



Finance and Administrative Services Division

Serving Those Who Serve
2013 Annual Report

A Call to Serve

We are all public servants at some point in our lives: employees of government and non-profits, elected officials, members of boards and community organizations, volunteers, philanthropists, etc. Those who enter public service do so out of a desire to serve the public interest and link themselves to the larger community.

A Call to Serve - Quotes on Public Service

Rutgers School of Public Affairs and Administration

Motivation to Serve

Public service is a stimulating, proud and lively enterprise. It is not just a way of life, it is a way to live life fully. Its greatest attraction is the sheer challenge of it - struggling to find solutions to the great issues of the day. It can fulfill your highest aspirations.

Lee H. Hamilton
Chairman of 9/11 Commission

The Public Servant

Public service attracts a special kind of individual. One interview question I ask of potential candidates is: “*What is your philosophy about City government?*”

Their answers are always insightful.

- It's about people; I admire those who serve
- I respect our folks who volunteer
- I appreciate the boards that help City Council

Who Do We Serve

In our Division, we serve those who are:

- Elected to positions
- Appointed to positions
- Our fellow public employees
- Citizens of Brenham



The highest of distinctions is service to others.

King George VI

FINANCE DEPARTMENTS

Accounting & Budgeting

Internal Customers

We are a resource to all City departments, Council, boards and committees for financial and budgetary questions. An ordinary day may require you to learn about water lines, animal control calls, bulletproof vests grants, or what's required to maintain a baseball field. Although we work behind the scenes, it is rewarding that we are part of something that benefits our community.

Accounting & Budgeting

Staff Accomplishments

- Doris Krolczyk 40 Year Service Award
- Judy Wagner 15 Year Service Award
- Cyndi Longhofer recruited as new Accounting Manager

Accounting & Budgeting

Service to City Council

- Comprehensive Annual Financial Report
- Quarterly Financial Reports
- Pre-Budget Presentation “On Track”
- Budget Workshops
- Annual Budget
- Budget Amendments

Accounting & Budgeting

Service to Other Boards

We prepare annual budgets and quarterly financial reports for these boards:

- Brenham Community Development Corp.
- Hotel Occupancy Tax Board
- Library Advisory Board

Accounting & Reporting

Accomplishments

- Successful change to new depository bank
 - Changed from JPMorgan Bank to BBVA Compass; last change was 2005
 - Worked to make transition seamless for Finance, Municipal Courts and Utility Billing
- Completed capital lease for Sewer Vacuum
- Maintained our GFOA Awards
 - CAFR five consecutive years
 - Budget four consecutive years

GFOA Awards



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to
**City of Brenham
Texas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2012

Jeffrey R. Egan
Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Brenham
Texas**

For the Fiscal Year Beginning

October 1, 2012

Christopher P. McNeill *Jeffrey R. Egan*

President

Executive Director

City Secretary

Internal and External Customers

We maintain and preserve official records for the City, including Council meetings, contracts, agreements, ordinances and resolutions. We issue permits and licenses and collect hotel occupancy and sanitation franchise taxes. We have contact with every department in the City and each day presents new challenges; there is no “daily grind”.

City Secretary

Staff Accomplishments

- Jeana Bellinger continued to serve on the Texas Municipal Clerks Association's Audit Committee
- Angela Hahn received her certification for Email Management and Protection and Storage of Permanent Records from the Texas State Library and Archives Commission

City Secretary

Staff Accomplishments

- Jeana Bellinger maintained her Texas Registered Municipal Clerk certification
- Amanda Klehm began the Texas Registered Municipal Clerk Certification program

City Secretary

Service to City Council

- Conducted a General Election in May 2013 for the Ward 6 – At Large Position
- Finalized Exchange of Services ILA Agreement with Washington County
- Finalized the Development Agreement for the Brenham Family Park

City Secretary

Service to City Council

- Prepared for 37 Council meetings which consisted of 2,584 pages of documents
- Developed 31 Ordinances
- Prepared 21 Resolutions
- Code of Ordinances hosted online

City Secretary

Service to City Boards

- Jeana Bellinger serves as the Hotel Occupancy Tax (HOT) Board liaison
- Coordinated six HOT Board meetings and five Board sub-committee meetings
- Coordinated 18 HOT grant funding requests for FY13-14
- Coordinated seven requests in FY13-14 for Community Services funding

City Secretary

Service to Citizens

- Responded to 391 requests for public information
- Issued 42 alcohol permits
- Issued 68 vendor/solicitor permits
- Presented Public Information Workshop to the Capital Chapter of Municipal Clerks

City Secretary

Service to City Employees

- Implemented new records management policy
- Conducted staff training on new records management policy
- In coordination with Police Department, submitted three grant applications for STEP, Bulletproof Vests and COPs grants

Human Resources

Internal and External Customers

We have a key role in creating and sustaining a workplace focused on quality of service. Such an environment is characterized by HR policies and practices that focus on a positive culture. From posting job vacancies to submitting retirement paperwork, the HR department serves the City's 220 full time employees and numerous part time employees.

Human Resources

Service to City Employees

- Coordinated annual employee health fair and insurance open enrollment
- Assisted with employee service recognitions for 31 employees
- Assisted with 12 employee retirements
- Organized Holiday Party for 250 employees, retirees, and their families

Human Resources

Service to Prospective Employees

- Advertised 61 job vacancies
- Accepted 1907 online applications
- Skills tested 117 applicants
- Interviewed 217 applicants
- Completed orientation sessions for 99 new employees (full and part time)

Human Resources

Accomplishments

- Completion and implementation of the 2013 Compensation Study conducted by Ray Associates, Inc.
- Participated in salary and benefit surveys from City of Bastrop and City of Granbury

Municipal Court

Internal and External Customers

The Municipal Court interacts with our police officers, fire marshal, code enforcement officer, city judges and prosecutor. They also work with citizens, defense attorneys, and other law enforcement agencies. As a faculty member for the Texas Municipal Courts Education Center, Rhonda Kuehn contributes to the continuing judicial education process.

Municipal Court

Staff Accomplishments

- Rhonda Kuehn continues to serve on the Texas Municipal Courts Association's Education Committee
- She is also the Vice President of the Texas Court Clerks Association; and serves as a Texas Municipal League Board member

Municipal Court

Staff Accomplishments

- Norma Rodriguez completed her Spanish Court Interpreters course with the Office of Court Administration
- Norma continues to maintain her Level II certification
- Kacey Weiss completed her Level 1 certification

Municipal Court

Statistics

- New cases filed: 4,426
- Disposed cases: 5,312
- Total Court collections: \$816,803
- Dollars retained by the City: \$583,966
- Remitted to the State: \$232,837

Note: The Municipal Court Administrator will be giving a full statistical report at an upcoming Council meeting.

Risk Management

Internal and External Customers

We offer equitable treatment for claims filed against the City for damages, liability, injury and the like. Risk Management also provides the best, most cost-effective benefits for our employees and their families. We work to evaluate, quantify and mitigate risk through adequate loss coverage, employee training and maintenance of a safe work environment.

Risk Management

Accomplishments

- Compliance with PPACA (Patient Protection and Affordable Care Act)
 - Second year for compiling the calculation of Employer-Sponsored Health Coverage to report on employee W-2 statements
 - Closely monitored PPACA employer requirements to maintain compliance with eligibility mandates affecting employees and plan provisions

Risk Management

Accomplishments

- Transitioned from a partially self-funded group medical coverage to fully-funded plan through TML IEBP
 - First year experience was favorable as renewal rates required no increase to employee premiums and a modest increase of less than 2% to City contributions
 - Fully funded plan allows for more accurate budgeting and cash flow projections

Risk Management

Statistics

- Filed 43 Workers' Comp claims
- Filed 10 General Liability claims
- Filed four Auto Liability/Physical Damage claims
- Managed Property Damage claim from storm in January which caused in excess of \$30,000 damage to communications tower and equipment at the EOC



*The best way to find yourself
is to lose yourself in the service of others.*

Gandhi

ADMINISTRATIVE SERVICES DEPARTMENTS

Aquatic Center

External Customers

The Aquatic Center serves citizens of Brenham, citizens outside Brenham, Brenham and Giddings ISD, Brenham Community Education, local private schools, Dolphins Swim Team, EMS and Fire Departments, and other summer visitors. We also host two Floats-N-Flicks movies, part of the Movie in the Park series.

Aquatic Center

Staff Accomplishments

- Wende Ragonis assumed responsibility in July
- Tammy Jaster served as the Regional 3 Representative for the Texas Public Pools Council; and as President of the Blue Blazer organization of Washington County
- Robyn Bentke transitioned to our Aquatics Safety Coordinator; and earned her Certified Pool Operator designation

Aquatic Center

Accomplishments

- Awarded Texas Public Pool Council Agency of the Year Class III for the 3rd consecutive year
- Held 8th annual Kid Fish partnering with Brenham Elks Club for the event, and hosted 423 participants

Aquatic Center

Aquatic Center Projects

- Leisure pool deck resurfacing
- Locker refurbishment and re-established locker rental program
- Picnic table and new umbrellas
- New logo and Fathead wall graphic above rotunda at Aquatic Center entrance

Aquatic Center

Statistics

- Total Visits: 66,578; summer = 38,560
- Swim Teams: 111 Dolphins; 40 Swim Club; 38 BHS; 34 BJHS
- Parties: 57 regular pool hours; 26 private
- Swim lessons: 61 water babies; 296 group lessons; 71 private lessons; 13 junior guard

Library Services

External Customers

The Nancy Carol Roberts Memorial Library serves citizens of Brenham and citizens outside of Brenham. We reach a large population with children's story times, family story night, summer reading programs, Christmas program and the Library birthday party. We continue to enhance our patron experience through technology and internet customer services.

Library Services

Staff Accomplishments

- Wende Ragonis assumed responsibility in April
- New Staff Members
 - Andria Heiges promoted to Library Supervisor
 - Kevin Gaffey transferred to Library Services Coordinator
 - Claudia Conwill, Spanish speaking staff member, recruited to work part time

Library Services

Service to City Boards

- Library Advisory Board
 - Paula Shields functions as the board liaison
 - Prepare agenda packets for six meetings per year
- Two new committees were formed
 - Technology Committee established guidelines for internet filtering and a plan for eBooks
 - Policy Committee began updating library policies

Library Services

Accomplishments

- Implemented a new Integrated Library System (ILS) Apollo and installed receipt printers
- Completed an inventory of all circulation materials, which included 52,553 items
- Re-catalogued all science fiction, western and mystery genre materials and merged into general fiction and large-type fiction

Library Services

Statistics

- Issued 1,020 new library cards
- Patron visits totaled 68,375
- Added 3,401 new collection materials

Purchasing

Internal and External Customers

We ensure that integrity exists in the public procurement process. By providing training to City departments, we build consistency and increase knowledge of purchasing guidelines. We make sure that every qualified business has fair and equal opportunity to conduct business with the City. It is rewarding to bring efficiencies to a process which saves money.

Purchasing Services

Accomplishments

- Developed Procurement Manual
- Held procurement training for all department heads and applicable staff
- Implemented Copier Efficiency Program
- Implemented Cell Phone Cost Savings Initiative
- City-wide product standardization for soap dispensers

Purchasing Services

Accomplishments

- Increased BuyBoard rebate from \$731 in 2012 to \$3,997 in 2013 due to better tracking of compliant purchases
- Implemented a new GOV Deals surplus asset disposal form for better tracking
- Relocated Water/Wastewater pipe inside of Central Warehouse to eliminate sun bleaching and extend life of pipe.

Purchasing Services

Statistics

- Issued 615 INCODE purchase orders for a total of \$5.86 million
- Issued 342 WASP purchase orders to replenish inventory levels
- 91 items were sold on GOV Deals internet auction site for \$143,139
- Issued nine bids related to annual contracts

Recreation Administration

Internal and External Customers

Public parks are often the “engine” that drives tourism in many communities. The City of Brenham offers first class facilities that appeal to both local residents and visitors. We provide programs for our community such as Movie in the Park, Easter Egg-stravaganza, Christmas Stroll and Lighted Parade, and numerous softball, volleyball and sports training camps.

Recreation Administration

Staff Accomplishments

- Wende Ragonis assumed responsibility in July
- Crystal Locke 5 Year Service Award
- Crystal served as Sponsorship Chair for Texas Recreation and Parks Society, Central Region; and she is also Deputy Commissioner for District 30 Texas ASA (Amateur Softball Association)

Recreation Administration

Service to City Boards

- Parks Advisory Board
 - Paula Shields functions as the board liaison
 - Prepare agenda packets for six meetings per year
- Brenham Community Development Corp.
 - Paula Shields functions as the board liaison
 - Prepare and present any recreation or aquatic capital or programming requests to BCDC

Recreation Administration

Accomplishments

- Christmas Stroll and Lighted Parade
 - Record number of entries at 82
 - 2,000 square foot ice skating rink brought enjoyment to 236 skaters
 - Pet Parade not held due to weather
- Awarded bid to host the State ASA 14U Girls tournament to be held June 20-22, 2014

Recreation Administration

Statistics

- Hosted 621 teams in 39 sporting events
- Antique Carousel had 179 rentals from March-October; estimated 7,160 riders
- Eight events held at Amphitheater including weddings, church services, and fundraisers
- “Movie in the Park” series partners include Sudden Link, Bluebonnet Electric, Germania and Premier Metal Buyers

In Their Own Words

**Public employees are the
face of our government.**

Video here

Why do we serve?

**We make a living by what we do,
but we make a life by what we give.**

Winston Churchill

Former Prime Minister of the United Kingdom

To the Finance and Administrative Services team,
thank you for putting others first.