



Mayor
Ben White

City Manager
Glenn Brown

Council Members
James Massey
Ron Gay
Lynn McIlhaney
Chris Scotti
David Rucsink

Agenda
College Station City Council
Workshop Meeting
Thursday, June 28, 2007 4:00 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 recommendation from the Cemetery Advisory Committee for the name of the new municipal cemetery to be located at 3800 Raymond Stotzer Parkway and authorization to proceed with the option sale process for spaces.
3. Presentation, possible action and discussion on an update of the FY08 Outside Agency review process.
4. Council Calendars

June 29 Brazos Family Medicine Residency – 9th Annual Resident Graduation Ceremony & Dinner – Pebble Creek Country Club – 6:00 – 9:00 p.m.
July 4 Holiday – Offices Closed
July 10 Joint Workshop of Planning & Zoning and CPAC – CS Conference Center – 6:00 – 8:30 p.m.
July 11 East College Station Transportation Study Public Meeting – Christ United Methodist Church Annex – 6:00 – 8:00 p.m.
July 12 Council Workshop and Regular Meeting 3:00 and 7:00 p.m.
July 13-14 TML Newly Elected Officials’ Orientation – Lake Jackson – 8 – 5:00 p.m.
July 16-17 Council Retreat – Marriott Woodlands Waterway Hotel – 8:00 to 5:00 p.m.
July 18 Exploring History Lunch Lecture Series – CS Conference Center – 11:30 a.m. – 1:00 p.m.
July 21 Hispanic Forum Scholarship Gala – Brazos Center – 7:00 – 11:00 p.m.
July 26 Council Workshop and Regular Meeting 3:00 and 7:00 p.m.
July 29 Girls National Softball Tournament Opening Ceremony (TAMU Women’s Softball Complex) – 6:00 – 8:00 p.m.

5. 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.

6. Discussion, review and possible action regarding the following meetings: Audit Committee, Brazos County Health Dept., Brazos Valley Council of Governments, Cemetery Committee, City Center, CSISD/City Joint Meeting, Design Review Board, Fraternal Partnership, Historic Preservation Committee, Interfaith Dialogue Association, Intergovernmental Committee and School District, Joint Relief Funding Review Committee, Library Committee, Making Cities Livable Conference, Metropolitan Planning Organization, Outside Agency Funding Review, Parks and Recreation Board, Planning and Zoning Commission, Sister City Association, TAMU Student Senate, Research Valley Partnership, Regional Transportation Committee for Council of Governments, Transportation Committee, Wolf Pen Creek Oversight Committee, Wolf Pen Creek TIF Board, Zoning Board of Adjustments, YMCA Coordinating Board(see attached posted notices for subject matters).
7. 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 and 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:

- a. Application with TCEQ in Westside/Highway 60 area, near Brushy Water Supply Corporation.
- b. Application for sewer package plant in Nantucket area.
- c. Civil Action No. H-04-4558, U.S. District Court, Southern District of Texas, Houston Division, *College Station v. U.S. Dept. of Agriculture, etc., and Wellborn Special Utility District*.
- d. Cause No. GN-502012, Travis County, *TMPA v. PUC* (College Station filed Intervention 7/6/05)
- e. Sewer CCN request.
- f. Legal aspects of Lease Agreement for No. 4 Water Well and possible purchase of or lease of another water site.
- g. Civil Action No. H-04-3876, U.S. District Court, Southern District of Texas, Houston Division, *JK Development v. College Station*.
- h. Cause No. 06-002318-CV-272, 272nd Judicial District Court, Brazos County, Texas, *Taylor Kingsley v. City of College Station, Texas and Does 1 through 10, inclusive*.
- i. Cause No. 485, CC, County Court at Law No. 1, Brazos County, Texas, *City of College Station v. David Allen Weber, et al.*

- j. Bed & Banks Water Rights Discharge Permits for College Station and Bryan.
- k. Cause No.07-001241-CV-361, 361st Judicial District Court, Brazos County, Texas,
Gregory A. & Agnes A. Ricks v. City of College Station

Economic Incentive Negotiations {Gov't Code Section 551.087}; possible action

The City Council may deliberate on commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay or expand in or near the city with which the City Council in conducting economic development negotiations may deliberate on an offer of financial or other incentives for a business prospect. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

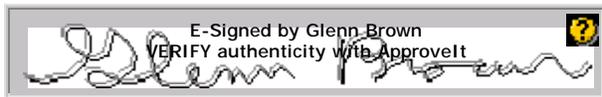
- a. Game Day
- b. Convention Center

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:

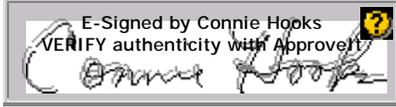
- a. Planning and Zoning Commission
 - b. Zoning Board of Adjustments
 - c. Parks and Recreation Board
 - d. Construction Board of Adjustments and Appeals
8. Final action on executive session, or any workshop agenda item not completed or discussed in today's workshop meeting will be discussed in tonight's Regular Meeting if necessary.
9. Adjourn.

APPROVED:



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 28th day of June, 2007 at 4:00 p.m. at the City Hall Council Chambers, 1101 Texas Avenue, College Station, Texas. The following subjects will be discussed, to wit: See Agenda
Posted this 25th day of June, at 2:30 p.m.



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 . The Agenda and Notice are readily accessible to the general public at all times. Said Notice and Agenda were posted on June 25, 2007 at 2:30 p.m. 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 _____, 2007.

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. Council meetings are broadcast live on Cable Access Channel 19.

June 28, 2007
Workshop Agenda Item #
Name Recommendation for the New Municipal Cemetery
and Authorization to Proceed with the Option Sales Process

To: Glenn Brown, City Manager

From: Steve Beachy, Director Parks and Recreation

Agenda Caption: Presentation, possible action, and discussion regarding a recommendation from the Cemetery Advisory Committee for the name of the new municipal cemetery to be located at 3800 Raymond Stotzer Parkway and authorization to proceed with the option sale process for spaces.

Recommendation(s): Staff recommends City Council approval of the name recommendation made by the Cemetery Advisory Committee and authorization to proceed with the option sales for spaces.

Summary: All administrative matters pertaining to the operation of the cemetery shall be under the direction of the City Manager or his delegate. The Cemetery Committee appointed by the City Council shall work with the City Manager or his delegate and advise the City Council.

On April 19, 2007, the Cemetery Advisory Committee made a recommendation to name the new municipal cemetery "*The Memorial Cemetery of College Station*" and a recommendation that "*The Aggie Field of Honor*" name is used for the section designated for Texas A&M University students, former students, faculty, staff, their families, and friends of Texas A&M University. All nine members, and the one alternate member, were present at the meeting. The recommendation motion passed unanimously.

An Option Sale process has been developed to provide an equitable means of addressing the anticipated demand for spaces in the new municipal cemetery. Staff has developed this process to provide an orderly process for space selection prior to the opening of the facility. The intent is to address this anticipated demand prior to opening so as to spread out the intensive paperwork process associated with space sales.

Budget & Financial Summary: A \$200 option amount is required for each space requested. These funds will be deposited into a separate cemetery fund account and held until selection of the spaces and completion of the space sales process in the spring 2008.

The option amount will be applied to the balance owed on the space with completion of the space sale process. The option amount can be refunded if the potential owner decides against purchasing spaces upon completion of Phase I. Final space pricing will not be determined until final construction costs are known in the fall of 2007.

Attachments:

1. Cemetery Advisory Committee minutes, 4/19/2007
2. Code Ordinances, Chapter 1, Section 29 (Cemetery Rules and Regulations)
3. Option Sale Process
4. Cemetery Development Timeline

**COLLEGE STATION CEMETERY COMMITTEE
REGULAR MEETING MINUTES
Tuesday, April 19, 2007, 11:30 a.m.
College Station Conference Center, Room 101
1300 George Bush Dr.**

Members Present: Sarah Adams, Chair; Randy Matson; David Chester; Joe Wallace; James Batenhorst; Weldon Kruger; R.C. Slocum; Donald Braune; Virginia Reese; Kevin Myers

Members Absent: None

Staff Present: Ross Albrecht, Forestry Superintendent; Amanda Putz, Secretary; Robert Hole, Cemetery Sexton

Visitors Present: Michael Martin; Project Manager, Edwards & Kelcey
Cindy DeMott; 3006 Normand, College Station, TX

1. **Call to order:** The meeting was called to order at 11: 38 a.m., by **Sarah Adams, Chair.**
2. **Requests for absences of members:** Hearing none, this item was closed.
3. **Presentation, possible action, and discussion on the approval of April 10, 2007 Cemetery Advisory Committee minutes:** **Donald Braune** made a motion to approve the minutes and **Randy Matson** seconded the motion. All were in favor and the motion passed unanimously.
4. **Presentation, possible action, and discussion on a variance request:**
-Two single monuments in Section K (Pickens, David James and Elizabeth Anne)
A variance request was submitted by Cynthia DeMotte for two markers in Section K. David James Pickens' monument would be 48 inches in height, exceeding the cemetery's regulations by 18 inches; and, Elizabeth Anne Pickens' monument would be 58 inches in height, exceeding the cemetery's regulations by 28 inches.

David Chester made a motion to accept the variance request submitted and **Kevin Myers** seconded the motion. The vote was called, all were in favor and the motion passed unanimously.
5. **Presentation, possible action, and discussion on proposed naming of the new municipal cemetery:** **Weldon Kruger** made a motion to recommend the name of the new municipal cemetery to be the Memorial Cemetery of College Station and the Aggie Field of Honor. **R.C. Slocum** seconded the motion. The vote was called, all were in favor and the motion passed unanimously.

6. **Presentation, possible action, and discussion on the option sale process for the new municipal cemetery:** Brief discussion was held over the option sale process. An item to further discuss this would be placed on the next meeting agenda.
7. **Presentation, possible action, and discussion on proposed rules and regulations for the new municipal cemetery:** Brief discussion was held regarding the rules and regulations. This was an informational item and no action was required.
8. **Presentation, possible action, and discussion regarding recommendations for amenities to be included in Phase I of the new municipal cemetery:** Brief discussion was held about recommendations for amenities to go into Phase I of the new municipal cemetery. This was an informational item and no action was required.
9. **Presentation, possible action, and discussion on future agenda items: A Committee 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:** The committee decided that the next meeting would be scheduled for Tuesday, May 15, 2007 at 11:30 a.m.
10. **Hear visitors:** Hearing none. This item was closed.
11. **Adjourn:** David Chester made a motion to adjourn the meeting and Kevin Myers seconded the motion. The vote was called, all were in favor and the motion passed unanimously. The meeting adjourned at 12:52 p.m.

SECTION 29: COLLEGE STATION CEMETERY RULES AND REGULATIONS

A. GENERAL

- (1) The College Station Cemetery is set apart for the burial of the residents of this community subject to the rules established in this ordinance, the City of College Station Code of Ordinances, and any applicable federal or state laws.
- (2) All spaces in the cemetery owned and operated by the City of College Station are conveyed to the purchaser by warranty deed for the purpose of burial only. The rights of the purchaser therein are subject to such rules and ordinances as may be enacted or amended, from time to time, by the City Council of the City of College Station.
- (3) The rules and regulations herein contained are designed for the protection of the rights of all space owners. The rules adopted have been determined to be reasonably necessary and incidental to achieve the aforesated objectives.
- (4) The cemetery area, consisting of approximately eighteen (18) acres, is divided into sections, with bounding streets and property lines. All sections are further divided into lots. Lots generally contain eight (8) spaces.

(Ordinance No. 2178 of April 25, 1996)

- (5) The Shiloh and Salem portions of the College Station cemetery are closed to future burials except in those spaces which are clearly identified as available by the Cemetery Sexton. The term "clearly identifiable" means by headstones, curbing, or other physical and visual indicators or demarcations. If a family member is interred, and space in the proximity is available, the Cemetery Sexton may allow the space to be used. If an available space is not locatable, then other alternate locations will have to be sought other than the Shiloh and Salem portions of the cemetery.

(Ordinance No. 2504 of August 9, 2001)

B. ADMINISTRATION

All administrative matters pertaining to the operation of the cemetery shall be under the direction of the City Manager or his delegate. The Cemetery Committee appointed by the City Council shall work with the City Manager or his delegate and advise the City Council.

C. CEMETERY CARE

- (1) The City of College Station shall provide for the continuing care, maintenance, operation, and improvements to the cemetery. In general, this shall include: road maintenance, mowing, pruning, landscaping or removal of plant material, policing of the grounds, pest control, leveling of monuments, and such other maintenance as may be necessary to keep the cemetery presentable at all times.
- (2) Cemetery care does not include the purchase, erection, repair, or replacement of monuments, headstones, markers, or any other item on a space.

D. HOURS OF OPERATION

The Cemetery shall be open Monday through Saturday from 8:00 AM to sundown, and Sunday from 6:00 AM to sundown.

(Ordinance No. 2178 of April 25, 1996)

E. PURCHASE OPTIONS

- (1) Standard Space: A standard space is 5' x 10'; herein referred to as a space.

- (2) Babyland and Section O: Infant spaces are 4' x 5'; herein referred to as a space.
- (3) Cremate only spaces: Designated cremate only spaces in Section LR are 2.5' x 2.5'; herein referred to as a space.
- (4) Price: The price of all spaces shall be established by resolution of the City Council, and amended as necessary, upon recommendation of the Cemetery Committee.
- (5) Purchasers are limited to one space per each interment, except that two cremates shall be allowed in a single standard space. Combinations of casket burials and cremates shall not be allowed in a single standard space. There shall be only one cremate remain burial per designated cremate space in Section LR.

(Ordinance No. 2504 of August 9, 2001)

F. RESALE OPTIONS

- (1) The sale, transfer or assignment of any space in the municipal cemetery by any owner or purchaser shall not be binding upon the city until:
 - (a) it has been approved in writing by the City Manager or his delegate, and
 - (b) the space is reconveyed by the city through the reissuance of a warranty deed to the new owner or purchaser.

G. RECORDS

Records giving full data on all interments shall be kept in the City files, and shall be open to authorized persons. The data is to include the section, lot, and grave location; and the name, age, and the date of interment of each grave occupant.

H. PLANTING AND OTHER DECORATIONS IN THE CEMETERY

- (1) Grass, flowers, shrubs, trees, or other types of vegetation shall be planted only by or at the direction of the City Manager or his delegate in accordance with a landscape plan for the entire cemetery. Plantings by individuals are prohibited and shall be removed by the City.
- (2) The City shall establish grass on spaces after an appropriate amount of time has elapsed since burial to allow for settling. During this time the City shall establish the final grade to match the surrounding area.
- (3) Plantings of trees, shrubs or flowers on grave spaces that existed prior to adoption of Ordinance No. 1959 on June 11, 1992, which were specifically grandfathered with the adoption of that ordinance, shall continue to be grandfathered. These plantings may be removed by the City whenever they become unsightly, or as necessary to provide access to grave spaces. Replacement of grandfathered plantings that have been removed shall not be allowed.
- (4) The placing of potted plants, cut flowers, baskets, floral pieces, funeral designs, decorations, and all other objects of a temporary nature is permitted adjacent to the monument only. The digging of holes for the placement of potted plants and baskets is prohibited.
- (5) The City Manager or his delegate shall have the right to remove all flowers, potted plants, wreaths, baskets, floral pieces, funeral designs, decorations and all other objects of a temporary nature when they become withered, unsightly, or an obstruction to maintenance.
- (6) No artificial flowers shall be permitted in, on, or around grave spaces.

- (7) The City Manager or his delegate is empowered to and may enter upon any space within the cemetery and remove anything that may have been erected or placed thereon contrary to the provisions of this section, and may remove any dead or damaged tree, shrub or vine.

I. CEMETERY ENDOWMENT FUND

A memorial option is available to individuals through the Cemetery Endowment Fund established by the City of College Station in Resolution No. 4-25-96-3-B. Money donated to this fund shall be used for the maintenance of the cemetery grounds and for landscape improvements as approved in the master landscape plan.

J. COPINGS, HEDGES, FENCES, ETC.

- (1) No copings, hedges, fences, exposed vaults, walls, or other enclosures shall be permitted in, on, or around any space and shall be removed in accordance with Subsection N herein.
- (2) Coverings and ledgers shall only be permitted upon the approval of the Cemetery Committee. For the purpose of this ordinance, a covering means any material other than turf that may be placed over the grave. A ledger is any stone, monument, or marker that may be placed in such a way as to cover the grave space.

K. MONUMENTS, HEADSTONES, AND MARKERS

- (1) Monuments shall mean those markers placed on the head line of a space or spaces. Foot markers shall mean markers placed on the foot line of the space.
- (2) Monuments for single standard grave spaces shall not exceed thirty inches (30") in height; forty-eight inches (48") in length; or sixteen inches (16") in width. These maximum dimensions shall also pertain to any design that incorporates a base. If a base is included, it can be set flush with ground level or must have a minimum of four inches (4") above ground level. The back of the monument shall be set on the head line of the space and equi-distant from the side boundaries, and the monument shall be located on undisturbed ground. No more than one monument shall be permitted per single space.
- (3) Family or double monuments can only be placed on a minimum of two standard spaces, provided that such a monument shall not exceed thirty inches (30") in height; seventy-two inches (72") in length; or sixteen inches (16") in width. These maximum dimensions shall also pertain to any design that incorporates a base. If a base is included, it can be set flush with ground level or must have a minimum of four inches (4") above ground level. The back of the monument shall be set on the head line of the space and equi-distant from the side boundaries, and the monument shall be located on undisturbed ground.
- (4) Monuments for single baby spaces (Babyland and Section O only) shall not exceed twenty-two inches (22") in height; twenty-four inches (24") in length; or twelve inches (12") in width. These maximum dimensions shall also pertain to any design that incorporates a base. If a base is included, it can be set flush with ground level or must have a minimum of three inches (3") above ground level. The back of the monument shall be set on the head line of the space and equi-distant from the side boundaries, and the monument shall be located on undisturbed ground. No more than one monument shall be permitted per single space.
- (5) Foot markers shall be set on the foot line of the space, and shall not exceed twenty-eight inches (28") in length nor sixteen inches (16") in width. Flat foot markers shall be set flush with the ground; slanted foot markers shall not exceed eight inches (8") in height. Only one foot marker per space shall be allowed.
- (6) Corner markers shall not exceed eight inches (8") by eight inches (8") and must be set flush with the ground.

- (7) Any ornaments or vases incorporated into any monument or foot marker design must be permanently affixed to the monument or marker and shall not extend beyond the maximum dimensions allowed for the monument or foot marker.

(Ordinance No. 2178 of April 25, 1996)

- (8) Monuments for the designated cremate only spaces in Section LR shall not exceed twenty-eight inches (28") in length nor sixteen inches (16") in width, and shall be set flush with the ground. The back of the monument shall be set on the head line of the space and equidistant from the side boundaries. There shall be only one monument per designated cremate only space and no other markers shall be allowed.

(Ordinance No. 2504 of August 9, 2001)

L. MAUSOLEUMS

Mausoleums shall be permitted only in Sections F, G, M, and J. The locations, size, and design must be approved by the Cemetery Committee and must be issued a permit by the City Manager or his delegate.

M. RULES ENFORCEMENT

- (1) The City Manager or his delegate shall determine whether specifications and dimensions of each monument, headstone and/or marker proposed for the College Station cemetery fall within the scope of the approved regulations as well as whether other objects placed on grave spaces or throughout the cemetery comply with these rules.
- (2) No monument, headstone, and/or marker may be set in the cemetery without the prior approval of the City Manager or his delegate and issuance of a permit. A permit request form may be obtained from the City Secretary's office or the Cemetery Sexton's office. All permit requests must include appropriate drawings and dimensions for each requested marker. Any monument, headstone and/or marker set in violation of the regulations of this ordinance shall be subject to removal by the City of College Station pursuant to Subsection N. The removal and replacement of same shall be in compliance with this ordinance and shall be the responsibility of the property owner upon approval by the City Manager or his delegate and/or the issuance of a permit.
- (3) No mausoleum may be set in the cemetery without approval by the Cemetery Committee and issuance of a permit by the City Manager or his delegate.
- (4) Any requests for variances to these rules and regulations shall be presented to the Cemetery Committee. Appeals from decisions of the Cemetery Committee shall be to the City Council. Appeals must be in writing and submitted to the office of the City Secretary within ten (10) days of the issuance of the Cemetery Committee's decision. The City Secretary's office shall schedule a hearing of the appeal before the Council within thirty (30) days from receipt of the letter of appeal.

N. RULE INFRACTION PROCEDURES

- (1) Whenever the City Manager or his delegate determines that there has been an infraction of the rules as stated in Subsections J, K, L or M herein, the procedures listed below shall be followed:
 - (a) Record and document infractions of the ordinance.
 - (b) Notify space owners of the infraction along with options available for correction by regular mail.

- (c) Allow fourteen (14) days from the date the notice was mailed for compliance or appeal to the Cemetery Committee.
- (d) Removal of the items that constitute the infraction by the space owner or the City.”

(Ordinance No. 2178 of April 25, 1996)

O. REQUEST TO ESTABLISH CEMETERIES, CREMATORIES OR MAUSOLEUMS WITHIN THE CITY LIMITS

1. Cemeteries, crematories and mausoleums, because of their similarity to park use shall be treated as a park use and shall be a permitted use in any zoning district within the City of College Station subject to approval by the College Station City Council.
2. An application to establish a cemetery, crematory or mausoleum may be made by any non-profit corporation. This application shall include the following:
 - (a) Name, address and telephone number of the applicant
 - (b) Name, address and telephone number of the applicant's authorized agent, if any
 - (c) Property location (street address) and legal description
 - (d) A sworn affidavit, executed by the applicant or applicant's authorized agent, stating that:
 - (1) The proposed establishment or use of the property as a cemetery, crematory or mausoleum will be in compliance with all applicable codes and ordinances of the City of College Station.
 - (2) The proposed establishment or use of the property as a cemetery, crematory or mausoleum will be in accordance with all applicable state and local laws and regulations, including but not limited to Chapters 711 and 712 of the Texas Health and Safety Code.
 - (3) The proposed establishment or use of the property as a cemetery, crematory or mausoleum will not adversely affect the public health, safety or welfare.
 - (4) Above ground crypts shall be floodproofed and restrained in such a manner as to resist flotation and lateral movement.
 - (5) Upright headstones shall be restrained in such a manner to resist lateral movement produced by floodwaters.
 - (6) Below ground vaults shall be secured in such a manner to prevent flotation from ground water pressure. Vault lids shall be attached in such a manner to prevent separation.
3. In addition, the application shall include a site plan showing the following:
 - (a) Site layout
 - (b) Internal circulation
 - (c) Site access (ingress and egress)
 - (d) Interment areas
 - (e) Any planned improvements, including but not limited to, structures, landscaping, irrigation, walkways, parking areas, maintenance shops, chapels etc.
4. Any applicant, as a condition of granting this application, shall protect, indemnify and hold harmless the City of College Station, it's officers and employees against all claims, suits, causes of action in any way arising out of the granting of this application, directly or indirectly. This provision is not intended to create and shall not create liability for the benefit of third parties, but is solely for the benefit of the City of College Station, its officers and employees.

Upon commencement of any suit or proceeding at law or in equity against the City of College Station, its' officers and employees related to the application granted herein, the City shall give the applicant reasonable notice of such suit or proceeding, whereupon the applicant shall provide a defense to such suit or suits, including any and all appellate proceedings brought in connection therewith, and pay any judgment or costs that may be rendered against the City of College Station, its officers and employees by reason of said suit.

Upon failure of applicant to comply with the defense of the suit, after reasonable notice to applicant by the City, the City of College Station shall have the right to defend the same and in addition to being reimbursed for any such judgment that may be rendered against the City of College Station, its officers and employees, together with all court costs incurred therein, the applicant shall reimburse the City for attorney's fees, including any attorney employed by the City of College Station in such case or cases, as well as all expenses, fees, or costs incurred by the City by reason of undertaking the defense of such suit or suits, whether such suit or suits are successfully defended, settled, compromised or fully adjudicated against the City, its officers and employees.

In the event the City of College Station is compelled to undertake the defense of any suit by reason of the applicant's failure to perform as provided herein, the City of College Station shall have the full right and authority to make or enter into any settlement or compromise of such adjudication as the governing body shall deem is in the best interest of the City, including the cancellation of applicant's approved application for cemetery, crematory or mausoleum, without prior approval or consent of the applicant. Such right of cancellation shall terminate upon the first interment at a cemetery, crematory or mausoleum where an application had been granted pursuant to this ordinance.

In defense of any litigation, the City of College Station shall require the applicant to present on the City's, its officers and employees' behalf, and in the City's name, any and all defenses that are available, including but not limited to sovereign and qualified immunity.

5. In order for any application to be approved, the City Council of the City of College Station shall find that the use of the proposed property does not adversely affect public health, safety and welfare and the property is located in an area with limited urban growth potential.
6. No application shall be accepted after December 1, 2001.

(Ordinance No. 2506 of August 9, 2001)

**Memorial Cemetery of College Station
with the Aggie Field of Honor
Cemetery Space Option Sales Process
JUNE 2007**

GOAL: Provide an equitable means to allow the presale of spaces within the Memorial Cemetery of College Station with the Aggie Field of Honor prior to commencement of operations.

Dates of Availability:

- July 1, 2007 through December 28, 2007.

Selection area:

- Only the spaces located within Phase I (approximately 10 acres) of the 56 acre cemetery site.

Maximum number of spaces that can be optioned per family:

- Purchases of more than 12 spaces will need approval of the Cemetery Committee.

-Written request for purchases of 13 or more spaces should be sent to:

Ross Albrecht
College Station Parks and Recreation
PO Box 9960
College Station, TX 77842

-Written request to include the types of spaces, number of spaces, reasons for needing a purchase larger than 12 spaces, and the name and contact information for the purchaser.

-Request will be placed on the next available Cemetery Committee meeting agenda for consideration.

-Potential owners should keep in mind that making such a request late in the option period may result in their request not being considered by the Cemetery Committee until after the drawing for space selection order.

Space prices:

- Final pricing to be determined after update to the Pro Forma based upon known design and construction costs for Phase I. Space prices will be set by City Council.

Space types available:

- Standard spaces (4 feet by 9 feet)
- Infant spaces (size yet to be determined)
- Columbarium niches (size yet to be determined)
- As Phase I of the project is currently in design, and some sizes and space types are yet to be finalized. More complete information on this will be known by September 2007.

Option amount:

- One option (\$200) is required per space requested, regardless of space type.

Process:

- Option purchases will be accepted July 1, 2007 through December 28, 2007.

- Information included with each purchase to include:
 - Name, address, contact numbers of the requesting potential owner
 - Number of spaces
 - Type of spaces
 - Indication of the means of space selection:
 - In person
 - By indication on map
 - By proxy (Include name and contact information)
- Acceptable means of payment:
 - by mail: check to the City of College Station
 - in person: cash, check, or credit card (Visa, MasterCard, and Discover)
- At the close of the option period, all names will be entered into a 'drawing' to determine the order for space selection.
- Once the order of selection has been set, potential owners will be contacted to set up a selection appointment.
- Until final surveying of the spaces and marking of control points, selection of spaces may need to be accomplished through the use of printed or electronic plans.
- Upon selection of spaces, arrangements for final payments and completion of a Contract for Sale shall be completed within 10 working days, or the space(s) will be returned to inventory. The potential owner will still have an option to select and pay for spaces, but will move to the end of the selection order.
- Once the cemetery opens for normal business, any potential owners that have not exercised their options will lose any priority of selection and will forfeit their option amount.

Utilization of option money:

- Option funds to be deposited into a separate cemetery account.
- Option funds generated with subsequent purchase of the same number of spaces shall count towards the final purchase price.
- Option funds generated with no subsequent purchase of spaces (forfeited funds) shall be transferred to the Cemetery Fund.
- Option funds can be refunded at the request of the potential owner until the commencement of operations (approximately September 2008).

Memorial Cemetery of College Station and Aggie Field of Honor
Option Sales ~ July 1 – December 28, 2007

SPACE OPTION REQUEST FORM

Please **PRINT** your contact information below. If you so choose, you may designate a proxy to choose your space(s). You can turn your form in, in person, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday at the Central Park main office or you can return by mail to:

Ross Albrecht
City of College Station
Parks and Recreation Department
1000 Krenek Tap Road
College Station, Texas 77840

Please Note: One option (\$200) is required per space requested, regardless of space type. The final sales price will be determined and set by College Station City Council at a date to be determined. The City of College Station will be held harmless due to items that are incorrectly postmarked. All information must be completed and legible. If mailing, please enclose a check made payable to the City of College Station. Payable in person by cash, check, Visa, MasterCard, or Discover. At the close of the option period, all names will be entered into a “drawing” to determine the order for space selection. For additional information, contact Ross Albrecht at (979) 764-3410, or visit <http://www.cstx.gov>, feature link: Municipal Cemeteries.

YOUR NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

Number of Spaces Requested: \$ _____

Option Amount Required Per Space: x \$200

Total Amount Paid \$ _____

TYPE OF SPACES REQUESTED (Circle): Standard Infant Columbarium

I CHOOSE TO SELECT MY SPACE BY (Circle): In Person Proxy Indication on Map

NAME OF PROXY (IF APPLICABLE): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

FOR OFFICE USE ONLY	
Date Received: _____	Entered into RecWare by: _____

City of College Station
Estimated
Cemetery Development Timeline
Project Number GG9905
As of: June 20, 2007

- | | |
|-----------------------|--|
| April 2006 | Kinman Tract purchase complete <input checked="" type="checkbox"/> |
| May 24, 2006 | Board of Regents approval of Real Estate Contract <input checked="" type="checkbox"/> |
| June 25, 2006 | Prepare RFQ for design services <input checked="" type="checkbox"/> |
| June 26, 2006 | Develop proposed timeline for project implementation <input checked="" type="checkbox"/> |
| June 27, 2006 | Cemetery Committee Update <input checked="" type="checkbox"/> |
| July 3, 2006 | RFQ for design services issued <input checked="" type="checkbox"/> |
| July 13, 2006 | City Council Workshop discussion - confirm project scope, management responsibilities, oversight roles and proposed timeline <input checked="" type="checkbox"/> |
| July 26, 2006 | RFQ deadline 4:00PM <input checked="" type="checkbox"/> |
| July 27, 2006 | Sharp/Clark tract purchase complete <input checked="" type="checkbox"/> |
| July 27, 2006 | TAMU Tract purchase complete <input checked="" type="checkbox"/> |
| August 2006 | RFQ Evaluation & negotiation process
-Rankings completed: 8/9/2006 <input checked="" type="checkbox"/>
-Contract Negotiations complete: <input checked="" type="checkbox"/> |
| Sept. 27, 2006 | Site visit to State Veterans Cemetery @ Killeen <input checked="" type="checkbox"/> |

- Oct. 12, 2006** City Council meeting - Award Contract for Design Services
- Oct. 25, 2006** Site tour of new cemetery property
- Nov. 1, 2006** Project Kickoff/Visioning Session/Goal Review led by design firm (9 a.m. to 3 p.m., The Exit Teen Center)
- Nov. 2, 2006** Continuation of the Project Kickoff/Visioning Session/Goal Review led by design firm (9 a.m. to Noon, College Station Conference Center)
- Nov. 14, 2006** Monthly status update by design firm with Cemetery Committee (Noon, College Station Conference Center)
- Nov. 27, 2006** Public Hearing meeting led by design firm (7 p.m. to 9 p.m., Council Chambers)
-40 people in attendance
- Nov. 28, 2006** Design charrette led by design firm (9 a.m. to 5 p.m., College Station Conference Center)
-30 people in attendance
- Dec. 11, 2006** R.C. Slocum visits with Dr. Robert Gates and gains verbal approval of the master plan
- Dec. 12, 2006** Conceptual Master Plan presented by design team to the Cemetery Committee (Noon, The Exit Teen Center)
- Jan. 9, 2007** Design Team delivers the 1st draft of the conceptual master plan book to the City Council, Cemetery Committee, and city staff
- Jan. 9-16, 2007** City Council, Cemetery Committee, and city staff review of the 1st draft of the conceptual master plan book

- Jan. 16, 2007** Cemetery Committee workshop meeting on the 1st draft of the conceptual master plan book ☑
- Jan. 23, 2007** Public Hearing on the 1st draft of the conceptual master plan book. Cemetery Committee passes a motion to recommend adoption of the conceptual master plan by City Council. ☑
- Jan. 16-31, 2007** Design Team incorporate changes received on 1/16/07 into final draft of the conceptual master plan book ☑
- Feb. 1, 2007** Joint City Council/Cemetery Committee meeting
-Council approval of Master Plan ☑
- Feb. 27, 2007** Committee meeting:
-Set Phase I final scope ☑
- March 2007** Committee meetings:
-Initiate development of operational rules and procedures for new cemetery site and set space sizes (3/6/2007) ☑
-Review updated Pro Forma (3/20/2007) ☑
- April 2007** Initiate development of the marketing program (Staff)
-Develop RFP ☑
- April 10, 2007** Written acceptance of the Aggie Field of Honor size and location within the municipal cemetery received from Dr. Edward J. Davis, Interim President of Texas A & M University. ☑
- April 12, 2007** Council approval of:
-Phase I Design contract with Edwards & Kelcey ☑

- April 19, 2007 Cemetery Committee:**
 -Finalize review of the option sale process
 -Finalize naming recommendation
- May 11, 2007 Release Marketing RFP**
- May 2007 Cemetery Endowment Fund resolution developed (Staff)**
 -Deliver to COCS Legal for review
- May 2007 Budget request for FY 2008 operations and maintenance funds**
- June 2007 Evaluation and selection of a marketing firm**
- June 28, 2007 City Council approval of:**
 -Naming of the new municipal cemetery
 -Authorization to Proceed with option sales
- July 1, 2007 Start Option sales process**
- July 12, 2007 City Council approval of:**
 -Marketing consultation contract
- August 23, 2007 Status report to the City Council**
 -Time line update
 -Phase I design elements
- Sept. 2007 City Council approval of:**
 -Endowment Fund resolution
 -Ordinance with Rules and Regulations
- Sept. 2007 Marketing Plan delivered to the city**

Sept. 2007	Initiate licensing agreement with TAMU for trademarked items to be used in marketing and on site
Oct. 2007	Phase I design process complete and project out to bid
Oct. 2007	Finalize agreement on use of protected names, logos, trademarks and other identifying marks with TAMU
Oct. 2007	Start marketing efforts
Dec. 2007	Award contract for construction
Dec. 28, 2007	End option sale sign up process
January 2008	Groundbreaking ceremony
April 2008	Start option sale space selection on site
Sept. 2008	Complete Phase I construction
Sept. 2008	Dedication ceremony

June 28, 2007
Workshop Agenda
FY08 Outside Agency Funding Process Update

To: Glenn Brown, City Manager

From: Jeff Kersten, Chief Financial Officer

Agenda Caption: Presentation, possible action and discussion on an update of the FY08 Outside Agency review process.

Recommendation(s): Staff recommends Council receive the information and provide any desired direction.

Summary: On February 8 2007 the City Council approved a resolution adopting a new Outside Agency Funding Policy. This new policy identified 4 categories of outside agencies. These categories are Contract Partner Agencies, Department Budget Agencies, and non CDBG Outside Service Agencies, and CDBG Service Agencies.

The Contract Partner Agencies are the Convention and Visitor's Bureau, the Research Valley Partnership, and the Arts Council of Brazos Valley. These organizations have turned in their budget requests for next year and are being reviewed by staff. Recommendations will be brought to Council in the near future.

As part of the adopted policy, agencies providing programs that directly support City departmental goals and objectives can be designated Department Budget Agencies. There are 4 department budget agencies that have submitted budget requests to the City staff. These agencies are the George Bush Library and Museum, Keep Brazos Beautiful, Noon Lions Club - 4th of July Fireworks, and the Brazos Valley Veteran's Memorial. City management and staff will work with these agencies to determine budget recommendations based on policy guidelines. Funding recommendations will be brought to the City Council in the near future.

The non CDBG Outside Service Agencies are reviewed by the 7 member Outside Agency Funding Review Committee (OAFRC) appointed by the City Council. There were a total of 6 applications received requesting \$112,000. These agencies are the Children's Museum, Dispute Resolution Center, Northgate District Association, RSVP, Sister Cities, and the TAMU Horticulture Gardens. The OAFRC is in the process of reviewing these applications and making a recommendation to the City Council on which agencies to fund and at what level. The OAFRC conducted a series of seven meetings, including a public hearing. At the public hearing the agencies gave presentations to the OAFRC on their FY08 funding requests. The OAFRC is in the process of reviewing and finalizing their recommendations to the City Council. Once those recommendations are finalized they will be presented to the City Council.

The CDBG eligible agencies have been reviewed by the Joint Relief Funding Review Committee and those budget recommendations will be presented to the City Council as part of the Community Development budget.

There are 2 other items that will be discussed as part of this update. First, is the policy issue of City participation in event sponsorship and table purchases. The second is the monitoring function of the outside agency process.

Budget & Financial Summary: The Outside Agency Funding Policy sets out guidelines for funding levels.

OAFRC and staff recommendations, including any Council requested changes, will be included in the FY08 Proposed Budget. Final approval of all agency funding will be determined by Council as part of the approved FY08 Budget.

Attachments:

1. Outside Agency Policy Adopted February 8, 2007



CITY OF COLLEGE STATION

Outside Agency Funding Policy

Approved by City Council February 8, 2007

Resolution No. 2-08-2007-5

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Introduction

This proposed policy presents a comprehensive policy statement by the College Station City Council in connection with funding for Outside Agencies and programs. The proposed policy replaces all previous policies adopted by the Council except as specifically noted within this policy statement. The proposed policy has been divided into five (5) Sections.

Section 1 – General Policy Statement. This Section describes the scope of the Outside Agency policy, Policy Objectives, Definition of terms used in the policy, and types of Agencies addressed in the policy.

Section 2 – Contract Partner Agencies. This Section deals with specific agencies that provide services to the City of College Station. Because of the magnitude of the funding and the unique nature of the services provided by the Contract Partner Agencies, they are treated on a separate policy basis from other Outside Service Agencies.

Section – 3 Outside Service Agencies. This section addresses Outside Service Agencies funded by the City of College Station from city sources other than Community Development Block Grant Funds.

Section – 4 CDBG Public Service Agencies. This section addresses Outside Public Service Agencies funded by CDBG funds through the Joint Relief Funding Review process between the City of College Station and the City of Bryan.

Section – 5 Outside Agency Review Process. This final section describes the review process for Outside Agency funding.



Section 1 – Policy Statement

This Section describes the scope of the Outside Agency Policy, Policy Objectives, Definition of terms used in the policy, and types of Agencies addressed in the policy.



1.00 Policy Statement

It is the policy of the City of College Station, as adopted by its City Council, to provide funding in the form of grants to Community organizations and agencies that provide specific services and programs that support at least one of the following service objectives of the City:

- 1) Provides a vital social service that is not duplicated by other organizations in the community or region.
- 2) Provides a needed cultural or arts amenity to the community that is not duplicated in the community or region.
- 3) Provides the City government with a specific economic development or tourism benefit that is consistent with the Council adopted Strategic Plan.
- 4) Provides a unique service or program that is better delivered by a Community organization rather than City government itself.

This policy applies to any Community organization, agency, program, or activity that operates as a non profit organization and requests a grant of funds from the City of College Station to deliver the program, service, or activity to College Station citizens.

1.01 Policy Objectives

Community organizations enrich College Station as a community and assist the City government in achieving its mission ... *On behalf of the citizens of College Station, home of Texas A&M University, we will continue to promote and advance the community's quality of life.* Providing public funding to community organizations require the achievement of public purposes through the statement of fair and equitable policies.

The use of public money must meet clearly defined standards as mandated by the Texas Constitution, state statutes, and federal regulations. Those standards demand public funds be spent for public purposes and not for private benefit. This policy establishes a clear standard to provide grants to various Community organizations that provide a public purpose by delivering programs and activities to the citizens of College Station.

This policy has three (3) objectives:

1. To provide a comprehensive statement of policy for funding Community organizations.
2. To provide specific guidance to Community organizations to evaluate their eligibility to receive public funds from the City of College Station.



3. To establish clear guidelines and procedures to be administered by the City Manager and the City Council appointed review body to evaluate requests for funding from Community organizations.

1.02 Public Purpose Test

The Texas Constitution, state statutes, and federal regulations establish clear standards for the use of public money. The standards require cities to spend taxpayer money for public purposes and prohibit the use of public money for private purposes. The application of this mandate, for the purposes of this policy, will be accomplished on the basis that the City will fund those agencies and programs that fully meet the requirements of this policy. Every agency must serve a public purpose by delivering services that the City government could provide itself but chooses to deliver the services through a non-profit entity.

1.03 Definitions

For the purposes of this policy, the following definitions will apply.

Program. Refers to the smallest subpart of an organization or entity.

Capacity Building. Systematic efforts by an organization to develop organizational capabilities to raise funds, build leadership and stewardship capacity, and increase service impacts.

General and Administrative expenses. Cost of goods and services designed to pay for administrative services, management or general agency costs not directly attributable to the delivery of services to clients.

Community Impact Statement. Compilation of data required by this policy that clearly demonstrates the number of College Station citizens benefiting from the program being considered for funding by the City of College Station.

Sustainability. The ability of the program being considered for funding to be sustained after City funding has been exhausted.

1.04 Enforcement and Implementation

The City Manager will ensure this policy is equitably administered. Each agency that receives City funding will be provided a copy of this policy and the necessary guidelines developed to fully implement this policy.

1.05 Amendments and Changes

This policy may be amended by resolution of the City Council.



Section – 2 Contract Partner Agencies

This Section deals with specific agencies that provide services to the City of College Station. Because of the magnitude of the funding and the unique nature of the services provided by the Contract Partner Agencies, they are treated on a separate policy basis than other Outside Service Agencies.



2.00 Contract Partner Agencies

The City of College Station recognizes there are Community organizations that provide unique services to the City through providing economic development, tourist development, marketing, and coordination of cultural arts activities to College Station citizens. Contract Partner Agencies will be required to follow a distinct and separate annual funding process from all other agencies covered by this policy.

Agencies that fit the Contract Partner Agencies category are as follows:

- Research Valley Partnership (Economic Development)
- Convention and Visitors Bureau (Tourism Development and Marketing)
- Arts Council of Brazos Valley (Arts and Culture)

The City of College Station also recognizes there are agencies providing programs that directly support City departmental activities. Funding for these agencies will be included in the proposed departmental budgets at the discretion of the City Manager. City Council will determine funding levels for these agencies as part of the departmental budget review process. Agencies funded in departmental budgets will conform to the same requirements of the Contract Partner agencies.

2.01 Contract Partner Agencies Funding Process

Contract Partner Agencies will use the following procedures for annual funding requests:

- a) Submit budget requests to the City Manager by the deadline and in the format established by the City Manager.
- b) Budget requests beyond base budget amounts will be submitted as service level adjustments to the City Manager for review and recommendation.
- c) Agency funding requests will be reviewed during the departmental budget review process and submitted to City Council at the same time all departmental requests are submitted.
- d) The City Manager will provide recommendations on each request from Contract Partner Agencies.
- e) City Council will approve funding levels for each Contract Partner Agency.

2.02 Contract Partner Agencies Contracts

Contracts will be required for all Contract Partner Agencies who are allocated funds by the City Council. Contracts will be approved by the City Attorney and submitted to City Council for final approval.



2.03 Reports and Monitoring

Quarterly Reports will be required of all Contract Partner Agencies. Quarterly Reports will include quarterly financial statements that describe specifically how the funds from the City of College Station are being utilized, a narrative of program activities for the organization, and service levels and performance measures for each organization. The City will monitor Contract Partner Agencies to ensure City funds are used in compliance with contract language and to achieve public purposes.

- a. Continued funding is contingent on the timely submission of required Quarterly Reports.
- b. Organizations that receive funds from the Hotel Occupancy Tax Fund will meet the requirements of this section and all of the requirements listed in the state law regarding the proper reporting and accounting of Hotel Occupancy Tax funds.
- c. An annual report will be prepared by all Contract Partner Agencies for City Council review as a part of the budget review process.

The following requirements apply to the Contract Partner agencies per Council Motion on February 8, 2007:

- d. Contract Partner Agencies will allow for three (3) City of College Station City Council appointees on the Agency Board of Directors.
- e. Contract Partner Agencies are subject to the Open Records Act.
- f. Contract Partner Agencies will post agendas on their website at least seven (7) days prior to meetings.
- g. Contract Partner Agency General Board Meetings will be open to the Public. Executive sessions may be held for private matters such as personnel, competitive matters, and other items deemed not to be in the best interest of the Agency to be discussed in public.



Section 3 – Outside Service Agencies (Non CDBG)

This section addresses Outside Service Agencies funded by the City of College Station from city sources other than Community Development Block Grant (CDBG) Funds.



3.00 Outside Service Agencies (non CDBG)

All agencies, except agencies funded as part of a City departmental budget, Contract Partner Agencies and CDBG eligible Public Service programs, requesting program funding will be required to follow the Outside Service Agency funding requirements established by this Section of the Outside Agency Funding Policy.

Outside Service Agencies fall in four (4) categories:

- Outside Social Service Agencies (non CDBG eligible)
- Tourism Development and Marketing Agencies
- Arts and Culture Agencies
- Historic Preservation and Museums

3.01 General Eligibility Criteria for Outside Service Agencies (non CDBG)

Outside Service Agencies must meet the following criteria and standards to be eligible for funding.

3.01.1 Program Based Funding

The City will fund Agency programs only. An agency must demonstrate a program serves a public purpose and the program has a positive community impact with the funds provided by the City.

3.01.2 Funding Request to Other Public Entities

Agencies are required to request and document in the application similar funding requests to the City of Bryan and Brazos County, if their primary mission serves Brazos County. When an agency also serves the Brazos Valley region, they must request and document similar funding request from other regional entities.

3.01.3 Sustainability Test

An Outside Service Agency must be able to clearly demonstrate the ability to sustain the program being submitted for funding beyond the three (3) year City funding period. The City of College Station does not desire to fund programs that will only survive as long as City funding is available. Applicants must submit full documentation and plans demonstrating the program can be sustained beyond the three (3) year funding period.

3.01.4 Unified Pre-Application Workshop

Outside Service Agencies must participate in a City sponsored Unified Pre-Application workshop to be eligible to submit an application for funding. During the required Unified Pre-Application Workshop, Outside Social Service Agencies will determine if their programs(s) qualify for CDBG funding. Technical assistance will be provided during the Unified Pre-Application Workshop to assist agencies to qualify for CDBG funding. The Unified Pre-Application workshop will provide at minimum the following elements:



- a. Distribution and discussion of the Council adopted policy on Outside Agency funding.
- b. Discussion of eligibility requirements for funding.
- c. Distribution of application form and required submittals with the application.
- d. Presentation of application timetables and schedules.
- e. Explanation of evaluation criteria and review process for applications.
- f. Response to specific questions from potential applicants.

3.01.5 Single Source Funding Application

City funding will be provided from one source only. No Outside Service Agency will be permitted to submit an application for City funding from more than one source of funds during a funding cycle. Programs eligible to receive CDBG funding may not apply for other City funding in addition to or in lieu of non-CDBG funding. Applicants are required to attend the Unified Pre-application workshop to assist them in the selection of the best single source of funds.

City funding is limited by statutes and regulations for specific purposes. City sources of funding to be granted to Outside Service Agencies are as follows:

- Hotel Occupancy Tax can be used for tourism development, arts, historic preservation, activities encouraging tourists to visit historic sites or museums, and event marketing.
- General Fund may be used for programs and activities that meet the public purpose test for the expenditure of public funds.

3.01.6 Grant Applications

All applications for grants from the City must be in writing using the prescribed format and schedule established by the City Manager. Grant applications will contain the following elements:

- a. The Applicant must clearly demonstrate how the program meets the mission, vision, and values of the City of College Station.
- b. The Applicant must demonstrate the program meets the Public Purpose Test for the expenditure of public funds.
- c. The Applicant must clearly demonstrate positive community impacts by submitting a Community Impact Statement.



- d. The Applicant must demonstrate capability to generate necessary funds to sustain operations outside the grant funding requested from the City.
- e. The Applicant must be able to demonstrate a 3 year past history and current request for funding from the City of Bryan and Brazos County, if the grant request is represented to serve Brazos County.
- f. Grants to Agencies will be awarded on a program basis. The applicant must demonstrate the program delivers a specified service or activity that can be segmented and measured for results.
- g. Grant applications must be submitted in writing using the application form and format established by the City Manager. All applications must be submitted in hard copy at the location designated by the City Manager to receive grant applications. Grant applications will not be accepted via electronic transmission.
- h. Applications must be submitted by the deadline date established by the City Manager. Applications must be complete in all respects upon submittal. Incomplete or late applications will be returned and denied processing for the grant period for which they are submitted.
- i. Grant applications will be accepted for the upcoming funding cycle only. The City will not accept grant applications for any future funding period.

3.01.7 Funding Period

The City of College Station provides an initial grant for a one-year period. Outside Service Agencies will receive funds for a single program for no more than three (3) years on a declining funding bases. The City of College Station is not obligated to fund a program that is approved for three consecutive years. Agencies must apply for program funding each year.

b. Year 1	100% of initial funding
c. Year 2	50% of initial funding
d. Year 3	25% of initial funding

Once an Outside Service Agency has exhausted program funding eligibility, the agency may apply for funding of a different program. In no event will multiple programs or activities be funded from the same agency during the same funding year.

3.01.8 Hotel Occupancy Tax Funds Limitation

The use of Hotel Occupancy Tax funds is restricted by state statutes and the priority needs of the City of College Station. Hotel Occupancy Tax funds will be limited as follows:



- a. In no event will more than 45% of Hotel Occupancy Tax funds collected by the City of College Station be used to fund convention visitor, marketing, and tourism development activities.
- b. In no event, will more than 15% of Hotel Occupancy Tax funds collected by the City of College Station be used for cultural arts programs in compliance with State statutes.
- c. In no event will more than 1% of Hotel Occupancy Tax funds collected by the City of College Station be used to fund historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.
- d. The balance of the Hotel Occupancy Tax funds collected by the City of College Station will be dedicated to other eligible expenses, including the development of the College Station Convention Center and Hotel.

3.02 Outside Social Service Agencies (non-CDBG eligible)

Outside Social Service Agencies that are not eligible for CDBG funding may submit an application for City funding if the Outside Social Service Agency meets the following criteria:

- a. The program must provide an essential service, serve a public purpose, and be the only program providing such services in the College Station.
- b. Requests for funding ongoing administrative costs will not be considered. Funding will only be considered for program specific or capacity building activities.
- c. Social service programs may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- d. The program must meet the Sustainability Test as required by this policy.
- e. Clients served by a program must be primarily located in College Station. Client intake forms or proof of clientele will be required.
- f. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.

3.03 Tourism Development and Marketing Agencies

It is recognized that various community organizations provide excellent tourism development and marketing programs beyond the comprehensive Bryan-College Station Convention and Visitors Bureau (CVB) programs. As such, the City will consider applications from Agencies that desire program funding for tourism development and marketing community events and activities consistent with the statutory requirements for the use of Hotel Occupancy Tax funds.



Tourism Development and Marketing Agencies may submit an application for Hotel Occupancy Tax funding if the Agency meets the following criteria:

- a. The program must provide a tourism development and marketing program consistent with State statutes and not duplicated by the CVB programs.
- b. Requests for funding of ongoing general and administrative costs will not be considered. Funding will only be considered for program or capacity building activities.
- c. Tourism development and marketing programs may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- d. The program must primarily serve the College Station community. Programs that are regional in focus will not be funded since they are likely to duplicate CVB programs and activities.
- e. The program must meet the Sustainability Test as required by this policy.
- f. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.

3.04 Arts and Culture Agencies

Arts and Culture programming is vital to the College Station community. While the City of College Station provides funding through ACBV to support arts and culture coordination activities, funding will be considered for Arts and Culture Agencies that do not qualify or participate in the Arts Council Affiliate program. Funding for agencies that are not participants in ACBV funding will be administered using the criteria set forth in this policy. If an agency receives funds as an Arts Council Affiliate, they will not be eligible to receive funds from any other City source of funds.

3.04.1 Cultural Arts Agencies (Non ACBV Affiliates) Funding Criteria

- a. The program must provide a cultural arts program consistent with State statutes regulating the use of Hotel Occupancy Tax funds and not duplicate programs funded through ACBV.
- b. Requests for funding of ongoing general and administrative costs will not be considered. Funding will only be considered for program specific activities.
- c. Cultural Arts programs may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- d. The program must meet the Sustainability Test as required by this policy.
- e. The program must primarily serve the College Station community. Programs that are regional in focus will not be funded as they are likely to duplicate ACBV programs and activities.
- f. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.



3.05 Historic Preservation Projects and Museums

It is recognized that various community organizations provide excellent historic preservation and museum programs. As such, the City will consider applications from Agencies who desire program funding for historic preservation or activities encouraging tourists to visit preserved historic sites or museums consistent with the statutory requirements for the use of Hotel Occupancy Tax funds.

Historic preservation agencies and museums may submit an application for program funding from the Hotel Occupancy Tax if the Agency meets the following criteria:

- g. The program must provide programs or activities encouraging historical restoration, preservation, or tourists to visit preserved historic sites or museums consistent with State statutes and not duplicated by City programs or other City funded agencies.
- h. Requests for funding of ongoing general and administrative costs will not be considered. Funding will only be considered for program or capacity building activities.
- i. Historic Preservation projects and Museums may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- j. The program must primarily serve the College Station community.
- k. The program must meet the Sustainability Test as required by this policy.
- l. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.



Section 4 – CDBG / Joint Relief Funding Review

This section addresses Outside Public Service Agencies funded with CDBG funds through the Joint Relief Funding Review process between the City of College Station and the City of Bryan.



4.00 CDBG Funded Agencies

Agencies may qualify for CDBG funding based on criteria and guidelines established by the US Department of Housing and Urban Development (HUD) and the Joint Relief Funding Review guidelines established by the cities of College Station and Bryan. Programs who qualify for Public Service funding under CDBG guidelines may not apply for City of College Station funding.

4.01 CDBG / Joint Relief Funding Review Criteria

The following criteria will be used to determine if a program is eligible for CDBG funding:

- a. The program must be located within the City limits of Bryan or College Station;
- b. The program or agency must have a non-profit status;
- c. The program must serve and be able to document that a minimum of 51 percent of the requested funded program's clientele is at or below 80 percent of the median income for Bryan/College Station (as defined by HUD);
- d. The program must provide evidence of ability to understand and comply with all applicable city, state, and federal regulations.

4.02 CDBG Joint Relief Funding Review Process

Agencies who have qualified programs for consideration of CDBG funding will participate in the Joint Relief Funding Review (JRFR) process.

The cities of College Station and Bryan have established a policy that requires all programs submitting proposals for CDBG funds must participate in the Joint Relief Funding Review (JRFR) Process. By reference, this policy adopts the JRFR policies as amended February 23, 2006 and requires all agencies seeking CDBG funds to participate in the JRFR process.



Section 5 – Outside Agency Funding Review Process

This final section describes the review process for Outside Agency funding.



5.00 Outside Agency Funding Review Process

All applications for public funding, except as exempted by this policy, will be presented to the Council appointed Outside Agency Funding Review Committee. The Committee Chair, in coordination with the City Manager, will establish the review schedule for all completed applications to conduct public meetings for the purpose of preparing recommendations for funding to the City Council.

5.01 Outside Agency Funding Review Committee Evaluation Criteria

The Council appointed Outside Agency Funding Review Committee (OAFRC) will use the following criteria to evaluate applications coming before the Committee.

- a. The public purpose to be served by the program proposed for funding. Each program funded by the City of College Station must meet the purpose test established in this policy.
- b. Community impact. The program must have a substantive impact on the College Station community consistent with the mission and priorities established by the City Council.
- c. Compliance with requirements of the Outside Agency Funding Policy. The Committee will consider both the completeness and timeliness of the application in adherence to the requirements of this policy.
- d. Essential Service. The program must provide an essential service, serve a public purpose, and is the only program providing such services in the College Station.
- e. Sustainability Test. The Agency must demonstrate sufficient plans and capabilities to continue the program after City funding has expired. Programs that fail to meet the Sustainability Test will not be funded.
- f. Availability of funds. The Committee will be provided each year the total funding available to be allocated to Outside Service Agencies. The Committee will allocate funds to programs that are determined to best serve the public interest and are consistent with this policy.

5.02 Outside Agency Funding Review Committee Recommendations

The Outside Agency Funding Review Committee (OAFRC) will prepare recommendations for City Council that identify programs recommended for funding and funding amounts recommended. The OAFRC will also provide the City Council a written narrative that explains its rationale for its recommendations.

5.03 Funding Outside Agency Requests

The City Manager is required by Charter to develop an annual budget that estimates the revenues and expenses for College Station city government. The City Manager will prepare an estimate of available funding to support the Council's Outside Agency Funding Policy. The City



Council and Outside Agency Funding Review Committee will be provided the available funding estimate in writing together with the total dollar request from Outside Agencies.

5.04 Funding Sources

The City Manager will have the following sources of funds to fund the Council's Outside Agency Funding Policy.

- Community Development Block Grant Funds limited to 15% of the total funds as required by HUD regulations.
- Hotel Occupancy Tax Funds limited by statutory restrictions and funds required for the City's planned Convention Center and Hotel. No more than 45% of Hotel Occupancy Tax funds collected by the City of College Station will be used to fund convention visitor, marketing, and tourism development. No more than 15% of the Hotel Occupancy Tax funds collected by the City of College Station will be used for cultural arts programs in compliance with State statutes. No more than 1% of Hotel Occupancy Tax funds collected by the City of College Station will be used for historic preservation or activities encouraging tourists to visit preserved historic sites or museums.
- General Fund limited to 0.5% of General Fund revenues less Return on Investment dollars remitted to General Fund.
- The total funds allocated from the General Fund to fund Outside Service Agencies will not exceed 85% of the available funds. The balance of these funds (15%) will be available for use by the City Council to support Council corporate sponsorship activities.