



# City of Fredericksburg

## CITY COUNCIL WORK SESSION MINUTES WEDNESDAY, JULY 27, 2022 ~ 4:00 P.M. LADY BIRD GOLF COURSE - CARDINAL ROOM 341 GOLFERS LOOP FREDERICKSBURG, TEXAS 78624

**The City of Fredericksburg City Council held their Work Session Meeting on Wednesday, July 27, 2022, at 4:00 p.m. This meeting was held in person at the Lady Bird Golf Course in the Cardinal Room.**

### **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  
Lynn Bizzell, Fire Chief  
Brian Vorauer, Police Chief  
Eric Whiting, Information Technology Director  
Andrea Schmidt, Parks and Recreation Director  
Laura Hollenbeak, Finance Director  
Garret Bonn, Interim City Engineer and Interim Development Services,  
Kris Kneese, Interim Public Works Director  
Tammie Loth, Human Resources Director  
Derek Seelig, Police Lieutenant  
Justin Calhoun, Emergency Management Coordinator  
Reagan Rabke, Fire Marshall  
Evan Williamson, Staff Engineer  
David Jung, EMS Director  
David Kellam, Finance Manager  
Krista Wareham, Finance Manager  
Lori Seewald, EMS Accounts Administrator  
Shelley Becker, Municipal Judge  
Kelli Olfers, Director of the Gillespie County Health Division  
Leslie Ball-Embrey, Administrative Assistant  
Shelley Goodwin, City Secretary

## **1. CALL TO ORDER**

Mayor Hoover called the Work Session of the Fredericksburg City Council to order at 4:00 p.m. on Wednesday, July 27, 2022.

## **2. PUBLIC COMMENTS**

Jerry McCorkle, City resident, requested the City Council return the American Rescue Plan Act Funds.

## **3. WORK SESSION ITEM**

### **A. Consider and discuss the General Fund**

Clinton Bailey, City Manager, provided a PowerPoint presentation regarding FY 2023 Proposed Budgets for General Funds. This included an overview of the budget, City Council priorities, and individual funds.

David Kellam, Finance Manager, reviewed the FY 2023 Projected Fund Balance.

Laura Hollenbeak, Finance Director, reviewed the General Fund revenues and the proposed sales tax. She noted the property tax figures that are used are the proposed figures, however; the final figures should be entered next week.

### Administration Department Expenditures

Laura Hollenbeak, Finance Director, reviewed the Administration Department expenditures.

The City Council discussed the decrease in the election line item.

Shelley Goodwin, City Secretary, stated the election line item decrease was due to the election expenses and the election payroll being separated into different accounts.

### Police Department

The City Council discussed the following line items:

- weapons
- equipment and supplies
- communication

Brian Vorauer, Police Chief, explained the need for seven vehicles and two Police Officers who receive car allowances.

Eric Whiting, IT Director, stated the expenses in the communication line item are radios, phones, computers, body cameras, and the camera systems and wirelines in every vehicle.

### Fire Department Expenditures

Laura Hollenbeak, Finance Director, reviewed the proposed Fire Department expenditures.

The City Council discussed the line items that Gillespie County contributes a portion to.

Lynn Bizzell, Fire Chief, explained which line items are split with Gillespie County. He also noted that these line items would be part of the discussion at the Joint Work Session on August 1, 2022.

### Street Department Expenditures

Laura Hollenbeak, Finance Director, reviewed the proposed Street Department expenditures.

Garret Bonn, Interim City Engineer and Interim Development Services, reviewed the Capital Improvement Projects, personnel requests, and street projects.

#### Parks Department Expenditures

Laura Hollenbeak, Finance Director, reviewed the proposed Parks Department expenditures.

Andrea Schmidt, Parks and Recreation Director, reviewed the following:

- Parks projects that were completed in the FY2022 Budget
- The reasons for some increases
- The benefits of the splash pad
- The issues with lack of lifeguards
- July 4<sup>th</sup> Fireworks
- Personnel request and the duties this position will be responsible for
- Capital Improvement Projects in prioritized order

The City Council discussed the different sporting organizations' projects and their fundraising efforts.

#### Development Services Expenditures

Laura Hollenbeak, Finance Director, reviewed the proposed Development Services expenditures.

Garret Bonn, Interim City Engineer and Interim Development Services, reviewed the following:

- Increase in revenues for Short Term Rentals (STR)
- Increase the cost of the Comprehensive Plan to include the Parks Master Plan
- Increase in software cost
- Increase in car allowance
- Increase in travel expenses due to training requirements
- Fleet leased vehicles and who drives the vehicles
- Adding a new position (Short Term Rental Specialist) and funding through the STR fees
- Reasons for overtime
- Hours of the Code Enforcement Officers

The City Council agreed by consensus to add a Code Enforcement Officer and a vehicle.

#### Health Department Expenditures

Kelli Olfers, Director of the Gillespie County Health Division, reviewed the following:

- The new Health Department office and the need to work out details of the City and County split
- The need for adding a third employee due to the growth and increase of events
- The need to add a fourth employee in five years

#### Municipal Court Expenditures

Shelley Becker, Municipal Judge, reviewed the proposed personnel pay increases. She also reviewed the issues with holding court at the Law Enforcement Center and the new additional space the City has obtained for court.

#### Engineering Department Expenditures

Garret Bonn, Interim City Engineer and Interim Development Services, reviewed the Engineer Department proposed budget, the aerial photo line item, and the gas increase. He noted the department is requesting a part-time employee to assist with the GIS demands.

#### IT Department Expenditures

Eric Whiting, IT Director, reviewed the following proposed software request:

- Agenda Management
- Budgeting/Transparency
- Electric SCADA
- Granicus
- My Permit Now
- New Gov/HR/Payroll
- Policy & Procedure Manual
- STR Information Program
- Sanitation Scale Software

He also reviewed the software maintenance and the need for an additional employee.

#### Administrative Personnel Requests

Shelley Goodwin, City Secretary, stated she would like to reorganize the department to be a legislative department due to the Federal, State, and local requirements. She noted the current difficulties the office faces when one person is out or when the City Secretary is out, which is why she is requesting a Deputy City Secretary.

Krista Wareham, Finance Manager, reviewed the need for two new personnel. She stated one is for Hotel Occupancy Taxes, and she feels this position can be paid for through those taxes. She stated the other employee would be a City Accountant position, which would allow for a succession plan for the Finance Department.

#### Police Department

Brian Vorauer, Police Chief, reviewed the need for additional personnel. He also noted that the Saint Mary's Catholic School had requested a School Resource Office (SRO) and the associated cost.

The City Council discussed the possibility of revisiting the school contracts for an SRO.

#### Street Department

Garret Bonn, Interim City Engineer and Interim Development Services, reviewed the following Capital Improvement request:

- Street Asphalt Truck Patch equipment
- Side Delivery (Broom)
- Traffic counter equipment

#### Fire Department/EMS

Lynn Bizzell, Fire Chief/EMS, reviewed the need for an additional tower and the 2024 mandated requirement related to digital radios. He noted the Radio System could be purchased through a 5-year lease or the American Rescue Funds. He also noted this would be a possible share expense with the County. He also reviewed the need for a Ladder Truck and the vehicles that are due to be replaced according to the City's Vehicle Replacement Program.

### **B. Consider and discuss outstanding budget items**

The City Council discussed the proposed Fire Station need and location. They also discussed the request for 700 System Radios, removing the Pickle Ball CIP request, and adding resurfacing of the Tennis Courts 1 and 2.

**C. Announcements of upcoming budget activities**

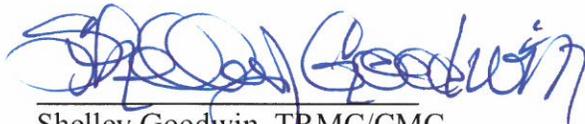
Clinton Bailey, City Manager, reviewed the following:

- i. Budget Workshop with the County Commissioners on August 1, 2022, at 8:30 a.m. in the Cardinal Room at the Lady Bird Golf Course.
- ii. File the Proposed Budget with the City Secretary on August 5, 2022.
- iii. City Council Budget Workshop on all Funds on August 17, 2022, at 9 a.m. in the Cardinal Room at the Lady Bird Golf Course.
- iv. City Council Workshop for Public Hearing on proposed FY2023 Budget and No-New-Revenue Tax Rate on August 22, 2022, at 4 p.m. in the Cardinal Room at the Lady Bird Golf Course.
- v. City Council Regular Meeting adoption of the Tax Rate and the FY2023 Budget on September 19, 2022, at 6 p.m. at the Law Enforcement Center.

**4. ADJOURN**

**Motion:** A motion was made by Councilmember Watson, seconded by Councilmember Klein, to adjourn the Wednesday, July 27, 2022, City Council Work Session Meeting at 7:22 p.m. The City Council voted five (5) for, and none (0) opposed. The motion carried unanimously.

  
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Jeryl Hoover  
Mayor

  
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Shelley Goodwin, TRMC/CMC  
City Secretary