

Table of Contents

Agenda	2
Retreat Item No. 5 - Budget Service Level Impact – Parks & Recreation	
Coversheet Parks & Recreation.	4
Coversheet Code Enforcement	5
1 - Budget Service Level Impact Summary 1-13	6
Retreat Item No. 6 - Delivery of Public Infrastructure to Development Areas	
Coversheet Revised.	10
Retreat Item No. 7 - Council Strategic Plan Update	
Coversheet	11
Retreat Item No. 8 - Lick Creek Park Nature Center	
Coversheet	12
Retreat Item No. 9 - Conference Center	
Coversheet	13



Mayor
Nancy Berry
Mayor Pro Tem
Karl Mooney
Interim City Manager
Frank Simpson

Council members
Blanche Brick
Jess Fields
John Nichols
Julie Schultz
James Benham

Amended Agenda
College Station City Council Retreat
Tuesday, January 29, 2013, 8:00 a.m.
MTF Assembly Room - 1603 Graham Road
College Station, Texas

1. Call meeting to order.
2. Presentation and overview of the Retreat Agenda.
3. Executive Session will be held in the MTF Assembly Room.
Competitive Matters {Gov't Code Section 551.086}: possible action: The City Council may deliberate, vote, or take final action on a competitive matter in closed session. A "Competitive Matter" as that term is defined in Tex. Gov't Code Section 552.133, is a utility-related matter that is related to the City of College Station's Electric Utility Competitive Activity, including commercial information, which if disclosed would give advantage to competitors or prospective competitors. The following is a general representation of the subject(s) to be considered as a competitive matter.
 - a. Power Supply
4. Take action, if any, on Executive Session.
5. Presentation, possible action and discussion on the Parks and Recreation and Code Enforcement service level impacts due to the budget reductions of the past few years.
6. Presentation, possible action, and discussion regarding the planning, financing, and construction of public infrastructure to development areas within and adjacent to the City of College Station.
7. Presentation, possible action, and discussion regarding the 2013 update of the City Council's Strategic Plan.
8. Presentation, possible action, and discussion regarding the development of the Lick Creek Park Nature Center.
9. Presentation, possible action, and discussion on options for the future of the Conference Center facility and operations.
10. Presentation, recap and discussion regarding next steps.

City Council Amended Retreat

Tuesday, January 29, 2013

11. Adjourn.

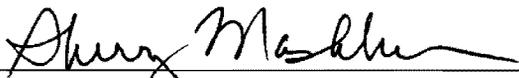
APPROVED:



City Manager

Notice is hereby given that an Amended Retreat of the City Council of the City of College Station, Texas will be held on the 29th day of January, 2013 at 8:00 a.m. respectively in the MTF Assembly Room - 1603 Graham Road, College Station, Texas. The following subjects will be discussed, to wit: See Agenda

Posted this 25th day of January, 2013 at 5:00 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 January 25, 2013 at 5:00 pm and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

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

Dated this _____ day of _____, 2013.

CITY OF COLLEGE STATION, TEXAS By _____

Subscribed and sworn to before me on this the _____ day of _____, 2013.

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.

January 29, 2013
Retreat Agenda Item No. 5
Budget Service Level Impact – Parks & Recreation

To: Frank Simpson, Interim City Manager

From: David Schmitz, Director, Parks and Recreation

Agenda Caption: Presentation, possible action and discussion on the parks and recreation service level impacts due to the budget reductions of the past few years.

Relationship to Strategic Goals: (Select all that apply)

1. Core Services and Infrastructure
2. Neighborhood Integrity
3. Diverse Growing Economy

Recommendation(s): None

Summary: Over the past several years, the Parks and Recreation Department has undergone major operation and organizational changes. These changes have been due, in large part, to the economic downturn that affected municipalities nationwide. College station was not immune to this funding challenge. The significant changes in operations and delivery of services allowed for reductions in staff and maintenance costs without a noticeable impact on services delivered.

The Parks and Recreation Department is made up of several Divisions covering a variety of facilities and programs. Generally, they are broken down into:

- Administration
- Recreation: Kids Klub, Athletics, Aquatics, Special Events, X-Tra Recreation Programs, Senior Programs
- Special Facilities: Ringer Library, Conference Center, Lincoln Recreation Center, Southwood Community Center
- Park Operations: Park Planning, East District, West District, and South District
- Forestry, Urban Landscaping, and Cemeteries

Through a forward thinking Council and staff leadership willing to make difficult decisions, the City and the Parks and Recreation Department has positioned itself for a very successful future. The organization has been streamlined and qualified personnel have been situated in those areas that will experience the highest demands and growth. Additional neighborhood park properties will be added to the grounds maintenance contract as they come on-line. New and renovated athletic facilities such as the artificial turf fields at Veterans Park will be marketed and programmed to accommodate an increase in local league play as well as new and/or expanded tournament play with an emphasis on Athletic Tourism. The new festival site at Wolf Pen Creek is already being looked at for expansion of current special events. The future Lick Creek Nature Center promises to be the focal point for many new outdoor education programs. Expansions of the Lincoln Recreation Center and the Ringer Library are also planned in the next few years to meet increased service demands.

Budget & Financial Summary: None

Attachments:

1. Parks and Recreation Budget Service Level Impact Summary

January 29, 2013
Retreat Agenda Item No. 5
Budget Reductions and Service Implications – Code Enforcement

To: Frank Simpson, Interim City Manager

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

Agenda Caption: Presentation, possible action, and discussion regarding recent budget reductions and their implications of Code Enforcement Services.

Recommendation: N/A

Summary: At a recent Council workshop, the Council requested that staff present an overview of the budget reductions related to Code Enforcement activities and any implications that the cuts may have had on the delivery of services. Staff will present an overview of past code enforcement service delivery, budget reductions in code enforcement, and the current service delivery model for Council consideration and discussion.

While staff acknowledges the service delivery model for Code Enforcement has changed in response to the budget reductions, it is believed that these changes were both necessary and did not diminish the delivery of necessary code enforcement services.

Budget & Financial Summary: N/A

Attachments: N/A

**CITY OF COLLEGE STATION PARKS AND RECREATION
BUDGET SERVICE LEVEL IMPACT SUMMARY – JANUARY 2013**

Over the past several years, the Parks and Recreation Department has undergone major operation and organizational changes. These changes have been due, in large part, to the economic downturn that affected municipalities nationwide. College station was not immune to this funding challenge. Through a forward thinking Council and staff leadership willing to make difficult decisions, the City and the Parks and Recreation Department has positioned itself for a very successful future.

The Parks and Recreation Department is made up of several Divisions covering a variety of facilities and programs. Generally, they are broken down into:

- Administration
- Recreation: Kids Klub, Athletics, Aquatics, Special Events, X-Tra Recreation Programs, Senior Programs
- Special Facilities: Ringer Library, Conference Center, Lincoln Recreation Center, Southwood Community Center
- Park Operations: Park Planning, East District, West District, and South District
- Forestry, Urban Landscaping, and Cemeteries

MAJOR DEPARTMENT OPERATIONAL CHANGES

RECREATION FUND

With the advent of the economic downturn in 2009, the Council directed the Parks and Recreation Department to change the way it handled its budget by creating a Recreation Fund. This fund was to allow the Department to focus on the “true” costs of offering and implementing recreation programs. The fund was put into effect partially in FY10 and fully with the FY11 budget.

MASTER PLAN

Simultaneous to implementing the Recreation Fund, the City Council directed staff to develop new park models that were less expensive to develop and maintain. This was accomplished as part of an update to the Parks and Recreation Master Plan. This “new model” was adopted and has become the standard that is used for planning and building parks and is tied directly to the Parkland Dedication Ordinance.

GROUNDS MAINTENANCE CONTRACT

Another major change at this time was expanding the scope of the grounds maintenance contracts for parks, urban landscaping, and city building grounds. A decision was made to consolidate the grounds maintenance contracts being overseen by both Parks and Recreation and Public Works, and then the contracts would be managed by the Public Works Department. A majority of the neighborhood parks were added to the contract while the larger community parks and athletic facilities remained in-house for better control and flexibility of maintenance due to the variety of schedules and uses. The Forestry Division was modified similarly in that we have an in-house crew with a certified arborist on staff as well as a contract with a tree care business to use as needed.

Along with the decision to move oversight of the grounds maintenance contracts to Public Works, Parks and Recreation Projects were shifted to and managed by the Capital Projects Department. Parks and Recreation continues to complete smaller projects and develop concept and landscaping plans.

AQUATICS AUDIT

In FY12, following the recommendations of an internal audit of the Aquatics Division, the Department shifted its Aquatic operations substantially. The public swimming and swimming lesson programs were combined under one Supervisor and a change was made to the use of the American Red Cross as the training for the lifeguard and instructor staff. A transition began to move the Aquatics Division to more of a seasonal model, with less use of the CSISD Natatorium. The CSISD had begun to charge the City for the use of the facility and the Parks and Recreation programs there were high cost with low attendance (winter water aerobics). These significant changes in operations and delivery of services allowed for reductions in staff and maintenance costs without a noticeable impact on services delivered.

BUDGET

While preparing the budgets over the last three years, the Department sought ways to further decrease its operating budget while having the least impact to service delivery. Several Divisions were combined on the Recreation side of the Department allowing for a flattening of the organization hierarchy.

Parks & Recreation Department Budget Totals FY08 – FY13

EXPENSES	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Budget
Exp. GF	\$ 8,881,958	\$ 9,217,437	\$ 8,760,312	\$ 4,974,885	\$ 4,329,855	\$ 4,880,815
Exp. RF	NA	NA	NA	\$ 3,874,223	\$ 3,648,691	\$ 3,720,841
Exp. Library	\$ 993,102	\$ 1,119,768	\$ 1,079,973	\$ 1,061,581	\$ 1,072,552	\$ 1,013,116
Exp. HOT	\$ 428,696	\$ 506,468	\$ 431,490	\$ 319,256	\$ 96,352	\$ 559,773
Exp. Total	\$10,303,756	\$10,843,673	\$10,271,775	\$10,229,945	\$ 9,147,450	\$10,174,545
REVENUES	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Budget
Revenue	\$ 1,202,962	\$ 1,263,470	\$ 1,414,199	\$ 1,547,990	\$ 1,317,705	\$ 1,280,936
Balance	(\$9,100,794)	(\$9,580,203)	(\$8,857,576)	(\$8,681,955)	(\$7,829,745)	(\$8,893,609)

Parks & Recreation Department Budgeted Staff Positions FY08 – FY13

	FY08	FY09	FY10	FY11	FY12	FY13
Full Time	84	86	86	77	70	65
Part Time	.5	.5	.5	.5	.5	.5
Seasonal FTE	46.5	46.5	46.5	46.5	46.5	46
Total	131	133	133	124	117	111.5

During this time period of budget reductions, the Parks and Recreation Department continued to grow with several new and renovated parks and facilities. Cemeteries saw the addition of the 56.5 acre Memorial Cemetery and Aggie Field of Honor. Several vacant park properties were developed and those parks in need of major renovations were addressed. An emphasis was placed on including operations and maintenance costs in all projects as they were planned and constructed.

Parks & Recreation Department Parks and Acreage Statistics

PARKS	FY08	FY09	FY10	FY11	FY12	FY13
Developed	42	43	43	43	43	48
Undeveloped	9	8	9	9	9	6
Park Acreage - Developed	1192.24	1,198.10	1,198.10	1,198.10	1,198.10	1,245.07
Park Acreage - Undeveloped	113.36	118.01	129.81	129.81	129.81	99.04
Total Parks	51	51	52	52	52	54
Total Acreage	1,305.60	1,316.11	1,327.91	1,327.91	1,327.91	1,344.11

**Does not include Cemeteries(2 @ 75 acres) or Conference Center*

FUTURE

As part of the FY13 budget, the department is beginning, once again, to look at expanding its recreation program offerings. A citizen’s survey is currently underway to identify those programs that the public is interested in the City providing or helping to facilitate. The results of the survey will be integrated into the Parks and Recreation Department in a delivery method that will offer quality programs and facilities in an efficient and effective manner.

Parks and Recreation Program Service Level Adjustments FY08 – FY13

	Recreation Program	Service Level Adjustment
FY08	No program changes	None
FY09	No program changes	None
FY10	Adult Kickball	Added program (Summer season)
	Adult Volleyball	Reduced by one season (from 4 to 3)
	Aquatics	Reduced pool hours (closed one day/week at all pools)
	Senior Programs	Expanded Senior Programming at the Southwood Community Center
FY11	Adult Kickball	Added two more seasons (Fall & Spring)
	Adult Flag Football	Eliminated program
	Aquatics	Reduced Water Aerobics/Laps hours offered (Winter session)
FY12	Adult Kickball	Reduced by one season (from 3 to 2)
	Adult Volleyball	Reduced by one season (from 3 to 2)
	Girls Softball	Transferred management to BVGSA (took role of facilitator)
	Pop Warner Football	Added program (took role of facilitator)
	Home School Football	Added program (took role of facilitator)
FY13	Adult Kickball	Added back one season (from 2 to 3)
	Adult Volleyball	Added back one season (from 2 to 3)
	Aquatics	Eliminated Water Aerobics/Laps Winter session (Spring/Summer only)
	Golf	Expanded program offerings
	Tennis	Expanded program offerings
	Track & Field	Added Summer program

Looking toward the future, the Parks and Recreation Department is positioned for the anticipated explosive growth citywide. The City leaders, city staff, and the citizens themselves continue to hold the Parks and Recreation Department as one of its more important services. In FY13 alone, there are more than \$15.8 million in capital projects related to Parks and Recreation.

Parks and Recreation Department Major Projects – FY13

Project	Date	Budget	Funding Source
Central Park Concession/Restroom	FY13	\$ 930,000	GOB '08
East District Maintenance Shop	FY13	\$ 1,497,922	GOB '08
Lick Creek Nature Center	FY13-FY14	\$ 2,495,000	GOB '08
Lincoln Center Additions	FY13-FY14	\$ 4,285,000	GOB '08
Veterans Park Artificial Turf Fields	FY13	\$ 3,785,000	HOT Funds
Wolf Pen Creek Festival Site	FY13	\$ 1,000,000	TIF Funds
Other Projects	FY13	\$ 1,851,585	Miscellaneous
TOTAL		\$15,844,507	

In June 2012, it was discovered, through an inspection of the facility, that the Conference Center building was not safe for occupation and was subsequently closed indefinitely. The patrons who had rentals and events scheduled there were relocated to other City facilities (Green Room, Southwood Community Center, Lincoln Center) or assisted with other locations within the community. The three full time staff persons were relocated to the Parks and Recreation central office.

It should be noted that this past year, 2012, the Department went through a thorough analysis by the NRPA Commission for Accreditation of Park and Recreation Agencies (CAPRA) for reaccreditation. Every five years, agencies must go through the process again to be reaccredited. College Station passed again this year and retains the CAPRA "seal of approval" until 2017. This is a testament to the outstanding quality and professionalism of the College Station Parks and Recreation staff.

The organization has been streamlined and qualified personnel have been situated in those areas that will experience the highest demands and growth. Additional neighborhood park properties will be added to the grounds maintenance contract as they come on-line. New and renovated athletic facilities such as the artificial turf fields at Veterans Park will be marketed and programmed to accommodate an increase in local league play as well as new and/or expanded tournament play with an emphasis on Athletic Tourism. The new festival site at Wolf Pen Creek is already being looked at for expansion of current special events. Several new events will be held at the site such as the upcoming "Graffiti Run" and the College Station Fajita Cook-off. The future Lick Creek Nature Center promises to be the focal point for many new outdoor education programs. Expansions of the Lincoln Recreation Center and the Ringer Library are also planned in the next few years to meet increased service demands.

In conclusion, the College Station Parks and Recreation Department is doing well. The department has qualified staff, resources, and continued support of the city's leaders and citizens. The Department is poised and ready for an exciting and dynamic future.

January 29, 2013
Retreat Agenda Item No. 6
Delivery of Public Infrastructure to Development Areas

To: Frank Simpson, Interim City Manager

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

Agenda Caption: Presentation, possible action, and discussion regarding the planning, financing, and construction of public infrastructure to development areas within and adjacent to the City of College Station.

Recommendation: N/A

Summary: At a recent Council workshop, the Council requested that staff present an overview of how the City plans for, finances, and constructs public infrastructure to serve development areas. Staff will present to Council an overview of how development has occurred in the City in the recent past, how infrastructure has been planned, financed, and constructed for that growth and what has or is changing that may affect the same for the future delivery of infrastructure. Further, staff will provide an overview of what infrastructure needs exist to accommodate the next 20 years of development within the City. Finally, staff will present how the City is planning for the required infrastructure and the financing tools that are used and proposed to finance the delivery of this infrastructure.

Staff will provide some policy recommendations related to the financing of the required infrastructure and will be looking for some direction from Council on these recommendations.

Budget & Financial Summary: Dependent upon Council direction

Attachments: N/A

January 29, 2013
Retreat Agenda Item No. 7
Council Strategic Plan Update

To: Frank Simpson, Interim City Manager

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

Agenda Caption: Presentation, possible action, and discussion regarding the 2013 update of the City Council's Strategic Plan.

Recommendation: N/A

Summary: For several years, the Council has developed and relied upon an annual Strategic Plan to aid them and the staff in the development of their annual budget and guide their major initiatives for the upcoming year. Staff assists the Council in the development of the strategic plan at their annual retreat. In 2011, Council adjusted the Plan development process so that this effort occurred in January to better align with the City's budget development process and election cycle.

Budget & Financial Summary: N/A

Attachments:

1. Current Council Strategic Plan (2012 Update Version)
2. Current Strategic Plan Performance Measures Overview
3. Citizen Survey Results (2012)
4. Strategic Plan Development Workbook

January 29, 2013
City Council Strategic Planning Retreat Item No. 8
Lick Creek Park Nature Center

To: Frank Simpson, Interim City Manager

From: Chuck Gilman, P.E., PMP, Public Works Director

Agenda Caption: Presentation, possible action, and discussion regarding the development of the Lick Creek Park Nature Center.

Relationship to Strategic Goals: Core Services and Infrastructure

Recommendation(s): Staff recommends proceeding with Alternative 1.

Summary: The Lick Creek Park Nature Center was included as a project in the 2008 bond authorization. The scope of the project is to design and construct an informational education center at Lick Creek Park. In June 2011 staff engaged a design team and a committee appointed by the City Council to begin developing design concepts and programming for the proposed facility.

On September 13, 2012, staff delivered a presentation to the City Council that summarized three different design alternatives, and the committee recommendation. The Council requested that staff further develop the graphics and design concepts to show more detail in the renderings of the facilities and site plan, and provide an overview of programs that are being considered at the new facility. Additionally, the Council noted that convertible meeting space, restrooms, and indoor and outdoor educational opportunities remain a high priority.

Staff will present two different alternatives for Council consideration. Both alternatives address the comments provided by Council at the September 13th meeting; however, the floor plan and site layout are different for each alternative.

Budget & Financial Summary: Funds for this project are budgeted in the Parks Capital Improvement Project Fund in the amount of \$2,495,000. Funds in the amount of \$77,408 have been expended or committed to date, leaving a balance of \$2,417,592 for the design and construction of this project.

Attachments: None

January 29, 2013
Retreat Agenda Item No. 9
Conference Center

To: Frank Simpson, Interim City Manager

From: David Schmitz, Director, Parks and Recreation

Relationship to Strategic Goal: Financially Sustainable City; Providing Core Services and Infrastructure; Neighborhood Integrity; Diverse Growing Economy

Agenda Caption: Presentation, possible action, and discussion on options for the future of the Conference Center facility and operations.

Recommendation(s): Staff is seeking direction from the City Council.

Summary: The presentation will consist of a brief history of the facility, an overview of current operations, and several options for the future of the Conference Center facility and operations.

Budget & Financial Summary: Depending on direction from the Council, there are several different budget scenarios. Currently, Conference Center operation funds are included in the FY13 proposed budget in the amount of \$358,327.

Attachments: None