

PUBLIC WORKS

CITY OF BRENHAM



2013 ANNUAL REPORT

PUBLIC WORKS DIVISION

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The Public Works Division is comprised of 4 departments which are Facility / Fleet Maintenance, Streets, Parks, and Sanitation / Recycling. Public Works is responsible for supporting and overseeing these operations. The Public Works division is guided by Dane Rau, the Director, with a superintendent in charge of each department.

Public Works staff reviews daily work schedules, outlines job duties, enters and reviews work orders, attends bid openings, and approves purchase request from these four departments. Each Thursday afternoon a Public Works staff meeting is held to discuss current projects and upcoming plans for the week ahead.

The Public Works Department also works directly with the City Engineer and Development Services on new development and abandoned structures. Each week Public Works reviews and participates in the Development Services plan review meeting.

The department renders service with safety in mind, realizing the best job is one done safely. We expect everyone in our department to embrace safety and believe that every accident is preventable.

Public Works strongly believes that each department plays a key role in making Brenham a better place to live. We value our citizens' requests and work with them on any issues that arise. Major as well as minor issues do not go unnoted. Whether major or minor, all issues or concerns are a priority to the Public Works staff.

ADMINISTRATION

Dane Rau Director of Public Works 10 Years



Special Projects were:

- November 17, 2012 – Recycling Day – passed out 500 bins
- Land acquired behind Recycling Center for expansion
- Linda Anderson and Hohlt park improvements
- April 11 – 13 – Spring Collection Days
- June 6, 2012 – Presentation FY2013-14 Street Improvement Program
- August 15, 2013 – Presentation-Vegetation Control for city, state and railroad right-of-ways.
- Airport Hay Lease Agreement

PUBLIC WORKS STAFF



Nancy Stafford
Administrative Assistant
5 years

Cindy Turnbow
Administrative Secretary
11 years

Items Brought Before City Council:

- Bid No. 13-001 for the contract extension with Legacy Concrete Works for the annual concrete work along with approving a 3% rate increase Passed 10.18.12
- Bid No. 13-002 for the annual contract relating to road base material Passed 11.01.12
- Proposed Amending the Rate Tariff Schedule for the City of Brenham Transfer Station rates Passed 12.20.12
- TCW Proposed a 2% rate increase on Commercial Sanitation Service(s) throughout the City of Brenham Passed 12.20.12
- Presented a Memorandum of Agreement between Blinn College and the City of Brenham for the use of the Blinn Softball Field and Dressing Room at Hohlt Park Passed 01.31.13
- Bid No. 13-004 for the 2013 Mowing and Cleanup Services Contract Passed 02.21.13
- Bid No. 13-005 for the Purchase of Refuse Bags for the Sanitation Department..... Passed 02.21.13
- Proposed the purchase of a tractor and boom mower for the Street Department from BuyBoard and HGAC Local Government Purchasing Cooperatives Passed 02.21.13

Presented an Agreement between the City of Brenham and Texas Commercial Waste for exclusive small commercial container service within the city limits Passed 03.21.13

An Ordinance was presented authorizing the placement of Stop Signs on Chappell Hill St. at its Intersection with Pecan St..... Passed 04.04.13

Presented an Agreement between the Department of Aging and Disability Services and the City of Brenham for continued daily litter control pickup in city parks Passed 06.06.13

Presented a proposal for a One (1) Year Extension of the Contract with Alexander Oil in accordance with the Bid Specifications of Bid No. 12-009 for gasoline and diesel fuel for the City's vehicle and equipment fleet..... Passed 08.01.13



STREET DEPARTMENT

Leslie Kelm Street Superintendent 9 years

The Street Department is comprised of 16 full time employees and on a daily basis is responsible for the construction, operation and maintenance of the city's streets, storm sewer system, street signage and markings, vegetation control, mosquito control, street sweeping, and a crack sealing program.

The Street Department provides services to improve the quality of life for citizens and the community. The department is committed to the highest standards of service, operational excellence, integrity, and cost effective management and is also dedicated to maintaining a well-trained, diverse work force committed to safety and service.



William Herrin Crew Leader 12 years
Freddie Garcia Crew Leader 25 years

David Bartkowiak	30 years	Stephen Nittsche	2 years
Cody Bozarth	3 years	Dale Steinfeld	19 years
Andrew Felder	8 years	Eliborio Villarreal	10 years
David Herzog	2 years	Dustin Wendler	5 years
Michael Kohring	7 years	Ryan Duch	2 mos
Richard Dephileppis	6 mos	Open Position	
Brian Smith	6 years		

Willie Joe Manas Retired June 28, 2013 after 26 years of service
Leonard Smith Retired July 26, 2013 after 24 years of service

TRAINING

Work Zone Traffic Control

**Bubba Herrin
Freddie Garcia
Cody Bozarth
Andrew Felder
David Herzog
Michael Kohring**

**Richard Dephileppis
Leslie Kelm
Brian Smith
Eliborio Villarreal
Dustin Wendler**



Texas Vegetation Management Association Training for Non Commercial Political Pesticide Applicator License – 20 hours of training on the following subjects: PPF, Spills & Safety, Test Plots Freeman Ranch, NPDES update

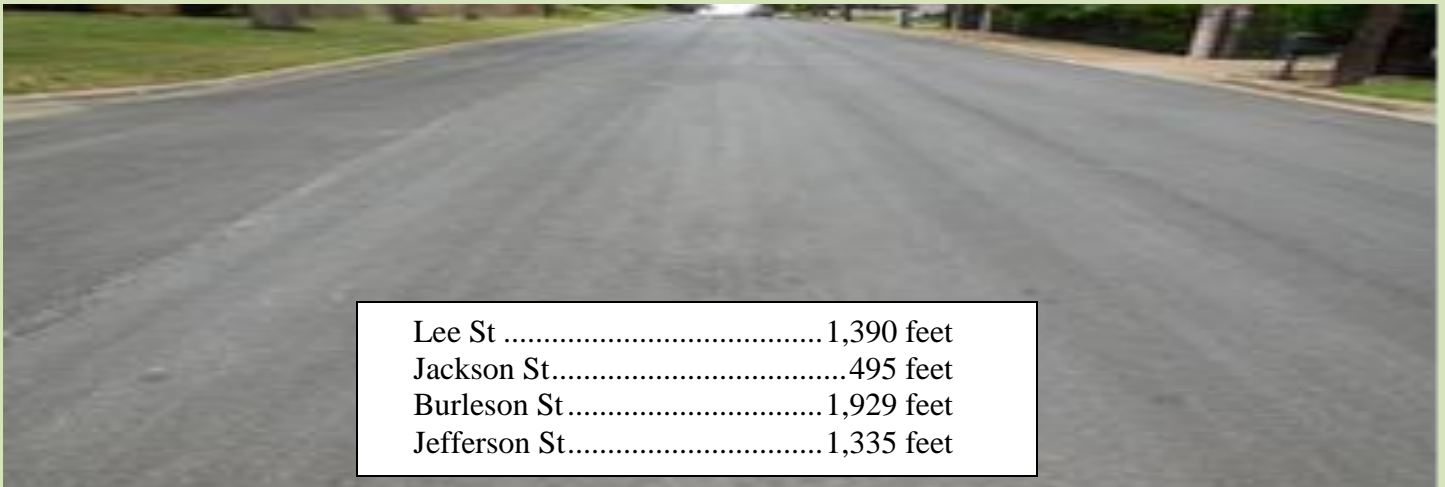
Leslie Kelm

Brian Smith

Dustin Wendler

During 2013, the Street Department received approximately 607 work orders with about 121 of these being utility cut patches. Other work orders that topped the list include response to limbs in street (45), limbs extending into street (46), street sign replace/repair (53), pothole repair (33), water/drainage problems (12), street sweeper requests (30) and debris on street (26).

The Street Department reconstructed the following Streets during 2012-13. These four streets were equivalent to one mile of street repair. If additional funds and equipment are granted in the near future, with our current staff we would like the opportunity to reconstruct 3 + miles of street per year. If this is accomplished we can drastically reduce the poor and fair roads in our Street Inventory consisting of 81 miles of streets.



Lee St	1,390 feet
Jackson St.....	495 feet
Burleson St.....	1,929 feet
Jefferson St.....	1,335 feet

The Street Department also assisted other departments with the re-location and reconstruction of the police shooting range, airport land clearing, grading and drainage improvements, the Linda Anderson and Hohlt parks field renovations as well as street sign replacement and a curb painting program.

Over \$103,481 was spent on concrete work within the City of Brenham during the fiscal year 2013. This work includes flat work, valley gutter, curb & gutter, sidewalk, inlet boxes, and driveway repairs that were necessary due to street repairs, utility patches or various other reasons. In 2011-12 the Street Department spent \$81,221.

The street sweeper is used on a continual basis. Without any call-in interruptions, it takes the sweeper approximately 1 month to sweep the entire City of Brenham. However, there are always call-ins requesting the street sweeper for a variety of reasons.

The Vegetation Management personnel are responsible for city owned creek mowing, shredding, and spraying the downtown area as well as the City streets for unwanted vegetation. They also shred at the Brenham Municipal Airport and spray the runway and taxiway for unwanted vegetation.

In addition to the use of Altosid briquettes, approximately 50 gallons of mosquito spray was used to keep control of the mosquitos. There were no reported cases of the West Nile Virus within the Brenham city limits.

The Street Department is also relied on heavily for organizing traffic control and detours for the following events:

- | | |
|-----------------------|-------------------------------------|
| Maifest | Fair Parade |
| Hot Nights/Cool Tunes | Adam's Angels 5K Run |
| Juneteenth Parade | Christmas Stroll and lighted parade |
| Blue Bell Fun Run | Homecoming Parade |



Airport Drainage



Hot mix on Jefferson

FACILITY MAINTENANCE



DeWayne Lucius	Facility/Fleet Maintenance Superintendent	9 mos
Kim Mueller	Assistant Superintendent	14 years
Clifford Johnson	HVAC Specialist	6 mos
Sean Church	Maintenance Electrician	3 years
Darrell Meyer	Aquatics/Maintenance	7 years
Conda Pattison	Maintenance Electrician	2 mos

The Facility Maintenance Division is composed of 5 full-time skilled technicians with a variation of knowledge in electrical, plumbing, carpentry, HVAC, and electricians. This department has the responsibility of maintaining, as well as construction duties, on all city owned facilities. The city has approximately 43 municipal structures and 3 non-city owned structures that are the responsibility of this department. The duties can range from simply hanging a picture to constructing a new office. In addition, Facility Maintenance repairs and maintains city owned street lights, installs event lighting, hangs street banners and ensures that the US and Texas flags are displayed for all holidays.

This department responded to approximately 1846 work order request during 2012-13.

The following is a compilation of some of the responsibilities held by the Facility Maintenance Department:

Airport:

- Maintain restaurant and various hanger facilities
- Maintain all runway lighting, electrical equipment, weather observation tower, and other systems in accordance with FAA Regulations.
- Repair and reinforce electronic gated entrance
- Maintain proper operation of emergency backup generator
- Repair and maintain restroom facilities and its components

Animal Shelter:

- Assisted with the maintenance to continue proper upkeep in order to comply with State regulations
- Repair kennels and rebuilt kennel gates with stainless steel doors
- Repair exterior kennel entrance frames

Aquatic Center:

- Assist and maintain the day to day operations of the facility
- Prepare leisure pool for annual KIDFISH event
- During Clean Sweep Week, usually the first week of fall, perform all tasks that are required such as pumps, pump motors, chlorine system, HVC maintenance, lighting, etc.
- Repair roof to prevent water leaks inside building
- Assist with monitoring of pool temperatures and chemical dosing at all pools
- Assist with *Movie in the Park* events at Hohlt Park
- Hang banners as requested

Boys & Girls Club:

- Routine HVAC plumbing and lighting maintenance
- Coordinate grease trap cleaning

City Hall:

- Repair ice machines and refrigerators as needed
- Routine building maintenance
- HVAC monitoring and air balancing
- Provide assistance when moving offices
- Monitor and coordinate Fire, Security, Elevator and backflow systems at site

Collection Station:

- Respond to A/C issues and general building maintenance

Maifest and Juneteenth Festivals:

- Install additional electrical services for food vendors, entertainment events, etc.

Main Street:

- Assist staff with downtown events including, Christmas Stroll, set up and take down concert stage for Hot Nights, Cool Tunes, etc.

Nancy Carol Roberts Memorial Library:

- Routine building maintenance
- Remodeled and painted meeting room
- Installed solar screens
- Performed work on HVAC System
- Added handrail in middle of North Stairwell
- Removed glass panes to increase air flow

Parks and Recreation:

- Maintain and repair all ball field lighting (soccer, baseball, basketball, volleyball)
- Remodel of Parks Dept. office areas

Fireman's Park:

- Assisted with the Fireman's Park Light panel installation
- Assisted with the Fireman's Park Outfield Wall Replacement
- Assisted with the automated control of all Parks urinals
- Installed additional lights along parking lot at Fireman's Park

Henderson Park:

- Assist with maintenance and repairs on various parks facilities
- Remodeled and gutted old Parks office area for Library usage

Linda Anderson Park

- Constructed 20' x 24' storage building for equipment
- Installed and wired in 4 scoreboards for the complex
- Remodeled umpires room and concession stand at complex

Police Department:

- Routine building maintenance
- Continual monitoring of the HVAC system
- Coordinated and installed all components related to Police Shooting Range



FLEET MAINTENANCE DEPARTMENT

The Fleet Maintenance Department provides and maintains safe and reliable vehicles used by the city's maintenance technicians and police department. The fleet consists of more than 365 vehicles that include cars, service trucks and vans, trailers, backhoes, loaders, road graders, and more. The Fleet Maintenance Department has the responsibility of maintaining and repairing all vehicles and equipment.

Central Fleet continues to rent out equipment to requesting departments on a half-day or full-day basis. We have found that we can operate less equipment through the fleet program and have better control on a smaller number of fleet within our departments. Central Fleet currently averages about \$10,000 in rentals a month. This was budgeted in department budgets and cuts back on the purchasing of equipment when it is only used by one department. Some of the fleet items available are:

- Air compressors
- Backhoes
- Bucket trucks
- Bull dozers
- Dump trucks
- Excavators
- Skid steer loaders
- Front-end loaders
- Mowers
- Pickup trucks
- Shredders
- Tractors
- Trailers
- Pumps

In 2013, the Facility staff implemented a "Fleet Work Order System" which utilizes Manager Plus, a software management system that allows management to track and schedule all work requests by city staff. This system collects and maintains vehicle data such as VIN, license plate numbers, maintenance records, "PM" service notifications, as well as miles on vehicles and hours on equipment. This system was currently being used but we have now taken fleet management to a different level by utilizing the work order tracking option.

Chad Westerfeld
7 years



Pat Draehn
19 years

Nicholoa Tolopoka
Part time Co-op Student

PARKS MAINTENANCE

Casey Redman Parks Superintendent 13 years



Jody Kapchinski Parks Maintenance Coordinator 19 years

Linda Soeken	14 years	Eddie Evans, Jr.	43 years
Robert Antkowiak	13 years	Tommie Nettle	3 years
Victor Ortiz	11 years	Donald Guyton	4 years
Kyle Koehne	11 years	Dane Winkelmann	Part time
Tandy Tucker	9 years	Colin Mertz (PT)	1 month
Vincent Krolczyk	6 years	Garrett Slay (PT)	1 month
Linda Sigman	4 years		

Our mission is to make a positive difference in the lives of the citizens through professionally managed recreational programs, tournaments and special events that foster economic impact, promote healthy lifestyle, social interaction and civic pride among participants.

The City owns over 180 acres of park land. There are 8 parks throughout its neighborhoods offering everything from baseball, softball, basketball, soccer fields, tennis courts, hike & bike trails, nature trails, etc. Park land has always been a priority for Brenham offering first class recreational facilities and programs. In 2013, it was estimated that the Brenham Parks played hosted to over 66,000 visitors. Of that, 30,500 were directly tied to tournaments that were brought into the city.

Avery special thanks:

On December 19, 2013, Ed and Evelyn Kruse generously donated 100 acres to the City of Brenham for the development of a family oriented park. The land located south of Hwy 290 and just east of The Home Depot will be a benefit for residents for generations to come. The future plan for the development of this land will be the construction of a lake, hiking trails, picnic areas, and athletic fields. The emphasis will be to plan ways to provide family activities. The City of Brenham is very excited about this newly acquired land and will work closely with the Kruse's and BCDC for the proper planning and development of the park.

Some of the changes made to the areas parks:

- ❖ Converted 2 fields at Linda Anderson Park into baseball fields; improved concession stand; added 4 new batting cage tunnels; concrete work around concession and in between fields; new canopies over bleachers; new bleachers and scoreboards, new infield grass on baseball fields. \$300,000 +
- ❖ Added new office for Parks Superintendent at Parks Department warehouse. Installed new flooring throughout the shop break rooms and offices.



- ❖ Operated carousel from March 1st- October 31st. 119 rentals. Approximately 7,160 visitors to the carousel for the year. Opened to the public 16 times including, the week of spring break, Maifest and Fridays in July for National Parks and Recreation Month.
- ❖ Removed all wooden poles from Fireman's Park and replaced with metal poles and new lights

Upgraded light switches at Fireman's Park stadium
Now push button operation instead of flipping large breakers

Added 100 yards of clay to Fireman's field and laser
graded for pristine playing surface



- ❖ New lights installed at Fireman's volleyball court
- ❖ Repainted Maipole at Fireman's Park

- ❖ Repainted rod-iron fences at both Henderson and Fireman's parks. \$21,900
- ❖ Replaced Fireman's, Boehm, and Stark fields astroturf in batting cages
- ❖ Top dressed all soccer, baseball, and softball fields with 300 yards of washed sand to help drainage and improve root growth
- ❖ Resurfaced Jackson Street Park parking lot-BCDC funded \$12,000
- ❖ Upgraded lighting in Jackson Street Park restrooms at kitchen
- ❖ Installed misting station at Hohlt Park for walkers and runners to cool off with during the hot summer months- \$2443.00
- ❖ Replaced youth soccer goals at Hohlt Park with new, nicer looking sets
- ❖ Added 60 yards of clay to Blinn field and laser graded for pristine playing surface
- ❖ Converted Stark and Clayton baseball fields into softball fields
- ❖ Replaced batting tunnel nets at Boehm, Henderson, Fink, Korthauer, and Fireman's fields
- ❖ Donated Pecan trees were planted at all parks-Arbor day events
- ❖ March 1st-contract mowing at some parks began-Gene's Services conducting the mowing



SANITATION

COLLECTION STATION

The City of Brenham Citizen's Collection Station offers the citizens of Brenham, Washington County, businesses, and local contractors a means to dispose of unwanted items. Such items as construction debris, yard debris, tires, used electronics, and other miscellaneous items may be disposed of at the Collection Station for a nominal fee.

Collection Station Personnel

Bobby Branham	Superintendent	22 years
Dillon Miertschin	Recycling/Collection Station Attendant	2 years
Albino Cuevas	Equipment Operator/Driver	9 years
Colleen Latham	Collection Station Attendant	20 years



Bobby Colleen Dillon Albino

Achievements

- ❖ Sold approximately \$75,670. of mulch in 2013.
- ❖ 40,166 tickets were entered through the Collection Station booth
- ❖ A total of 5,288 tons of brush/yard debris was processed through the Collection Station. This was almost a 2,000 ton decrease over last year.

**Diamond Z Grinder Making
Municipal Mulch**



TRANSFER STATION

The City of Brenham Transfer Station is a processing site for the temporary deposition of waste and plays an important role in the community's total waste management system, serving as a link between a community's solid waste collection program and a final waste disposal facility. No long-term storage of waste occurs at the Transfer Station. Waste is quickly consolidated and loaded into a 48' and 53' walking floor trailers and moved off site, in a matter of hours. The city accepts compacted waste from city residential trucks, local refuse companies, Texas Commercial Waste, Texas Disposal Systems, and the City of Bellville on a daily basis.

Bobby Branham Superintendent 22 years



Lionel Moore	Transfer Driver	28years
Cody Neutzler	Transfer Driver	7 years
Albino Cuevas	Backup driver/Yardman	8 years

By utilizing the scale at the front of the facility, it allows each trailer to reach the desired weight of 20 tons. The Transfer Station is regulated to dispose of 125 tons per day. On average the station handles 80-85 tons of compacted waste per day. Currently the fleet consists of (4) long-haul trucks and (5) semi walking floor trailers, which are operated by 3 full-time employees.

Brenham continues to transfer waste to the Sunset Farms Landfill located in Austin. The Sunset Landfill will no longer accept waste after November of 2015. Staff will be actively negotiating with landfills in the region late in 2014.

There were 1,006 loads of solid waste trucked to Austin in 2013, resulting in 20,266.74 tons of waste.

The city hosted the 2013 Annual Spring Cleanup for City and County residents. The following was generated during the cleanup:

Material	City			County		
	541 Customers			763 Customers		
	Quantity	Revenue	Expense	Quantity	Revenue	Expense
Scrap Metal	10.75 tons	\$2366.10		16.80 tons	\$4609.20	
Solid Waste Disposal	122.51 tons		\$5206.67	222.91 tons		\$9473.67

Total Revenues Received \$7195.30
Total Expenses Incurred \$14,680.34

Fiscal Year	Loads	Tons
Oct 1, 2012 – Sept 30, 2013	1,006	20,266.75
Oct 1, 2011 – Sept 30, 2012	924	18,840.40
Oct 1, 2010 – Sept 30, 2011	928	17,694.98
Oct 1, 2009 – Sept 30, 2010	833	16,784.70
Oct 1, 2008 – Sept 30, 2009	833	16,429.95



Sunset Farms Landfill

RESIDENTIAL COLLECTION

The City of Brenham residential collection operation consists of (3) International/McNeilus refuse trucks in which two are operated daily and one is used as a backup to collect household garbage from city residents. Household garbage is collected twice per week with Monday / Thursday and Tuesday / Friday collection.

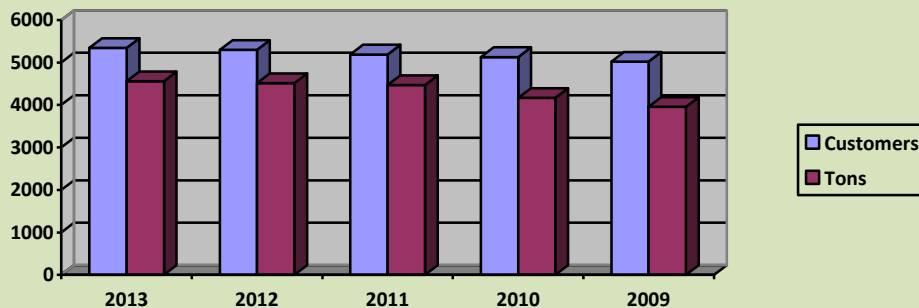
Residential Collection Personnel

Bobby Branham	Superintendent	22 years
Keenan Hale	Driver	1 year
Dennis Krueger	Residential Driver	1 year
Jeff Nowak	Residential Driver	7 years



Jeff Bobby Keenan

During 2013 over 4,559.83 tons of household garbage was collected from city residents. Calculations show that City of Brenham residents dispose of 4.67 lbs. of trash per household/day. This was an increase of basically $\frac{1}{2}$ lb. more than in 2012.



Residential Collection also has the task of distributing rolls of trash bags to all residential customers, free of charge. This is done twice a year, in January and in July. During the two designated passouts, 10,000 rolls of bags are distributed to residents each year. (5,000 per pass out)

Each Wednesday the city offers a yard debris pickup. This service is provided to those residents who are unable to transport their yard debris to the Collection Station. Each week, an average of 45-60 residents take advantage of this service.

RECYCLING CENTER

Recycling, when done correctly, conserves natural resources and lowers the impact of producing goods and services using new material. Source reduction and recycling plays an integral role in a community's total waste management system. These two activities can significantly reduce the weight and volume of waste materials requiring disposal, which reduces transportation and landfill costs. Since 1999, the City of Brenham has remained committed to providing the citizens of Brenham and Washington County an alternate method of reducing recyclable materials from the waste stream. Within a 10 year period, the Brenham Recycling Center has diverted approximately 16,677 tons of recyclable materials from entering our landfills. This equivalates to 33,354,000 pounds of materials that would have normally been disposed of costing the residents \$70,877 dollars in disposal costs.



The recycling symbol, three arrows moving in a triangle, is internationally recognized. Each arrow represents a different part of the recycling process. Starts with collection, then re-manufacture, then finally to resale.

Recycling Center Personnel

Bobby Branham

Superintendent

22 years



Larry Moreno

Recycling Center Attendant

18 years



Cardboard, aluminum cans, paper products, plastics, glass, ink jet cartridges, motor oil, oil filters, and batteries are all items that are recycled through the center. After collection and separation of materials, these items are processed for shipment and sent to regional recycling plants which reimburse the City of Brenham for the products. Each product has a certain value with cardboard and plastics topping the list.

Current Prices of Products

Product	Price per Ton	2013 Quantities Recycled (tons)
Cardboard (OCC)	\$110	685
HDPE (Milk Jugs)	\$410	12.88
PETE (Clear Plastic)	\$130	31.79
Brown Glass	\$35	115.56
Clear Glass	\$25	62.45
Paper	\$15	431
Used Motor Oil	\$0.75/gal	5,345 gal
Used Cooking Oil	\$0.12/lb	6,756 lbs
Aluminum Cans	\$0.70/lb	8.67
Scrap Metal	\$11.50/100 lbs	124
Mixed Plastics	\$0	27

The Sixth Annual Texas Recycles Day was held November 15, 2013 at the Recycling Center. As a show of the city's appreciation of the residents participation, the center passed out 500 – 14-gallon recycling bins and sausage-on-a-stick and soft drinks were available.

Acceptable Items

Glass Bottles and Jars	All clear, brown and green glass bottles & jars.
Plastic Bottles	All #1 (clear) and #2 plastics; all #3 thru #7 plastic containers.
Metal Cans	Steel or tin cans; clean foil products; empty aerosol cans; air dried empty paint cans; small tin & metal items.
Newspaper	Newspapers including inserts inside the paper.
Mixed Paper	All other paper products including paperback books, catalogs with glossy covers, telephone books, etc.
Batteries	Lead-acid batteries (auto, boat, tractor, motorcycle, etc) All Dry Cell batteries (AA, AAA, C, D).
Aluminum	Aluminum soda or beverage cans.
Cardboard	Corrugated cardboard; food boxes kraft paper bags, etc.
Motor Oil & Filters	Used motor oil & filters.
Cell Phones	Used cell phones.
Cooking Oil	Used liquified cooking oil. (Canola, vegetable, corn, peanut, olive.)

