

City of Bryan Adopted Budget



The Good Life



Texas Style.™



Fiscal Year 2013



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**City of Bryan
Fiscal Year 2013
Adopted Annual Budget**

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October 1, 2012

Honorable Mayor and City Council:

Pursuant to provisions of the City Charter and on behalf of the staff, I am pleased to present the City of Bryan Adopted Budget for the Fiscal Year 2013, beginning October 1, 2012.

This year's budget reflects modest positive trends occurring in the area economy in Fiscal Year 2012. Sales tax revenues are improving in Fiscal Year 2012 and property tax values are trending up as well. The Fiscal Year 2013 Adopted Budget incorporates a continuation of those revenue trends. Overall, a 6.5% increase in General Fund revenues in Fiscal Year 2013 is expected. The 2012 assessed property tax valuations are 4.4% over 2011, while sales taxes are expected to improve slightly, by 0.7%. Also expected to bolster revenues in Fiscal Year 2013 is the sale of General Fund properties in the amount of \$1.5 million. General Fund expenditures are budgeted to increase by 4.1%, driven primarily by higher employee compensation resulting from a 2% merit increase and decision packages totaling \$899,455. Overall, the General Fund ending fund balance is budgeted to increase by \$1.9 million, leaving an unassigned fund balance of 103 days at the end of Fiscal Year 2013. This amount is an increase of 5 days over the projected Fiscal Year 2012 balance, and is above the 60 day fund balance minimum set by policy.

The following are key points used in the preparation of the Fiscal Year 2013 budget:

- The local economy is showing modest improvements, resulting in property values and sales tax revenue increases. Fiscal Year 2013 should reflect that trend.
- The budget should reflect efforts to provide the best value in City services to the citizens of Bryan.
- Key financial matrix of operating cash levels and debt service coverages must be maintained or improved.
- The City must continue to provide competitive total package compensation to retain qualified staff.
- The City must maintain a long-term high level of service through continued capital investment.
- Citizens' overall cost of City services must remain competitive.

As outlined in the Fiscal Year 2013 Budget Calendar, the budget development process incorporated numerous meetings and discussions among staff throughout the year. Council presentations and discussions began with a Spring Council Retreat in March followed by Council Workshops beginning in July. This process resulted in a Fiscal Year 2013 budget incorporating the following:

- A reduction in the City of Bryan property tax rate from 63.6400¢ to 63.3308¢. This decrease is the first property tax rate reduction in twelve years.
- Approval of an average 2% for employee merit increases in Fiscal Year 2013.
- A reduction in retiree cost of living adjustments from 70% to 50%.
- A reduction in BTU's overall Phase 2 electric rate increase from 6.9% to less than 1.0%.
- No increases in Water, Wastewater or Solid Waste rates.
- Overall Fiscal Year 2013 staffing at 20 fewer positions than the Fiscal Year 2012 Adopted Budget due primarily to outsourcing of mowing and janitorial positions in Fiscal Year 2012.

The Fiscal Year 2013 Adopted Budget, which includes the General Fund, the Debt Service Fund, Enterprise Funds, Internal Service Funds and Special Revenue Funds contains total expenditures of \$321.8 million, and is an increase of \$11.3 million (3.7%) from the Fiscal Year 2012 Amended Budget. The increase is primarily driven by higher costs of BTU energy in Fiscal Year 2013. Fiscal Year 2013 expenditures exceed revenues by \$14.2 million as a result of planned drawdowns in Enterprise operating fund balances. Fiscal Year 2013 operating fund balances will remain above minimum levels set by policy.

In closing, I believe the Fiscal Year 2013 Adopted Budget is a sound financial plan that continues to provide an outstanding level of service to the community. 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 managers and budget staff for their numerous hours and late nights of hard and dedicated work. Furthermore, 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. Please accept this Adopted Budget as the City's service plan for the citizens of Bryan for Fiscal Year 2013.

Sincerely,



Kean Register
City Manager



City of Bryan, Texas City Officials

Elected Officials:

Mayor	Jason P. Bienski	979/209-5008
Single Member District 1	Richard M. Cortez, Sr.	979/209-5008
Single Member District 2	Paul Madison, Sr.	979/209-5008
Single Member District 3	Chuck Konderla	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	Kean Register	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, III	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	Joe Hegwood	979/209-5081
Economic Development	Dennis Goehring	979/209-5102
Public Works Director	Jayson Barfknecht	979/209-5929
Fire Chief	Randy McGregor	979/209-5971
Police Chief	Eric Buske	979/209-5387
Interim BTU General Manager	Gary Miller	979/821-5750



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bryan
Texas**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Dawson Jeffrey R. Egan

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation to the City of Bryan, Texas for its annual budget for the fiscal year beginning October 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operational guide, as a financial plan, and as a communication device.

This award is valid for the period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



Vision

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

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

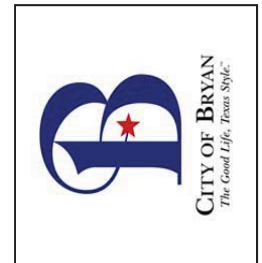
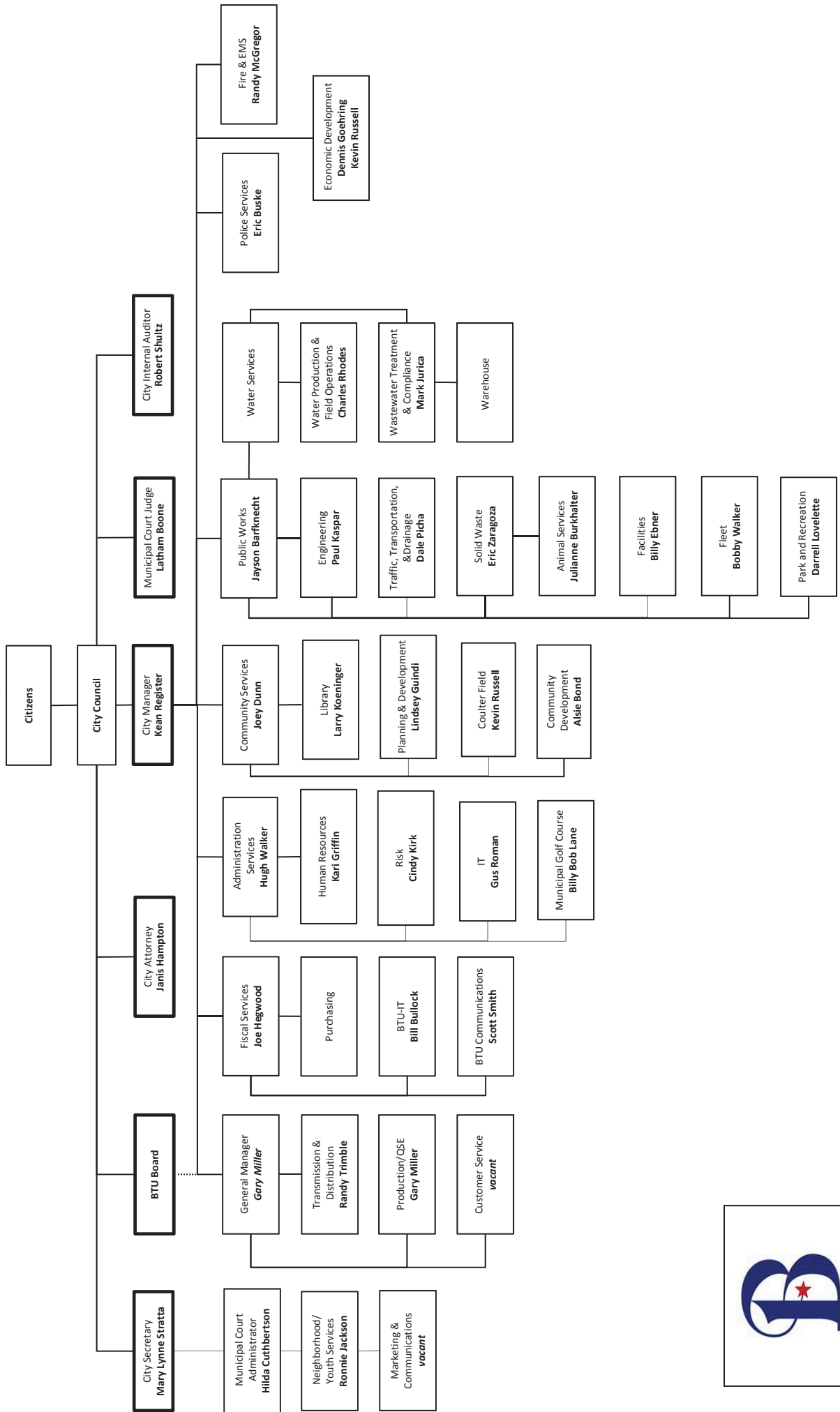
1. **Image:** Our citizens are proud of where they live and Bryan is recognized as a city that offers an outstanding quality of life.
2. **Infrastructure:** Maintain the existing, upgrade the deficient and plan for future demands.
3. **Growth:** Provide, maintain and promote a healthy economic environment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

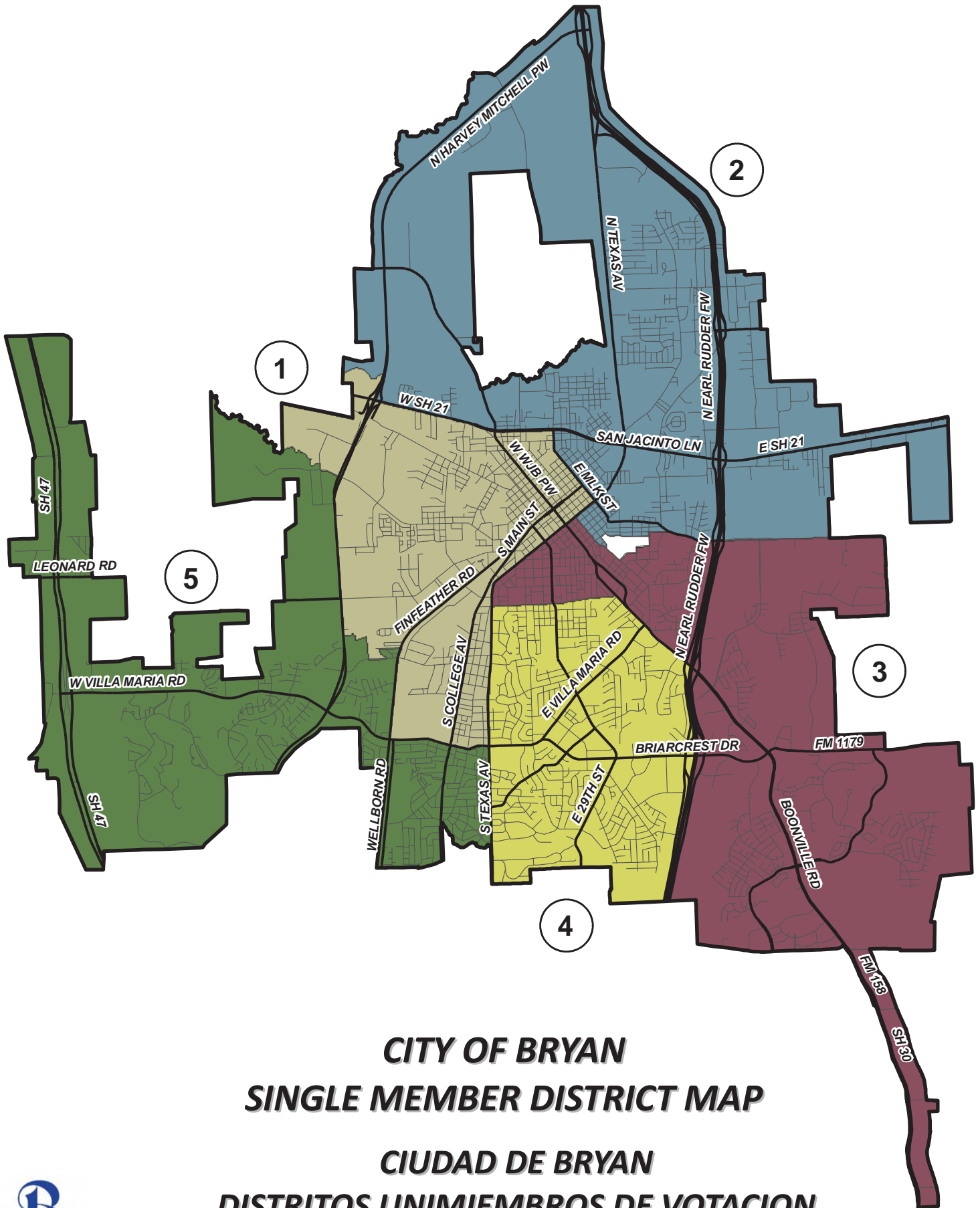


**City of Bryan, Texas
Budget Calendar
Fiscal Year 2013**

<u>Date</u>	<u>Activity</u>
March 22, 2012	Council retreat w/ review of strategic action plan initiatives
March 1, 2012	HTE budget entry opens to departments
March 7-8, 2012	HTE budget training sessions
March 23, 2012	Goals & Objectives, Accomplishments, performance measures due from divisions
March 30, 2012	FY12 Projection entry due
April 11, 2012	Budget entry due, DP requests due to HR, Fleet, and/or IT for review
April 25, 2012	DP requests due to Budget Office
May 4 - 11, 2012	Budget/Departmental review meetings (scheduled as needed)
July 3, 2012	ARM Budget meeting
July 3, 2012	Decision Packages presented to ARM for prioritization
July 10, 2012	Council Workshop – FY2013 Budget - General Fund and Debt Service
July 24, 2012	Council Workshop – FY2013 Budget – BTU, Enterprise Funds, CIP Update
August 14, 2012	Council Meeting – discussion of tax rate, take record vote, schedule public hearings and call public hearing on Budget
August 28, 2012	Council Meeting - Public Hearing on Budget; First Reading of Ordinance to Adopt Budget; First Reading of Ordinance to Adopt Tax Rate
September 11, 2012	Council Meeting - Second Reading of Ordinance to Adopt Budget; Second Reading of Ordinance to Adopt Tax Rate

City of Bryan
Organizational Chart
Effective August 2012





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



CITY OF BRYAN
 GEOGRAPHIC INFORMATION SERVICES

City of Bryan Geographic Information Services (COBGIS)

INTRODUCTION

BUDGET DOCUMENT KEY ELEMENTS

The following is a summary of key elements included in the City of Bryan FY2013 adopted budget. The 2013 fiscal year begins October 1, 2012 and ends September 30, 2013. 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 Improvement Program 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:

- City Manager's transmittal letter provides a concise picture of the budget as a whole.
- Introduction Section includes the City's mission statement, strategic areas of emphasis and describes the budget process and policies.
- Budget Overview provides narrative and graphical summary presentations of all funds, including the General Fund, Enterprise Funds, Internal Service Funds, Special Revenue Funds, and the Debt Service Fund.
- Major funds and fund types are presented in separate sections and include 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 FY2013, accomplishments for FY2012, key performance indicators, budgeted personnel, and financial data.
- Capital Improvement Program section provides operational and Construction in Progress projects for both the City of Bryan and BTU on a limited scope.
- Appendix includes supplementary material including the Tax Rate Ordinance and the Budget Appropriation Ordinance. A decision package summary, Community Profile, and a glossary of Terms and Acronyms are also included in the Appendix.

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

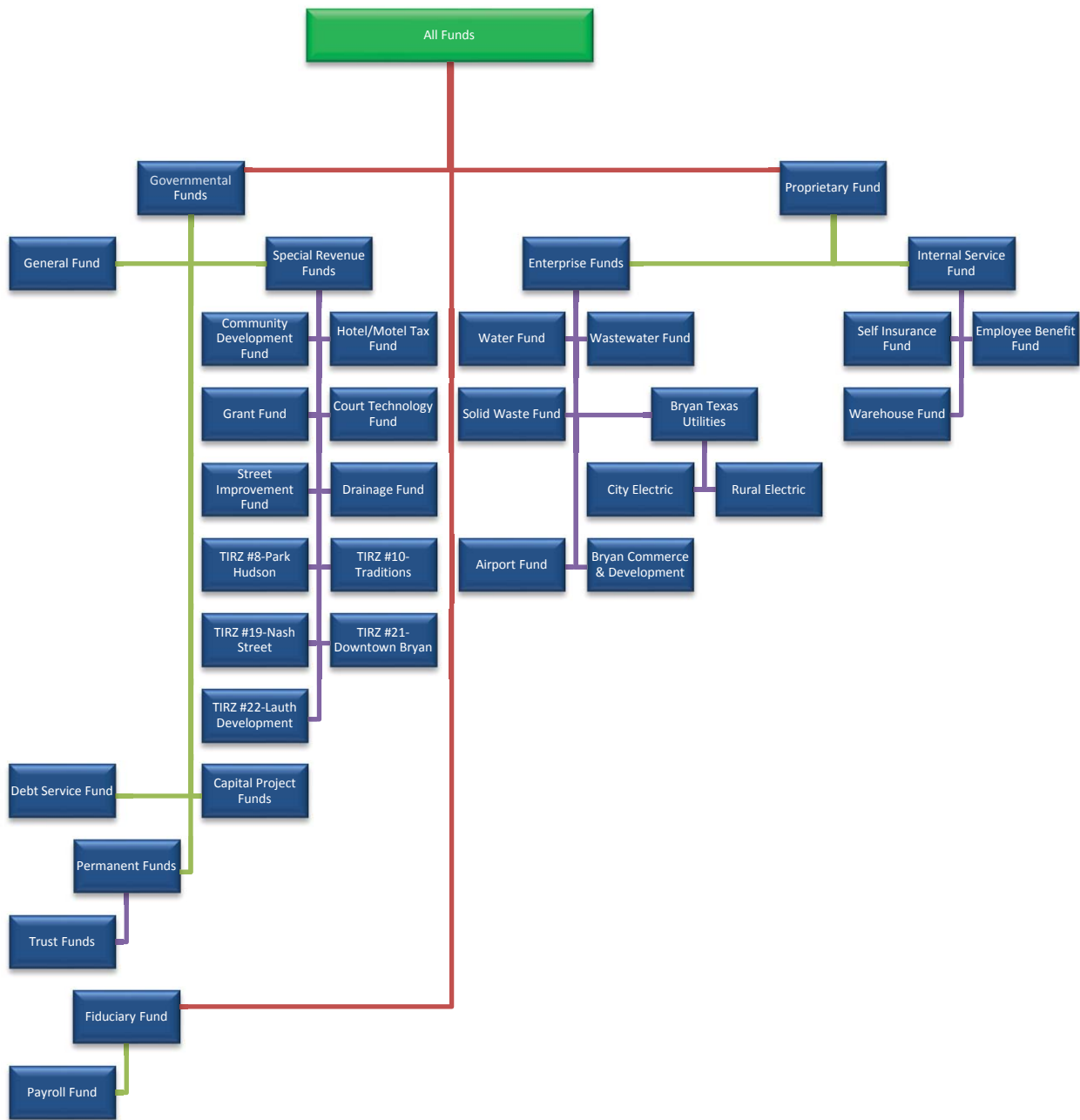
Proprietary funds are used to account for the City's activities that are similar to commercial enterprise accounting. The City maintains two different types of proprietary funds

- 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.

FUND STRUCTURE FY2013



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 effects 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 FY2013 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 are used for capital outlay or for other non-recurring expenses. The City avoids 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. 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 five-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 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.

FY2013 FINANCIAL POLICIES

LEGAL REQUIREMENTS FOR THE BUDGET

Pursuant to Section 12 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). 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.

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 General Obligation Debt Service maintains a fund balance sufficient to, when coupled with current year revenues to date, meet 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 respective 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."

Debt Philosophy

The City does not issue debt to fund current operating expenditures. Debt is only issued for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and allows 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 or asset. 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.

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 \$0.6364 per \$100 valuation. Of the total City's current property tax rate, \$0.195825 per \$100 valuation is currently designated for debt service.

Bond Ratings

The City of Bryan's current bond ratings are:

<u>Rating Agency</u>	<u>BTU</u>	<u>General Obligation</u>	<u>Water/Wastewater</u>
Moody's	A1	Aa2	Aa2
Standard & Poor's	A+	AA	A+
Fitch	A+		

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



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FY2013 BUDGET SUMMARY

The following is a summary of the FY2013 adopted annual budget for the City of Bryan, Texas.

BUDGET REVENUES

The City of Bryan FY2013 revenues inclusive of transfers and right of way payments are adopted at \$307,628,047 for all funds.

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 FY2013 revenue categories:

- Tax revenues are estimated at \$40,133,568 or 13% of the City's revenue base. Assumptions for estimates can be found below under Revenue Assumptions.
- Franchise taxes are assessed to private utility companies, including telephone, cable, and gas. For FY2013, franchise taxes are estimated at \$2,042,982 or less than 1% of total revenues.
- Licenses and Permits revenues are budgeted at \$584,755 or less than 1% of total revenues.
- Charges for Services represent another source of revenue for the City. Total revenue generated for FY2013 from all services is estimated at \$228,204,680 or 74.2% of total revenues. BTU revenues of \$184,993,144 account for the majority of this revenue category. This revenue source is derived from General Fund, Solid Waste, Street Improvement Fees, Drainage Fees, Water, Wastewater, Coulter Airport and BTU.
- Inter-governmental revenues comprise \$4,514,416 or 1.5% of the total revenue budget. This revenue source is primarily comprised of Community Development grant revenues and the City of College Station for library services. Payments from Brazos County for their participation in Traditions, Nash Street, and Target TIRZs are also included in this category.
- Fines, forfeits, and penalties total \$1,995,600 or less than 1% of total revenues for the City.
- Investment earnings, miscellaneous revenues, bond proceeds, and proceeds from the sale of property are budgeted at \$15,923,244 or 5.2% of total revenues.
- Right of way payments from the City owned utilities are budgeted at \$10,838,574 for FY2013. Interfund transfers total \$3,390,228. The combined total for right of way and interfund transfers is budgeted at \$14,228,802 or 4.6%.

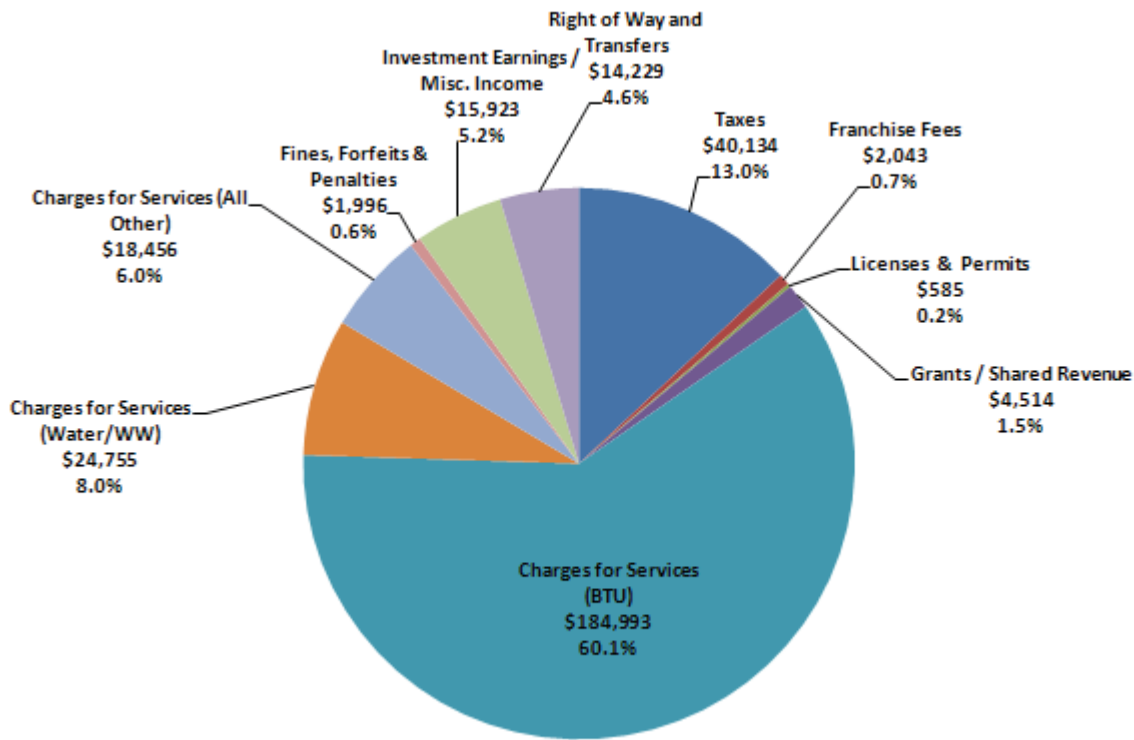
Revenue Assumptions:

Several assumptions were utilized in the projection of revenues for FY2013. Those assumptions include:

- Sales tax revenue assumption of 1% growth based upon the FY2012 year-end projections.
- The adopted budget reduces the property tax rate from \$0.6364 to \$0.633308 per \$100 of assessed valuation. This reflects the first lowering of the property tax rate since 2000. The estimated total tax levy for FY2013 is \$24,404,102. The General Fund (M&O) tax rate will be set at \$0.437483 per \$100 of assessed valuation and the debt service portion tax rate is \$0.195825 per \$100 of assessed valuation. The General Fund property tax levy is estimated at \$16,133,344 and Debt Service is estimated at \$7,221,565. The remaining \$1,049,193 is allocated to the TIRZ funds.
- The ROW (right of way) payment to the General Fund from the Water, Wastewater, and Solid Waste utility funds is 5% of operating revenues.
- Water and Wastewater utility revenues are increasing due to projected higher volumes.
- BTU revenues assume a 0.7% overall Phase 2 rate increase.

The following graph depicts the City's revenues by type. A detail of each fund's revenues by type can be found on the Revenues by Type – All Fund page within this section of the budget book. There is also a Summary of Expenses by Category page within this section of the budget book.

Revenues by Type – All Funds
(in thousands of \$)



BUDGET APPROPRIATIONS

The City of Bryan FY2013 adopted budget appropriations are \$321,804,061.

A primary focus for the development of the FY2013 Budget is to ensure that the fund balance reserves stay above the minimum sixty (60) day requirement. As adopted, the FY2013 budget increases General Fund fund balance by \$1,940,242. The ending unassigned fund balance is projected to be \$15,044,223, which is 103 days of reserve. This amount is \$6,259,121 above the sixty day requirement. In order to achieve this amount of reserve, several cost savings were identified.

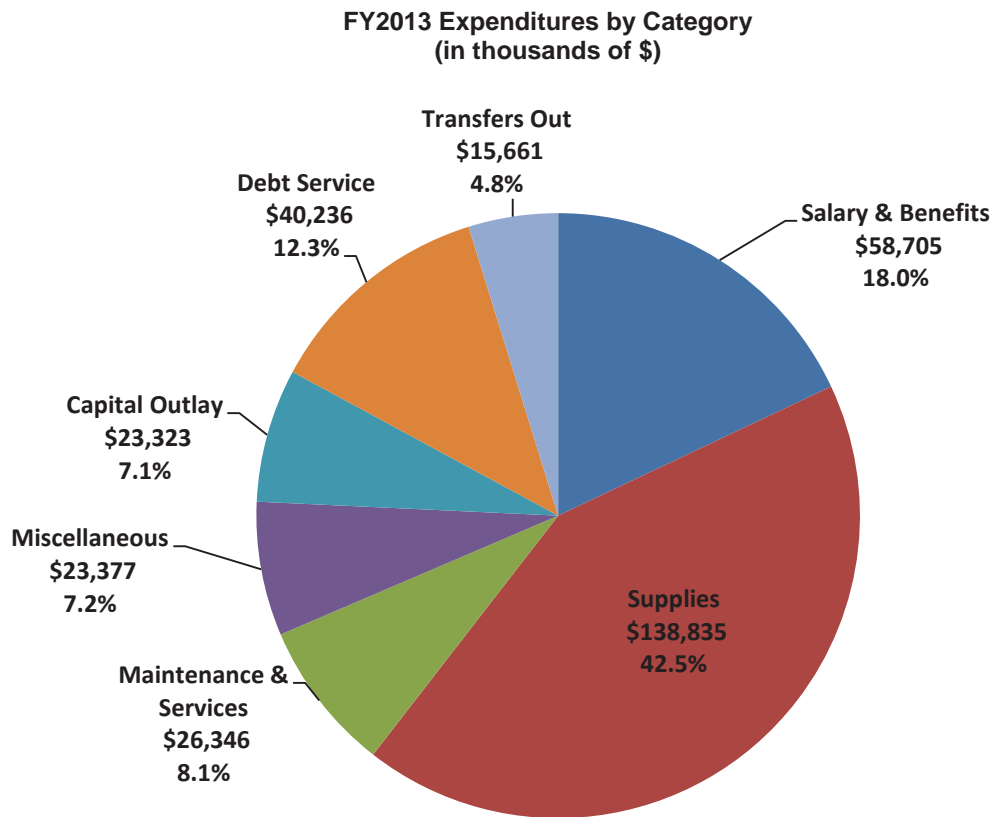
- During FY2012, the janitorial services contract and the right of way mowing contract were outsourced. No additional staff reductions or lay-offs are recommended, although cost efficiencies will continue to be monitored.
- It is not recommended to increase the City's contribution to the self-funded insurance plan this year. We continue to monitor the Employee Clinic with the expectation that this health care option will result in long term savings.
- Texas Municipal Retirement System Cost of Living Adjustment is proposed to reduce from 70% to 50%. This reduction will reduce overall expenses of the City by \$590,591, with the General Fund realizing \$318,610 of these savings.

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 60% or \$192,790,543 of the total appropriations for the City.
- Budgeted expenditures for General Fund for FY2013 are \$52,710,612, which includes an off-set of \$3,336,120 for administrative reimbursement costs from other funds for services provided by the General Fund.
- The City's Salaries & Benefits for FY2013 are \$58,705,535. The adopted budget includes merit pool funding increase of 2% for the City's Career Progression Program for eligible employees, as well as a pay scale adjustment for civil service. Funding is also allocated for civil service step increases for eligible employees. The adopted budget includes the addition of one administrative clerk position for the Fire Department.
- Miscellaneous expenditures account for 7.2% of the total appropriations for FY2013 or \$23,377,423.
- Maintenance and Services expenses for FY2013 are in the amount of \$26,346,292 and account for 8.1% of budgeted expenses.
- Supplies which include fuel costs, makes up the largest portion of the total budget at 42.5% or \$138,835,322.
- Debt Service payments for all funds are budgeted at \$40,235,600 or 12.3% for FY2013.
- Transfers out to other funds for FY2013 total \$15,661,358 and represent 4.8% of the total appropriations.
- Capital outlay for FY2013 is adopted at \$23,323,472 or 7.1% of budgeted expense.

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.



City of Bryan, Texas
All Funds Summary - Fiscal Year 2013

REVENUES	FY2011	FY2012	FY2012	FY2012	FY2013	% Change
	Actual	Adopted	Amended	Projected	Adopted	
Governmental Funds:						
General	\$ 53,064,183	\$ 51,571,378	\$ 51,571,378	\$ 51,662,460	\$ 54,650,854	6.0%
Debt Service	10,027,898	10,179,519	10,179,519	10,179,519	10,619,229	4.3%
Hotel/Motel Tax	456,612	349,200	349,200	466,301	489,466	40.2%
Court Technology	46,741	49,100	49,100	46,800	49,100	0.0%
Street Improvement	5,330,135	5,311,000	5,311,000	5,313,625	5,323,625	0.2%
Drainage	944,089	875,000	875,000	960,273	899,300	2.8%
Community Development	1,298,396	2,352,977	2,352,977	1,918,075	2,411,868	2.5%
TIRZ #8 (Park Hudson)	911,670	1,209,629	1,209,629	988,857	12,000	-99.0%
TIRZ #10 (Traditions)	1,114,947	1,242,858	1,292,858	1,291,584	1,383,346	11.3%
TIRZ #19 (Nash Street)	127,485	144,126	174,126	176,174	166,180	15.3%
TIRZ #21 (Downtown)	85,319	74,943	74,943	74,831	79,396	5.9%
TIRZ #22 (Lauth)	1,477,249	326,109	326,109	250,537	1,674,680	413.5%
Grant Funds	673,547	241,371	288,541	340,147	262,769	8.9%
Enterprise Funds:						
BTU - City/QSE	153,855,871	148,625,898	148,625,898	148,768,209	153,589,860	3.3%
BTU - Rural	31,904,532	30,424,047	30,424,047	30,424,047	31,403,284	3.2%
Water	15,888,414	11,910,300	11,910,300	12,367,566	13,301,730	11.7%
Wastewater	13,617,216	12,837,584	12,837,584	12,809,992	12,846,617	0.1%
Solid Waste	7,732,694	7,823,841	7,823,841	7,895,006	7,748,578	-1.0%
Airport	611,898	484,835	484,835	488,776	661,720	36.5%
Bryan Commerce & Dev.	2,779,243	186,178	186,178	186,178	184,010	-1.2%
Internal Service Funds:						
Self-Insurance Fund	1,461,073	1,847,684	1,847,684	1,798,968	1,887,108	2.1%
Employee Benefits	7,841,251	8,082,170	8,082,170	7,742,414	7,857,252	-2.8%
Warehouse Fund	292,532	377,232	377,232	380,964	126,075	-66.6%
Equipment Replacement Fun	3,343,783	-	-	-	-	N/A
Facility Maintenance Fund	176,177	-	-	-	-	N/A
TOTAL ALL FUNDS	\$ 315,062,955	\$ 296,526,979	\$ 296,654,149	\$ 296,531,303	\$ 307,628,047	3.7%

Revenues include transfers in and right of way payments

EXPENDITURES	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	% Change
Governmental Funds:						
General	\$ 51,695,602	\$ 50,633,126	\$ 51,401,461	\$ 49,862,710	\$ 52,710,612	4.1%
Debt Service	10,781,969	10,176,640	10,176,640	10,176,640	10,536,174	3.5%
Hotel/Motel Tax	338,832	381,100	560,100	557,600	586,600	53.9%
Court Technology	150,517	54,920	54,920	31,520	29,800	-45.7%
Street Improvement	4,136,457	8,882,984	10,222,871	10,218,371	6,612,634	-25.6%
Drainage	1,246,648	1,416,925	1,879,248	1,879,218	559,500	-60.5%
Community Development	1,298,399	2,352,977	2,471,196	1,918,075	2,411,868	2.5%
TIRZ #8 (Park Hudson)	994,888	625,066	1,269,322	1,199,144	195,756	-68.7%
TIRZ #10 (Traditions)	1,452,840	1,415,171	1,415,171	1,408,143	1,415,984	0.1%
TIRZ #19 (Nash Street)	155,561	160,851	160,851	160,851	164,066	2.0%
TIRZ #21 (Downtown)	43,400	-	7,500	-	-	N/A
TIRZ #22 (Lauth)	1,208,285	298,418	651,889	609,418	433,915	45.4%
Grant Funds	669,199	241,371	340,137	340,137	262,759	8.9%
Enterprise Funds:						
BTU - City/QSE	154,311,578	147,994,463	147,994,463	138,509,862	161,620,740	9.2%
BTU - Rural	31,021,304	29,734,082	30,335,674	31,251,832	31,169,803	4.8%
Water	12,967,385	13,454,649	14,654,119	14,727,689	16,366,390	21.6%
Wastewater	13,068,095	16,116,878	17,946,081	15,341,562	16,799,820	4.2%
Solid Waste	7,764,995	8,209,154	8,961,153	8,586,931	7,996,099	-2.6%
Airport	532,673	483,505	538,676	559,783	632,947	30.9%
Bryan Commerce & Dev.	2,166,225	186,178	194,693	207,126	184,010	-1.2%
Internal Service Funds:						
Self-Insurance Fund	3,000,974	2,648,609	2,691,199	2,634,646	2,612,250	-1.4%
Employee Benefits	8,371,551	8,061,959	8,061,959	7,916,381	8,183,520	1.5%
Warehouse Fund	307,088	374,429	374,429	358,632	318,814	-14.9%
Equipment Replacement	3,343,783	-	-	-	-	N/A
Facility Maintenance Fund	176,177	-	-	-	-	N/A
TOTAL ALL FUNDS	\$ 311,204,425	\$ 303,903,455	\$ 312,363,752	\$ 298,456,271	\$ 321,804,061	5.9%

Expenditures are shown net of administrative reimbursements

City of Bryan, Texas
FY2013 Change in Fund Balance -By Fund

Fund Name	10/1/2012 Est. Beginning Fund Balance	Revenues & Transfers-in	ROW Pmts	Total Revenues, Transfers & ROW	Expenditures ¹	Change in Unreserved Fund Balance ²	9/30/2013 Est. Ending Fund Balance
Governmental Funds:							
General	\$ 15,010,048	\$ 43,512,280	\$ 11,138,574	\$ 54,650,854	\$ 52,710,612	\$ 1,940,242	\$ 16,950,290
Debt Service	1,324,659	10,619,229	-	10,619,229	10,536,174	83,055	1,407,714
Hotel/Motel Tax	447,570	489,466	-	489,466	586,600	(97,134)	350,436
Court Technology	276,853	49,100	-	49,100	29,800	19,300	296,153
Street Improvement	2,791,980	5,323,625	-	5,323,625	6,612,634	(1,289,009)	1,502,971
Drainage	113,906	899,300	-	899,300	559,500	339,800	453,706
Community Development	-	2,411,868	-	2,411,868	2,411,868	-	-
TIRZ #8 (Park Hudson)	2,566,587	12,000	-	12,000	195,756	(183,756)	2,382,832
TIRZ #10 (Traditions)	89,795	1,383,346	-	1,383,346	1,415,984	(32,638)	57,157
TIRZ #19 (Nash Street)	5,360	166,180	-	166,180	164,066	2,114	7,474
TIRZ #21 (Downtown)	96,998	79,396	-	79,396	-	79,396	176,394
TIRZ #22 (Lauth) ³	(1,217,550)	1,674,680	-	1,674,680	433,915	1,240,765	23,215
Grant Funds	10	262,769	-	262,769	262,759	10	20
						-	
Enterprise Funds:							
BTU - City/QSE	43,414,135	153,589,860	-	153,589,860	161,620,740	(8,030,880)	35,383,255
BTU - Rural	3,700,222	31,403,284	-	31,403,284	31,169,803	233,481	3,933,703
Water	8,494,471	13,301,730	-	13,301,730	16,366,390	(3,064,660)	5,429,811
Wastewater	8,450,296	12,846,617	-	12,846,617	16,799,820	(3,953,203)	4,497,093
Solid Waste	3,535,904	7,748,578	-	7,748,578	7,996,099	(247,521)	3,288,383
Airport	26,856	661,720	-	661,720	632,947	28,773	55,629
Bryan Commerce & Dev.	138,955	184,010	-	184,010	184,010	-	138,955
						-	
Internal Service Funds:							
Self-Insurance Fund	2,917,067	1,887,108	-	1,887,108	2,612,250	(725,142)	2,191,925
Employee Benefits	1,175,199	7,857,252	-	7,857,252	8,183,520	(326,268)	848,931
Warehouse Fund	620,274	126,075	-	126,075	318,814	(192,739)	427,535
						-	
TOTAL ALL FUNDS	\$ 93,979,595	\$ 296,489,473	\$ 11,138,574	\$ 307,628,047	\$ 321,804,061	\$ (14,176,014)	\$ 79,803,582

Notes:

1. Expenditures are shown net of administrative reimbursements

2. Operating budgets are considered balanced when the combined projected resources (current revenues plus fund balances) equal or exceed estimated expenditures.

3. The FY2012 negative balance is due to transfers made to TIRZ 22 from the Street Improvement and Wastewater funds in anticipation of debt issuance. Debt proceeds will be used to repay the due to other funds and create the long term liability. Debt issuance is anticipated during FY2013 at which time the negative fund balance will be cleared. Revenues shown include bond proceeds in the amount of \$1,217,946.

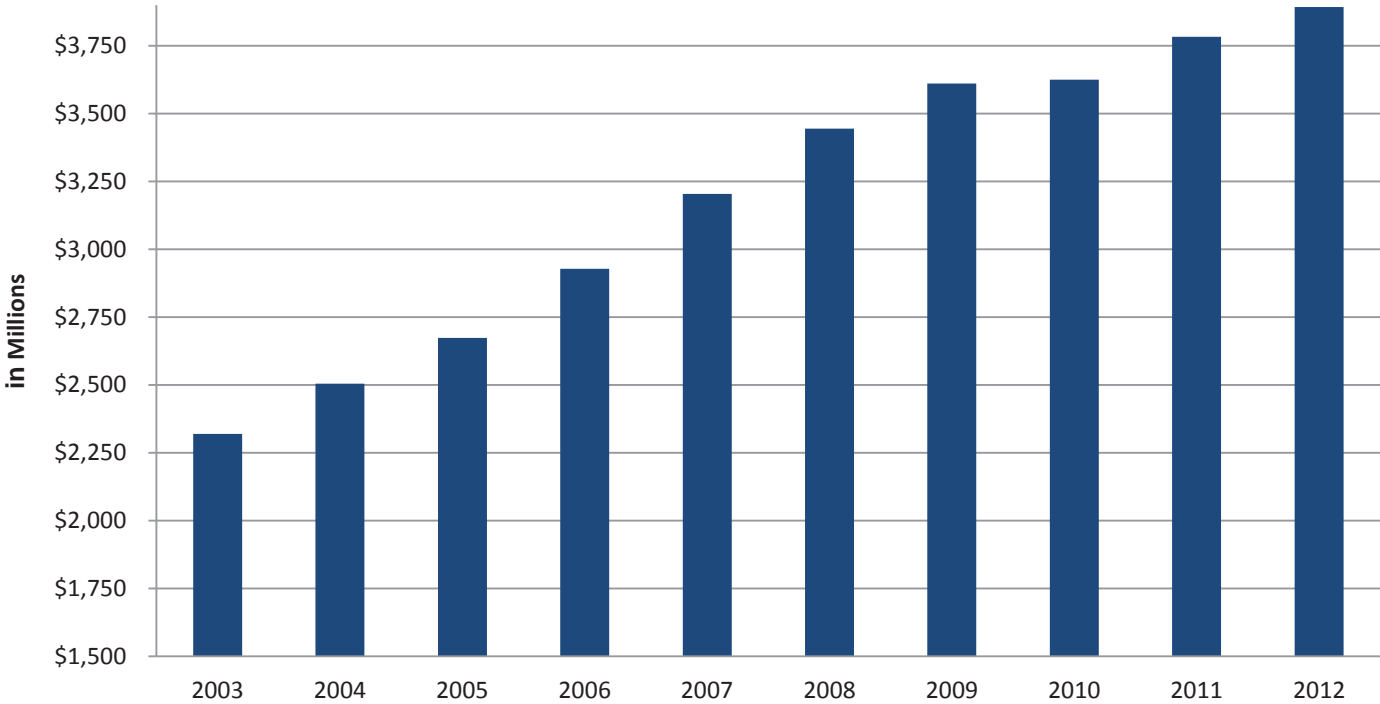
City of Bryan, Texas
Revenues by Type - All Funds
Fiscal Year 2013

Revenues:	Taxes	Franchise Fees	Licenses & Permits	Grants / Shared Revenue	Charges for Services	Fines, Forfeits & Penalties	Investment Earnings / Misc. Income	Right of Way & Transfers	Total
Governmental Funds:									
General	\$ 31,376,344	\$ 2,042,982	\$ 584,755	\$ 1,249,070	\$ 4,246,489	\$ 1,950,000	\$ 2,062,640	\$ 11,138,574	\$ 54,650,854
Debt Service	7,221,565						689,436	2,708,228	10,619,229
Hotel/Motel Tax	486,466						3,000		489,466
Court Technology						45,600	3,500		49,100
Street Improvement Fund					5,280,000		43,625		5,323,625
Drainage Improvement					895,000		4,300		899,300
Community Development				2,411,868					2,411,868
TIRZ #8-Park Hudson							12,000		12,000
TIRZ #10-Traditions	720,733			448,513			100	214,000	1,383,346
TIRZ #19-Nash Street	108,586			52,594				5,000	166,180
TIRZ #21-Downtown Bryan	79,296						100		79,396
TIRZ #22 - Target	140,578			89,612			1,281,490	163,000	1,674,680
Grant Fund				262,759			10		262,769
Enterprise Funds:									
BTU-City/QSE					153,589,860				153,589,860
BTU-Rural					31,403,284				31,403,284
Water					12,154,900		1,146,830		13,301,730
Wastwater					12,600,400		246,217		12,846,617
Solid Waste					7,521,827		226,751		7,748,578
Airport					512,920		148,800		661,720
Internal Service Funds:									
Bryan Commerce & Dev.							184,010		184,010
Self-Insurance Fund							1,887,108		1,887,108
Employee Benefits							7,857,252		7,857,252
Warehouse Fund							126,075		126,075
Total Revenues	\$ 40,133,568	\$ 2,042,982	\$ 584,755	\$ 4,514,416	\$ 228,204,680	\$ 1,995,600	\$ 15,923,244	\$ 14,228,802	\$ 307,628,047

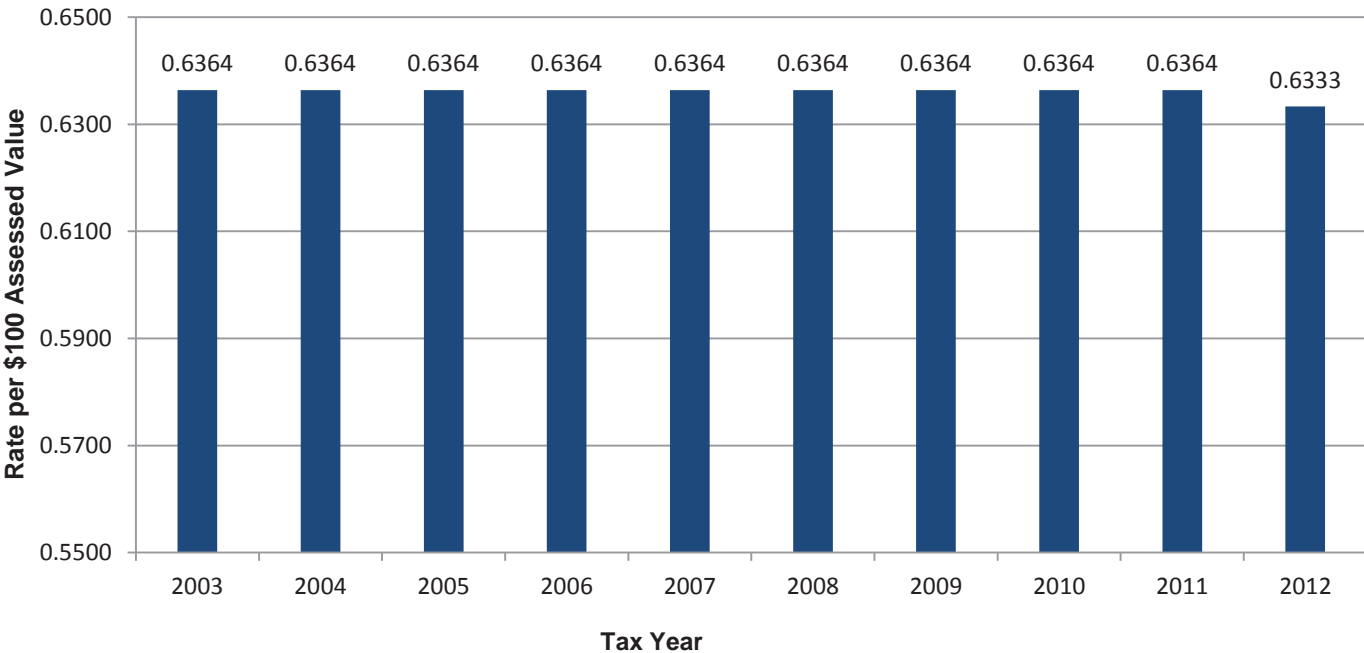
City of Bryan, Texas
Expenses - by Category
Fiscal Year 2013

Expenses :	Salary & Benefits	Supplies	Maintenance & Services	Miscellaneous	Capital Outlay	Debt Service	Transfers	Admin. Reimb./ Transfers In	Total
Governmental Funds:									
General	\$ 40,366,112	\$ 2,349,393	\$ 5,967,267	\$ 5,527,346	\$ 818,266	\$ 346,420	\$ 671,929	\$ (3,336,120)	\$ 52,710,612
Debt Service						10,536,174			10,536,174
Hotel/Motel Tax				586,600					586,600
Court Technology		9,800	20,000						29,800
Street Improvement Fund			6,612,634						6,612,634
Drainage Improvement			559,500						559,500
Community Development	397,204	11,249	1,921,441	81,974					2,411,868
TIRZ #8-Park Hudson							195,756		195,756
TIRZ #10-Traditions				25,000			1,390,984		1,415,984
TIRZ #19-Nash Street							164,066		164,066
TIRZ #21-Downtown Bryan									
TIRZ #22 - Target				25,000			408,915		433,915
Grant Fund	262,759								262,759
Enterprise Funds:									
BTU-City/QSE	9,342,348	109,207,554	5,138,010	2,862,907	6,894,260	20,286,419	9,234,062	(1,344,820)	161,620,740
BTU-Rural	371,058	25,457,093	495,579		3,843,975	1,002,097			31,169,803
Water	2,238,792	261,738	2,478,375	1,239,989	4,876,200	4,272,868	998,428		16,366,390
Wastewater	2,547,428	481,001	2,120,506	1,202,630	5,674,950	3,787,485	985,820		16,799,820
Solid Waste	2,440,963	571,650	486,151	2,167,122	1,215,821		1,114,392		7,996,099
Airport	105,445	441,500	51,490	30,375		4,137			632,947
Bryan Commerce & Dev.			610				183,400		184,010
Internal Service Funds:									
Self-Insurance Fund	425,325	30,200	466,595	1,690,130					2,612,250
Employee Benefits			14,949	7,854,965			313,606		8,183,520
Warehouse Fund	208,101	14,144	13,184	83,385					318,814
Total Expenses	\$ 58,705,535	\$ 138,835,322	\$ 26,346,291	\$ 23,377,423	\$ 23,323,472	\$ 40,235,600	\$ 15,661,358	\$ (4,680,940)	\$ 321,804,061

**Net Taxable Property Value
Tax Year 2003 - 2012**



**Property Tax Rate
Tax Year 2003 - 2012**



**Summary of Authorized/Budgeted Full-Time Positions
With Salary and Benefits
FY2013**

Department	FY2011 Adopted	FY2012 Adopted	FY2013 Adopted	Variance from FY12-FY13	FY2011 Adopted	FY2012 Adopted	FY2013 Adopted	Variance from FY12-FY13
General Fund:								
<i>Public Safety:</i>								
Municipal Court	16.00	16.00	16.00	0.00	\$ 834,443	\$ 873,811	\$ 873,464	\$ (347)
Police Services ¹	171.00	171.00	166.00	-5.00	13,057,673	13,658,914	13,779,939	121,025
Animal Services ¹	0.00	0.00	9.00	9.00	-	-	507,259	507,259
Fire Services	114.00	114.00	115.00	1.00	9,472,720	9,834,495	9,940,041	105,546
Total Public Safety	301.00	301.00	306.00	5.00	\$ 23,364,836	\$ 24,367,220	\$ 25,100,703	\$ 733,483
<i>Public Works:</i>								
Public Works Administration	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
Public Works Call Center ²	5.00	0.00	0.00	0.00	255,044	-	-	-
Engineering Services	19.00	16.03	14.04	-1.99	1,509,520	1,107,433	1,131,832	24,399
Streets & Drainage ³	29.00	28.03	20.10	-7.93	1,430,146	1,362,886	1,058,966	(303,920)
Traffic Services	10.00	10.03	10.03	0.00	612,566	641,322	648,940	7,618
Total Public Works	63.00	54.09	44.17	-9.92	\$ 3,807,276	\$ 3,111,641	\$ 2,839,738	\$ (271,903)
<i>Community Services:</i>								
Neighborhood-Youth Services	1.00	1.00	1.00	0.00	\$ 115,543	\$ 118,548	\$ 120,352	\$ 1,804
Special Projects Admin ⁴	0.25	0.25	0.50	0.25	26,787	27,719	56,069	28,350
Library System	35.00	35.00	39.00	4.00	2,055,484	2,016,861	2,012,602	(4,259)
Development Services	25.00	25.00	24.00	-1.00	1,569,444	1,512,340	1,603,059	90,719
Parks and Recreation	18.00	19.00	21.00	2.00	1,825,297	2,003,133	2,080,265	77,132
Total Community Services	79.25	80.25	85.50	5.25	\$ 5,592,555	\$ 5,678,601	\$ 5,872,347	\$ 193,746
<i>Support Services:</i>								
Fiscal Services	13.00	13.00	13.00	0.00	\$ 992,597	\$ 929,505	\$ 1,032,485	\$ 102,980
Communications & Marketing	5.00	5.00	5.00	0.00	372,397	374,666	403,622	28,956
Information Technology	15.00	15.00	15.00	0.00	1,142,802	1,188,015	1,199,110	11,095
Human Resources	5.00	5.00	5.00	0.00	382,795	362,640	368,936	6,296
Facility Services	23.00	22.03	17.03	-5.00	1,131,668	1,170,256	996,709	(173,547)
Fleet Services	12.00	11.03	11.05	0.02	688,255	643,744	658,742	14,998
Total Support Services	73.00	71.06	66.08	-4.98	\$ 4,710,514	\$ 4,668,826	\$ 4,659,604	\$ (9,222)
<i>General Administration:</i>								
Executive Services	5.00	5.00	5.00	0.00	\$ 728,110	\$ 722,762	\$ 731,902	\$ 9,140
Internal Audit	1.00	1.00	1.00	0.00	121,949	137,066	135,426	(1,640)
City Secretary	7.00	6.00	6.00	0.00	390,453	399,157	399,374	217
Council Services	0.00	0.00	0.00	0.00	971	-	68	68
Legal Services	6.00	6.00	6.00	0.00	584,807	605,136	626,950	21,814
Total General Administration	19.00	18.00	18.00	0.00	\$ 1,826,290	\$ 1,864,121	\$ 1,893,720	\$ 29,599
Total General Fund	535.25	524.40	519.75	-4.65	\$ 39,301,471	\$ 39,690,409	\$ 40,366,111	\$ 675,703
Other Funds:								
<i>Enterprise Funds:</i>								
Water Services	36.55	36.40	35.90	-0.50	\$ 2,155,119	\$ 2,218,728	\$ 2,238,792	\$ 20,064
Wastewater Services	44.45	44.30	40.80	-3.50	2,690,519	2,590,655	2,547,428	(43,227)
Solid Waste Fund	47.00	52.15	46.05	-6.10	2,477,117	2,698,841	2,440,963	(257,878)
Airport	2.00	2.00	1.00	-1.00	131,849	132,162	105,445	(26,717)
BTU Operations*	189.00	181.00	177.00	-4.00	N/A*	N/A*	N/A*	N/A*
<i>Special Revenue Funds:</i>								
Community Development*	5.75	5.75	5.50	-0.25	430,029	427,728	397,204	(30,524)
Grant Fund	0.00	4.00	4.00	0.00	-	241,371	262,759	21,388
<i>Internal Service Fund:</i>								
Self Insurance Fund	6.00	6.00	6.00	0.00	404,571	419,731	425,325	5,594
Warehouse	4.00	4.00	4.00	0.00	193,580	205,151	208,101	2,950
Total Other Funds	334.75	335.60	320.25	-15.35	\$ 8,482,784	\$ 8,934,367	\$ 8,626,017	\$ (308,350)
Total All Funds	870.00	860.00	840.00	-20.00	\$ 47,784,255	\$ 48,624,776	\$ 48,992,129	\$ 367,353

¹ Moved Animal Control Officers to Animal Services for FY13.

² Moved to the Solid Waste Fund for FY12.

³ Assistant Public Works Director position removed for FY2012.

⁴ 50% of CD Manager's salary moved to Special Projects Admin General Fund.

*FY11 & FY12 Part time library clerks not counted. FY13 clerks were counted 2 part time=1 full-time position

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.

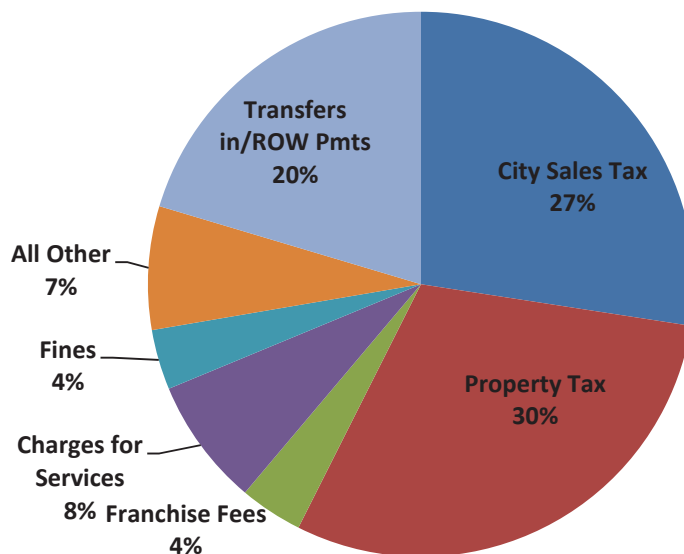
FISCAL YEAR 2013 REVENUES

The FY2013 Budget includes combined revenues, transfers in and right of way payments of \$54,650,854. Revenues of \$43,512,280 account for the majority of the inflows for the General Fund. Right of way payments are budgeted at \$10,838,574 and a transfer in of \$300,000 from the Solid Waste Fund is also planned, for combined total of \$11,138,574. This represents an increase of \$3,079,476 (6%) from the FY2012 adopted budget of \$51,571,378.

Property tax revenue (including delinquent property tax receipts and penalty and interest received on property tax) is expected to increase \$738,205. The closure of TIRZ #8 (Park Hudson) contributed largely to the increase. This allowed the property tax revenues to be allocated to the General Fund and Debt Service.

Tax revenues are budgeted at \$33,691,576 and include sales tax receipts, property tax, franchise fees, bingo tax and mixed drink tax. Sales tax of \$14,998,500 and property taxes of \$16,377,844 account for the majority (72.1%) of General Fund revenue. Sales tax revenue is budgeted at a 0.7% increase above the FY2012 budget amount of \$14,893,965. Other revenue sources include franchise fees, licenses and permits, grants, charges for services, fines, operating income and miscellaneous income. Detailed amounts for these sources can be found on the General Fund Summary of Revenues.

General Fund - Sources



GENERAL FUND OVERVIEW

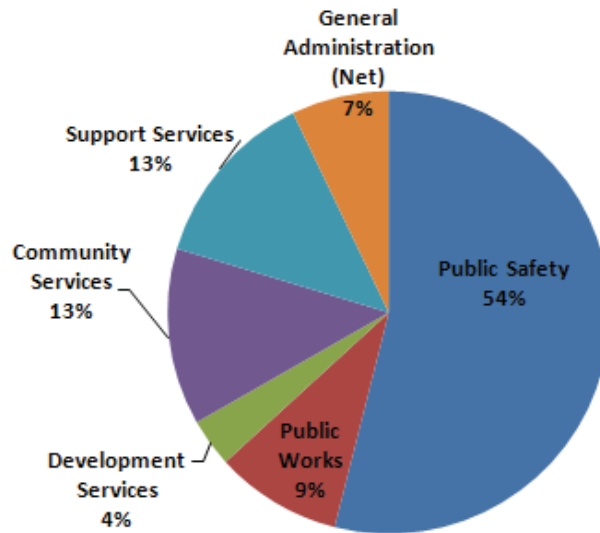
FISCAL YEAR 2013 EXPENDITURES

General Fund expenditures, net of administrative reimbursements, for FY2013 are budgeted at \$52,710,612.

General Fund expenditures are categorized by operational function under the broad categories of Public Safety, Public Works, Development Services, Community Services, Support Services, and General Administration. Detailed departments are shown on the General Fund Expense Summary.

Expenditures by category include salaries & benefits, supplies, maintenance and services, miscellaneous, capital outlay, debt service, and transfers out. Administrative reimbursements are a reduction to expenditures in the General Fund. Departmental summary pages provide budgeted detail by function and category.

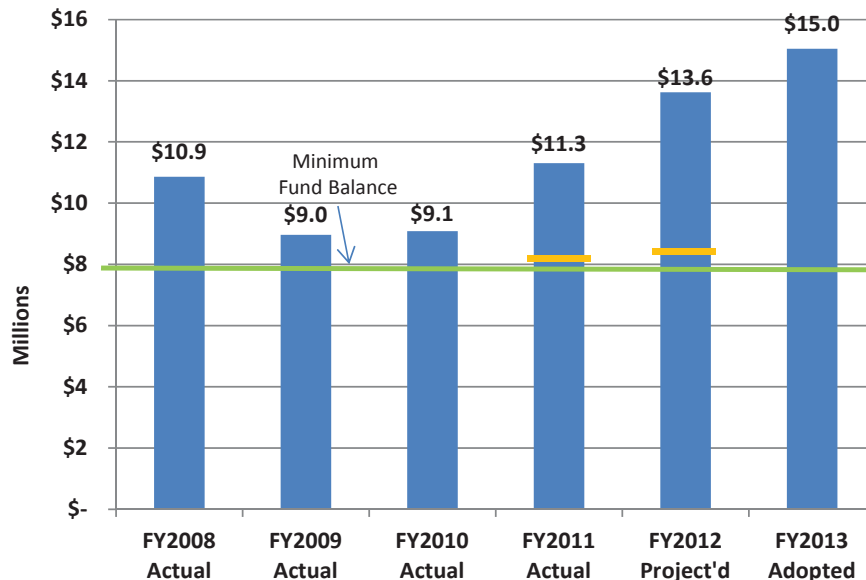
General Fund - Uses



FUND BALANCE

The Ending Unassigned Fund Balance of \$15,044,223, as calculated in compliance with Government Accounting Standards Board (GASB) Statement No. 54, exceeds the 60 day fund balance policy amount of \$8,785,102 by \$6,259,121.

General Fund Unassigned Fund Balance



CITY OF BRYAN, TEXAS
General Fund Summary
Fiscal Year 2013

	FY2011	FY2012	FY2012	FY2012	FY2013	\$ Chng /	% Chng /
	Actual	Adopted	Amended	Projections	Adopted	FY12 Adptd	FY12 Adptd
Revenues:							
City Sales Tax	\$ 14,301,017	\$ 14,893,965	\$ 14,893,965	\$ 14,850,000	\$ 14,998,500	\$ 104,535	0.7%
Property Tax	14,721,427	15,145,133	15,145,133	15,145,133	16,133,344	988,211	6.5%
Delinquent & Penalty-Property Tax	621,922	494,506	494,506	469,500	244,500	(250,006)	-50.6%
Franchise Fees	2,062,766	1,963,127	1,963,127	2,012,980	2,042,982	79,855	4.1%
Licenses & Permits	492,175	565,965	565,965	503,115	584,755	18,790	3.3%
Grants & State Shared Tax	2,060,677	1,351,985	1,351,985	1,320,274	1,249,070	(102,915)	-7.6%
Charges for Services	3,946,938	3,910,223	3,910,223	4,173,994	4,146,889	236,666	6.1%
Fines	1,895,018	1,968,450	1,968,450	1,960,350	1,950,000	(18,450)	-0.9%
Miscellaneous	522,522	570,975	570,975	520,065	562,640	(8,335)	-1.5%
Bryan Animal Center	-	-	-	-	99,600	99,600	N/A
Proceeds-GFA Disposition	213,342	-	-	-	1,500,000	1,500,000	0.0%
Subtotal Revenues	\$ 40,837,803	\$ 40,864,329	\$ 40,864,329	\$ 40,955,411	\$ 43,512,280	\$ 2,647,951	6.5%
Transfers in/ROW Pmts	\$ 12,226,380	\$ 10,707,049	\$ 10,707,049	\$ 10,707,049	\$ 11,138,574	\$ 431,525	4.0%
Total Revenues, Transfers & ROW	\$ 53,064,183	\$ 51,571,378	\$ 51,571,378	\$ 51,662,460	\$ 54,650,854	\$ 3,079,476	6.0%
Expenditures:							
Public Safety	27,300,534	26,986,233	27,151,132	26,911,703	28,430,904	1,444,671	5.4%
Public Works	5,425,373	4,875,210	5,104,172	4,886,481	4,883,559	8,349	0.2%
Development Services	1,702,553	1,713,942	1,753,942	1,697,716	1,859,653	145,711	8.5%
Community Services	6,134,448	6,723,665	6,735,371	6,632,651	6,819,557	95,892	1.4%
Support Services	6,705,441	6,661,540	6,763,774	6,314,702	6,963,532	301,992	4.5%
General Administration	8,038,230	7,188,239	7,408,773	6,935,160	7,089,527	(98,712)	-1.4%
Administrative Reimbursements	(3,610,977)	(3,515,703)	(3,515,703)	(3,515,703)	(3,336,120)	179,583	-5.1%
Total Expenditures¹	\$ 51,695,602	\$ 50,633,126	\$ 51,401,461	\$ 49,862,710	\$ 52,710,612	\$ 2,077,486	4.1%
Net Increase/(Decrease)	\$ 1,368,581	\$ 938,252	\$ 169,917	\$ 1,799,750	\$ 1,940,242		
Beginning Fund Balance	11,841,717	11,293,187	13,210,298	13,210,298	15,010,048		
Ending Fund Balance	<u>\$ 13,210,298</u>	<u>\$ 12,231,439</u>	<u>\$ 13,380,215</u>	<u>\$ 15,010,048</u>	<u>\$ 16,950,290</u>		
Reductions for Encumbrances and Other:							
Encumbrances	\$ (515,336)	\$ (1,200,000)	\$ -	\$ -	\$ (515,336)		
Other Assignments ²	(1,390,732)	(1,305,328)	(1,390,732)	(1,390,732)	(1,390,732)		
Ending Unassigned Fund Balance	\$ 11,304,231	\$ 9,726,111	\$ 11,989,483	\$ 13,619,316	\$ 15,044,223		
# of Days of Reserve	79	69	84	98	103		
Fund Balance Reserve Requirement:							
(60 days operating expenses)	\$ 8,615,934	\$ 8,438,854	\$ 8,566,910	\$ 8,310,452	\$ 8,785,102		
# of Days required	60	60	60	60	60		

¹ 60 Day Reserve Requirement Calculated on Total Expenditures

² Other assignments includes funds reserved or restricted for use such as restricted gifts, police, library, parkland dedication funds, municipal ct. bldg security and judicial efficiency, and vital statistic record preservations.

CITY OF BRYAN, TEXAS
Revenue Summary for General Fund
Fiscal Year 2013

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY12 Projected	FY13 Adopted	\$ Chng / FY12 Adptd	% Chng / FY12 Adptd
Taxes							
City Sales Tax	\$ 14,301,017	\$ 14,893,965	\$ 14,893,965	\$ 14,850,000	\$ 14,998,500	\$ 104,535	0.7%
Property Tax	14,721,427	15,145,133	15,145,133	15,145,133	16,133,344	988,211	6.5%
Delinquent & Penalty-Property Tax	621,922	494,506	494,506	469,500	244,500	(250,006)	-50.6%
Franchise Fees	2,062,766	1,963,127	1,963,127	2,012,980	2,042,982	79,855	4.1%
Bingo Tax	210,255	207,000	207,000	210,000	210,250	3,250	1.6%
Mixed Drink Tax	93,042	60,475	60,475	60,000	62,000	1,525	2.5%
<i>Total Taxes</i>	<u>\$ 32,010,429</u>	<u>\$ 32,764,206</u>	<u>\$ 32,764,206</u>	<u>\$ 32,747,613</u>	<u>\$ 33,691,576</u>	<u>\$ 927,370</u>	<u>2.8%</u>
Licenses & Permits							
Business	\$ 30,902	\$ 27,915	\$ 27,915	\$ 30,565	\$ 29,865	\$ 1,950	7.0%
Building Permits/Inspections	461,273	538,050	538,050	472,550	554,890	16,840	3.1%
<i>Total Licenses & Permits</i>	<u>\$ 492,175</u>	<u>\$ 565,965</u>	<u>\$ 565,965</u>	<u>\$ 503,115</u>	<u>\$ 584,755</u>	<u>\$ 18,790</u>	<u>3.3%</u>
Grants							
Federal	\$ 644,793	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
State	61,287	35,000	35,000	-	-	(35,000)	-100.0%
Local Government	1,006,905	1,014,510	1,014,510	1,017,274	945,820	(68,690)	-6.8%
Private	44,395	35,000	35,000	33,000	31,000	(4,000)	-11.4%
<i>Total Grants</i>	<u>\$ 1,757,380</u>	<u>\$ 1,084,510</u>	<u>\$ 1,084,510</u>	<u>\$ 1,050,274</u>	<u>\$ 976,820</u>	<u>\$ (107,690)</u>	<u>-9.9%</u>
Charges for Services							
General Government	\$ 84,365	\$ 118,700	\$ 118,700	\$ 121,495	\$ 118,850	\$ 150	0.1%
Public Safety	926,483	823,508	823,508	821,508	809,039	(14,469)	-1.8%
Mowing & Demo	35,134	25,000	25,000	36,500	30,000	5,000	20.0%
Ambulance & Vital Stats.	1,483,022	1,317,000	1,317,000	1,605,000	1,613,500	296,500	22.5%
Recreation	1,355,274	1,566,100	1,566,100	1,531,876	1,516,000	(50,100)	-3.2%
Library	62,660	59,915	59,915	57,615	59,500	(415)	-0.7%
<i>Total Charges for Services</i>	<u>\$ 3,946,938</u>	<u>\$ 3,910,223</u>	<u>\$ 3,910,223</u>	<u>\$ 4,173,994</u>	<u>\$ 4,146,889</u>	<u>\$ 236,666</u>	<u>6.1%</u>
Other Income							
Fines	\$ 1,895,018	\$ 1,968,450	\$ 1,968,450	\$ 1,960,350	\$ 1,950,000	\$ (18,450)	-0.9%
Bryan Animal Shelter	-	-	-	-	99,600	99,600	N/A
Miscellaneous	522,522	570,975	570,975	520,065	562,640	(8,335)	-1.5%
Proceeds - GFA Disposition	213,342	-	-	-	1,500,000	1,500,000	N/A
<i>Total Other Income</i>	<u>\$ 2,630,882</u>	<u>\$ 2,539,425</u>	<u>\$ 2,539,425</u>	<u>\$ 2,480,415</u>	<u>\$ 4,112,240</u>	<u>\$ 1,572,815</u>	<u>61.9%</u>
Total Revenues	<u>\$ 40,837,803</u>	<u>\$ 40,864,329</u>	<u>\$ 40,864,329</u>	<u>\$ 40,955,411</u>	<u>\$ 43,512,280</u>	<u>\$ 2,647,951</u>	<u>6.5%</u>

CITY OF BRYAN, TEXAS
General Fund Expense Summary
Fiscal Year 2013

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY13 Adopted	\$ Chng / FY12 Adptd	% Chng / FY12 Adptd
Public Safety							
Municipal Court	\$ 1,203,686	\$ 1,328,896	\$ 1,328,896	\$ 1,318,150	\$ 1,399,931	\$ 71,035	5.3%
Police	14,777,250	14,645,654	14,786,737	14,632,420	15,105,077	459,423	3.1%
Fire & Emergency Ops. Center	11,319,598	11,011,683	11,035,499	10,961,133	11,227,478	215,795	2.0%
Bryan Animal Center	-	-	-	-	698,418	698,418	-
<i>Total Public Safety</i>	<u>\$ 27,300,534</u>	<u>\$ 26,986,233</u>	<u>\$ 27,151,132</u>	<u>\$ 26,911,703</u>	<u>\$ 28,430,904</u>	<u>\$ 1,444,671</u>	<u>5.4%</u>
Public Works							
Engineering	\$ 1,426,920	\$ 1,213,594	\$ 1,214,613	\$ 1,190,541	\$ 1,241,350	\$ 27,756	2.3%
Public Works Call Center ³	245,406	-	-	-	-	-	-
Streets & Drainage	2,055,283	2,007,064	1,967,168	1,986,116	1,971,329	(35,735)	-1.8%
Traffic	1,697,764	1,654,552	1,922,391	1,709,824	1,670,880	16,328	1.0%
<i>Total Public Works</i>	<u>\$ 5,425,373</u>	<u>\$ 4,875,210</u>	<u>\$ 5,104,172</u>	<u>\$ 4,886,481</u>	<u>\$ 4,883,559</u>	<u>\$ 8,349</u>	<u>0.2%</u>
Development Services							
Development Services	\$ 1,676,987	\$ 1,685,805	\$ 1,725,805	\$ 1,669,579	\$ 1,799,671	\$ 113,866	6.8%
Community Development Admin ²	25,566	28,137	28,137	28,137	59,982	31,845	113.2%
<i>Total Development Services</i>	<u>\$ 1,702,553</u>	<u>\$ 1,713,942</u>	<u>\$ 1,753,942</u>	<u>\$ 1,697,716</u>	<u>\$ 1,859,653</u>	<u>\$ 145,711</u>	<u>8.5%</u>
Community Services							
Library Services	\$ 2,314,630	\$ 2,366,306	\$ 2,366,306	\$ 2,284,809	\$ 2,363,576	\$ (2,730)	-0.1%
Parks & Recreation	2,906,212	3,164,321	3,169,572	3,100,459	3,219,722	55,401	1.8%
Texas Reds	40,613	214,501	220,956	274,367	184,696	(29,805)	-13.9%
Golf Course	872,992	978,537	978,537	973,016	1,051,563	73,026	7.5%
<i>Total Community Services</i>	<u>\$ 6,134,448</u>	<u>\$ 6,723,665</u>	<u>\$ 6,735,371</u>	<u>\$ 6,632,651</u>	<u>\$ 6,819,557</u>	<u>\$ 95,892</u>	<u>1.4%</u>
Support Services							
Fiscal Services	\$ 1,059,710	\$ 1,229,318	\$ 1,230,545	\$ 1,190,344	\$ 1,336,008	\$ 106,690	8.7%
Information Technology	2,787,370	2,239,800	2,285,439	2,282,276	2,578,652	338,852	15.1%
Human Resources	523,900	559,570	559,570	516,564	565,885	6,315	1.1%
Facilities Administration	1,684,464	1,911,074	1,966,148	1,653,061	1,739,394	(171,680)	-9.0%
Fleet Administration	649,996	721,778	722,072	672,457	743,593	21,815	3.0%
<i>Total Support Services</i>	<u>\$ 6,705,441</u>	<u>\$ 6,661,540</u>	<u>\$ 6,763,774</u>	<u>\$ 6,314,702</u>	<u>\$ 6,963,532</u>	<u>\$ 301,992</u>	<u>4.5%</u>
General Administration							
Executive Services	\$ 1,299,030	\$ 1,018,303	\$ 1,018,303	\$ 945,989	\$ 1,028,232	\$ 9,929	1.0%
Internal Audit	124,898	141,794	141,794	143,541	140,164	(1,630)	-1.1%
City Secretary	462,196	601,228	611,228	531,409	574,736	(26,492)	-4.4%
City Council Services	187,919	233,323	233,323	213,401	233,418	95	0.0%
Communications & Marketing	319,002	434,355	434,355	312,788	463,245	28,890	6.7%
Neighborhood & Youth Svcs.	144,610	144,977	144,977	142,098	146,780	1,803	1.2%
Legal Services	608,792	664,249	667,131	673,832	683,047	18,798	2.8%
<i>Total General Administration</i>	<u>3,146,448</u>	<u>3,238,229</u>	<u>3,251,111</u>	<u>2,963,058</u>	<u>3,269,622</u>	<u>31,393</u>	<u>1.0%</u>
Payments to Other Agencies	4,891,782	3,950,010	4,157,662	3,972,102	3,819,905	(130,105)	-3.3%
<i>Total General Admin & Pmts to Others</i>	<u>\$ 8,038,230</u>	<u>\$ 7,188,239</u>	<u>\$ 7,408,773</u>	<u>\$ 6,935,160</u>	<u>\$ 7,089,527</u>	<u>\$ (98,712)</u>	<u>-1.4%</u>
Administrative Reimbursements	(3,610,977)	(3,515,703)	(3,515,703)	(3,515,703)	(3,336,120)	179,583	-5.1%
Net Expenditures	<u>\$ 51,695,602</u>	<u>\$ 50,633,126</u>	<u>\$ 51,401,461</u>	<u>\$ 49,862,710</u>	<u>\$ 52,710,612</u>	<u>\$ 2,077,486</u>	<u>4.1%</u>

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 case flow management to ensure that every litigant receives procedural due process and equal protection.
- Provide efficient processing of citations filed with the court by various agencies.
- Provide prompt processing of the court's writs and warrants.
- Continue to investigate and evaluate means by which Information Technology can improve court operations and the quality of justice.
- Execute all of the Court's writs and warrants in an efficient, timely manner.

Fiscal Year 2012 Accomplishments

- Received the Traffic Safety Initiative Award for medium size courts for the second time.
- No major security breaches occurred at the court while open to the public.
- Participated in the celebration and recognition of Texas Municipal Courts Week.
- Purchased and deployed an additional three electronic citation writers, mutually benefitting the Court and Police departments facilitating a 10% increase in case filings.
- Participated in the Great State of Texas 2012 Warrant Roundup clearing additional outstanding warrants.
- Continuation of Teen Court at Bryan, Rudder, Collegiate High Schools and Jane Long middle school to mitigate juvenile recidivism.
- Developed, adopted and implemented the Juvenile Case Manager Ordinance as required by statute prior to December 1, 2011.
- Clean up and closure of old cases to better depict court's pending case load on the new Texas Office of Court Administration monthly report.
- Interviewed and hired employees to fill all vacant staff positions prior to September 30, 2011.
- Five staff members have maintained and retained Court Clerk Certification – Two clerks at Level I and Three at Level II.
- Presiding Judge and Associates have attended and complied with mandatory judicial continuing education.
- Developed and Released a Request for Qualifications (RFQ) for a collections agency per Council directive.

Fiscal Year 2013 Goals and Objectives

- Improve the security of citizens, defendants and court staff by purchasing and implementing a front door security screening and walk through system.
- Improve court processing and means by which defendants can pay their outstanding fines through technological capabilities, i.e. Payment Kiosks.
- Improve the bonding out process at the jail for class C misdemeanants by adding a credit card process.
- Purchase and implement License Plate Readers for more assertive enforcement of outstanding warrants.
- Develop and Implement a Succession Plan for Municipal Court.
- Review, inspect and develop more efficient and effective processes for handling juvenile cases in accordance with statutory guidelines.
- Review and Re-engineering the Court's Web page to facilitate citizen accessibility to Court processes and procedures.

Municipal Court	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 795,369	\$ 873,811	\$ 873,811	\$ 873,811	\$ 873,464
Supplies	34,805	38,674	38,674	41,008	38,674
Maintenance & Services	208,933	241,494	241,494	228,601	241,576
Miscellaneous/Admin Reimb	164,581	174,917	174,917	174,730	206,217
Capital Outlay					40,000
Total Expenses	\$ 1,203,686	\$ 1,328,896	\$ 1,328,896	\$ 1,318,150	\$ 1,399,931

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Municipal Court Manager	1	1	1	1	1
City Marshal/Bailiff	4	4	4	4	4
Deputy Court Clerk	7	7	7	7	7
Municipal Court Administrative Asst.	1	1	1	1	1
Warrant Technician	1	1	1	1	1
Juvenile Case Coordinator	1	1	1	1	1
Community Services Coordinator	1	1	1	1	1
Total	16	16	16	16	16

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Percent of warrant service targets	90%	90%	90%	90%	90%
Number of warrants served	4,000	4,000	3,500	3,500	3,500
Revenue collected on outstanding	\$ 550,000	\$ 550,000	\$ 500,000	\$ 500,000	\$ 400,000
Average number of days to process	4	4	4	4	4
Number of cases filed	16,000	16,000	16,000	16,000	17,500
Number of community service cases	450	450	400	400	400
Number of warrants issued	4,000	4,000	3,000	3,000	3,000
Number of Teen Court sessions	70	70	30	30	40

Police Services

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.

Strategic Initiatives

- Reduce the incidence of crime through the employment of emerging technologies and programs.
- Increase collaboration with regional criminal justice agencies to improve effectiveness.
- Enhance law enforcement service delivery to the community.
- Strengthen community partnership to enhance the quality of life for all citizens.
- Recruit and train a police force capable of accomplishing the stated mission of the Bryan Police Department.
- Continue CompStat process to reduce crime and improve quality of life.

Fiscal Year 2012 Accomplishments

- Reduced reported Part I Uniform Crime Rate (UCR) by nineteen percent (19%) in calendar year 2011.
- Improved the Part I UCR clearance rate to thirty-five and a half percent (35.5%) in calendar year 2011.
- Reviewed and revised the department's strategic plan.
- Alarm fees collected up twenty-two percent (22%) for calendar year 2011.
- Traffic stops increased by twenty-three percent (23%) for calendar year 2011.
- Created and filled a Crime Lab Supervisor position in calendar year 2011.
- Continued calibration with our citizens through the Community Advisory Council.
- Expanded the Drug Enforcement Unit to three (3) investigators.
- Reclassified the Professional Standards Division clerk to full-time regular position.
- Maintained a collaborative regional chief administrators meeting to maximize policing effectiveness.

Fiscal Year 2013 Goals and Objectives

- Expand the Major Crimes Section to four investigators by converting an authorized position.
- Expand the Crime Scene Section to three technicians by converting an authorized position.
- Initiate continued planning of a weapons firing range to achieve a reduction in weapons qualification expenses.
- Establish an unmarked vehicle pool program to achieve a reduction in fuel expenditures.
- Enhance the Criminal Intelligence process with advanced analytics software to improve effectiveness.
- Reduce Part I UCR crime rate by five percent (5%).

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 13,165,728	\$ 13,658,914	\$ 13,658,914	\$ 13,498,250	\$ 13,779,939
Supplies	509,601	483,342	488,945	531,006	514,089
Maintenance & Services	395,872	388,258	402,498	410,278	377,870
Miscellaneous/Admin Reimb	669,579	115,140	115,140	123,243	129,490
Capital Outlay	36,470	-	121,240	69,643	303,689
Total Expenses	\$ 14,777,250	\$ 14,645,654	\$ 14,786,737	\$ 14,632,420	\$ 15,105,077

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Administration (Executive Staff)	\$ 14,008,448	\$ 13,985,232	\$ 14,122,809	\$ 13,914,065	\$ 14,398,132
Investigations	125,825	77,090	77,090	83,155	80,307
Support Services	130,681	144,568	148,074	147,540	131,328
Auxiliary Services	23,223	17,774	17,774	19,128	17,203
Day Patrol	288,694	203,867	203,867	256,982	257,007
Night Patrol	99,256	107,425	107,425	95,893	103,384
Special Ops	101,123	109,698	109,698	115,657	117,716
Reserves	-	-	-	-	-
Total Expenses	\$ 14,777,250	\$ 14,645,654	\$ 14,786,737	\$ 14,632,420	\$ 15,105,077

Police Services

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Accreditation Manager	1	1	1	1	1
Animal Control Officer	4	4	4	4	-
Animal Control Supervisor	1	1	1	1	-
Assistant Police Chief	3	3	3	3	2
Auxiliary Services Manager	1	1	1	1	1
CID Secretary	1	1	1	1	1
Crime Analyst	1	1	1	1	1
Crime Scene Investigator	1	1	1	1	1
Crime Scene Technician	1	1	1	1	1
Crime Victims Assistance Coordinator ¹	2	2	2	2	2
Field Operations Bureau Secretary	1	1	1	1	1
Intake Specialist	8	8	8	8	7
Intake Supervisor	1	1	1	1	1
Investigative Assistant	3	3	3	3	3
Police Chief	1	1	1	1	1
Police Clerk	-	-	-	-	-
Police Finance Assistant	1	1	1	1	1
Police Finance Clerk	-	-	-	-	-
Police Lieutenant	6	6	6	6	6
Police Officer	102	102	102	102	104
Police Sergeant	20	20	20	20	20
Police Staff Assistant	1	1	1	1	1
Property & Evidence Custodian	2	2	2	2	2
Records Clerk	7	7	7	7	7
Records Supervisor	1	1	1	1	1
Support Services Secretary	1	1	1	1	1
Total	171	171	171	171	166

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

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

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Priority call response time (minutes)	4.5	4.3	4.3	6.3	6.0
Traffic accident rate (per 1,000)	20	20	20	20	20
Total Part 1 Crimes reported	4,072	3,934	3,934	3,366	3,300
Citizen complaints filed	20	11	11	9	8
Part 1 Crimes clearance rate	21%	30%	30%	32%	32%
Percent crime rate growth	-3%	-5%	-5%	-19%	-5%



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Bryan Animal Center

Mission Statement

To provide the City of Bryan with quality animal control and temporary housing for animals in need, while giving health care and arranging for forever homes; and offering public education and low cost spay neuter programs to reduce the number of homeless animals while upholding and enforcing all city, state, and federal laws governing animal welfare.

Strategic Initiatives

- Provide every animal the best opportunity to be reunited with its owner, or to be adopted, fostered or rescued.
- To provide every animal entering the Bryan Animal Center with the best care possible while determining the best disposition for the animal.
- To educate the public about responsible pet care and ownership.
- Protect residents of Bryan from sick, vicious, or injured animals.
- Protect residents of Bryan from zoonotic diseases such as rabies.
- Protect, either by enforcement or education, animals within the City of Bryan from cruelty and neglect.
- Enforce the City of Bryan's animal ordinances while balancing flexibility and ethical practices.
- To foster relationships with the Community, local veterinarians, and partnering agencies.

Fiscal Year 2012 Accomplishments

- Successfully facilitated the transfer and start-up of the animal sheltering services from an outside agency to the City of Bryan operated Bryan Animal Center. Animal Control Services was later combined with the Bryan Animal Center.
- Successfully operated the Bryan Animal Center while developing the necessary infrastructure and policies to maintain the success of the Center.
- Completion of the remodel of the existing facility to better fit the needs and aesthetic values of the City of Bryan.

Fiscal Year 2013 Goals and Objectives

- Maintain Euthanasia rate below 45%
- Maintain an Adoption rate of 35%
- Continue to develop the policies and procedures for animal services to increase efficiency and effectiveness and eliminate redundancies.
- Respond to calls for animal assistance within 60 minutes from initial contact with dispatch.
- Conclude each call for service within 30 minutes from arrival to and departure from a scene.
- Attend 15 events in the community to promote education about animal ownership, adoptions, and to promote positive public relations regarding animal control.
- Return a minimum of 15% of dogs collected in the field by ACO's to their owners without the use of the Bryan Animal Center.
- Investigate options to deal with feral cats in the city limits (e.g., TNR, barn cat program, etc.).
- Increase the number of animals in foster homes by 10%.
- Increase the number of rescue groups utilized for animal placement by 10%.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ 507,259
Supplies	-	-	-	-	76,010
Maintenance & Services	-	-	-	-	43,779
Miscellaneous/Admin Reimb	-	-	-	-	70,550
Capital Outlay	-	-	-	-	820
Transfers	-	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 698,418

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Animal Shelter Manager	-	-	-	1	1
Animal Care Technician	-	-	-	3	3
Lead Animal Control Officer	-	-	-	-	1
Animal Control Officer	-	-	-	-	4
Total	-	-	-	4.00	9.00

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Maintain an Adoptions rate of 35%	N/A	N/A	N/A	N/A	35%
Increase Rescue groups	N/A	N/A	N/A	N/A	21
Increase Foster Homes	N/A	N/A	N/A	N/A	40
Animals returned in field	N/A	N/A	N/A	N/A	15%
Average Call Response time	N/A	N/A	N/A	N/A	1 hour
Average time spent on call	N/A	N/A	N/A	N/A	.5 hour
Attendance at Outside Events	N/A	N/A	N/A	N/A	15

City of Bryan began operating Bryan Animal Center during FY12

Bryan Animal Center was moved from Solid Waste to General Fund in FY13

The Animal Control Officers were moved from Police to Animal Services in FY13

Fire Services & Emergency Operations Center

Mission Statement

The mission of the Fire Services and Emergency Operations Center departments 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

- Plan for future fire station locations and relocations 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 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 both the quality and quantity of professional development opportunities for all fire department supervisors.

Fiscal Year 2012 Accomplishments

- Created an electronic master calendar so all personnel in all stations could view.
- Received delivery of new 100-foot ladder platform truck ordered in fiscal year 2011.
- Implemented new EMS supply tracking system called Ambutrak to save money from expired items.
- Hired a Quartermaster and initiated a supply purchasing, inventorying, and delivery system.
- Implemented an in-the-field reporting system using software and tablets (laptops) purchased with Homeland Security Grant Funds.
- Updated the records management reporting software programs currently used by the fire department.
- Established Field Training Officer (FTO) program in EMS to assist in training new paramedics.
- Established monthly employee newsletter to increase internal communication.
- Created Fiscal Year 2011 Annual Report.
- Received \$50,743.20 in Homeland Security Grant Funds for equipment purchases and upgrades.
- Conducted 1,679 life safety and fire code inspections.
- Generated over \$19,000 in municipal court fines from fire code and life safety code violations.
- Interacted with 10,250 citizens in 85 events or programs in the fire prevention public education programs and Citizen's Fire Academy.
- Responded to 9,125 calls for Emergency Services.

Fiscal Year 2013 Goals and Objectives

- Develop fire department strategic plan.
- Initiate employee evaluation program for civil service employees.
- Continue to participate in the Federal Homeland Security Grant program.
- Review all forms and legal documents utilized by fire marshal's office.
- Establish RFP to provide local medical control.
- Update permitting process in fire marshal's office.
- Update fire department fees.
- Continue to provide Annual Report.
- Analyze fire station locations and staffing levels.

Fire Services & Emergency Operations Center

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 9,322,451	\$ 9,834,495	\$ 9,834,495	\$ 9,775,656	\$ 9,940,041
Supplies	558,837	562,077	562,077	557,380	608,701
Maintenance & Services	557,267	541,716	542,373	531,573	537,018
Miscellaneous/Admin Reimb	881,044	73,395	73,395	73,395	73,911
Capital Outlay	-	-	23,159	23,159	67,807
Total Expenses	\$ 11,319,598	\$ 11,011,683	\$ 11,035,499	\$ 10,961,163	\$ 11,227,478

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Fire Services	\$ 11,236,996	\$ 10,923,332	\$ 10,947,148	\$ 10,872,812	\$ 11,144,052
Emergency Operations Center	82,603	88,351	88,351	88,351	83,426
Total Expenses	\$ 11,319,598	\$ 11,011,683	\$ 11,035,499	\$ 10,961,163	\$ 11,227,478

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Fire Chief	1	1	1	1	1
Assistant Fire Chief	3	3	3	3	3
Fire Marshal	1	1	1	1	1
Deputy Fire Marshal	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Lieutenant	21	21	21	21	21
Apparatus Operator	21	21	21	21	21
Fire Inspector/Lieutenant	2	2	2	2	2
Firefighter	57	57	57	57	57
Fire Services Administrative Assistant	1	1	1	1	1
Fire Services Clerk	2	2	2	2	3
Emergency Mgmt Coordinator	1	1	1	1	1
Total	114	114	114	114	115

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Percent of Fire/EMS responses under 5 minutes	58%	56%	56%	56%	56%
Number of residential/commercial fires	150	165	165	144	165
Value of property lost to fire	\$1,500,000	\$1,600,000	\$1,600,000	\$960,000	\$1,000,000
Value of property saved from fire	\$27,000,000	\$30,000,000	\$30,000,000	\$28,300,000	\$30,000,000
Number of Civilian deaths	0	0	0	0	0
Number of Civilian injuries due to fire	22	20	20	5	5
Number of Firefighters with lost time injuries	0	0	0	4	0
Number of Incidents with flame spread exceeding 3	25	28	28	21	20
Number of Inspections	2,200	2,500	2,500	2,200	2,500
Number of citizens trained in fire prevention	10,000	11,000	11,000	11,000	11,000
Total emergency responses	9,200	9,500	9,500	8,600	9,500
Total unit responses	17,500	18,000	18,000	14,000	16,000
Total EMS patients	6,200	6,300	6,300	5,300	6,500
Average calls per day	25	26	26	25	26
Average unit responses per day	48	49	49	40	43
Number of Citizens Trained in BFD Citizen Fire Academy	20	25	25	20	20
Total funds obtained from Homeland Security Grant Program	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000

Engineering Services

Mission Statement

The mission of the Engineering Services department is to provide high quality, efficient, and cost effective municipal engineering services on behalf of the citizens and other departments in the City of Bryan.

Strategic Initiatives

- Effective management of capital improvement projects to ensure quality construction on schedule and within budget.
- Utilize City professional engineering staff to provide cost effective engineering design services when possible.
- Improve city services by reducing the backlog of maintenance and repair activities through capital improvement projects.
- Permit and regulate construction activities within the City's Right of Way through active implementation of a revised Right of Way Ordinance.
- Provide timely, thorough reviews of detailed engineering construction drawings for Development and separate Site Development Review plats and site plans submitted for approval through Development Services.
- Increase the use of technology to improve efficiency, and increase productivity.
- Foster professional working relationships with: the citizens of Bryan; other City departments; community organizations; local, state, and federal agencies; consulting engineers; and contractors.
- Assist with economic development activities of the City.
- Ensure 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 such as Floodplains, Storm Sewer, Sidewalks, Street Maintenance, Development Activity and Capital Improvement Projects.
- Perform floodplain administration duties for the City of Bryan and continue participation in the Community Rating System.

Fiscal Year 2012 Accomplishments

- Submitted \$8,000,000 Texas Water Development Board Grant application to remedy flooding problems in the Lynndale Acres Subdivision.
- Design completed for \$670,000 Safe Routes to School Grant (Johnson, Crockett, Navarro, and Bonham).
- Managed contractual requirements and audits from Federal Government for existing grants associated with the Wastewater Treatment Plant.
- Drafted Contractor Registration Program for implementation
- Developed and used Professional Services negotiation Policy.
- Revise first sections of Right of Way management ordinance and take to Council for approval.
- Implemented use of web-based permit approval process for utility installation permits within public right of ways for franchised utilities.
- Developed the first 5 year capital maintenance plan that coordinates maintenance activities of water, wastewater, streets and drainage.
- Executed the annual process for the City's comprehensive 5 year Capital Improvement Program (2012-2016).
- Updated CIP projects and cost estimates in the CIP Project Database.
- Implemented the FY 2010-FY2011 Capital Improvement Projects and began FY 2012 CIP designs.
- Completed major projects, such as: Thompson Creek Wastewater Treatment Plant Off-site utilities, Highpoint Drive, Texas Triangle Park Water Extension, Safe Routes to School (Carter Creek Sidewalks), Thornberry Street Extension, Parker Avenue Rehabilitation, Country Club Estates Drainage.
- Awarded an additional 8 Engineering Consultant Contracts and designed another 8 projects using in-house engineering staff, deferring approximately \$320,000 in avoided consultant fees. Construction projects awarded totaled approximately \$8 Million. \$24 Million in Capital Projects will be completed this year.
- Monitored approximately 25 development and 19 capital improvement construction projects throughout the City.
- Implemented Projects from the Storm water Master plan including designing in-house and managing contractors to install culvert replacement project for MLK crossing of Still Creek.
- Developed Storm water Quality Guidelines to support revised Storm water Ordinance.
- Revised Joint Design Guidelines, Specifications and Details with College Station
- Improved to a Class 6 status in the National Flood Insurance Program - Community Rating System resulting in up to 20% in Flood Insurance Discounts to Citizens of Bryan.
- Managed Map Modernization project coordinating protests from residents and performed outreach to residents that will be impacted by Map Modernization and new Flood Studies. New maps went into effect in May 2012.
- Reviewed Street Maintenance Program and expanded to include Crack Seal contracts and striping contracts. Gathered input from Public Works Staff involved in Street Maintenance operations to involve them in the development of the program. Developed a 5 year Street Maintenance Plan.
- Prepared 5 year Storm water Program (drainage utility fee funding) using Storm water Master plan as a guide.

- Maintained seven (7) Certified Floodplain Managers.
- Contributed to revising the MS4 Program including development of outreach material for local construction and development community.
- Reviewed site development submittals with a three (3) working day turnaround (SDRC process) and reviewed engineering construction plans with a ten (10) working day turnaround.
- Supported and assisted with HSC/Bio-medical corridor master planning efforts including HSC Parkway alignment/design and TXDOT coordination on SH 47 Interchange. Managed the selection of engineering consultant (joint process with College Station) and the design of the infrastructure in the Bio-corridor and coordinated reimbursements with City of College Station.
- Continued development of engineering staff (continuing education – utilized webinars when possible to achieve economical training).
- Continued implementation of a comprehensive personnel training plan to maximize the use of the budgeted funds for employee training – utilizing webinars and DVDs whenever possible – program identified recurrence interval for various types of training by employee classification.
- Solicited responses to a qualifications based process for professional engineering services and surveying services
- Scanned over 112,000 documents – 24,344 documents related to CIP & over 87,731 documents related to development – into Laserfiche records management system.
- Expanded use of laptop computers for construction inspection staff.

Fiscal Year 2013 Goals and Objectives

Image

- Develop a plan of action for tree protection along creeks and floodplains (from flood mitigation plan). Flood Mitigation Plan being updated through public / committee process.
- Continue to refine comprehensive personnel training plan to maximize the use of the budgeted funds for employee training – utilizing webinars, online training system and DVDs whenever possible.

Infrastructure

- Participate in City of Bryan GIS User's Group
- Assist other departments in development of master plans, project development and construction.
- Design and construct the FY 2011 & FY 2012 Capital Improvement Projects.
- Continue implementation of Capital Improvement Program and the specific Capital Improvement Plan for 2014-2018.
- Refine 5 year capital maintenance plan that coordinates maintenance activities of water, wastewater, streets and drainage.
- Increase use of GPS equipment by engineers and inspectors in developing designs and locating public infrastructure.
- Continue seeking and applying for Grant funding in all areas of infrastructure being mindful of those grants that require local matching funds.
- Utilize Blackberries more for capturing geo-tagged pictures and then utilizing them in GIS.
- Continue to minimize records storage by converting to digital (Laserfiche) – setting a goal to scan 35,000 records for CIP and 15,000 records for development.

Growth

- Continue three (3) working day development review process (SDRC) and ten (10) working day turnaround for construction plan review. Begin documentation for more accurate performance measure reporting. Initial performance measure shows staff meeting review times 89% of the time. Goal is to increase to above 90%.
- Maintain the new ranking of Class 6 in the Community Rating System. Any higher ranking does not justify the monetary investment needed to achieve and maintain that rating to gain benefits for a limited number of citizens that purchase flood insurance.
- Continue outreach (although limited) to the neighborhood associations and other civic organizations regarding the Capital Improvement Program (CIP).
- Begin an outreach program to neighborhood associations regarding floodplain management and the National Flood Insurance Program.
- Continue to participate in storm water quality outreach efforts as part of the City's MS4 program.
- Continue tracking actual review time of development construction plan review to document the 10 working day turnaround period in performance measures.

Diversity

- Continue to utilize the Annual Citizen survey in the development of the Capital Improvement Program

Public Safety

- Continue to assist in development of a Right of Way management ordinance to manage work of outside entities within the City's Street Rights of Ways. Develop a right of way permit and take on responsibility for management and enforcement of the ordinance.

Engineering Services

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,313,837	\$ 1,107,433	\$ 1,107,433	\$ 1,090,343	\$ 1,131,832
Supplies	40,399	40,151	41,103	43,391	46,015
Maintenance & Services	41,699	56,060	56,060	46,460	53,113
Miscellaneous/Admin Reimb	30,985	9,950	10,017	10,347	10,390
Capital Outlay	-	-	-	-	-
Total Expenses	\$ 1,426,920	\$ 1,213,594	\$ 1,214,613	\$ 1,190,541	\$ 1,241,350

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Director of Public Works	0	0.03	0.03	0.03	0.04
City Engineer	1	1	1	1	1
Assistant City Engineer	2	2	2	2	2
Civil Engineer	5	4	4	4	3
Engineering Technical Assistant	1	1	1	1	1
Development Services Office Coordinator	1	1	1	1	1
Construction Coordinator	1	1	1	1	1
Engineering Inspector	5	4	4	4	3
Engineering Technician	3	2	2	2	2
Total	19.00	16.03	16.03	16.03	14.04

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Development:					
Avg # of days to review site development submittal	3	3	3	3	3
Avg # of days to review Engineering plans/reports	8	10	10	8.30	8.00
Value of projects installed by developers	\$ 1,900,000	\$ 3,000,000	\$ 3,000,000	\$ 3,800,000	\$ 2,800,000
# of construction projects monitored	28	20	20	25	30
Capital Improvement Projects:					
Number of consulting engineering contracts	16	17	17	8	10
Value of consulting engineering contracts	\$ 1,432,655	\$ 1,000,000	\$ 1,000,000	\$ 1,600,000	\$ 900,000
# of engineering in-house designed projects	5	12	12	8	8
Value of engineering services provided in-house	\$ 82,000	\$ 200,000	\$ 200,000	\$ 320,000	\$ 250,000
Value of construction projects awarded (public infrastructure)	\$ 22,900,000	\$ 17,000,000	\$ 17,000,000	\$ 8,000,000	\$ 12,000,000
# of projects tracked (design or construction)	45	30	30	40	30
Max Number of construction projects inspected at	20	17	17	16	18
# of construction projects completed	16	19	19	19	17
Value of construction projects completed	\$ 10,200,000	35,000,000*	35,000,000*	\$24,000,000	\$25,000,000*
Total number of change orders issued	25	35	35	35	40
Average number of change orders issued	0.86	3.00	3.00	3.00	3.00
Average % value of change orders	2.02%	8.00%	8.00%	3%****	8.00%
Average Change Order amount	\$ 41,379	\$ 55,000	\$ 55,000	\$ 45,000	\$ 60,000
Total number of contingency payment	101**	35	35	***	***
Average number of contingency payment	3.00	2.00	2.00	***	***
Average % value of contingency payment	10.24%	4.00%	4.00%	***	***
Average contingency payment authorization	\$ 41,531	\$ 35,000	\$ 35,000	***	***
Records Management:					
CIP records scanned into Laserfiche	24,344	35,000	35,000	30,000	30,000
Development records scanned into Laserfiche	87,731	15,000	15,000	15,000	15,000

*Skewed due to \$13 Million WWTP - now projected to finish in FY 13

** City Hall Annex abnormality of 23 CPAs by itself

*** CPAs no longer allowed - will be last year to report statistic

**** There are still contracts with Contingency dollars allocated that can be used to offset cost of change orders in this Fiscal Year. In future years this will not be the case.



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Streets & Drainage

Mission Statement

The mission of the Streets and Drainage department is to provide the citizens and visitors of Bryan a thoroughfare system that is maintained in such a manner as to promote safe and aesthetically pleasing travel by maintaining the vegetation along the thoroughfare and a drainage system that promotes safe and efficient removal of storm related runoff. 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

Streets

- Coordinate with the Engineering Department to maintain and implement a five (5) year street maintenance program for the City of Bryan.
- Review the Transportation Fee annually to determine if adequate funds are being generated to meet the street system maintenance needs.
- Install curb and/or gutter where possible along all streets that are reconstructed in the street maintenance contract.
- Respond to all work orders requested by citizens or city staff within 48 hours.
- Coordinate with the Engineering, Traffic, and Water & Wastewater Departments to efficiently maintain the travel surface of the street system.

Right-of-Ways

- Monitor and manage outsourced ROW mowing contractor(s) to provide a consistently maintained image of the City.

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 systematically eliminate problem areas.
- 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 48 hours.
- Coordinate with the Engineering, Traffic and the Water and Wastewater Divisions to efficiently maintain the drainage facilities owned by the City of Bryan.

MS4 Program

- Comply with TXR04000 General Permit through established Storm water Management Program (SWMP).
- Increase public awareness to factors impacting storm water quality: surface runoff, pollutant loading, erosion, etc.
- Develop public, private, and community partnerships to improve storm water quality.
- Implement measures within TMDL Implementation Plan to reduce bacteria loading (*E. coli*) to Burton Creek, Carters Creek, and Country Club Branch.

Fiscal Year 2012 Accomplishments

General Departmental

- Successfully implemented displaced ROW crew members into other departmental operations.
- Responded to FY 2012 flooding events.
- Fabricated (by Fleet Services) and installed approximately 250 LF of decorative handrail throughout city.

Street Maintenance

- Placed 300 tons of HMA in repair of Old Hearne Road.
- Reconstructed/overlaid 27 miles of streets through the street maintenance program.
- Completed the Thompson Road overlay.
- Completed the Kubin Road overlay.
- Completed miscellaneous HMA repairs throughout Coulter Field.
- Completed approximately 307 pothole work orders, and approximately 2000 non-work order potholes.
- Installed approximately 2,100 tons of roadway base.
- Installed approximately 1,800 tons of HMA.

Drainage

- Completed with city staff the Palasota St. drainage project - Removal of existing drainage structures and placement of approximately 200 LF of new 24" storm pipe.
- Completed with city staff the installation of a new culvert at Gooseneck Dr.- Emergency replacement of 120 LF of 36" concrete pipe.
- Completed emergency repair of sinkhole located in Kazmeier drainage easement.
- Resolved ongoing drainage issues at Park Meadows Subdivision.

- Completed 73 creek maintenance work orders.
- Completed 128 culvert and storm pipe work orders.
- Completed 109 drainage ditch work orders.

Concrete Maintenance

- Completed with city staff approximately 10,000 SF of concrete pavement repairs along Sims Ave.
- Completed with city staff a new drive apron and sidewalks at Garland Shelton BMW.
- Managed and supervised outsourced concrete contractor in the performance of approximately \$600,000 of Water/Sewer utility cuts and general roadway/sidewalk improvements.
- Replaced existing hangar apron at Coulter Field to resolve ongoing drainage issue.
- Completed with city staff numerous drainage headwalls, inlets, and junction boxes.

Right of Way

- Developed and implemented FY2012 ROW Contract to mow and maintain 90 miles of city gateways and ROWs.

MS4 Program

- Submitted Year 4 Annual Report to TCEQ. No noted violations or comments issued by TCEQ.
- Developed inspection checklist for construction sites.
- Developed *Keep It Clean* residential guide for storm water management (English/Spanish).
- Co-drafted TDML Implementation Plan with College Station, Brazos County, and TxDOT.
- Renewed TXR05000 Industrial Storm water Permits in-house (Burton Creek WWTP, Still Creek WWTP, and Coulter Airfield).

Fiscal Year 2013 Goals and Objectives

- Utilize H.T.E. to assign accurate cost data to all streets, drainage, concrete, & ROW work orders.
- Display all Streets and Drainage work orders on GIS map. Utilize data to define re-occurring problem areas to help determine future CIP needs.
- Continue working with the Engineering Department to update the Storm Water Master Plan to determine future drainage needs.
- Complete design and construct with city staff the Muckleroy Sidewalk.
- Utilize GPS in Streets and Drainage vehicles to quickly and more effectively dispatch crews to work order locations.
- Develop a route sheet to assign daily work orders to streets and drainage staff.
- Continue utilizing city staff to perform smaller, capital type, drainage, streets, & concrete projects.
- Respond to all citizen complaints within 24 hours.
- Work on methods to educate the public in regards to ROW and Sidewalk Ordinances.
- Implement Management and Supervisory training schedule for all Foreman and Crew Leaders.
- Renew coverage for TXR04000 General Permit.
- Launch TMDL Implementation Plan.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,230,977	\$ 1,362,886	\$ 1,362,886	\$ 1,107,820	\$ 1,058,966
Supplies	131,213	145,834	145,834	134,491	135,587
Maintenance & Services	370,313	496,594	496,698	428,055	460,526
Miscellaneous/Admin Reimb	322,780	1,750	1,750	315,750	316,250
Capital Outlay	-	-	-	-	-
Total Expenses	\$ 2,055,283	\$ 2,007,064	\$ 1,967,168	\$ 1,986,116	\$ 1,971,329

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Director of Public Works	1	0.03	0.03	0.03	0.10
Concrete Finisher	1	1	1	-	-
ROW Equipment Operators/Crew Workers	8	8	-	-	-
ROW Foreman	1	1	1	1	1
Streets & Drainage Crew Leader	3	3	3	3	3
Streets & Drainage Equipment Operator/Crew Workers	12	12	12	13	13
Streets & Drainage Foreman	2	2	2	2	2
Transportation & Drainage Supervisor	1	1	1	1	1
Total	29	28.03	20.03	20.03	20.10

Moved 1 Assistant Director of Public Works² from Public Works Administration to Streets & Drainage in FY2010.

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Percentage of departmental employees with OSHA & Traffic Workzone Training	N/A	100%	100%	100%	100%
Proactive ditch maintenance- total linear footage of ditch cut/ maintained	N/A	1,500	1,500	800	1500
MS4 Program GIS Mapping- Percentage of inlets and outfalls accurately mapped	N/A	50%	50%	0%	0%
Tons of HMA/C/ base failure repairs	N/A	1,200	1,200	1875	1875
Total No. of utility cut work orders completed	N/A	40	40	0	0
Total No. of ditch/ culvert maintenance work orders completed	N/A	150	150	145	160
Total No. of storm sewer cave-in work orders completed	N/A	20	20	50	60
Total No. of creek maintenance work orders completed (Called In/ Proactive)	N/A	125	125	130	140
Percentage of paved lane miles in returned to satisfactory condition	3%	N/A	N/A	0.00%	0%
Percent of work orders responded to within 72 hours	N/A	N/A	N/A	100%	100%
Percent of pothole requests responded to within 72	N/A	N/A	N/A	100%	100%
Percent of the Stormwater System Mapped	N/A	N/A	N/A	0%	0%
Percent of City Staff w/ MS4 education	N/A	N/A	N/A	20%	50%
Number of MS4 education events coordinated*	20	NA	NA	11	20
Number of existing storm drains stenciled*	0	NA	NA	50	500

*new measure added FY12

N/A- Proposed New Performance Measures



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Traffic Operations

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 the most efficient procedures possible while being sensitive to the needs of the public and the environment. A customer service focus will be provided to the citizens of Bryan and all users of the system, including all levels of city government, other governmental agencies, and to private sector/industry partners to have the most safe and efficient system possible.

Strategic Initiatives

- Ensure safe, efficient, and effective operations of the city's traffic signals system.
- Provide for a safe working environment for employees through training, safe working environment, and practices.
- Ensure implementation of 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.
- Provide transportation planning support.
- Provide traffic engineering support for CIP and development design and construction.

Fiscal Year 2012 Accomplishments

Design

- Worked with traffic engineering consultants to design and establish a signal system model for timing synchronization and optimization.
- Designed wireless and fiber communications network for traffic signals system.
- Continued working to establish standards, specifications, and City of Bryan standardized design for capital signal projects.
- Developed more comprehensive and effective street name sign standards and specifications.
- Developed new specifications for traffic signal controllers, detection systems, cabinets and various other system components.
- Completed citywide assessments of school zone signage and equipment, designed compliant signs and markings layouts for each school zone.
- Completed city-wide striping layouts along major arterial roadways.
- Designed numerous custom signs and signage layouts for implementation within the City of Bryan.
- Completed Joseph Drive Improvements and median installation work plan and layout, contracted and oversaw installation.

Operations

- Completed bid for Texas Energy Efficiency (TEE) Grant for the purchase of Advanced Traffic Management System (ATMS) software and communication equipment.
- Completed corridor re-timing efforts.
- Implemented downtown parking initiatives.
- Updated all Yellow and Red (Y+R) clearance intervals.
- Installed wireless communications system initial phase.
- Coordinated and contracted City of Bryan fiber network extensions to select traffic signals, to augment the communication system.

Maintenance

- Relocated the Sign Shop.
- Completed LED upgrades of street signals.
- Implemented TACTICS View software.
- Developed a central signal database.
- Identified and documented signals system needs, including pedestrian facilities and signal installation components.
- Developed a prototype of the sign database.
- Expanded wireless school zone assembly communication system.
- Replaced sub-standard school zone equipment and signs, and installed additional necessary assemblies to maintain compliance with current standards
- Addressed marking needs at intersections, school zones, and crosswalks.

Planning

- Reviewed and collaborated with SDRC members and applicants.
- Attended 95% of Planning & Zoning (P&Z) Commission Meetings.
- Continued work and coordination with downtown property owners and business managers to address traffic related needs.
- Heavily involved in the logistic organizational efforts of the Texas Reds Steak and Grape Festival.

- Initiated discussions and preliminary planning efforts with Bryan Fire Department concerning an emergency pre-emption system, and the future integration into the fire fleet and traffic signals.
- Continued collaboration with Bryan Police Department NET Officers and area neighborhoods to respond and accommodate identified citizen traffic and parking requests.
- Attended and participated in regional planning efforts through the BCS Metropolitan Planning Organization Technical Advisory Committee and served as advisor to the City of Bryan Policy Committee member.
- Continued dialogue with the BCS Mobility Initiative.
- Determined the design and placement of UPBEAT walking path signs/route markers. Coordinated and executed the fabrication and installation, and provided representatives with input and guidance as part of City of Bryan contribution to the UPBEAT organization efforts.
- Worked with TxDOT and Union Pacific representatives to identify and prepare applications to create crossing and pre-emption improvements at signalized intersections (to date no selections have been made).
- Coordinated and worked with Union Pacific, City of College Station and Texas A&M University System representatives to fund and advance railroad crossing and signal improvements at Wellborn Road and F&B Road intersection.

Training

- IMSA Levels 1 and 2 certifications in Signal Operations.
- TEEX Work Zone Traffic Control Safety certifications.
- Texas Department of Transportation Pavement Markings Application and Maintenance training.
- Texas Department of Transportation and Federal Highway Administration Local Public Agencies Workshop and NEPA overview.
- Texas Department of Transportation Roundabout seminar.
- Federal Highway Administration Road Safety Audit workshop.
- General Signing Principles for Local Roads and Streets workshop.
- Urban Design Solutions for Advancing Safety and Mobility workshop.
- American Red Cross and IACET CPR/AED for Professional Rescuers and Health Care Providers certification.

Other

- Pursued additional grant opportunities for school zone assembly improvements.
- Administered and managed grant funded improvements and installations, monthly reporting, reimbursement processes, and monitored overall compliance with ARRA stipulated procedures and regulations, Davis-Bacon Act, Buy American Act, etc.
- Responded and successfully underwent Department of Energy, State Comptroller's Office, and State Energy Conservation Offices project review with favorable results, garnering recognition and encouragement from DOE representatives.
- Presentations given to various classes, student organizations and professional organizations to discuss traffic engineering and City of Bryan efforts and endeavors.
- Student mentoring for upper level undergraduate and graduate level transportation courses at Texas A&M University Zachry Department of Civil Engineering.
- Work to communicate more openly and collaborate efforts with City of College Station Traffic Department officials in the interest of improving regional transportation.

Fiscal Year 2013 Goals and Objectives

Planning

- Meet or exceed 95% participation in SDRC.

Design

- Bid capital signal projects.
- Expand communications system design and SCADA network layouts.
- Expand and continue traffic signal system modeling.
- Continue efforts to improve city wide sign system and bring all signs into design compliance.
- Re-establish school routes as per TMUTCD guidance.
- Continue to update traffic systems specifications and standards.
- Continue involvement in SRTS design completion.

Operations

- Fully implement and broaden central signal control software.
- Implement remaining phases of the wireless signal system as budget allows.
- Continue improving the traffic systems, equipment and timings through equipment, software and firmware upgrades.
- Continue system modeling and remain responsive to timing adjustment needs throughout the system.
- Utilize H.T.E. to assign accurate cost data to all traffic work orders.

Maintenance

- Continue proactive replacements and repair work in accordance with the needs identified in the Traffic Signal Maintenance Plan.
- Move toward proactive traffic sign maintenance efforts through the use of newly established asset management system.

Traffic Operations

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 669,897	\$ 641,322	\$ 641,322	\$ 624,757	\$ 648,940
Supplies	51,309	49,347	49,347	49,059	59,150
Maintenance & Services	938,321	955,308	1,050,147	1,031,756	954,425
Miscellaneous/Admin Reimb	38,237	8,575	8,575	4,252	8,365
Capital Outlay	-	-	-	-	-
Total Expenses	\$ 1,697,764	\$ 1,654,552	\$ 1,749,391	\$ 1,709,824	\$ 1,670,880

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Director of Public Works	-	0.03	0.03	0.03	0.03
Traffic & Transportation Director ⁴	1	1	1	1	1
Traffic Sign Technician	4	4	4	4	4
Traffic Signal Technician	3	3	3	3	3
Traffic Operations Supervisor	1	1	1	1	1
Graduate Civil Engineer	1	1	1	1	1
Total	10	10.03	10.03	10.03	10.03

Traffic & Transportation Director⁴ moved from Public Works Administration to Traffic Operations in FY2010.

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Percentage of Work Orders (Maintenance) Responded to within 72 hours	100%	100%	100%	100%	100%
Percentage of Customer Requests	100%	100%	100%	100%	100%
Percentage of Development Reviews	100%	100%	100%	100%	100%
Percentage of Design Reviews Completed in 5	100%	100%	100%	100%	100%
Percentage of P&Z Commission Meetings	100%	100%	100%	100%	100%
Percentage of Thoroughfare Plan updated	100%	100%	100%	100%	100%
Percentage of Bikeway Masterplan updated	100%	100%	100%	100%	100%
Percentage of traffic signal standards updated	100%	100%	100%	100%	100%
Percentage of Communication Integration	100%	100%	55%	55%	75%
Percentage of Prot-Perm Lead-Lag eliminated	100%	100%	100%	100%	100%
Percentage of BTU Billing process updated	100%	100%	100%	100%	0%
Percentage of Traffic Signal Maintenance Plan	100%	100%	100%	100%	0%
Percentage of Traffic Signal Timing Modeling	-	-	-	100%	100%
Percentage of Traffic Sign Database	100%	100%	40%	40%	75%
Percentage of Signal Shop/Control Center	-	-	-	100%	100%
Percentage of Website Improvements	100%	100%	100%	100%	100%
Amount spent on Training/Development	\$ 8,000	\$ 10,300	\$ 10,300	\$ 10,300	\$ 11,000



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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 developmental 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 improve 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. (This strategic initiative is on hold for budgetary reasons.)
- Provide ongoing feedback through newsletters and the City of Bryan's website on neighborhood association news and happenings in Bryan.
- Work with other health and human service organizations in the community to develop and implement a social inclusion framework for reducing poverty and its effects on citizens in Bryan.

Fiscal Year 2012 Accomplishments

- Continued implementation of Bank On Brazos Valley.
- Continued the Social Inclusion Action Network to develop targeted strategies to alleviate poverty in Bryan (particularly in Single Member District (SMD) #2). Bryan is one of the few cities in the U.S. utilizing this framework to address poverty.
- Partnered with Bush School of Government Capstone Project on the Helping Families Achieve Financial Stability Program.
- Assisted in facilitating meetings to kick off and support Lemonade Day in Bryan and College Station.
- Participated with Mayor Pro Tem Ann Horton in a National League of Cities (NLC) workshop during the 2011 Congress of Cities in Phoenix, Arizona.
- Served as a member of the President's Council on Climate and Diversity at Texas A&M University.
- Served as a member of the Decent Affordable, Safe Housing Committee (D.A.S.H.).
- Registered additional neighborhood associations.

Fiscal Year 2013 Goals and Objectives

- Continue to register more neighborhood associations in fiscal year 2013.
- Evaluate the Social Inclusion action network plan for Bryan in reducing poverty and other targets.
- Work with the Bush School students to evaluate the success of Bank On Brazos Valley.
- Expand Bank On Brazos Valley to include more community partners.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 114,618	\$ 118,548	\$ 118,548	\$ 118,119	\$ 120,352
Supplies	1,020	2,125	2,125	1,475	2,125
Maintenance & Services	7,411	5,514	5,514	5,364	5,513
Miscellaneous/Admin Reimb	21,563	18,790	18,790	17,140	18,790
Total Expenses	\$ 144,612	\$ 144,977	\$ 144,977	\$ 142,098	\$ 146,780

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Neighborhood Youth Services Manager	1	1	1	1	1
Total	1	1	1	1	1

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
# of youth receiving new adult mentors	130	115	115	115	115
# of BISD students involved in internships % job shadowing	125	85	85	85	90
# of Poverty Reduction Peer Network Conference	6	6	6	6	6
% increase in literacy by providing books through 1st Book	15%	10%	10%	10%	10%
# of presentations to community groups	45	35	40	40	40
# of neighborhood associations registered	48	40	42	42	45
# of neighborhood associations utilizing matching grant funds	5	0	0	0	0
# of neighborhood associations utilizing YNAPP matching grant	5	2	2	2	2
# of City Wide Neighborhood Forums held	1	0	0	1	1
Increase in # of mentors in B/CS Family Partners Program	40	10	10	10	10
% increase in low income families that are part of "Bank On It"	20%	0%	20%	20%	20%
Increase in # of families involved in financial literacy education	50	50	50	50	50
# of youth in early reading project w/ Crockett Elementary School, Head Start, & Bryan Library	125	0	0	0	0
Development of the Youth Advisory Commission	12	12	12	12	12
B/CS Family Solutions Program Involvement	40	40	40	40	40

Community Development Administration

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.
- Increase access to public services and public facilities through the coordination of the public service funding process.
- Increase economic development by providing technical assistance to special economic development projects.
- Increase the opportunity for additional funding by providing assistance on grant development for special projects.

Fiscal Year 2012 Accomplishments

- Provided coordination of the outside agency process for 2 non-CDBG service agencies.
- Provided technical assistance to 4 private housing developers for the Texas Department of Housing & Community Affairs tax credit developments.
- Researched a minimum of 5 housing grant opportunities for the City, Community Development Services and Community Housing Development Organizations.
- Provided oversight of LaSalle Hotel management firm, Magnolia Hotels.
- Coordinated the LaSalle Hotel's capital improvement project Basement Meeting Room project and maintenance projects.
- Provided technical assistance to George Bush School Brown Sack seminars special project.
- Provided technical assistance to Neighborhood Impact Area City Department Committee.
- Provided technical assistance to Hotel Tax Funding Application process.
- Staff honoree for "You're the Tops" luncheon sponsored by Prenatal Clinic highlighting local women in the community.
- Provided technical assistance to Texas A&M University's Planning Department and George Bush School for internships (2) for 2012 fiscal year.
- Provided for the close out of the Neighborhood Stabilization program.
- Provided leadership to United Way's Financial Initiatives and first annual "Money Week" highlighting financial resources in the community targeting low and moderate income population as well as the general population.

Fiscal Year 2013 Goals and Objectives

- Provide oversight of financials for the LaSalle Hotel (monthly).
- Provide coordination of LaSalle management project.
- Provide technical assistance to special project "HOT Committee".
- Provide technical assistance to special project "Social Inclusion/Exclusion" Model.
- Provide technical assistance to a minimum of 3 special projects with private entities for collaborative partnerships with the City of Bryan encompassing the Growth, Education and Diversity City Council Strategic Initiatives such as the community wide DASH Committee, United Way's Financial Stability Committee and the Bank on it Program.
- Provide coordination of the City's outside agency public service funding process.
- Provide oversight and monitoring of a minimum of 2-5 outside agencies and 6 federally funded agencies.
- Seek alternative funding streams for the Department and review for consistency of goals.
- Provide for the coordination of the Texas Department of Housing and Community Affairs Housing Tax Credit process.
- Provide leadership to Financial Committee of United Way seeking opportunities to increase financial stability of low and moderate income populations.
- Provide technical assistance to sell the LaSalle Hotel.
- Provide technical assistance to Family Solutions and Bryan Independent School District to decrease drop out rate.

Community Development Administration

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 25,392	\$ 27,719	\$ 27,719	\$ 27,719	\$ 56,069
Supplies	-	-	-	-	3,600
Maintenance & Services	175	418	418	418	313
Total Expenses	\$ 25,566	\$ 28,137	\$ 28,137	\$ 28,137	\$ 59,982

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Community Development Manager	0.25	0.25	0.25	0.25	0.50
Total	0.25	0.25	0.25	0.25	0.50

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Number of financial reviews for LaSalle Hotel	12	12	12	12	12
Number of LaSalle proposal management projects	1	1	1	1	1
Number of LaSalle Hotel management reviews	4	4	4	4	4
Number of special projects partnerships with private entities	3	3	3	3	3
Number of public service agency funding processes coordinated	2	2	2	2	2
Number of outside agency contracts managed	-	-	-	-	-
Number of federally funded contracts managed	3	3	3	2	2
Number of City-wide planning process projects for 5 Year Consolidation Plan	1	2	2	-	-
Provided staff assistance to Downtown North Committee	1	1	1	1	1
Provide staff assistance to Census Committee	-	-	-	1	-
Provide staff assistance to Grants Committee	-	-	-	1	1
Number of Bryan's 1st Rehab. meetings coordinated	3	3	3	3	4

Bryan + College Station Library Services

Mission Statement

The mission of the Bryan + College Station Public Library System is to provide equal opportunity access to information, high quality book and multimedia materials, programs, exhibits and online resources to 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 usage.
- Improve patron's access to cutting edge technology.
- Provide access to online databases to keep up with the advancement of knowledge.
- Continue to improve staff knowledge and skills through training.

Fiscal Year 2012 Accomplishments

- Circulated 853,590 items.
- Circulated 314,365 juvenile materials.
- Provided 106,716 public accesses to Internet computers.
- Received 467,747 visitors to the libraries for an average of 1,340 visitors per day.
- Provided 607 programs with an attendance of 29,063.
- Participated in the Broadband Technology Opportunities Program (BTOP) federal grant.
 - Replaced 50 existing public access computers
 - Added 2 public access computers with 24" monitors and adaptive software.
 - Added 10 laptops to be used for public training classes at Larry J. Ringer Library.
- Subscribed to TexShare, Fold3, Ancestry.com, Legal Help, Chilton's Automotive, and OneClick Digital databases.

Fiscal Year 2013 Goals and Objectives

- Improve programming for all ages through improvement of existing programs and development of new programs.
- Continue to improve the appearance and space utilization at all library system buildings.
- Maximize limited staff to provide excellent customer service to the public.
- Pursue grants to provide access to services, programs and materials.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,892,720	\$ 2,016,861	\$ 2,016,861	\$ 1,948,614	\$ 2,012,602
Supplies	57,075	37,890	37,890	30,446	30,990
Maintenance & Services	123,859	115,980	115,980	116,408	118,206
Miscellaneous/Admin Reimb	33,485	28,575	28,575	22,341	29,428
Capital Outlay	207,492	167,000	167,000	167,000	172,350
Total Expenses	\$ 2,314,631	\$ 2,366,306	\$ 2,366,306	\$ 2,284,809	\$ 2,363,576

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Bryan Library	\$ 1,156,297	\$ 1,153,470	\$ 1,153,470	\$ 1,099,293	\$ 1,167,827
College Station Library	906,731	954,649	954,649	928,475	935,197
Carnegie Library	251,603	258,187	258,187	257,041	260,552
Total Expenses	\$ 2,314,631	\$ 2,366,306	\$ 2,366,306	\$ 2,284,809	\$ 2,363,576

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Library Services Division Manager	1	1	1	1	1
Bryan Public Library:					
Administrative Assistant	1	1	1	1	1
Administrative Clerk	1	1	1	1	1
Automation Systems Technician	1	1	1	1	1
Library Supervisor	1	1	1	1	1
Reference Librarians	4	4	4	4	3
Technical Services Clerk	1	1	1	1	1
Catalog Librarian/Tech Services	1	1	1	1	1
Library Clerk	3	3	3	3	6
Senior Librarian	1	1	1	1	1
Carnegie Library Branch:					
Carnegie Branch Librarian	1	1	1	1	1
Carnegie Reference Librarian	1	1	1	1	1
Carnegie Branch Clerk	2	2	2	2	2
College Station Branch:					
Library Supervisor	1	1	1	1	1
Branch Librarian	1	1	1	1	1
Library Clerk	6	6	6	6	9
Reference Librarian	6	6	6	6	6
Library Driver/clerk	1	1	1	1	-
Service Worker	1	1	1	1	1
Total	35	35	35	35	39

*FY11& FY12 part time lib clerks were not counted. FY13 Clerks were counted 2 part time=1 full-time position.

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Circulation	800,000	800,000	800,000	850,000	875,000
Library Visitors	500,000	430,000	430,000	467,000	470,000
Number of Volumes	260,000	275,000	275,000	230,000	235,000
Number of Reference Inquiries	27,000	27,000	27,000	25,000	25,000
Number of volunteer hours	2,000	2,500	2,500	2,500	2,500
Computer use	110,000	105,000	105,000	107,000	107,000
Registered Borrowers	69,000	38,000	38,000	35,000	36,000
Program Attendance	53,000	15,500	15,500	20,000	22,000

Development Services

Mission Statement

The mission of the Development Services department is to provide quality customer service and education through team work and positive relationships to guide and promote development which helps build and maintain a valued community for current and future generations.

Strategic Initiatives

- Pursue and promote Comprehensive Plan goals and objectives through education, initiatives and enforcement of adopted standards.
- Address the educational needs of the community, specifically targeting code enforcement, permit requirements and development in general.
- Encourage development of new and implementation of adopted plans, for example, neighborhood plans and specific corridor plans.
- Prepare for and encourage responsible and aesthetically pleasing growth initiatives.
- Facilitate growth through high-standard, streamlined development, permitting and inspection process.
- Increase efficiency and provide positive customer service experiences through sharing resources and cross-training within the department and city.
- Assist other departments in planning for future infrastructure needs.
- Improve the image and safety of the City and its citizens through proactive enforcement of adopted codes and ordinances.

Fiscal Year 2012 Accomplishments

- Concentrated on the effort to cross train staff on various functions within the department.
- Attended seminars and code training workshops on mechanical, electrical, plumbing and architectural requirements.
- Review 2008 National Electrical Code (NEC) and 2011 NEC for possible adoption.
- Improved relationships with the Fire Department and Police Department on the identification and inspection of substandard housing in Bryan.
- Facilitated the adoption of the Property Maintenance Code.
- Assisted removing individuals and families from dangerous structures and helped relocate them to safer structures.
- Worked towards implementing City Council's adopted strategic initiatives and the Comprehensive Plan's goals and objectives on a daily basis.
- Managed all aspects concerning six City advisory boards, commissions, including a Planning and Zoning Commission subcommittee, from meeting coordination and the preparation and distribution of detailed background information, to meeting implementation and follow-up.
- Overhauled the dangerous buildings/dilapidated structure processes and made Building Standards Commission meetings more efficient.
- Managed the City's five Tax Increment Reinvestment Zones.
- Prepared detailed background information and presented development proposals and other projects to the City Council for direction and/or final action.
- Coordinated the review of development proposals through the site development review and change of owner/use/tenant processes.
- Provided staff support for numerous (pre-) development meetings with citizens and developers every week.
- Continued the "staffer on call" program making a staff person available during all business hours to assist customers both in person and over the phone.
- Continued working with downtown property owners to improve their properties in accordance with adopted design guidelines.
- Participated as ex-officio member of the Downtown Bryan Association (DBA).
- Assisted the organizational efforts of the "Texas Reds Steak and Grape Festival" planning committee.
- Continued the coordination of the manufactured home land-lease community inspection program, a multi-departmental effort to achieve code compliance in all of the City's manufactured housing communities.
- Updated the Developer's Guide.
- Served as the City's representative on several community organizations and committees.
- Gave presentations on current development activities, capital improvement projects, building permitting trends and/or the City's development process to the Planning and Zoning Commission, the City Council as well as various groups and organizations in the community.
- Continued extensive staff training and program establishment for migrating from the current land management and permitting software HTE to Sungard ONESolution.
- Continued drafting updates the City's Land and Site Development Review, Zoning and Sign Ordinances.

- Continued educational workshops for Planning and Zoning Commission providing training on development review processes and approval procedures as well as development-related department updates.
- Facilitated discussion and initiated stakeholder meeting concerning the establishment of a Medical District around St. Joseph Hospital.
- Facilitated the adoption of building design standards and commercial color palette, and new regulations for personal care homes/assisted living facilities.
- Coordinated all aspects of two owner-initiated annexations.
- Provided staff for administrative assistance at Coulter Airfield.
- Provided staff and resources to assist in public education and outreach through PSAs, radio shows and the creation of informational material about the City's processes.
- Identified dangerous structures and worked on their repair or removal through the Building and Standards Commission and the demolition program.
- Administered the EDA grant for the Next Generation/Texas Triangle Industrial Park.
- Facilitated the adoption of joint development standards for the BioCorridor.
- Conducted an external review of the Development Services Department and utilized the results to make improvements within the department.
- Implemented a process for continual customer feedback.

Fiscal Year 2013 Goals and Objectives

- Continue to improve the manufactured home inspection process and separate the problems into two areas: 1. individual home issues and 2. park issues.
- Continue to cross train staff and meet at least twice a month on site to discuss inspection processes and meet once a week to review code requirements.
- Review 2012 International Codes and 2015 International Codes for possible adoption.
- Encourage the inspectors and plans examiner to gain at least one new certification by year end.
- Revise and update permit applications.
- Continue to scan older drawings and store in laserfische to reduce paper storage
- Continue to educate the Commissions and Boards on codes and other relevant issues.
- Continue to educate public on (1) adopted codes, (2) importance of code compliance for safer structures, and (3) on when permits are required.
- Update the Building Services Web site with current requirements for permits.
- Identify motels, multifamily, duplex, and other rental property needing attention or education on code compliance and permit requirements.
- Steam line a process for annual repair permit option for rental property owners with full time maintenance staff.
- Begin planning for process of proposing a new zoning map.
- Begin planning for process of updating the City's Comprehensive Plan, including a useful future land use map and updated Thoroughfare Plan.
- Continue recommending long-range planning efforts that help provide for attractive commercial development/redevelopment and residential neighborhood protection/conservation.
- Begin identifying future growth areas and the development of preliminary plans on how to extend city services to those areas.
- Continue to provide accurate, timely and relevant information to the City Council, boards and commissions, city management and citizens.
- Continue to educate appointed officials in workshop meetings about the City's stated vision and their responsibilities in working towards achieving that vision.
- Continue to provide pre-development meetings, a staffer on call, and streamlined development review, permitting and inspection processes with customer service that is prompt and responsive.

Development Services

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,437,065	\$ 1,512,340	\$ 1,512,340	\$ 1,456,246	\$ 1,603,059
Supplies	61,611	55,908	55,908	55,350	58,809
Maintenance & Services	97,416	57,557	97,557	95,837	77,803
Miscellaneous/Admin Reimb	80,896	60,000	60,000	62,146	60,000
Total Expenses	\$ 1,676,988	\$ 1,685,805	\$ 1,725,805	\$ 1,669,579	\$ 1,799,671

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Planning & Development Director	1	1	1	1	1
Assistant Planning & Development Director	1	1	1	1	1
Planners	3	3	3	3	3
Planning Administrator	1	1	1	1	1
Development Technician	1	1	1	1	1
Development Coordinator	1	1	1	-	-
Development Services Representatives	4	4	4	3	4
Staff Assistant	2	2	2	2	2
Building Official	1	1	1	1	1
Code Enforcement Officer	4	4	4	4	5
Code Enforcement Coordinator/Supervisor	1	1	1	-	-
Development Project Specialist	1	1	-	-	-
Inspectors	3	3	3	3	4
Plans Examiner	1	1	1	1	1
Total	25	25	24	21	24

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
# of working days to review site dev. submittals	4	4	4	4	4
# of hours per day a "staffer on call" is available to the	8	8	8	8	8
Planning and Zoning Commission meetings	21	19	19	20	20
Historic Landmark Commission meetings	22	10	10	8	10
Zoning Board of Adjustment meetings	12	8	8	5	5
# of special training wrkshps for boards and	5	12	12	12	12
Change of owner/use/tenant applications processed	290	240	240	265	275
# of days to obtain a residential building permit	3	2	2	2	2
Response time to request for inspection (hours)	24	20	20	20	20
# of inspections	10,200	10,000	10,000	11,500	11,500
# of dangerous structures repaired/razed	30	72	72	100	100
# of single family residence & duplexes permitted	151	180	180	160	170
Total # of permits issued	5,437	6,200	6,200	6,000	6,200
# of mobile home park inspections	30	35	35	35	35
% complete on ONESolution System Set-up	100%	100%	100%	60%	90%
% complete on the Developers Guide update	100%	N/A	N/A	75%	100%
# of professional staff receiving formal training	12	12	12	14	14
# of development/building codes updated	12	5	5	3	10
Facilitated funds for DIP	\$100,000	\$100,000	\$100,000	\$0	\$100,000
% complete on West Side Survey	N/A	N/A	N/A	0%	100%



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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 Travis B. Bryan Municipal Golf Course.
- Continue to grow and improve the Texas Reds Steak and Grape Festival.

Fiscal Year 2012 Accomplishments

- While it would appear that the attendance at Texas Reds dropped in FY12 versus previous years, we were able to capture better attendance numbers this year so they are more accurate. In years to come we will be able to make a comparable comparison. Attendance was estimated at 22,000.
- The total value of sponsorship increased by \$46,163 (23.8%) though the cash sponsorship for Texas Reds actually declined by \$3,394 (8.9%).
- The deficit for Texas Reds was reduced by \$60,000.
- The golf course completed turf renovations on 6 holes, added a storage room, upgraded the air conditioning in the Golf Shop and successfully changed maintenance applications to combat drought problems.
- New programs offered during the year include SNAG; Golf Fore Women; three new Junior Golf programs; Arts in the Parks; Pitch, Hit and Run; Aquablast – Summer Kickoff; Aquatics Bootcamp; Aqua Zoomba; and Lifeguard Challenge.
- A Golf Course Plan of Action was developed with emphasis on a Family Friendly course and programs designed and offered accordingly.
- Pool revenue increased by almost \$11,000 which can be attributed to an increase in attendance as revenue for this area went up 21.8%. Unfortunately, lesson revenue decreased by 8.8% so we lost some of the overall gain.
- The Palace Theater use increased as revenue increase by 52.8%.
- The bid went out for the dog park in Morris “Buzz” Hamilton Park in April and construction should be substantially complete by the end of the fiscal year.
- Two new events were added to Texas Reds – Golf Tournament and Mary Crowley 5K Race
- Overall, the Community Services budget expenditures came in under budget (approx. 93%) even with under funded line items, additional properties to maintain and additional responsibilities. Revenues came in at 98% of budgeted income.
- The Golf Course expenditures came in at 90% of budget in an effort to offset reduced revenue.

Fiscal Year 2013 Goals and Objectives

- Increase attendance and sponsorship by 30% for Texas Reds
- Reduce the deficit at Texas Reds by \$75,000
- Increase rounds of golf at the municipal course by 20%
- Add 10 program offerings for the community
- Increase revenue at our aquatic facilities by 10%
- Increase revenue for the Palace Theater by 25%
- Design and construct the addition to the Bryan City Cemetery
- Undertake and complete 3 projects at the golf course

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,849,341	\$ 2,003,133	\$ 2,003,133	\$ 1,998,568	\$ 2,080,265
Supplies	276,346	433,159	439,614	413,550	442,953
Maintenance & Services	924,814	957,742	959,993	971,459	939,113
Miscellaneous/Admin Reimb	594,936	804,525	804,525	805,465	829,200
Debt Service	158,000	158,800	158,800	158,800	164,450
Capital Outlay	16,380	-	3,000	-	-
Total Expenses	\$ 3,819,817	\$ 4,357,359	\$ 4,369,065	\$ 4,347,842	\$ 4,455,981

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Parks and Recreation	\$ 2,906,212	\$ 3,164,321	\$ 3,169,572	\$ 3,100,459	\$ 3,219,722
Texas Reds	40,613	214,501	220,956	274,367	184,696
Golf Course	872,992	978,537	978,537	973,016	1,051,563
	3,819,817	4,357,359	4,369,065	4,347,842	4,455,981

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Department Manager	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Parks Manager (Cemetery Sexton)	1	1	1	1	1
Athletic Supervisor	1	1	1	1	1
Neal Recreation Center Supervisor	1	1	1	1	1
Aquatic Supervisor	1	1	1	1	1
Recreation Manager	1	1	1	1	1
Parks Maintenance Supervisor					1
Special Events/Marketing Supervisor	1	1	1	1	1
Grounds Foreman	1	1	1	1	1
Recreation Programmer	1	1	1	1	-
Parks Grounds Worker	3	3	3	3	-
Maintenance Technician	1	1	1	1	6
Golf Operations Manager	1	1	1	1	1
Golf Assistant Operations Manager	1	1	1	1	1
Golf Assistant Maintenance Manager	1	1	1	1	1
Golf Maintenance Manager	1	1	1	1	1
Golf Mechanic	-	1	1	1	1
Total	18	19	19	19	21

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Holiday Magic - Participants	6,000	6,300	6,300	6,000	6,300
Family Camp Out - Participants	300	315	315	305	325
Pee Wee Sports Program - Participants	625	375	375	254	350
Aquatics - Learn to Swim - Participants	2,200	2,200	2,200	1,423	2,000
Summer Park Program Sites	9	9	9	5	6
Summer Park Program - Participants	900	735	735	479	600
Neal Recreation Center Memberships	450	460	460	304	375
Adult Softball - Teams Registered	125	125	125	113	120
Cemetery Plot Sales	115	115	115	108	108
# of Pavilion Rentals	930	945	945	900	925
Palace Theater Rentals	25	50	50	33	40
Recreation Programs	15	10	10	11	10
Texas Reds Participation	38,000	35,000	35,000	22,000	28,600
Sponsorships	\$250,000	\$200,000	\$200,000	\$239,850	\$250,000
Parcels of parkland acquired	2	1	1	0	1
Conduct facility surveys	2	3	3	1	3
Rounds of Golf	N/A	N/A	N/A	28,000	33,600

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 in conformity with General Accepted Accounting Principles(GAAP)
- Ensure compliance with all applicable Federal, State and City Charter accounting and financial reporting requirements.
- Maintain the City's Investment Policy in compliance with the Public Funds Investment Act.

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.

Purchasing

- Ensure purchasing policies and procedures provide good internal control while streamlining the processes affecting City staff and vendors.
- Ensure goods and services are available through the most cost-effective means.
- Promote and support cooperative interlocal purchasing.

Fiscal Year 2012 Accomplishments

Accounting

- Received the Certificate of Excellence in Financial Reporting for FY2010 from the Government Finance Officers Association.
- Provided monthly financial information on a timely basis.
- Received unqualified opinion from auditors for the year ended September 30, 2011.
- Completed the electronic filing of the Annual Report of continuing Disclosure Requirements of SEC Rule 15c2-12.

Budget

- Received the Distinguished Budget Award for FY2011 from the Government Finance Officers Association.
- Provided Various Quarterly and/or monthly reports to management.
- Provided budget training to all departments.

Purchasing

- Revised Purchasing Dept. policies and procedures to be in compliance with 2011 legislative changes.
- Purchase Orders processed within 2 days of having a purchase requisition or change order.
- Promoted more cooperative inter-local purchasing.

Fiscal Year 2013 Goals and Objectives

Accounting

- Receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting for FY2011.
- Receive an unqualified opinion from the City's independent auditors for the financial statements for the year ended September 30, 2012.
- Close each prior period by the 11th working day of the following month.
- 1% or less of 1099's reported by IRS on Notice CP-2100A.
- Have the FY 2012 CAFR ready for the auditors' review by February 15, 2013.

Budget

- Receive the Distinguished Budget Award for FY2011 from the Government Finance Officers Association.
- Prepare and analyze 5 year revenue and expenditure forecasts for operations.
- Prepare and analyze CIP forecasts
- Prepare and present annual reports and forecasts for TIRZ.
- Provide financial forecast information to management at regular intervals throughout the budget year.

Purchasing

- Continue efforts to promote more cooperative inter-local purchasing
- Continue using buyers that participate in our Local Public Purchasing Association and the Texas Public Purchasing Association.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 874,651	\$ 929,505	\$ 929,505	\$ 902,730	\$ 1,032,485
Supplies	18,269	30,244	30,244	28,575	38,584
Maintenance & Services	25,219	52,524	52,524	43,019	52,309
Miscellaneous/Admin Reimb	141,576	217,045	218,272	216,020	204,630
Capital Outlay	-	-	-	-	8,000
Total Expenses	\$ 1,059,715	\$ 1,229,318	\$ 1,230,545	\$ 1,190,344	\$ 1,336,008

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Accounting					
Chief Financial Officer	1	1	1	1	1
Accounting Manager	1	1	1	1	1
General Accountant	3	3	3	3	3
Finance Specialist	2	2	2	2	2
Payroll Specialist	1	1	1	1	1
Finance Assistant *	1	1	1	1	1
Budget					
Budget Manager	1	1	1	1	1
Budget & Investment Analyst	1	1	1	-	-
Budget Analyst	-	-	-	1	1
Purchasing					
Purchasing Buyer	1	1	1	1	1
Purchasing Buyer	1	1	1	1	1
Total	13	13	13	13	13

* Finance Assistant position is filled by 2 part time individuals

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Accounting:					
# of consecutive years to receive the GFOA Cert of Excellence in Financial Reporting	22	23	23	23	24
% of goal for receiving unqualified opinion from ind. auditors	100%	100%	100%	100%	100%
# of reportable conditions on auditor's management letter	0	0	0	0	0
Avg. # of working days to close prior accounting	11	11	11	11	11
Avg. # of working days to issue monthly financial reports	12	12	12	12	12
% of CAFR completed & submitted to auditors by Feb.	100%	100%	100%	20%	100%
Budget:					
# of consecutive years to receive the GFOA	7	8	8	8	9
Number of Monthly Sales Tax Reports provided to	12	12	12	12	12
% of state & federal budget filing requirements met	100%	100%	100%	100%	100%
Purchasing:					
Number of formal bids processed	85	85	85	85	85
Number of annual contracts for goods and services	105	105	105	105	105
Value of goods and services on annual contracts	\$9,250,000	\$9,250,000	\$9,250,000	\$9,250,000	\$9,250,000
Number of purchase orders issued	1,200	1,200	1,200	1,200	1,200
Expenditures processed through the Purchasing Dept.	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000
Expenditures processed on p-card	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000

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, and to present the positive aspects of the City of Bryan in the best way possible.

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.
- Support all the departments of the City of Bryan with their communications and marketing needs

Fiscal Year 2012 Accomplishments

- Received national, state and local recognition for Communications and Marketing efforts – including video, print and website productions.
- Produced bi-weekly television show *Bryan: Living & Learning*, a marketing initiative that highlights Bryan and Bryan ISD. The shows have received thousands of views online.
- Produced *History of Brazos County Law* a video featuring the recap of interesting legal cases that took place in Brazos County, narrated by Tom McDonald
- Launched “Shop Bryan: It Make Cents” – a targeted marketing campaign to encourage retail shopping in Bryan, with hopes of increasing the City’s sales tax revenues
- Maintained 19 different websites, including the City’s main site, BryanTX.gov, that help our citizens find information about City programs and events more readily.
- The Communications/Marketing Manager made over 25 live appearances on KBTX to promote City of Bryan events or programs.
- The Communications/Marketing Manager made nearly 150 live radio appearances that went out to five different local radio stations (WTAW, KORA, KKYS, KAGG, KNFX).
- Created marketing materials for *Bank On Brazos Valley* – flyers and several video public service announcements
- Produced the annual reports for the Bryan Police Department and Bryan Texas Utilities.
- Produced numerous graphic projects, including logos, badges, advertisements, flyers, etc.
- Created the Downtown North booklet for distribution, featuring City-owned property that is available for development
- Re-created the Parks & Recreation Activity Guide in an electronic form
- Launched a marketing campaign for the Travis B. Bryan Municipal Golf Course
- Created a “City Watch” video for employees that includes keys to spotting suspicious behavior in Bryan neighborhoods, as explained by Bryan PD’s NET team
- Created numerous video Public Service Announcements for marketing or educational purposes.
- Facilitated numerous story pitches and contacts with the media to ensure accurate, timely information is distributed to the public.
- Assisted in planning and promoting such events as the Lights On! Downtown lighting ceremony, the Mayor’s Downtown Impact Award, the Downtown Bryan Christmas Parade, Texas Reds Steak & Grape Festival, and Lemonade Day.

Fiscal Year 2013 Goals and Objectives

- Continue to expand the *Good Life, Texas Style* brand – focusing on marketing initiatives that will improve the City’s image.
- Continue to adapt communications and marketing messages to languages other than English.
- Submit for and receive state-wide and national recognition for our Communications and Marketing initiatives.
- Focus marketing initiatives specific topics, including, but not limited to: local shopping, medical industry in Bryan, economic development in Bryan, promotion of the Bryan Independent School District
- Continue to utilize the website, television channel and other City operated mediums to communicate messages and market the City to residents and others.
- Strive to keep media mentions of the City of Bryan in a positive light.
- Strive to keep our internal customers (other City departments) happy with the work we perform for them

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 238,114	\$ 374,666	\$ 374,666	\$ 242,149	\$ 403,622
Supplies	6,667	9,050	9,050	9,200	8,750
Maintenance & Services	4,223	10,302	10,302	10,302	10,234
Miscellaneous/Admin Reimb	70,001	40,337	40,337	51,137	40,639
Total Expenses	\$ 319,005	\$ 434,355	\$ 434,355	\$ 312,788	\$ 463,245

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Communications/Marketing Manager	1	1	1	1	1
Communications/Marketing Specialist	1	1	1	1	1
Video Production Specialist	2	2	2	2	2
Webmaster/Multimedia Specialist	1	1	1	1	1
Total	5	5	5	5	5

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Number of press releases issued	319	300	300	300	300
Number of public service announcements	17	30	25	25	25
Number of Bryan Living and Learning segments	25	25	25	25	25
Number of media contacts	400	600	400	400	400
Number of meetings with Texas A&M organizations	5	10	5	5	5
Number of new initiatives implemented for positive promotion of COB	25	25	25	25	25
Number of initiatives or advertisements used to promote Downtown Bryan	25	25	25	25	25

Information Technology

Mission Statement

The mission of the Information Technology department is 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

- Improve stability and security of City technology systems.
- Provide in-house training to City staff on varied applications.
- Continued upgrade and maintenance of enterprise systems.
- Broaden deployment of existing 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.

Fiscal Year 2012 Accomplishments

- Received 2011 MCCI Excellence Award for Innovation – Leads Management System – Brazos Valley Child Abduction Response Team (BVCART)
- Named 2012 Laureate of the Computerworld Honors Program for Collaboration (BVCART).
- Continued Server/Desktop Virtualization Initiative.
- Began upgrade of City systems to MS-Office 2010.
- Initiated deployment of Windows7 operating system.
- Exchange upgrade from 2007 to 2010.
- Upgraded system back-up storage capacity.
- Upgraded UPS System at the MOB
- Implemented Satellite communications system on Bryan Fire Mobile Command Post (MCP-1).
- Technology support of Brazos Valley Child Abduction Response Team
- Upgraded physical security access systems at numerous facilities.
- Maintained over 95% above average rating on Help Desk Survey results.
- Maintained 99.5% planned uptime for: Systems, Network, and Radio System.
- Maintained capital replacement inventory for all computers and peripherals on our network.
- Upgraded Fire Records system hardware/software.
- Continued integration of GIS to critical data systems.
- Provide GIS mapping support to Brazos County Emergency Communications District (911).
- Provide GIS mapping support to the 7 county Emergency Response Region.
- Provided over 1200 man-hours of training to City Staff on varied applications and systems.
- Expanded City fiber network to Bryan Animal Center, Traffic Control System, and Fuel Pumps.
- Provided additional redundancy in network and telecommunication resources.
- Expanded wireless services for public safety to include St Joseph's Hospital, County Jail, Municipal Services Center, etc.
- Brought additional City Facilities on-line (BAC).
- Upgraded Public Safety Systems (Police, 911 and Mobiles).
- Continued Implementation of OneSolution Project.
- Jury Wheel database update into Infosol.
- Upgraded LaserFiche (document imaging system).
- Upgraded TeleWorks Municipal Court Application.
- Upgraded I-Series operating Systems and databases.
- Supported and upgraded existing systems in Mobile Command Post.
- Provide on-site incident support for MCP-1 (missing persons, wildfires, stand offs, etc.)
- Supported Community Emergency Operations Center.
- Upgraded and updated mobile data computers.
- Expanded mobile video project (Arbitrator).
- Expanded eCitation solution.
- Upgraded GIS Systems (ArcGIS 10).
- Deploy GIS Arc Reader maps for City-wide departmental consumption to ease the load on GIS license server and postpone the need to purchase additional licenses.
- Created and updated numerous city policies, i.e. convergent device, network security, internet usage, help desk, etc.

- Upgraded Blackberry Enterprise System in-house.
- Upgraded CISCO VoIP phone system in-house.
- Upgraded Virtual (VM) hardware and software environment in-house
- Continued departmental community outreach with Sheriff's office, District Attorney, TAMU Big Event, Boy Scouts, Internet Safety classes, GIS Day, BISS HOSTS, Blinn College Geography Society, etc.
- Managed with Police Wireless Camera Initiative.
- Provided support for Waste Water SCADA upgrade project.
- Assisted in design and implementation of centralized traffic control system.
- Support and manage the Brazos County Emergency Notification System (Cassidian Communications; The Communicator NXT and GeoCast Web)
- Continued support of Brazos Valley GIS Users Group (BVGISUG) and the newly formed City of Bryan GIS Users Group (COBGISUG).
- Support City of Bryan Texas Reds Steak and Grape Festival.
- Completed BVWACS (Brazos Valley Wide Area Communications System) Backbone with additional channels.
- Upgraded 911 consoles and all City radios to new BVWACS system.
- Continued implementation of all phases of OneSolution ERP System.
- Deployed network monitoring system.
- Deployed SQL Sentry database monitoring system.
- Acquired updated aerial imagery.
- Provided IT and GIS support of the county wide FEMA Map Modernization review.
- Supported various departmental initiatives through consolidated reporting via Cognos.

Fiscal Year 2013 Goals and Objectives

- Maintain over 95% above average rating on Help Desk Survey results.
- Maintain a 99.5% planned uptime for Systems, Network, and Radio system.
- Continue "Green IT" Initiatives.
- Continued support of BVCART.
- Expand our Server/Desktop Virtualization initiatives.
- Continue integration of GIS to critical data systems.
- Provide 1200 man-hours of training to City Staff on varied applications, systems and data management.
- Provide additional redundancy in network and telecommunication resources.
- Continue expansion of City fiber network.
- Expand additional wireless data services.
- Facilitate city wide continuing education initiatives.
- Add additional City Facilities (New Waste Water Treatment Plant 3) to network.
- Begin implementation of SharePoint 2010.
- Continue implementation of Windows7, Office 2010, and other applications.
- Continue Community/Citizen outreach.
- Support continued expansion of BVWACS system.
- Complete Radio System Re-banding project.
- Implement Centralized Traffic Control System.
- Upgrade Fire Alerting for Fire Stations.
- OneSolution Go-Live of Finance and Community modules.
- Upgrade aging network infrastructure.
- Expansion of eCitation system.
- Replace Municipal Court management system.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,162,929	\$ 1,188,015	\$ 1,188,015	\$ 1,187,671	\$ 1,199,110
Supplies	134,092	61,313	62,315	68,787	87,510
Maintenance & Services	928,697	887,972	887,972	893,318	1,043,932
Miscellaneous/Admin Reimb	27,046	22,500	22,500	22,500	22,500
Capital Outlay	534,607	80,000	124,637	110,000	225,600
Total Expenses	\$ 2,787,371	\$ 2,239,800	\$ 2,285,439	\$ 2,282,276	\$ 2,578,652

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Information Technology Director	1	1	1	1	1
Information Technology Services Assistant	1	1	1	1	1
Network Systems Supervisor	1	1	1	1	1
System/Network Administrator	1	1	1	1	1
Systems/Network Specialist	1	1	1	1	1
System Support Specialist	3	3	3	3	3
Telecommunications System Specialist	1	1	1	1	1
Radio System Engineer	1	1	1	1	1
GIS Coordinator	1	1	1	1	1
GIS Analyst	1	1	1	1	1
Public Safety Systems Supervisor	1	1	1	1	1
Systems Analyst	2	2	2	2	2
Total	15	15	15	15	15

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
% "Above Average" rating on Help Desk survey results	95%	95%	95%	95%	95%
Help Desk calls processed	4,000	4,000	4,000	5,600	5,700
% of Help Desk calls w/ response time < 1 hr	75%	75%	75%	75%	75%
% of Network/System/Radio Uptime	99.5%	99.5%	99.5%	99.9%	99.5%
Training Man-Hours provided to City Staff	1,200	1,200	1,200	1,500	1,200



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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 2012 Accomplishments

- Reviewed benefits, policies, staffing needs, etc. to find cost-savings and budget cut options.
- Developed and implemented policies, practices and programs to enhance work-life balance, increase morale and recognize employee contributions.
- Continued review and recommendation of on-line training options for departments and individual employees, working with vendors to create, develop and share new courses.
- Completed pilot program of newly created performance evaluation process and forms, incorporating feedback from users/managers.
- Continued update of local Civil Service rules to meet the recruiting, hiring and other needs of the police and fire departments.
- Continued review and update of Personnel and Administrative Policies and Procedures to stay in line with current needs.
- Conducted thorough salary survey of comparable cities and made recommendations of any market adjustments necessary to stay competitive; police and fire positions included.
- Completed departmental meetings with department heads and/or managers to ascertain their current and future needs, level of satisfaction of our services, etc., including several departmental reorganizations, position modifications and eliminations.
- 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 on numerous personnel issues to minimize exposure to liability.
- Coordinated and administered police and fire entrance exams and hiring processes.
- Coordinated large volunteer program for the Texas Reds Festival.

Fiscal Year 2013 Goals and Objectives

- Conduct thorough salary survey of comparable cities and make recommendations of any market adjustments necessary to stay competitive; police and fire positions included.
- Continue to 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.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 386,822	\$ 362,640	\$ 362,640	\$ 332,393	\$ 368,936
Supplies	45,875	50,300	50,300	49,815	49,370
Maintenance & Services	71,992	121,830	121,830	109,556	122,679
Miscellaneous/Admin Reimb	19,211	24,800	24,800	24,800	24,900
Total Expenses	\$ 523,900	\$ 559,570	\$ 559,570	\$ 516,564	\$ 565,885

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Human Resource Manager	1	1	1	1	1
Human Resource Generalist	2	2	2	2	2
Human Resources Assistant	2	2	2	2	2
Total	5	5	5	5	5

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Number of Personnel Reqs Processed	150	120	120	120	120
Number of Applications Received	6,000	5,000	5,000	5,000	6,000
Number of New Hires	240	120	120	180	220
Turnover Rate/%	20%	25%	25%	28%	30%
# of Training Sessions Conducted/Coordinated	60	30	30	20	50
# of Training Sessions Avail Online for 600 ees	0	15	15	25	30
Number of Employee Relations Issues	0	150	150	150	150
Number of Disciplinary Actions/Grievances	60	85	85	80	80

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

Facility Services

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 providing the City's public facilities and parks with exceptional workmanship while exhibiting integrity and demonstrating a conscientious effort to maximize the City's financial resources.

Strategic Initiatives

- Meet operational goals within budget.
- Maintain all vehicles and equipment are in safe and operable condition.
- Maintain schedules and timeframes, and complete projects to the customer's satisfaction.
- Continue to prioritize departmental succession training and employee development.

Fiscal Year 2012 Accomplishments

- Replaced all rooftop HVAC units at Neal Recreation Center.
- Renovated and remodeled the Bryan Animal Center.
- Upgraded the Recycle Center with a new building and deck
- LaSalle Hotel; installed tile around ten (10) bear claw tubs and repainted bathrooms to enhance the look, as well as resolve the water damage being done to the walls.
- Federal Building; continue to work with tenant on repairs and improvements to enhance overall appearance of the building
- Installed new server and computer for the controls system at the Bryan Justice Center. This allows for a backup system rather than just being on a pc.
- Continued to work with the parks department to install new equipment as well as maintain all areas while utilizing budgeted and park development funds to maximize the use of funding to accomplish the needs of the parks department.
- Focus on training opportunities for those employees wanting to expand their knowledge.
- Continue to enhance our buildings and parks with any Green opportunities, and cost effective changes that will enhance our facilities.
- Continue to monitor monthly utility bills to track utility usage/cost yearly to find ways to improve energy efficiency.

Fiscal Year 2013 Goals and Objectives

- Resurfacing of several tennis and basketball courts; Austin's Colony, San Jacinto, Neal, and Bryan Regional Athletic Complex
- San Jacinto; remove and install new Tot Lot Playground
- Tiffany Park; remove and install and new Tot Lot Playground
- Install Shade Structure over front play unit at Neal Park, if funding is located
- Renovate and upgrade the city's carwash located at the MSC
- Continue to ensure complete customer satisfaction at the end of our work request.
- Communicate updates so that all involved are informed and up to date with project schedules and timelines.
- Continue to enhance our buildings and parks with any Green opportunities, and cost effective changes that will enhance our facilities.
- Continue to monitor monthly utility bills to track utility usage/cost yearly to find ways to improve energy efficiency.
- Focus on training opportunities for those employees wanting to expand their knowledge

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,086,485	\$ 1,170,256	\$ 1,170,256	\$ 942,558	\$ 996,709
Supplies	45,388	49,851	49,851	38,776	49,851
Maintenance & Services	334,810	499,024	554,098	507,327	500,891
Miscellaneous/Admin Reimb	217,778	191,943	191,943	164,400	191,943
Capital Outlay		-	-	-	-
Total Expenses	\$ 1,684,461	\$ 1,911,074	\$ 1,966,148	\$ 1,653,061	\$ 1,739,394

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Director of Public Works	0	0.03	0.03	0.03	0.03
Facility Services Manager	1	1	1	1	1
Facility Services Assistant	1	1	1	1	1
Facility Services Maintenance Supervisor	1	1	1	1	1
Facility Services Custodial Supervisor	1	1	1	1	1
Facility Services Project Coordinator	1	1	1	1	1
HVAC Technician	1	1	1	1	1
Maintenance Technicians, Tech Op I Thru V	9	9	9	9	8
Preventive Maintenance Technician	1	1	1	1	1
Service Worker, Custodial	7	6	2	2	2
Total	23	22.03	18.03	18.03	17.03

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Total completed Park Work Orders	2,453	2,486	2,486	2,004	2,229
Total completed Facility Work Orders	3,480	3,654	3,654	2,760	3,120
Total completed Work Orders	5,933	6,140	6,140	4,764	5,349
Avg. labor hrs/facilities preventative maintenance work order	1.74	1.78	1.78	1.40	1.57
Avg. labor hrs/facilities corrective Work Order	5.86	4.35	4.35	5.34	5.60
Avg. labor cost/facilities preventative maintenance work order	\$24.99	\$24.41	\$24.41	\$22.21	\$23.60
Avg. Labor cost/facilities corrective Work Order	\$100.54	\$80.94	\$80.91	\$90.36	\$95.45

Fleet Services

Mission Statement

The mission of the Fleet Services department is to plan, direct, coordinate and manage an effective maintenance, procurement, and replacement program for the City's fleet inventory within the limits of the City's financial resources and to 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 2012 Accomplishments

- Attained the National Institute for Automotive Service Excellence (ASE), Blue Seal of Excellence Award for the fifth consecutive year.
- Continued to enhance services provided on fleet vehicles and equipment.
- Returned approximately 10% of FY12 Adjusted Budget to the General Fund through prudent management of resources.
- Continued internal cross-training program.
- Certified Automotive Service Excellence (ASE) for all technicians.
- Continued the "Police Patrol Mounted Tire and Wheel Replacement Program." This program was originally developed for the Police department, with the goal of reducing downtime. It has proven effective and the program is to be implemented in other areas of the fleet, where feasible.
- Enhanced the "Mounted Tire and Wheel Replacement Program", by adding Fire Department Ambulances to our system.
- Continue our 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 the departments additional financial resources when compared to current outsourcing alternatives.
- Continue the annual Preventive Maintenance Inspection Program to include all City of Bryan trailers.
- Continued Fleet Standardization in all areas possible or practical since 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, reduced technical training and special tool needs, etc.
- Continued efforts to "Go Green" by replacing older, inefficient vehicles and equipment with newer, more fuel efficient, lower emission designs.
- Continue utilizing the Laserfiche system in an effort to further streamline records processing.
- Exchange the two older Fleet Shop units with newer hand-me-down units in an effort to continue to meet our needs at the least possible expense. Partially convert one of the units into a partially functional Field Service Unit.

Fiscal Year 2013 Goals and Objectives

- Attain National Institute for Automotive Service Excellence (ASE), Blue Seal of Excellence Award for the sixth consecutive year.
- Continue to enhance services provided on fleet vehicles and equipment with the addition of glass chip/crack repair.
- Enhance Service Level efficiency with the addition of a Fleet Service Unit equipped to better facilitate Road/Field Service Calls.
- Provide excellent customer service.
- Ensure 100% compliance with state and local laws.
- Continue internal cross-training program.
- Maintain that all technicians are 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.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 603,083	\$ 643,744	\$ 643,744	\$ 608,889	\$ 658,742
Supplies	10,673	24,137	24,137	24,492	29,400
Maintenance & Services	34,834	43,976	44,270	36,916	45,530
Miscellaneous/Admin Reimb	1,405	9,921	9,921	2,160	9,921
Total Expenses	\$ 649,995	\$ 721,778	\$ 722,072	\$ 672,457	\$ 743,593

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Director of Public Works	-	0.03	0.03	0.05	0.05
Fleet Supervisor/Manager	1	1	1	1	1
Lead Service Technician	2	2	2	2	2
Preventive Maintenance Inspection Technican	1	1	1	1	1
Fleet Service Technician	4	4	4	4	4
Fleet Administrative Clerk	1	1	1	1	1
Fleet/Facility Support Technician	1	1	1	1	1
Welding/Fabrication Technician	1	1	1	1	1
Golf Course Service Technician	1	-	-	-	-
Total	12	11.03	11.03	11.05	11.05

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Number of fleet job orders	7,218	7,800	7,800	7,800	7,800
Average labor hours per fleet job order *	1.82	1.70	1.70	1.80	1.80
Average labor cost per fleet job order *	\$ 61.24	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Number of fleet job orders completed per day/per mechanic*	4.10	4.00	4.00	4.00	4.00
Attain National Institute for Automotive Service Excellence (ASE), Blue Seal of Excellence Award *	Yes	Yes	Yes	Yes	Yes
Percentage of eligible Service Technicians ASE Certified *	100	100	100	100	100
Total Number of New/Recertified ASE skill areas attained *	10	10	10	16	10

* = Measures do not include Golf Course or Fabrication Technicians.

Percentage of Resources expended by Department

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Solid Waste Services	23%	28%	28%	28%	28%
Water Services	20%	22%	22%	22%	22%
Transportation Services	15%	14%	14%	14%	14%
Police Services	14%	15%	15%	15%	15%
Fire Services	12%	12%	12%	12%	12%
Facility Services	7%	4%	4%	4%	4%
Parks Services	7%	4%	4%	4%	4%
All Others Combined	2%	2%	2%	2%	2%

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 2012 Accomplishments

- Provided City Council with 52 weekly reports of organizational activities.
- Reviewed Capital Improvement Plans (CIPs) and provided Council with a 5-year CIP.
- Extended Community Emergency Operations Center agreements.
- Attended the following board/committee meetings: Bryan Business Council (BBC), Coulter, TIRZ Boards, Animal Shelter Advisory Committee, Brazos County Health Department, Intergovernmental Committee (IGC), Brazos Valley Wide Area Communication System (BVWACS), Chamber of Commerce, Family Solutions, Brazos Valley Solid Waste Management Agency (BVSWMMA), Bryan-Brazos County Economic Development Foundation (BBCEDF), COB/BISD, Community Development Advisory Committee (CDAC), BTU, Research Valley Partnership (RVP), 911 Board (Brazos County Emergency Communications District), Library Board, and Parks Board.
- Presented to Bush School faculty and students, Leadership Brazos Local Government Day, Jr. Leadership Brazos Local Government Day, Arts Council Board.
- Transitioned from non-profit to City-operated Animal Center.
- Provided City Council with weekly updates concerning 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.
- Heard personnel appeals and rendered decisions.

Fiscal Year 2013 Goals and Objectives

- Provide ways for citizens to 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.
- Conduct the citizen survey to gauge public opinion on city services and programs.
- Continue to present to professional groups and educate the public on local government and current issues.
- Continue to assist with economic development initiatives.
- Attend all City Council meetings.
- Respond to citizen concerns within 24 hours.
- Present a balanced fiscal year 2014 proposed budget.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 809,378	\$ 722,762	\$ 722,762	\$ 701,102	\$ 731,902
Supplies	10,413	24,100	24,100	13,050	22,400
Maintenance & Services	192,913	205,011	205,011	165,807	204,930
Miscellaneous/Admin Reimb	286,326	66,430	66,430	66,030	69,000
Total Expenses	\$ 1,299,030	\$ 1,018,303	\$ 1,018,303	\$ 945,989	\$ 1,028,232

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
City Manager	1	1	1	1	1
Deputy City Manager	2	2	2	2	2
Executive Services Assistant	2	2	2	2	2
Total	5	5	5	5	5

FY2011: Moved Economic Development ¹ Planner to Development Services

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
# of days operating expenses in General Fund reserve	60	60	60	60	60
# of updates to City Council on CIP Progress	52	52	52	52	52
# of Management Team Retreats	2	1	1	1	1
# of weekly City Manager's Reports to Council	52	52	52	52	52
# of meetings with COCS/Brazos County	12	12	12	12	12
# of meetings with BISD	12	12	12	12	12
# of meetings with Chamber of Commerce/RVP	24	24	24	24	24
# of Community Meetings	4	6	6	6	6
# of Council Retreats	4	2	2	1	1
# of Council Candidate Orientations held	1	0	0	0	1
# of New Council Member Orientations held	1	0	0	0	1

Internal Audit

Mission Statement

The Office of the City Internal Auditor assists the City Council and citizens in ensuring that City government is accountable, transparent, and cost effective.

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 2012 Accomplishments

- Perform compliance and efficiency audits per Audit Committee guidance.
- Support Council by performing special assignments and investigations.

Fiscal Year 2013 Goals and Objectives

- Received Fraud Hotline reports, investigated, and reported results to Audit Committee.
- Performed Special Assignments per Council guidance.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 123,479	\$ 137,066	\$ 137,066	\$ 139,126	\$ 135,426
Supplies	468	563	563	586	563
Maintenance & Services	952	2,665	2,665	1,665	2,675
Miscellaneous/Admin Reimb	-	1,500	1,500	-	1,500
Total Expenses	\$ 124,899	\$ 141,794	\$ 141,794	\$ 141,377	\$ 140,164

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Internal Auditor	1	1	1	1	1
Total	1	1	1	1	1

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Number of Audit Committee Meetings	5	5	5	5	5
Number of Audit Reports and Memos	5	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.
- Ensure efficient, timely posting and publication of legal notices.
- Provide required Texas Open Meetings Act Training to new Councilmembers, board, committee and commission members.
- Oversee operations of Communications and Marketing, Neighborhood/Youth Services and Municipal Court Divisions.
- Assist City Council with accomplishment of strategic initiatives.

Fiscal Year 2012 Accomplishments

- Facilitated successful redistricting process following the 2010 census.
- Obtained preclearance of new redistricting plan by the U.S. Department of Justice.
- Oversaw development, adoption and preclearance of new voting precincts and polling places.
- Received the Five Star Award from State of Texas for Excellence in Vital Statistic Reporting.
- Successfully administered BISS general elections and two special elections in November.
- Obtained preclearance of special elections by the U.S. Department of Justice.
- Conducted Texas Open Meeting Act training for newly appointed board, committee and commission members.
- Continued to grow Teen Court in the Schools Program.
- Coordinated Council's annual volunteer reception.
- Assisted with expansion of Neighborhood Association Partnership Program and Bank On Initiative.
- Oversaw development and launch of marketing campaign "The Ticket to the Good Life".
- Continued preservation of City's archival records and expanded web based repository of public records.
- Served as interim records custodian for BVSWMMA, Inc.
- Hosted city wide neighborhood forum with emphasis on disaster preparedness.
- Oversaw recruitment/appointment process of Council's boards, committees and commissions.
- Successful preclearance of annexations with U.S. Department of Justice.
- Obtained preclearance of new election date and related items by U.S. Department of Justice.
- Provided training to new Bryan Animal Center employees regarding records retention and open records requests.

Fiscal Year 2013 Goals and Objectives

- Implement Senate Bill 100 and conduct City's general elections in November.
- Implement new single member districts and voting precincts.
- Conduct special elections ordered by Council.
- Certify petitions filed with City Secretary.
- Obtain preclearance of election changes by the U.S. Department of Justice.
- Receive Five Star Award from State of Texas for Excellence in Vital Statistics Reporting.
- Oversee development and launch of special marketing campaign.
- Assist with Bank On initiative.
- Host city wide neighborhood association forum.
- Coordinate annual volunteer reception.
- Implement succession plan at Municipal Court.
- Conduct Texas Open Meetings Act training for newly elected Council and boards, committees and commissions.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 398,223	\$ 399,157	\$ 399,157	\$ 399,157	\$ 399,374
Supplies	13,070	26,694	26,694	22,800	35,694
Maintenance & Services	13,361	19,211	19,211	20,102	26,068
Miscellaneous/Admin Reimb	37,542	156,166	166,166	89,350	113,600
Total Expenses	\$ 462,196	\$ 601,228	\$ 611,228	\$ 531,409	\$ 574,736

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
City Secretary	1	1	1	1	1
Assistant City Secretary	1	1	1	1	1
Council Services Assistant	1	1	1	1	1
Records Management Coordinator	1	1	1	1	1
Records/Scanning Technician ¹	1	1	-	-	-
Vital Statistics Technician	1	1	1	1	1
Citizen Information/Service Clerk	1	1	1	1	1
Total	7	7	6	6	6

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Successful elections	2	1	2	2	2
Number of Submissions to the Dept. of Justice	3	3	3	6	2
Number of Departments using Laserfiche	25	25	25	27	27
Number of paper copies provided for open records requests	3,200	3,200	25,000	25,000	25,000
Number of records converted to electronic format	405,000	405,000	450,000	1,200,000	1,300,000
Number of Departmental Records Audits Performed	2	2	2	2	2
Number of timely agendas and minutes prepared	90	90	90	116	116
Number of Texas Open Meetings Act (TOMA) Training	3	3	3	3	3
Number of Candidate Orientations Conducted	1	1	-	-	-
Number of New Councilmember Orientations	1	1	-	-	-
Number of Legislative Bills Tracked	1,000	1,000	1,000	500	1,200
Number of Volunteer Hours Logged	5,000	5,000	6,000	7,000	7,000
Total Value of Donation from Volunteers	\$93,850	\$ 93,850	\$ 112,620	\$ 131,390	\$ 131,390
Number of certified birth records processed	5,000	5,000	4,000	4,200	4,200
Number of death records processed	5,700	5,700	5,000	5,000	5,000
Percentage of 2010 Census Redistricting Plan	80%	60%	40%	90%	100%

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 2012 Accomplishments

- Signed biocorridor interlocal agreement with City of College Station.
- Ordered special elections of golf course issues.
- Conducted special training session on the Texas Open Meetings Act.
- Hosted annual volunteer reception
- Completed redistricting process following the 2010 federal census.
- Held annual planning retreat.

Fiscal Year 2013 Goals and Objectives

- Review and update Council's Strategic Plan.
- Host annual volunteer reception.
- Hold annual planning retreat.
- Transition to new November general election date.

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 53	\$ -	\$ -	\$ 68	\$ 68
Supplies	1,408	5,000	5,000	4,400	5,000
Maintenance & Services	123,109	141,183	141,183	126,283	141,210
Miscellaneous/Admin Reimb	63,348	87,140	87,140	82,650	87,140
Total Expenses	\$ 187,918	\$ 233,323	\$ 233,323	\$ 213,401	\$ 233,418

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
No Staffing-staffing included in City Secretary Budget	N/A	N/A	N/A	N/A	N/A

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Number of Strategic Initiatives	6	6	6	6	6
Number of Strategic Planning Sessions	3	3	2	2	2
Number of Bryan Commerce & Development Agendas & Minutes Prepared	20	20	20	20	26
Number of Conferences, Special Receptions or Events Attended	100	100	350	100	100%
Participation in 2010 Count Activities	100%	100%	0%	0%	0%
Board/Committee/Commission Applications Rec'd.	150	150	150	150	150
Board/Committee/Commission Appointments	55	55	65	65	95
Number of Proclamations Prepared	75	75	70	85	90

Legal Services

Mission Statement

The mission of the Office of the City Attorney is to provide high quality legal services to protect the legal interests and assets of the City and to assist the City in achieving in its lawful objectives with the highest level of professionalism, ethics and dedication to serving the City of Bryan for the benefit of its citizens.

Strategic Initiatives

- Maintain effective communication with elected and appointed officials, city 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 2012 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 on municipal issues including economic development laws, ordinance drafting and enforcement, civil liability, open government laws, criminal law, employment law, procurement law, real estate law, annexation law, land use/development law, and public utility law.

Fiscal Year 2013 Goals and Objectives

- Deliver high quality, cost effective legal services that are responsive to the City's adopted policies, goals, and objectives.
- Provide responsive and preventative legal services to assist the City in minimizing its financial exposure to claims and lawsuits by involving attorneys early in project development, increasing accessibility of attorneys to departments and divisions, and informing department directors and division managers on how to use attorneys effectively to accomplish goals and objectives.
- Provide legal advice and guidance to the City, its elected and appointed officers and employees in a timely and efficient manner.
- Protect the City's assets by minimizing its exposure to liability, fairly and economically resolving disputes and effectively supervising outside legal counsel to minimize legal fees and costs.
- 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.
- Disputes regarding interpretations of contracts drafted by Legal Services do not arise.
- When challenged, City contracts will be declared valid and enforceable.
- Ordinances and agenda items are reviewed and forwarded within required deadline.
- Have an attorney in attendance at all City boards and commissions meeting

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 561,646	\$ 605,136	\$ 605,136	\$ 617,900	\$ 626,950
Supplies	4,521	5,580	5,580	6,068	5,568
Maintenance & Services	10,983	20,413	23,295	22,733	27,354
Miscellaneous/Admin Reimb	31,642	33,120	33,120	20,166	23,175
Total Expenses	\$ 608,792	\$ 664,249	\$ 667,131	\$ 666,867	\$ 683,047

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
City Attorney	1	1	1	1	1
Assistant City Attorney	4	4	4	4	4
Legal Assistant	1	1	1	1	1
Total	6	6	6	6	6

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
% of customers rated services as good	90%	90%	90%	90%	90%
Median response time to Council requests (days)	0.5	0.5	0.5	0.5	0.5
% of tasks meeting agreed deadlines	85%	85%	85%	85%	85%

CITY OF BRYAN, TEXAS
Non Departmental Payments and Transfers
Fiscal Year 2013

	FY2011	FY2012	FY2012	FY2012	FY2013	\$ Chng /	% Chng /
	Actual	Adopted	Amended	Projected	Adopted	FY12 Adptd	FY12 Adptd
Utilities/communication	\$ 193	\$ 619	\$ 619	\$ 150	\$ 200	\$ (419)	-67.7%
Village Foods tax reimb.	13,580	0	0	12,580	0	0	N/A
Escrow BCC	0			10,000	0	0	N/A
Tax Collection - Other Charges	6,302	0	0	0	0	0	N/A
Facilities Maintenance Alloc.	144,902	0	0	0	0	0	N/A
Buildings (MOB Annex)	1,172,560	0	0	0	0	0	N/A
Principal & Interest - HUD Loan	338,740	346,420	346,420	346,420	346,420	0	0.0%
	\$ 1,676,277	\$ 347,039	\$ 347,039	\$ 378,259	\$ 346,620	\$ (419)	-0.1%
<u>Payments & Contributions</u>							
BVWACS	87,090	144,598	144,598	144,598	197,543	52,945	36.6%
Downtown Bryan Association	15,000	15,000	15,000	15,000	15,000	-	0.0%
US Tel-Tec	122,472	122,472	122,472	122,472	-	(122,472)	-100.0%
Research Valley Partnership	300,000	350,000	350,000	350,000	350,000	-	0.0%
EDF - Debt Service	-	64,622	64,622	64,622	64,622	-	0.0%
EDF Operations	84,000	53,250	53,250	53,250	55,000	1,750	3.3%
BVC Net	13,000	13,000	13,000	13,000	13,000	-	0.0%
Easterwood Airport	58,768	58,768	58,768	58,768	58,768	-	0.0%
Texas Institute for Preclinical Studie	84,000	84,000	84,000	84,000	84,000	-	0.0%
Brazos County 911 District	1,325,702	1,352,492	1,352,492	1,352,492	1,381,763	29,271	2.2%
Brazos County Health Clinic	351,500	326,500	326,500	326,500	326,500	-	0.0%
Borski Homes	40,000	40,000	40,000	40,000	40,000	-	0.0%
Brazos County (Prisoner Support)	78,080	96,000	96,000	96,000	106,000	10,000	10.4%
Brazos County Appraisal District	224,182	236,554	236,554	236,554	237,007	453	0.2%
Downtown Improvement Program	120,025	-	127,652	-	-	-	N/A
Voices for Children	4,825	-	-	-	-	-	N/A
Diebel Option	-	-	-	-	36,603	36,603	N/A
Sub Total Contributions	2,908,644	2,957,256	3,084,908	2,957,256	2,965,806	8,550	0.3%
<u>Transfers Out</u>							
Bryan CD Compass Bank Loan	57,000	57,000	57,000	57,000	57,000	-	0.0%
BCD (liability insurance)	-	178	178	178	310	132	74.2%
Wastewater Fund (Compliance)	11,291	49,056	49,056	49,056	12,200	(36,856)	-75.1%
Warehouse Fund	96,751	207,948	207,948	207,948	-	(207,948)	-100.0%
Water Fund (GIS portion)	5,032	-	-	-	-	-	N/A
Solid Waste (Call Center)	-	36,534	36,534	36,534	55,969	19,435	53.2%
Solid Waste (Animal Center)	-	80,000	80,000	80,000	-	(80,000)	-100.0%
TIRZ 22 (Target)	-	75,000	75,000	75,000	163,000	88,000	117.3%
TIRZ 10 (Traditions)	-	140,000	190,000	190,000	214,000	74,000	52.9%
TIRZ 19 (Nash)	-	-	30,000	30,000	5,000	5,000	N/A
Coulter Airport	118,330	-	-	-	-	-	N/A
Bryan Commerce & Dev.	18,457	-	-	-	-	-	N/A
Transfers Out	306,861	645,716	725,716	725,716	507,479	(138,237)	-21.4%
Total Contributions & Transfers	\$ 4,891,782	\$ 3,950,010	\$ 4,157,662	\$ 4,061,231	\$ 3,819,905	\$ (130,107)	-3.3%

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

- Anticipated operating revenues of \$12,069,900 an increase of \$434,100 (3.7%) from the FY2012 adopted figure of \$11,635,800.
- Total revenues for FY2013 are expected to be \$13,301,730. Non-operating revenue sources, include U.S. Department of Commerce grant funds of \$1,043,830, interest income of \$80,000 and miscellaneous income of \$108,000.

Anticipated total operating expenses of \$6,613,827, a decrease of \$243,020 (3.5%) from the FY2012 adopted budget of \$6,856,847.

- Water Services outsourced the water meter reading in January 2012. Currently Water Services has 23,302 residential and commercial meters. The Automated Metering Infrastructure (AMI) is a 4 year phase in project set to be completed in FY2015. Currently 2180 meters are on the AMI system being parallel tested for accuracy. Standard practice is to replace meters every 10 years. As meters age, they tend to read water usage "slow", meaning water usage is under-billed. It is expected that as these meters are replaced metered water consumption will continue to increase and the increased water usage will precipitate increased wastewater revenues since sewer charges are based on water consumption.
- The current reserve requirement (sixty days of operating expenses) is \$1,087,204. The ending unrestricted net current assets will be \$5,429,811.

Non-operating expenses in FY2013 are anticipated to be \$9,752,563, an increase of \$3,154,761 from the FY2012 adopted budget of \$6,597,802.

- Annual capital is \$4,876,200.
- Right of Way Payments are expected to increase by \$21,705.
- Debt service payments for the Water Fund total \$4,212,637.

WASTEWATER FUND

Operating revenues for FY2013 are anticipated to be \$12,600,400.

Total revenues for FY2013 are expected to be \$12,846,617, with \$246,217 of income attributed to non-operating sources.

Non-operating income is expected to decrease by \$85,667, below the FY2013 budget; from \$331,884 to \$246,217.

Operating expenses are expected to be \$6,532,565 in FY2013. This is a decrease of \$430,286 over the FY2012 budgeted amount of \$6,962,851.

Non-operating expenses are expected to have a net increase of \$1,113,228 from the FY2012 adopted budget. This increase is due to the following:

- Annual capital increase of \$851,650.
- Debt service payments and expenses total \$3,780,362 in FY2013 for General Obligation and Revenue Bond debt service, which is an increase of \$256,843.

The operating reserve requirement (60 days of operating expenses) is \$1,073,846. The ending unrestricted net current assets are \$4,497,093, which is well in excess of the requirement.

SOLID WASTE FUND

Operating income is anticipated to be \$7,521,827 which is an increase of \$121,404 from the FY2012 budget amount of \$7,400,423.

- Operating income consists of Residential and commercial refuse, tipping fees, compost fees, recycling, administrative reimbursements, penalties, license & permit fees and miscellaneous operating income.

Interest on Solid Waste operating funds total \$30,000.

Total operating expenses of the Solid Waste Fund for FY2013 are \$6,407,381, which is a decrease of 6.7% over the FY2012 adopted budget.

Non-operating expenses will increase \$244,421 to \$1,588,718, above the FY2012 budget amount of \$1,344,297.

- Annual Capital will increase to \$1,215,821.
- A transfer to General Fund of \$300,000 for animal shelter operations is also included for FY2013. This transfer is planned to be phased-out in future years.

The ending unrestricted net current assets are \$3,288,383.

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 and QSE (Qualified Scheduling Entity) Services.

BTU-CITY

Overall revenues for the BTU-City/QSE service are projected to be \$153,589,860 in FY2013.

- This is an increase of \$4,963,962 from the FY2012 adopted budget due to higher kwh sales levels.
- Operating revenue is derived from operations, miscellaneous revenue and investment earnings.
- FY2013 reflects the implementation of Phase 2 rate increase effective October 1, 2012.

Total operating expenses for BTU-City/QSE for FY2013 are projected to be \$125,205,999.

- This is an increase of \$14,916,782 from the FY2012 adopted budget.

BTU-City/QSE's non-operating expenditures will decrease by \$1,290,505 to \$36,414,741 from the FY2012 budget.

- Debt service payments are budgeted to decrease by \$10,320,319 as a result of a rapid TMPA debt pay down.
- Capital improvements funded from working capital are primarily associated with improvements in distribution and system growth.
- Unrestricted net current assets are projected to be \$35,383,256 at year end.

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, the City of Snook

Overall revenues for FY2013 are projected to be \$31,403,284.

- This is \$979,237 higher than the FY2012 adopted budget of \$30,424,047 due to higher kwh sales levels.
- Operating revenue is derived from operations, miscellaneous revenue and investment earnings.
- FY2013 reflects the implementation of Phase 2 rate increase effective October 1, 2012.

Total operating expenses for FY2013 are projected to be \$26,323,731.

- This is a \$433,249 increase from the FY2012 adopted budget.
- The increased cost of power purchased from BTU-City/QSE comprises the majority of the change.

BTU-Rural non-operating expenditures will increase by \$1,002,472 to \$4,846,072 over FY2012 budget.

- Capital expenses for FY2013 are \$3,843,975.
- Unrestricted BTU-Rural net current assets are projected to be \$4,535,295 at year end.

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 to be located in the city limits of Bryan.

Revenues for FY2013 are expected to be \$184,010 from the LaSalle Hotel and a transfer from the General Fund.

Fiscal Year 2013 BCD expenditures are comprised of \$57,000 for an interest payment on a land purchase note for property purchased near the Health Science Center project. Also, \$310 will be spent on other services and charges. \$126,700 will be transferred to Debt Service.

AIRPORT FUND

Coulter Field is a general use airport on the northeast side of Bryan which is managed by the City.

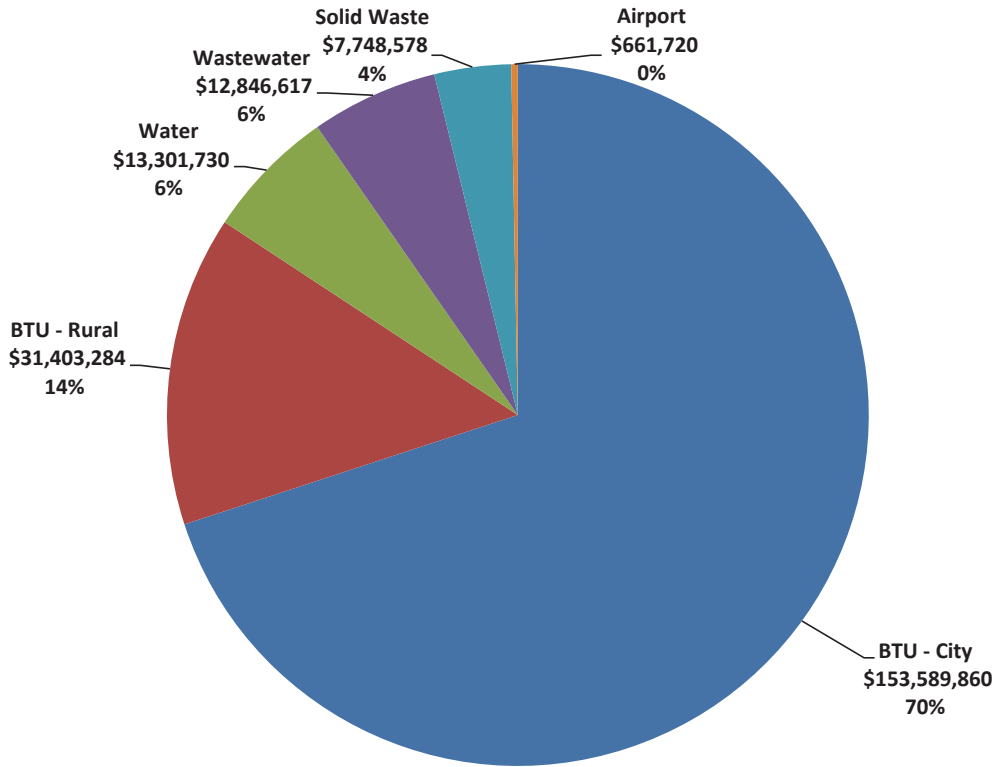
FY2013 adopted revenues are \$661,720. The primary sources of revenues are hangar rentals and fuel revenues. Non-operating revenues total \$148,800 and include grants, interest income and miscellaneous revenues from resale items.

Operating expenses for FY2013 are budgeted at \$488,810, a \$9,562 increase over FY2012 budget. Operating expenses are comprised of maintenance and other services and charges. Capital expenditures of \$140,000 are budgeted for airport improvements.

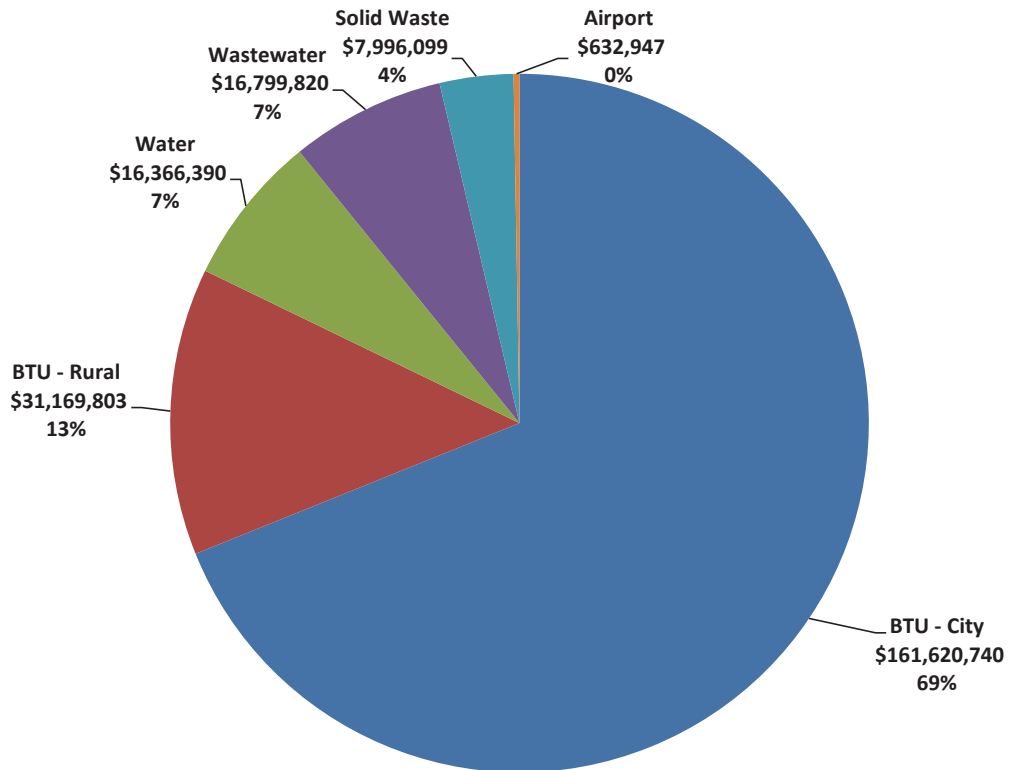


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**Enterprise Funds
FY2013
Revenues**



**Enterprise Funds
FY2013
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 2012 Accomplishments

- Replaced miscellaneous distribution lines.
- Continued proactive valve program.
- Replaced all meters 1.5-inch and larger.
- Implemented Automated Meter Infrastructure (AMI) – Phase 1.
- Rehabilitated pump #4 at the well field.
- Completed façade improvements to Main Street Pump Station.
- Adopted water ordinance.
- Bid Wickson Interconnect.
- Complete construction of the 5 MG storage reservoir.
- Wells 6, 8, & 19 approved for service.
- Wholesale contract with Wellborn Special Utility District.
- Updated Water Conservation Plan.
- Bid 1 MG storage reservoir.
- Improved fire flows in areas with flows below 1000 gpm.
- Installed well collection line between Wells #6 and #8.
- Enhanced water quality control measures.
- Installed strategically placed valves to improve distribution system operation.
- Image enhancement – coating of exposed infrastructure.

Fiscal Year 2013 Goals and Objectives

- Replace miscellaneous distribution lines.
- Construct 1 MG storage reservoir.
- Install strategically placed valves to enhance distribution system operation.
- Replace valves identified as deficient during the valve exercise program.
- Flow test fire hydrants.
- Continue implementation of Automated Meter Infrastructure (AMI).
- Improve fire flows in areas with flows currently below 1000 gpm.
- Implement conservation rate structure.
- Implementation of emergency generators for the water production system.
- Manageable Backflow Prevention Program.
- Rehabilitate High Service Pump #7
- Replace pumps at Main Street Pump Station.
- Adopt water utility extension ordinance.
- Well Field pump upgrades.
- Start design work for Cooling Tower 4.
- Evaluate mobile data terminals for replacement.
- Begin implementation of One Solution (Work Order Module).

Water Fund
Summary of Revenues and Expenditures
FY2013 Adopted

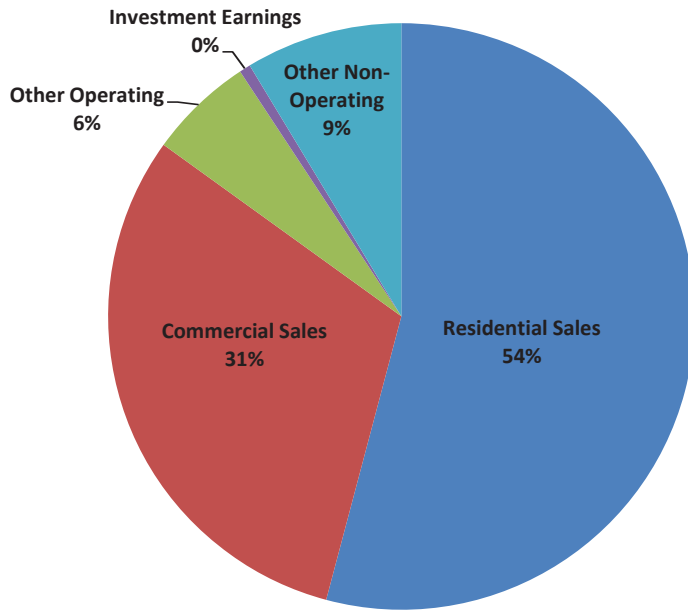
	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Operating Revenues:							
Water Sales	\$ 14,123,161	\$ 11,510,800	\$ 11,510,800	\$ 11,976,160	\$ 11,929,900	\$ 419,100	3.6%
Water Penalties	158,835	125,000	125,000	140,000	140,000	15,000	12.0%
<i>Total Operating Revenues</i>	<i>\$ 14,281,996</i>	<i>\$ 11,635,800</i>	<i>\$ 11,635,800</i>	<i>\$ 12,116,160</i>	<i>\$ 12,069,900</i>	<i>\$ 434,100</i>	<i>3.7%</i>
Non-Operating Revenues:							
Interest Income	\$ 86,370	\$ 100,000	\$ 100,000	\$ 75,000	\$ 80,000	\$ (20,000)	-20.0%
Water Tap Fees	58,500	150,000	150,000	80,000	85,000	(65,000)	-43.3%
Oil & Gas Royalty	1,469	1,500	1,500	1,000	1,500	-	0.0%
Inventory markup	16,417	23,000	23,000	21,000	21,500	(1,500)	-6.5%
Miscellaneous non-operating income	54,615	-	-	75,156	-	-	N/A
Transfers In	704,391	-	-	-	-	-	N/A
US Dept of Commerce	664,901	-	-	(750)	1,043,830	1,043,830	N/A
<i>Total Non-Operating Revenues</i>	<i>\$ 1,606,418</i>	<i>\$ 274,500</i>	<i>\$ 274,500</i>	<i>\$ 251,406</i>	<i>\$ 1,231,830</i>	<i>\$ (86,500)</i>	<i>-31.5%</i>
Total Revenues	\$ 15,888,414	\$ 11,910,300	\$ 11,910,300	\$ 12,367,566	\$ 13,301,730	\$ 1,391,430	11.7%
Expenditures:							
Operating Expenses:							
Water Administration	\$ 131,586	\$ 305,687	\$ 305,687	\$ 400,080	\$ 307,539	\$ 1,852	0.6%
Water Production	2,823,003	2,955,676	2,977,922	2,907,277	2,955,990	314	0.0%
Water Distribution	1,890,731	2,202,550	2,243,481	2,133,659	2,218,021	15,471	0.7%
General & Admin. Reimbursement	871,895	806,299	806,299	806,299	737,344	(68,955)	-8.6%
Transfer to Other Funds	34,046	126,933	126,933	126,933	30,695	(96,238)	-75.8%
Transfer to BTU	449,929	459,702	459,702	459,702	364,238	(95,464)	-20.8%
<i>Total Operating Expenses</i>	<i>\$ 6,201,190</i>	<i>\$ 6,856,847</i>	<i>\$ 6,920,024</i>	<i>\$ 6,833,950</i>	<i>\$ 6,613,827</i>	<i>(243,020)</i>	<i>-3.5%</i>
Non-Operating Expenses:							
Annual Capital	1,369,389	2,018,800	3,155,093	3,349,284	4,876,200	2,857,400	141.5%
Right of Way Payments	672,736	581,790	581,790	605,808	603,495	21,705	3.7%
Additional 2% ROW	269,094	-	-	-	-	-	N/A
Equip & Bldg/Mtnce Replacement	225,684	-	-	-	-	-	N/A
Paying Agent Fee	1,758	10,231	10,231	1,685	10,231	-	0.0%
Over/Short Inventory W2	(2,316)	-	-	(19)	-	-	N/A
Miscellaneous Debt Expense	-	50,000	50,000	-	50,000	-	0.0%
Debt Service: General Obligation Debt	-	694,531	694,531	694,531	667,679	(26,852)	-3.9%
Debt Service: Revenue Debt	4,229,850	3,242,450	3,242,450	3,242,450	3,544,958	302,508	9.3%
<i>Total Non-Operating Expenses</i>	<i>\$ 6,766,195</i>	<i>\$ 6,597,802</i>	<i>\$ 7,734,095</i>	<i>\$ 7,893,739</i>	<i>\$ 9,752,563</i>	<i>3,154,761</i>	<i>47.8%</i>
Total Expenditures	\$ 12,967,385	\$ 13,454,649	\$ 14,654,119	\$ 14,727,689	\$ 16,366,390	\$ 218,071	1.8%
Net Increase/(Decrease)	\$ 2,921,029	\$ (1,544,349)	\$ (2,743,819)	\$ (2,360,123)	\$ (3,064,660)	\$ 1,173,359	-76.0%
Beginning Unrestricted Net Current Assets	8,061,721	7,261,577	10,854,594	10,854,594	8,494,471	1,232,894	17.0%
CAFR Adjustment	(128,156)						
Ending Unrestricted Net Current Assets	\$ 10,854,594	\$ 5,717,228	\$ 8,110,775	\$ 8,494,471	\$ 5,429,811	\$ (287,417)	-5.0%
Reserve Requirement : (Sixty days operating expenses)	1,019,374	1,127,153	1,137,538	1,123,389	1,087,204	(39,948)	-3.5%



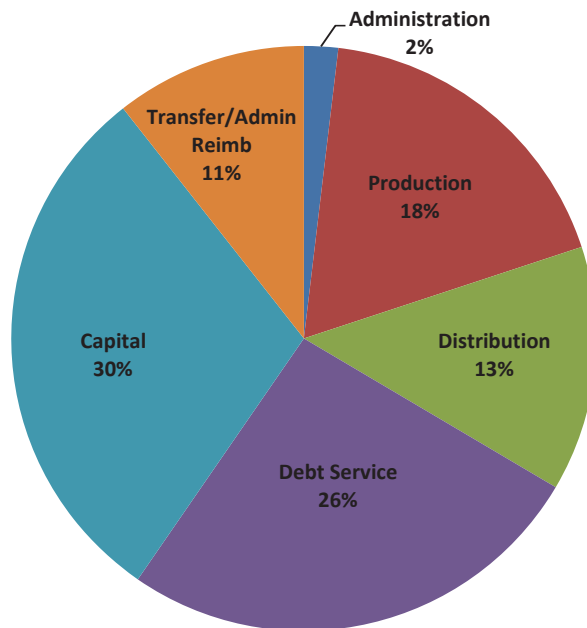
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City of Bryan, Texas
Water Fund
Fiscal Year 2013

Water Fund - Sources



Water Fund - Uses



	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 1,966,017	\$ 2,218,728	\$ 2,218,728	\$ 2,187,931	\$ 2,238,792
Supplies	233,767	261,738	266,639	242,326	261,738
Maintenance & Services	2,379,825	2,480,802	2,538,915	2,545,620	2,478,375
Miscellaneous/Admin Reimb	1,363,290	1,308,944	1,309,107	1,273,104	1,239,989
Capital Outlay	2,317,218	2,018,800	3,155,093	3,349,284	4,876,200
Debt Service	1,837,458	3,997,212	3,997,212	3,936,981	4,272,868
Transfers	2,869,810	1,168,425	1,168,425	1,192,443	998,428
Total Expenses	\$ 12,967,385	\$ 13,454,649	\$ 14,654,119	\$ 14,727,689	\$ 16,366,390

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Administration					
Director of Public Works	0.35	0.35	0.35	0.35	0.35
SUB-TOTAL	0.35	0.35	0.35	0.35	0.35
Production					
Production & Field Operations Manager	0.40	0.40	0.40	0.40	0.40
Public Works Support Assistant	0.25	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	0.50
Meter Foreman	1	1	1	1	1
Senior Meter Technician	1	1	1	1	1
Meter Technician	3	3	3	3	3
Production Supervisor	1	1	1	1	1
WP Maintenance Crew Leader	2	2	2	2	2
WP Maintenance Operator	2	2	2	2	2
WP Plant Operator	4	4	4	4	4
SUB-TOTAL	15.65	15.65	15.65	15.65	15.15
Distribution					
Production & Field Operations Manager	0.40	0.40	0.40	0.40	0.40
Water Services Project Coordinator	0.75	0.75	0.75	0.75	0.75
GIS Technician	1	1	1	1	1
Public Works Assistant - Call Center	0.50	0.50	0.50	0.50	0.50
Public Works Support Assistant	0.75	0.75	0.75	0.75	0.75
Maintenance Supervisor	1	1	1	1	1
Maintenance Crew Leader	2	2	2	2	2
Maintenance Worker/Operator	11	11	11	11	11
Valve & Hydrant Crew Leader	1	1	1	1	1
WD Customer Service Technician	2	2	2	2	2
WD Customer Service Supervisor	0	0	0	0	0
SUB-TOTAL	20.40	20.40	20.40	20.40	20.40
Total	36.40	36.40	36.40	36.40	35.90

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Percent Demand as a measure of capacity	75%	64%	64%	64%	64%
Water Pump Stations Maintained	3	3	3	3	3
Water Pumps/Motors Maintained	24	24	24	24	24
Elevated Storage Tanks Maintained	3	3	3	3	3
Water Mains Maintained (miles)	466	473	473	473	473
Active Customer Accounts	22,020	22,270	22,270	22,270	22,270
New Water Connections	250	250	250	250	250
Water mains installed - new (miles)	9	7	7	7	7
Fire Hydrants Maintained	2,280	2,310	2,310	2,310	2,310
Fire Hydrants Repaired/Replaced/Installed	60	50	50	50	50
Water Usage per 1000 Population (in	47.3	47.5	47.5	47.5	47.5
Admin Cost per Million Gallons Produced	\$ 1,805	\$ 1,720	\$ 1,720	\$ 1,720	\$ 1,720
Breaks per Main Mile	0.751	0.740	0.740	0.740	0.740
Customer Accounts per Employee (pdn + dist	611	618	618	618	626
Average Volume of Water (MGD) delivered	0.269	0.270	0.270	0.270	0.274
Distribution System Water Loss	10%	9%	9%	9%	9%
O&M Costs per account	\$ 235	\$ 238	\$ 238	\$ 238	\$ 238
O&M Costs per Million Gallons Produced	\$ 1,462	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495

Wastewater Fund

Mission Statement

The mission of Water 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 2012 Accomplishments

- Continued public education outreach efforts.
- Installed SCADA at the Burton Creek Waste Water Treatment Plant (WWTP), Still Creek WWTP, and High Service Pump Station.
- Adjusted wastewater treatment staffing levels to reduce labor expense.
- Construction of Thompsons WWTP.
- Reduced professional service expenses by performing services in-house: (1) Turkey Creek Closure Plan, (2) Thompsons Creek Reclaimed Water Authorization, (3) SWP3 renewal Burton Creek, Still Creek, and Coulter Airfield, (4) TPDES permit renewals for Burton Creek and Still Creek, and (5) MS4 Master Plan.
- Monitored the development of TMDL and I-Plan for Burton and Carters Creek.
- Executed proactive cleaning plan – 75 miles.
- Installed high efficiency blowers at the Burton and Still Creek WWTPs.
- Explored end users for Bed & Banks permit for treated wastewater.
- Launched Private Sewer Lateral Repair Program:
 - Continued smoke testing of sewer lines in Burton Creek sub basin.
 - Provided funding mechanism for repair of private sewer laterals.
 - Continued partnership for 3rd party service line warranties.
- Amended Sewer Use Ordinance to address closure of service lines associated with demolition.
- Developed enforcement module for One Solution.
- Implemented and managed SSO Plan (Burton and Still Creek Basins) that targeted basins 3, 7, 11, and 13.
- Replaced force main along Highway 6.
- Constructed new collection line to the Texas Triangle Business Park.

Fiscal Year 2013 Goals and Objectives

- Replace aging pumps and motors at Burton and Still Creek WWTPs.
- Decrease dependency on potable water use within WWTPs.
- Market effluent as a water source for other customers.
- Continue 97% compliance of food establishments maintaining their grease traps.
- Continue 97% of industries meeting their discharge permits.
- Monitor effectiveness of odor control technologies and explore further odor reduction technologies if needed.
- Increase aesthetics and appearance of WWTPs.
- Continue efforts to meet the goals and objectives of SSO Plan and CMOM.
- Continue efforts to eliminate sources of inflow and infiltration (private and public).
- Develop asset management plan for pumps, motors and blowers at the WWTPs.
- Execute proactive cleaning plan – 75 miles.
- Rehabilitate 150 manholes.
- Activation of Thompsons WWTP; closure of Turkey Creek WWTP.
- Develop TV layer in GIS and database of TV information.
- Upgrade control panels at miscellaneous lift stations.
- Research communication options for lift stations.
- Begin implementation of One Solution (Work Order Module).

CITY OF BRYAN, TEXAS
Wastewater Fund Summary
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues							
Operating Revenues							
Sewer System Revenue	\$ 12,593,603	\$ 12,100,000	\$ 12,100,000	\$ 12,100,570	\$ 12,150,400	\$ 50,400	0.4%
Sewer Penalties	141,823	95,000	95,000	137,000	135,000	40,000	42.1%
Miscellaneous	11,360	7,700	7,700	12,300	7,000	(700)	-9.1%
Pretreatment Fees	365,318	265,000	265,000	268,000	270,000	5,000	1.9%
Hauler & Sewer Inspection Fees	37,750	38,000	38,000	36,860	38,000	-	0.0%
<i>Total Operating Revenues</i>	\$ 13,149,854	\$ 12,505,700	\$ 12,505,700	\$ 12,554,730	\$ 12,600,400	\$ 94,700	0.8%
Non-Operating Revenues							
Sewer Tap Fees	\$ 55,075	\$ 75,000	\$ 75,000	\$ 50,000	\$ 70,000	\$ (5,000)	-6.7%
Miscellaneous-Non Operating	19,016	23,200	23,200	21,578	27,000	3,800	16.4%
Transfers from Other Funds	167,778	83,684	83,684	83,684	49,217	(34,467)	-41.2%
Interest Income	114,149	150,000	150,000	100,000	100,000	(50,000)	-33.3%
Gain on sale of asset	111,344	-	-	-	-	-	N/A
<i>Total Non-Operating Revenues</i>	\$ 467,362	\$ 331,884	\$ 331,884	\$ 255,262	\$ 246,217	\$ (85,667)	-25.8%
Total Revenues	\$ 13,617,216	\$ 12,837,584	\$ 12,837,584	\$ 12,809,992	\$ 12,846,617	\$ 9,033	0.1%
Expenditures							
Operating Expenses							
Wastewater Administration	\$ 70,384	\$ 270,975	\$ 295,775	\$ 286,730	\$ 275,687	\$ 4,712	1.7%
Wastewater Collection	1,633,868	1,758,160	1,801,435	1,659,443	1,776,297	18,137	1.0%
Wastewater Pre-Treatment	67,563	86,488	86,488	80,449	87,245	757	0.9%
Wastewater Treatment	2,662,981	3,002,743	3,030,697	2,734,560	2,764,440	(238,303)	-7.9%
Environmental Services	513,347	536,158	536,158	518,026	543,750	7,592	1.4%
General & Admin Reimbursement	\$ 804,077	\$ 772,812	\$ 772,812	\$ 772,812	\$ 727,446	\$ (45,366)	-5.9%
Transfer to Other Funds	34,046	88,451	88,451	88,451	4,885	(83,566)	-94.5%
Transfer to BTU	433,513	447,064	447,064	447,064	352,815	(94,249)	-21.1%
<i>Total Operating Expenses</i>	\$ 6,219,779	\$ 6,962,851	\$ 7,058,880	\$ 6,587,535	\$ 6,532,565	\$ (430,286)	-2.9%
Non-Operating Expenses							
Annual Capital	2,117,826	5,000,000	6,733,174	4,650,000	5,851,650	851,650	17.0%
Right of Way Payments	880,863	623,385	623,385	623,385	628,120	4,735	0.8%
Equip & Bldg Replacement Transfer	334,804	-	-	-	-	-	N/A
Paying Agent Fee	1,717	7,123	7,123	7,123	7,123	-	0.0%
Debt Service	3,513,106	3,523,519	3,523,519	3,473,519	3,780,362	256,843	7.3%
<i>Total Non-Operating Expenses</i>	\$ 6,848,316	\$ 9,154,027	\$ 10,887,201	\$ 8,754,027	\$ 10,267,255	\$ 1,113,228	12.2%
Total Expenditures	\$ 13,068,095	\$ 16,116,878	\$ 17,946,081	\$ 15,341,562	\$ 16,799,820	\$ 682,942	4.2%
Net Increase/(Decrease)	549,121	(3,279,294)	(5,108,497)	(2,531,570)	(3,953,203)		
Beginning Unrestricted Net Current Assets	11,914,084	8,740,211	10,981,866	10,981,866	8,450,296		
CAFR Adjustment ¹	(1,481,339)						
Ending Unrestricted Net Current Assets	\$ 10,981,866	\$ 5,460,917	\$ 5,873,369	\$ 8,450,296	\$ 4,497,093		
Reserve Requirement : (Sixty days operating expenses)	\$ 1,022,429	\$ 1,144,578	\$ 1,160,364	\$ 1,082,882	\$ 1,073,846		

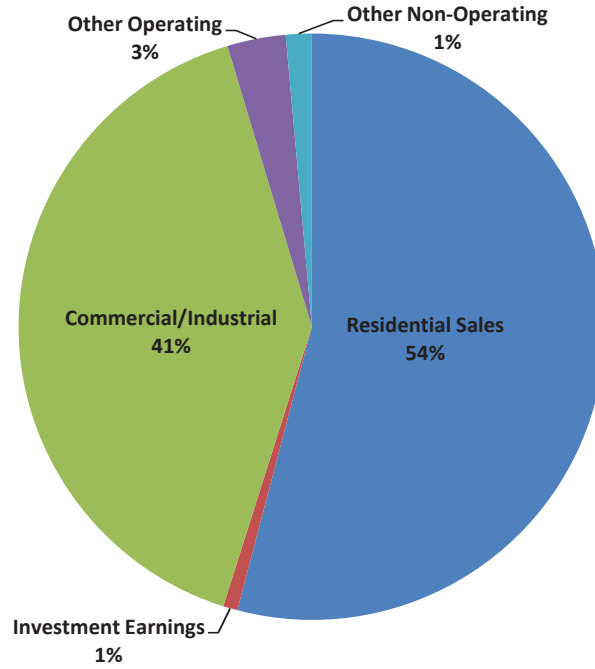
¹ Reconciles budget (cash basis) to financial statements, which includes depreciation, capital assets, and contributed capital



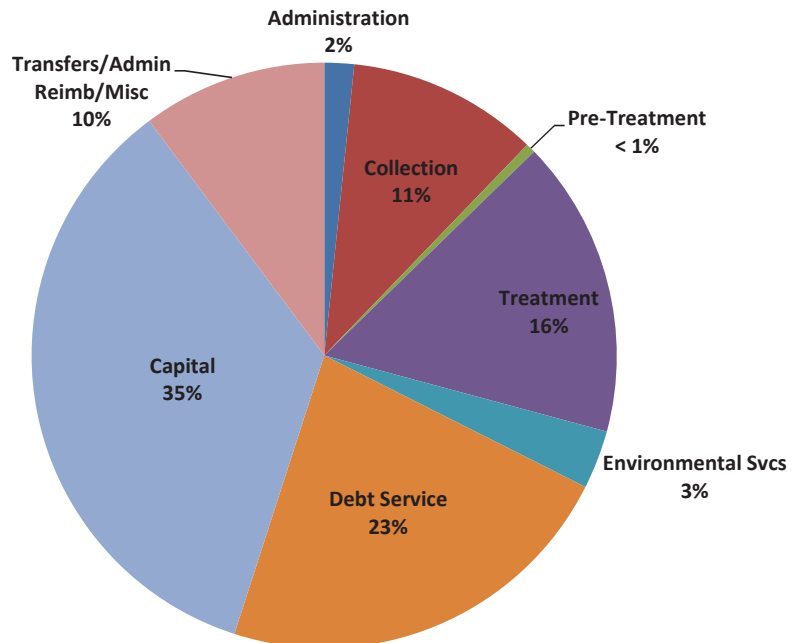
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City of Bryan, Texas
Wastewater Fund
Fiscal Year 2013

Wastewater Fund - Sources



Wastewater Fund - Uses



	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 2,436,671	\$ 2,590,655	\$ 2,590,655	\$ 2,514,657	\$ 2,547,428
Supplies	472,389	470,117	470,117	443,872	481,001
Maintenance & Services	1,767,405	2,070,993	2,142,134	1,850,260	2,120,506
Miscellaneous/Admin Reimb	1,410,559	1,286,471	1,311,359	1,234,131	1,202,630
Capital Outlay	2,117,826	5,009,100	6,742,274	4,659,100	5,674,950
Debt Service	3,514,823	3,530,642	3,530,642	3,480,642	3,787,485
Transfers	1,348,422	1,158,900	1,158,900	1,158,900	985,820
Total Expenses	\$ 13,068,095	\$ 16,116,878	\$ 17,946,081	\$ 15,341,562	\$ 16,799,820

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Administration					
Director of Public Works	0.50	0.35	0.35	0.35	0.35
Subtotal	0.50	0.35	0.35	0.35	0.35
Collection					
Compliance and I&I Supervisor	1	1	1	1	1
Distribution & Collection Manager	-	-	-	-	-
Jet Truck Crew Leader	1	1	1	1	1
Maintenance Crew Leader	4	4	4	4	4
Maintenance Worker/Operator	8	8	8	8	8
Maintenance Supervisor	1	1	1	1	1
Production & Field Operations Manager	0.20	0.20	0.20	0.20	0.20
Public Works Assistant-Call Center	0.50	0.50	0.50	0.50	0.00
Public Works Support Assistant	1	1	1	1	1
WW/Water Projects Coordinator	0.25	0.25	0.25	0.25	0.25
TV Truck Crew Leader	1	1	1	1	1
Vacuum Truck Crew Leader	2	2	2	2	2
Subtotal	19.95	19.95	19.95	19.95	19.45
Pre-Treatment / WWT					
Operator	1	1	1	1	1
Subtotal	1	1	1	1	1
Waste Water Treatment					
Division Assistant	0.50	0.50	0.50	0.50	0.50
Lift Station Crew Leader	1	1	1	1	1
Lift Station Operator	1	1	1	1	1
Maintenance Supervisor	0.50	0.50	0.50	0.50	0.50
Chief Plant Operator (supervisor)	1	1	1	1	1
Production & Plant Manager	-	-	-	-	-
Roll-Off Operator	1	1	1	1	1
Treatment & Compliance Manager	0.50	0.50	0.50	0.50	0.50
WP Maintenance Crew Leader	1	1	1	1	1
WP Maintenance Operator	1	1	1	1	1
WWT Plant Operator	9	9	9	9	6
Subtotal	16.50	16.50	16.50	16.50	13.50
Sewer/Env Svcs/Wastewater					
Environmental Compliance Officer	3	3	3	3	3
Environmental Compliance Supervisor	1	1	1	1	1
Industrial Waste/Pretreatment Officer	-	-	-	-	-
Treatment and Compliance Manager	0.50	0.50	0.50	0.50	0.50
Water Quality Technician	2	2	2	2	2
Subtotal	6.50	6.50	6.50	6.50	6.50
Total	44.45	44.30	44.30	44.30	40.80

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Sewer Mains Maintained (miles)	390	397	397	397	397
Stoppages Removed from City Mains (each)	1,450	1,500	1,500	1,500	1,500
Collection Mains Installed - New (miles)	5	7	7	7	7
New Sewer Connections	175	200	200	200	200
Sewer Customers (accounts)	21,553	21,753	21,753	21,753	21,753
Sewer Lift Stations Maintained	23	23	23	23	23
TV Inspection I&I (miles)	5	7	7	7	7
Smoke Testing I&I (miles)	51	50	50	50	50
Sewer Mains Repaired/Replaced I&I (miles)	3				
Manholes Repaired I&I	250	200	200	200	200
Private Repaired/Replaced Sewer Laterals	20	40	40	40	40
Sewer Mains Cleaned (miles)	63	75	75	75	75
Sanitary Sewer Overflows	100	100	100	100	100
Ratio of Volumes of Sewage to Water Sold	65%	68%	68%	68%	68%
Volume of Wastewater Treated (MG)	2,300	2,400	2,400	2,400	2,400
Volume of Wastewater Treated per Employee (MGD per employee)	63	66	66	66	73
Admin Cost per million gallons processed (Admin Costs)	\$ 2,586	\$ 2,208	\$ 2,208	\$ 2,208	\$ 2,208
Sewer Overflow Rate (No. Of overflows/total miles of main)	0.256	0.252	0.252	0.252	0.252
Collection System Integrity Rate = (No of failures/miles of piping system)	3.97	4.03	4.03	4.03	4.03
O&M Costs per account	227	231	231	231	231
O&M Costs per Million Gallons Processed	\$ 2,127	\$ 2,092	\$ 2,092	\$ 2,092	\$ 2,092
Percentage of Grease Traps in Compliance	95%	95%	95%	95%	95%
Percentage of Significant Industrial Users in	98%	98%	98%	98%	98%
Percentage of Biosolids composted	90%	90%	90%	90%	90%

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, and community education; respond promptly and accurately to citizen concerns and requests; ensuring environmental compliance for a safe, attractive and clean aesthetically pleasing community for residents and visitors.

Strategic Initiatives

- Provide safe and timely residential, commercial and brush & bulky solid waste services.
- Divert and direct waste from landfill through recycling programs and educational programs.
- Improve image by decreasing litter and discarded materials in residential neighborhoods and major thoroughfares.
- Respond to customer requests in a timely, professional manner.
- Provide fiscally sound collection operations by minimizing the fleet and optimizing staff.
- Develop well-trained and empowered staff at all levels.
- Improve capitol assets through safety and operational training along with proactive maintenance.
- Provide superior customer service in Public Works Call Center.
- Institute work order-based reporting to provide managers with information in order to raise the level of service provided and monitor productivity.

Fiscal Year 2012 Accomplishments

- Worked with Bryan PD assisting in minor crime investigations and prevention.
- Continued to work with BTU to audit residential accounts in order to verifying billing for extra containers.
- Increased route efficiency by consolidating business parks and strip centers, where feasible, with multiple containers to one container in order to eliminate extra containers and to ensure route efficiency.
- Increased the use of plastic front load containers that have helped reduce noise concerns where commercial properties are adjacent to residential neighborhoods.
- Competed and won second place at the TXSWANA Equipment Rodeo; advanced to Nationals and was runner-up at that event in the front load competition.
- Continued an aggressive residential container maintenance and repair program that prolonged the life of existing containers that helped save container replacement costs. Over the past three years the numbers of “new” containers set each month have decreased from ~125/month in FY10, ~13/month in FY11 to ~6/month in FY12.
- Decreased the number of incidents/accidents by ~38% with the Safety Awareness Program.
- Full implementation of RASTRAC tracking software on all collection vehicles, increasing customer services through the Call Center and route efficiency.
- Remodeled the Drive-In Recycling Center.
- Successfully facilitated the transfer and start-up of the Animal Sheltering Services from an outside agency to the City of Bryan operated Bryan Animal Center.
- Redesigned Public Works Call Center Standard Operations Procedure manual.
- Member of the Call Center and the supervisor worked as part of the test team with Bryan Texas Utilities on upgrade changes to Cayenta billing software.
- Incorporated the generation of water meter work orders into Call Center daily routine due to Water Services implementing wireless meter reading and new arrangements were made with Bryan Texas Utilities.

Fiscal Year 2013 Goals and Objectives

- Ensure 100% of all solid waste customers are collected without complaints.
- All curbs and gutters are swept at least 4 times per year.
- Dead animals are removed within 24 hours of notifications.
- Reduce the number of incidents/accidents by 3%.
- All solid waste work orders generated are completed within 24-48 hours of notifications.
- Increase citizen participation at the recycling center by 2%.
- Install GPS into 27 solid waste collection trucks to increase quality and quantity of service, maximize route efficiency and decrease fleet maintenance costs.
- Apply for at least 1 grant or award with established sustainability and education program.
- Continue to ensure that all calls presented to an agent are answered within one minute.
- Maintain an average talk time of two minutes with customers.
- Effectively and efficiently handled all calls received and placed in the Call Center.
- Increase online service requests of “HelpBryan!” work requests.
- Effectively and efficiently processed all work orders generated in the Call Center.

**Solid Waste Fund
Summary of Revenues and Expenditures
FY2013**

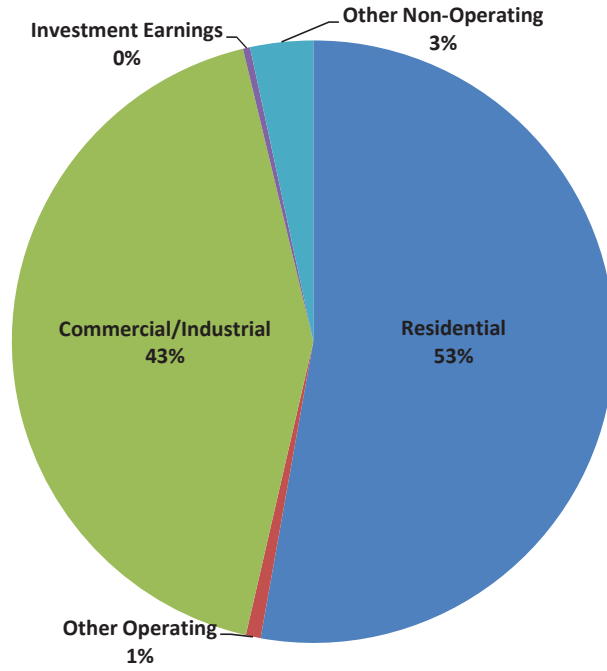
	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Operating Revenues:							
Residential Refuse	\$ 4,026,332	\$ 4,021,100	\$ 4,021,100	\$ 4,019,336	\$ 4,091,684	\$ 70,584	1.8%
Commercial Refuse	3,243,771	3,257,600	3,257,600	3,246,820	3,305,263	47,663	1.5%
Penalties	82,752	61,000	61,000	80,000	61,000	-	0.0%
License & Permit Fees	36,593	32,000	32,000	38,000	35,000	3,000	9.4%
Recycling	41,374	20,000	20,000	20,000	20,000	-	0.0%
Miscellaneous	5,472	8,723	8,723	9,018	8,880	157	1.8%
Animal Center	1,600	-	-	68,414	-	-	N/A
<i>Total Operating Revenues</i>	\$ 7,437,894	\$ 7,400,423	\$ 7,400,423	\$ 7,481,588	\$ 7,521,827	\$ 121,404	1.6%
Non-Operating Revenues:							
Interest Income	\$ 9,480	\$ 30,000	\$ 30,000	\$ 20,000	\$ 30,000	\$ -	0.0%
Administrative Reimbursements	-	276,884	276,884	276,884	140,782	(136,102)	-49.2%
Transfers In	-	116,534	116,534	116,534	55,969	(60,565)	-52.0%
Grants	9,699	-	-	-	-	-	N/A
Gain/(Loss) on sale of Asset	275,621	-	-	-	-	-	N/A
<i>Total Non-Operating Revenues</i>	\$ 294,800	\$ 423,418	\$ 423,418	\$ 413,418	\$ 226,751	\$ (196,667)	-46.4%
Total Revenues	\$ 7,732,694	\$ 7,823,841	\$ 7,823,841	\$ 7,895,006	\$ 7,748,578	\$ (75,263)	-1.0%
Expenditures:							
Operating Expenses:							
Administration	\$ 4,589,000	\$ 4,728,843	\$ 4,812,716	\$ 4,712,476	\$ 4,303,583	\$ (425,260)	-9.0%
Call Center	-	273,326	273,326	264,607	276,305	2,979	1.1%
Recycling	361,041	414,298	414,316	362,640	326,883	(87,415)	-21.1%
BVSWMA Compost	6,415	188,284	188,284	188,284	105,202	(83,082)	-44.1%
Admin Reimbursement	922,590	718,392	718,392	718,392	653,913	(64,479)	-9.0%
Transfer to Wastewater	76,094	34,628	34,628	34,628	37,017	2,389	6.9%
Transfer to BTU	400,542	467,086	467,086	467,086	404,478	(62,608)	-13.4%
Transfer to General Fund	-	-	-	-	300,000	300,000	N/A
Transfer to Other Funds	24,108	40,000	40,000	40,000	-	(40,000)	-100.0%
<i>Total Operating Expenses</i>	\$ 6,379,790	\$ 6,864,857	\$ 6,948,748	\$ 6,788,113	\$ 6,407,381	\$ (457,476)	-6.7%
Non-Operating Expenses:							
Annual Capital	-	977,312	1,645,420	1,431,833	1,215,821	238,509	24.4%
Equipment Replacement Transfer	868,968	-	-	-	-	-	N/A
Facilities Replacement Transfer	4,000	-	-	-	-	-	N/A
Right of Way Use Fee	512,237	366,985	366,985	366,985	372,897	5,912	1.6%
<i>Total Non-Operating Expenses</i>	\$ 1,385,205	\$ 1,344,297	\$ 2,012,405	\$ 1,798,818	\$ 1,588,718	\$ 244,421	18.2%
Total Expenditures	\$ 7,764,995	\$ 8,209,154	\$ 8,961,153	\$ 8,586,931	\$ 7,996,099	\$ (213,055)	-2.6%
Net Increase/(Decrease)	\$ (32,301)	\$ (385,313)	\$ (1,137,312)	\$ (691,925)	\$ (247,521)		
Beginning Unrestricted Net Current Assets	2,283,508	2,750,074	2,451,139	2,451,139	3,535,904		
CAFR Adjustment/VRP Reimbursement	199,932	-	-	1,776,690	-		
Ending Unrestricted Net Current Assets	\$ 2,451,139	\$ 2,364,761	\$ 1,313,827	\$ 3,535,904	\$ 3,288,383		
Reserve Requirement : (Sixty days operating expenses)	1,048,733	1,128,470	1,142,260	1,115,854	1,053,268		
Ninety Day Reserve	1,573,099	1,692,704	1,713,390	1,673,781	1,579,902		



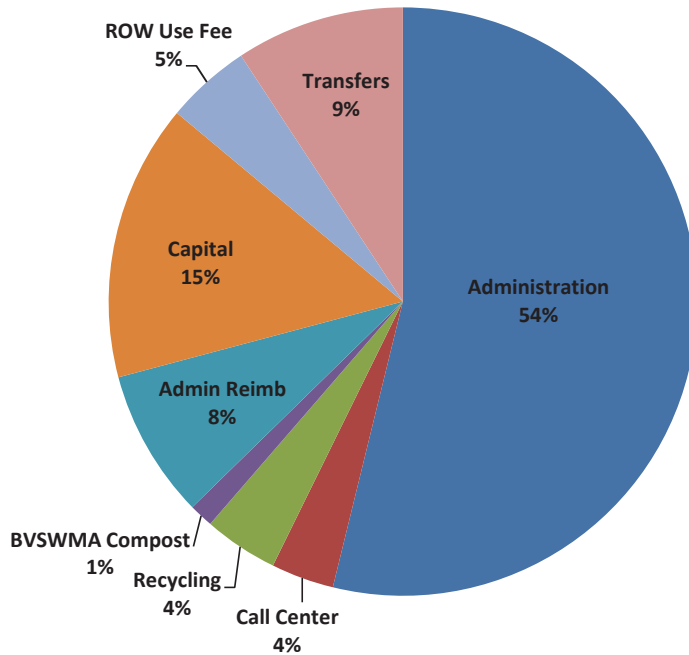
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City of Bryan, Texas
Solid Waste Fund
Fiscal Year 2013

Solid Waste Fund - Sources



Solid Waste Fund - Uses



	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 2,099,151	\$ 2,698,841	\$ 2,698,841	\$ 2,826,776	\$ 2,440,963
Supplies	617,345	484,427	543,575	669,796	571,650
Maintenance & Services	520,357	528,464	542,807	525,962	486,151
Miscellaneous/Admin Reimb	3,515,161	2,611,411	2,611,411	2,223,865	2,167,122
Capital Outlay	-	977,312	1,655,820	1,431,833	1,215,821
Transfers	1,012,981	908,699	908,699	908,699	1,114,392
Total Expenses	\$ 7,764,995	\$ 8,209,154	\$ 8,961,153	\$ 8,586,931	\$ 7,996,099

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Administration	\$ 7,304,066	\$ 7,333,246	\$ 8,063,640	\$ 7,397,071	\$ 7,287,709
Call Center	-	273,326	273,326	264,607	276,305
Animal Shelter*	93,472	-	21,605	374,329	-
BVSWMA Compost	6,416	188,284	188,284	188,284	105,202
Compost	361,041	414,298	414,298	362,640	326,883
Total Expenses	\$ 7,764,995	\$ 8,209,154	\$ 8,961,153	\$ 8,586,931	\$ 7,996,099

*Animal Center moved to General Fund FY13

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Administration					
Director of Public Works	-	0.15	0.15	0.15	0.05
Assistant Director of Public Works ¹	1	-	-	-	-
Environmental Services Department Manager	1	1	1	1	1
Sustainability Programs Coordinator	1	-	-	-	-
Brush & Bulky Foreman	1	1	1	1	1
Brush & Bulky Crew Leader	2	2	2	2	2
Brush & Bulky Equipment Operator	8	8	8	8	8
Assessment Worker	3	3	3	3	3
Solid Waste Commercial Foreman	1	1	1	1	1
Solid Waste Residential Foreman	1	1	1	1	1
Container Coordinator	2	2	2	2	2
Solid Waste Equipment Operator					
Residential	8	8	8	7	7
Commercial	7	5	5	6	6
Street Sweepers	2	2	2	2	2
Subtotal	38.00	34.15	34.15	34.15	34.05
Call Center					
Customer Service Supervisor	1	1	1	1	1
Public Works Call Center Assistant	3	3	3	3	3
Public Works Support Assistant	1	1	1	1	1
Subtotal	5.00	5.00	5.00	5.00	5.00
Animal Shelter					
Animal Shelter Manager	-	-	-	1	-
Animal Care Technician	-	-	-	3	-
Subtotal	-	-	-	4.00	-
Compost					
Compost Equipment Operator	3	3	3	3	-
Compost Crew Leader	1	1	1	1	-
Recycling Center Assistant	3	3	3	3	3
Recycling Center Crew Leader	1	1	1	1	1
Environmental Operations Supervisor	1	1	1	1	1
BVSWMA - Compost	-	4	4	2	2
Subtotal	9	13	13	11	7
Total	52.00	52.15	52.15	54.15	46.05

¹ Moved 1 Assistant Director of Public Works from Facilities to Solid Waste for FY2011.

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Administration:					
Customers collected without complaint (Reside	99%	100%	100%	99%	100%
Customers collected without complaint (Comm	99%	100%	100%	99%	100%
Customers collected without complaint (Brush/	99%	100%	100%	99%	100%
Average number of street sweepings annually	5	4	4	4	4
Dead animal requests removed/disposed withir	100%	100%	100%	100%	100%
All solid waste work orders are completed withi	100%	100%	100%	100%	100%
Percent Installation of GPS in Solid Waste Coll	0%	100%	100%	100%	NA
Call Center:					
Calls that were presented to an agent and answe	96%	96%	96%	96%	96%
Number of calls effectively and efficiently recei	24136	29000	29000	31000	31000
Number of work orders effectively and efficient	193	250	250	225	225
Number of job orders handled	16769	18900	18900	16800	16800

**City of Bryan, Texas
Bryan Texas Utilities
City Electric System
Fiscal Year 2013 Budget Adopted**

	FY2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12
Revenues and Expenditures						
Revenues						
<u>City of Bryan Retail Revenue</u>						
Base Revenue	\$ 41,203,925	\$ 42,667,344	\$ 42,667,344	\$ 49,280,576	\$ 6,613,232	15.5%
Fuel Revenue	38,470,931	35,179,828	35,179,828	30,757,821	(4,422,007)	-12.6%
<u>Rural Wholesale Revenue</u>						
Base Revenue	11,777,688	11,772,344	11,772,344	13,282,058	1,509,714	12.8%
Fuel Revenue	12,748,870	12,486,597	12,486,597	11,195,597	(1,291,000)	-10.3%
					-	
Off-System Wholesale Revenue	37,592,502	31,580,896	34,228,812	35,879,114	4,298,218	12.6%
Transmission Service Revenue	8,426,490	11,096,625	10,173,275	10,829,016	(267,609)	-2.6%
Miscellaneous	3,352,972	3,645,301	2,047,781	2,088,737	(1,556,564)	-76.0%
Interest	282,493	196,963	212,228	276,941	79,978	37.7%
Total Revenues	\$153,855,871	\$148,625,898	\$148,768,209	\$153,589,860	\$4,963,962	3.3%
Expenditures						
<u>Operating Expenses</u>						
Fuel and Purchased Power	\$83,245,414	\$77,337,649	\$77,337,649	\$72,617,070	-\$4,720,579	-6.1%
TMPA Capacity	8,897,139	9,798,494	9,798,494	22,965,963	13,167,469	134.4%
Transmission Service Expense	4,634,307	-	3,386,124	9,766,769	9,766,769	288.4%
Production	5,725,423	3,491,088	3,606,500	6,146,717	2,655,629	73.6%
QSE	-	1,283,750	1,310,760	1,322,240	38,490	2.9%
Transmission	1,601,068	5,998,012	2,114,580	2,050,924	(3,947,088)	-186.7%
Distribution	1,704,473	1,889,400	1,981,789	2,240,103	350,703	17.7%
Customer Service	3,591,450	3,640,413	2,870,439	2,673,801	(966,612)	-33.7%
Key Accounts	1,040,300	1,563,791	939,050	986,603	(577,188)	-61.5%
Administration	5,105,929	5,286,619	5,377,215	5,780,629	494,010	9.2%
Admin Reimbursement	-	-	(1,597,520)	(1,344,820)	(1,344,820)	84.2%
Total Operating Expenses	\$115,545,503	\$110,289,216	\$107,125,080	\$125,205,999	\$14,916,782	13.9%
<u>Non-Operating Expenses</u>						
Debt Service Requirements	18,583,044	30,606,738	18,924,485	20,286,419	(10,320,319)	-33.7%
Capital Expenditures from Rates	10,683,181	5,324,707	5,521,224	6,894,260	1,569,553	29.5%
AMI - Cash Funding and Reimbursement	-	(7,847,373)	(2,200,000)	-	7,847,373	-100.0%
Transfers to City of Bryan - ROW	9,049,304	9,134,889	9,139,073	9,234,062	99,173	1.1%
Transfers to City of Bryan - Administrative	450,546	486,285	-	-	(486,285)	-100.0%
Total Non-Operating Expenditures	38,766,075	37,705,246	31,384,782	36,414,741	(1,290,505)	-3.4%
Total Expenditures	\$ 154,311,578	\$ 147,994,463	\$ 138,509,862	\$ 161,620,740	6,169,756	4.2%
Net Increase (Decrease)	\$ (455,706)	\$ 631,436	\$ 10,258,347	\$ (8,030,880)		
Beginning Unrestricted Cash	27,467,753	28,671,298	28,671,298	43,414,135		
Transfer From Rate Stabilization Fund	6,405,194					
Timing of Cash Flow	(4,745,942)	-	4,484,490			
Ending Unrestricted Cash	\$ 28,671,298	\$ 29,302,734	\$ 43,414,135	\$ 35,383,256		
# of Days of Reserve	91	97	148	103		
Rate Stabilization Fund - Ending	\$ 1,685,000	\$ 1,685,000	\$ 1,685,000	\$ 1,693,425		

City of Bryan, Texas
 Bryan Texas Utilities
 Rural Electric System
 Fiscal Year 2013 Budget Adopted

	FY2011 Actual	FY 2012 Adopted	FY 2012 Amended	FY 2012 Projected	FY 2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues and Expenditures							
Revenues							
Base Revenue	\$ 16,569,007	\$ 17,197,450	\$ 17,197,450	\$ 17,197,450	\$ 19,460,378	\$ 2,262,928	13.2%
Fuel Revenue	14,860,137	12,916,597	12,916,597	12,916,597	11,625,597	(1,291,000)	-10.0%
Miscellaneous	475,388	310,000	310,000	310,000	317,309	7,309	2.4%
Total Revenues	\$31,904,532	\$30,424,047	\$30,424,047	\$30,424,047	\$31,403,284	\$979,237	3.2%
Expenditures							
Operating Expenses							
Purchased Power	\$26,637,825	\$24,688,941	\$25,290,533	\$25,290,533	\$24,907,655	\$218,714	0.9%
Transmission	70,059	140,990	140,990	140,990	145,270	4,280	3.0%
Distribution	811,754	880,274	880,274	880,274	1,085,871	205,597	23.4%
Administration	105,155	180,277	180,277	180,277	184,935	\$ 4,658	2.6%
Total Operating Expenses	\$27,624,793	\$25,890,482	\$26,492,074	\$26,492,074	\$26,323,731	\$433,249	1.7%
Non-Operating Expenses							
Debt Service Requirements	424,578	760,800	760,800	760,800	1,002,097	\$ 241,297	31.7%
Capital Expenditures from Rates	2,971,933	3,082,800	3,082,800	3,998,958	3,843,975	761,175	24.7%
Total Non-Operating Expenditures	3,396,511	3,843,600	3,843,600	4,759,758	4,846,072	\$ 1,002,472	26.1%
Total Expenditures	\$ 31,021,304	\$ 29,734,082	\$ 30,335,674	\$ 31,251,832	\$ 31,169,803	\$ 1,435,720	4.8%
Net Increase (Decrease)	\$ 883,228	\$ 689,964	\$ 88,372	\$ (827,785)	\$ 233,481		
Beginning Unrestricted Cash	3,644,779	4,528,007	4,528,007	4,528,007	3,700,222		
Timing of Cash Flow	-	-	-	-	-		
Ending Unrestricted Cash	\$ 4,528,007	\$ 5,217,971	\$ 4,616,379	\$ 3,700,222	\$ 3,933,703		
# of Days of Reserve	60	74	64	51	55		



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**Bryan Commerce & Development (BCD) Fund
Summary of Revenues and Expenditures
FY2013 Adopted**

	FY2011 Actuals	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Gain/(Loss) on Sale of Asset	\$ 35,900	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Grants - Office of the Governor	2,000,000	-	-	-	-	-	N/A
Interest Income	113	-	-	-	-	-	N/A
Misc Revenues	22,773	-	-	-	-	-	N/A
Rental Income	-	-	-	-	-	-	N/A
LaSalle	-	129,000	129,000	129,000	126,700	(2,300)	-1.8%
Transfer from General Fund	75,457	57,178	57,178	57,178	57,310	132	0.2%
Transfer from Other Funds	645,000	-	-	-	-	-	N/A
Total Revenues	\$ 2,779,243	\$ 186,178	\$ 186,178	\$ 186,178	\$ 184,010	\$ (2,168)	-1.2%
Expenditures:							
Other services and charges	\$ 32,090	\$ 178	\$ 178	\$ 16,538	\$ 310	\$ 132	74.2%
LaSalle Operations	-	-	-	-	-	-	N/A
Land Purchase	-	-	4,015	-	-	-	N/A
Legal	-	-	-	-	-	-	N/A
Contractual Obligations	1,951,317	-	4,500	4,588	-	-	N/A
Compass Bank Note (Principal)	-	-	-	-	-	-	N/A
Compass Bank Note (Interest)	55,045	57,000	57,000	57,000	57,000	-	0.0%
Transfer to Debt Service	127,773	129,000	129,000	129,000	126,700	(2,300)	-1.8%
Total Expenses	\$2,166,225	\$186,178	\$ 194,693	\$207,126	\$ 184,010	\$ (2,168)	N/A
Net Increase/(Decrease)	613,018	-	(8,515)	(20,948)	-		
Beginning Unrestricted Net Assets	(521,793)	(491,254)	138,955	138,955	118,007		
CAFR Adjustments	(457,814)	-	-	-	-		
Ending Unrestricted Net Assets	\$ 138,955	\$ (491,254)	\$ 130,440	\$ 118,007	\$ 118,007		

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 2012 Accomplishments

- Installed Self Service Fueling Equipment.
- Held first major Aviation Expo.
- Increased existing revenue sources.
- Updated Vision of Coulter Airfield with City Council
- Increased T-Hangar Rental Rates
- Updated T-Hangar Lease
- Updated Tie-Down Leases
- Beacon and Tower Operational and Safety Upgrades.
- Construct New City Box Hanger
- Adjusted/Repaired PAPI Lighting System
- Bid and Begun Construction of Automatic Weather Observation System (AWOS)
- Implemented Marketing Program for Southeast Conference Schools

Fiscal Year 2013 Goals and Objectives

- Complete Automatic Weather Observation System.
- Add Jet Service Amenities.
- Construct Two New Private Hangars.
- Increase Jet A Fuel Sales

Airport Fund
Summary of Revenues and Expenditures
FY2013 Adopted

	FY2011	FY2012	FY2012	FY2012	FY2013	\$ Chng/	% Chng/
	Actual	Adopted	Amended	Projected	Adopted	FY 12 Adptd	FY12 Adptd
Revenues:							
Operating Revenues:							
Rent	\$ 118,123	\$ 142,300	\$ 142,300	\$ 115,275	\$ 167,920	\$ 25,620	18.0%
Fuel Revenue	347,543	323,000	323,000	331,000	345,000	22,000	6.8%
<i>Total Operating Revenues</i>	\$ 465,666	\$ 465,300	\$ 465,300	\$ 446,275	\$ 512,920	\$ 47,620	10.2%
Non-Operating Revenues:							
Grants and Reimbursements	\$ (91,984)	\$ 4,235	\$ 4,235	\$ 36,801	\$ 144,000	\$ 139,765	3300.2%
Interest Income	94	-	-	1,048	-	-	N/A
Misc. Revenues	54,792	15,300	15,300	4,652	4,800	(10,500)	-68.6%
Transfers In	183,330	-	-	-	-	-	N/A
<i>Total Non-Operating Revenues</i>	\$ 146,232	\$ 19,535	\$ 19,535	\$ 42,501	\$ 148,800	\$ 129,265	661.7%
Total Revenues	\$ 611,898	\$ 484,835	\$ 484,835	\$ 488,776	\$ 661,720	\$ 176,885	36.5%
Expenditures:							
Operating Expenses:							
Salaries and Benefits	\$ 128,799	\$ 132,162	\$ 132,162	\$ 112,285	\$ 105,445	\$ (26,717)	-20.2%
Supplies	11,077	14,800	14,800	9,070	11,500	(3,300)	-22.3%
Fuel for resale	264,085	250,000	250,000	304,000	290,000	40,000	16.0%
Maintenance	9,517	14,200	17,514	14,671	14,000	(200)	-1.4%
Allocation from City Depts	43,681						
Other Services and Charges	61,538	68,086	69,276	64,833	67,865	(221)	-0.3%
<i>Total Operating Expenses</i>	\$ 518,697	\$ 479,248	\$ 483,752	\$ 504,859	\$ 488,810	\$ 9,562	2.0%
Non-Operating Expenses:							
Debt Service	\$ 2,850	\$ 4,257	\$ 4,257	\$ 4,257	\$ 4,137	\$ (120)	-2.8%
Annual Capital	-	-	50,667	50,667	140,000	140,000	N/A
Bldg & Facility Mtnc	11,126	-	-	-	-	-	N/A
<i>Total Non-Operating Expenses</i>	\$ 13,976	\$ 4,257	\$ 54,924	\$ 54,924	\$ 144,137	\$ 139,880	3285.9%
Total Expenditures	\$ 532,673	\$ 483,505	\$ 538,676	\$ 559,783	\$ 632,947	\$ 149,442	30.9%
Net Increase /(Decrease)	\$ 79,225	\$ 1,330	\$ (53,841)	\$ (71,007)	\$ 28,773	\$ 27,443	2063.4%
Beginning Unrestricted Net Current Assets	(22,053)	40,112	97,863	97,863	26,856	(13,256)	-33.0%
CAFR adjustment	40,691						
Ending Unrestricted Net Current Assets	\$ 97,863	\$ 41,442	\$ 44,022	\$ 26,856	\$ 55,629	14,187	34.2%

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 128,799	\$ 132,162	\$ 132,162	\$ 112,285	\$ 105,445
Supplies	275,162	264,800	264,800	313,070	301,500
Maintenance & Services	54,409	47,876	52,380	53,172	51,490
Miscellaneous/Admin Reimb	71,453	34,410	34,410	26,332	30,375
Capital Outlay			50,667	50,667	140,000
Allocated Costs/Bldg & Facility Maintenance	-				
Debt Service	2,850	4,257	4,257	4,257	4,137
Total Expenses	\$ 532,673	\$ 483,505	\$ 538,676	\$ 559,783	\$ 632,947

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Airport Manager	1	1	1	1	1
Assistant Airport Manager	1	1	1	1	-
Total	2	2	2	2	1

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
# of hangars leased month to month	37	36	36	36	36
Revenue generated annually	75,432	80,496	80,496	90,000	105,000
# of hangars with 25-30 year leases	8	8	8	8	8
Revenue generated	5,042	5,042	5,042	5,042	5,042
# of hangars leased other than T-hangars	1	1	1	1	1
Revenue Generated	14,700	14,700	14,700	14,700	14,700
# of month to month office lease	4	4	4	4	4
Revenue Generated	9,048	9,420	9,420	9,420	9,420
10% management fee for the BBC Hangar	1	1	1	1	1
Revenue Generated	1,650	1,650	1,650	1,650	1,650
# of permanent tiedowns	18	18	18	18	18
Revenue Generated	2,400	3,840	3,840	3,840	3,840
Misc. Revenue generated	900	1,040	1,040	1,040	1,040
Additional Equipment Costs for Jet Services	-	-	-	-	51,200
Additional Ground Lease Revenue	-	-	-	-	8,100
Additional Jet Fuel Sales	-	-	-	-	10,500
Total Fuel Sold	264,085	250,000	250,000	304,000	290,000

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 the Self-Insurance Fund, the Employee Benefits Fund and the Warehouse Fund. 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 \$123,300 for FY2013. Operating revenues consist of fuel markups estimated at \$112,500, and inventory mark-ups of \$10,800.

Non-operating revenues for FY2013 include: interest income anticipated to be \$2,200 and discounts taken estimated at \$575.

Operating expenses total \$235,429 for FY2013. This includes expenses for: salaries and benefits \$208,101, supplies of \$14,144, and maintenance and services of \$13,184.

Non-operating expenses for FY2013 include a General and Administrative Transfer of \$83,385.

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 2013 fiscal year are budgeted to be \$1,504,364, an increase of \$62,680 from the FY2012 adopted figure of \$1,441,684.

Non-operating revenues are anticipated to decrease by \$23,256 from the FY2012 budget due to a lower planned transfer from the Employee Benefit Fund. Interest income is expected to increase to \$69,138 in FY2013. This is due in part to anticipating a slightly better interest rate in FY2013. Miscellaneous revenues were not budgeted in FY2013.

Operating expenses are expected to be \$1,994,816 in FY2013, a decrease of \$28,962 from the FY2012 adopted amount of \$2,023,778. Judgment and claims estimates are based upon actuary studies. Generally, the actual claims expense is lower than the actuary anticipates.

Non-operating expenses are anticipated to decrease by \$7,397 in FY2013 due to anticipating the expense of the Employee Health Center to be less.

The projected fund balance for FY2013 is anticipated to be \$2,191,925. This amount is a decrease of \$438,798 over the adopted ending balance for FY2012 which is \$2,630,723.

EMPLOYEE BENEFITS FUND

The collaboration between 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 \$7,755,652. Premiums paid by the City are projected to decrease in FY2013, from \$5,871,029 in FY2012 to \$5,699,652 in FY2013 (2.9% decrease). Employee contributions are projected to decrease in FY2013, from \$1,675,888 to \$1,600,000 in FY2013 (4.5%). Retiree premiums will account for \$456,000 of premiums paid. The FY2013 retiree contribution is \$43,482 lower than the FY2012 contribution of \$499,482. Interest income will be \$22,296 in FY2013.

Total operating expenses for FY2013 are anticipated to be \$7,869,914. Health insurance claims are projected to be \$6,755,187. This reflects an increase of \$82,475 from the FY2012 budget of \$6,672,712. Health insurance administration costs are \$500,167. This is an increase of \$23,048 from the FY2012 budget of \$477,119. Stop loss premiums anticipated to be \$447,589 in FY2013, up from \$375,790 in FY2012, an increase of \$71,799. The Employee Assistance Program is a small component of the expenses, accounting for \$14,402 of the costs in FY2013. Total non-operating expenses for FY2013 are anticipated to be \$313,606. This is comprised of transfers to other funds.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund was eliminated at the end of FY2011.

BUILDING AND FACILITIES MAINTENANCE FUND

The Building and Facilities Maintenance Fund was eliminated at the end of FY2011.



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Warehouse Fund

Mission Statement

The Warehouse will support all departments within the City of Bryan by providing exceptional customer service, maintaining adequate stock levels for needed supplies, and safeguarding inventory to prevent loss.

Strategic Initiatives

- Ensure goods and services are available in a timely and cost-effective manner.
- Reduce backorders and stock shortage by proactive management of inventory.
- No violations issued for fuel storage and delivery.
- Operations are performed within budget.
- Provide excellent customer service to internal and external customers.
- Enhance the working environment for employees through improved communication and rewarding performance.

Fiscal Year 2012 Accomplishments

- Completed standard operating procedures (SOP) for warehouse function (auto warehouse, fuel procedure, auction, water warehouse, etc.).
- Accommodated streamlining of internal services by assuming greater responsibility and ownership for auction process, weekly bidding of goods, and administration of fleet services.
- Replaced existing forklift with new.
- Increased revenues for auctioned goods by partnering with a new auction service provider.
- Completed servicing of underground diesel fuel tanks to remove suspended and dissolved solids.
- Facilitated Automated Meter Infrastructure (AMI) project by providing storage for the AMI meters.

Fiscal Year 2013 Goals and Objectives

- Promote maximum savings to City by minimizing inventory write-offs and continually evaluating product cost, demand, and availability.
- Support integration of existing fuel system software to communicate with One Solution Software.
- Evaluate options for security monitoring and automation of MSC and Fountain Street Fuel Islands.

Warehouse Fund
Summary of Revenues and Expenditures
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Operating Revenues:							
Fuel Markup	\$ 114,635	\$ 106,000	\$ 106,000	\$ 112,793	\$ 112,500	\$ 6,500	6.1%
Inventory Markup	11,158	10,925	10,925	10,875	10,800	\$ (125)	-1.1%
Administrative Reimbursements	164,843	254,732	254,732	254,732	-	\$ (254,732)	-100.0%
<i>Total Operating Revenues</i>	<u>\$ 290,636</u>	<u>\$ 371,657</u>	<u>\$ 371,657</u>	<u>\$ 378,400</u>	<u>\$ 123,300</u>	<u>\$ (248,357)</u>	<u>-66.8%</u>
Non Operating Revenues:							
Interest Income	\$ 1,478	\$ 5,000	\$ 5,000	\$ 2,000	\$ 2,200	\$ (2,800)	-56.0%
Discounts Taken	419	575	575	564	575	-	0.0%
<i>Total Non Operating Revenues</i>	<u>\$ 1,897</u>	<u>\$ 5,575</u>	<u>\$ 5,575</u>	<u>\$ 2,564</u>	<u>\$ 2,775</u>	<u>\$ (2,800)</u>	<u>0.0%</u>
Total Revenues	<u>\$ 292,532</u>	<u>\$ 377,232</u>	<u>\$ 377,232</u>	<u>\$ 380,964</u>	<u>\$ 126,075</u>	<u>\$ (251,157)</u>	<u>-66.6%</u>
Expenditures:							
Operating Expenses:							
Salaries and Benefits	\$ 201,629	\$ 205,151	\$ 205,151	\$ 193,692	\$ 208,101	\$ 2,950	1.4%
Supplies	10,636	17,524	17,524	16,540	14,144	(3,380)	-19.3%
Maintenance & Services	12,467	13,311	13,311	9,657	13,184	(127)	-1.0%
Capital Outlay	-	27,000	27,000	27,300	-	(27,000)	-100.0%
<i>Total Operating Expenditures</i>	<u>\$ 224,732</u>	<u>\$ 262,986</u>	<u>\$ 262,986</u>	<u>\$ 247,189</u>	<u>\$ 235,429</u>	<u>\$ (27,557)</u>	<u>-10.5%</u>
Non-operating Expenses:							
Transfers to VRP & FRP	\$ 95,110	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Over/Short Fuel and Inventory	(12,754)	-	-	-	-	-	N/A
General and Administrative Transfers	-	111,443	111,443	111,443	83,385	\$ (28,058)	5.4%
<i>Total Non-Operating Expenses</i>	<u>\$ 82,356</u>	<u>\$ 111,443</u>	<u>\$ 111,443</u>	<u>\$ 111,443</u>	<u>\$ 83,385</u>	<u>\$ (28,058)</u>	<u>-25.2%</u>
Total Expenditures	<u>\$ 307,088</u>	<u>\$ 374,429</u>	<u>\$ 374,429</u>	<u>\$ 358,632</u>	<u>\$ 318,814</u>	<u>\$ (55,615)</u>	<u>-14.9%</u>
Net Increase/Decrease	\$ (14,556)	\$ 2,803	\$ 2,803	\$ 22,332	\$ (192,739)	\$ (195,542)	-6976.2%
Beginning Unrestricted Net Current Assets	617,419	508,438	597,942	597,942	620,274	111,836	22.0%
CAFR Adjustment (Depreciation)	(4,921)						
Ending Unrestricted Net Current Assets	<u>\$ 597,942</u>	<u>\$ 511,241</u>	<u>\$ 600,745</u>	<u>\$ 620,274</u>	<u>\$ 427,535</u>	<u>(83,706)</u>	<u>-16.4%</u>

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 201,629	\$ 205,151	\$ 205,151	\$ 193,692	\$ 208,101
Supplies	10,636	17,524	17,524	16,540	14,144
Maintenance & Services	12,467	13,311	13,311	9,657	13,184
Miscellaneous/Admin Reimb	95,110	111,443	111,443	111,443	83,385
Over/Short Fuel & Inventory	(12,754)				
Capital Outlay		27,000	27,000	27,300	-
Total Expenses	\$ 307,088	\$ 374,429	\$ 374,429	\$ 358,632	\$ 318,814

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Warehouse Supervisor	1	1	1	1	1
Storekeeper	3	3	3	3	3
Total	4	4	4	4	4

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Value difference (issue value vs. adjustment value) for water warehouse	1.0%	5%	5%	1.5%	1.5%
Value difference (issue value vs. adjustment value) for general store	1.4%	5%	5%	1.5%	1.5%
Value difference (issue value vs. adjustment value) for automotive warehouse	0.4%	5%	5%	1.5%	1.5%
Issue value for water warehouse	409,714	\$ 341,914	\$ 341,914	\$ 522,006	\$ 424,545
Issue value for general store	101,415	\$ 92,272	\$ 92,272	\$ 91,563	\$ 95,083
issue value for automotive warehouse	227,147	\$ 218,931	\$ 218,931	\$ 238,794	\$ 228,291
Number of adjustments for water warehouse	139	250	250	70	150
Number of adjustments for general warehouse	109	156	156	122	115
Number of adjustments automotive warehouse	64	75	75	74	75



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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

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

Fiscal Year 2012 Accomplishments

- Provided competitive employee benefits package with no increase in employee health insurance premiums.
- Implemented two additional voluntary employee benefit products, Critical Care Insurance and Accident Insurance.
- Implemented all Health Care Reform requirements effective during FY2012.
- Marketed and obtained competitive proposals for employee health plan year 2013.
- Increased enrollment in Medicare supplemental plans to reduce other post employment benefits (OPEB) liability.
- Maintained financial integrity of the Self-Insurance Fund with casualty costs not exceeding the actuary's projections.
- Implemented on-line safety training opportunities for employees and supervisors.
- Partnered with other public entities for health and safety related activities and events.
- Offered safety and health classes in Spanish.
- Implemented on-line version of Health Risk Assessment for Healthy Lifestyles Program participants.
- Increased number of influenza vaccinations provided to employees and dependents by 62%.
- Reduced cost and increased convenience for Police and Fire by offering Hepatitis B vaccine and TB testing through the Employee Health Clinic.
- Maintained high participation rate in Healthy Lifestyles Program at 90%.
- Stabilized health plan costs through utilization of Employee Health Center.
- Facilitated group health education sessions based on Health Risk Assessment results and recommendations from Employee Health Center.

Fiscal Year 2013 Goals and Objectives

- Implement recommended changes to maintain/reduce employee health plan cost for 2013.
- Implement all FY2013 requirements of the Health Care Reform Act and prepare for FY2014 requirements.
- Increase utilization of Employee Health Center and services provided through Center.
- Continue to increase enrollment in Medicare supplemental plans to reduce other post employment benefits (OPEB) liability.
- Increase enrollment in High Deductible Health Plan/Health Savings Account to improve health plan consumer education to reduce health plan costs.
- Implement one additional voluntary employee benefit plan.
- Reduce top two health risks by 5%.
- Continue to enhance department web page with on-line education in benefits and safety and updates to Wellness Website.
- Certify ten employees in the National Safety Council's Supervisor Development Academy.
- Reduce vehicle collisions by 3%.
- Reduce workers' compensation claims cost by 10%
- Maintain financial integrity of the Self-Insurance Fund with casualty costs not exceeding the actuary's projections.
- Increase number of certified CISM team members in Bryan.

Self Insurance Fund
Summary of Revenue and Expenditures
FY2013 Adopted

	FY2011	FY2012	FY2012	FY2012	FY2013	\$ Chng/	% Chng/
	Actual	Adopted	Amended	Projected	Adopted	FY12 Adptd	FY12 Adptd
Revenues:							
Operating Revenues:							
Defensive Driving Fees	\$ 1,210	\$ 750	\$ 750	\$ 995	\$ 950	\$ 200	26.7%
Liability/Workers Comp Ins Premiums	1,297,292	1,440,934	1,440,934	1,430,000	1,503,414	62,480	4.3%
<i>Total Operating Revenues</i>	<u>\$ 1,298,502</u>	<u>\$ 1,441,684</u>	<u>\$ 1,441,684</u>	<u>\$ 1,430,995</u>	<u>\$ 1,504,364</u>	<u>\$ 62,680</u>	<u>4.3%</u>
Non-Operating Revenues:							
Interest Income	\$ 26,267	\$ 56,000	\$ 56,000	\$ 37,925	\$ 69,138	\$ 13,138	23.5%
Environmental Protection	9,810	-	-	-	-	-	N/A
Miscellaneous revenues	19,221	-	-	4,766	-	-	N/A
S/L Aggregate Refund	35,273	-	-	5,282	-	-	N/A
Transfers from Other Funds	72,000	350,000	350,000	320,000	313,606	(36,394)	-10.4%
<i>Total Non-Operating Revenues</i>	<u>\$ 162,571</u>	<u>\$ 406,000</u>	<u>\$ 406,000</u>	<u>\$ 367,973</u>	<u>\$ 382,744</u>	<u>\$ (23,256)</u>	<u>-5.7%</u>
Total Revenues	<u>\$ 1,461,073</u>	<u>\$ 1,847,684</u>	<u>\$ 1,847,684</u>	<u>\$ 1,798,968</u>	<u>\$ 1,887,108</u>	<u>\$ 39,424</u>	<u>2.1%</u>
Expenditures:							
Operating Expenses:							
Personnel Services	\$ 403,281	\$ 419,731	\$ 419,731	\$ 419,731	\$ 425,325	\$ 5,594	1.3%
Supplies	16,043	30,391	30,391	22,225	30,200	(191)	-0.6%
Maintenance	4,588	99,891	99,891	5,490	10,490	(89,401)	-89.5%
Other Services & Charges	178,075	67,520	68,614	142,706	165,561	98,041	145.2%
Judgement & Damage Claims	308,596	60,000	60,000	5,000	50,000	(10,000)	-16.7%
Liability Insurance	273,559	305,700	305,700	285,000	307,489	1,789	0.6%
Claims Administration	52,000	60,000	60,000	52,000	60,000	-	0.0%
Workmans Comp & Liability Claims	741,723	980,545	1,022,041	1,100,000	945,751	(34,794)	-3.5%
<i>Total Operating Expenses</i>	<u>\$ 1,977,865</u>	<u>\$ 2,023,778</u>	<u>\$ 2,066,368</u>	<u>\$ 2,032,152</u>	<u>\$ 1,994,816</u>	<u>\$ (28,962)</u>	<u>-1.4%</u>
Non-Operating Expenses:							
Building & Facility Mtnc	3,969	-	-	-	-	-	N/A
Employee Health Center	261,746	400,000	400,000	370,100	392,008	(7,992)	-2.0%
Transfer to Other Funds	25,000	-	-	-	-	-	N/A
Transfer to General Fund	500,000	-	-	-	-	-	N/A
Allocation Cost from City Dep	232,394	224,831	224,831	232,394	225,426	595	0.3%
<i>Total Non-Operating Expenses</i>	<u>\$ 1,023,109</u>	<u>\$ 624,831</u>	<u>\$ 624,831</u>	<u>\$ 602,494</u>	<u>\$ 617,434</u>	<u>\$ (7,397)</u>	<u>-1.2%</u>
Total Expenditures	<u>\$ 3,000,974</u>	<u>\$ 2,648,609</u>	<u>\$ 2,691,199</u>	<u>\$ 2,634,646</u>	<u>\$ 2,612,250</u>	<u>(36,359)</u>	<u>-1.4%</u>
Net Increase/(Decrease)	\$ (1,539,901)	\$ (800,925)	\$ (843,515)	\$ (835,678)	\$ (725,142)		
Beginning Unrestricted Net Current Assets	5,292,646	3,431,648	3,752,745	\$ 3,752,745	\$ 2,917,067		
Ending Unrestricted Net Current Assets	<u>\$ 3,752,745</u>	<u>\$ 2,630,723</u>	<u>\$ 2,909,230</u>	<u>\$ 2,917,067</u>	<u>\$ 2,191,925</u>		

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 403,281	\$ 419,731	\$ 419,731	\$ 419,731	\$ 425,325
Supplies	16,043	30,391	30,391	22,225	30,200
Maintenance & Services	402,231	465,591	466,685	431,276	466,595
Miscellaneous/Admin Reimb	1,654,419	1,732,896	1,774,392	1,761,414	1,690,130
Capital Outlay	-	-	-	-	-
Depreciation	-	-	-	-	-
Transfers	525,000	-	-	-	-
Total Expenses	\$ 3,000,974	\$ 2,648,609	\$ 2,691,199	\$ 2,634,646	\$ 2,612,250

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Risk Management Director	1	1	1	1	1
Benefits Administrator	1	1	1	1	1
Claims Specialist	1	1	1	1	1
Risk Management Assistant	1	1	1	1	1
Safety Officer	1	1	1	1	1
Wellness Coordinator	1	1	1	1	1
Total	6	6	6	6	6

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Health plan claims cost (in millions)	\$6.8	\$7.0	\$7.0	\$6.6	\$6.8
Percentage of Health Care Reform requirements implemented	N/A	N/A	N/A	100%	100%
Health Center-number of patient visits	N/A	2225	2225	3400	3740
Health Center-number of new chronic conditions diagnosed	N/A	16	16	150	100
Number of retirees enrolled in Medicare supplement	N/A	5	5	10	12
Number of employees enrolled in HDHP/H.S.A.	N/A	100	100	10	40
Prevalance of top three health risk factors:					
weight	77%	80%	80%	80%	75%
nutrition	69%	67%	67%	83%	78%
coronary heart disease	61%	56%	56%	42%	40%
Number of National Safety Council Supervisor Certification class students	N/A	10	10	10	10
Number of collisions per 1,000,000 miles	12	20	20	18	18
Workers comp claim costs (in thousands)	\$300	\$350	\$350	\$473	\$425
Claims costs to actuary's projections	70%	70%	70%	83%	70%
Number of Bryan CISM team members	N/A	N/A	N/A	N/A	12



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Employee Benefits
Summary of Revenues and Expenses
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Operating Revenues:							
Employee Contributions	\$ 1,616,598	\$ 1,675,888	\$ 1,675,888	\$ 1,625,357	\$ 1,600,000	\$ (75,888)	-4.5%
City Contributions	5,642,248	5,871,029	5,871,029	5,433,483	5,699,652	(171,377)	-2.9%
Retiree Health Premiums	455,041	499,482	499,482	458,374	456,000	(43,482)	-8.7%
<i>Total Operating Revenues</i>	<u>\$ 7,713,887</u>	<u>\$ 8,046,399</u>	<u>\$ 8,046,399</u>	<u>\$ 7,517,214</u>	<u>\$ 7,755,652</u>	<u>\$ (290,747)</u>	<u>-3.6%</u>
Non-Operating Revenues:							
Interest Income	\$ 15,403	\$ 35,771	\$ 35,771	\$ 18,829	\$ 22,296	\$ (13,475)	-37.7%
Miscellaneous Revenue	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Stop/Loss Aggregate Refund	11,758	-	-	110,371	-	-	N/A
Health Claim Rebates	100,193	-	-	96,000	79,304	79,304	N/A
<i>Total Non-Operating Revenues</i>	<u>\$ 127,364</u>	<u>\$ 35,771</u>	<u>\$ 35,771</u>	<u>\$ 225,200</u>	<u>\$ 101,600</u>	<u>\$ 65,829</u>	<u>184.0%</u>
Total Revenues	<u>\$ 7,841,251</u>	<u>\$ 8,082,170</u>	<u>\$ 8,082,170</u>	<u>\$ 7,742,414</u>	<u>\$ 7,857,252</u>	<u>\$ (224,918)</u>	<u>-2.8%</u>
Expenditures:							
Operating Expenses:							
Administrative Reimbursements	\$ 178,948	\$ 161,694	\$ 161,694	\$ 161,694	\$ 137,620	\$ (24,074)	-14.9%
Claims Administration	13,226	10,928	10,928	14,939	14,949	4,021	36.8%
Health Insurance Administration	491,167	477,119	477,119	457,246	500,167	23,048	4.8%
Health Insurance Claims	6,823,993	6,672,712	6,672,712	6,537,187	6,755,187	82,475	1.2%
EAP	12,806	13,716	13,716	12,435	14,402	686	5.0%
Stop Loss Premium	325,120	375,790	375,790	412,880	447,589	71,799	19.1%
OPEB obligation	454,291	-	-	-	-	-	N/A
<i>Total Operating Expenses</i>	<u>\$ 8,299,551</u>	<u>\$ 7,711,959</u>	<u>\$ 7,711,959</u>	<u>\$ 7,596,381</u>	<u>\$ 7,869,914</u>	<u>\$ 157,955</u>	<u>2.0%</u>
Non-Operating Expenses:							
Transfer to Other Funds	\$ 72,000	\$ 350,000	\$ 350,000	\$ 320,000	\$ 313,606	\$ (36,394)	-10.4%
<i>Total Non-Operating Expenses</i>	<u>\$ 72,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 320,000</u>	<u>\$ 313,606</u>	<u>\$ (36,394)</u>	<u>-10.4%</u>
Total Expenditures	<u>\$ 8,371,551</u>	<u>\$ 8,061,959</u>	<u>\$ 8,061,959</u>	<u>\$ 7,916,381</u>	<u>\$ 8,183,520</u>	<u>\$ 121,561</u>	<u>1.5%</u>
Net Increase/(Decrease)	\$ (530,300)	\$ 20,211	\$ 20,211	\$ (173,967)	\$ (326,268)	\$ (346,479)	-4.3%
Beginning Unrestricted Net Current Assets	1,879,466	1,539,553	1,349,166	1,349,166	1,175,199	(364,354)	-23.7%
Ending Unrestricted Net Current Assets	<u>\$ 1,349,166</u>	<u>\$ 1,559,764</u>	<u>\$ 1,369,377</u>	<u>\$ 1,175,199</u>	<u>\$ 848,931</u>	<u>\$ (710,833)</u>	<u>-45.6%</u>

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Claims Administration	\$ 13,226	\$ 10,928	\$ 10,928	\$ 14,939	\$ 14,949
MiscAdmin Reimbursements	8,286,325	7,701,031	7,701,031	7,581,442	7,854,965
Transfers	72,000	350,000	350,000	320,000	313,606
Total Expenses	\$ 8,371,551	\$ 8,061,959	\$ 8,061,959	\$ 7,916,381	\$ 8,183,520

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Average number of health plan contracts	872	880	880	864	865
Average number of health plan members	1,850	1,998	1,998	1,974	1,975
Average health claims paid per contract per month	\$640.66	\$640.00	\$640.00	\$660.25	\$659.49
Admin & Stop Loss fees paid per contract per month	\$76.00	\$82.07	\$82.07	\$83.92	\$91.31
Average Provider Savings	60%	50%	50%	52%	55%
Inpatient admissions/1,000	80.00	64.79	64.79	64.20	60.00
Inpatient days/1,000	280.00	253.85	253.85	281.70	280.00
ER visits/1,000	205.00	183.26	183.26	194.60	188.00
Office Services/member	14.60	NA	NA	14.10	13.60
Rx Generic dispensing rate	67.9%	NA	NA	72%	75%



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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
- Court Technology Fund
- Street Improvement Fund
- Drainage Fund
- Grant 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 FY2013, revenues total \$2,411,868, a \$58,891 increase from the FY2012 adopted budget of \$2,352,977. 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 \$2,411,868. 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 FY2013 are projected to be \$486,466, while interest income is projected to be \$3000. This is an overall increase of 40% from FY2012.

Expenditures of \$586,600 in FY2013 are programmed into the adopted budget. Funding of \$133,400 will be provided to the Bryan-College Station Convention & Visitor's Bureau. Downtown Bryan Economic Development Association (DBEDA) will be provided with \$40,000 in funding, while the Arts Council will receive \$42,000. Included in the FY2013 expenditure budget is \$200,000 for festivals and celebrations. All programs funded must directly enhance and promote tourism and the convention and hotel industry. Also included in the FY2013 expenditure budget is \$150,000 that will be utilized to promote the City of Bryan's signature event, Texas Reds Steak & Grape Festival. The projected ending fund balance is \$350,436 at year end.

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.

FY2013 projected revenues are expected to remain stable at \$49,100 which equal to FY2012. Revenues from the technology fee are anticipated to be \$45,600, while interest income is expected to be \$3,500. Adopted expenses for FY2013 are \$29,800 which includes \$9,800 for computer replacement and \$20,000 for maintenance costs for Municipal Court software.

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 FY2013 are \$5,323,625.

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 FY2013 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.

FY2013 total adopted revenues are \$899,300. Drainage fees make up 98% of the total fund revenue. Interest income constitutes \$4,300, and penalty income is \$10,000.

Drainage studies and improvement projects budgeted for FY2013 total \$500,000. Additional expenditures include a transfer to BTU (electric) of \$59,500 to cover utility administrative reimbursements. No minimum fund balance or reserve requirement exists for this fund.

GRANT FUND

The Grant Fund was set up to account for the receipt and expenditure for all governmental funds other than the Community Development Fund. Currently this Fund is used for the COPS Hiring Program (CHP). The program is designed to advance community policing for state and local law enforcement nationwide. The CHP grant was established in FY11. City of Bryan was able to hire four additional police officers with CHP reimbursing the full salary and benefits throughout the term of the grant. The grant was initially awarded in FY2011 and the grant will end in FY2014. Once the grant period has ended, these positions will be transferred to the Police Department in the City's General 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.

City Council passed a resolution to close TIRZ 8 effective September 30, 2012. FY2012 was the last year for property taxes to go into this fund. The fund balance will be used to pay off the remaining debt obligations. Any remaining balance after debt obligations are met will be returned to the participating entities on a pro-rata basis. Projected interest earnings for FY2013 are \$12,000. FY13 debt services expenditures will be \$195,756. Tax Increment Financing Zone #8 is projected to finish FY2013 with an ending balance of \$2,382,832.

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. The estimated property tax revenues for FY2013 are \$720,733 and contributions from Brazos County are estimated at \$448,513. Interest earnings are projected to generate \$100 in revenues for this fund in FY2013. There will be a transfer from the General Fund in the amount of \$214,000.

FY2013 expenditures include debt service payments in the amount of \$1,390,984, and contractual services of \$25,000. The FY2013 fund balance is expected to decrease by \$32,638 throughout the year with an ending fund balance of \$57,157.

TIRZ #19 – NASH STREET

Tax Increment Financing Zone #19 – Nash Street (TIRZ 19) was created by City Council ordinance in June 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.

Property tax revenues for TIRZ 19 are projected to be \$108,586 and contributions from Brazos County are estimated at \$52,594 in FY2013. The forecasted statement of cash flow reflects full participation by the City of Bryan through 2027 and Brazos County participation through 2012.

Adopted net expenditures for FY2013 are \$164,066 for debt service. The ending fund balance is expected to be \$7,474 which includes a \$5,000 transfer from the General Fund.

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 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 \$79,296 in property tax revenues for FY2013. There are no expenditures currently slated for FY2013. The ending fund balance is expected to be \$176,394.

TIRZ #22 – LAUTH DEVELOPMENT

Tax Increment Financing Zone #22 – Lauth (TIRZ 22) was created by City Council ordinance in February 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 \$1.5 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 FY2013 are \$140,578. Brazos County also participates in this TIRZ with a contribution of \$89,612 projected in FY2013. Other revenues include interest of \$100 and a developer line of credit amount of \$63,444. This line of credit amount is included for the estimated interest payment on the debt issue planned this fall.

FY2013 expenditures include a transfer to debt service in the amount of \$408,915 and contractual expenses of \$25,000. The projected revenues are not sufficient to fully fund these expenditures and will require a transfer from the General Fund of \$163,000. The negative balance is due to transfers that were made to TIRZ 22 from the Street Improvement and Wastewater funds in anticipation of debt issuance. Fiscal year 2013 debt proceeds will be used to repay the due to other funds at which time the negative fund balance will be cleared. The fund balance is projected to be \$23,215 at the end of fiscal year 2013.



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Community Development Fund

Mission Statement

To receive, allocate, and administer Community Development Block Grant (CDBG) and Home Investment Partnership Grant (HOME) funding and other appropriate funding as obtained, 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 2012 Accomplishments

- Worked with internal city departments to coordinate efforts in Bryan's First Rehab area to create impact on older (low/moderate income areas) neighborhoods including Executive, Planning, Neighborhood Services, Engineering, Transportation, and Building Inspections.
- Provided technical assistance to and participated on the DASH (Decent Affordable, Safe Housing) Committee to provide private/public partnerships to eliminate substandard and/or dilapidated houses (approximately 6 meetings held).
- Assisted in Social Inclusion presentation to City Council on housing and other initiatives to stimulate housing stock low/moderate income areas and improve social and living conditions for residents of Bryan.
- Provided funding to a minimum of 18 homeowners to improve housing stock for both minor and major rehabilitation/reconstruction.
- Provided technical assistance to over 3 House Tax Credit (HTC) developers and 4 local developers.
- Provided home buyer's counseling and/or down payment assistance to a minimum of 15 citizens.
- Provided for the acquisition of one property.
- Provided for the demolition of 5 vacant houses.
- Provided for citizen's input through 3 public hearings and monthly public meetings.
- Developed and implemented 2012 annual Consolidated Action Plan.
- Prepared and submitted 2010 annual Consolidated Annual Performance and Evaluation Report.
- Provided technical assistance to Brazos Valley Coalition for the Homeless - Chair (quarterly meetings).
- Provided for funding of a minimum of 6 public service agencies to increase access to services and providing opportunity through a RFP for submission of proposals for public service agencies.
- Prepared for Home Investment Partnership Program Grant (HOME) Monitoring.
- Provided staff oversight of to close out Neighborhood Stabilization Program.
- Provided for an application process for public facility funding for the 2012 program year.
- Co-Chaired United Way's Financial Stability Committee to increase financial resources for low and moderate income people and served on several local committees including United Way Board, Project Unity Partnership Board, Community Foundation Grants Committee, etc.
- Provided for management of LaSalle Hotel, Section 108 project including operations, providing for an RFP process for the sale of the hotel and working with a broker for the sale.
- Provided Community Housing Development Organizations (CHDO's) opportunities for funding and monitored CHDO projects to increase supply of decent safe housing.

Fiscal Year 2013 Goals and Objectives

- Provide funding to a minimum of 18 homeowners to improve housing stock for both minor and major rehabilitation/reconstruction projects.
- Provide home buyer's assistance to a minimum of 15 eligible citizens.
- Work with internal city departments to coordinate efforts in Bryan's First Rehab area for housing, streets, parks, and water/sewer and building inspections to increase housing stock by implementing a proposed maintenance ordinance and lowering fees for impact area projects.
- Work with and provide technical assistance to DASH to increase the availability of rental properties and owner occupied homes by encouraging local builders to build in older dilapidated neighborhoods.

- Provide technical assistance and partner with Social Inclusion/Exclusion model for Bryan's First Rehabilitation Area to implement a long term plan to address housing and social service issues.
- Provide volunteer demolition opportunities and complete 5 demolitions to remove vacant dilapidated houses.
- Provide volunteer acquisition opportunities for properties that are located in low and moderate income areas to encourage redevelopment and complete one (1) to two (2) acquisitions.
- Provide technical assistance to a minimum of two (2) housing developers to encourage housing developments in low/moderate income areas or for low/moderate income individuals/families.
- Provide technical assistance to a minimum of two (2) housing related community committees/coalitions including DASH and Brazos Valley Coalition for the Homeless.
- Prepare and submit the 2012 Consolidated Action Plan.
- Prepare and submit the 2011 Consolidated Annual Performance and Evaluation Plan.
- Provide technical assistance to Brazos Valley Homeless Coalition continuum of care grant process.
- Attend HUD meetings and training as appropriate for the Department staff.
- Provide marketing for the Department's programs.
- Provide Fair Housing awareness and initiatives for the public.
- Provide technical assistance through participation on a minimum of three (3) social service boards/Coalitions and committees such as Project Unity, United Way, and Bank on It.

**Community Development Fund
Summary of Revenues and Expenditures
FY2013 Adopted**

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Community Development Block Grant	\$ 824,023	\$ 1,322,263	\$ 1,322,263	\$ 1,195,500	\$ 1,379,146	\$ 56,883	4.3%
HOME Grant	267,572	971,214	971,214	485,075	970,222	(992)	-0.1%
Revolving Loan	3,146	4,500	4,500	4,500	4,500	-	0.0%
HOME Program Income	51,091	55,000	55,000	58,000	58,000	3,000	5.5%
CDBG-R; Neighborhood Stabilization	152,564	-	-	175,000	-	-	N/A
Total Revenues	\$ 1,298,396	\$ 2,352,977	\$ 2,352,977	\$ 1,918,075	\$ 2,411,868	\$ 58,891	2.5%
Expenditures:							
CD Administration	\$ 202,176	\$ 170,538	\$ 170,538	\$ 173,688	\$ 167,257	\$ (3,281)	-1.9%
CD Neighborhood Stabilization CDNSP	152,564	-	-	175,000	-	-	N/A
CDBG Housing Admin	482,221	1,028,321	1,092,881	898,408	1,090,947	62,626	6.1%
CDBG Public Services	142,776	127,904	127,904	127,904	125,442	(2,462)	-1.9%
HOME Admin	46,736	41,776	41,776	41,774	30,723	(11,053)	-26.5%
HOME Grants	271,926	984,438	1,038,097	501,301	997,499	13,061	1.3%
Total Expenditures	\$ 1,298,399	\$ 2,352,977	\$ 2,471,196	\$ 1,918,075	\$ 2,411,868	\$ 58,891	2.5%
Net Increase/(Decrease)	\$ (3)	\$ -	\$ (118,219)	\$ -	\$ -		
Beginning Fund Balance	-	-	-	-	-		
Ending Fund Balance	\$ (3)	\$ -	\$ (118,219)	\$ -	\$ -		

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Salaries and Benefits	\$ 475,592	\$ 427,728	\$ 427,728	\$ 523,759	\$ 397,204
Supplies	16,111	11,402	11,402	7,900	11,249
Maintenance & Services	59,393	59,535	59,535	59,991	81,974
Miscellaneous/Admin Reimb	747,303	1,854,312	1,972,531	1,326,425	1,921,441
Debt Service	-	-	-	-	-
Capital	-	-	-	-	-
Total Expenses	\$ 1,298,399	\$ 2,352,977	\$ 2,471,196	\$ 1,918,075	\$ 2,411,868

Budgeted Personnel

	FY2011 Adopted	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
CD Manager	0.75	0.75	0.75	0.75	0.50
CD Assistant Manager	1.00	1	1.00	1.00	1.00
CD Program Analyst	1.00	1	1.00	1.00	1.00
CD Construction/Project Specialist	1.00	1	1.00	1.00	1.00
CD Housing Rehab specialist	1.00	1	1.00	1.00	-
CD Assistant	1.00	1	1.00	1.00	1.00
Housing Assistant	0.50	0.5	0.50	0.50	1.00
Total	6.25	6.25	6.25	6.25	5.50

Performance and Activity Measures

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted
Number of households provided rehabilitation	20	17	17	18	18
Number of households provided reconstruction	2	2	2	3	2
Number of developers provided technical assistance	10	2	2	7	8
Number of citizens provided homebuyers assistance	15	15	15	15	15
Number of non-profits provided tech. assist. for housing/ support. serv.	3	3	3	3	3
Number of Public Housing Authority residents receiving tech. assist.	1	1	1	1	1
Number of individuals served through supportive services by non-profits who were provided technical assistance	25,000	25,000	25,000	28,000	28,000
Number of youth facilities provided technical assistance or funding	4	3	3	3	3
Number of agencies receiving funding or technical assistance	6	6	6	10	12
Number of special projects	3	3	3	7	8
Number of public hearings held	3	4	4	4	4
Number of Acquisitions	2	2	2	1	2
Number of Demolitions	20	5	5	5	5

Hotel Tax Fund
Summary of Revenues and Expenditures
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Room Tax Receipts	\$ 454,217	\$ 345,000	\$ 345,000	\$ 463,301	\$ 486,466	\$ 141,466	41%
Interest Income	2,395	4,200	4,200	3,000	3,000	(1,200)	-29%
Total Revenues	\$ 456,612	\$ 349,200	\$ 349,200	\$ 466,301	\$ 489,466	\$ 140,266	40.7%
Expenditures:							
Convention & Visitors Bureau	\$ 133,400	\$ 133,400	\$ 133,400	\$ 133,400	\$ 133,400	\$ -	N/A
Arts Council	42,000	42,000	42,000	42,000	42,000	-	N/A
DBA Contract	30,000	30,000	30,000	40,000	40,000	10,000	33.3%
Contingency	-	55,000	50,000	40,000	-	(55,000)	-100.0%
Texas Reds	20,925	75,000	75,000	75,000	150,000	75,000	100.0%
Events Grants	-	-	-	-	200,000	200,000	N/A
Events/Celebrations - Fiestas Patrias	5,000	5,000	5,000	5,000	-	(5,000)	-100.0%
Events/Celebrations - World Fest	2,500	2,500	2,500	-	-	(2,500)	-100.0%
ASA Tournament Fees	10,000	-	-	-	-	-	N/A
Blues Festival	-	-	30,000	30,000	-	-	N/A
Children's Museum	10,000	-	-	-	-	-	N/A
Brazos Valley Noon Lions Club-July 4th	-	10,000	10,000	10,000	-	(10,000)	-100.0%
Brazos Valley Symphony	7,000	7,000	7,000	7,000	-	(7,000)	-100.0%
Brazos Valley Museum	2,500	-	-	-	-	-	N/A
Chamber of Commerce	-	-	5,000	5,000	-	-	N/A
Way Finding Signage	-	-	144,000	144,000	-	-	N/A
War of 1812 Memorial	-	-	5,000	5,000	-	-	N/A
Booneville Hotel LP - Best Western-	-	3,700	3,700	3,700	3,700	-	N/A
Hotel Tax Audit Services	507	17,500	17,500	17,500	17,500	-	N/A
Transfer to Other Funds	75,000	-	-	-	-	-	N/A
Total Expenditures	\$ 338,832	\$ 381,100	\$ 560,100	\$ 557,600	\$ 586,600	\$ 205,500	53.9%
Net Increase/Decrease	\$ 117,780	\$ (31,900)	\$ (210,900)	\$ (91,299)	\$ (97,134)		
Beginning Fund Balance	421,089	511,990	538,869	538,869	447,570		
Ending Fund Balance	\$ 538,869	\$ 480,090	\$ 327,969	\$ 447,570	\$ 350,436		

**Court Technology Fund
Summary of Revenues and Expenditures
FY2013 Adopted**

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Technology Fee	\$ 45,814	\$ 45,600	\$ 45,600	\$ 45,600	\$ 45,600	\$ -	0.0%
Interest Income	927	3,500	3,500	1,200	3,500	-	0.0%
Total Revenues	\$ 46,741	\$ 49,100	\$ 49,100	\$ 46,800	\$ 49,100	\$ -	0.0%
Expenditures:							
Supplies	\$ 13,447	\$ 420	\$ 420	\$ 4,470	\$ -	\$ (420)	-100.0%
Maintenance	59,617	1,000	1,000	3,050	29,800	28,800	2880.0%
Administrative Reimbursement	-	-	-	-	-	-	N/A
Capital Outlay	77,453	53,500	53,500	24,000	-	(53,500)	-100.0%
Total Expenditures	\$ 150,517	\$ 54,920	\$ 54,920	\$ 31,520	\$ 29,800	\$ (25,120)	-45.7%
Net Increase/(Decrease)	\$ (103,776)	\$ (5,820)	\$ (5,820)	\$ 15,280	\$ 19,300		
Beginning Fund Balance	365,349	277,893	261,573	261,573	276,853		
Ending Fund Balance	\$ 261,573	\$ 272,073	\$ 255,753	\$ 276,853	\$ 296,153		

Street Improvement Fund
Summary of Revenues and Expenditures
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Fees	\$ 5,212,067	\$ 5,200,000	\$ 5,200,000	\$ 5,200,000	\$ 5,200,000	\$ -	0.0%
Other	70,947	45,000	45,000	70,000	80,000	35,000	77.8%
Interest Income	40,437	60,000	60,000	40,000	40,000	(20,000)	-33.3%
Paving Assessment Receipts	2,273	4,000	4,000	625	625	(3,375)	-84.4%
Paving Assessment Interest	4,411	2,000	2,000	3,000	3,000	1,000	50.0%
Total Revenues	\$ 5,330,135	\$ 5,311,000	\$ 5,311,000	\$ 5,313,625	\$ 5,323,625	\$ 12,625	0.2%
Expenditures:							
Street Maintenance	\$ 2,963,561	\$ 8,275,000	\$ 9,614,887	\$ 9,614,887	\$ 6,007,538	\$ (2,267,462)	-27.4%
Mtnce & Services	4,516	5,000	5,000	500	-	(5,000)	-100.0%
Misc/Admin Reimb	-	174,450	174,450	174,450	174,450	-	0.0%
Transfers	1,143,210	254,866	254,866	254,866	257,357	2,491	1.0%
Utility Admin. Reimbursement	25,170	173,668	173,668	173,668	173,289	(379)	-0.2%
Total Expenditures	\$ 4,136,457	\$ 8,882,984	\$ 10,222,871	\$ 10,218,371	\$ 6,612,634	\$ (2,270,350)	-25.6%
Net Increase/(Decrease)	\$ 1,193,678	\$ (3,571,984)	\$ (4,911,871)	\$ (4,904,746)	\$ (1,289,009)		
Beginning Fund Balance	6,503,048	3,957,453	7,696,726	7,696,726	2,791,980		
Ending Fund Balance	\$ 7,696,726	\$ 385,469	\$ 2,784,855	\$ 2,791,980	\$ 1,502,971		

Drainage Fund
Summary of Revenues and Expenditures
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Fees	\$ 877,598	\$ 860,000	\$ 860,000	\$ 880,000	\$ 885,000	\$ 25,000	2.9%
Other	11,838	5,000	5,000	9,000	10,000	5,000	100.0%
Texas Water Board	50,375	-	-	66,973	-	-	N/A
Interest Income	4,278	10,000	10,000	4,300	4,300	(5,700)	-57.0%
Total Revenues	\$ 944,089	\$ 875,000	\$ 875,000	\$ 960,273	\$ 899,300	\$ 24,300	2.8%
Expenditures:							
Street System Mainenance	\$ 23	\$ -	\$ -	\$ 7,814	\$ -	\$ -	N/A
Contr Engineer/Planning	219,138	150,000	346,065	346,065	100,000	(50,000)	-33.3%
Alloc Costs from City Dept	-	59,500	59,500	59,500	59,500	-	0.0%
Storm System	981,936	1,157,425	1,423,683	1,415,839	350,000	(807,425)	-69.8%
Utility Admin Reimbursement	25,170	50,000	50,000	50,000	50,000	-	0.0%
Total Expenditures	\$ 1,246,648	\$ 1,416,925	\$ 1,879,248	\$ 1,879,218	\$ 559,500	\$ (857,425)	-60.5%
Revenue over/(under) expenditures	\$ (302,559)	\$ (541,925)	\$ (1,004,248)	\$ (918,945)	\$ 339,800		
Beginning Fund Balance	1,335,410	562,014	1,032,851	1,032,851	113,906		
Ending Fund Balance	\$ 1,032,851	\$ 20,089	\$ 28,603	\$ 113,906	\$ 453,706		

CITY OF BRYAN, TEXAS
TIRZ #8 - Park Hudson Fund Summary
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues							
Property tax - BISSD & County	\$ 897,033	\$ 187,025	\$ 187,025	\$ -	\$ -	\$ (187,025)	-100.0%
Property tax - City	-	980,404	980,404	972,887	-	(980,404)	-100.0%
Developer Contribution	-	-	-	970	-	-	-
Interest Income	14,637	42,200	42,200	15,000	12,000	(30,200)	-71.6%
Total Revenues	\$ 911,670	\$ 1,209,629	\$ 1,209,629	\$ 988,857	\$ 12,000	\$ (1,197,629)	-99.0%
Expenditures							
Contr. Engineer/Planning	\$ 47,984	\$ -	\$ 2,323	\$ 1,500	\$ -	\$ -	N/A
Contractual Services	1,611	340,000	340,000	285,000	-	-340,000	-1
Debt Service	281,212	285,066	912,644	912,644	195,756	-89,310	0
Construction Expense	652,122	-	14,355	-	-	0	N/A
Admin. Reimb. to General Fund	11,959	-	-	-	-	0	N/A
Total Expenditures	\$ 994,888	\$ 625,066	\$ 1,269,322	\$ 1,199,144	\$ 195,756	\$ (429,310)	-68.7%
Net Increase/(Decrease)	\$ (83,218)	\$ 584,563	\$ (59,693)	\$ (210,287)	\$ (183,756)		
Beginning Fund Balance	2,860,092	2,800,631	2,776,873	2,776,873	2,566,587		
Ending Fund Balance	\$ 2,776,873	\$ 3,385,195	\$ 2,717,181	\$ 2,566,587	\$ 2,382,832		

CITY OF BRYAN, TEXAS
TIRZ 10 - Traditions Fund Summary
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
<u>Revenues</u>							
Property tax - City	\$ 581,736	\$ 626,363	\$ 626,363	\$ 625,151	\$ 720,733	\$ 94,370	15.1%
Property tax - County	358,889	475,908	475,908	475,908	448,513	(27,395)	-5.8%
Interest Income	2,118	587	587	525	100	(487)	N/A
Total Revenues	\$ 942,743	\$ 1,102,858	\$ 1,102,858	\$ 1,101,584	\$ 1,169,346	\$ 66,488	6.0%
Transfers from Other Funds	\$ 172,204	\$ 140,000	\$ 190,000	\$ 190,000	\$ 214,000	74,000	38.9%
Total Revenues and Transfers	\$ 1,114,947	\$ 1,242,858	\$ 1,292,858	\$ 1,291,584	\$ 1,383,346	\$ 140,488	10.9%
<u>Expenditures</u>							
Transfer to Debt Service Fund	\$ 1,391,527	\$ 1,390,171	\$ 1,390,171	\$ 1,390,171	\$ 1,390,984	813	0.1%
Contractual & Professional Services	61,313	25,000	25,000	17,972	25,000	-	N/A
Total Expenditures	\$ 1,452,840	\$ 1,415,171	\$ 1,415,171	\$ 1,408,143	\$ 1,415,984	813	0.10%
Net Increase/(Decrease)	\$ (337,892)	\$ (172,313)	\$ (122,313)	\$ (116,559)	\$ (32,638)		
Beginning Fund Balance	544,246	238,804	206,354	206,354	89,795		
Ending Fund Balance	\$ 206,354	\$ 66,491	\$ 84,041	\$ 89,795	\$ 57,157		

CITY OF BRYAN, TEXAS
TIRZ 19 - Nash Street Fund Summary
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues							
Property tax - City	\$ 85,986	\$ 98,376	\$ 98,376	\$ 98,406	\$ 108,586	\$ 10,210	10.4%
Property tax - County	41,347	45,479	45,479	47,713	52,594	7,115	15.6%
Interest Income	152	271	271	55	-	(271)	-100.0%
Total Revenues	\$ 127,485	\$ 144,126	\$ 144,126	\$ 146,174	\$ 161,180	\$ 17,054	11.8%
Transfers from Other Funds	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 5,000	\$ 5,000	N/A
Total Revenues and Transfers	\$ 127,485	\$ 144,126	\$ 174,126	\$ 176,174	\$ 166,180	\$ 22,054	15.3%
Expenditures							
Transfer to Debt Service Fund	\$ 155,561	\$ 160,851	\$ 160,851	\$ 160,851	\$ 164,066	3,215	2.0%
Total Expenditures	\$ 155,561	\$ 160,851	\$ 160,851	\$ 160,851	\$ 164,066	\$ 3,215	2.0%
Net Increase/(Decrease)	\$ (28,076)	\$ (16,725)	\$ 13,275	\$ 15,323	\$ 2,114		
Beginning Fund Balance	18,113	18,015	(9,963)	(9,963)	5,360		
Ending Fund Balance	\$ (9,963)	\$ 1,290	\$ 3,312	\$ 5,360	\$ 7,474		

CITY OF BRYAN, TEXAS
TIRZ 21 - Downtown Fund Summary
Fiscal Year 2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
<u>Revenues</u>							
Property tax - City	\$ 70,137	\$ 74,691	\$ 74,691	\$ 74,691	\$ 79,296	\$ 4,605	6.2%
Interest	182	252	252	140	100	(152)	39.7%
Other Income	15,000	-	-	-	\$ -	-	-
Total Revenues	\$ 85,319	\$ 74,943	\$ 74,943	\$ 74,831	\$ 79,396	\$ 4,453	5.9%
Transfer to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Total Revenues and Transfers	\$ 85,319	\$ 74,943	\$ 74,943	\$ 74,831	\$ 79,396		
<u>Expenditures</u>							
Consulting Services	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	N/A	N/A
Land/Land Improvements	35,900	-	-	-	\$ -	N/A	N/A
Total Expenditures	\$ 43,400	\$ -	\$ 7,500	\$ -	\$ -	-	-
Net Increase/(Decrease)	\$ 41,919	\$ 74,943	\$ 67,443	\$ 74,831	\$ 79,396		
Beginning Fund Balance	(19,752)	19,298	22,167	22,167	96,998		
Ending Fund Balance	\$ 22,167	\$ 94,241	\$ 89,610	\$ 96,998	\$ 176,394		

CITY OF BRYAN, TEXAS
TIRZ 22 - Lauth Development Fund Summary
Fiscal Year 2013 Adopted

	FY2011	FY2012	FY2012	FY2012	FY2013	\$ Chng/	% Chng/
	Actual	Adopted	Amended	Projected	Adopted	FY12 Adptd	FY12 Adptd
<u>Revenues</u>							
Property tax - City	\$ 158,394	\$ 143,716	\$ 143,716	\$ 143,716	\$ 140,578	\$ (3,138)	-2.2%
Property tax - County	99,855	105,700	105,700	105,700	89,612	(16,088)	-15.2%
Interest Income	1,054	1,693	1,693	1,121	100	(1,593)	-94.1%
Misc. Revenue - Developer LOC	-	-	-	-	63,444	63,444	N/A
Total Revenues	\$ 259,303	\$ 251,109	\$ 251,109	\$ 250,537	\$ 293,734	\$ 42,625	99.8%
Transfers In	\$ 1,217,946	\$ 75,000	\$ 75,000	\$ -	163,000	88,000	N/A
Record Bond Proceeds	-	-	-	-	1,217,946	1,217,946	
Total Revenues and Transfers In	\$ 1,477,249	\$ 326,109	\$ 326,109	\$ 250,537	\$ 1,674,680	\$ 1,348,571	413.5%
<u>Expenditures</u>							
Professional Services	\$ 22,471	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	85,334	-	-	-	25,000	25,000	N/A
Contr. Engineer/Planning	-	-	2,910	6,000	-	-	-
Construction Expense	898,260	-	350,561	305,000	-	-	-
Total Expenditures	\$ 1,006,065	\$ -	\$ 353,471	\$ 311,000	\$ 25,000	\$ 25,000	N/A
Transfer to Debt Service	202,220	298,418	298,418	298,418	408,915	110,497	37.0%
Total Expenditures/Transfers	\$ 1,208,285	\$ 298,418	\$ 651,889	\$ 609,418	\$ 433,915	\$ 135,497	45.4%
Net Increase/(Decrease)	\$ 268,964	\$ 27,691	\$ (325,780)	\$ (358,881)	\$ 1,240,765		
Beginning Fund Balance	90,313	22,954	359,277	359,277	(1,217,550)		
Adjust Fund Balance (record due to)	-	-	-	(1,217,946)	-		
Ending Fund Balance	\$ 359,277	\$ 50,645	\$ 33,497	\$ (1,217,550)	\$ 23,215		

FY2012 negative ending balance is due to transfers made to TIRZ 22 from the Street Improvement and Wastewater funds in anticipation of debt issuance. Debt proceeds will be used to repay the due to other funds and create the long term liability. Debt issuance is anticipated during FY2013 at which time the negative fund balance will be cleared.

Grant Fund
Summary of Revenues and Expenditures
FY2013 Adopted

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Revenues:							
Criminal Justice Grant	\$ 25,718	\$ -	\$ -	\$ 4,346	\$ -	\$ -	N/A
OJP-LLEBG, JAG Grants	111,567	-	47,170	47,170	-	-	N/A
OJP - COPS Grant	175,196	241,371	241,371	241,371	262,759	21,388	8.9%
Dept of Homeland Security	162,680	-	-	24,202	-	-	N/A
Recovery Act - ARRA Grant	197,556	-	-	-	-	-	N/A
Office of the Governor	-	-	-	23,048	-	-	N/A
Interest	830	-	-	10	10	10	N/A
Total Revenues	\$ 673,547	\$ 241,371	\$ 288,541	\$ 340,147	\$ 262,769	\$ 21,398	8.9%
Expenditures:							
Police Salaries and Benefits	175,914	241,371	241,371	241,371	262,759	21,388	8.9%
Police Minor Equipment	225,591	-	73,394	73,394	-	-	N/A
Police Personal Safety Equipment	25,718	-	1,170	1,170	-	-	N/A
Police Instruments/App./Radios	79,297	-	-	-	-	-	N/A
Fire Dept Breathing Apparatus Equip.	162,679	-	24,202	24,202	-	-	N/A
Total Expenditures	\$ 669,199	\$ 241,371	\$ 340,137	\$ 340,137	\$ 262,759	\$ 21,388	8.9%
Net Increase/(Decrease)	\$ 4,348	\$ -	\$ (51,596)	\$ 10	\$ 10	\$ 10	N/A
Beginning Fund Balance	-	-	4,348	-	10	10	N/A
Ending Fund Balance	\$ 4,348	\$ -	\$ (47,248)	\$ 10	\$ 20	\$ 20	N/A



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FY2013 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 Aa2 and Standard and Poor's has conferred the AA rating.

FISCAL YEAR 2013

The total adopted tax rate for FY2013 is \$0.633308/\$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, \$0.195825 is devoted to debt service. The debt rate will generate an estimated \$7,221,565 in property tax revenue in the Debt Service Fund. This will be sufficient to fund 68% of the total debt service payments for FY2013. The remaining amount will be serviced through other sources of revenue which include interest income of \$35,000. Budgeted reimbursements totaling \$654,436 are for debt service requirements related to the BSWMA, LaSalle, and Brazos County Expo Center. Transfers in from other funds of \$2,708,228 are for the payment of debt service obligations of the paying fund.

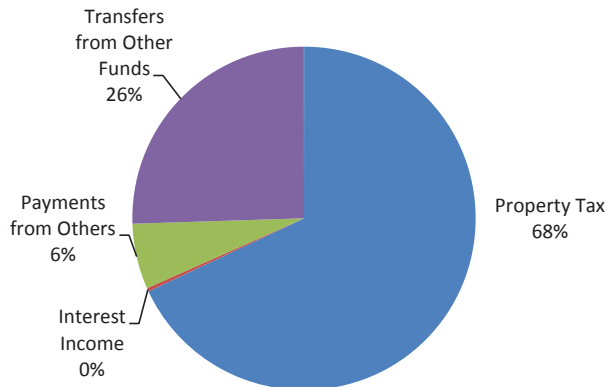
The FY2013 principal and interest debt service payments of \$10,530,574 include payments for all outstanding debt. Other expenditures include handling charges and fees due on outstanding issues total \$5,600.

The anticipated year end fund balance for the Debt Service Fund will be \$1,407,714. This fund balance is above the targeted one-month reserve of \$878,015.

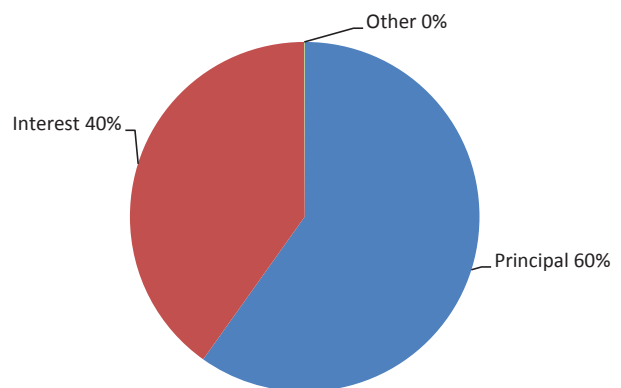
CITY OF BRYAN, TEXAS
Debt Service Fund Summary
Fiscal Year 2013

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ Chng/ FY12 Adptd	% Chng/ FY12 Adptd
Property Tax	\$ 6,792,490	\$ 6,731,449	\$ 6,731,449	\$ 6,731,449	\$ 7,221,565	\$ 490,116	7.3%
Delinquent Property Tax	120,142	85,000	85,000	85,000	-	(85,000)	-100.0%
Interest Income	32,559	35,000	35,000	35,000	35,000	-	0.0%
Brazos County Payment	254,405	252,468	252,468	252,468	255,105	2,637	1.0%
BVSWMA	259,840	398,431	398,431	398,431	399,331	900	0.2%
Subtotal Revenues	\$ 7,459,435	\$ 7,502,348	\$ 7,502,348	\$ 7,502,348	\$ 7,911,001	\$ 408,653	5.4%
Transfers in	\$ 2,568,462	\$ 2,677,171	\$ 2,677,171	\$ 2,677,171	2,708,228	31,057	1.2%
Total Revenues and Transfers in	\$ 10,027,898	\$ 10,179,519	\$ 10,179,519	\$ 10,179,519	\$ 10,619,229	439,710	4.3%
Expenditures							
Principal	\$ 5,517,656	\$ 5,857,344	\$ 5,857,344	\$ 5,857,344	6,306,563	449,219	7.7%
Interest	4,689,390	4,313,696	4,313,696	4,313,696	4,224,011	(89,685)	-2.1%
Debt Expense	4,923	5,600	5,600	5,600	5,600	-	0.0%
Subtotal Expenditures	\$ 10,211,969	\$ 10,176,640	\$ 10,176,640	\$ 10,176,640	\$ 10,536,174	\$ 359,534	3.5%
Transfer Out	\$ 570,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Expenditures and Transfers Out	\$ 10,781,969	\$ 10,176,640	\$ 10,176,640	\$ 10,176,640	\$ 10,536,174	\$ 359,534	3.5%
Net Increase/(Decrease)	\$ (754,071)	\$ 2,879	\$ 2,879	\$ 2,879	\$ 83,055		
Beginning Fund Balance	6,973,402	1,785,302	1,321,780	1,321,780	1,324,659		
Notes Receivable for BVSWMA	\$ (4,795,000)						
Assigned Fund Balance	\$ (102,551)						
Ending Fund Balance	\$ 1,321,780	\$ 1,785,302	\$ 1,324,659	\$ 1,324,659	\$ 1,407,714		
Reserve Requirement : (1/12 of total expenditures)	898,497	848,053	848,053	848,053	878,015		
Over/Under Policy Balance	\$ 423,282	\$ 937,249	\$ 476,605	\$ 476,605	\$ 529,699		

Debt Service Fund - Sources



Debt Service Fund - Uses



**Debt Service Fund
Debt Service Requirements
FY2013**

	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2012 Projected	FY2013 Adopted	\$ chng/ FY12 Adptd	% Chng/ FY12 Adptd
Principal:							
2001 Certificates of Obligation	\$ 72,656	\$ 85,000	\$ 85,000	\$ 85,000	\$ 26,563	\$ (58,437)	-68.7%
2001 Certificates of Obligation	755,000	-	-	-	-	-	N/A
2003 Certificates of Obligation	405,000	425,000	425,000	425,000	445,000	20,000	4.7%
2004 Certificates of Obligation	675,000	700,000	700,000	700,000	730,000	30,000	4.3%
2005 Certificates of Obligation	655,000	685,000	685,000	685,000	710,000	25,000	3.6%
2005 General Obligation Refunding Bonds	1,175,000	1,220,000	1,220,000	1,220,000	1,270,000	50,000	4.1%
2007 Certificates of Obligation	95,000	390,000	390,000	390,000	615,000	225,000	57.7%
2008 Certificates of Obligation	375,000	395,000	395,000	395,000	410,000	15,000	3.8%
2009 Certificates of Obligation	405,000	425,000	425,000	425,000	445,000	20,000	4.7%
2010 Certificates of Obligation	755,000	600,000	600,000	600,000	615,000	15,000	2.5%
2010 General Obligation Refunding Bonds	150,000	935,000	935,000	935,000	950,000	15,000	1.6%
2012 Tax and Revenue Refunding Bonds	-	-	-	-	90,000	90,000	N/A
Total Principal	\$ 5,517,656	\$ 5,860,000	\$ 5,860,000	\$ 5,860,000	\$ 6,306,563	\$ 356,563	6.1%
Interest:							
2001 Certificates of Obligation	\$ 52,886	\$ 46,967	\$ 46,967	\$ 46,967	\$ 14,811	\$ (32,156)	-68.5%
2001 Certificates of Obligation	32,088	-	-	-	-	-	N/A
2003 Certificates of Obligation	338,690	322,490	322,490	322,490	305,490	(17,000)	-5.3%
2004 Certificates of Obligation	507,958	482,645	482,645	482,645	455,520	(27,125)	-5.6%
2005 Certificates of Obligation	626,578	600,378	600,378	600,378	572,978	(27,400)	-4.6%
2005 General Obligation Refunding Bonds	876,725	829,725	829,725	829,725	780,925	(48,800)	-5.9%
2007 Certificates of Obligation	452,575	448,775	448,775	448,775	433,175	(15,600)	-3.5%
2008 Certificates of Obligation	448,821	430,071	430,071	430,071	410,320	(19,751)	-4.6%
2009 Certificates of Obligation	328,810	316,660	316,660	316,660	303,910	(12,750)	-4.0%
2010 Certificates of Obligation	1,261,309	503,382	503,382	503,382	491,381	(12,001)	-2.4%
2010 General Obligation Refunding Bonds	332,950	329,950	329,950	329,950	311,249	(18,701)	-5.7%
2012 Tax and Revenue Refunding Bonds	-	-	-	-	144,252	144,252	N/A
Total Interest	\$ 5,259,390	\$ 4,311,040	\$ 4,311,040	\$ 4,311,040	\$ 4,224,011	\$ (187,832)	-4.4%
Paying Agent Fee	\$ 4,923	\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,600	\$ -	0.0%
Debt Service Fund Total Expenditures	\$ 10,781,969	\$ 10,176,640	\$ 10,176,640	\$ 10,176,640	\$ 10,536,174	\$ (274,864)	-2.7%



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CAPITAL IMPROVEMENT PROGRAM

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 Capital Improvement Program is presented for approval on a biennial basis. The most current presentation was presented in March 2012. The Capital Improvement Program 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 \$32,361,414 in FY2013 for operating capital outlay, including BTU. In general, capital expenditures are defined as those items with a unit cost in excess of \$5,000. The estimated impact upon the operating budget in subsequent years will be immaterial. A summary of operating capital outlay by department and fund is included in this section.

GENERAL PURPOSE CAPITAL OUTLAY

The adopted FY2013 budget includes General Fund capital outlay of \$626,337. Planned capital expenditures include computer software and maintenance upgrades, public safety vehicles, replacement golf carts, and security system for the Municipal Court building.

ENTERPRISE FUND OPERATING CAPITAL

FY2013 Water Fund operating capital for water system reports is estimated at \$5,252,400. Planned operating capital improvements in the Wastewater Fund include system maintenance and equipment replacement estimated at \$6,133,300.

CAPITAL IMPROVEMENT PROJECTS

A schedule of the General Government Capital Improvement Projects for FY2013 through FY2017 is included in this section. Certificates of Obligations provide the funding for the General Government CIP projects



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**Summary of Operating Capital Outlay
FY2013**

General Purpose

General Fund

IT: Office Machines and Equipment	174,000
Fire: Crew truck (replace)	44,648
Golf: Replacement golf carts	64,000
Police: Replacement patrol vehicles (6)	285,259
Police: Unmarked vehicle for investigations (replace)	18,430
Municipal Court: Security system for court building	40,000
General Fund Total	\$ 626,337

Enterprise Funds

Water Fund

Repairs to water system	4,876,200
Decision Packages: Pumps for water system	376,200
<i>Water Total</i>	\$ 5,252,400

Wastewater Fund

Repairs to wastewater system	5,851,650
Decision Packages: Vehicles, equipment, and construction	281,650
<i>Wastewater System Total</i>	\$ 6,133,300

BTU - City/QSE

Transmission & Distribution Projects	6,894,260
<i>BTU - City</i>	\$ 6,894,260

BTU - Rural

Distribution Projects	3,843,975
<i>BTU - Rural Total</i>	\$ 3,843,975

Solid Waste

Decision Packages	1,215,821
<i>Solid Waste Total</i>	\$ 1,215,821

Enterprise Fund Total

\$ 24,555,577

Special Revenue Funds

Court Technology

Software/hardware maintenance	20,000
<i>Court Technology Total</i>	\$ 20,000

Street Improvement

Street System Maintenance	6,600,000
<i>Street Improvement Total</i>	\$ 6,600,000

Drainage Improvement

Storm System Drainage Improvements	559,500
<i>Drainage Improvement Total</i>	\$ 559,500

Special Revenue Fund Total

\$ 7,179,500

All Funds Total Operating Capital Outlay

\$ 32,361,414

**General Government
Capital Improvement Projects
FY2013 through FY2017**

	Actual FY2011	Adopted FY2012	Projected FY2012	Adopted FY2013	Projected FY2014
CO/GO Beginning Funds Balance:	\$ 13,346,109	\$ 6,278,073	\$ 7,659,832	\$ 6,506,958	\$ 987,215
Additional Resources:					
General Obligation Debt Issuances	\$ -	3,400,000	3,900,000	-	4,000,000
Grants	\$ 301,585				
Investment Earnings	23,934	40,807	38,800	42,295	6,417
<i>Subtotal Additional Resources</i>	<u>\$ 325,519</u>	<u>\$ 3,440,807</u>	<u>\$ 3,938,800</u>	<u>\$ 42,295</u>	<u>\$ 4,006,417</u>
Total Resources Available	<u>\$ 13,671,628</u>	<u>\$ 9,718,880</u>	<u>\$ 11,598,632</u>	<u>\$ 6,549,253</u>	<u>\$ 4,993,632</u>
Debt Issuance Cost (expense)	\$ (45,076)	\$ (42,500)	\$ (48,750)	\$ -	\$ (50,000)
Transfers Out to Funds 620 and 280	(235,220)				
Total Construction In Progress from below	(5,322,486)	(7,476,625)	(5,042,924)	(5,562,038)	(5,550,000)
Expenditure Differences	3,766				
Public Works Services	(412,780)				
CO/GO Ending Funds Balance	<u>\$ 7,659,832</u>	<u>\$ 2,199,755</u>	<u>\$ 6,506,958</u>	<u>\$ 987,215</u>	<u>\$ (606,368)</u>

Construction In Progress

26th & WJB Downtown Alley	954				
Austin Colony Soundwall	10,570				
TIRZ 10 Reimbursement	172,204	180,000	-		
TIRZ 22 (Harrison Construction)		1,300,000	1,400,000	-	
Bryan/Beck	1,168,984	40,000	-		
HSC Parkway Extension - PH 1B	14,000	3,000,000	470,380	4,000,000	
HSC Parkway Extension - PH 1B (CS Reimb)			(235,190)	(2,000,000)	
HSC Parkway Extension - PH 1A (CS Reimb)				(472,500)	
HSC Parkway Extension - PH 2A					2,000,000
HSC Parkway Extension - PH 2A (CS Reimb)					(1,000,000)
Old Reliance	-		-		
Hwy 47 Bridge		1,000,000	1,000,000		
Thornberry Dr Improvements	1,188,710		(132,742)		
College Main Complete Reconstruction	12,673		19,479		
Wellborn - FB - Old College Traffic Signal	3,000		13,500	423,000	
Wellborn-FB - Old College Traffic Sig (CS & TAMU reimb)			(34,500)	(282,000)	
FM1179 TxDot AFA	62,377	500,000	306,860		
FM1179 Country Club Dr/Oak Ridge	14,838		5,945		
Highland Hills (reimburse soft costs)	-		359,339		
West 28th St Reconstruction (Palasota to Congress)	127,246		5,000	249,983	2,800,000
MLK	374,158				
Downtown Ph 3 & 4	1,772,033		15,093		
Fire Station Land Acquisition		800,000	-	800,000	
Raider Dr	5,010		28		
Muckleroy Extension	112,067				
WalMart Road			354		
Dominion Oaks Development	49,589		1,198,068		
Old Hearne Rd		526,000		1,561,000	1,000,000
Old Hearne Rd Ph 2					
Safe Routes to School sidewalks	-	80,625		700,000	
Safe Routes to School sidewalks (reimbursement)				(700,000)	
Johnson sidewalks	2,400		40,100	275,000	
Old Reliance Rd Landscaping	-				
Oversize Participation/Misc	694		23,292		
Tx Ave-City Limits to Tejas Center-sidewalks	146,379				
Traffic signals					
S College/Dodge			-	453,555	
Tx Ave/Villa Maria				219,000	
Carter Creek/Villa Maria				335,000	
Design contract (TxVM and CCVM)			61,390		
Vehicles - Police & Fire; IT; Coulter			526,386		750,000
Villa Maria/Harvey Mitchell Grade Separation	84,600		143		
Total CIP Expenditures	<u>\$ 5,322,486</u>	<u>\$ 7,426,625</u>	<u>\$ 5,042,924</u>	<u>\$ 5,562,038</u>	<u>\$ 5,550,000</u>

**General Government
Capital Improvement Projects
FY2013 through FY2017**

	Projected FY2015	Projected FY2016	Projected FY2017
CO/GO Beginning Funds Balance:	\$ (606,368)	\$ (610,309)	\$ 604,474
Additional Resources:			
General Obligation Debt Issuances		6,500,000	1,000,000
Grants			
Investment Earnings	(3,941)	(3,967)	3,929
<i>Subtotal Additional Resources</i>	<u>\$ (3,941)</u>	<u>\$ 6,496,033</u>	<u>\$ 1,003,929</u>
Total Resources Available	<u>\$ (610,309)</u>	<u>\$ 5,885,724</u>	<u>\$ 1,608,403</u>
Debt Issuance Cost (expense)	\$ -	\$ (81,250)	\$ (12,500)
Transfers Out to Funds 620 and 280			
Total Construction In Progress from below	-	(5,200,000)	(900,000)
Expenditure Differences			
Public Works Services			
CO/GO Ending Funds Balance	<u>\$ (610,309)</u>	<u>\$ 604,474</u>	<u>\$ 695,903</u>

Construction In Progress

26th & WJB Downtown Alley			
Austin Colony Soundwall			
TIRZ 10 Reimbursement			
TIRZ 22 (Harrison Construction)			
Bryan/Beck			
HSC Parkway Extension - PH 1B			
HSC Parkway Extension - PH 1B (CS Reimb)			
HSC Parkway Extension - PH 1A (CS Reimb)			
HSC Parkway Extension - PH 2A		-	
HSC Parkway Extension - PH 2A (CS Reimb)			
Old Reliance			
Hwy 47 Bridge			
Thornberry Dr Improvements			
College Main Complete Reconstruction			
Wellborn - FB - Old College Traffic Signal			
Wellborn-FB - Old College Traffic Sig (CS & TAMU reimb)			
FM1179 TxDot AFA			
FM1179 Country Club Dr/Oak Ridge			
Highland Hills (reimburse soft costs)			
West 28th St Reconstruction (Palasota to Congress)			
MLK			
Downtown Ph 3 & 4			
Fire Station Land Acquisition		4,000,000	
Raider Dr			
Muckleroy Extension			
WalMart Road			
Dominion Oaks Development			
Old Hearne Rd			
Old Hearne Rd Ph 2		1,200,000	
Safe Routes to School sidewalks			
Safe Routes to School sidewalks (reimbursement)			
Johnson sidewalks			
Old Reliance Rd Landscaping			
Oversize Participation/Misc			
Tx Ave-City Limits to Tejas Center-sidewalks			
Traffic signals			
S College/Dodge			
Tx Ave/Villa Maria			
Carter Creek/Villa Maria			
Design contract (TxVM and CCVM)			
Vehicles - Police & Fire; IT; Coulter			900,000
Villa Maria/Harvey Mitchell Grade Separation			
Total CIP Expenditures	<u>\$ -</u>	<u>\$ 5,200,000</u>	<u>\$ 900,000</u>

**Water
Capital Improvement Projects
FY2012 through FY2017**

	Actual FY2011	Projected FY2012	Adopted FY2013	Projected FY2014
<u>Beginning Revenue Bond Fund Balances:</u>	\$ 1,826,340	\$ 2,521,951	\$ 564,058	\$ 1,079,058
<u>Additional Resources:</u>				
Revenue Bonds	5,013,751		4,000,000	
Investment Earnings	2,723	128,000	15,000	15,000
<i>Subtotal Additional Resources</i>	<u>\$ 5,016,474</u>	<u>\$ 128,000</u>	<u>\$ 4,015,000</u>	<u>\$ 15,000</u>
Total Resources Available	<u>\$ 6,842,814</u>	<u>\$ 2,649,951</u>	<u>\$ 4,579,058</u>	<u>\$ 1,094,058</u>

Statement of Capital Expenditures

Debt Issuance Cost	\$ (81,919)	\$ -	\$ (50,000)	\$ -
FY11 GO Refunding Issuance Cost	(114,688)			
Total Construction in Progress from below	(4,124,256)	(2,085,893)	(3,450,000)	(1,000,000)
Operating expenses				
Ending Fund Balance	<u>\$ 2,521,951</u>	<u>\$ 564,058</u>	<u>\$ 1,079,058</u>	<u>\$ 94,058</u>

Construction In Progress

Parker Phase 1	42,495			
Bennett St Waterline	83,901			
Cooling Tower Replacement			200,000	
5 MG Ground Storage Tank	139,700	1,655,104		
Brushy/CNN's				
Henderson Park Waterline	11,236			
Bryan Beck Street Reconstruction	1,418			
Elaine Dr Waterline	485,681	3,071		
SH 47 12" waterline (Leonard to SH21)				
Downtown Ph 3	28,528			
1 mg Storage Tank	2,191,613		3,000,000	1,000,000
CIP Lines/Streets	261,145			
Well 19 Collection Line	874,138			
Next Generation Park				
College Main (complete reconstruction)	4,400	427,717		
Briarcrest WL			250,000	
Water SCADA				
Design Elevated Storage Tank				
Well Collection Line - hwy 6/FM2818				
Emergency Generator				
Elevated Storage Tank				
Future capital projects				
Total CIP Expenditures	<u>\$ 4,124,256</u>	<u>\$ 2,085,893</u>	<u>\$ 3,450,000</u>	<u>\$ 1,000,000</u>

**Water
Capital Improvement Projects
FY2012 through FY2017**

	Projected FY2015	Projected FY2016	Projected FY2017
Beginning Revenue Bond Fund Balances:	\$ 94,058	\$ 49,058	\$ 54,058
Additional Resources:			
Revenue Bonds	4,000,000		4,000,000
Investment Earnings	5,000	5,000	5,000
<i>Subtotal Additional Resources</i>	<u>\$ 4,005,000</u>	<u>\$ 5,000</u>	<u>\$ 4,005,000</u>
Total Resources Available	<u>\$ 4,099,058</u>	<u>\$ 54,058</u>	<u>\$ 4,059,058</u>

Statement of Capital Expenditures

Debt Issuance Cost	\$ (50,000)	\$ -	\$ (50,000)
FY11 GO Refunding Issuance Cost			
Total Construction in Progress from below	(4,000,000)	-	(4,000,000)
Operating expenses			
Ending Fund Balance	<u>\$ 49,058</u>	<u>\$ 54,058</u>	<u>\$ 9,058</u>

Construction In Progress

Parker Phase 1			
Bennett St Waterline			
Cooling Tower Replacement			
5 MG Ground Storage Tank			
Brushy/CNN's			
Henderson Park Waterline			
Bryan Beck Street Reconstruction			
Elaine Dr Waterline			
SH 47 12" waterline (Leonard to SH21)			
Downtown Ph 3			
1 mg Storage Tank			
CIP Lines/Streets			
Well 19 Collection Line			
Next Generation Park			
College Main (complete reconstruction)			
Briarcrest WL			
Water SCADA	750,000		
Design Elevated Storage Tank	500,000		
Well Collection Line - hwy 6/FM2818	2,250,000		
Emergency Generator	500,000		
Elevated Storage Tank			4,000,000
Future capital projects			
Total CIP Expenditures	<u>\$ 4,000,000</u>	<u>\$ -</u>	<u>\$ 4,000,000</u>

**Wastewater
Capital Improvement Projects
FY2012 through FY2017**

	Actual FY2011	Projected FY2012	Adopted FY2013	Projected FY2014
<u>Beginning Revenue Bond Fund Balances</u>	\$ 2,248,548	\$ 14,274,884	\$ 6,344,457	\$ 2,159
<u>Additional Resources:</u>				
Revenue Bonds	15,400,008		4,000,000	-
Investment Earnings	15,000	53,500	28,000	-
<i>Subtotal Additional Resources</i>	\$ 15,415,008	\$ 53,500	\$ 4,028,000	\$ -
Total Resources Available	\$ 17,663,556	\$ 14,328,384	\$ 10,372,457	\$ 2,159
<u>Miscellaneous Expenditures:</u>				
Debt Issuance Cost	\$ (192,500)	\$ -	\$ (50,000)	\$ -
FY11 GO Refunding Issuance Cost	\$ (119,278)			
Total Construction in Progress from below	(3,076,894)	(7,983,927)	(10,320,298)	-
Operating expenses				
Ending Fund Balance	\$ 14,274,884	\$ 6,344,457	\$ 2,159	# \$ 2,159 #
<u>Production, Distribution & Rehab Projects:</u>				
Commerce St Sewer	154,860			
Henderson Park Sewer	67,305			
Bryan Beck Street Reconstruction				
Still Creek Swr Trunk Line Ph 2			3,800,000	
Downtown Phase III	51,350			
W 28th St; Reese WL Rehab (sewer portion)				
Future capital projects				
Thompson Creek Wastewater Treatment Plant	2,046,061	7,706,412	6,303,449	
WWTP SCADA	752,568	277,515	216,849	
Hwy 30 Lift Stations/Package Plant	4,750			
Total CIP Expenditures	\$ 3,076,894	\$ 7,983,927	\$ 10,320,298	\$ -

**Wastewater
Capital Improvement Projects
FY2012 through FY2017**

	Projected FY2015	Projected FY2016	Projected FY2017
<u>Beginning Revenue Bond Fund Balances</u>	\$ 2,159	\$ 2,159	\$ 2,159
<u>Additional Resources:</u>			
Revenue Bonds			
Investment Earnings	-	-	-
<i>Subtotal Additional Resources</i>	\$ -	\$ -	\$ -
Total Resources Available	\$ 2,159	\$ 2,159	\$ 2,159
<u>Miscellaneous Expenditures:</u>			
Debt Issuance Cost	\$ -	\$ -	\$ -
FY11 GO Refunding Issuance Cost			
Total Construction in Progress from below	-	-	-
Operating expenses			
Ending Fund Balance	\$ 2,159	\$ 2,159	\$ 2,159
<u>Production, Distribution & Rehab Projects:</u>			
Commerce St Sewer			
Henderson Park Sewer			
Bryan Beck Street Reconstruction			
Still Creek Swr Trunk Line Ph 2			
Downtown Phase III			
W 28th St; Reese WL Rehab (sewer portion)			
Future capital projects			
Thompson Creek Wastewater Treatment Plant			
WWTP SCADA			
Hwy 30 Lift Stations/Package Plant			
Total CIP Expenditures	\$ -	\$ -	\$ -



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ORDINANCE NO. 1968

AN ORDINANCE OF THE CITY OF BRYAN, TEXAS APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013, INCLUSIVE, WITH EXPENDITURES IN THE COMBINED TOTAL AMOUNT OF \$321,804,061 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; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; 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, 2012 and ending September 30, 2013; 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, 2012 and ending September 30, 2013 with combined expenditures in the sum of \$321,804,061 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.

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.

6.

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.

7.

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

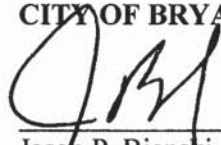
PRESENTED AND GIVEN first reading on the 28th day of August, 2012, at a meeting of the City Council of the City of Bryan, Texas; and given second reading, passed and approved on the 11th day of September 2012, by a vote of 6 ayes and 0 nays at a regular meeting of the City Council of the City of Bryan, Texas.

ATTEST:



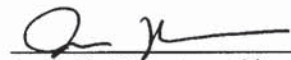
Mary Lynne Stratta, City Secretary

CITY OF BRYAN:



Jason P. Bienski, Mayor

APPROVED AS TO FORM:



Janis K. Hampton, City Attorney

All Funds Summary - Fiscal Year 2013
Fiscal Year 2013
EXHIBIT A

<u>Fund Name</u>	<u>Total Revenues, Transfers & ROW</u>	<u>Expenditures ¹</u>
Governmental Funds:		
General	\$ 54,650,854	\$ 52,710,612
Debt Service	10,619,229	10,536,174
Hotel/Motel Tax	489,466	586,600
Court Technology	49,100	29,800
Street Improvement	5,323,625	6,612,634
Drainage	899,300	559,500
Community Development	2,411,868	2,411,868
TIRZ #8 (Park Hudson)	12,000	195,756
TIRZ #10 (Traditions)	1,383,346	1,415,984
TIRZ #19 (Nash Street)	166,180	164,066
TIRZ #21 (Downtown)	79,396	-
TIRZ #22 (Lauth)	1,674,680	433,915
Grant Funds	262,769	262,759
Enterprise Funds:		
BTU - City/QSE	153,589,860	161,620,740
BTU - Rural	31,403,284	31,169,803
Water	13,301,730	16,366,390
Wastewater	12,846,617	16,799,820
Solid Waste	7,748,578	7,996,099
Airport	661,720	632,947
Bryan Commerce & Dev.	184,010	184,010
Internal Service Funds:		
Self-Insurance Fund	1,887,108	2,612,250
Employee Benefits	7,857,252	8,183,520
Warehouse Fund	126,075	318,814
TOTAL ALL FUNDS	\$ 307,628,047	\$ 321,804,061

¹ Expenditures are shown net of administrative reimbursements

ORDINANCE NO. 1910

AN ORDINANCE FIXING THE TAX LEVY OF THE CITY OF BRYAN, TEXAS, FOR THE TAXABLE YEAR 2012 AT \$0.633308 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 2012 the following, to wit:

\$0.437483 on a \$100.00 valuation of all taxable property in the City for General Fund maintenance and operating purposes: and

\$0.195825 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 2012 is \$0.633308 for \$100.00 valuation of all taxable property in the City of Bryan.

2.

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

PRESENTED AND GIVEN first reading on the 28th day of August 2012, at a meeting of the City Council of the City of Bryan, Texas; and given second reading, passed and approved on the 11th day of September 2012, by a vote of 6 ayes and 0 noes at a meeting of the City Council of the City of Bryan, Texas.

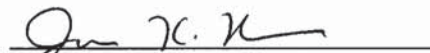
ATTEST:


Mary Lynne Stratta, City Secretary

CITY OF BRYAN


Jason P. Bienski, Mayor

APPROVED AS TO FORM:


Jamis K. Hampton, City Attorney

FY13 GENERAL FUND DECISION PACKAGE REQUEST SUMMARY

		FY13 Request	FY13 Adopted
<u>Personnel</u>			
Fire	3 Firefighters (\$55,681 annual, \$2,500 other x 3)	\$ 174,542	\$ -
Fire	Administrative Clerk \$36,858	36,858	36,858
Fire	Fire Inspector (\$79,898 annual; vehicle \$29,000; other \$11,525)	120,423	
Info Tech	System Analyst \$86,873	93,673	
	GIS Specialist \$53,700	53,700	
Mun. Ct.	Increase salary for Assoc. Judges	9,300	9,300
Parks	Maintenance worker	38,642	
Police	Increase budget for crossing guards	30,274	
		<hr/>	<hr/>
		\$ 557,412	\$ 46,158

Other

Parks	Facility rental for Senior Citizens	10,000	
	Henderson Harbor remediation plan	15,000	
Golf	Architectural plans for renovations	25,000	
Engineering	Plotter replacement	5,750	
Dev. Svcs.	Credit card fees	5,000	
Dev. Svcs.	Code enforcement mowing	60,000	20,000
Dev. Svcs.	Demolition	282,000	
Dev. Svcs.	Property Enhancement Grant	100,000	
Fire	SCBA bottles (replace)	23,400	
Human Resources	Training	10,000	
Info Tech	Maintenance increase (software/hardware)*	194,000	174,000
Parks	Landscape maintenance and custodial services	258,053	
Parks	Holiday lights (items and installation)	40,000	
Parks	Pool blankets (replacements)	15,000	
Parks	Maintenance of "Buzz" Hamilton Memorial Park	31,500	12,000
Golf	Utility vehicles (2) and greens aerator (replace)	41,000	
Traffic	Traffic signal cabinets (6)	37,500	
	Sign plotter	6,845	
	Stop signs (1,500 replacements)	39,885	
		<hr/>	<hr/>
		\$ 1,199,933	\$ 206,000

*20,000 to be paid out of the Court Tech fund

Computers - software, hardware, maintenance

Engineering	Electronic plan review	177,040	
	PC replacements	7,750	
Fire	PC replacements	7,200	
Mun. Ct.	PC replacements	9,800	
Parks	PC replacements	6,000	
Police	PC replacements	25,000	
Com. Dev.	PC replacements	3,600	3,600
Budget	PC replacements	2,000	
Library	Polaris Server Replacement	14,048	7,000
Parks	Recreation software	72,335	
IT	Storage Network Replacements	173,860	173,860
		<hr/>	<hr/>
		\$ 498,633	\$ 184,460

Building & Other Improvements

		FY13 Request	FY13 Adopted
Parks	Golf restroom	90,000	
	Neal Rec gym floor	85,000	
	Neal Rec shade structure	30,000	
	Golf carpet and furniture	6,500	
		<u>\$ 211,500</u>	<u>\$ -</u>

Vehicles & Other Equipment

Dev. Svcs	SUV (replace truck 10 yrs; approx. 100K mile)	28,860	
	Replacement pickup	28,256	
Fire	Crew truck (replace '99 suburban)	44,648	44,648
	Fire Engine (replace '00 fire engine)	793,472	
Fleet	Field Service Truck (new)	94,250	
Info Tech	Explorer (replace '98 Ford cargo van)	25,256	
Mun. Ct.	Police patrol vehicle (replace '00 vehicle)	46,500	
Parks	Flat bed trailer (new)	6,800	
Golf	20 golf carts (replacements)	64,000	64,000
Parks	Utility vehicles (2); min-truck (replace)	27,000	
Police	Police patrol vehicles (6) (replacements)	285,259	285,259
Police	Unmarked vehicle for investigations (replace)	18,430	18,430
		<u>\$ 1,462,731</u>	<u>\$ 412,337</u>
FY13 Sub-Total General Fund Requests		\$ 3,930,209	\$ 848,955

FY13 Special/Restricted Revenue Requests:

City Secretary	Vital Statistics Records preservation	10,500	10,500
Mun. Court	Security System - Xray machine and magnetometer	40,000	40,000
FY13 Sub-Total Special/Restricted Revenue Requests:		<u>\$ 50,500</u>	<u>\$ 50,500</u>

FY13 TOTAL GENERAL FUND AND SPECIAL/RESTRICTED REVENUE REQUESTS

3,980,709	899,455
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FY13 ENTERPRISE FUND DECISION PACKAGE REQUEST SUMMARY

<u>Water Fund</u>	FY13 Request	FY13 Adopted
Replacement Pump Unit - high service pump #3	94,000	94,000
Control Panel - Well Field Pump 4	22,000	22,000
Control Panel - Well Field Pump 3	22,000	22,000
Replacement Pump Unit - High Service Pump 4	94,000	94,000
Replacement Pump Unit - High Service Pump 2	94,000	94,000
Control Valve - Well Field Pump 2	27,500	27,500
4" trailer trash pump (replacement)	22,600	22,600
FY13 TOTAL WATER FUND REQUESTS	<u>\$376,100</u>	<u>\$376,100</u>
<u>Wastewater Fund</u>		
Mini-excavator (replacement)	42,000	42,000
Direct start equipment for raw lift pumps @ Burton Creek WWTP	72,000	72,000
Security Fence at Still Creek WWTP (replace)	46,800	46,800
Double disc pump for Still Creek WWTP (replace)	18,450	18,450
Roof repair for raw lift bldg at Burton Creek WWTP	10,400	10,400
Fiberglass doors & frames at Burton Creek WWTP	29,000	29,000
Construct & furnish offices at MSC Bldg	18,500	18,500
Pick up truck (replace '03 Chevy w/128K miles)	23,000	23,000
6" trailer trash pump (replace)	21,500	21,500
FY13 TOTAL WASTEWATER FUND REQUESTS	<u>\$281,650</u>	<u>\$281,650</u>
<u>Solid Waste Fund</u>		
Residential side load truck (replace 14-46)	180,648	180,648
Residential side load truck (replace 14-48)	180,648	180,648
Grapple truck chassis and body (replace unit 29-40)	133,000	133,000
Front load truck w Mack chassis and Heil body (replace 14-52)	247,924	247,924
Front load truck w Mack chassis and Heil body (replace 14-70)	247,924	247,924
Street sweeper chassis & body (replace 14-67)	200,200	200,200
3/4 ton light duty truck (replace 29-37)	25,477	25,477
FY13 TOTAL SOLID WASTE FUND REQUESTS	<u>\$1,215,821</u>	<u>\$1,215,821</u>



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COMMUNITY PROFILE

Location

Bryan-College Station is located in Brazos County in east central Texas, just north of Houston, in an area known 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.



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. However, 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 the city 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.

Soon after incorporating, citizens voted to establish a public school system and to levy property tax to help support it. 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. established a money-lending office in 1875. By 1890, The First National Bank of Bryan, another major financial institution, had been established. Bryan had utilities in the form of Bryan Compress Company, Bryan Water, Inc. and Electric Light Co., Inc. The City'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 and 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 donation 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 and is now 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, 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 businesses 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 built 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, and 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. However, the creation of shopping centers away from downtown created a strain on the Central Business District. Downtown Bryan began a slow decline.

In the late 1980s, a movement toward downtown's 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.

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 fifty 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.

Public Universities

Texas A&M University Health Science Center- Bryan Campus:

Texas A&M University has been one of the greatest assets to the entire Brazos Valley as a world-class learning institution. The University not only ranks among the top ten research institutions in the nation, but also maintains one of

the largest student bodies with enrollment reaching 45,000. Texas A&M Regents approved the allocation of acreage to the Health Science Center (HSC) in December 2006, having previously accepted the land gift from the City of Bryan. The HSC had its dedication ceremony in July 2010. The Bryan campus, located along State Highway 47 (adjacent to Traditions Club Golf Course), will allow the HSC to eventually consolidate onto a single campus its academic programs and administration that are currently located throughout Bryan and College Station. Fifty acres will be for health-related public/private partnerships and facilities, while the remaining acreage will be for academic facilities.

Source: Texas A&M University

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: The Research Valley Partnership

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 while 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, set policy and direct city staff in the decision making process.

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, The Animal Center, Traffic and Transportation, Building and Development, Municipal Court, Library Services, and Parks and Recreation.

Bryan Today

"The Good Life, Texas Style."™

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 its buildings and the pride of its residents. The original square-mile townsite now encompasses more than 43.4 square miles. Bryan's original population of a few hundred has grown to more than 77,000 residents.

The City has successfully attracted numerous technology and internet-based firms into the community. These companies provide technological and support services throughout the state including advertising, networking, graphic design, interactive media and communications.

Bryan has continued to revitalize the downtown business district through a series of Capital Improvement Projects (CIP) aimed at addressing the city's long-term needs in the form of street and drainage improvements, new parks and other public utilities and facilities.

Beginning in 2007, the City of Bryan launched the Texas Reds Festival as a mechanism for bringing tourism, music, arts and food to the community. Since its inception, Texas Reds has grown in popularity and attendance culminating in a record 30,000 people in 2011.

Another asset to the City of Bryan is Coulter Airfield. The land on Texas Hwy. 21 where Coulter Airfield sits was donated by the W.J. Coulter family in 1938. The City of Bryan later bought some adjacent property, which now comprises the 247 acre airfield. The airport is home to numerous aviation enthusiasts and has served as a hub for PHI Air Medical helicopter service. An annual air show put on at Coulter Field draws tourists from across the state.

Bryan is also home to the Travis B. Bryan Municipal Golf Course. The par-70 course spans more than 5,800 yards from the middle tees and extends to more than 6,200 yards from the back tees.

Bryan is a great place for families and boasts of having over 750 acres of beautifully maintained parks. With a bounty of basketball and soccer fields, skateboard parks, splash pads, walking trails, two dozen pavilions for picnicking and three terrific pools Bryan has something to offer everyone.

From its contemporary Tejas Center to its revived historic downtown, today's Bryan is defined by renewed growth, development and innovation. Its success can be attributed to the wonderful people that call Bryan their home and are proud to live here. From the great parks, the educational and cultural opportunities, the well planned and well managed community and the "best in class" public services, the city of Bryan really is: "**The Good Life, Texas Style.**"™

City of Bryan Statistical Information

Table 1.1

City of Bryan Fast Facts	
Date of Incorporation	1872
Form of Government	Council-Manager
Corporate Limits (sq. miles)	43.4
Lane Miles of Streets (paved)	738
Fiscal Year	October 1—September 30
Parks	42
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	109
Police Station(s)	1
Sworn Personnel	136

Source: City of Bryan

Table 1.2

Sales Tax Rate	
Brazos County	0.50%
City of Bryan	1.50%
State	6.25%

Source: Texas Comptroller of Public Accounts

Table 1.3

Property Tax Rate	
2010	\$0.636400
2011	\$0.636400
2012	\$0.633308

Source: Brazos County Appraisal District

Table 1.4

Employment-Bryan	
2009	37,275
2010	38,119
2011	36,297

Source: Texas Workforce Commission-Tracer

Table 1.5

Unemployment Rate-Bryan	
2009	5.5%
2010	6.2%
2011	6.5%
2012	5.6%

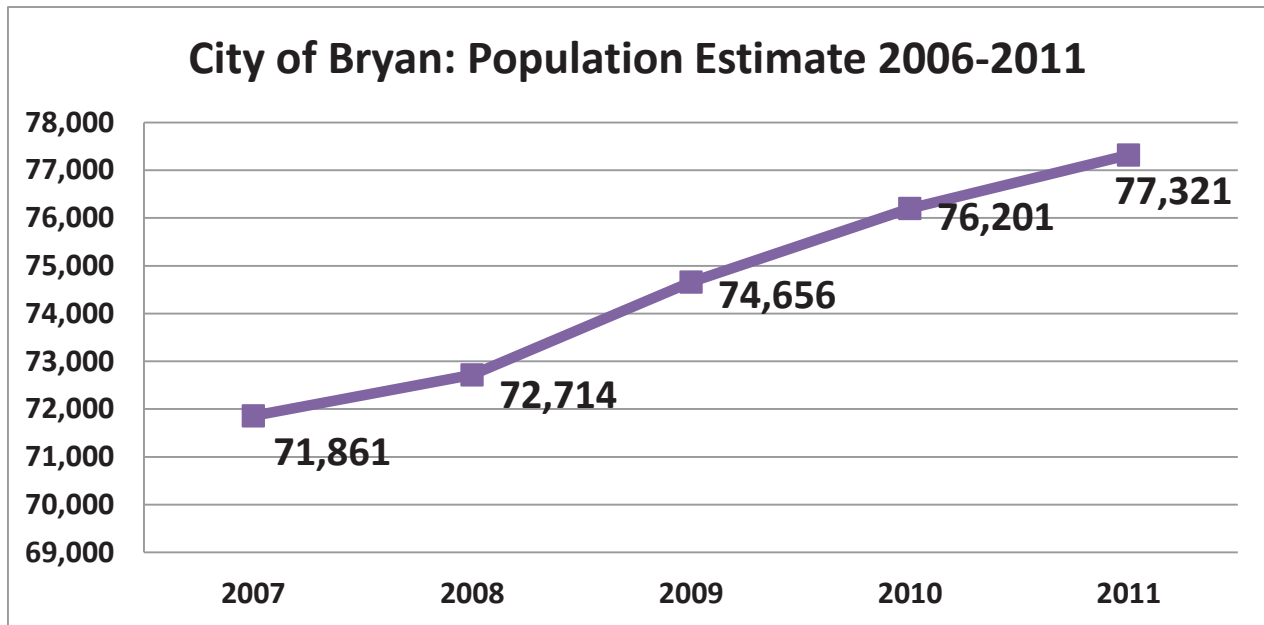
Source: Texas Workforce Commission

City of Bryan Statistical Information

Table 1.6

Texas Metro Areas Employment Statistics		
Metro Area	Employment	Unemployment Rate
Abilene	78,404	5.7%
Amarillo	127,654	4.8%
Austin-Round Rock-San Marcos	876,541	5.5%
Beaumont-Port Arthur	168,639	9.5%
Brownsville-Harlingen	143,839	11.8%
Bryan-College Station	108,452	5.6%
Corpus Christi	200,020	6.0%
Dallas-Fort Worth-Arlington	3,030,124	7.6%
El Paso	292,790	8.7%
Houston-Sugar Land-Baytown	2,740,969	7.1%
Killeen-Temple-Fort Hood	157,331	8.1%
Laredo	92,135	6.6%
Longview	105,932	5.9%
Lubbock	138,823	5.6%
McAllen-Edinburg-Mission	279,517	7.2%
Midland	80,025	3.7%
Odessa	73,999	4.3%
San Angelo	52,609	5.4%
San Antonio-New Braunfels	937,125	6.6%
Sherman-Denison	53,840	7.4%
Texarkana	61,500	7.3%
Tyler	95,963	6.8%
Victoria	56,751	5.5%
Waco	107,791	7.5%
Wichita Falls	67,964	6.8%

Source: Texas Workforce Commission



Source: U.S. Census Bureau

City of Bryan Statistical Information

Table 1.7

Largest Community Employers		
Company	Sector	#Employees
Texas A&M University	Education	1,000+
Bryan Independent School District	Education	1,000+
St. Joseph Regional Hospital	Health Care	1,000+
Sanderson Farms	Food Processing	1,000+
College Station Independent School District	Education	1,000+
Reynolds & Reynolds	Computer Hardware/Software	1,000+
City of Bryan	Government	500-999
Brazos County	Government	500-999
City of College Station	Government	500-999
Wal-Mart	Retail	500-999
HEB Grocery	Retail	500-999
Scott & White Clinic	Health Care	500-999
College Station Medical Center	Health Care	500-999
Texas A&M Health Science Center	Education	500-999
Penncro & Associates	Financial Services	500-999

Source: Research Valley Partnership

Table 1.8

Home Sales Bryan-College Station(Aug. 2011-July.2012)	
Average Price	\$178,542
Median Price	\$152,575
Average Sales (per month)	180
Average month(s) on Inventory	9.5

Source: Texas A&M Real Estate Center

Table 1.9

Single Family Building Permits—Bryan/College Station		
Year	Units	Average Value (\$)
2008	792	161,100
2009	707	148,100
2010	760	129,000
2011	601	142,700

Source: Texas A&M Real Estate Center



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APPENDIX

GLOSSARY & ACRONYMS

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.

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), and 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
ASE	Automotive Service Excellence
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.
ATMS	Advanced Traffic Management System
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
BBCEDF	Bryan-Brazos County Economic Development Foundation
BCAD	Brazos County Appraisal District
BCD	Bryan Commerce and Development, Incorporated
BCSMI	Bryan-College Station Mobility Initiative
BFD	Bryan Fire Department
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

APPENDIX

GLOSSARY & ACRONYMS

	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.
BRAC	Bryan Regional Athletic Complex
BTOP	Broadband Technology Opportunities Program
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 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.
BVCOG	Brazos Valley Council of Governments
BVSWMA	Brazos Valley Solid Waste Management Agency
BVWACS	Brazos Valley Wide Area Communication System
CAD	Computer Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
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.
CD	Certificate of Deposit
CDAC	Community Development Advisory Committee
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

APPENDIX

GLOSSARY & ACRONYMS

	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
CMOM	Capacity, Management, Operations, and Maintenance
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
DASH	Decent Affordable Safe Housing
DBEDA	Downtown Bryan Economic Development Association
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
EDA	Economic Development Administration
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

APPENDIX

GLOSSARY & ACRONYMS

	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
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.

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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
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
HTC	House Tax Credit
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
IGC	Intergovernmental Committee
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.

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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
ITS	Intelligent Transportation Systems
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 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.
MUTCD	Manual on Uniform Traffic Control Devices
NAFTA	North American Free Trade Agreement
NAPP	Neighborhood Association Partnership Program
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	Neighborhood Enforcement Team
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.

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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.
P + Z	Planning + Zoning
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.
PCI	Pavement Condition Index
Performance Measures	Specific quantitative and qualitative measures of work performed or results obtained within an activity or program. There are three types of measurements: (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).
Personnel Services	Costs relating to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.
PHA	Public Housing Authority
PID	Public Improvement District
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:

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	<p>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;</p> <p>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;</p> <p>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</p> <p>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.</p>
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 Bonds	Legal debt instruments that finance public projects for such 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.
SMD	Single Member District
SMSA	Standard Metropolitan Statistical Area
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control and Counter Measure
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

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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
TEE	Texas Energy Efficiency
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
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
UPS	Uninterrupted Power Supply
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
WWTP	Wastewater Treatment Plant
Y+R	Yellow and Red
YDI	Youth Development Initiative
YNAPP	Youth Neighborhood Association Partnership Program



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