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CITY OF COLLEGE STATION  
*Home of Texas A&M University®*

**Mayor**

Nancy Berry

**Mayor Pro Tem**

Dave Ruesink

**City Manager**

David Neeley

**Council members**

Blanche Brick

Jess Fields

Karl Mooney

Katy-Marie Lyles

Julie Schultz

**Agenda**

**College Station City Council**

**Workshop Meeting**

**Thursday, August 25, 2011 3:00 p.m.**

**City Hall Council Chambers, 1101 Texas Avenue**

**College Station, Texas**

1. Presentation, possible action, and discussion on items listed on the consent agenda.
2. Presentation, possible action, and discussion regarding a Landfill Gas Purchase Agreement with the Brazos Valley Solid Waste Management Agency, Inc. (BVSWMA) in partnership with the City of Bryan.
3. Presentation, possible action, and discussion on the FY 2011-2012 Proposed Budget.
4. Presentation, possible action, and discussion regarding Northgate District Operations, including the parking garage, other parking assets, and the Northgate Parking Enterprise Fund.
5. Presentation, possible action, and discussion regarding the Convention and Visitors Bureau Audit Report.
6. Council Calendar
  - September 3 Skate Park Grand Opening at 1520 Rock Prairie Road, 5:00 p.m.
  - September 5 City Offices Closed - HOLIDAY
  - September 8 City Council Workshop/Regular Meeting 3:00 p.m. & 7:00 p.m.
7. Presentation, possible action, and discussion on future agenda items: A Council Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.
8. Discussion, review and possible action regarding the following meetings: Animal Shelter Board, Arts Council of the Brazos Valley, Audit Committee, Bicycle, Pedestrian, and Greenways Advisory Board, Brazos County Health Dept., Brazos Valley Council of Governments, Brazos Valley Wide Area Communications Task Force, BVSWMA, BVWACS, Cemetery Committee, Code Review Committee, Review Board, Historic Preservation Committee, Interfaith Dialogue Association, Intergovernmental Committee, Joint Relief Funding Review Committee, Landmark Commission, Library Board, Mayor's Council on Physical Fitness, Mayor's Development Forum, Metropolitan Planning Organization, National League of Cities, Outside Agency Funding Review, Parks and Recreation Board, Planning and Zoning Commission, Research Valley Partnership, Regional Transportation Committee for Council of

## City Council Workshop Meeting

Thursday, August 25, 2011

Governments, Signature Event Task Force, Sister City Association, TAMU Student Senate, Texas Municipal League, Transportation Committee, Zoning Board of Adjustments, (Notice of Agendas posted on City Hall bulletin board).

9. Executive Session will immediately follow the workshop meeting in the Administrative Conference Room.

Consultation with Attorney {Gov't Code Section 551.071}; possible action. The City Council may seek advice from its attorney regarding a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. Litigation is an ongoing process and questions may arise as to a litigation tactic or settlement offer, which needs to be discussed with the City Council. Upon occasion the City Council may need information from its attorney as to the status of a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

Litigation

- a. City of Bryan's application with TCEQ for water & sewer permits in Westside/Highway 60 area, near Brushy Water Supply Corporation to decertify City of College Station and certify City of Bryan
- b. Clancey v. College Station, Glenn Brown and Kathy Merrill, Civil Action No. 09-CV-01480
- c. Rachel Rahn v. Alma Martinez, The Arkitex Studio, Inc. et al, cause No. 09-000656-CV361
- d. Chavers et al v. Tyrone Morrow et al, No. 10-20792; Chavers v. Randall Hall et al, Case No. 10 CV-3922
- e. College Station v. Star Insurance Co., Civil Action No. 4:11-CV-02023
- f. Woodruff v. College Station, Cause No. 10-000515-CV-272
- g. Ongoing criminal investigation of municipal court missing funds

Legal Advice

- a. Legal issues regarding possible revenue sharing and legislation in bio-corridor

Personnel {Gov't Code Section 551.074}; possible action - The City Council may deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer. After executive session discussion, any final action or vote taken will be in public. The following public officer(s) may be discussed:

- a. City Manager

10. Adjourn.

APPROVED:

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City Manager

Notice is hereby given that a Workshop Meeting of the City Council of the City of College Station, Texas will be held on the 25th day of August, 2011 at 3:00 pm in the City Hall Council Chambers, 1101 Texas Avenue, College Station, Texas. The following subjects will be discussed, to wit: See Agenda

Posted this 19th day of August, 2011 at 5:00 pm

City Council Workshop Meeting  
Thursday, August 25, 2011

\_\_\_\_\_  
City Secretary

I, the undersigned, do hereby certify that the above Notice of Meeting of the Governing Body of the City of College Station, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said notice on the bulletin board at City Hall, 1101 Texas Avenue, in College Station, Texas, and the City's website, [www.cstx.gov](http://www.cstx.gov) . The Agenda and Notice are readily accessible to the general public at all times. Said Notice and Agenda were posted on August 19, 2011 at 5:00 pm and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

This public notice was removed from the official board at the College Station City Hall on the following date and time: \_\_\_\_\_ by \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

CITY OF COLLEGE STATION, TEXAS

By \_\_\_\_\_

Subscribed and sworn to before me on this the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public – Brazos County, Texas My commission expires: \_\_\_\_\_

This building is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive service must be made 48 hours before the meeting. To make arrangements call (979) 764-3517 or (TDD) 1-800-735-2989. Agendas may be viewed on [www.cstx.gov](http://www.cstx.gov). Council meetings are broadcast live on Cable Access Channel 19.

**August 25, 2011**  
**Workshop Agenda Item No. 2**  
**Landfill Gas Purchase Agreement**

**To:** David Neeley, City Manager

**From:** David Massey, Director of Electric Utilities

**Agenda Caption:** Presentation, possible action, and discussion regarding a Landfill Gas Purchase Agreement with the Brazos Valley Solid Waste Management Agency, Inc. (BVSWMA) in partnership with the City of Bryan.

**Recommendation(s):** This presentation is for informational purposes only. The agreement itself is on the consent agenda for today.

**Summary:** The closure of the Rock Prairie Landfill gives the Cities of College Station and Bryan a unique opportunity to utilize landfill gas for electricity production. Approval of the Landfill Gas Purchase Agreement will provide long-term certainty to the two municipal electric utilities and BVSWMA, Inc. pertaining to future income/expenses of the landfill gas. The landfill gas will be metered from the existing gas collection system and will be utilized as fuel for a future electric generating facility located on the landfill site. A contract between College Station and Bryan will be forthcoming in the near future for design and construction of the generating facilities along with an Inter-local Agreement for operation of the generation facilities. The BVSWMA Board and Bryan City Council have both approved this agreement in recent weeks.

**Budget & Financial Summary:** There are no budget implications pertaining to this agreement until the generation facilities are in place and operational.

**Attachments:**

N/A

**August 25, 2011**  
**Workshop Agenda Item No. 3**  
**FY 12 Proposed Budget**

**To:** David Neeley, City Manager

**From:** Jeff Kersten, Executive Director of Business Services

**Agenda Caption:** Presentation, possible action, and discussion on the FY 2011-2012 Proposed Budget.

**Recommendation(s):** Staff recommends the Council review the FY 2011-2012 Proposed Budget, and provide direction regarding any changes they would like to see incorporated into the budget.

**Summary:** This item is an opportunity for the City Council to provide input and direction on the FY 2011-2012 Proposed Budget.

The Proposed budget was presented to the City Council at the August 11<sup>th</sup> meeting, and a series of meetings have budget workshop meetings have been held to review the proposed budget.

The purpose of this meeting is to review those changes and identify any additional changes the City Council may wish to make to the FY 12 budget.

The budget is scheduled for adoption on Thursday September 22nd.

**Budget & Financial Summary:** The budget is discussed in detail in the Proposed Budget document.

**Attachments:**

1. The Proposed Budget has been distributed under a separate cover

**Please bring your copy of the proposed budget to the meeting.**

**August 25, 2011**  
**Workshop Agenda Item No. 4**  
**Update on Northgate District Operations, Including the Parking Garage, other parking assets, and the Parking Enterprise Fund**

**To:** David Neeley, City Manager

**From:** Bob Cowell, AICP, CNU-A Executive Director - Planning & Development Services

**Relationship to Strategic Goals:** Financially Sustainable City, Providing Core Services and Infrastructure, Diverse Growing Economy

**Agenda Caption:** Presentation, possible action, and discussion regarding Northgate District Operations, including the parking garage, other parking assets, and the Northgate Parking Enterprise Fund.

**Recommendation(s):** Staff recommends the following:

- Continued City ownership and management of all parking assets
- Expenditures for non-parking district operations from non-parking enterprise fund sources
- Adjust parking rates as noted in presentation and subject to performance benchmarks
- Fund be monitored regularly with quarterly reports to CMO and NDA and CMO adjust rates if necessary in accordance with performance benchmarks
- Development of multi-year CIP for parking and non-parking needs in District
- Annual report to Council regarding District operations and performance of Fund

**Summary:** At Council's request, staff has worked with the Northgate merchants and other Northgate District stakeholders for more than one year to continue to enhance the District's operations, facilitate a series of additional public investments in the area, and evaluate the District parking operations. Substantial agreements and actions have resulted from these discussions. The purpose of this workshop item is to update Council on these agreements and actions and to seek policy direction on a number of items.

Most significantly, staff is recommending that the City continue to own and operate all District parking operations. This is based on a variety of factors that staff will present at the workshop and is consistent with the opinion of the Northgate District Association. Further, staff is recommending adjustments in rates in a number of locations, resulting in an increase in the number of reduced rate or free parking spaces located in the District. It is important to note that this action will likely result in a decrease in parking revenue, but it is believed that this reduction will not impact the City's ability to meet its operational or debt obligations for the parking facilities. Further, staff is recommending that non-parking related district activities (such as maintaining the restrooms, litter clean-up, etc) be paid from sources other than the parking fund. Currently, these expenses (which are approximately \$220,000) are proposed to come from the General Fund and are included in the FY12 Budget proposal. Alternate sources of revenue such as a Business Improvement District will be explored in the future by staff and the NDA.

Finally, staff is proposing that regular monitoring and reporting be conducted and that rates be adjusted by the City Manager should any of this reporting identify an inability for agreed upon benchmarks (such as covering 100% of operating costs) to be met.

**Budget & Financial Summary:** It is projected that in FY12, the Parking Fund will generate approximately \$1,120,000 with total expenditures estimated at \$1,185,775. Additionally, it is estimated that non-parking district operations will cost approximately \$220,663 to deliver in FY12. Should these projections and estimates prove valid, it is estimated that at the end of FY12, the Fund will have a working capital amount of \$243,923.

**Attachments:**

1. Parking Fund Draft Multi-Year Forecast
2. Proposed Parking Rates
3. Proposed Parking Fund Benchmarks



**City of College Station  
Parking Enterprise Fund  
7-Year Forecast**

8/18/2011 12:37

	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>REVENUES</b>									
Daily Garage	\$ 433,795	\$ 414,884	\$ 419,033	\$ 423,223	\$ 427,455	\$ 431,730	\$ 433,889	\$ 436,058	\$ 438,238
Garage Leases	174,456	152,423	153,947	155,487	157,042	158,612	159,405	160,202	161,003
Surface Lot	292,417	306,571	309,637	312,733	315,860	319,019	320,614	320,614	322,217
Street Meters	77,233	91,205	74,777	75,525	76,280	77,043	77,428	77,428	77,815
Parking Fines	157,657	144,949	144,949	144,949	144,949	144,949	144,949	144,949	144,949
Investment Earnings	11,381	17,529	11,858	11,725	11,835	12,027	12,159	12,386	10,095
Other	19,828	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
<b>Total Revenues</b>	<b>\$ 1,166,767</b>	<b>\$ 1,133,561</b>	<b>\$ 1,120,201</b>	<b>\$ 1,129,642</b>	<b>\$ 1,139,421</b>	<b>\$ 1,149,380</b>	<b>\$ 1,154,444</b>	<b>\$ 1,157,638</b>	<b>\$ 1,160,318</b>
<b>EXPENDITURES</b>									
Parking Operations	581,749	\$ 611,371	\$ 670,879	\$ 691,005	\$ 711,736	\$ 733,088	\$ 755,080	\$ 777,733	\$ 801,065
Non Parking Costs		\$ -	\$ (220,633)	\$ (227,252)	\$ (234,070)	\$ (241,092)	\$ (248,325)	\$ (255,774)	\$ (263,448)
General & Administrative Transfers	103,067	98,736	91,529	92,444	93,369	94,302	95,245	96,198	97,160
Capital Outlay	37,286	428,353	80,000	50,000	50,000	50,000	50,000	50,000	50,000
Capital Reserve	-	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Transfers / Debt Service	521,448	863,000	464,000	466,300	462,463	466,375	463,925	470,475	224,738
<b>Total Expenditures</b>	<b>\$ 1,243,550</b>	<b>\$ 2,001,460</b>	<b>\$ 1,185,775</b>	<b>\$ 1,172,497</b>	<b>\$ 1,183,497</b>	<b>\$ 1,202,673</b>	<b>\$ 1,215,926</b>	<b>\$ 1,238,631</b>	<b>\$ 1,009,514</b>
Increase/Decrease in Working Capital	\$ (76,783)	\$ (867,899)	\$ (65,574)	\$ (42,856)	\$ (44,075)	\$ (53,293)	\$ (61,482)	\$ (80,993)	\$ 150,804
GAAP Adjustment	327,893								
Beginning Working Capital	\$ 926,286	\$ 1,177,396	\$ 309,497	\$ 243,923	\$ 201,067	\$ 156,992	\$ 103,698	\$ 42,217	\$ (38,777)
Ending Working Capital	<u>\$ 1,177,396</u>	<u>\$ 309,497</u>	<u>\$ 243,923</u>	<u>\$ 201,067</u>	<u>\$ 156,992</u>	<u>\$ 103,698</u>	<u>\$ 42,217</u>	<u>\$ (38,777)</u>	<u>\$ 112,027</u>
15% Working Capital Requirement	\$ 186,532	\$ 300,219	\$ 162,866	\$ 160,875	\$ 162,525	\$ 165,401	\$ 167,389	\$ 170,795	\$ 136,427
Available for 1-time Purchases	\$ 990,864	\$ 9,278	\$ 81,057	\$ 40,193	\$ (5,533)	\$ (61,702)	\$ (125,172)	\$ (209,571)	\$ (24,400)

**ASSUMPTIONS:**

**Revenue:**

1. Fee revenue - FY11 estimate based upon actuals and a ratio of FY10 actuals as detailed on Revenue sheet
2. Fee revenue - FY 12-FY15 assumes 1% growth in Parking Fees, FY16-FY18 assumes 0.5% growth in Parking Fees
3. Parking Fines & Other Revenue forecasted to remain flat
4. Investment Income estimated at 1% of Total Expenditures
5. Includes impact of Fee changes made by Council on 12/9/10
6. Street Meter Revenue assumes all meters free after 5pm and on weekends

**Expenditures:**

1. FY12 - FY18 assumes base budget with 3% increase
2. FY12 - FY18 assume 1% G&A transfer increase per year
3. Assumes full debt service coming out of Parking Fund beginning in FY 10.
4. FY11 Assumes \$345,353 in Capital Expenditures for upgrade of Parking Garage system
5. FY11 Assumes \$163,000 in Capital Expenditures for Upgrading Street Meters (\$83,000) and Adding Cameras to Upper Decks of Garage (\$80,000)
6. \$50,000 is included for additional Capital Expenditures in FY12-FY18
7. Remove \$220,633 in costs (3% increase thereafter) beginning in FY 12 and either reduce the service or transfer to General Fund

## Northgate Parking Rates

### College Main Parking Garage

Current                      \$1.00 per hour 3:00 am – 8:00 pm daily

\$2.00 per hour 8:00 pm – 3:00 am daily

*No Changes Proposed*

### Promenade Surface Lot

Current                      \$0.75 per hour 3:00 am – 8:00 pm daily

\$2.00 per hour 8:00 pm – 3:00 am Thur-Sat

20 spaces retain hourly rate (versus daily rate) during game days (per MOU – in effect)

*No Additional Changes Proposed*

### Street Meters

Current                      \$0.75 per hour 24/7

16 meters free 24/7 (per MOU – in effect)

*Proposed Changes*

All street meters free after 5:00 pm, except on game days, when all meters will be \$0.75 per hour

Note: Garage parking contracts, Zip Passes for the Garage, and Game day rates for the surface lot will remain available and in effect.

## **Benchmarks for Parking Enterprise Fund**

- Compliance with all relevant Fiscal and Budgetary Policy Statements adopted by Council
- 100% of all operational costs recovered by parking revenues
- 100% of all debt costs recovered by parking revenues
- Recovery of all General & Administrative Costs (as determined by annual study) by parking revenues
- Maintenance of a minimum working capital balance equal to no less than 15% of projected annual expenditures
- Maintenance of a capital reserve to address capital emergencies
- Maintenance of a capital fund to enable completion of identified capital projects without assuming additional debt

**August 25, 2011**  
**Workshop Agenda Item No. 5**  
**Brazos Valley Convention and Visitors Bureau Audit Report**

**To:** Mayor and Members of the City Council

**From:** Ty Elliott, City Internal Auditor

**Agenda Caption:** Presentation, possible action, and discussion concerning the City Internal Auditor's Brazos Valley Convention and Visitors Bureau audit report.

**Recommendation(s):** Give Convention and Visitor Bureau staff direction to implement the recommendations contained in the audit report.

**Summary:**

Reasons for the audit: The fiscal year 2011 audit plan included an audit of the Brazos Valley Convention and Visitors Bureau. The audit was selected based on City Council direction. The City annually collects approximately \$3.5 million in hotel occupancy taxes (HOT), and the Convention and Visitors Bureau (CVB) is the largest recipient of these funds.

Results from the audit: Two areas of concern were identified: performance reporting and financial controls. First, performance reports are inaccurate and misleading. As a result, the City is misinformed about the true economic impact the CVB provides each year. Secondly, financial controls are inadequate. This is largely due to a lack of management oversight of financial functions and management's endorsement of wasteful expenditures based on organizational culture. We found that the CVB uses HOT money to purchase alcohol, entertainment, and gifts and to host inter-organizational parties and receptions. Additionally, check processing controls have been circumvented on several occasions. As a result, the risk for fraud, waste, or abuse exists at the CVB.

**Attachments:** The Brazos Valley Convention and Visitors Bureau is on file and available for review in the City Secretary's Office.