



Mayor
Ben White
Mayor ProTem
Lynn McIlhaney
City Manager
Glenn Brown

Councilmembers
John Crompton
James Massey
Dennis Maloney
Lawrence Stewart
David Ruesink

Agenda
College Station City Council
Workshop Meeting
Thursday, March 26, 2009 1:30 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 relating to receiving the annual audit reports and Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2008.
3. Presentation, possible action, and discussion on the Memorial Cemetery Pro Forma.
4. Presentation, possible action, and discussion regarding ways to handle the large number of potential workshop items and how to address.
5. Presentation, possible action, and discussion regarding an interim update on the Tauber and Stasney project and associated Northgate issues.
6. Presentation, possible action, and discussion on the current state of the economy in College Station and the impact it may have on the City of College Station; and on preliminary policy direction for the preparation of the FY 10 budget.
7. Presentation, possible action, and discussion regarding the benefits of an Automated Street Light Monitoring System.
8. Presentation, possible action, and discussion regarding Public Grounds Maintenance Operations and Standards, as well as the continued use of contract services as a means of achieving those standards, as requested by Council at the August 28, 2008 and January 22, 2009 meetings.
9. Presentation, possible action, and discussion regarding the Parks and Recreation Athletic Renovation and Improvements Fund Fee Analysis, as requested by Council at the November 24, 2008 meeting.
10. Council Calendar
 - March 27 Sister Cities Picnic with Salamanca, Mexico Delegation at Veterans Park, 5:30 p.m.
 - March 27 The President's Grand Choral Concert & Reception at Lozano Long Center, 7:00 p.m.
 - March 28 The President's Grand Choral Concert & Reception at Lozano Long Center, 4:00 p.m.
 - March 30 Citizens University-City Manager's Office, Public Comm., Capital Improvements, 5:30 p.m.

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

City Council Workshop Meeting

Thursday, March 26, 2009

March 31	Joint Council & P&Z Workshop in Council Chambers, 5:00 p.m.
March 31	CSPD Awards Banquet at Pebble Creek Country Club, 7:15 p.m.
April 1	12 th Annual Visionary Merchant Lecture, Award & Lunch at Mays Business School, 11:30 a.m.
April 2	TML Region 10 Meeting & Tour, TX Disposal Systems Exotic Game Ranch & Pavilion 4:30 pm
April 2	Planning & Zoning Workshop/Regular Meeting in Council Chambers, 6:00 p.m.
April 4	Citizens University Tour of Parks/Economic Develop. Sites / Lunch & Graduation, 9:00 a.m.
April 4	2009 CS Little League Opening Ceremonies at TAMU Olsen Field, 10:00 a.m.
April 4	Citizens University: Final Session (Tour and Lunch) at Veterans Park Pavilion, 11:30 a.m.
April 9	Council Workshop/Regular Meeting in Council Chambers, 3:00 p.m. & 7:00 p.m.
April 10	City Offices Closed - Holiday

11. 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.
12. 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 Valley Wide Area Communications Task Force, Cemetery Committee, Design Review Board, Historic Preservation Committee, Interfaith Dialogue Association, Intergovernmental Committee, Joint Relief Funding Review Committee, 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, BSWMA, Signature Event Task Force, (Notice of Agendas posted on City Hall bulletin board).
13. 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)

City Council Workshop Meeting

Thursday, March 26, 2009

- 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. Barron Road Widening Project Land Acquisition
- m. City of College Station v. David Allen Weber et al
- n. Legal Review of legal aspects of By-Laws Contract and Obligation of entity to acquire land in regard to RVP operations, possibly memorandum of understanding by Bryan, College Station, Brazos County

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. Purchase of one or more tracts on Holleman Drive near Wolf Pen Creek Area

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. Mayor & Council Self Evaluation

14. 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.

15. 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 26th day of March, 2009 at 1:30 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 23rd day of March, 2009 at 1:00 pm



City Secretary

City Council Workshop Meeting
Thursday, March 26, 2009

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 March 23, 2009 at 1:00 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.

March 26, 2009
Workshop Agenda Item No. 2
Presentation of 2008 Audit Reports and Comprehensive Annual Financial Report

To: Glenn Brown, City Manager

From: Jeff Kersten, Chief Financial Officer

Agenda Caption: Presentation, possible action, and discussion relating to receiving the annual audit reports and Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2008.

Recommendation(s): On March 25th the Council Audit Committee received the audit report. Any recommendation they have will be presented at the City Council meeting. Staff recommends that Council accept the 2008 audit reports and CAFR.

Summary: The City's Charter and Fiscal and Budgetary Policies along with State law require that not less than thirty (30) days prior to the end of each fiscal year, the City Council shall designate a qualified public accountant or accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the City government and shall submit the report to the City Council. Also, the City's budgetary policies require that the auditor jointly review the management letter/audit results with the City Council within 30 days of receipt by the staff.

Mr. Tom Wallis of Ingram, Wallis & Associates will present the results of the fiscal year 2008 audit and present, along with staff, the 2008 CAFR. Mr. Wallis will also be available to answer any questions the City Council may have.

This will be presented to the Audit Committee on March 25, 2009.

Budget & Financial Summary: The reports provide a summary of the City's financial position as of September 30, 2008.

Attachments:

1. Comprehensive Annual Financial Report for the Fiscal Year ended September 30, 2008 (Delivered to Council under separate cover)
2. Single Audit Reports (Delivered to Council under separate cover)
3. Management Letter (Delivered to Council under separate cover)
4. Staff response to Management Letter (Delivered to Council under separate cover)

March 26, 2009
Workshop Agenda Item No. 3
Update on Memorial Cemetery

To: Glenn Brown, City Manager

From: Jeff Kersten, Chief Financial Officer

Agenda Caption: Presentation, possible action, and discussion on the Memorial Cemetery Pro Forma and Marketing Plan.

Recommendation(s): Staff recommends the City Council receive the report and provide any desired direction. A presentation was also made to the Cemetery Advisory Committee on March 4, 2009.

Summary: The Memorial Cemetery project has been under construction since late last Spring and is scheduled to be complete in June of this year. The pro forma for the Memorial Cemetery has assumptions regarding cemetery lot sales and lot prices. Lot sales are not at levels projected in the pro forma.

An update on the status of the cemetery, the marketing plan, and the pro forma will be provided at the meeting.

Budget & Financial Summary: The current budget of the Memorial Cemetery project is \$10,050,000. A total of \$9,248,000 in debt has been issued for this project. In FY 09 the debt service for the debt issued on the Memorial Cemetery project is \$750,526. In Fiscal Year 2008 a total of \$498,691 in revenue was received; and in Fiscal Year 2009 a total of \$107,035 has been received through January 31, 2009.

Attachments:

1. Memorial Cemetery/Endowment Fund Pro Forma Information
2. Summary of Marketing Plan

**Memorial Cemetery/Endowment Fund Pro Forma Information
February 17, 2009**

Memorial Cemetery/Endowment Fund Pro Formas

- § Lot sales have not yet met the levels projected in the pro forma.
- § FY 08 and FY 09 AFOH lot sales are projected to be 1,300. Through February 4, 2009 a total of 328 lots, or 25% of the projected level for this two year period, have been sold.

Projected Lot Sales

	FY 2008 Projected/ Actual	FY 2009 Projected/Year To Date*	FY 2010 Projected	FY 2011 Projected	FY 2012 Projected	FY 2013 Projected
AFOH Lots	500/306	800/22	350	300	250	250
City Lots	100/49	103/6	106	109	115	118
AFOH Columbarium	36/25	36/5	36	36	36	36
City Columbarium	18/0	18/4	18	18	18	18

* Year To Date numbers are through February 4, 2009

- § Below are the projected lot prices for the various cemetery plot categories.
- § 2/3 of the lot revenues are going into the Memorial Cemetery Fund to pay for Debt Service costs and 1/3 of the lot revenues are going into the Memorial Cemetery Endowment Fund for the endowment and for operations and maintenance costs.

Lot Prices

	FY 2008 Actual	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected	FY 2012 Projected	FY 2013 Projected
AFOH Lots	\$1,950	\$2,000	\$2,350	\$2,700	\$2,900	\$3,000
City Lots	\$950	\$1,125	\$1,300	\$1,400	\$1,450	\$1,450
AFOH Columbarium	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
City Columbarium	\$600	\$600	\$600	\$600	\$600	\$600

- § Revenues are also below projected levels, as indicated in the chart below.

Revenues

	FY 2008 Projected/Actual	FY 2009 Projected/Year To Date*
Total Revenue	\$1,124,000/\$498,691	\$1,751,850/\$107,035

*Year to Date numbers are through January 31, 2009.

§ Total capital cost for the project is \$10.05 million.

Engineering	\$721,169
Land	1,476,048
Construction	7,832,579
Miscellaneous	20,204
<hr/>	
Total	\$10,050,000

§ Debt totaling \$9,248,000 has been issued for this project.

§ Debt Service costs will be approximately \$750,000 per year for the first several years of the pro forma, then come down to approximately \$550,000 as some of the earlier debt issued on the project is retired.

§ In FY 09 it was anticipated that only a portion (\$110,526) of the total cemetery debt service (\$750,526) would be paid for from the Memorial Cemetery Fund.

§ It was anticipated that \$640,000 of Memorial Cemetery revenues would be used in FY 09 for the additional capital costs of the project.

§ If revenues are not sufficient to cover the additional \$640,000 in construction cost, then additional debt up to \$640,000 may need to be issued. A decision on whether the additional debt will need to be issued will be made later this Spring.

§ In FY 10 it is anticipated that 50% (\$375,000) of the total cemetery debt service of approximately \$750,000 will be paid for from the Memorial Cemetery Fund. The balance is forecast to be paid from the General Debt Service Fund supported by the property tax rate.

§ In FY 11 and beyond it was forecast that the Memorial Cemetery Fund will cover all of the debt service cost for the Memorial Cemetery.

§ Each cent on the tax rate generates approximately \$500,000. The total debt service cost of approximately \$750,000 per year equates to approximately 1.5 cents on the tax rate.

Key Conclusions

§ The major assumption continues to be the level of lot sales in the cemetery. To date lot sales are below projected levels.

§ Lot sales need to increase in order to cover the debt service and the operations and maintenance costs as well as the endowment obligations of the new cemetery.

- § If lot sales are lower than projected it may be necessary to increase lot costs, or have a policy decision to subsidize the debt service and operations and maintenance of the new cemetery from the tax rate.

- § This will reduce funds available for other tax supported capital projects and operations and maintenance including public safety, public works, and parks and recreation.



MEMORANDUM

DATE: March 17, 2009
FROM: Wayne Larson, APR, Public Communications Director
TO: Glenn Brown, City Manager
Kathy Merrill, Assistant City Manager
Marco Cisneros, Parks & Recreation Director
Jeff Kersten, CFO
RE: Aggie Field of Honor Executive Marketing Update

This is an executive summary of the AFOH marketing efforts implemented by the Public Communications Department as of July 2008.

Administration

- TAMU: finalized TAMU approval process for all marketing materials.
- Website: completed site design; links to brochures, videos.
- Graphics: Designed all ads and marketing materials.
- Sales Kit: completed design and production of sales kit for Parks & Recreation.
- Sales Video: completed video with marketing firm hired by Parks & Recreation.
- Promotional Video: completed commercial for TV19 and website.
- Mail Survey: completed survey of current customers for marketing/sales trends.
- Telephone survey: completed survey of "Aggies" on Cemetery board.
- TAMU Clubs: contacted all 119 Former Student clubs in Texas.
- Class Agents: Contacted TAMU class agents (1975 & prior).
- Aggie Corps of Cadets Association: contacted CCA for marketing opportunities.
- Former Yell Leaders: contacted FYL for marketing opportunities.
- Brochure: completed production of brochure for clubs and local funeral homes.

Advertising

- Texas Aggie: 2 yrs, full-pg ad in bi-monthly magazine; 50,000 copies/issue.
- Aggieland Illustrated: full-page ad during 2008 football season; 4 issues.
- Texas Monthly: ad in Brazos Valley issue; 300,000 copies state-wide.
- Radio: WTAW radio ads for Aggie football, basketball, baseball, softball games.
- Hotel Table Tents: table tents in all participating B/CS hotels.

- AggieEnews: link to website in monthly e-newsletter to all former students.
- Aggie Game Day: ad in special Eagle section for all 7 home games.
- Texas Journey: ad in AAA publications; 735,000 distributed state-wide.
- Dallas Morning News: ads in senior citizen section.
- Houston Chronicle: ad in special "Senior Living" publication.
- San Antonio Express: ad in special "Mature Matters" publication.
- Obituaries: online ads on Eagle website promoting funeral services.
- TxAgs: online ads on Aggie forums, special radio podcast.
- Aggie Football: place in '09 season ticket mailers is secured; 12,000 mailouts.
- 12th Man Magazine: ads to run for '09 football season; 23,000 foundation donors.
- Local Church Bulletins: on a waiting list, ad space currently sold-out.

Public Relations

- Houston Club: February 2 presentation conducted by Parks & Recreation.
- San Antonio Club: March 2 presentation conducted by Parks & Recreation.
- Reveille Club: March 5 presentation conducted by Parks & Recreation.
- Dallas Club: March 27 presentation scheduled for Parks & Recreation.
- Sul Ross Reunion: information table; 3 bus tours to project site.
- 50th Reunion: scheduled to participate in April 20th event.
- Aggie Football Booth: will have info table at some '09 home games.
- Aggie Muster: contacted '09 Aggie Muster organizers.
- TAMU Retirees Club: contacted former faculty association for May presentation.
- TAMU Parents Weekend: have contacted committee for marketing opportunities.
- Ribbon Cutting: planning June event, details TBD.

Media Relations

- Battalion: Feature in the TAMU school newspaper.
- AbouTown Press: front page feature; directed mailed to 60,000 homes in B/CS.
- Inside College Station: feature in city's newsletter mailed to all utility customers.
- Corp of Cadets Association: article in "The Guidon" publication.
- Local Media: story ideas to KBTX, Eagle, WTAW, ABC40 closer to Muster.

The city has expended approximately \$135,000 in marketing dollars in the last two fiscal years on the AFOH. This includes advertisements, printing, production costs, and sponsorships.

Please let me know if you need more information on this update.

**March 26, 2009
Workshop Agenda Item 4
Potential Workshop Items**

To: Glenn Brown, City Manager

From: City Manager's Office

Agenda Caption: Presentation, possible action, and discussion regarding ways to handle the large number of potential workshop items and how to address.

Recommendation: Staff is seeking Council direction.

Summary: Staff is seeking Council affirmation the items listed below are still timely and need discussion at a future workshop. The items are roughly listed from those requested by Council to those that are staff-initiated.

Recent workshop meetings have begun at 1:30 PM in an attempt to catch up. However, due to long executive sessions and additional items being identified by Council and staff, we find ourselves with a substantial number of potential workshop items. During Thursday's meeting staff will discuss options with Council to address this matter.

- Water Conservation Plan
- Tree Preservation
- Green College Station – Parks and Recreation Dept.
- Tauber and Stasney Street Rehab Project
- Convention Center Financing
- Brazos Valley Food Bank Request
- College Park/Breezy Heights Change Order
- College Station Business Association
- Taxi Cab Regulations
- Interim Senior Center
- Floodplain Management Options
- Storm Water Management Plan Status
- Hiring a Green College Station Coordinator
- Updating History of College Station (including History of PARD)
- Evaluate Library Agreement
- 100,000 Population Effects on City
- Historic Preservation Committee Report
- University Drive Pedestrian Mall/Northgate Pedestrian Improvements
- Development Fee Overview
- Bicycle, Pedestrian and Greenway Master Plan Update
- Neighborhood Ranger Program
- Street Maintenance Standards
- Contract Partners' Updates
- Capital Improvement Projects Tour
- Medical Corridor
- Fleet Audit Report
- Comprehensive Plan Update (May)
- State of the Police Department (July)
- Annual UDO Update (July)

March 26, 2009
Workshop Agenda Item 5
Interim Update on Tauber and Stasney Project

To: Glenn Brown, City Manager

From: Chuck Gilman, Capital Projects Director

Agenda Caption: Presentation, possible action, and discussion regarding an interim update on the Tauber and Stasney project and associated Northgate issues.

Recommendation: N/A

Summary: This item is scheduled to come back at an April meeting and this is meant to be an interim update.

Budget & Financial Summary: N/A

Attachments: N/A

**March 26, 2009
Workshop Agenda Item 6
State of the College Station Economy
and Preliminary Budget Policy Direction**

To: Glenn Brown, City Manager

From: Jeff Kersten, Chief Financial Officer

Agenda Caption: Presentation, possible action, and discussion on the current state of the economy in College Station and the impact it may have on the City of College Station; and on preliminary policy direction for the preparation of the FY 10 budget.

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

Summary: There has been much in the news in recent months on the state of the economy at a national level. This presentation will provide an overview of the state of the College Station economy. The current financial condition of the City will be discussed as well. Preparation has begun the Fiscal Year 2009-2010 budget process. This is an opportunity for the City Council to provide any preliminary policy direction for the preparation of the FY 2009-2010 budget.

Budget & Financial Summary: The condition of the local economy can have an impact on the resources available to the City of College Station to provide services to the citizens and visitors of the community.

Attachments:

**March 26, 2009
Workshop Agenda Item 7
Automated Street Light Monitoring System**

To: Glenn Brown, City Manager

From: David Massey, Director of College Station Utility Electric Department

Agenda Caption: Presentation and discussion regarding the benefits of an Automated Street Light Monitoring System.

Recommendation(s): Receive Council input concerning an Automated Street Light Monitoring System.

Summary: Staff will present an overview presentation on the customer service, cost saving, automation, and environmental improvements associated with the installation and operation of an Automated Street Light Monitoring System. An item is on the Consent Agenda dated March 26, 2009 requesting approval of the Street Light Monitoring System.

Budget & Financial Summary: N/A

Attachments:

March 26, 2009
Workshop Agenda Item 8
Public Grounds Maintenance Operations Analysis and Standards

To: Glenn Brown, City Manager

From: David Schmitz, Assistant Director, Parks and Recreation

Agenda Caption: Presentation, possible action, and discussion regarding Public Grounds Maintenance Operations and Standards, as well as the continued use of contract services as a means of achieving those standards, as requested by Council at the August 28, 2008 and January 22, 2009 meetings.

Recommendation(s): Staff requests that the Council provide input and policy direction on conducting operations and maintenance levels of service, focusing on specific service levels for specific sites that the Parks and Recreation Department is responsible to maintain, including the use of contract grounds maintenance services.

Summary: The City of College Station Parks and Recreation Department is currently faced with the task of providing and maintaining quality grounds maintenance at public facilities. High standards for levels of service have been set. A comparison of levels of service, funding and support for park maintenance and operations over the past 20 years indicates that we are currently falling behind in meeting those levels of service.

Specifically related to the public grounds maintenance operations and standards is an effort to classify levels of service for each specific site, identify resources necessary to maintain those levels of service, and recommend strategies to achieve the standards.

In order to provide the standard levels of service for maintenance, as well as effectiveness and cost efficiencies, the Parks and Recreation Department is investigating its current operations and maintenance procedures. One of the maintenance methods currently used is contracting services. An analysis of contract services as compared to in-house grounds maintenance will help us to determine which methods of grounds maintenance are best suited for specific sites to achieve the standard levels of service identified.

Budget & Financial Summary: Funds are provided annually to the Parks and Recreation Department for public grounds maintenance operations through the General Fund budget. Additional monies needed to achieve recommendations will be submitted as SLA's for the FY10 Budget.

Attachments:

- 1) Park maintenance operations and standards 20 year comparison worksheet

Park and Athletic Field Maintenance Operations and Standards

ITEM	1988	1998	2008
Population	52,177	63,852	90,897
Population growth %/yr over previous 10 year period	0.00%	2.24% per yr	4.24% per yr
Budget - Department	\$ 1,815,027	\$ 4,306,346	\$ 9,056,073
*Budget - Park Operations and Maintenance	\$ 600,000	\$ 1,532,699	\$ 3,558,904
Parks - Number	30	36	51
Parks - Number developed	25	30	44
Park Acreage - Developed	317	383.4	778
Park Acreage - Undeveloped	544.5	553	527.6
Park Acreage - Total	861.5	936.4	1305.6
Athletic Fields (Soccer, Flag Football, Youth Football, Cricket, Ultimate Frisbee)	12	12	21
Baseball Fields	5	8	8
Softball Fields	8	8	13
Personnel - Department (Full Time Only)	46.5	66.5	87.5
Personnel - Park Operations and Maintenance (Full Time Only)	26	38	51
**Number of employees / developed acre	0.082	0.099	0.066
***Cost of operations and maintenance per developed acre	\$ 1,892.74	\$ 3,997.65	\$ 4,574.43
Cost increase %/yr over the previous 10 year period	0.00%	11.12% per yr	1.44% per yr
Contract Maintenance - Number of Park Sites (mowing and trimming only)	0	1	10
Contract Maintenance - Budget (included in budget total, mowing and trimming parks only)	\$ -	NA	\$ 120,201
COMPARISONS			
Citizens(1,000)/Acre of Park Land	16.51	14.67	14.36
Citizens(1,000)/Acre of Developed Park Land	6.08	6.01	8.56
\$/Citizen - Department	\$ 35	\$ 67	\$ 100
\$/Citizen - Operations and Maintenance	\$ 11	\$ 24	\$ 39

NOTES:

*Includes Forestry Division costs as they relate to Park operations and maintenance.

**Includes only Full Time Personnel; Fewer employees equates to a lower level O&M (longer frequency of care, some items neglected)

***Cost of operations and maintenance of a typical 8 acre park = \$36,600

March 26, 2009
Workshop Agenda Item No. 9
Parks and Recreation Athletic Renovation and Improvements
Fund Fee Analysis and Presentation

To: Glenn Brown, City Manager

From: Marco A. Cisneros, Director, Parks and Recreation

Agenda Caption: Presentation, possible action, and discussion regarding the Parks and Recreation Athletic Renovation and Improvements Fund Fee Analysis, as requested by Council at the November 24, 2008 meeting.

Recommendation(s): Staff requests that the Council provide input and policy direction on the analysis provided by staff for the Athletic Renovation and Improvements Fund Fee related to College Station Parks and Recreation Department outdoor athletic facilities.

The Parks and Recreation Advisory Board at their March 10, 2009 meeting voted unanimously to recommend that the City Council consider the analysis of the Athletic Renovation and Improvements Fund Fee related to College Station Parks and Recreation Department outdoor athletic facilities.

Summary: At the November 24, 2008 City Council meeting, a question was raised as to whether or not the current Field Redevelopment Fee (i.e. Athletic Renovation and Improvements Fund Fee) was keeping up with inflation or not. The Council directed the City Manager to have staff work on an analysis of that fee and what it is designed to do to see how it compared with the current fee of \$10 per player or \$75 per team per playing season.

The Athletic Renovation and Improvements Fund Fee is designed to help keep all athletic fields in top playing conditions with the proper maintenance and replacement of materials that support the field activities but are not of sufficient cost or life span to warrant funding through a bond issue as a capital expense. These materials include such items as bases, soccer nets, bleacher replacements, fencing replacements, athletic lighting maintenance and replacements, canopy replacements, field turf renovation efforts, turf equipment, irrigation system maintenance and replacements, etc. The fees are collected and allocated for funding replacements and improvements for the various sports fields that are involved: softball, baseball, soccer, etc.

A survey of the City's 10 benchmark cities showed that most other cities typically do not use this type of fee in the provision of their parks and recreation athletic programs or those programs that they help facilitate. However, some cities do implement the use of a sports participation fee that is assumed to be used to indirectly fund those type of expenses that the City incurs during the course of a year.

The policy issue is:

Should the City continue to utilize the current Athletic Renovation and Improvements Fund fee for participation in Parks and Recreation Department facilitated or provided athletic programs?

Budget & Financial Summary: The impact to the Parks and Recreation Department Athletic Renovation and Improvements Fund fees for the current fiscal year is dependent upon Council direction with respect to the analysis of this fund.

Attachments:

1. Parks and Recreation Department Fees Policy Statement
2. Parks and Recreation Advisory Board Minutes, March 10, 2009
3. Field Redevelopment Fee Data sheet

CITY OF COLLEGE STATION

PARKS & RECREATION DEPARTMENT

FEES POLICY STATEMENT

The citizens of College Station have made a commitment to excellence in parks facilities and recreation programs. These facilities and services require substantial expenditures by the City to ensure appropriate maintenance and effective programming. This policy is intended to insure that a proportion of these costs is recovered through user fees in an equitable manner in accordance with the City's current fiscal and budgetary policies approved by the City Council.

- I. Fees for athletic programs shall be set in accordance with the following guidelines:
 - A. The cost of maintaining and operating athletic facilities should be borne by those who use them. In addition, in those situations where the City has responsibility for organizing and/or programming activities, participants should bear proportionate staff salaries and overhead of direct supervisors associated with the program.
 - B. The City recognizes that it is appropriate to subsidize youth athletic and aquatics activities. Such activities contribute to educational development and to encourage leisure literacy, which are increasingly important aspects of life. Youth is defined as all individuals up to, and including, eighteen years of age. The City will absorb all maintenance and operating costs associated with facilities and the staff costs associated with organizing and/or programming activities. A fee will be assessed to cover all variable costs associated with programs such as uniforms, equipment, awards, umpires, etc. in accordance with the City's fiscal and budgetary policy statement.
 - C. It is intended that facilities and programs should be available to all citizens and that none should be excluded because of inability to pay. The Department Director, at his/her discretion, may reduce any fee in individual cases upon evidence of financial hardship. The "Parks Bucks" program is intended to meet the majority of these cases.
 - D. In addition to this user fee policy, the City levies a fee surcharge, which goes into an Athletic Renovation and Improvement Fund. The policy governing that fund is attached to this policy.
- II. Fees for the use of rental facilities shall be set to cover the cost of utilities and maintenance expenses related to that facility. Deposits may be required, as needed, to ensure proper care and clean-up is provided by user groups. Deposits

may be waived when users establish a satisfactory record with the City, and will be determined on a case by case basis. The fee and deposit will be waived for the College Station Independent School District per a joint use agreement.

- III. Aquatics, special events and instruction fees shall be set to cover all expenses directly associated with conduct of the class or event. Pool admission fees shall be set on an annual basis to recover a portion of the pools' operating expenses up to 50%.

All fees shall be reviewed on an annual basis at public meetings by the Parks and Recreation Board. After receiving public input, the Board will then submit fee recommendations for the next calendar year to the City Council for final approval.

Athletic Renovation and Improvement Funds

The CIP Committee recommended multiple lighting, irrigation, shade structures, pathway and backstop projects on athletic fields as part of the 1998 bond program that was approved by the City Council and the citizens. They were assured that this would restore all athletic fields to the City's desirable standard.

However, the CIP Committee noted that it was unreasonable to fund these short-term projects which had an expected life of considerably less than 25 years with 25 year bonds, since future taxpayers would be paying for assets that no longer existed. The Council concurred with the Committee's strong recommendation that a surcharge should be required of all teams using athletic fields to pay for the replacement of items that have deteriorated as a result of their use, and for any improvements in the existing standard of facilities they would like to have.

In response to this mandate, the Parks and Recreation Department is preparing a rolling 10 year schedule which projects the renovations and improvements required at each athletic field complex. Input from representatives of the athletic field users will be solicited in preparing this schedule. The costs of implementing the 10 year program will be calculated, with allowances made for likely future cost increases, and divided into equal annual amounts.

The surcharge will be sufficient to pay each user groups' prorated share of the fields' annual renovations and improvements. This money will be retained in a separate capital fund for each athletic field complex, and will be used exclusively for renovating or improving that complex. The Parks and Recreation Department will consult with representatives from the athletic groups contributing to a fund before money can be appropriated from it.

It is likely to take some months for the staff to carefully develop and cost the 10 year plans. However, it is desirable to implement the program as soon as possible, since delays will increase the surcharge amounts that will be needed in future years. This policy will be implemented on October 1, 1999 at the commencement of FY2000.

In lieu of the availability of the 10-year plan, the Parks and Recreation Board recommended a surcharge be leveled on each item that equates to approximately \$5 per person, per season (Fall, Spring, and Summer), per team in FY2000. This will be reviewed with athletic team representatives before the FY2001 budget cycle when the rolling 10-year plan is available, and revisions, if necessary, will be made to this \$5 amount to reflect the financial needs of the fields. This procedure will be replicated annually in future years.

*Approved by Parks & Recreation Advisory Board on April 23, 2001
Approved by City Council on September 27, 2001*

David Scott seconded the motion. Wayne Williams explained that there needs to be another way of gaining access into Jack and Dorothy Miller Park without having to check into the school's front office. The vote was called. All were in favor, and the motion carried unanimously.



8. **Presentation, possible action, and discussion concerning Field Redevelopment Fee Fund Analysis:** Peter Lamont, Recreation Superintendent, gave a presentation regarding this item. Discussion followed. David Scott made a motion to accept the fees structure as submitted in the presentation, and George Jessup seconded the motion. The vote was called. All were in favor, and the motion passed unanimously.
9. **Presentation, possible action, and discussion concerning City-wide Grounds Maintenance Operations of Public Property:** David Schmitz, Assistant Director - Operations, gave a presentation regarding this item. Discussion followed. (See item #10 for motion)
10. **Presentation, possible action, and discussion concerning Park Maintenance Operations and Standards:** David Schmitz, Assistant Director - Operations, gave a presentation regarding this item. Discussion followed. Wayne Williams made a motion to accept both of the presentations as submitted by David Schmitz (Item #9 and #10), and David Scott seconded the motion. The vote was called. All were in favor, and the motion passed unanimously.
11. **Discussion and possible action concerning the possibilities for development of a Joint PARD Board / Greenways Technical Task Force Sub-committee:** Marco A. Cisneros explained that David Scott was a member of the Greenways Technical Task Force and David Wood was also a member. He explained that staff's recommendation was to not create another sub-committee at this time. Marco A. Cisneros explained that Venessa Garza will not be able to meet quarterly as recommended in the last meeting. She may be able to come back every six months for an update. This was an informational item only, and no action was required.
12. **Presentation, possible action, and discussion concerning Draft of Chapter 5, Parks, Greenways, and the Arts of the Comprehensive Plan:** Marco A. Cisneros explained this item and its current status. He also explained that Mr. Tom Woodfin was a member of the Planning and Zoning Commission and asked Mr. Woodfin for his feedback. Discussion followed. Wayne Williams made a motion to accept the Draft of Chapter 5, Parks, Greenways, and the Arts of the Comprehensive Plan, and Billy Hart seconded the motion. The vote was called. All were in favor, and the motion passed unanimously.
13. **Discussion and possible action concerning Parks and Recreation Advisory Board Goals:** David Scott made a motion to accept the Board Goals

Field Redevelopment Fee
Proposed Costs and Fees
FY 2010 - 2020

Facility Type	10 year cost	Annual Participants	Fee per participant	Current Fee	Recommended Fee	Anticipated Revenue with change	Anticipated Revenue no change	Current fund balance	Ten year revenue with change	Ten year revenue no change	Ten year fund balance with change	Increase/decrease in revenue with change
Softball Fields	\$660,625.00	7,975	\$6.36	\$10.00 player/\$75.00 team	\$7.00 player/\$95.00 team	\$508,750.00	\$426,250.00	\$153,567.00	\$662,317.00	\$579,817.00	\$1,692.00	\$82,500.00
Baseball Fields	\$446,010.00	1,200	\$38.45	\$10.00 player	\$39.00 player	\$468,000.00	\$120,000.00	-\$15,497.00	\$452,503.00	\$104,503.00	\$6,493.00	\$348,000.00
Athletic Fields	\$386,925.00	4,700	\$5.23	\$10.00 player/\$75.00 team	\$6.00 player/\$90.00 team	\$258,000.00	\$355,000.00	\$141,147.00	\$399,147.00	\$496,147.00	\$12,222.00	-\$97,000.00
											Total	\$333,500.00