Signing Ceremony - City-County Agreement

Kruse's Donate 100+ Acres for Family Park

LCRA Grant for Fire Department

Tree Planting in Park Supports Washington-on-the-Brazos

Administrative Staff

Brenham-Huntsville Mayor's Bowl

Youth Honored at Council Meeting

Police Promotions Recognized at Council

"Efforts and courage are not enough without purpose and direction."
-John F. Kennedy

OFFICE OF THE CITY MANAGER AND ASSISTANT CITY MANAGER

The Office of City Administration provides managerial leadership and direction to the municipal organization through the City Manager's office.

Leadership of the City is a collective and collaborative team effort involving our elected officials as policy makes and representatives of the people as well as the City Manager and his management team that includes the Assistant City Manager, City Attorney, City Engineer, and Division Directors.

Brenham Emergency Communications provides dispatching services for the entire county. Although the IT Department is not visible to the community, they built a network that connects city, county and school district personnel and permits all to communicate with each other. The City Engineer supports capital projects for both public utilities and public works divisions. He, as well as the Director of Development Services, the Director of Public Utilities and the Director of Public Works meet regularly with Assistant City Manager to coordinate the work of field operations for the City of Brenham.

It is our ongoing goal to be a well-run organization striving to be effective, responsive, transparent, ethical, courteous, and hard working for our citizens and our utility rate payers.

With a staff of over 200 employees and $73 million budget, the City still maintains a "hometown" atmosphere. The doors at City Hall are always open and community input is sought on a regular basis. Under the leadership of Roberts and Dannhaus, the City saw a great deal of progress on projects that were set as priorities by the Council and the community. Recaps of those are included in this report.

ACHIEVEMENTS

Interlocal Agreements

The City has been in discussion with Washington County for several years on the following interlocal agreements:

- Linda Anderson Park
- Animal Control Services
- Animal Shelter
- Fire Protection and Rescue Services
- Library
- Emergency Communication
- Jail
-

In May, 2013 the County submitted a proposal to operate Emergency Communications in exchange for the City providing Animal Services, Rural Fire Protection and Rescue Services, and Library under a Comprehensive Exchange of Services Agreement.

On December 2, 2013 the Comprehensive Exchange of Services Interlocal Agreement was approved by the City Council and County Commissioners with a transition period beginning January 1st, 2014.

Kruse Park

Blue Bell Creameries Chairman Ed Kruse and his wife Evelyn donated approximately 100 acres of parkland to the City of Brenham. This tract of land is located on the south side of town and will be accessible due to the transportation improvements on US 290 and especially the new over pass at Chappell Hill Street.

Transportation Projects

Chappell Hill Extension

The City is in the design phase of an extension of Chappell Hill Street. The extension will help traffic circulation and provide connectivity for the eastern half of the city to US 290.

Upgrading Highway 36

The City continues to work closely with TxDOT on their plans for upgrading SH 36 North between the cloverleaf and the merge with SH 36 Business to a four lane divided highway section.

Brenham Community Development Corporation

The Brenham Community Development Corporation (BCDC) administers the 4B sales tax involving roughly $1.6 Million. The City Manager serves as President of the BCDC. The BCDC owns the Brenham Business Center and the expanded new section of the Southwest Industrial Park.

The BCDC provided funding for the following projects in 2013

- Roads and infrastructure at Brenham Family Park
- Blue Bell Aquatic Center for the following items:
    - Resurfacing of the Pool Deck - $54,663
    - Men's and Women's lockers renovation - $8,000
- Outdoor Furniture (picnic tables and Benches) at the All Sports Building
    - Cost - $13,000
- Improvements at Linda Anderson Park
    - Eight Dugout gates $5,642
    - Bullpen fences $12,300
    - Concrete Improvements at park $13,503
    - Concession stand improvements $19,500
- Ice Skating Rink at Christmas Stroll - $10,000

City Engineering Department

The City Engineer, Grant Lischka, oversees capital projects for the City. He provides technical expertise in water, sewer, street and drainage projects. He designs smaller engineering projects in-house. The City Engineer will coordinate major projects with consulting engineers. He is also staff liaison for airport operations.

The City Engineer works closely with many of the departments within the City, especially Public Utilities, Public Works and Development Services. Below outlines some of the projects that the City Engineer has been involved in:

- Worked to establish mobile construction inspections
- Allows superintendents to monitor progress of projects and submit reports in the field
- Lessens the need for third-party construction inspection
- Working with GIS/Mapping to incorporate more water and sanitary sewer data in GIS system

- Performed Street Inventory
- Provided engineering support and design for street reconstructions
- Working with GIS/Mapping to incorporate more street and drainage data in map system
- Working to update design standards and specifications (no updates since 1996) and post on City website
- Review development plans to ensure compliance with drainage, detention, parking, utility and other site development requirements

INFORMATION TECHNOLOGY DEPARTMENT

Department Mission

It is the mission of the Information Technology Department to manage the City's information systems in an effective and efficient manner; to provide service and support to all City departments, assisting users in the most effective utilization of the system; ensure that information and system resources are accessible and usable by maintaining system uptime and availability; and ensure the integrity of applications and data by maintaining strong security and system continuity procedures.

I.T. Department Responsibilities

The Information Technology Department is primarily responsible for the maintenance and management of the city's fiber optics and wireless networks, servers, computers, VoIP telephone system, surveillance cameras and user support. In addition to hardware, the IT department also supports and maintains such systems as Microsoft Exchange, Outlook Web Access, SharePoint, LaserFiche, and the S2 building security system. The IT department also runs daily backups of data and ensures the security of the entire network.

2012 – 2013 Accomplishments
The following is a summary of the department's activities in the 2012-2013 budget year. Although the list is not all-inclusive, it does reflect the department's major accomplishments.

- Expanded the wireless network to all City Parks and major City buildings.
- Provided quality service and support for 290 user accounts, 214 Desktop Computers, 79 Laptops, 80 printers, 280 VoIP phones and devices, 60 servers and various systems.
- Supported 8 EMS MDT's and 17 Sheriff's Office MDT's as specified in an Inter-Local Agreement with Washington County.

Accomplishments (cont'd)

- Installed two new Public Safety servers at the Police and Fire Stations, promoted them to Domain Controllers, made them into print and file servers and migrated data from the old file server.
- Upgrade of switches in City Hall Server Room and the Police Server Room.
- Installation of new network cabling and jacks at the remodeled Parks Warehouse Offices.
- Installation of new Single-Mode fiber from the Parks Warehouse to Hohlt Park, EMS Station 1 and both BHA office buildings as part of an Inter-Local Agreement with BHA.
- Created the 2013 Parks and Recreation Guide and maintained the main city website as well as the Downtown Swirl and Discover websites.
- Provided major upgrades to NetMotion, ONSSI Ocularis, Laserfiche, ManagerPlus and ArcGIS mapping data for mobile devices.

2014 Objectives

The following is a summary of the department's major objectives in 2012-2013. Although the list is not all inclusive, it does reflect the department's major goals.

- Provide quality service and support for 300 users, 300 PCs and laptops, 80 printers, and 60 servers.
- Respond to approximately 1,500 service requests during the year. Complete all critical service requests within three hours, complete all high priority requests within one working day, all normal priority requests within three working days.
- Upgrade of the City's VoIP phone system server software.
- Migration to Microsoft Exchange 2013. This must be done in conjunction with the Unity voicemail system upgrade that is part of the VoIP phone system upgrade.
- Installation of new fiber optic network to the new Blinn Technology Center as approved by the Inter-Local Agreement with Blinn College. This will provide a network presence in that area of town and a Wireless presence at the 577/290 intersection.
- Rerouting of fiber optic network from the 290/Old Mill Creek Road intersection to the Blinn College Network office.
- Assist BISD in the replacement of fiber from the BISD IT Office to the BISD Administration Building , BISD Bus Barn, Alton Elementary, and the Water Plant.
- Upgrade the New World System Mobile Server software for Communications.
- Migration of City Hall virtual environment to Microsoft Hyper-V 2012 and complete the installation of the virtual servers to the newer 15k SAN hard drives.
- Complete the standardization of Police Station video surveillance system from Milestone to ONSSI Ocularis CS.

Accomplishments (cont'd)

- Upgrade the Library ILS from Alexandria to Biblionix Apollo to increase staff efficiencies and improve library resource availability to mobile devices and remote access.
- Assist the Washington County IT Director in developing a plan to transfer support of Central Communications.
- Complete the responsive design project for downtownbrenham.com website.
- Upgrade RecTrac and WasteWorks applications.

BRENHAM EMERGENCY COMMUNICATONS

General Information

This has been a year full of change for Brenham Emergency Communications. As we end this year, we began a new path and future for our Department. A new Inter Local Agreement was adopted in December bringing about a new partnership between the City of Brenham and Washington County. No longer will we be an entity governed by the City of Brenham, but instead our Department will be jointly operated by Washington County and the City of Brenham for the next eighteen months. After this transition period, we will become a Department operated by Washington County in an extensive exchange of services as outlined in the new Inter Local Agreement.

Change has already begun here at Communications. Pam Ruemke has accepted an Information Technology job with the City of Brenham and is no longer the Communications Supervisor. This change in Management came in late November of this year and Stephen Draehn was promoted from Assistant Communications Supervisor to Acting Communications Supervisor.

Communications did lose some employees during 2013. Some of these losses can be attributed directly to the new Inter Local Agreement and some of the losses are due to employees choosing to seek out other employment.

Communications Employee Update 2013:

- Resignations   7   Stacy Griffith (Full-Time)
                                    Nicole Royall (Full-Time)
                                    Austin Eaton (Part-Time)
                                    Megan Shine (Full-Time)
                                    Brooke Ripple (Full-Time)
                                    Kaitlin Long (Full-Time)
                                    Amanda Ballard (Full-Time)

- Departmental Transfers   3   Pam Ruemke (Public Safety IT)
                                    Linda Parm (Utilities)
                                    Barbara Martin (Utilities)

- Retirement   1   E J Schumacher

- Terminations   0

- Full-Time Hires   8   Meri-Ann Allen, Brooke Ripple, Shannon Selden, Kaitlin Long, Amanda Ballard, Rachel Dannar, Kristen Volle, Janetra Moore

- Part-Time Hires   1   Josh VanDever

- Vacancies   4   (2 Full-Time, 2 Part-Time)

During 2013 we hired eight new full time employees. Of those new hires, five of them are still with Communications. The longest tenure of these employees is eight months and the shortest tenured new employees were three weeks.

During this time we also had seven employees resign and three transfer to different Departments within the City of Brenham. Three of the employees who resigned were only with the Department a short period of time. However, the other four employees who resigned and the three employees who transferred were experienced employees with numerous years of service. With the loss of these employees, Communications lost a large amount of its experienced Operators.

As Communications moves forward into the next year, we will be completing hiring two more full time employees in January, with the possibility of hiring two part time employees as well. We currently have three Operators in training, with the goal of completing their training sometime this spring. We will not be fully staffed until that time.

Goals Set 2012-2013:

- Upgrade New World Systems Mobile and Records Management Software to version 10
- Upgrade EMS from Mobile 7 to Mobile 10
- Maintain Pro-QA EMD call accuracy at 98% or higher
- Fill current vacant Telecommunications Operator position and maintain staffing
- Continue Operator Refresher Training
- Train all Operators in Active Shooter Class
- Fill current vacant Call-Taker Position
- Upgrade 911 Software and Workstations to 4.0
- Implement fourth 911 Position at CAD 4

The goals for 2013 were to make significant upgrades in the CAD software, both to Mobile and MSP. However, upgrades were continuously pushed back for a multitude of reasons on a local level, and the upgrades have not yet been completed. They are scheduled to begin on January 13, 2014 with the instillation of Mobile 10 and to follow with New World MSP 10.2.

Upgrades to 911 have also not been completed. The upgrades were originally scheduled to begin in the fall of 2013, but now have been pushed back until March. BVCOG is waiting for an updated version of the software to begin the installation process. Training for the new software will begin on March 25, 2014.

In 2013, we were unable to maintain staffing and are still shorthanded. The ILA discussions between the City of Brenham and Washington County involving Communications began in early June. These first discussions led to several meetings and workshops over the next few months and eventually there was a comprehensive Inter Local Agreement signed by both entities. The initial reaction of personnel at Communications was that of uncertainty for their future with Communications. Job security, salaries, benefits, and longevity were some of the biggest questions the employees had. For this reason, some of them resigned and found employment elsewhere.

With the retirement of E J Schumacher and the transfer of Barbara Martin and Linda Parm, Communications no longer has any Call-Taker positions. In the next year these positions will be evaluated and transitioned most likely into a Communications Operator position.

Goals Set 2013-2014:

- Begin new working relationships with all entities we provide service to
- Evaluate the structure of the Communications Department
- Upgrade New World Systems Mobile and Records Management Software to version 10.2
- Upgrade EMS from Mobile 7 to Mobile 10 and Police and Fire from Mobile 9 to Mobile 10
- Maintain Pro-QA EMD call accuracy at 98% or higher
- Send two Operators to EMD-Q training
- Fill current vacant Telecommunications Operator position and maintain staffing
- Implement Training Program
- Upgrade 911 Software and Workstations to 5.0
- Implement fourth 911 Position at CAD 4

Calls for Service

Radio, Phone, and 911 Calls

911 Emergency Calls:
- 2011 **34,924**
- 2012 **36,332**
- 2013 **38,540**

This is an increase of 2,208 calls from the previous year

Telephone and Administrative Calls:
- 2011 **157,244**
- 2012 **159,126**
- 2013 **157,898**

This is a decrease of 1,228 calls from the previous year

Radio Transmissions:
- 2011 **601,821**
- 2012 **524,405**
- 2013 **486,172**

This is a decrease of 38,233 radio transmissions from the previous year

Total Calls and Radio Transmissions:
- 2011 **793,989**
- 2012 **719,712**
- 2013 **682,610**

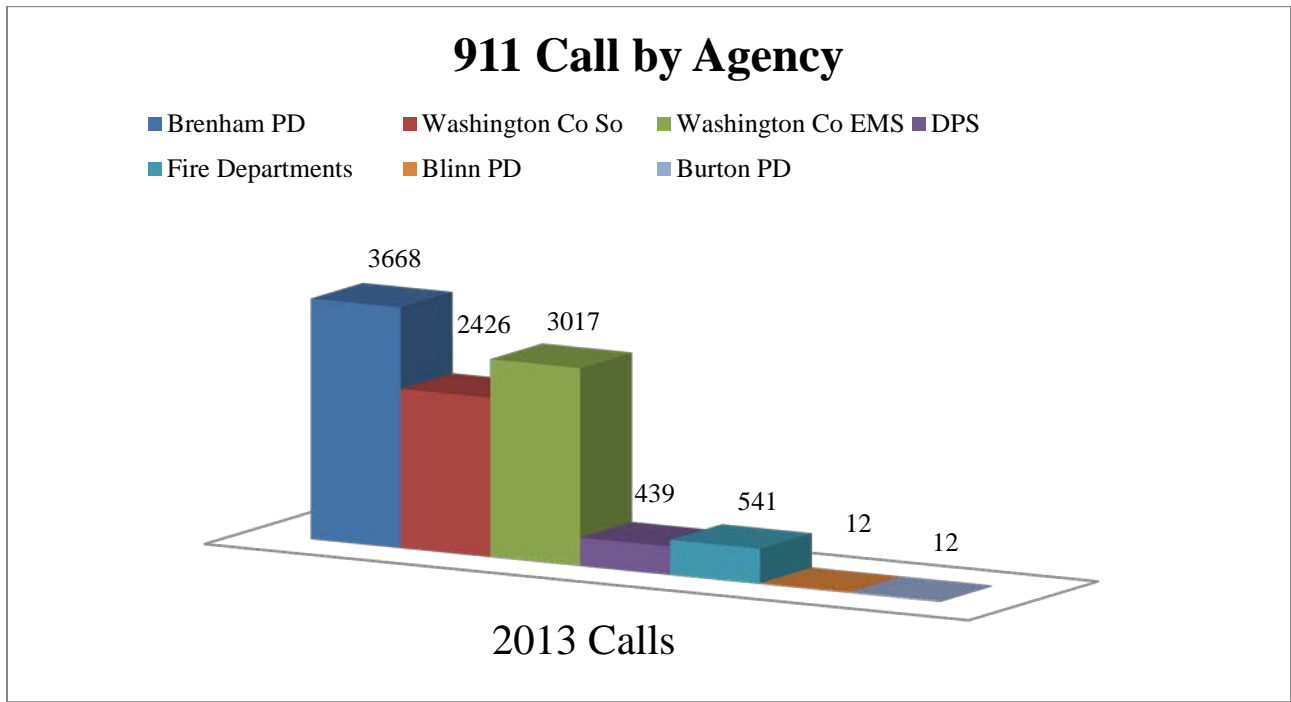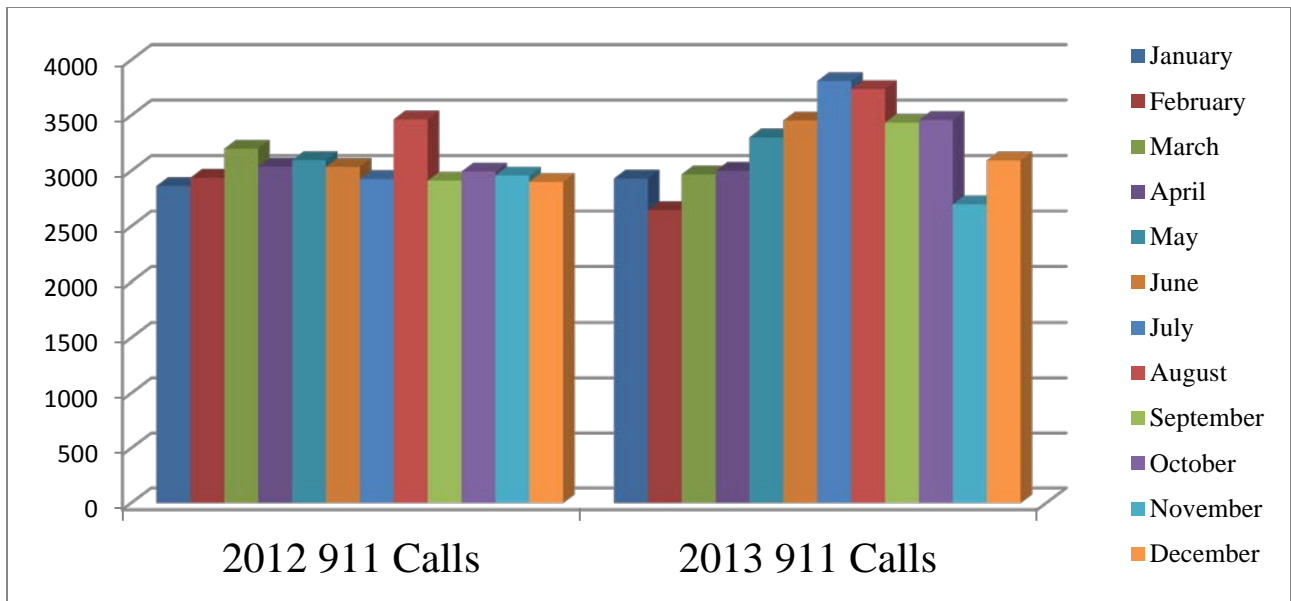**This is a decrease of 37,102 calls dispatched to from the previous year**

The decrease in Radio Transmissions is due to increased MDT usage. Additional contributing factors are both major Law Enforcement Agencies that we provide Communications services for were short staffed throughout the year.

911 Call Counts

Call Count By Month													
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2013	2931	2647	2969	3000	3302	3455	3810	3738	3436	3458	2699	3095	38540
2012	2864	2938	3200	3040	3097	3037	2927	3465	2912	2993	2958	2901	36332
% of Change	2.30%	-9.90%	-7.20%	-1.30%	6.60%	13.80%	30.20%	7.90%	18.00%	15.50%	-8.80%	6.70%	6.10%

Call Count By Departments													
Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Brenham PD	256	280	312	332	323	327	350	327	275	293	261	332	3668
Washington Co SO	224	171	216	210	202	182	211	235	230	201	172	172	2426
Washington Co EMS	270	242	262	262	236	248	226	276	259	252	239	245	3017
Texas DPS	8	10	74	24	27	20	35	44	31	56	54	56	439
Fire Departments	34	32	49	23	42	48	89	82	38	37	42	25	541
Blinn College PD	2	0	2	2	0	0	2	0	0	1	2	1	12
Burton PD	0	0	1	2	0	6	0	1	0	0	1	1	12
Hangup/Abandoned	768	573	677	755	790	910	1029	966	922	901	566	720	9577
Non Emergency	436	454	471	471	547	515	555	531	512	513	490	485	5980
Outbound	880	834	867	895	1085	1136	1226	1221	1088	1157	802	1003	12194
Transfer	43	36	29	45	41	57	77	47	58	42	50	50	575
Aurora Counts	10	15	9	-21	9	6	10	8	23	5	20	5	99
Totals	2931	2647	2969	3000	3302	3455	3810	3738	3436	3458	2699	3095	38540

911 Calls chart comparing 2012 and 2013 by month (January–December).

911 Call by Agency

Legend: Brenham PD, Washington Co So, Washington Co EMS, DPS, Fire Departments, Blinn PD, Burton PD

2013 Calls
- 3668
- 2426
- 3017
- 439
- 541
- 12
- 12

Calls for Service

Calls for Service Created by Communications: 52,997

This is an average of 4,416 calls for service per month and 149 calls for service per day.

Calls Dispatched To: 59,439

Washington County Agencies Calls for Service dispatched to: 24,303

- CERT Team   6
- Washington County EMS   5,504
- Washington County Sheriff's Office   16,217
- Washington County DA   64
- Washington County JP1   541
- Washington County JP2   1,149
- Washington County JP3   37
- Washington County JP4   67
- Washington County COP   71
- Washington County Road and Bridge   1
- Meyersville Fire Department   77
- Burton Fire Department   92
- Chappell Hill Fire Department   114
- Gay Hill Fire Department   56
- Prairie Hill Fire Department   55
- Washington Fire Department   69
- Rocky Creek Fire Department   33
- Latium Fire Department   35
- Berlin Fire Department   53
- Salem Fire Department   62

City of Brenham Agencies Calls for Service dispatched to: 30,035
- City of Brenham Marshal Office   202
- City of Brenham Animal Control   1,167
- Brenham Police Department COP   940
- City of Brenham Utilities   910
- Brenham Police Department   26,203
- Communications   14
- Brenham Fire Department   599

State Agencies Calls for Service dispatched to: 1,429
- Texas Parks & Wildlife   27
- Texas Highway Patrol
- 1,402

Other Local Agencies Calls for Service dispatched to: 3,611
- Blinn College Police Department   1,686
- Burton Police Department   1,007
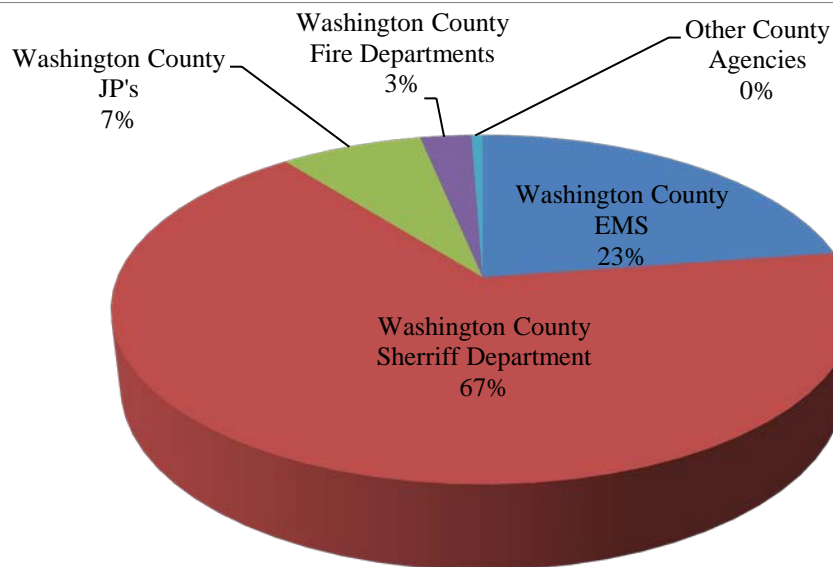- Wrecker Companies   918

Percent of Calls for Service by Agency

State Agencies Calls for Service 3%

Other Local Agencies Calls for Service 6%

County Agencies Calls for Service 43%

City of Brenham Agencies Calls for Service 48%
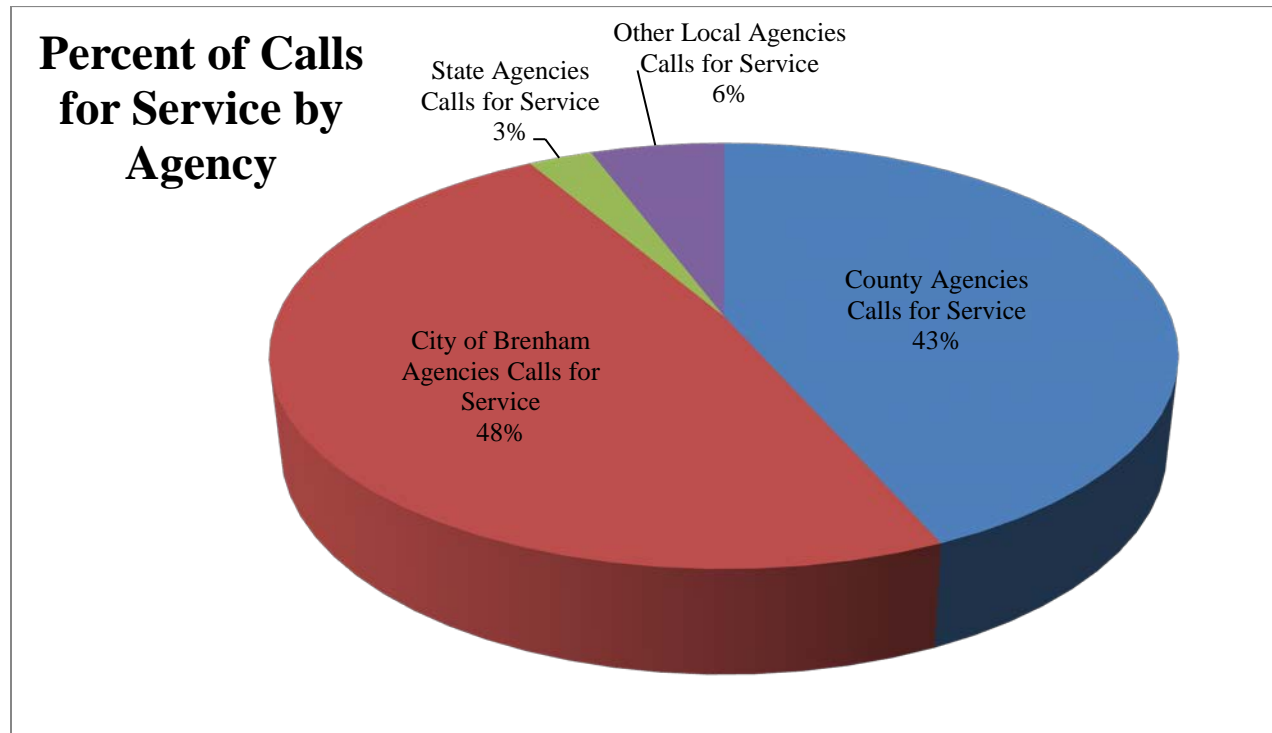
The chart above gives the percentage of calls that were handled by each Agency that we provide service to. Each Agency is listed above the chart with the number of Calls for Service that the Agency had for 2013. These calls consist of 911 calls, Phone Calls received that a Unit was dispatched to, Officer Self-Initiated Calls (ex. Traffic stops, License Plate Checks, etc.), Walk-In, and Radio Calls.

The chart below gives the percentages of where these calls were located (Inside the City of Brenham or Inside Washington County outside of the City of Brenham.)
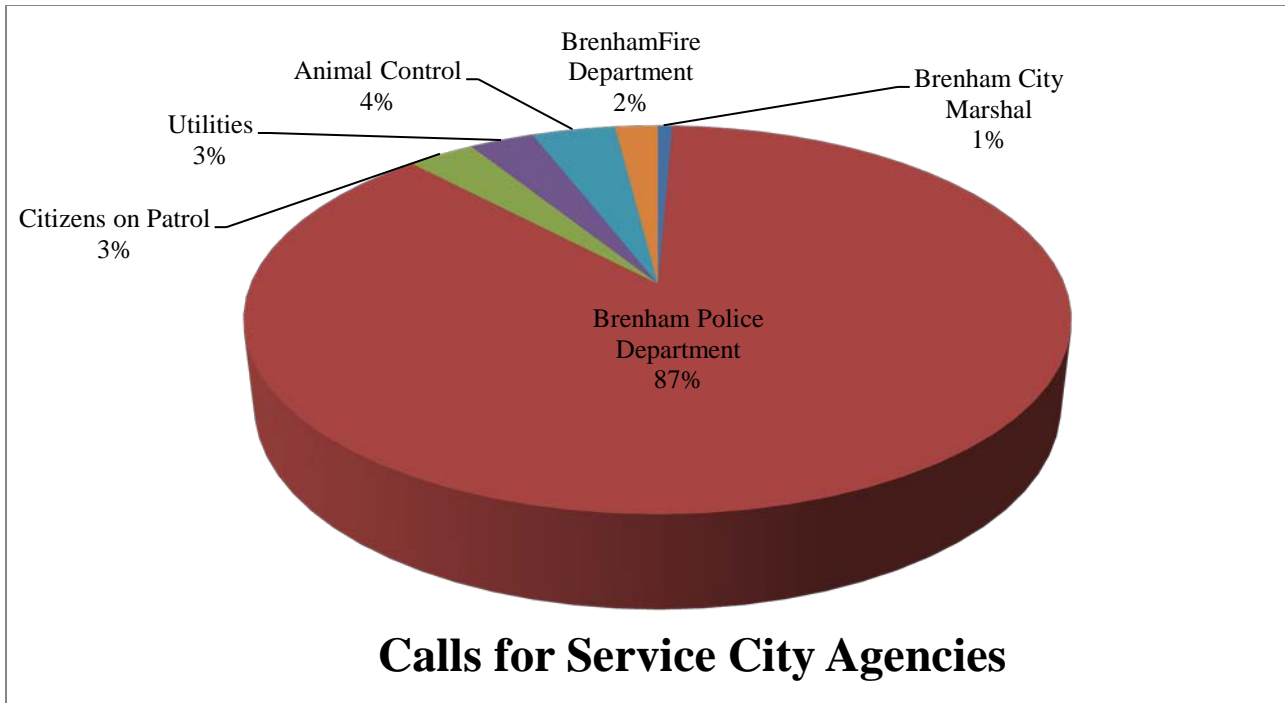
Percentage of Calls by Location

Calls Inside
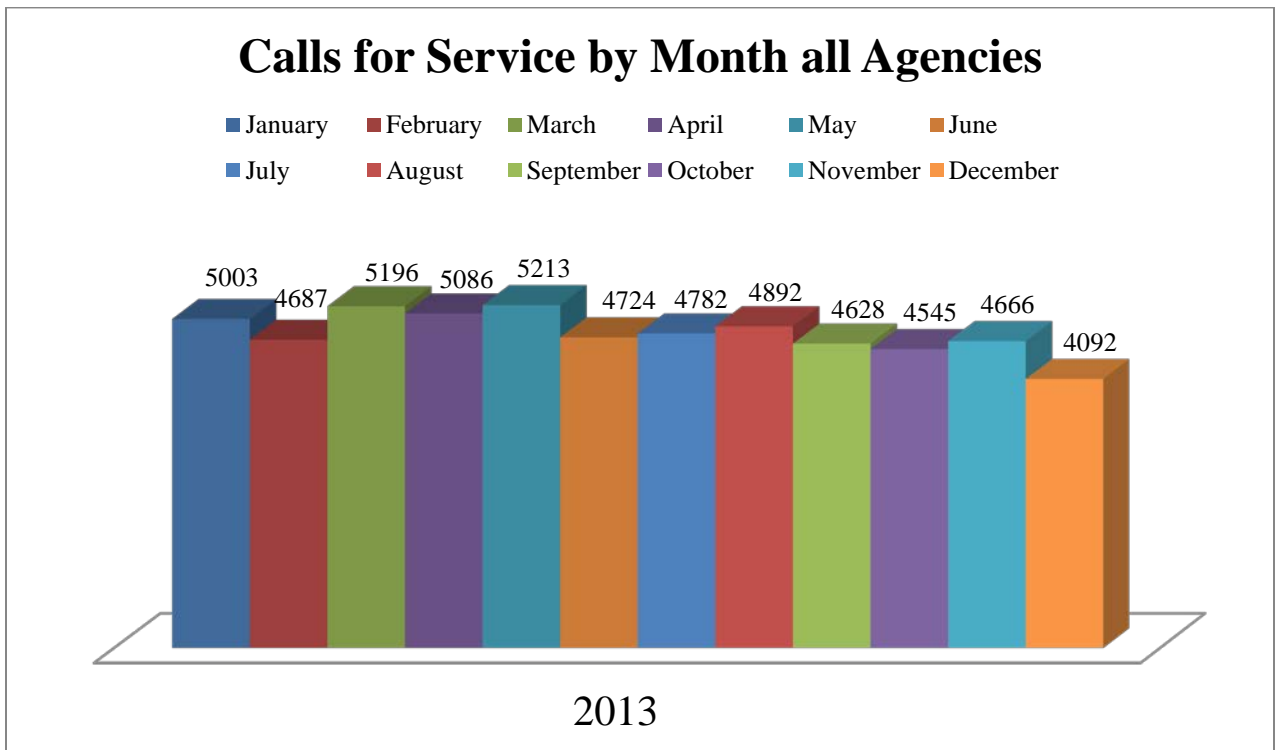Washignton County
34%

Calls Inside the City
of Brenham
66%
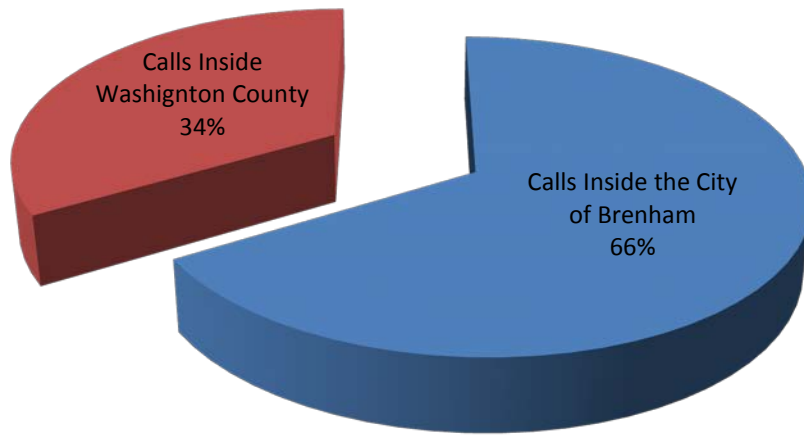
The next two charts represent the percentage of calls handled by Agencies within Washington County and the City of Brenham. As you will be able to see on both of the charts, the majority of calls handled by Communications come from the Law Enforcement Agencies that we provide service to.
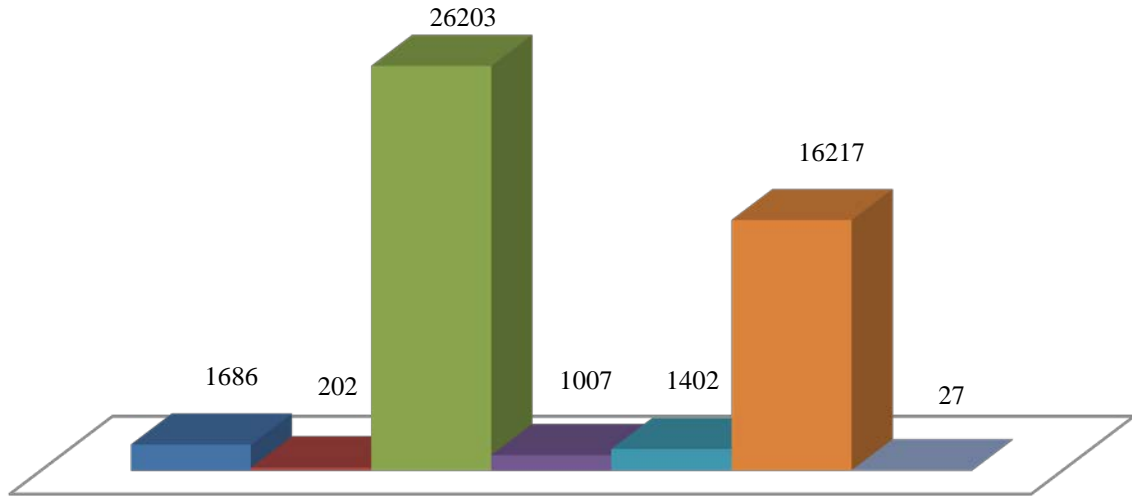
Washington County
JP's
7%

Washington County
Fire Departments
3%

Other County
Agencies
0%

Washington County
EMS
23%

Washington County
Sherriff Department
67%

Calls for Service County Agencies

Calls for Service City Agencies

The Chart below depicts all Calls for Service for all Agencies and is broken down by month.

Calls for Service by Month all Agencies

■ January ■ February ■ March ■ April ■ May ■ June
■ July ■ August ■ September ■ October ■ November ■ December

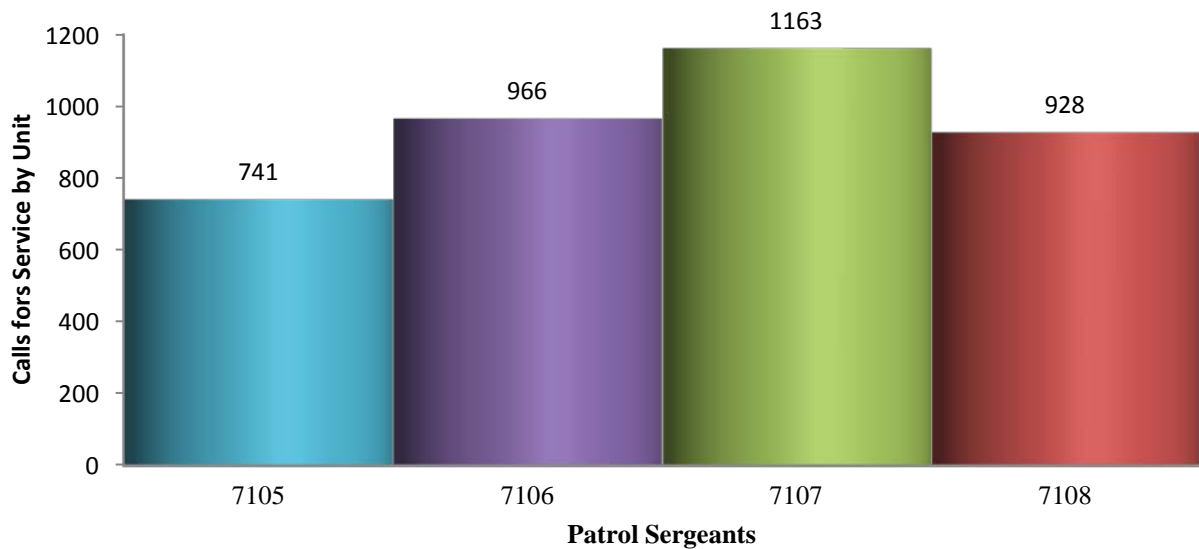5003 4687 5196 5086 5213 4724 4782 4892 4628 4545 4666 4092

2013

Law Enforcement Calls Dispatched To

- Blinn College Police Dept
- Brenham City Marshall
- Brenham Police Dept
- Burton Police Dept
- Texas DPS
- Washington Co SO
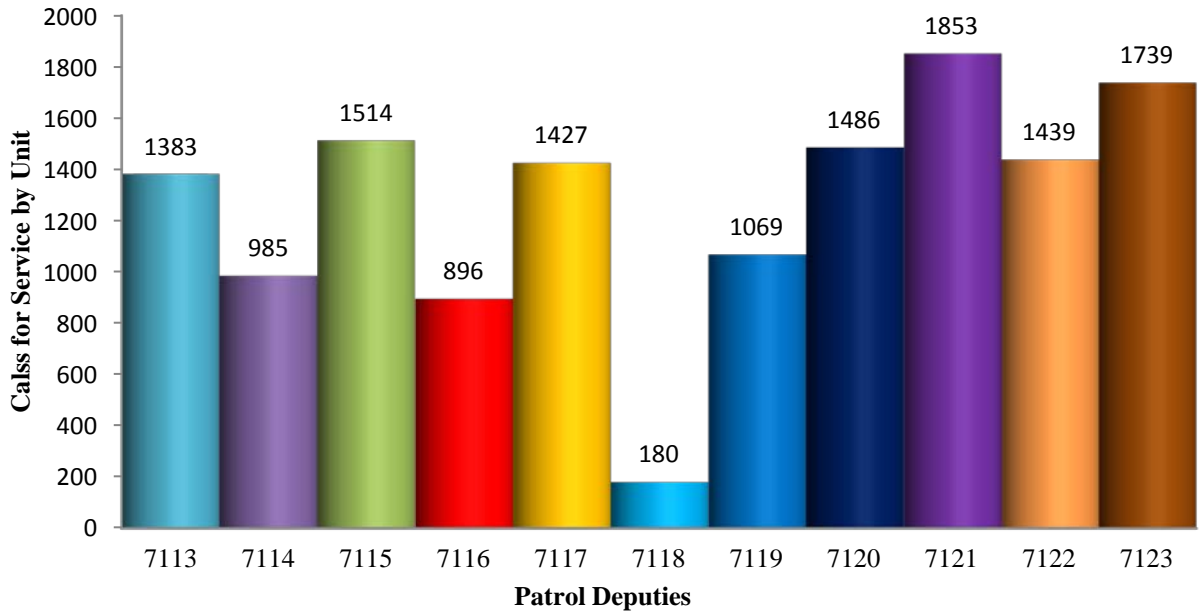- Game Warden

26203

16217

1686

202

1007

1402

27

The Above chart shows all calls that were dispatched to Law Enforcement Agencies. Below, they will be broken down by units per Agency. For the below chart, the units listed are on patrol and take the majority of the calls.
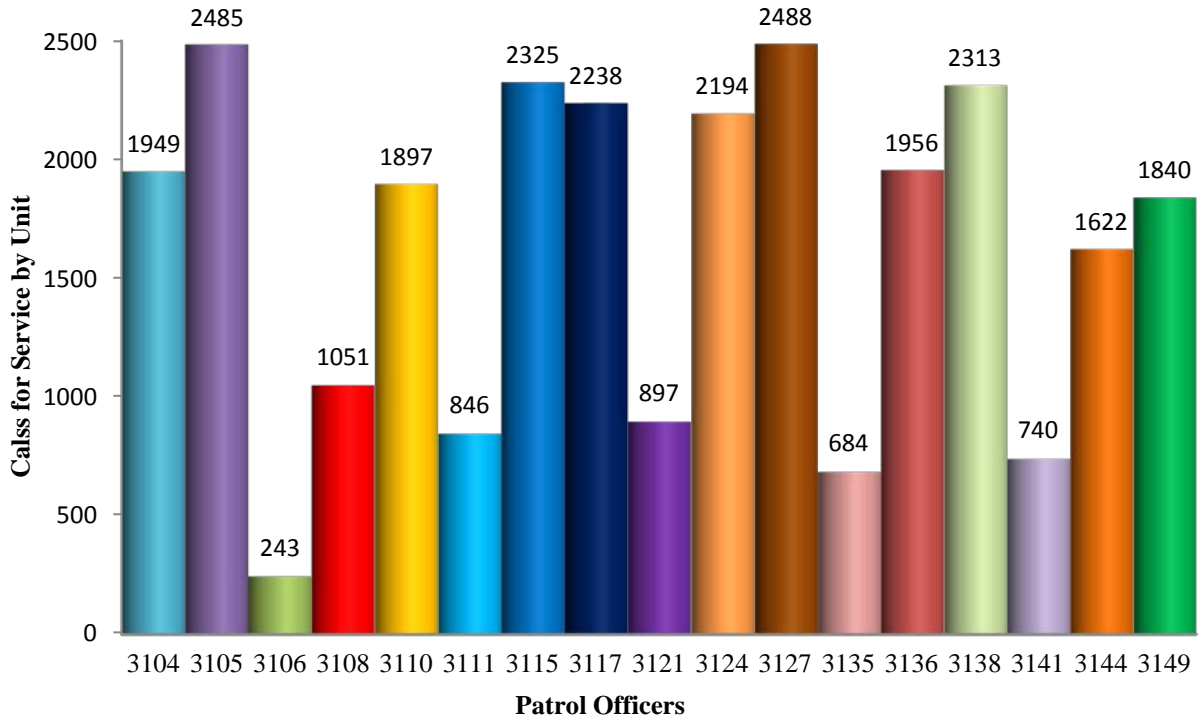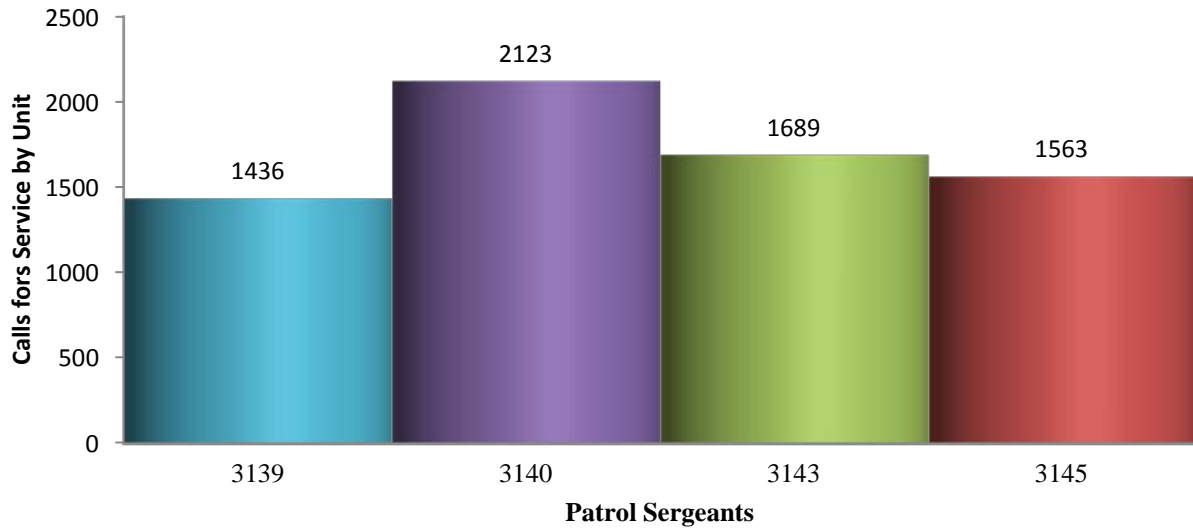
Washington County Sheriff's Office

1163

966

928

741

Calls fors Service by Unit

1200

1000

800

600

400

200

0

7105

7106

7107

7108

Patrol Sergeants

Washington County Sheriff's Office

Calss for Service by Unit

Unit	Value
7113	1383
7114	985
7115	1514
7116	896
7117	1427
7118	180
7119	1069
7120	1486
7121	1853
7122	1439
7123	1739

Patrol Deputies

Brenham Police Department

Calss for Service by Unit

Unit	Value
3104	1949
3105	2485
3106	243
3108	1051
3110	1897
3111	846
3115	2325
3117	2238
3121	897
3124	2194
3127	2488
3135	684
3136	1956
3138	2313
3141	740
3144	1622
3149	1840

Patrol Officers

Brenham Police Department

Calls fors Service by Unit

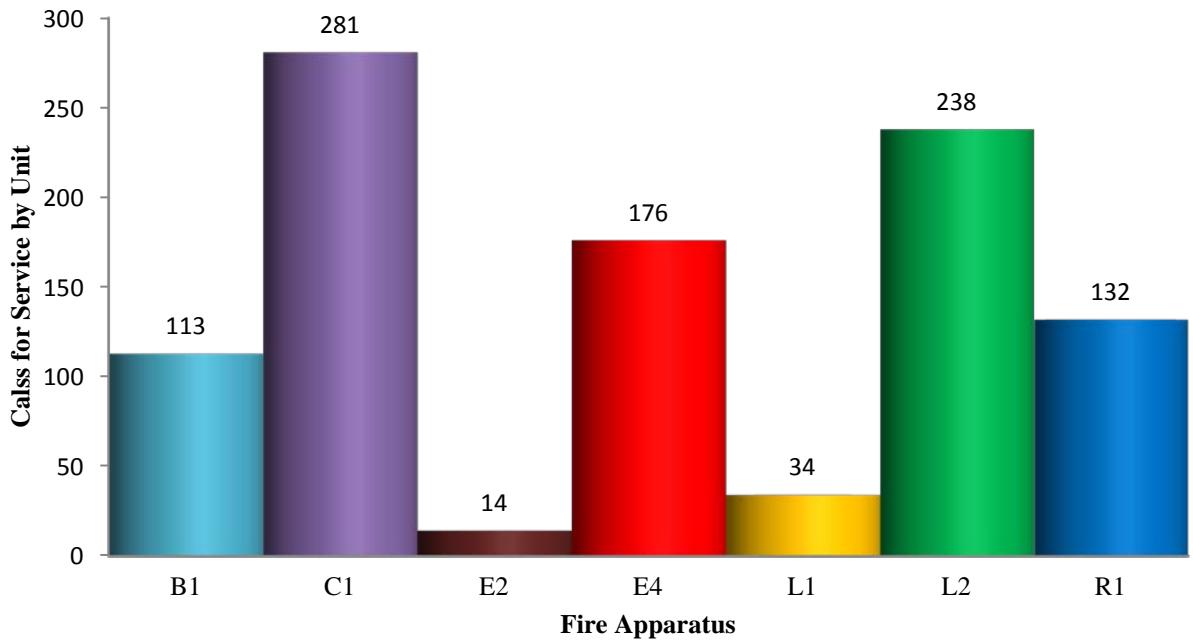| Patrol Sergeants	Value
3139	1436
3140	2123
3143	1689
3145	1563

Patrol Sergeants

The next set of charts illustrates the Calls for Service by Fire Departments and Calls for Service for Washington County Emergency Medical Services
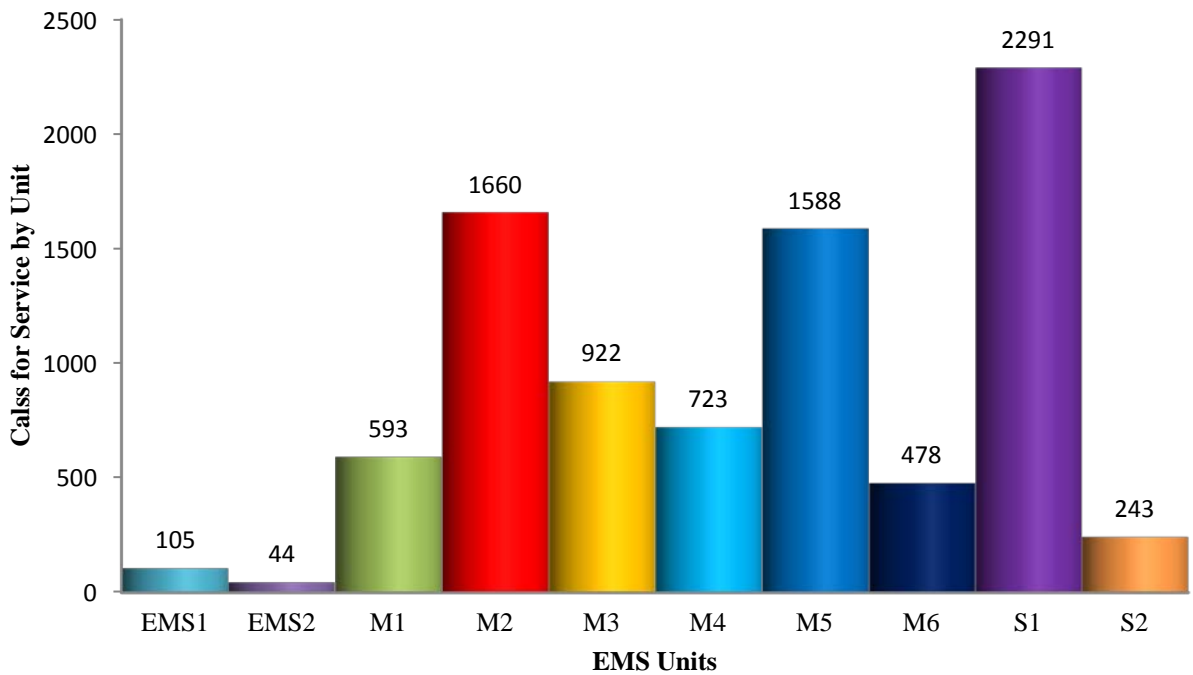
Values: 53, 599, 92, 114, 56, 35, 77, 55, 33, 62, 69
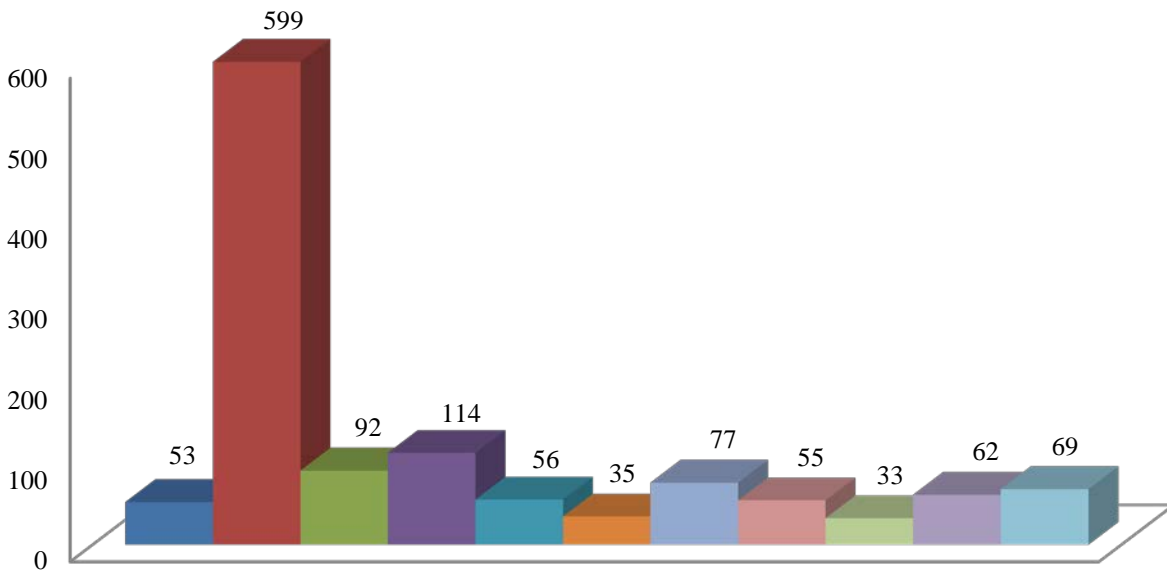
Fire Departments Calls Dispatched to

■ Berlin VFD　　　■ Brenham FD　　　■ Burton VFD　　　■ Chappell Hill VFD

■ Gay Hill VFD　　　■ Latium VFD　　　■ Meyersville VFD　　　■ Prairie Hill VFD

■ Rocky Creek VFD　　　■ Salem VFD　　　■ Washington VFD

Brenham Fire Department

Bar chart titled "Brenham Fire Department" with y-axis "Calss for Service by Unit" (0–300) and x-axis "Fire Apparatus":
- B1: 113
- C1: 281
- E2: 14
- E4: 176
- L1: 34
- L2: 238
- R1: 132

Washington County EMS

Bar chart titled "Washington County EMS" with y-axis "Calss for Service by Unit" (0–2500) and x-axis "EMS Units":
- EMS1: 105
- EMS2: 44
- M1: 593
- M2: 1660
- M3: 922
- M4: 723
- M5: 1588
- M6: 478
- S1: 2291
- S2: 243

Employee Summary

At the end of 2013, Brenham Emergency Communications had fourteen employees. Thirteen of those employees were Full-Time and one employee was Part-Time. We had one other Part-Time employee listed on our payroll, but that employee was not meeting our Part-Time working requirements and had been non-scheduled for the past two months. As we moved into the New Year, we had three employees transfer to other Departments within the City. Those three employees had a combined 41 years and 8 months of service with Brenham Emergency Communications. Below is a list of our current Employees and their years of service as a Telecommunications Operator:

- Meri-Ane Allen   0 years 10 months
- Rachel Dannar   0 years 3 months
- Stephen Draehn   7 years 10 months
- Denice Franco   3 years 11 months
- Rebecca Hahn   4 years 0 months
- Jerod Hartfield   3 years 11 months
- Mandy Hodde   1 year 10 months
- Richard Magjarevich   10 years 10 months
- Janetra Moore   0 years 1 month
- Julie Neville   12 years 5 months
- David Nowak   13 years 8 months
- Shannon Selden   0 years 8 months
- Deborah Taylor   1 year 5 months
- Kristen Volle   0 years 1 month

As of December 31, 2013, Brenham Emergency Communications had:
- 3 Advanced Telecommunications Operators
  Stephen Draehn; Julie Neville; Richard Magjarevich

- 4 Intermediate Telecommunications Operators
  Denice Franco; Jerod Hartfield; Rebecca Hahn; David Nowak

- 4 Basic Telecommunications Operators
  Mandy Hodde; Shannon Selden; Meri-Ane Allen; Deborah Taylor

- 3 Telecommunications Operator Trainees
  Rachel Dannar; Janetra Moore; Kristen Volle