



# City of Fredericksburg

## REGULAR CITY COUNCIL MEETING AGENDA

TUESDAY, JULY 5, 2022 ~ 6:00 P.M.

LAW ENFORCEMENT CENTER

1601 E. MAIN STREET

FREDERICKSBURG, TEXAS 78624

Jeryl Hoover, Mayor  
Tony Klein, Councilmember  
Bobby Watson, Councilmember/Pro Tem

Sharon Joseph, Councilmember  
Emily Kirchner, Councilmember  
Clinton Bailey, City Manager

---

**The City of Fredericksburg City Council will meet in a regular session on Tuesday, July 5, 2022 at 6:00 p.m. This meeting will be held in person and livestream on our You Tube Channel.**

Link to City of Fredericksburg YouTube Channel [Fredericksburg, Texas USA - YouTube \(https://www.youtube.com/c/FredericksburgTexasUSA\)](https://www.youtube.com/c/FredericksburgTexasUSA). It is the intent to have all members of the governing body present in person at the above identified location, with one or more City employees attending this meeting by videoconference in compliance with the Tex. Gov't Code § 551.127.

---

### 1. CALL TO ORDER

### 2. INVOCATION

(Dennis McCanless, County Resident)

### 3. PLEDGE OF ALLEGIANCE

### 4. EMPLOYEE RECOGNITIONS

### 5. PUBLIC COMMENTS ON ITEMS ON THE AGENDA

The City Council welcomes citizen participation and comments at all City Council Regular Meetings.

#### **A. Written Comments:** to be submitted remotely:

- i. Must be received by 3 p.m. on July 5, 2022
- ii. Complete the Citizen Comment Form online at [www.fbgtx.org](http://www.fbgtx.org); or
- iii. Email your comments to [CitizenComments@fbgtx.org](mailto:CitizenComments@fbgtx.org); or
- iv. Complete a Citizen Comment Form located inside the Public Access entrance at 126 W. Main Street, Fredericksburg, Texas, and place in the box marked Citizen Comment Form.

Copies of the submitted comments will be provided to the City Council and made public on the City website under the "July 5, 2022, City Council Regular Meeting" tab.

#### **B. Verbal Comments:**

- i. Sign up in-person between 5:30 p.m. and 6 p.m. at the Law Enforcement Center in order to comment.
- ii. You will be limited to 3 minutes to speak.

- iii. If any citizen has handouts for these should be provided to the City Secretary prior to speaking. If you wish the City Council to receive your handouts for the meeting, please provide 10 copies, if not the City Council will receive your handouts the following day.

## **6. CONSENT**

**THE FOLLOWING ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THESE ITEMS WILL BE HELD UNLESS PULLED AT THE REQUEST OF A MEMBER OF CITY COUNCIL.**

- A. Consider approval of City Council Minutes for: (Shelley Goodwin, City Secretary).
  - i. June 20, 2022 Work Session Meeting  
(Agenda Packet Pages 5-8)
  - ii. June 20, 2022 Regular Meeting  
(Agenda Packet Pages 9-14)

## **7. PUBLIC HEARING**

- A. Hold a public hearing to receive comments and citizen input on FY2023 Budget. (Laura Hollenbeak, Finance Director):  
(Agenda Packet Pages 15-16)
  
- B. Hold a public hearing to receive comments for or against a Voluntary Annexation request from Mark Cornett with Cornett Engineering, for approximately 6.1 acres of land described as Altstadt Village Subdivision Phase II, located at 701 E. Morse Street (Z-2208) (Garret Bonn, Assistant City Engineer/Interim Development Services Director).  
(Agenda Packet Pages 17-22)

## **8. ORDINANCE AND RESOLUTIONS**

- A. Consider the approval of Ordinance 2022- 24 adopting an updated Records Management Program for the City of Fredericksburg; and providing for an effective date.  
(Shelley Goodwin, City Secretary)  
(Agenda Packet Pages 23-28)

## **9. OTHER ACTION ITEMS AND UPDATES**

- A. Consider and discuss an update from Development Services and Engineering Department on the current and planned development activity through the City (Garret Bonn, Assistant City Engineer/Interim Development Services Director).  
(Agenda Packet Pages 29-30)
  
- B. Consider and discuss a presentation on affordable housing by Vince Michel, Affordable Housing Coordinator (Clinton Bailey, City Manager).  
(Agenda Packet Pages 31-32)

## **10. PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA.**

## **11. CITY MANAGER'S REPORT**

- A. 13 Water supply update
  
- B. STR enforcement update
  
- C. Comprehensive plan update

## **12. COUNCIL COMMENTS**

Reports about items of community interest, which no action will be taken.

**13. ITEMS FOR FUTURE AGENDA**

(Agenda Packet Page 33)

**14. EXECUTIVE SESSION**

The City Council will recess its open meeting and reconvene in Executive Session pursuant to Texas Government Code Section 551.071:

- A. Consider and discuss status updates for pending litigation in the 216th Judicial District Court, as follows (Section 551.071):
  - i. Susanna Boyer vs. City of Fredericksburg, Cause No. 17026

**15. BUSINESS ITEM**

The City Council will reconvene into Regular Session upon the conclusion of the Executive Session, the City Council may take action on any item posted in Executive Session, as necessary.

**16. ADJOURN**

This is to certify that I, Shelley Goodwin, posted this Agenda at 4:35 p.m. on June 29, 2022, on the bulletin board of the City of Fredericksburg City Hall, 126 W. Main St., Fredericksburg, Texas.



Shelley Goodwin, TRMC/CMC  
City Secretary





## MINUTES OF THE CITY COUNCIL WORK SESSION MEETING JUNE 20, 2022

The City of Fredericksburg City Council held their work session on Monday, June 20, 2022 at 4 p.m. This meeting was held in person at the Law Enforcement Center and live streamed on the Fredericksburg YouTube Channel.

### **Members Present:**

Mayor Jeryl Hoover  
Mayor Pro-Tem Bobby Watson  
Councilmember Emily Kirchner  
Councilmember Tony Klein  
Councilmember Sharon Joseph

### **Members Absent:**

None.

### **City Staff Present:**

Clinton Bailey, City Manager  
Daniel Jones, City Attorney  
Brian Vorauer, Police Chief  
Lynn Bizzell, Fire Chief  
Eric Whiting, Information Technology Director  
Krista Wareham, City Accountant  
Lea Feuge, Public Information Officer  
Garret Bonn, Interim Engineer/Interim Development Services Director  
Kris Kneese, Interim Public Works/Utilities Director  
Andrea Schmidt, Parks & Recreation Director  
Justin Calhoun, Emergency Management  
Evan Williams, Staff Engineer  
Kerry Schmidt, Sanitation Superintendent  
Tammie Loth, Human Resources Director  
Shelley Goodwin, City Secretary

### **1. CALL TO ORDER**

Mayor Hoover called the work session meeting of the Fredericksburg City Council to order at 4:00 p.m. on Monday, June 20, 2022.

### **2. PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

Mayor Hoover announced that two written comments were received today from Sylvia Hicks and Mo Saiidi.

Jeannette Hormuth encouraged the City Council to cut the FY2023 budget.

### **3. DISCUSSION**

**A. Consider, discuss, and provide direction regarding City Council Priorities related to the FY2023 Budget.**

Clinton Bailey, City Manager, reviewed the process for setting priorities. He also provided the City Council a copy of the Path to the Future, which reflects the community priorities that were established during the visioning process.

Councilmember Kirchner provided the following as her priorities:

1. Employee Salaries & Benefits
  - a. Need for additional staff
2. Security
3. Infrastructure - Traffic
4. Parks Improvements - Deferred Maintenance

Councilmember Klein provided the following as his priorities:

1. Communications System - Law Enforcement & Fire EMS
2. Increase Security Patrols & Law Enforcement presence

Councilmember Joseph provided the following as her priorities:

1. Safety - Police & Fire EMS
2. Broadband
3. Infrastructure - Traffic

Councilmember Watson provided the following as his priorities:

1. Parks Improvements
  - a. Scoreboards
  - b. Tennis and Pickleball
2. Broadband Communications
3. Sanitation - Transfer Station vs Landfill Cells
4. Software Efficiencies
5. Comprehensive Plan

Mayor Hoover provided the following as his priorities:

1. Law Enforcement Needs
  - a. STR issues causing need for additional staff
2. Employee salaries & benefits
3. Need for additional staff (STR administration, Code Enforcement Office)

Clinton Bailey, City Manager, reviewed the different CIP Projects that could be addressed in a Certificate of Obligation or in a Bond Election.

- City Hall
- PD/Municipal Court
- Fire Station
- Street Extensions

The City Council discussed the following:

- Comprehensive Plan and a Parks Master Plan
- Short-term street projects

- Code Enforcement
- Broadband
- parking management and parking structure
- affordable housing
- Space and staffing study
- CIP-electric department property
- CIP-City and Gillespie County cost share projects
- Mid-Year budget amendments
- Agenda Management Program

#### 4. ADJOURN

**Motion:** A motion was made by Councilmember Klein, seconded by Councilmember Watson, to adjourn the Monday, June 20, 2022, City Council Work Session Meeting at 5:05 p.m. The City Council voted five (5) for, and none (0) opposed. The motion carried unanimously.

---

Jeryl Hoover  
Mayor

ATTEST

---

Shelley Goodwin, TRMC/CMC  
City Secretary





# City of Fredericksburg

## REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, JUNE 20, 2022 ~ 6:00 P.M.

LAW ENFORCEMENT CENTER

1601 E. MAIN STREET

FREDERICKSBURG, TEXAS 78624

**The City of Fredericksburg City Council held their Regular Meeting on Monday, June 20, 2022 at 6 p.m. This meeting was held in person at the Law Enforcement Center and live streamed on the Fredericksburg YouTube Channel.**

### **Members Present:**

Mayor Jeryl Hoover

Mayor Pro-Tem Bobby Watson

Councilmember Emily Kirchner

Councilmember Tony Klein

Councilmember Sharon Joseph

### **Members Absent:**

None.

### **City Staff Present:**

Clinton Bailey, City Manager

Daniel Jones, City Attorney

Brian Vorauer, Police Chief

Eric Whiting, Information Technology Director

Lea Feuge, Public Information Officer

Garret Bonn, Interim Engineer/Interim Development Services Director

Kris Kneese, Interim Public Works/Utilities Director

Andrea Schmidt, Parks & Recreation Director

Leslie Ball-Embrey, Administrative Assistant

Shelley Goodwin, City Secretary

### **1. CALL TO ORDER**

Mayor Hoover called the Regular Meeting of the Fredericksburg City Council to order at 6:00 p.m. on Monday, June 20, 2022.

### **2. INVOCATION**

(Paster Casey Zesch, Bethany Lutheran Church)

### **3. PLEDGE OF ALLEGIANCE**

Mayor Hoover led the Pledge of Allegiance.

### **4. EMPLOYEE RECOGNITIONS**

Clinton Bailey, City Manager, provided the following recognitions:

- Jareen Shahan, Firefighter/Paramedic and Pam Terry, Advanced EMT and County Dispatcher for their quick thinking and saving a life.

- Kevin Gallender, Crew Worker and Tyson Goff, Crew Worker for Sanitation Department, for going above and beyond their duties and providing outstanding customer service.

## 5. PUBLIC COMMENTS ON ITEMS ON THE AGENDA

Mayor Hoover announced that he received two written comments.

## 6. CONSENT

**THE FOLLOWING ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THESE ITEMS WILL BE HELD UNLESS PULLED AT THE REQUEST OF A MEMBER OF CITY COUNCIL.**

- A. Consider approval of City Council Minutes for: (Shelley Goodwin, City Secretary).**
- June 6, 2022 Regular Meeting**
  - June 8, 2022 Work Session Meeting**

- B. Consider the approval of a street closure request from the Gillespie County 4-H BBQ for August 26, 2022, beginning at 10 a.m. and ending at 1 p.m. for N. Crockett Street between W. Schubert and W. Travis, and W. Schubert between N. Crockett and N. Adams (Jennifer Krupa, Special Events Coordinator)**

**Motion:** A motion was made by Councilmember Klein, seconded by Councilmember Joseph, to approve Consent Agenda item 6. A. and 6. B.. The City Council voted five (5) for, and none (0) opposed. The motion carried unanimously.

## 7. PUBLIC HEARING

- A. Hold a public hearing to receive comments for or against a request by Jeffrey Morin and Mark Eckert for the property located at 1603 and 1605 East Main Street and Lot C-IRB of the Morin Park Subdivision, Two for the following (Z-2207) (Garret Bonn, Assistant City Engineer/Interim Development Services Director):**
- A Land Use change from Industrial (I) to Commercial (C).**
  - A Zoning change from M2, Medium Manufacturing to C2, Commercial.**

**Motion:** A motion was made by Councilmember Watson, seconded by Councilmember Klein, to open the public hearing at 6:11 p.m. The City Council voted five (5) for, and none (0) opposed. The motion carried unanimously.

Jeff Morin, requestor, provided the history of the property and the need for the requests.

Mary Eckert, Morin Family Trust, encouraged the City Council to approve the requests.

**Motion:** A motion was made by Councilmember Watson, seconded by Councilmember Kirchner, to close the public hearing at 6:14 p.m. The City Council voted five (5) for, and none (0) opposed. The motion carried unanimously.

Garret Bonn, Assistant City Engineer/Interim Development Services Director, reviewed the history of the property. He noted the owners are seeking a Land Use change from Industrial to Commercial and zoning change from Medium Manufacturing to Commercial. Planning and Zoning Commission voted unanimously for the approval of the request.

## 8. ORDINANCE AND RESOLUTIONS

- A. Consider the approval of requests by Jeffrey Morin and Mark Eckert for the property located at 1603 and 1605 East Main Street and Lot C-IRB of the Morin Park Subdivision, Two. (Z-2207) (Garret Bonn, Assistant City Engineer/Interim Development Services Director).**
- Ordinance 2022-22 Land Use change from Industrial (I) to Commercial (C).**



- Airport Advisory Committee Member Councilmember Watson
- Airport Zoning Board Liaison Councilmember Watson and Councilmember Klein
- Marktplatz Redevelopment Commission Councilmember Klein
- Commissioner’s Court Liaison Councilmember Kirchner
- Convention and Visitor Bureau Liaison Councilmember Joseph
- FISD Liaison Mayor Hoover
- Nature Center Advisory Committee Representative Councilmember Kirchner

**ii. Resolution 2022-12R Board of Adjustments**

**Motion:** A motion was made by Councilmember Watson, seconded by Councilmember Joseph, to approval Resolution 2022-12R appointing Devin Mullen and Ashley Hunter as voting members to the City’s Board of Adjustments. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**iii. Resolution 2022-13R Convention and Visitor Bureau Board**

**Motion:** A motion was made by Councilmember Joseph, seconded by Councilmember Kirchner, to approval Resolution 2022-13R appointing Matthew Pipkin to the City’s Fredericksburg Convention & Visitor Bureau Board. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**iv. Resolution 2022-14R Historic Review Board**

**Motion:** A motion was made by Councilmember Joseph, seconded by Councilmember Kirchner, to approval Resolution 2022-14R appointing Liliana Welliver to fill a vacancy and appoint Sam Childers, David Bullion, Richard Laughlin, and Amy Slaughter to the City’s Historic Review Board. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**v. Resolution 2022-15R Market Square Redevelopment Commission**

**Motion:** A motion was made by Councilmember Joseph, seconded by Councilmember Kirchner, to approval Resolution 2022-15R appointing Jerry Luckenbach to the City’s Market Square Redevelopment Commission. The City Council voted four (4) for, none (0) opposed, and one (1) abstained (Councilmember Klein). The motion carried.

**vi. Resolution 2022-16R Planning and Zoning Commission**

**Motion:** A motion was made by Councilmember Watson, seconded by Councilmember Kirchner, to approval Resolution 2022-16R appointing Polly Rickert, Cindy Scroggins, and Tom Musselman to the City’s Planning and Zoning Commission. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**9. OTHER ACTION ITEMS AND UPDATES**

**A. Consider the approval of Planning and Zoning Commission procedures and requirements for future agenda items**

Garret Bonn, Assistant City Engineer/Interim Development Services Director, reviewed the need for the process for Commissioners to add something to their agendas. He reviewed the form and reported that Planning and Zoning Commission approved the form.

The City Council discussed using the form with all Boards and Commissions.

**Motion:** A motion was made by Councilmember Joseph, seconded by Councilmember Watson, to approve the Planning and Zoning Commission procedures and requirements for future agenda items.. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**B. Consider and discuss a report on Fort Martin Scott and the Former Texas Rangers Heritage Center Museum.**

Andrea Schmidt, Parks and Recreation Director, reviewed the history of the Fort Martin Scott and Former Texas Rangers Heritage Center Museum recent contract.

Joe Davis, Former Texas Rangers Heritage Center Museum, provided an update on the Fort Davis Scott improvements. He also provided a list of items that they are currently working on.

The City Council requested Mr. Davis to provide an updated list on the nine items that were in the contract.

**10. PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA.**

Kathy Lux, County resident, spoke regarding hardening power grid and solutions to safeguard their energy.

**11. CITY MANAGER'S REPORT**

**A. City job postings.**

Clinton Bailey, City Manager, reported on the following:

- Director of Development Services vacant position and the interview process
- City Attorney position and the changes being made to the advertisement of the position.

**B. Budget process.**

Clinton Bailey, City Manager, reported the City Council held Work Session at 4 p.m. to set their priorities for the FY2023 Budget. He noted the upcoming Budget Meetings, July 5, 2022 Public Hearing to receive input from the residents, July 22, 2022 City Council Workshop and July 27, 2022 Workshop.

**12. COUNCIL COMMENTS**

No comments were provided.

**13. ITEMS FOR FUTURE AGENDA**

Clinton Bailey, City Manager, reviewed the Future Agenda spreadsheet.

**14. EXECUTIVE SESSION**

**The City Council will recess its open meeting and reconvene in Executive Session pursuant to Texas Government Code Section 551.072 (Deliberation Regarding Real Property) and Section 551.074 (Personnel Matters):**

- A. Consider and discuss the purchase, exchange, lease, or value of real property, located in the vicinity of the intersection of N. Washington Street at Austin Street, in the City of Fredericksburg, Texas (551.072), and**
- B. Consider and discuss the appointment, evaluation, reassignment, duties, or dismissal of a public officer, specifically the reappointment of existing members on the City's Boards and Commission, and the appointment of persons to fill vacancies on the City's Boards and Commission. (Section 551.074)**

**Motion:** A motion was made by Councilmember Watson, seconded by Councilmember Joseph, to go out of the Regular Meeting and into Executive Session at 7:56 p.m. The City Council voted five (5) for, and none (0) opposed. The motion carried unanimously.

**Motion:** A motion was made by Councilmember Watson, seconded by Councilmember Joseph, to go out of the Executive Session and into the Regular Meeting at 9:05 p.m. The City Council voted five (5) for, and none (0) opposed. The motion carried unanimously.

#### **15. BUSINESS ITEM**

The City Council then moved to take action on Agenda Item #8C.

#### **16. ADJOURN**

**Motion:** A motion was made by Councilmember Watson , seconded by Councilmember Joseph, to adjourn the Monday, June 20, 2022, City Council Regular Meeting at 9:15 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

---

Jeryl Hoover  
Mayor

---

Shelley Goodwin, TRMC/CMC  
City Secretary



## CITY COUNCIL MEMO

---

**DATE:** July 5, 2022

**TO:** Mayor and City Council

**FROM:** Laura Hollenbeak, Finance Director

**SUBJECT:** Public Hearing for Citizen Input on FY 2023 Budget

---

**Summary:**

An initial hearing on the FY 2023 City Budget is scheduled at Tuesday's City Council meeting. The purpose of this hearing is to get citizen input on the FY 2023 budget before it is prepared and presented to the City Council.

**Recommendation:**

It is recommended that the City Council have this hearing and accept comments from the public on any issue that they would like us to address in next year's City Budget. No action is required following this public hearing.

---

**Background / Analysis:**

Several years ago, we started to schedule an initial public hearing on the City Budget that is not required by State law. The purpose of this public hearing is to give the public the opportunity to provide their input prior to the development of the proposed Budget.

**Attachments:**

None

---

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

Agenda Packet Page15

Raura Halenbear

Department Approval



City Manager Approval



City Attorney Approval

## The City of Fredericksburg



## CITY COUNCIL MEMO

---

**DATE:** July 5, 2022

**TO:** Mayor and City Council

**FROM:** Garret Bonn – Interim Director of Development Services/City Engineer

**SUBJECT:** PUBLIC HEARING REGARDING A VOLUNTARY ANNEXATION REQUEST FOR 6.1 ACRES OF LAND LOCATED AT 701 E. MORSE STREET.

---

**Summary:**

On behalf of the property owner, Mark Cornett with Cornett Engineering, has requested voluntary annexation of approximately 6.1 acres of land to construct a +/-19 lot single-family subdivision located at the dead end of the roadway in the 700 block of E. Morse St. The subject tract is located immediately adjacent to the east side of Altstadt Subdivision, Phase I, a 23 lot R1 zoned subdivision currently under construction.

The proposed zoning of the property is R1. The Future Land Use Plan calls this area as Low Density Residential and the proposed R1 zone meets the requirements of the Future Land Use Plan.

If annexation is approved, the development would be required to extend utilities to serve their property and then be required to extend utilities to adjacent landowners as part of the platting/subdivision process. The applicant is currently working with City staff to finalize a roadway and utility plan for the area and the Planning and Zoning Commission will be considering the land use, zoning, and preliminary plat for the project at their July 6<sup>th</sup> meeting. Their recommendations relating to the land use and zoning change will be presented to the Council for consideration on July 18<sup>th</sup>, along with a possible annexation ordinance and agreement.

**Recommendation:**

Public Hearing only - No action required at this time.

---

**Attachments:** Location Map, Future land Use Map, Zoning Map, Draft Subdivision Plat

---

The City of Fredericksburg



Department Approval



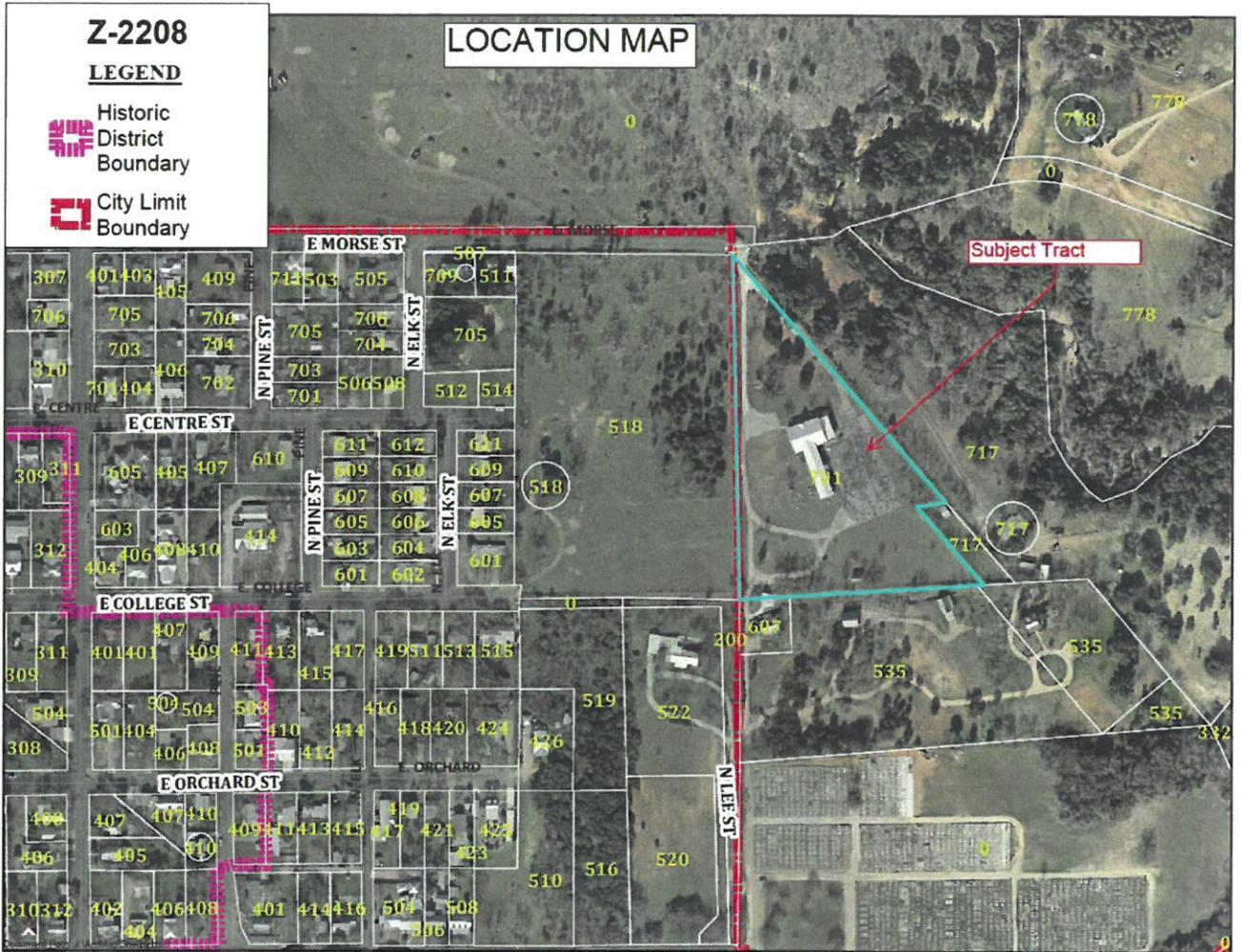
City Attorney Approval



City Manager Approval

## The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861



## The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861



1 inch = 400 feet

FIGURE 1  
Land Use Map

LEGEND	
<b>Landuse</b>	High Density Residential
<b>LANDUSE</b>	Industrial
Downtown Central Business District	Low Density Residential
Uptown Central Business District	Medium Density Residential
Commercial Center	Mixed Use Corridor
Commercial	Parks & Open Space
Employment Center	Public / Semi-Public
FUTURE ROW	Rural
	City Limit Boundary
	1-Mile ETJ Boundary

Document Path: C:\Users\Garrett\Desktop\00\_FBG\_ANSI\_A\_Portrait\_Template.mxd

## The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861



1 inch = 400 feet

FIGURE 1  
Zoning Map

LEGEND	
<b>Zoning</b>	PF - Public Facilities
<b>ZONED</b>	FUD - Planned Unit Development
C1 - Neighborhood Commercial	R1 - Single Family Residential
C1.5 - Medium Commercial	R1A - Single Family Residential - Small Lot
C2 - Commercial	R2 - Mixed Residential
CBD - Central Business District	R3 - Multi-Family Residential
M1 - Light Manufacturing	R4 - Manufactured Home Residential
M2 - Medium Manufacturing	R5 - Plato Home Residential
M3 - Industrial Park	City Limit Boundary
OS - Open Space	1-Mile ETJ Boundary

Document Path: C:\Users\Garret\Desktop\00\_FBG\_ANSI\_A\_Portrait\_Template.mxd

## The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861





## CITY COUNCIL MEMO

---

**DATE:** June 22, 2022  
**TO:** Mayor and City Council  
**FROM:** Shelley Goodwin, City Secretary  
**SUBJECT:** Records Management

---

### **Summary:**

This agenda item is for the purpose of repealing Ordinance 2019-24 and replacing the Ordinance with a new one. The new Ordinance is taken from the State Library of Archives recommendation to clarify the duties and responsibilities when handling City Records.

### **Recommendation:**

Staff recommends the approval of the attached Ordinance.

---

### **Background / Analysis:**

In 2019 the City Council adopted an Ordinance creating a Records Management Program/Plan since then several processes have changed. Recently an audit was conducted, it was discovered that there is a need for a more effective recordkeeping. After attending several hours of additional Records Management Training through National Association of Government Archives and Records Administrators, Texas Municipal Clerks Association, and the International Institute of Municipal Clerks a more cost effective and a more constant way to handle City Records was being developed.

This new Ordinance will allow for procedures to be written as needed and become part of Program; these procedures will include State Library of Archive Retention Schedules, Email/Text Records Procedures. Social Media Records Procedures, Storing of Records, Identifying Vital Records, and a Records Disaster Plan.

The City of Fredericksburg

Once the new Ordinance is adopted, I file a signed copy along with the State Library of Archives Form SLR 508 – Declaration of Compliance with the Texas State Library and Archives to replace the previous Ordinance and form. This form will also identify which Local Government Retention Schedules the City will following.

**Attachments:**

Ordinance

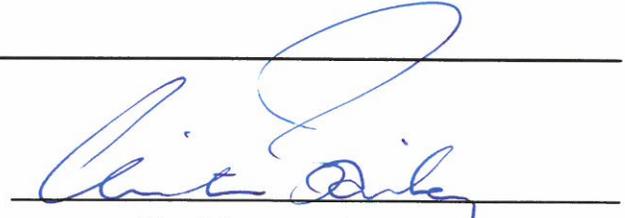
---



---

**Department Approval**

---



---

**City Manager Approval**

---



---

**City Attorney Approval**

**ORDINANCE NO. 2022-24**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS, ADOPTING AN UPDATED RECORDS MANAGEMENT PROGRAM FOR THE CITY OF FREDERICKSBURG; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Title 6, Subtitle C, of the Texas Local Government Code (the “Local Government Records Act”), provides that a municipality must establish by ordinance an active and continuing records management program to be administered by a designated Records Management Officer.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS:**

**Section 1.** That, Section 2-151 of Article V. - Records Management, under Chapter 2 - Administration, of the Code of Ordinances, is hereby amended to read as follows:

**2-151. - DEFINITION OF RECORDS OF THE CITY OF FREDERICKSBURG.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, 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 the City of Fredericksburg or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the City of Fredericksburg and shall be created, maintained, and disposed of in accordance with the provisions of this Article or procedures authorized by it and in no other manner.

{End of Code text}

**Section 2.** That, Section 2-152 of Article V. - Records Management, under Chapter 2 - Administration, of the Code of Ordinances, is hereby amended to read as follows:

**2-152. - RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Sec. 2-151 are declared to be the property of the City of Fredericksburg. No official or employee of the City of Fredericksburg has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled such records. The unauthorized destruction, removal, or use of such records is prohibited.

{End of Code text}

**Section 3.** That, Section 2-153 of Article V. - Records Management, under Chapter 2 - Administration, of the Code of Ordinances, is hereby amended to read as follows:

**2-153. - POLICY.** It is declared to be the policy of the City of Fredericksburg to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the City of Fredericksburg through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all Councilmembers, City Officers, City Officials and employees of the City of Fredericksburg.

{End of Code text}

**Section 4.** That, Section 2-154 of Article V. - Records Management, under Chapter 2 - Administration, of the Code of Ordinances, is hereby amended to read as follows:

**2-154. - RECORDS MANAGEMENT OFFICER.** The City Secretary is hereby designated and shall serve as Records Management Officer for the City of Fredericksburg, as provided by law, and shall develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of the City of Fredericksburg are carried out in accordance with the requirements of the Local Government Records Act (Title 6, Subtitle C, of the Texas Local Government Code).

{End of Code text}

**Section 5.** That, Section 2-155 of Article V. - Records Management, under Chapter 2 - Administration, of the Code of Ordinances, is hereby amended to read as follows:

**2-155. - RECORDS CONTROL SCHEDULES.** Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in City of Fredericksburg, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by the City of Fredericksburg, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the City of Fredericksburg will be in accordance with said schedules and the Local Government Records Act.

{End of Code text}

**Section 6.** That, Sections 2-156 through 2-162 of Article V. - Records Management, under Chapter 2 - Administration, of the Code of Ordinances, are hereby repealed and deleted in their entirety.

**Section 7.** That, Ordinance No. 2019-24 (Adopting a Records Management Plan), approved on July 15, 2019, is hereby repealed.

**Section 8. Severability or Invalidity.** If any provision of this Ordinance or the application hereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without defeating the purpose or objective of the provisions, and to this end, the provisions of this Ordinance are declared to be severable.

**Section 9. Repealer.** All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**Section 10. Effective Date.** This Ordinance shall be effective on and after the date of passage and publication.

PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Jeryl Hoover, Mayor  
City of Fredericksburg, Texas

ATTEST:

\_\_\_\_\_  
Shelley Goodwin, City Secretary, TRMC/CMC

APPROVED AS TO FORM:

\_\_\_\_\_  
Daniel Jones, City Attorney





## CITY COUNCIL MEMO

---

**DATE:** July 5, 2022  
**TO:** Mayor and City Council  
**FROM:** Garret Bonn, P.E., CFM, Interim Director of Development Services/City Engineer  
**SUBJECT:** City-Wide Development Update

---

**Summary:**

Development Services and Engineering Department staff will present an update on current and planned development activity throughout the City.

**Recommendation:**

N/A

---

**Background / Analysis:**

The City of Fredericksburg has grown steadily during the past several decades, including a large number of ongoing and planned developments. To keep the Council apprised of ongoing activity, City staff will provide a presentation that includes the following:

- Subdivision Platting
- Commercial Developments

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

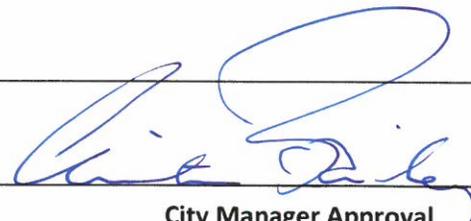
- Building Permitting
- Development Trends/Corridors
- Project Updates

**Attachments:**

N/A

---

  
Department Approval

  
City Manager Approval

**The City of Fredericksburg**

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861



## CITY COUNCIL MEMO

---

**DATE:** July 5, 2022

**TO:** Mayor and City Council

**FROM:** Clinton Bailey, City Manager

**SUBJECT:** Affordable Housing Presentation

---

**Summary:**

This item will include a summary presentation by our Affordable Housing Coordinator, Vince Michel regarding background, findings and recommendations included in the Affordable Housing Study completed by Mr. Michel in March of this year.

**Recommendation:**

It is recommended the City Council receive and discuss the affordable housing presentation given by Vince Michel.

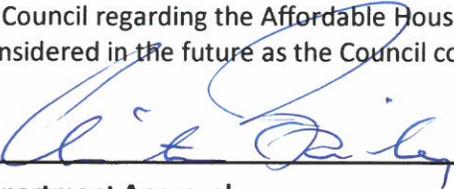
---

**Background / Analysis:**

In April of this year Mr. Michel gave a presentation during the joint City Council/County Commissioners meeting regarding affordable housing. His presentation was a broad overview of his research and included a discussion of strategies to help address the local affordable housing issue moving forward. For the benefit of the public, new Mayor and Council Members, Vince will give an updated presentation

The City of Fredericksburg

to Council regarding the Affordable Housing Study and discuss some of the strategies that may be considered in the future as the Council continues to discuss the local affordable housing issue.



**Department Approval**



**City Manager Approval**

**The City of Fredericksburg**

**Upcoming City Council Agenda Items**

	<b>CITY COUNCIL MEETING DATES &amp; FUTURE AGENDA ITEMS</b>	<b>TYPE</b>	<b>PRESENTER</b>
	<b>Monday, July 18, 2022 (Regular Meeting)</b>		
1	July 5, 2022 Regular Meeting Minutes	Consent	Shelley
2	Presentation on Hotel/Conference Center	Discussion	Clinton
3	Frieden P.U.D. Amendment - Height	Consideration & Possible Action	Anna
4	Burrier Zoning and Land Use Change - S. Milam	Public Hearing	Shelby
5	Altstadt Phase 2 Zoning and Land Use Change	Ordinance	Garret
6	Alstadt Phase 2-Mark Cornett- 6.1 acres Annexation Agreement	Agreement	Garret
7	Mid-Year Budget Amendments	Ordinance	Laura
	<b>Wednesday, July 22,2022(Workshop) 9:30 p.m.- Fire Training Room</b>		
1	Proposed Enterprise Fund	Presentation/Discussion	
	<b>Wednesday, July 27,2022(Workshop) 4 p.m.- Cardinal Room</b>		
1	Proposed General Fund	Presentation/Discussion	
	<b>Monday, August 1, 2022 (Workshop) 8:30 - 10:30 Cardinal Room</b>		
1	Joint Meeting with County Commissioners	Presentation/Discussion	
	<b>Monday, August 1, 2022 (Regular Meeting)</b>		
1	July 18, 2022 Regular Meeting Minutes	Consent	Shelley
2	July 20, 2022 Workshop Meeting Minutes	Consent	Shelley
3	July 27, 2022 Workshop Meeting Minutes	Consent	Shelley
4	Award Contract for the Comprehensive Plan	Approval	Anna
	<b>Wednesday, August 10, 2022 (Workshop) 4 p.m.Cardinal Room</b>		
	General Fund and Enterprise Fund	Presentation/Discussion	
	<b>Monday, August 15, 2022 (Regular Meeting)</b>		
1	August 1, 2022 Regular Meeting Minutes	Consent	Shelley
2	August 1, 2022 Workshop Meeting Minutes	Consent	Shelley
3	Market Square Improvement Bids	Approval	Andrea
4	Naming rights for Market Square	Approval	Andrea
	<b>Monday, August 22, 2022 (Workshop)- 4 p.m. Cardinal Room</b>		
1	Budget and tax rate	Public Hearing	
2	Tax Rate	Approve	
	<b>Tuesday, September 6, 2022 (Regular Meeting)</b>		
1	August 15, 2022 Regular Meeting Minutes	Consent	Shelley
2	August 10, 2022 Workshop Meeting Minutes	Consent	Shelley
	<b>Wednesday, September 14, 2022 (Workshop)- 4 p.m. Cardinal Room</b>		
1	Budget and tax rate	Public Hearing	Shelley
	<b>Monday, September 19, 2022 (Regular Meeting)</b>		
1	September 6, 2022 Regular Meeting Minutes	Consent	Shelley
2	August 22, 2022 Workshop Meeting Minutes	Consent	Shelley
3	Adoption of FY2023 Budget	Ordinance	Laura
4	Adoption of I&S and M&O/Tax Rate	Ordinance	Laura
	<b>Monday, October 3, 2022 (Regular Meeting)</b>		
1	September 19, 2022 Regular Meeting Minutes	Consent	Shelley
	<b>FUTURE AGENDA ITEMS</b>		
1	Lady Bird Johnson Golf Course Lease	Approval	Shelley
2	Capital Improvement Fund in General Fund (postponed from 5-16-2022)	Resolution	Laura
3	S. Milam ROW Vacation	Consideration	Daniel/Kris