

CITY OF BRENHAM

2014 ANNUAL REPORT



April, 2015

PREFACE

City services touch the lives of people every day. The City takes the responsibility of the delivery of these services seriously. It is important to our Mayor and City Council, City Administration and all of our employees that we do a quality job for our citizens, businesses and visitors.

The City of Brenham aspires to be the city of choice for both present and future generations. We strive to achieve our vision through proactive leadership, open communication and by employing high ethical standards.

To our citizens we pledge to be open and responsive to the community's needs. We believe our citizens expect their city government to be accessible, efficient, fair and accountable.

To that end we provide this 2014 Annual Report. It is a summary of the activities of our City during the past year. It is divided into the major divisional areas of the various City services. If this report generates any questions or comments, please do not hesitate to contact us 979 – 337 – 7200 or at csecretary@cityofbrenham.org.

For the latest information about our City, visit our website at www.cityofbrenham.org.



TABLE OF CONTENTS

	Page
ADMINISTRATION	1 - 3
FINANCE DIVISION	4
Accounting, Budget and Risk Management	
City Secretary	
Human Resources	
Municipal Court	
Purchasing	
PUBLIC UTILITIES	5
Utilities Customer Service/Billing Department	
Water Construction Department	
Water Treatment Plant	
Waste Water Construction Department	
Electric Department	
Gas Department	
PUBLIC WORKS	6 - 8
Street Department	
Facility Maintenance	
Parks Department	
COMMUNITY SERVICES	9 - 10
Blue Bell Aquatic Center	
Community Programs and Marketing	
Main Street	
Nancy Carol Roberts Memorial Library	
DEVELOPMENT SERVICES	11 - 13
BRENHAM POLICE DEPARTMENT	14 - 15
BRENHAM FIRE DEPARTMENT	16 - 18



ADMINISTRATION

Leading this organization is not done in a vacuum. It takes a team effort. Whatever success the City has, it is a direct result of a collaborative effort of the Mayor and City Council, city staff members, and the support of our citizens and businesses. The Mayor and Council set the tone and direction for the city government. 2014 was an eventful year for the City of Brenham as highlighted below and in the pages to follow.

Shared Services Worked Out with the County Results in Budget Savings

- The City and County resolved their differences over funding and entered into a Comprehensive Exchange of Services Interlocal Agreement in 2014.
- Key element of the Agreement was transferring emergency communications from the City to the County in exchange for the City no longer charging for fire, library and animal services.
- The actual net savings to the City was approximately \$750,000. That resulted in a City property tax reduction of about 7 cents or a 13% drop.
- The new Agreement built in safeguards to ensure that the same level of service will be maintained.
- Communications between the County and City are greatly improved communications between the agencies as elected officials now meet regularly to monitor shared services and have open dialogue.

Transportation

- The City Council approved a major new initiative to allocate \$900,000 over the next four years to buy road building material for City Street crews to use to resurface an additional dozen streets each year. Funds for this initiative came from the sale of Chappell Hill landfill property.
- City led the effort to get TxDOT to make significant improvements to US 290 including new overpasses and a total upgrade of the existing overpass at the busiest intersection of 290 and 36.
- To take full advantage of one of the new overpass on US 290, the City has added a major new connecting roadway. The City is tying Chappell Hill Street into the US 290 freeway section at the new overpass near Germania Insurance.



ADMINISTRATION

Capital Building Projects

- Two important capital building projects have been funded that will address the needs of the public library and animal shelter. Construction will begin in 2015.
- The two projects will cost roughly \$6 million, with about half of the cost of those improvements coming from private donations.
- The library involves a total renovation to the existing facility plus a 3000 sq. ft. addition.
- The animal shelter will be a new facility that will double the square footage and triple the number of kennels.

City Finances

- The City's financial position is stable. Over the last decade, the City has made it a priority to timely update the Council and the public on the financial position of the City on a regular basis.
- The City has maintained its AA- bond rating since 2008. It continues to receive clean audits from its outside auditors and the Council receiving formal financial updates at regular Council meetings every 90 days.

INFORMATION TECHNOLOGY

Information Technology (IT) is a department in the Administrative Division of the City. This Department keeps the City of Brenham's technology systems up and running and well maintained. The City's daily activities must proceed uninterrupted, and irreplaceable data shall always be kept safe.

The Department provides several internal service functions to the organization.

- Assisted in moving all of the Library's functions to City Hall, including staff PCs, phones and the computer lab.
- Established an IT department "Help Desk" phone number and voicemail box, which allows City employees to dial a single number to reach anyone available in IT for immediate help.
- Assisted in establishing microwave radio network links to connect Brenham, Gay Hill, Burton ISD & Somerville ISD, providing significantly better reliability and bandwidth to the lake.



ADMINISTRATION

ENGINEERING SERVICES

Another department in the Administration Division of the City is Engineering Services. Engineering Services oversees capital projects for the City. The City Engineer works closely with many of the departments within the City, especially Public Utilities, Public Works and Development Services. Below outlines some the projects that the City Engineer has been involved with:

- Provided design for in-house water, wastewater and gas utility extensions and street improvements.
- Coordinated with third party engineers and contractors during design and construction of public works and public utility projects.
- Implemented the usage of GPS survey equipment to accurately update City's mapping.
- Reviewed development plans to ensure compliance with drainage, detention, parking, utility and other site development requirements.
- Oversees capital improvements at the City-owned Brenham Municipal Airport.



FINANCE DIVISION

ACCOUNTING, BUDGET AND RISK MANAGEMENT

- Standard & Poor's Rating Service affirmed AA- bond rating for the City of Brenham
- Issuance of \$5.490 million of GO Refunding Bonds for the advance refunding of 2007 Certificates of Obligation maturing 2015 through 2021
- Issuance of \$4.075 million of Certificates of Obligation for the purchase of a fire rescue truck and fire pumper truck; matching funds for construction of an animal shelter; and matching funds for an expanded/renovated city library
- Government Finance Officer Association CAFR Award – 6 consecutive years and Government Finance Officer Association Budget Award – 5 consecutive years

CITY SECRETARY

- Complete comprehensive review of City's Home Rule Charter
- Coordinated destruction of documents from various City departments as outlined in the City's records management policy
- Developed 39 ordinances; prepared 27 resolutions; prepared for 29 Council meetings and responded to 135 request for public information

HUMAN RESOURCES

- Worked with City Manager, ILA Task Force and Washington County to facilitate the transfer of 18 Central Communication employees from the City to the County
- Received 1,646 online applications. Processed 86 new hires, 34 full time
- Worked with the Texas Municipal League to coordinate a regional supervisor's academy in Brenham

MUNICIPAL COURT

- New Cases Filed: 5,534
- Disposed Cases: 4,785
- Total Court Collections: \$986,548
- Dollars retained by the City: \$672,703; Dollars remitted to the State: \$313,835

PURCHASING SERVICES

- Issued 612 Incode purchase orders for a total of \$5,582,835
- 90 items sold on GOV Deals internet auction site for \$68,203
- Issued 10 requests for bids, proposals or qualifications



PUBLIC UTILITIES

The Public Utilities Department is comprised of the Electric, Gas, Water Treatment, Water Distribution, Waste Collection, Wastewater Treatment, and the Utility Customer Service/Billing Departments. Responsibilities also include pretreatment, backflow prevention/cross connection control program and FOG programs, SCADA, utility line locating, AMI, OMS, GIS/Mapping and utility safety programs. Besides the day-to-day operations of these departments, Public Utilities is responsible for capital, financial and strategic planning as well as regulatory and financial compliance of these funds.

UTILITIES CUSTOMER SERVICE/BILLING DEPARTMENT

- Implemented "Image Cash Letter" which remotely sends all utility checks received for deposit to our bank
- Phone notifications for past due bills and utility cutoff

WATER CONSTRUCTION DEPARTMENT

- Replaced over 3,000 feet of water line along Allison and Walnut Street
- Added approximately one and one-half (1-1/2) mile of water line along Hwy 36 and Burleson
- Replaced of AC water lines in the area of Drumm/Edward/Eldon/Munz with approximately 2,700 feet of PVC

WATER TREATMENT PLANT

- Improved preventative maintenance program

WASTE WATER CONSTRUCTION DEPARTMENT

- Replaced force main at the State Supported Living Center

ELECTRIC DEPARTMENT

- Completed the conversion of the overhead service to underground of the main circuit at Blue Bell Creamery on Blue Bell Road
- Reinforced approximately 200 bad utility poles
- Completed a major system improvements of 19 poles on Hwy 36 S servicing the State Supported Living Center

GAS DEPARTMENT

- Received a "100" performance rating by the Texas Municipal League's Intergovernmental Risk Pool
- Installed approximately one mile of new plastic main
- Installed approximately one mile of new plastic main, removed or replaced 68 steel services, ran 57 new services, and extended the 4" main down Canty Street



PUBLIC WORKS

Comprised of 4 departments:

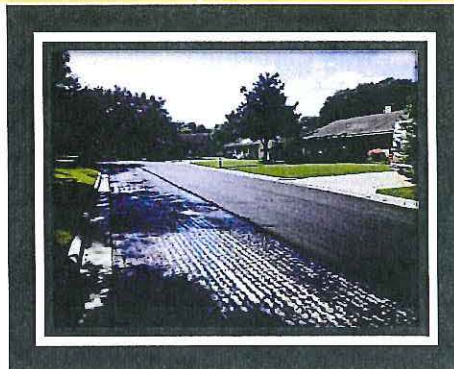
- Streets
- Facility/Fleet Maintenance
- Parks
- Sanitation / Recycling

Special Projects/Accomplishments

- W. Wilkens St Drainage Improvements
- Purchase of Asphalt Zipper for Reconstruction of Streets
- Received Lone Star Legacy Award for Fireman's Park
- Successfully maintained the Right-of-Way related to HWY 290 and conducted litter control in Aug 2014

STREET DEPARTMENT

STREETS RECONSTRUCTED		
STREET	LENGTH	AMOUNT
Sixth St.	450'	\$19,173.61
Alma St.	615'	\$11,912.00
Swain St.	2025'	\$57,698.29
Day St.	955'	\$11,939.00
Wilkens St.	725'	\$18,488.00
W. Second St.	925'	\$17,467.00
Gun & Rod Intesection	N/A	\$6,996.00
Spinn St.	2050'	\$40,736.72

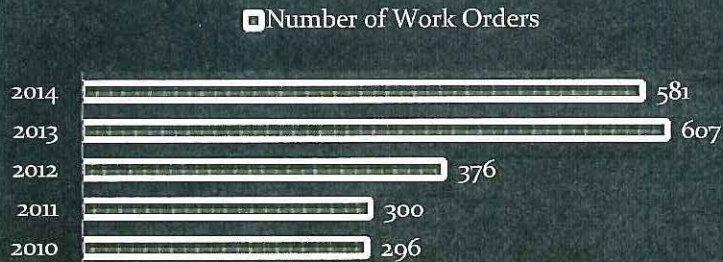


Spinn Street



PUBLIC WORKS

Number of Street Work Orders



Chip Sealed	
STREET	LENGTH
Kuhn Lane	1450'
Brooks Lane	715'
Watts Lane	400'
Hidden Creek	265'
Tarver St.	300'

FACILITY MAINTENANCE

- Constructed new Park Pavilion where Old Little League Building once stood
- Re-constructed Henderson Park bathroom & concession area after fire vandalism
- Began the interior demolison of Old Water Plant Building facing Austin St.
- Partnered with Carrier to change out 40 ton HVAC unit on City Hall
- Remodeled Fortnightly Book Storage Facility on N. Park St.
- Improved meeting room at All Sports Building
- Assisted with Improvements made to Henderson Park Kitchen Facility



PUBLIC WORKS

PARKS DEPARTMENT

- Improved all areas of Henderson Park kitchen and pavilion
- Added a new playground above concession stand at Hohlt Park (soccer side)
- Expanded volleyball court at Fireman's Park
- Received "Lonestar Legacy" Award for Fireman's Park
- Updated light controls at Kourthaurer/Fink Field
- Recreated Boehm field to an all dirt playing surface



Hohlt Park Soccer Themed Playground

COMMUNITY SERVICES

The City of Brenham Community Services Division adds value and quality of life services to the community through its people, programs and facilities. Each year the staff of the Community Services Division seeks to meet the needs and expectations of the community through its programs and activities, and 2014 was another year of excellence for this team! Community Services includes the Blue Bell Aquatic Center, Community Programs and Marketing (formerly Recreation), Main Street and the Nancy Carol Roberts Memorial Library. In October of 2014, the City of Brenham formally unified these departments with similar missions, values and goals under the leadership of one director, Wende Ragonis. The focus for the Community Services team in 2014 was long-term planning, process efficiencies and resource management.

BLUE BELL AQUATIC CENTER (BBAC)

- Received 2014 Class III Agency of the Year from Texas Public Pool Council
- Received 2014 Safety Award from Texas Public Pool Council
- Expanded the exterior deck around the Leisure Pool 1000 sq. ft. to accommodate more pick tables and a canopy
- Refurbished the original ice cream sandwich and added to the popsicle trail
- Became “Park Central” and first point of contact for community needs relating to parks, community programs (recreation) and aquatics



Statistics

- 2014 BBAC Visits = 66,434
- Kid Fish Programs = 453 participants
- 2nd Grade Water Safety = 500 participants
- Private Parties = 20
- Learn to Swim Participants:
 - Water Babies = 69
 - Group swim lessons = 276
 - Private lessons = 117
 - Junior guard = 10



COMMUNITY SERVICES

COMMUNITY PROGRAMS AND MARKETING (CPM)

- Renamed Recreation Department to Community Programs and Marketing department to accurately reflect areas of responsibility
- Received Legacy Award for Fireman's Park from Texas Parks and Wildlife
- Hosted ASA tournament
- Began process of developing a long range strategic plan for Parks, Recreation and Open Spaces
- Participated in the National Recreation and Parks Association's (NRPA) benchmarking system for access to financial tools specific to parks and recreation for benchmarking standards



Legacy Park Plaque

MAIN STREET

- Celebrated fifteenth anniversary
- Accredited as a National Main Street city for its work guided by the “*Ten Criteria Report*” which judges categories like broad-based support of the program, historic preservation ethic, volunteer commitments and a dynamic work plan
- Hosted new event – Texas Brew Step – in October. With approximately 350 glasses sold, the event was deemed a success.
- Started Wayfinding Program

NANCY CAROL ROBERTS MEMORIAL LIBRARY (NCRML)

- Implemented new library inventory system, Apollo
- Relocated the Library operations temporarily to City Hall
- Completed design and construction specifications of the modernized Library
- Added new on-line children's books – *Tumblebooks*
- Added new on-line language learning tools – *Mango Language*



DEVELOPMENT SERVICES

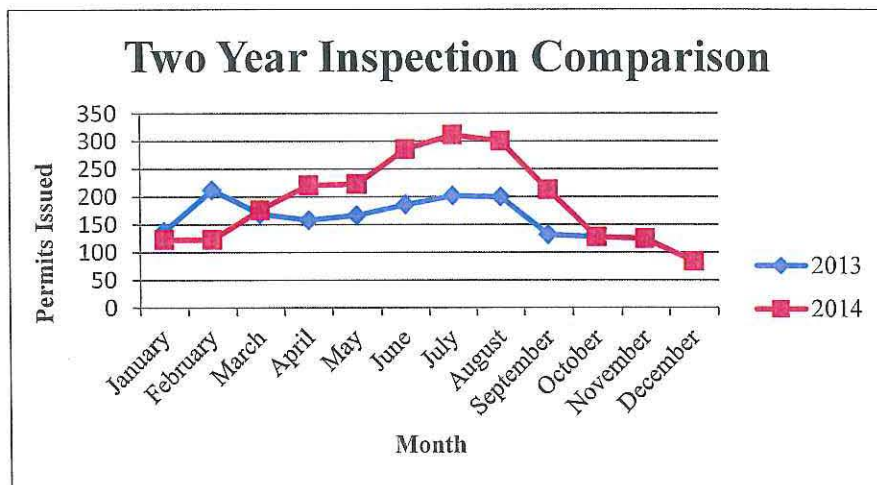
Principal Responsibilities

- Serving as the coordination center for all development of property within the City of Brenham;
- Developing and maintaining a Comprehensive Master Plan and Land Development Code;
- Reviewing applications and development plans to ensure code compliance and compatibility with zoning and land use designations; and
- Providing information to assist citizens on projects pertaining to their property, neighborhood, and throughout the city.

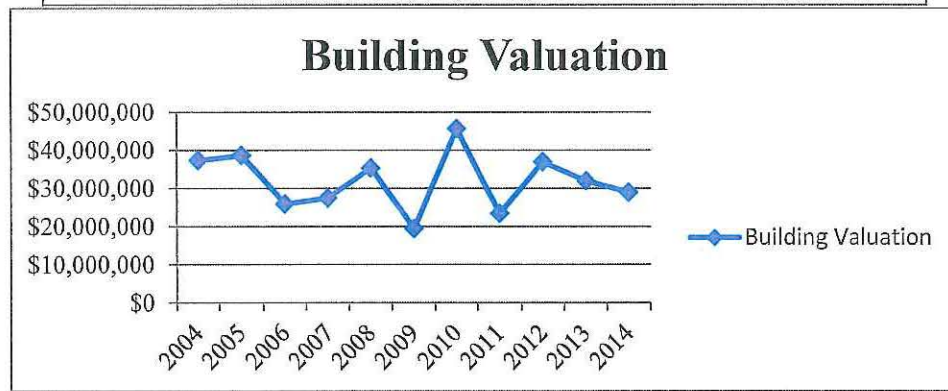
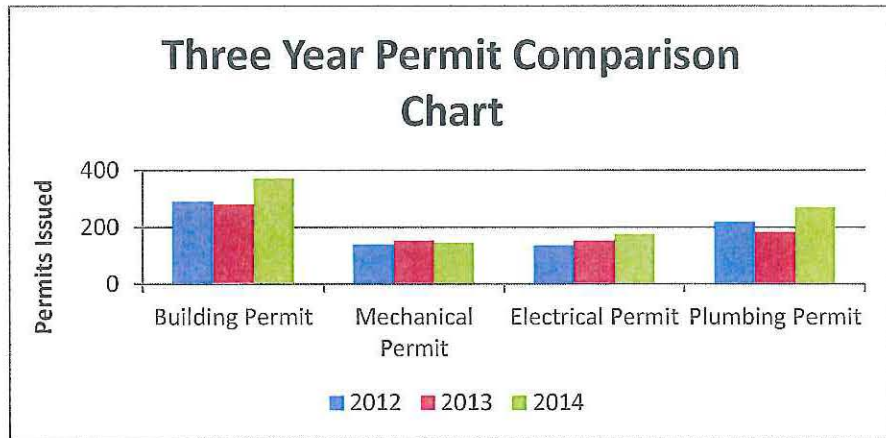
Development Services 2015 Goals

- Implement online permit program and better utilize technology for overall permit process.
- Improve customer service with building/planning/permitting handouts for commonly asked questions and departmental processes.
- Improve training of staff for better cross training.
- Review/Amend sign and manufactured home/RV ordinance.

BUILDING PERMIT AND CONSTRUCTION REVIEW



DEVELOPMENT SERVICES



PLANNING AND ZONING COMMISSION – Ten (10) meetings were held in 2014. Four (4) Re-plats, two (2) Preliminary Plats, two (2) Final Plats, three (3) Specific Use Permits, three (3) Zone Changes, one (1) Text Amendment, and one (1) Manufactured Home Park Master Plan Amendment was considered and approved by the Planning and Zoning Commission for 2014.

BOARD OF ADJUSTMENTS – Seven (7) meetings were held in 2014. Twelve variances were presented to the Board of Adjustments (eleven (11) received approval and one (1) was denied) along with two (2) Special Exceptions being approved.



DEVELOPMENT SERVICES

CODE ENFORCEMENT / HEALTH INSPECTIONS

Health Inspection Review

In 2014, there were one hundred thirty-five (135) fixed food service establishments (i.e. restaurants, day cares, nursing homes, hospitals, schools, and hotels) located in the city of Brenham.

- Conducted 162 inspections
- Issued 26 Temporary Food Establishment and Mobile Food Establishment permits

Code Enforcement Review

In 2014, nine hundred thirty-four (934) City of Brenham Code of Ordinance violations were addressed. The following is a breakdown of these code violations:

High Grass – 307	Building Code – 8
Illegal Signs – 286	Stagnant Water – 6
Junked Motor Vehicles – 123	Swimming Pools – 4
Junk – 70	Early Garbage Placement – 3
Earth Materials – 40	Graffiti – 2
Garbage/Litter – 30	Mobile Home Ordinance – 2
Zoning – 24	Smoking – 1
Demolition/Construction Debris – 17	Garage Sales – 1
Dilapidated Fence – 9	Vendor Permit Violation – 1

Of these violations, forty-four (44) required abatement by a contractor hired by the City of Brenham and three (3) required action by the City of Brenham Municipal Court.



BRENHAM POLICE DEPARTMENT



Progress is marked by small steps and major milestones. The Brenham Police Department experienced both in 2014, as we focused on enhancing safety in the public schools, dealing with an increase in certain crimes and raising funds for a new animal shelter.

School Resource Officers

- Assigned two officers to Brenham High School and Junior High
- Partnered with the school district using off duty officers

We believe if we can build and maintain a good relationship with our youth, we can prevent some of the juvenile crime with early intervention.

Crime Rate

We have benefited from a significant decrease in the Part 1 crime rate in the past five years, but like the surrounding communities, we experienced a summer spike in burglaries and motor vehicle thefts.

- Saw an increase in youth crime influenced by regional gang affiliation
- Under the national average of crime per capita
- Established a proactive strategy by having the community join the team and “harden the target.”
- Responded to 33,461 calls; made approximately 1,300 arrests



BRENHAM POLICE DEPARTMENT

STEP (Selective Traffic Enforcement Program) Grant

- Awarded STEP Grant from Texas Department of Transportation for October 2014- September 2015
- Awarded funding through STEP grant to participate in a program aimed at reducing the number of drunk drivers during certain holiday periods

Citizens on Patrol (COP)

- Recorded more than 11,000 volunteer hours
- Worked over 100 special events – from festivals to parades to walkathons to school functions

Animal Shelter Task Force

- Created a task force to work on design of a new building as well as fund raising
- Received \$1.9 million through private donations and contribution from the City

Texas Police Chief's Association

We continue to adhere to the standards of the Texas Police Chief's Association Best Practices program for police departments.



BRENHAM FIRE DEPARTMENT



New Position – Deputy Fire Marshal

- Created a new position within the Fire Marshall's Office
- Filled position with the transfer of Captain Heath Mahlmann from the position of "A" Shift Captain

Emergency Vehicle Fleet Upgrade

- Received two replacement trucks to our fleet. The first one was a 2015 Pierce Dash CF Rescue-Pumper which replaced our 1996 American LaFrance Rescue Pumper. The second truck was a 2015 Pierce Dash CF Pumper which replaced our 1986 Pierce Arrow. The total combining costs for the trucks was \$1.3 million.

Fire Sub-station Project Status

During 2013-2014, assessment of the factors determining a sub-station location continued. A key element emerged when the Stringer overpass became a reality. The prime consideration has been how to maximize access to multiple sectors of the City using the newly improved frontage roads along with the Stringer St. overpass and the "Texas Turn-around". The most favorable location was determined to be in the area lying south of the US 290 loop and near the Stringer overpass. Mid-way through 2014, Stringer St. was renamed S. Chappell Hill St. and work began on the street extension south of the US 290 Loop.



BRENHAM FIRE DEPARTMENT

In 2014, 201 calls were to Division 4, which lies in the south-eastern part of the City and 154 were to Division 1, this equates to 57% of the in-city calls being on the south side of Brenham, below Main St. This area of sustained growth and development has long been the acknowledged target area for construction of a fire sub-station which would serve to reduce the travel distance required to reach the busiest fire response areas in town, thereby reducing the response time to those locations.

Fire Incident Report

The number of incidents in 2014 is an all-time record high. The chart below shows a comparison of calls from 2010 through 2014 and each year's breakdown of calls whether in the City or County.

Year	City Calls	County Calls	Total
2014	498	128	626
2013	416	144	560
2012	416	112	583
2011	462	126	588
2010	361	85	466

Response Time and Travel Distance - Critical To Safety & Survival

It is a major goal of the Brenham Fire Department to have fire engines and sufficient personnel on the scene and ready to commence rescue and fire attack operations within 4 to 9 minutes of being dispatched. The Fire Department was able to achieve 4-minute responses about 50% of the time. The response time averages for 2014 did not change significantly from previous years.



BRENHAM FIRE DEPARTMENT

Fire Marshal's Activity Report

Comparisons show the positive effect of adding the position of Deputy Fire Marshal to the Fire Marshal's Office, thereby doubling the full-time staffing level.

YEAR	2014	2013	2012
Inspections	959	203	190
Code Interpretation Requests	41	36	42
Plan Reviews	148	35	64
Incident Responses	404	207	196

Brenham Fire Department 2014 Training Report

- Completed 4,751 hours of training
- Completed approximately 11 different out of department training sessions
- Acquired 29 different certifications.

BFD has maintained approximately 217 certifications across 35 different disciplines for 49 members.

BFD's Recruit Training program has really excelled in 2014 with Class 001 finishing in March with 11 students completing Firefighter 1 & 2 training and Class 002 starting in September with 4 students completing Firefighter 1 training.

BFD also hosted some classes like The Art of Reading Smoke by VFIS and visited local business to learn more about their facilities so that the Department is better prepared if we are called to their businesses.

BFD Volunteer Applicants must go through a class in order to get bunker gear and become a productive member of the department. We have noticed that these members are performing better with more confidence on the fire ground. Even though our membership numbers are declining the number of hours that the Fire Department is training continually is on the rise.

