

City of Bryan Annual Budget

Fiscal Year 2010



CITY OF BRYAN
300

This page left intentionally blank



Cover Page



CITY OF BRYAN
The Good Life, Texas Style.™

This budget will raise more total property taxes than last year's budget by \$854,896, or 3.94%, and of that amount \$515,438 is tax revenue to be raised from new property added to the tax roll this year.

The above statement is required by Section 102.005(b), Loc. Gov. Code as amended by HB 3195 of the 80th Texas Legislature.

This page left intentionally blank



**City of Bryan
Fiscal Year 2010
Annual Budget
Table of Contents**

Cover Page Required by Texas HB 3195

Transmittal Letter

City Manager's Transmittal Letter 1

Introduction

Principal City Officials 3
 GFOA Distinguished FY2010 Budget Presentation Award 4
 Mission Statement & Strategic Initiatives 5
 Budget Calendar 6
 Organizational Chart 7
 Single Member (City Council) District Map 8
 Budget Introduction
 Document Key Elements 9
 Document Structure 9
 Financial Structure 9
 Fund Structure (Charts) 10
 Budget Basis of Presentation 10
 Basis of Accounting 10
 Balanced Budget 11
 Budget Process 11
 Financial Policies
 Legal Requirements for the Budget 12
 Fund Balance Overview 12
 Debt Policy Overview 12
 Investment Policy Overview 16
 Capitalization Policy Overview 16

Budget Overview

Budget Summary
 Budget Revenues 17
 Budget Appropriations 18
 Revenue & Expenditures Charts by Type/Category 19
 Summary of All Funds 20
 Summary of Revenues by Type & Summary of Expenses by Category 21
 Tax Rate and Estimated Assessed Valuation 22
 Net Assessed Property Value 2000-2009 (Graph) 23
 Property Tax Rate 2000-2009 (Graph) 23
 Summary of Authorized Positions 24

General Fund

General Fund Overview
 General Fund Description 25
 Fiscal Year 2010 Revenues 25
 Fiscal Year 2010 Expenditures 26
 General Fund Summary 27
 Summary of Revenues 28
 Summary of Expenditures by Department 29
 Public Safety
 Municipal Court 30
 Police Services 32
 Fire & Emergency Operations Center 36
 Public Works
 Public Works Administration 38
 Public Works Call Center 40
 Engineering Services 42

Streets & Drainage	44
Traffic.....	46
Facilities Administration.....	48
Fleet Administration.....	50
Community Services	
Neighborhood – Youth Services.....	52
Community Development Administration	54
Bryan – College Station Library Services.....	56
Development Services.....	60
Parks and Recreation	64
Support Services	
Fiscal Services	68
Information Technology	72
Communications & Marketing.....	74
Human Resources.....	76
General Administration	
Executive Services	78
Internal Audit.....	80
City Secretary	82
Council Services.....	84
Legal Services	86
Non-Departmental Payments/Transfers.....	88

Enterprise Funds

Enterprise Funds Overview

Fund Descriptions.....	89
Enterprise Fund Revenues Graph.....	93
Enterprise Fund Expenses Graph	93
Water Fund.....	94
Wastewater Fund.....	100
Solid Waste Fund	106
Bryan Texas Utilities (BTU) Fund	
BTU City/QSE Summary of Revenues and Expenses	112
BTU Rural Summary of Revenues and Expenses.....	113
Bryan Commerce and Development Fund.....	115
Airport Fund.....	116

Internal Service Fund

Internal Service Funds Overview

Fund Descriptions.....	119
Warehouse Fund.....	122
Self Insurance Fund Review.....	126
Employee Benefits Fund	130
Equipment Replacement Fund.....	132
Building and Facilities Maintenance Fund.....	134

Special Revenue Funds

Special Revenue Funds Overview

Fund Descriptions.....	135
Community Development Fund.....	138
Hotel/Motel Tax Fund	141
Oil and Gas Fund.....	142
Special Projects Fund.....	143
Court Technology Fund	144
Street Improvement Fund.....	145
Drainage Fund.....	146
Tax Increment Financing Zone #8-Park Hudson.....	147
Tax Increment Financing Zone #10-Traditions.....	148
Tax Increment Financing Zone #19-Nash Street	149
Tax Increment Financing Zone #21-Downtown.....	150
Tax Increment Financing Zone #22-Lauth Development.....	151

Debt Service Fund

Debt Service Fund Overview

Fund Description..... 153
General Debt Service Summary of Revenues and Expenditures 154
Debt Service Requirements..... 155
Schedule of Outstanding General Obligation Debt 156

Capital Projects Fund

Capital Projects Fund Overview

Fund Description..... 157
Summary of Operating Capital Outlay..... 159
General Government Capital Improvement Projects..... 160
Water Capital Improvement Projects..... 162
Wastewater Capital Improvement Projects 164
BTU-City/QSE Capital Improvement Projects 166
BTU-Rural Capital Improvement Projects 168

Appendix

Budget Ordinance 171
Tax Levy Ordinance 175
FY2010 Decision Packages
 Recommended (Mandatory) General Fund Decision Packages..... 177
 Recommended Non-General Fund Decision Packages 178
 Non-Recommended General Fund Decision Packages 179
Rate Resolutions
 Transportation User Fee Rate Resolution, July 2009..... 181
 Drainage Utility Fee Rate Resolution, July 2005 183
 Water and Wastewater Rate Resolution, September 2008..... 185
 Solid Waste Rate Resolution, August 2007 191
 Parks and Recreation User Fee Resolution, January 2009..... 199
Community Profile
 History..... 207
 Location 208
 City of Bryan Fast Facts 209
 Parks 209
 Libraries 209
 Fire Protection..... 209
 Police Protection 209
 Sales Tax Rates..... 209
 Property Tax Rates 209
 Employment 209
 Unemployment..... 209
 Texas Metro Areas by Employment Growth Rate 210
 Bryan Population Estimates..... 210
 Largest Community Employers..... 211
 Home Sales Bryan-College Station 211
 Single Family Building Permits Bryan-College Station 211
Glossary & Acronyms..... 212

This page left intentionally blank





CITY OF BRYAN
The Good Life, Texas Style.™

August 11, 2009

Honorable Mayor and City Council:

As required by the Charter of the City of Bryan (City) and state statute, I am pleased to present the City of Bryan an adopted FY2010 appropriations totaling \$350,424,808 for all funds of the City. Of this amount \$245,441,424 is for the operations and maintenance budget, including debt service, and \$104,983,384 is for capital projects. The capital projects appropriations are for capital outlay, infrastructure, and long term capital projects that are either currently underway or will begin during Fiscal Year 2010. As submitted, there is a decrease from the Fiscal Year 2009 budget of -0.94%.

Economy Affects the Budget

In planning and developing this adopted budget, staff is aware of the economy and its potential impact. Everyone has been hearing the news around the country that the United States economy has been in recession for approximately a year, some say longer. Recent reports have been cautiously optimistic that the U.S. could begin to move out of the current shrinking cycle back to a growing economy sometime next year. In Texas, the news has generally not been as bad as the country as a whole. However, even the State is experiencing shrinking revenues, particularly from sales tax receipts.

The Brazos Valley is anchored by Texas A & M University, Blinn College, regional medical facilities, regional retail, various government entities, and education. As a result, where the state and nation are shrinking, Bryan is growing, although at a slower pace than in the past. Staff has revised its estimate for sales tax receipts for FY2009 down from original estimates but still anticipates growth of a little over one percent (1%). The certified ad valorem tax roll provided approximately five percent (5%) more revenue for FY2010 than FY2009. Other economic indicators suggest that going into FY2011 the City could see continued slow growth. Chief among those indicators is new building permits. As of June 2009, there were 91 building permits issued for the first 6 months as compared to 580 during the same period in 2008. In addition, the estimated value of the permits for 2009 was approximately \$22.5 million versus \$66.6 million in 2008. Building permits provide an indicator going forward of potential increases in ad valorem taxable value.

Approach to Budget

As has been discussed with the Council over the past several months, staff identified that there would be a shortfall between estimated revenues for FY2010 and estimated expenditures for the General Fund of approximately \$1.3 million. I made the choice to recommend continuing the current ad valorem tax rate rather than proposing an increase in that rate. In preparing the budget, I provided direction to staff: 1) staff related items such as merit and training would be maintained; 2) maintenance and capital should continue; 3) public safety and other traditional front line functions would not be reduced; 4) find ways to reduce redundancy; and 5) find ways to address not only the apparent shortfall for FY2010, but attempt to put the General Fund in a position to be able to meet required needs in FY2011. Staff has come back with suggestions, some of which have been recommended in the budget and some not. Those items are discussed in the Budget Overview section of this adopted budget.

Requests for additional resources (decision packages) have generally not been included for funding in the adopted budget for FY2010. The few additional resources provided in the General Fund are for items that we are required to do. Those items are also discussed in the Budget Overview. In the Water and Wastewater Funds some decision packages are funded; however, they are for the most part one-time expenditures.

Conclusion

As is always the case, I am proud of the work of our employees who have spent much time preparing information for the budget presented to you. My special thanks go to the Budget staff for their numerous hours and late nights of hard and dedicated work.

Please accept this adopted budget as the City's service plan for the citizens of Bryan for Fiscal Year 2010. My staff and I appreciate your valuable input on priorities and initiatives that have helped shape this budget and thus the future of the City of Bryan.

Sincerely,

A handwritten signature in black ink, appearing to read "David F. Watkins". The signature is written in a cursive style with a large, sweeping initial "D".

David F. Watkins
City Manager



City of Bryan, Texas City Officials

Elected Officials:

Mayor	D. Mark Conlee	979/209-5008
Mayor Pro-Tem/Single Member District 3	Jason Bienski	979/209-5008
Single Member District 1	Al Saenz	979/209-5008
Single Member District 2	Paul Madison, Sr.	979/209-5008
Single Member District 4	Ann M. Horton	979/209-5008
Single Member District 5	Art Hughes	979/209-5008
At-Large	Mike Southerland	979/209-5008

Council Appointees:

City Manager	David F. Watkins	979/209-5123
City Secretary	Mary Lynne Stratta	979/209-5008
City Attorney	Janis Hampton	979/209-5151
Internal Auditor	Robert Shultz	979/209-5114
Municipal Court Judge	Latham Boone	979/209-5421
BTU Board		979/821-5750

Executive Management Team:

Deputy City Manager	Joey Dunn	979/209-5100
Deputy City Manager	Hugh R. Walker	979/209-5100
Chief Financial Officer	Charles Cryan	979/209-5080
Communications & Marketing Director	April Saginor	979/209-5120
Economic Development	Dennis Goehring	979/209-5102
Public Works Director	Linda Huff	979/209-5112
Fire Chief	Mike Donoho	979/209-5971
Police Chief	Eric Buske	979/209-5390
Water Services Director	Jayson Barfknecht	979/209-5929
BTU General Manager	Dan Wilkerson	979/821-5750



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bryan
Texas**

For the Fiscal Year Beginning

October 1, 2008

President

Executive Director



Vision

We are an organization of trained and motivated employees, committed to providing cost effective services to improve the quality of life and develop a community where citizens are proud to live

Mission

The City of Bryan is committed to providing efficient municipal services to improve the quality of life and develop a community where all citizens are proud to live

Values

Integrity at all levels
Commitment to quality services
Treating citizens equally
Consistency across the board
Open-minded
Visionary
Innovative

Strategic Areas of Emphasis

1. **Image:** Create an environment where our citizens are proud of where they live, and Bryan is recognized as a city that offers an outstanding quality of life.
2. **Infrastructure:** Maintain the existing, upgrade the deficient, and plan for future demands.
3. **Growth:** Provide, maintain, and promote a healthy economic environment for quality residential, commercial and retail growth with a focus on community needs.
4. **Diversity:** Create an environment where all citizens are involved to ensure participation in governance and the community.
5. **Public Safety:** Create an environment where all residents of Bryan live in a safe, aesthetically pleasing community where their lives and property are protected through efficient public safety services.
6. **Education:** Create an environment where all citizens are informed and educated about city issues, policies, and initiatives and where the education needs of the community are met by educational entities.

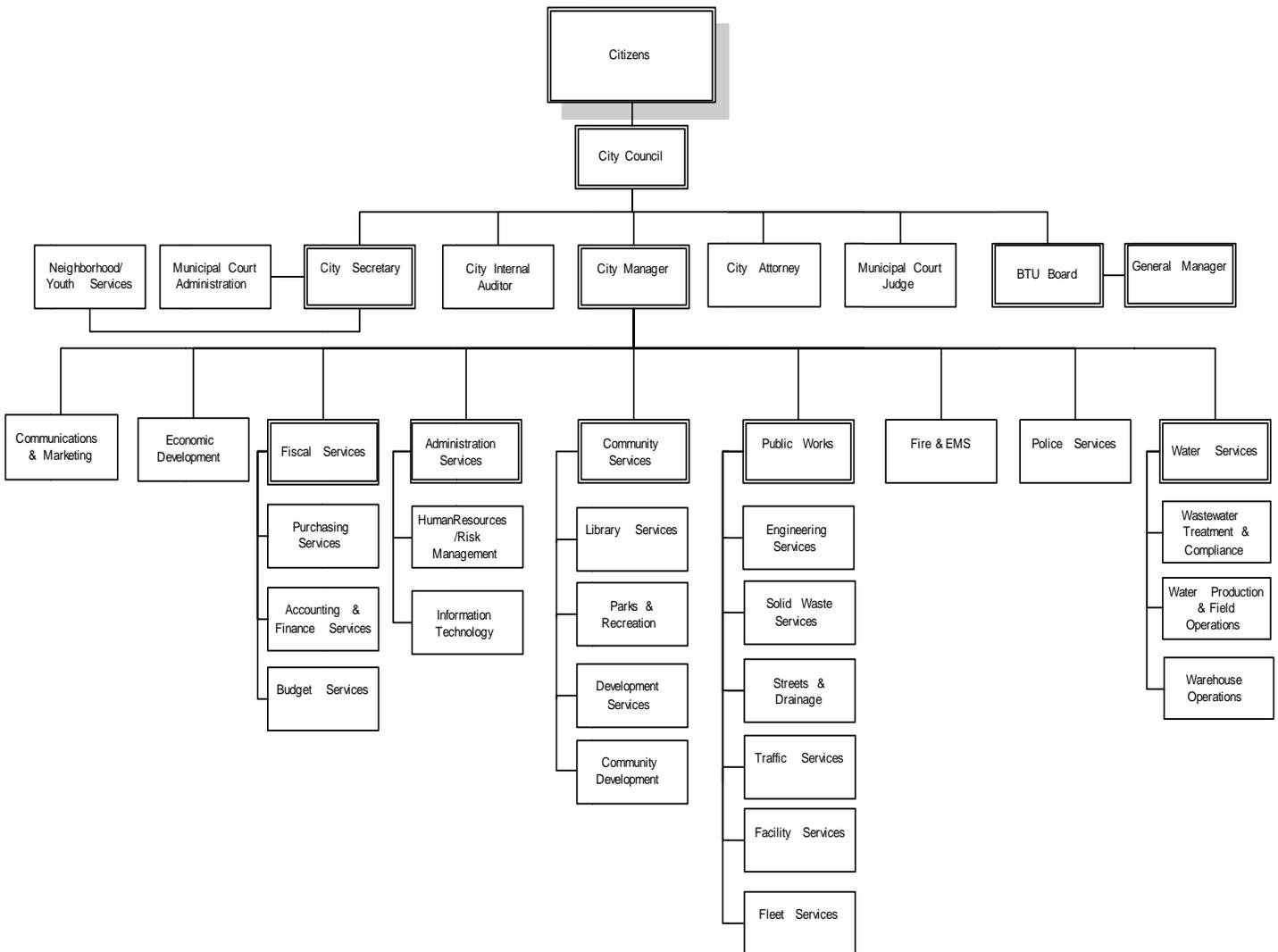


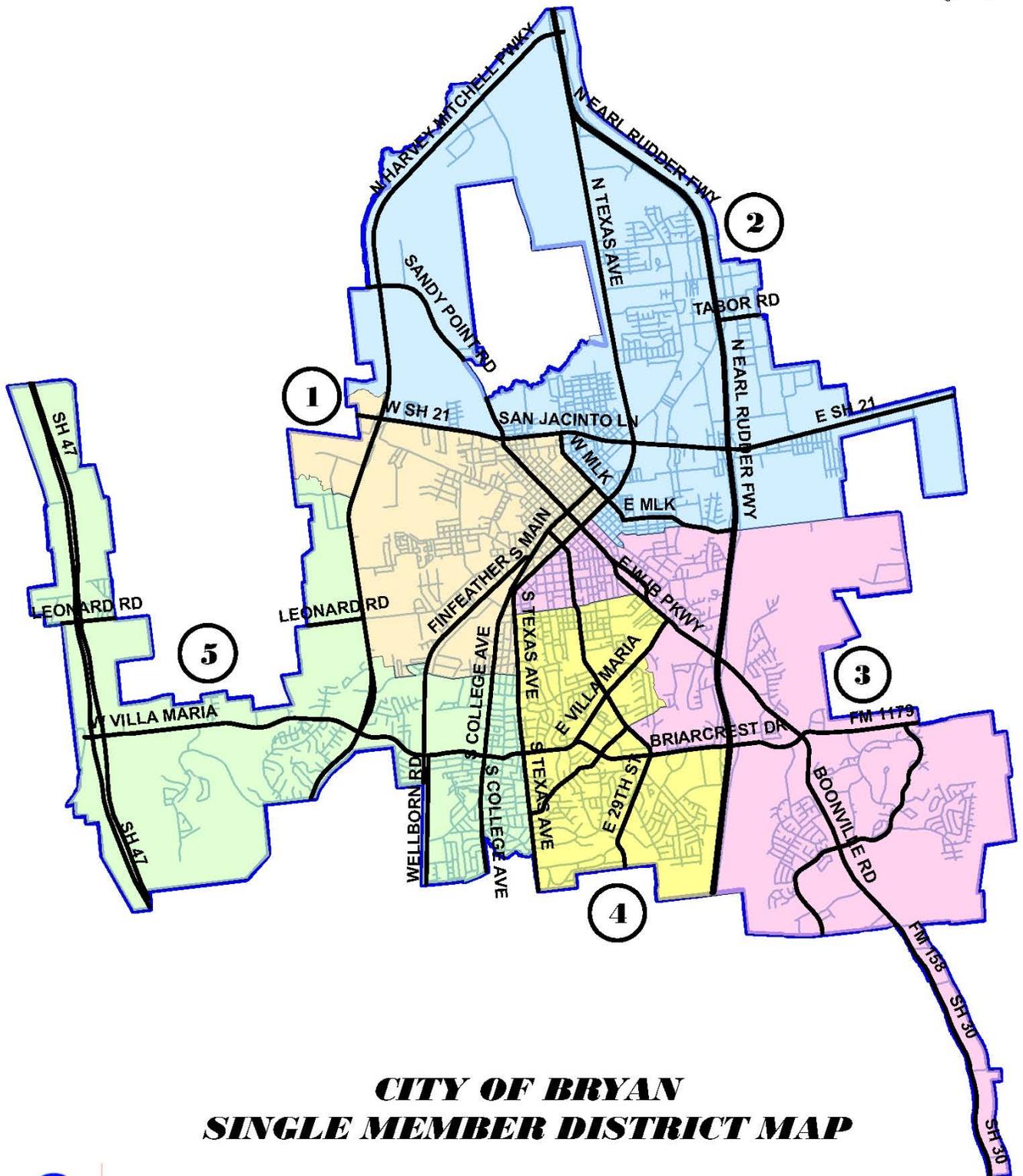
City of Bryan, Texas
Budget Calendar
Fiscal Year 2010

<u>Date</u>	<u>Activity</u>
January 31, 2009	Council retreat w/ review of strategic action plan initiatives
February 9, 2009	Payroll/Insurance/Utility Entries due (Finance will enter)
March 2-13, 2009	HTE budget training sessions
March 9, 2009	Mission, Goals/Objectives, Strategic Initiatives, developed Performance Measures due from Divisions; H.T.E. Budget Entry Open to Divisions
April 13, 2009	Due date for divisions to submit decision packages requests to HR, IT and Fleet
April 13, 2009	HTE Budget Entry/Projections Due from Divisions
April 20-24, 2009	Finance/Division budget review meetings
April 27, 2009	Completed decision packages requests returned to divisions/budget
May 26, 2009	Council Workshop – Budgeting Philosophy/Overview
June 9, 2009	Council Workshop – Financial Forecast (General and Enterprise Funds)
June 23, 2009	Council Workshop – General Fund Budget Review
July 14, 2009	Council Workshop – General Fund Budget Review and Drainage & Transportation Fee Funds Review
July 28, 2009	Council Workshop – Review Enterprise Fund Budgets
August 11, 2009	Council Workshop – Introduce Brazos County Appraisal District Information and Impact
August 11, 2009	Present DRAFT Budget to Council; First Public Hearing on Tax Rate
August 25, 2009	Public Hearing on the Budget & First Reading on the Budget; Second Public Hearing on Tax Rate
September 8, 2009	Second Public Hearing & Second Reading on the Budget; First Reading on Tax Rate
September 15, 2009	Second Reading on Tax Rate; Ratify FY2010 Budget



City of Bryan, Texas Organizational Chart





CITY OF BRYAN
SINGLE MEMBER DISTRICT MAP
CIUDAD DE BRYAN
DISTRITOS UNIMIEMBROS DE VOTACION



INTRODUCTION

BUDGET DOCUMENT KEY ELEMENTS

The following is a summary of key elements included in the City of Bryan FY2010 adopted budget. The 2010 fiscal year begins October 1, 2009 and ends September 30, 2010. The City Council adopts the budget annually by passage of an appropriations ordinance, which provides a complete program of action for the ensuing fiscal year. The plan contains the goals of the City Council, and the City Manager's program to meet these goals. This budget was created by staff in partnership with the City Council, with the focus of fulfilling the City's mission statement and supporting the strategic initiatives for the community as defined by the Council. Supporting mission statements and goals for each of the City departments are found within the fund sections of the budget document.

Budgets are prepared for the full range of municipal services provided by the City: public safety, community services, utility services, aviation, public infrastructure, general administrative, and support services.

Annual operating budgets are adopted for the General Fund, Special Revenue Funds, and the General Obligation Debt Service Fund. Budgets for the Capital Projects Funds are legally adopted for the specific uses prescribed by the debt issuance ordinance using project length budgeting rather than a fiscal year basis. The budgets for the Enterprise Funds and Internal Service Funds are adopted as a financial plan and budget guide and are used interactively.

BUDGET DOCUMENT STRUCTURE

This budget is presented in several sections:

- Following the Table of Contents is the first section: the City Manager's transmittal letter, which is a concise picture of the budget as a whole.
- Second are the Community Profile and Budget Overview sections, which include the City's mission statement, geographic description and describes the budget process and policies.
- The third section is the Financial section which includes a narrative and graphical summary of all funds, including the General Fund, Enterprise Funds, Internal Service Funds, Special Revenue Funds, and the Debt Service Fund. Each fund includes a fund narrative, fund financial summary, and detail of revenues and expenditures by department and division. Each division provides a description of services provided, service level objectives for FY2010, accomplishments for FY2009, key performance indicators, budgeted personnel, and financial data.
- The fourth section is the Capital Improvement section which details operational and Construction in Progress projects for both the City of Bryan and BTU on a limited scope.
- The fifth section is the Appendix, which is a collection of supplementary material including the Tax Rate Ordinance and Appropriation Ordinance.

Also included is a Glossary of Terms and Acronyms to assist the reader with unfamiliar terminology.

The budget document is designed to give both decision makers and citizens a better view of the resources utilized by the City in providing the highest level of services to the community.

FINANCIAL STRUCTURE

The accounts of the City are organized on the basis of funds and account groups, each of which operate separately and independently of each other. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses. Following is a description of the various funds and account groups:

Governmental Fund Types

Governmental funds are used to account for general government operations and include the General Fund, Special Revenue Funds, Debt Service Fund, Capital Project Funds, and Permanent Funds.

- General Fund: The General Fund is the general operating fund and is used to account for all financial transactions not properly included in other funds. Resources are generated through property tax, sales tax, other general taxes, franchise fees, fines, licenses, and fees for services. This fund accounts for the primary activities of the City: police and fire protection, maintenance of parks, libraries, minor street repair, and general administration.
- Special Revenue Funds: Used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
- Debt Service Fund: Used to account for the payment of interest and principal on all general obligation bonds and other long-term debt.
- Capital Projects Funds: Used to account for the expenditures of resources accumulated from the sale of debt instruments and transfers from operating funds earmarked for such projects. These funds are allocated from debt proceeds on a project length basis rather than a fiscal year basis.
- Permanent Funds: Used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the City's programs. These funds are not included in the budget document and are not budgeted.

Proprietary Fund Types

Proprietary funds are used to account for the City's activities that are similar to commercial enterprise accounting. The City maintains two different types of proprietary funds.

- **Enterprise Funds:** Used to account for services that are financed and operated in a manner similar to private business, where the intent of the governing body is that the cost of providing goods and services to the general public will be financed or recovered primarily through user charges or fees.
- **Internal Service Funds:** Used to account for the financing of goods and services provided by one department or agency to other departments and agencies of the city on a cost reimbursement basis. Internal Service Funds include the Warehouse Fund, Employee Benefits Fund, Self Insurance Fund, Equipment Replacement Fund, and Building and Facility Maintenance Fund.

Fiduciary Fund Type

This fund type accounts for assets held by the City in a trustee capacity or as an agent for other governmental units and/or funds. Fiduciary Funds include the City's payroll funds. Each of the other funds contributes its respective share of personnel costs to the Payroll Fund. This fund is not included in the budget document and is not budgeted.

BUDGET BASIS OF PRESENTATION

Governmental fund budgets are presented on a modified accrual basis; revenues are budgeted when they are measurable and available and expenditures are budgeted in the period in which the liability is incurred which is in accordance with Generally Accepted Accounting Principles (GAAP). The fund balance approach of Governmental Funds or working capital approach can be described as current assets minus current liabilities. The enterprise and internal service funds are budgeted using a flow of economic resources and use the accrual basis of accounting. These are the same methods as used in the City of Bryan's Comprehensive Annual Financial Report (CAFR). Contrary to Generally Accepted Accounting Principles of recording depreciation in the income statements and recording the affects of retirements of principal and capital purchases on the balance sheet, the City does not budget for depreciation or amortization of assets, but does include capital expenses and debt principal retirement in the annual budget.

The cash equivalent approach for the City is defined as:

$$\text{Cash} + \text{Investments} + \text{Accounts Receivable} + \text{Prepays} - \text{Accounts Payable}$$

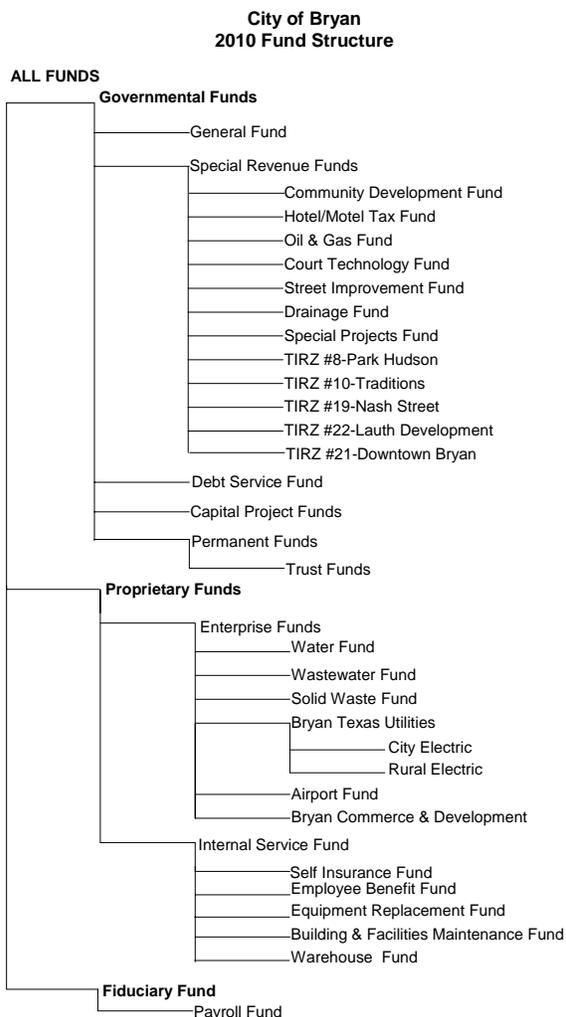
Capital projects are budgeted for project length rather than on a fiscal year basis. The Capital projects are developed utilizing a "project ready" approach whereby the scope and budget for a proposed project is clearly defined prior to the appropriation of funds for construction. It is a multi-year process and may extend over a one to three year period.

Funding for capital projects is provided through the issuance of debt, transfers from governmental funds, developer reimbursements, state and federal funding, and interest income.

BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental Funds are accounted for using the current financial resources measurement focus and the modified accrual basis. Revenues are recognized in the accounting period in which they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures in the governmental funds are recognized in the period in which the liability is incurred, if measurable. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

All Enterprise Fund types and Internal Service Funds are accounted for on the economic resources measurement focus and the accrual basis. Revenues are recognized in the period in which they are earned and become incurred and measurable.



BALANCED BUDGET

The operating budget presented is a balanced budget in which combined projected resources (current revenues plus fund balances) equal or exceed estimated expenditures. When the current revenues for a particular fund are less than the current expenditures of that fund, the deficit is funded through fund balance. A summary of the effect of the FY2010 budget upon the fund balances can be found with the detail relating to each fund. For each fund the net impact on fund balances or unrestricted net assets is shown.

Excess balances will be used for capital outlay or for other non-recurring expenses. The City will avoid budgetary procedures that balance the budget at the expense of future years' budgets, such as: postponing expenditures or accruing future years' revenues.

BUDGET PROCESS

As a precursor to budget preparation, a retreat is conducted annually during which the City Council articulates its vision for the community, and prioritizes its strategic initiatives. Departmental goals, objectives and action plans are developed in support of the Council's strategic initiatives.

Bryan utilizes an "incremental" budgeting approach. The "base" budget is calculated by subtracting personnel costs, capital purchases, and any one-time allocations from the prior year's adopted budget. If additional funding is needed to purchase capital, maintain service levels, or to add or expand programs, a "decision package" request must be submitted. A decision package request must include all expenditures related to the program, or item being requested. A summary of the current year decision packages can be found in the appendix section of this document.

The process of preparing the budget begins in February. Instructions and forms are distributed to department managers with particular care given to communicating any changes in the budget process or funding objectives since the last budget cycle. Personalized training is offered to all personnel involved in the budget process. Fiscal Services budget staff is available to assist with all phases of budget development. The departments are given approximately 2½ months to determine the allocation of their respective base budgets; prepare decision packages; update mission statements, goals and objectives; summarize accomplishments of the current budget year; and report performance measurement data.

Fiscal Services budget staff coordinates the development of revenue projections for all City funds. Historical trends, economic factors, and departmental input all play a role in developing revenue projections.

After all budget requests have been submitted by the departments, the budget staff reviews and compiles the information. It is assembled and distributed to the City Manager and key staff for review in advance of budget discussions. Each department is given the opportunity

to meet with the Chief Financial Officer and budget staff to discuss budget projections and requests, operational or organizational changes, regulatory requirements, service level changes, and to provide details regarding any decision package requests.

Budget workshop sessions with the City Council begin in May and continue through budget adoption in September. In addition to the budget proposals for the upcoming fiscal year, a ten-year forecast is prepared for the General and utility funds. The forecasts reflect the immediate and long-term impact of budget decisions and assumptions, and are provided to Council throughout the budget process. The council is also provided a compilation of all submitted decision packages. Council determines which, if any, decision packages will be incorporated into the budget.

The Council also sets the property tax rate necessary to support the proposed expenditure budget. The process of adopting the property tax rate is dictated by truth-in-taxation guidance issued by the Texas Legislature. The truth-in-taxation regulations govern the conduct of public hearings, publication of notices, and amounts by which tax rates may be increased without voter approval. The property tax rate is adopted in two components—one component funds the operations and maintenance of the organization and the other component funds the general obligation debt service requirements of the city. The property tax rate is adopted by ordinance of the City Council.

FY2010 FINANCIAL POLICIES

LEGAL REQUIREMENTS FOR THE BUDGET

Pursuant to Section 12(c) of the City Charter, the City Manager is responsible for preparing an annual budget for submission to the City Council, for review and consideration. This budget estimate must be as uniform in presentation as possible for the main functional divisions of departments and shall provide all the information required by the City Council. Furthermore, the proposed budget must include: the outstanding debt obligations of the City; the financial resources to the credit of each fund; the funds received from all sources during the preceding year; the funds available from all sources during the ensuing year; the estimated revenue available to cover the proposed budget; and the estimated tax rate required to cover the proposed budget (Texas Local Government Code Chapter 102). The proposed budget must be filed with the City Secretary at least thirty days before the City makes its tax levy for the fiscal year.

Upon receipt of the City Manager's budget estimate the City Council shall direct the staff to prepare a budget ordinance using the City Manager's estimate as a basis (City Charter Section 12(d)). At least one public hearing must be scheduled on the proposed budget. The City Secretary must post the notice of the public hearing at City Hall, on the City's internet webpage, and publish the notice in a newspaper of general circulation at least ten days before the public hearing is conducted.

After the public hearing, the City Council may consider the budget ordinance for adoption with or without amendment for the first of two required readings. The second reading, which signifies adoption, must occur at a subsequent meeting. The adoption of the budget must occur before the beginning of the fiscal year.

Expenditures are controlled at the fund level for all funds and may not exceed appropriations at that level. Budget transfers between departments within the same fund require approval of the City Manager. Since expenditures may not legally exceed budget appropriations, amendments to the budget are occasionally required. Budget amendments are processed when it is necessary to increase appropriations, or to allow for increased transfers between funds. In accordance with the City Charter and applicable State Law, both require City Council approval by ordinance. At any time in the fiscal year the City Council may make emergency appropriations to meet an unforeseen need for public expenditure in order to protect the public health, safety, or welfare.

At the end of each fiscal year, any unencumbered appropriation balances lapse or revert to the undesignated fund balance, except for capital projects, which are adopted using project length rather than fiscal year.

FUND BALANCE

The City recognizes its responsibility to provide sound financial management in order to maintain existing city service levels, to respond to economic fluctuations, and to

meet the demands of change. With this in mind, the City Council has deemed it appropriate to set the minimum fund balance standard at 60 days of total expenditures for the General Fund. The targeted working capital balance for Proprietary Funds shall be 60 days of operating expenses.

The General Obligation Debt Service maintains a fund balance sufficient to, when coupled with current year revenues to date, meets required principal and interest payments as they come due. The current policy is to maintain a reserve no greater than one-twelfth of the debt requirements for the fiscal year.

The Special Revenue Funds maintain a targeted fund balance sufficient to meet any current year obligations and any obligations which occur early in the subsequent fiscal year.

All fund balances, beginning in the earliest year presented, reflect the ending balance as provided for in the City's most recent Comprehensive Annual Financial Report (CAFR). Notations will be made on individual fund reports to reflect CAFR adjustments due to non-cash and cash to accrual changes made during the CAFR process.

DEBT POLICY

The City of Bryan issues debt to finance a major portion of its capital improvement plan. The proceeds of bonds and certificates of obligation provide funding for major street, drainage, sidewalk, traffic improvements, facility construction, park construction, and other major capital purchases that have an anticipated lifespan greater than the life of the associated debt. The City's ad valorem tax revenues are pledged to provide for the payment of principal and interest on general obligation debt.

Revenue bond proceeds are utilized to fund capital improvements of the City's enterprise activities. Bryan Texas Utilities, the Water and Wastewater Funds currently have outstanding revenue bonds. The ordinances which authorize the issuance of revenue bonds stipulate that the City will establish rates sufficient to generate funding of the ongoing operation of the relative systems, and provide net revenues sufficient to fund the principal and interest on the outstanding debt.

As a Home Rule City, the City of Bryan is not limited by law in the amount of debt that may be issued. The limit is governed by the City's ability to levy and collect taxes to service the debt. The City's charter (Section 12) states:

"The city council of the city shall have the power, and is hereby authorized to levy, assess and collect not to exceed one dollar and fifty cents (\$1.50) on each one hundred dollars (\$100) assessed valuation of real and personal property within the city limits of the city not exempt from taxation by the constitution and laws of the State of Texas."

Article II, Section 5 of the State of Texas Constitution states in part:

“...but no tax for any purpose shall ever be lawful for any one year which shall exceed two and one-half percent of the taxable property of such city.”

At the bottom of this page and on the following two (2) pages are a series of graphs that provide the aggregate debt service on general obligation bonds and total debt service due on all outstanding debt including General Obligation, Water & Sewer System Debt, and Electric Debt.

Debt Philosophy

The City does not issue debt to fund current operating expenditures. Debt shall only be issued for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and allow it to further the strategic initiatives of the City Council. The City will finance improvements over a period of time not greater than the useful life of the improvement. The City will also conservatively project the revenue sources that will be utilized to pay for the debt.

The City’s debt management objective is to maintain level debt service that does not adversely impact tax or utility rates and does not hinder the City’s ability to effectively operate the utility systems, infrastructure, or other City

facilities. The City’s debt payments must stay within provisions of state law, bond covenants, and City Council adopted policies. All of these criteria and objectives are met with the debt financing proposed in this budget.

Net Debt

Net debt is the amount of general purpose debt outstanding; it does not include any debt supported by utility revenues. Direct debt per capita is primarily affected by debt issuance, as well as population.

Debt Limit

The State of Texas sets the maximum ad valorem tax rate, including all obligations of the City, for a home rule city, such as the City of Bryan; that rate is set at \$2.50 per \$100 valuation. The City of Bryan can, therefore, establish debt in an amount that does not exceed the City’s capacity to fund all obligations in excess of this rate. The City’s current tax rate is .6364 per \$100 valuation. Of the total City’s current property tax rate, .1768999 per \$100 valuation is currently designated for debt service.

Debt Refunding

It is the policy of the City of Bryan that debt will not be refunded unless there is a net savings over the life of the debt by at least 5% over the original debt issuance amount.

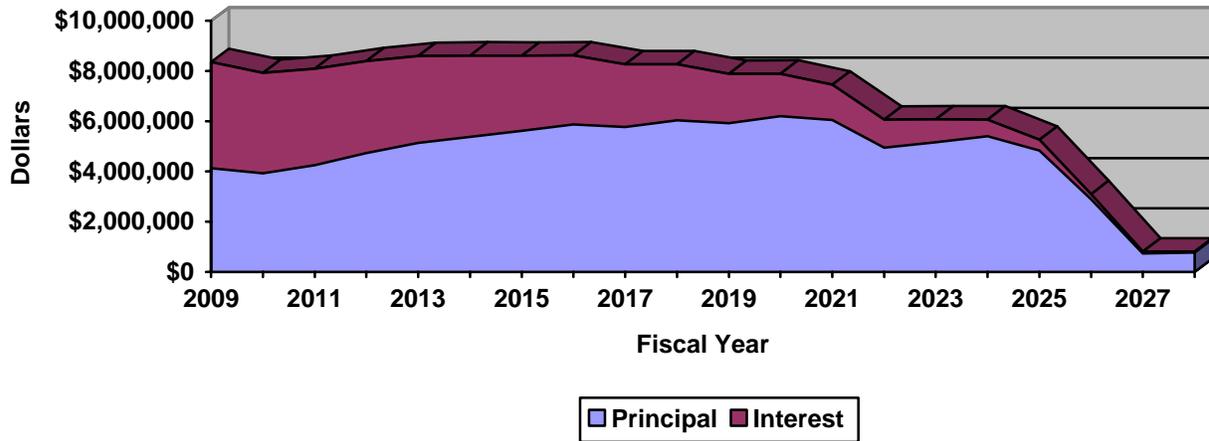
Bond Ratings

The City of Bryan’s current bond ratings are:

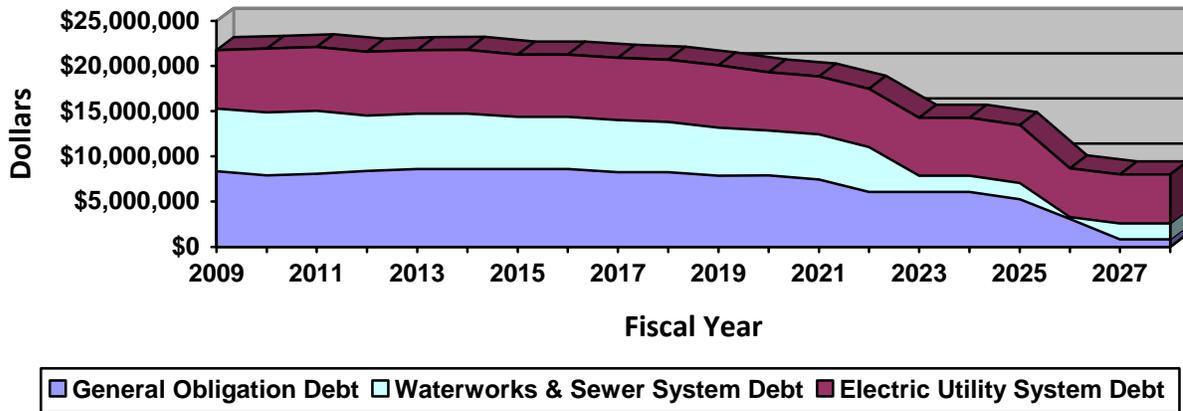
<u>Rating Agency</u>	<u>General Obligation</u>	<u>Utility Revenue</u>
Moody’s	Aa3	A1
Standard& Poor’s	AA	A+

* All ratings carry a “stable” outlook.

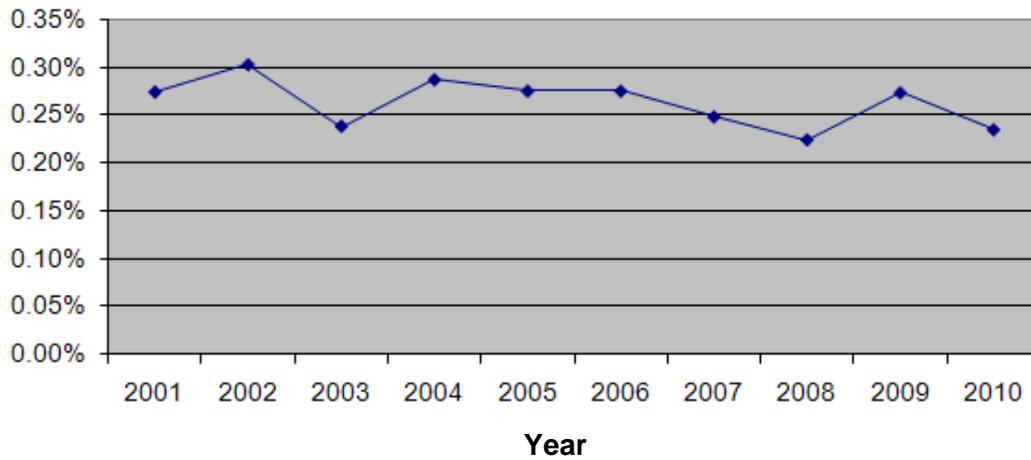
Aggregate Debt Service on General Obligation Bonds



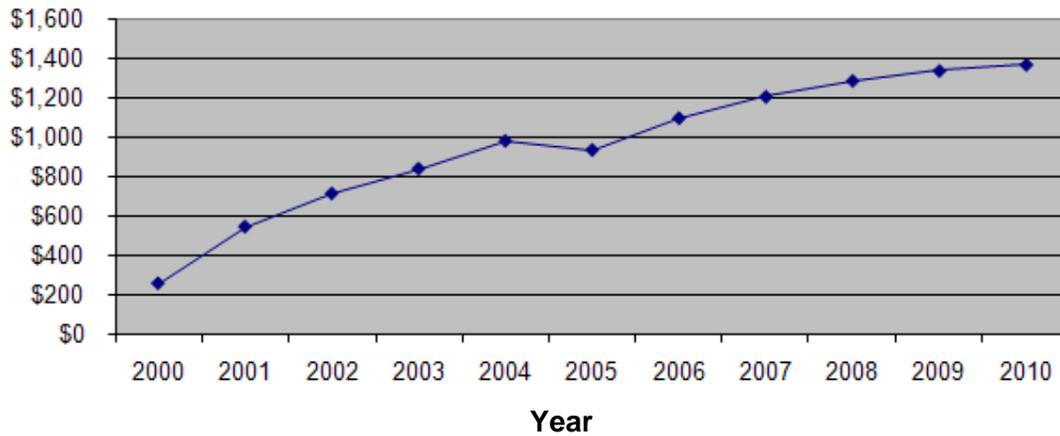
Principal & Interest Payments on Debt



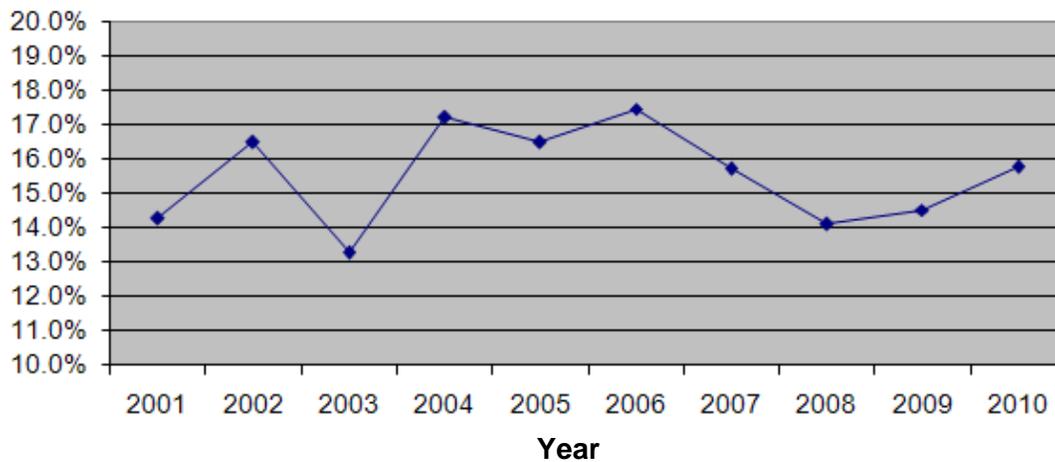
Annual General Purpose Debt Expense as a Percent of Assessed Valuation



Net Tax Supported Debt Per Capita



Ratio of Debt Service to General Fund Expenditures



INVESTMENT POLICY

It is the policy of the City of Bryan, Texas ("City") to invest public funds in a manner that will ensure the preservation of capital, meet daily cash flow demands of the City, and conform to all applicable State and Local statutes governing the investment of public funds and provide reasonable investment returns.

The Public Funds Investment Act, Chapter 2256, Texas Government Code prescribes that each city is to adopt rules governing its investment practices and to define the authority of the Investment Officers. This Policy addresses the methods, procedures, and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

This Policy applies to the investment and management of all funds under control of the City, other than those expressly excluded herein or by applicable law or valid agreement. These funds are accounted for in the City of Bryan Comprehensive Annual Financial Report (CAFR).

In order to make effective use of the City's resources, all monies shall be pooled into one investment bank account, except for those monies accounted for in the bank accounts as deemed necessary, or as stipulated by applicable laws, bond covenants, or contracts. The income derived from this pooled investment account shall be distributed in accordance with the City's internal procedures.

The primary objectives, in priority order of investment activities shall be safety, liquidity, and yield:

- A. **Safety.** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and the protection of investment principal in the overall portfolio.
- B. **Liquidity.** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.
- C. **Yield.** The City's investment portfolio shall be designed with the objective of attaining a reasonable rate of return, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

The City of Bryan will attempt to follow an inert, ladder investment strategy. Investments will be purchased with the intent of holding to maturity, with a goal of the portfolio having at least one investment maturing every month. Investment priorities are as follows:

1. Suitability - Any investment allowed under the current Investment Policy is considered suitable.

2. Preservation and Safety of Principal – Safety and preservation of principal in the overall portfolio is the foremost investment objective.
3. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated, and by structuring the portfolio so that securities mature concurrent with anticipated cash needs.
4. Marketability - Investments should have an active and efficient secondary market to enable the City to liquidate investments prior to the maturity if the need should arise.
5. Diversification – Investments shall be diversified by type and maturity to reduce overall portfolio risks while attaining market rates of return.
6. Yield - The City's investment portfolio shall be designed with the objective of attaining the maximum rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, and the cash flow characteristics of the portfolio.

CAPITALIZATION POLICY

The purpose of this policy is to ensure adequate and appropriate control of the City's assets and to establish guidelines for capitalization in accordance with generally accepted accounting principles.

The City of Bryan Purchasing Policy states that "Departments are prohibited from making any purchase which exceeds \$5,000 without first obtaining a purchase order." By definition, capital assets cost more than \$5,000, so they must be purchased via a purchase order, blanket purchase order or inverted purchase order.

Capital assets (or "fixed assets") are defined as real or personal property used in the City's operations. They are not repair or supply items and are not acquired for the purpose of resale. Generally, items must be capitalized if they meet all of the following criteria:

- A. The expected useful life is three (3) years or more.
- B. The item belongs to one of the general classes of property that is considered capital assets as defined by general accounting terms. Below are the broad capital asset classes:
 1. Land
 2. Buildings and Improvements
 3. Equipment
 4. Improvements other than Buildings
 5. Infrastructure

FY2010 BUDGET SUMMARY

The following is a summary of the FY2010 annual budget of the City of Bryan to be adopted at the September 8, 2009 City Council meeting.

BUDGET REVENUES

The City of Bryan FY2010 revenues total \$312,780,802.

Staff made several revenue recommendations that are included in this budget document. Those suggested revenue recommendations include:

- Increasing various fees for services as follows: building/inspection fees \$12,000; development infrastructure fees \$16,000; fire marshal fees \$30,000; false alarm fees \$15,000.
- Reduced revenues from Brazos County for Emergency Medical Services (EMS) -\$199,336.
- Increased reimbursements from other funds \$66,019.
- Sales tax estimates were also reduced by \$447,925 due to declining sales tax revenue receipts in FY2009.

Revenues are received in several major categories, including tax revenues, franchise fees, charges for services, intergovernmental revenues, fines, and investment/miscellaneous revenues. Below is a brief summary of the FY2010 revenue categories:

- Tax revenues are estimated at \$38,906,126 or 12.4% of the City's revenue base. Assumptions for estimates can be found below under Revenue Assumptions.
- Charges for Services represent another source of revenue for the City. Total revenue generated for FY2010 from all services is estimated at \$183,537,132 (58.7%) of the total revenue budget. This revenue source is comprised of Solid Waste, Transportation, Drainage fees, Water, Wastewater, and BTU..
- Inter-governmental revenues comprise \$3,425,205 or 1.1 % of the total revenue budget. This revenue source is primarily comprised of Community

Development grant revenues and revenues from the City of College Station for library services.

- Fines, forfeits, and penalties total \$1,848,751 for FY2010.
- Investment earnings, miscellaneous revenues, and Capital Construction in Progress (CIP) Bond Fund proceeds make up a significant portion of the revenues included in this budget. These revenues are estimated at \$82,123,066 or 26.3% of the City's revenue budget. Of this number, \$65,627,865 is from CIP bond proceeds for the FY2010 year.

Revenue Assumptions:

Several assumptions were utilized in the projection of revenues for FY2010. Those assumptions include:

- Sales tax revenue assumption of 2.5% growth based upon the FY2009 year-end projections.
- This budget is proposed to raise \$19,079,480 at \$.6364 per \$100 of taxable value, including tax revenues to be raised from new property added to the tax roll this year. Of this amount \$515,506 is tax revenue to be raised from new property added to the tax roll this year. In FY2009 there was a slight shift between M&O and Debt Service component of the property tax rate. In the FY2009 budget year: 0.0107 of the M&O portion of the tax rate was shifted to the Debt Service component. The FY2010 General Fund (M&O) tax rate is \$0.459501 per \$100 of assessed valuation and the Debt Service tax rate is \$0.176899 per \$100 of assessed valuation.
- Inter-fund transfers and reimbursements are reflected as reductions to expenses. This was recorded in previous years as a revenues source. This change has been made in FY2010 to better reflect the representation of revenues and expenditures as shown in the City's Comprehensive Annual Financial Report.
- ROW payments from BTU and Enterprise funds are also reflected as a reduction to expenses as described above for inter-fund transfers.

BUDGET APPROPRIATIONS

The City of Bryan FY2010 net expense budget totals \$350,424,808.

Staff made several expenditure recommendations that are included in this budget document. Those suggested expenditure recommendations include:

- Personnel modifications: eliminating nine (9) existing personnel positions, modifying the methodology for funding personnel increases, modifying the health benefits provided to retirees, and reducing 9-1-1 costs by adding Sunday Magistrate proceedings. The net reduction for these personnel modifications was -\$1,050,719.
- Line item adjustments: reducing the FY2010 Downtown façade program, reducing contingency funds, reduced park mowing frequency, reductions to communications equipment and advertising, reduction to employment physicals and advertising, reducing funding for unsafe structure demolition, reducing funding available for outside agencies, eliminating funding for an outside transportation planner, and extending the vehicle replacement life on certain pieces of equipment. The net impact of these adjustments was -\$683,062.
- Fund shifts: move some miscellaneous expenditures (Lions Club 4th of July and Texas Reds Entertainment) to the Hotel/Motel Fund. Total reduction was -\$44,000.
- Partner agency adjustments: included moving certain expenditures to other funds, reducing some agency funding, and minimally increasing others. The net adjustment impact to the General Fund was -\$144,001.

A small number of mandatory decision package requests were funded in FY2010. Detail on these funded packages can be found in the appendix section of this document. Those funded requests totaled \$185,102 and include the following:

- An increase in funding for the ambulance billing contract.
- Additional payroll software licenses.
- Shared administrative costs for the Brazos Valley Wide Area Communications System.
- Replacement of the police department ballistic vests, helmets, and shields for the Tactical Response Team (TRT).
- Service agreement costs for cardiac monitoring equipment.
- Addition of a radio antenna system for the Joint Emergency Operations Center.

Uses of Appropriated Funds:

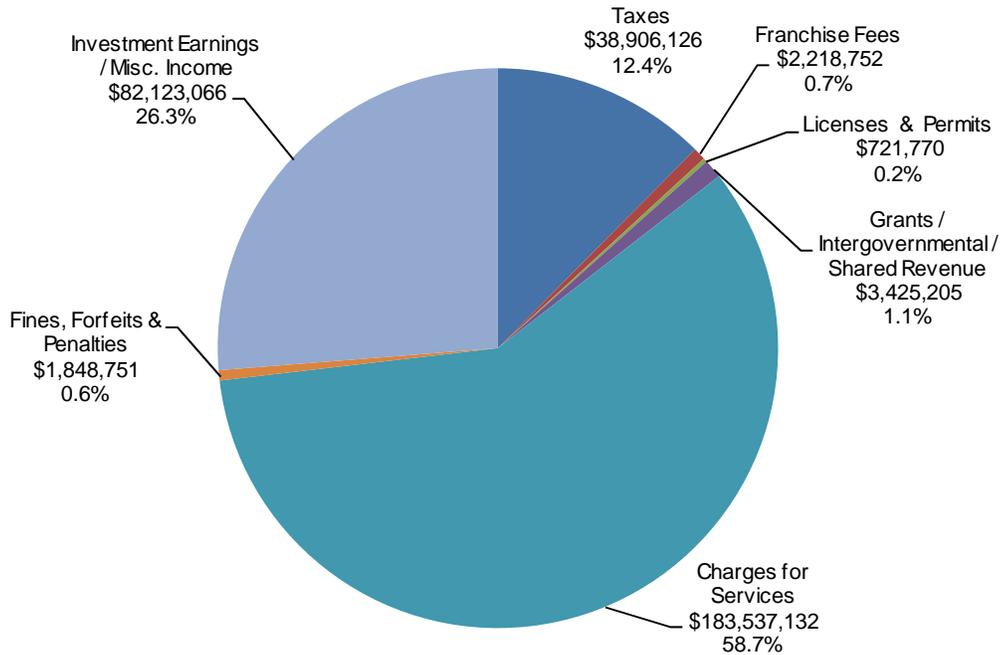
Funds are expended on eight major categories: Salary & Benefits, Supplies, Maintenance & Services, Miscellaneous & Admin. Reimbursements, Capital Outlay, Debt Service, and Transfers.

- BTU appropriations represent 56.3% or \$197,341,541 of the total appropriations for the City. This includes expenditures for all categories including Capital and Construction in Progress expenditures.
- The General Fund appropriations represent 15.6% of the total appropriations for the City. The total General Fund appropriations for FY2010 are \$54,719,986, including General Government Capital Construction in Progress (CIP) expenses. Expenses by category are comprised of 70.7% of Salaries & Benefits, 3.5% of Supplies, 10.9% of Maintenance and Services, 9.6% of Miscellaneous and Administrative Reimbursements, Capital Operational Outlay is 4.8% of the total Capital Operational Outlay (not including CIP Capital Outlay which makes up 24.5% of General Fund expenses), Debt Service payments represent .9%, and Transfers from the General Fund represent 4.7% of the total appropriations for this category of expenditures.
- The City's Salaries & Benefits for FY2010 are \$46,915,877 or 13.5% of total appropriations for the year. The average programmed in per department averages approximately 1.5% for the fiscal year to fund the Career Progression Program.
- Capital Outlay for the year is \$104,983,384 or 30% of the total net appropriations.
- Miscellaneous expenditures and administrative reimbursements total 6.3% of the total appropriations for FY2010 or \$22,482,947. Administrative reimbursements represent reimbursement payments to other funds for services provided.
- Maintenance and Services expenses for FY2010 are in the amount of \$147,207,864 or 42% of the total budget for the year. (not counting BTU)
- Supplies make up a small portion of the total budget at 1% or \$3,348,207 for the year.
- Debt Service payments for FY2010 total \$28,273,092 (8.1%).
- Transfers out to other funds for FY2010 total \$21,190,455 and represent 6% of the total net appropriations.
- Administrative reimbursements and other transfers-in are reflected as a reduction to total expenses. These transfers and administrative reimbursements total \$23,977,019 for FY2010.

The following graph depicts the City's revenues by type. A detail of each fund's revenues by type can be found on the Summary of Revenues by Type & Summary of

Expenses by Category page within this section of the budget book.

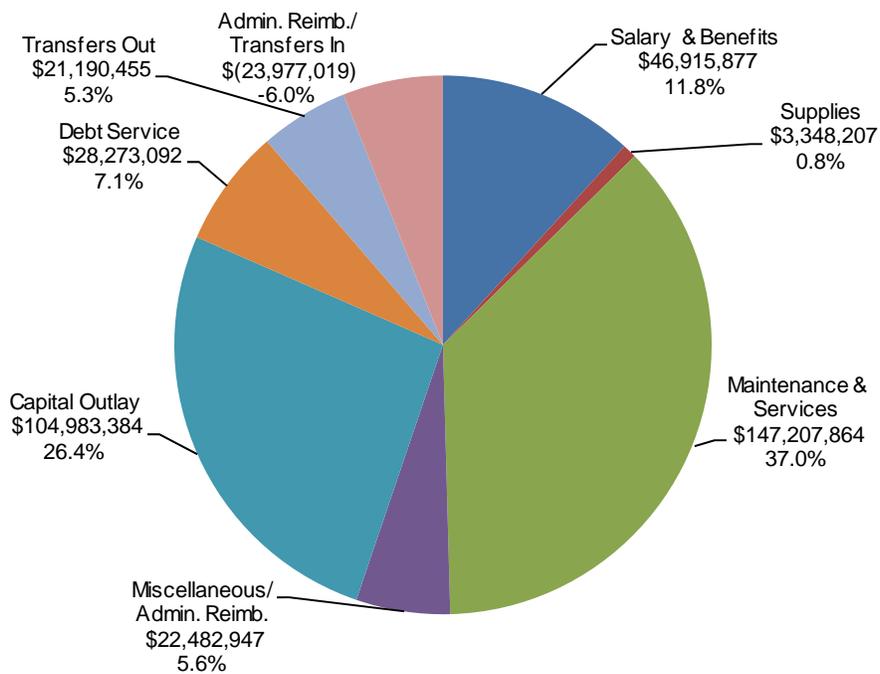
FY2010 Revenues by Type



The following graph provides a summary of adopted expenditures by category. A summary of the expenditures by fund and category can be found on the Summary of Revenues by Type & Summary of

Expenses by Category page within this section of the budget book. Detailed information by fund can be found within the financial section by fund type within this budget document.

FY2010 Expenditures by Category



CITY OF BRYAN, TEXAS
Revenue & Expense Summary for All Funds
FY2010

	FY2008	FY2009	FY2009	FY2010	% Change
	Actuals	Adopted	Projected	Adopted	From FY2009
					Adopted
<u>Revenues</u>					
General	\$ 40,173,492	\$ 41,488,291	\$ 41,053,428	\$ 41,844,514	0.9%
Water	11,496,151	10,922,800	11,087,127	11,492,800	5.2%
Wastewater	12,100,427	11,859,500	11,854,122	12,638,900	6.6%
Solid Waste	7,737,433	7,720,040	7,631,944	7,645,304	-1.0%
BTU (City)	159,518,342	147,676,134	146,628,720	120,494,466	-18.4%
BTU (Rural)	29,214,458	32,150,910	29,561,505	26,074,519	-18.9%
Bryan Commerce & Development	207,328	-	-	-	N/A
Airport	36,493	35,300	621,182	35,300	0.0%
Warehouse Fund	84,490	140,400	75,164	76,661	-45.4%
Self-Insurance Fund	1,707,896	1,362,581	1,427,493	1,387,670	1.8%
Employee Benefits Fund	6,527,988	7,033,752	6,991,104	7,484,651	6.4%
Equipment Replacement	1,263	-	15,190	17,500	N/A
Facilities Maintenance	-	-	329	-	N/A
Community Development	1,575,207	1,889,956	1,180,115	2,131,216	12.8%
Hotel/Motel Tax	299,714	292,243	316,400	434,907	48.8%
Oil and Gas	178,361	254,119	93,107	76,021	-70.1%
Special Projects	36,387	36,500	7,000	79	-99.8%
Court Technology	55,595	62,646	50,697	52,348	-16.4%
Street Improvement Fund	3,437,952	3,410,800	3,360,472	5,006,435	46.8%
Drainage Improvement	913,637	903,800	862,200	861,632	-4.7%
TIRZ #8-Park Hudson	1,517,899	1,678,825	1,680,779	1,738,662	3.6%
TIRZ #10-Traditions	2,008,472	2,053,439	1,285,282	1,180,373	-42.5%
TIRZ #19-Nash Street	60,923	94,540	92,620	118,018	24.8%
TIRZ #21-Downtown Bryan	20,868	19,089	18,467	63,482	232.6%
TIRZ #22-Lauth Devel.	294	66,001	66,001	281,733	326.9%
Debt Service	5,217,018	5,787,110	5,787,110	6,015,746	4.0%
Miscellaneous Trusts	97,078	-	-	-	N/A
General Government CIP	11,650,017	8,000,000	8,300,000	8,200,000	2.5%
Water CIP	567,399	5,300,000	5,500,000	7,100,000	34.0%
Wastewater CIP	146,785	6,500,000	6,750,000	12,665,000	94.8%
BTU (City) CIP	32,530,000	15,792,733	-	32,750,305	107.4%
BTU (Rural) CIP	6,295,000	-	-	4,912,560	N/A
Total Revenues	\$ 335,414,367	\$ 312,531,509	\$ 292,297,558	\$ 312,780,802	0.08%
<u>Expenses</u>					
General	\$ 45,250,001	\$ 41,630,859	\$ 40,037,301	\$ 41,321,098	-0.7%
Water	10,819,407	11,841,482	12,080,800	12,059,553	1.8%
Wastewater	10,102,830	11,658,248	12,265,416	12,913,308	10.8%
Solid Waste	7,980,842	8,945,082	8,954,275	8,251,839	-7.7%
BTU (City)	168,700,889	149,865,520	150,690,277	137,387,650	-8.3%
BTU (Rural)	26,456,512	31,445,071	30,043,939	27,049,390	-14.0%
Bryan Commerce & Development	(205,612)	-	333,275	-	N/A
Airport	27,535	36,107	630,590	90,452	150.5%
Warehouse Fund	47,375	41,450	115,362	165,651	299.6%
Self-Insurance Fund	2,608,624	5,820,782	2,247,329	4,824,132	-17.1%
Employee Benefits Fund	6,311,404	7,842,176	7,006,027	7,998,201	2.0%
Equipment Replacement Fund	(2,112,215)	69,891	206,734	777,699	1012.7%
Facility Replacement Fund	-	-	(29,596)	29,925	N/A
Community Development	1,575,211	1,889,956	1,180,115	2,060,047	9.0%
Hotel/Motel Tax	207,745	402,133	362,383	574,892	43.0%
Oil and Gas	528,634	357,384	135,722	75,313	-78.9%
Special Projects	681,401	38,864	410,380	(5,243)	-113.5%
Court Technology	-	39,231	43,230	33,975	-13.4%
Street Improvement Fund	2,083,417	6,089,739	4,712,905	3,711,154	-39.1%
Drainage Improvement Fund	781,202	2,027,994	1,165,489	1,174,904	-42.1%
TIRZ #8-Park Hudson	500,116	381,107	2,140,760	1,021,877	168.1%
TIRZ #10-Traditions	4,137,636	1,525,308	1,784,758	1,672,155	9.6%
TIRZ #19-Nash Street	107,025	95,297	46,519	118,018	23.8%
TIRZ #21-Downtown	8,000	-	31,335	63,482	N/A
TIRZ #22-Lauth Devel.	(680,149)	64,680	410,479	281,380	335.0%
Debt Service	4,899,772	5,871,494	5,868,897	5,938,504	1.1%
Miscellaneous Trusts	-	-	-	-	N/A
General Government CIP	14,618,376	16,502,312	16,502,312	13,398,888	-18.8%
Water CIP	7,148,872	8,442,316	8,442,316	14,160,280	67.7%
Wastewater CIP	3,917,875	3,293,355	3,293,355	20,371,783	518.6%
BTU (City) CIP	41,380,939	36,645,919	24,421,274	29,289,425	-20.1%
BTU (Rural) CIP	2,057,889	898,400	1,025,000	3,615,076	302.4%
Total Expenses	\$ 359,941,553	\$ 353,762,157	\$ 336,558,958	\$ 350,424,808	-0.94%

**Summary of All Funds
Revenues - by Type
FY2010**

Revenues	Taxes	Franchise Fees	Licenses & Permits	Grants / Intergovernmental / Shared Revenue	Charges for Services	Fines, Forfeits & Penalties	Investment Earnings / Misc. Income	Total
	General	30,847,751	2,218,752	689,770	1,346,989	4,139,489	1,803,151	798,612
Water	-	-	-	-	11,201,600	-	291,200	11,492,800
Wastewater	-	-	-	-	12,319,400	-	319,500	12,638,900
Solid Waste	-	-	32,000	-	7,590,904	-	22,400	7,645,304
BTU (City)	-	-	-	-	116,734,166	-	3,760,300	120,494,466
BTU (Rural)	-	-	-	-	25,771,338	-	303,181	26,074,519
Bryan Commerce & Development	-	-	-	-	-	-	-	-
Airport	-	-	-	-	-	-	35,300	35,300
Warehouse Fund	-	-	-	-	-	-	76,661	76,661
Self-Insurance Fund	-	-	-	-	-	-	1,387,670	1,387,670
Employee Health Insurance Fund	-	-	-	-	-	-	7,484,651	7,484,651
Equipment Replacement Fund	-	-	-	-	-	-	17,500	17,500
Building & Facilities Maintenance Fund	-	-	-	-	-	-	-	-
Community Development	-	-	-	2,078,216	-	-	53,000	2,131,216
Hotel/Motel Tax	430,440	-	-	-	-	-	4,467	434,907
Oil and Gas	-	-	-	-	-	-	76,021	76,021
Special Projects	-	-	-	-	-	-	79	79
Court Technology	-	-	-	-	-	45,600	6,748	52,348
Street Improvement Fund	-	-	-	-	4,957,103	-	49,332	5,006,435
Drainage Improvement	-	-	-	-	823,132	-	38,500	861,632
TIRZ #8-Park Hudson	800,847	-	-	-	-	-	937,815	1,738,662
TIRZ #10-Traditions	541,608	-	-	-	-	-	638,765	1,180,373
TIRZ #19-Nash Street	79,849	-	-	-	-	-	38,169	118,018
TIRZ #21-Downtown Bryan	63,482	-	-	-	-	-	-	63,482
TIRZ #22-Lauth Development	173,203	-	-	-	-	-	108,530	281,733
Debt Service	5,968,946	-	-	-	-	-	46,800	6,015,746
Cemetery Funds	-	-	-	-	-	-	-	-
General Government CIP*	-	-	-	-	-	-	8,200,000	8,200,000
Water CIP*	-	-	-	-	-	-	7,100,000	7,100,000
Wastewater CIP*	-	-	-	-	-	-	12,665,000	12,665,000
BTU (City) CIP*	-	-	-	-	-	-	32,750,305	32,750,305
BTU (Rural) CIP*	-	-	-	-	-	-	4,912,560	4,912,560
Total Revenues	\$ 38,906,126	\$ 2,218,752	\$ 721,770	\$ 3,425,205	\$ 183,537,132	\$ 1,848,751	\$ 82,123,066	\$ 312,780,802

Expenses - by Category

Expenses	Salary & Benefits	Supplies	Maintenance & Services	Miscellaneous/ Admin. Reimb.	Capital Outlay	Debt Service	Transfers Out	Admin. Reimb./ Transfers In	Total
	General	38,695,937	1,930,109	5,947,793	5,273,782	\$ 2,606,537	494,648	2,558,919	\$(16,186,627)
Water	2,176,170	343,043	2,437,795	1,284,386	800,000	3,804,781	1,261,594	(48,216)	12,059,553
Wastewater	2,639,293	454,460	1,990,516	1,270,644	2,037,500	3,256,235	1,365,191	(100,531)	12,913,308
Solid Waste	2,354,686	451,170	718,506	2,911,927	57,410	-	1,938,140	(180,000)	8,251,839
BTU (City)	-	-	109,829,630	-	8,073,412	10,410,475	9,074,132	-	137,387,650
BTU (Rural)	-	-	22,808,694	-	3,143,694	1,097,002	-	-	27,049,390
Bryan Commerce & Development	-	-	606	-	-	116,847	-	(117,453)	-
Airport	-	-	27,400	48,309	-	3,933	10,810	-	90,452
Warehouse Fund	195,505	13,700	11,600	91,464	7,200	-	11,025	(164,843)	165,651
Self-Insurance Fund	416,176	146,170	495,784	1,727,312	360,000	-	2,005,844	(327,154)	4,824,132
Employee Health Insurance Fund	-	-	17,134	7,653,913	-	-	327,154	-	7,998,201
Equipment Replacement Fund	-	-	-	14,547	4,224,304	-	-	(3,461,152)	777,699
Building & Facilities Maintenance Fund	-	-	257,225	-	-	-	-	(227,300)	29,925
Community Development	438,110	8,555	55,081	1,558,301	-	-	-	-	2,060,047
Hotel/Motel Tax	-	-	-	468,600	90,000	-	16,292	-	574,892
Oil and Gas	-	-	-	313	-	-	75,000	-	75,313
Special Projects	-	-	-	199	-	-	89,558	(95,000)	(5,243)
Court Technology	-	1,000	100	-	32,875	-	-	-	33,975
Street Improvement Fund	-	-	2,150,000	-	1,300,000	-	261,154	-	3,711,154
Drainage Improvement	-	-	350,000	-	800,000	-	24,904	-	1,174,904
TIRZ #8-Park Hudson	-	-	-	104,250	415,000	280,000	222,627	-	1,021,877
TIRZ #10-Traditions	-	-	75,000	75,000	-	-	1,522,155	-	1,672,155
TIRZ #19-Nash Street	-	-	-	-	-	-	144,576	(26,558)	118,018
TIRZ #21-Downtown Bryan	-	-	35,000	-	200,000	-	-	(171,518)	63,482
TIRZ #22-Lauth Development	-	-	-	-	-	112,000	281,380	(112,000)	281,380
Debt Service	-	-	-	-	-	8,697,171	-	(2,758,667)	5,938,504
Cemetery Funds	-	-	-	-	-	-	-	-	-
General Government CIP*	-	-	-	-	13,398,888	-	-	-	13,398,888
Water CIP*	-	-	-	-	14,160,280	-	-	-	14,160,280
Wastewater CIP*	-	-	-	-	20,371,783	-	-	-	20,371,783
BTU (City) CIP*	-	-	-	-	29,289,425	-	-	-	29,289,425
BTU (Rural) CIP*	-	-	-	-	3,615,076	-	-	-	3,615,076
Total Expenses	\$ 46,915,877	\$ 3,348,207	\$ 147,207,864	\$ 22,482,947	\$ 104,983,384	\$ 28,273,092	\$ 21,190,455	\$(23,977,019)	\$ 350,424,808

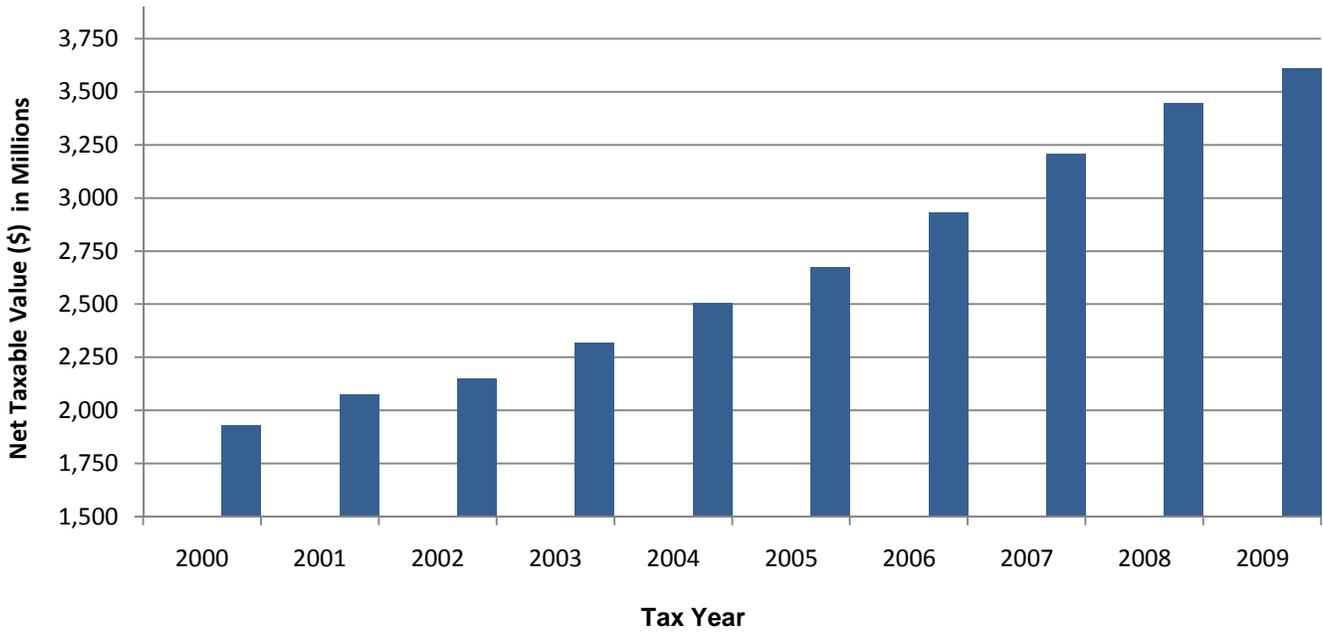
Note: Detailed budgetary information for BTU (City) and BTU (Rural), the City's electric utility, is not disclosed. Such information would reveal strategies about the operations that would give competitors of

**PROPERTY TAX CALCULATION AND DISTRIBUTION
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009**

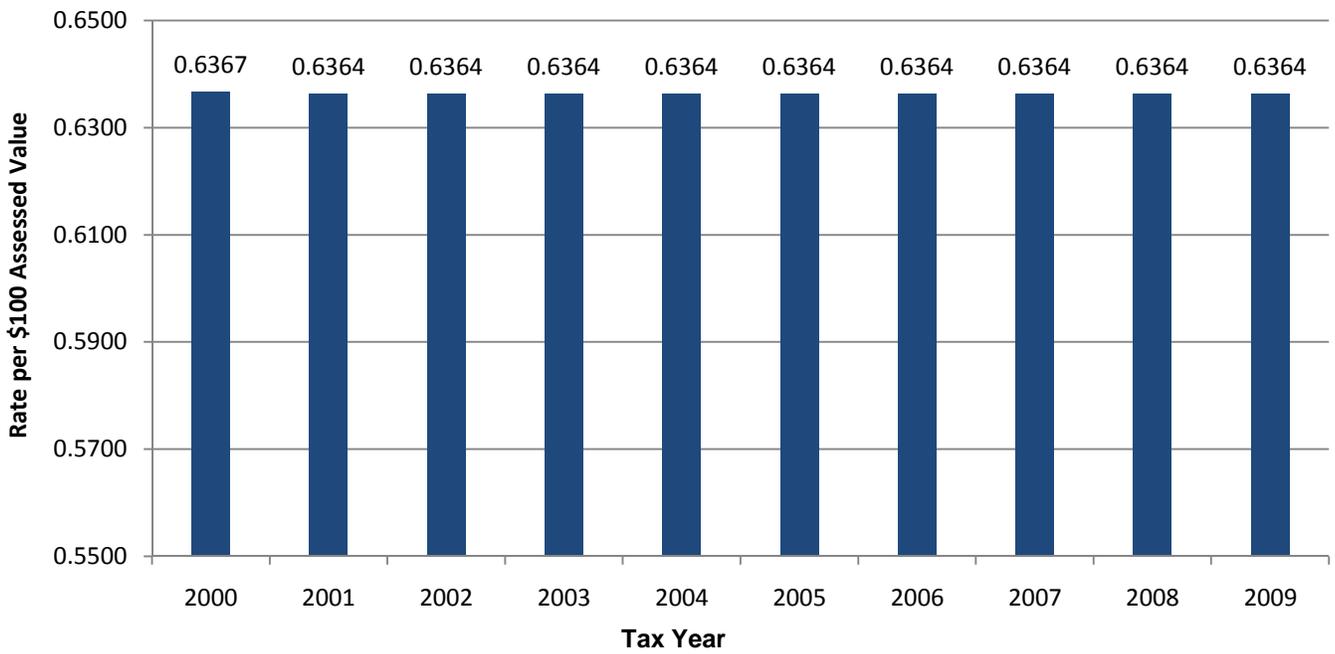
2009 Certified Tax Roll and Levy	FY2010	FY2009 for Comparison
Assessed Valuation (100%)	\$ 4,552,526,367	\$ 3,552,214,312
Net Taxable Value (Before Freeze)	\$ 3,610,792,514	\$ 3,444,684,582
Less: Freeze Taxable /Transfer Adjustments	<u>358,341,815</u>	<u>340,652,108</u>
Total Taxable	\$ 3,252,450,699	\$ 3,104,032,474
Rate Per \$100 of Assessed Valuation	<u>0.6364</u>	<u>0.6364</u>
Taxable	\$ 20,698,596	\$ 19,754,063
Add: Freeze Ceilings	<u>2,122,587</u>	<u>2,011,593</u>
Total Tax Levy	<u>\$ 22,821,184</u>	<u>\$ 21,765,655</u>

Adopted Distribution:	Tax Rate	% of Total	FY2010	FY2009
General Fund	\$ 0.459501	66.95%	\$ 15,279,776	\$ 14,699,090
Debt Service	\$ 0.176899	25.78%	5,882,418	5,658,910
TIRZ 8 - Park Hudson	\$ 0.6364	3.51%	800,847	773,688
TIRZ 10 - Traditions	\$ 0.6364	2.40%	541,608	513,645
TIRZ 19 - Nash Street	\$ 0.6364	0.41%	79,849	61,822
TIRZ 21 - Downtown	\$ 0.6364	1.42%	63,482	18,089
TIRZ 22 - Lauth	\$ 0.6364	0.82%	173,203	40,411
Total Tax Levy			\$ 22,821,184	\$ 21,765,655

**Net Taxable Property Value
Tax Year 2000 - 2009**



**Property Tax Rate
Tax Year 2000 - 2009**



**Summary of Authorized/Budgeted Full-Time Positions
FY2010**

<u>Department</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>	<u>FY2010 Adopted</u>	<u>Variance from FY09-FY10</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>	<u>FY2010 Adopted</u>	<u>Variance from FY09-FY10</u>
General Fund								
<i>Public Safety:</i>								
Municipal Court	14	16	16	0	\$ 672,472	\$ 810,785	\$ 856,404	\$ 45,619
Police Services	160	171	171	0	11,416,868	12,392,768	12,767,064	\$ 374,296
Fire Services	113	114	114	0	8,423,602	8,606,762	8,908,539	\$ 301,777
Total Public Safety	287	301	301	0	\$ 20,512,942	\$ 21,810,315	\$ 22,532,007	\$ 721,692
<i>Public Works:</i>								
Public Works Administration	1	3	5	2	155,461	385,968	661,220	\$ 275,252
Public Works Call Center ¹	0	5	5	0	-	238,396	251,913	\$ 13,517
Engineering Services	18	17	16	-1	1,317,182	1,224,708	1,118,209	\$ (106,499)
Transportation & Drainage ²	31	31	29	-2	1,489,816	1,559,672	1,392,221	\$ (167,451)
Traffic Services ²	0	9	9	0	-	436,671	463,973	\$ 27,302
Total Public Works	50	65	64	-1	\$ 2,962,459	\$ 3,845,415	\$ 3,887,536	\$ 42,121
<i>Community Services:</i>								
Neighborhood-Youth Services	1	1	1	0	111,982	113,994	122,718	\$ 8,724
Real Estate Services ³	0	2.5	0	-2.5	-	195,553	-	\$ (195,553)
Community Development Admin. ⁴	1	0	0.25	0.25	98,604	-	46,461	\$ 46,461
Library System	35	35	35	0	1,925,997	1,990,869	2,035,947	\$ 45,078
Development Services	24	24	24	0	1,380,572	1,437,109	1,486,362	\$ 49,253
Parks and Recreation	13	14	19	5	1,377,597	1,500,735	1,977,878	\$ 477,143
Total Community Services	74	77	79.25	2.75	\$ 4,894,752	\$ 5,238,260	\$ 5,669,366	\$ 431,106
<i>Support Services:</i>								
Fiscal Services	21	18	14	-4	1,337,249	1,204,858	1,047,461	\$ (157,397)
Communications & Marketing	3	5	5	0	232,607	353,528	369,275	\$ 15,747
Information Technology	15	15	15	0	1,019,457	1,051,564	1,115,412	\$ 63,848
Human Resources	5	5	5	0	374,163	397,587	375,480	\$ (22,107)
Facility Services	24	23	23	0	1,204,804	1,144,162	1,170,073	\$ 25,911
Fleet Services	11	11	11	0	560,345	600,028	632,702	\$ 32,674
Total Support Services	79	77	73	-4	\$ 4,728,625	\$ 4,751,727	\$ 4,710,403	\$ (41,324)
<i>General Administration:</i>								
Executive Services	7	6	6	0	\$ 810,349	\$ 740,264	\$ 773,013	\$ 32,749
Internal Audit	1	1	1	0	121,323	117,095	119,877	\$ 2,782
City Secretary	7	7	7	0	387,968	405,576	419,900	\$ 14,324
Council Services	0	0	0	0	971	973	971	\$ (2)
Legal Services	6	6	6	0	542,716	541,888	582,865	\$ 40,977
Total General Administration	21	20	20	0	\$ 1,863,327	\$ 1,805,796	\$ 1,896,626	\$ 90,830
Total General Fund	511	539.5	537.25	-2.25	\$ 34,962,105	\$ 37,451,513	\$ 38,695,937	\$ 1,244,425
Other Funds								
<i>Enterprise Funds:</i>								
Water Services	35.0	35.8	35.55	-0.25	\$ 1,941,152	\$ 2,100,577	\$ 2,176,170	\$ 75,593
Wastewater Services	42.5	44.2	44.45	0.25	2,364,745	2,566,221	2,639,293	\$ 73,072
Solid Waste Fund	51.5	46	46	0	2,426,322	2,269,507	2,354,686	\$ 85,179
BTU Operations*	203	203	187	-16	N/A*	N/A*	N/A*	N/A*
<i>Special Revenue Funds:</i>								
Community Development	8	6.5	5.75	-0.75	517,843	431,675	438,110	\$ 6,435
<i>Internal Service Fund:</i>								
Self Insurance Fund	6	15.5	6.0	-9.5	404,373	640,181	416,176	\$ (224,005)
Warehouse	0	4	4	0	-	179,416	195,505	\$ 16,089
Total Other Funds	346	355	328.75	-26.25	\$ 7,654,435	\$ 8,187,577	\$ 8,219,940	\$ 32,363
Total All Funds	857	894.5	866	-28.50	\$ 42,616,540	\$ 45,639,090	\$ 46,915,877	\$ 1,276,788

¹ Prior to FY2009 Public Works Call Center was included in the Solid Waste Fund.

² Prior to FY2009 Traffic was included with Streets & Drainage Services; FY10 incr. in personnel count was a correction from the Prior year and should have been included in FY09 counts. A budget amendment was done mid-year to formally add this position back.

³ The Real Estate Services Division was created in FY2009 and eliminated in FY2010.

⁴ The Community Development Admin. Division was renamed in FY2010; this division was formerly titled as Special Projects.

*FY10 counts for BTU reflect an accurate number of personnel; FY08/FY09 figures above were inaccurate adopted figures, 188 and 187 are the correct personnel counts for FY08 and FY09, respectively; BTU Operations salaries are excluded so as not to divulge competitive information as outlined in Senate Bill 7.

GENERAL FUND OVERVIEW

FUND DESCRIPTION

This fund accounts for resources traditionally associated with governments which are not required to be accounted for in another fund.

During the budget process, it is the General Fund which receives the most scrutiny from city staff, the council, and the public. The attention is deserved because it is this fund that reflects most of the critical issues affecting the community, from establishing a tax rate to determining employee staffing and benefits.

The budget for the General Fund is prepared using the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become both measurable and available to finance expenditures of the current period except where the accrual basis is specified by Generally Accepted Accounting Principles (GAAP). Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. Expenditures in the governmental funds are recognized in the period in which the liability is incurred, if measurable.

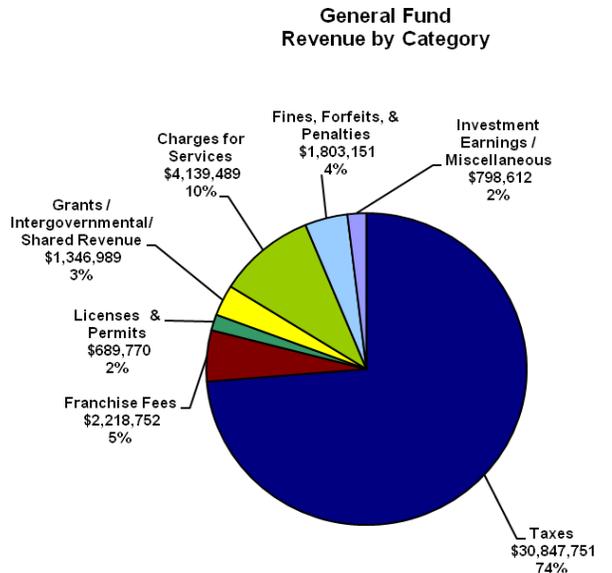
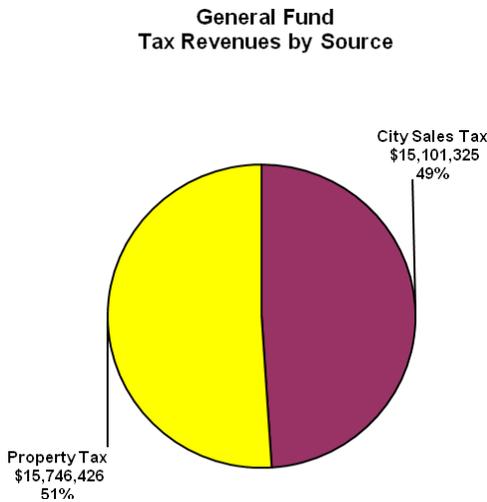
The following narrative reports the major aspects of the General Fund budget for both concluding and new fiscal years. Operational accomplishments and goals are reported in the department narratives.

FISCAL YEAR 2010 REVENUES

Revenues adopted for the 2010 Fiscal Year are \$41,844,514. This represents an increase of \$356,223 from the FY2009 adopted budget of \$41,488,291. General Fund revenues are comprised of taxes, charges for services, intergovernmental transfers, municipal court fines, and other sources.

A large portion of the revenue increase can be attributed to increases in ad valorem and sales tax revenue. Property tax revenue (including delinquent property tax receipts and penalty and interest received on property tax) is expected to increase \$600,781 due in large part to an increase in assessed property valuations on existing properties and new properties added to the tax rolls. The maintenance and operations portion of the tax rate will be \$0.459501. In FY09, \$0.0107 of the M&O portion of the total property tax rate was shifted to the Debt Service component of the tax rate. That amount continues to be dedicated to Debt Service.

The following graphs outline the sources of revenue and a breakdown of tax revenue by category.



GENERAL FUND OVERVIEW

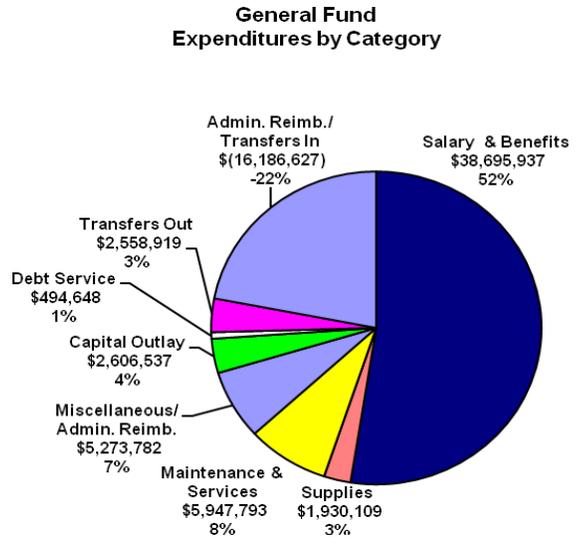
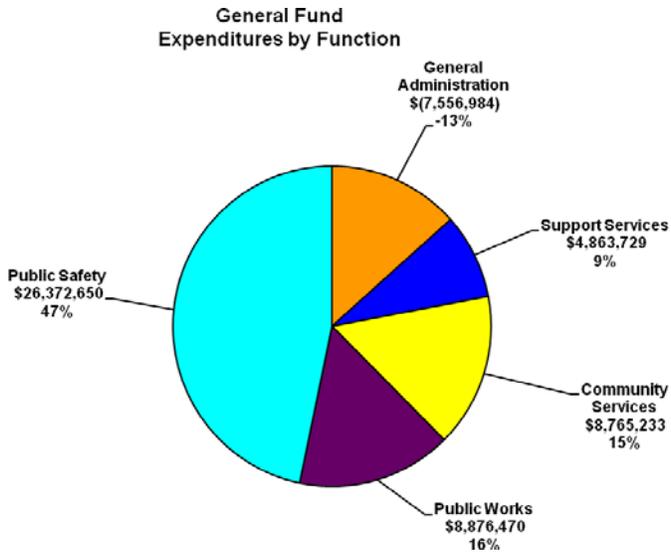
FISCAL YEAR 2010 EXPENDITURES

General Fund expenditures, net of transfers, for FY2010 have been appropriated at \$41,321,098, which is a \$309,761 decrease from the FY2009 adopted budget.

Increased categories of expenditures in the General Fund include expenses for new personnel, supplies, contractual services, maintenance, capital replacement/outlay, and other services/charges for general administration, public works, and public safety.

Some of the City Council's strategic initiatives are addressed through the decision packages awarded to the General Fund departments; these are outlined through the increases described in each expense category.

The following graphs provide a distribution of appropriated funds by operational function and category.



FUND BALANCE

The FY2010 General Fund projected beginning fund balance on October 1, 2009 is \$11,071,891. Because adopted revenues exceed adopted expenses in FY2010, it is anticipated that the fund balance will increase by \$523,416. The adopted fund balance at the end of FY2010 is projected to be \$11,595,307. This fund balance meets the City Council's established threshold of sixty (60) days of expenses, net of transfers.

**General Fund
Fund Summary
FY2010**

	FY2008 Actuals	FY2009 Adopted	FY2009 Revised	FY2009 Projected	FY2010 Proposed	% Change from FY2009 Adopted
<u>Revenues:</u>						
City Sales Tax	\$ 14,532,774	\$ 15,770,000	\$ 15,770,000	\$ 14,291,132	\$ 15,101,325	-4.2%
Property Tax	14,313,161	15,145,645	15,145,645	14,987,059	15,746,426	4.0%
Franchise Fees	2,012,872	2,118,032	2,118,032	2,000,294	2,218,752	4.8%
Licenses & Permits	863,189	607,010	607,010	587,731	689,770	13.6%
Grants & State Shared Tax	1,322,338	1,411,095	1,718,573	1,869,147	1,346,989	-4.5%
Charges for Services	4,098,928	3,840,687	4,106,804	5,132,193	4,139,489	7.8%
Fines	1,858,422	1,978,060	1,978,060	1,702,645	1,803,151	-8.8%
Investment Earnings/Misc. Income	1,065,084	617,762	108,683	951,590	798,612	29.3%
Proceeds - GFA Disposition	106,724	-	509,079	-	-	N/A
Total Revenues	\$ 40,173,492	\$ 41,488,291	\$ 42,061,886	\$ 41,521,791	\$ 41,844,514	0.9%
<u>Expenditures:</u>						
Public Safety	\$ 26,537,348	\$ 25,952,937	\$ 26,331,012	\$ 27,281,607	\$ 26,372,650	1.6%
Public Works	7,384,183	8,805,730	9,273,916	8,536,987	8,876,470	0.8%
Community Services	8,878,212	9,094,786	9,099,428	9,195,124	8,765,233	-3.6%
Support Services	4,790,407	5,299,972	5,583,073	5,191,683	4,863,729	-8.2%
General Administration	2,326,381	2,690,897	2,738,902	2,472,164	2,792,105	3.8%
Non-Departmental	6,974,826	5,674,684	5,953,164	3,851,708	5,837,538	0.0%
Gen & Adm Transfers	(3,156,157)	(3,906,864)	(3,902,587)	(3,765,735)	(3,990,430)	2.1%
Total Expenditures	\$ 53,735,200	\$ 53,612,142	\$ 55,076,908	\$ 52,763,538	\$ 53,517,295	-0.2%
<u>Other Uses/(Sources)</u>						
Transfers in/ROW Pmts	\$ (8,485,199)	\$ (11,981,283)	\$ (11,991,719)	\$ (9,852,220)	\$ (12,196,197)	
Total Expenditures/Other Uses/(Sources)	\$ 45,250,001	\$ 41,630,859	\$ 43,085,189	\$ 42,911,317	\$ 41,321,098	
Increase/(Decrease) in Fund Balance	\$ (5,076,509)	\$ (142,568)	\$ (1,023,303)	\$ (1,389,526)	\$ 523,416	
Beginning Fund Balance	9,699,016	13,844,325	10,055,764	10,055,764	8,666,238	
Unreserve Reserved Fund Balance	5,294,441					
CAFR Adjustments	138,816					
Ending Fund Balance	\$ 10,055,764	\$ 13,701,757	\$ 9,032,461	\$ 8,666,238	\$ 9,189,654	
Fund Balance Reserve Requirement: (Sixty days operating expenses)	\$ 7,438,356	\$ 6,843,429	\$ 7,082,497	\$ 7,053,915	\$ 6,792,509	

**General Fund
Summary of Revenues
FY2010**

	FY2008 Actuals	FY2009 Adopted	FY2009 Projected	FY2010 Proposed	Incr/(Decr) from FY2009 Adopted	% Change from FY2009 Adopted
<u>Revenues</u>						
Taxes						
City Sales Tax	\$ 14,532,774	\$ 15,770,000	\$ 14,733,000	\$ 15,101,325	\$ (668,675)	-4.2%
Property Tax*	14,313,161	15,145,645	15,145,645	15,746,426	600,781	4.0%
Franchise Fees	2,012,872	2,118,032	2,186,845	2,218,752	100,720	4.8%
Bingo Tax	183,579	202,000	195,941	195,941	(6,059)	-3.0%
Mixed Drink Tax	64,994	68,276	74,128	74,128	5,852	8.6%
	<u>31,107,380</u>	<u>33,303,953</u>	<u>32,335,559</u>	<u>33,336,572</u>	<u>32,619</u>	<u>0.1%</u>
Licenses & Permits						
Business	26,537	30,199	28,545	28,545	(1,654)	-5.5%
Non-Business Permits	588,079	576,811	619,396	661,225	84,414	14.6%
	<u>614,616</u>	<u>607,010</u>	<u>647,941</u>	<u>689,770</u>	<u>82,760</u>	<u>13.6%</u>
Grants						
Federal	287,726	-	156,722	-	-	N/A
State	72,269	-	33,182	-	-	N/A
Local Government	931,242	1,105,819	1,105,819	1,041,920	(63,899)	-5.8%
Private	31,101	35,000	35,000	35,000	-	0.0%
	<u>1,322,338</u>	<u>1,140,819</u>	<u>1,330,723</u>	<u>1,076,920</u>	<u>(63,899)</u>	<u>-5.6%</u>
Charges for Services						
General Government	120,926	125,341	117,917	117,917	(7,424)	-5.9%
Public Safety	593,664	637,916	930,949	770,568	132,652	20.8%
Sanitation	24,830	31,007	96,941	96,941	65,934	212.6%
Health	1,872,222	1,450,562	1,516,642	1,516,642	66,080	4.6%
Recreation	1,411,710	1,531,361	1,541,090	1,574,485	43,124	2.8%
Library	75,576	64,500	62,936	62,936	(1,564)	-2.4%
	<u>4,098,928</u>	<u>3,840,687</u>	<u>4,266,475</u>	<u>4,139,489</u>	<u>298,802</u>	<u>7.8%</u>
Other Income						
Fines	1,858,422	1,978,060	1,803,151	1,803,151	(174,909)	-8.8%
Operating Income	907,196	108,683	108,683	359,738	251,055	231.0%
Miscellaneous	157,888	509,079	560,896	438,874	(70,205)	-13.8%
Proceeds - GFA Disposition	106,724	-	-	-	-	N/A
	<u>3,030,230</u>	<u>2,595,822</u>	<u>2,472,730</u>	<u>2,601,763</u>	<u>5,941</u>	<u>0.2%</u>
Total Revenues	<u>\$ 40,173,492</u>	<u>\$ 41,488,291</u>	<u>\$ 41,053,428</u>	<u>\$ 41,844,514</u>	<u>\$ 356,223</u>	<u>0.9%</u>

*Includes Current Property Taxes (\$15,279,776), Delinquent Property Taxes (\$239,271), and Penalty and Interest on Tax (\$227,379)

**General Fund
Summary of Expenditures by Department
FY2010**

<u>Expenditures</u>	FY2008 Actuals	FY2009 Adopted	FY2009 Projected	FY2010 Adopted	Incr/(Decr) from FY2009 Adopted	% Change from FY2009 Adopted
Public Safety						
Municipal Court	\$ 1,117,438	\$ 1,219,775	\$ 1,169,418	\$ 1,311,095	\$ 91,320	7.5%
Police Administration	14,484,770	14,011,826	12,719,838	14,191,482	179,656	1.3%
Fire & Emergency Ops. Center	10,935,140	10,721,336	10,716,948	10,870,073	148,737	1.4%
	<u>26,537,348</u>	<u>25,952,937</u>	<u>24,606,204</u>	<u>26,372,650</u>	<u>419,713</u>	<u>1.6%</u>
Public Works						
Public Works Admin.	459,271	410,797	492,571	758,962	348,165	84.8%
Public Works Call Center ¹	-	248,922	223,797	263,064	14,142	5.7%
Engineering	1,215,628	1,344,799	1,358,459	1,232,597	(112,202)	-8.3%
Streets & Drainage ²	3,477,412	3,207,677	2,846,413	2,491,595	(716,082)	-22.3%
Traffic ²	-	1,257,546	1,364,676	1,516,576	259,030	20.6%
Facilities Administration	1,697,458	1,659,204	1,622,357	1,905,578	246,374	14.8%
Fleet Administration	534,414	676,785	676,792	708,098	31,313	4.6%
	<u>7,384,183</u>	<u>8,805,730</u>	<u>8,585,065</u>	<u>8,876,470</u>	<u>70,740</u>	<u>0.8%</u>
Community Services						
Neighborhood & Youth Svcs.	133,122	190,675	203,341	174,393	(16,282)	-8.5%
Real Estate Services ³	147,254	225,868	178,249	-	(225,868)	-100.0%
Community Development Admin ⁴	29,002	-	34,860	46,460	46,460	N/A
Library Services	2,251,786	2,467,213	2,311,302	2,430,842	(36,371)	-1.5%
Development Services	1,600,752	1,703,547	1,715,452	1,773,532	69,985	4.1%
Parks & Recreation	4,716,296	4,507,483	4,349,636	4,340,006	(167,477)	-3.7%
	<u>8,878,212</u>	<u>9,094,786</u>	<u>8,792,840</u>	<u>8,765,233</u>	<u>(329,553)</u>	<u>-3.6%</u>
Support Services						
Fiscal Services	1,531,112	1,460,504	1,434,128	1,373,221	(87,283)	-6.0%
Information Technology	2,308,957	2,766,021	2,827,911	2,458,976	(307,045)	-11.1%
Communications & Marketing	350,182	443,644	464,714	434,070	(9,574)	-2.2%
Human Resources	600,156	629,803	607,841	597,462	(32,341)	-5.1%
	<u>4,790,407</u>	<u>5,299,972</u>	<u>5,334,594</u>	<u>4,863,729</u>	<u>(436,243)</u>	<u>-8.2%</u>
General Administration						
Executive Services	971,683	1,121,101	1,072,060	1,151,931	30,830	2.7%
Internal Audit	115,812	124,985	117,185	127,803	2,818	2.3%
City Secretary	485,616	565,388	578,144	606,240	40,852	7.2%
City Council Services	260,143	277,195	296,526	262,777	(14,418)	-5.2%
Legal Services	493,127	602,228	588,080	643,354	41,126	6.8%
Payments to Other Agencies	6,974,826	5,674,684	3,823,388	5,837,538	162,854	2.9%
Transfers In/ROW Payment	(8,485,199)	(11,981,283)	(9,995,327)	(12,196,197)	(214,914)	1.8%
Administrative Reimbursements ⁵	(3,156,157)	(3,906,864)	(3,761,458)	(3,990,430)	(83,566)	2.1%
	<u>(2,340,149)</u>	<u>(7,522,566)</u>	<u>(7,281,402)</u>	<u>(7,556,984)</u>	<u>(34,418)</u>	<u>0.5%</u>
Total Expenditures	<u>\$ 45,250,001</u>	<u>\$ 41,630,859</u>	<u>\$ 40,037,301</u>	<u>\$ 41,321,098</u>	<u>\$ (309,761)</u>	<u>-0.7%</u>

¹ Previously included in Solid Waste Fund; moved to General Fund in FY2009.

² Traffic was previously included with Streets & Drainage prior to FY2009.

³ Real Estate Services was eliminated for FY2010.

⁴ Community Development Admin was formerly called Special Projects

⁵ Administrative reimbursements and transfers-in/ROW payments are reflected as reductions to expenditures.

Municipal Court

Mission Statement

The mission of Municipal Court is to serve the public in a fair, efficient and accountable manner while contributing to the quality of life in our community by impartially administering justice.

Strategic Initiatives

- Provide efficient processing of citations filed with the court by various agencies.
- Provide efficient case flow management to ensure that every litigant receives procedural due process and equal protection.
- Provide prompt processing of the court's writs and warrants.
- Continue looking at means by which Information Technology can improve court operations and the quality of justice.
- Efficient and timely execution of warrants.

Fiscal Year 2009 Accomplishments

- Planned, coordinated, and successfully executed warrant round up in association with the Great State of Texas Warrant Round Up.
- Adopted and implemented a Teen Court at Bryan High and Rudder High School.
- Successfully terminated and moved out of leased facility.
- Successfully executed moving Municipal Court operations into the Bryan Justice Center.
- Successfully added one more City Marshal to Court staffing.
- Assisted with the implementation of the first Youth Advisory Council.
- Successfully upgraded Court's hardware and software.
- Hired and trained two youth employees through the BVCOG summer work program.
- Court Administrator served as Board Secretary of the Texas Municipal Courts Association and Bryan Rotary Club officer.

Fiscal Year 2010 Goals and Objectives

- Continue expansion of Teen Court within Bryan ISD schools.
- Court to provide "Together We Can" sessions to juvenile defendants and parents.
- Continue participation in the Great State of Texas Warrant Round-up.
- Continue processing cases filed in a timely, effective and efficient manner.
- Continue execution of court's writs in timely and efficient manner.

Major Budget Items

- Municipal Court was increased \$27,706 as part of the City's FY2010 budget balancing initiative. Contractual Labor was increased.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 708,768	\$ 810,785	\$ 798,639	\$ 856,404
Supplies	30,306	39,088	37,008	36,919
Maintenance & Services	238,085	189,507	162,912	229,702
Miscellaneous/Admin Reimb	140,279	166,717	157,181	174,917
Transfers	-	13,678	13,678	13,153
Total Expenses	\$ 1,117,438	\$ 1,219,775	\$ 1,169,418	\$ 1,311,095

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Municipal Court Manager	1	1	1	1
City Marshal/Bailiff ¹	3	4	4	4
Deputy Court Clerk	7	7	7	7
Municipal Court Admin	1	1	1	1
Warrant Technician	1	1	1	1
Juvenile Case Coordinator	-	1	1	1
Community Services Coordinator	1	1	1	1
Total	14	16	16	16

¹ One new City Marshall/Baliff position approved for FY09 through Decision Package.

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
% of warrant service targets achieved	100%	100%	100%	100%
# of warrants served	5,000	5,000	4,500	4,500
Revenue collected on outstanding warrants	\$ 600,000	\$ 600,000	\$ 550,000	\$ 550,000
Average number of days to process citations	4	4	4	4
# of cases filed	16,500	16,500	16,000	16,000
# of community service cases	400	400	450	450
# of warrants issued	4,500	4,500	4,000	4,000
# of Teen Court sessions	N/A	N/A	52	52

Police Administration

Mission Statement

The Bryan Police Department is committed to provide superior police services to the public in order to protect life, property and freedoms secured by the Constitution. We will identify and solve problems by forming partnerships with citizens to enhance the quality of life within our community.

“To protect and enhance the quality of life through excellence in service for a safer tomorrow.”

Strategic Initiatives

- Annually update the department's five year strategic plan.
- Maintain community partnerships to enhance quality of life for all Bryan residents.
- Maintain accreditation status and compliance with accreditation standards.
- Provide excellence in law enforcement service to the community.
- Continue to increase diversity within the departmental workforce.
- Collaborate with other agencies to reduce crime within our community.

Fiscal Year 2009 Accomplishments

- Reduced reported Part 1 Uniform Crime Rate (UCR) violent crime rate by four percent (4%).
- Reduced Priority 1 response time by six percent (6%); approximately 30 second reduction.
- Maintained a clearance rate of twenty-one percent (21%).
- Enhanced citizen/police communications with residents through Neighborhood Enforcement Team (NET) efforts.
- Conducted annual analysis of bias-based profiling exceeding state reporting requirements.
- Established a department wide wellness program resulting in improved physical well-being.
- Recruited the largest cadet class in the history of the department (11 officers.)
- Staffed the K-9 Unit with two additional canines.
- Established and fielded Video Surveillance System in downtown Bryan.
- Established a Criminal Intelligence Unit and incorporated criminal intelligence information into daily operations.
- Expanded the Crime Prevention Education Program with the creation of televised public service announcements.
- Staffed vacant officer positions within all specialty units – DDT, DET, TRT, CNT, TSU and SRO.
- Civilianized the Accreditation Manager position.
- Implemented a career development program to enhance development of officers and first line supervisors.
- Contracted with the Mosier Group and Charles G. Parten, Inc. for executive coaching of the department's executive staff.
- Implemented on-line reporting of citizen-initiated offense reports.

- Established a criminal intelligence function to identify/apprehend habitual offenders.
- Contracted with PMAM for identification of entities requiring alarm permits and collection of false alarm fees.
- Conducted sexual harassment and rape prevention (SHARP) training for female city employees.
- Expanded the crime scene investigation unit.
- Conducted statewide police officer survival training.

Fiscal Year 2010 Goals and Objectives

- Make the City of Bryan the safest city in the Great State of Texas.
- Reduce Part I UCR crimes by five percent (5%).
- Reduce response times to calls for service by fifteen percent (15%).
- Maintain a clearance rate at or above the national average of twenty-one percent (21%).
- Implement a DNA collection program to reduce residential and business burglaries by five percent (5%).
- Expand the Video Surveillance Network to include critical infrastructure, business districts, educational institutions, and areas of significant interest.
- Increase citizen satisfaction through the Neighborhood Enforcement Team's community oriented policing approach.
- Divide the FY2010 budget to reflect the nine (9) different divisions in order to enhance accountability in the budget balancing process – Executive, Staff Services, Investigations, Support Services, Auxiliary Services, Day Patrol, Night Patrol, Special Operations and Reserves.

Major Budget Items

- The Police Department was reduced \$301,209 as part of the City's FY2010 budget balancing initiative.
- In FY2010, the police department budget was separated into cost centers. This will allow for better monitoring of costs associated with various activities of the department.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 11,659,275	\$ 12,392,768	\$ 11,035,087	\$ 12,767,064
Supplies	586,667	504,325	489,778	402,611
Maintenance & Services	591,632	450,244	428,257	352,129
Miscellaneous/Admin Reimb	1,191,082	98,612	113,275	92,780
Capital Outlay	456,114	176,096	249,461	102,173
Transfers	-	389,781	403,980	474,725
Total Expenses	\$ 14,484,770	\$ 14,011,826	\$ 12,719,838	\$ 14,191,482

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Administration (Executive Staff)	\$ 14,484,770	\$ 14,011,826	\$ 12,719,838	\$ 1,574,690
Staff Services	-	-	-	597,653
Investigations	-	-	-	2,138,589
Support Services	-	-	-	2,186,619
Auxiliary Services	-	-	-	895,957
Day Patrol	-	-	-	2,920,509
Night Patrol	-	-	-	2,270,651
Special Ops	-	-	-	1,599,863
Reserves	-	-	-	6,951
Total Expenses	\$ 14,484,770	\$ 14,011,826	\$ 12,719,838	\$ 14,191,482

Police Administration

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Accreditation Manager ³	-	-	1	1
Animal Control Officer	4	4	4	4
Animal Control Supervisor	1	1	1	1
Assistant Police Chief	3	3	3	3
Auxiliary Services Manager ⁴	-	-	1	1
CID Secretary	1	1	1	1
Crime Analyst	1	1	1	1
Crime Scene Investigator	-	1	1	1
Crime Scene Technician ⁵	-	-	1	1
Crime Victims Assistance Coordinator ¹	1	2	2	2
Field Operations Bureau Secretary	1	1	1	1
Intake Specialist	8	8	8	8
Intake Supervisor	1	1	1	1
Intake/Records Manager ⁴	1	1	-	-
Investigative Assistant ⁵	4	4	3	3
Police Chief	1	1	1	1
Police Clerk	1	1	-	-
Police Finance Assistant	-	1	1	1
Police Finance Clerk	1	-	-	-
Police Lieutenant	6	6	6	6
Police Officer	97	104	103	102
Police Sergeant	17	19	20	20
Police Staff Assistant	1	1	1	1
Property & Evidence Custodian	2	2	2	2
Records Clerk	6	6	7	7
Records Supervisor	1	1	1	1
Support Services Secretary	1	1	1	1
Total	160	171	172	171

Crime Victims Assistance Coordinator¹ One Crime Victims Asst Coord is grant funded.

Accreditation Manager³ new position added during FY09.

Intake/Records Manager⁴ title changed to Auxiliary Services Manager⁴ during FY09.

One Investigative Assistant⁵ position upgraded to Crime Scene Technician⁵ during FY09.

Note: 170 positions budgeted as one of the 171 is a military place holder (FY09).

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Priority call response time (minutes)	8.1	8.1	6.9	5.9
Traffic accident rate (per 1,000)	27	27	25	25
Total Part 1 Crimes reported	4,512	4,512	4,286	4,072
Citizen complaints filed	20	20	18	18
Employee turnover	11.5%	11.5%	10%	10%
Part 1 Crimes clearance rate	15.3%	15.3%	21%	21%
% crime rate growth	-4.5%	-4.5%	2%	2%
% change in traffic accident rate	-1%	-1%	5%	5%
% citizens satisfied or very satisfied	79%	79%	80%	80.0%
Implement a DNA program	N/A	N/A	N/A	100%
Expand the Video Surveillance Ntwrk by 20 cameras	N/A	N/A	N/A	20

This page left intentionally blank



Fire & Emergency Operations Center

Mission Statement

The mission of Fire and Emergency Operations Center is to save lives, protect property, and enhance the quality of life of the citizens of Bryan by providing quality and cost efficient services including: fire prevention, fire suppression, rescue, emergency medical, emergency management, code enforcement, and hazardous materials mitigation.

Strategic Initiatives

- Planning for future fire station locations to sustain or improve acceptable response times and to provide for adequate personnel and equipment response.
- Reduce average property loss by fire damage.
- Successfully utilize new Records Management System (RMS)/ Computer Aided Dispatch (CAD) system.
- Prevent fires by active code enforcement, public education, and effective fire investigation.
- Provide excellent customer service in fire suppression, emergency medical services, hazardous materials mitigation, technical rescue, and homeland security issues.
- Protect the community from natural and man-made disasters through progressive emergency management leadership.
- Continue to provide excellent customer service through efficient and effective fiscal management.
- Improve professional development for all fire department supervisors.

Fiscal Year 2009 Accomplishments

- Implemented a cost recovery program for Bryan Fire Department.
- Transferred to new record keeping software for fire and EMS.
- Added one support staff position for BFD.
- Provided leadership and management classes for all supervisors.
- Implemented the newly required NFPA standard (1851) for our protective clothing cleaning and annual testing.
- Completed construction and opened Fire Station 5.

Fiscal Year 2010 Goals and Objectives

- Request ISO evaluation inspection for the City of Bryan.
- Develop annual budget for City of Bryan Emergency Management and participation in the Joint Community Emergency Operations Center.
- Implement a Quartermaster /Supply Clerk position for BFD.
- Continue participation in the Federal Homeland Security Grant program.
- Restart our BFD Citizens Fire Academy Program.

Major Budget Items

- Fire Services & the Emergency Operations Center were reduced \$279,736 as part of the City's FY2010 budget balancing initiative.

Fire & Emergency Operations Center

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 8,121,472	\$ 8,606,762	\$ 8,524,380	\$ 8,908,539
Supplies	564,464	575,221	604,193	544,235
Maintenance & Services	474,052	520,880	571,019	499,680
Miscellaneous/Admin Reimb	464,345	89,395	82,432	105,395
Capital Outlay	1,310,807	181,966	187,812	6,864
Transfers	-	747,112	747,112	805,360
Total Expenses	\$ 10,935,140	\$ 10,721,336	\$ 10,716,948	\$ 10,870,073

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Fire Services	\$ 10,872,438	\$ 10,634,336	\$ 10,629,948	\$ 10,783,766
Emergency Operations Center	62,702	87,000	87,000	86,307
Total Expenses	\$ 10,935,140	\$ 10,721,336	\$ 10,716,948	\$ 10,870,073

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Fire Chief	1	1	1	1
Assistant Fire Chief	3	3	3	3
Fire Marshall	1	1	1	1
Deputy Fire Marshall	-	1	1	1
Chief Inspector/Arson Investigator	2	-	-	-
Battalion Chief	3	3	3	3
Lieutenant	15	18	18	21
Apparatus Operator	18	18	21	21
Fire Inspector/Lieutenant	1	2	2	2
Firefighter	63	63	57	57
Fire Services Administrative Assistant	1	1	1	1
Fire Services Clerk	1	2	2	2
EMS Supervisor	3	-	-	-
Emergency Mgmt Coordinator	1	1	1	1
Total	113	114	111	114

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
% of Fire/EMS responses under 5 minutes	24%	24%	26%	27%
# of residential/commercial fires	118	135	135	150
Value of property lost to fire	\$ 1,352,426	\$ 1,700,000	\$ 1,700,000	\$ 2,000,000
Value of property saved from fire	\$ 58,086,413	\$ 70,000,000	\$ 70,000,000	\$ 80,000,000
# of Civilian deaths	1	N/A	N/A	N/A
# of Civilian injuries due to fire	13	15	15	18
# of Firefighters with lost time injuries	3	4	4	5
# of Incidents with flame spread exceeding 3	10	12	12	14
# of Inspections	2,100	2,500	2,500	2,700
# of citizens trained in fire prevention	5,500	7,500	7,500	9,000
Total emergency responses	8,370	8,822	8,822	9,200
Total unit responses	14,718	15,370	15,370	16,000
Total EMS patients	6,460	6,700	6,700	7,000
Average calls per day	23	24	24	25
Average unit responses per day	40	42	42	44
# of Citizens Trained in BFD Citizen Fire Academy	N/A	N/A	N/A	30
Total funds obtained from Homeland Security Grant Program	N/A	N/A	\$ 166,666	N/A

Public Works Administration

Mission Statement:

The Public Works Department is committed to being good stewards of the resources entrusted to us by the Citizens of Bryan by continually developing, maintaining and operating our infrastructure and providing quality services in a cost-effective, efficient, and safe manner.

Strategic Initiatives

- Perform engineering analysis and design to ensure cost-effective and quality infrastructure is constructed.
- Provide safe and timely residential, commercial, and brush & bulky solid waste collection services at an affordable rate.
- Ensure the Facilities and Fleet assets of the City are well maintained.
- Through planning and continuous maintenance provide safe and efficient traffic system operations, quality pavement, and adequate drainage.

Fiscal Year 2009 Accomplishments

- Developed the City's second comprehensive 5-year Capital Improvement Program and began implementing Fiscal Year 2009 Capital Improvement projects.
- Implemented the "Be Green in Bryan" sustainability/educational program.
- Developed and implemented the City's Vehicle Replacement Program and began development of a Facilities/Parks equipment long range replacement plan.
- Enhanced strategic areas of the City (including downtown area) by actively collecting litter, maintaining dumpster enclosures, and sweeping the streets.
- Implemented the MicroPAVER software to manage the City of Bryan street system and prepared projected street maintenance plan.
- Integral in obtaining over \$18 million in State & Federal funding for roadway improvements in the City of Bryan.
- Successfully hired in-house maintenance crews to begin a cost-effective, and comprehensive right-of-way mowing program.

Fiscal Year 2010 Goals and Objectives

- Continue implementation of the Capital Improvement Program by completing projects in a timely, and cost-effective manner.
- Successful completion of the first phase of construction at the Twin Oaks Landfill.
- Create and implement a Sustainability Action Plan.
- Enhance and improve services provided on fleet vehicles and continue implementation of the Vehicle Replacement Plan.
- Complete and refine the long range Facilities Equipment Replacement Plan.
- Refine the 5-year Drainage Maintenance Plan that includes primary and secondary drainage systems.
- Incorporate the processes required by the Texas Commission on Environmental Quality for quality storm water drainage (MS4).
- Prepare an update to the Transportation Throughfare Plan.

Major Budget Items

- Public Works Administration was reduced \$1,076 as part of the City's FY2010 budget balancing initiative.
- In FY2010 the City Engineer and Assistant Public Works director, formerly funded in Engineering and Streets & Drainage, respectively, were moved to the Public Works Administration budget.

Public Works Administration

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 212,540	\$ 385,968	\$ 407,608	\$ 661,220
Supplies	12,682	3,046	5,660	9,606
Maintenance & Services	16,973	18,783	21,303	83,136
Miscellaneous/Admin Reimb	217,076	3,000	58,000	5,000
Total Expenses	\$ 459,271	\$ 410,797	\$ 492,571	\$ 758,962

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Public Works Director	1	1	1	1
Traffic & Transportation Director	-	1	1	1
City Engineer ¹	-	-	-	1
Assistant Public Works Director ²	-	1	1	2
Total	1	3	3	5

City Engineer¹ position moved from Engineering to Public Works Administration on 10/1/09.

The second Assistant Public Works Director² position moved from Drainage & Streets on 10/1/09.

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of infrastructure construction projects complete	13	N/A	14	14
Value of infrastructure construction projects completed	\$ 18,396,000	N/A	\$ 20,000,000	\$ 20,000,000
Citizen requested work orders handled	98%	90%	96%	98%

Public Works Call Center

Mission Statement

The mission of the Public Works Call Center and Administrative Support is to respond to customer concerns and departmental requests in an efficient manner while striving to provide superior customer service.

Strategic Initiatives

- Develop well trained and empowered staff who respond to customer complaints and concerns in a timely and professional manner.
- Streamline the work order process by work distribution and optimizing staff.
- Create reporting from work orders to provide managers with information to raise the level of service provided and monitor productivity.
- Utilize work order application to fullest capability to aid managers with data to operate efficiently.
- Provide accurate and timely financial information to managers and fiscal services.

Fiscal Year 2009 Accomplishments

- Visited downtown merchants and encouraged them to call Public Works to report needed improvements or enhancements to Downtown and any other area across our city. Distributed our promotional phone squeezer to merchants.
- Worked with GIS staff to create work order layers for Solid Waste, Traffic, and Streets & Drainage and to include comments from orders.
- Continued to update Special Needs Customer layer in GIS.
- Updated Public Works departmental web pages to include recent information frequently asked by customers and worked with communications and marketing department to remove unfriendly forms and formatting.
- Updated equipment costs with Water Services in work order application to new FEMA rates.
- Reclassified request category codes, task, teams, and department information in work order application.
- Implemented job costing of work orders for Streets, Drainage, and Traffic.
- Introduced automated Dig-Tess service to staff.
- Performed job order updates in Work Order applications.
- Successfully operated Call Center 24/7 during Hurricane Ike. Trained crew members and outside departmental personnel on operating in the Call Center.
- Staff worked alongside Police Services in the Command Center during Texas Reds Festival.
- Staff received FEMA certificates on required training.
- Created an Employee Development Plan.
- Researched and implemented Call Center employee certification.
- Identified and adjusted 500+ customers whose utility billing accounts were incorrect.

- Audited 1000+ utility billed customer's drainage and transportation fees.
- Continued assisting BTU with implementation of Cayenta billing software.
- Organized and assisted BTU with training users on Cayenta software. Users included Public Works, Water Services, Fire, Police, and Brazos County staff.
- Purchased phone system engine to announce queue count to customers.
- Updated all phone system queue messages.
- Continued customer service phone survey and looked at other means of gathering data.
- Visited City of Austin's 311 center.
- Conducted internet research on 311 centers and their progress, issues, and abandoning use.
- Participated in telephone conference with City of Houston's 311 manager and the City of Savannah, Georgia.
- Created "Help Bryan!" web page with communications and marketing department.
- Reported customer usage of "Help Bryan!" web page.
- Reviewed H.T.E.'s customer tracking/requesting applications during H.T.E. product demo.
- Laserfiche historical BVSWMMA documents.
- Proactively encouraged citizens to report service needs through TV ads, webpage and individual communication with groups such as Downtown merchants.

Fiscal Year 2010 Goals and Objectives

- Maintain that calls are not in queue longer than one minute.
- Address calls in a two minute time frame.
- Maintain that work orders are created and closed on an efficient time schedule.
- Fill process invoices timely.
- 3 Media promotions of "Help Bryan!" web page.
- Increase intake of email work requests by 10%.

Major Budget Items

- The Public Works Call Center was reduced \$3,683 as part of the City's FY2010 budget balancing initiative.

Public Works Call Center

	FY2008* Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ -	\$ 238,396	\$ 213,496	\$ 251,913
Supplies	-	5,076	3,516	3,501
Maintenance & Services	-	5,100	6,585	7,300
Miscellaneous/Admin Reimb	-	350	200	350
Total Expenses	\$ -	\$ 248,922	\$ 223,797	\$ 263,064

* Public Works Call Center was included with Solid Waste Fund in FY2008.

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Customer Service Supervisor	-	1	1	1
Public Works Call Center Assistant	-	4	1	1
Public Works Support Assistant	-	-	3	3
Total	-	5	5	5

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Calls in queue longer than one minute	6%	5%	5%	5%
Complete calls within two minutes	94%	98%	98%	98%
Work Orders handled within time schedule	98%	90%	96%	98%
Invoices processed within 7 days of receipt	88%	90%	95%	96%
# of promotions of Help Bryan! Web page	N/A	N/A	3	3
Increase number of email work requests by 50%	N/A	N/A	10%	10%

Engineering

Mission Statement

Our mission is to provide high quality, efficient, and cost effective municipal engineering services to the citizens, as well as other Divisions and Departments of the City of Bryan.

Strategic Initiatives

- Effective management of capital improvement projects to ensure quality construction on schedule and within budget.
- Improve city services by reducing the backlog of maintenance and repair activities through capital improvement projects.
- Provide a thorough review of construction drawings and plats submitted for approval through Development Services in a timely manner.
- Increase the use of technology to improve efficiency, and increase productivity.
- Foster the professional working relationships with: the citizens of Bryan; other City departments; community organizations; local, state, and federal agencies; consulting engineers; and contractors.
- Public infrastructure is installed using industry standard construction practices and the quality of the infrastructure verified by Engineering Inspectors.
- Continue to update and maintain Geographic Information System (GIS) information relating to development and newly installed public infrastructure.
- Perform floodplain administration duties for the City of Bryan and continue participation in the Community Rating System.

Fiscal Year 2009 Accomplishments

- Achieved Class 7 status in the Community Rating System resulting in up to 15% Flood Insurance Discounts to Citizens of Bryan.
- Hired two Assistant City Engineers – fully staffed department for first time in over 2 years.
- Developed the City's second comprehensive 5 year Capital Improvement Program (CIP) and established an annual process for the program. (2010-2014)
- Implemented the FY2009 Capital Improvement Projects.
- Utilized 24 engineering consultant contracts and designed 25 Projects using in-house engineering staff totaling approximately \$27 million of construction projects awarded.
- Monitored approximately 20 development and 40 capital improvement construction projects throughout the City.
- Reviewed site development review submittals with a 5 day turnaround and reviewed engineering construction plans with a 10 day turnaround.
- Scanned over 5,000 documents related to CIP & over 11,500 documents related to development into Laserfish.

- Solicited responses to a qualifications based process for engineering, surveying and landscape architect professional services from which this prequalified list that will be utilized in selecting consultants for the next 2 to 3 years.
- Scanned over 5,000 documents related to CIP & over 11,500 documents related to development into Laserfish.
- Developed and implemented a comprehensive personnel training plan to maximize the use of the budgeted funds for employee training.

Fiscal Year 2010 Goals and Objectives

Image:

- Include aesthetic aspects to capital improvement projects to beautify the City.
- Assist in development of a right of way management ordinance to manage work of others within the City's Street Rights of Ways.
- Develop a plan of action for tree protection along creeks and floodplains.

Infrastructure:

- Assist other departments (Water, Transportation/Drainage, Parks, Facilities) in development of master plans and project development and construction.
- Continue implementation of Capital Improvement Program.
- Implement the FY2010 Capital Improvement Projects.
- Increase use of GPS equipment by engineers and inspectors in developing designs and locating public infrastructure.

Growth:

- Continue 5 and 10 day turnaround for development review process and construction plan review respectively.
- Improve the ranking in the Community Rating System from a level 7 to a higher level 6 increasing the flood insurance discount from 15 to 20%.
- Continue outreach to the neighborhood associations and other civic organizations regarding the CIP.
- Begin outreach program to neighborhood associations regarding floodplain management and the National Flood Insurance Program.

Diversity:

- Continue to utilize the Annual Citizen survey in the development of the Capital Improvement Program.
- Provide means for public input about capital improvement projects on the City's web site.

Public Safety:

- Revise the City's Storm water Drainage Ordinance.

Major Budget Items

- Engineering Services was reduced \$20,040 as part of the City's FY2010 budget balancing initiative.

Engineering

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 990,190	\$ 1,224,708	\$ 1,222,709	\$ 1,118,209
Supplies	72,017	36,455	37,825	31,295
Maintenance & Services	121,848	48,764	60,228	50,418
Miscellaneous/Admin Reimb	13,082	9,400	12,225	10,100
Capital Outlay	18,491	-	-	-
Transfers	-	25,472	25,472	22,575
Total Expenses	\$ 1,215,628	\$ 1,344,799	\$ 1,358,459	\$ 1,232,597

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
City Engineer ²	1	1	1	-
Assistant City Engineer	2	2	2	2
Civil Engineer	4	4	4	4
Engineering Technical Assistant	1	1	1	1
Development Services Admin Assistant ¹	1	1	1	-
Development Services Office Coordinator ¹	-	-	-	1
Engineering Inspector	5	5	5	5
Engineering Technician	3	3	3	3
Transportation Engineer	1	-	-	-
Total	18	17	17	16

Development Services Admin Asst¹ position title changed to Development Services Office Coordinator¹ during FY2009.

City Engineer² position moved to Public Works Administration on 10/1/09.

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Development:				
Average # of working days to review site development submittals	5	5	5	5
Average # of working days to review Engineering plans and reports	10	10	10	10
Value of construction projects installed by developers	\$ 4,880,000	\$ 2,600,000	\$ 2,000,000	\$ 2,200,000
# of construction projects monitored	30	20	20	20
Capital Improvement Projects:				
# of consulting engineering contracts	28	15	24	20
# of engineering in-house designed projects	18	15	25	15
Value of construction projects awarded (public infrastructure)	\$ 14,040,000	\$ 15,000,000	\$ 27,000,000	\$ 20,000,000
# of construction projects monitored	24	30	40	30
# of construction projects completed	13	N/A	14	14
Value of construction projects completed	\$ 18,396,000	N/A	\$ 20,000,000	\$ 25,000,000

Streets & Drainage

Mission Statement

To provide the citizens and visitors of Bryan a thoroughfare system that is maintained in such a manner to promote safe and aesthetically pleasing travel by maintaining the vegetation along the thoroughfare and maintaining a drainage system that promotes safe and efficient removal of storm related runoff conditions. We are committed to responding to the needs of our customers with professionalism, insuring quality customer service in a timely manner, and improving the first image citizens and visitors receive as they enter the City of Bryan.

Strategic Initiatives

Transportation:

- Use the MicroPaver software to maintain a five (5) year street maintenance projection for the City of Bryan.
- Increase the average Pavement Condition Index (PCI) for the City of Bryan streets to 70 or above. The current average PCI is 67.
- Annually review the Transportation Fee to determine if adequate funds are being generated to meet the system maintenance needs.
- Add curb and/or gutter along all streets that are reconstructed in the street maintenance contract.
- Respond to all work orders issued by the citizens or the city staff within forty-eight (48) hours from the time the work order is issued.
- Coordinate with the Engineering, Traffic, and Water & Wastewater Divisions to efficiently maintain the travel surface of the street system.

Right-of-Ways:

- Regularly mow and trim the right-of-ways in accordance with the growing conditions to provide a consistently maintained image of the City.
- Regularly review the cost of services by comparing the in-house cost versus the cost of contracted services.

Drainage:

- Maintain an inventory and develop a map of existing drainage problems within the City of Bryan and initiate a five year maintenance program to eliminate problem areas systematically.
- Prepare a map indicating the location of existing drainage easements within the City of Bryan.
- Prepare a map of proposed drainage easements to be obtained within the City of Bryan.
- Prepare an inventory of open ditches located adjacent to the roadway system.
- Respond to all work orders issued by the citizens or the city staff within forty-eight (48) hours from the time the work order is issued.
- Coordinate with the Engineering, Traffic and the Water and Wastewater Divisions to efficiently maintain the drainage facilities owned by the City of Bryan.

MS-4 Program:

- Prepare MS-4 Program annual report and submit it to the Texas Commission on Environmental Quality.
- Conduct Public Service Announcements to educate the citizenry with regards to stormwater protection.
- Implement a Stormwater Hotline.
- Develop a staff education program which identifies stormwater Best Management Practices (BMP's).
- Develop staff site inspection procedures to assure BMP's are being used at new construction sites.
- Prepare an ordinance for possible fees to finance the cost associated with staff site inspections.

Fiscal Year 2009 Accomplishments

- Implemented the MicroPAVER software to manage the City of Bryan street system.
- Rehabilitated approximately 27 miles of roadway and reconstructed approximately 6 miles of roadway in the City of Bryan.
- Prepared five year projected street & drainage maintenance plans.
- Initiated a curb and gutter installation program with Transportation Fee funds in older areas of town with rural road sections.
- Increased coordination between the engineering, traffic, and water & wastewater divisions.
- Responded to 500+ work order requests.
- Filled in more than 5000 potholes and 100 patches in the City of Bryan streets.
- Reorganized the Streets & Drainage Division staff into two (2) street maintenance crews, two (2) drainage maintenance crews, two (2) right-of-way maintenance crews and one (1) concrete maintenance crew.

Fiscal Year 2010 Goals and Objectives

- Maintain an average PCI of 67 for all streets in the City of Bryan.
- Add 5,000 linear feet of curb and gutter to the street system during the 2010 budget year.
- Develop a map which depicts all of the drainage easements currently in the possession of the City of Bryan.
- Begin development of a workable model of the existing storm water system using StormCAD software, and model fifteen (15) percent of the storm water system during FY2010..
- Educate ten (10) percent of the Streets & Drainage staff with respect to the Best Management Practices associated with MS4 program.
- Develop a secondary drainage system master plan.
- Develop ordinances associated with the implementation of the MS4 program.

Major Budget Items

- Streets & Drainage was reduced \$102,315 as part of the City's FY2010 budget balancing initiative; one crew worker position was eliminated through this initiative.

	FY2008* Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,359,750	\$ 1,559,672	\$ 1,139,800	\$ 1,392,221
Supplies	177,433	226,666	167,700	137,984
Maintenance & Services	1,827,126	776,420	759,548	640,782
Miscellaneous/Admin Reimb	9,425	4,600	9,400	6,500
Capital Outlay	103,678	237,550	367,196	-
Transfers	-	402,769	402,769	314,108
Total Expenses	\$ 3,477,412	\$ 3,207,677	\$ 2,846,413	\$ 2,491,595

* Traffic Services was included with Streets & Drainage in FY2008.

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Streets & Drainage Crew Leader	3	4	4	4
Streets & Drainage Crew Worker	6	4	5	4
Streets & Drainage Equipment Operator	12	11	8	8
Streets & Drainage Foreman	-	-	1	1
Streets & Drainage Manager ¹	1	1	1	-
Streets & Drainage Supervisor	1	1	1	1
ROW Crew Leader (supervisor)	-	1	1	1
ROW Crew Workers/Equipment Operators (mowers)	-	8	8	8
Concrete Finisher ²	-	-	1	1
Traffic Supervisor	1	-	-	-
Traffic Technician	7	-	-	-
Transportation Engineer	-	1	1	1
Total	31	31	31	29

Note: Transportation Department changed its name to Streets & Drainage on 10/1/08.

Streets & Drainage Manager¹ transferred to Public Works Administration as Assistant Public Works Director on 10/1/09.

Changed one Equipment Operator to Concrete Finisher².

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Compliance with TMUTCD	100%	N/A	N/A	N/A
% of paved lane miles in returned to satisfactory	4%	8%	8%	5%
% of work orders responded to within 72 hours	60%	100%	70%	90%
% of pothole requests responded to within 72 hours	80%	100%	85%	95%
% of public roadways inspected for conditions	100%	100%	100%	100%
Average Pavement Condition Index > 67	N/A	N/A	N/A	100%
5,000 Linear Feet of Curb and Gutter Added	N/A	N/A	N/A	100%
% of the Stormwater System Mapped	N/A	N/A	N/A	15%
% of City Staff w/ MS4 education	N/A	N/A	N/A	10%

Traffic

Mission Statement

The mission of Traffic Operations is to provide expertise in the planning, design, operations, and maintenance of the city's traffic and transportation infrastructure, consistent with professional engineering standards, industry safety protocols, and using the most efficient procedures possible, as well as being sensitive to the needs of the public and the environment. A customer service focus will be provided to the citizens of Bryan, all system users, all levels of city government, to other governmental agencies, and to private sector industry partners to have the most safe and efficient system possible.

Strategic Initiatives

- Provide transportation planning support for and implementation of the City's Long Range Thoroughfare Plan.
- Provide traffic engineering support for Capital Improvement Plan and development design and construction.
- Ensure safe and efficient operations of the City's traffic signal and Intelligent Transportation Systems.
- Provide for a safe working environment for employees through training and safe working practices.
- Ensure implementation of City standards and policies as related to transportation and traffic engineering.
- Maintain traffic control devices in accordance to the Manual on Uniform Traffic Control Devices (MUTCD).
- Provide excellent customer service while responding to requests in a timely manner.

Fiscal Year 2009 Accomplishments

Planning:

- Completed Briarcrest Drive East-West Thoroughfare study.
- Made minor update/revisions to Thoroughfare Plan.
- Reviewed on-street parking guidelines.
- Developed street naming guidelines/conventions.

Design:

- Developed new traffic specifications for CIP projects.
- Obtained alternative funding for CIP projects.

Operations:

- Implemented Traffic Signal Master Plan.
- Continued LED upgrades of traffic signals.
- Continued school zone flasher upgrades.
- Constructed traffic signal upgrades at South College Avenue and Dodge Street and at Villa Maria Road and Cavitt Street.
- Removed protected-permitted lead-lag signal phasing at multiple intersections.
- Reviewed/negotiated new utility rates with BTU.

Maintenance:

- Implemented new city-wide striping contract.
- Implemented city-wide traffic count program.
- Began initial phase of traffic sign maintenance GIS database.

Other:

- Public peer-reviewed technical paper.
- Updated traffic control schedule in Code of Ordinances.

Fiscal Year 2010 Goals and Objectives

Planning:

- Major Update to Thoroughfare Plan.
- Update Bikeway Master Plan.

Design:

- Revise traffic signal standards and specifications.

Operations:

- Begin traffic signal/communication integration with Regional Mobility Initiative.
- Completely eliminate protected-permitted lead-lag signal phasing in the city.
- Develop Traffic Signal Communications Master Plan.

Maintenance:

- Implement new utility billing process.
- Develop Traffic Signal Maintenance Plan.
- Full implementation of traffic sign GIS database.

Other:

- Implement website improvements.
- Train/develop staff to attain/maintain certifications.
- Coordinated with TxDOT on Old Reliance Bridge replacement project.
- Helped TxDOT prepare \$12 Million Safety Bond Grant Program for City of Bryan.

Major Budget Items

- Traffic Services was reduced \$69,383 as part of the City's FY2010 budget balancing initiative. This initiative included the elimination of one sign technician position.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ -	\$ 436,671	\$ 368,561	\$ 463,973
Supplies	-	24,200	52,031	45,108
Maintenance & Services	-	761,746	900,193	963,018
Miscellaneous/Admin Reimb	-	600	9,562	11,000
Transfers	-	34,329	34,329	33,477
Total Expenses	\$ -	\$ 1,257,546	\$ 1,364,676	\$ 1,516,576

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Traffic Technician ¹	-	8	-	-
Traffic Sign Technician ¹	-	-	6	6
Traffic Signal Technician ¹	-	-	2	1
Traffic Operations Supervisor ²	-	-	1	1
Graduate Civil Engineer ³	-	-	1	1
Transportation Supervisor ²	-	1	-	-
Total	-	9	10	9

Traffic Technician¹ position title changed to Traffic Sign Technician¹ or Traffic Signal Technician¹ during FY2009.

Transportation Supervisor² position title changed to Traffic Operations Supervisor² during FY2009.

Graduate Civil Engineer position moved from Drainage & Streets through Budget Amendment in April 2009.³

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
% of Work Orders (Maintenance) Responded to within	N/A	100%	90%	100%
% of Customer Requests (Operations) Responded to within	N/A	100%	95%	100%
% of Development Reviews Completed in 5 Days	N/A	100%	80%	100%
% of Design Reviews Completed in 5 Working Days	N/A	100%	90%	100%
% of P&Z Commission Meetings Attended	N/A	100%	90%	100%
% of Thoroughfare Plan updated.	N/A	N/A	N/A	100%
% of Bikeway Masterplan updated.	N/A	N/A	N/A	100%
% of traffic signal standards updated.	N/A	N/A	N/A	100%
% of Communication Integration complete.	N/A	N/A	N/A	100%
% of Prot-Perm Lead-Lag eliminated.	N/A	N/A	N/A	100%
% of Communications Master Plan completed.	N/A	N/A	N/A	100%
% of BTU Billing process updated.	N/A	N/A	N/A	100%
% of Traffic Signal Maintenance Plan created.	N/A	N/A	N/A	100%
% of Traffic Sign Database implemented.	N/A	N/A	N/A	100%
% of Website Improvements implemented.	N/A	N/A	N/A	100%
Amount spent on Training/Development	N/A	\$ 8,000	\$ 8,000	\$ 8,000

Facilities Administration

Mission Statement

The mission of Facility Services is to provide customers and employees with an honest, courteous, and responsive level of service where every Facilities team member is dedicated to servicing the City's public facilities and parks with exceptional workmanship, integrity, and a conscientious effort to maximize the City's financial resources.

Strategic Initiatives

- Operational goals are met within budget.
- All vehicles and equipment are maintained in a safe and operable condition.
- Schedules and timeframes are maintained and completed to the customer's satisfaction.
- Departmental succession training and employee development will remain a high priority.

Fiscal Year 2009 Accomplishments

- Completed Fire Station 5-coordination of the construction and design.
- Remodeled Fire Station 3-mold remediation & restroom upgrades (showers, floors, fixtures) and kitchen cabinets.
- Remodeled Fire Station 2-repainted kitchen cabinets, new counter tops, and ceramic tile flooring throughout the station.
- Upgrades to surfaces at Austin's Colony Park playgrounds.
- Completed all keyless entry gates and doors throughout all City buildings.
- Replaced the boiler at the Bryan Aquatics Center.
- Developed a facility equipment inventory and long range replacement plan.
- Completed a capacities study of all City departments.
- Tennis court resurfaced.
- Tiffany Park playground upgraded.
- Replaced carwash hot water heaters.
- Retrofitted pool drains to comply with new regulations.
- Golf course clubhouse painted.

Fiscal Year 2010 Goals and Objectives

- Focus on training opportunities for those employees wanting to expand their knowledge.
- Continue to focus on complete customer satisfaction at the end of our work request.
- Communicate with updates so that all involved with projects stay informed.
- Continue to enhance our buildings and parks with any green opportunities available.
- Develop our system with upgrades that are more cost effective.
- Replace the boiler at the Bryan Library.

Major Budget Items

- Facility Services was reduced \$33,365 as part of the City's FY2010 budget balancing initiative. The amount requested for the Filter Replacement Service was reduced. Also, the amount of Facilities Vehicle Replacement Program contribution was reduced.

Facilities Administration

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,057,934	\$ 1,144,162	\$ 1,092,689	\$ 1,170,073
Supplies	47,734	41,152	39,694	36,009
Maintenance & Services	410,623	204,152	222,765	442,701
Miscellaneous/Admin Reimb	145,320	195,379	192,850	191,943
Capital Outlay	35,847	-	-	-
Transfers	-	74,359	74,359	64,852
Total Expenses	\$ 1,697,458	\$ 1,659,204	\$ 1,622,357	\$ 1,905,578

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Maintenance Supervisor	2	1	1	1
HVAC Technician	1	1	1	1
Facility Services Assistant	1	1	1	1
Maintenance Technician	9	9	9	8
Maintenance Technician-Cemetery	-	-	1	1
Facility Project Coordinator	1	1	1	1
Preventive Maintenance Tech	1	1	1	1
Service Crew Supervisor	1	1	1	1
Service Worker	6	6	6	6
Facility Equipment Operator	1	1	1	1
Facility Services Manager	1	1	1	1
Total	24	23	23	23

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Total completed Park Work Orders	2,331	4,007	2,215	2,273
Total completed Facility Work Orders	3,632	4,892	2,914	3,273
Total completed CORR Work Orders	2,668	N/A	2,294	2,481
Total completed SP Work Orders	73	N/A	36	55
Total completed STDT Work Orders	3,222	N/A	2,798	3,010
Total completed Texas Reds Work Orders	5	N/A	5	5
Total completed Coulter Field Airport Work Orders	37	N/A	17	27
Average labor cost/preventative mtnce work order	\$ 14	\$ 12	\$ 19	\$ 17
Facilities mtnce work orders complete in 30 days	100%	100%	100%	100%
Labor hrs/facilities corrective work order	4	2	4	4
Labor cost/facilities corrective work order	\$ 57	\$ 30	\$ 66	\$ 61
Response to corrective mtnce request within 48 hours	99%	99%	99%	99%
Average hrs for completed Special Projects	74	5	100	87
Average cost for Special Projects	\$ 1,096	\$ 76	\$ 1,564	\$ 1,330
Average number of completed Special Projects	73	911	36	36
Facility special projects complete within 60 days	100%	100%	100%	100%
Overall satisfaction of Maintenance and repair survey	99%	99%	99%	99%
Overall satisfaction of Custodial survey	99%	99%	99%	99%
Average hrs. for employee training	N/A	N/A	N/A	46
% of appliance upgrades that were more effective	N/A	N/A	N/A	90%

Fleet Administration

Mission Statement

Plan, direct, coordinate, and manage an effective maintenance, procurement, and replacement program for the City's fleet inventory within limits of the City's financial resources; Provide advice and information on fleet requirements through a constant evaluation of fiscal resources, manpower, programs, facilities, and equipment.

Strategic Initiatives

- All vehicles and equipment are maintained in a safe and operable condition to maximize effective utilization, longevity, and reduce downtime.
- Operational goals are met within budgetary constraints.
- Departmental time allocated to cross-training is continued.
- Staff is treated fairly, with respect, and is provided with a safe working environment.
- Staff maintains a consistently high quality of work and is encouraged to develop and improve their skills and performance.
- All funds and assets are managed in a fiscally responsible manner.
- Future needs of the organization are identified and planned for strategically.

Fiscal Year 2009 Accomplishments

- Began the implementation of the Vehicle and Equipment Replacement Plan and coordinated \$3.2m worth of vehicle replacements. (First year).
- Attained the Blue Seal of Excellence Award through the National Institute for Automotive Service Excellence (ASE). (third consecutive year). 75% of service technicians ASE certified.
- Began a "Police Patrol Mounted Tire and Wheel Replacement Program". Piloted this plan beginning with the Police Department, with the goal of reducing downtime. It has proven effective and we plan on implementing in other areas of the fleet where feasible. Cut the time for patrol vehicle 4 tire replacement from 1 to 1.5 hours to 15 minutes.
- Enhanced current in-house tire mounting and balancing services by adding in-house tire/flat repairs on light vehicles and equipment. This service is designed to further reduce vehicle down time and save City departments' additional financial resources when compared to our current out sourcing alternatives.
- Implemented an annual Preventive Maintenance Inspection Program to include all City of Bryan trailers.
- Continued Fleet Standardization in all areas possible or practical. Having a standardized fleet makes for a safer work environment as operators become more familiar with the equipment, as well as also improving purchase price advantages. This also results in greatly improved parts stocking ability,

- Positive changes in the Central Receiving Warehouse and personnel have enhanced cooperation, translating to an In-house Parts Inventory which allows for improved customer service, efficiency and reduced downtime (this continues to improve and has helped our operation immensely).
- Extended Fleet Service Hours by implementing a split shift system in effort to better meet our customer needs.

Fiscal Year 2010 Goals and Objectives

- Attain National Institute for Automotive Service Excellence (ASE), Blue Seal of Excellence Award (fourth consecutive year).
- Vehicle and Equipment Replacement Plan fully implemented and funded.
- Continue to enhance services provided on fleet vehicles and equipment.
- Continue to improve Fleet Split Shift operations as deficiencies and areas of potential are identified.
- Enhance service level efficiency with the addition of a Fleet Service Unit equipped to better facilitate road/field service calls.
- Continue to implement new procedures that enhance environmental compliance.
- Provide excellent customer service.
- 100% compliance with state and local laws.
- Continue internal cross-training program; all technicians ASE certified.
- Continue process of fleet standardization at every level when practical or feasible.
- Continue to provide and promote innovative ideas and goal setting to increase cost savings, enhance customer service, and increase efficiency in the fleet operation.

Major Budget Items

- Fleet Services was reduced \$10,706 as part of the City's FY2010 budget balancing initiative.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 465,566	\$ 600,028	\$ 601,833	\$ 632,702
Supplies	19,142	23,062	23,618	22,857
Maintenance & Services	28,315	40,149	35,753	41,618
Miscellaneous/Admin Reimb	1,987	1,000	3,041	1,200
Capital Outlay	19,404	-	-	-
Transfers	-	12,546	12,547	9,721
Total Expenses	\$ 534,414	\$ 676,785	\$ 676,792	\$ 708,098

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Fleet Supervisor	1	1	1	1
Lead Service Technician	2	2	2	2
Preventive Maintenance Inspector	1	1	1	1
Fleet Mechanic	4	4	4	4
Fleet Administrative Clerk	1	1	1	1
Fleet/Facility Support Technician	1	1	1	1
Welding/Fabrication Technician	1	1	1	1
Total	11	11	11	11

Performance and Activity Measures

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of fleet job orders	6,922	7,800	7,435	7,500
Average labor hours per fleet job order	1.60	1.60	1.63	1.60
Average labor cost per fleet job order	\$ 73.66	\$ 73.00	\$ 71.33	\$ 75.00
# of fleet job orders completed per day/per	5	5	5	5
% of eligible Service Technicians ASE Certified	N/A	N/A	N/A	83
Total Number of New/Recertified ASE skills attained	N/A	N/A	N/A	10

Neighborhood & Youth Services

Mission Statement

The mission of Neighborhood Services is to improve the quality of life in the City of Bryan by promoting and facilitating citizen communication, participation, and involvement in local governance through the organization and registration of neighborhood and/or homeowner associations with the City of Bryan's Neighborhood Association Partnership Program (NAPP).

The mission of Youth Services is to contribute to the healthy and pro-social development of all youth in the City of Bryan through programs which will provide positive experiences and outcomes in a safe environment.

Strategic Initiatives

- Establish partnerships with youth serving organizations in the City of Bryan, especially Bryan ISD, to support youth programs, and provide technical assistance to other youth serving agencies.
- Conduct community presentations about youth development needs and recognize youth in Bryan for positive achievements.
- Utilize youth in leadership roles by establishing and supporting youth to serve on the City of Bryan's Youth Advisory Committee.
- Work with youth serving organizations to increase their participation in the Youth Neighborhood Association Partnership Program (YNAPP) and encourage youth service involvement in neighborhood organizations.
- Focus on the support of early care and education initiatives for children and youth in Bryan.
- Support initiatives that help Bryan families achieve financial stability and provide for improvement in their quality of life.
- Support the organization and registration of neighborhood associations with the City of Bryan.
- Support registered neighborhood associations applying for and receiving matching grants for neighborhood improvement projects.
- Provide ongoing feedback through newsletters and the City of Bryan's website on neighborhood association news and happenings in Bryan.
- Host city-wide neighborhood forum to assist neighborhood organizations in meeting their goals and objectives.

Fiscal Year 2009 Accomplishments

- Established the first Youth Advisory Commission for the City of Bryan with 10 students from area high schools.
- Established two new registered neighborhood associations and continued working with two other potential groups.
- Conducted over a dozen community presentations to groups about youth development needs, especially in the areas of fathering and divorce issues.
- Assisted 4 registered associations with applying for and receiving neighborhood matching grants.
- Partnered with Bryan ISD to develop an early childhood literacy initiative in the City of Bryan.

- Worked with the United Way through Councilmember Ann Horton's "Bank on It" initiative to provide funding for additional volunteer tax (VITA) sites in Bryan.
- Provided funding to two YNAPP initiatives including working with the TAMU Big Event.
- Worked with First Book B/CS to increase literacy outcomes by providing over 5,000 books to children from low-income families to take home for their own.
- Served as a "Family Partner" in the Family Solutions program by receiving training and being a mentor to a student at Bryan's Flex High School.
- Participated in the National League of Cities (NLC) Poverty Reduction Peer Network alternate monthly conference calls to share feedback regarding poverty reduction initiatives with NLC cities across the country.

Fiscal Year 2010 Goals and Objectives

- Utilization of the Youth Advisory Commission (YAC) to help improve the image of youth in the City of Bryan by highlighting the successful initiatives undertaken by the YAC.
- Assist with clean-up projects in the City by youth serving organizations to improve the image and the appearance of the City of Bryan.
- Implement Early Childhood Literacy program in the City of Bryan and Bryan ISD.
- Support increased literacy by continuing to provide books to low income students through the First Book B/CS program.
- Continue supporting the B/CS Family Solutions Mentoring program to aid specific families.
- Continue involvement in the NLC Poverty Reduction Peer Network Conference Calls to share strategies and information about reducing the impact of poverty in our communities.
- Continue to conduct community presentations on youth development topics.
- Continue to register new neighborhood/homeowner associations in the City of Bryan.
- Continue supporting the neighborhood matching grant program for registered neighborhood/homeowners associations in Bryan.
- Continue attending registered neighborhood and/or homeowner association meetings.
- Host annual city-wide neighborhood forum to assist neighborhood organization in meeting their goals and objectives.

Major Budget Items

- Neighborhood Association (NAPP) Matching Grant funds.
- Youth Neighborhood Association (YNAPP) Matching Grant funds.
- Funds for operations associated with the YAC.
- Travel and Training Funds.
- Funds for purchasing a new computer this fiscal year.
- Funds to support youth initiatives.

Neighborhood & Youth Services

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 105,395	\$ 113,994	\$ 113,798	\$ 122,718
Supplies	220	2,125	2,125	2,125
Maintenance & Services	2,982	5,766	5,766	5,760
Miscellaneous/Admin Reimb	24,525	68,790	81,652	43,790
Total Expenses	\$ 133,122	\$ 190,675	\$ 203,341	\$ 174,393

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Neighborhood Youth Services Manager	1	1	1	1
Total	1	1	1	1

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of youth receiving new adult mentors	120	120	126	126
# of BSD students involved in internships % job shadowing	90	90	100	120
# of Poverty Reduction Peer Network Conference Calls	N/A	N/A	4	6
% increase in literacy by providing books through 1st Book	5%	5%	10%	15%
# of presentations to community groups	45	45	45	45
# of neighborhood associations registered	40	40	39	41
# of neighborhood associations utilizing matching grant funds	N/A	N/A	6	6
# of neighborhood associations utilizing YNAPP matching grant	N/A	N/A	5	5
# of City Wide Neighborhood Forums held	N/A	N/A	1	1
Increase in # of mentors in B/CS Family Partners Program	N/A	N/A	20	36
% increase in low income families that are part of "Bank On It"	N/A	N/A	10%	20%
Increase in # of families involved in financial literacy education	15	15	30	40
# of youth in early reading project w/ Crockett Elementary School, Head Start, & Bryan Library	N/A	N/A	100	100
Development of the Youth Advisory Commission	N/A	N/A	10	12
B/CS Family Solutions Program Involvement	N/A	N/A	20	20

Community Development Admin

Mission Statement

To plan, develop and implement special projects within the Community Development Services Department, which support the City Council Initiatives for the benefit of the citizens of the City of Bryan; to eliminate slum and blight; and for the general betterment of the community.

Strategic Initiatives

- Expand the supply of decent, safe, and affordable housing through support of the Community Development Services Department programs (**City Council Initiative: Image, Growth, and Diversity**).
- Increase access to public services and public facilities through the coordination of the public service funding process (**City Council Initiative: Growth and Infrastructure**).
- Increase economic development by providing technical assistance to special economic development projects (**City Council Initiative: Growth and Image**).
- Increase the opportunity for additional funding by providing assistance on grant development for special projects (**City Council Initiative: Education and Growth**).

Fiscal Year 2009 Accomplishments

- Provided coordination of the outside agency process for 12 non-CDBG service agencies (**City Council Initiatives: Education**).
- Provided technical assistance to private housing developers for the Texas Department of Housing & Community Affairs tax credit developments (**City Council Initiatives: Growth and Diversity**).
- Researched a minimum of 20 housing grant opportunities for the City, Community Development Services and Community Housing Development Organizations (**City Council Initiatives: Education and Growth**).
- Provided technical assistance to Executive Services for Senior Needs Assessment and Programming (**City Council Initiatives: Diversity and Growth**).
- Provided oversight of LaSalle Hotel financials monthly.
- Coordinated ad hoc special project committee for community input on interior design and upgrade of the LaSalle Hotel (**City Council Initiatives: Growth**).
- Provided technical assistance of the LaSalle Hotel proposal process for the LaSalle Request for Proposal's for management, lease or purchase of the property (**City Council Initiatives: Growth and Diversity**).
- Provided technical assistance to Downtown North RFP special project (**City Council Initiatives: Growth**).
- Provided technical assistance to Research Valley Partnership for two grant proposals as a special project (**City Council Initiatives: Education, Infrastructure, and Growth**).
- Provided technical assistance to Executive Services for Sale Park Pavilion grant proposal (**City Council Initiatives: Education and Growth**).
- Provided technical assistance as part of the City Census Committee (**City Council Initiatives: Education and Growth**).

Fiscal Year 2010 Goals and Objectives

- Provide oversight of financials for the LaSalle Hotel (monthly).
- Provide coordination of LaSalle management project.
- Provide technical assistance to special project "Grants Committee".
- Provide technical assistance to special project "Downtown North".
- Provide technical assistance to a minimum of 5 special projects with private entities for collaborative partnerships with the City of Bryan encompassing the Growth, Education, and Diversity City Council Strategic Initiatives.
- Provide coordination of the City's public service funding process.
- Provide oversight and monitoring of a minimum of 5 outside agencies and 6 federally funded agencies.
- Begin a city wide planning process for the City's 5 Year Consolidated Plan, including a Housing Analysis.
- Provide technical assistance to one special project Census Committee.

Major Budget Items

- General Fund Special Projects

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 27,181	\$ -	\$ 34,576	\$ 46,460
Supplies	52	-	4	-
Maintenance & Services	1,769	-	280	-
Total Expenses	\$ 29,002	\$ -	\$ 34,860	\$ 46,460

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Community Development Manager	-	-	0.25	0.25
Community Development Asst Manager	-	-	0.25	-
Special Projects Director	1.00	-	-	-
Total	1.00	-	0.50	0.25

November 2008: Fund splits changed for Manager and Assistant Manager; a portion will now come out of this department

October 2009: Fund split changes for Assistant Manager

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of financial reviews for LaSalle Hotel	N/A	N/A	12	12
# of LaSalle proposal management projects	N/A	N/A	1	1
# of LaSalle Hotel management reviews	N/A	N/A	4	4
# of special projects partnerships with private entities	N/A	N/A	5	5
# of public service agency funding processes coordinated	N/A	N/A	2	2
# of outside agency contracts managed	N/A	N/A	5	5
# of federally funded contracts managed	N/A	N/A	6	6
# of City-wide planning process projects for 5 Year Consol. Plan	N/A	N/A	N/A	1
Provide staff assistance to Downtown North Committee	N/A	N/A	N/A	1
Provide staff assistance to Census Committee	N/A	N/A	1	1
Provide staff assistance to Grants Committee	N/A	N/A	1	1

Bryan + College Station Library Services

Mission Statement

The mission of the Bryan + College Station Public Libraries is to provide equal opportunity access to information, high quality book and multimedia materials, programs, exhibits and online resources. Meet the needs of a diverse community for lifelong learning, cultural enrichment, and intellectual stimulation by employing a knowledgeable, well-trained staff committed to excellent service.

Strategic Initiatives

- Provide year-round, age appropriate programs that foster the love of reading and knowledge.
- Provide year-round training classes in computer programs.
- Improve technology equipment in the three libraries
- Subscribe to databases to keep up with the advancement of knowledge.
- Continue to attend workshops to improve the training of staff.

Fiscal Year 2009 Accomplishments

- Circulated 840,601 items, an increase of 4.4%.
- Circulated 311,970 juvenile materials, an increase of 15%.
- Provided 95,133 uses of public access computers.
- Circulated 79,165 DVDs, an increase of 20%.
- 472,479 visitors came to the libraries, an increase of 12%.
- Improved website.
- Negotiated contract with Polaris for new library automated system.
- Added shelving to all three libraries.
- Increased the size of the Spanish collection.
- Created new and unique signage in the Youth Services department.

Fiscal Year 2010 Goals and Object

- Participate in City Council reading program for 4-year-olds.
- Increase number of eBooks available to library patrons.
- Conduct a campaign promoting issuance of library cards to 50% of City employees.
- Continue to increase Spanish collection.
- Present summer reading program for youth.
- Increase circulation by 5%.

Major Budget Items

- Collection development funds.
- Replacement of four staff computers.
- eLibrary collection funds.

Bryan + College Station Library Services

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,875,203	\$ 1,990,869	\$ 1,869,450	\$ 2,035,947
Supplies	33,488	31,780	27,161	31,780
Maintenance & Services	114,355	137,100	106,269	145,651
Miscellaneous/Admin Reimb	41,906	28,464	34,503	38,464
Capital Outlay	186,834	279,000	273,919	179,000
Total Expenses	\$ 2,251,786	\$ 2,467,213	\$ 2,311,302	\$ 2,430,842

	FY2008 Actual*	FY2009 Adopted*	FY2009 Projected*	FY2010 Adopted
Bryan Library - General Operations	\$ -	\$ -	\$ -	\$ 1,103,753
Bryan Library - Youth Services	-	-	-	176,645
College Station Library - General Operations	-	-	-	817,756
College Station Library - Youth Services	-	-	-	124,924
Carnegie Library	-	-	-	207,764
Total Expenses	\$ -	\$ -	\$ -	\$ 2,430,842

*Library Services was formerly reported together; FY2010 is the first year Library Services was broken into divisions.

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Library Services Division Manager	1	1	1	1
Bryan Public Library:				
Administrative Assistant	1	1	1	1
Administrative Clerk	1	1	1	1
Automation Systems Technician	1	1	1	1
Library Supervisor	1	1	1	1
Reference Librarians	4	4	4	4
Technical Services Clerk	1	1	1	1
Catalog Librarian/Tech Services	1	1	1	1
Library Clerk	3	3	3	3
Assistant Librarian	1	1	-	-
Senior Librarian	-	-	1	1
Carnegie Library Branch:				
Carnegie Branch Librarian	1	1	1	1
Carnegie Reference Librarian	1	1	1	1
Carnegie Branch Clerk	2	2	2	2
College Station Branch:				
Library Supervisor	1	1	1	1
Branch Librarian	1	1	1	1
Library Clerk	6	6	6	6
Reference Librarian	6	6	6	6
Library Driver/clerk	1	1	1	1
Service Worker	1	1	1	1
Total	35	35	35	35

January 2009: Downgraded Assistant Community Librarian back to Senior Librarian

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Circulation	840,601	801,000	840,000	840,000
Library Visitors	472,479	480,000	480,000	480,000
# of Volumes	242,171	252,000	242,000	242,000
# of Reference Inquiries	27,121	27,000	27,000	27,000
# of volunteer hours	934	1,700	1,000	1,000
Computer use	95,542	100,000	900	900
New patron registration	8,319	9,000	9,000	9,000

This page left intentionally blank



Development Services

Mission Statement

To provide quality customer service and education through team work and positive relationships. To guide and promote development which helps build a valued community for current and future generations.

Strategic Initiatives

- Comprehensive Plan compliance through education and enforcement.
- Responsiveness to, and education of, the development community and the general public.
- Monitoring implementation of the Downtown Master Plan.
- Monitoring, development, and implementation of special plans and corridor standards.
- Prepare for and encourage responsible growth initiatives.
- Continue to seek and be responsive to public input during various phases of the planning, building, and enforcement processes.
- Cooperation with other governmental entities on regional issues.
- Provide a streamlined development, permitting, and inspection process.
- Share resources and encourage cross-training among employees with varying job duties to increase efficiency and positive customer service experiences.
- Continue to improve the image and safety of the city and its citizens through proactive enforcement of adopted codes and ordinances.

Fiscal Year 2009 Accomplishments

- Continued to implement the driveway and sidewalk permit and inspection process.
- Increased efficiency and effectiveness of inspectors by increasing the functionality of the inspector vehicles.
- Increased customer service by having front counter staff trained to assist Development Services with staffer-on-call for walk-in customers' inquiries.
- Continued to work with individual building contractors to help identify time delays for projects and how to help projects run more smoothly and efficiently.
- Continued to implement a tracking system for construction plan review and the turnaround time for inspections.
- Inspectors and Plans Examiner continued to obtain certifications.
- Continued to increase the number of structures taken before the Building and Standards Commission.
- Continued to increase the number of dangerous structures demolished.
- Completed review of 6 International Codes to present to City Council for adoption.
- Worked towards implementing City Council's adopted strategic initiatives and the Comprehensive Plan's goals and objectives on a daily basis.
- Assisted in the development and implementation of plans for Downtown Phase 3.

- Administered the Downtown Improvement Program and awarded over \$168,000 in grants.
- Successfully applied for a grant from the Texas Historical Commission for assistance in creating a West Side Historic District and received \$10,000.
- Assisted in administering the Neighborhood Improvement Grant Program.
- Started and coordinated the manufactured home land-lease community inspection program.
- Completed the Southwest Bryan Highest and Best Use Study.
- Organized various aspects of the City's five Tax Increment Reinvestment Zones.
- Took the lead on preparing the RFP for a Master Developer for Downtown North.
- Provided support to the Code Enforcement Department on planning related cases.
- Formed the Complete Count Committee for the 2010 Census.
- Reviewed and modified all census tract boundaries and block group boundaries in preparation for the 2010 Census.
- Continued work on a comprehensive rewrite of the Zoning, Land and Site Development, Subdivision and Historic Preservation Ordinances.
- Continued coordinating all aspects of a city-initiated annexation.
- Coordinated the review of development proposals through the site development review process.
- Provided staff support for numerous (pre-) development meetings with citizens and developers every week.
- Continued the "Staffer on Call" program making a professional staff person available during all business hours to assist customers both in person and over the phone.
- Managed all aspects concerning six City advisory boards, commissions, and committees from meeting coordination, preparation, and distribution of detailed background information, meeting implementation, and follow-up.
- Prepared detailed background information and presented development proposals and other projects to the City Council for direction and/or final action.
- Held two joint Bryan/College Station Planning and Zoning Commission meetings.
- Held three half-day long training sessions with the Bryan Planning and Zoning Commission.
- Coordinated the 2nd Annual Development and Engineering Services Open House.
- Served as the City's representative on several community organizations and committees.
- Made presentations on current development and the City's development process to various groups and organizations in the community.
- Provided staff with a variety of continuing education opportunities in areas of interest and specialties.
- Continued implementing the HTE Planning Module.
- Continued working on revitalization efforts for Texas Avenue.
- Assisted with the City's Green Team efforts.

Development Services

- Received the 2008 Innovative Planning Award of the American Planning Association's Central Texas Section for the "Developer's Guide".

Fiscal Year 2010 Goals and Objectives

- Facilitate the successful completion of the 2010 Census.
- Continue to provide pre-development meetings, a "staffer on call", and prompt review of building plans and development items.
- Provide accurate, timely, and relevant information to the City Council, boards and commissions, city management, and citizens.
- Educate boards and commissions on a continual basis.
- Continue implementation of the Downtown Improvement Program.
- Assist with the Downtown North redevelopment project.
- Work with regional organizations on the 2010 Census and transportation planning.
- Make substantial progress in updating development and building codes to align with industry standards.
- Continue to improve the online permitting system.
- Adopt several updated construction codes to align with industry standards.

- Commemorate the 20th anniversary of zoning.
- Provide staff and resources to assist in public education and outreach.
- Begin initial work on a heritage tourism plan.
- Investigate more effective uses of HTE.
- Investigate ways to increase electronic review of required submittals.
- Update the Developer's Guide.
- Consider additional land use and development standards for Beck Street, Highway 21, and Highway 47.
- Provide opportunities for the staff to receive training to enhance their job skills and maintain job certifications.
- Foster interdepartmental communication and team building through an annual retreat and regular staff meetings.
- Continue the mobile home park inspection initiative.
- Continue identifying and removing unsafe structures through the demolition program.

Major Budget Items

- Combined the Planning and Building budget into one Development Services budget.
- Demolitions were reduced by \$50,000 as part of the City's FY2010 budget balancing initiative.

Development Services

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,276,011	\$ 1,437,109	\$ 1,253,616	\$ 1,486,362
Supplies	70,844	60,845	63,710	57,698
Maintenance & Services	45,638	64,514	120,563	137,651
Miscellaneous/Admin Reimb	136,883	114,066	250,550	61,500
Capital Outlay	71,376	-	-	-
Transfers	-	27,013	27,013	30,321
Total Expenses	\$ 1,600,752	\$ 1,703,547	\$ 1,715,452	\$ 1,773,532

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Planning & Development Director	1	1	1	1
Assistant Planning & Development Director	-	-	1	1
Senior Planner	1	1	-	-
Planning Administrator	1	1	1	1
Staff Planner	2	2	1	1
Project Planner	-	-	1	1
Development Technician	1	1	1	1
Development Coordinator	1	1	1	1
Development Services Representative	6	6	6	4
Staff Assistant	-	-	-	2
Building Inspector	1	1	1	1
Building Services Manager	1	1	1	1
Code Enforcement Officer	5	5	5	5
Code Enforcement Coordinator/Supervisor	1	1	1	1
Electric Inspector	1	1	1	1
Plans Examiner	1	1	1	1
Plumbing & Mechanical Inspector	1	1	1	1
Total	24	24	24	24

October 2008: There were 16 positions moved to Development Services from Building Services

October 2008: One Staff Planner title changed to Project Planner

July 2009: Upgraded 2 Development Services Reps to Development Services Staff Assistants

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of working days to review site dev. submittals	5	5	5	5
# of hours per day a "staffer on call" is available to the public	N/A	N/A	8	8
Planning and Zoning Commission meetings	N/A	N/A	23	23
Historic Landmark Commission meetings	N/A	N/A	22	22
Zoning Board of Adjustment meetings	N/A	N/A	3	8
# of special training wrkshps for boards and commissions	N/A	N/A	4	7
Change of owner/use/tenant applications processed	N/A	N/A	310	310
# of days to obtain a residential building permit	2	2	1	2
Response time to request for inspection (hours)	16	20	18	20
# of inspections	7,588	9,200	6,800	7,500
# of dangerous structures repaired/razed	65	70	70	70
# of new single family residence & duplexes permitted	204	275	145	200
Total # of permits issued	4,178	4,500	3,800	4,000
# of mobile home park inspections	N/A	N/A	12	35
% complete on HTE Planning Module implementation	N/A	N/A	35	100
# of meetings dedicated to the entire staff development	N/A	N/A	3	5
% complete on the Developers Guide update	N/A	N/A	50	100
# of professional staff receiving formal training	N/A	N/A	10	12
# of development/building codes updated or rewritten	N/A	N/A	2	4

Parks & Recreation

Mission Statement

The mission of Parks and Recreation is to enhance and improve the quality of life of all citizens of Bryan. Promote tourism, aid in public safety through juvenile crime prevention, and contribute to community aesthetics by providing high quality parks and facilities, highly trained professional staff, special events, and wholesome, constructive recreation programming.

Strategic Initiatives

- Provide the community with a variety of park facilities and amenities.
- Continue to improve the aesthetic aspects of the park facilities.
- Provide recreational opportunities for all interests and ages.
- Provide a better quality golfing experience at Bryan Municipal Golf Course.
- Continue to grow and improve the Texas Reds Festival.

Fiscal Year 2009 Accomplishments

- Took over the operation and maintenance of the Bryan Municipal Golf Course on October 1, 2008.
- Hired a Senior Program personnel position.
- Evaluated staffing and determined that we could meet our general, senior, and community education programming needs with one full time staff person.
- Promoted our Senior Program person to the full time Recreation Programmer position.
- Reorganized maintenance duties for full and part time staff to address City and department needs.
- Added 8 new recreation programs.
- Made a number of changes in the organization of the Texas Reds Festival to improve and grow the event. These changes ranged from committee makeup and responsibilities, amount of area barricaded, marketing, and the layout of the event.
- Added Autumn Lake Park, Sale Park, Fire Station 5 and Downtown (Phase 1 and 2) to our maintenance responsibilities.
- Evaluated our turf contract with The Green Teams and took back the inspection of the irrigation system and watering schedules for the majority of our properties.
- Planted over 160 trees within the City's park system.
- Had Facilities install rubber interlocking tiles under a play structure in Austin Colony Park.
- Evaluated, ordered and installed additional lighting downtown for the holidays.
- Had approximately 6000 people attend our Holiday Magic event.
- Started utilizing school buildings more for programs.
- Met monthly with Bryan ISD to discuss needs and ways we can work together which resulted in increased use of schools, cooperation on future school/park sites, etc.
- Continued to promote the department through a variety of media, including KBTX, city and golf web sites, all local radio stations, and publishing of two activity guides.

- Added marketing and promotional opportunities through the use of the community calendar on the city web site, channel 16, Annuncio Marketing, and ads on KBTX.
- Park Hudson trail was completed.
- Numerous repairs were completed at the golf course to improve both the aesthetic appeal and operational use of the buildings and course.
- Sale Park construction was finished and the park was dedicated.

Fiscal Year 2010 Goals and Objectives

- Increase attendance at Texas Reds Festival by 10%.
- Increase sponsorship for Texas Reds by 25%.
- Work to achieve 100% participation by downtown merchants for the installation of lights on their buildings in Phase 1 and 2.
- Install holiday lights on the roof perimeters of all buildings in phase 1 and 2 and the canopies of all street trees.
- Offer 10 new community education programs.
- Increase Pee Wee Sport participation by 10%.
- Establish a partnership with Brazos County to come up with a design and plan to construct a trail around the pond behind the Bryan Towne Center.
- Acquire 2 parcels of land for the development of parks.
- Establish rollover schedule for equipment at Neal Recreation Center.
- Incorporate the golf equipment into the City's equipment replacement program.
- Evaluate the organizational chart for the department and make necessary changes to represent both current and future staffing needs.
- Evaluate and plan for stabilization of all drainage areas and waterways within our parks.
- Conduct surveys at our pools, Neal Recreation Center, and the golf course.
- Make necessary renovations and improvements at the golf course which would include bridge replacements, building repairs, filling low spots, creating landscape beds, and planting at least 30 trees.
- Offer an average of 2 new senior programs or activities per month.
- Facilitate, coordinate, and make available to all seniors a monthly calendar of activities and programs specific to this age group.

Major Budget Items

- Added Irrigation Specialist and Parks Ground Worker which includes salary, benefits, equipment, training, and supplies.
- Added holiday lights (\$50,000) and senior activities.
- Golf Course Bridge Replacements (\$30,000).
- Frequency of mowing parks was reduced by about \$95,000 as part of the City's FY2010 budget balancing initiative.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,412,914	\$ 1,500,735	\$ 1,851,239	\$ 1,977,878
Supplies	197,624	274,658	392,540	344,481
Maintenance & Services	667,287	785,862	847,969	851,772
Miscellaneous/Admin Reimb	2,163,916	1,623,009	1,114,969	915,595
Capital Outlay	274,555	70,000	54,700	11,500
Debt Service	-	165,000	-	165,000
Transfers	-	88,219	88,219	73,780
Total Expenses	\$ 4,716,296	\$ 4,507,483	\$ 4,349,636	\$ 4,340,006

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Parks & Recreation Administration	\$ 4,716,280	\$ 3,370,945	\$ 3,378,098	\$ 1,704,894
Texas Reds Festival	-	241,725	241,725	207,725
Municipal Golf Course	16	894,813	729,813	
Operations	-	-	-	409,523
Maintenance	-	-	-	433,899
Parks	-	-	-	234,436
Cemetery	-	-	-	54,647
Recreation	-	-	-	302,019
Aquatics	-	-	-	485,605
Athletics	-	-	-	279,506
Neal Recreation Center	-	-	-	227,752
Total Expenses	\$ 4,716,296	\$ 4,507,483	\$ 4,349,636	\$ 4,340,006

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Department Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Parks Manager (Cemetery Sexton)	1	1	1	1
Athletic Supervisor	1	1	1	1
Neal Recreation Center Supervisor	1	1	1	1
Aquatic Supervisor	1	1	1	1
Recreation Manager	1	1	1	1
Special Events/Marketing Supervisor	1	1	1	1
Grounds Foreman	1	1	1	1
Irrigation Specialist	-	1	-	-
Recreation Programmer	-	-	1	1
Parks Grounds Worker	3	3	3	3
Maintenance Technician	1	1	1	1
Golf Operations Manager	-	-	1	1
Golf Assistant Operations Manager	-	-	1	1
Golf Assistant Maintenance Manager	-	-	1	1
Golf Maintenance Manager	-	-	1	1
Golf Mechanic	-	-	1	1
Total	13	14	19	19

October 2008: Added one Irrigation Specialist for FY09 through a decision package.

February 2009: Irrigation Specialist eliminated and replaced with Recreation Programmer

December 2008: Five golf positions were moved from temporary to full-time positions for FY09.

Parks & Recreation

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Holiday Magic - Participants	5,700	5,800	6,000	6,000
Family Camp Out - Participants	175	205	205	300
Pee Wee Sports Program - Participants	525	550	550	600
Aquatics - Learn to Swim - Participants	2,000	2,000	2,000	2,000
Summer Park Program Sites	9	9	9	9
Summer Park Program - Participants	975	900	900	900
Neal Recreation Center Memberships	435	425	425	425
Adult Softball - Teams Registered	133	150	125	125
Cemetery Plot Sales	105	100	100	100
# of Pavilion Rentals	888	900	900	900
Palace Theater Rentals	62	63	63	65
Construction of Splash Pads	N/A	N/A	1	1
Community Education Programs	N/A	N/A	N/A	10
Texas Reds Participation	18,000	25,000	25,000	27,500
Sponsorships	\$199,450	\$225,000	\$225,000	\$250,000
% completion of Park Hudson Trail	N/A	N/A	100%	N/A
% of buildings/trees - Holiday Lights	N/A	N/A	N/A	100%
Parcels of parkland acquired	N/A	N/A	N/A	2
Conduct facility surveys	N/A	N/A	N/A	3
Senior Programs conducted each month	N/A	N/A	N/A	2

Parks & Recreation Revenue by Category

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Administration	\$ 224,397	\$ 223,170	\$ 213,000	\$ 210,000
Recreation Rentals	61,557	60,600	63,700	61,000
Aquatics	130,522	155,035	172,769	155,035
Athletics	44,325	45,955	43,300	47,000
Neal Recreation Center	30,726	36,259	30,756	32,800
Golf Course Fees	871,176	966,508	969,500	1,020,000
Cemetery	40,529	33,330	40,115	37,850
Palace Theatre	8,478	10,504	7,800	10,500
Senior Program	-	-	150	300
Total Recreation Revenues	\$ 1,411,710	\$ 1,531,361	\$ 1,541,090	\$ 1,574,485

This page left intentionally blank



Fiscal Services

Mission Statement

The mission of the Fiscal Services department is to ensure financial accountability, to effectively manage the City's assets, to provide appropriate financial information for the evaluation of the City's activities and to support all departments within the City of Bryan by providing cost-effective, procurement of goods and services at the best value to the City.

Strategic Initiatives

Accounting:

- Provide accurate, timely and relevant financial information to the City Council, management, investors and citizens of the City of Bryan.
- Ensure compliance with all applicable Federal, State and City Charter accounting and financial reporting requirements.
- Prepare financial statements which fairly present the financial position of the City's funds and activities in conformity with Generally Accepted Accounting Principles (GAAP).
- Utilize available technology to ensure efficient and effective customer service and management of resources.

Budget:

- Provide accurate, timely and relevant financial information to the City Council, management, investors and citizens of the City of Bryan.
- Ensure legal compliance with all applicable Federal, State and City Charter budgeting and financial reporting requirements.
- Prepare the annual budget for use as a policy document, operations guide, financial plan and as a communications device.
- Maintain the City's Investment Policy in compliance with the Public Funds Investment Act.
- Utilize available technology to ensure efficient and effective customer service and management of resources.
- Continue emphasis on the performance measurement program to ensure the most effective use of the City's resources.

Purchasing:

- Ensure purchasing policies and procedures provide good internal control while streamlining the processes affecting City staff and vendors.
- Maintain centralized procurement authority within the Purchasing Department.
- Maintain good vendor/City relationships.
- Ensure goods and services are available through the most cost-effective means.
- Provide training for City staff in purchasing policies, quality control, and ethics in procurement.
- Provide annual training for local businesses.
- Promote and support cooperative interlocal purchasing.
- Promote and support effective and cost-saving outsourcing initiatives.
- Do all of the above in keeping with City Council strategic goals and objectives.

Fiscal Year 2009 Accomplishments

Accounting:

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the FY2008 Comprehensive Annual Financial Report (CAFR).
- Received an unqualified opinion from the City's independent auditors for the financial statements for the year ended September 30, 2008.
- Completed the electronic filing of the Annual Report of Continuing Disclosure Requirements of SEC Rule 15c2-12.
- Issued Request for Qualifications for Professional Auditing Services and selected the most qualified firm to handle the City's external auditing requirements.
- Issued Request for Proposals for Ambulance Billing Services and selected the most qualified firm.
- Configured new software to facilitate the preparation of the CAFR.

Budget:

- Received the GFOA Distinguished Budget Award for the FY2009 annual budget.
- Received the ICMA Certificate of Achievement for FY2009 participation in the continuing performance measurement program.

Purchasing:

- Filled vacant buyer position allowing for increased depth in overall staffing.
- Conducted external survey of various suppliers.
- Converted file storage and retention of files to Lazerfiche (won the City Secretary award for the most documents imaged this year).
- Participated in Bryan Leadership Academy.
- Received the 2008 Achievement of Excellence in Procurement (AEP) Award (National Organization).
- Merged online bidding website with City of College Station.

Fiscal Year 2010 Goals and Objectives

Accounting:

- Receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting for FY2008.
- Receive an unqualified opinion from the City's independent auditors for the financial statements for the year ended September 30, 2009.
- Close each accounting period by the 12th working day of the following month.
- Provide monthly reports to City managers by the 13th working day of each month.
- 1% or less of 1099's reported by IRS on Notice CP-2100A.
- Earn a yield which meets or exceeds the benchmark performance rate on the cash and investment portfolio.
- Submit all payroll reports and payments in a timely manner with no errors.
- Submit all state and federal reports on time and without errors.
- Prepare and submit all wires and ACH's with no errors.

Major Budget Items

- Have all cash receipt groups reviewed and updated within no more than two days after receipt by our department.
- Have the entire FY 2009 CAFR ready for the auditors' review by February 15, 2010.
- Pay all vendor invoices within 6 working days of receiving correct invoices from individual departments.

Budget:

- Receive the GFOA Distinguished Budget Award for the FY2010 annual budget.
- Provide quarterly reports to Management, City Council and the Council appointed Audit Committee on quarterly budget status.
- Provide monthly reports to Management on sales tax proceeds.
- Provide adequate training sessions for management and staff for the completion of budget related documents.
- Earn a yield which meets or exceeds the benchmark performance rate on the cash and investment portfolio.
- Economic conditions and financial forecast information presented to Management and City Council at regular intervals throughout the budget year.

Purchasing:

- Establish effective informational training for City employees.
- Revise Purchasing Department policies and procedures and update according to legislative changes.
- Continue training staff with direct focus on accreditations.
- Convert all files to Lazerfiche format and utilize electronic communication whenever possible.
- Promote more cooperative inter-local purchasing.
- Apply for and receive the 2009-2010 AEP Award.

Budget:

- A Budget Analyst position was eliminated as part of the City's FY2010 budget balancing initiative.

Purchasing:

- Two Buyer positions and a Purchasing Assistant position were eliminated as part of the City's FY2010 budget balancing initiative.

Fiscal Services

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,256,541	\$ 1,204,858	\$ 1,156,717	\$ 1,047,461
Supplies	58,289	35,344	36,132	32,104
Maintenance & Services	55,583	59,997	63,734	67,282
Miscellaneous/Admin Reimb	138,315	160,305	169,882	226,374
Capital Outlay	22,384	-	7,663	-
Total Expenses	\$ 1,531,112	\$ 1,460,504	\$ 1,434,128	\$ 1,373,221

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Finance & Accounting	1,000,212	868,738	867,501	949,973
Budgeting	-	271,194	264,480	223,491
Purchasing	530,900	320,572	302,147	199,757
Total Expenses	\$ 1,531,112	\$ 1,460,504	\$ 1,434,128	\$ 1,373,221

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Accounting:				
Chief Financial Officer	1	1	1	1
Accounting Manager	1	1	1	1
General Accountant	2	3	3	3
Finance Specialist	3	3	3	3
Payroll Specialist	1	1	1	1
Finance Assistant	1	1	1	1
Budget:				
Budget Manager	-	1	1	1
Treasurer	1	-	-	-
Budget & Investment Analyst	2	1	1	1
Budget Analyst	-	1	1	-
Purchasing:				
Purchasing Manager	1	1	1	1
Purchasing Buyer	3	3	3	1
Purchasing Assistant	1	1	1	-
Warehouse Coordinator	1	-	-	-
Warehouse Driver/Storekeeper	1	-	-	-
Warehouse Storekeeper	2	-	-	-
Total	21	18	18	14

FY2009: Warehouse positions were moved to the Warehouse Fund

October 2009: Eliminated Budget Analyst position

October 2009: Changed Budget Director title to Budget Manager

October 2009: Eliminated 2 Buyer positions and 1 Purchasing Assistant

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Accounting:				
% of goal for receiving GFOA Cert of Excellence in Finc Reporting	100%	100%	100%	100%
# of days needed to post CAFR on web after auditor review	30	30	25	20
% of goal for receiving unqualified opinion from ind. auditors	100%	100%	100%	100%
# of reportable conditions on auditor's management letter	2	4	2	2
Avg. # of working days to close prior accounting period	13	12	11	11
Avg. # of working days to issue monthly financial reports	13	12	12	12
Avg. # of working days to review cash receipts	2	2	2	2
% of state and federal filing requirements met	100%	100%	100%	100%
% of 1099's reported on IRS's CP-2100A	N/A	N/A	1%	1%
% of wires and ACH's with no errors	N/A	N/A	100%	100%
% of CAFR completed & submitted to auditors by Feb. 15	N/A	N/A	N/A	100%
% of invoices pd w/i 6 work days of receipt from individual depts.	N/A	N/A	N/A	100%
Budget:				
% of goal for receiving GFOA Distinguished Budget Award	100%	100%	100%	100%
# of Qtly Budget Reports provided to Audit Comm, Council, & Mgmt	N/A	4	4	4
# of Monthly Sales Tax Reports provided to Mgmt.	N/A	N/A	12	12
# of budget training sessions conducted for staff & Mgmt.	N/A	N/A	3	4
% of state & federal budget filing requirements met	100%	100%	100%	100%
# of reports to Mgmt. & Council relating to economic & financial forecasts	N/A	N/A	4	4
# of Qtly Investment Reports prepared in compliance with Public Funds Investment Act	N/A	N/A	4	4
Yield % for benchmark perf. rate on cash & investment portfolio	N/A	N/A	1.15%	1.85%
Purchasing:				
# of formal bids processed	80	96	88	90
# of annual contracts for goods and services	100	83	114	115
Value of goods and services on annual contracts	\$8,000,000	\$9,800,000	\$12,906,000	\$13,296,000
# of purchase orders issued	1,050	1,400	1,131	1,200
Expenditures processed through the Purchasing Dept.	\$45,000,000	\$63,000,000	\$48,412,000	\$49,000,000
Expenditures processed on p-card	\$1,700,000	\$1,780,000	\$1,724,244	\$1,750,000
Average amount per purchase order	\$42,857	\$45,500	\$42,810	\$43,000

Information Technology

Mission Statement

To provide the City with timely and cost-effective access to existing technologies appropriate to the mission and goals of the City of Bryan and to provide assistance and advice in its use. Our goal is to support City employees and citizens with superior customer service, provide them with the most appropriate computer technology and assist them in their ability to communicate effectively. We will continue to actively promote, oversee and coordinate the regular use of technologies to improve all levels of City-wide communication.

Strategic Initiatives

- Provide in-house training to City staff on varied applications.
- Increase utilization of HTE across the City through a system training initiative.
- Broaden deployment of systems to more City departments.
- Improve availability of e-services to our citizens.
- Utilize the Intranet to enhance the accessibility of information to employees.
- Increase GIS utilization by integrating with external entities' systems.
- Improve stability and security of City systems.

Fiscal Year 2009 Accomplishments

- Achieved over 95% "Above Average" rating on Help Desk Survey results.
- Maintained 99.9% planned uptime for Network, Radio, and other major systems.
- Performed a technology upgrade of Council Chambers.
- Brought additional city facilities/services on-line: Justice Center, Community Emergency Operations Center, Fire Station #5, Mobile Command Vehicle, and Municipal Golf Course.
- Continued GIS integration with internal and external systems.
- Updated Bryan Information Technologies (IT) Policies and Procedures Manual.
- Utilized Asset Management Software for City's capital replacement personal computer (PC) plan.
- Continued radio system re-banding with Nextel.
- Enhanced network security through additional security initiatives.
- Upgraded systems: MS Exchange, telephones, fire records, document imaging, courthouse, mobile communications, backup solution, etc.
- Launched a state of the art training center to promote continuing system education.
- Improved HTE utilization through extensive training.
- Migrated internet GIS mapping services to ARCServer for a more intuitive customer experience.
- Assisted with "Be Green in Bryan" initiative through virtualization of servers and desktops.
- Disaster Recovery Phase 2 successfully completed.
- Mapped out inventory of all communication rooms.

Fiscal Year 2010 Goals and Objectives

- Continue to maintain over 95% above average rating on Help Desk survey results.
- Maintain 99.5% planned uptime for: systems, network, and radio system.
- Maintain capital replacement for all computers and peripherals in our inventory.
- Complete viability study of 311 System.
- Continue integration of GIS to critical data systems.
- Development of Business Impact/Business Continuity Analysis Plan.
- Provide 1200 man-hours of training to City staff on varied applications and systems.
- Provide additional redundancy in network/telecommunication resources.
- Expand additional wireless data services.
- Facilitate city wide continuing education initiatives.

Information Technology

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,020,781	\$ 1,051,564	\$ 1,031,022	\$ 1,115,412
Supplies	104,964	136,365	139,375	62,604
Maintenance & Services	899,388	967,764	981,814	899,103
Miscellaneous/Admin Reimb	3,087	41,500	48,700	90,013
Capital Outlay	280,737	561,769	620,000	287,000
Transfers	-	7,059	7,000	4,844
Total Expenses	\$ 2,308,957	\$ 2,766,021	\$ 2,827,911	\$ 2,458,976

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Information Technology Director	1	1	1	1
Information Technology Services Assistant	1	1	1	1
Network Systems Supervisor	1	1	1	1
System/Network Administrator	-	-	1	1
Systems/Network Specialist	1	2	1	1
System Support Specialist	3	3	3	3
Telecommunications System Specialist	1	1	1	1
Radio System Engineer	1	1	1	1
GIS Coordinator	1	1	1	1
GIS Analyst	1	1	1	1
Public Safety Systems Supervisor	-	1	1	1
Systems Analyst	2	2	2	2
Help Desk Supervisor	1	-	-	-
CAD/RMS System Administrator	1	-	-	-
Total	15	15	15	15

October 2008: Changed 1 System/Network Specialist to System/Network Administrator

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
% "Above Average" rating on Help Desk survey results	N/A	N/A	N/A	95%
Help Desk calls processed	3,500	3,500	4,000	4,000
% of Help Desk calls w/ response time < 1 hr	75%	75%	75%	75%
% of Network/System/Radio Uptime	99.5%	99.5%	99.5%	99.5%
Training Man-Hours provided to City Staff	1,000	1,000	1,200	1,200
% of GIS Layers Updated Annually	65%	65%	70%	70%
Development of Business Impact/Continuity Analysis Plan	N/A	N/A	N/A	100%

Communications & Marketing

Mission Statement

The mission of the Communications & Marketing department is to provide the citizens of Bryan and local media timely information, whether educational or emergency in nature.

Strategic Initiatives

- Provide prompt responses to the needs of citizens, visitors, and local media.
- Proactively provide positive information about Bryan.
- Provide residents, visitors, and media with multiple methods of accessing information about Bryan.

Fiscal Year 2009 Accomplishments

- Restructured the department to include an additional Video Production Specialist and dissolved the Graphic Designer position.
- Created a media directory for internal use.
- Completed a departmental marketing plan and distributed to the City Council.
- Assisted in planning/promoting City events such as: Justice Center grand opening, Lights On holiday ceremony, Mayor's Downtown Impact Award, Texas Reds Steak and Grape Festival.
- Promoted City information weekly at three radio stations.
- Increased local programming on Channel 16.
- Developed the award-winning Help Bryan marketing campaign with public service announcements and new website.
- Launched "Be Green in Bryan" TV show and website.
- Coordinated numerous presentations and proclamations to salute members and programs in the community.
- Transitioned the "Bryan Today" program into "Bryan Living and Learning," a partnership with Bryan ISD.
- Launched first-ever City blog.
- Coordinated story pitches with media to ensure accurate and timely information is distributed to the public.
- Produced the annual Water Services calendar.
- Produced the Bryan Texas Utilities and Bryan Police Department annual reports.
- Assisted in facilitating an emergency communications plan for Bryan Texas Utilities.
- Won more awards than any other Texas municipality at a statewide conference for communicators. Awards included best public service announcement, best marketing campaign with least dollars spent, best recurring program and best one-time program.

Fiscal Year 2010 Goals and Objectives

- Develop and disseminate press releases to promote Bryan and inform citizens of the City's activities.
- Develop and disseminate Public Service Announcements as needed.
- Develop and produce biweekly Bryan Living and Learning segments.
- Maintain continuous media contacts.
- Strengthen relationship with Texas A&M University through Fish Camp programming and College Night in Downtown Bryan.
- Continue to find new and creative ways to positively promote the City of Bryan to the local community and beyond.
- Advertise and promote Downtown Bryan.
- Provide on-camera training to department directors and those who frequently conduct interviews with the media.

Major Budget Items

- There are no major requests for additional funding for FY2010. Salaries and advertising will continue to comprise the majority of our departmental budget.
- Miscellaneous equipment and advertising were reduced by \$35,000 as part of the City's FY2010 budget balancing initiative.

Communications & Marketing

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 247,715	\$ 353,528	\$ 343,600	\$ 369,275
Supplies	33,447	19,625	27,217	6,925
Maintenance & Services	12,160	12,431	12,931	12,510
Miscellaneous/Admin Reimb	50,012	38,060	38,860	25,360
Capital Outlay	6,848	20,000	42,106	20,000
Total Expenses	\$ 350,182	\$ 443,644	\$ 464,714	\$ 434,070

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Public Information Officer	1	-	-	-
Media Specialist	1	-	-	-
Videographer/Graphic Designer	1	-	-	-
Communications Director	-	1	1	1
Communications/Marketing Specialist	-	1	1	1
Graphic Design Specialist	-	1	-	-
Video Production Specialist	-	1	2	2
Webmaster/Multimedia Specialist	-	1	1	1
Total	3	5	5	5

March 2009: Graphic Design Specialist eliminated and added an additional Video Spec.

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of press releases issued	N/A	N/A	250	250
# of public service announcements	N/A	N/A	25	25
# of Bryan Living and Learning segments	N/A	N/A	25	25
# of media contacts	N/A	N/A	600	600
# of meetings with Texas A&M organizations	N/A	N/A	10	10
# of new initiatives implemented for positive promotion of COB	N/A	N/A	25	25
# of initiatives or advertisements used to promote Downtown Bryan	N/A	N/A	25	25
# of media interview training sessions offered to directors	N/A	N/A	5	5

Human Resources

Mission Statement

The mission of the Human Resources Department is to provide exceptional customer and human resource services to support, develop, and motivate the city's workforce in their endeavor to carry out their mission of serving the citizens of Bryan.

Strategic Initiatives

- Provide timely, effective and innovative recruitment processes by working closely with individual departments and determining their needs.
- Establish and promote appropriate training and development opportunities for all employees, including a succession program.
- Ensure pay and benefits are representative of the labor market.
- Assist supervisors and employees with employee relations issues, resolving disputes, and handling disciplinary actions in a fair, consistent, and constructive manner.
- Provide up-to-date written policies and procedures that do not impede progress of City initiatives
- Recognize exceptional service of employees and provide motivation for that service.
- Provide excellent customer service at all times and in all initiatives.

Fiscal Year 2009 Accomplishments

- Conducted thorough salary survey of comparable cities and made recommendations of any market adjustments necessary to stay competitive, including police and fire positions.
- Completed an update and revision of the Career Progression Program to be more user-friendly and reflective of current needs of supervisors/managers.
- Completed review and update of local Civil Service rules and regulations to meet the recruiting and hiring needs of the police and fire departments.
- Completed review and update of Personnel and Administrative Policies and Procedures to stay in line with current needs.
- Completed departmental meetings with department heads and/or managers to ascertain their current and future needs, level of satisfaction of our services, etc.
- Hired HR professional to focus on training and development needs of the City.
- Provided professional development services to supervisors/managers and employees.
- Incorporated training/development requirements into performance evaluation process.
- Continued to provide advanced technology, training, and assistance to our applicants and supervisors with the online employment application/hiring system.
- Worked with managers and Legal staff on numerous personnel issues to minimize exposure to liability.
- Coordinated and administered several police and fire entrance and promotional exams.
- Implemented new and revised programs to recognize employee accomplishments and exceptional service.

- Cross-trained and continued integration of Human Resources and Risk staff and functions.
- Implemented initial stages of succession planning for top management positions.
- Coordinated large volunteer program for the Texas Reds Festival.

Fiscal Year 2010 Goals and Objectives

- Acquire software or online program to involve managers in training and developing employees.
- Develop training tracks and series focused more specifically on individual types of positions, from manager to line worker.
- Continue to work with top management on succession planning and extending to all management positions.
- Implement a citywide language skills program.
- Continue to enhance HR's webpage to provide needed and requested information and tools to users.
- Develop a shared-service program with other departments to support and enhance funding of training, education reimbursements, recruiting, etc.

Major Budget Items

- Advertising was reduced by \$3,500 as part of the City's FY2010 budget balancing initiative.
- Pre-Employment Physicals line item was reduced by \$7,000 as part of the City's FY2010 budget balancing initiative.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 317,688	\$ 397,587	\$ 393,108	\$ 375,480
Supplies	47,344	49,250	48,400	49,600
Maintenance & Services	215,151	157,741	145,033	148,282
Miscellaneous/Admin Reimb	19,973	25,225	21,300	24,100
Total Expenses	\$ 600,156	\$ 629,803	\$ 607,841	\$ 597,462

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Human Resources Director	1	-	-	-
Human Resource Manager	-	1	1	1
Assistant Human Resources Director	1	-	-	-
Human Resource Generalist	-	2	2	2
Human Resources Administrator	1	-	-	-
Human Resources Assistant	2	2	2	2
Total	5	5	5	5

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of Personnel Reqs Processed	190	190	200	200
# of Applications Received	7,173	7,173	7,600	7,600
# of New Hires	280	280	290	300
Turnover Rate/%	22%	22%	21%	21%
# of Training Sessions Conducted/Coordinated	120	120	50	60
# of Disciplinary Actions/Grievances	63	N/A	65	65

Note: Above figures include full-time regular, part-time regular and temporary/seasonal for COB & BTU

Executive Services

Mission Statement

The mission of the Executive Services Department is to provide support to the City Council and provide direction to staff based upon City Council policy. Executive Services is responsible for managing all city operations while ensuring activities are done legally and expenditures are made with fiduciary responsibility.

Strategic Initiatives

- City Council policy direction is effectively and accurately communicated to staff.
- An environment is created where diversity is valued and ethical, moral and legal conduct is fostered within the organization.
- Citizens are involved in community-wide decision making processes.
- Citizen needs and issues are addressed in a responsive, equitable, and courteous manner.
- City Council is well-informed for their decision-making responsibilities.
- Staff members are treated fairly, with respect, and are provided with a safe working environment.
- Public funds and assets are managed in a fiscally responsible manner.
- Staff maintains a consistently high quality of work and is encouraged to develop and improve performance.
- Future needs of the organization and/or community are identified and strategically planned.
- The strategic plan is followed and appropriately acted upon.

Fiscal Year 2009 Accomplishments

- Provided City Council with 52 weekly reports of organizational activities.
- Successfully completed 2009 Bryan Leadership Academy.
- Reviewed Capital Improvement Plans (CIPs) and provided Council with a 5-year CIP.
- Attended BBC, Coulter, CPAC, Library Board and Parks Board meetings.
- Attended neighborhood meetings and intergovernmental board meetings to receive community input.
- Completed 2009 Citizen Survey.
- Provided City Council with quarterly citizen complaints and comments, as well as how those issues were addressed.
- Investigated issues brought to our attention by Council members, and informed Council of those concerns.
- Implemented plans for strategic initiatives as outlined in the strategic plan.

Fiscal Year 2010 Goals and Objectives

- Citizens have the opportunity to voice opinions through public hearings and meetings, surveys, etc.
- Maintain fund reserve of at least 60 days of operating expenditures/expenses.
- Provide comprehensive CIP information to City Council on a regular basis.
- Conduct at least one Management Team Retreat to further enhance communication within the organization.
- Provide weekly reports to the City Council.
- Continue to implement plans for strategic initiatives as outlined in the strategic plan.
- Continue to assist with economic development initiatives.
- Attend all City Council meetings.
- Respond to citizen concerns within 24 hours.

Major Budget Items

- An Executive Services Assistant position was eliminated as part of the City's FY2010 budget balancing initiative.
- The council contingency fund was reduced by \$36,000 as part of the City's FY2010 budget balancing initiative.
- Funding for outside agencies was reduced by approximately \$36,000 as part of the City's FY2010 budget balancing initiative.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 708,983	\$ 740,264	\$ 711,933	\$ 773,013
Supplies	25,982	28,010	28,110	28,010
Maintenance & Services	116,774	128,402	129,292	192,483
Miscellaneous/Admin Reimb	119,944	224,425	202,125	158,425
Capital Outlay	-	-	600	-
Total Expenses	\$ 971,683	\$ 1,121,101	\$ 1,072,060	\$ 1,151,931

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
City Manager	1	1	1	1
Deputy City Manager	2	2	2	2
Assistant City Manager	1	-	-	-
Economic Development Planner	-	-	1	1
Executive Services Assistant	3	3	3	2
Total	7	6	7	6

March 2009: Added Economic Dev Planner

October 2009: Moved 1 Executive Services Assistant to Part-time Regular

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of days operating expenses in General Fund reserve	60	60	60	60
# of updates to City Council on CIP Progress	52	52	52	52
# of Management Team Retreats	2	2	2	2
# of weekly City Manager's Reports to Council	52	52	52	52
# of meetings with COCS/Brazos County	12	12	12	12
# of meetings with BISD	12	12	12	12
# of meetings with Chamber of Commerce/RVP	24	24	24	24
# of Community Meetings	4	4	4	4
# of Council Retreats	4	4	4	4
# of Council Candidate Orientations held	1	1	1	1
# of New Council Member Orientations held	1	1	1	1

Internal Audit

Mission Statement

The City Internal Auditor's Office is responsible for ensuring proper accountability is maintained over public funds while helping to improve the efficiency and effectiveness of the City of Bryan. To accomplish this, the City Internal Auditor performs audits to help ensure the reliability and integrity of financial records, compliance with City policy and procedures, accountability and protection of City assets, and the achievement of program results.

Strategic Initiatives

- Ensure effectiveness of controls and accuracy of financial records by performing independent, objective compliance audits.
- Promote efficient City operations through implementation of a comprehensive program of fraud and waste prevention.

Fiscal Year 2009 Accomplishments

- Monitored, investigated and reported on Fraud Hotline/Direct Reported allegations.
- Facilitated and participated in quarterly Audit Committee meetings (plus external Auditor's Reports).
- Audited the Fuel Distribution System.
- Audited the City's/BTU's cash handling procedures and policies.
- Attended City Council and BTU board meetings.

Fiscal Year 2010 Goals and Objectives

- Perform annual risk assessment based on City budget and management input.
- Perform 4-6 operational reviews.
- Perform fraud investigations within 72 hours of receipt and report the results to the Audit Committee during scheduled meetings.
- Perform special requests by the City Council in order to help make management and voting decisions.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 112,118	\$ 117,095	\$ 114,867	\$ 119,877
Supplies	1,714	883	660	883
Maintenance & Services	1,056	5,457	946	5,493
Miscellaneous/Admin Reimb	924	1,550	712	1,550
Total Expenses	\$ 115,812	\$ 124,985	\$ 117,185	\$ 127,803

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Internal Auditor	1	1	1	1
Total	1	1	1	1

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of Audit Committee Meetings	5	5	5	5
# of Audit Reports and Memos	5	5	5	5

City Secretary

Mission Statement

The mission of the City Secretary department is to support, facilitate and strengthen the City of Bryan governmental process by assisting the City Council in fulfilling its duties and responsibilities, improving public access to municipal records and other information, enhancing the public participation in municipal government processes, safeguarding and enriching the municipal election and records management processes, providing continuity for Bryan city government by recording its legislative actions, both contemporary and archival, serving as historian for the City of Bryan, and serving as the local registrar for Bryan residents by proper recordation and filing of birth and death records.

Strategic Initiatives

- Provide efficient records management program.
- Provide excellent Vital Statistics services.
- Administer successful elections in accordance with state, federal and local law.
- Provide timely, efficient responses to open records requests.
- Provide prompt processing of official documents.
- Provide prompt preparation of Council agendas and packets.
- Monitor and oversee Council's legislative priorities.
- Efficient, timely posting and publication of legal notices.
- Provide required Texas Open Meetings Act Training to new Council members, board, committee and commission members.
- Assist City Council with accomplishment of strategic initiatives.

Fiscal Year 2009 Accomplishments

- Completed two departmental records audit.
- Certified petition for special election on amendment to the Bryan City Charter.
- Successful administration of elections, including special charter amendment elections and parkland disposition election.
- Participated in county-wide "Be Proud-Vote" campaign.
- Successful pre-clearance of special elections with U.S. Department of Justice.
- Served as Co-chair of Chamber of Commerce Legislative Committee, assisted with development of 2009 federal legislative plan, and participated in Chamber legislative meetings with federal and state legislators and agencies in Washington, D.C., and Austin, Texas.
- Served as legislative contact for City of Bryan during 2009 Texas Legislative Session.
- Monitored and responded to several federal bills of city interest.
- Continued implementation of city-wide volunteer program.
- Continued expansion of Neighborhood Association Partnership Program (NAPP).

- Executed seamless Municipal Court transition to the new Justice Center.
- Assisted Bryan Police Department with follow up site visit by Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).
- Continued preservation of City's archival records, expanded repository of public records, and continued expansion of City's imaging/document records management program in various offices.
- Implemented Laserfiche records management system for Fire Department.
- Conducted Texas Open Meeting Act training for newly elected Council members, board, committee, and commission members.
- Continued expansion of Teen Court Program at Bryan High to Rudder High School.

Fiscal Year 2010 Goals and Objectives

- Conduct successful elections.
- Successful pre-clearance of annexation with U. S. Department of Justice.
- Continue to provide timely, efficient responses to open records requests.
- Adoption and implementation of new records retention schedules as set out by the State of Texas.
- Conduct two departmental records audits, continue expansion of City's document management and imaging system, continue disaster recovery planning relative to City's archival records, and continue building repository of public records available on the City's website.
- Continue to prepare, process and distribute timely agendas, minutes and documents related to Council meetings.
- Conduct Texas Open Meetings Act training for newly elected Council members, board, committee and commission members.
- Conduct candidate/new Councilmember orientations.
- Continue process for certifying Residential Neighborhood Conservation District petitions.
- Track legislative bills and testify before legislature regarding proposed legislation effecting municipalities.
- Continue expansion of city wide volunteer program.
- Receive Five Star Award from State of Texas for excellence in vital statistics reporting.
- Implementation of redistricting plan following the 2010 census.
- Expansion of Teen Court at High School Program.
- Continue expansion of juvenile justice program.

Major Budget Items

- City Secretary was reduced \$10,691 as part of the City's FY2010 budget balancing initiative through payroll and reimbursement reductions.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 381,625	\$ 405,576	\$ 413,687	\$ 419,900
Supplies	27,065	26,694	26,694	26,694
Maintenance & Services	21,827	19,839	19,843	19,867
Miscellaneous/Admin Reimb	55,099	113,279	117,920	139,779
Total Expenses	\$ 485,616	\$ 565,388	\$ 578,144	\$ 606,240

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
City Secretary	1	1	1	1
Administrative Assistant	1	-	-	-
Assistant City Secretary	-	1	1	1
Council Services Assistant	1	1	1	1
Records Management Coordinator	1	1	1	1
Records Management Assistant ¹	1	1	-	-
Records/Scanning Technician ¹	-	-	1	1
Vital Statistics Technician	1	1	1	1
Citizen Information/Service Clerk	1	1	1	1
Total	7	7	7	7

Records Management Assitant¹ position title changed to Records/Scanning Technician¹ during FY2007.

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Successful elections	2	1	5	2
# of Submissions to the Dept. of Justice	3	3	5	3
# of Departments using Laserfiche	19	21	22	23
# of paper copies provided for	1,800	1,400	1,800	1,800
# of records converted to electronic format	375,000	300,000	403,000	405,000
# of Departmental Records Audits Performed	2	2	3	2
# of official	400	400	450	450
# of timely agendas and minutes prepared	142	110	120	120
# of Texas Open Meetings Act (TOMA) Training	5	5	5	5
# of Candidate Orientations Conducted	1	1	1	1
# of New Councilmember Orientations Conducted	1	1	1	1
# of Residential	21	10	2	2
# of Legislative Bills Tracked	15	1,300	1,400	500
# of Volunteer Hours Logged	13,000	14,000	14,000	15,000
Total Value of Donation from Volunteers	\$ 191,880	\$ 206,640	\$ 206,640	\$ 221,400
# of certified birth records processed	2,500	2,500	3,850	4,000
# of death records processed	750	750	4,523	4,700

City Council Services

Vision Statement

Bryan is a thriving, diverse, historic city where people are proud of their heritage, compassionate to one another, and enjoy their family oriented community to the fullest.

Mission Statement

The City of Bryan is committed to providing financially efficient municipal services to improve the quality of life and develop a community where all citizens are proud to live.

Strategic Initiatives

- Image: Our citizens are proud of where they live and Bryan is recognized as a city that offers an outstanding quality of life.
- Infrastructure: Maintain the existing, upgrade the deficient and plan for future demands.
- Growth: Provide, maintain and promote a healthy economic environment for quality residential, commercial and retail growth with a focus on community needs.
- Diversity: All citizens are involved to ensure participation in governance and the community.
- Public Safety: Residents of Bryan live in a safe, aesthetically pleasing community where their lives and property are protected through efficient public safety services.
- Education: All citizens are informed and educated about city issues, policies and initiatives and the education needs of the community are met by educational entities.

Fiscal Year 2009 Accomplishments

- Conducted strategic planning sessions to review and continue implementation of City of Bryan Strategic Plan.
- Adopted city budget that reflected continued implementation of Strategic Plan.
- Continued emphasis on redevelopment of certain sections of the community while preparing for growth of the future.
- Provided policy direction to City staff.
- Continued Council training and participation in city related organizations, such as National League of Cities, Texas Municipal League, etc.
- Continued emphasis on redevelopment of Downtown Bryan.
- Continued partnership with Texas A&M System regarding the new Health Science Center.

Fiscal Year 2010 Goals and Objectives

- Conduct strategic planning sessions to review and continue implementation of City of Bryan Strategic Plan.
- Adopt city budget that reflects continued implementation of Strategic Plan.
- Continue emphasis on redevelopment of certain sections of the community while preparing for growth of the future.
- Continue emphasis on redevelopment of Downtown Bryan.
- Continue partnership with Texas A&M System regarding the new Health Science Center.
- Provide policy direction to City staff.
- Continue Council training and participation in city related organizations, such as National League of Cities, Texas Municipal League, etc.
- Promote complete count for 2010 census.
- Begin required redistricting process following 2010 census.
- Appointment of individuals to boards/committees/commissions
- Reply to citizen inquiries and requests in a timely manner.

Major Budget Items

- Council Services was reduced \$15,000 as part of the City's FY2010 budget balancing initiative by reducing the Council Contingency line item.

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 39	\$ 973	\$ 840	\$ 971
Supplies	9,066	11,500	11,500	11,500
Maintenance & Services	122,802	129,082	129,082	129,666
Miscellaneous/Admin Reimb	128,236	135,640	155,104	120,640
Total Expenses	\$ 260,143	\$ 277,195	\$ 296,526	\$ 262,777

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
No Staffing- included in City Secretary Budget	-	-	-	-

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of Strategic Initiatives	6	6	6	6
# of Strategic Planning Sessions	3	3	2	3
# of Bryan Commerce & Development Board Mtgs.	20	20	20	20
# of Conferences or Events Attended	N/A	N/A	15	15
Participation in 2010 Count Activities	N/A	N/A	N/A	100%
% of 2010 Census Redistricting Plan Accomplished	N/A	N/A	N/A	100%
# of Board/Committee/Commission Applications Rec'd.	130	140	140	150
# of Board/Committee/Commission Appointments	47	50	55	55
# of Proclamations Prepared	N/A	48	60	60
# of Council phone calls received	3,000	3,000	3,000	3,000
# of Council correspondences processed	350	400	400	400

Legal Services

Mission Statement

The mission of the Legal department is to provide high quality legal services to assist the City of Bryan in achieving lawful objectives.

Strategic Initiatives

- Maintain effective communication with elected and appointed officials, staff, and the public.
- Assure that legal advice is accurate, timely, and meets client needs.
- Verify that contracts prepared by third-parties and reviewed by Legal Services are valid and enforceable.
- Attest that City ordinances and agenda items are thoroughly and promptly reviewed.
- Recruit and retain a qualified legal staff.

Fiscal Year 2009 Accomplishments

- The City Attorney's Office has successfully handled cases in both civil and criminal courts and has effectively worked with and advised other City departments.
- The City Attorney's Office successfully resolved five employment lawsuits, two excessive force lawsuits, and three property damage cases.
- The attorneys assisted in obtaining a settlement agreement concerning the BVSWMA construction contract.
- Assisted with property acquisitions in downtown.
- Assisted in the formation of the Bryan-Brazos County Economic Development Foundation, Inc. and the BVWACS.

Fiscal Year 2010 Goals and Objectives

- No complaints from internal clients regarding legal staff communications.
- Majority of Council inquiries are responded to within the same business day.
- Legal advice and services are provided on or before the agreed upon delivery date.
- At least 75% of clients surveyed will rate services and advice provided by Legal Services as good or excellent.
- When challenged, City contracts will be declared valid and enforceable.
- Disputes regarding interpretations of contracts drafted by Legal Services do not arise.
- Ordinances and agenda items are reviewed and forwarded within required deadline.
- Have an attorney in attendance at all City boards and commissions meetings.

Legal Services

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 411,222	\$ 541,888	\$ 532,272	\$ 582,865
Supplies	5,069	5,580	3,274	5,580
Maintenance & Services	25,419	21,640	23,590	21,789
Miscellaneous/Admin Reimb	51,417	33,120	28,944	33,120
Total Expenses	\$ 493,127	\$ 602,228	\$ 588,080	\$ 643,354

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
City Attorney	1	1	1	1
Senior Assistant City Attorney	1	-	-	-
Assistant City Attorney	2	4	4	4
Legal Assistant	2	1	1	1
Total	6	6	6	6

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
% of customers rated services as good	90%	90%	90%	90%
Median response time to Council requests (days)	0.5	0.5	0.5	0.5
% of tasks meeting agreed deadlines	85%	85%	85%	85%

Non Departmental Payments/Transfers

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Other Service Charges & Miscellaneous	\$ 1,009,900	\$ 2,832,380	\$ 2,698,825	\$ 2,795,887
Capital Outlay	-	2,000,000	-	2,000,000
Debt Service	228,968	244,741	244,741	329,648
Transfers	5,735,958	597,563	879,822	712,003
Total Expenses	\$ 6,974,826	\$ 5,674,684	\$ 3,823,388	\$ 5,837,538

Authorized Contributions

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Contributions:				
Research Valley Partnership (RVP)	\$ 293,287	\$ 400,000	\$ 293,287	\$ 300,000
Texas Institute for Pre-Clinical Studies	-	84,000	84,000	84,000
New Generation Industrial Park Debt	-	-	-	64,622
Downtown Bryan Economic Development Association (DBEDA)	68,200	60,000	68,200	15,000
Brazos County Health Department	10,000	10,000	10,000	351,500
Downtown Improvement Program	-	200,000	200,000	100,000
Easterwood Airport	-	63,543	61,692	58,768
BVCNet	13,000	13,000	13,000	13,000
Tejas Center Sales Tax Rebate	96,327	-	15,885	-
Metropolitan Planning Organization- Traffic Planner Funding	-	15,000	15,000	-
Lions Club - 4th of July Fireworks	-	10,000	-	-
Miscellaneous Charges:				
County Appraisal District	193,759	259,628	212,017	233,703
US Teltec - Economic Development	50,633	122,480	122,480	105,680
Bryan Business Council	64,167	-	-	-
Bush Library Expansion	-	-	5,000	-
Brazos County 9-1-1 Dispatching Services	-	1,339,539	1,297,114	1,297,114
Brazos County Prisoner Support	-	96,000	-	26,000
Animal Shelter Services	-	138,734	-	-
Borski Homes Development Agreement	-	-	-	40,000
General Fund Contingency Balance	-	20,456	-	106,500
Debt Service:				
HUD 108 Loan Debt Payments	228,968	244,741	228,968	329,648
Transfers & Capital Improvements:				
Renovate Old Police Building	-	2,000,000	-	2,000,000
Transfers-LaSalle Hotel Support	-	-	216,032	-
Transfer to Debt Service Fund	250,405	251,055	251,005	251,055
Transfers to Other Departments	5,706,078	346,508	729,708	460,948
Total	\$ 6,974,826	\$ 5,674,684	\$ 3,823,388	\$ 5,837,538

ENTERPRISE FUNDS OVERVIEW

FUND DESCRIPTION

The City's Enterprise Funds consist of the following departments:

- Water
- Wastewater
- Solid Waste
- City Electric (BTU City)
- Rural Electric (BTU Rural)
- Coulter Field Airport
- Bryan Commerce and Development (BCD)

These funds are financed and operated in a manner similar to private business enterprises. The costs of providing products and services to the public are recovered primarily through user charges.

All Enterprise Fund types are accounted for on the economic resources measurement focus and the accrual basis. Revenues are recognized in the period in which they are earned and become measurable, and expenses in the period in which they are incurred and measurable. Contrary to Generally Accepted Accounting Principles (GAAP) of recording depreciation in the income statements and recording retirements of principal and capital purchases on the balance sheet, the City does not budget for depreciation or amortization of assets but does budget capital expenses and debt principal on the operating statements.

WATER FUND

Operating revenues consists of sales, penalties, miscellaneous, and administrative reimbursements.

- Anticipated operating revenues of \$11,201,600, an increase of \$825,000 (8.0%) from the FY2009 adopted figure of \$10,376,600.
- Total revenues for FY2010 are expected to be \$11,492,800, of which \$291,200 are from non-operating revenue sources, including interest income and miscellaneous income.

Anticipated total operating expenses of \$5,246,708, an increase of \$281,340 from the FY2009 adopted budget of \$4,965,368.

- Water services maintained 21,951 residential and commercial meters in FY2009 and plans to maintain 22,176 meters in FY2010.
- The current reserve requirement (sixty days of operating expenses) is \$862,773. The ending unrestricted is \$6,590,441.

Non-operating expenses in FY2010 are anticipated to be \$6,812,845, a decrease of \$39,267 under the FY2009 adopted budget of \$6,876,114.

- Also included is the new cost study allocation figure for administrative reimbursement. For FY2010 the reimbursement is \$994,686, up \$22,089 over the FY2009 Adopted amount of \$972,597.

During FY2007, Water Services reinstated their meter replacement program which takes a proactive approach to meter replacement. Standard practice is to replace meters

every 10 years; with age, meters tend to read water usage "slow", meaning water usage is under-billed. With over half of the City's water meters more than 10 years old, it is expected that metered water consumption will continue to increase as older meters are replaced with new meters that will more accurately register water usage. Furthermore, the increased water usage will precipitate increased wastewater revenues since sewer charges are based on water consumption.

The City's newly created Building & Maintenance Fund and Equipment Replacement fund have been implemented. The Water Fund's contribution for FY2009 was \$182,563. This amount will increase slightly in FY2010 to \$229,045 due to the new/upgraded vehicles. \$224,280 for the Equipment Replacement fund and \$4,765 to the Building & Maintenance Fund.

The minimum bond coverage ratio is 1.25. Currently, the bond coverage ratio for projected for the end of FY2009 is 1.51, thus the consideration being given to a 7% rate increase. The effect of this potential increase is reflected in the FY2010 proposed revenue projections.

WASTEWATER FUND

Operating revenues for FY2010 are anticipated to be \$12,319,400. This is an increase of \$979,100 over the FY2009 adopted figure of \$11,340,000.

Total revenues for FY2010 are expected to be \$12,638,900, with \$319,500 of income attributed to non-operating sources.

Non-operating income is expected to decrease \$200,000 below the FY2009 budget; from \$519,500 to \$319,500.

Operating expenses are expected to be \$5,534,969 in FY2010. This is an increase of \$258,529 over the FY2009 budgeted amount of \$5,276,440.

Non-operating expenses are expected to have a net increase of \$996,531 from the FY2009 adopted budget. This increase is due to the following:

- Annual capital increase of \$1,040,400.
- Transfers to the Warehouse fund for administrative reimbursement decreased to \$34,046 from 52,198.
- Right-of-Way payments are expected to increase by \$13,970, to a total transfer of \$600,970.
- Equipment replacement transfer of \$301,571. This fund is established to enable the City to purchase new equipment as needed.
- BTU transfer for FY2010 is expected to be \$428,604. This transfer is payment to BTU to read the meters, bill and collect.
- Debt service payments are \$3,136,235 in FY2010 for General Obligation and Revenue Bond debt service.
- Net transfers of \$1,213,378.

The operating reserve requirement (60 days of operating expenses) is \$909,858. The ending unrestricted net current assets is \$10,981,614, which is well in excess of the requirement.

The minimum bond coverage ratio is 1.25; Wastewater has a projected ratio of 2.16 in FY2010.

SOLID WASTE FUND

Operating income is anticipated to be \$7,585,304 which is slightly higher than the FY2009 budget amount of \$7,550,040.

- Operating income consists of Residential and commercial refuse, tipping fees, compost fees, recycling, administrative reimbursements, penalties, license & permit fees and miscellaneous operating income.
- A rate increase may be needed in FY2012.

Interest on operating funds comprise the non-operating revenues in the amount of \$60,000. This is \$60,000 less than FY2009 budget due to the declining interest rates.

Total operating expenses of the Solid Waste Fund for FY2010 are \$5,964,845, which is an increase of 4.1% over the FY2009 adopted budget.

Non-operating expenses will decrease \$929,596 to \$2,286,994 below the FY2009 budget amount of \$3,216,590.

- A reduction in Annual Capital from \$1,067,750 in FY2009 to \$57,410 for FY2010 was a majority of the change.

Solid waste created a grant program in FY2009 and continues the program in FY2010, which supports 50% of the costs of reconstructing old commercial enclosures over the next four years.

BRYAN TEXAS UTILITIES (BTU)

Bryan Texas Utilities (BTU) is an enterprise activity of the City of Bryan, Texas. BTU operates a "City" and "Rural" electric system. Each system, while operated by a common staff, is maintained separately for internal and external accounting and reporting purposes.

The City Electric System encompasses the following services provided to customers within the city limits of Bryan: Production, Transmission, Distribution, Administration, Customer Service, Key Accounts & Energy Management & QSE (Qualified Scheduling Entity) Services.

BTU-CITY

Overall operating revenues for the BTU-City/QSE service are projected to be \$120,494,466 in FY2010.

- This is a decrease of \$27,181,668 (18.4%) from the FY2009 adopted budget due primarily to lower fuel revenues.
- Operating revenue is derived from operations, miscellaneous revenue, and investment earnings.
- BTU is expected to utilize a portion of the Rate Mitigation Fund balance to finance operations in

FY2010. The ending FY2010 working capital balance is estimated at \$27,081,279.

Total operating expenses for BTU-City/QSE for FY2010 are projected to be \$109,829,630.

- This is a decrease of \$16,528,469 (13.1%) from the FY2009 adopted budget. This decrease is attributable to lower fuel and purchased power costs.
- Projected FY2009 operating expenses of \$123,614,833 are \$2,743,266 (2.2%) lower than the original adopted budget due to lower fuel and purchasing power costs.

BTU-City's budgeted capital outlays for system improvements funded from operating revenues increased from FY2009 to FY2010 by \$1,115,638 (16.0%). Capital improvements funded from working capital are primarily associated with improvements in distribution and system growth.

- Budgeted capital spending funded through bond issuances of \$29,289,425 in FY2010, represents a \$7,356,494 decrease from the FY2009 budget due to the completion of major projects in FY2009.
- Debt service payments are budgeted to increase by \$2,500,965 to accommodate payments for the new debt issuance primarily for transmission and Automated Meter Information (AMI) projects.
- The FY2010 working capital balance is expected to decrease by \$4,075,513 over the adopted FY2009 budget amount.

BTU-RURAL

The Rural Electric Division is comprised of the Distribution and Administrative services directly attributable to the rural service area. The Rural Electric Division is comprised of those areas outside the city limits of the City of Bryan which includes portions of: Brazos County, Burleson County, Robertson County, and the City of Snook.

Overall revenues for FY2010 are projected to be \$26,074,519.

- This is \$6,076,391 (18.9%) lower than the FY2009 adopted budget of \$32,150,910.
- Operating revenue is derived from operations, miscellaneous revenue, and investment earnings

Rural capital expenses for system improvements funded from operating revenues for FY2010 are \$576,094 (22.4%) higher than the FY2009 adopted budget. Capital improvements funded by working capital are primarily associated with improvements in distribution and system growth.

- Debt service payments increased by \$679,154 in FY2010 to accommodate payments for a new debt issuance related to AMI.
- Working capital or unrestricted net assets in the BTU-Rural Fund is projected to be \$2,228,825 at year end.

Total rural operating expenses for FY2010 are projected to be \$22,808,694.

- This is a \$5,650,929 (19.9%) decrease from the FY2009 adopted budget.
- The decreased cost of power purchased from BTU comprises the majority of the change.

BRYAN COMMERCE AND DEVELOPMENT (BCD)

Bryan Commerce and Development (BCD) was created in 2000 to aid the City with economic development activities. The creation and use of BCD was essential since the Texas Local Government Code (LGC) limits the power and activities of local governments in respect to non-traditional government activities, specifically regarding the disposition of property. Major economic development activities of BCD have included a partnership in the formation of Traditions and in the redevelopment of the LaSalle Hotel in Downtown Bryan.

Recent economic development activities have included the purchase and donation of land for the purpose of spurring economic development on the west side of Bryan for the development of the new Texas A&M Health Science Center located in the city limits of Bryan. Also, the purchase of property Downtown in FY08 in the amount of \$4,730,903 will aid in renovating the north end of the downtown historic area.

FY2010 revenues are comprised of a \$117,453 transfer from the general fund to cover expenses paid from the BCD fund.

Fiscal Year 2010 BCD expenditures are comprised of \$116,847 for an interest payment on a land purchase note for property purchased near the Health Science Center project. Also, \$606 will be spent on other services and charges.

AIRPORT FUND

Coulter Field is a general use airport on the northeast side of Bryan. It is managed by a fixed base operator (FBO) under contract with the City.

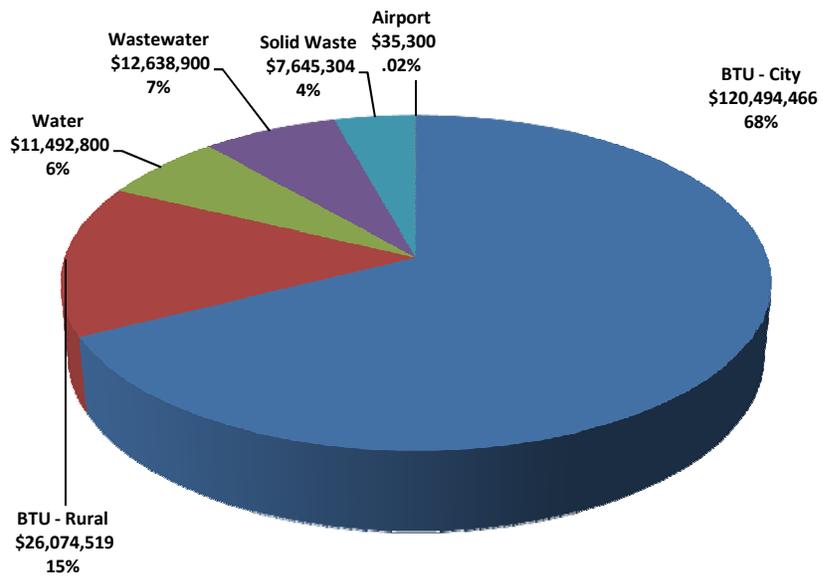
FY2010 operating revenues are proposed to be \$33,000. The primary sources of revenues are hanger rentals which comprise 91% of total airport revenue or \$30,000. The remaining operating revenues are from fuel sales (\$3,000).

Operating expenses for FY2010 are budgeted at \$75,709, a \$43,535 increase over FY2009 budget. Operating expenses are comprised of maintenance and other services and charges.

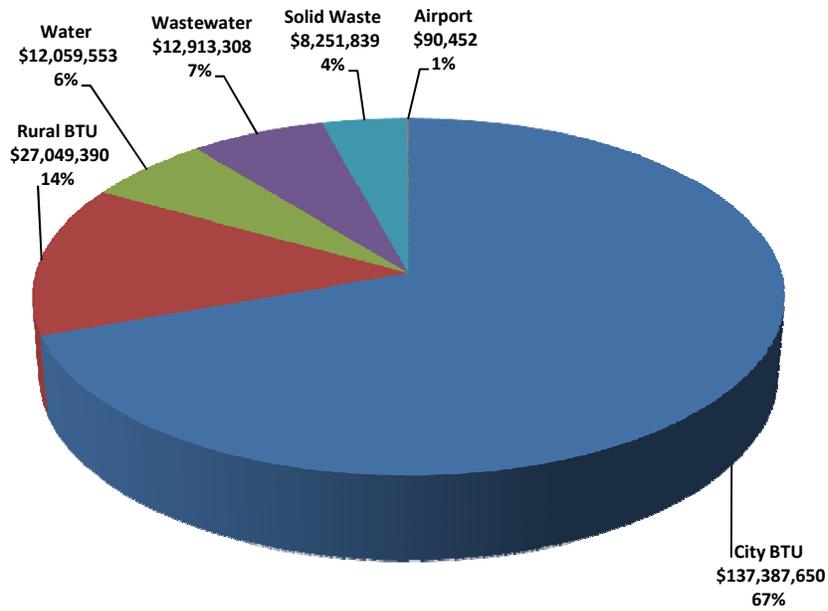
This page left intentionally blank



**Enterprise Funds
FY2010
Revenues**



**Enterprise Funds
FY2010
Expenses**



Water Fund

Mission Statement

The mission of Water Services is to produce and supply safe, palatable water for drinking and domestic use that satisfies the needs of all residential and commercial customers. To accomplish this mission we will:

Provide continuous improvement in operations and customer service, maintain infrastructure and facilities to maximize cost-effective service life and supply, develop and implement plans to satisfy future water demands.

Strategic Initiatives

- The City maintains sufficient quantities of water to meet demands.
- The City receives no water quality violations.
- Low water pressure or quantity problems do not occur.
- Annual maintenance operations are performed within budget.
- Elevate customer service levels by promptly responding to service requests.
- Enhance the working environment for employees by improving communications and rewarding performance.

Fiscal Year 2009 Accomplishments

- Distribution line replacements:
 - Installed 1400 feet of 6-inch waterline on Robeson;
 - Installed 6-inch waterline on E. 15th from Texas Ave to dead end;
 - Connected 6-inch and 8-inch on Suncrest;
 - Installed 250-feet of 6-inch waterline on 27th – Parker to Sims;
 - Reconnected 6 lines under major thoroughfares;
 - Replaced lines on Briarwood and Oak Circle.
- Investigated and resolved five low fire flow problems in the distribution system.
- Eliminated "Open Right" hydrants within the distribution system.
- Initiated valve program for the distribution system.
- Replaced 4000 residential meters.
- Rehabilitated wells #6 and #8.
- Evaluated/Implemented Automated Meter Infrastructure technology.
- Designed non-pumped interconnect with Wickson Creek Special Utility District (SUD).
- Improved SCADA (Supervisory Control and Data Acquisition) system for water production system.
- Developed a 5-year business plan for Water Services.
- Developed standard operating procedures for administrative staff.
- Developed ordinance governing water use.
- Developed ordinance governing standards for extension and design of water infrastructure.
- Implemented mobile data terminals for field staff.

- Improved efficiency of meter and account management through the implementation of a new customer information system (CIS): Cayenta.
- Developed dual language water conservation, water system, tap and GIS brochures.
- Updated risk management plan (RMP) for Water Production.

Fiscal Year 2010 Goals and Objectives

- Replace 4500 residential meters.
- Distribution line replacements:
 - E. 27th Street
 - Grant St
 - Autry Lane
 - W. 18th Street
 - Old Kurten
- Install 15 strategically placed valves to enhance distribution system operation.
- Replace 50 valves identified as deficient during the valve exercise program.
- Construct the non-pumped interconnect with Wickson Creek SUD.

Major Budget Items

- Implementation of Automated Meter Infrastructure (AMI).
- Miscellaneous water distribution line upgrades.
- Pump and motor upgrades at High Service Pump Station.
- Construction of 5 million gallon (MG) and 1 MG storage tank.
- Construction of well collection line.
- Eliminate private fire hydrants.
- Interconnect with Wickson Creek SUD.
- Water revenue is projected to increase by approximately \$130,000 during FY2010 due to an increased customer charge for commercial customers and to raise all customers to a minimum of \$13.74 for a meter size starting with #1. This calculates to an estimated 2% increase on water rates for FY2010.

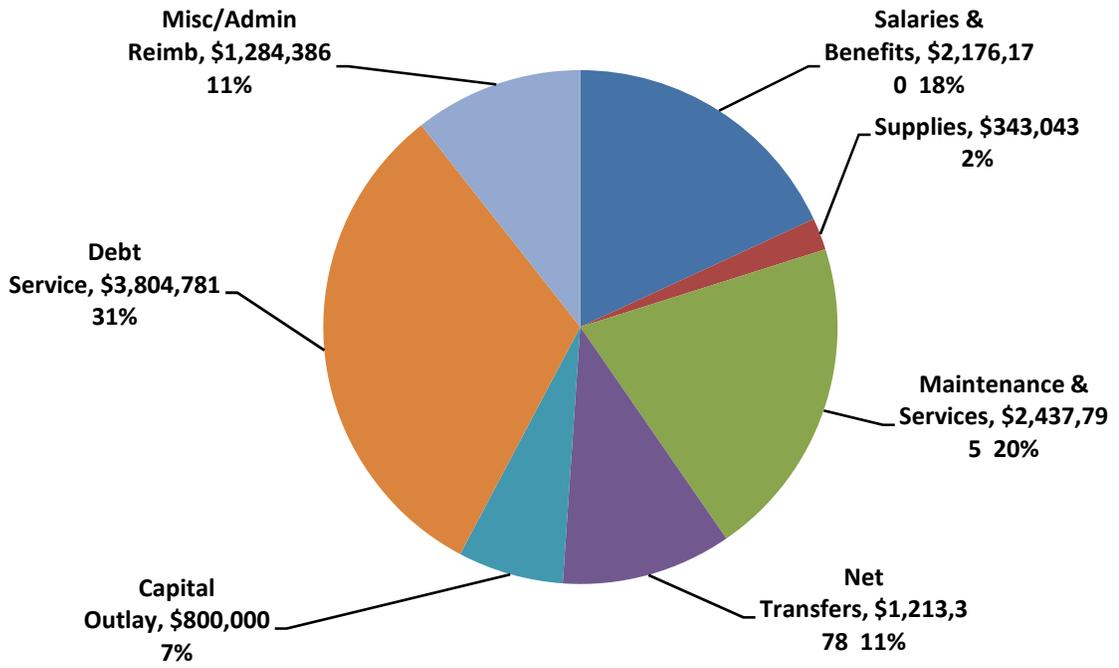
Water Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Operating Revenues:						
Water Sales	\$ 10,795,253	\$ 10,271,600	\$ 10,687,805	\$ 11,098,600	\$ 827,000	8.1%
Water Penalties	88,532	90,000	88,000	88,000	(2,000)	-2.2%
Miscellaneous	60,253	15,000	15,000	15,000	-	0.0%
Total Operating Revenues	10,944,037	10,376,600	10,790,805	11,201,600	825,000	8.0%
Non-Operating Revenues:						
Interest Income	286,300	350,000	175,000	175,000	(175,000)	-50.0%
Water Tap Fees	231,175	180,000	100,000	100,000	(80,000)	-44.4%
Oil & Gas Royalty	7,462	2,200	2,134	2,200	-	0.0%
Inventory markup	24,698	14,000	19,000	14,000	-	0.0%
Miscellaneous non-operating income	2,478	-	188	-	-	N/A
Total Non-Operating Revenues	552,113	546,200	296,322	291,200	(255,000)	-46.7%
Total Revenues	\$ 11,496,151	\$ 10,922,800	\$ 11,087,127	\$ 11,492,800	\$ 570,000	5.2%
<u>Expenditures</u>						
Operating Expenses:						
Water Administration	\$ 126,365	\$ 91,767	\$ 119,659	\$ 114,724	\$ 22,957	25.0%
Water Production	2,799,281	2,839,191	2,861,905	2,944,295	105,104	3.7%
Water Distribution	1,993,339	2,034,410	2,070,837	2,187,689	153,279	7.5%
Total Operating Expenses	4,918,985	4,965,368	5,052,401	5,246,708	281,340	5.7%
Non-Operating Expenses:						
General & Admin. Reimbursement	920,284	972,597	972,597	994,686	22,089	2.3%
Annual Capital	158,481	918,300	1,071,305	800,000	(118,300)	-12.9%
Transfer to Other Funds	-	52,198	52,198	34,046	(18,152)	-34.8%
Right of Way Payments	432,521	536,330	536,330	553,580	17,250	3.2%
Equip & Bldg/Mtnce Replacement	130,613	182,563	182,563	229,045	46,482	25.5%
Transfer to BTU	430,000	431,964	431,964	444,923	12,959	3.0%
Paying Agent Fee	1,136	-	-	-	-	N/A
Bond Sale Expense	-	24,002	23,282	-	-	0.0%
Over/Short Inventory W2	9,946	-	-	-	-	N/A
Debt Service: General Obligation Debt	347	646	646	-	(646)	-100.0%
Debt Service: Revenue Debt	3,817,094	3,805,244	3,805,244	3,804,781	(463)	0.0%
Transfers In	-	(47,730)	(47,730)	(48,216)	(486)	-1.0%
Total Non-Operating Expenses	5,900,422	6,876,114	7,028,399	6,812,845	(39,267)	-0.6%
Total Expenditures	\$ 10,819,407	\$ 11,841,482	\$ 12,080,800	\$ 12,059,553	\$ 218,071	1.8%
Net Increase/(Decrease)	\$ 676,744	\$ (918,682)	\$ (993,673)	\$ (566,753)	\$ 351,929	
CAFR Adjustment	(145,233)					
Net Adjusted Increase/(Decrease) in Net Current	531,511					N/A
Beginning Unrestricted Net Current Assets	7,619,356	7,343,283	8,150,867	7,157,194	(186,089)	-2.5%
Ending Unrestricted Net Current Assets	\$ 8,150,867	\$ 6,424,601	\$ 7,157,194	\$ 6,590,441	165,840	2.6%
Reserve Requirement : (Sixty days operating expenses)	808,600	816,225	830,532	862,473	46,248	5.7%
Bond Coverage Ratio (1.25 times minimum)	1.58	1.42	1.51	1.57		

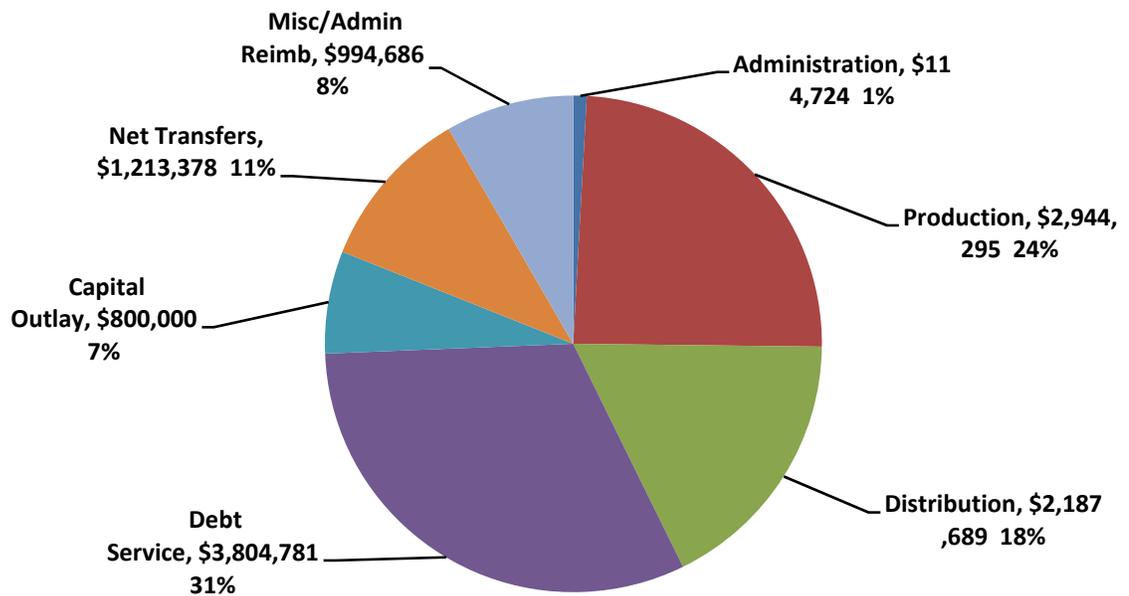
This page left intentionally blank



FY2010 Water Fund Expenses by Category



FY2010 Water Fund Expenses by Function



Water Services

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 1,882,575	\$ 2,100,577	\$ 2,035,909	\$ 2,176,170
Supplies	248,445	242,201	250,143	343,043
Maintenance & Services	2,476,966	2,368,890	2,501,448	2,437,795
Miscellaneous/Admin Reimb	1,352,564	1,226,297	1,237,498	1,284,386
Capital Outlay	158,481	918,300	1,071,305	800,000
Debt Service	3,828,522	3,829,892	3,829,172	3,804,781
Loss on Sale of Asset	(121,280)	-	-	-
Transfers In	-	(47,730)	(47,730)	(48,216)
Transfers	993,134	1,203,055	1,203,055	1,261,594
Total Expenses	\$ 10,819,407	\$ 11,841,482	\$ 12,080,800	\$ 12,059,553

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Administration				
Water Utilities Director	0.50	0.50	0.50	0.50
Sub-Total	0.50	0.50	0.50	0.50
Production				
Production & Field Operations Manager	0.50	0.40	0.40	0.40
Public Works Support Assistant	0.25	0.25	0.25	0.25
Division Assistant	0.50	0.50	0.50	0.50
Maintenance Supervisor	0.50	0.50	0.50	0.50
Meter Foreman	1	1	1	1
Senior Meter Technician	1	1	1	1
Meter Technician	3	3	3	3
Production Supervisor	1	1	1	1
WP Maintenance Crew Leader	2	2	2	2
WP Maintenance Operator	2	2	2	2
WP Plant Operator	4	4	4	4
Sub-Total	15.75	15.65	15.65	15.65
Distribution				
Production & Field Operations Manager	0.50	0.40	0.40	0.40
Water Services Project Coordinator	-	1	1	0.75
GIS Technician	1	1	1	1
Public Works Assistant - Call Center	0.50	0.50	0.50	0.50
Public Works Support Assistant	0.75	0.75	0.75	0.75
Maintenance Supervisor	1	1	1	1
Maintenance Crew Leader	2	2	2	2
Maintenance Worker/Operator	9	9	9	9
Valve & Hydrant Crew Leader	1	1	1	1
WD Customer Service Technician	2	2	2	2
WD Customer Service Supervisor	1	1	1	1
Sub-Total	18.75	19.65	19.65	19.40
Total	35.00	35.80	35.80	35.55

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
% Demand as a measure of capacity	88%	84%	79%	83%
Water Pump Stations Maintained	3	3	3	3
Water Pumps/Motors Maintained	23	24	24	24
Elevated Storage Tanks Maintained	3	3	3	3
Water Mains Maintained (miles)	442	447	424	425
Water Meters Maintained	21,826	22,196	21,951	22,176
Water Meters Installed (new service connections)	365	370	125	225
Water mains installed - new (miles)	5	5	1	1
Fire Hydrants Maintained	2,125	2,160	2,167	2,210
Fire Hydrants Repaired/Replaced/Installed	30	30	36	25
Water Usage per 1000 Population (in millions)	49	49	50.4	51.9
Admin Cost per Million Gallons	\$ 1,629	\$ 1,600	\$ 1,749	\$ 1,722
Breaks per Main Mile	0.814	0.800	0.943	0.941
Customer Accounts per Employee (pdn + dist)	672	683	675	682
Average Volume of Water delivered per employee	0.287	0.287	0.295	0.303
Distribution System Water Loss	11%	11%	11%	11%
Water Dist. System Integrity Rate (leaks/mile)	0.826	0.810	0.943	0.941
O&M Costs per account	\$ 248	\$ 240	\$ 234	\$ 230
O&M Costs per Million Gallons Produced	\$ 1,592	\$ 1,575	\$ 1,469	\$ 1,417

Wastewater Fund

Mission Statement

The mission of Wastewater Services is to provide uninterrupted, cost effective wastewater collection/treatment services to residential and commercial customers. To accomplish this mission we will:

Provide this service in a well-maintained wastewater collection system, practice environmental responsibility and quality treatment services, develop and implement plans to satisfy future wastewater demands.

Strategic Initiatives

- Wastewater is collected, transported, and treated without violation of permit.
- Rainfall events do not create collection system surcharges or capacity issues at the treatment plants.
- Annual maintenance operations are performed within budget.
- Elevate customer service levels by promptly responding to service requests.
- Enhance the working environment for employees by improving communications and rewarding performance.

Fiscal Year 2009 Accomplishments

- Developed dual language literature on fats, oil and grease:
 - Flyers
 - Logo and associated graphics
 - Food establishment grease trap maintenance guide
- Developed dual language inflow and infiltration brochure.
- Developed dual language medical waste and medicine waste brochure.
- Developed dual language wastewater treatment brochure.
- Launched public service announcement on disposal of fats, oil and grease.
- Improved collection system:
 - Old Kurten sewer line – 1500 feet
 - Still Creek Ph. 1B – 2500 feet
 - Henderson Park sewer improvements – 3000 feet
 - Colson road sewer replacement -3000 feet
 - Commerce Street sewer replacement – 5300 feet
- Developed/Implemented SCADA (Supervisory Control and Data Acquisition) at plants including TWDB (Texas Water Development Board) Tier III funding.
- Logged the location of all grease and grit traps in the City using GPS technology.
- Developed proactive collection system cleaning schedule for 50 miles of sewer pipe.
- Rehabilitated 200 manholes.
- Installed 500 private cleanout caps.
- Developed low income lateral replacement program.
- Developed assessment program for lateral replacement.
- Evaluated lift station SCADA.

- Evaluated options for managing wet weather flows at Burton Creek Wastewater Treatment Plant (WWTP).
- Repaired trickling filter at Burton Creek.
- Removed abandoned digesters from Still Creek WWTP.
- Developed Sanitary Sewer Overflow (SSO) Plan for Burton and Still Creek WWTP basins.
- Initiated the design of Thompson's Creek WWTP.
- Revised the sewer-use ordinance.
- Created a standard operating procedure for reclaimed water.
- Updated risk management plan (RMP) for Burton and Still Creek WWTP.
- Odor control improvements at Burton Creek WWTP.
- Improved oxygen transfer in the aeration basins at Burton and Still Creek WWTPs.

Fiscal Year 2010 Goals and Objectives

- Evaluate the benefit of installing new blowers at the wastewater treatment plants.
- Complete SCADA implementation at WWTP.
- Begin construction of Thompson's Creek WWTP.
- Continue proactive cleaning of collection system – 75 miles.
- Continue implementation of SSO plan for Burton and Still Creek basins through replacement of collection lines.
- Improve the operational efficiency and condition of the Burton Creek press building.
- Develop asset management plan for pumps, motors and blowers at the WWTPs.
- Continue 97% compliance of food establishments maintaining their grease traps.
- Continue 97% of industries meeting their discharge permits.
- Rehabilitate 300 manholes.
- Install 500 private cleanout caps.
- Continue implementation of private lateral replacement program.

Major Budget Items

- Blowers at Burton and Still Creek WWTPs.
- Construction of Thompson's Creek WWTP.
- Miscellaneous collection line replacements.
- Implementation of SSO plan.
- Implementation of Automated Meter Infrastructure (AMI).
- Wastewater revenue is projected to increase by approximately \$300,000 during FY2010 due to moving to a customer charge based on meter size billing parameter and increasing commercial sewer charges to \$3.80/1000 gallons (currently \$3.55/1000 gallons). These changes calculate to an estimated increase of a little over 4% for wastewater rates.

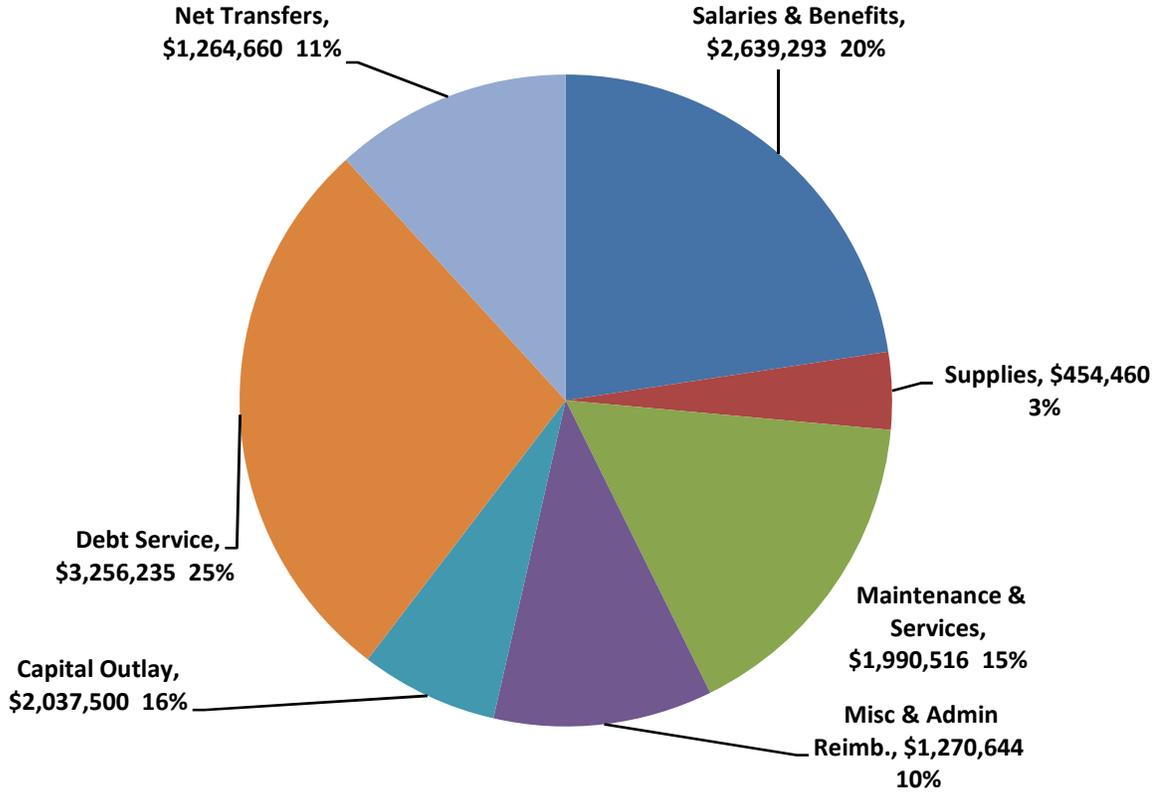
Wastewater Fund
Summary of Revenue and Expenditures
FY2010

	FY 2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>Decrease</u>	% <u>Increase/ (Decrease)</u>
<u>Revenues</u>						
Operating Revenues:						
Sewer System Revenue	\$ 11,154,103	\$ 11,005,000	\$ 11,200,943	\$ 11,950,000	\$ 945,000	8.6%
Sewer Penalties	92,629	97,000	94,090	95,000	(2,000)	-2.1%
Miscellaneous	9,294	4,000	3,880	4,100	100	2.5%
Pretreatment Fees	325,641	228,000	265,635	265,000	37,000	16.2%
Hauler Inspection Fees	8,675	6,000	5,500	5,000	(1,000)	-16.7%
Sewer Inspection Fees	-	-	-	300	-	0.0%
Total Operating Revenues	<u>11,590,342</u>	<u>11,340,000</u>	<u>11,570,048</u>	<u>12,319,400</u>	<u>\$ 979,100</u>	<u>8.6%</u>
Non-Operating Revenues:						
Sewer Tap Fees	76,900	95,000	35,000	40,000	(55,000)	-57.9%
Miscellaneous-Non Operating	12,218	24,500	24,074	29,500	5,000	20.4%
Interest Income	373,528	400,000	225,000	250,000	(150,000)	-37.5%
Gain on sale of asset	47,439	-	-	-	-	N/A
Total Non-Operating Revenues	<u>510,084</u>	<u>519,500</u>	<u>284,074</u>	<u>319,500</u>	<u>(200,000)</u>	<u>-38.5%</u>
Total Revenues	<u>\$ 12,100,427</u>	<u>\$ 11,859,500</u>	<u>\$ 11,854,122</u>	<u>\$ 12,638,900</u>	<u>\$ 779,100</u>	<u>6.6%</u>
<u>Expenditures</u>						
Operating Expenses:						
Wastewater Administration	\$ 99,755	\$ 92,774	\$ 92,023	\$ 90,708	\$ (2,066)	-2.2%
Wastewater Collection	1,400,236	1,661,950	1,872,853	1,742,670	80,720	4.9%
Wastewater Pre-Treatment	54,507	68,088	67,038	67,247	(841)	-1.2%
Wastewater Treatment	2,858,589	2,946,153	2,967,103	3,110,685	164,532	5.6%
Environmental Services	339,536	507,475	535,201	523,659	16,184	3.2%
Total Operating Expenses	<u>4,752,624</u>	<u>5,276,440</u>	<u>5,534,218</u>	<u>5,534,969</u>	<u>\$ 258,529</u>	<u>4.9%</u>
Non-Operating Expenses:						
General & Admin Reimbursement	960,593	972,687	954,120	819,944	(152,743)	-15.7%
Annual Capital	198,351	997,100	1,430,076	2,037,500	1,040,400	104.3%
Transfer to Other Funds	-	52,198	52,198	34,046	(18,152)	-34.8%
Right of Way Payments	458,312	587,000	587,000	600,970	13,970	2.4%
Equipment Replacement Transfer	181,366	246,210	246,210	301,571	55,361	22.5%
Transfer to BTU	415,000	416,120	416,120	428,604	12,484	3.0%
Bond Sales Expense	-	18,121	18,225	120,000	101,879	562.2%
Loss on Sale of Asset	-	-	-	-	-	N/A
Debt Service-General Obligation Debt	2,598	2,594	2,594	-	(2,594)	N/A
Debt Service-Revenue Debt	3,133,987	3,137,948	3,137,948	3,136,235	(1,713)	-0.1%
Transfers from Other Funds	-	(48,170)	(113,293)	(100,531)	(52,361)	-108.7%
Total Non-Operating Expenses	<u>5,350,206</u>	<u>6,381,808</u>	<u>6,731,198</u>	<u>7,378,339</u>	<u>\$ 996,531</u>	<u>15.6%</u>
Total Expenditures	<u>\$ 10,102,830</u>	<u>\$ 11,658,248</u>	<u>\$ 12,265,416</u>	<u>\$ 12,913,308</u>	<u>\$ 1,255,060</u>	<u>10.8%</u>
Net Increase/(Decrease)	\$ 1,997,596	\$ 201,252	\$ (411,294)	\$ (274,408)	\$ (475,960)	
CAFR Adjustment	64,434					
Net Adjusted Increase/(Decrease) in Net Current	2,062,030					
Beginning Unrestricted Net Current Assets	<u>9,605,286</u>	<u>10,122,444</u>	<u>11,667,316</u>	<u>11,256,022</u>	<u>1,133,578</u>	<u>11.2%</u>
Ending Unrestricted Net Current Assets	<u>\$ 11,667,316</u>	<u>\$ 10,323,696</u>	<u>\$ 11,256,022</u>	<u>\$ 10,981,614</u>	<u>\$ 657,918</u>	<u>6.4%</u>
Reserve Requirement :						
(Sixty days operating expenses)	781,253	867,360	909,734	909,858	42,498	4.9%
Bond Coverage Ratio						
(1.25 times minimum)	2.18	1.93	1.92	2.16		

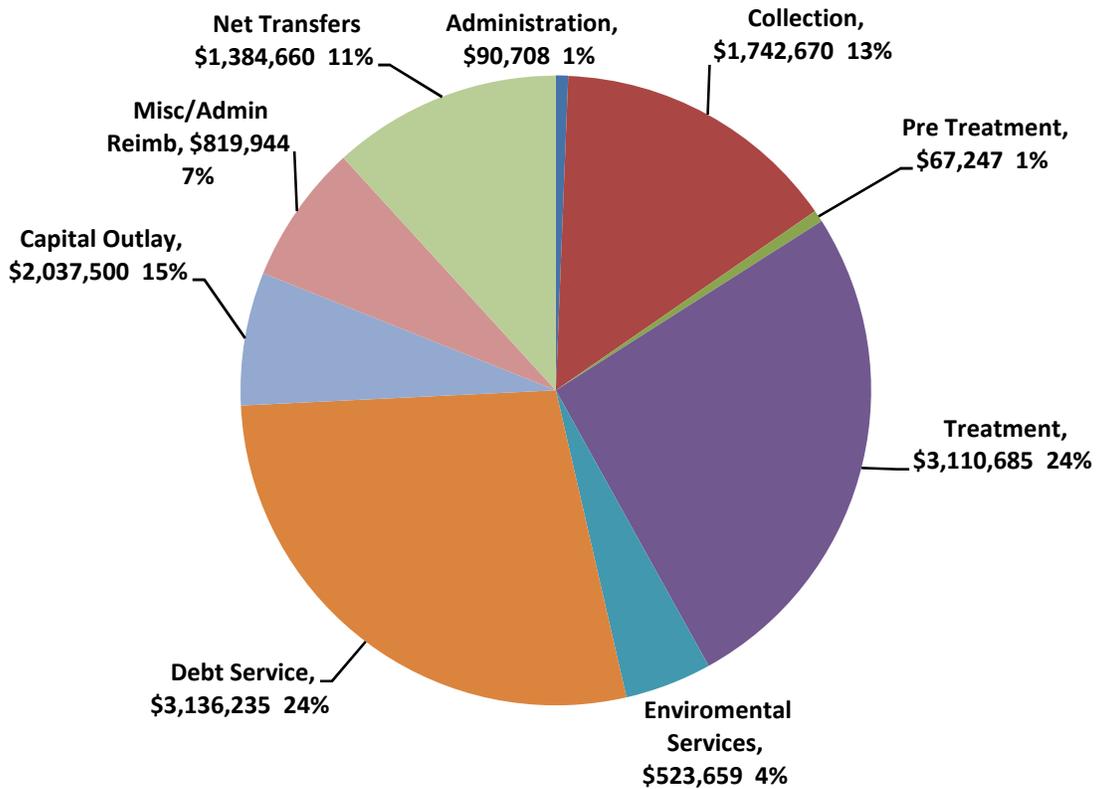
This page left intentionally blank



**FY2010 Wastewater Fund
Expenses by Category**



**FY2010 Wastewater Fund
Expenses by Function**



Wastewater Fund

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 2,205,351	\$ 2,566,221	\$ 2,554,582	\$ 2,639,293
Supplies	444,334	457,234	452,465	454,460
Maintenance & Services	1,772,264	1,826,565	2,107,699	1,990,516
Miscellaneous/Admin Reimb	5,454,076	1,399,107	1,373,592	1,270,644
Capital Outlay	198,351	997,100	1,430,076	2,037,500
Debt Service	3,136,576	3,158,663	3,158,767	3,256,235
Loss on Sale of Asset	(4,162,800)	-	-	-
Administrative Transfers	-	(48,170)	(113,293)	(100,531)
Transfers	1,054,678	1,301,528	1,301,528	1,365,191
Total Expenses	\$ 10,102,830	\$ 11,658,248	\$ 12,265,416	\$ 12,913,308

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Administration				
Water Utilities Director	0.50	0.50	0.50	0.50
Sub-Total	1	1	1	1
Collection				
Compliance and I&I Supervisor	1	1	1	1
Distribution & Collection Manager	0.50	-	-	-
Jet Truck Crew Leader	1	1	1	1
Maintenance Crew Leader	4	5	5	5
Maintenance Worker/Operator	9	8	8	8
Maintenance Supervisor	1	1	1	1
Production & Field Operations Manager	-	0.20	0.20	0.20
Public Works Assistant-Call Center	0.50	0.50	0.50	0.50
Public Works Support Assistant	1	1	1	1
WW/Water Projects Coordinator	N/A	N/A	N/A	0.25
TV Truck Crew Leader	1	1	1	1
Vacuum Truck Crew Leader	1	1	1	1
Sub-Total	20	19.70	19.70	19.95
Pre-Treatment / WWT				
Operator	1	1	1	1
Sub-Total	1	1	1	1
Waste Water Treatment				
Division Assistant	0.50	0.50	0.50	0.50
Lift Station Crew Leader	1	1	1	1
Lift Station Operator	1	1	1	1
Maintenance Supervisor	0.50	0.50	0.50	0.50
Chief Plant Operator (supervisor)	1	1	1	1
Production & Plant Manager	0.50	-	-	-
Roll-Off Operator	-	1	1	1
Treatment & Compliance Manager	-	0.50	0.50	0.50
WP Maintenance Crew Leader	1	1	1	1
WP Maintenance Operator	1	1	1	1
WWT Plant Operator	10	9	9	9
Sub-Total	16.50	16.50	16.50	16.50

Wastewater Fund

Sewer/Env Svcs/Wastewater				
Environmental Compliance Officer	1	3	3	3
Industrial Waste/Pretreatment Officer	1	1	1	-
Environmental Compliance Supervisor	-	-	-	1
Operations Manager	0.50	-	-	-
Treatment and Compliance Manager	-	0.50	0.50	0.50
Water Quality Technician	2	2	2	2
Sub-Total	4.50	6.50	6.50	6.50
Total	42.50	44.20	44.20	44.45

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Sewer Mains Maintained (miles)	378	382	380	382
Stoppages Removed from City Mains (each)	1,400	1,400	1,300	1,200
Collection Mains Installed - New (miles)	4	4	2	2
Sewer Laterals/Taps Replaced/Repaired (new sewer connections)	320	320	170	180
Sewer Customers (accounts)	20,857	21,177	21,027	21,207
Sewer Lift Stations Maintained	20	21	21	21
TV Inspection I&I (miles)	3	4	5	7
Smoke Testing I&I (miles)	12	15	3	4
Sewer Mains Repaired/Replaced I&I (miles)	6	6	3	4
Manholes Repaired I&I	80	75	200	200
Sewer Mains Cleaned (miles)	30	30	35	70
Sanitary Sewer Overflows	125	120	109	100
Ratio of Volumes of Sewage to Water Sold	79%	80%	69%	76%
Volume of Wastewater Treated (MDGs of gallons - collect + treat)	2,700	2,700	2,400	2,725
Volume of Wastewater Treated per Employee (MGD per employee)	81	83	72	81
Admin Cost per million gallons processed (Admin Costs) \$	1,847	\$ 1,830	\$ 2,295	\$ 1,982
Sewer Overflow Rate (No. Of overflows/total miles of main)	0.331	0.314	0.287	0.262
Collection System Integrity Rate = (No of failures/miles of piping system)	4.03	3.98	3.71	3.40
O&M Costs per account \$	284	\$ 279	\$ 264	\$ 264
O&M Costs per Million Gallons Processed \$	2,191	\$ 2,191	\$ 2,315	\$ 2,055
% of Grease Traps in Compliance	95%	N/A	93%	95%
% of Significant Industrial Users in Compliance with IPP	96%	N/A	99%	98%
% of Biosolids composted	97%	N/A	90%	92%

Solid Waste Fund

Mission Statement

To provide the City of Bryan with safe, timely, cost effective and environmentally conscious solid waste collection and disposal. Reduce waste through recycling, composting and community education. Respond promptly and accurately to citizen requests. To ensure environmental compliance for a safe, attractive and aesthetically pleasing community for residents and visitors.

Strategic Initiatives

- Provide safe and timely residential and commercial brush & bulky solid waste services.
- Divert waste from landfill through recycling and composting programs.
- Improve image by decreasing litter and discarded materials in residential neighborhoods.
- Increase participation in Source Reduction programs through enhanced educational efforts.
- Implement educational programs on environmental sustainability in our community.
- Respond to customer requests in a timely, professional manner.
- Provide fiscally sound collection operations by minimizing the fleet and optimizing staff.
- Increase level of service utilizing existing staff.
- Develop well-trained and empowered staff at all levels.
- Improve capitol assets through safety and operational training along with proactive maintenance.

Fiscal Year 2009 Accomplishments

- Launched the "Be Green in Bryan" sustainability/educational program along with a corresponding website (www.begreeninbryan.com).
- Formed An internal "Green Team" to review the City's current green initiatives and look for areas of expansion.
- Released The Bryan Environmental Education (BEE) Program, an environmental education video using "Buzz" the BEE Program mascot and the Environmental Services Manager. They visited all of the City's environmental facilities and events.
- The department is in the process of modernizing the commercial containers by utilizing GIS/GPS technology in all assets in the field.
- Sold all finished product at the Compost Facility.
- Residential collection updated and reorganized routes to provide better service and efficiency throughout the City.
- Commercial front load truck was featured in nationally circulated dealer calendar.
- The department initiated a Safety and Maintenance program to decrease work related accidents/incidents and decrease fleet maintenance costs.
- High visibility reflective tape was added to back of all collection equipment for better visibility and road safety.
- The department has worked with Transportation pruning trees in the right-of-ways, thus providing clearance over residential roadways for city services.

- The department enhanced the Downtown area by actively collecting litter, maintaining dumpster enclosures and sweeping the streets.
- Worked with the Community Emergency Operations Center (CEOC) during Hurricane Ike and provided debris clean up for the community. In addition, were able to receive FEMA reimbursement for all costs associated with disaster clean up.
- Provided three day operational and mechanical training through equipment dealer for Solid Waste and Fleet employees.
- Implemented aggressive cross training of employee to empower and optimize staff.
- Updated Solid Waste Ordinances.
- Successfully participated in TCEQ's Compost Refund Program.

Fiscal Year 2010 Goals and Objectives

- Ensuring 100% of all solid waste customers are collected without complaints
- All curbs and gutters are swept 5 times per year.
- Dead animals are removed within 24 hours of notifications.
- All solid waste work orders generated are completed within 24-48 hours of notifications.
- Increase citizen participation at the recycling center by 2%.
- Sell 100% of finished compost product.
- Install GPS into 27 solid waste collection trucks to increase quality and quantity of service, maximize route efficiency and decrease fleet maintenance costs.
- Create and implement a Sustainability Action Plan by the Green Team.
- Release 6 episodes of the Be Green in Bryan TV Show.
- Apply for at least 4 awards and grants with established sustainability and education program.

Major Budget Items

- Computer for new employee during FY09. FY10 Decision Package (year 2) \$1,182.
- Solid Waste was reduced \$33,280 as part of the City's FY2010 General Fund budget balancing initiative.

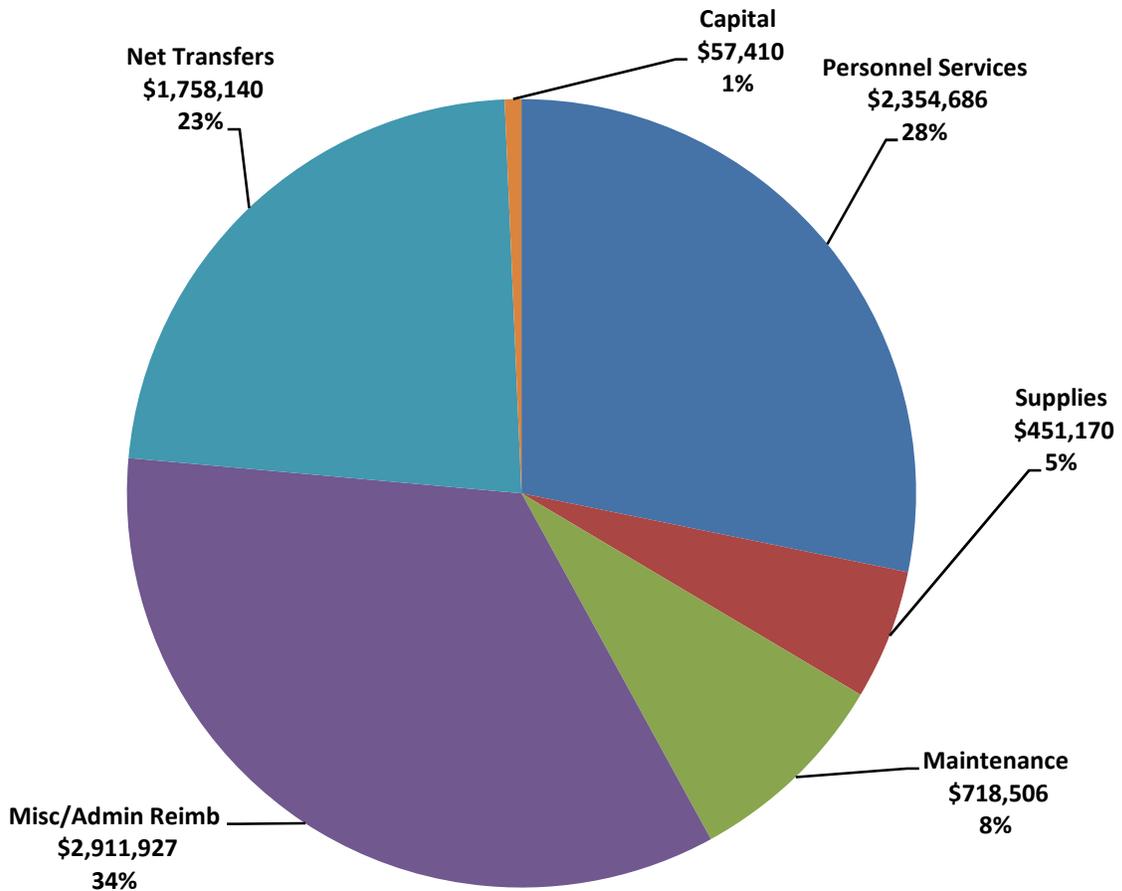
Solid Waste Fund
Summary of Revenue and Expenditures
FY2010

	FY 2008 <u>Actual</u>	FY 2009 <u>Adopted</u>	FY09 <u>Projected</u>	FY10 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues:</u>						
Operating Revenues						
Residential Refuse	\$ 3,789,628	\$ 3,781,831	\$ 3,827,424	\$ 3,849,904	\$ 68,073	1.8%
Commercial Refuse	3,057,435	3,234,809	3,130,420	3,200,000	(34,809)	-1.1%
Tipping Fees	328,138	300,000	348,000	320,000	20,000	6.7%
Disposition of GFA Assets	60,480	-	-	-	-	N/A
Compost	102,638	100,000	100,000	100,000	-	0.0%
Penalties	57,836	60,000	64,891	61,000	1,000	1.7%
License & Permit Fees	41,806	31,000	32,000	32,000	1,000	3.2%
Recycling	66,737	40,000	18,386	20,000	(20,000)	-50.0%
Miscellaneous	8,623	2,400	6,364	2,400	-	0.0%
Total Operating Revenues	<u>7,513,321</u>	<u>7,550,040</u>	<u>7,527,485</u>	<u>7,585,304</u>	<u>35,264</u>	<u>0.5%</u>
Non-Operating Revenues						
Interest Income	129,121	120,000	54,459	60,000	(60,000)	-50.0%
Gain/(Loss) on sale of Asset	(32,764)	50,000	50,000	-	(50,000)	N/A
Grants	127,754	-	-	-	-	N/A
Total Non-Operating Revenues	<u>224,111</u>	<u>170,000</u>	<u>104,459</u>	<u>60,000</u>	<u>(110,000)</u>	<u>-64.7%</u>
Total Revenues	<u>\$ 7,737,433</u>	<u>\$ 7,720,040</u>	<u>\$ 7,631,944</u>	<u>\$ 7,645,304</u>	<u>\$ (74,736)</u>	<u>-1.0%</u>
<u>Expenditures</u>						
Operating Expenses						
Administration	\$ 4,332,504	\$ 4,423,507	\$ 4,289,288	\$ 4,663,906	\$ 240,399	5.4%
Call Center	215,487	-	-	-	-	N/A
Compost	673,427	781,945	756,170	804,682	22,737	2.9%
Transfer to Wastewater	-	24,085	73,631	76,094	52,009	215.9%
Transfer to BTU	350,000	384,519	384,519	396,055	11,536	3.0%
Transfer to General Fund	77,960	90,571	90,571	-	(90,571)	N/A
Transfer to Other Funds	-	23,865	23,865	24,108	243	1.0%
Total Operating Expenses	<u>5,649,378</u>	<u>5,728,492</u>	<u>5,618,044</u>	<u>5,964,845</u>	<u>236,353</u>	<u>4.1%</u>
Non-Operating Expenses						
Administrative Reimbursement	792,689	921,425	921,425	967,701	46,276	5.0%
Paying Agent Fee	-	300	300	-	(300)	N/A
Transfers In	(168,769)	(80,000)	(80,000)	(180,000)	(100,000)	-125.0%
Bond Sale Expense	1,883	1,883	1,883	-	(1,883)	N/A
Debt Service	784	14,776	14,776	-	(14,776)	N/A
Annual Capital	975,373	1,067,750	1,187,391	57,410	(1,010,340)	-94.6%
Equipment Replacement Transfer	455,437	916,624	916,624	1,082,338	165,714	18.1%
Facilities Replacement Transfer	-	-	-	4,000	4,000	0.0%
Right of Way Use Fee	274,068	373,832	373,832	355,545	(18,287)	-4.9%
Total Non-Operating Expenses	<u>2,331,465</u>	<u>3,216,590</u>	<u>3,336,231</u>	<u>2,286,994</u>	<u>(929,596)</u>	<u>-28.9%</u>
Total Expenditures	<u>\$ 7,980,842</u>	<u>\$ 8,945,082</u>	<u>\$ 8,954,275</u>	<u>\$ 8,251,839</u>	<u>\$ (693,243)</u>	<u>-7.7%</u>
Net Increase/(Decrease)	\$ (243,410)	\$ (1,225,042)	\$ (1,322,331)	\$ (606,535)	\$ 618,507	
Beginning Unrestricted Net Current Assets	3,657,748	2,464,801	3,436,104	2,113,773	(351,028)	-14.2%
CAFR Adjustment	21,766	-	-	-	-	
Ending Unrestricted Net Current Assets	<u>\$ 3,436,104</u>	<u>\$ 1,239,759</u>	<u>\$ 2,113,773</u>	<u>\$ 1,507,238</u>	<u>267,479</u>	<u>21.6%</u>
Reserve Requirement : (Sixty days operating expenses)	928,665	941,670	923,514	980,522	38,853	4.1%
Ninety Day Reserve	1,392,997	1,412,505	1,385,271	1,470,784	58,279	

This page left intentionally blank



FY2010
Solid Waste Fund
Expenses by Category
\$8,251,839



Solid Waste Fund

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 2,486,289	\$ 2,269,507	\$ 2,268,942	\$ 2,354,686
Supplies	602,342	599,384	450,211	451,170
Maintenance & Services	505,854	579,200	620,599	718,506
Miscellaneous/Admin Reimb	2,419,622	2,678,786	2,627,131	2,911,927
Capital Outlay	975,373	1,067,750	1,187,391	57,410
Debt Service	2,667	16,959	16,959	-
Transfers In	(168,769)	(80,000)	(80,000)	(180,000)
Transfers	1,157,465	1,813,496	1,863,042	1,938,140
Total Expenses	\$ 7,980,842	\$ 8,945,082	\$ 8,954,275	\$ 8,251,839

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Administration				
Environmental Services Department	-	1	1	1
Sustainability Programs Coordinator	-	1	1	1
Brush & Bulky Foreman	1	1	1	1
Brush & Bulky Crew Leader	-	2	2	2
Brush & Bulky Equipment Operator	10	8	8	8
Assessment Worker	2	3	3	3
Solid Waste Commercial Foreman	-	1	1	1
Solid Waste Residential Foreman	-	1	1	1
Container Coordinator	1	2	2	2
Solid Waste Equipment Operator				
Residential	8	8	8	8
Commercial	7	7	7	7
Street Sweepers	2	2	2	2
Solid Waste Crew Leaders	2	-	-	-
Solid Waste Supervisor	1	-	-	-
Environmental Services Director	1	-	-	-
Environmental Compliance Officer	2	-	-	-
Operations Manager	0.50	-	-	-
Sub-Total	37.5	37	37	37
Call Center				
Customer Service Advocate/Supervisor	1	-	-	-
Public Works Assistant	3	-	-	-
Public Works Assistant - Call Center	1	-	-	-
Sub-Total	5	-	-	-
Compost				
Compost Equipment Operator	4	3	3	3
Compost Crew Leader	-	1	1	1
Recycling/Compost Foreman	1	-	-	-
Recycling Center Assistant	4	4	4	3
Recycling Center Crew Leader	-	-	-	1
Waste Reduction Supervisor	-	1	1	1
Sub-Total	9	9	9	9
Total	51.5	46	46	46

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Customers collected without complaint (Residential)	99%	99%	99%	100%
Customers collected without complaint (Commercial)	99%	99%	99%	100%
Customers collected without complaint (Brush/Bulky)	99%	99%	99%	100%
Average number of street sweepings annually	5	5	5	5
Dead animal requests removed/disposed within 24 hrs	100%	100%	100%	100%
# of citizens utilizing recycling centers	33,000	33,000	33,660	34,333
Sell 100% of finish compost product	N/A	100%	100%	100%
All solid waste work orders completed within 24-48hrs	N/A	100%	100%	100%
# of commercial containment enclosures repaired	N/A	25	N/A	50
Commercial containers bar coded and GIS	N/A	100%	25%	100%
% Installation of GPS in Solid Waste Collection Trucks	N/A	N/A	N/A	100%
% Completion of Sustainability Action Plan	N/A	N/A	N/A	100%
# of Be Green in Bryan episodes	N/A	N/A	N/A	6
# of awards and grants applied for	N/A	N/A	N/A	4

BTU - City/QSE
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actuals</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Operating Revenue						
Operations	\$ 153,872,437	\$ 142,197,287	\$ 142,253,857	\$ 116,734,166	\$ (25,463,121)	-17.9%
Miscellaneous	1,876,274	3,205,894	3,205,893	3,276,423	70,529	2.2%
Investment earnings	2,522,015	2,272,953	1,168,970	483,877	(1,789,076)	-78.7%
Total Operating Revenue	<u>158,270,726</u>	<u>147,676,134</u>	<u>146,628,720</u>	<u>120,494,466</u>	<u>(27,181,668)</u>	<u>-18.4%</u>
Non-Operating Revenue						
Transfers In	1,247,616	-	-	-	-	N/A
Total Non-Operating Revenue	<u>1,247,616</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
Total Revenues	<u>\$ 159,518,342</u>	<u>\$ 147,676,134</u>	<u>\$ 146,628,720</u>	<u>\$ 120,494,466</u>	<u>\$ (27,181,668)</u>	<u>-18.4%</u>
<u>Expenditures</u>						
Operating Expenses						
Fuel and Purchased Power	\$ 99,460,800	\$ 81,710,499	\$ 84,168,756	\$ 58,537,268	\$ (23,173,231)	-28.4%
TMPA Capacity	26,107,919	26,944,492	19,341,422	29,802,209	2,857,717	10.6%
Production	3,256,170	2,564,981	2,564,981	2,987,501	422,520	16.5%
QSE	1,037,458	1,084,784	1,084,784	1,214,669	129,885	12.0%
Transmission	1,602,187	2,631,360	3,532,907	4,130,070	1,498,710	57.0%
Distribution	1,557,592	1,571,000	1,571,000	1,727,402	156,402	10.0%
Customer Service	3,294,136	3,390,137	3,390,137	3,502,466	112,329	3.3%
New Ventures	741,344	1,055,846	1,055,846	1,288,310	232,464	22.0%
Administration	4,911,331	5,405,000	6,905,000	6,639,735	1,234,735	22.8%
Total Operating Expenses	<u>141,968,938</u>	<u>126,358,099</u>	<u>123,614,833</u>	<u>109,829,630</u>	<u>(16,528,469)</u>	<u>-13.1%</u>
Non-Operating Expenses						
Transfers Out	6,970,913	8,640,137	8,640,137	9,074,132	433,995	5.0%
Debt Service Requirements	4,767,612	7,909,510	6,487,443	10,410,475	2,500,965	31.6%
Capital	14,993,426	6,957,774	11,947,864	8,073,412	1,115,638	16.0%
Total Non-Operating Expenses	<u>26,731,951</u>	<u>23,507,421</u>	<u>27,075,444</u>	<u>27,558,020</u>	<u>4,050,599</u>	<u>17.2%</u>
Total Expenditures	<u>\$ 168,700,889</u>	<u>\$ 149,865,520</u>	<u>\$ 150,690,277</u>	<u>\$ 137,387,650</u>	<u>\$ (12,477,870)</u>	<u>-8.3%</u>
Net Increase/(Decrease)	\$ (9,182,547)	\$ (2,189,386)	\$ (4,061,558)	\$ (16,893,184)	\$ (14,703,798)	671.6%
Beginning Unrestricted Net Current Assets	31,773,789	42,378,814	42,378,814	30,480,370	14,703,798	
CAFR Adjustment	6,460,491					
Rate Stabilization Transfer	13,327,081	(9,032,637)	(7,836,887)	13,494,092	(4,075,513)	
Ending Unrestricted Net Current Assets	<u>\$ 42,378,814</u>	<u>\$ 31,156,792</u>	<u>\$ 30,480,370</u>	<u>\$ 27,081,279</u>	<u>\$ (4,075,513)</u>	<u>-13.1%</u>
Reserve Requirement : (Ninety days operating expenses)	35,006,039	31,156,792	30,480,370	27,081,279	(4,075,513)	-13.1%

BTU - Rural
Summary of Revenues and Expenditures
FY2010

	<u>FY2008</u> <u>Actuals</u>	<u>FY2009</u> <u>Adopted</u>	<u>FY2009</u> <u>Projected</u>	<u>FY2010</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>% Increase/</u> <u>(Decrease)</u>
<u>Revenues</u>						
Operating Revenues:						
Operations	\$ 28,669,969	\$ 31,660,201	\$ 29,264,170	\$ 25,771,338	\$ (5,888,863)	-18.6%
Miscellaneous	305,260	215,270	275,270	283,528	68,258	31.7%
Investment earnings	239,229	275,439	22,065	19,653	(255,786)	-92.9%
Total Operating Revenues	<u>\$ 29,214,458</u>	<u>\$ 32,150,910</u>	<u>\$ 29,561,505</u>	<u>\$ 26,074,519</u>	<u>\$ (6,076,391)</u>	<u>-18.9%</u>
<u>Expenditures</u>						
Operating Expenses:						
Fuel and Purchased Power	\$ 25,107,301	\$ 27,415,823	\$ 25,302,589	\$ 21,669,775	\$ (5,746,048)	-21.0%
Transmission	109,081	106,600	106,600	133,013	26,413	24.8%
Distribution	712,784	763,700	763,700	832,406	68,706	9.0%
Administration	188,968	173,500	173,500	173,500	-	0.0%
Total Operating Expenses	<u>26,118,134</u>	<u>28,459,623</u>	<u>26,346,389</u>	<u>22,808,694</u>	<u>(5,650,929)</u>	<u>-19.9%</u>
Non-Operating Expenditures						
Debt Service Requirements	102,355	417,848	417,550	1,097,002	679,154	162.5%
Capital	236,023	2,567,600	3,280,000	3,143,694	576,094	22.4%
Total Non-Operating Expenses	<u>338,378</u>	<u>2,985,448</u>	<u>3,697,550</u>	<u>4,240,696</u>	<u>1,255,248</u>	<u>42.0%</u>
Total Expenditures	<u>\$ 26,456,512</u>	<u>\$ 31,445,071</u>	<u>\$ 30,043,939</u>	<u>\$ 27,049,390</u>	<u>\$ (4,395,681)</u>	<u>-14.0%</u>
Net Increase/(Decrease)	\$ 2,757,946	\$ 705,839	\$ (482,434)	\$ (974,871)	\$ (1,680,711)	-238.1%
Beginning Unrestricted Net Current Assets	4,437,929	3,686,130	3,686,130	3,203,696		
2008 CAFR Adjustment*	<u>(3,509,745)</u>					
Ending Unrestricted Net Current Assets	<u>\$ 3,686,130</u>	<u>\$ 4,391,969</u>	<u>\$ 3,203,696</u>	<u>\$ 2,228,825</u>	<u>\$ (2,163,144)</u>	<u>-49.3%</u>
(Forty five days operating expenses)	3,220,044	3,508,721	3,248,185	2,812,031	(696,690)	-19.9%

This page left intentionally blank



Bryan Commerce & Development (BCD) Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
Revenues						
Gain/(Loss) on Sale of Asset	\$ 201,714	\$ -	\$ -	\$ -	\$ -	N/A
Rental Income	5,614	-	-	-	-	N/A
Total Revenues	\$ 207,328	\$ -	\$ -	\$ -	\$ -	N/A
Expenditures						
Other services and charges	\$ 106,621	\$ 734	\$ 2,456	\$ 606	\$ (128)	-17.44%
LaSalle Hotel Support	-	71,032	-	-	(71,032)	-100.00%
Cashion Land Note - Principal	433,515	-	-	-	-	N/A
Cashion Land Note - Interest	21,429	-	-	-	-	N/A
Borski Homes Devel Agmt.	-	40,000	40,000	-	(40,000)	-100.00%
Compass Bank Note (Interest)	115,825	116,847	116,847	116,847	0	0.00%
Downtown Property Acquisition	4,730,903	-	-	-	-	N/A
Reclass TIRZ 10 - FY08 Prop Sale	-	-	288,446	-	-	N/A
Transfer from General Fund	(4,063,905)	(228,613)	(114,474)	(117,453)	\$ 111,160	-48.62%
Transfer from Self Insurance Fund	(1,100,000)	-	-	-	-	N/A
Transfer from TIRZ #10	(450,000)	-	-	-	-	N/A
Total Expenses	\$ (205,612)	\$ -	\$ 333,275	\$ -	\$ -	N/A
Net Increase/(Decrease)	412,940	-	(333,275)	-	-	N/A
Beginning Unrestricted Net Assets	39,923	113,896	333,275	-	-	0.00%
CAFR Adjustments	(119,588)	-	-	-	-	N/A
Ending Unrestricted Net Assets	\$ 333,275	\$ 113,896	\$ -	\$ -	\$ -	N/A

Airport Fund

Mission Statement

To provide the highest quality General Aviation facilities, provide superior service, and foster a safe aviation environment for the citizens of Bryan and the residents of this region while enhancing a transportation gateway into the community.

Strategic Incentives

- Provide an attractive and beneficial transportation corridor that leaves a lasting positive impression on residents and visitors.
- To continue to upgrade and improve the Coulter Airfield facility and infrastructure through the pursuit of funding from the FAA, Texas Department of Transportation (TxDOT) - Aviation Division, and profits resulting from superior management of the facility with the overall goal of making and retaining Coulter Airfield as the best general aviation airport in the region.

Fiscal Year 2009 Accomplishments

- New staff oversight of airport / FBO operations and management.
- New staff oversight of Advisory Committee
- Conducted inspections of all hangars.
- Improved oversight of maintenance expenditures.
- Updated lease agreements with all tenants.
- Began hangar repairs of fire/building code violations.
- Began review of FBO contract / performance.
- Established zoning for airport property.

Fiscal Year 2010 Goals and Objectives

- Hire new airport manager.
- Establish new lease agreements and lease terms for T-hangars and private hangars
- Pursue Routine Airport Maintenance Program Grants.
- Pursue new hangar development through private financing and/or grant opportunities.
- Pursue new aviation-related development at airport.
- Conduct annual inspections of all Hangers

Major Budget Items

- In FY2009 the City received \$585,882 from the Texas Department of Transportation for the rehabilitation of the airport's runways. This is reflected as a capital expenditure in the FY2009 projected figure.

Airport Fund
Summary of Revenues and Expenditures
FY2010

	FY 2008 <u>Actual</u>	FY 2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Operating Revenues						
Rent	\$ 30,636	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.0%
Fuel Revenue	2,025	3,000	3,000	3,000	-	0.0%
Total Operating Revenues	<u>32,661</u>	<u>33,000</u>	<u>33,000</u>	<u>33,000</u>	-	0.0%
Non-Operating Revenues						
Grants	-	-	585,882	-	-	N/A
Interest Income	3,632	2,000	2,000	2,000	-	0.0%
Misc. Revenues	200	300	300	300	-	0.0%
Total Non-Operating Revenues	<u>3,832</u>	<u>2,300</u>	<u>588,182</u>	<u>2,300</u>	-	0.0%
Total Revenues	<u>\$ 36,493</u>	<u>\$ 35,300</u>	<u>\$ 621,182</u>	<u>\$ 35,300</u>	<u>\$ -</u>	<u>0.0%</u>
<u>Expenditures</u>						
Operating Expenses						
Maintenance	\$ 2,561	\$ 19,174	\$ 26,432	\$ 12,000	\$ (7,174)	-37.4%
Other Services and Charges	22,967	13,000	14,335	63,709	50,709	390.1%
Total Operating Expenses	<u>25,528</u>	<u>32,174</u>	<u>40,767</u>	<u>75,709</u>	<u>43,535</u>	<u>135.3%</u>
Non-Operating Expenses						
Debt Service	2,007	3,933	3,933	3,933	-	0.0%
Annual Capital	-	-	585,890	-	-	N/A
Bldg & Facility Mtnce	-	-	-	10,810	10,810	N/A
Total Non-Operating Expenses	<u>2,007</u>	<u>3,933</u>	<u>589,823</u>	<u>14,743</u>	<u>10,810</u>	<u>274.8%</u>
Total Expenditures	<u>\$ 27,535</u>	<u>\$ 36,107</u>	<u>\$ 630,590</u>	<u>\$ 90,452</u>	<u>\$ 54,345</u>	<u>150.5%</u>
Net Increase /(Decrease)	\$ 8,958	\$ (807)	\$ (9,408)	\$ (55,152)	\$ (54,345)	
Beginning Unrestricted Net Current Assets	<u>101,353</u>	<u>88,142</u>	<u>110,311</u>	<u>100,903</u>	<u>12,761</u>	<u>14.5%</u>
Ending Unrestricted Net Current Assets	<u>\$ 110,311</u>	<u>\$ 87,335</u>	<u>\$ 100,903</u>	<u>\$ 45,751</u>	<u>(41,584)</u>	<u>-47.6%</u>

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Supplies	33	-	155	-
Maintenance & Services	11,658	19,174	26,432	27,400
Miscellaneous/Admin Reimb	13,837	13,000	14,180	48,309
Capital Outlay	-	-	585,890	-
Debt Service	2,007	3,933	3,933	3,933
Transfers	-	-	-	10,810
Total Expenses	\$ 27,535	\$ 36,107	\$ 630,590	\$ 90,452

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of hangars leased for 12 months	10	10	10	10
Revenue generated	\$ 27,600	\$ 27,600	\$ 27,600	\$ 27,600
# of hangars with 25-30 year leases	5	5	5	5
Revenue generated	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

INTERNAL SERVICE FUNDS OVERVIEW

FUND DESCRIPTION

Internal Service Funds account for services furnished by a designated program to other programs within the City. Funds included are Self-Insurance, Employee Benefits, Warehouse, Equipment, and Building and Facilities Maintenance. Each fund receives revenues from City departments to which services are provided. Internal Service Funds have revenues transferred from departmental budgets on a monthly basis to ensure that funds are available to fund related expenses.

The Internal Service Funds are accounted for on the economic resource measurement focus and the accrual basis. Revenues are recognized in the period in which they are earned and become measurable, and expenses in the period in which they are incurred and measurable. Contrary to Generally Accepted Accounting Principles (GAAP) of recording depreciation in the income statements and recording capital purchases on the balance sheet, the City does not budget for depreciation or amortization of assets but does budget capital expenses on the operating statements.

WAREHOUSE FUND

This Internal Service fund supports all departments within the City by ensuring availability of necessary supplies.

Total operating revenue is anticipated to be \$67,136 for FY2010. Operating revenues consist of fuel markups estimated at \$56,174, and inventory mark-ups of \$10,962.

Non-operating revenues for FY2010 include: interest income anticipated to be \$8,950 and discounts taken estimated at \$575.

Operating expenses total \$228,005 for FY2010. This includes expenses for: salaries and benefits \$195,505, supplies of \$13,700, capital outlay of \$7,200 and maintenance and services of \$11,600.

Non-operating expenses for FY2010 include a transfer in the amount of \$11,025 for the newly created facilities replacement program and the equipment replacement program. An administrative reimbursement transfer of \$91,464 will also be made for FY2010. And General and Administrative Transfers in of (\$164,842).

SELF INSURANCE FUND

It is the policy of the City not to purchase commercial insurance for the risks of losses to which it is exposed, except for certain stop-loss provisions. Instead, the City believes it is more economical to manage its risks internally and set aside assets for claim settlements in the Self Insurance Fund. This fund services claims for risk of loss to which the City is exposed. The following are types of risk the City is exposed to:

- Workers' compensation and liability claims in excess of \$250,000 are covered by private excess insurance carriers

- Property claims in excess of \$25,000 are covered by an Inter-local Government Risk Pool.
- The general and auto liability exposure for municipalities in Texas is lessened due to the Texas Tort Claims Act, which limits liability to \$250,000 for each person and \$500,000 for each occurrence for bodily injury and \$100,000 for each occurrence for property damage.

Operating revenues for the 2010 fiscal year are proposed to be \$1,307,670, an increase of \$118,437 from the FY2009 adopted figure of \$1,189,233.

Non-operating revenues are anticipated to decrease a net amount of \$93,348 under the FY2009 budget. Operating revenues are as follows: Interest income is expected to decrease by \$76,748 to \$80,000 in FY2010. This is due in part to the current economic environment and to the significantly lower fund balance anticipated in FY2010. Miscellaneous revenues were not budgeted in FY2010.

Operating expenses are expected to be \$2,505,447 in FY2010, a decrease of \$1,097,771 from the FY2009 adopted amount of \$3,603,218. Judgment and claims estimates are based upon actuary studies. Generally, the claims are much lower than the actuary anticipates.

Non-operating expenses are anticipated to decrease by \$996,650 in FY2010 and includes: A transfer to the General Fund for Administration Reimbursement increase of \$97,032. A Capital outlay increase of \$360,000 is due to a proposed new Employee Health Clinic. This cost includes FF&E, new equipment, and consultants. A contribution of \$3,702 to the Equipment Replacement Fund will cover the future costs of replacing the vehicle Risk currently uses in its day-to-day operations. And Transfers in From Other Funds will be (\$327,154).

The projected fund balance for FY2010 is anticipated to be \$2,700,040. This amount is an increase of \$520,818 over the Adopted ending balance of FY2009 which is \$2,179,222.

EMPLOYEE BENEFITS FUND

The collaboration between the Bryan, College Station, and Brazos County to develop a joint proposal for health care has resulted in savings in health care costs over the last several years.

Education and training programs are offered in efforts to reduce claims and improve the quality of life and health of the City's employees.

Total operating revenues are anticipated to be \$7,436,182. Premiums paid by the City are projected to increase in FY2010, from \$5,184,604 in FY2009 to \$5,393,678 in FY2010. (4% increase). Employee contributions will increase slightly, up by \$190,672 (13.6%) from \$1,404,000 to \$1,594,672 in FY2010. Retiree premiums will account for \$447,832 of premiums paid. The FY2010 retiree contribution is \$48,520 higher

than the FY2009 contribution of \$399,312. Interest income will be \$48,469 in FY2010.

Total Operating expenses for FY2010 are anticipated to be \$7,671,047. Health insurance claims are projected to be \$6,703,915. This reflects a decrease of \$20,978 (.3%) below the FY2009 budget of \$6,724,893. Health insurance administration costs are \$467,395. This is a slight increase of \$86,755 (22.8%) from FY2009 budget of \$380,640. Stop loss premiums anticipated to be \$299,961 in FY2010, up from \$230,880 in FY2009, an increase of \$69,081. Employee Assistance Program is a small component of the expenses, accounting for \$13,062 of the costs in FY2010.

Total non-operating expenses for FY2010 are anticipated to be \$327,154. This is comprised of transfers to the Self Insurance Fund for \$327,154 to cover costs associated with the new Employee Health Clinic. This amount represents 10% of the initial capital outlay for renovations. The total costs will be dispersed over the next 10 years.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is an Internal Service Fund designed to replace vehicles and equipment within the City. The fund receives transfer from departments based upon the useful and economic life of their equipment and vehicles. Once it is determined that a piece of equipment should be replaced, the purchase is charged to this fund.

The transfer amounts are based upon the estimated replacement cost of each individual item. The following criteria are used and incorporated into the replacement policy:

- All existing equipment that qualifies under the replacement criteria will be replaced through the Equipment Replacement fund.
- Each department will incur a transfer expense based upon the useful life and anticipated replacement cost on each vehicle and piece of equipment assigned to the department.
- Representatives of departments with existing equipment are involved in the City's prioritization process through a committee. The committee evaluates the equipment replacement needs, and balances those needs with financial capacity and priority based on these criteria.

Budgeted revenues for this fund reflect the Equipment Replacement Fund policies. Budgeted revenues for FY2009 total \$17,500. Transfers from departments on a monthly basis are reflected as reductions to expenditures and ensure sufficient funds are available to fund expenses related to the replacement of equipment.

Transfers in from departments are tracked by department through specifically identified line items. This process will allow for transfer in and expense analysis by department and division.

Budgeted expenditures reflect the committee recommendations for replacement based on need and available funding. The proposed expenditures for FY2010 total \$777,699, leaving an ending unrestricted net asset balance of \$1,091,844 at the end of FY2010. Expenditures on equipment are also tracked by department through specifically identified line items. Allowing for revenue and expense analysis by department and division.

A listing outlining the vehicles and equipment to be replaced in FY2010 are included in the following pages. The prices reflect any trade-in value applicable. Auction proceeds will be reimbursed to the fund from which the equipment was originally purchased.

BUILDING AND FACILITIES MAINTENANCE FUND

The Building and Facilities Maintenance Fund is an Internal Service Fund designed to replace building and facilities components within the City that have a calculated expected useful life. The fund receives transfers from departments based upon the useful and economic life of their building components. Once it is determined that a building or facilities maintenance should occur, the purchase is charged to this fund. This fund is still in the early stages of development, and therefore components for replacement in FY2010 have yet to be identified.

The transfer amounts are based upon the estimated replacement cost of each individual component. The following criteria are used and incorporated into the replacement policy:

- All existing components that qualify under the replacement criteria will be replaced through the Building and Facilities Replacement fund. New, additional, and other components will be obtained through the budget process. Examples of items that may be replaced but is not limited to: roofs, HVAC, elevators, windows.

Each department will incur a transfer expense based upon the useful life and anticipated replacement cost for the building and facilities components.

Transfers in for FY2010 include the following: A total of \$196,902 will be transferred from the General Fund account for FY2010. A total of \$30,398 will be transferred from other funds.

This page left intentionally blank



Warehouse Fund

Mission Statement

The Warehouse will support all departments within the City of Bryan by striving to provide exceptional customer service through prompt attention to addressing customer needs and ensuring availability of necessary supplies, while complying with all federal, state and municipal laws.

Strategic Initiatives

- Ensure goods and services are available in a timely and cost-effective means.
- Reduce backorders and inventory shortage by proactive management of inventory.
- The City receives no fuel delivery or storage related violations.
- Annual maintenance operations performed within budget.
- Provide excellent customer service while responding to requests in a timely manner.
- Improve the working environment for employees through improved communications and rewarding performance.

Fiscal Year 2009 Accomplishments

- Installed covered area for pipe in storage area including landscaping to screen storage area.
- Installed new pumps for fuel island and increased the fuel capacity for diesel fuel at Municipal Service Center.
- Reduced maintenance costs on outdated fuel pumps with the implementation of fuel upgrades.
- Initiated standard operating procedures for:
 - Automotive warehouse
 - Fuel operations
 - Auction
 - Water warehouse
- Developed and distributed monthly fuel usage report for each department.
- Eliminated the miscellaneous chip keys through an audit of the key assignments.

Fiscal Year 2010 Goals and Objectives

- Manage the fuel system with an acceptable tolerance.
- Improve efficiency in receiving/distribution of stock.
- Explore avenues for automation in inventory control through use of scanning and data management technologies.
- Promote maximum savings to City by minimizing inventory write-offs and continually evaluating product cost, demand and availability.
- Evaluate potential upgrades to the Gas Boy brand fuel pumps and Petrovend fuel system.

Major Budget Items

- In FY2009 the City increased the premium amount paid for fuel by 4%. This increase will allow the Warehouse Fund to fund operational costs related to the fuel system. In FY2009 the City moved all operational costs to the Warehouse Fund, including personnel, supplies, fuel, equipment, etc., from the Purchasing Department.

Warehouse Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY 2009 <u>Adopted</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Operating Revenues						
Fuel Markup	\$ 60,842	\$ 120,000	\$ 55,078	\$ 56,174	\$ (63,826)	-53.2%
Inventory Markup	9,907	10,000	10,747	10,962	962	9.6%
Total Operating Revenues	<u>70,749</u>	<u>130,000</u>	<u>65,825</u>	<u>67,136</u>	<u>(62,864)</u>	<u>-48.4%</u>
Non Operating Revenues						
Interest Income	13,334	10,000	8,775	8,950	(1,050)	-10.5%
Discounts Taken	407	400	564	575	175	43.8%
Total Non Operating Revenues	<u>13,741</u>	<u>10,400</u>	<u>9,339</u>	<u>9,525</u>	<u>(875)</u>	<u>-</u>
Total Revenues	<u>84,490</u>	<u>140,400</u>	<u>75,164</u>	<u>76,661</u>	<u>(63,739)</u>	<u>-45.4%</u>
<u>Expenditures</u>						
Operating Expenses						
Salaries and Benefits	-	179,416	190,813	195,505	16,089	9.0%
Supplies	-	13,300	7,523	13,700	400	3.0%
Maintenance & Services	-	2,650	8,818	11,600	8,950	337.7%
Capital Outlay	-	9,050	32,674	7,200	-	
Total Operating Expenditures	<u>-</u>	<u>204,416</u>	<u>239,828</u>	<u>228,005</u>	<u>25,439</u>	<u>12.4%</u>
Non-operating Expenses						
Transfers to VRP & FRP	8,531	11,375	11,375	11,025	(350)	-3.1%
Over/Short Fuel and Inventory	38,844	-	38,500	-	-	N/A
Administrative Reimbursement	-	-	-	91,464	91,464	N/A
General and Administrative Transfers	-	(174,341)	(174,341)	(164,843)	9,499	5.4%
Total Non-Operating Expenses	<u>47,375</u>	<u>(162,966)</u>	<u>(124,466)</u>	<u>(62,354)</u>	<u>100,613</u>	<u>-61.7%</u>
Total Expenditures	<u>47,375</u>	<u>41,450</u>	<u>115,362</u>	<u>165,651</u>	<u>126,052</u>	<u>-49.3%</u>
Net Increase/Decrease	37,115	98,950	(40,198)	(88,990)	(189,791)	
Beginning Unrestricted Net Current Assets	<u>534,710</u>	<u>589,337</u>	<u>571,825</u>	<u>531,627</u>		
CAFR Adjustment	-	-	-	-	-	-
Ending Unrestricted Net Current Assets	<u>\$ 571,825</u>	<u>\$ 688,287</u>	<u>\$ 531,627</u>	<u>\$ 442,637</u>	<u>(245,650)</u>	<u>-35.7%</u>

Warehouse Fund

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ -	\$ 179,416	\$ 190,813	\$ 195,505
Supplies	-	13,300	7,523	13,700
Maintenance & Services	-	11,700	8,818	11,600
Miscellaneous/Admin Reimb	-	-	-	91,464
Capital Outlay	-	-	32,674	7,200
Over/Short Fuel and Inventory	38,844	-	38,500	-
General and Administrative Transfers	-	(174,341)	(174,341)	(164,842)
Transfers	8,531	11,375	11,375	11,025
Total Expenses	\$ 47,375	\$ 41,450	\$ 115,362	\$ 165,651

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Driver - Storekeeper	-	1	1	1
Warehouse Coordinator	-	1	1	1
Storekeeper	-	2	2	2
Total	-	4	4	4

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
% gain or loss in inventory for water warehouse	2.9%	N/A	10%	10%
% gain or loss in inventory for general warehouse	12.7%	N/A	10%	10%
% gain or loss in inventory for automotive warehouse	7.8%	N/A	10%	10%
% gain or loss in inventory for fuel	10.6%	N/A	10%	10%

This page left intentionally blank



Self-Insurance Fund

Mission Statement

Provide excellent customer service and effective protection of the City's financial and human resources, enhancing the quality of life for employees and taxpayers.

Strategic Initiatives

- Provide attractive employee benefits within available fiscal resources.
- Protect employees and assets of the City from injury and loss.
- Provide adequate funds for losses incurred and minimize their total cost.
- Provide on-going review of requirements, policies, procedures, claims, and regulations to ensure up-to-date practices and mandated standards.
- Provide excellent customer service with accurate and timely advice to customers.
- Establish a worksite wellness program into City's culture.
- Facilitate partnerships with other local governments for cooperative purchases, to provide effective services, and to increase knowledge.

Fiscal Year 2009 Accomplishments

- Increased employee participation in Healthy Lifestyles program from 88% to 95%.
- Implemented wellness education and awareness activities addressing the top three contributing risk factors (weight, nutrition, and coronary risk)
- Increased the number of influenza vaccinations given to employees on-site by 36%.
- Decreased the average preventable health cost from \$1,428 to \$1,076 (per person).
- Recognized by the Department of State Health Services as a "Heart and Stroke Healthy City".
- Facilitated partnerships with other public entities for Health/Safety events and feasibility of joint employee health clinic.
- Provided competitive employee benefits package with quarterly education.
- Obtained competitive Casualty Claims Administration fees through joint purchase with City of College Station.
- Continued to maintain financial integrity of Self-Insurance Fund with casualty claims cost at 56% of actuary's projection.
- Reduced the number of vehicle collisions by more than 50%.
- Reduced the three most prevalent work injuries by 10%.
- Recognized by the National Safety Council-Texas with 5 Occupational Health & Safety awards and 3 Fleet Safety Awards.

Fiscal Year 2010 Goals and Objectives

- Maintain the financial integrity of the Self-Insurance Fund with casualty claims costs not exceeding the actuary's projections.
- Decrease the top three identified health risk factors by 3%
- Decrease employee sick leave usage 5% by improving overall wellness.
- Decrease Other Post Employment Benefits (OPEB) liability with tiered retiree health premiums.
- Stabilize health plan costs through implementation of employee health clinic.
- Enhance customer access, service, and communications including computer access for field employees.
- Complete City-wide Safety Policy review.
- Reduce vehicle collisions by 5%.
- Conduct National Safety Council Supervisor Training at least once per year.
- Offer safety and health educational classes in Spanish.

Major Budget Items

- In FY2009 the City budgeted \$2,773,575 for the addition of an employee health clinic. Due to delays, these expenditures did not and will not occur during FY2009. Alternatively, these same expenditures have been moved to FY2010 with the anticipation that these expenditures will occur in FY2010. Personnel costs associated with the clinic will be added to the budget through an amendment at such time as they are needed operationally for this project.

Self Insurance Fund
Summary of Revenue and Expenditures
FY2010

	FY2008 Actual	FY 2009 Adopted	FY2009 Projected	FY2010 Adopted	Increase/ (Decrease)	% of Actual YTD to Adopted Budget
<u>Revenues</u>						
Operating Revenues:						
Defensive Driving Fees	\$ 1,165	\$ 1,072	\$ 750	\$ 700	\$ (372)	-34.7%
Liability/Workers Comp Ins Premiums	1,345,261	1,188,161	1,335,116	1,306,970	118,809	10.0%
Total Operating Revenues	<u>1,346,426</u>	<u>1,189,233</u>	<u>1,335,866</u>	<u>1,307,670</u>	<u>118,437</u>	<u>10.0%</u>
Non-Operating Revenues:						
Interest Income	332,286	156,748	91,627	80,000	(76,748)	-49.0%
Miscellaneous revenues	16,602	16,600	-	-	(16,600)	-100.0%
S/L Aggregate Refund	12,582	-	-	-	-	N/A
Total Non-Operating Revenues	<u>361,470</u>	<u>173,348</u>	<u>91,627</u>	<u>80,000</u>	<u>(93,348)</u>	<u>-53.9%</u>
Total Revenues	<u><u>1,707,896</u></u>	<u><u>1,362,581</u></u>	<u><u>1,427,493</u></u>	<u><u>1,387,670</u></u>	<u><u>25,089</u></u>	<u><u>1.8%</u></u>
<u>Expenditures</u>						
Operating Expenses:						
Personnel Services	341,521	640,181	381,896	416,176	(224,005)	-35.0%
Supplies	37,551	166,393	51,240	146,170	(20,223)	-12.2%
Maintenance	1,315	37,043	8,500	6,500	(30,543)	-82.5%
Other Services & Charges	154,615	207,903	190,922	238,229	30,326	14.6%
Judgement & Damage Claims	488,786	1,235,909	66,631	-	(1,235,909)	-100.0%
Liability Insurance	209,731	270,610	250,000	271,355	745	0.3%
Employee Safety	8,373	10,000	10,000	10,000	-	0.0%
Claims Administration	50,500	70,000	55,000	65,000	(5,000)	-7.1%
Workmans Comp & Liability Claims	-	965,179	1,045,652	1,352,017	386,838	40.1%
Total Operating Expenses	<u>1,292,392</u>	<u>3,603,218</u>	<u>2,059,841</u>	<u>2,505,447</u>	<u>(1,097,771)</u>	<u>-30.5%</u>
Non-Operating Expenses:						
Equipment Replacement Transfer	2,063	2,750	2,750	3,702	952	34.6%
Building & Facility Mtnce	-	-	-	2,142	2,142	N/A
General & Admin Reimbursements	17,395	10,830	13,600	11,825	995	9.2%
Capital	18,300	360,000	-	360,000	-	0.0%
Transfer to Other Funds	1,140,973	-	-	-	-	N/A
Transfer to General Fund	-	2,000,000	-	2,000,000	-	0.0%
Allocation Cost from City Dep	137,501	171,138	171,138	268,170	97,032	56.7%
Transfers from other funds	-	(327,154)	-	(327,154)	-	0.0%
Total Non-Operating Expenses	<u>1,316,231</u>	<u>2,217,564</u>	<u>187,488</u>	<u>2,318,685</u>	<u>101,121</u>	<u>4.6%</u>
Total Expenditures	<u><u>2,608,624</u></u>	<u><u>5,820,782</u></u>	<u><u>2,247,329</u></u>	<u><u>4,824,132</u></u>	<u><u>(996,650)</u></u>	<u><u>-17.1%</u></u>
Net Increase/(Decrease)	(900,728)	(4,458,201)	(819,836)	(3,436,462)		
Beginning Unrestricted Net Current Assets	<u>7,857,066</u>	<u>6,637,423</u>	<u>\$ 6,956,336</u>	<u>\$ 6,136,502</u>		
CAFR Adjustment						
Ending Unrestricted Net Current Assets	<u><u>\$ 6,956,336</u></u>	<u><u>\$ 2,179,222</u></u>	<u><u>\$ 6,136,502</u></u>	<u><u>\$ 2,700,040</u></u>		

Self Insurance Fund

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 341,519	\$ 640,181	\$ 381,896	\$ 416,176
Supplies	37,551	166,393	51,240	146,170
Maintenance & Services	366,116	507,843	425,776	495,784
Miscellaneous/Admin Reimb	702,101	2,470,769	1,385,667	1,727,312
Capital Outlay	18,300	360,000	-	360,000
Transfers	1,143,036	2,002,750	2,750	2,005,844
Transfers from Other Funds	-	(327,154)	-	(327,154)
Total Expenses	\$ 2,608,624	\$ 5,820,782	\$ 2,247,329	\$ 4,824,132

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Risk Management:				
Risk Management Director	1	1	1	1
Benefits Administrator	1	1	1	1
Claims Specialist	1	1	1	1
Risk Management Assistant	1	1	1	1
Safety Officer	1	1	1	1
PW Safety & Training Officer	1	-	-	-
Wellness Coordinator	-	1	1	1
Sub Total	6	6	6	6
Clinic:				
Clinic Physician	-	1	1	-
Clinic Manager	-	1	1	-
Physician Assistant	-	1	1	-
Medical Assistant	-	2	2	-
Clerical	-	2	2	-
Clinic Pharmacist	-	1.5	1.5	-
Pharmacy Technician	-	1	1	-
Sub Total	-	9.5	8.5	-
Total	6	15.5	15.5	6

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Health plan claims cost (in millions)	5.6	N/A	6.7	6.7
Employee Sick Leave usage	52,352	N/A	46,572	44,244
OPEB liability, ARC per Active Participant	\$ 788	N/A	\$ 800	\$ 750
% of Safety Policies reviewed	4.5%	N/A	54.5%	100%
# of Nat'l Safety Council Supervisor Training classes	1	N/A	1	1
# of collisions per 1,000,000 miles	32.9	30	30	28.5
# of safety/health classes held in Spanish	N/A	N/A	N/A	4
Claims costs to actuary's projections	37%	N/A	75%	75%
Prevalance of top three health risk factors:				
weight	82%	N/A	79%	76%
nutrition	79%	N/A	75%	71%
coronary heart disease	70%	N/A	70%	67%

This page left intentionally blank



**Employee Benefits
Summary of Revenues and Expenses
FY2010**

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Operating Revenues:						
Employee Contributions	\$ 1,322,781	\$ 1,404,000	\$ 1,449,702	\$ 1,594,672	\$ 190,672	13.6%
City Contributions	4,413,324	5,184,604	4,903,343	5,393,678	209,074	4.0%
Retiree Health Premiums	365,803	399,312	407,120	447,832	48,520	12.2%
Total Operating Revenues	<u>6,101,908</u>	<u>6,987,916</u>	<u>6,760,165</u>	<u>7,436,182</u>	<u>448,266</u>	<u>6.4%</u>
Non-Operating Revenues:						
Interest Income	112,432	45,836	39,099	48,469	2,633	5.7%
Stop/Loss Aggregate Refund	253,194	-	131,103	-	-	N/A
Health Claim Rebates	60,455	-	60,737	-	-	N/A
Total Non-Operating Revenues	<u>426,080</u>	<u>45,836</u>	<u>230,939</u>	<u>48,469</u>	<u>2,633</u>	<u>5.7%</u>
Total Revenues	<u><u>6,527,988</u></u>	<u><u>7,033,752</u></u>	<u><u>6,991,104</u></u>	<u><u>7,484,651</u></u>	<u><u>450,899</u></u>	<u><u>6.4%</u></u>
<u>Expenditures</u>						
Operating Expenses:						
Administrative Reimbursements	-	153,282	153,282	169,580	16,298	10.6%
Claims Administration	12,666	12,847	16,798	17,134	4,287	33.4%
Health Insurance Administration	634,639	380,640	445,139	467,395	86,755	22.8%
Health Insurance Claims	5,664,099	6,724,893	6,105,676	6,703,915	(20,978)	-0.3%
EAP	-	12,480	12,440	13,062	582	4.7%
Stop Loss Premium	-	230,880	272,692	299,961	69,081	29.9%
Total Operating Expenses	<u>6,311,404</u>	<u>7,515,022</u>	<u>7,006,027</u>	<u>7,671,047</u>	<u>156,025</u>	<u>2.1%</u>
Non-Operating Expenses:						
Transfer to Other Funds	-	327,154	-	327,154	-	0.0%
Total Non-Operating Expenses	<u>-</u>	<u>327,154</u>	<u>-</u>	<u>327,154</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u><u>6,311,404</u></u>	<u><u>7,842,176</u></u>	<u><u>7,006,027</u></u>	<u><u>7,998,201</u></u>	<u><u>156,025</u></u>	<u><u>2.0%</u></u>
Net Increase/(Decrease) *	216,584	(808,424)	(14,923)	(513,550)		
Beginning Unrestricted Net Current Assets	<u>2,054,806</u>	<u>1,491,820</u>	<u>2,271,389</u>	<u>2,271,389</u>	<u>779,569</u>	<u>52.3%</u>
CAFR Adjustment	(1)					
Ending Unrestricted Net Current Assets	<u><u>\$ 2,271,389</u></u>	<u><u>\$ 683,396</u></u>	<u><u>\$ 2,256,466</u></u>	<u><u>\$ 1,757,839</u></u>	<u><u>\$ 1,074,443</u></u>	<u><u>157.2%</u></u>

Employee Benefits Fund

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Claims Administration	\$ 12,666	\$ 12,847	\$ 16,798	\$ 17,134
Administrative Reimbursements	-	153,282	153,282	-
Health Insurance Administration	634,639	380,640	445,139	467,395
Stop/Loss Premium	-	230,880	272,692	299,961
EAP	-	12,480	12,440	13,062
Health Insurance Claims	5,664,099	6,724,893	6,105,676	6,703,915
Transfers	-	327,154	-	496,734
Total Expenses	\$ 6,311,404	\$ 7,842,176	\$ 7,006,027	\$ 7,998,201

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Average number of health plan contracts	829	800	846	872
Average number of health plan members	1,802	1,750	1,845	1,850
Average health claims paid per contract per month	\$ 663	\$ 669	\$ 597	\$ 641
Total Admin & Stop Loss fees paid per contract per mo	\$ 59	\$ 66	\$ 70	\$ 77
Total plan expenses per contract per month	\$ 722	\$ 735	\$ 667	\$ 717
Average Provider Savings	62%	60%	62%	60%
Inpatient admissions/1,000	77	90	81	80
Inpatient days/1,000	281	500	280	280
ER visits/1,000	197	230	207	205
Professional Provider Inpatient visits/1,000	965	1,242	1,002	1,040

**Equipment Replacement Fund
Summary of Revenues and Expenditures
FY2010**

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted	Increase/ (Decrease)	% Increase/ (Decrease)
<u>Operating Revenues</u>						
Interest Income	\$ 1,263	\$ -	\$ 15,190	\$ 17,500	\$ 17,500	N/A
Total Operating Revenues	1,263	-	15,190	17,500	17,500	N/A
<u>Operating Expenditures</u>						
Alloc Costs from City Departments	-	-	-	14,547	14,547	N/A
Subtotal Alloc Costs	-	-	-	14,547	14,547	N/A
Municipal Court Equip. Replacement	-	62,900	62,900	-	(62,900)	-100.0%
Fleet Services Equip. Replacement	-	18,700	18,700	-	(18,700)	-100.0%
Facilities Services Equip. Replacement	-	246,800	246,800	113,500	(133,300)	-54.0%
Transportation and Drainage Equip. Replacement	-	568,500	568,500	262,260	(306,240)	-53.9%
Traffic Services Equip. Replacement	-	25,000	25,000	-	(25,000)	-100.0%
Police Services Equip. Replacement	-	252,100	278,636	530,600	278,500	110.5%
Fire Services Equip. Replacement	-	556,000	561,846	1,736,694	1,180,694	212.4%
Planning & Development Services Equip. Replacement	-	53,700	53,700	-	(53,700)	-100.0%
Parks & Recreation Services Equip. Replacement	-	310,550	310,550	120,350	(190,200)	-61.2%
Community Development Equip. Replacement	-	18,700	18,700	-	(18,700)	-100.0%
Water Services Equip. Replacement	-	140,700	217,000	292,750	152,050	108.1%
Wastewater Services Equip. Replacement	-	308,400	350,702	248,350	(60,050)	-19.5%
Solid Waste Services Equip. Replacement	-	689,700	689,700	919,800	230,100	33.4%
Subtotal Equip. Replacement Costs	-	3,251,750	3,402,734	4,224,304	972,554	29.9%
Transfer From Municipal Court	(10,259)	(13,678)	(13,678)	(13,153)	525	3.8%
Transfer From Fleet Services	(9,410)	(12,546)	(12,547)	(9,721)	2,825	22.5%
Transfer From Facilities Services	(55,769)	(74,359)	(74,359)	(64,852)	9,507	12.8%
Transfer From Transportation and Drainage	(304,778)	(402,769)	(402,769)	(314,108)	88,661	22.0%
Transfer From Traffic Services	-	(34,329)	(34,329)	(33,478)	851	2.5%
Transfer From Police Services	(282,834)	(389,781)	(403,980)	(474,725)	(84,944)	-21.8%
Transfer From Fire Services	(560,333)	(747,112)	(747,112)	(805,360)	(58,248)	-7.8%
Transfer From Planning & Development Srv	(9,131)	(12,175)	(27,013)	(30,321)	(18,146)	-149.0%
Transfer From Parks & Recreation Services	(66,164)	(88,219)	(88,219)	(73,780)	14,439	16.4%
Transfer From Water Services	(130,613)	(182,563)	(182,563)	(224,280)	(41,717)	-22.9%
Transfer From Wastewater Services	(181,366)	(246,210)	(246,210)	(294,496)	(48,286)	-19.6%
Transfer From Solid Waste Services	(455,437)	(916,624)	(916,624)	(1,082,338)	(165,714)	-18.1%
Transfer From Information Technology	(5,294)	(7,059)	(7,000)	(4,844)	2,215	31.4%
Transfer from Engineering Services	(19,104)	(25,472)	(25,472)	(22,575)	2,897	11.4%
Transfer From Building Services	(11,129)	(14,838)	-	-	14,838	100%
Transfer From Risk Services	(2,063)	(2,750)	(2,750)	(3,702)	(952)	-34.6%
Transfer From Warehouse Services	(8,531)	(11,375)	(11,375)	(9,419)	1,956	17.2%
Subtotal Transfers-In	(2,112,215)	(3,181,859)	(3,196,000)	(3,461,152)	(279,293)	8.8%
Total Operating Expenses	(2,112,215)	69,891	206,734	777,699	707,808	1012.7%
Net Increase/(Decrease)	2,113,478	(69,891)	(191,544)	(760,199)	(690,308)	987.7%
Beginning Unrestricted Net Current Assets	-	3,119,911	2,113,478	1,921,934	-	0.0%
Ending Unrestricted Net Assets	\$ 2,113,478	\$ 3,050,020	\$ 1,921,934	\$ 1,161,735	(62,900)	-2.1%

FY2010 Proposed Equipment Replacement Schedule

Department	Unit # (no dashes or symbols)	Description	Class (pick from dropdown list)	FY10 REPLCMNT COST
Facilities	1107	1998 CHEV ASTRO VAN	Van	\$ 27,500
Facilities	1120	1994 FORD F350 BUCKET TRK	Truck-Bucket	\$ 86,000
Facilities Total				\$ 113,500
Fire	706	1996 SPARTIN QLTY PUMPER	Truck-Fire Pumper	\$ 599,622
Fire	712	1990 SPARTIN QLTY PUMPER	Truck-Fire Pumper	\$ 599,622
Fire	2803	2002 FORD F350 AMBULANCE	Ambulance	\$ 209,750
Fire	2809	2005 F350 AMBULANCE	Ambulance	\$ 163,850
Fire	2810	2005 F350 AMBULANCE	Ambulance	\$ 163,850
Fire Total				\$ 1,736,694
Parks & Recreation	1012	2001 CHEVY 3/4T PICKUP	Truck-3/4 Ton	\$ 21,900
Parks & Recreation	1023	1998 TORO MOWER	Mower	\$ 71,500
Parks & Recreation	1032	2000 CHEVY 3/4T UTILITY	Truck-3/4 Ton	\$ 26,950
Parks & Recreation Total				\$ 120,350
Police	645	2004 BMW MOTORCYCLE	Motorcycle - Police	\$ 22,000
Police	646	2004 BMW MOTORCYCLE	Motorcycle - Police	\$ 22,000
Police	647	2004 BMW MOTORCYCLE	Motorcycle - Police	\$ 22,000
Police	648	2004 BMW MOTORCYCLE	Motorcycle-Police	\$ 22,000
Police	684	2003 FORD CROWN VIC.	Sedan-Police	\$ 38,100
Police	685	2003 FORD CROWN VIC.	Sedan-Police	\$ 38,100
Police	6136	2004 FORD CROWN VIC.	Sedan-Police	\$ 38,100
Police	6137	2004 FORD CROWN VIC.	Sedan-Police	\$ 38,100
Police	6138	2004 FORD CROWN VIC.	Sedan-Police	\$ 38,100
Police	6141	2004 FORD CROWN VIC.	Sedan-Police	\$ 38,100
Police	6148	2000 CHEVY EXPRESS VAN	Van	\$ 30,800
Police	6150	2000 CHEVY EXPRESS VAN	Van	\$ 30,800
Police	6152	2006 FORD CROWN VIC	Sedan-Police	\$ 38,100
Police	6153	2006 FORD CROWN VIC	Sedan-Police	\$ 38,100
Police	6155	2006 FORD CROWN VIC	Sedan-Police	\$ 38,100
Police	6154	2006 FORD CROWN VIC	Sedan-Police	\$ 38,100
Police Total				\$ 530,600
Solid Waste	1430	1999 DODGE 3/4T PU	Truck-3/4 Ton	\$ 26,950
Solid Waste	1442	2003 FRIEIGHT SIDE LOADER	Loader-Side	\$ 187,650
Solid Waste	2926	2001 IH 4700 BRUSH TRUCK	Truck-Brush	\$ 138,850
Solid Waste	2927	2001 IH 4700 BRUSH TRUCK	Truck-Brush	\$ 138,850
Solid Waste	3101	1999 GMC SAFARI PASS. VAN	Van	\$ 27,500
Solid Waste	3209	1991 SCARAB WINDROW	Other	\$ 400,000
Solid Waste Total				\$ 919,800
Transportation	1720	1996 CASE FRONT END LDR	Loader-Wheel	\$ 203,500
Transportation	17103	2001 MASSEY FERGUSON TR.	Tractor	\$ 58,760
Transportation	17104	1989 JOHN DEERE TRACTOR	Tractor	
Transportation	17105	JOHN DEERE TRACTOR	Tractor	
Transportation	17106	1991 JOHN DEERE TRACTOR	Tractor	
Transportation	17107	1993 MASSEY FERGUSON TR.	Tractor	
Transportation Total				\$ 262,260
Wastewater-Collection	2407	2000 GMC 11/2 TON UTILITY	Truck	\$ 75,750
Wastewater-Collection	2434	2002 GMC BOSS SEWER CLEAN	Truck-Sewer Cleaner	\$ 15,000
Wastewater-Collection	24682	1989 GOOSENECK 24FT TRLR	Trailer	\$ 9,900
Wastewater-Collection Total				\$ 100,650
Wastewater-Environmental Compliance	2931	2001 DODGE 1/2TON PICKUP	Truck-1/2Ton	\$ 20,900
Wastewater-Environmental Compliance	3204	2001 DODGE 1/2TON PICKUP	Truck-1/2Ton	\$ 20,900
Wastewater-Environmental Compliance Total				\$ 41,800
Wastewater-Treatment	2509	2001 GMC EXT.CAB 1/2T P.U	Truck-1/2Ton	\$ 23,500
Wastewater-Treatment	2517	1990 2 1/2 TON IH DUMP	Truck-Dump	\$ 82,400
Wastewater-Treatment Total				\$ 105,900
Water-Distribution	2303	1999 CHEV UTILITY BED	Truck	\$ 75,750
Water-Distribution	2319	2000 GMC 11/2 TON UTILITY	Truck	\$ 75,750
Water-Distribution	2321	2000 CHEVY 1TON UTILITY	Truck-1 Ton	\$ 30,500
Water-Distribution	2332	2001 JCB 214 BACKHOE	Backhoe	\$ 79,750
Water-Distribution	2341	1997 INGERSOLL RAUD	Air Compressor	\$ 16,000
Water-Distribution	2362	2000 KENT BREAKER HAMMER	Other	\$ 15,000
Water-Distribution Total				\$ 292,750
Grand Total				\$ 4,224,304

**Building and Facilities Maintenance Fund
Summary of Revenues and Expenditures
FY2010**

	FY 2008 <u>Actual</u>	FY 2009 <u>Adopted</u>	FY 2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Discounts Taken	\$ -	\$ -	\$ 329	\$ -	\$ -	N/A
Total Revenues	-	-	329	-	-	N/A
<u>Operating Expenditures</u>						
Building Maintenance	-	187,713	162,204	158,874	(28,839)	-15.4%
Park & Rec System Maint.	-	116,026	111,610	98,351	(17,675)	-15.2%
Transfer from General Fund	-	(303,739)	(202,802)	(196,902)	106,837	35.2%
Transfer from Other Funds	-	-	(100,608)	(30,398)	(30,398)	N/A
Total Expenses	-	-	(29,596)	29,925	29,925	N/A
Revenue Over/(Under) Expenditures	-	-	29,925	(29,925)	(29,925)	N/A
Beginning Unreserved Net Assets	-	-	-	29,925	29,925	N/A
Ending Unreserved Net Assets	\$ -	\$ -	\$ 29,925	\$ -	\$ -	N/A

SPECIAL REVENUE OVERVIEW

FUND DESCRIPTION

Special Revenue Funds may be used to account for the proceeds of specific revenue sources (other than permanent funds or for major capital projects) that are legally restricted as to expenditure for specified purposes.

As Governmental Funds, they are accounted for by using the current financial resources measurement focus and the modified accrual basis. Revenues are recognized in the accounting period in which they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures in the governmental funds are recognized in the period in which the liability is incurred, if measurable. However, debt service expenditures are recorded only when payment is due.

The City adopts legal budgets for twelve Special Revenue Funds, which includes the following:

- Community Development Fund
- Hotel/Motel Tax Fund
- Oil and Gas Fund
- Court Technology Fund
- Street Improvement Fund
- Drainage Fund
- Special Projects Fund
- TIRZ #8 (Park Hudson)
- TIRZ #10 (Traditions)
- TIRZ #19 (Nash Street)
- TIRZ #21 (Downtown)
- TIRZ #22 (Lauth)

COMMUNITY DEVELOPMENT FUND

The Community Development Fund accounts for the proceeds of grants that focus primarily on community and housing development for low to moderate income citizens. The primary source of revenue for the Community Development Fund is the United States Department of Housing and Urban Development (HUD); HUD provides grant funding for both the Community Development Block Grant (CDBG) and the HOME Program (HOME). In FY2010, revenues total \$2,131,216, a \$241,260 increase from the FY2009 adopted budget of \$1,889,956. The increase is due, in part, to an increase in the overall allocation to the US Department of Housing and Urban Development for the Community Development Block Grant (CDBG) and the Home Investment Partnership Program Grant (HOME). As more funds are available to be dispersed by the granting agencies, the City's grant awards are increased.

Adopted expenditures in the Community Development Fund are \$2,060,047. The Community Development fund relies solely on grant funding for all operational expenditures; the department can only spend funding which has been awarded.

HOTEL/MOTEL TAX FUND

The Hotel/Motel Tax fund is used to account for the revenues realized from the City's 7% tax on Hotel/Motel receipts on all eligible hotel, motel and bed and breakfast occupancies within the City of Bryan. By law, cities less than 125,000 in population must spend at least 1% of the proceeds on advertising, no more than 15% on art programs and a maximum of 50% on historical preservation. Chapter 351 of the Texas Local Government Code governs the use of Hotel/Motel Tax proceeds. Revenues from room receipts in FY2010 are projected to be \$430,440, a 48% increase over FY2009. This increase is due to the opening of a new hotel at the end of FY2009.

Expenditures of \$574,892 in FY2010 are programmed into the FY2010 budget. Funding of \$133,400 will be provided to the Bryan-College Station Convention & Visitor's Bureau. The amount allocated for the Arts Council of Brazos Valley is limited to 15% of the room receipts. Downtown Bryan Economic Development Association (DBEDA) will be provided with \$30,000 in funding, while the Brazos Valley Noon Lions Club will receive \$10,000. The Brazos Valley Symphony will receive \$7,000 in funding. Also included in the FY2010 expenditure budget is \$81,700 for festivals and celebrations. All programs funded are designed to promote tourism, convention, and the hotel industry. A portion of the festival funding will be utilized to promote the City of Bryan's signature event, Texas Reds Steak & Grape Festival.

The projected ending fund balance is \$157,787 at year end.

OIL & GAS FUND

Oil and Gas royalties and bonuses from wells drilled on City owned land is accounted for in the Oil & Gas Fund. Use of these funds is at the City Council's discretion. In recent years, expenditures have been budgeted in support of economic development ventures.

Oil and Gas production activity in the Brazos Valley varies depending upon the demand for and the market price of the product. Total revenues from royalties, which have been as high as \$516,000 in FY2001, are only expected to be \$75,000 in FY2010.

Adopted FY2010 expenditures include \$75,000 allocated for a transfer to TIRZ 21 to help cover expenditures, and a \$313 transfer to the General Fund for administrative reimbursements.

SPECIAL PROJECTS FUND

In 1996, the City settled an environmental pollution lawsuit with a local industry. Under the terms of the agreement, an annual payment of \$450,000 was made by the industry to the City each September through 2005. The proceeds of this settlement are to be restricted to special construction or development projects. In past years, funds were expended to acquire land and pay

planning costs for the Traditions Project discussed in TIRZ #10.

The Special Projects Fund is expected to realize interest income of \$79 during FY2010. The fund will also receive a reimbursement of \$95,000 from TIRZ 21.

For FY2010 planned expenditures from this fund include an administrative reimbursement to the General Fund in the amount of \$199, a transfer to TIRZ#19 for \$26,558 and a transfer of \$63,000 to TIRZ 21 to assist with debt service. This fund will be reimbursed in the future.

The Special Projects Fund is projected to have a fund balance of \$10,621 at the end of FY2010. This balance is designated for future development projects.

COURT TECHNOLOGY FUND

The Court Technology Fund accounts for the receipts and disbursement of the administrative court cost assessed on each municipal court conviction (excluding City ordinances). The amounts realized from the collection of this fee must be used in accordance with Texas Law. Expenditures are limited to technological purchases that enhance the operation of the Municipal Court.

FY2010 projected revenues are expected to be \$52,348 which is a decrease of \$10,298 (16.4%) below the FY2009 adopted budget.

- Revenues from the technology fee are anticipated to be \$45,600, while interest income is expected to be \$6,748.

Projected expenses for FY2010 are \$33,975 and consist of the following:

- \$32,875 is to purchase five mobile computers.
- \$1,000 is budgeted for paper for the mobile computers, and \$100 for the maintenance of the computers.

The fund balance is projected to be \$322,739 by year end.

STREET IMPROVEMENT FUND (TRANSPORTATION FEE)

Originally established in 1998, the transportation fee is restricted to the maintenance, repair, reconstruction or extension of the existing street system in the City. The current fee schedule assesses the street improvement fee to all electric customers that reside within Bryan city limits. The rates are also scaled according to size: residential, small commercial, medium commercial and large commercial. Transportation fees are 80% of the combined Transportation/Drainage rates charged.

Total adopted revenues for FY2010 are \$5,006,435. This includes anticipated interest earnings of \$42,932, fee collections of \$4,950,069, forfeited discounts and penalty income of \$7,034, paving assessment receipts of \$1,900 and paving assessment interest of \$4,500.

Projects budgeted for FY2010 total \$3,450,000 and consist of the following:

- Downtown Phase 3 at a cost of \$1,300,000.

- Maintenance and repairs of \$1,700,000 on College Main.
- General maintenance and repairs of \$136,250 and street stripping of \$313,750.

Additional expenditures include a transfer to Debt Service of \$236,250 and a transfer to BTU (electric) of \$24,904 to cover utility administrative reimbursements.

A transportation fee increase was recommended by staff. A fee increase was adopted for \$4/month for residential, \$14/month for small commercial customers, \$24/month for medium commercial customers, and \$60/month for large commercial customers and will be implemented. Combined these increases would generate an estimated \$1.7 million in revenues for the repair and maintenance of streets.

No minimum fund balance or reserve requirement exists for this fund.

DRAINAGE FUND

Originally established in 1998, the Drainage Fee is used to improve drainage in the City through maintenance, extensions and improvements, as well as addressing federal storm water mandates. The current rate schedule in effect for FY2010 includes rates charged to electric customers that reside within the city limits of Bryan. Rates are also scaled according to size: residential, small commercial, medium commercial and large commercial. Drainage Fees are 20% of the combined Transportation/Drainage rates charged.

FY2010 total adopted revenues are \$861,632. Drainage fees comprise 95%, or \$821,380, of the total fund revenue. Interest income constitutes \$38,500 and penalty income is \$1,752.

Drainage studies and improvement projects budgeted for FY2010 total \$1,150,000.

Additional expenditures include a transfer to BTU (electric) of \$24,904 to cover utility administrative reimbursements.

No minimum fund balance or reserve requirement exists for this fund.

TIRZ #8 – PARK HUDSON

Tax Increment Financing Zone #8 – Park Hudson (TIRZ 8) was created in December 1998 by City Council Ordinance. It was created for the purpose of funding public improvements in a geographic area in east Bryan. The improvements are primarily street, water and other infrastructure intended to increase the attractiveness of the zone to investment by developers. The increased tax receipts resulting from the improvements in the zone are used to service the debt issued in 1999 and 2001 that financed the infrastructure improvements.

The primary source of revenues in TIRZ 8 is tax receipts realized from taxing the incremental value of improvements since the zone began. In FY2010, receipts from the City, Brazos County, and Bryan ISD are estimated to be \$1,708,160. Projected interest earnings

for FY2010 are \$30,502. FY2010 total revenues reflect a 5.6% increase over FY2009 adopted figures.

Adopted FY2010 expenditures consist of land acquisition property improvements (\$415,000), street improvement to Copperfield Drive (\$280,000), debt service (\$222,627), and an administrative reimbursement to the General Fund (\$104,250).

Tax Increment Financing Zone #8 is projected to finish FY2009 with an ending balance of \$2,033,491, and FY2010 with an ending fund balance of \$2,750,276. There is no required minimum balance for this fund.

TIRZ #10 - TRADITIONS

Tax Increment Financing Zone #10 – Traditions (TIRZ 10) was created by City Council ordinance in March, 2000. This improvement zone is located on the south west edge of Bryan. The zone was created to develop the infrastructure for the “Traditions” project, which includes a championship golf course, facilities for the Texas A&M University golf team and upscale residential development. Tax receipts from the improvements within the zone coupled with proceeds from the sale of residential lots were included in the development plan as resources for servicing the debt issued in 2000.

The “Traditions” golf course is complete and residential lot sales and new home construction continues. Lots sales are anticipated to continue throughout FY2010 and are projected to generate \$276,659 in revenue this year. The estimated property tax revenues for FY2010 are \$874,385. Interest earnings are projected to generate \$29,329 in revenues for this fund in FY2010.

FY2010 expenditures include debt service payments in the amount of \$1,522,155, as well as \$75,000 for design guidelines and land planning, and an administrative reimbursement to General Fund in the amount of \$75,000.

The FY2010 fund balance is expected to decrease by \$491,782 throughout the year with an ending fund balance of \$1,463,466.

TIRZ #19 – NASH STREET

Tax Increment Financing Zone #19 – Nash Street (TIRZ 19) was created by City Council ordinance on June 26, 2007. This improvement zone is located on 122 acres along the Villa Maria Road and FM 158 corridor within the corporate limits of Bryan. TIRZ 19 was created to develop the retail and commercial portions of the project along William J. Bryan Parkway and Villa Maria Road. The greatest derived public benefit identified within the plan is the construction of Nash Street which connects William J. Bryan and Villa Maria Road.

Property tax revenues for TIRZ 19 are projected to be \$118,018 in FY2010. The forecasted statement of cash flow reflects full participation by the City of Bryan through 2027 and Brazos County participation through 2012.

Net expenditures from this fund are projected to be \$46,519 in FY2009 for sewer and street improvements,

the addition of a detention pond, an alley reconstruction, and debt service. Adopted net expenditures for FY2010 are \$118,018 for debt service.

TIRZ #21 – DOWNTOWN

Tax Increment Financing Zone #21 – Downtown (TIRZ 21) was created by City Council ordinance in December 2006. This improvement zone is located within a polygon of properties, including rights-of-ways, located in Downtown Bryan. The zone was created to support the re-development of the Downtown district.

Projects that are proposed that may be funded from the TIRZ 21 include Phase 3 Downtown re-development and Phase 4 Downtown re-development. Both of these projects consist of re-development of streets, side streets, surface parking, etc. within the Downtown area. In addition to the two phases of re-development the TIRZ proposed projects also include a Civic Park, gateway signage, and a fountain among other potential projects.

The City of Bryan anticipates approximately \$63,482 in property tax revenues for FY2010, as well as a \$75,000 transfer from the Oil and Gas Fund, a \$63,000 transfer from Special Projects and a \$33,518 transfer from the General Fund, which are reflected as reductions to expenditures. Project net expenditures currently slated for FY2010 include \$35,000 in planning and consulting expenses and \$200,000 for land/land improvements.

TIRZ #22 – LAUTH DEVELOPMENT

Tax Increment Financing Zone #22 – Lauth (TIRZ 22) was created by City Council ordinance on February 13, 2007. This improvement zone is located on 282 acres along Briarcrest Drive and the east frontage road of N. Earl Rudder Freeway. TIRZ 22 was created to support the development of a multi-phased regional retail center (known as the “Bryan Towne Center”) and other mixed use development. This development is expected to add significant ad valorem and sales tax base to the City of Bryan.

The City of Bryan will be utilizing certificates of obligation designated “City of Bryan, Texas Combination Tax and Tax Increment Revenue Certificates of Obligation, Series 2007” in the approximate aggregate principal amount of \$4.5 million for the purpose of paying contractual obligations incurred or to be incurred by the City in connection with public improvements within TIRZ 22.

Property Tax revenues budgeted for FY2010 are \$281,713. Other projected revenues include \$20 in interest income.

The Project Plan for this TIRZ calls for FY2010 expenditures to include pond structure improvements for \$112,000. This fund also anticipates the transfer of funds from bond proceeds in the amount of \$112,000. Total net expenditures adopted for FY2010 total \$281,380, and also include a reimbursement to the Special Projects Fund of \$95,000 and debt service payments of \$186,380.

Community Development Fund

Mission Statement

To receive, allocate, and administer Community Development Block Grant (CDBG) and Home Investment Partnership Grant (HOME) funding in accordance with guidelines published by the U.S. Department of Housing and Urban Development for the benefit of the citizens of the City of Bryan; to eliminate slum and blight; and for the general betterment of the community.

Strategic Initiatives

- Expand the supply of decent, safe and affordable housing.
- Reduce the isolation of income groups by decentralizing housing opportunities and expanding home ownership.
- Address needs of homeless through housing and supportive services by providing access to eligible programs.
- Address special needs populations through housing and supportive services by providing access to eligible services.
- Increase access to public services and public facilities as defined by HUD.
- Increase economic development by providing technical assistance to private non-profit, for profit developers, and special economic development loans to increase access to services for low to moderate income individuals.
- Increase economic development by providing technical assistance to individuals and/or special economic development loans, when funds are available, to eliminate slum/blight.

Fiscal Year 2009 Accomplishments

- Provided homebuyer's counseling and down payment assistance to 22 eligible citizens.
- Provided technical assistance to 1 developer for rental property.
- Provided technical assistance through code enforcement to 2 units to assist in clean up or elimination of spot slum/blight.
- Provided funding and technical assistance to 15 public service agencies to increase access to services.
- Provided funding to 25 homeowners to improve housing stock.
- Provided for citizen input as required by federal requirements.
- Developed and implemented annual Consolidated Action Plan in accordance with federal regulations.
- Prepared and submitted Consolidated Annual Performance and Evaluation Report.
- Participated in round table discussion with U.S. Department of Housing and Urban Development Houston CPD Staff.
- Attended Sub Recipient training sponsored by Houston HUD CPD office.
- Prepared for and implemented additional federal funding.

- Provided oversight of LaSalle Hotel (Section 108 loan) management.
- Provided staff assistance to 3 special projects with same or similar strategic initiatives as Community Development Department.
- Developed and implemented marketing plan for programs and the department.

Fiscal Year 2010 Goals and Objectives

- Provide homebuyer's counseling and down payment assistance to a minimum of 15 eligible citizens.
- Provide technical assistance to 1 developer for rental property.
- Provide funding and technical assistance to a minimum of 6 public service agencies to increase access to services.
- Provide funding to a minimum of 15 homeowners to improve housing stock.
- Provide for citizen input as required by federal requirements.
- Develop and implement annual Consolidated Action Plan in accordance with federal regulations.
- Prepare and submit Consolidated Annual Performance and Evaluation Report.
- Attend required HUD training.
- Provide coordination of additional Federal funds as provided by stimulus package.
- Provide technical assistance to a minimum of 5 special projects with same or similar strategic initiatives as Community Development Department.
- Coordinate the development of the FY 2010-2014 Five-Year Plan.
- Development and implement customer service evaluation for the department.
- Update marketing plan for the department.

Major Budget Items

- Community Development Block Grant (CDBG) funding.
- AARA Community Development Block grant funds.
- Home Investment Partnership Program (HOME funds).
- Potential Neighborhood Stabilization Program (TDHCA funds).

Community Development Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Community Development Block Grant	\$ 922,625	\$ 1,099,273	\$ 839,365	\$ 1,206,445	\$ 107,172	9.7%
HOME Grant	574,305	742,683	292,750	871,771	129,088	14.8%
Criminal Justice Division	-	-	-	-	-	N/A
Texas Department Community Affairs	-	-	-	-	-	N/A
Revolving Loan	21,219	3,000	3,000	3,000	-	0.0%
HOME Program Income	56,780	45,000	45,000	50,000	5,000	10.0%
FEMA Grant	-	-	-	-	-	N/A
Other	-	-	-	-	-	N/A
Interest Income	278	-	-	-	-	N/A
Total Revenues	\$ 1,575,207	\$ 1,889,956	\$ 1,180,115	\$ 2,131,216	\$ 241,260	12.8%
<u>Expenditures</u>						
CDBG Administration	\$ 190,634	\$ 184,253	\$ 184,255	\$ 186,306	\$ 2,053	1.1%
CDBG Housing	283,713	466,894	237,085	878,429	411,535	46.8%
CDBG Public Services	143,183	138,190	138,190	141,209	3,019	2.1%
CDBG Economic Development	-	-	28,738	-	-	N/A
CDBG Code Enforcement	54,977	58,000	-	-	(58,000)	N/A
CDBG Public Facilities	20,000	-	-	-	-	N/A
CDBG LaSalle Hotel Project	83,968	79,741	79,741	-	(79,741)	N/A
HOME Grants	631,084	788,522	337,750	854,103	65,581	7.7%
Housing	36,958	-	-	-	-	N/A
Health Center Debt	167,651	174,356	174,356	-	(174,356)	N/A
Transfers in from General Fund	(36,957)	-	-	-	-	N/A
Total Expenditures	\$ 1,575,211	\$ 1,889,956	\$ 1,180,115	\$ 2,060,047	\$ 170,092	9.0%
Net Increase/(Decrease)	(4)	1	-	71,169	71,169	N/A
FY2008 CAFR Adjustment	4	-	-	-	-	N/A
Beginning Fund Balance	-	14	-	-	(14)	N/A
Ending Fund Balance	\$ -	\$ 14	\$ -	\$ 71,169	\$ 71,155	508250.0%

Community Development Fund

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
Salaries and Benefits	\$ 479,085	\$ 431,675	\$ 246,572	\$ 438,110
Supplies	9,846	10,325	5,325	8,555
Maintenance & Services	54,790	31,129	59,306	55,081
Miscellaneous/Admin Reimb	816,828	1,162,731	614,816	1,558,301
Debt Service	251,619	254,096	254,097	-
Transfers In	(36,957)			
Total Expenses	\$ 1,575,211	\$ 1,889,956	\$ 1,180,115	\$ 2,060,047

Budgeted Personnel

	FY2008 Adopted	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
CD Manager**	1.00	0.50	0.75	0.75
CD Assistant Manger	-	-	0.75	1.00
CD Programs Administrator	1.00	-	-	-
CD Program Analyst	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	-
CD Construction/Project Specialist	1.00	1.00	1.00	1.00
CD Housing Rehab specialist	1.00	1.00	1.00	1.00
CD Assistant	1.00	1.00	1.00	1.00
CD Non Housing Serv Mgr	-	1.00	-	-
Housing Coordinator	1.00	-	-	-
Total	8.00	6.50	6.50	5.75

November 2008: Fund splits change for Manager and Assistant Manager

November 2008: Eliminated CD Non-Housing Services Manager and created CD Assistant Manager

October 2009: Fund split change for Assistant Manager

October 2009: Eliminated Code Enforcement Officer position

Performance and Activity Measures

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted
# of households provided rehabilitation	15	15	20	15
# of households provided reconstruction	5	5	3	5
# of developers provided technical assistance	2	2	1	3
# of citizens provided homebuyers assistance	15	15	15	15
# of non-profits assisted in obtaining Community Housing Development Organization (CHDO) status	1	N/A	N/A	1
# of non-profits provided tech. assist. for housing/ support. serv.	5	5	5	5
# of Public Housing Authority residents receiving tech. assist.	25	15	5	10
# of individuals served through supportive services by non-profits who were provided technical assistance	20,000	20,000	25,000	25,000
# of cases completed by Code Enforcement Officer	30	30	100	-
# of youth facilities provided technical assistance or funding	4	4	5	4
# of reviews of Section 108 Health Care Facilities	4	4	4	4
# of public facilities rehabilitated	1	1	1	1
# of agencies receiving funding or technical assistance	6	6	7	6
# of agencies funded that provided services to at risk youth	3	3	5	3
# of public services receiving consideration for funding	12	12	14	12
# of special projects	N/A	N/A	10	5
# of public hearings held	N/A	N/A	2	2

Hotel/Motel Tax Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Room Tax Receipts	\$ 290,187	\$ 287,929	\$ 296,000	\$ 430,440	\$ 142,511	49.5%
HOT Collections from Compliance Audits		-	14,200	-	-	N/A
Interest Income	9,527	4,314	6,200	4,467	153	3.5%
Total Revenues	\$ 299,714	\$ 292,243	\$ 316,400	\$ 434,907	\$ 142,664	48.8%
<u>Expenditures</u>						
Convention & Visitors Bureau	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ -	0.0%
Convention & Visitors Bureau - Downtown						
Office Rent & Operational Costs	-	-	9,000	23,400	23,400	N/A
Reimb. General Fund for Downtown						
Visitors Center Improvements	-	-	2,250	-	-	N/A
Arts Council	33,286	41,133	41,133	42,000	867	2.1%
DBEDA Contract (50%)	-	-	-	30,000	30,000	N/A
Brazos Valley Noon Lions Club-July 4th	-	-	-	10,000	10,000	N/A
Brazos Valley Symphony	-	-	-	7,000	7,000	N/A
LaSalle Hotel Capital Improvements	-	-	-	75,000	75,000	N/A
Events/Celebrations -Texas Reds	38,756	41,000	41,000	75,000	34,000	82.9%
Events/Celebrations - Fiestas Patrias	6,203	7,500	7,500	5,000	-	0.0%
Events/Celebrations -World Fest	-	5,000	5,000	1,700	-	0.0%
Sister City Delegates Hotel						
Accommodations	-	-	3,000	-	-	N/A
ASA Tournament Fees	10,000	-	-	-	-	N/A
Reimb. General Fund for Hotel Fee Waiver	-	-	-	16,292	16,292	N/A
Booneville Hotel LP - Best Western-						
Tourism Reimbursement (65 Rooms)	-	-	4,000	80,000	80,000	N/A
Hotel/Motel Occupancy Tax Compliance						
Audits	9,500	-	9,500	9,500	9,500	N/A
Veteran's Park Sidewalks	-	-	20,000	-	-	N/A
Wayfinding Signage Project	-	170,000	30,000	90,000	(80,000)	-47.1%
Public Artwork	-	27,500	80,000	-	(27,500)	-100.0%
Total Expenditures	\$ 207,745	\$ 402,133	\$ 362,383	\$ 574,892	\$ 172,759	43.0%
Net Increase/Decrease	91,969	(109,890)	(45,983)	(139,985)	(30,095)	27.4%
Beginning Fund Balance	251,787	215,714	343,756	297,773	82,059	38.0%
Ending Fund Balance	\$ 343,756	\$ 105,824	\$ 297,773	\$ 157,787	\$ 51,963	49.1%
Reserve Requirement	\$ 74,929	\$ 73,061	\$ 79,100	\$ 108,727		

Oil & Gas Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Royalties - General	\$ 160,241	\$ 250,000	\$ 91,000	\$ 75,000	\$ (175,000)	-70.0%
Interest	18,120	4,119	2,107	1,021	(3,098)	-75.2%
Total Revenues	\$ 178,361	\$ 254,119	\$ 93,107	\$ 76,021	\$ (178,098)	-70.1%
<u>Expenditures</u>						
Transfer to TIRZ 19 for Debt Service Coverage	\$ 46,578	\$ -	\$ -	\$ -	\$ -	N/A
Transfer to TIRZ 22 for Debt Service Coverage	229,700	341,019	35,106	-	(341,019)	-100.0%
Transfer to TIRZ 21 for Expenditure Coverage	-	20,000	100,000	75,000	55,000	275.0%
Transfer to General Fund for Downtown Façade Improvements	173,356	-	-	-	-	N/A
Transfer to Parks for Travis Field Improvements	79,000	-	-	-	-	N/A
General Fund Administrative Reimbursement	-	616	616	313	(303)	-49.2%
Reimbursement from TIRZ 19	-	(4,251)	-	-	-	0.0%
Total Expenditures	\$ 528,634	\$ 357,384	\$ 135,722	\$ 75,313	\$ (282,071)	-78.9%
Net Increase/(Decrease)	(350,273)	(103,265)	(42,615)	708	103,973	-100.7%
Beginning Fund Balance	398,433	137,303	48,161	5,546	(131,757)	-96.0%
2008 CAFR Adjustments	1	-	-	-	-	
Ending Fund Balance	\$ 48,161	\$ 34,038	\$ 5,546	\$ 6,254	\$ (27,784)	-81.6%

Special Projects Fund
Summary of Revenues and Expenditures
FY2010

	<u>FY2008</u> <u>Actual</u>	<u>FY2009</u> <u>Adopted</u>	<u>FY2009</u> <u>Projected</u>	<u>FY2010</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>% Increase/</u> <u>(Decrease)</u>
<u>Revenues</u>						
Interest Income	36,387	36,500	7,000	79	(36,421)	-99.8%
Total Revenues	36,387	36,500	7,000	79	(36,421)	-99.8%
<u>Expenditures</u>						
Transfer to Other Funds - TIRZ 22	487,000	-	-	-	-	N/A
Transfer to Other Funds - TIRZ 19	-	37,294	594	26,558	(10,736)	-28.8%
Transfer to Other Funds - TIRZ 21	-	-	175,000	63,000		
Rewrite of Oil/Gas Ordinance	-	-	5,000	-		
Knife River - Colorado Materials Relocation	-	-	32,000	-		
Downtown Landscaping	-	-	26,216	-		
Villa Maria Grade Separation Landscaping	-	-	170,000	-		
General Fund Administrative Reimbursement	-	1,570	1,570	199	(1,371)	-87.3%
CIP Development Consultant	194,401	-	-	-	-	N/A
Reimbursement from TIRZ 22	-	-	-	(95,000)	(95,000)	N/A
Total Expenditures	681,401	38,864	410,380	(5,243)	(44,107)	-113.5%
Net Increase/(Decrease)	(645,014)	(2,364)	(403,380)	5,322	7,686	-325.1%
FY2008 CAFR Adjustment	-					
Beginning Fund Balance	1,053,693	430,061	408,679	5,299		
Ending Fund Balance	408,679	\$ 427,697	\$ 5,299	\$ 10,621	\$ (417,076)	-97.5%

Court Technology Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Technology Fee	\$ 45,835	\$ 60,315	\$ 44,974	\$ 45,600	\$ (14,715)	-24.4%
Interest Income	9,760	2,332	5,723	6,748	4,416	189.4%
Total Revenues	55,595	62,646	50,697	52,348	(10,298)	-16.4%
<u>Expenditures</u>						
Supplies	-	6,100	10,199	1,000	(5,100)	-83.6%
Maintenance	-	100	-	100	(0)	-0.4%
Administrative Reim. - Municipal Court	-	6,031	6,031	-	(6,031)	-100.0%
Computer Maintenance	-	27,000	27,000	32,875	5,875	21.8%
Capital Outlay	-	-	-	-	-	-
Total Expenditures	-	39,232	43,230	33,975	(5,257)	-13.4%
Net Increase/(Decrease)	55,595	23,414	7,467	18,373		
Beginning Fund Balance	241,304	116,542	296,899	304,366	187,824	161.2%
Ending Fund Balance	\$ 296,899	\$ 139,956	\$ 304,366	\$ 322,739	\$ 182,783	130.6%

Street Improvement Fund
Summary of Revenues and Expenditures
FY2010

	<u>FY2008</u> <u>Actual</u>	<u>FY2009</u> <u>Adopted</u>	<u>FY2009</u> <u>Projected</u>	<u>FY2010</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>% Increase/</u> <u>(Decrease)</u>
<u>Revenues</u>						
Fees	\$ 3,294,735	\$ 3,283,000	\$ 3,281,016	\$ 4,950,069	\$ 1,667,069	50.8%
Other	7,060	7,800	6,896	7,034	(766)	-9.8%
Interest Income	136,157	120,000	72,560	42,932	(77,068)	-64.2%
Paving Assessment Receipts	-	-	-	1,900	1,900	N/A
Paving Assessment Interest	-	-	-	4,500	4,500	N/A
Total Revenues	3,437,952	3,410,800	3,360,472	5,006,435	1,595,635	46.8%
<u>Expenditures</u>						
Street Maintenance	2,056,801	-	4,618,348	2,150,000	2,150,000	N/A
Street System Capital Improvements		6,000,000	178,094	1,300,000	(4,700,000)	-78.3%
Transfer to Debt Service	-	-	-	236,250	236,250	N/A
Administrative Reimbursements	-	65,560	-	-	(65,560)	-100.0%
Utility Admin. Reimbursement	26,616	24,179	24,179	24,904	725	3.0%
Transfer from Other Funds-Closure of Street Construction Lien Fund	-	-	(107,716)	-	-	N/A
Total Expenditures	2,083,417	6,089,739	4,712,905	3,711,154	(2,378,585)	-39.1%
Net Increase/(Decrease)	1,354,535	(2,678,939)	(1,352,433)	1,295,281		
Beginning Fund Balance	2,925,624	4,437,016	4,280,159	2,927,726	(1,509,290)	-34.0%
Ending Fund Balance	\$ 4,280,159	\$ 1,758,077	\$ 2,927,726	\$ 4,223,007	\$ 2,464,930	140.2%

Drainage Fund
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Fees	829,898	822,000	821,378	821,380	\$ 14,898	1.8%
Other	1,765	1,800	1,752	1,752	(235)	-13.1%
Interest Income	81,974	80,000	39,070	38,500	12,417	15.5%
Total Revenues	913,638	903,800	862,200	861,632	27,080	3.0%
<u>Expenditures</u>						
Flood Studies	428,911	300,000	348,200	350,000	428,911	143.0%
Detention Pond Channel Improvements	-	-	-	-	-	N/A
Drainage Master Plan	-	-	-	-	-	N/A
Storm Sewer/Culvert Improvements	-	-	-	-	-	N/A
Land	-	-	128,716	-	-	N/A
Contracts	-	-	29,545	-	-	N/A
Improvements	-	-	-	-	-	N/A
System Maintenance	325,615	1,630,000	631,272	800,000	(1,590,385)	-97.6%
Transfers Out/Admin Reimb	26,676	97,994	27,756	24,904	26,676	27.2%
Total Expenditures	781,202	2,027,994	1,165,489	1,174,904	(1,134,798)	-56.0%
Revenue over/(under) expenditures	132,436	(1,124,194)	(303,289)	(313,272)	1,161,878	-103.4%
Beginning Fund Balance	2,169,575	2,309,275	2,302,011	1,998,722		0.0%
Ending Fund Balance	\$ 2,302,011	\$ 1,185,081	\$ 1,998,722	\$ 1,685,450	\$ 1,161,878	98.0%

Tax Increment Finance Zone #8 - Park Hudson
Summary of Revenues and Expenditures
FY2010

	FY2008 Actual	FY2009 Adopted	FY2009 Projected	FY2010 Adopted	Increase/ (Decrease)	% Increase/ (Decrease)
<u>Revenues</u>						
Property tax - BISD	\$ 363,479	\$ 408,568	\$ 407,051	\$ 420,361	\$ 11,793	2.9%
Property tax - County	413,813	478,069	471,311	486,952	8,883	1.9%
Property tax - City	672,005	773,688	773,417	800,847	27,159	3.5%
Interest Income	68,602	18,500	29,000	30,502	12,002	64.9%
Total Revenues	\$1,517,899	\$1,678,825	\$1,680,779	\$1,738,662	\$ 59,837	3.6%
<u>Expenditures:</u>						
Park Hudson Trails Construction	\$ 188,009	\$ -	\$1,271,911	\$ -	\$ -	N/A
Land Acquisition	-	-	320,000	-	-	N/A
Land Acquisition Property Improvements	-	-	-	415,000	415,000	N/A
Park Hudson Trail Pedestrian Bridge Structural & Aesthetic Street Improvements to Copperfield Dr.	-	-	115,000	-	-	N/A
Contractual Services	-	-	12,000	280,000	280,000	N/A
HOA Dues for Property Owned	-	-	742	-	-	N/A
Admin. Reimb. to Brazos County and BISD (est. at \$20k each)	-	-	40,000	-	-	N/A
Debt Service	312,107	218,303	218,303	222,627	4,325	2.0%
Admin. Reimb. to General Fund	-	162,804	162,804	104,250	(58,554)	-36.0%
Total Expenditures	\$ 500,116	\$ 381,107	\$2,140,760	\$1,021,877	\$ 640,771	168.1%
Net Increase/(Decrease)	1,017,783	1,297,718	(459,981)	716,785	\$ (580,933)	-44.8%
Beginning Fund Balance	1,475,688	927,905	2,493,472	2,033,491	\$1,105,586	119.1%
Ending Fund Balance	\$2,493,472	\$2,225,624	\$2,033,491	\$2,750,276	\$ 524,652	23.6%

Tax Increment Investment Zone #10 - Traditions

Summary of Revenues and Expenditures

FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Property tax - City	\$ 413,600	\$ 513,645	\$ 491,498	\$ 541,608	\$ 27,963	5.4%
Property tax - County	256,640	319,223	301,003	332,777	13,554	4.2%
Lot reimbursement	1,115,763	1,122,780	155,439	276,659	(846,121)	-75.4%
Misc. Lot Income	68,695	-	288,446	-	-	N/A
Interest Income	153,774	97,791	48,896	29,329	(68,462)	-70.0%
Total Revenues	2,008,472	2,053,439	1,285,282	1,180,373	(873,066)	-42.5%
<u>Expenditures</u>						
Public & Street Improvements	2,057,839	-	170,136	-	-	N/A
Transfer to Debt Service Fund	1,382,004	1,525,308	1,525,308	1,522,155	(3,153)	-0.2%
Contractual & Professional Services	238,455	-	89,314	-	-	N/A
Design Guidelines and Land Planning	-	-	-	75,000	-	N/A
Administrative Reimb. to General Fund	9,339	-	-	75,000	-	N/A
Transfer to BCD	450,000	-	-	-	-	N/A
Total Expenditures	4,137,636	1,525,308	1,784,758	1,672,155	146,847	9.6%
Net Increase/(Decrease)	(2,129,165)	528,131	(499,476)	(491,782)	(1,019,913)	-193.1%
Beginning Fund Balance	4,583,888	1,993,644	2,454,724	1,955,248	(38,396)	-1.9%
2008 CAFR Adjustment	1	-	-	-	-	
Ending Fund Balance	\$2,454,724	\$2,521,775	\$1,955,248	\$1,463,466	\$(1,058,309)	-42.0%

Tax Increment Investment Zone #19 - Nash Street
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Property tax - City	\$ 42,852	\$ 61,822	\$ 61,578	\$ 79,849	\$ 18,027	29.2%
Property tax - County	17,917	32,718	\$ 31,042	\$ 38,169	5,451	16.7%
Interest Income	154	-	-	-	-	N/A
Total Revenues	\$ 60,923	\$ 94,540	\$ 92,620	\$ 118,018	\$ 23,478	24.8%
<u>Expenditures</u>						
Nash Street, Post Office, Sanitary Sewer Construction, Regional Detention Landscaping/Walking Trails	\$ 1,047,262	\$ -	\$ 700,380	\$ -	\$ -	N/A
	-	37,500	-	-	(37,500)	-100.0%
Transfer to Oil & Gas Fund to Reimb. Loan	-	4,251	-	-	(4,251)	-100.0%
Transfer to Debt Service Fund	112,000	128,340	88,714	144,576	16,236	12.7%
Transfer from Debt Proceeds	(1,005,659)	(37,500)	(741,983)	-	37,500	-100.0%
Transfer from Oil and Gas	(46,578)	-	-	-	-	N/A
Transfer from Special Projects	-	(37,294)	(592)	(26,558)	10,736	-28.8%
Total Expenditures	\$ 107,025	\$ 95,297	\$ 46,519	\$ 118,018	\$ 22,721	23.8%
Net Increase/(Decrease)	(46,102)	(757)	46,101	-	757	-100.0%
Beginning Fund Balance	-	-	(46,101)	-	-	N/A
FY08 CAFR Adjustment	1	-	-	-	-	
Ending Fund Balance	\$ (46,101)	\$ (757)	\$ -	\$ -	\$ 757	-100.0%

**Tax Increment Investment Zone #21 Downtown
Summary of Revenues and Expenditures
FY2010**

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Property tax - City	\$ 20,831	\$ 18,089	\$ 18,083	\$ 63,482	\$ 45,393	250.9%
Interest/Other Income	37	1,000	384	-	(1,000)	-100.0%
Total Revenues	\$ 20,868	\$ 19,089	\$ 18,467	\$ 63,482	\$ 44,393	232.6%
<u>Expenditures</u>						
Legal Expenses	\$ -	\$ -	\$ 5,743	\$ -	\$ -	N/A
Land/Land Improvements	-	-	272,000	200,000	200,000	N/A
Property Taxes	-	-	354	-	-	N/A
Accounting/Auditing Services	8,000	-	12,000	-	-	N/A
Contractual Services - Grant Research	-	-	50,000	-	-	N/A
Planning/Consulting Expenses	-	-	15,790	35,000	35,000	N/A
Transfer from Oil and Gas	-	-	(100,000)	(75,000)	(75,000)	N/A
Transfer from Special Projects	-	-	(175,000)	(63,000)	(63,000)	N/A
Transfer from General Fund Balance	-	-	(49,552)	(33,518)	(33,518)	N/A
Total Expenditures	\$ 8,000	\$ -	\$ 31,335	\$ 63,482	\$ 63,482	N/A
Net Increase/(Decrease)	12,868	19,089	(12,868)	-	(19,089)	-100.0%
Beginning Fund Balance	-	(8,000)	12,868	-	8,000	-100.0%
Ending Fund Balance	\$ 12,868	\$ 11,089	\$ -	\$ -	\$ (11,089)	-100.0%

Tax Increment Investment Zone #22 - Lauth Development
Summary of Revenues and Expenditures
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<u>Revenues</u>						
Property tax - City	\$ -	\$ 40,411	\$ 40,411	\$ 173,203	\$ 132,792	328.6%
Property tax - County	-	25,590	25,590	108,510	82,920	324.0%
Interest Income	294	-	-	20	20	N/A
Total Revenues	\$ 294	\$ 66,001	\$ 66,001	\$ 281,733	\$ 215,732	326.9%
<u>Expenditures</u>						
Bryan Towne Center Ph. 1 Design/Construction	\$ 3,284,145	\$ 1,300,000	\$ 287,499	\$ -	\$ (1,300,000)	-100.0%
Roundabout Improvements	-	-	100,000	-	-	N/A
Pond Structure Improvements	-	-	-	112,000	112,000	N/A
Façade Improvements	287,000	-	-	-	-	N/A
Reimburse Special Projects Fund	-	-	-	95,000	95,000	N/A
Transfer to Debt Service	229,700	405,699	301,403	186,380	(219,319)	-54.1%
Transfer from Debt Proceeds	(3,764,294)	(1,300,000)	(243,317)	(112,000)	1,188,000	-91.4%
Transfer from Oil & Gas	(229,700)	(341,019)	(35,106)	-	341,019	-100.0%
Transfer from Special Projects Fund	(487,000)	-	-	-	-	N/A
Total Expenditures	\$ (680,149)	\$ 64,680	\$ 410,479	\$ 281,380	\$ 216,700	335.0%
Net Increase/(Decrease)	680,443	1,321	(344,478)	353	(968)	-73.3%
Beginning Fund Balance	-	(1)	344,478	-	1	-100.0%
Ending Fund Balance	\$ 344,478	\$ 1,320	\$ -	\$ 353	(967)	-73.3%

This page left intentionally blank



FY2010 DEBT SERVICE FUND OVERVIEW

FUND DESCRIPTION

The Debt Service Fund, also known as the Interest and Sinking Fund, was established by ordinance. This fund provides for the payment of principal and interest on general obligation debt.

As one of the governmental funds, the modified accrual basis is used as the basis of accounting in this fund. Revenues are recognized in the accounting period in which they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures in the governmental funds are recognized in the period in which the liability is incurred, if measurable. However, debt service expenditures are recorded only when payment is due.

FUND NARRATIVE

An ad valorem (property) tax rate and tax levy are required to be computed and levied which will be sufficient to produce the funding to satisfy annual debt service requirements.

The Debt Service Fund services tax supported debt that includes both General Obligation Bonds and Certificates of Obligation. These types of debt fund public projects such as streets, parks and facilities and other improvements.

Tax supported debt of the City is rated as to quality by Moody's Investor Service and Standard and Poor's. These ratings are measures of the ability of the City to pay the principal and interest on debt. For general obligation debt, Moody's has rated the City's debt Aa3 and Standard and Poor's has conferred the AA rating. Both ratings carry a "stable" outlook.

FISCAL YEAR 2010

The total tax rate for FY2010 is \$0.6364/\$100 assessed valuation. This total tax rate is well below the City Charter limit of \$1.50/\$100 assessed valuation. Of this total tax rate, \$0.176899 is devoted to debt service. The debt rate will generate an estimated \$5,882,418 in property tax revenue in the Debt Service Fund. This will be sufficient to fund 67% of the total debt service payments for FY2010. The remaining amount will be serviced through other sources of revenue which include interest income of \$46,800, and Delinquent Property Tax collection of \$86,528, and transfers from other funds.

The FY2010 principal and interest debt service payments of \$8,691,571 include payments for all outstanding debt. Other expenditures include handling charges and fees due on outstanding issues total \$5,600. And Reimbursements from other funds will total (\$2,758,667) and are reflected as reductions to expenditures.

The anticipated year end fund balance for the Debt Service Fund will be \$1,180,063. This fund balance is near the targeted one-month reserve of \$494,875.

**General Debt Service Fund
Summary of Revenue and Expenditures
FY2010**

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>Decrease</u>	% Increase/ <u>(Decrease)</u>
Revenue						
Property Tax	\$ 4,984,367	\$ 5,700,854	\$ 5,658,910	\$ 5,882,418	\$ 181,564	3.2%
Property Tax Freeze Impact	-	(41,944)	-	-	41,944	-100%
Delinquent Property Tax	67,218	83,200	83,200	86,528	3,328	4.0%
Interest Income	165,433	45,000	45,000	46,800	1,800	4.0%
Total Revenues	5,217,018	5,787,110	5,787,110	6,015,746	228,636	4.0%
Expenditures						
Principal - Existing Issues	3,380,634	3,407,088	4,125,000	3,925,000	517,912	15.2%
Interest - Existing Issues	3,800,343	3,718,681	4,166,404	4,005,134	286,453	7.7%
Principal - New Issues	-	765,000	0	365,000	(400,000)	-52.3%
Interest - New Issues	-	547,161	0	396,437	(150,724)	-27.5%
Reimbursement - TIRZ #8 - Park Hudson	(312,107)	(218,302)	(218,302)	(222,627)	(4,325)	-2.0%
Reimbursement - TIRZ #10 - Traditions	(1,382,004)	(1,525,308)	(1,525,308)	(1,522,155)	3,153	0.2%
Reimbursement - TIRZ #19- Nash Street	(112,000)	(128,340)	(88,710)	(144,580)	(16,240)	-12.7%
Reimbursement - TIRZ #22- Lauth	(229,700)	(405,699)	(301,400)	(186,380)	219,319	54.1%
Reimbursement - Bryan Business Council - Coulter	-	(42,720)	-	-	42,720	100.0%
Reimbursement - Transportation Fee	-	-	(293,775)	(236,250)	(236,250)	N/A
Reimbursement - Municipal Golf Course	-	-	-	(164,675)	(164,675)	N/A
Reimbursement - General Fund - Expo Water Lines	(251,005)	(251,055)	-	(282,000)	(30,945)	-12.3%
Other	5,611	4,988	4,988	5,600	612	12.3%
Total Expenditures	\$ 4,899,772	\$ 5,871,494	\$ 5,868,897	\$ 5,938,504	\$ 67,010	1.1%
Revenues over (under) expenditures	317,246	(84,384)	(81,787)	77,242	161,626	-191.5%
Beginning Fund Balance	877,511	1,184,608	1,194,757	1,112,970		
Unreserved Fund Balance	\$ 1,194,757	\$ 1,100,224	\$ 1,112,970	\$ 1,190,212	89,987	8.2%
Reserve Requirement :						
(1/12 of total expenditures)	408,314	489,291	489,075	494,875	5,584	1.1%
Over/Under Policy Balance	\$ 786,443	\$ 610,933	\$ 623,895	\$ 695,337	\$ 84,403	13.8%

Debt Service Fund
Debt Service Requirements
FY2010

	FY2008 <u>Actual</u>	FY2009 <u>Adopted</u>	FY2009 <u>Projected</u>	FY2010 <u>Adopted</u>	Increase/ <u>(Decrease)</u>
<u>Principal</u>					
1997 General Obligation	45,000	-	-	-	-
1998 Certificates of Obligation	430,000	45,000	45,000	45,000	-
1999 Certificates of Obligation	50,000	-	-	-	-
1999 Certificates of Obligation	105,000	-	-	-	-
2000A Certificates of Obligation	505,000	530,000	530,000	555,000	25,000
2000 Certificates of Obligation	65,000	70,000	70,000	75,000	5,000
2001 Certificates of Obligation	62,969	130,000	65,000	75,000	(55,000)
2001 Certificates of Obligation	650,000	685,000	685,000	720,000	35,000
2001 General Obligation Refunding Bonds	132,666	137,088	155,000	-	(137,088)
2003 Certificates of Obligation	350,000	365,000	365,000	385,000	20,000
2004 Certificates of Obligation	610,000	630,000	630,000	650,000	20,000
2005 Certificates of Obligation	-	-	-	525,000	525,000
2005 General Obligation Refunding Bonds	255,000	475,000	475,000	490,000	15,000
2007 Certificates of Obligation	120,000	340,000	340,000	45,000	(295,000)
2008 Certificates of Obligation	-	765,000	765,000	360,000	(405,000)
2009 Certificates of Obligation	-	-	-	365,000	365,000
Total Principal	\$ 3,380,634	\$ 4,172,088	\$ 4,125,000	\$ 4,290,000	\$ 117,912
<u>Interest</u>					
1997 General Obligation	1,125	-	-	-	-
1998 Certificates of Obligation	46,678	25,823	25,823	23,854	(1,969)
1999 Certificates of Obligation	3,500	-	-	-	-
1999 Certificates of Obligation	5,513	-	-	-	-
2000A Certificates of Obligation	76,345	52,358	52,358	39,637	(12,722)
2000 Certificates of Obligation	10,198	7,110	7,110	3,750	(3,360)
2001 Certificates of Obligation	62,690	121,784	60,894	57,969	(63,815)
2001 Certificates of Obligation	588,175	558,113	558,113	530,028	(28,086)
2001 General Obligation Refunding Bonds	8,070	2,742	-	-	(2,742)
2003 Certificates of Obligation	382,690	368,690	368,690	354,090	(14,600)
2004 Certificates of Obligation	569,483	551,183	551,183	530,708	(20,476)
2005 Certificates of Obligation	647,578	647,578	647,578	647,578	-
2005 General Obligation Refunding Bonds	925,525	915,325	915,325	896,325	(19,000)
2007 Certificates of Obligation	472,775	467,975	467,975	454,375	(13,600)
2008 Certificates of Obligation	-	547,161	511,355	466,821	(80,340)
2009 Certificates of Obligation	-	-	-	396,437	396,437
Total Interest	\$ 3,800,343	\$ 4,265,842	\$ 4,166,404	\$ 4,401,571	\$ (260,708)
Paying Agent Fee	5,611	4,988	4,988	5,600	
Debt Service Fund Total Expenditures	7,186,588	8,442,918	8,296,392	8,697,171	

**Schedule of Outstanding General Obligation Debt
Supported by Property Tax Revenues
and Debt Service Requirements
FY2010**

Issue	Interest Rates (%)	Series Matures	Amount Issued	Amount Outstanding 10/01/09	Debt Service Requirements for FY2010		
					Principal	Interest	Total
<u>General Obligation Bonds:</u>							
Refunding, Series 2001	3.20 - 4.00	2009	3,073,419	-	-	-	-
Refunding, Series 2005	4.00 - 5.00	2025	20,195,000	19,040,000	490,000	896,325	1,386,325
Total General Obligation Bonds Supported by Property Tax Revenues			<u>23,268,419</u>	<u>19,040,000</u>	<u>490,000</u>	<u>896,325</u>	<u>1,386,325</u>
<u>Certificates of Obligation:</u>							
Combination Tax & Revenue Series 1998	3.85 - 4.85	2018	4,050,000	525,000	45,000	23,854	68,854
Combination Tax & Surplus Utility System Revenue, Series 2000	4.35 - 5.50	2010	3,900,000	75,000	75,000	3,750	78,750
Combination Tax & Surplus Utility System Revenue, Series 2000A	4.50 - 6.00	2010	17,000,000	555,000	555,000	39,637	594,637
Combination Tax & Surplus Utility System Revenue, Series 2001	4.35 - 6.50	2021	1,550,000	1,190,000	75,000	57,969	132,969
Combination Tax & Surplus Waterworks & Sewer System Revenue, Series 2001A	4.10 - 6.00	2021	15,940,000	11,155,000	720,000	530,028	1,250,028
Combination Tax & Surplus Utility System Revenue, Series 2003	4.00 - 4.60	2024	10,000,000	8,335,000	385,000	354,090	739,090
Combination Tax & Surplus Utility System Revenue, Series 2004	2.50 - 4.75	2025	14,730,000	12,310,000	650,000	530,708	1,180,708
Combination Tax & Revenue Series 2005	4.00 - 4.63	2026	15,295,000	15,040,000	525,000	647,578	1,172,578
Combination Tax & Surplus Utility System Revenue, Series 2007	4.00 - 4.21	2026	12,000,000	11,140,000	45,000	454,375	499,375
Combination Tax & Surplus Utility System Revenue, Series 2008 (estimated)	4.00 5.00	2028	11,090,000	10,325,000	360,000	466,821	826,821
Combination Tax & Surplus Utility System Revenue, Series 2009 (estimated)	4.00 5.00	2030	8,000,000	8,000,000	365,000	396,437	761,437
Total Certificates of Obligation Supported by Property Tax Revenues			<u>113,555,000</u>	<u>78,650,000</u>	<u>3,800,000</u>	<u>3,505,246</u>	<u>7,305,246</u>
Total General Obligation Debt Supported by Property Tax Revenues			<u>\$ 136,823,419</u>	<u>\$ 97,690,000</u>	<u>\$ 4,290,000</u>	<u>\$ 4,401,571</u>	<u>\$ 8,691,571</u>

CAPITAL IMPROVEMENTS

FUND OVERVIEW

Total capital spending planned by the City of Bryan in FY2010 is \$104,983,384 (including BTU). This includes \$2,606,537 in General Fund operating capital outlay, \$4,224,304 for Equipment Replacement, \$11,217,106 for BTU operating capital expenditures, \$2,894,910 in Enterprise Funds operating capital outlay, \$367,200 in Internal Service Fund operating capital outlay, \$2,837,875 in Special Revenue Funds operating capital outlay, \$32,904,501 in BTU Capital Improvement Projects and \$47,930,951 in the City of Bryan Capital Improvement Project funding.

This year's program focuses on the City's street and traffic systems as well as drainage improvements and buildings. The Capital Improvement Program (CIP) budget is divided into three major capital programs including \$13,398,888 for general purpose capital improvements, \$34,532,063 for enterprise capital projects, and \$32,904,501 combined for Bryan Texas Utilities City/QSE and Rural divisions. Limited operating capital outlay and capital improvement project information for the Bryan Texas Utilities City/QSE and Rural divisions is not included in this budget book.

The City of Bryan maintains a capital improvement program separate from the operating budget, but the two are closely linked. The Capital Improvement Program (CIP) is a multi-year financial plan for the acquisition, expansion or rehabilitation of infrastructure, capital assets, or productive capacity of city services. Capital projects typically apply to: (1) expenditures which take place over two or more years requiring continuing appropriations beyond a single year, funding with debt proceeds because of significant costs to be shared by current and future beneficiaries and scheduled replacement of specific elements of physical assets.

The CIP Budget is a five-year plan that is updated continuously. These projects are selected and the budgets established in the debt issuance process. Those projects funded from the operating budget are approved as a part of the annual budget process.

OPERATIONAL IMPACT OF CAPITAL OUTLAY

Improvements to streets, drainage and signalization included in the CIP allow the Streets & Drainage department to devote resources to ongoing system maintenance. The preventative maintenance such as crack sealing, pothole repair, patching, and base failure repairs helps prolong the life of streets. Other projects included in the operating budget are concrete street repairs, curb, gutter, and sidewalk replacements.

The majority of the capital projects in the Water and Wastewater Funds are transmission and collection system replacements or new service extensions and do not have a known impact on operational costs. The scheduled water system improvements will increase water availability. Reduction of Inflow and Infiltration (I/I) is the primary focus of the planned wastewater projects.

Reduction of I/I will increase plant capacity by lessening the amount of storm water being processed by the wastewater treatment plants.

OPERATING CAPITAL OUTLAY

The City of Bryan has appropriated \$24,147,932 in FY2010 for operating capital outlay, including BTU. In general, capital expenditures are defined as those items with a unit cost in excess of \$5,000. An entire listing of criteria is included in the Capitalization Policy included in the Appendix. The estimated impact upon the operating budget in subsequent years will be immaterial. A summary of operating capital outlay by department and fund can be found in this section of the budget book.

GENERAL PURPOSE CAPITAL IMPROVEMENTS

The City approved a new 5 Year CIP plan in FY2008. The CIP was revised based upon the goals established in the comprehensive plan. The CIP included in this budget document reflects general purpose projects identified in years past, which will be completed over the next fiscal year.

The bulk of the General Government CIP appropriations for FY2010 (\$13,398,888) is for capital street projects. The major street projects included for FY2010 are the Bryan/Beck, Carter's Track, Martin Luther King and Downtown Phase 3 and 4 projects. Funding for the projects comes from Certificates of Obligation proceeds. The following pages of this section include detailed project information for the general purpose capital improvements for FY2010 and the next four years.

ENTERPRISE FUND CAPITAL IMPROVEMENTS

FY2010 Water Department capital improvement projects are estimated at \$14,160,280 and Wastewater Department capital improvement projects are estimated at \$20,371,783.

The primary focus in the Water Department for FY2010 will be approximately \$2,000,000 in expenses incurred for the Advanced Meter Infrastructure (AMI) project; \$1,900,000 for the North Bryan water line; \$1,000,000 for a 1 mg storage tank; another \$5,000,000 for a 5 mg storage tank; and \$1,300,000 for a Well 19 collection line. The remaining for planned Water Department projects that will address pump and well improvements, as well as the replacement of numerous old lines that have deteriorated or are too small to support the flows required for fire suppression.

One primary area of focus of the FY2010 Wastewater Department System Improvement Program is the Thompson Creek Wastewater Treatment Plant at \$14,300,000. The remaining will be spent on resizing or replacement of existing wastewater collection lines and the installation of new lines to accommodate growth represent the balance of the planned Wastewater improvements.

This page left intentionally blank



**Summary of Operating Capital Outlay
FY2010**

General Purpose

<u>General Fund</u>	
Comm & Mkt: Govt & Educational Channel equip	\$ 20,000
Non Dept Payments: Old PD Building Upgrade	2,000,000
IT: Office Machines and Equipment	287,000
Police: Tiburon software update; Video Recorders; Vehicles	102,173
Fire: Defib monitors; Rescue tools	6,864
Golf Course: Mobile radios; misc equipment	11,500
Library: Books and media	179,000
General Fund Total	<u>\$ 2,606,537</u>

Enterprise Funds

<u>Water Fund</u>	
Repairs to water system	800,000
Water Total	\$ 800,000
<u>Wastewater Fund</u>	
Repairs to wastewater system	800,000
Still Creek WWTP drying bed rehab	50,000
Exchange multi stage blowers with Neuro Turbo blowers	642,000
Burton Creek & Still Creek WWTP's asphalt road rehab	250,000
Carports	45,500
Burton Creek WWTP press house rehab	250,000
Wastewater System Total	\$ 2,037,500
<u>BTU - City/QSE</u>	
Distribution projects	5,685,412
Other projects	2,388,000
BTU - City/QSE Total	\$ 8,073,412
<u>BTU - Rural</u>	
Distribution projects	3,143,694
BTU - Rural Total	\$ 3,143,694
<u>Solid Waste</u>	
Refuse Containers	57,410
Solid Waste Total	\$ 57,410
Enterprise Fund Total	<u>\$ 14,112,016</u>

Internal Service Fund

<u>Self Insurance</u>	
Furniture and Equipment for Employee Health Clinic	360,000
Self Insurance Total	\$ 360,000
<u>Warehouse</u>	
Office space addition	7,200
Warehouse Total	\$ 7,200
<u>Equipment Replacement Fund</u>	
Vehicle Replacement	4,224,304
Equipment Replacement Fund Total	\$ 4,224,304
Internal Service Fund Total	<u>\$ 4,591,504</u>

Special Revenue Funds

<u>Court Technology</u>	
Mobile Computers	32,875
Court Technology Total	\$ 32,875
<u>Hotel Motel Tax Fund</u>	
Wayfinding Signage Project	90,000
Hotel Motel Tax Fund Total	\$ 90,000
<u>TIRZ 8 (Park Hudson)</u>	
Improvements	415,000
Total TIRZ 8	\$ 415,000
<u>TIRZ 21 (Downtown)</u>	
Land/Land Improvements	200,000
	\$ 200,000
<u>Street Improvement</u>	
Street System Maintenance	1,300,000
Street Improvement Total	\$ 1,300,000
<u>Drainage Improvement</u>	
Storm System Drainage Improvements	800,000
Drainage Improvement Total	\$ 800,000
Special Revenue Fund Total	<u>\$ 2,837,875</u>
All Funds Total Operating Capital Outlay	<u>\$ 24,147,932</u>

**General Government
Capital Improvement Projects
FY2010 through FY2014**

	<u>Actual FY2008</u>	<u>Adopted FY2009</u>	<u>Carry Over Adopted FY2010</u>	<u>Council Approved FY2010</u>
CO/GO FY08 Beginning Funds Balance:	20,492,628	9,664,901	12,793,904	
Less Ending FY08 Fund Balance for Fund 240	(100,320)	-		
Additional Resources:				
General Obligation Debt Issuances	11,090,000	8,000,000	8,000,000	
Investment Earnings	560,017	300,000	200,000	
Subtotal Additional Resources	<u>11,650,017</u>	<u>8,300,000</u>	<u>8,200,000</u>	
Total Resources Available	<u>32,042,325</u>	<u>17,964,901</u>	<u>20,993,904</u>	
Street Rehabilitation Projects				
Nash St/Wilhelm	1,569,478	1,754,816		
Beck Street/E Villa Maria Ph II	1,339,436	292,263		
S College Phase 2 Sulphur Springs to VM	-	-	-	
Bryan/Beck	145,055	17,575	2,700,000	
Wellborn & Villa Maria	844,503	-		
Old Hearne/Wilkes	-	-	-	
Old Reliance	126,445	27,000	174,580	
HSC Parkway Extension				
Brownstone/Melrose Parkway	50,100	259,400		
29th St Widening/Signalization; VM to Garden Ln	527,227	-		
Neighborhood Revitalization Project				
Bryan Ave (Downtown Phase II Construction)	1,916,024	73,595		
College Main Complete Reconstruction	-	-	-	1,974,000
FM 60 (University Dr)	-	-	-	-
Tabor Rd	36,248	157,704		
Carabba-Harvey Mitchell Rd Widening	7,996			
Carter's Track	-	1,514,326	1,600,000	
FM1179 Country Club Dr/Oak Ridge	-	-	649	
26th St (Parker to Congress)	-	-	-	50,000
S College & Carson		263,120		
West 28th St Reconstruction (Palasota to Congress)			400,000	400,000
MLK		973,440	1,238,000	
Downtown Ph 3 & 4	-	5,203,440	4,328,308	2,930,102
Carrabba/Brownstone Family	-	-	290,000	
Carrabba Joint Venture	-	-	511,587	
Street Extension Projects				
Old Reliance Traffic Eval	11,600	2,100,000		
Raider Drive (Sam Rayburn Dr. to Sam Rayburn School) & Sound Wall on Austin's Colony	-	-	-	550,000
Muckeroy Extension Oversize Participation w/ BIRD	-	-	-	200,000
Public Facilities				
Justice Center	5,994,767	329,989	369,273	
Sadie Thomas Splash Pads				
Fire Station #5	1,695,528	2,026,493		
Bonham Splash Pad				
Golf Course	-	-	53,016	
Drainage Projects (CO/GO)				
Blinn Detention Pond		200,000	-	
Coulter Drainage			118,356	
Other				
Development Participation & Other		393,502		
Carter Creek Safe Routes to School sidewalks	-	-	375,000	
Oversize Participation	155,105	25,700	-	100,000
S College Sidewalks				
Bryan/Beck landscaping			600,000	
Old Reliance landscaping			90,000	
Broadmoor Sidewalks	-	-	-	
Tx Ave-City Limits to Tejas Center-sidewalks	-	-	550,119	
Bryan Towne Center	-	473,950		
Rustling Oaks, S College Ph 2, Wilhelm sidewalks	-	-	-	
Jane Long Sidewalk to Beck via Silkwood	-	-	-	300,000
Traffic Projects				
Traffic signals		416,000	-	
Texas Avenue & Sims at Old Hearne				200,000
WJB & Villa Maria				200,000
Carter Creek Rt. Turn @ Villa Maria & Signal				340,000
Groesbeck RR Crossing				
Tabor Rd Drainage	198,864			
Total CIP Expenditures	<u>14,618,376</u>	<u>16,502,313</u>	<u>13,398,888</u>	<u>7,244,102</u>
Revenue Less Expenditures Sub Total	17,423,950			
Debt Issuance Cost (expense)	79,500	80,000	80,000	
Public works services (expense)	477,309			
Transfers in (revenue)	(72,451)			
Transfers out (Funds 276 & 277)(expense)	4,847,825			
Arbitrage Rebate	16,890			
Total Other Financing Uses	<u>5,349,073</u>	<u>80,000</u>	<u>80,000</u>	
Ending Fund Balance	<u>12,074,877</u>	<u>1,382,588</u>	<u>7,515,016</u>	

General Government
Capital Improvement Projects
FY2010 through FY2014

	Projected FY2011	Projected FY2012	Projected FY2013	Projected FY2014
CO/GO FY08 Beginning Funds Balance:	7,515,016	8,245,016	9,255,016	10,536,592
Less Ending FY08 Fund Balance for Fund 240				
Additional Resources:				
General Obligation Debt Issuances	8,000,000	8,000,000	8,000,000	8,000,000
Investment Earnings	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
Subtotal Additional Resources	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>	<u>8,200,000</u>
Total Resources Available	<u>15,715,016</u>	<u>16,445,016</u>	<u>17,455,016</u>	<u>18,736,592</u>
Street Rehabilitation Projects				
Nash St/Wilhelm				
Beck Street/E Villa Maria Ph II				
S College Phase 2 Sulphur Springs to VM	-	1,330,000		
Bryan/Beck				
Wellborn & Villa Maria				
Old Hearne/Wilkes	-	1,350,000		
Old Reliance				
HSC Parkway Extension				2,250,000
Brownstone/Melrose Parkway				
29th St Widening/Signalization; VM to Garden Ln				
Neighborhood Revitalization Project				1,110,000
Bryan Ave (Downtown Phase II Construction)				
College Main Complete Reconstruction				
FM 60 (University Dr)	-	3,000,000		
Tabor Rd				
Carabba-Harvey Mitchell Rd Widening				
Carter's Track				
FM1179 Country Club Dr/Oak Ridge				
26th St (Parker to Congress)	2,000,000			
S College & Carson				
West 28th St Reconstruction (Palasota to Congress)	2,660,000			
MLK	850,000			
Downtown Ph 3 & 4	-	-	5,938,424	320,000
Carrabba/Brownstone Family				
Carrabba Joint Venture				
Street Extension Projects				
Old Reliance Traffic Eval				
Raider Drive (Sam Rayburn Dr. to Sam Rayburn School) & Sound Wall on Austin's Colony				
Muckeroy Extension Oversize Participation w/ BISSD				
Public Facilities				
Justice Center				
Sadie Thomas Splash Pads				366,000
Fire Station #5				
Bonham Splash Pad				487,000
Golf Course				
Drainage Projects (CO/GO)				
Blinn Detention Pond				
Coulter Drainage				
Other				
Development Participation & Other				
Carter Creek Safe Routes to School sidewalks	500,000			
Oversize Participation	300,000	300,000	300,000	300,000
S College Sidewalks	-	360,000		
Bryan/Beck landscaping				
Old Reliance landscaping				
Broadmoor Sidewalks	-	-	200,000	
Tx Ave-City Limits to Tejas Center-sidewalks	-	370,000		
Bryan Towne Center				
Rustling Oaks, S College Ph 2, Wilhelm sidewalks	-	-	-	1,289,000
Jane Long Sidewalk to Beck via Silkwood				
Traffic Projects				
Traffic signals	400,000	400,000	400,000	600,000
Texas Avenue & Sims at Old Hearne				
WJB & Villa Maria				
Carter Creek Rt. Turn @ Villa Maria & Signal				
Groesbeck RR Crossing	680,000			
Tabor Rd Drainage				
Total CIP Expenditures	<u>7,390,000</u>	<u>7,110,000</u>	<u>6,838,424</u>	<u>6,722,000</u>
Revenue Less Expenditures Sub Total				
Debt Issuance Cost (expense)	80,000	80,000	80,000	80,000
Public works services (expense)				
Transfers in (revenue)				
Transfers out (Funds 276 & 277)(expense)				
Arbitrage Rebate				
Total Other Financing Uses	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
Ending Fund Balance	<u>8,245,016</u>	<u>9,255,016</u>	<u>10,536,592</u>	<u>11,934,592</u>

**Water
Capital Improvement Projects
FY2010 through FY2014**

	Actual FY2008	Adopted FY2009	Carry Over Adopted FY2010	Council Approved FY2010
Beginning Fund Balance	15,208,961	6,742,307	13,978,805	
Additional Resources:				
Revenue Bonds	-	5,300,000	7,000,000	
Investment Earnings	567,399	200,000	100,000	
Subtotal Additional Resources	<u>567,399</u>	<u>5,500,000</u>	<u>7,100,000</u>	
Total Resources Available	15,776,360	12,242,307	21,078,805	
Production, Distribution & Rehab Projects				
Wilhelm	190,513	98,520		
Coulter Water	-	110,000		
26th Street Parker to Congress	-	-		
Stillcreek	23,622	1,255		
Williamson Waterline	186,531	32,599		
WP Masterplan	2,178,097	128,591		
Eastside Transmission-MLK	20,298	18,634	13,842	
Stillcreek WWTP Water Line	-	-	50,000	
B/CS Interconnect @ 29th	2,000			
Tabor Street Pump Station	39,773	338,249	105,649	
HSC Parkway Extension	-	-	-	
Cooling Tower Replacement	-	146		
WP Contract 3 Ph 2 54"	4,160,551	198,698		
Well Production Trans Line Field to Pump Station	167,380	-		
Redbud/Maywood	3,000	225,000	625	
Bryan / Beck	-	-	821,158	
MLK to San Jacinto	8,234	-	-	
Tabor Rd Recon & Drainage	37,671			
Tabor Ph 2	25,775	50,000		
Advanced Meter Infrastructure	-	-	2,000,000	
First Baptist Church	16,992	-	-	
Bennett St WL	12,608	-	-	
CCN's	14,218	431,563	288,056	
Water Meter Rehab	15,036			
Bryan Towne Center	45,666	-	-	
Brushy/CNN's	-	-	-	
Misc Extension/Improvements/Oversize Participation	905	2,229,401	-	300,000
MLK				
Pump #8	-	400,000	279,526	
West 28th St Waterline				
Wilkes				
N Bryan Line	-	129,660	1,900,000	
Briarwood/Oak Cr	-	250,000	51,424	
Downtown Ph 3 & 4	-	-		
South College Ph 2	-	-		
1 mg Storage Tank	-	1,000,000	1,000,000	1,000,000
AMR Project		2,000,000	-	
5 mg Storage Tank	-	400,000	5,000,000	3,000,000
CIP Lines/Streets		400,000	600,000	500,000
Waterline to new WWTP			750,000	750,000
Well 19 Collection Line			1,300,000	1,300,000
Elevated Storage-East Side-property				
Old Reliance 12"				
Mumford Rd 12"				
Hwy 21 West 12"				
Rehab Well 10				
Rehab Well 12				
College Main (complete reconstruction)				300,000
Raider Dr (Sam Rayburn Dr to school) & Sound Wall				10,000
West Duncan				
Total CIP Expenditures	<u>7,148,872</u>	<u>8,442,316</u>	<u>14,160,280</u>	<u>7,160,000</u>
Misc Expenditures				
Debt Issuance Cost		53,000	67,000	
Projects taken to Capital, CIP Removals, CAFR Adj	5,139,400	-	-	
Ending Fund Balance	<u>13,766,888</u>	<u>3,746,991</u>	<u>6,851,525</u>	

**Water
Capital Improvement Projects
FY2010 through FY2014**

	<u>Projected FY2011</u>	<u>Projected FY2012</u>	<u>Projected FY2013</u>	<u>Projected FY2014</u>
Beginning Fund Balance	6,851,525	6,064,775	6,043,775	6,131,275
Additional Resources:				
Revenue Bonds	3,250,000	2,100,000	2,250,000	2,250,000
Investment Earnings	50,000	50,000	60,000	60,000
Subtotal Additional Resources	<u>3,300,000</u>	<u>2,150,000</u>	<u>2,310,000</u>	<u>2,310,000</u>
Total Resources Available	10,151,525	8,214,775	8,353,775	8,441,275
Production, Distribution & Rehab Projects				
Wilhelm				
Coulter Water				
26th Street Parker to Congress	389,000			
Stillcreek				
Williamson Waterline				
WP Masterplan	-	-	-	-
Eastside Transmission-MLK	-	-	-	-
Stillcreek WWTP Water Line	-	-	-	-
B/CS Interconnect @ 29th				
Tabor Street Pump Station				
HSC Parkway Extension	-	-	-	200,000
Cooling Tower Replacement				
WP Contract 3 Ph 2 54"				
Well Production Trans Line Field to Pump Station				
Redbud/Maywood				
Bryan / Beck	-	-	-	-
MLK to San Jacinto	-	-	-	-
Tabor Rd Recon & Drainage				
Tabor Ph 2				
Advanced Meter Infrastructure				
First Baptist Church	-	-	-	-
Bennett St WL	-	-	-	-
CCN's				
Water Meter Rehab				
Bryan Towne Center	-	-	-	-
Brushy/CNN's	-	-	-	-
Misc Extension/Improvements/Oversize Participation	300,000	300,000	300,000	300,000
MLK	400,000			
Pump #8	-	-	-	-
West 28th St Waterline	420,000			
Wilkes	-	600,000		
N Bryan Line				
Briarwood/Oak Cr				
Downtown Ph 3 & 4			400,000	-
South College Ph 2	-	250,000	-	-
1 mg Storage Tank				
AMR Project				
5 mg Storage Tank	-			
CIP Lines/Streets	500,000	500,000	1,000,000	1,500,000
Waterline to new WWTP				
Well 19 Collection Line				
Elevated Storage-East Side-property	250,000			
Old Reliance 12"	300,000			
Mumford Rd 12"	750,000			
Hwy 21 West 12"	750,000			
Rehab Well 10		250,000		
Rehab Well 12		250,000		
College Main (complete reconstruction)				
Raider Dr (Sam Rayburn Dr to school) & Sound Wall				
West Duncan			500,000	-
Total CIP Expenditures	<u>4,059,000</u>	<u>2,150,000</u>	<u>2,200,000</u>	<u>2,000,000</u>
Misc Expenditures				
Debt Issuance Cost	27,750	21,000	22,500	22,500
Projects taken to Capital, CIP Removals, CAFR Adj	-	-	-	-
Ending Fund Balance	<u>6,064,775</u>	<u>6,043,775</u>	<u>6,131,275</u>	<u>6,418,775</u>

**Wastewater
Capital Improvement Projects
FY2010-FY2014**

	<u>Actual FY2008</u>	<u>Adopted FY2009</u>	<u>Carry Over Adopted FY2010</u>	<u>Council Approved FY2010</u>
Beginning Fund Balance	8,054,724	5,103,317	9,876,244	
Additional Resources:				
Revenue Bonds	-	6,500,000	12,500,000	
Investment Earnings	146,785	250,000	165,000	
Subtotal Additional Resources	<u>146,785</u>	<u>6,750,000</u>	<u>12,665,000</u>	
Total Resources Available	8,201,509	11,853,317	22,541,244	
Production, Distribution & Rehab Projects				
Wilhelm Sewer Line	131,213	127,131		
Henderson Park Sewer	-	-	520,000	
Coulter Sewer		60,000		
26th St Parker to Congress		-	-	
Old Hearne/Wilkes				
Downtown Ph 4				
WWTP 2006 Burton Creek	995,626	67,621		
FM1179 Sewer Line	227,346	13,139		
Haswell Dr 6" Sewer Line	39,720			
HSC Parkway Extension	-			
Still Creek Swr Trunk Line Ph 2	1,768,302	236,290		
Williamson Sewer Line	131,708	9,514		
WP Contract 3 Ph 1 54" Sewer	38,580	59,870		
Tabor Rd Ph 2	18,228	13,772		
Texas Commercial Waste Sub SL	20,697			
Broadmoor/Braeburn	164,173	195,389		
Rosemary St Reroute	37,920			
Commerce St Sewer Line	2,625		880,000	
SC-BC WW Collection	306,510	210,352		
Bed & Banks	3,354	26,646	19,611	
W 28th St; Reese WL Rehab (sewer portion)	27,000			
Tanglewood Park Sewer Rehab	4,874			
MLK				
CIP/Streets		258,632	300,000	500,000
Bryan/Beck		515,000	552,172	
Misc/Oversize Participation		-		300,000
S College		-		400,000
Thompson Creek Wastewater Treatment Plant		1,500,000	14,300,000	13,000,000
Trunk Line replacement		-		
WWTP Scada		-	1,300,000	
Automatic Meter Infrastructure (AMI) project	-	-	2,000,000	
Westside Interceptor .5mm			500,000	500,000
Stillcreek Phase III				
Leonard Rd Interceptor .1mm				
Hwy 30 Lift Stations/Package Plant				
Total CIP Expenditures	<u>3,917,875</u>	<u>3,293,355</u>	<u>20,371,783</u>	<u>14,700,000</u>
Misc Expenditures				
Debt Issuance Cost		65,000	125,000	
Projects taken to Capital, CIP Removals, CAFR Adj	<u>2,258,913</u>	<u>-</u>	<u>-</u>	
Ending Fund Balance	<u>6,542,547</u>	<u>8,559,962</u>	<u>2,044,461</u>	

**Wastewater
Capital Improvement Projects
FY2010-FY2014**

	<u>Projected FY2011</u>	<u>Projected FY2012</u>	<u>Projected FY2013</u>	<u>Projected FY2014</u>
Beginning Fund Balance	2,044,461	903,461	895,461	945,461
Additional Resources:				
Revenue Bonds	4,500,000	7,300,000	5,500,000	5,500,000
Investment Earnings	28,000	15,000	55,000	55,000
Subtotal Additional Resources	<u>4,528,000</u>	<u>7,315,000</u>	<u>5,555,000</u>	<u>5,555,000</u>
Total Resources Available	6,572,461	8,218,461	6,450,461	6,500,461
Production, Distribution & Rehab Projects				
Wilhelm Sewer Line				
Henderson Park Sewer				
Coulter Sewer				
26th St Parker to Congress	274,000			
Old Hearne/Wilkes		700,000		
Downtown Ph 4			350,000	
WWTP 2006 Burton Creek				
FM1179 Sewer Line				
Haswell Dr 6" Sewer Line				
HSC Parkway Extension				100,000
Still Creek Swr Trunk Line Ph 2				
Williamson Sewer Line				
WP Contract 3 Ph 1 54" Sewer				
Tabor Rd Ph 2				
Texas Commercial Waste Sub SL				
Broadmoor/Braeburn				
Rosemary St Reroute				
Commerce St Sewer Line				
SC-BC WW Collection				
Bed & Banks				
W 28th St; Reese WL Rehab (sewer portion)	500,000			
Tanglewood Park Sewer Rehab		-		
MLK	350,000			
CIP/Streets	500,000	500,000	500,000	500,000
Bryan/Beck				
Misc/Oversize Participation	300,000	300,000	300,000	300,000
S College		250,000		
Thompson Creek Wastewater Treatment Plant				
Trunk Line replacement				1,000,000
WWTP Scada				
Automatic Meter Infrastructure (AMI) project				
Westside Interceptor (.5mm design)	3,000,000	2,000,000		
Stillcreek Phase III	700,000	3,500,000	2,800,000	-
Leonard Rd Interceptor .1mm			750,000	250,000
Hwy 30 Lift Stations/Package Plant			750,000	250,000
Total CIP Expenditures	<u>5,624,000</u>	<u>7,250,000</u>	<u>5,450,000</u>	<u>2,400,000</u>
Misc Expenditures				
Debt Issuance Cost	45,000	73,000	55,000	55,000
Projects taken to Capital, CIP Removals, CAFR Adj				
Ending Fund Balance	<u>903,461</u>	<u>895,461</u>	<u>945,461</u>	<u>4,045,461</u>

**BTU -City/QSE
Capital Improvement Projects
FY2010-FY2014**

	<u>Actual FY2008</u>	<u>Adopted FY2009</u>	<u>Adopted FY2010</u>
Beginning Funds Balance:	34,870,166	25,693,927	1,272,653
Additional Resources:			
Revenue Bonds	32,530,000	15,792,733	32,750,305
Investment Earnings			
Subtotal Additional Resources	<u>32,530,000</u>	<u>15,792,733</u>	<u>32,750,305</u>
Total Resources Available	<u>67,400,166</u>	<u>41,486,660</u>	<u>34,022,958</u>
Production, Distribution & Rehab Projects			
Transmission Projects	24,953,508	10,249,750	14,328,846
Distribution Projects	1,885,930	3,130,700	4,385,579
Other Projects	14,541,501	23,265,469	10,575,000
Total CIP Expenditures	<u>41,380,939</u>	<u>36,645,919</u>	<u>29,289,425</u>
Misc Expenditures			
Debt Issuance Cost	<u>325,300</u>	<u>157,927</u>	<u>327,503</u>
Ending Fund Balance	<u>25,693,927</u>	<u>4,682,814</u>	<u>4,406,030</u>

**BTU -City/QSE
Capital Improvement Projects
FY2010-FY2014**

	<u>Projected FY2011</u>	<u>Projected FY2012</u>	<u>Projected FY2013</u>	<u>Projected FY2014</u>
Beginning Funds Balance:	4,406,030	902,976	819,087	664,850
Additional Resources:				
Revenue Bonds	4,217,408	8,388,884	15,423,638	4,575,499
Investment Earnings				
Subtotal Additional Resources	<u>4,217,408</u>	<u>8,388,884</u>	<u>15,423,638</u>	<u>4,575,499</u>
Total Resources Available	<u>8,623,438</u>	<u>9,291,860</u>	<u>16,242,725</u>	<u>5,240,349</u>
Production, Distribution & Rehab Projects				
Transmission Projects	2,205,976	6,422,144	13,431,768	2,567,306
Distribution Projects	2,011,433	1,966,740	1,991,870	2,008,193
Other Projects	3,460,880			
Total CIP Expenditures	<u>7,678,289</u>	<u>8,388,884</u>	<u>15,423,638</u>	<u>4,575,499</u>
Misc Expenditures				
Debt Issuance Cost	<u>42,174</u>	<u>83,889</u>	<u>154,236</u>	<u>45,755</u>
Ending Fund Balance	<u><u>902,976</u></u>	<u><u>819,087</u></u>	<u><u>664,850</u></u>	<u><u>619,095</u></u>

BTU - Rural
Capital Improvement Projects
FY2010-FY2014

	<u>Actual FY2008</u>	<u>Adopted FY2009</u>	<u>Adopted FY2010</u>
<i>Beginning Funds Balance:</i>	-	4,237,111	3,212,111
Additional Resources:			
Revenue Bonds	6,295,000	-	4,912,560
Investment Earnings			
Subtotal Additional Resources	<u>6,295,000</u>	<u>-</u>	<u>4,912,560</u>
Total Resources Available	<u>6,295,000</u>	<u>4,237,111</u>	<u>8,124,671</u>
<i>Production Distribution & Rehab Projects</i>			
Distribution Projects	2,057,889	898,400	3,615,076
<i>Total CIP Expenditures</i>	<u>2,057,889</u>	<u>898,400</u>	<u>3,615,076</u>
<i>Misc Expenditures</i>			
Debt Issuance Cost	62,950		49,126
<i>Ending Fund Balance</i>	<u>4,237,111</u>	<u>3,338,711</u>	<u>4,460,469</u>

BTU - Rural
Capital Improvement Projects
FY2010-FY2014

	Projected FY2011	Projected FY2012	Projected FY2013	Projected FY2014
Beginning Funds Balance:	4,460,469	1,776,781	965,233	6,038,278
Additional Resources:				
Revenue Bonds	-	-	7,724,913	-
Investment Earnings	-	-	-	-
Subtotal Additional Resources	-	-	7,724,913	-
Total Resources Available	4,460,469	1,776,781	8,690,146	6,038,278
Production Distribution & Rehab Projects				
Distribution Projects	2,683,688	811,548	2,574,619	861,175
Total CIP Expenditures	2,683,688	811,548	2,574,619	861,175
Misc Expenditures				
Debt Issuance Cost			77,249	
Ending Fund Balance	1,776,781	965,233	6,038,278	5,177,104

This page left intentionally blank



ORDINANCE NO. 1831

AN ORDINANCE OF THE CITY OF BRYAN, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009, AND ENDING SEPTEMBER 30, 2010, INCLUSIVE, WITH EXPENDITURES IN THE COMBINED TOTAL AMOUNT OF \$350,424,808, AND REVENUES IN THE COMBINED TOTAL AMOUNT OF \$312,780,802; APPROPRIATING FUNDS FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS, ACTIVITIES AND IMPROVEMENTS OF THE CITY; APPROPRIATING FUNDS FOR THE PAYMENT OF DEBT OBLIGATIONS IN ACCORDANCE WITH APPLICABLE CONTRACTS AND LAWS; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; AUTHORIZING THE CITY MANAGER TO MAKE CERTAIN TRANSFERS OF FUNDS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; FINDING AND DETERMINING THAT THE MEETINGS AT WHICH THE ORDINANCE IS PASSED ARE OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as required by Section 12 (c) of the City Charter, the City Manager has prepared and submitted to the City Council a proposed budget of revenues and expenditures of all departments, divisions, and offices for the fiscal year beginning October 1, 2009, and ending September 30, 2010; and

WHEREAS, the City Council has received the City Manager's proposed budget, a copy of which and all supporting schedules have been filed with the City Secretary of the City of Bryan, Texas; and

WHEREAS, the City Council has conducted the necessary public hearings as required by law;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY BRYAN, TEXAS, THAT:

1.

The appropriations for the fiscal year beginning October 1, 2009, and ending September 30, 2010, with combined expenditures in the sum of \$350,424,808 and combined revenues in the sum of \$312,780,802, be set up in said accounts and set out in said budget which is made a part hereof and marked Exhibit "A".

2.

Authority is hereby given to the City Manager to approve transfers of portions of any item of appropriation within the same department; and to approve transfers from one department to another department after providing written notice of such transfers to the City Council.

3.

Appropriations, transfers, or expenditures from un-appropriated funds may be made by the City Manager after approval by motion or resolution of the City Council.

4.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict;

5.

That the Code of the City of Bryan, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

6.

Should any section, paragraph, sentence, clause, phrase or word of this ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected thereby, and to this end the provisions of this ordinance are declared to be severable.

7.

It is hereby found and determined that the meetings at which this ordinance is passed are open to the public, as required by Section 551.001 et seq., Texas Government Code, and that advance public notice of time, place and purpose of said meetings was given.

8.

This Ordinance shall go into effect immediately after its second and final reading.

PRESENTED AND GIVEN first reading on the 25th day of August 2009, at a meeting of the City Council of the City of Bryan, Texas; and given second reading, passed and approved on the 8th day of September 2009, by a vote of 5 ayes and 2 nays at a regular meeting of the City Council of the City of Bryan, Texas.

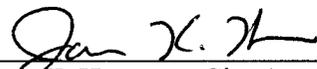
ATTEST:


Mary Lynne Stratta, City Secretary

CITY OF BRYAN


D. Mark Conlee, Mayor

APPROVED AS TO FORM:


Janis K. Hampton, City Attorney

**EXHIBIT A
CITY OF BRYAN, TEXAS
2009-2010 BUDGET
SUMMARY OF REVENUE & EXPENDITURES**

	<u>FY2010 Revenues</u>	<u>FY2010 Expenditures</u>
General	\$ 41,844,514	\$ 41,321,098
Water	11,492,800	12,059,553
Wastewater	12,638,900	12,913,308
Solid Waste	7,645,304	8,251,839
BTU (City)	120,494,466	137,387,650
BTU (Rural)	26,074,519	27,049,390
Bryan Commerce & Development	-	-
Airport	35,300	90,452
Warehouse Fund	76,661	165,651
Self-Insurance Fund	1,387,670	4,824,132
Employee Benefits Fund	7,484,651	7,998,201
Equipment Replacement	17,500	777,699
Facilities Maintenance	-	29,925
Community Development	2,131,216	2,060,047
Hotel/Motel Tax	434,907	574,892
Oil and Gas	76,021	75,313
Special Projects	79	(5,243)
Court Technology	52,348	33,975
Street Improvement Fund	5,006,435	3,711,154
Drainage Improvement	861,632	1,174,904
TIRZ #8-Park Hudson	1,738,662	1,021,877
TIRZ #10-Traditions	1,180,373	1,672,155
TIRZ #19-Nash Street	118,018	118,018
TIRZ #21-Downtown Bryan	63,482	63,482
TIRZ #22-Lauth Devel.	281,733	281,380
Debt Service	6,015,746	5,938,504
Miscellaneous Trusts	-	-
General Government CIP	8,200,000	13,398,888
Water CIP	7,100,000	14,160,280
Wastewater CIP	12,665,000	20,371,783
BTU (City) CIP	32,750,305	29,289,425
BTU (Rural) CIP	4,912,560	3,615,076
Total for All Funds	<u>\$ 312,780,802</u>	<u>\$ 350,424,808</u>

This page left intentionally blank



ORDINANCE NO. 1833

AN ORDINANCE FIXING THE TAX LEVY OF THE CITY OF BRYAN, TEXAS, FOR THE TAXABLE YEAR 2009 AT \$0.6364 PER \$100 OF ASSESSED VALUATION AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF BRYAN, TEXAS:

1.

That there be assessed, levied and collected on all taxable property in the City of Bryan, for the taxable year 2009 the following, to wit:

\$0.459501 on a \$100.00 valuation of all taxable property in the City for General Fund maintenance and operating purposes: and

\$0 176899 on a \$100.00 valuation of all taxable property in the City for the payment of principal and interest on General Obligation Debt for the City.

Total Levy for 2009 is \$0.636400 for \$100.00 valuation of all taxable property in the City of Bryan.

2

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

3

There is also levied an Occupation Tax on every person, firm or corporation pursuing any of the occupations named in the Charter, ordinances and the General Laws of Texas, which will be paid in advance, said occupation license to be one-half of the State License for similar occupations.

4

That this Ordinance shall go into effect immediately after its second and final reading

PRESENTED AND GIVEN first reading on the 8th day of September 2009, at a regular meeting of the City Council of the City of Bryan, Texas; and given second reading, passed and approved on the 15th day of September 2009, by a vote of 5 ayes and 2 noes at a special meeting of the City Council of the City of Bryan, Texas.

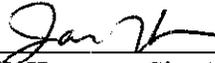
ATTEST:


Mary Lynne Stratta, City Secretary

CITY OF BRYAN:

By: 
D. Mark Conlee, Mayor

APPROVED AS TO FORM:



Janis K. Hampton, City Attorney

FY10 Recommended (Mandatory) General Fund Decision Packages

Fund-Div	Department	Description	FY2010 Cost	FY2011 Cost
001-0621	Finance & Accounting	Ambulance Billing Fees	51,445	52,474
001-0621	Finance & Accounting	Kronos Licenses	10,648	1,846
		Finance & Accounting Total	62,093	54,320
001-0631	Information Technology	BVWACS Shared Admin Cost	81,013	-
		Information Technology Total	81,013	-
001-0901	Police	TRT ballistic vests, helmets, shields	20,304	20,304
		Police Total	20,304	20,304
001-1001	Fire	Service Agreement renewal (cardiac monitors)	16,000	16,000
		Fire Total	16,000	16,000
001-1010	EOC	Radio Antenna System	5,692	-
		EOC Total	5,692	-
General Fund Totals			\$ 185,102	\$ 90,624

FY10 Recommended Non-General Fund Decision Packages

Fund-Div	Department	Description	FY2010 Cost	FY2011 Cost
204-1240	Community Development	LaSalle Hotel	74,824	69,370
		Community Development Fund Total	74,824	69,370
205-1301	Warehouse	Office space addition	7,200	-
		Warehouse Fund Total	7,200	-
230-1650	Court Technology	Electronic Citation Writers	33,875	3,650
		Court Technology Fund Total	33,875	3,650
510-4410	Water Production	Laser Alignment Tool	10,000	-
510-4410	Water Production	Infrared Machine	10,000	-
510-4420	Water Dist	Trench safety system	25,000	-
510-4420	Water Dist	Traffic Barriers	10,000	-
510-4420	Water Dist	Steel plates	7,500	-
510-4420	Water Dist	Portable Street Signs	5,000	-
510-4420	Water Dist	Portable line locator	5,000	-
510-4420	Water Dist	Four inch missile	8,000	-
510-4420	Water Dist	Certification Pay line item increase	10,122	10,579
510-4420	Water Dist	Computers	6,000	-
510-4420	Water Dist	Guillotine saw	15,000	-
		Water Services Total	111,622	10,579
515-4510	WW Collections	Computers	5,000	-
515-4510	WW Collections	Replace pump on unit 24-34	-	-
515-4510	WW Collections	Certification Pay line item increase	16,448	17,191
515-4520	WW Treatment	Press house Burton Creek WWTP rehab	280,000	-
515-4520	WW Treatment	Still Creek WWTP drying beds	50,000	-
515-4520	WW Treatment	Exchange multistage blower with Neuro Turbo blower	700,000	-
515-4520	WW Treatment	Burton Crk & Still Crk WWTP asphalt roads	250,000	-
515-4520	WW Treatment	Carports	45,500	-
		Wastewater Services Total	1,346,948	17,191
605-6001	Risk	2ct Auto External Defibs	3,421	135
		Self Insurance Fund Total	3,421	135
Miscellaneous Fund Totals			\$ 1,577,890	\$ 100,925

FY10 Non-Recommended General Fund Decision Packages

Fund-Div	Department	Description	FY2010 Cost	FY2011 Cost
001-0101	Executive	Increase in Overtime	2,227	2,327
		Executive Total	2,227	2,327
001-0631	Information Technology	Hardware Software Maintenance Increase	72,650	-
001-0631	Information Technology	HTE Enhancement	185,645	98,245
001-0631	Information Technology	BVCNet WiMax Technology Funding	45,000	4,000
001-0631	Information Technology	PC Replacement	125,000	-
001-0631	Information Technology	Public Safety Support Position	59,332	56,139
001-0631	Information Technology	HTE Continuing Education	20,000	20,000
001-0631	Information Technology	Network Redundancy Equip Upgrade	125,000	8,000
001-0631	Information Technology	Tiburon CAD2.4 Software Upgrade	43,802	-
001-0631	Information Technology	BVWACS Subscriber Upgrade	597,000	-
001-0631	Information Technology	Wireless Mesh Phase 1	500,000	30,000
001-0631	Information Technology	Regional Database	15,000	5,500
		Information Technology Total	1,788,429	221,884
001-0651	Human Resources	Language Skills Pay	10,000	10,000
		Human Resources Total	10,000	10,000
001-0811	Engineering	Project Dox H T E Module	154,800	15,800
001-0811	Engineering	Engineering Assistant	50,577	52,609
		Engineering Total	205,377	68,409
001-0821	Streets & Drainage	Concrete curb machine	254,000	29,740
001-0821	Streets & Drainage	MS4/ROW Coordinator	82,856	59,644
		Streets & Drainage Total	336,856	89,384
001-0841	Traffic	GPS System for Fire Station #1	90,000	-
		Traffic Total	90,000	-
001-0871	Fleet	Field Service Unit	90,950	16,450
001-0871	Fleet	Service Technician (Level IV)	53,235	55,380
		Fleet Total	144,185	71,830
001-0881	Facilities	Janitorial Supply line item increase (23-11)	2,500	2,500
001-0881	Facilities	Maintenance Supply line item increase (32-04)	2,500	-
001-0881	Facilities	Technical Operations 1 Worker	32,302	33,234
		Facilities Total	37,302	35,734
001-0901	Police	Accreditation Manager	94,564	98,476
001-0901	Police	Crime Victims Liaison	48,269	48,629
001-0901	Police	Tiburon upgrade (7.4.1 to 7.5.2)	39,000	-
001-0901	Police	Ballistic vests	38,418	38,418
001-0901	Police	Online Crime Reporting System	41,620	4,250
001-0901	Police	Professional development training	4,104	4,104
001-0901	Police	Fitness Training line item increase (41-02 & 44-02)	19,000	19,000
001-0901	Police	Rifles and scopes	18,500	-
001-0901	Police	SUV	43,535	4,837
		Police Total	347,010	217,714
001-1001	Fire	ESO Subscription fee/Mobile Software & Hardware	133,157	27,790
001-1001	Fire	Supply Clerk & vehicle	76,533	50,667
001-1001	Fire	Fire Engine (addition)	658,083	38,711
001-1001	Fire	ISO Evaluation Upgrade	40,000	-
001-1001	Fire	Mobile Data Terminals	57,000	-
001-1001	Fire	Assignment Pay line item increase due to Fire Station #5	30,131	31,257
001-1001	Fire	GMC Van to replace vehicle not in VRP	34,200	3,800
001-1001	Fire	Suburban to replace vehicle not in VRP	42,300	4,700
001-1001	Fire	Technical Rescue Equipment	28,200	-
001-1001	Fire	Employee Physicals line item increase (45-03)	5,117	5,117
001-1001	Fire	EMS First Aid Supplies	26,000	26,000
001-1001	Fire	Medical Oxygen Supply line item increase (23-13)	6,317	6,317

FY10 Non-Recommended General Fund Decision Packages

Fund-Div	Department	Description	FY2010 Cost	FY2011 Cost
001-1001	Fire	Biological Agents line item increase (23-06)	3,147	3,147
001-1001	Fire	ATV for emergency response	9,790	890
		Fire Total	1,149,975	198,396
001-1010	EOC	Communications line item increase (31-04)	6,000	6,000
		EOC Total	6,000	6,000
001-1161	Parks & Rec Admin	Community Services Wage Rate Increases	36,496	38,145
001-1161	Parks & Rec Admin	Holiday Lights	50,000	50,000
001-1161	Parks & Rec Admin	Keep Brazos Beautiful	25,000	25,000
		Parks & Rec Total	111,496	113,145
001-1163	Municipal Golf Course	Golf Wage Rate Increases	9,706	10,145
001-1163	Municipal Golf Course	Golf Funding	79,000	79,000
001-1163	Municipal Golf Course	Golf Furniture	5,500	-
		Municipal Golf Course Total	94,206	89,145
001-1164	Parks	Maintenance Personnel Position	39,372	39,823
		Parks Total	39,372	39,823
001-1166	Recreation	Green Team	68,076	68,076
001-1166	Recreation	Senior Programs	8,000	8,000
001-1166	Recreation	Recreation Software	36,991	16,375
		Recreation Total	113,067	92,451
001-1169	Neal Recreation Center	Neal Gym Floor	73,000	-
001-1169	Neal Recreation Center	Neal Shade Structure	30,000	-
		Neal Recreation Center Total	103,000	-
001-3101	Library Services	New Books	20,000	-
		Library Services Total	20,000	-
001-3201	Development Services	Professional Planner Position	60,860	63,381
001-3201	Development Services	Professional Urban Planning Consultant	60,000	60,000
001-3201	Development Services	Property Enhancement Grant Program	75,000	75,000
001-3201	Development Services	Code Enforcement Position	47,095	47,630
		Development Services Total	242,955	246,011
001-3301	Special Projects/CD Admin.	25% of CD Mgr & Asst CD Mgr funded from General Fund	83,399	86,692
001-3301	Special Projects/CD Admin.	Special Projects Coordinator Position	48,359	48,223
		Special Projects Total	131,758	134,915
General Fund Totals			\$ 4,973,215	\$ 1,637,168

RESOLUTION NO. 3230

A RESOLUTION ESTABLISHING AN AMENDED TRANSPORTATION USER FEE FOR BRYAN TEXAS UTILITIES CUSTOMERS WITHIN THE CITY LIMITS OF BRYAN AT THE RATE OF \$12.00 PER MONTH FOR EACH RESIDENTIAL CUSTOMER; \$42.00 PER MONTH FOR EACH SMALL NON-RESIDENTIAL CUSTOMER; \$72.00 PER MONTH FOR EACH MEDIUM NON-RESIDENTIAL CUSTOMER; AND \$180.00 PER MONTH FOR EACH LARGE NON-RESIDENTIAL CUSTOMER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bryan established a transportation user fee through the adoption of Ordinance No. 1080 on September 23, 1997, and amended on July 12, 2005;

WHEREAS, Section 24-22.2(c) of the Bryan City Code provides that the Bryan City Council shall establish the transportation user fee by resolution and that the fee shall be based on the cost of maintaining the transportation system;

WHEREAS, this resolution supersedes and replaces Resolution Number 2999, approved and adopted on July 12, 2005.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS:

1.

A transportation user fee in the amount of \$12.00 per month is established for each Bryan Texas Utilities residential customer within the city limits of Bryan.

2.

A transportation user fee is established for Bryan Texas Utilities non-residential customers within the city limits of Bryan based on classification as follows: \$42.00 per month for each small non-residential customer; and \$72.00 per month for each medium non-residential customer; and \$180.00 per month for each large non-residential customer. Fees for Multi Family complexes, (apartment complex), will be \$12.00 for each unit; and \$42.00 for the office building. If an apartment unit is being used for an office, the fee will be \$42.00. Fees will be charged regardless of the occupancy status.

3.

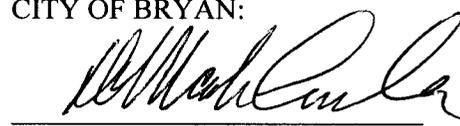
This Resolution shall become effective on September 1, 2009.

ADOPTED BY VOTE OF THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS at a regular meeting held on the 28 day of July, 2009.

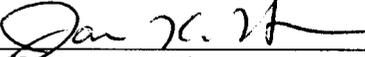
ATTEST:


Mary Lynne Stratta, City Secretary

CITY OF BRYAN:


D. Mark Conlee, Mayor

APPROVED AS TO FORM:



Janis K. Hampton, City Attorney

RESOLUTION NO. 2998

A RESOLUTION ESTABLISHING AN AMENDED DRAINAGE UTILITY FEE FOR BRYAN TEXAS UTILITIES CUSTOMERS WITHIN THE CITY LIMITS OF BRYAN AT THE RATE OF \$2.00 PER MONTH FOR EACH RESIDENTIAL CUSTOMER; \$7.00 PER MONTH FOR EACH SMALL NON-RESIDENTIAL CUSTOMER; \$12.00 PER MONTH FOR EACH MEDIUM NON-RESIDENTIAL CUSTOMER; AND \$30.00 PER MONTH FOR EACH LARGE NON-RESIDENTIAL CUSTOMER; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Bryan established a drainage utility fee through the adoption of Ordinance No. 1079 on September 23, 1997 and amended on July 12, 2005; and

WHEREAS, Section 28-181 of the Bryan City Code provides that the Bryan City Council shall establish the drainage service fees by resolution; and

WHEREAS, the City published three notices of a public hearing to consider the adoption of an amended schedule of drainage service fees and said public hearing was held before the Bryan City Council on June 28, 2005, all as provided by Section 402.045, Texas Local Government Code; and

WHEREAS, this resolution supercedes and replaces Resolution Number 2952, approved and adopted on September 28, 2004, which set the drainage services rate at \$2.40 per month for both Residential and Commercial City of Bryan Solid Waste Customers;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS THAT:

I.

A drainage service fee is established in the amount of \$2.00 per month for each Bryan Texas Utilities residential customer within the city limits of Bryan

II.

A drainage service fee is established for Bryan Texas Utilities customers within the city limits of Bryan based on classification as follows: \$7.00 per month for each small non-residential customer; \$12.00 per month for each medium non-residential customer; and \$30.00 per month for each large non-residential customer.

III.

This Resolution shall become effective on August 1, 2005.

APPROVED AND ADOPTED BY VOTE OF THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS at a regular meeting held on the 12th day of July, 2005.

ATTEST:


Mary Lynne Stratta, City Secretary

CITY OF BRYAN, TEXAS


Ernie Wentrcek, Mayor

APPROVED AS TO FORM:


Michael J. Cosentino, City Attorney

RESOLUTION NO. 3175

A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 3010; ESTABLISHING THE RATES FOR RESIDENTIAL AND COMMERCIAL WATER AND WASTEWATER SERVICES TO BECOME EFFECTIVE WITH THE FIRST BILLING CYCLE ON OR AFTER OCTOBER 1, 2008.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS THAT:

1) The charge for water services furnished by the city of Bryan, Texas, to a customer shall be as follows:

A. RESIDENTIAL

Customer Charge: \$ 8.31 per month
Volume Charge: \$ 2.76 per 1,000 gallons

B. COMMERICAL/INDUSTRIAL

Customer Charge: \$ 13.74 per month
Volume Charge: \$ 2.38 per 1,000 gallons

C. BRYAN PUBLIC SCHOOLS

Customer Charge: \$ 13.74 per month
Volume Charge: \$ 2.38 per 1,000 gallons

D. CITY ACCOUNTS AND UTILITY OPERATIONS

Customer Charge: \$ 13.74 per month
Volume Charge: \$ 2.38 per 1,000 gallons

E. SPECIAL CONTRACTS

Customer Charge: \$ 13.74 per month
Volume Charge: \$ 4.05 per 1,000 gallons

F. BULK SALES (TRANSPORT LOADS)

\$5.54 per 500 gallons

2) That the charge for wastewater services furnished by the City of Bryan, Texas, to a customer shall be as follows:

A. RESIDENTIAL

There shall be a wastewater fee of \$7.88 per month plus \$4.03 per 1,000 gallons of wastewater volume, for each wastewater customer. This volume rate is based on median water consumption during the

months of December through February. The wastewater fee for the following months of March through February is held constant using the second highest month's consumption of the December through February period.

In the case of a customer moving into a residence during the months of March through February, for which a wastewater charge has previously been established, the new customer shall pay the previously determined wastewater charge for that residence until the next re-rating. The Utility Customer Services Division Manager and the Water Services Division Manager working together may adjust this fee in appropriate situations. In the event no previous rate has been established because the customer is moving into a newly constructed residence, the wastewater rate charged shall be \$33.00 per month based on the City average of 6,230 gallons per month, until the new re-rating as described in "A" above.

B. COMMERCIAL/INDUSTRIAL

There shall be a wastewater charge of \$7.88 per month plus \$3.55 per 1,000 gallons of wastewater volume based on monthly water consumption for each commercial/industrial wastewater customer.

C. HAULED WASTE PUMPINGS

Grease	\$0.17/gallon
Grit	\$0.21/gallon
Septage	\$0.08/gallon

D. NEW RESIDENTIAL CONSTRUCTION

There will be a wastewater charge of \$7.88 per month on all new residential constructed homes. The builder will not be assessed a wastewater charge based on water consumption, until a certificate of occupancy has been issued. At that time the wastewater rate charged shall be \$33.00 per month based on the City average of 6,230 gallons per month, until the new re-rating as described in "A" above.

E. VACANT RENTAL DWELLINGS

Customers who initiate a Continuous Service Agreement (CSA) with Bryan Texas Utilities (BTU) may choose to inactivate water and/or wastewater services during property vacancies. For customers who do not wish to initiate a CSA, the following procedure may apply.

Upon written request by the landlord of a vacant rental property, there shall be a one time flat fee of \$15.00 for as long as the unit is vacant provided that the water consumption for the unit does not exceed 3,000 gallons in any one month. If the water usage exceeds 3,000 gallons per month, this special fee will retroactively be removed and the regular residential rates will be applied. Once the unit is occupied the regular residential rates will apply. At that time the wastewater will be charged at the rate of \$33.00 per month based on the City average of 6,230 gallons per month, until the new re-rating as described in "A" above.

F. STATE REGISTERED WASTE HAULERS

State registered waste haulers for Wastewater Treatment Plant Sludge, Water Treatment Plant Sludge, Septic Tank Waste, Chemical Toilet Waste, Grit Trap Waste, and Grease Trap Waste shall apply for a permit to operate within the City. The fee for each permit is \$200.00. Permits are valid for a period of two years. Haulers are required to obtain a permit for each vehicle that will be operating within the City.

G. CONTRACTS

Individual contracts may be negotiated outlining details of the service to be supplied, the term of the contract, and the obligation of each party.

- 3) The following schedule of fees shall be charged for installation of each water tap or sanitary sewer tap:

A. SANITARY SEWER TAP FEES

Four inch (4") \$ 350.00

All wastewater taps larger than 4" will be made by a contractor and will require a \$100.00 inspection fee. The tap fee includes making the connection to the main plus 10 feet of pipe. Any connections requiring more than 10 feet of pipe are considered long side taps. All long side taps require an additional charge of \$15.00/ft. The length of a long side tap will be determined as the distance from the main to the property line minus 10 feet.

B. POTATBLE WATER TAP AND METER FEES

Three quarter inch (3/4") \$ 400.00

One inch (1") \$ 500.00

One and one half inch (1 1/2") \$ 800.00

Two inch (2") \$ 1800.00

All water taps larger than 2" will be made by a contractor using a meter purchased from the City. The tap fee shall consist of the meter cost and a \$100.00 inspection fee. The tap fee includes making the connection to the main plus 10 feet of pipe. Any connections requiring more than 10 feet of pipe are considered long side taps. All long side taps require an additional charge of \$15.00/ft. The length of a long side tap will be determined as the distance from the main to the property line minus 10 feet.

C. TEMPORARY SERVICES

Customers requesting temporary construction water service (through an existing fire hydrant) shall be required to enter into a Special Contract with the City. A cash security deposit for \$1000.00 will be required from the customer for each temporary service requested. Each deposit shall be refunded upon disconnection of the temporary service, provided the customer has paid all rates and fees due the City through the use of the service, and provided there has been no damage to the meter, the backflow prevention device, the valve installed for the customer's use or the fire hydrant. The fee for the meter itself is \$400.00. For this price the service includes installing the meter, backflow prevention device, 2" ball valve for customer use, testing the backflow prevention device, moving the meter to an alternate location within the job site, and retesting the backflow prevention device after reinstallation. Meters are the property of the City and shall be returned to the City when the specific job is completed. Each job site requires a separate Special Contract. The \$1000.00 security deposit may remain on file with the City; however, each job site requires a separate \$400.00 fee.

4) The following establishes fees and services associated with metering:

A. TAMPERING

Tampering with a water meter will result in the meter being removed and a \$100.00 charge to the account. Tampering includes but is not limited to altering and or adjusting the reading on the meter, turning the meter on after it has been turned off by an authorized City representative, installing piping or hose to bypass the meter, or installing piping and or hose to allow water service after a meter has been removed by authorized personnel. Once a meter has been removed for tampering, a \$25.00 reinstallation fee will be required prior to a meter being reinstalled.

B. TURN ON/OFF SERVICE

Routine turn on/off service for vacations, home repairs and the like will be charged at the rate of \$10.00 per visit.

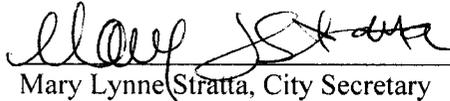
C. METER TESTING

Customers may request to have the accuracy of their water meter verified. For 2" or smaller meters, this request typically requires replacing the meter so performance can be measured against a known standard. Due to their size, 3" and larger meters are tested in place; a calibrated test meter simultaneously records water flow/volume in series with the customer meter. Should the test determine the meter is either slow or within American Water Works Association (AWWA) specifications, the customer will be assessed a fee of \$35 on their next utility bill. If the test results indicate the meter is fast, the testing fee will be waived and a credit may be issued for a proportional amount of water billed above the acceptable meter performance limits.

- 5) Individual contracts may be negotiated outlining details of the service to be supplied, the term of the contract, and the obligation of each party.
- 6) All residential and commercial water and wastewater usage rates described herein shall be multiplied by 1.50 for any customers receiving service outside the city limits of the City of Bryan, unless covered under an agreement with another service providing entity such as the City of College Station.
- 7) The city shall reimburse for up to six (6) months of any overcharges. Customers may be liable for up to six (6) months of undercharges.
- 8) This resolution shall be effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 23 day of Sept., 2008, by affirmative vote of the Bryan City Council meeting in regular session.

ATTEST:



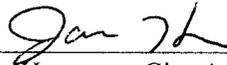
Mary Lynne Stratta, City Secretary

CITY OF BRYAN



Mayor D. Mark Conlee

APPROVED AS TO FORM:



Janis Hampton, City Attorney

This page left intentionally blank



RESOLUTION NO. 3117

A RESOLUTION REPEALING RESOLUTION NO. 3096; ESTABLISHING THE COMPOST TIPPING FEE AS EQUIVALENT TO THE LANDFILL MUNICIPAL TIPPING FEE RATE TO INCLUDE THE STATE SURCHARGE FEE TO BECOME EFFECTIVE ON OCTOBER 1, 2007; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS THAT:

Section 1. Resolution No. 3096 is hereby repealed.

Section 2. To ensure proper health and sanitation of our community, all water and electric utility customers are required to activate solid waste services. The rates to be charged for the collection, hauling and/or disposal of solid waste (garbage and trash) are as follows:

- (A) The monthly charge for weekly collection, removal and disposal of garbage and trash from residences situated within the corporate limits of the City of Bryan shall be:

Each single dwelling unit	\$ 14.09
Two-family residence (each unit)	\$ 14.09
Apartment house with more than two Apartments (each unit)	\$ 14.09
Trailer park (for each unit counted in the park on fifteenth of each month)	\$ 14.09
Apartment house with ten or more apartments requesting sanitary container system (Each unit)	\$ 13.46
Additional 95 gallon container collection charge	\$ 3.50
Return to pickup container or when an additional collection is requested.	\$ 7.65

- (B) Customers who initiate a Continuous Service Agreement with Bryan Texas Utilities (BTU) may choose to inactivate solid waste services during property vacancies.
- (C) The monthly charges for automated collection, removal and disposal of all garbage and trash from each business or commercial establishment located within the corporate limits of the City of Bryan will be based on the quantity of garbage and trash. Charges shall be set by the City Manager or his designee, with the following minimum monthly rates applying:

Business Classification

<u># of Services</u>	<u>Container Size</u>	<u>Monthly Fee</u>
1	95 gallon	\$ 20.85
2	95 gallon	\$ 49.37
3	95 gallon	\$ 78.93
4	95 gallon	\$ 97.35
5	95 gallon	\$ 121.43
* 6	95 gallon	\$ 157.46
1	300 gallon	\$ 49.37
2	300 gallon	\$ 98.09
3	300 gallon	\$ 145.41
4	300 gallon	\$ 193.46
5	300 gallon	\$ 242.27
* 6	300 gallon	\$ 315.47

* The sixth pick up is on a Saturday.

Saturday pick up is also available to customers with regular established service of 3 or more times per week at an increased cost of 150 % of the next level of service. For example, if a customer is receiving service 3 times per week, the increase will be 150% of the increase in cost between 3 and 4 times per week service.

One-time Saturday pickups are also available upon request from commercial establishments. Customers will be charged a proportional cost of a single servicing plus 100% each extra time that a container is serviced on a Saturday.

There shall be a charge of \$20.00 per 90-gallon container and a charge of \$50.00 per 300-gallon container for each additional pickup requested.

A delivery charge of \$25.00 shall be made for each container placed for service.

Customers will be charged the cost of a single servicing, plus 20%, each extra time that a container is serviced other than on the regularly scheduled collection day(s), between Monday and Friday.

When any commercial container is not serviced at its regularly scheduled time, due to causes reasonably under the control of the customer, an additional \$20.00 fee will be charged for a 95-gallon container and \$50.00 for a 300-gallon container for a requested return trip to service the container.

The foregoing minimum fees are minimum fees to be charged to each public, business or commercial establishment. These minimum fees shall entitle the owner, occupant, tenant, or lessee thereof to the collection, removal and disposal of garbage and/or trash. The City Manager or his/her designee is hereby authorized and directed to fix the monthly charge for each business and commercial establishment within thirty (30) days from the effective date of this Ordinance. In the event the owner, manager, tenant, or lessee, of any such business or commercial establishment is dissatisfied with the charges

so fixed by the City Manager or his/her designee as a monthly garbage and/or trash collection fee against the establishment, such owner, manager, tenant or lessee shall have the right to appeal to the City Manager. Such appeal shall be in writing and shall be filed with the City Manager, and thereafter he/she shall investigate the appeal and attempt to make a satisfactory adjustment with said person so appealing. The City Manager shall notify the person so appealing, of his/her decision, and he/she shall have the right of appeal from the decision of the City Manager to the City Council. In such case, said last mentioned appeal shall be heard by the City Council at its next regular meeting, or at a special meeting called for such purpose. The City Council may sustain for charges as fixed by the City Manager or may adjust charges and the decision of the City Council shall be final.

In the event there should be a change in the nature of business being carried on in any business or commercial establishment where garbage and/or trash charges have already been established, which results in a change in the amount of garbage and/or trash being collected each month by the City, the City Manager or his/her designee shall have the authority to adjust the collection fees of such business or commercial establishment by increasing or decreasing such charges as may be required by the change in such business and the amount of garbage and trash there from, all in accordance with the provisions set forth above regulating the original fixing of garbage fees and the owner, manager, tenant, or lessee of such business or commercial establishment shall have the same right of appeal as set for the above with reference to appeals allowed regarding the original fixing of charges by the City Manager or his/her designee.

- (D) The monthly charge for collection, removal, and disposal of garbage and trash from each business or commercial establishment's fixed location within the corporate limits of the City of Bryan which is provided sanitary containerized system service shall be per cubic yard (cy) collected, based on container size and number of collections. A penalty for two or more collections in small container sizes is part of the rate structure to provide an economic incentive to optimize collection activities.

	<u>Collections Per</u>		<u>Container Size</u>							
	<u>Week</u>		2CY	3CY	4CY	6CY	8CY			
1	\$	65.84	\$	85.01	\$	98.97	\$	126.86	\$	147.79
2	\$	130.79	\$	168.69	\$	196.59	\$	245.44	\$	280.30
3	\$	195.74	\$	252.38	\$	294.22	\$	364.01	\$	419.78
4	\$	260.69	\$	336.06	\$	391.85	\$	482.59	\$	560.31
5	\$	325.65	\$	419.75	\$	489.48	\$	601.17	\$	698.75
6	\$	*	\$	*	\$	*	\$	*	\$	907.99

*NOTE: Special rates will be negotiated with restaurants and other businesses requesting frequent pick-ups.

#The sixth pick up is on Saturday.

Saturday pick up is also available to customers with regular established service of 3 or more times per week at an increased cost of 150 % of the next level of service. For example, if a customer is receiving service 3 times per week, the increase will be 150% of the increase in cost between 3 and 4 times per week service.

One-time Saturday pickups are also available upon request from commercial establishments. Customers will be charged a proportional cost of a single servicing plus 100% each extra time that a container is serviced on a Saturday.

For multiple containers at one site, the fee for each additional container will be 95% of the rate for a single container of that size.

If an onsite compactor services a container, the fee for service shall be negotiated based on the compaction ratio.

Customers will be charged a proportional cost of a single servicing plus 20% each extra time that a container is serviced other than on the regularly scheduled collection day(s).

When any commercial container is not serviced at its regularly scheduled time, due to causes under the control of the customer, an additional \$91.00 fee will be charged for a requested return trip to service the container.

A delivery charge of \$25.00 shall be made for each container placed for service.

When a container serves more than one business or commercial establishment, each user will pay a part of the monthly charge determined by the Public Works Director according to the proportion of space used.

Commercial Containers with Bar Locks

Upon request from the customer, gravity release locks may be installed on metal containers for a fee of \$150. Customers will pay a lock maintenance fee of \$15/month. Bar locks may be replaced once/year. Locks that need to be replaced more frequently will be replaced at the customer's expense.

# Collections Per Week	Container Size				
	2CY	3CY	4CY	6CY	8CY
1	\$ 80.84	\$ 100.01	\$ 113.97	\$ 141.86	\$ 162.79
2	\$ 145.79	\$ 183.69	\$ 211.59	\$ 260.44	\$ 295.30
3	\$ 210.74	\$ 267.38	\$ 309.22	\$ 379.01	\$ 434.78
4	\$ 275.69	\$ 351.06	\$ 406.85	\$ 497.59	\$ 575.31
5	\$ 340.65	\$ 434.75	\$ 504.48	\$ 616.17	\$ 713.75
6	*	*	*	*	\$ 922.99

- (E) Solid Waste containers may be made available for temporary use during special events. The fees shall be:

<u>95 Gallon</u>	<u>300 Gallon</u>	<u>2CY</u>	<u>3CY</u>	<u>4CY</u>	<u>6CY</u>	<u>8CY</u>
\$26.00	\$34.00	\$38.00	\$42.00	\$50.00	\$58.00	\$66.00

Each time (after the first) that a container is serviced, there will be an additional servicing fee of:

<u>95 Gallon</u>	<u>300 Gallon</u>	<u>2CY</u>	<u>3CY</u>	<u>4CY</u>	<u>6CY</u>	<u>8CY</u>
\$16.90	\$22.10	\$24.50	\$27.30	32.50	\$37.70	\$42.90

- (F) The City shall collect, by request, completely frozen and properly bagged small dead animals from commercial establishments. The charge shall be \$4.00 per carcass. In addition, for nineteen animals or less on any one pickup, there will be an additional fee of \$20.00.

Special rates may be negotiated for educational and training institutions disposing of lab animal carcasses.

(G) Brush/Bulky and Clean Green Yard Waste Collection Fees

- (1) If yard trimmings and leaves are prepared for collection in compliance with Ordinance requirements and collection service is performed on scheduled garbage collection day, there is no charge assessed.
- (2) Brush/bulky prepared for collection in compliance with Ordinance requirements shall be collected for no additional charge on scheduled brush and bulky collection day.
- (3) Residential vacant lots will receive brush and bulky service in accordance with the published brush and bulky item collection guidelines. Vacant lot service is designed to assist property owners in maintaining their lots. This does not include property that has been cleared for improvement or has demolished a structure. Vacant lots are lots with a maximum dimension of 150' x 150'.
- (4) Customers may have one load of prepared brush and/or bulky items collected per scheduled cycle at no additional charge. One load is equivalent to the capacity of the collection vehicle. Customers that exceed the one-load limit will be assessed a fee of \$50 plus disposal costs for each additional load.
- (5) According to availability, customers may request special brush/bulky collection service. Special collection is the collection of one load of brush/bulky not meeting Ordinance requirements and/or collection is requested out of schedule. Each special collection will be assessed a fee of \$50 plus disposal costs.
- (6) Non-residential customers may request special brush/bulky collection service. Special collection service is the collection of one load of brush/bulky materials. Service should be performed within 72-hours of request. Each special collection shall be assessed a fee of \$50 plus disposal costs.
- (7) According to availability, non-residential customers may request special yard waste collection service. Special collection service is the collection of 20 bags or less of prepared yard waste. Each special collection will be assessed a fee of \$30 per collection.
- (8) Apartment complexes are designed for residential use and will be considered for brush and bulky collection. Each complex may have one load of prepared brush

and/or bulky items collected per schedule at no additional charge. One load is equivalent to the capacity of the collection vehicle. Customers that exceed the one load limit will be assessed a fee of \$50 plus disposal costs for each additional load.

- (9) Fees assessed pursuant to F(4-6) above shall appear on the customer's monthly utility bill.
- (H) Residential customers may annually dispose of up to 8 light vehicle tires without rims free of charge at the City Recycling Center. Additional tires may be disposed of at a fee of \$8 per tire and \$12 per tire with rim. Residents should contact the Public Works Call Center for a set of guidelines and restrictions on tire recycling. The City reserves the right to charge utility customers who leave tires in the right of way, \$20 per tire without rim and \$25/tire with rim.
- (I) A Freon removal fee of \$20.00 shall be assessed for any refrigerator, deep freezer, air conditioner or other items that contain Freon, methyl chloroform, or coolants required by law to be removed by a certified technician. Items with a proper Freon removal certification tag affixed to the item will be collected without additional charge in accordance with the published brush and large item collection schedule.
- (J) The City shall not collect Medical Waste that has not been properly treated and processed prior to collection.
- (K) Liquid waste haulers shall apply for a permit to operate within the City. The fee for each permit is \$200. Permits will be valid for a two-year term. Haulers are required to obtain a permit for each vehicle that will be operating within the City.
- (L) Medical waste haulers shall apply for a permit to operate within the City. The fee for each permit is \$200. Permits will be valid for a two-year term. Haulers are required to obtain a permit for each vehicle that will be operating within the City.
- (M) *The Compost Facility tipping fee will be equivalent to the Cities of Bryan and College Station's tipping fee rate for the primary landfill in use plus the value of the state surcharge fee. The Compost tipping fee is hereby changed from \$20.25 to \$21.50 per ton. Customers disposing of waste at the Pleasant Hill Road Co-composting facility will be charged a minimum fee of \$8.50 for any waste weighing less than one measured ton.*
- (N) Compost sales associated with the Pleasant Hill Road Co-composting facility shall be based on a per measured ton system.

<u>Final Product Compost Sales</u>	
0 – 25 tons	\$28 per measured ton
26 – 250 tons	\$20 per measured ton
250 tons +	\$15 per measured ton

- (O) Services performed by City staff regarding nuisance abatement staff shall be billed at a rate of \$50 plus disposal costs if heavy equipment is utilized, and \$15 per man hour for hand collection. In the event service is performed by a Contractor, rates for this service shall be set forth in contract.

Section 3. This resolution shall be effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 28 day of August, 2007, by affirmative vote of the Bryan City Council meeting in regular session

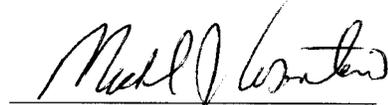
ATTEST:


Mary Lynne Stratta
City Secretary

CITY OF BRYAN

D. Mark Conlee
Mayor

APPROVED AS TO FORM:


Michael J. Cosentino
City Attorney

This page left intentionally blank



RESOLUTION NO. 3188

A RESOLUTION REPEALING RESOLUTION NO. 3122 SETTING FEES TO BE CHARGED AND COLLECTED FOR CERTAIN PARK AND RECREATION ACTIVITIES; ESTABLISHING A NEW FEE SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bryan provides facilities for and coordinates certain park and recreation activities; and

WHEREAS, it is necessary to set certain fees for the reasonable use of facilities and coordination of activities; and

WHEREAS, it is necessary to set certain conditions affecting fees for the use of facilities and coordination of activities;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN:

SECTION I.

That the fees charged and collected for specific park and recreation activities shall be as follows:

<u>ACTIVITY</u>	<u>FEE</u>	
	resident	non-resident
1. Pavilion reservation fee per use		
A. Astin, Austin's Colony, Bonham, BRAC II A <u>or</u> B Haswell B or C, Haswell Amphitheater, Henderson A, Neal, Tanglewood A, Tiffany A, Williamson A or B, or Villa West		
1/2 day AM (5:00 - 2:00) or PM (3:00 - 11:00)	\$60.00	\$70.00
Full day	\$100.00	\$110.00
B. Copperfield, Henderson B, Sadie Thomas I, Scurry, Tanglewood B, Tiffany B		
1/2 day AM (5:00 - 2:00) or PM (3:00 - 11:00)	\$40.00	\$50.00
Full day	\$70.00	\$80.00
C. Haswell A		
1/2 day AM (5:00 - 2:00) or PM (3:00 - 11:00)	\$75.00	\$85.00
Full day	\$125.00	\$135.00
With kitchen additional fee	\$50.00	\$60.00
D. Sadie Thomas II		
1/2 day AM (5:00 - 2:00) or PM (3:00 - 11:00)	\$60.00	\$70.00
Full day	\$100.00	\$110.00
With kitchen additional fee	\$50.00	\$60.00
E. Heritage Park Gazebo	\$100.00	\$110.00
F. *Bryan Tennis Center (per Hour/per Court)	\$10.00	\$12.00
Membership**	\$100.00	\$125.00

*****(Unlimited Use of Unreserved Courts).***
(For a Guaranteed Reservation, Memberships must pay Regular Fee)

G.	Tennis Lessons (per session) Instruction Permit (per site)	\$ 25.00	\$30.00
H.	Sport Pavilion Special Use Permit (per day)	\$100.00	\$110.00
I.	Inline Hockey Rink (per day)	\$100.00	\$110.00

* This facility may be used for sponsored, co-sponsored or non-sponsored tournaments or classes. TAMU, BISD, and CISD fees will be set on a contract basis based upon individual court fees.

2. Park Vendor Permit per location per day / within city limits*

A.	Food/Craft one-day permit (limited as per city ordinance)	\$ 50.00	\$50.00
----	--	----------	---------

3. Alcohol Use Permit Fees

A.	Specific Use Permit for activities held in park pavilions, athletic complexes or special event facilities as designated, located within the city limits (per day).*	\$ 35.00	\$35.00
B.	Seasonal Use Permit for organized adult sport leagues (softball, soccer, etc.) utilizing city parks located within the city limits as approved by the Department Manager or his/her designee.	\$100.00	\$110.00

*Permits issued with facility rental only. Violations will bar user from park facilities for a period of not less than one year (to be determined by the Department Manager or his/her designee).

4. Park/Facility Special Event Fees

A.	PARD Exclusively Sponsored Event Entry Fee (\$0-30/person range) is to be determined by staff at time of program development.		
B.	PARD Non- or Co-Sponsored Events Park Rental Fee		
	100-300	\$200.00	\$220.00
	300-1,000	\$300.00	\$330.00
	1001+	\$500.00	\$550.00
	Cleaning Deposit	\$500.00	\$550.00
C.	Palace Theatre (Non-Profit Organization Event)	\$200.00	\$225.00
	(For Profit Event)	\$250.00	\$275.00
	Cleaning Deposit (Refundable)	\$100.00	\$100.00

D. Special Event Vendor Permit		
One Day	\$50.00	\$50.00
(Special Event Food, Beverage, Arts and Crafts)		
Electrical Fee (per outlet)	\$25.00	\$25.00
5. Aquatic Fees		
A. Pool entrance fee per person per session		
Bryan Aquatic Center	\$2.00	\$2.00
Henderson Pool	\$2.00	\$2.00
Haswell Pool	\$1.00	\$1.00
Sadie Thomas Pool	\$1.00	\$1.00
Pool Pass - 25 Admissions	\$25.00	\$25.00
(valid at all Municipal Pools)		
Annual individual	\$125.00	\$150.00
Summer individual	\$60.00	\$70.00
(end of school to beginning of school)		
Annual family (4/family)	\$250.00	\$300.00
Each additional member	\$20.00	\$25.00
Summer family (4/family - end of school to beginning)	\$125.00	\$150.00
Each additional member	\$10.00	\$15.00
Children 3 years and younger	\$0	\$0
Replacement pass	\$1.00	\$1.00
B. Rentals		
Haswell Pool rental fee (2 hours, 100 swimmers max.)	\$120.00	\$130.00
Each additional hour	\$60.00	\$65.00
Sadie Thomas Pool rental fee (2 hours, 100 swimmers max.)	\$120.00	\$130.00
Each additional hour	\$60.00	\$65.00
Henderson Pool rental fee		
2 hours for 100 swimmers or less	\$220.00	\$240.00
2 hours for 101-200 swimmers	\$275.00	\$300.00
Each additional hour	\$110.00	\$120.00
Bryan Aquatic Center rental fee		
2 hours for 100 swimmers or less	\$220.00	\$240.00
2 hours for 101-200 swimmers	\$275.00	\$300.00
2 hours for 201-300 swimmers	\$375.00	\$400.00
2 hours for 301-400 swimmers	\$475.00	\$500.00
Each additional hour	\$110.00	\$120.00
Bryan Aquatic Center Kiddie Pool	\$50.00	\$55.00
(2 hours, 25 swimmers max)		
Each additional hour	\$25.00	\$30.00
Swim Team Pool		
Per lane per use	\$1.00 to \$10.00 per lane	
C. Classes		
Instructional Classes fee (per person per session)	\$0.00 - \$50.00	\$0.00 - \$75.00

Junior Lifeguard Instruction Fee	\$80.00	\$90.00
Lifeguarding (Does not include Red Cross Books)	\$100.00	\$110.00
WSI Class Fee (Does not include Red Cross Books)	\$100.00	\$110.00
Fundamentals of Instruction (Does not include ARC Books)	\$10.00	\$15.00

6. Athletic / Recreation Fees

A. Team registration fee for Adult leagues per season

Flag football	\$200.00	\$220.00
Basketball	\$200.00	\$220.00
Volleyball	\$200.00	\$220.00
Softball	\$300.00	\$330.00
Soccer	\$200.00	\$220.00
In-Line Hockey	\$200.00	\$220.00

B. Individual registration fee

Horseshoes league (per person)	\$20.00	\$25.00
Youth League Registration (per child)	\$25.00	\$30.00

C. Field rental fee per hour per field (minimum 2 hr. rental)

Thomas (no lights)	\$15.00	\$20.00
Thomas (with lights)	\$30.00	\$35.00
Soccer Fields (per field) (no lights)	\$15.00	\$20.00
Soccer Fields (per field) (with lights)	\$30.00	\$35.00

D. Field tournament rental fee per field per day (event)

Bryan Regional Athletic Complex	\$100.00	\$110.00
---------------------------------	----------	----------

Additional Game Charges:

Drying Agent (per bag)	\$10.00	\$10.00
Trash Clean Up (per man hour)	\$20.00	\$20.00
Field Marking Chalk (per bag)	\$ 7.00	\$ 7.00
Field Marking Paint (per gallon)	\$11.00 to \$14.00 per gallon	
Labor – Outside Regular Time	Our cost – labor/benefits	
Equipment Usage	\$ 5.00 to \$25.00 per piece	

Individual contracts with athletic leagues whose entry fees are not paid to the City of Bryan will be charged maintenance and electrical fees per person/per season based on the length of their season.

7. Recreation Program Fees

Summer Fun/Sport Camp Program (registration fee per child per session)	\$0.00 - \$100.00	\$0.00 - \$100.00
Summer Park Program (CDBG Grant Based)	\$0.00	\$0.00

Junior Counselor in Training Program (registration fee per child per session)	\$0.00	\$0.00
Special Classes/Programs (registration fee per person per session)	\$0 - \$100.00	\$0 - \$100.00
Additional fees for field trips (to be assessed as needed)	\$0.00 - \$50.00	\$0.00 - \$50.00

8. Neal Recreation Center Fees

Daily Use Fee	\$1.00	\$2.00
Membership		
Annual individual (must be paid prior to May 31)	\$30.00	\$40.00
Summer individual (end of school to beginning of school)	\$15.00	\$20.00
Annual family (4/family)	\$70.00	\$80.00
Each additional member	\$10.00	\$15.00
Summer family (4/family – end of school to beginning)	\$35.00	\$50.00
Each additional member	\$5.00	\$10.00
Fitness Room Membership (per year; 16 years & older only)	\$60.00	\$70.00
Admission ID Card (one time)	1st One—\$0	1st One—\$0
Replacement ID Card (as needed)	\$1.00	\$1.00
Classes		
Recreation Classes (per session – open enrollment)	\$0 - \$75.00	\$0 - \$100.00
Room / Building Rentals*		
Gym rental (hourly)	\$50.00	\$55.00
Gym rental (1/2 gym – hourly)	\$25.00	\$30.00
Gym All Day Rental (8 hour block/day)	\$300.00	\$310.00
Multi-purpose Room Rental (hourly)	\$20.00	\$25.00
Multi-purpose Room Rental (hourly with food service area)	\$30.00	\$35.00
Multi-media Room Rental (hourly)	\$20.00	\$25.00
Arts & Crafts Room Rental (hourly)	\$20.00	\$25.00
Building Rental (hourly – not including fitness room)	\$150.00	\$160.00
Building / room after hours operational fee (per hour)	\$15.00	\$20.00
Cleaning Deposit**	\$50.00	\$55.00
Set Up/Breakdown Fee (Optional)	\$40.00	\$45.00

* Includes TV/VCR. Tables and chairs will be available.

User must also comply with rental agreement, which may require additional security or guidelines as determined by the Department Manager or his/her designee.

** All Room/Building Rentals (Refundable if left in clean condition)

9. Bryan Municipal Golf Course

Greens Fees	Mon. – Thu.	Fri.	Sat., Sun., Holidays
Standard	\$18.25	\$21.00	\$23.00
Texas A&M Student	\$16.25	\$18.00	\$18.50
Senior/Junior	\$11.75	\$11.75	\$11.75 after 1:00 p.m.
Twilight	\$14.25	\$17.25	\$17.25

Cart Fees

Cart – 18 Holes	\$10.00	\$10.00	\$10.00
Cart – Twilight	\$ 6.00	\$ 6.00	\$ 6.00

Membership – Monthly Fee

Category w/Cart	Wday*	Wday w/Cart	Full**	Full
Individual	\$ 65.00	\$103.00	\$100.00	\$130.00
Family Couple	\$100.00	\$128.00	\$130.00	\$161.00
Family of 3	\$125.00	\$159.00	\$165.00	\$200.00
Ea. Add't Fam. Memb.	\$ 10.00	\$ 15.00	\$ 15.00	\$ 20.00

*Weekday – Monday through Friday noon

**Full – Seven

SECTION II

That the conditions regulating the herein above stated fees shall be as follows:

1. Reservations for all facilities will be taken on a first come first served basis.
2. Reservations may be taken over the phone or on-line by computer only when paying by credit card.
3. Palace Theatre reservations will be limited to one per day. Park Pavilions can be rented two times per day. Swimming Pools, Neal Recreation Center, and the Bryan Tennis Center can be reserved for multiple daily rentals. All rentals are depending upon availability.
4. Reservations can be set up to one year in advance, from the current calendar date of the rental request.
5. There will be a 20% fee or \$20.00 charge, whichever is higher, for any cancellations or rescheduling. Under special circumstances, exceptions can be made at the discretion of the Department Manager.
6. It shall be the policy of the City of Bryan that refunds will be given only at the sole discretion of the Department Manager or his authorized representative. Some of the reasons that would be

considered include the following situations:

A. Enrollment does not reach the required minimum capacity.

B. Customer expresses dissatisfaction due to conditions of a facility or program

NOTE: Weather conditions or changes in schedule cancellations will not warrant a refund. Rescheduling to an available date will be offered by the Parks and Recreation staff.

7. The Bryan Independent School District fees are set under a separate Joint Use Agreement.
8. All pavilion, amphitheater and Palace Theatre reservations where one hundred (100) or more people are expected will require one licensed peace officer per one hundred (100) people, and one portable toilet per one hundred fifty (150) people in attendance. The officer must be a State of Texas licensed peace officer. If park restrooms are available, this will count towards the first two hundred (200) persons. These items are to be provided by the individual or group reserving the pavilion. Written evidence or confirmation must be shown to the Parks and Recreation Department at least five days in advance of the reservation date that the necessary licensed peace officers have been secured and toilets have been obtained.
9. All Neal Recreation Center Room reservations where one hundred (100) or more people are expected will require one licensed peace officer per one hundred (100) people. The officer must be a State of Texas licensed peace officer. These items are to be provided by the individual or group reserving the Neal Recreation Center. Written evidence or confirmation must be shown to the Neal Recreation Center Supervisor or his/her designee at least five days in advance of the reservation date that the necessary licensed peace officer(s) have been obtained. Withholding of this evidence will be cause for cancellation of the reservation and the renter will have verbal and written notification within 72 hours of the cancellation.
10. The field tournament rental fee is per field per day or any fraction of a day. The fee will not be prorated for a portion of the day.
11. The multiple entry pass entitles the pass holder to ten (10) or twenty-five (25) admissions at designated facilities. The pass will be numbered 1 - 10 or 1 - 25 and will be punched once each visit per person. Pass is transferable and there is no time limitation.
12. Non-swimming adults who are wearing street clothes and want to observe their children at any time at the aquatic facilities will not have to pay a pool entrance fee.
13. A non-sponsored or co-sponsored special event is described as any private and/or public use of grounds and/or facilities for the exclusive purpose of gaining revenue income and/or reward for private enterprise or the City of Bryan.
14. A non-sponsored or co-sponsored special event may not close the entire grounds to the exclusive use of the rental party. Specific areas may remain available to the general public, i.e. as determined by the Parks and Recreation Department Manager or his/her designee. A separate packet of guidelines must be completed and all relative documentation must be submitted for approval prior to payment of the above fees as determined by the Parks and Recreation Department Manager or his/her designee. A 30 day minimum advance request is required for all events, and will be reviewed on a first-come first-serve basis.

All or part of the fees contained in this resolution may be waived at the discretion of the Parks and Recreation Department Manager or his/her designee.

SECTION III.

That Resolution No. 3122 adopted September 25, 2007 is hereby repealed.

SECTION IV.

That this resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED by the City Council of the City of Bryan on this 13th day of January, 2009.

ATTEST:

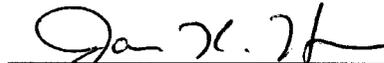


Mary Lynne Stratta, City Secretary

CITY OF BRYAN


D. Mark Conlee, Mayor

APPROVED AS TO FORM:



Janis K. Hampton, City Attorney

COMMUNITY PROFILE

HISTORY

Like many Texas communities in the mid- and late-19th century, the City of Bryan began as a small-town stop along the state's expanding railway system. But almost from the beginning, Bryan was different; it quickly distinguished itself from the many other railway stops across the state by flourishing into a vibrant--and permanent--center of business and trade.

In the nearly 140 years since Bryan's founding, many Texas railroad stops became nothing more than ghost towns. But the optimistic spirit and determination that built Bryan in its early years continues to define Bryan today. It is a community that successfully couples dynamic growth with historic importance.

Although Bryan residents voted in 1867 to incorporate, the town was not formally incorporated until an act of the Texas Legislature in 1872. Non-official organizations arose in the early 1870s to promote agriculture, trade and cultural opportunities. Among them were: the Central Texas Agricultural and Mechanical Association, chartered for the purpose of holding at least one county fair each year; the Bryan Real Estate, Building, and Joint Stock Association of Bryan; the Bryan Bridge Company, established to encourage trade by getting a bridge built across the Navasota River on a road to Madisonville; and the Library Association.

The following year, citizens voted to establish a public school system and to levy property tax for its support. The first tax-supported school opened in 1880 under the name of "Bryan Grade School," and its first graduates completed the 10th Grade School four years later. Private schools joining the educational system included Allen Academy in 1899 and Villa Maria Ursuline Academy for girls in 1901.

In the late 1800s, a large number of German, Czech and Italian immigrants settled in the Brazos River Valley. Their children and grandchildren left area cotton farms and moved to Bryan, many entering the business world. Attracted by the community's prosperity, a merchant class developed. Many businessmen were involved in the export of cotton, grain, oil, livestock, wool and hides.

Guy M. Bryan Jr. had established a money-lending office in 1875. By 1890, another major financial institution--the First National Bank of Bryan--had been established, as had utilities in the form of Bryan Compress Company and Bryan Water, Inc. and Electric Light Co., Inc. Bryan's first telephones were installed in 1918.

Bryan also benefited from the Agriculture and Mechanical College (Texas A&M), which opened its doors in 1876. The college was located four miles outside of Bryan on land given to the state by Harvey Mitchell.

Along with physical city development came increased intellectual pursuits. Bryan's first newspaper, Brazos Pilot, began weekly publication in 1876. It was joined by the Bryan Weekly Eagle in 1889. In 1910, Bryan's first daily

paper, the Bryan-College Station Eagle, succeeded both weeklies.

The Carnegie Library was founded in 1902 with a \$10,000 gift from nationally recognized philanthropist Andrew Carnegie. The Carnegie served the community until 1969 when the city opened the Bryan Public Library. Today, the renovated library houses the Carnegie Center of Brazos Valley History. Bryan's is the oldest existing Carnegie Library in Texas.

The Community Thrives and Diversifies

The turn of the century saw a host of new additions and developments in Bryan. A sewer system was built and street lights installed to serve the business district, free city mail delivery was established, and the Bryan-College Station Interurban trolley began operation. By 1915, Main and Bryan streets had been paved, accommodating the increasing number of automobiles.

As the century wore on, Bryan's residential areas began benefiting from the developments previously reserved for the business district. In 1913, a modern sewage disposal plant was built for the western part of the city. From 1919 to 1925, streetlights were installed in residential areas.

The city's North Side historically has been home to Bryan's African-American community. Newly freed African Americans settled in an area around Orleans and Preston streets known as "Freedmanstown," African-American business and professional offices traditionally operated at the northern end of Main and Bryan streets. Today, the Martin Luther King Jr. corridor serves as a primary artery to Bryan's largest African-American neighborhood, with a mix of commercial, religious and residential structures along its entire length.

Individuals of Hispanic descent have had land holdings in Brazos County since before its inception. Increased migration from Mexico occurred during the 1910s and 1920s, then again in recent decades. Today, Bryan takes pride in the rich diversity of its residents. In fact, the demographics of Bryan directly reflect those of the entire state of Texas.

Time Marches On

Throughout the early 1900s, Bryan continued to flourish, partly due to its rich agricultural farmlands, the railroad and the area's abundance of cotton, cattle and oil. Bryan survived the hard times of the Great Depression and continued to grow through the post-war years. In the late 1960s, local business interests established the Brazos County Industrial Park, creating an enhanced atmosphere for industrial development. The Bryan Business Park followed, fueling the area's growth.

In terms of recreation, Bryan added a number of city parks to its landscape, beginning with Oak Grove Park in 1913. In 1922, Bryan High School won the state championship in the first UIL football game ever played. Seven years later, a football field was bought for Stephen F. Austin High School. In 1939, Bryan developed its 18-hole Municipal Golf Course.

The Bryan Air Base was activated in 1942, deactivated in 1945, then reactivated in 1951. In the 1940s, the base served as a temporary campus for Texas A&M College freshmen. A hospital established on the base boasted an obstetrics ward. The air base was phased out in 1959, and in 1962, the property became home to the Texas A&M Research Annex.

In 1958, Townshire became Bryan's first major shopping center. Its first enclosed shopping center, Manor East Mall, opened in 1972. The creation of shopping centers away from downtown, however, created a strain on the Central Business District. Downtown Bryan began a slow decline.

In the late 1980s, a movement toward downtown revitalization began, bringing businesses and interest back to Downtown Bryan. In 1992, Bryan became a Texas Main Street City, receiving design and technical assistance from the Texas Historical Commission.

But Bryan's downtown business district isn't the city's only area that can boast of its heritage. An East Side Historic District was created in the 1980s, and close to 50 Bryan homes and other structures are listed on the National Register of Historical Places.

Today, businesses are opening, expanding and relocating in Downtown Bryan, breathing new life into the area. This push toward downtown revitalization is now enabling people to experience the shops, restaurants, hotels and businesses that are working together to restore Downtown Bryan to the thriving hub of its glory days.

Bryan Today

Bryan has greeted the 21st century with a vital and robust economy, quality schools, state-of-the-art healthcare, safe neighborhoods and a history that is reflected in the buildings and pride of its residents. The original square-mile townsite now encompasses more than 43.4 square miles. And Bryan's original population of a few hundred has grown to almost 67,000 residents.

From its contemporary Tejas Center to its revived historic downtown, today's Bryan is defined by renewed growth, development and renovation.

Sources:

- *Brazos County History: Rich Past-Bright Future
- *A Guide to Historic Brazos County
- *A Practical Guide to Bryan-College Station

City Government Structure

The City of Bryan Charter stipulates that the council/manager form of government be utilized. The

seven-member city council consists of a mayor and six council members; the mayor and one councilmember are elected at-large with the other five are elected from single-member districts. The mayor and council members are elected for alternating three-year terms with six-year term limits. The role of the City Council is to enact ordinances and resolutions, adopt regulations, and set policy direction for the conduct of the affairs of the city.

The City Council, by majority vote, appoints the City Manager, City Secretary, City Attorney, City Internal Auditor and Municipal Court Judge. The City Manager is responsible and accountable for the routine administration and direction of the municipal organization.

The City offers a full array of municipal services, including Police, Fire, EMS, Traffic and Transportation, Building and Development, Municipal Court, Library Services, and Parks and Recreation. Support services are provided internally to City departments by Fiscal Services, Human Resources, Purchasing, Fleet, Legal, Facilities and Information Technology. Besides tax supported services, the City also provides utilities (electric, water, wastewater, and solid waste), Risk Management, Community Development and a municipal airport.

The City of Bryan has something for everyone. It really is: "The Good Life, Texas Style."™

LOCATION

Bryan-College Station is located in Brazos County in east central Texas, just north of Houston, in an area referred to as the Brazos Valley. It is found in the center of what is sometimes referred to as the Texas Triangle, a triangle formed by the metropolitan areas of Dallas-Fort Worth, Austin, Houston and San Antonio.

Distance to:



City of Bryan Fast Facts	
Date of Incorporation	1872
Form of Government	Council-Manager
Corporate Limits (in sq. miles)	43.4
Lane miles of streets (paved)	660
Fiscal Year	October 1 – September 30
Parks	35
Athletic Complexes	2
Recreation/Community Center	1
Aquatic Center	1
Neighborhood Pools	3
Open Air Performance Facility	1
Cemeteries	3
Public Library Locations	2
Genealogy/History Center	1
Fire Stations	5
Sworn Personnel	114
Police Station(s)	1
Sworn Personnel	124

Sales Tax Rates	
Brazos County	0.50%
City of Bryan	1.50%
Bryan I.S.D.	6.25%

2008 Adopted Property Tax Rates	
Brazos County	\$0.48
City of Bryan	\$0.6364
Bryan I.S.D.	\$1.29

Employment – Bryan	
2007	35,404
2008	36,541
2009	36,882

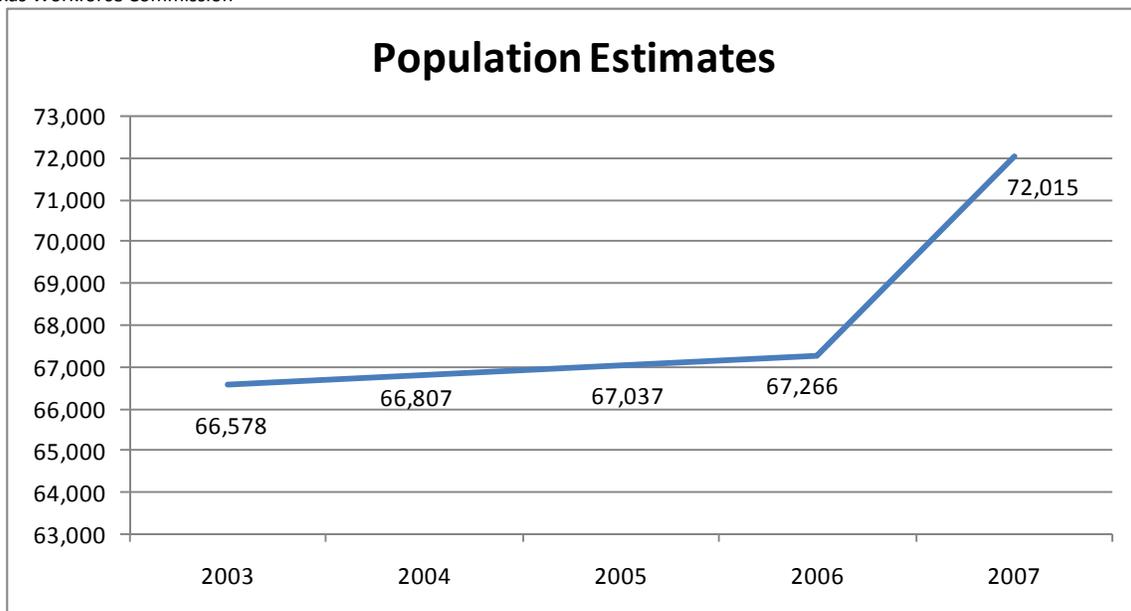
Source : Texas A&M Real Estate Center

Unemployment – Bryan	
2007	3.50%
2008	3.70%
2009	4.27%

Source : Texas A&M Real Estate Center

Texas Metro Areas by Employment Growth Rate - November 2007-November 2008		
Metro Area	Growth Rate	Unemployment Rate
McAllen-Edinburg-Mission	3.90%	8.20%
Laredo	3	6
College Station–Bryan	2.8	4.4
Longview	2.4	4.6
El Paso	2.3	6.9
Midland	2.2	3.3
Texas	2.1	5.6
Odessa	2.1	3.9
Houston	2.1	5.5
Killeen–Temple–Fort	2.1	5.6
San Antonio	2	5.4
Texarkana	1.8	5.1
Fort Worth	1.8	5.5
Brownsville-Harlingen	1.7	7.8
Austin	1.6	5
Dallas	1.5	5.8
Corpus Christi	1.5	5.3
Abilene	1.4	4.4
Wichita Falls	1.4	5.5
Waco	1.2	4.9
Tyler	1	5.3
Amarillo	1	4
Lubbock	0.8	4.1
Beaumont–Port Arthur	0.4	7.8

Source: Texas Workforce Commission



Source: U.S. Department of Labor-Bureau of Labor Statistics

Largest Community Employers		
Company	Sector	# Employees
Texas A&M University System	Education	16,000 +
Bryan Independent School District	Education	2070
St. Joseph Regional Hospital	Health Care	2197
Sanderson Farms	Food Processing	1574
College Station Independent School District	Education	1530
Reynolds & Reynolds	Computer	1059
City of Bryan	Government	789
City of College Station	Government	1027
Brazos County	Government	900
Wal-Mart	Retail	650
New Alenco Windows	Windows	611
HEB Grocery	Retail	590
West Corporation	Telecommunications	550
Scott & White Clinic	Health Care	500
College Station Medical Center	Health Care	420
Kent Moore Cabinets	Cabinets	460
Blinn College - Bryan Campus	Education	360

Source: Research Valley Partnership

Home Sales Bryan-College Station	
Average Price	\$167,583.34
Median Price	\$146,900.00
Average Sales (per month)	116
Average month(s) on Inventory	5.47

Source : Texas A&M Real Estate Center

Single Family Building Permits - Bryan/College Station		
Year	Units	Average Value (\$)
2007	120,366	169,000
2008	81,107	174,100
2009	73,456	175,133

Source : Texas A&M Real Estate Center

Blinn College:

In addition to the four-year programs offered at Texas A&M University, Blinn College offers two-year associates degree programs and vocational training programs at its Bryan campus. With more than 13,000 students in Bryan, Blinn is one of the largest junior/community colleges in Texas. Blinn consistently has the highest transfer rate in the state, the highest percentage of students who go on to earn bachelor's degrees, and transfers more students to Texas A&M University than any other community college.

Source: Research Valley Partnership

APPENDIX

GLOSSARY & ACRONYMS

A.D.A.	Americans with Disabilities Act
Account Classification	A basis for distinguishing types of expenditures. The five major classifications used by the City of Bryan are personal services (10's), supplies/materials (20's), maintenance (30's), outside services (40's), other (50's), and capital outlay (60's).
Accretion	In portfolio accounting, a straight line accumulation of capital gains on a discount bond in anticipation of receipt of par at maturity.
Accrual Basis	The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.
Ad Valorem Tax	Also referred to as property tax, this is the charge levied on all real personal, and mixed property according to the property's assessed valuation and the tax rate, in compliance with the State Property Tax Code.
AED	Automatic External Defibrillator
ALS	Advanced Life Support
Amortization	The repayment of a loan by installment.
Annual Budget	The total budget as approved by the City Council, as revised.
Appropriation Ordinance	An official document adopted by the City Council establishing legal authority to obligate and expend resources.
Appropriation	A legal authorization made by the City Council which permits City officials to incur obligations against and to make expenditures of governmental resources.
AS/400	Network Computer System
Assessed Property Valuation	A value established by the Brazos County Appraisal District which approximates market value of real or personal property. By state law, one hundred percent (100%) of the property value is used for determining the basis for levying property taxes.
Balanced Budget	A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal or less than the proposed revenues plus resources on hand at the beginning of the fiscal year.
BBC	Bryan Business Council
BCAD	Brazos County Appraisal District
BCD	Bryan Commerce and Development, Incorporated
BISD	Bryan Independent School District
BLS	Basic Life Support
Bond Proceeds	The proceeds from the sale of bonds, notes, and other obligations issued by the City, and reserves and funds maintained by the City for debt service.
Bond	A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction for large capital projects, such as buildings, streets, and water and sewer lines.
Book Value	The original acquisition cost of an investment plus or minus the accrued amortization or accretion.
BTU	Bryan Texas Utilities
Budget Contingency Plan	Details various courses of action that may be undertaken when varying levels of revenue shortfalls are anticipated.
Budget Document	The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts

APPENDIX

GLOSSARY & ACRONYMS

	which, in total, comprises the annual revenue and expenditure plan.
Budget Highlights	Significant changes in expenditures or programs within a fund, department or division.
Budget Message	The opening section of the budget provides the City Council and the public with a general summary of the most important aspects of the budget. The message explains principal budget issues against the background of financial experience in recent years, and represents the assumptions and policies upon which the City's budget is based. Also known as the "Transmittal Letter".
Budget Summary	Provides a listing of revenues, expenditures, and available resources for all funds.
Budget	A financial plan for a specified period of time (fiscal year) that matches planned revenues with appropriations. The "preliminary" budget designates the financial plan initially developed by departments and presented by the City Manager to the Council for approval. The "adopted budget" is the plan as modified and finally approved by that body. The "approved" budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year. The budget process in every Texas city must comply with the requirements of the Texas Local Government Code. See description of Budget Compliance in the Financial Policies section of this document.
Budgetary Control	The control or management of a governmental or enterprise fund in accordance with approved budget to keep expenditures within the limitations of available appropriations and revenues.
BVSMA	Brazos Valley Solid Waste Management Agency
CAD	Computer Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CAPER	Consolidated Annual Performance and Evaluation Report
Capital Outlay	Expenditures for equipment, vehicles, or machinery, and other improvements that result in the acquisition of assets with an estimated useful life of more than one year, a unit cost of \$5,000 or more, and capable of being identified as an individual unit of property.
	Cash + Investments + Accounts Receivable + Prepaids – Accounts Payable
CD	Certificate of Deposit
CDBG	Community Development Block Grant
Certificates of Obligation (C.O.)	Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These instruments are backed by the full faith and credit of the issuing government and are financed through property tax revenues.
Certified Property Values	To be in compliance with the Property Tax Code, the chief appraiser certifies the approved appraisal roll to each taxing unit on or before July 25.
CHDO	Community Housing Development Organization
CIP	Capital Improvements Program
CJC	Criminal Justice Center
CJD	Criminal Justice Division
CO	Certificate of Obligation
COPS	Community Oriented Policing Services
Crack Seal	An intermediate street maintenance repair technique.
D.A.R.E.	Drug Abuse Resistance Education
DBEDA	Downtown Bryan Economic Development Association

APPENDIX

GLOSSARY & ACRONYMS

Debt Service Fund	A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's general obligation and revenue bonds, the sale of which finances long-term capital improvements, such as facilities, streets and drainage, parks and water/wastewater systems.
Deficit	An excess of liabilities over assets, of losses over profits, or of expenditure over income.
Delinquent Taxes	Real or personal property taxes that remain unpaid on and after February 1st of each year, and upon which penalties and interest are assessed.
Department	A major administrative segment responsible for management of operating Divisions that provides services within a functional area.
Depreciation	The decrease in value of fixed assets due to use and the passage of time. That portion of the cost of a fixed asset is charged as an expense during a particular period. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.
Disposition Rate	Rate that court cases are finalized and closed within a 12-month period.
Division	A basic organizational unit that is functionally unique and provides service under the administrative direction of a Department.
DMRAQA	Blind Discharge Monitoring Report Quality Assurance
DOT	Department of Transportation
DUI	Driving Under Influence
Economic Diversification	Having more than one financial or monetary factor, industry or sector contributing to the production, development and consumption of commodities within a specific region.
ED	Economic Development
EEOC	Equal Employment Opportunity Commission
Effective Tax Rate	The prior year's taxes divided by the current year's taxable values of properties that were on the tax roll in both years. Excludes taxes on properties no longer in the taxing unit and the current taxable value of new properties.
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
Encumbrances	Commitments for the expenditure of monies.
Enterprise Fund	A fund established to account for operations that are financed and operated in a manner similar to private business. The rate schedules are established to insure that revenues are adequate to meet all necessary expenditures. The Water, Sewer, Solid Waste, Airport and BTU funds are enterprise funds in the City of Bryan.
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
ERCOT	Electric Reliability Council of Texas
Estimated Revenue	A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.
Expenditure	Resources spent by governmental funds in accordance with budgeted appropriations on assets or goods and services obtained.
Expense	Resources spent by enterprise funds in accordance with budgeted appropriations on assets or goods and services obtained.
FASB	Financial Accounting Standards Board

APPENDIX

GLOSSARY & ACRONYMS

FBO	Fixed Base Operator
FCC	Federal Communications Commission
FERC	Federal Energy Regulatory Commission
Fines & Forfeitures	Monies imposed as penalty for an offense and collected as revenue by the municipal court for the city.
Fiscal Year	A consecutive 12-month period that signifies the beginning and ending dates for recording financial transactions. The City of Bryan's fiscal year begins October 1 and ends September 30 of the following calendar year. This is also called the budget year.
FLSA	Federal Labor Standards Act
FTE	Full Time Employee
Fund Balance	The excess of current assets over current liabilities, representing the cumulative effect of revenues and other financing sources over expenditures and other financing uses.
Fund	An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts. In the budget process, a formal Annual Budget is adopted for the General Fund, General Debt Service Fund, Water Fund, Wastewater Fund, Solid Waste Fund, Airport Fund, Self Insurance Fund, Hotel/Motel Tax Fund, Oil and Gas Fund, Court Technology Fund, Community Development Fund, Transportation Fund, Drainage Fund, TIRZ #8 Fund, TIRZ #10 Fund, BTU City Fund and BTU Rural Fund.
Funds	Public funds in the custody of the City that the City has the authority to invest.
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB 34	Pronouncement of the Government Accounting Standards Board (GASB) that establishes financial reporting standards for state and local governments in presenting information about a government's major funds to aid in measuring the operating results of these funds in the interest of accountability to citizens and stakeholders.
GASB	Government Accounting Standards Board. The agency of the Financial Accounting Foundation that promulgates standards for accounting and financial reporting by governmental entities.
GASB	Governmental Accounting Standards Board
General Fund	The largest governmental fund within the City, the General Fund accounts for the majority of the non-enterprise financial resources of the government. General Fund revenues include property taxes, sales taxes, licenses and permits, service charges, and other type of revenue. This fund includes most of the basic operating functions such as fire and police protection, municipal court, finance, planning and inspection, public works, parks/recreation, and general administration.
General Obligation (G.O.) Bonds	Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, G.O. Bonds must be authorized by public referenda.
GF	General Fund

APPENDIX

GLOSSARY & ACRONYMS

GFOA	Government Finance Officers Association
GIS	Geographic Information System
GO	General Obligation (bond)
Goal	Long-term continuing target of an organization (vision of the future).
Governmental Funds	Funds that are maintained on a modified accrual basis with an emphasis on when cash is expended or obligated and revenues are recorded when measurable and available.
GPM	Gallons Per Minute
HazMat Response Teams	Hazardous Materials Response Team.
HIPAA	Health Insurance Portability & Accountability Act
HOME	Home Investment Partnerships Program
Homestead	A tax exempt qualifying declaration by a property taxpayer for his actual dwelling place or home.
Horticulturist	One skilled in the science of cultivating flowers and plants, as in a municipal parks system.
HOSTS	Helping One Child To Succeed
HR	Human Resources
HTE	Government Software Company
HUD	Housing & Urban Development
HVAC	Heating Vent Air Conditioning
I/I	Inflow & Infiltration
IBNR	Incurred But Not Reported
ICMA	International City/County Management Association
IFSTA	International Fire Service Training Association
Infrastructure	General fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems.
Intangible Asset	A legal claim to some future benefit, typically a claim to future cash. Goodwill, intellectual property, patents, copyrights and trademarks are examples of intangible assets.
Intergovernmental Revenue	Grants, entitlements and cost reimbursements from another federal, state or local governmental unit.
Internal Service Fund	Accounts for the financing of goods or services provided by one City department to other departments of the governmental unit on a cost reimbursement basis. The Self Insurance Fund is operated as an internal service fund in the City of Bryan.
Investment Pool	An entity created under this code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives are (in order of priority) preservation and safety of principal, liquidity, and yield.
IPP	Industrial Pretreatment Program
ISO	Insurance Services Office
IT	Information Technology
L.E.O.S.E.	Law Enforcement Officers Standard Education
L/M	Low/Moderate Income
LAN	Local Area Network
LED	Light-Emitting Diode
Levy	To impose or collect by legal authority. The City Council has the authority to levy taxes, special assessments, and service charges as stated in the City Charter.
LGC	Local Government Code
Limited Tax Note	Direct obligations of the City payable from ad valorem taxes levied against taxable property located therein, within the limits prescribed by law.
Long Term Debt	Debt with a maturity of more than one year after the date of

APPENDIX

GLOSSARY & ACRONYMS

	issuance.
M.H.M.R.	Mental Health Mental Retardation
Maintenance	Cost of upkeep of property or equipment.
Mandates or Mandated Expenses	Any expenses relating to an authoritative command or instruction. Refers to the federal and state mandates governing municipalities, such as regulations establishing testing for water quality.
Market Value	The current face or par value of an investment multiplied by the net selling price of the security as quoted by a recognized market-pricing source quoted on the valuation date.
Mg/L	Milligrams per Liter
MG	Million Gallons
MGD	Million Gallons per Day
MHz	Megahertz
Mission Statement	A departmental statement that describes what the department does, why it does it, and who benefits from it.
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MSC	Municipal Service Center
MSC	Municipal Services Center
MSL	Miles above Sea Level.
NAFTA	North American Free Trade Agreement
NCIC/TCIC	National Crime Information Center/Texas Crime Information Center
NDS	Neighborhood Development Services
Neighborhood Sweep	An organized neighborhood clean up event within the city utilizing city personnel and community volunteers.
Net Current Assets	The difference between current assets and current liabilities, also known as working capital.
Net Debt	General Obligation Debt net of debt service fund balance and self-supporting debt.
Net Taxable Value	The total assessed value of all property within the city that is available for taxation minus property eligible for tax exemption.
NLC	National League of Cities
NPI	National Purchasing Institute
Objectives	Time bound and measurable result of an organization's activity which advances the organization toward a goal.
OJP	Office of Justice Programs
OPEB	Other Post Employment Benefits
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled. The use of an annual operating budget is required by State law.
Ordinance	A statute or regulation especially enacted by a city government.
Outside Agencies	Non-profit service organizations funded partially or entirely by the General Fund.
Outside Services	Professional or technical expertise purchased from external sources.
Payment In Lieu Of Tax	Monies received for provision of city services to property owners located outside the municipal taxing district or not normally subject to municipal taxation.
Performance Measures	Specific quantitative and qualitative measures of work performed or results obtained within an activity or program. There are three types of measurements

APPENDIX

GLOSSARY & ACRONYMS

	(1) Volume, which describes the work done (e.g., number of checks processed), (2) efficiency, which relates to the amount of input compared to output (e.g., number of items posted per hour), and (3) effectiveness, which indicates the extent to which activities/programs are achieved (e.g., reduced response time due to a new communication system).
Personal Services	Costs relating to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.
PHA	Public Housing Authority
PILOT	Payment in lieu of taxes
PLC	Programmable Logic Controller
PM	Preventative Maintenance
Pooled Fund Group	An internally created fund of the City in which one or more institutional accounts of the City are invested.
PRIMA	Public Risk Management Association
Property Tax	Also called ad valorem tax, this is the charge levied on all real, personal, and mixed property according to the property's valuation and the tax rate, in compliance with the State Property Tax Code.
Proprietary Fund	A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
PTC	Property Tax Code
QA/QI	Quality Assurance/Quality Improvement
Qualified Representative	A person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following
1. For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;	
2. For a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution;	
3. For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the written instrument on behalf of the investment pool; or	
4. For an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. section 80b-1 et seq.) or, if not subject to registration under the Act, registered with the State Securities Board, a person who is an officer or principal of the investment management firm.	
Reserve	An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.
Resolution	A formal statement of a decision, determination or course of action placed before a city council and adopted.
Revenue + Other Sources = Expenditures + Other Uses	
Revenue Bonds	Legal debt instruments that finance public projects for such

APPENDIX

GLOSSARY & ACRONYMS

	services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds. In Texas, revenue bonds may or may not be authorized by public referenda.
Revenues	Funds received by the government as income, including tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants and interest income.
RMS	Records Management System
ROW	Right of Way
RVP	Research Valley Partnership
S.A.R.A.	Scanning, Analysis, Response, Assessment
SCADA	Supervisory Control and Data Acquisition
SCBA	Self Contained Breathing Apparatus
Seal Coat	Asphalt restoration and maintenance technique used to recondition city streets and thoroughfares.
Separately Invested Asset	An account or fund of a state agency or local government that is not invested in a pooled group fund.
Service and Work Programs	Tangible "end products" provided to the public or user department/division.
SMSA	Standard Metropolitan Statistical Area
SOP	Standard Operating Procedure
Special Revenue Fund	A separate fund that accounts for resources legally restricted to expenditures for specific operational purposes. The Hotel/Motel Tax Fund or the Community Development Fund would be examples of a special revenue fund.
SRF	State Revolving Fund
SRO	School Resource Officer
SSO	Sanitary Sewer Overflow
STA	Standard Testing Assurance
STP	State Transportation Plan
Strategy	A plan to achieve an objective.
Supplies	Cost of goods consumed by the City in the course of its operation.
TALHFA	Texas Association of Local Housing Finance Corporation
TAMU	Texas A&M University
Tax Rate	The amount of tax levied for each \$100 of assessed value for real, personal, or mixed property. The rate is set by September 1 of each year by the City Council of the City of Bryan, Texas.
Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.
TCEQ	Texas Commission on Environmental Quality
TCMA	Texas City Managers Association
TDHCA	Texas Department of Housing and Community Affairs
The Annual Budget contains specialized and/or technical terminology, along with acronyms, that are unique to public finance and budgeting. To assist the reader in understanding the Annual Budget document, a glossary of terms is provided.	
TIF	Tax Increment Financing
TIRZ	Tax Increment Reinvestment Zone
TML	Texas Municipal League
TMRS	Texas Municipal Retirement System
TMUTCD	Texas Manual on Uniform Traffic Control Devices
Total Tax Rate	Property tax rate including both of the portions used for operations and that for debt service.
TPWA	Texas Public Works Association

APPENDIX

GLOSSARY & ACRONYMS

Transmittal Letter	A general discussion of the proposed budget presented in writing by the City Manager to the Mayor and City Council. The transmittal letter highlights the major budget items including any changes made in the current budget year, issues affecting the decisions and priorities of the current year, and actions incorporated into the adopted budget.
Trend Analysis	Graphs which analyze historical data, projected information, or comparisons from one year to the next. A brief narrative or summary data is included with the graphs.
TWC	Texas Water Commission
TWCC	Texas Workers' Compensation Commission
TWDB	Texas Water Development Board
TWLE	Texas Women in Law Enforcement
TxDOT	Texas Department of Transportation
UCR	Uniform Crime Report
UPD	University Police Department
User Fee (User Charge)	The payment of a fee for direct receipt of a public service by the part benefiting from the service.
VFD	Variable Frequency Drive
VOIP	Voice Over Internet Protocol
VTCA	Vernon's Texas Civil Statutes Annotations
W/S	Water/Sewer
W/W	Waste Water
Working Capital	Budgeted working capital is calculated as a fund's current assets less current liabilities and outstanding encumbrances. The term is used to indicate unencumbered fund balances in Enterprise Funds.
WWT	Wastewater Treatment