932
WASHINGTON CTY	0	250,000	250,000	270,811	250,000
INTEREST EARNED	1,254	55,850	55,850	1,200	1,200
TOTAL REVENUES	1,599,670	2,335,082	2,335,082	2,301,243	2,341,632
OTHER SOURCES					
TRANSFERS-IN BCDC	573,489	573,217	573,217	573,217	570,326
TRANSFERS-IN BVWAC RADIOS	77,927	0	0	0	0
TRANSFERS-IN GENERAL FUND	0	0	0	0	44,157
HWY 290 PTT	67,679	0	0	0	0
BOND PROCEEDS	3,060,699	0	0	0	0
TOTAL OTHER SOURCES	3,779,794	573,217	573,217	573,217	614,483
TOTAL OPERATING RESOURCES	5,379,464	2,908,299	2,908,299	2,874,460	2,956,115
EXPENDITURES					
BOND PAYING AGENT FEES	55,168	800	800	3,500	2,300
CAPITAL LEASES	304,476	133,568	133,568	133,568	104,816
CO BONDS	1,081,320	834,485	834,485	834,485	835,059
GO REFUNDING	775,187	774,317	774,317	774,315	774,169
BCDC NOTES	117,007	119,506	119,506	119,506	117,406
2010 REFUNDING	34,546	228,085	228,085	228,085	230,916
2011 REFUNDING	19,826	74,552	74,552	74,552	74,996
10 HWY 290 INTEREST	223,777	554,650	554,650	554,650	554,650
11 TAX ANTICIP NOTE STS	0	188,336	188,336	178,452	182,699
12 COS TRANSPORATION	0	0	0	0	116,968
TOTAL EXPENDITURES	2,611,307	2,908,299	2,908,299	2,901,113	2,993,979
REFUNDING ESCROW AGENT	3,004,387	0	0	0	0
TOTAL USES OF OP RESOURCES	5,615,694	2,908,299	2,908,299	2,901,113	2,993,979
NET REVENUES	(236,230)	0	0	(26,653)	(37,864)
FUND BALANCE	245,655	245,655	245,655	219,002	181,138
CERTIFIED VALUATIONS	976,451,381	998,947,118	998,947,118	998,947,118	1,029,487,756
I&S RATE	\$0.1622	\$0.2012	\$0.2012	\$0.2012	\$0.2012

DEBT FUND

LINE ITEM DETAIL

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
REVENUES					
130.00 PENALTY/ INTEREST	18,302	18,390	18,390	18,390	18,932
183.00 TAX RECEIPTS	1,580,114	2,010,842	2,010,842	2,010,842	2,071,500
184.00 WA COUNTY 290 PROJ	0	250,000	250,000	270,811	250,000
513.00 INTEREST INCOME	1,254	55,850	55,850	1,200	1,200
TOTAL REVENUES	1,599,670	2,335,082	2,335,082	2,301,243	2,341,632
EXPENDITURES					
421.00 BD PAYING AGT FEES	55,168	800	800	3,500	2,300
860.32 06 CAPITAL LEASE PRIN	67,761	0	0	0	0
860.33 06 CAPITAL LEASE INT	2,448	0	0	0	0
860.34 06 COB D/S PRIN	375,000	385,000	385,000	385,000	400,000
860.35 06 COB D/S INT	316,973	302,198	302,198	302,198	287,029
860.36 07 CAPITAL LEASE PRIN	51,596	0	0	0	0
860.37 07 CAPITAL LEASE INT	2,172	0	0	0	0
860.38 08 CAPITAL LEASE PRIN	26,441	27,572	27,572	27,572	0
860.39 08 CAPITAL LEASE INT	2,312	1,180	1,180	1,180	0
860.42 09 CAPITAL LEASE PRIN	45,195	0	0	0	0
860.43 09 CAPITAL LEASE INT	1,736	0	0	0	0
860.45 10 CAP LSE PRIN-BVWACS	85,897	88,775	88,775	88,775	91,749
860.46 10 CAP LSE INT-BVWACS	18,919	16,041	16,041	16,041	13,067
860.62 07 PRIN-GO REFUNDING	6,873	6,873	6,873	6,872	8,247
860.63 07 INT-GO REFUNDING	59,504	59,230	59,230	59,230	58,956
860.64 09 GO REF PRINCIPAL	477,431	491,695	491,695	491,695	505,882
860.65 09 GO REF INTEREST	231,379	216,519	216,519	216,519	201,084
860.67 10 BCDC TAX NOTE PRIN	105,000	105,000	105,000	105,000	105,000
860.68 10 BCDC TAX NOTE INT	12,007	14,506	14,506	14,506	12,406
860.69 10 PTT INT HWY 290	223,777	554,650	554,650	554,650	554,650
860.72 10 REF D/S PRINCIPAL	23,367	202,052	202,052	202,052	208,924
860.73 10 REF D/S INTEREST	11,179	26,033	26,033	26,033	21,992
860.74 11 REF D/S PRINCIPAL	26,124	56,557	56,557	56,557	57,567
860.75 11 REF D/S INTEREST	(6,298)	17,995	17,995	17,995	17,429
860.76 11 TAX ANT NOTES PRIN	0	165,000	165,000	165,000	165,000
860.77 11 TAX ANT NOTES INT	0	23,336	23,336	13,452	17,699
860.78 12 COB D/S PRINCIPAL	0	0	0	0	75,000
860.79 12 COB D/S INTEREST	0	0	0	0	41,968
860.80 01 COB D/S PRINCIPAL	193,604	0	0	0	0
860.81 01 COB D/S INTEREST	7,886	0	0	0	0
860.90 02 COB D/S PRINCIPAL	131,665	136,312	136,312	136,312	142,508
860.91 02 COB D/S INTEREST	56,192	10,975	10,975	10,975	5,522
TOTAL EXPENDITURES	2,611,308	2,908,299	2,908,299	2,901,113	2,993,979
REVENUES BEFORE TRFS	(1,011,638)	(573,217)	(573,217)	(599,870)	(652,347)

* REVISED ANNUAL ESTIMATE

DEBT FUND**LINE ITEM DETAIL**

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
TRANSFERS IN (OUT)					
601.00 TRNSF GENERAL FUND	0	0	0	0	44,157
602.13 06 BOND CLOSEOUT	79	0	0	0	0
602.14 BVWAC RADIO EXCESS	77,927	0	0	0	0
602.50 TRNSF BCDC-PRIN	418,462	428,083	428,083	428,083	437,633
602.51 TRNSF BCDC-INT	155,027	145,134	145,134	145,134	132,693
602.90 TRNSF HWY 290	67,679	0	0		0
681.00 PMT REFUNDING ESC AGT	(3,004,387)	0	0	0	0
685.00 OTHER FINANCING-REF BD	3,060,619	0	0	0	0
TOTAL TRANSFERS IN (OUT)	775,408	573,217	573,217	573,217	614,483
REVENUES AFTER TRFS	(236,230)	0	0	(26,653)	(37,864)

* REVISED ANNUAL ESTIMATE

OTHER GOVERNMENTAL FUNDS OVERVIEW

Other governmental funds are groups 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
		2011	ORIGINAL		
\$	2011	2012	2012	2012	2013
REVENUES					
HOTEL/MOTEL TAX	468,371	420,000	420,000	435,000	435,000
INTEREST INCOME	36	0	0	30	30
TOTAL REVENUES	468,406	420,000	420,000	435,030	435,030
TOTAL OPERATING RESOURCES	468,406	420,000	420,000	435,030	435,030
EXPENDITURES					
BREHAM HERITAGE MUSEUM	0	0	0	0	2,200
BURTON HERITAGE SOCIETY	0	2,000	2,000	1,700	0
CHAPPELL HILL HISTORICAL	0	4,500	4,500	4,500	5,000
MAIFEST ASSOCIATION	0	7,400	7,400	7,400	4,300
WA CTY CC CVB-ADMIN	140,662	145,636	145,636	145,636	157,500
WASHINGTON ON THE BRAZOS	9,521	17,097	17,097	17,097	17,000
CONTINGENCY	0	3,813	3,813	0	0
UNITY THEATER	5,032	8,685	8,685	8,685	7,500
MAIN STREET BREHAM	6,000	10,150	10,150	10,150	14,000
WA CTY CVB-PROMO/ADV	105,240	116,899	116,899	116,899	135,784
HERITAGE SOCIETY OF WA CTY	0	0	0	5,000	6,000
FRIENDSHIP QUILT GUILD	0	1,500	1,500	1,275	0
OTHER SUNDRY	0	0	0	2,230	0
JUNETEENTH ASSOCIATION	0	0	0	0	0
TOURISM FORUM	80	0	0	0	0
INDEPENDENCE HISTORICAL	0	3,400	3,400	3,400	4,500
BURTON COTTON GIN FESTIVAL	0	4,000	4,000	3,822	4,500
SIMON THEATER	44,595	42,920	42,920	42,920	45,000
BREHAM'S CHILDREN'S CHORUS	0	0	0	0	0
TOTAL EXPENDITURES	311,130	368,000	368,000	370,714	403,284
TRANSFERS-OUT OTHER FUNDS	48,000	52,000	52,000	52,000	50,000
TOTAL USES OF OP RESOURCES	359,130	420,000	420,000	422,714	453,284
NET REVENUES	109,276	0	0	12,317	(18,254)
FUND BALANCE	169,010	169,010	169,010	181,326	163,072

* REVISED ANNUAL ESTIMATE

HOTEL/MOTEL WA COUNTY FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
REVENUES					
HOTEL/MOTEL WA CTY TAX	55,234	64,000	64,000	87,416	75,000
TOTAL REVENUES	55,234	64,000	64,000	87,416	75,000
TOTAL OPERATING RESOURCES	55,234	64,000	64,000	87,416	75,000
EXPENDITURES					
WA CTY CC CVB-ADMIN	4,240	0	0	0	0
CONTINGENCY	0	0	0	0	0
TH&LA MEMBERSHIP	8,898	8,899	8,899	8,765	8,899
WA CTY CVB-PROMO/ADV	40,700	55,101	55,101	55,101	89,101
TOTAL EXPENDITURES	53,838	64,000	64,000	63,866	98,000
TOTAL USES OF OP RESOURCES	53,838	64,000	64,000	63,866	98,000
NET REVENUES	1,396	0	0	23,550	(23,000)
FUND BALANCE	1,395	1,395	1,395	24,945	1,945

* REVISED ANNUAL ESTIMATE

CRIMINAL LAW ENFORCEMENT FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
REVENUES					
INTEREST EARNED	37	40	40	44	45
PROGRAM INCOME/RESTITUTION	3,181	5,000	5,000	9,000	5,000
TOTAL REVENUES	3,217	5,040	5,040	9,044	5,045
TOTAL OPERATING RESOURCES	3,217	5,040	5,040	9,044	5,045
EXPENDITURES					
OTHER SERVICES	1,188	1,200	1,200	1,188	1,188
RADIOS/RADAR/CAMERAS	0	0	0	0	0
TOTAL EXPENDITURES	1,188	1,200	1,200	1,188	1,188
TOTAL USES OF OP RESOURCES	1,188	1,200	1,200	1,188	1,188
NET REVENUES	2,029	3,840	3,840	7,856	3,857
FUND BALANCE	30,578	34,418	34,418	38,434	42,291

* REVISED ANNUAL ESTIMATE

COURTS SECURITY/TECHNOLOGY FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
		2012	2012	2012	2013
REVENUES					
FINE TIME PYMT-JUDICIAL	2,388	2,100	2,100	3,154	3,200
JUDICIAL FEE-CITY	2,956	3,000	3,000	2,300	2,300
JUVENILE CASE MGMT FEE	24,732	24,000	24,000	18,200	18,000
TECHNOLOGY FEES	20,075	19,000	19,000	16,200	16,200
SECURITY FEES	15,086	15,000	15,000	12,200	12,200
TOTAL REVENUES	65,237	63,100	63,100	52,054	51,900
TOTAL OPERATING RESOURCES	65,237	63,100	63,100	52,054	51,900
EXPENDITURES					
COURT TIME PYMT JUD (NOTE 1)	0	0	0	0	8,250
COURT TECHNOLOGY (NOTE 2)	23,122	25,600	25,600	30,000	11,920
COURT SECURITY (NOTE 3)	9,203	25,000	25,000	440	3,530
TOTAL EXPENDITURES	32,325	50,600	50,600	30,440	23,700
TRANSFERS-OUT	24,732	24,000	24,000	18,200	18,000
TOTAL USES OF OP RESOURCES	57,057	74,600	74,600	48,640	41,700
NET REVENUES	8,180	(11,500)	(11,500)	3,414	10,200
FUND BALANCE	124,676	113,176	113,176	128,090	138,290

* REVISED ANNUAL ESTIMATE

NOTE 1:

COMPUTER REPLACEMENT & ADOBE LICENSE	8,250
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NOTE 2:

HANDHELD (2) TICKET WRITERS	3,870
ACCIDENT REPORTING MAINTENANCE	3,650
LASERFICHE	1,590
SIGNATURE PADS (3)	1,200
MOTOROLA RENEWAL	410
THERMAL PAPER	200
CONFERENCE	1,000

NOTE 3:

ELECTRONIC COMMUNICATORS	3,000
SECURITY ALARM	330
DUES	200

AIRPORT CAPITAL FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
		2012	2012	2012	2013
REVENUES					
GRANT REVENUES	37,603	247,500	245,700	159,214	0
TOTAL REVENUES	37,603	247,500	245,700	159,214	0
TRANSFERS-IN OTHER FUNDS	0	14,000	14,000	1,086	0
TOTAL OPERATING RESOURCES	37,603	261,500	259,700	160,300	0
EXPENDITURES					
LAND	0	275,000	275,000	0	0
OTHER CAPITAL OUTLAY	136	0	0	176,904	
TOTAL EXPENDITURES	136	275,000	275,000	176,904	0
TOTAL USES OF OP RESOURCES	136	275,000	275,000	176,904	0
NET REVENUES	37,467	(13,500)	(15,300)	(16,604)	0
FUND BALANCE	16,604	3,104	1,304	(0)	

* REVISED ANNUAL ESTIMATE

PARKS CAPITAL IMPROVEMENTS FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
		2012	2012	2012	2013
REVENUES					
INTEREST EARNED	0	0	0	0	0
DONATIONS	1,250	0	0	22,500	0
OTHER REVENUE	0	0	0	0	0
TOTAL REVENUES	<u>1,250</u>	<u>0</u>	<u>0</u>	<u>22,500</u>	<u>0</u>
TRANSFERS-IN OTHER FUNDS	<u>181,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>
TOTAL OPERATING RESOURCES	182,250	18,000	18,000	40,500	0
EXPENDITURES					
GREENWADE FIELD	0	0	0	0	0
HOHLT PARK	210,585	0	0	0	0
HENDERSON PARK	0	18,000	18,000	18,000	0
AMPHITHEATER RESTROOMS	8,000	91,957	91,957	112,701	0
TOTAL EXPENDITURES	<u>218,585</u>	<u>109,957</u>	<u>109,957</u>	<u>130,701</u>	<u>0</u>
TOTAL USES OF OP RESOURCES	218,585	109,957	109,957	130,701	0
NET REVENUES	<u>(36,335)</u>	<u>(91,957)</u>	<u>(91,957)</u>	<u>(90,201)</u>	<u>0</u>
FUND BALANCE	115,372	23,415	23,415	25,171	25,171

* REVISED ANNUAL ESTIMATE

HWY 290 FUND SUMMARY

\$	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
REVENUES					
INTEREST EARNED	11,289	4,000	4,000	850	400
TOTAL REVENUES	11,289	4,000	4,000	850	400
TRANSFERS-IN					
OTHER FUNDS	0	0	0	314,118	0
BOND PROCEEDS	15,325,116	0	0	0	
TOTAL TRANSFERS	15,325,116	0	0	314,118	0
TOTAL OPERATING RES	15,336,405	4,000	4,000	314,968	400
EXPENDITURES					
AUDITS/CONSULTANTS FEES	45,494	5,000	5,000	43,927	17,000
PAYMENTS TO TXDOT	10,000,000	5,000,000	5,000,000	5,000,000	0
ROW ACQUISITION COSTS	0	0	0	0	0
BOND ISSUE COSTS	255,146	0	0	0	0
LAND	11,847	55,000	55,000	137,276	0
STREETS/INLETS/CURBS	0	265,000	265,000	100,000	407,140
OTHER SERVICES	1,377	0	0	0	0
TOTAL EXPENDITURES	10,313,864	5,325,000	5,325,000	5,281,203	424,140
TRANSFERS-OUT	67,679	0	0	0	0
TOTAL USES OF OP RES	10,381,543	5,325,000	5,325,000	5,281,203	424,140
NET REVENUES	4,954,862	(5,321,000)	(5,321,000)	(4,966,235)	(423,740)
FUND BALANCE	5,403,943	82,943	82,943	437,708	13,968

* REVISED ANNUAL ESTIMATE

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 three-eighth 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 FY13 are budgeted at \$1,497,794.

Revenues

For FY13, sales tax is projected at \$1,497,194. This is a 1% increase over FY12 projected primarily due to stabilization in the local and regional economy. In addition, \$600 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 \$1,497,794.

Department Expenditures

There is \$683,245 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 \$499,220 set aside for any unforeseen recreational or economic development projects.

Debt Service

BCDC makes note payments to the Electric Fund. There is \$71,223 budgeted for FY13 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 FY13 because the 20 year note is structured so that payments are deferred until 2017. Accrued interest expense for FY13 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 \$160,000 as an operating subsidy from BCDC for support of the Blue Bell Aquatic Center and \$13,000 for specific aquatic and recreation projects. An additional \$452,920 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 \$117,406 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 Insustrial Park, Section 3.

WORKING CAPITAL BALANCE

Projected beginning (ending FY12) BCDC Fund balance is \$945,721. For FY13, a balanced budget is projected with an ending working capital balance estimated to remain at \$945,721.

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
BEGINNING BALANCE	551,159	789,763	789,763	789,763	945,721
NET REVENUES	238,604	(241,254)	(241,254)	155,958	0
SUBTOTAL	238,604	(241,254)	(241,254)	155,958	0
ENDING BALANCE	789,763	548,509	548,509	945,721	945,721

* Revised annual estimate.

DEBT SERVICE REQUIREMENTS TO MATURITY

Series 2009 GO Refunding

FYE	PRINCIPAL	INTEREST	TOTAL
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	PRINCIPAL	INTEREST	TOTAL
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

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
REVENUES					
SALES TAX	1,258,298	1,265,881	1,265,881	1,361,085	1,497,194
SALE OF PROPERTY	284,390	0	0	0	0
POA	0	0	0	98,662	0
MISC REVENUE	0	0	0	3,376	0
INTEREST	834	2,000	2,000	600	600
TOTAL REVENUES	1,543,522	1,267,881	1,267,881	1,463,723	1,497,794
TRANS-IN	0	0	0	11,645	0
TOTAL OPERATING RES	1,543,522	1,267,881	1,267,881	1,475,368	1,497,794
EXPENDITURES					
SUPPLIES	940	0	0	0	0
MAINTENANCE	18,653	0	0	0	8,500
ELECTRICAL	6,995	7,000	7,000	7,000	7,000
AUDIT/CONSULTANTS	69,163	116,803	116,803	101,523	5,000
LEGAL FEES	9,214	5,000	5,000	5,000	5,000
OTHER	788	0	0	0	10,000
SERVICE CONTRACTS	0	8,320	8,320	8,320	0
OTHER CAPITAL	0	0	0	0	7,500
LAND	600	0	0	19,280	0
DETENTION POND	0	144,450	144,450	129,695	0
CONTINGENCY	0	178,970	178,970	0	499,220
DEBT PAYMENTS	71,224	71,224	71,224	71,224	71,223
EDF-MARKETING	35,113	10,000	10,000	10,000	6,000
EDF-OPERATIONS	121,240	126,150	126,150	126,150	135,025
DOWNTOWN MASTER PLAN	0	50,000	50,000	50,000	0
TOTAL EXPENDITURES	333,930	717,917	717,917	528,193	754,468
TRANS-OUT OTHER FUNDS					
GENERAL FUND	216,500	200,000	200,000	200,000	173,000
DEBT SERVICE FUND	573,489	573,217	573,217	573,217	570,326
DONATIONS FUND	0	0	0	0	0
PARKS SPECIAL REVENUE FUND	181,000	18,000	18,000	18,000	0
TOTAL TRANS-OUT	970,989	791,218	791,218	791,217	743,326
TOTAL USES OF OP RES	1,304,919	1,509,135	1,509,135	1,319,410	1,497,794
NET REVENUES	238,604	(241,254)	(241,254)	155,958	0
FUND BALANCE	789,763	548,509	548,509	945,721	945,721

* REVISED ANNUAL ESTIMATE

BCDC CAPITAL PROJECT FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
REVENUES					
INTEREST	811	500	500	589	0
TOTAL REVENUES	811	500	500	589	0
TRANSFERS-IN BOND PROCEED	751,463	0	0	0	
TOTAL OPERATING RESOURCES	752,274	500	500	589	0
EXPENDITURES					
BOND ISSUE COSTS	0	0	0	0	0
LAND	0	0	0	0	0
PAVING/DRAINAGE SWIP	97,073	438,639	438,639	577,092	0
LONGWOOD DR SWIP	0	71,444	71,444	0	0
INDUSTRIAL DR SWIP	0	163,559	163,559	0	0
UTILITY LINES - WATER	35,491	0	0	6,320	0
UTILITY LINES - SEWER	0	37,699	37,699	0	0
STREET LIGHTS & SIGNALS	0	0	0	13,286	0
TOTAL EXPENDITURES	132,564	711,341	711,341	596,698	0
TRANSFERS-OUT	0	0	0	23,601	0
TOTAL USES OF OP RESOURCES	132,564	711,341	711,341	620,299	0
NET REVENUES	619,710	(710,841)	(710,841)	(619,710)	0
FUND BALANCE	619,710	(91,131)	(91,131)	0	0

* REVISED ANNUAL ESTIMATE

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

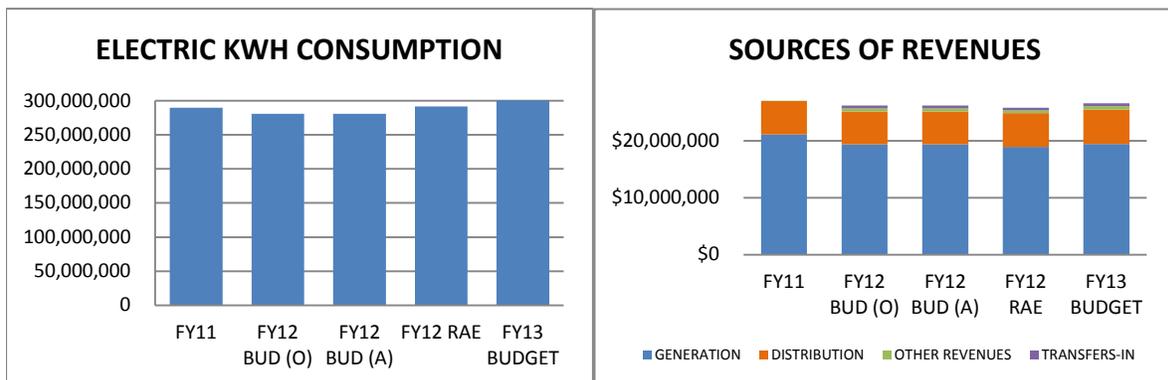
Approximately 98% of Electric Fund operating resources is revenue from customer electricity consumption. Electric utility revenue is a function of consumption and rate. The electric rate is comprised of a fixed minimum monthly distribution charge and a volume charge. The volumetric charge has two components. 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 price cost recovery factor (PCRf).

Revenues

Major assumptions in projecting FY13 electric fund revenues include:

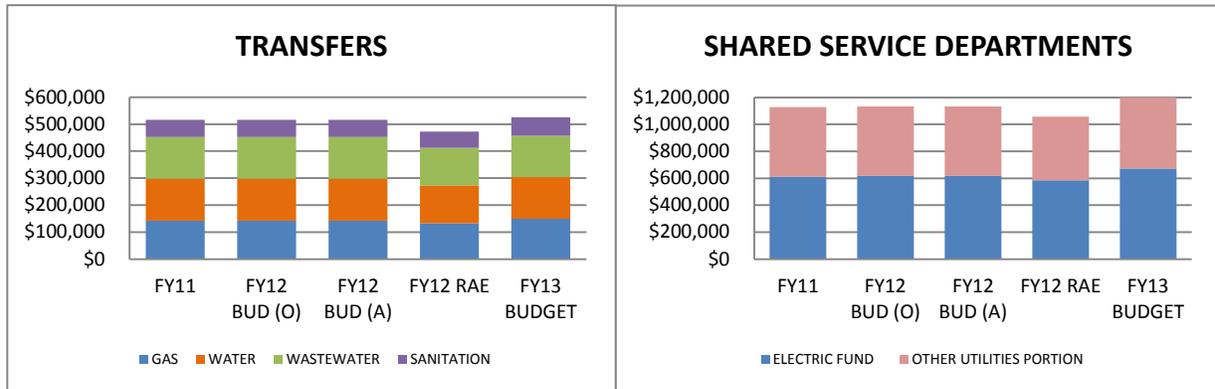
- No changes in electric distribution rates;
- A 3.5% increase in electric consumption from growth in customer base; and
- A reduction in LCRA generation costs resulting in a decrease (per kWh) in overall customer pass through charges.



Electric consumption is projected at 301.6 million kWh for FY13. Of the \$26.6 million in revenues projected for FY13, \$19.5 million or 73% is (pass-through) generation revenues and \$6.0 million or 23% is distribution revenues. There is \$598,581 in other revenue projected which includes interest and other small revenue items.

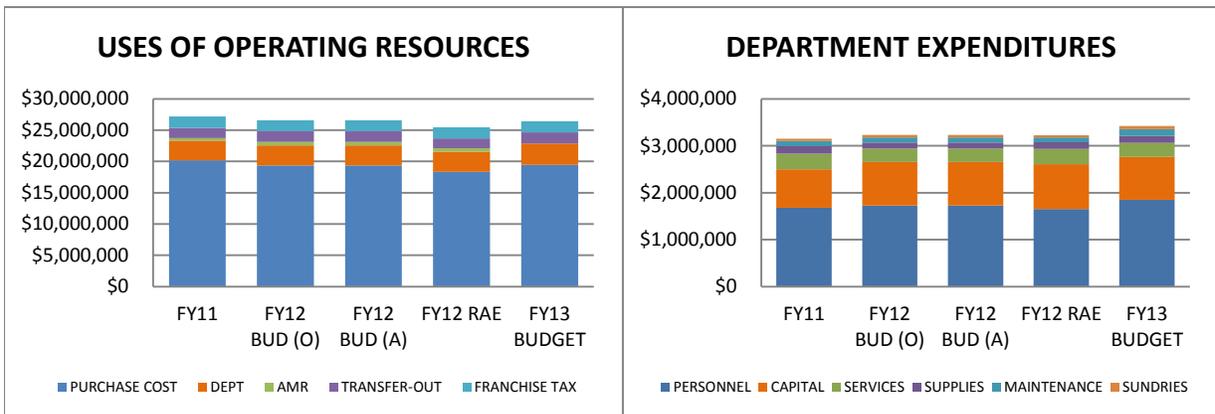
Inter-Fund Transfers

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 FY13, transfers-in total \$525,341. This represents 45% 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



- Revised annual estimate.

- Revised annual estimate.

Purchase Costs

The largest use of operating resources is for the cost of electricity purchased from LCRA. For FY13, purchase costs were determined based on LCRA estimates. Planned purchases total more than 318 million kWh creating over \$16.8 million in generation costs, \$2.4 million in transmission charges and another \$177,469 in ERCOT and other fees. Overall budgeted purchase costs per kWh declined.

Operating Departments

There is \$3,419,543 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. Over 54% of total operating department expenditure budgets are for Personnel. Almost 27% of the budget is for capital items. The budget includes \$313,000 in Decision Packages.

Transfers-Out

The Electric Fund has a budgeted transfer-out to the General Fund of \$1.8 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 power cost recovery factor (PCRF).

	ACTUAL	BUDGET		WORKING CAPITAL	
		2011	ORIGINAL 2012	AMENDED 2012	RAE* 2012
BEGINNING BALANCE	6,303,310	6,313,055	6,313,055	6,313,055	6,659,910
DISTRIBUTION NET REVENUES	(159,637)	(461,343)	(461,343)	(277,473)	109,616
GENERATION NET REVENUES	915,485	27,169	27,169	624,328	4,763
CAFR ADJUSTMENTS	(746,103)	0	0	0	0
SUBTOTAL	9,745	(434,174)	(434,174)	346,855	114,379
ENDING BALANCE	6,313,055	5,878,881	5,878,881	6,659,910	6,774,289

* REVISED ANNUAL ESTIMATE

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 Wireless Expansion	10,000
161 ELECTRIC	813.00 Replace digger truck (#147)	160,000
	813.00 Replace pickup truck w/Tommy Lift (#199)	32,000
	803.00 System protection-switch gear Blinn	26,000
	803.00 System automation	25,000
	814.15 Wireless mesh expansion	<u>60,000</u>
	TOTAL DEPARTMENTS	<u><u>313,000</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

	BUDGET				
	ACTUAL	ORIGINAL	AMENDED	RAE*	BUDGET
\$	2011	2012	2012	2012	2013
DISTRIBUTION REVENUES					
CUSTOMER CHARGE	1,246,045	1,263,384	1,263,384	1,250,754	1,283,472
WIRES CHARGE	4,635,367	4,500,280	4,500,280	4,635,227	4,762,363
ANCILLARY REVENUES	537,296	500,200	500,200	527,388	562,631
INTEREST EARNED	30,072	31,703	31,703	26,929	24,300
OTHER REVENUE	13,600	20,853	20,853	(51,240)	11,650
SUBTOTAL DIST REVENUES	<u>6,462,380</u>	<u>6,316,420</u>	<u>6,316,420</u>	<u>6,389,058</u>	<u>6,644,416</u>
GENERATION REVENUES					
GENERATION CHARGE	21,762,746	21,064,942	21,064,942	21,850,458	22,530,842
PCRF	(1,292,932)	(1,691,539)	(1,691,539)	(2,889,251)	(3,078,258)
LCRA ABNR	630,745	0	0	0	0
SUBTOTAL GEN REVENUES	<u>21,100,560</u>	<u>19,373,403</u>	<u>19,373,403</u>	<u>18,961,207</u>	<u>19,452,584</u>
TRANS-IN OTHER FUNDS	<u>516,122</u>	<u>516,362</u>	<u>516,362</u>	<u>472,604</u>	<u>525,341</u>
TOTAL OPERATING RES	28,079,062	26,206,185	26,206,185	25,822,869	26,622,341
DISTRIBUTION EXPENDITURES					
OPERATING DEPARTMENTS	3,148,964	3,231,303	3,231,303	3,226,777	3,419,543
FRANCHISE TAX	1,844,585	1,759,595	1,759,595	1,739,303	1,784,889
DEBT SERVICE	9,564	9,564	9,564	9,564	9,564
OTHER DIRECT	2,400	2,400	2,400	2,400	2,400
MISCELLANEOUS (2)	105,887	39,700	39,700	70,928	70,000
SUBTOTAL DIST EXPEND	<u>5,111,400</u>	<u>5,042,562</u>	<u>5,042,562</u>	<u>5,048,972</u>	<u>5,286,397</u>
GENERATION EXPENDITURES					
ELECTRIC PURCHASE COST	20,185,075	19,346,234	19,346,234	18,336,879	19,447,821
SUBTOTAL GEN EXPEND	<u>20,185,075</u>	<u>19,346,234</u>	<u>19,346,234</u>	<u>18,336,879</u>	<u>19,447,821</u>
TRANS-OUT OTHER FUNDS	<u>1,622,465</u>	<u>1,701,563</u>	<u>1,701,563</u>	<u>1,590,163</u>	<u>1,773,744</u>
TOTAL USES OF OP RES	26,918,940	26,090,359	26,090,359	24,976,014	26,507,962
NET REVENUES					
DISTRIBUTION	244,637	88,657	88,657	222,527	109,616
GENERATION	915,485	27,169	27,169	624,328	4,763
TOTAL NET REVENUES	<u>1,160,122</u>	<u>115,826</u>	<u>115,826</u>	<u>846,855</u>	<u>114,379</u>
AMR METER PROJECT (1)	404,274	550,000	550,000	500,000	0
TOTAL ADJ NET REVENUES	<u>755,848</u>	<u>(434,174)</u>	<u>(434,174)</u>	<u>346,855</u>	<u>114,379</u>
WORKING CAPITAL (3)	6,313,055	5,878,881	5,878,881	6,659,910	6,774,289

* REVISED ANNUAL ESTIMATE

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

(2) EXCLUDES POST RETIREMENT BENEFITS AND DEPRECIATION BUT INCLUDES UNCOLLECTIBLE ACCOUNTS AND INVENTORY ADJUSTMENTS AND OTHER SUNDRY. (3) CURRENT ASSETS (LESS RESTRICTED CASH) LESS CURRENT LIABILITIES.

ELECTRIC FUND REVENUES

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
601.00 ELECTRIC REVENUES	27,644,158	26,828,606	26,828,606	27,736,440	28,576,676
601.05 AVG MO PAYMENT	(11,852)	11,000	11,000	(12,000)	12,000
606.00 SECURITY LIGHTS	41,660	42,000	42,000	41,509	42,000
608.00 FORFEITED DISC/PEN	330,380	310,000	310,000	303,378	310,000
609.00 RECONNECT FEES	0	0	0	0	0
611.00 PCRFB	(1,292,932)	(1,691,539)	(1,691,539)	(2,889,251)	(3,078,258)
618.00 CONNECT/TRANS FEE	65,560	62,000	62,000	59,575	60,000
632.00 STATE SALES TAX	28,424	15,000	15,000	28,000	30,000
640.00 INSUFFICIENT CK CHG	4,760	4,500	4,500	4,500	4,500
650.00 CUST REPAIR/REPL	4,217	3,503	3,503	3,000	3,000
655.00 LINE TAPS	3,300	4,000	4,000	3,300	3,300
660.00 POLE LINE RENTAL	31,918	41,000	41,000	67,479	67,479
690.00 MISC UTIL REVENUE	13,632	8,500	8,500	13,500	13,500
696.00 INTERGOVT'L FIBER NI	25,297	0	0	15,147	16,852
TOTAL UTILITY REV	26,888,523	25,638,570	25,638,570	25,374,577	26,061,049
706.00 LCRA RATE REFUND	630,745	0	0	0	0
710.00 INTEREST EARNED	0	0	0	0	0
710.30 INTEREST-TEXPOOL	2,806	3,500	3,500	3,700	3,700
710.31 TEXSTAR INTEREST	4,935	5,600	5,600	3,400	3,400
710.35 BCDC-INT ON INT	22,331	22,603	22,603	19,829	17,200
720.00 INSUR PROCEEDS	499	0	0	722	1,000
770.00 RENTAL INCOME	10,350	10,350	10,350	10,350	10,350
780.00 JUDGEMT/REST PMTS	2,850	2,800	2,800	1,300	1,300
790.00 MISC OTHER REV	5,236	4,900	4,900	4,020	4,000
790.60 GAIN/LOSS ASSETS	(12,970)	0	0	(71,706)	(10,000)
790.61 SALES NONCP ASSETS	7,636	1,500	1,500	4,074	5,000
TOTAL MISC REV	674,417	51,253	51,253	(24,311)	35,950
TOTAL REVENUES	27,562,940	25,689,823	25,689,823	25,350,266	26,096,999
KWH SOLD	289,472,286	280,865,897	280,865,897	291,337,953	301,553,937
AVG MONTHLY CUSTOMERS	8,120	8,179	8,179	8,176	8,269

* REVISED ANNUAL ESTIMATE

ELECTRIC FUND EXPENDITURES BY DEPARTMENT

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
132	UTILITY BILLING	554,853	551,768	551,768	482,054	506,632
160	PUBLIC UTILITIES	573,489	582,222	582,222	574,727	654,435
161	ELECTRIC	2,424,896	2,097,313	2,097,313	2,169,996	2,220,798
	TOTAL	3,553,238	3,231,303	3,231,303	3,226,777	3,381,865

ELECTRIC FUND EXPENDITURES BY DEPARTMENT - % CHANGE

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
132	UTILITY BILLING	-4.67%	-0.56%	-0.56%	-13.12%	5.10%
160	PUBLIC UTILITIES	9.66%	1.52%	1.52%	0.22%	13.87%
161	ELECTRIC	36.94%	-13.51%	-13.51%	-10.51%	2.34%
	TOTAL	23.56%	-9.06%	-9.06%	-9.19%	4.81%

STAFFING (FTES)



Supervisor	1.00
Assistant Supervisor	1.00
Cashier	1.00
Utility Clerk	2.20
Utility Clerk/Assistant Cashier	1.00
Meter Technician	<u>1.00</u>
Total	7.20

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	398,236	415,303	415,303	342,089	370,483
Supplies	75,443	59,530	59,530	64,169	61,630
Maintenance	Utility Clerk/	2,000	2,000	1,500	750
Services	68,949	71,250	71,250	71,064	70,700
Capital	3,993	0	0	0	0
Sundries	3,021	3,685	3,685	3,232	3,069
Total	549,642	551,768	551,768	482,054	506,632
<u>OUTPUTS</u>					
Payments processed	96,916	96,400	96,400	94,351	94,803
Meters read	223,952	236,992	236,992	118,945	50,000
Customers billed	94,776	93,450	93,450	95,752	95,841
Lobby/drive-thru customer assisted	51,430	50,550	50,550	46,105	46,279
Service orders processed	9,595	6,300	6,300	14,987	15,063

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 132 - UTILITY BILLING DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	287,702	298,089	298,089	252,090	275,355
102.00	OVERTIME PAY	Utility Clerk/A	1,205	1,205	3,600	2,000
103.00	OASDI/MEDICARE	21,731	23,404	23,404	19,610	21,639
103.02	MATCHING RETIREMENT	27,289	22,555	22,555	16,661	21,106
105.00	LONGEVITY PAY	6,030	6,635	6,635	5,272	4,875
106.00	MEDICAL INSURANCE	53,637	61,002	61,002	43,032	43,434
106.01	LIFE INSURANCE	963	1,076	1,076	863	970
106.02	LONG TERM DISABILITY	384	410	410	341	370
107.00	WORKERS' COMPENSATION	923	927	927	620	734
118.00	ACCRUED COMP TIME	(422)	0	0	0	0
202.00	FUEL	10,423	8,000	8,000	9,661	8,000
203.00	TOOLS/SMALL EQUIPMENT	543	300	300	300	300
204.00	POSTAGE & FREIGHT	37,512	35,000	35,000	38,659	39,000
205.00	OFFICE SUPPLIES	979	1,000	1,000	1,000	1,000
206.00	EMPLOYEE RELATIONS	891	1,300	1,300	1,000	700
207.00	REPRODUCTION & PRINTING	8,934	9,000	9,000	9,000	9,000
208.00	CLOTHING	643	1,000	1,000	669	300
210.00	BOTANICAL & AGRICULTURAL	23	50	50	50	50
211.00	CLEANING AND JANITORIAL	65	150	150	150	100
212.00	COMPUTER SUPPLIES	13,694	2,000	2,000	2,000	1,500
213.00	COMMUNICATIONS EQUIPMENT	480	100	100	100	100
221.00	SAFETY/FIRST AID SUPPLIES	0	30	30	30	30
223.00	SMALL APPLIANCES	20	100	100	50	50
250.00	OTHER SUPPLIES	1,236	1,500	1,500	1,500	1,500
303.00	VEHICLES/LARGE EQUIPMENT	2,124	1,500	1,500	1,500	750
313.00	COMPUTER/OFFICE EQUIP	0	500	500	0	0

DEPT 132 - UTILITY BILLING DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
403.00	TELEPHONE	Utility Clerk/A	950	950	744	400
408.00	RENTAL & LEASES		360	400	420	400
424.00	SERVICE CONTRACTS		66,976	69,500	69,500	69,500
450.00	OTHER SERVICES		1,613	400	400	400
712.00	OFFICE FURNITURE/EQUIPMENT		3,993	0	0	0
901.00	LIAB/CASUALTY INSURANCE		927	1,085	1,085	832
908.00	SEM./MEMBERSHIP/TRAVEL		2,010	2,000	2,000	2,000
908.10	MILEAGE		84	300	300	100
950.00	OTHER SUNDRY		(0)	300	300	300
TOTAL DEPARTMENT			551,766	551,768	551,768	482,054
						506,632

* REVISED ANNUAL ESTIMATE



	STAFFING (FTES)
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
Communications	1.00
Engineer	0.50
Call Taker	1.00
Total	9.00

The Public Utilities Department is responsible for the operations of the eight departments that make up the City’s utility funds. The department provides 24 hour administrative oversight for the Electric, Gas, Water, Wastewater, and Utility Billing Funds. The major objective of Public Utilities is to provide the citizens of Brenham with safe, economical services while ensuring system reliability. All service issues including electrical outages, lines down, voltage issues, gas leaks, water leaks/odors, pressure test, sewer backups or odors are all resolved through this This department is also responsible for the City’s Pre-treatment/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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	457,364	512,573	512,573	502,590	629,094
Supplies	23,353	16,525	16,525	14,119	16,722
Maintenance	3,461	1,400	1,400	1,203	800
Services	45,124	10,900	10,900	17,581	15,445
Capital	22,438	27,000	27,000	27,000	10,000
Sundries	21,751	13,824	13,824	12,234	20,052
Total	573,489	582,222	582,222	574,727	692,113
<u>OUTPUTS</u>					
# of utility taps issued	330	350	350	250	275
Calls received/dispatched	2,700	3,500	3,500	3,500	3,500
Utility line locates called-in	703	1,600	1,600	1,750	1,800

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 160 - PUBLIC UTILITIES DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	331,970	372,422	372,422	365,995	453,443
102.00	OVERTIME PAY	530	450	450	800	450
103.00	OASDI/MEDICARE	25,386	29,661	29,661	28,563	36,184
103.02	MATCHING RETIREMENT	31,554	28,585	28,585	24,695	35,473
105.00	LONGEVITY PAY	4,820	5,250	5,250	5,060	6,110
105.01	ED/AUTO/CERT	9,600	9,600	9,600	9,600	12,000
106.00	MEDICAL INSURANCE	52,068	63,249	63,249	64,468	81,468
106.01	LIFE INSURANCE	1,217	1,367	1,367	1,367	1,597
106.02	LONG TERM DISABILITY	464	522	522	521	610
107.00	WORKERS' COMPENSATION	1,505	1,467	1,467	1,521	1,759
118.00	ACCRUED COMP TIME	(1,750)	0	0	0	0
202.00	FUEL	1,605	1,500	1,500	1,494	1,472
203.00	TOOLS/SMALL EQUIPMENT	247	300	300	212	300
204.00	POSTAGE & FREIGHT	542	1,000	1,000	489	600
205.00	OFFICE SUPPLIES	2,017	3,800	3,800	1,453	2,500
206.00	EMPLOYEE RELATIONS	1,488	1,500	1,500	1,500	1,000
207.00	REPRODUCTION & PRINTING	6,004	4,000	4,000	4,644	5,000
208.00	CLOTHING	552	800	800	496	800
210.00	BOTANICAL & AGRICULTURAL	7	0	0	0	0
211.00	CLEANING AND JANITORIAL	0	25	25	27	50
212.00	COMPUTER SUPPLIES	9,915	2,500	2,500	2,680	3,900
213.00	COMMUNICATIONS EQUIPMENT	644	500	500	711	500
218.00	PHOTOGRAPHY	0	0	0	0	0
221.00	SAFETY/FIRST AID SUPPLIES	10	200	200	150	200
250.00	OTHER SUPPLIES	323	400	400	263	400

DEPT 160 - PUBLIC UTILITIES DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
303.00	VEHICLES/LARGE EQUIPMENT	343	400	400	788	400
309.00	COMMUNICATION/PHOTO EQUIP	0	300	300	300	300
312.00	BUILDINGS/APPLIANCES	117	500	500	0	100
313.00	COMPUTER/OFFICE EQUIP	3,000	200	200	100	0
350.00	OTHER MAINTENANCE	0	0	0	15	0
402.00	AUDITS/CONSULTANTS FEES	1,650	2,000	2,000	1,050	200
403.00	TELEPHONE	2,680	2,700	2,700	2,692	2,750
405.00	WATER	0	250	250	0	0
406.00	SEWER	0	250	250	0	0
407.00	LEGAL NOTICES	0	50	50	0	0
410.00	PHYSICALS	38	50	50	659	50
424.00	SERVICE CONTRACTS	40,426	5,000	5,000	12,580	11,845
450.00	OTHER SERVICES	330	600	600	600	600
714.10	SCADA COMMUNICATIONS	5,438	0	0	0	0
814.10	SCADA COMMUNICATIONS	17,000	27,000	27,000	27,000	10,000
901.00	LIAB/CASUALTY INSURANCE	1,255	699	699	694	927
908.00	SEM./MEMBERSHIP/TRAVEL	15,649	10,000	10,000	9,084	15,000
908.10	MILEAGE	4,686	3,000	3,000	2,362	4,000
950.00	OTHER SUNDRY	160	125	125	94	125
TOTAL DEPARTMENT		573,489	582,222	582,222	574,727	692,113

* REVISED ANNUAL ESTIMATE

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;
By the end of the fiscal year 1,100 poles will have been inspected with 844 being treated, 86 rejected and 108 replaced.
- > Continue upgrades on main feeder circuits to replace broken and damaged hardware;
Approx 3,600 ft of feeder upgrade has been completed on Jackson St. feeder and approx 4,400 ft of upgrade has been completed for Blue Bell feeder (approx 1/2 of needed upgrade).
- > Continue the annual tree trimming program which increases system reliability;
Contractors annually conduct tree trimming for the City of Brenham servicing about one-fourth of the city each year.
- > 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.
Approximately 7,073 meters have been replaced with the AMR meters.

DEPT 161 - ELECTRIC DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	820,995	802,398	802,398	809,751	851,876
Supplies	61,307	56,750	56,750	64,114	65,700
Maintenance	101,107	99,625	99,625	93,252	145,900
Services	218,861	202,150	202,150	241,960	211,900
Capital	1,195,866	898,350	898,350	924,830	905,499
Sundries	22,875	38,040	38,040	36,089	39,923
Total	2,421,009	2,097,313	2,097,313	2,169,996	2,220,798
<u>OUTPUTS</u>					
KWH Sold	289M	281M	281M	282M	285M
Miles of Service Lines	128	129	129	130	130
Number of utility taps issued	330	350	350	250	275
Calls received/dispatched	2,700	3,500	3,500	3,500	3,500
Utility line locates called-in	703	1,600	1,600	1,750	1,800
<u>OUTCOMES</u>					
Line Loss	5.71%	4.71%	4.71%	4.71%	4.71%

* REVISED ANNUAL ESTIMATE

DEPT 161 - ELECTRIC DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	563,867	558,988	558,988	558,519	591,192
102.00	OVERTIME PAY	21,367	19,600	19,600	30,000	19,600
103.00	OASDI/MEDICARE	45,248	46,804	46,804	46,754	49,470
103.02	MATCHING RETIREMENT	56,912	45,106	45,106	40,401	48,249
105.00	LONGEVITY PAY	8,740	9,783	9,783	9,305	9,620
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
105.03	STANDBY	18,863	18,700	18,700	21,200	18,700
106.00	MEDICAL INSURANCE	88,392	91,682	91,682	91,273	101,640
106.01	LIFE INSURANCE	2,028	2,023	2,023	2,051	2,086
106.02	LONG TERM DISABILITY	772	774	774	781	794
107.00	WORKERS' COMPENSATION	4,566	4,138	4,138	4,667	4,525
118.00	ACCRUED COMP TIME	5,439	0	0	0	0
202.00	FUEL	23,606	22,000	22,000	28,811	25,000
203.00	TOOLS/SMALL EQUIPMENT	9,891	10,100	10,100	10,071	9,800
204.00	POSTAGE & FREIGHT	736	350	350	176	200
205.00	OFFICE SUPPLIES	254	450	450	407	950
206.00	EMPLOYEE RELATIONS	745	900	900	824	850
207.00	REPRODUCTION & PRINTING	766	500	500	542	800
208.00	CLOTHING	9,011	8,900	8,900	8,871	8,900
210.00	BOTANICAL & AGRICULTURAL	421	450	450	410	450
211.00	CLEANING AND JANITORIAL	1,789	1,000	1,000	779	850
212.00	COMPUTER SUPPLIES	1,453	2,700	2,700	4,008	5,500
213.00	COMMUNICATIONS EQUIPMENT	576	700	700	676	2,000
221.00	SAFETY/FIRST AID SUPPLIES	7,573	3,000	3,000	2,983	4,700
223.00	SMALL APPLIANCES	0	0	0	78	0
250.00	OTHER SUPPLIES	4,486	5,700	5,700	5,478	5,700
301.00	UTILITY LINES	56,513	51,700	51,700	51,787	102,000
303.00	VEHICLES/LARGE EQUIPMENT	19,209	18,500	18,500	19,720	19,000
304.00	MACHINERY/EQUIPMENT	3,388	2,500	2,500	2,565	3,950
306.00	STREET LIGHTING/SIGNALS	3,863	6,000	6,000	3,057	4,000
308.00	METERS	5,652	5,600	5,600	5,274	5,600
309.00	COMMUNICATIONS/PHOTO EQUIP	0	75	75	25	0
310.00	LAND/GROUNDS	1,445	4,700	4,700	4,744	5,000
311.00	UTILITY PLANTS	2,550	2,000	2,000	1,825	1,900
312.00	BUILDINGS/APPLIANCES	1,922	2,800	2,800	3,118	2,800
313.00	COMPUTER/OFFICE EQUIPMENT	0	100	100	0	0
314.00	TRANSFORMERS	6,480	5,500	5,500	1,000	1,500
350.00	OTHER MAINTENANCE	86	150	150	137	150

DEPT 161 - ELECTRIC DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
401.00 ELECTRICAL	4,849	4,400	4,400	6,530	4,950
402.00 AUDITS/CONSULTANTS FEES	55,792	45,000	45,000	91,147	30,000
402.80 SPECIAL SVCS-TREE TRIMMING	133,108	135,000	135,000	122,654	130,000
403.00 TELEPHONE	2,261	2,250	2,250	2,338	2,825
404.00 GAS	507	200	200	309	500
405.00 WATER	217	225	225	206	225
406.00 SEWER	224	225	225	206	240
406.50 GARBAGE	909	920	920	920	920
406.60 TRNSF STATION/LANDFILL FEE	453	650	650	639	650
408.00 RENTAL & LEASES	0	0	0	3,095	3,000
408.10 RENTALS/LEASES-FLEET	0	0	0	0	20,820
409.10 PUBLIC ED/INFORMATION	3,741	200	200	4,234	4,300
422.00 CONTRACT LABOR	0	2,500	2,500	0	0
424.00 SERVICE CONTRACTS	2,326	2,300	2,300	2,235	2,470
425.00 LABORATORY TEST FEES	90	280	280	390	3,000
450.00 OTHER SERVICES	14,384	8,000	8,000	7,057	8,000
702.00 BUILDINGS	0	12,000	12,000	12,000	0
708.00 METERS	1,692	0	0	0	0
710.00 MACHINERY/EQUIPMENT	4,562	23,350	23,350	19,457	8,999
802.00 BUILDINGS	90,175	0	0	0	0
804.00 UTILITY LINES	222,764	428,000	428,000	420,827	438,500
804.10 UTILITY LINE-CONTINGENCY	83,749	65,000	65,000	61,696	65,000
807.00 TRANSFORMERS	141,284	110,000	110,000	128,832	110,000
808.00 METERS	35,007	15,000	15,000	19,111	15,000
808.01 AMR METERS	386,774	0	0	0	0
808.10 NEW SVC INSTALL	29,759	0	0	11,407	10,000
809.10 STREET LIGHTS/SIGNALS	14,141	0	0	5,500	6,000
812.01 AMR SOFTWARE/EQUIPMENT	17,500	0	0	0	0
813.00 VEHICLES	129,307	185,000	185,000	186,000	192,000
814.10 SCADA COMMUNICATIONS	0	0	0	0	0
814.15 WIRELESS MESH	39,152	60,000	60,000	60,000	60,000
814.20 FIBER EXPANSION	3,887	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	5,487	6,340	6,340	6,193	8,283
908.00 SEMINARS/MEMBERSHIP/TRAVEL	17,076	31,000	31,000	29,279	31,000
908.10 MILEAGE	300	350	350	285	300
950.00 OTHER SUNDRY	12	350	350	332	340
TOTAL DEPARTMENT	2,424,896	2,097,313	2,097,313	2,169,996	2,220,798

* REVISED ANNUAL ESTIMATE

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
701.00 PURCHASE COSTS	20,185,076	19,346,234	19,346,234	18,336,879	19,447,821
709.00 LCRA TCOS FEE	2,400	2,400	2,400	2,400	2,400
860.11 DEBT - INTEREST	1,726	1,464	1,464	1,464	1,192
860.15 DEBT - PRINCIPAL	7,838	8,100	8,100	8,100	8,372
904.00 GROSS REVENUE TAX	1,844,585	1,759,595	1,759,595	1,739,303	1,784,889
TOTAL NON-DEPT DIRECT	22,041,625	21,117,793	21,117,793	20,088,146	21,244,674

* REVISED ANNUAL ESTIMATE

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE*	BUDGET
		ORIGINAL	AMENDED		
\$	2011	2012	2012	2012	2013
903.00 UNCOLLECTIBLE ACCTS	74,501	0	0	50,000	50,000
906.00 INVENTORY ADJ	(8,592)	0	0	645	0
950.00 OTHER SUNDRY	39,978	39,700	39,700	20,283	20,000
TOTAL NON-DEPT MISC	31,386	39,700	39,700	20,928	20,000

* REVISED ANNUAL ESTIMATE

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.

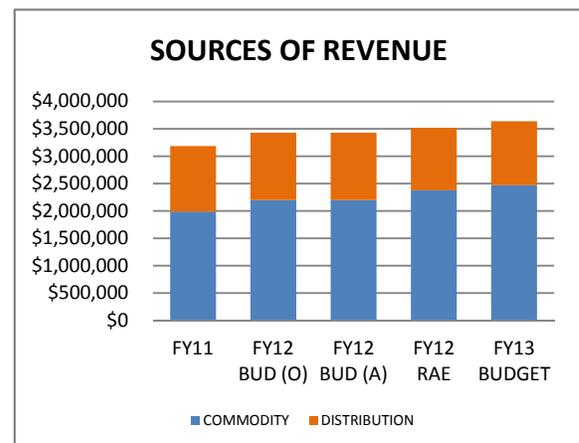
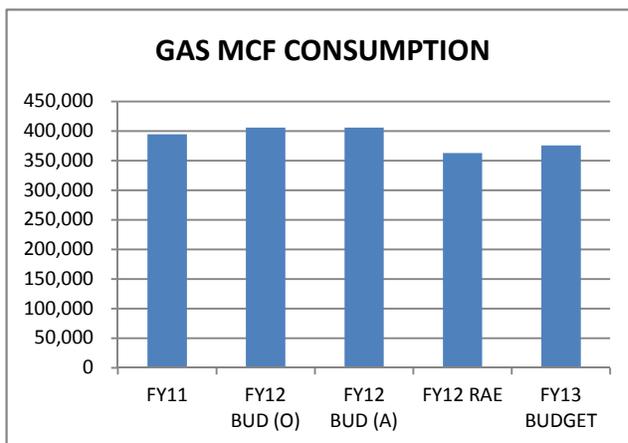
OPERATING RESOURCES

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 \$2,469,623 consists primarily of gas utility revenue. A small amount of revenue is generated by interest and other miscellaneous revenue. Of this amount, \$1,171,042 (47%) is expected to be generated to cover gas distribution and \$1,298,581 (53%) is projected to cover gas purchase costs.

Revenues

The major underlying assumptions in projecting FY13 Gas Fund revenues include:

- No changes in gas distribution rates;
- A 3.4% increase from RAE in gas consumption; and
- Long-term, gradual rise in natural gas prices throughout FY13 based on Henry Hub Futures Index.



USES OF OPERATING RESOURCES

Budgeted resource uses total \$2,407,490 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 21% of resource usage. The FY13 budget for the department is \$511,233 which is 5.2% higher than the FY12 Budget because of increased personnel costs. Personnel costs for salaries and benefits account for 65.6% of department expenditures. Approximately 17% of the budget is for capital items. The capital budget includes \$20,000 in infrastructure improvements, \$15,000 in new service installations and \$50,000 for gas meters and regulators.

Debt Service

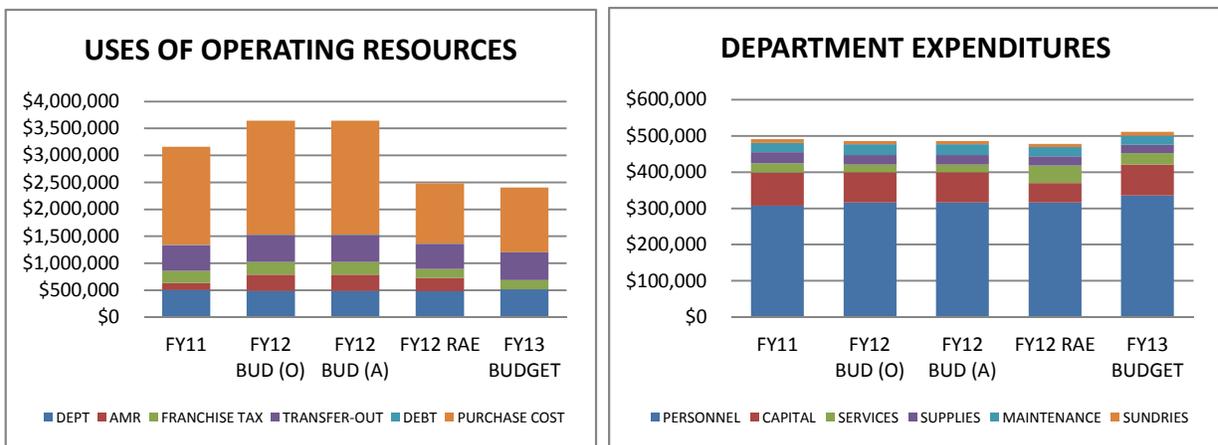
The Gas Fund has no bond debt. The fund does have a capital lease for BVWAC radios.

Inter-Fund Transfers

The Gas Fund is projected to transfer \$367,999 to the General Fund and \$149,682 to the Electric Fund in FY13. 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 \$171,901 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 FY13 Budget, purchase costs are estimated at \$1,298,581, reflecting gradually rising natural gas prices and expanding customer base.

WORKING CAPITAL BALANCE

	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2011	AMENDED 2011		
BEGINNING BALANCE	1,017,327	1,041,356	1,041,356	1,041,356	937,603
DISTRIBUTION NET REVENUES	(144,886)	(297,782)	(297,782)	(228,180)	(35,306)
COMMODITY NET REVENUES	168,263	80,723	80,723	124,427	97,439
ADJUSTMENTS	652	0	0	0	0
SUBTOTAL	24,029	(217,059)	(217,059)	(103,753)	62,133
ENDING BALANCE	1,041,356	824,297	824,297	937,603	999,736

* REVISED ANNUAL ESTIMATE

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

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL 2012		
\$					
DISTRIBUTION REVENUES					
UTILITY REVENUE	1,182,260	1,212,750	1,212,750	1,118,354	1,157,142
INTEREST EARNED	913	1,000	1,000	650	700
OTHER REVENUE	15,969	18,025	18,025	15,710	13,200
SUBTOTAL DIST REVENUES	1,199,142	1,231,775	1,231,775	1,134,714	1,171,042
COMMODITY REVENUES					
UTILITY REVENUE	3,243,308	3,336,614	3,336,614	2,981,213	3,088,126
GCA	(1,256,525)	(1,141,307)	(1,141,307)	(1,736,349)	(1,789,545)
SUBTOTAL COM REVENUES	1,986,783	2,195,307	2,195,307	1,244,864	1,298,581
TOTAL OPERATING RESOURCES	3,185,925	3,427,082	3,427,082	2,379,578	2,469,623
DISTRIBUTION EXPENDITURES					
OPERATING DEPARTMENTS	490,894	485,883	485,883	477,906	511,233
FRANCHISE TAX	221,832	238,564	238,564	165,425	171,901
DEBT SERVICE	10,213	2,033	2,033	2,033	2,033
OTHER DIRECT (2)	12,327	0	0	3,200	3,500
SUBTOTAL DIST EXPEND	735,266	726,480	726,480	648,564	688,667
COMMODITY EXPENDITURES					
GAS PURCHASE COST	1,818,520	2,114,584	2,114,584	1,120,437	1,201,142
SUBTOTAL COM EXPEND	1,818,520	2,114,584	2,114,584	1,120,437	1,201,142
TRANS-OUT OTHER FUNDS	477,363	503,077	503,077	469,729	517,681
TOTAL USES OF OP RESOURCES	3,031,149	3,344,141	3,344,141	2,238,730	2,407,490
NET REVENUES					
DISTRIBUTION	(13,487)	2,218	2,218	16,421	(35,306)
COMMODITY	168,263	80,723	80,723	124,427	97,439
TOTAL NET REVENUES	154,776	82,941	82,941	140,848	62,133
AMR METER PROJECT (1)	131,399	300,000	300,000	244,601	0
TOTAL ADJ NET REVENUES	23,377	(217,059)	(217,059)	(103,753)	62,133
WORKING CAPITAL (3)	1,041,356	824,297	824,297	937,603	999,736

* REVISED ANNUAL ESTIMATE

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

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

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

GAS FUND REVENUES

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
602.00 GAS UTIL REVENUES	4,425,568	4,549,363	4,549,363	4,099,567	4,245,268
611.00 GAS COST ADJ	(1,256,525)	(1,141,307)	(1,141,307)	(1,736,349)	(1,789,545)
613.00 RELIGHT SERVICE	120	0	0	30	0
632.00 STATE SALES TAX	4,857	5,000	5,000	5,000	5,000
650.00 CUSTOMER REPAIR & REI	0	0	0	2,925	0
655.00 LINE TAPS	7,840	10,000	10,000	6,600	7,000
690.00 MISC REVENUE	364	1,526	1,526	503	500
TOTAL UTILITY	3,182,223	3,424,582	3,424,582	2,378,276	2,468,223
710.00 INTEREST EARNED	0	0	0	0	0
710.30 INTEREST-TEXPOOL	913	1,000	1,000	650	700
790.60 GAIN/LOSS ASSETS	0	0	0	0	0
790.61 SALE OF NON-CAPITAL AS	2,788	1,500	1,500	652	700
TOTAL MISC REV	3,701	2,500	2,500	1,302	1,400
TOTAL REVENUES	3,185,925	3,427,082	3,427,082	2,379,578	2,469,623
MCFS	394,563	424,844	424,844	362,678	375,684
AVG MTHLY CUST	4,244	4,272	4,272	4,305	4,367

* REVISED ANNUAL ESTIMATE

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 400,000 mcfs 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; Replaced 393 outdated meters with AMR meters; installed 2800 upgrade kits and installed 40 new AMR meters on new services.
- > Prevent atmospheric corrosion by continuing with scheduled painting of above ground piping and meters; Painted more than 450 meters.
- > Install new services for anticipated City growth; Installed over 7,000 ft of new service.
- > Rebuild regulators at border stations; and rebuilt 6 regulators.
- > Educate the general public with issues such as safety and the economical uses of natural gas. Annual mail outs of Natural Gas Safety brochures. Natural Gas uses and safety practices are posted on the City of Brenham website.

DEPT 162 - GAS DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	307,547	315,933	315,933	316,370	335,754
Supplies	31,209	26,500	26,500	25,802	22,810
Maintenance	25,058	30,050	30,050	25,148	25,000
Services	25,399	20,390	20,390	47,538	31,720
Capital (1)	222,530	84,000	84,000	53,885	85,000
Sundries (2)	10,547	9,010	9,010	9,163	10,949
Total	622,290	485,883	485,883	477,906	511,233
<u>OUTPUTS</u>					
Feet of Lines Replaced	1,100	2,800	2,800	0	2,155
Service Taps Installed	62	60	60	52	60
Service Calls	1,332	1,100	1,100	2,445	1,145
MCF Delivered	400,000	410,000	410,000	410,000	415,000
Customers Served	4,354	4,250	4,250	4,250	4,255
Avg Price MCF Sold	8.50	8.40	8.40	8.40	8.40
Avg Price MCF Purchased	4.40	5.33	5.33	5.33	5.33
<u>OUTCOMES</u>					
TMLIRP Compliance Award Rating	Excellent	Excellent	Excellent	Excellent	Excellent
% Line Loss	1.47%	1.47%	1.47%	1.50%	1.50%

* REVISED ANNUAL ESTIMATE

DEPT 162 - GAS DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	200,929	210,758	210,758	210,466	222,598
102.00	OVERTIME PAY	9,495	8,000	8,000	10,000	8,000
103.00	OASDI/MEDICARE	16,130	18,096	18,096	17,277	19,119
103.02	MATCHING RETIREMENT	21,346	17,440	17,440	15,242	18,649
105.00	LONGEVITY PAY	4,305	4,793	4,793	4,597	4,658
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
105.03	STANDBY	9,766	8,200	8,200	10,145	8,200
106.00	MEDICAL INSURANCE	35,775	40,891	40,891	40,708	45,332
106.01	LIFE INSURANCE	746	778	778	779	786
106.02	LONG TERM DISABILITY	281	296	296	295	299
107.00	WORKERS' COMPENSATION	2,008	1,881	1,881	2,061	2,113
118.00	ACCRUED COMP TIME	1,965	0	0	0	0
201.00	CHEMICALS	3,525	2,700	2,700	2,700	2,700
202.00	FUEL	11,786	10,500	10,500	12,582	11,500
203.00	TOOLS/SMALL EQUIPMENT	5,331	4,900	4,900	3,203	1,200
204.00	POSTAGE & FREIGHT	366	600	600	439	600
205.00	OFFICE SUPPLIES	300	600	600	401	500
206.00	EMPLOYEE RELATIONS	669	750	750	679	750
207.00	REPRODUCTION & PRINTING	800	500	500	350	600
208.00	CLOTHING	2,134	1,600	1,600	1,612	1,260
210.00	BOTANICAL & AGRICULTURAL	19	100	100	100	100
211.00	CLEANING AND JANITORIAL	925	1,200	1,200	504	600
212.00	COMPUTER SUPPLIES	74	50	50	0	0
213.00	COMMUNICATIONS EQUIPMENT	1,664	0	0	157	0
221.00	SAFETY/FIRST AID SUPPLIES	305	500	500	400	500
250.00	OTHER SUPPLIES	3,312	2,500	2,500	2,675	2,500
301.00	UTILITY LINES	8054.02	15000	15000	9000	10000
303.00	VEHICLES/LARGE EQUIPMENT	4,552	5,000	5,000	4,983	5,000
304.00	MACHINERY/EQUIPMENT	3,253	2,500	2,500	4,445	2,500
308.00	METERS	0	100	100	189	100
309.00	COMMUNICATIONS/PHOTO EQUIP	0	50	50	0	0
311.00	UTILITY PLANTS	7,263	7,000	7,000	6,215	7,000
312.00	BUILDINGS/APPLIANCES	951	200	200	168	200
350.00	OTHER MAINTENANCE	985	200	200	148	200

DEPT 162 - GAS DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
401.00 ELECTRICAL	2,203	2,200	2,200	3,759	2,000
402.00 AUDITS/CONSULTANTS FEES	7,400	3,500	3,500	30,876	3,000
402.15 STATE FEES	0	0	0	0	3,375
403.00 TELEPHONE	1,331	1,350	1,350	1,405	1,500
404.00 GAS	1,295	1,500	1,500	652	600
405.00 WATER	169	250	250	236	0
406.00 SEWER	156	150	150	193	0
406.50 GARBAGE	252	0	0	307	570
408.00 RENTAL & LEASES	2,124	1,640	1,640	1,787	1,300
408.10 RENTALS/LEASES-FLEET	0	0	0	0	11,000
409.10 PUBLIC ED/INFORMATION	6,471	6,000	6,000	5,798	4,900
424.00 SERVICE CONTRACTS	1,916	2,000	2,000	984	1,675
425.00 LABORATORY TEST FEES	650	800	800	600	800
450.00 OTHER SERVICES	1,433	1,000	1,000	941	1,000
804.00 UTILITY LINES	0	10,000	10,000	0	10,000
804.10 UTILITY LINE-CONTINGENCY	13,797	13,000	13,000	28,304	10,000
808.00 METERS	35,745	45,000	45,000	10,081	45,000
808.01 AMR METERS	113,899	0	0	0	0
808.10 NEW SVC INSTALL	13,966	5,000	5,000	15,500	15,000
809.00 GAS REGULATORS	10914.85	11000	11000	0	5000
812.01 AMR SOFTWARE/EQUIPMENT	17,500	0	0	0	0
813.00 VEHICLES	16,708	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	1,037	1,410	1,410	1,669	1,349
908.00 SEM./MEMBERSHIP/TRAVEL	9,027	7,000	7,000	6,974	9,000
908.10 MILEAGE	296	500	500	470	500
950.00 OTHER SUNDRY	188	100	100	50	100
TOTAL DEPARTMENT	622,290	485,883	485,883	477,906	511,233

* REVISED ANNUAL ESTIMATE

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE*	BUDGET
		ORIGINAL	AMENDED		
\$	2011	2012	2012	2012	2013
705.00 GAS PURCHASE COSTS	1,818,520	2,114,584	2,114,584	1,120,437	1,201,142
860.11 DEBT SERVICE-INT	1,025	311	311	311	253
860.15 DEBT SERVICE-PRIN	9,188	1,722	1,722	1,722	1,780
904.00 GROSS REVENUE TAX	221,832	238,564	238,564	165,425	171,901
TOTAL DEPARTMENT	2,050,565	2,355,181	2,355,181	1,287,895	1,375,076

* REVISED ANNUAL ESTIMATE

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE*	BUDGET
		ORIGINAL	AMENDED		
\$	2011	2012	2012	2012	2013
903.00 UNCOLLECTIBLE ACCTS	3,414	0	0	3,500	3,500
906.00 INVENTORY ADJUST	8,913	0	0	(300)	0
TOTAL DEPARTMENT	12,327	0	0	3,200	3,500

* REVISED ANNUAL ESTIMATE

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

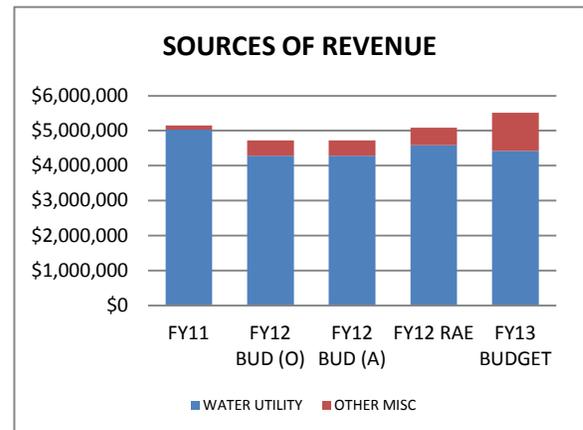
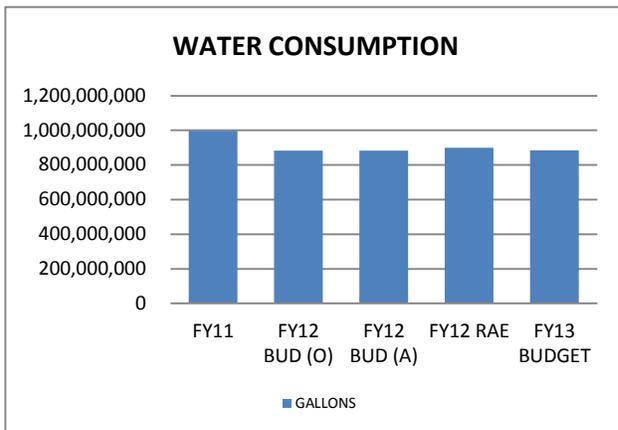
Projected operating resources are estimated at \$5,515,166 for FY13. The primary revenue source is generated by water sales and contributes \$4,423,020 to total operating resources. Other major operating resources are revenues from fire line and line tap charges and interest. Residual bond proceeds from a 2008 debt issue in the amount of \$983,640 is being released from restricted cash in FY13 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 FY13 Water Fund revenues include:

- No changes in water rates;
- Water consumption of 885,000,000 gallons based on post-drought conditions; and
- A 1.9% growth in customer based on historical trends.

Water revenues for FY12 RAE are expected to exceed budget estimates due to the dryer weather conditions.



- Revised annual estimate.

- Revised annual estimate.

USES OF OPERATING RESOURCES

Budgeted resource uses total \$5,701,978 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

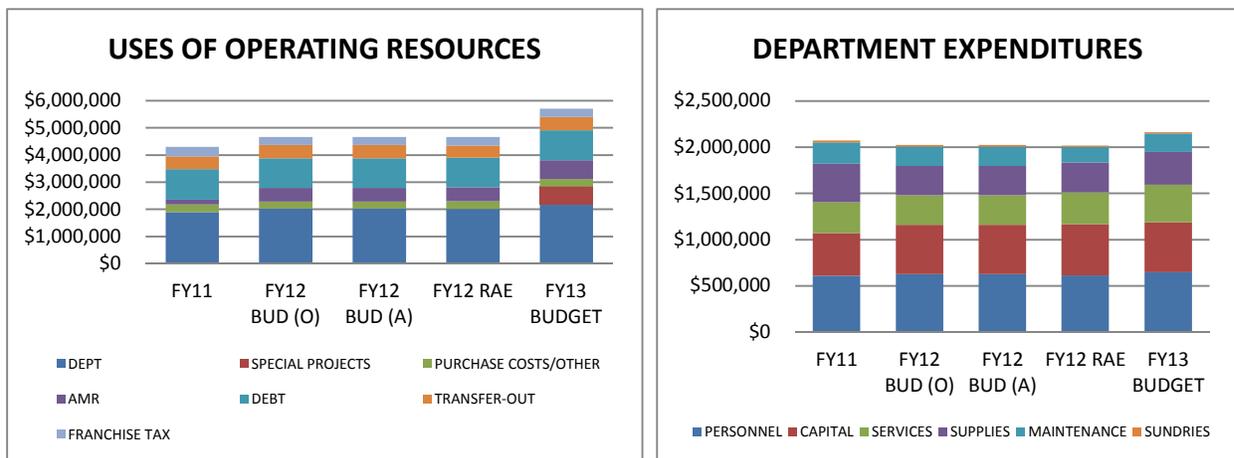
The Water Fund supports the Water Treatment and Water Construction departments. The combined FY13 budgets for these departments are \$2,162,858 which is 6.8% higher than FY12 Budget due to capital projects. At 38%, these department budgets represent the largest use of operating resources. Personnel costs for salaries and benefits account for 30% of department expenditures. There are no other staffing changes anticipated in either department. Approximately 83% of the supplies budget is for chemicals needed in water treatment. Most of the maintenance budget (almost 93%) 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 \$475,000 in infrastructure improvements, \$20,000 for water meters and \$25,000 in decision packages. There is an additional \$700,000 budgeted for the AMR meter replacement project.

Debt Service

The second largest use of operating resources is for debt service. There is \$1,089,624 budgeted for principal and interest payments in FY13. Debt service is the largest non-operating expenditure for the fund. No new debt issue is expected in FY13.

Inter-Fund Transfers

The Water Fund is projected to transfer \$340,491 to the General Fund and \$154,302 to the Electric Fund in FY13. 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 \$304,058 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 FY13 water purchase costs, consistent with FY12 RAE contract pricing.

	WORKING CAPITAL				
	ACTUAL	BUDGET		RAE*	BUDGET
		2010	ORIGINAL		
\$					
BEGINNING BALANCE	671,189	2,118,520	2,118,520	2,118,520	2,533,616
NET REVENUES	846,513	54,942	54,942	415,096	(186,812)
ADJUSTMENTS	600,818	0	0	0	0
SUBTOTAL	1,447,331	54,942	54,942	415,096	(186,812)
ENDING BALANCE	<u>2,118,520</u>	<u>2,173,462</u>	<u>2,173,462</u>	<u>2,533,616</u>	<u>2,346,804</u>

* REVISED ANNUAL ESTIMATE

DECISION PACKAGES

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

DEPT	DESCRIPTION	\$
164 CONSTRUCTION	710.00 Portable valve repair kit	10,000
	802.00 Covered area for construction material	<u>15,000</u>
	TOTAL FUND	<u><u>25,000</u></u>

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
		2011	ORIGINAL		
\$	2011	2012	2012	2012	2013
REVENUES					
UTILITY REVENUE	5,030,052	4,281,794	4,281,794	4,587,337	4,423,020
INTEREST EARNED	4,101	6,800	6,800	3,482	3,500
OTHER REVENUE	114,380	118,106	118,106	177,356	105,006
TOTAL REVENUES	5,148,534	4,406,700	4,406,700	4,768,175	4,531,526
OTHER SOURCES (1)	0	313,263	313,263	313,263	983,640
TOTAL OPERATING RESOURCES	5,148,534	4,719,963	4,719,963	5,081,438	5,515,166
EXPENDITURES					
OPERATING DEPARTMENTS	1,894,913	2,024,739	2,024,739	2,016,563	2,162,858
HIGH PRESSURE PLANE EXPAND	0	0	0	0	529,177
VALMONT	0	0	0	0	53,000
SALEM ROAD	0	0	0	0	90,000
FRANCHISE TAX	352,104	299,726	299,726	315,560	304,058
DEBT SERVICE	1,123,986	1,085,423	1,085,423	1,085,422	1,089,624
PURCHASE COSTS	265,650	265,650	265,650	265,650	265,650
OTHER (3)	23,931	818	818	10,569	12,818
TOTAL EXPENDITURES	3,660,584	3,676,356	3,676,356	3,693,764	4,507,185
TRANS-OUT OTHER FUNDS	465,376	488,665	488,665	452,578	494,793
TOTAL USES OF OP RESOURCES	4,125,960	4,165,021	4,165,021	4,146,342	5,001,978
NET REVENUES	1,022,574	554,942	554,942	935,096	513,188
AMR METER PROJECT (2)	176,061	500,000	500,000	520,000	700,000
NET ADJ REVENUES	846,513	54,942	54,942	415,096	(186,812)
WORKING CAPITAL (4)	2,118,520	2,173,462	2,173,462	2,533,616	2,346,804

* REVISED ANNUAL ESTIMATE

(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, INVENTORY ADJUSTMENTS AND UNCOLLECTIBLE ACCOUNTS. EXCLUDES DEPRECIATION, POST RETIREMENT BENEFITS, AMORTIZED ISSUANCE COSTS, AND AMORTIZED CHARGES.

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

WATER FUND REVENUES

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
603.00 UTIL REVENUES	5,030,052	4,281,794	4,281,794	4,587,337	4,423,020
607.00 FIRE LINE	77,786	73,500	73,500	79,331	81,331
650.00 CUST REPAIR	0	0	0	2,504	0
651.00 METER HYDRANT	630	300	300	2,150	675
652.00 WATER FIRE STATION	0	300	300	0	0
655.00 LINE TAPS	25,322	35,000	35,000	20,200	21,000
690.00 MISC	2,079	1,200	1,200	1,000	1,000
695.00 CAPITAL REIMBURSEM	0	0	0	61,264	0
TOTAL UTILITY	5,135,869	4,392,094	4,392,094	4,753,786	4,527,026
710.30 INT-TEXPOOL	1,480	1,800	1,800	1,782	1,800
710.31 INT-TEXSTAR	2,621	5,000	5,000	1,700	1,700
790.00 MISC OTHER	15	0	0	0	0
790.50 AMORTIZED BOND	8,732	6,806	6,806	0	0
790.60 GAIN/LOSS ASSETS	(3,993)	0	0	8,681	0
790.61 SALE OF NON CAP	3,809	1,000	1,000	2,226	1,000
TOTAL MISC REV	12,664	14,606	14,606	14,389	4,500
TOTAL REVENUES	5,148,534	4,406,700	4,406,700	4,768,175	4,531,526
GALLONS	996,362,800	883,000,000	883,000,000	899,412,660	885,000,000
AVG CUSTOMERS	7,164	7,177	7,177	7,282	7,422

* REVISED ANNUAL ESTIMATE

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	377,162	387,673	387,673	388,164	411,967
Supplies	380,891	290,050	290,050	292,130	319,542
Maintenance	103,173	116,300	116,300	65,848	91,050
Services	324,745	305,200	305,200	313,517	333,895
Capital	18,819	28,000	28,000	10,238	0
Sundries	9,886	8,400	8,400	7,388	8,556

Total 1,214,677 1,135,623 1,135,623 1,077,285 1,165,010

OUTPUTS

Gallons Pumped from Lake Somerville	1,628M	1,431M	1,431M	1096M	1105M
Gallons Treated	1,046M	1,252M	1,252M	879M	882M
Gallons Delivered	996,000	1,014M	1,014M	877M	881M

OUTCOMES

Water Rating	Superior	Superior	Superior	Superior	Superior
Surface Water Certifications					
Class A (# of employees)	1	1	1	1	1
Class B (# of employees)	1	1	1	1	1
Class C (# of employees)	2	3	3	3	4
Class D (# of employees)	1	1	1	1	0

* REVISED ANNUAL ESTIMATE

DEPT 163 - WATER TREATMENT DEPARTMENT

LINE ITEM DETAIL

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
101.00 SALARIES & WAGES	251,723	257,773	257,773	254,268	265,735
102.00 OVERTIME PAY	13,011	14,000	14,000	17,000	14,000
103.00 OASDI/MEDICARE	19,151	21,467	21,467	20,395	22,183
103.02 MATCHING RETIREMENT	25,130	20,688	20,688	18,086	21,582
105.00 LONGEVITY PAY	3,465	4,043	4,043	3,670	3,820
105.01 ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
105.03 STANDBY	78	0	0	0	0
106.00 MEDICAL INSURANCE	53,655	58,433	58,433	63,106	71,611
106.01 LIFE INSURANCE	914	942	942	935	941
106.02 LONG TERM DISABILITY	347	359	359	353	357
107.00 WORKERS' COMPENSATION	5,421	5,168	5,168	5,551	5,738
118.00 ACCRUED COMP TIME	(532)	0	0	0	0
201.00 CHEMICALS	350,211	265,000	265,000	264,921	295,000
202.00 FUEL	9,440	5,300	5,300	9,027	8,892
203.00 TOOLS/SMALL EQUIPMENT	1,432	500	500	600	1,050
204.00 POSTAGE & FREIGHT	1,297	1,500	1,500	1,145	1,500
205.00 OFFICE SUPPLIES	90	300	300	263	300
206.00 EMPLOYEE RELATIONS	448	750	750	703	500
207.00 REPRODUCTION & PRINTING	2,126	2,500	2,500	2,405	3,000
208.00 CLOTHING	213	4,000	4,000	3,647	800
210.00 BOTANICAL & AGRICULTURAL	132	150	150	100	100
211.00 CLEANING AND JANITORIAL	940	700	700	383	400
212.00 COMPUTER SUPPLIES	3,599	2,200	2,200	2,147	2,100
213.00 COMMUNICATIONS EQUIPMENT	25	100	100	114	100
220.00 LAB SUPPLIES	5,545	5,000	5,000	4,903	5,000
221.00 SAFETY/FIRST AID SUPPLIES	4,790	150	150	170	100
223.00 SMALL APPLIANCES	0	1,200	1,200	1,094	200
250.00 OTHER SUPPLIES	602	700	700	508	500
303.00 VEHICLES/LARGE EQUIPMENT	797	2,000	2,000	1,756	2,000
304.00 MACHINERY/EQUIPMENT	632	700	700	283	500
310.00 LAND/GROUNDS	396	5,000	5,000	485	500
311.00 UTILITY PLANTS	99,354	107,000	107,000	61,324	84,500
312.00 BUILDINGS/APPLIANCES	1,932	1,500	1,500	2,000	3,500
350.00 OTHER MAINTENANCE	62	100	100	0	50

DEPT 163 - WATER TREATMENT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
401.00 ELECTRICAL	287,186	265,000	265,000	264,849	265,000
402.00 AUDITS/CONSULTANTS FEES	19,245	8,000	8,000	18,282	18,000
402.15 STATE FEES	0	14,500	14,500	15,300	15,300
403.00 TELEPHONE	1,662	1,500	1,500	1,513	1,600
404.00 GAS	585	600	600	585	0
406.50 GARBAGE	1,236	350	350	1,117	570
406.60 TRNSF STATION/LANDFILL FEE	0	50	50	0	0
408.00 RENTAL & LEASES	3,712	1,200	1,200	1,000	1,200
408.10 RENTALS/LEASES-FLEET	0	0	0	0	18,525
424.00 SERVICE CONTRACTS	3,632	6,000	6,000	4,552	5,700
425.00 LABORATORY TEST FEES	6,540	7,000	7,000	5,349	7,000
450.00 OTHER SERVICES	948	1,000	1,000	970	1,000
710.00 MACHINERY/EQUIPMENT	5,400	0	0	0	0
714.00 RADIOS/RADAR/CAMERAS	4,640	0	0	0	0
715.00 OTHER CAPITAL	8,779	6,000	6,000	6,740	0
802.00 BUILDINGS	0	22,000	22,000	3,498	0
901.00 LIAB/CASUALTY INSURANCE	1,172	1,400	1,400	1,928	1,556
908.00 SEM./MEMBERSHIP/TRAVEL	7,667	6,000	6,000	4,626	6,000
908.10 MILEAGE	954	1,000	1,000	834	1,000
950.00 OTHER SUNDRY	94	0	0	0	0
TOTAL DEPARTMENT	1,214,677	1,135,623	1,135,623	1,077,285	1,165,010

* REVISED ANNUAL ESTIMATE

STAFFING (FTES)



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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	233,583	241,676	241,676	227,710	235,445
Supplies	35,154	26,940	26,940	30,995	35,207
Maintenance	128,383	93,700	93,700	102,153	107,550
Services	8,488	14,450	14,450	32,460	72,120
Capital	441,705	503,500	503,500	540,303	540,000
Sundries	8,983	8,850	8,850	5,657	7,526
Total	856,297	889,116	889,116	939,278	997,848
<u>OUTPUTS</u>					
New Lines Laid (in feet)	3,190	1,000	1,000	3,530	1,000
Lines Replaced (in feet)	730	1,000	1,000	4,200	1,000
# of Service Calls	1,119	1,000	1,000	1,100	1,150
# of Water Taps Installed	119	100	100	65	70
# of Painted Fire Hydrants	670	200	200	225	200
Change Out of Fire Hydrants	6	10	10	3	10
Change Out of Water Meters	680	700	700	2,770	2,500

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 164 - WATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	145,419	151,124	151,124	137,052	144,379
102.00	OVERTIME PAY	14,778	10,300	10,300	18,000	10,300
103.00	OASDI/MEDICARE	12,086	12,981	12,981	12,034	12,504
103.02	MATCHING RETIREMENT	15,511	12,510	12,510	10,617	12,197
105.00	LONGEVITY PAY	1,705	2,110	2,110	847	2,578
105.03	STANDBY	6,173	6,150	6,150	6,500	6,150
106.00	MEDICAL INSURANCE	34,163	42,782	42,782	38,953	43,507
106.01	LIFE INSURANCE	489	542	542	466	510
106.02	LONG TERM DISABILITY	184	207	207	176	194
107.00	WORKERS' COMPENSATION	3,268	2,970	2,970	3,065	3,126
118.00	ACCRUED COMP TIME	(192)	0	0	0	0
201.00	CHEMICALS	0	200	200	200	200
202.00	FUEL	17,901	15,000	15,000	17,500	19,582
203.00	TOOLS/SMALL EQUIPMENT	4,117	2,000	2,000	2,900	5,150
204.00	POSTAGE & FREIGHT	18	0	0	25	25
205.00	OFFICE SUPPLIES	404	200	200	300	200
206.00	EMPLOYEE RELATIONS	613	750	750	786	750
207.00	REPRODUCTION & PRINTING	804	600	600	243	600
208.00	CLOTHING	1,956	2,500	2,500	2,516	3,350
210.00	BOTANICAL & AGRICULTURAL	263	100	100	110	200
211.00	CLEANING AND JANITORIAL	754	800	800	885	800
212.00	COMPUTER SUPPLIES	49	150	150	150	900
213.00	COMMUNICATIONS EQUIPMENT	29	140	140	140	0
218.00	PHOTOGRAPHY	0	0	0	132	50
221.00	SAFETY/FIRST AID SUPPLIES	2,819	2,000	2,000	2,108	1,500
223.00	SMALL APPLIANCES	0	1,500	1,500	1,200	900
250.00	OTHER SUPPLIES	5,427	1,000	1,000	1,800	1,000
301.00	UTILITY LINES	118,777	85,000	85,000	92,339	100,000
303.00	VEHICLES/LARGE EQUIPMENT	5,307	7,000	7,000	7,100	5,000
304.00	MACHINERY/EQUIPMENT	1,779	700	700	699	700
308.00	METERS	1,430	0	0	90	100
312.00	BUILDINGS/APPLIANCES	180	500	500	1,000	500
350.00	OTHER MAINTENANCE	911	500	500	925	1,250

DEPT 164 - WATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
401.00 ELECTRICAL	4,851	2,200	2,200	3,000	2,400
402.00 AUDITS/CONSULTANTS FEES	0	2,500	2,500	938	1,500
403.00 TELEPHONE	671	650	650	712	725
404.00 GAS	1,096	1,150	1,150	460	700
405.00 WATER	265	200	200	169	200
406.00 SEWER	305	200	200	231	250
406.50 GARBAGE	17	350	350	350	570
406.60 TRNSF STATION/LANDFILL FEE	67	0	0	0	0
408.00 RENTAL & LEASES	0	5,600	5,600	6,000	0
408.10 RENTALS/LEASES-FLEET	0	0	0	0	40,185
422.00 CONTRACT LABOR	0	0	0	20,000	25,000
424.00 SERVICE CONTRACTS	941	1,100	1,100	200	90
450.00 OTHER SERVICES	274	500	500	400	500
702.00 BUILDINGS	0	4,000	4,000	4,132	0
708.10 NEW SVC INSTALL	1,748	0	0	0	0
710.00 MACHINERY/EQUIPMENT	0	0	0	0	16,500
802.00 BUILDINGS	0	0	0	0	15,000
804.00 UTILITY LINES	0	400,000	400,000	385,000	400,000
804.10 UTILITY LINE-CONTINGENCY	182,593	50,000	50,000	100,000	75,000
808.00 METERS	51,795	20,000	20,000	24,147	20,000
808.01 AMR METERS	158,561	0	0	0	0
808.10 NEW SVC INSTALL	12,652	12,500	12,500	11,120	13,500
810.00 MACHINERY/EQUIPMENT	0	17,000	17,000	15,904	0
812.01 AMR SOFTWARE/EQUIPMENT	17,500	0	0	0	0
813.00 VEHICLES	16,857	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	2,577	3,300	3,300	2,690	2,026
908.00 SEM./MEMBERSHIP/TRAVEL	5,573	5,000	5,000	2,500	5,000
908.10 MILEAGE	703	500	500	467	500
950.00 OTHER SUNDRY	130	50	50	0	0
TOTAL DEPARTMENT	856,297	889,116	889,116	939,278	997,848

* REVISED ANNUAL ESTIMATE

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE*	BUDGET
		ORIGINAL	AMENDED		
\$	2011	2012	2012	2012	2013
413.00 ACCIDENT/DAMAGE CLAIM	85	0	0	0	0
421.00 BOND AGENT FEES	818	818	818	818	818
708.00 WATER PURCHASED	265,650	265,650	265,650	265,650	265,650
860.11 DEBT INTEREST	430,654	482,405	482,405	482,405	473,005
860.15 DEBT PRINCIPAL	693,332	603,017	603,017	603,017	616,619
904.00 FRANCHISE TAX	352,104	299,726	299,726	343,357	304,058
TOTAL DEPARTMENT	1,742,642	1,651,616	1,651,616	1,695,247	1,660,150

* REVISED ANNUAL ESTIMATE

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
903.00 UNCOLLECTIBLE ACCTS	13,702	0	0	12,000	12,000
906.00 INVENTORY ADJ	9,326	0	0	(2,249)	0
TOTAL DEPARTMENT	23,028	0	0	9,751	12,000

* REVISED ANNUAL ESTIMATE

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.

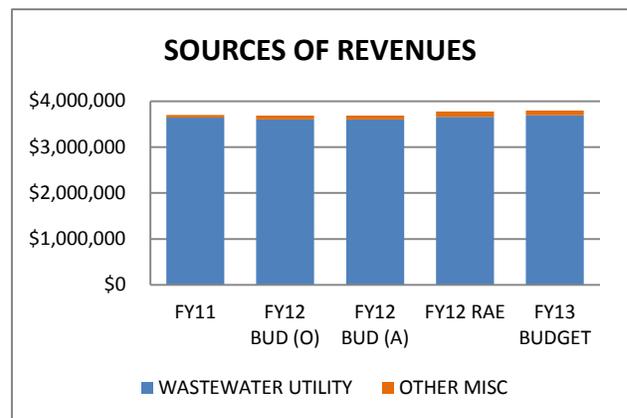
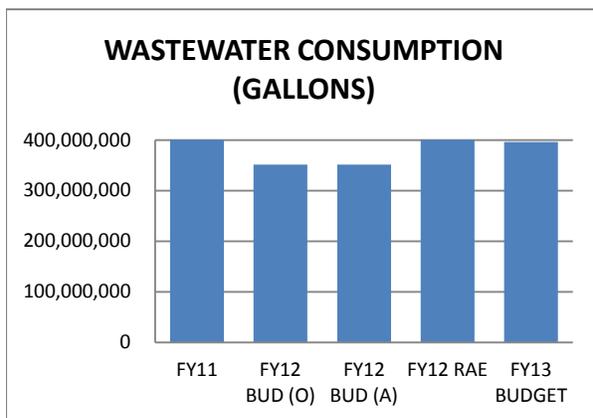
OPERATING RESOURCES

Projected operating resources are estimated at \$3,799,429 for FY13. The primary revenue source is generated by wastewater sales and contributes \$3,696,079 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 FY13 Wastewater Fund revenues include:

- No changes in wastewater rates;
- Lower residential rates through March 2013 due to below prior year water consumption during January and February of 2012; and
- A 0.7% almost flat growth in customers based current trends.



USES OF OPERATING RESOURCES

Budgeted resource uses total \$3,551,334 and include operating department expenditures, debt service payments, transfers to the General, Electric and payment of franchise taxes to the General Fund.

Department Expenditures

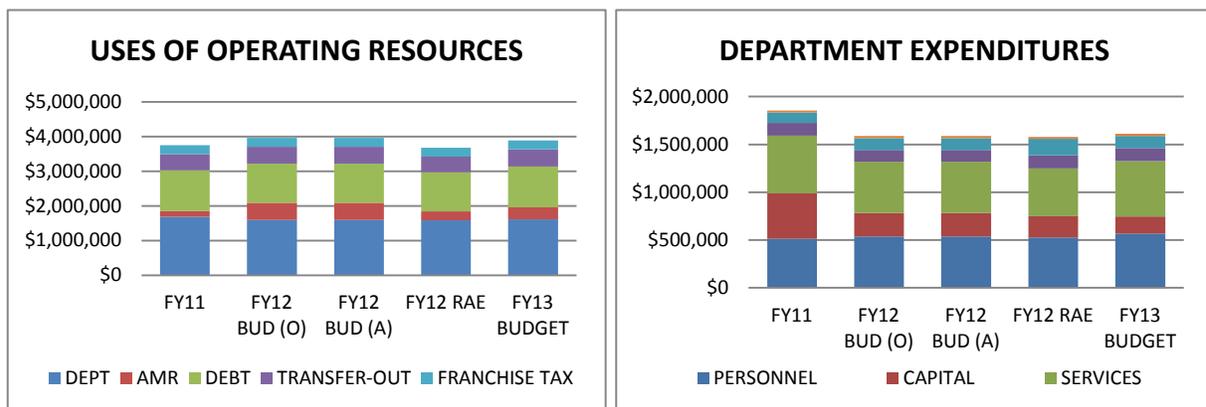
The Wastewater Fund supports the Wastewater Construction and Wastewater Treatment departments. The combined FY13 budgets for these departments are \$1,610,368 which is 1.3% higher than FY12 Budget. This figure is exclusive of \$350,000 for the AMR meter replacement project. At 45%, these department budgets represent the largest use of operating resources. Personnel costs for salaries and benefits account for 35% of department expenditures. There are no staffing changes anticipated in either department. Almost 62% of the supplies budget is for chemicals needed in wastewater treatment. Most of the maintenance budget (almost 72%) is for routine plant and utility line maintenance. The service category includes \$483,502 in electricity needed for operating the wastewater treatment facility. The capital budget includes \$159,803 in infrastructure improvements and \$17,707 in decision packages. Additional capital of \$350,000 is budgeted for the AMR meter replacement program.

Debt Service

The second largest use of operating resources is for debt service. There is \$1,171,640 budgeted for principal and interest payments in FY13 which includes a new capital lease for the purchase of a jet vacuum truck. Debt service is the largest non-operating expenditure for the fund.

Inter-Fund Transfers

The Wastewater Fund is projected to transfer \$336,099 to the General Fund and \$153,502 to the Electric Fund in FY13. 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 \$258,726 in franchise tax to the General Fund. Franchise tax is calculated at 7% of Wastewater utility revenues.

	WORKING CAPITAL				
	ACTUAL	BUDGET		RAE*	BUDGET
		2011	2012		
\$				2012	
BEGINNING BALANCE	736,160	573,812	573,812	573,812	670,044
NET REVENUES	(61,115)	(271,902)	(271,902)	96,232	(101,905)
ADJUSTMENTS	(101,233)	0	0	0	0
SUBTOTAL	(162,348)	(271,902)	(271,902)	96,232	(101,905)
ENDING BALANCE	573,812	301,910	301,910	670,044	568,140

* REVISED ANNUAL ESTIMATE

DECISION PACKAGES

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

DEPT	DESCRIPTION	\$
165 CONSTRUCTION	860.11/JET Vacuum/Truck (1)	301,445
166 TREATMENT	715.00 Security System	7,707
	705.00 RTUS Upgrade	<u>10,000</u>
	TOTAL DEPT 166	17,707
	TOTAL FUND	<u><u>319,152</u></u>

(1) FINANCED WITH LEASE PURCHASE AGREEMENT: 10 YRS @ 4% INTEREST

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
		2011	ORIGINAL		
\$	2011	2012	2012	2012	2013
REVENUES					
UTILITY REVENUE	3,642,326	3,602,171	3,602,171	3,655,867	3,696,079
WASTEHAULERS	55,028	40,000	40,000	64,000	70,000
ANCILLARY REVENUES	34,726	38,400	38,400	55,174	31,000
INTEREST EARNED	1,777	3,200	3,200	1,568	1,650
OTHER REVENUE (1)	(32,079)	700	700	700	700
TOTAL REVENUES	3,701,778	3,684,471	3,684,471	3,777,309	3,799,429
TRANS-IN OTHER FUNDS	0	0	0	11,956	0
TOTAL OPERATING RESOURCES	3,701,778	3,684,471	3,684,471	3,789,265	3,799,429
EXPENDITURES					
OPERATING DEPARTMENTS	1,682,211	1,589,375	1,589,375	1,583,129	1,610,368
FRANCHISE TAX	254,963	252,152	252,152	255,911	258,726
DEBT SERVICE	1,169,571	1,131,286	1,131,286	1,131,286	1,177,640
OTHER (3)	12,840	0	0	14,882	15,000
TOTAL EXPENDITURES	3,119,585	2,972,813	2,972,813	2,985,208	3,061,733
TRANS-OUT OTHER FUNDS	470,938	483,560	483,560	447,825	489,601
TOTAL USES OF OP RESOURCES	3,590,523	3,456,373	3,456,373	3,433,033	3,551,334
NET REVENUES	111,255	228,098	228,098	356,232	248,095
AMR METER PROJECT (2)	172,370	500,000	500,000	260,000	350,000
NET ADJ REVENUES	(61,115)	(271,902)	(271,902)	96,232	(101,905)
WORKING CAPITAL (4)	573,812	301,910	301,910	670,044	568,139

* REVISED ANNUAL ESTIMATE

(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 AND UNCOLLECTIBLE ACCOUNTS. EXCLUDES 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
		2011	ORIGINAL		
\$		2012	2012	2012	2013
604.00 UTIL REVENUES	3,642,326	3,602,171	3,602,171	3,655,867	3,696,079
650.00 CUSTOM REPAIR	1,016	1,400	1,400	1,000	1,000
655.00 LINE TAPS	11,090	17,000	17,000	10,000	10,000
665.00 RECLAIMED WATER S	0	0	0	674	0
675.00 ACCEPTED AT PLANT	55,028	40,000	40,000	64,000	70,000
678.00 CLASS A BIO SOLID S/	0	0	0	20,000	20,000
690.00 MISC	22,620	20,000	20,000	0	0
695.00 CAPITAL REIMBURSEI	0	0	0	23,500	0
TOTAL UTILITY	3,732,080	3,680,571	3,680,571	3,775,041	3,797,079
710.30 INT-TEXPOOL	267	200	200	526	550
710.31 TEXSTAR INTEREST	1,510	3,000	3,000	1,042	1,100
790.00 MISC OTHER REV	1,187	700	700	700	700
790.50 AMORT BOND PREM	20,657	0	0	0	0
790.60 GAIN/LOSS ASSETS	(55,199)	0	0	0	0
790.61 SALE NONCAP ASSET	1,276	0	0	0	0
TOTAL MISC REV	(30,302)	3,900	3,900	2,268	2,350
TOTAL REVENUES	3,701,778	3,684,471	3,684,471	3,777,309	3,799,429
GALLONS PROCESSED	453,454,608	351,407,606	351,407,606	405,065,616	396,427,080
AVG MONTHLY CUST	6,434	6,556	6,556	6,534	6,583

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	225,161	243,412	243,412	232,969	254,153
Supplies	25,287	24,800	24,800	27,113	30,024
Maintenance	52,397	66,600	66,600	81,498	66,250
Services	30,987	4,450	4,450	5,324	75,716
Capital	332,657	122,000	122,000	139,977	159,804
Sundries	3,907	7,250	7,250	4,051	4,793

Total 670,396 468,512 468,512 490,932 590,740

OUTPUTS

New Lines Laid (in feet)	1,570	1,500	1,500	13,480	10,000
Lines Replaced (in feet)	870	600	600	200	600
# of Service Calls	399	400	400	450	500
# of Sewer Taps Installed	68	100	100	100	100
Smoke Testing	50,000'	50,000'	50,000'	50,000'	50,000'
# of Manholes Rehabilitated	54	54	54	54	50
# of New Manholes Installed	5	5	5	13	15

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

DEPT 165 - WASTEWATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	145,080	156,823	156,823	151,824	163,143
102.00	OVERTIME PAY	7,663	7,300	7,300	7,089	7,300
103.00	OASDI/MEDICARE	12,033	13,389	13,389	12,796	13,865
103.02	MATCHING RETIREMENT	14,842	12,904	12,904	11,686	13,524
105.00	LONGEVITY PAY	4,010	4,300	4,300	4,128	4,118
105.03	STANDBY	6,874	6,500	6,500	7,071	6,500
106.00	MEDICAL INSURANCE	30,271	38,288	38,288	34,935	42,447
106.01	LIFE INSURANCE	473	568	568	548	579
106.02	LONG TERM DISABILITY	175	217	217	212	219
107.00	WORKERS' COMPENSATION	2,312	3,123	3,123	2,680	2,458
118.00	ACCRUED COMP TIME	1,427	0	0	0	0
202.00	FUEL	15,036	15,000	15,000	16,877	16,624
203.00	TOOLS/SMALL EQUIPMENT	1,988	2,000	2,000	2,088	2,100
204.00	POSTAGE	25	150	150	150	100
205.00	OFFICE SUPPLIES	91	100	100	228	250
206.00	EMPLOYEE RELATIONS	369	400	400	400	300
207.00	REPRODUCTION & PRINTING	70	100	100	100	1,200
208.00	CLOTHING	2,114	3,000	3,000	3,047	2,500
210.00	BOTANICAL & AGRICULTURAL	416	200	200	200	200
211.00	CLEANING AND JANITORIAL	381	500	500	623	600
212.00	COMPUTER EQUIPMENT/SUPPLIES	0	0	0	0	2,800
213.00	COMMUNICATION EQUIPMENT	21	150	150	150	150
221.00	SAFETY/FIRST AID SUPPLIES	2,796	2,000	2,000	2,000	2,000
250.00	OTHER SUPPLIES	1,980	1,200	1,200	1,250	1,200
301.00	UTILITY LINES	40,317	55,000	55,000	58,520	55,000
303.00	VEHICLES/LARGE EQUIPMENT	10,063	10,000	10,000	21,315	10,000
304.00	MACHINERY/EQUIPMENT	922	1,000	1,000	1,000	1,000
309.00	COMMUNICATIONS/PHOTO EQUIP	26	100	100	100	0
312.00	BUILDINGS/APPLIANCES	0	0	0	63	0
350.00	OTHER MAINTENANCE	1,070	500	500	500	250

DEPT 165 - WASTEWATER CONSTRUCTION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
402.00 AUDITS/CONSULTANTS FEES	405	3,000	3,000	3,000	3,000
402.80 SPECIAL SVCS.-SMOKE TESTING	23,868	0	0	610	0
403.00 TELEPHONE	570	650	650	742	750
408.00 RENTAL & LEASES	4,000	800	800	972	2,846
408.10 RENTALS/LEASES-FLEET	0	0	0	0	68,670
422.00 CONTRACT LABOR	54	0	0	0	450
424.00 SERVICE CONTRACTS	2,090	0	0	0	0
708.10 NEW SVC INSTALL	12,687	0	4,000	4,000	0
710.00 MACHINERY/EQUIPMENT	0	4,000	0	0	0
802.00 BUILDINGS	5,037	0	0	0	0
804.00 UTILITY LINES	139,493	30,000	30,000	670	74,303
804.10 UTILITY LINE-CONTINGENCY	154,870	80,000	80,000	127,000	80,000
808.10 NEW SVC INSTALL	3,069	8,000	8,000	8,307	5,500
812.01 AMR SOFTWARE/EQUIPMENT	17,500	0	0	0	0
901.00 LIAB/CASUALTY INSURANCE	3,171	4,250	4,250	3,551	2,793
908.00 SEM./MEMBERSHIP/TRAVEL	710	3,000	3,000	500	2,000
908.10 MILEAGE	26	0	0	0	0
TOTAL DEPARTMENT	670,396	468,512	468,512	490,932	590,740

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

Superintendent	1.00
Chief Plant Operator	1.00
Plant Operator	2.00
Maintenance Tech III	0.50
<hr/>	
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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	288,517	291,588	291,588	291,821	312,984
Supplies	107,965	99,175	99,175	115,781	108,173
Maintenance	57,382	54,650	54,650	89,350	59,800
Services	572,382	530,150	530,150	494,650	503,450
Capital (1)	142,599	127,000	127,000	83,063	17,707
Sundries (2)	15,342	18,300	18,300	17,532	17,514

Total 1,184,186 1,120,863 1,120,863 1,092,197 1,019,628

OUTPUTS

Gallons Treated Sewage	664 M	740M	740M	740M	740M
Cubic Yards of Sludge Treated	5,128	5,500	5,500	5,400	5,500
Waste Haulers (gallons)	655,000	650,000	650,000	700,000	650,000
Annual Average Flow Effluent (MGD ¹ .)	1.94M	2.0M	2.0M	2.0M	2.1M
2 Hour peak Flow (GPM ² .)	4,513	4,600	4,600	4,800	5,000

OUTCOMES

New Measure to be tracked in the Future

* REVISED ANNUAL ESTIMATE

1. MILLION GALLONS PER DAY

2. GALLONS PER MINUTE

DEPT 166 - WASTEWATER TREATMENT DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	2012		
\$						
101.00	SALARIES & WAGES	194,606	197,087	197,087	199,808	209,452
102.00	OVERTIME PAY	4,431	5,500	5,500	3,700	5,500
103.00	OASDI/MEDICARE	16,193	16,810	16,810	16,781	17,978
103.02	MATCHING RETIREMENT	20,015	16,200	16,200	14,371	17,475
105.00	LONGEVITY PAY	3,775	4,053	4,053	3,887	5,275
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
105.03	STANDBY	8,462	8,300	8,300	9,500	8,300
106.00	MEDICAL INSURANCE	31,269	34,895	34,895	34,739	38,686
106.01	LIFE INSURANCE	718	727	727	737	737
106.02	LONG TERM DISABILITY	281	278	278	281	282
107.00	WORKERS' COMPENSATION	3,177	2,938	2,938	3,217	3,299
118.00	ACCRUED COMP TIME	788	0	0	0	0
201.00	CHEMICALS	85,649	80,000	80,000	90,000	85,000
202.00	FUEL	13,234	9,000	9,000	14,135	13,923
203.00	TOOLS/SMALL EQUIPMENT	641	1,000	1,000	1,300	800
204.00	POSTAGE & FREIGHT	83	50	50	900	100
205.00	OFFICE SUPPLIES	69	150	150	150	150
206.00	EMPLOYEE RELATIONS	374	500	500	500	500
207.00	REPRODUCTION & PRINTING	399	800	800	1,100	600
208.00	CLOTHING	1,478	1,625	1,625	1,625	1,800
210.00	BOTANICAL & AGRICULTURAL	283	300	300	300	300
211.00	CLEANING AND JANITORIAL	1,026	700	700	700	700
212.00	COMPUTER SUPPLIES	106	600	600	630	600
213.00	COMMUNICATIONS EQUIPMENT	320	150	150	150	150
220.00	LAB SUPPLIES	1,488	2,400	2,400	2,391	1,650
221.00	SAFETY/FIRST AID SUPPLIES	1,990	1,400	1,400	1,400	1,400
250.00	OTHER SUPPLIES	825	500	500	500	500

DEPT 166 - WASTEWATER TREATMENT DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
303.00 VEHICLES/LARGE EQUIPMENT	4,436	5,000	5,000	5,700	5,000
304.00 MACHINERY/EQUIPMENT	690	950	950	950	950
309.00 COMMUNICATION/PHOTO EQUIP	0	300	300	300	300
310.00 LAND/GROUNDS	935	1,200	1,200	1,200	1,000
311.00 UTILITY PLANTS	20,352	21,000	21,000	50,000	21,000
312.00 BUILDINGS/APPLIANCES	261	1,000	1,000	0	350
322.00 LIFT STATION MAINTENANCE	29,814	24,000	24,000	30,000	30,000
322.10 PRE-TREATMENT/FLOWMETER	595	1,200	1,200	1,200	1,200
350.00 OTHER MAINTENANCE	298	0	0	0	0
401.00 ELECTRICAL	483,502	466,300	466,300	450,000	450,000
402.00 AUDITS/CONSULTANTS FEES	49,600	10,000	10,000	200	2,000
402.15 STATE FEES	0	16,000	16,000	16,000	16,000
403.00 TELEPHONE	1,611	1,600	1,600	1,600	1,600
405.00 WATER	827	850	850	850	850
424.00 SERVICE CONTRACTS	2,250	4,000	4,000	4,600	4,600
425.00 LABORATORY TEST FEES	34,141	31,000	31,000	21,000	28,000
450.00 OTHER SERVICES	450	400	400	400	400
705.00 UTILITY PLANTS-NON CAPITAL	0	0	0	0	10,000
713.00 VEHICLES/LARGE EQUIPMENT	13,319	0	0	0	0
714.00 RADIOS/RADAR/CAMERAS	4,050	0	0	1,697	0
715.00 OTHER CAPITAL	3,450	12,000	12,000	0	7,707
805.00 UTILITY PLANTS	13,421	0	0	0	0
806.00 RESERVOIRS/TANKS/STATIONS	108,358	115,000	115,000	81,366	0
901.00 LIAB/CASUALTY INSURANCE	13,920	15,700	15,700	15,932	15,914
908.00 SEM./MEMBERSHIP/TRAVEL	1,266	2,000	2,000	1,200	1,200
908.10 MILEAGE	156	600	600	400	400
TOTAL DEPARTMENT	1,184,186	1,120,863	1,120,863	1,092,197	1,019,628

* REVISED ANNUAL ESTIMATE

DEPT 100 - NON-DEPT DIRECT

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
860.11 DEBT SERVICE-INT	376,148	271,778	271,778	271,778	261,151
860.15 DEBT SERVICE-PRIN	793,423	859,508	859,508	859,508	916,489
904.00 GROSS REVENUE TAX	254,963	252,152	252,152	255,911	258,726
TOTAL DEPARTMENT	1,424,534	1,383,438	1,383,438	1,387,197	1,436,366

* REVISED ANNUAL ESTIMATE

DEPT 110 - NON-DEPT MISC

	ACTUAL	BUDGET		RAE*	BUDGET
		ORIGINAL	AMENDED		
\$	2011	2012	2012	2012	2013
903.00 UNCOLLECTIBLE ACCTS	14,199	0	0	15,000	15,000
906.00 INVENTORY ADJ	(1,359)	0	0	(118)	0
TOTAL DEPARTMENT	12,840	0	0	14,882	15,000

* REVISED ANNUAL ESTIMATE

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.

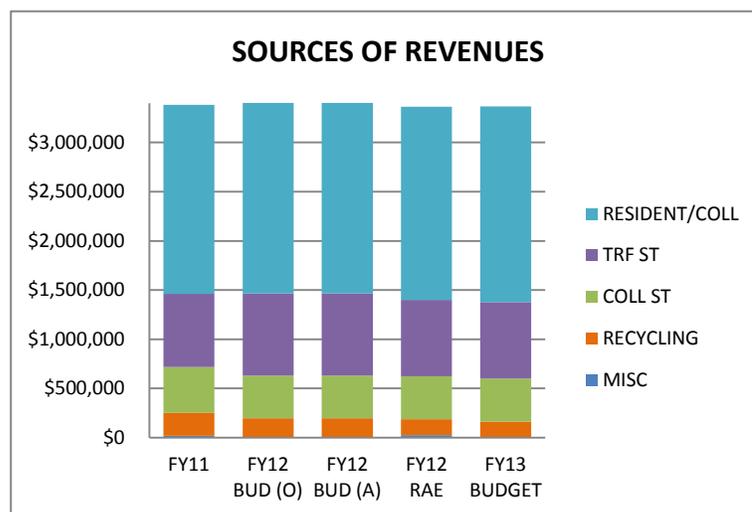
OPERATING RESOURCES

For FY13 Budget, total projected operating resources are estimated at \$3,366,954. 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 (59%), including curb pickup and collection station drop offs. \$1,988,554 is projected for FY13 garbage revenue. Of this amount, \$1,026,430 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 \$779,000 or 23% 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 \$438,000 and the Recycling Center is expected to generate \$160,000 for FY13. The major underlying assumptions in projecting FY13 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 \$3,299,293. Uses include operating department expenditures, transfers to the General and Electric funds, debt payments and payment of franchise taxes.

Department Expenditures

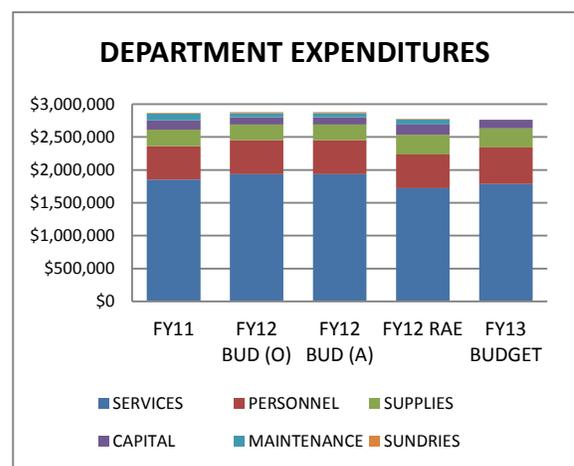
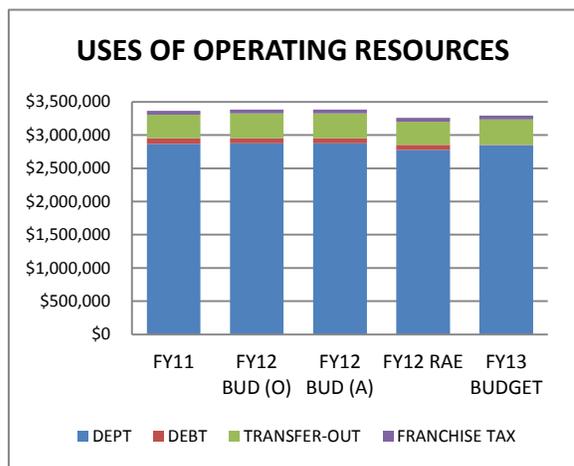
There are four operating departments within the Sanitation Fund - Transfer Station, Collection Station, Recycling Center and Sanitation (Residential) Collection. The combined FY13 budgets for these departments are \$2,846,876. These department budgets account for 86% operating resource uses. Personnel costs for salaries and benefits account for 17% of department expenditures. There are no staffing changes anticipated in any department. The supplies and maintenance budgets account for 9% and 2% respectively of overall department expenditures. The most significant budget category is services. The services category is inflated by the \$1,026,430 commercial collection charge from Texas Commercial Waste Management. Capital budgets include \$129,500 in funded Decision Packages.

Debt Service

Outstanding Sanitation Fund debt service consists of capital lease payments for trash trucks and BVWAC radios. There is \$3,550 budgeted for principal and interest payments in FY13.

Inter-Fund Transfers

The Sanitation Fund is projected to transfer \$317,462 to the General Fund and \$67,855 to the Electric Fund in FY13. These transfers reimburse funds for shared service costs incurred on behalf of sanitation operations.



WORKING CAPITAL

	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
BEGINNING BALANCE	700,260	720,040	720,040	720,040	817,756
NET REVENUES	11,440	51,809	51,809	97,716	67,661
CAFR ADJUSTMENTS	8,340	0	0	0	0
SUBTOTAL	19,780	51,809	51,809	97,716	67,661
ENDING BALANCE	720,040	771,849	771,849	817,756	885,417

* REVISED ANNUAL ESTIMATE

DECISION PACKAGES FUNDED

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

DEPT	DESCRIPTION	\$
043 COLLECTION STATION	REPLACE BACKHOE	76,500
140 RECYCLING	FENCING IMPROVEMENTS	25,000
	REPLACE CARD BOARD BALER	18,000
	TOTAL DEPT 140	43,000
142 RESIDENT COLLECTION	REPLACE LANDFILL FENCE	10,000
TOTAL		129,500

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
		2011	ORIGINAL		
\$		2012	2012	2012	2013
REVENUES					
TRANSFER STATION	744,897	836,000	836,000	776,800	779,000
COLLECTION STATION	464,527	432,000	432,000	438,000	438,000
RECYCLING CENTER	233,344	195,000	195,000	160,000	160,000
RESIDENTIAL COLLECTION	1,923,504	1,969,325	1,969,325	1,964,439	1,988,554
INTEREST EARNED	862	1,200	1,200	900	950
OTHER REVENUE	17,182	1,100	1,100	25,006	450
TOTAL OPERATING RESOURCES	3,384,317	3,434,625	3,434,625	3,365,145	3,366,954
EXPENDITURES					
OPERATING DEPARTMENTS	2,867,039	2,876,954	2,876,954	2,777,228	2,846,876
FRANCHISE TAX	56,989	55,539	55,539	57,917	59,050
DEBT SERVICE	88,043	75,318	75,318	75,318	3,550
MISCELLANEOUS (1)	7,873	0	0	6,259	4,500
SUBTOTAL EXPEND	3,019,944	3,007,811	3,007,811	2,916,722	2,913,976
TRANS-OUT OTHER FUNDS	352,933	375,005	375,005	350,707	385,317
TOTAL USES OF OP RESOURCES	3,372,877	3,382,816	3,382,816	3,267,429	3,299,293
TOTAL NET REVENUES	11,440	51,809	51,809	97,716	67,661
WORKING CAPITAL (2)	720,040	771,849	771,849	817,756	885,417

* REVISED ANNUAL ESTIMATE

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

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

SANITATION FUND REVENUES

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
605.00 GARBAGE RES	878,221	880,000	880,000	890,222	900,000
615.00 GARBAGE COM	946,008	965,000	965,000	955,663	970,000
620.00 GARBAGE BAG SALES	20,316	22,000	22,000	24,000	24,000
630.00 TRNS STAT-COM	457,448	490,000	490,000	432,000	432,000
630.10 COLLECT STAT FEES	311,211	287,000	287,000	316,000	316,000
630.15 MULCH REVENUE	108,737	110,000	110,000	87,000	87,000
630.20 TRNS STAT-CITY COLL	61,599	123,000	123,000	115,800	116,000
630.30 TRNS STAT-CITY RES	176,448	175,000	175,000	180,000	182,000
630.40 BILLING FEE	30,303	29,000	29,000	29,000	29,000
630.50 TRF STAT BAGGED	49,402	48,000	48,000	49,000	49,000
630.60 RECYCLE BAGGED	33,140	0	0	46,000	46,000
632.00 STATE SALES TAX	(1,369)	23,771	23,771	15,000	15,000
680.00 RECYCLING REV	245,675	240,000	240,000	160,000	160,000
681.00 RECYC-COLL STAT	44,579	35,000	35,000	35,000	35,000
690.00 MISC	460	1,100	1,100	450	450
691.00 PROPERTY RENTAL	4,554	4,554	4,554	4,554	4,554
TOTAL UTILITY	3,366,733	3,433,425	3,433,425	3,339,689	3,366,004
710.00 INTEREST EARNED	0	0	0	0	0
710.30 INTEREST-TEXPOOL	862	1,200	1,200	900	950
720.00 INSURANCE PROCEEDS	0	0	0	13,460	0
730.00 GRANT RECEIPTS	16,622	0	0	7,435	0
775.00 DONATIONS	0	0	0	0	0
790.00 MISC OTHER	100	0	0	2,472	0
790.60 GAIN/LOSS ASSETS	0	0	0	0	0
790.61 SALE NONCAP ASSET	0	0	0	1,189	0
TOTAL MISC	17,584	1,200	1,200	25,456	950
TOTAL REVENUES	3,384,317	3,434,625	3,434,625	3,365,145	3,366,954

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

Superintendent	0.25
Transfer Driver	1.00
Transfer Equip. Operator/Driver	1.00
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 Sunset Farms Landfill in Austin, Texas. In addition to the City of Brenham, the Transfer Station customers include the City of Bellville, Texas Commercial Waste, BFI, Texas Disposal Systems and one local rural waste collector. The Transfer Station operates four trucks and five trailers. On average, four trips per day are made to the Sunset Landfill, with total load maximized at 20-22 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 - 22 tons;
- > Provide continual upkeep and maintenance on all fleet associated with the Transfer Station to ensure durability and representation of the City of Brenham;
- > Provide a clean and user friendly station for all customers who dispose of waste at the Brenham Transfer Station; and
- > Maintain efficient services with fleet, personnel and capital projects in order to provide a consistent and respectable rate for all customers.

DEPT 042 - TRANSFER STATION DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	138,319	141,300	141,300	141,660	150,083
Supplies	79,943	72,275	72,275	124,675	122,425
Maintenance	52,125	26,800	26,800	34,200	31,750
Services	433,712	478,150	478,150	304,808	333,315
Capital	28,916	64,000	64,000	103,728	0
Sundries (2)	2,862	3,550	3,550	3,045	4,139
Total	735,876	786,075	786,075	712,116	641,712
<u>OUTPUTS</u>					
Tons Hauled to Landfill	17,695	18,000	18,000	18,995	19,117
Trips to Landfill	928	900	900	928	985
Average Tons per Load	19.06	20.00	20.00	20.46	19.40
Disposal Cost per Ton	\$41.58	\$42.67	\$42.67	\$37.48	\$33.56
<u>OUTCOMES</u>					
% Change in Revenues	6.39%	28.03%	19.43%	1.15%	-6.82%

* REVISED ANNUAL ESTIMATE

DEPT 042 - TRANSFER STATION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	93,149	95,989	95,989	95,860	101,385
102.00	OVERTIME PAY	5,639	5,500	5,500	7,100	5,500
103.00	OASDI/MEDICARE	7,598	7,997	7,997	8,012	8,415
103.02	MATCHING RETIREMENT	9,203	7,707	7,707	6,854	8,300
105.00	LONGEVITY PAY	2,818	3,050	3,050	2,916	2,990
106.00	MEDICAL INSURANCE	15,274	17,648	17,648	17,198	19,565
106.01	LIFE INSURANCE	398	349	349	354	359
106.02	LONG TERM DISABILITY	130	134	134	136	136
107.00	WORKERS' COMPENSATION	3,062	2,926	2,926	3,230	3,433
118.00	ACCRUED COMP TIME	1,047	0	0	0	0
202.00	FUEL	74,469	68,000	68,000	120,000	118,000
203.00	TOOLS/SMALL EQUIPMENT	818	500	500	537	500
204.00	POSTAGE/FREIGHT	1	0	0	0	0
205.00	OFFICE SUPPLIES	123	100	100	100	100
206.00	EMPLOYEE RELATIONS	377	300	300	398	300
207.00	REPRODUCTION & PRINTING	1,449	850	850	750	650
208.00	CLOTHING	1,350	1,200	1,200	1,237	1,550
210.00	BOTANICAL & AGRICULTURAL	0	75	75	100	75
211.00	CLEANING AND JANITORIAL	480	300	300	600	500
213.00	COMMUNICATIONS EQUIPMENT	15	0	0	80	0
221.00	SAFETY/FIRST AID SUPPLIES	324	250	250	250	250
223.00	SMALL APPLIANCES	50	0	0	0	0
250.00	OTHER SUPPLIES	487	700	700	623	500
303.00	VEHICLES/LARGE EQUIPMENT	41,222	25,000	25,000	30,000	30,000
304.00	MACHINERY/EQUIPMENT	2	200	200	1,600	100
310.00	LAND/GROUNDS	7,072	1,000	1,000	1,000	1,000
312.00	BUILDINGS/APPLIANCES	2,424	300	300	300	150
350.00	OTHER MAINTENANCE	1,405	300	300	1,300	500

DEPT 042 - TRANSFER STATION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
401.00 ELECTRICAL	3,113	3,000	3,000	2,940	2,800
402.00 AUDITS/CONSULTANTS FEES	0	250	250	0	0
406.60 TRNSF STATION/LANDFILL FEE	428,450	474,000	474,000	300,000	325,000
408.10 RENTALS/LEASES-FLEET	0	0	0	0	4,150
424.00 SERVICE CONTRACTS	1,970	800	800	1,188	1,200
450.00 OTHER SERVICES	180	100	100	680	165
710.00 MACHINERY/EQUIPMENT	442	0	0	0	0
713.00 VEHICLES	0	5,000	5,000	4,075	0
813.00 VEHICLES	28,474	59,000	59,000	99,653	0
901.00 LIAB/CASUALTY INSURANCE	2,738	3,250	3,250	2,970	4,139
908.00 SEM./MEMBERSHIP/TRAVEL	124	300	300	0	0
950.00 OTHER SUNDRY	0	0	0	75	0
TOTAL DEPARTMENT	735,877	786,075	786,075	712,116	641,712

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

Superintendent	0.25
Driver/Equipment Operator	1.50
Attendant	<u>1.50</u>
Total	3.25

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

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	122,338	124,866	124,866	126,241	154,738
Supplies	38,573	40,550	40,550	41,214	39,082
Maintenance	25,959	22,700	22,700	22,652	22,100
Services	135,705	131,950	131,950	133,675	142,717
Capital	75,175	5,000	5,000	4,075	76,500
Sundries	1,868	2,400	2,400	1,956	2,296
Total	399,618	327,466	327,466	329,813	437,433
<u>OUTPUTS</u>					
Tons of Mulch Sold	5,789	5,000	5,000	3,397	4,000
Tons of Metal Recycled	215	200	200	158	165
Total # of Tickets Processed	48,360	46,000	46,000	50,990	48,500
<u>OUTCOMES</u>					
% Change in Revenues	10.81%	-8.10%	2.11%	3.06%	1.39%

* REVISED ANNUAL ESTIMATE

DEPT 043 - COLLECTION STATION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	87,697	88,806	88,806	89,027	103,596
102.00	OVERTIME PAY	3,265	2,500	2,500	4,500	2,500
103.00	OASDI/MEDICARE	6,842	7,015	7,015	7,111	8,206
103.02	MATCHING RETIREMENT	6,450	5,887	5,887	5,707	8,183
105.00	LONGEVITY PAY	323	398	398	379	1,098
106.00	MEDICAL INSURANCE	14,876	17,203	17,203	16,375	27,272
106.01	LIFE INSURANCE	217	314	314	252	366
106.02	LONG TERM DISABILITY	103	122	122	96	140
107.00	WORKERS' COMPENSATION	2,699	2,621	2,621	2,794	3,377
118.00	ACCRUED COMP TIME	(132)	0	0	0	0
202.00	FUEL	32,795	35,000	35,000	34,753	34,232
203.00	TOOLS/SMALL EQUIPMENT	798	500	500	1,297	750
204.00	POSTAGE	21	0	0	6	0
205.00	OFFICE SUPPLIES	36	100	100	100	0
206.00	EMPLOYEE RELATIONS	272	350	350	335	100
207.00	REPRODUCTION & PRINTING	1,328	750	750	850	300
208.00	CLOTHING	247	350	350	350	700
210.00	BOTANICAL & AGRICULTURAL	100	150	150	150	150
211.00	CLEANING AND JANITORIAL	232	100	100	123	100
212.00	COMPUTER SUPPLIES	0	100	100	100	100
221.00	SAFETY/FIRST AID SUPPLIES	145	150	150	150	150
223.00	SMALL APPLIANCES	50	0	0	0	500
250.00	OTHER SUPPLIES	2,550	3,000	3,000	3,000	2,000
303.00	VEHICLES/LARGE EQUIPMENT	17,228	20,000	20,000	20,052	20,000
304.00	MACHINERY/EQUIPMENT	100	100	100	100	100
310.00	LAND/GROUNDS	7,090	1,500	1,500	1,500	1,000
312.00	BUILDINGS/APPLIANCES	120	100	100	0	0
350.00	OTHER MAINTENANCE	1,421	1,000	1,000	1,000	1,000

DEPT 043 - COLLECTION STATION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
401.00	ELECTRICAL	1,336	1,450	1,450	1,079	1,375
406.60	TRNSF STATION/LANDFILL FEE	61,857	123,000	123,000	124,596	125,000
408.10	RENTALS/LEASES-FLEET	0	0	0	0	9,650
409.00	ADVERTISEMENTS	0	0	0	0	800
409.10	PUBLIC ED/INFORMATION	1,064	700	700	608	0
422.20	CONTAINER SERVICE	64,235	800	0	0	0
424.00	SERVICE CONTRACTS	646	6,000	800	1,392	1,392
430.00	TIRE DISPOSAL	0	0	6,000	6,000	4,500
450.00	OTHER SERVICES	6,567	0	0	0	0
710.00	MACHINERY/EQUIPMENT	442	0	0	0	0
713.00	VEHICLES	0	5,000	5,000	4,075	0
813.00	VEHICLES	28,474	0	0	0	76,500
815.00	OTHER CAPITAL	46,260	0	0	0	0
901.00	LIAB/CASUALTY INSURANCE	1,660	1,900	1,900	1,916	1,796
908.00	SEM./MEMBERSHIP/TRAVEL	206	500	500	0	500
950.00	OTHER SUNDRY	2	0	0	40	0
TOTAL DEPARTMENT		399,618	327,466	327,466	329,813	437,433

* REVISED ANNUAL ESTIMATE



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 and look for other products to recycle without affecting the bottom line;
- > Continue to educate the public on the importance of recycling to keep materials from being disposed into a landfill;
- > Continue to promote recycling by passing out recycling bins to the general public in order to increase recycling in households;
- > Provide cardboard recycling containers to new construction sites;
- > Improve the aesthetics of the Brenham Recycling Center by expanding operations and adding additional fencing; and
- > Continue to provide recycling options in area parks and athletic venues along with expanding out these services to include all parks and athletic venues where plastic bottles are being thrown away.

DEPT 140 - RECYCLING DEPARTMENT

<u>INPUTS</u>	ACTUAL 2011	BUDGET		RAE* 2012	BUDGET 2013
		ORIGINAL 2012	AMENDED 2012		
\$					
Personnel	97,341	100,615	100,615	99,070	96,817
Supplies	10,510	9,535	9,535	10,842	11,600
Maintenance	15,324	3,400	3,400	10,130	4,900
Services	26,268	25,525	25,525	23,457	31,670
Capital	25,382	27,500	27,500	25,890	43,000
Sundries	1,011	1,565	1,565	1,289	1,333
Total	175,834	168,140	168,140	170,678	189,320
<u>OUTPUTS</u>					
Recycled (tons)					
- Cardboard	676	700	700	668	700
- Scrap metal	145	190	190	145	150
- Paper	436	440	440	384	400
- Glass	169	200	200	191	200
- Aluminum	23	20	20	17	15
- Plastic	95	100	100	87	90
- Batteries (tons) Dry & Wet Cell	8.90	9.50	9.50	10.76	12.00
- Used Cooking Oil (gal)	2,156	1,600	1,600	1,066	2,100
<u>OUTCOMES</u>					
% Change in Recycling Revenue	32.30%	5.00%	22.82%	-84.75%	-15.22%

* REVISED ANNUAL ESTIMATE

DEPT 140 - RECYCLING DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	65,292	66,527	66,527	66,528	65,434
102.00	OVERTIME PAY	1,554	1,825	1,825	1,600	1,825
103.00	OASDI/MEDICARE	4,982	5,307	5,307	5,162	5,173
103.02	MATCHING RETIREMENT	6,034	5,115	5,115	4,503	5,180
105.00	LONGEVITY PAY	865	1,025	1,025	715	225
106.00	MEDICAL INSURANCE	15,713	18,137	18,137	17,686	16,186
106.01	LIFE INSURANCE	239	236	236	247	231
106.02	LONG TERM DISABILITY	91	90	90	94	88
107.00	WORKERS' COMPENSATION	2,429	2,353	2,353	2,535	2,475
118.00	ACCRUED COMP TIME	143	0	0	0	0
202.00	FUEL	4,856	4,000	4,000	5,284	5,100
203.00	TOOLS/SMALL EQUIPMENT	134	300	300	300	200
204.00	POSTAGE/FREIGHT	4	0	0	0	0
205.00	OFFICE SUPPLIES	0	75	75	50	50
206.00	EMPLOYEE RELATIONS	419	800	800	830	800
207.00	REPRODUCTION & PRINTING	63	200	200	163	150
208.00	CLOTHING	489	400	400	460	400
210.00	BOTANICAL & AGRICULTURAL	5	50	50	50	100
211.00	CLEANING AND JANITORIAL	649	450	450	450	450
212.00	COMPUTER SUPPLIES	93	110	110	91	800
221.00	SAFETY/FIRST AID SUPPLIES	375	150	150	164	50
223.00	SMALL APPLIANCES	0	0	0	0	500
250.00	OTHER SUPPLIES	3,424	3,000	3,000	3,000	3,000
303.00	VEHICLES/LARGE EQUIPMENT	2,159	1,200	1,200	2,000	1,500
304.00	MACHINERY/EQUIPMENT	11,041	600	600	1,330	2,000
310.00	LAND/GROUNDS	106	500	500	5,300	500
312.00	BUILDINGS/APPLIANCES	2,019	500	500	500	300
350.00	OTHER MAINTENANCE	0	600	600	1,000	600

DEPT 140 - RECYCLING DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
401.00 ELECTRICAL	3,079	3,000	3,000	2,839	3,000
405.00 WATER	207	275	275	207	210
406.00 SEWER	204	300	300	204	210
408.10 RENTALS/LEASES-FLEET	0	0	0	0	5,650
409.00 ADVERTISEMENTS	446	750	750	500	500
409.10 PUBLIC ED/INFORMATION	457	200	200	200	200
422.20 CONTAINER SERVICE	8,049	5,000	5,000	8,304	8,500
424.00 SERVICE CONTRACTS	457	500	500	500	400
440.00 RECYCLING-ALUMINUM	13,369	15,000	15,000	10,203	12,500
450.00 OTHER SERVICES	0	500	500	500	500
714.00 RADIOS/RADAR/VIDEO CAMERAS	1,712	0	0	0	0
715.00 OTHER CAPITAL	2,223	7,500	7,500	7,500	25,000
810.00 MACHINERY/EQUIPMENT	0	0	0	0	18,000
813.00 VEHICLES	21,448	20,000	20,000	18,390	0
901.00 LIAB/CASUALTY INSURANCE	711	865	865	789	833
908.00 SEM./MEMBERSHIP/TRAVEL	300	300	300	500	500
950.00 OTHER SUNDRY	0	400	400	0	0
TOTAL DEPARTMENT	175,834	168,140	168,140	170,678	189,320

* REVISED ANNUAL ESTIMATE



STAFFING (FTES)

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

The Sanitation Collection Department provides curb side 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

	<u>INPUTS</u>	<u>BUDGET</u>		RAE*	<u>BUDGET</u>	
		<u>ACTUAL</u> 2011	<u>ORIGINAL</u> 2012			<u>AMENDED</u> 2012
\$						
	Personnel	150,678	152,153	152,153	145,694	154,083
	Supplies	120,806	114,725	114,725	123,100	121,042
	Maintenance	13,250	8,850	8,850	11,946	13,300
	Services	1,257,769	1,297,810	1,297,810	1,262,117	1,276,205
	Capital	9,486	17,000	17,000	17,996	10,000
	Sundries	3,721	4,735	4,735	3,768	3,781
	Total	1,555,710	1,595,273	1,595,273	1,564,621	1,578,411
	<u>OUTPUTS</u>					
	Customers Served	5,200	5,170	5,170	5,315	5,400
	Tons Collected	4,467	4,390	4,390	4,364	4,660
	<u>OUTCOMES</u>					
	% Change in Revenue	2.71%	2.55%	2.55%	1.10%	0.98%

* REVISED ANNUAL ESTIMATE

DEPT 142 - RESIDENTIAL COLLECTION DEPARTMENT

LINE ITEM DETAIL

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
101.00	SALARIES & WAGES	95,115	96,714	96,714	93,637	98,227
102.00	OVERTIME PAY	4,222	5,500	5,500	5,500	5,500
103.00	OASDI/MEDICARE	7,837	8,494	8,494	7,978	8,588
103.02	MATCHING RETIREMENT	11,086	8,186	8,186	6,785	7,972
105.00	LONGEVITY PAY	3,683	4,018	4,018	3,095	2,495
105.01	ED/AUTO/CERT	4,800	4,800	4,800	4,800	6,000
106.00	MEDICAL INSURANCE	19,765	20,251	20,251	19,643	21,008
106.01	LIFE INSURANCE	346	372	372	341	347
106.02	LONG TERM DISABILITY	131	143	143	129	131
107.00	WORKERS' COMPENSATION	3,817	3,675	3,675	3,786	3,815
118.00	ACCRUED COMP TIME	(124)	0	0	0	0
202.00	FUEL	28,695	25,000	25,000	32,032	31,552
203.00	TOOLS/SMALL EQUIPMENT	345	200	200	200	200
204.00	POSTAGE/FREIGHT	240	0	0	0	0
205.00	OFFICE SUPPLIES	0	100	100	100	50
206.00	EMPLOYEE RELATIONS	373	500	500	484	500
207.00	REPRODUCTION & PRINTING	69	125	125	235	140
208.00	CLOTHING	1,792	1,300	1,300	1,406	1,500
211.00	CLEANING AND JANITORIAL	1,228	1,500	1,500	1,300	1,300
212.00	COMPUTER SUPPLIES	739	500	500	362	300
213.00	COMMUNICATIONS EQUIPMENT	0	0	0	100	0
219.00	GARBAGE BAGS	86,673	85,000	85,000	86,386	85,000
221.00	SAFETY/FIRST AID SUPPLIES	596	300	300	300	300
250.00	OTHER SUPPLIES	56	200	200	195	200
303.00	VEHICLES/LARGE EQUIPMENT	10,495	8,500	8,500	11,646	13,000
304.00	MACHINERY/EQUIPMENT	17	50	50	0	0
312.00	BUILDINGS/APPLIANCES	2,325	300	300	300	300
350.00	OTHER MAINTENANCE	413	0	0	0	0

DEPT 142 - RESIDENTIAL COLLECTION DEPARTMENT

LINE ITEM DETAIL (CONTINUED)

		ACTUAL	BUDGET		RAE*	BUDGET
			2011	ORIGINAL		
\$						
403.00	TELEPHONE	759	750	750	662	750
405.00	WATER	96	270	270	0	200
406.70	TRANSFER STATION FEES	176,448	175,000	175,000	176,733	177,000
406.80	TCW-COMMERCIAL COLLECTION	1,010,100	1,051,590	1,051,590	1,018,364	1,026,430
408.10	RENTALS/LEASES-FLEET	0	0	0	0	1,625
409.10	PUBLIC ED/INFORMATION	0	200	200	200	200
422.00	CONTRACT LABOR	70,276	70,000	70,000	66,158	70,000
450.00	OTHER SERVICES	90	0	0	0	0
710.00	MACHINERY/EQUIPMENT	441	0	0	0	0
715.00	OTHER CAPITAL	9,045	0	0	0	10,000
813.00	VEHICLES	0	17,000	17,000	17,996	0
901.00	LIAB/CASUALTY INSURANCE	3,526	4,435	4,435	3,568	3,581
908.00	SEM./MEMBERSHIP/TRAVEL	195	300	300	200	200
TOTAL DEPARTMENT		1,555,710	1,595,273	1,595,273	1,564,621	1,578,411

* REVISED ANNUAL ESTIMATE

DEPT 100 - NON-DEPT DIRECT**LINE ITEM DETAIL**

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$					
860.11 DEBT SERVICE-INT	7,168	3,489	3,489	3,489	443
860.22 DEBT SERVICE-PRIN	80,875	71,829	71,829	71,829	3,107
904.00 GROSS REV TAX	56,989	55,539	55,539	57,917	59,050
TOTAL DEPARTMENT	145,032	130,857	130,857	133,235	62,600

* REVISED ANNUAL ESTIMATE

DEPT 110 - NON-DEPT MISC

LINE ITEM DETAIL

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
903.00 UNCOLLECTIBLE ACCTS	4,619	0	0	4,500	4,500
906.00 INVENTORY ADJ	3,254	0	0	0	0
TOTAL DEPARTMENT	7,873	0	0	4,500	4,500

* REVISED ANNUAL ESTIMATE

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 FY12. 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 FY13 are estimated at \$1,957,000 or 4.96% higher than FY12 projected claims. This amount is net of stop-loss reimbursement. Fixed costs are expected to increase and are budgeted at \$401,669, primarily because of rising costs for stop-loss coverage. For FY13, revenues from premiums paid into the fund are estimated to total \$2,408,356. 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 2012. As a result of favorable experience with the services of benefit consultants, the City Council engaged Holmes Murphy & Associates for services for FY13.

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 FY13 will be paid in their entirety through the elected coverage with TML IRP. The estimated cost of the no-retention coverage for FY13 is \$101,750 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 FY13, and a disability policy covering primary lost wages for volunteer firefighters and administrative costs.

CENTRAL FLEET FUND

The Central Fleet Fund is new for this budget year and was formed to centralize capital assets which can be shared by multiple City departments. As equipment is used (or rented), the revenue is recorded in this fund. Fleet maintenance and insurance costs are being expensed in this fund, along with replacement equipment.

The fund is expected to generate \$256,825 of rental income for the upcoming fiscal year. The estimated cost for FY13 is \$66,614 for all costs related to the Central Fleet Fund.

SELF INSURED MEDICAL FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
REVENUES					
COBRA AMIN FEE	36	50	50	29	30
INTEREST INCOME	1	0	0	0	0
INS-MEDICAL	1,934,047	2,153,188	2,153,188	2,045,000	2,378,385
STOP LOSS REIMBURSE	196,906	75,000	75,000	250,000	157,100
OTHER REVENUE	0	0	0	0	0
TOTAL REVENUES	2,130,990	2,228,238	2,228,238	2,295,029	2,535,515
TRANSFER-IN OTHER FUNDS	115,092	2,962	2,962	10,000	0
TOTAL OPERATING RESOURCES	2,246,082	2,231,200	2,231,200	2,305,029	2,535,515
EXPENDITURES					
AUDITS/CONSULTANT FEES	25,000	25,000	25,000	25,000	25,000
MEDICAL CLAIMS	1,753,234	1,860,000	1,860,000	1,900,000	1,957,000
MEDICAL INS PREMIUM	301,559	321,000	321,000	372,440	401,669
OTHER SUNDRY	198	200	200	0	0
WELLNESS PROGRAM	17,196	17,000	17,000	16,964	17,000
EAP	7,874	8,000	8,000	7,686	7,687
INCURRED-NOT REPORTED CL	(6,800)	0	0	0	0
TOTAL EXPENDITURES	2,098,261	2,231,200	2,231,200	2,322,090	2,408,356
TOTAL USES OF OP RESOURCES	2,098,261	2,231,200	2,231,200	2,322,090	2,408,356
NET REVENUES	147,821	0	0	(17,061)	127,160
FUND BALANCE	18,915	18,915	18,915	1,854	129,014

* REVISED ANNUAL ESTIMATE

WORKERS' COMPENSATION FUND

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
\$		2012	2012	2012	2013
REVENUES					
INTEREST EARNED	414	500	500	500	500
WORKERS' COMP RECEIPTS	138,045	130,066	130,066	127,236	136,910
OTHER REVENUE	4,668	0	0	0	0
TOTAL REVENUES	143,126	130,566	130,566	127,736	137,410
TOTAL OPERATING RESOURCES	143,126	130,566	130,566	127,736	137,410
EXPENDITURES					
SAFETY PROGRAM	0	300	300	300	6,300
OTHER SERVICES	614	750	750	750	750
WORKERS' COMP PREMIUM	94,558	110,000	110,000	95,500	89,500
MEDICAL CLAIMS	(1,674)	1,200	1,200	1,200	1,200
VOLUNTEER BENEFITS	3,905	4,000	4,000	4,000	4,000
TOTAL EXPENDITURES	97,403	116,250	116,250	101,750	101,750
TRANSFER-OUT OTHER FUNDS	115,092	2,962	2,962	10,000	0
TOTAL USES OF OP RESOURCES	212,495	119,212	119,212	111,750	101,750
NET REVENUES	(69,369)	11,354	11,354	15,986	35,660
FUND BALANCE	257,452	268,806	268,806	273,438	309,098

* REVISED ANNUAL ESTIMATE

CENTRAL FLEET FUND SUMMARY

	ACTUAL	BUDGET		RAE*	BUDGET
		2011	ORIGINAL		
		2012	2012	2012	
\$					
REVENUES					
SALE OF PROPERTY					0
RENTAL INCOME					256,825
					<hr/>
TOTAL OPERATING RESOURCES					256,825
EXPENDITURES					
MAINTENANCE					16,182
CAPITAL - PULL-BEHIND VAC					45,000
SUNDRIES - INSURANCE					5,432
OTHER SUNDRY					0
					<hr/>
TOTAL USES OF OP RESOURCES					66,614
NET REVENUES					190,211
					<hr/> <hr/>
FUND BALANCE					190,211

* REVISED ANNUAL ESTIMATE

ORDINANCE O-12-023

AN ORDINANCE LEVYING TAXES FOR THE TAX YEAR 2012 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 2012.

SECTION II.

That there be and is hereby levied for the use of the City of Brenham, for the Tax Year 2012, 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 17th day of September, 2012.

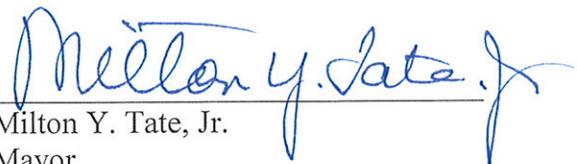
PASSED AND ADOPTED on its second reading this the 20th day of September, 2012.

ATTEST:



Jeana Bellinger, TRMC
City Secretary





Milton Y. Tate, Jr.
Mayor



Cary Bovey
City Attorney

ORDINANCE O-12-022

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF BRENHAM, TEXAS FOR THE FISCAL YEAR 2012-13; 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, 2012 through September 30, 2013 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, 2012 through September 30, 2013 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 17th day of September, 2012.

PASSED AND ADOPTED on its second reading this the 20th day of September, 2012.



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

ATTEST:

Jeanne Bellinger
Jeanne Bellinger, TRMC
City Secretary

Cary Bovey
Cary Bovey
City Attorney

**ESTIMATE OF TAX RATE AND VALUATION
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012**

Estimated Assessed Valuation of Real and Personal Property for 2012 (a)	\$1,029,487,756
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	\$3,520,848	\$3,450,431
Debt Service Fund	<u>0.2012</u>	<u>\$2,071,329</u>	<u>\$2,071,329</u>
Totals	<u>0.5432</u>	<u>\$5,592,177</u>	<u>\$5,521,761</u>

Certified values 7/25/2012 * 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>

GENERAL FUND TRANSFERS-IN FROM UTILITIES

	FY13 ALLOCATION %								
	DEPT 121	DEPT 100	DEPT 123	DEPT 125	DEPT 131	DEPT 133	DEPT 135	DEPT 172	TOTAL
ELECTRIC	54.11%	54.11%	54.11%	20.64%	42.92%	51.66%	45.55%	20.51%	
GAS	8.19%	8.19%	8.19%	3.12%	10.95%	6.66%	9.66%	15.00%	
WATER	7.58%	7.58%	7.58%	2.88%	10.13%	6.16%	8.94%	13.88%	
WASTEWATER SANITATION	7.48%	7.48%	7.48%	2.85%	10.00%	6.08%	8.83%	13.70%	
	7.07%	7.07%	7.07%	2.69%	9.45%	5.75%	8.34%	12.94%	
TOTAL	84.42%	84.42%	84.42%	32.18%	83.46%	76.31%	81.31%	76.01%	
BUDGET \$	1,042,431	150,000	189,902	134,227	689,122	910,441	264,139	593,174	3,973,436
ELECTRIC	564,011	81,158	102,747	27,709	295,793	470,373	120,303	121,649	1,783,744
GAS	85,391	12,287	15,556	4,184	75,466	60,636	25,526	88,953	367,999
WATER	79,008	11,369	14,393	3,871	69,825	56,103	23,618	82,304	340,491
WASTEWATER SANITATION	77,989	11,222	14,207	3,822	68,924	55,380	23,313	81,242	336,099
	73,664	10,600	13,420	3,610	65,102	52,309	22,020	76,737	317,462
TOTAL	880,064	126,636	160,323	43,196	575,109	694,801	214,780	450,886	3,145,795
ELECTRIC									1,783,744
LESS STREET LIGHT MAINTENANCE CREDIT									10,000
NET ELECTRIC FUND TRANSFER									<u>1,773,744</u>

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
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	531,338,057	331,073,319	276,091,085	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
2013	555,538,389	337,252,398	305,859,885	1,198,650,672	169,162,916	1,029,487,756	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 Independent School District	Blinn College	Washington County	Total Overlapping Governments	City of Brenham	Washington County	Total Overlapping Governments
	General Fund	Debt Service	Total							
2004	0.30000	0.11160	0.41160	1.59900	0.05670	0.45160	2.51890	0.01500	0.00500	0.02000
2005	0.30510	0.13110	0.43620	1.56900	0.05520	0.44350	2.50390	0.01500	0.00500	0.02000
2006	0.31650	0.14970	0.46620	1.61000	0.05100	0.44350	2.57070	0.01500	0.00500	0.02000
2007	0.31650	0.18980	0.50630	1.44500	0.05130	0.43350	2.43610	0.01500	0.00500	0.02000
2008	0.32450	0.18180	0.50630	1.10840	0.05480	0.43490	2.10440	0.01500	0.00500	0.02000
2009	0.34200	0.16220	0.50420	1.08840	0.05320	0.42600	2.07180	0.01500	0.00500	0.02000
2010	0.34200	0.16220	0.50420	1.08840	0.05450	0.42600	2.07310	0.01500	0.00500	0.02000
2011	0.34200	0.16220	0.50420	1.11840	0.05590	0.43580	2.11430	0.01500	0.00500	0.02000
2012	0.34200	0.20120	0.54320	1.13500	0.05660	0.44080	2.17560	0.01500	0.00500	0.02000
2013	0.34200	0.20120	0.54320	1.13500	0.05670	0.44080	2.17570	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									
	2013 BUDGET	2012 RAE	2011	2010	2009	2008	2007	2006	2005	2004
Taxable assessed valuations	\$ 1,029,487,756	\$ 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
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	0.34200	0.32450	0.31650	0.31650	0.30510	0.30000
Debt limit per \$100 valuation	1.30800	1.30800	1.30800	1.30800	1.30800	1.32550	1.33350	1.33350	1.34490	1.35000
Debt limit	13,465,700	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
Total net debt applicable to limit	2,812,842	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
Legal debt margin	\$ 10,652,858	\$ 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
Total net debt applicable to the limit as a percentage of debt limit	20.89%	21.00%	21.32%	12.61%	13.63%	13.97%	15.49%	15.69%	15.89%	16.98%

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)
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
2011	15,752	698,807	44,363	6.1

(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. 2011 data is an estimate of the 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 and 2011 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 2011 are for Washington County.

PRINCIPAL EMPLOYERS
Current Year and Ten Years Ago

2011			2002		
Employer (1)	Employees	Percentage of Total City Employment	Employer	Employees	Percentage of Total City Employment
Brenham St Supported Living Ctr	1,033	12.68%	Brenham St Supported Living Ctr	965	13.01%
Blue Bell Creameries	874	10.62%	Blue Bell Creameries	800	10.57%
Brenham I.S.D.	732	7.87%	Brenham I.S.D.	650	9.76%
Blinn College	542	6.08%	Blinn College	600	6.30%
MIC Group	419	6.08%	Wal-Mart Supercenter	387	5.21%
Vaimont	419	5.59%	Mt. Vernon Mills	320	4.96%
Wal-Mart Supercenter	385	3.57%	Germania Insurance	305	4.88%
City of Brenham	246	4.24%	Trinity Medical Center	300	4.47%
Scott & White Hospital	292	4.19%	Sealy Mattress Company	275	4.07%
Germania Insurance	289	4.19%	City of Brenham	250	4.07%
Total	5,231	74.35%	Total	4,852	78.93%
Employment (2)	6,890		Employment (3)	6,147	

(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, 2012

	<u>2012</u>	<u>2011</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,450	5,357	93
Commercial	1,132	1,178	(46)
Large Commercial	309	316	(7)
Industrial	21	20	1
Street Lights	1,257	1,247	10
Security Lights	176	164	12
Total	<u>8,345</u>	<u>8,282</u>	<u>63</u>
<u>CONSUMPTION (IN KWH)</u>			
Residential	75,853,482	80,534,797	(4,681,315)
Commercial	15,607,437	16,835,349	(1,227,912)
Large Commercial	65,687,242	68,446,624	(2,759,382)
Industrial	122,894,960	122,217,940	677,020
Street Lights	1,447,560	1,437,576	9,984
Security Lights	295,488	296,472	(984)
Total	<u>281,786,169</u>	<u>289,768,758</u>	<u>(7,982,589)</u>
<u>SALES</u>			
Residential	\$ 7,636,392	\$ 8,477,097	\$ (840,706)
Commercial	1,628,597	1,829,938	(201,342)
Large Commercial	5,623,885	6,195,255	(571,370)
Industrial	9,139,115	9,683,819	(544,704)
Street Lights	95,163	101,171	(6,008)
Security Lights	41,522	41,660	(138)
Total	<u>\$ 24,164,675</u>	<u>\$ 26,328,942</u>	<u>\$ (2,164,267)</u>
<u>AVG CONSUMPTION PER CUSTOMER (IN KWH)</u>			
Residential	13,918	15,034	(1,116)
Commercial	13,782	14,291	(509)
Large Commercial	212,408	216,603	(4,195)
Industrial	5,783,292	6,110,897	(327,605)
Street Lights	1,152	1,153	(1)
Security Lights	1,684	1,808	(124)
Total	<u>33,767</u>	<u>34,988</u>	<u>(1,221)</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 117	\$ 132	\$ (15)
Commercial	\$ 120	\$ 129	\$ (10)
Large Commercial	\$ 1,515	\$ 1,634	\$ (118)
Industrial	\$ 35,840	\$ 40,349	\$ (4,510)
Street Lights	\$ 6	\$ 7	\$ (0)
Security Lights	\$ 20	\$ 21	\$ (1)
AVERAGE PRICE PER KWH PURCHASED	\$ 0.0613	\$ 0.0656	\$ (0.0043)
AVERAGE PRICE PER KWH SOLD	\$ 0.0858	\$ 0.0909	\$ (0.0051)
% LINE LOSS	5.71%	5.83%	-0.12%

THE GAS SYSTEM - UTILITY BILLING STATISTICS
September 30, 2012

	<u>2012</u>	<u>2011</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	3,733	3,686	47
Small Commercial	348	363	(14)
Large Commercial	129	129	(1)
Governmental	68	65	3
Industrial	1	1	0
Total	<u>4,279</u>	<u>4,244</u>	<u>35</u>
<u>CONSUMPTION (IN MCF)</u>			
Residential	81,402	100,773	(19,371)
Small Commercial	20,938	24,741	(3,803)
Large Commercial	152,527	152,773	(246)
Governmental	42,938	40,885	2,053
Industrial	71,218	75,391	(4,173)
Total	<u>369,023</u>	<u>394,563</u>	<u>(25,540)</u>
<u>SALES</u>			
Residential	\$ 831,794	\$ 1,095,738	\$ (263,945)
Small Commercial	154,636	215,979	(61,343)
Large Commercial	847,219	1,077,654	(230,435)
Governmental	242,614	293,843	(51,229)
Industrial	355,647	489,495	(133,848)
Total	<u>\$ 2,431,910</u>	<u>\$ 3,172,710</u>	<u>\$ (740,799)</u>
<u>AVG CONSUMPTION PER CUSTOMER (IN MCF)</u>			
Residential	22	27	(6)
Small Commercial	60	68	(8)
Large Commercial	1,185	1,180	5
Governmental	631	629	2
Industrial	71,218	75,391	(4,173)
Total	<u>86</u>	<u>93</u>	<u>(7)</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 19	\$ 25	\$ (6)
Small Commercial	\$ 37	\$ 50	\$ (13)
Large Commercial	\$ 549	\$ 694	\$ (145)
Governmental	\$ 297	\$ 377	\$ (80)
Industrial	\$ 29,637	\$ 40,791	\$ (11,154)
AVERAGE PRICE PER MCF PURCHASED	\$ 3.14	\$ 4.44	\$ (1.3000)
AVERAGE PRICE PER MCF SOLD	\$ 6.59	\$ 8.04	\$ (1.4500)
% LINE LOSS	1.47%	2.72%	-1.25%

THE WATER SYSTEM - UTILITY BILLING STATISTICS
September 30, 2012

	<u>2012</u>	<u>2011</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,535	5,408	127
Commercial	1,197	1,248	(51)
Meter on Fire Hydrant	16	14	2
Spinkler	523	494	29
Total	<u>7,271</u>	<u>7,164</u>	<u>107</u>
<u>CONSUMPTION (IN GALLONS)</u>			
Residential	398,831,200	469,200,500	(70,369,300)
Commercial	304,591,600	330,640,800	(26,049,200)
Meter on Fire Hydrant	5,445,600	6,296,600	(851,000)
Spinkler	163,512,900	190,224,900	(26,712,000)
Total	<u>872,381,300</u>	<u>996,362,800</u>	<u>(123,981,500)</u>
<u>SALES</u>			
Residential	\$ 2,110,913	\$ 2,410,428	\$ (299,515)
Commercial	1,303,671	330,640,800	(329,337,129)
Meter on Fire Hydrant	39,871	46,548	(6,677)
Spinkler	917,913	1,075,276	(157,363)
Total	<u>\$ 4,372,369</u>	<u>\$ 334,173,052</u>	<u>\$ (329,800,683)</u>
<u>AVG CONSUMPTION PER CUSTOMER (IN GALLONS)</u>			
Residential	72,061	86,768	(14,708)
Commercial	254,409	264,883	(10,474)
Meter on Fire Hydrant	336,841	441,867	(105,025)
Spinkler	312,594	385,201	(72,606)
Total	<u>119,978</u>	<u>139,082</u>	<u>(19,104)</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 32	\$ 37	\$ (5)
Commercial	\$ 91	\$ 22,074	\$ (21,983)
Meter on Fire Hydrant	\$ 206	\$ 272	\$ (67)
Spinkler	\$ 146	\$ 181	\$ (35)
AVERAGE PRICE PER 1000 GALLONS PURCHASED	\$ 0.305	\$ 0.267	\$ 0.0380
AVERAGE PRICE PER 1000 GALLONS SOLD	\$ 5.012	\$ 4.952	\$ 0.0600
% LINE LOSS	3.53%	3.53%	0.00%

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

THE WASTEWATER SYSTEM - UTILITY BILLING STATISTICS

September 30, 2012

	<u>2012</u>	<u>2011</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,503	5,385	118
Commercial	1,026	1,043	(17)
Industrial	6	6	0
Oak Hill Acres Flow Meter	1	1	0
Total	<u>6,536</u>	<u>6,434</u>	<u>102</u>
<u>SALES</u>			
Residential	\$ 1,785,725	\$ 1,761,170	\$ 24,554
Commercial	1,070,521	1,108,961	(38,440)
Industrial	667,884	711,605	(43,722)
Oak Hill Acres Flow Meter	41,471	43,379	(1,907)
Total	<u>\$ 3,565,601</u>	<u>\$ 3,625,116</u>	<u>\$ (59,515)</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 27	\$ 27	\$ (0)
Commercial	\$ 87	\$ 89	\$ (2)
Industrial	\$ 9,276	\$ 9,883	\$ (607)
Oak Hill Acres Flow Meter	\$ 3,456	\$ 3,615	\$ (159)

THE SANITATION SYSTEM - UTILITY BILLING STATISTICS

September 30, 2012

	<u>2012</u>	<u>2011</u>	<u>INCREASE/ (DECREASE)</u>
<u>NUMBER OF CUSTOMERS</u>			
Residential	5,265	5,180	85
Residential - Rural	6	5	1
Commercial	541	543	(2)
Total	<u>5,811</u>	<u>5,728</u>	<u>84</u>
<u>SALES</u>			
Residential	\$ 887,288	874,859	\$ 12,429
Residential - Rural	1,342	1,216	125
Commercial	951,061	946,008	
Total	<u>\$ 1,839,691</u>	<u>\$ 1,822,083</u>	<u>\$ 12,555</u>
<u>MONTHLY AVERAGE BILL PER CUSTOMER</u>			
Residential	\$ 14	\$ 14	\$ (0)
Residential - Rural	\$ 19	\$ 20	\$ (2)
Commercial	\$ 147	\$ 145	\$ 1

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. All new infrastructure assets (e.g. roads, bridges, sidewalks, utility lines and plants, and similar items), regardless of their cost, will be capitalized.
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 \$15,000 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.