



Mayor
Ben White
Mayor Pro Tem
Dave Ruesink
City Manager
Glenn Brown

Councilmembers
John Crompton
James Massey
Dennis Maloney
Katy-Marie Lyles
Lawrence Stewart

Agenda
College Station City Council
Workshop Meeting
Thursday, December 10, 2009 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 the Bryan/College Station Public Transportation Initiative conducted by the Texas Transportation Institute.
3. Presentation, possible action, and discussion on an update of the City of College Station FY 09 and FY 10 Budget and FY 11 Budget Planning.
4. Presentation, possible action, and discussion regarding adoption of a revised Electronic Mail Records Retention and Destruction Policy.
5. Presentation, possible action, and discussion of recent operational enhancements and accomplishments in the Northgate District.
6. Presentation, possible action, and discussion regarding an update on the proposed user fees for Parks and Recreation Department activities and facilities for Calendar Year 2010.
7. Council Calendar
 - Dec. 24 & 25 City Offices Closed - HOLIDAY
 - Jan. 01 City Offices Closed - HOLIDAY
 - Jan. 06-08 5th Annual Texas Transportation Forum at the Hilton, 8:00 a.m.
 - Jan. 12 Audit Committee Meeting in Admin Conference Room, 5:00 p.m.
 - Jan. 14 Council Workshop/Regular Meeting in Council Chambers, 3:00 p.m. and 7:00 p.m.
8. 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.
9. Discussion, review and possible action regarding the following meetings: Arts Council of the Brazos Valley, Audit Committee, Brazos County Health Dept., Brazos Valley Council of Governments, Brazos

City Council Workshop Meeting
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Valley Wide Area Communications Task Force, Cemetery Committee, Code Review Committee, Design Review Board, Historic Preservation Committee, Interfaith Dialogue Association, Intergovernmental Committee, Joint Relief Funding Review Committee, Landmark Commission, Library Committee, Metropolitan Planning Organization, National League of Cities, 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, Texas Municipal League, Transportation Committee, Wolf Pen Creek Oversight Committee, Wolf Pen Creek TIF Board, Zoning Board of Adjustments, BVSWMA, Signature Event Task Force, (Notice of Agendas posted on City Hall bulletin board).

10. 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:

- a. Application with TCEQ for permits in Westside/Highway 60 area, near Brushy Water Supply Corporation
- b. Sewer CCN permit requests for Brushy & Wellborn Services Areas
- c. Water CCN permit requests for Brushy & Wellborn Services Areas
- d. Bed & Banks Water Rights Discharge Permits for College Station and Bryan
- e. Legal aspects of Water Well, permits and possible purchase of or lease of water well sites
- f. Cliff A. Skiles, DVM & C.A. Skiles Family Partnership, Ltd. Water permit applications with the Brazos Valley Groundwater Conservation District
- g. TMPA v. PUC (College Station filed Intervention)
- h. City of Bryan suit filed against College Station, Legal issues and advise on Brazos Valley Solid Waste Management Agency contract, on proposed methane gas contract
- i. Update on legal proceedings for Grimes County Landfill site and contracts for development of Grimes County site
- j. Weingarten Realty Investors v. College Station, Ron Silvia, David Ruesink, Lynn McIlhaney, and Ben White
- k. Chavers et al v. Tyrone Morrows, Michael Ikner, City of Bryan, City of College Station, et al
- l. Rogers Sheridan v. Barbara Schob & Greg Abbott
- m. Clancey v. College Station, Glenn Brown, and Kathy Merrill
- n. Legal rights and obligations regarding ATS and the results of the election and Red Light Camera Litigation.

Real Estate {Gov't Code Section 551.072}; possible action The City Council may deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

- a. Possible Purchase or Exchange of Property near E. University and Tarrow

Personnel {Gov't Code Section 551.074}; possible action

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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. Mayor & Council Self Evaluation

11. Action on executive session, or any workshop agenda item not completed or discussed in today's workshop meeting may be discussed in tonight's Regular Meeting if necessary.

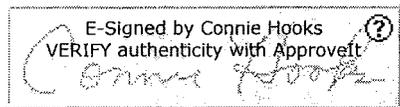
12. Adjourn.

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 10th day of December, 2009 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 7th day of December, 2009 at 2:00 pm



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 December 7, 2009 at 2:00 pm and remained so posted continuously for at least 72 hours preceding 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 _____, 2009.

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.

December 10, 2009
Workshop Agenda Item No. 2
Bryan/College Station Public Transportation Initiative

To: Glenn Brown, City Manager

From: City Manager's Office

Agenda Caption: Presentation, possible action, and discussion regarding the Bryan/College Station Public Transportation Initiative conducted by the Texas Transportation Institute.

Recommendation(s): The Council Transportation Committee passed a motion that a resolution of support be sent to the City Council for consideration.

Summary: This item was heard at the November 17 Council Transportation Committee and was recommended to be brought to Council.

Terry Childers, Assistant Agency Director at the Texas Transportation Institute, will be present to talk about his work interviewing representatives from the Cities of College Station and Bryan, Brazos County, Texas A&M Transportation, Brazos Transit District, Brazos Valley Council of Governments, B/CS Metropolitan Planning Organization, and the Texas Department of Transportation regarding public transportation in our area.

Mr. Childers will present the findings of his interviews and the proposed next steps.

Budget & Financial Summary: N/A

Attachments: N/A

December 10, 2009
Workshop Agenda Item No. 3
Update on FY 09 and FY 10 Budget and FY 11 Budget Planning

To: Glenn Brown, City Manager

From: Jeff Kersten, Chief Financial Officer

Agenda Caption: Presentation, possible action, and discussion on an update of the City of College Station FY 09 and FY 10 Budget, and FY 11 Budget Planning.

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

Summary: Staff will be presenting an update on the status of the FY 09 and FY 10 Budget and an update on the planning for the FY 11 Budget. This update will include a status report key revenue streams. Staff will also present a draft budget calendar for the FY 11 budget process.

Budget & Financial Summary: Information will be presented at the workshop meeting.

Attachments: N/A

December 10, 2009
Workshop Agenda Item No. 4
Electronic Mail Records Retention and Destruction Policy Revision

To: Glenn Brown, City Manager

From: Ben Roper, Director, Information Technology

Agenda Caption: Presentation, possible action, and discussion regarding adoption of a revised Electronic Mail Records Retention and Destruction Policy.

Recommendation(s): Staff recommends approval of the revised policy.

Summary:

The current Electronic Mail Records Retention and Destruction Policy was adopted when the city issued the "Guide to Managing Electronic Records" in 2001. Since this time, the use of E-mail throughout the city has grown exponentially. The need to effectively manage the voluminous amount of E-mail received and sent by the city in an effective manner dictates that the policy be revised to set uniform standards for E-mail retention and destruction, and that the implementation of the policy be automated to the maximum extent possible.

Budget & Financial Summary: Funds for this project are included in the IT Operating Budget.

Attachments:

Revised Electronic Mail Records Retention and Destruction Policy.

City of College Station

ELECTRONIC MAIL

RECORDS RETENTION AND DESTRUCTION POLICY

PURPOSE:

This policy sets forth the responsibilities for electronic mail so that staff can make an effective and appropriate use of this form of communication. This form of communication has become an integral part of support to the City of College Station's business processes. With the rapidly changing nature of electronic systems and media, this policy cannot provide rules to cover every possible situation. Instead, it expresses the city's philosophy and sets forth general principles to be applied to the use of E-mail.

SCOPE:

This policy covers electronic mail systems used by the City of College Station in terms of record retention and storage. City Records are created and received in both paper and electronic formats. Management of paper and electronic records must be coordinated and controlled to reduce liabilities, avoid gaps in documentation, eliminate inconsistencies, and avoid unnecessary duplication. It is the city's policy to provide for efficient retention and disposition of E-mail communications. To manage e-mail systems properly we need to ensure compliance with statutes concerning the creation, retention and access to public records.

DEFINITIONS:

Official Record: Information created or received is a local government record if it meets the definition in the Local Government Records Act:

- Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.
- This definition does not include extra identical copies of documents created only for convenience of reference or research by employees.

Two types of records commonly written in e-mail transactions relate to the following record series.

Routine correspondence: Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. Retention: Administrative Valuable

An e-mail document with AV retention shall be retained as long as the record is valuable to the employee in their daily use. This type of record shall be deleted when the record is no longer of use to the employee.

Administrative correspondence: Correspondence and internal memoranda pertaining to or arising from the routine administration or operation of the policies, programs, services, and projects of a local government.
Retention: 2 years.

E-Mail Retention Policy

The use of Electronic media such as E-mail and other forms of electronically stored information (ESI) have replaced paper as the predominant way to capture and store information for most city departments. Due to the volume of E-mail correspondence sent and received it is unrealistic and inefficient to expect employees to make individual decisions regarding the retention requirements of each E-mail. As such, the City establishes the E-mail retention policy shown in the Table below, based on employee or E-mail user position effective from the effective date of this policy:

Mayor and City Council Members	All E-mail retained for a period of two years and for a period of one year after leaving office
City Manager Office employees, Directors/Assistant Directors, Legal Staff	All E-mail retained for a period of two years, and for one year after leaving city employment
All other employees	All E-mail retained for a period of six months, and for 90 days after leaving city employment

The above retention periods refer to E-mail message text and include all attachments. Attachments to e-mails that meet the definition of Official Record as defined in this policy document (ie. Citizen correspondence or vendor price quotes received in the form of an attachment) are required to be maintained for their established retention period. It is the E-mail originator's or initial City recipient's responsibility to ensure that these documents are moved from the E-mail system to electronic storage for the required retention period. Note: Enforcement of the above e-mail retention periods is based solely on the date the e-mail first entered the system.

This type of record shall be deleted when it meets the retention period. A destruction request is required for these records.

As mentioned above, email must be maintained according to the approved retention period. Electronic mail may not fit in the above categories and use of the records retention schedules shall be utilized to define the appropriate retention.

RESPONSIBILITY:

This policy applies to all employees and any other individuals inside and outside the city who are permitted to utilize the city's electronic mail system.

Electronic documents meeting the legal definition of a record are subject to all records management requirements set forth in the City's Records Retention Program. For messages received from outside the city, the receiver should maintain the official record according to the retention period for that record series. For messages transmitted from employee to employee, the sender should maintain the official record. Convenience copies to other employees in addition to the receivers shall delete the duplicate copies from the electronic mail system to make it easier to manage.

MAINTENANCE AND RECORDKEEPING REQUIREMENTS:

Records created using an e-mail system will be stored in accordance with the guidelines established in the document entitled Procedures for Managing Electronic Records.

DISPOSITION:

Official electronic records may be destroyed with the approval of the Department Head, City Secretary and City Attorney pursuant to the state and city regulations governing records retention.

Security measures should be taken to protect e-mail records from unauthorized alterations or deletions. Destruction of convenience copies should not be kept longer than the record copies. Backup of email is for security purposes and disaster recovery purposes only. Backup systems are retained offsite and managed by Management Information Servicethe Information Technology Department.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 is a Class A misdemeanor. Anyone destroying local government records without authorization may also be subject to criminal penalties and fines under the Public Information Act.

APPROVED:

Glenn Brown City Manager

Date: _____

December 10, 2009
Workshop Agenda Item No. 5
Northgate District Operational Changes and Enhancements

To: Glenn Brown, City Manager

From: David Gwin, Director of Economic and Community Development

Agenda Caption: Presentation, possible action, and discussion of recent operational enhancements and accomplishments in the Northgate District.

Recommendation(s): Staff recommends that the City Council receive the presentation and provide any input or direction in this regard.

Summary: Staff will provide the Council with a presentation highlighting recent accomplishments and changes realized in the Northgate District since consolidation of the operations under the Economic and Community Development Department.

Budget & Financial Summary:

None

Attachments:

None

December 10, 2009
Workshop Agenda Item No. 6
Presentation, Possible Action and Discussion Regarding
an Update on the Proposed User Fees for the
Parks and Recreation Department
Calendar Year 2010

To: Glenn Brown, City Manager

From: David Schmitz, Assistant Director, Parks and Recreation

Agenda Caption: Presentation, possible action, and discussion regarding an update on the proposed user fees for Parks and Recreation Department activities and facilities for Calendar Year 2010.

Recommendation(s): Staff recommends direction from the City Council regarding these proposed fees. This update will not require the City Council to take any specific action.

Summary: The Parks and Recreation Department conducts annual reviews of user fees to determine direct costs, as well as local "market" rates for individual programs and facilities. Further, the Parks and Recreation Advisory Board established a departmental fees policy statement to provide guidance in the establishment of fees. This policy is consistent with the City's fiscal and budgetary policy. The Board reviewed the originally proposed fees on July 14, 2009 and voted unanimously with one abstention to recommend approval of the fees as submitted for Calendar Year 2010. The City Council reviewed but did not act upon the proposed fees at their September 24, 2009 meeting. They asked staff for further information, including changes to certain fees to include a 50% difference between resident and non-resident fees, and received that presentation at their November 16, 2009 meeting.

At the November 16th meeting, the Council directed staff to proceed with a public hearing on the proposed fees for the November 23, 2009 City Council meeting for stakeholder input. Following the results of the November 23rd meeting and public hearing, the Council directed staff to:

- Remove from the proposed fee schedule for further analysis adult and youth sports fees, athletic field rental fees as well as field redevelopment fees
- Form a sub-committee of stakeholders to discuss and recommend these fees
- Insure that the recommended fees in those areas would not jeopardize the hosting of local tournaments
- Bring back any remaining proposed fees to the December 10th Council meeting for Council consideration

In City-facilitated athletic programs such as youth baseball and youth soccer, the players or teams only pay to the City the respective sport-specific Field Redevelopment Fee to use City athletic facilities. There are no other user or registration fees collected by the City. In City-provided athletic programs such as softball and flag football, the respective sport-specific Field Redevelopment Fee is included in the registration fee for players or teams participation in each sport.

Budget & Financial Summary: The proposed user fees for Calendar Year 2010 will be brought back to the City Council for consideration at a future meeting.