CITY OF FREDERICKSBURG
CITY COUNCIL MEETING

MONDAY, APRIL 4, 2016 ~ 6:00 p.m.

Law Enforcement Center ~ 1601 East Main Street

Linda Langerhans, Mayor	Gary Neffendorf, Council Member
Graham Pearson, Council Member	Bobby Watson, Council Member
Jerry Luckenbach, Council Member	Kent Myers, City Manager

(REQUEST ALL PAGERS AND PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL)

AGENDA

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

		Page Ref
1.	**MINUTES** - Consider Approving Minutes of February 2016 Meetings	1-9
2.	**INDIVIDUAL ITEMS FOR CONSIDERATION AND POSSIBLE ACTION**	
	A. Receive and Consider Historic Review Board Annual Report	10-18
	B. Receive Presentation from Architect on Animal Shelter Project	19-20
	C. Receive Presentation on the State of the City's Water Supply	21-22
	D. Receive Audited Financial Statements and Independent Auditors Report	23-24
	E. Receive RFP Presentation for Conference Center/Hotel	25-38

3. **CITY MANAGER'S REPORT**
   - A. City Core Values
   - B. Mid-Year Budget
   - C. Website Improvements
   - D. Marktplatz Improvements
   - E. City Employee Recognitions

4. **ITEMS FOR FUTURE AGENDAS**

5. **PUBLIC COMMENTS** This time is for citizens to address the City Council on issues and items of concern not on this agenda. There will be no City Council action at this time.

6. **COUNCIL COMMENTS** - No discussion or action may take place

7. **EXECUTIVE SESSION** - Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).

   A. Executive Session - Public Power Utility Competitive Matters - Discuss Electric Fuel Rates

   B. Executive Session - Deliberations About Real Property - Discuss Property Acquisition for City Parks

8. **ADJOURN**

STATE OF TEXAS
COUNTY OF GILLESPIE
CITY OF FREDERICKSBURG

REGULAR CITY COUNCIL MEETING
FEBRUARY 1, 2016
6:00 PM

On this the 1ST day of February, 2016, the City Council of the CITY OF FREDERICKSBURG convened in regular session at the Law Enforcement Center, with the following members present to constitute a quorum:

	LINDA LANGERHANS - MAYOR
	GRAHAM PEARSON - COUNCIL MEMBER
	BOBBY WATSON - COUNCIL MEMBER
	GARY NEFFENDORF - COUNCIL MEMBER
ABSENT:	JERRY LUCKENBACH - COUNCIL MEMBER
ALSO PRESENT:	KENT MYERS - CITY MANAGER
	SHELLEY BRITTON - CITY SECRETARY
	PAT McGOWAN - CITY ATTORNEY
	CLINTON BAILEY - D.P.W.U.
	BRIAN JORDAN – DIR OF DEVELOPMENT SERVICES
	LAURA HOLLENBEAK – DIR OF FINANCE
	RUSSELL IMMEL – IT MANAGER
	STEVE WETZ – POLICE CHIEF

The meeting was called to order at 6:00 PM., followed by the Pledge of Allegiance.

ATMOS FRANCHISE ORDINANCE – It was moved by Council Member Pearson, seconded by Council Member Watson, to approve the Atmos Franchise Ordinance as presented, following the second reading. The vote was as follows: AYE: Langerhans, Neffendorf, Watson, and Pearson; NAY: None. Motion carried.

ORDINANCE NO. 26-001

ATMOS FRANCHISE ORDINANCE WITH THE CITY OF FREDERICKSBURG

AN ORDINANCE GRANTING TO ATMOS ENERGY CORPORATION, A TEXAS CORPORATION, A FRANCHISE FOR THE PURPOSE OF CONSTRUCTING, MAINTAINING, AND USING A GAS UTILITY SYSTEM IN THE CITY OF FREDERICKSBURG, REGULATING THE CONSTRUCTION WORK DONE BY THE GRANTEE IN THE CITY, PRESCRIBING THE RELATIONSHIP AND RELATIVE RIGHTS BETWEEN GRANTEE AND OTHERS WITH RESPECT TO CONSTRUCTION IN THE CITY AND LOCATION OF FACILITIES, PRESCRIBING THE QUALITY OF SERVICE TO PRESCRIBING THE DUTIES, RESPONSIBILITIES, AND RULE MAKING AUTHORITY OF THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE AND THE CITY WITH RESPECT TO ADMINISTRATION OF THIS FRANCHISE, REQUIRING CERTAIN RECORDS AND REPORTS AND PROVIDING FOR INSPECTIONS AND TESTS; RESERVING TO THE CITY COUNCIL THE RIGHT TO SET CHARGES AND RATES OF GRANTEE, PROVIDING FOR CUSTOMER SECURITY DEPOSITS; PROVIDING FOR

SUSPENSION OF SERVICE TO A CUSTOMER, PROVIDING FOR ENFORCEMENT OF THE FRANCHISE, PRESCRIBING THE COMPENSATION TO THE CITY FROM THE GRANTEE FOR THE FRANCHISE PRIVILEGE, PROVIDING INDEMNITY OF THE CITY AND ITS EMPLOYEES, PROVIDING FOR INSURANCE AND GOOD FAITH EFFORT PROVISIONS, SETTING FORTH THE TERM OF THE FRANCHISE AND ITS RENEWAL, PRESCRIBING MISCELLANEOUS REQUIREMENTS FOR ADMINISTRATION OF THE FRANCHISE, REPEALING PRIOR FRANCHISE AGREEMENT, PROVIDING FOR ACCEPTANCE BY GRANTEE, AND PROVIDING AN EFFECTIVE DATE. (Recorded in Ordinance Book)

RESOLUTION OF SUPPORT FOR HOUSING TAX CREDITS FROM TDHCA FOR ROLLING HILLS APARTMENTS – Justin Mac Donald was on hand to present the request for a Resolution of Support for Housing Tax Credits from TDHCA for Rolling Hills Apartments. It was moved by Council Member Watson, seconded by council Member Neffendorf, to approve the Resolution of Support as presented. The vote was as follows: AYE: Langerhans, Neffendorf, Watson, and Pearson; NAY: None. Motion carried.

RESOLUTION

WHEREAS, Fredericksburg Rolling Hills Apartments, L.P. has proposed a development for affordable rental housing at 1700 block of N. Adams Street named Rolling Hills in the City of Fredericksburg; and

WHEREAS, Fredericksburg Rolling Hills Apartments, L.P. has communicated that it intends to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for 2016 Housing Tax Credits for Rolling Hills.

IT IS THEREBY RESOLVED, that as provided for in §11.3(b) of the Qualified Allocation Plan, it is expressly acknowledged and confirmed that the City of Fredericksburg has more than twice the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds; and

FURTHER RESOLVED, that the City of Fredericksburg hereby supports the proposed Rolling Hills development, and confirms that its governing body has voted specifically to approve the construction of the Development and to authorize an allocation of Housing Tax Credits for the Development pursuant to Texas Government Code §2306.6703(a)(4); and

FURTHER RESOLVED, that the city, acting through its governing body, hereby confirms that it supports the proposed Rolling Hills to be located in the 1700 block of N. Adams Street/Application number 16001 and that this formal action has been taken to put on record the opinion expressed by the city on February 1, 2016; and

FURTHER RESOLVED that for and on behalf of the Governing Body, Kent Myers, City Manager, is hereby authorized, empowered, and directed to certify these resolutions to the Texas Department of Housing and Community Affairs.

PASSED THIS 1ST DAY OF FEBRUARY, 2016.

/s/ Linda Langerhans, Mayor

ATTEST: /s/ Shelley Britton, City Secretary

MAYOR'S MONARCH PLEDGE – It was moved by council Member Watson, seconded by Council Member Neffendorf, to commit to the Mayors Monarch Pledge and to implement at least three of the 25 action items within a year of taking the pledge. All voted in favor and the motion carried.

RESOLUTION FOR JUSTICE ASSISTANCE GRANT FOR POLICE EMERGENCY RESPONSE EQUIPMENT - Council Member Pearson moved, seconded by Council Member Neffendorf, to approve the Resolution for Justice Assistance Grant for Police Emergency Response Equipment as presented. The vote was as follows: AYE: Langerhans, Pearson, Neffendorf, and Watson. NAY: None. Motion carried.

RESOLUTION

WHEREAS, the City of Fredericksburg finds it in the best interest of the citizens of Fredericksburg, Texas, that the Police Emergency Response Equipment project be operated for 2016-2017; and

WHEREAS, the City of Fredericksburg agrees to provide applicable matching funds for the said project as required by the DJ – Edward Byrne Memorial Justice Assistance Grant application; and

WHEREAS, the City of Fredericksburg agrees that in the event of loss or misuse of the Criminal Justice Division funds, the City of Fredericksburg assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, the City of Fredericksburg designates the City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of Fredericksburg approves submission of the grant application for the Police Emergency Response Equipment project to the Office of the Governor, Criminal Justice Division.

PASSED AND APPROVED THIS 1ST DAY OF FEBRUARY, 2016.

/s/ Linda Langerhans, Mayor

AMENDMENT TO SIDEWALK PLAN FOR MILAM STREET SIDEWALK IMPROVEMENTS – After evaluating the Sidewalk Plan as it relates to N Milam St., it was moved by Council Member Neffendorf, seconded by Council Member Watson, to keep the sidewalk connection along N. Milam St, and to charge an escrow for the cost of a sidewalk per the

Conditional Use Permit. The vote was as follows: AYE: Langerhans, Pearson, Neffendorf, and Watson. NAY: None. Motion carried.

CITY MANAGER PERFORMANCE GOALS – This item was postponed.

EDC ANNUAL REPORT – Tim Lehmberg presented the EDC Annual Report highlighting their accomplishments from the previous year and outlining their work plan for the coming year. No action taken.

CITY MANAGER'S REPORT – City Manager Kent Myers reported on (1) Update on Animal Shelter, (2) February 8 Special City Council Meeting, (3) Proposed Charter Amendments and (4) City Employee Recognitions.

PUBLIC COMMENTS – Council heard comments from several neighbors regarding the live music at The Coop, a new venue on the west end of Main St. Those commenting were Jim Thomas, Carmen Armstrong, Greg Kaderli, Grace Wallace, Bob Carlisle, Mika Tucker and owner Ben Jones.

COUNCIL COMMENTS – Bobby Watson updated council on the recent CVB Board Meeting.

EXECUTIVE SESSION - It was moved by Council Member Watson, seconded by Council Member Neffendorf, to recess the regular session and go into Executive Session at 7:16 PM. All voted in favor and the motion carried. At 7:30 PM, it was moved by Council Member Watson, seconded by Council Member Neffendorf, to adjourn the Executive Session and reconvene the regular session. All voted in favor and the motion carried.

The following items were discussed in Executive Session:

DELIBERATIONS ABOUT REAL PROPERTY - No action taken.

With no further discussion, Council Member Watson made a motion to adjourn the meeting at 7:31 PM. Council Member Neffendorf seconded the motion. Motion carried.

PASSED AND APPROVED this the 4th day of April, 2016.

SHELLEY BRITTON, CITY SECRETARY

LINDA LANGERHANS, MAYOR

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STATE OF TEXAS
COUNTY OF GILLESPIE

SPECIAL CITY COUNCIL MEETING
FEBRUARY 8, 2016

CITY OF FREDERICKSBURG **4:00 PM**

On this the 8th day of February, 2016, the City Council of the CITY OF FREDERICKSBURG convened in special session at the Law Enforcement Center, with the following members present to constitute a quorum:

LINDA LANGERHANS - MAYOR
GRAHAM PEARSON - COUNCIL MEMBER
BOBBY WATSON - COUNCIL MEMBER
JERRY LUCKENBACH - COUNCIL MEMBER
GARY NEFFENDORF - COUNCIL MEMBER

ABSENT: NONE

ALSO PRESENT: KENT MYERS - CITY MANAGER
SHELLEY BRITTON – CITY SECRETARY
JIMMY ALEXANDER – DIR OF PARKS & REC
LAURA HOLLENBEAK – DIR OF FINANCE
PAT McGOWAN – CITY ATTORNEY

PARKS MASTER PLAN AND PARKS CAPITAL IMPROVEMENT PROJECTS - Council reviewed the Parks Master Plan and Parks Capital Improvement Projects. No action was taken.

2016 HOTEL OCCUPANCY TAX ALLOCATIONS – It was moved by Council Member Watson seconded by Council Member Luckenbach, to approve the allocation of 2016 HOT funds as presented:

1. Admiral Nimitz Foundation Exhibits, $125,000
2. Arion Mannerchor, $4,000
3. CANTO Chamber Choir, $2,000
4. Die Kuenstler, $2,500
5. Fbg Art Guild, $4,500
6. Boys & Girls Club Shopping Tournament, $1,500
7. Fbg Chorale, $2,500
8. Fbg Chamber Christmas Parade, $10,000
9. Fbg Farmer's Market, $3000
10. Fbg Jaycees Crawfish Festival, $5,000
11. 4th of July, $5,000
12. Fbg Shines, $2,200
13. Fbg Theater Company, $25,000
14. Friends of Enchanted Rock, $8,000
15. Friends of Gillespie Country Schools, $64,800
16. GCFFA, $40,000
17. GCHS, $81,000

18. Habitat for Humanity Mah Jongg Tournament, $1,000
19. Heritage School – Eisbahn, $3,000
20. Hill Country Antique Tractor Club, $6,000
21. Hill Country Film Festival, $6,500
22. Knights of Columbus Best Fest, $3,000
23. Luckenbach Food Truck Festival, $6,000
24. Optimist Hill Country Run, $7,000
25. Systems GO, $2,500
26. Vereins Quilt Guild of Fredericksburg, $5,000
27. Wings Over the Hills, $4,000

The vote was as follows: AYE: Langerhans, Pearson, Neffendorf, Luckenbach, and Watson. NAY: None. Motion carried.

It was then moved by Council Member Watson, seconded by Council Member Luckenbach, to allocate funds from the Tourism Fund for the remaining applicants: Ft. Martin Scott Friends, Fredericksburg Food & Wine Fest, and St. Joseph's Hall; amounts to be determined. All voted in favor and the motion carried.

With no further discussion, Council Member Pearson made a motion to adjourn the meeting at 6:00 PM. Council Member Watson seconded the motion. Motion carried.

PASSED AND APPROVED this the 4th day of April, 2016.

SHELLEY BRITTON, CITY SECRETARY LINDA LANGERHANS, MAYOR

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STATE OF TEXAS
COUNTY OF GILLESPIE
CITY OF FREDERICKSBURG

REGULAR CITY COUNCIL MEETING
FEBRUARY 15, 2016
6:00 PM

On this the 15th day of February, 2016, the City Council of the CITY OF FREDERICKSBURG convened in regular session at the Law Enforcement Center, with the following members present to constitute a quorum:

LINDA LANGERHANS - MAYOR
BOBBY WATSON - COUNCIL MEMBER
GARY NEFFENDORF - COUNCIL MEMBER
GRAHAM PEARSON – COUNCIL MEMBER
JERRY LUCKENBACH - COUNCIL MEMBER

ABSENT: NONE

ALSO PRESENT: KENT MYERS - CITY MANAGER
SHELLEY BRITTON - CITY SECRETARY
LAURA HOLLENBEAK – DIR OF FINANCE
STEVE WETZ – POLICE CHIEF

The meeting was reconvened at 6:00 PM following the Pledge of Allegiance.

MINUTES – It was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to approve the minutes of the December 2015 meetings as presented. All voted in favor and the motion carried.

HVS CONTRACT – CONFERENCE CENTER – City Manager Kent Myers briefed Council on the proposal submitted from HVS to assist the city with development of a detailed Request for Proposals (RFP) that could be sent to hotel developers, for $22,500 for Phase 1, with costs for these services to be paid by the CVB and EDC. It was moved by Council Member Pearson, seconded by Council member Watson, to approve the request as presented. The motion carried.

RESOLUTION ACCEPTING GRANT FOR BODY WORN CAMERAS – It was moved by Council Member Watson, seconded by Council Member Neffendorf, to approve the Resolution Accepting the Grant for Body Worn Cameras. The vote was as follows: AYE: Langerhans, Pearson, Neffendorf, Luckenbach, and Watson. NAY: None. Motion carried.

RESOLUTION

WHEREAS, the City of Fredericksburg finds it in the best interest of the citizens of Fredericksburg, Texas, that the Body Cam project be operated for 2016-2017; and

WHEREAS, the City of Fredericksburg agrees to provide applicable matching funds for the said project as required by the BC – Body-Worn Camera (BWC) Program grant application; and

WHEREAS, the City of Fredericksburg agrees that in the event of lloss or misuse of the Office of the Governor funds, the City of Fredericksburg assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the City of Fredericksburg designates the City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of Fredericksburg approves submission of the grant application for the Body Cam project to the Office of the Governor, Criminal Justice Division.

/s/ Linda Langerhans, Mayor

HAHN WELL FIELD GROUNDWATER AVAILABILITY STUDY – Kris Kneese, Asst. DPWU, presented the Proposed Amendment to the City of Fredericksburg 2015 Water, Wastewater and Reuse Professional Services Agreement with Freese & Nichols, adding the task of evaluating the potential for additional wells to be developed within the Hahn Well Field, for a fee of $30,000. It was moved by council Member Watson, seconded by Council Member Neffendorf, to approve the proposed amendment as presented. The vote was as follows: AYE: Langerhans, Luckenbach, Neffendorf, Pearson, and Watson; NAY: None. Motion carried.

ORDINANCE CALLING REGULAR AND SPECIAL ELECTION MAY 7, 2016 – It was moved by Council Member Pearson, seconded by Council Member Watson, to adopt an Ordinance calling a Regular Election and a Special Election on May 7, 2016. The vote was as follows: AYE: Langerhans, Luckenbach, Neffendorf, Pearson, and Watson; NAY: None. Motion carried.

ORDINANCE NO. 26-002

AN ORDINANCE CALLING A REGULAR AND SPECIAL CITY ELECTION ON MAY 7, 2016, FOR THE ELECTION OF A MAYOR AND TWO (2) COUNCIL MEMBERS FOR THE CITY OF FREDERICKSBURG, TEXAS; ALSO FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY OF FREDERICKSBURG, TEXAS, THE ADOPTION OR REJECTION OF CERTAIN PROPOSITIONS EACH PROVIDING FOR AMENDMENT TO THE HOME RULE CHARTER OF THE CITY OF FREDERICKSBURG; ESTABLISHING PROCEDURES, RULES AND REGULATIONS FOR CONDUCTING SUCH ELECTION; AND PROVIDING FOR NOTICE OF SUCH ELECTION. (Recorded in Ordinance Book)

BUDGET AMENDMENTS - It was moved by Council Member Watson, seconded by Council Member Pearson, to approve the proposed budget amendments as presented, as well as amendments to the Tourism Fund as follows: $20,000 for the Fredericksburg Food & Wine Fest and $6,000 for Ft. Martin Scott. All voted in favor and the motion carried.

CITY MANAGER 2016 PERFORMANCE GOALS – It was moved by Council Member Pearson, seconded by Council Member Luckenbach, to approve the 2016 City Manager Performance Goals as presented. The vote was as follows: AYE: Langerhans, Luckenbach, Neffendorf, Pearson, and Watson; NAY: None. Motion carried.

City of Fredericksburg
City Manager 2016 Performance Goals

1. Continue Implementation of Employee Succession Plan.

2. Work with Charter Review Committee to Educate Local Citizens on Proposed Changes to City Charter.

3. Implement Changes to City Budget Process and City Budget Document.

4. Complete Any Additional Property Acquisition Necessary for Future Expansion of City Facilities.

5. Continue to Work Closely with Relief Route Task Force.

6. Provide Support and Assistance in Development of City Projects for November 2016 or May 2017 bond Election.

7. Coordinate with TxDOT for Improved Clean Up of Highways and Creeks. .

CITY MANAGER'S REPORT - City Manager's Report included (1) Marktplatz Redevelopment, and (2) City Employee Recognitions.

PUBLIC COMMENTS – Mo Saiide commented on the Appraisal District office request.

COUNCIL COMMENTS – Council Member Pearson commented on the Charter Amendment proposed that addresses the salary of the City Council, stating that he did not agree with an increase.

EXECUTIVE SESSION - It was moved by Council Member Neffendorf, seconded by Council Member Watson, to recess the regular session and go into Executive Session at 6:50 PM. All voted in favor and the motion carried. At 7:08 PM, it was moved by Council Member Pearson, seconded by Council Member Luckenbach, to adjourn the Executive Session and reconvene the regular session. All voted in favor and the motion carried.

The following items were discussed in Executive Session:

DELIBERATIONS ABOUT REAL PROPERTY – Security State Bank Lease - No action was taken.

With no further discussion, Council Member Pearson made a motion to adjourn the meeting at 7:09 PM. Council Member Watson seconded the motion. Motion carried.

PASSED AND APPROVED this the 4th day of April, 2016.

SHELLEY BRITTON, CITY SECRETARY   LINDA LANGERHANS, MAYOR

CITY COUNCIL MEMO

DATE: March 14, 2016

TO: Mayor and City Council

FROM: Brian Jordan, AICP

SUBJECT: Historic Review Board – 2015 Annual Report

Summary:

One of the functions of the Historic Review Board is to make an annual report to the City Council on the state of historic preservation in the city and to include in the report a summary of activities for the past year and a program for the next year. Please see the attached report.

Recommendation:

Receive the annual report from the Historic Review Board. No action is necessary.

Background / Analysis:

The attached report summarizes the makeup of the board, the membership, the activities throughout the year and activities planned for this year.

Attachments:

2015 Annual report, 2015 Applications.

The City of Fredericksburg

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

Department Approval

City Manager Approval

The City of Fredericksburg

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

HISTORIC REVIEW BOARD

2015 ANNUAL REPORT

Historic Review Board – 2015 Annual Report

The Historic Review Board consists of 7 regular members and 3 alternate members with one of the following qualifications:

1) Resident of the City
2) Resident of Gillespie County who owns property within the City's Historic District or owns a Historic Landmark.

The composition of the Board shall include at least one member from the Gillespie County Historical Society or Gillespie County Historical Commission, not less than two members shall reside in, or own, a historical landmark or own property within the Historic District and not less than one member of the Board shall have a license, degree, or professional experience in the field of architecture, architectural history, history, historic preservation or historic restoration. All members shall be persons who, in the opinion of the City Council, have demonstrated interest and knowledge in the historical preservation of Fredericksburg.

The Board is responsible for reviewing all applications proposing alterations, new construction, demolition, or relocation of structures within the Historic District or structures that are Historic Landmarks. In its mandatory capacity, the Board reviews applications for a Certificate of Appropriateness involving removal or modification of architectural detail, demolition of historic resources, paint colors, and scale of new construction. In its advisory capacity, the Board reviews applications and provides recommendations on non-historic building construction.

The Historic Review Board holds regularly scheduled meetings on the second Tuesday of each month. Other meetings are scheduled on an as needed basis to process applications and address critical issues within a timely manner.

The Board consists of the following individuals with their term expiration date in parenthesis:

Sharon Joseph, Chair	(July, 2017)
Larry Jackson, Vice Chair	(July, 2016)
Stan Klein	(July, 2018)
Mike Penick	(July, 2018)
Charles Schmidt	(July, 2017)
David Bullion	(July, 2018)
Eric Parker	(July, 2016)

Alternates

Karen Oestreich	(July, 2016)
John Muraglia	(July, 2017)
Jerry Sample	(July, 2018)

The Board met on 11 different occasions in 2015. The Board considered 33 applications involving a variety of requests during this time frame. In addition, the chairperson reviewed and approved 68 applications that were considered insignificant. The attached Exhibit A summarizes the activity during the year.

In 2015, the Board notified 6 property owners their properties were in danger of Demolition by Neglect. The addresses of those properties are 107 W. San Antonio, 204 S. Crockett, 114 W. Austin, 410 S. Milam, 115 S. Adams, and 409 W. Creek. City Staff noted the property at 107 W. San Antonio was in need of repairs, particularly on the second story porch. The owner of the property did not contact the city but did made the necessary repairs. The property at 204 S. Crockett was in need of minimal repairs and the owner made the necessary repairs. The porch on the property at 114 W. Austin was in desperate need of repair and the pastor and members of the church council came to the Board with their concept of restoring the building and improving the entire site and noted a master plan will be drawn and presented to the Board at a later date. The property at 410 S. Milam was not in danger of Demolition by Neglect, but it was determined the windows and shutters needed to be repaired in order to keep the home from further deterioration. A representative of the owner met with the Building Official and stated the house was his grandmother's and they do not have any funds for the repairs. The Board is anticipating an itemized list with the cost of necessary repairs to be presented to them for their consideration in asking the City Council to allocate funds from the Historic Building Maintenance fund. The owners of the properties at 115 S. Adams and 409 W. Creek have been contacted and are working to make the necessary repairs.

The Christian Methodist Episcopal Church located at 600 E. Main was a topic of discussion with the Historic Review Board for most of 2014 because it was in danger of Demolition by Neglect but the legal ownership of the property belonged to the heirs of the church which made it very challenging to hold someone accountable for the repairs. Because of the ownership issues, it was also impossible for anyone to donate money for the restoration of the church. In 2015, some heirs of the church formed a 501c3 so funds could be raised for restoration and donations could be accepted. A website was established and Gary Hunter spearheaded the effort. Mr. Hunter made a request to the Historic Review Board, who in turn made a favorable recommendation to the Council, and the City Council to allocate some funds from the Historic Building Maintenance Fund to the 501c3 so repairs could be made to the church. The Council responded by allocating the entire $25,000 in the budget and the church made numerous repairs to protect the building from Demolition by Neglect. Mr. Hunter met with the Board periodically throughout the year to keep them updated on the progress. The church has been protected from further deterioration and work continues. The heirs of the church wish to fully restore the church and make it available for tours or events when the work is complete.

Another topic the Board considered in 2015 was accessory structures on historic properties. The question had been raised several times if the historic rating on a property also refers to the accessory structures that are located on the property. In some situations it is apparent the accessory structure has historical significance and the Board wants to be certain those structures are protected. Pat McGowan, City Attorney, noted the definitions in the ordinance are very broad and gives the Historic Review Board jurisdiction over everything located on a Historic Property.

The City of Fredericksburg began a project in 2014 to update some particular issues in the Comprehensive Plan and one of those was to create design standards and guidelines for entry corridors. The Historic Review Board was involved in evaluating these standards and attended a joint workshop with the City Council and Planning and Zoning Commission to give the consultants some direction. In January, 2015 the Board made a recommendation to the City Council to adopt the final draft of the Design Standards. The Design Standards were adopted by the City Council on September 8, 2015.

Actions for 2015:

The Board plans to work with the City Council to expand the Historic District in order to have some jurisdiction over areas that house Historic Landmark properties. The Board will also work with the City Council to add language to the Historic Preservation Ordinance that will provide the Board with more mandatory functions when considering new construction and additions in the Historic District. In December the City Council allocated funds from the 2016 budget to the 501c3 for the Christian Methodist Episcopal Church located at 600 E. Main Street and the Board will continue to monitor that progress. The Board will continue to recognize and address Demolition by Neglect properties to ensure historic properties are maintained and will also continue to process all applications as they are submitted to try to maintain the historic nature of the community.

EXHIBIT "A"

Historic Review Board Applications - 2015

Application Number	Applicant	Owner	Address	Application Date	Insignificant/ Significant	Meeting Date	Reported	Action Taken
15-01	Rode Family	Luther Rode	314 W. Travis	2/5/2015	Insignificant	N/A	Remove outbuidling	Approved
15-02	Gary Hunter	Colored Methodist Episcopal Churc	520 E. Main/600 E. Mai	1/14/2015	Insignificant	N/A	Replce rock skirting	Approved
15-03	John L. Muraglia	Fbg Historic Properties, LLC	108 N. Lincoln	1/20/2015	Significant	2/10/2015	Extend wall, create courtyard, raise roof	Approved
15-04	Ronald Stotz	Ronald Stotz	108 N. Edison	1/20/2015	Insignificant	N/A	Paint exterior	Approved
15-05	Jim & Patricia Richmond	Jim & Patricia Richmond	516 W. San Antonio	1/21/2015	Significant	2/10/2015	Construct detached garage with office above	Approved
15-06	Security State Bank & Trust	Security State Bank & Trust	118 S. Crockett	1/21/2015	Significant	2/10/2015	Add canopies to parking area	Approved
15-07	Barry Wagner	Zion Lutheran Church	426 W. Main	1/26/2015	Significant	2/10/2015	Remove stucco and repoint stone on 1854 addition & fence	Approved
15-08	Robert Phelps	Robert Phelps	210 W. Travis	1/26/2015	Insignificant	N/A	Demo structure and build new garage/garden shed	Approved
15-09	Amelia Banner	Amelia Banner	407 W. San Antonio	1/30/2015	Insignificant	N/A	Construct outdoor fireplace	Approved
15-10	Dennis Becker	Dennis Becker	504 W. Creek	2/4/2015	Insignificant	N/A	Replace existing pine fence with cedar coyote fence	Approved
15-11	Dennis Becker	Dennis Becker	208 S. Crockett	2/4/2015	Insignificant	N/A	Replace roof on garage	Approved
15-12	Randy Stehling	Gary & Maggie Klenzing	305 W. Main St.	2/19/2015	Significant	3/10/2015	Remove arbor, gat, add awning, colored concrete, artwork	Approved
15-13	Jeff Dittmar	Fran DeFazio	209 E. Creek	2/19/2015	Insignificant	N/A	Construct new fence	Approved
15-14	Robert Mosley	2RMs, LP	314 W. Travis	2/22/2015	Insignificant	N/A	Paint exterior and replace rotten windows	Approved
15-15	Mark Guzy	Mark Guzy	107 S. Lincoln	2/25/2015	Insignificant	N/A	Construct new swimming pool	Approved
15-16	Faglie House Moving	David Sawtelle	210 Mistletoe	3/2/2015	Significant	3/10/2015	Move existing house to Junction, Texas	Approved
15-17	Laughlin Homes & Restoration	Dr. John & Suzanne Shore	522 W. Austin	3/2/2015	Insignificant	N/A	Change window profile on front and west side of house	Approved
15-18	Ronnie Brown	Ronnie Brown	511 N. Cora	3/5/2015	Insignificant	N/A	Replace cedar fencew with rock fence	Approved
15-19	Del Benedict	Del Benedict	201 E. Creek	3/9/2015	Significant	4/12/2015	Construct 11' x 48' garage	Approved
15-20	Mac Burris	Mac Burris	214 S. Crockett	3/13/2015	Insignificant	N/A	Change front porch roof from shed to gable & add gable on sid	Approved
15-21	The Flower Pail	Brenda & Heinrich Boenig	215 W. San Antonio	3/16/2015	Insignificant	N/A	Remove pole sign and add new ground sign	Approved
15-22	Chris Avery	Chris Avery	610 W. Schubert	3/18/2015	Insignificant	N/A	Replace chain link fence with cedar dog ear fence	Approved
15-23	Crossroads	Knopp & Metzger	110 S. Orange	3/25/2015	Insignificant	N/A	Construct metal fence at parking lot entrance	Approved
15-24	Hills of Texas Homes	Davie & Gwen Fullbrook	312 E. Travis	3/30/2015	Insignificant	N/A	Paint exterior	Approved
15-25	Stirling Greenlee	Ralph & Stirling Greenlee	213 W. Creek	3/30/2015	Insignificant	N/A	Repair log cabin on property	Approved
15-26	Barry Wagner	Stuart B Properties	401 E. Main	3/30/2015	Significant	4/12/2015	Add 2nd floor ofices to approved building	Approved
15-27	M/M Robert Fulbright	M/M Robert Fulbright	213 E. Creek	4/10/2015	Significant	5/12/2015	Construct new guest house	Approved
15-28	Fbg Historic Properties, LLC	Fbg Historic Properties, LLC	108 N. Lincoln	4/14/2015	Significant	5/12/2015	Add foyer to north side of structure	Approved
15-29	Roy Gentry	Andrea & Roy Gentry	110 S. Acorn	4/17/2015	Insignificant	N/A	Construct white dog eared fence instead of double loop	Approved
15-30	Case D. Fischer	MJTJ Investments, LP	315 E. Main	4/20/2015	Insignificant	N/A	Add 6ft privacy fence on east property line	Approved
15-31	Shelley Mazurek	Shelley Mazurek	208 N. Crockett	4/9/2015	Insignificant	N/A	ce garage door with french doors & extending roof pitch over g	Approved
15-32	Chad Faucheux	Josh Allen	206 S. Lincoln	3/27/2015	Insignificant	N/A	Add bedroom to rear of storage building	Approved
15-33	Charles Loggie, Jr.	Joseph Burkett	250 E. Main	4/1/2015	Insignificant	N/A	Change existing fenceline	Approved
15-34	Jeffers Group, Inc.	Fbg Inn & Suites	201 S. Washington	4/27/2015	Insignificant	N/A	Expand lobby & 12x12 addition to non-historic portion	Approved
15-35	Dorothy Basse	Dorothy Basse	502 N. Llano	4/27/2015	Insignificant	N/A	Replace and paint roof, repair and paint screens same color	Approved
15-36	Fbg Historic Prperties, LLC	Fbg Historic Properties, LLC	108 N. Lincoln	4/27/2015	Significant	5/12/2015	Paint mural on side of building	Denied
15-37	Sharon Ragon	Sharon Ragon	105 N. Adams	5/1/2015	Insignificant	N/A	Paint front door Fredericskburg red	Approved
15-38	Hollie Fairchild	Hollie Fairchile	211 W. Main	5/1/2015	Insignificant	N/A	Paint exterior and repair rotten wood & shutters	Approved
15-39	Charles Loggie	Joe Burkett	240 E. Main	5/4/2015	Insignificant	N/A	Construct new 6' fence	Approved
15-40	Curl's Construction	Julie Montgomery	204 W. Creek	5/5/2015	Insignificant	N/A	Paint exterior	Approved
15-41	Bobbi King	Pam Peters	404 W. Creek	5/18/2015	Insignificant	N/A	Construct 4' chain link fence on front of property	Approved
15-42	Delana Littleton	Delana Littleton	202 S. Bowie	5/14/2015	Insignificant	N/A	Replace existing wood fence with new wood fence	Approved
15-43	Sharon Joseph	Sharon Josepth	123 W. San Antonio	5/20/2015	Insignificant	N/A	Replace rotten siding and trim and paint same, existing color	Approved
15-44	Sharon Grona	Bierschwale Credit & Lending	316 E. San Antonio	5/20/2015	Significant	6/9/2015	Demo two residences and out building	Approved
15-45	Shelley Mazurek	Shelley Mazurek	208 N. Crockett	5/26/2015	Insignificant	N/A	Add wood railing to front porch	Approved

15-46	Jacquelyn Rios	Jacquelyn & Gus Rios	319 B E. Main St.	6/5/2015	Insignificant	N/A	Replace façade on new building	Approved
15-47	Josh Kramer	David Hedgepeth	112 E. Travis	6/8/2015	Insignificant	N/A	Construct fence	Approved
15-48	Jym Chenault	Hugh & John Washburne	318 E. Austin	6/9/2015	Insignificant	N/A	Add decorative fence around children's play area	Approved
15-49	Pat Hoerster	Maxie Hoerster	314 W. Creek	6/22/2015	Insignificant	N/A	Add pergola	Approved
15-50	Jack Dee Wiemers	Mr. & Mrs. Saunders	607 W. San Antonio	6/22/2015	Insignificant	N/A	Construct cedar horizontal fence	Approved
15-51	John Akin	Bob & Denise Bauer	403 N. Adams	6/29/2015	Significant	7/14/2015	Add 15 feet to back of home for bedroom and living area	Approved
15-52	John Akin	Bob Turbeville	113 E. Main	6/29/2015	Insignificant	N/A	Make existing door operable on front of building	Approved
15-53	Abigail Jones	Jim Garner	607 B W. Main St.	6/29/2015	Significant	7/14/2015	Add patio and fence on rear	Approved
15-54	Jerry Sample	St. Mary's School	203 S. Orange	6/19/2015	Insignificant	N/A	Paint cross at entrance	Approved
15-55	Kneese Companies	Hugh Washburne	318 E. Austin	7/13/2015	Insignificant	N/A	Construct roof over outdoor dining area	Approved
15-56	St. Barnabas Episcopal Church	St. Barnabas Episcopal Church	601 W. Creek St.	7/22/2015	Insignificant	N/A	Place 8' x 10' accessory building on site	Approved
15-57	Dan & Lynn Moody	Dan & Lynn Moody	703 & 705 W. Creek	7/16/2015	Significant	8/11/2015	Construct new house	Approved
15-58	Ben & Abigail Jones	Jim Garner	607 (B) W, Main	7/23/2015	Insignificant	N/A	Paint colors for exterior building and porch posts	Approved
15-59	Kathy Sanford & J. Faucheux	Kathy Sanford & Jerry Faucheux	513 E. Schubert	7/27/2015	Insignificant	N/A	Construct new two car detached garage	Approved
15-60	Steve Thomas	Sandra Barr	301 N. Crockett	7/27/2015	Significant	8/11/2015	Construct new 2-story residence	Approved
15-61	Chris Kaiser	John & Susie Hever	206 E. Centre	7/20/2015	Insignificant	N/A	Colors for siding and window	Approved
15-62	Jym Chenault	Hugh Washburne	318 E. Austin	7/8/2015	Significant	8/11/2015	Place lattice around exterior bathroom	Withdrawn
15-63	Hayward Construction	Rebecca Cohn	106 S. Lincoln	7/27/2015	Insignificant	N/A	Remodel garage for B&B	Approved
15-64	Jacquelyn Rios	Jacquelyn & Gus Rios	319 E. Main	8/12/2015	Insignificant	N/A	Paint exterior	Approved
15-65	Treff Herber	Treff & Kerinne Herber	205 E. Travis	8/27/2015	Insignificant	N/A	Paint exterior	Approved
15-66	Jim Garner	Jim Garner	607 W. Main	8/31/2015	Insignificant	N/A	Add iron fence and repair wood framed building	Approved
15-67	Arnoldo X. & Jan E. Cuellar	Arnoldo X. & Jan E. Cuellar	313 W. San Antonio	9/14/2015	Insignificant	N/A	Construct pergola and install fence	Approved
15-68	Duecker Construction	Mark & Ed Stroeher, J. Angel, S. Sr	302 E. Main	9/16/2015	Insignificant	N/A	Remove and replace rotten wood, repair windows & doors	Approved
15-69	William Renfro	William & Joan Renfro	212 E. Travis	9/21/2015	Insignificant	N/A	Replace fence	Approved
15-70	John Klein	Gillespie Co. Historical Society	314 W. San Antonio	9/24/2015	Significant	10/13/2015	Construct rear entrance addition	Approved
15-71	Sharon Grona	Billy & Sharon Grona	106 S. Washington	9/28/2015	Significant	10/13/2015	Alterations to previously approved addition to B&B	Approved
15-72	Tony Martin Builders	Tony Martin Builders	212 Mistletoe St.	9/28/2015	Significant	10/13/2015	Construct new single family residence	Approved
15-73	Tony Martin Builders	Tony Martin Builders	213 W. Schubert	9/28/2015	Significant	10/13/2015	Construct new single family residence	Approved
15-74	Gable S. Corporation	Gable S Corporation	406 E. Main St.	9/28/2015	Significant	10/13/2015	Construct new 2 story mixed use building	Approved
15-75	Anthony Kenisky	Anthony Kenisky	516 W. Austin	9/4/2015	Insignificant	N/A	Add bedroom and bath	Approved
15-76	Joe Cloud	Cinco Group	102 W. Austin	10/7/2015	Insignificant	N/A	Add arbor and fireplace	Approved
15-77	Randy Stehling	St. Joseph's Society	212 W. San Antonio	10/19/2015	Insignificant	N/A	Construct previously approved addition	Approved
15-78	Randy Stehling	Bethany Lutheran Church	114 W. Austin	10/26/2015	Significant	11/10/2015	Repair rotted porch, roof and balcony	Approved
15-79	Security State Bank & Trust	Security State Bank & Trust	118 S. Crockett	10/26/2015	Significant	11/10/2015	Repair & close in storage building	Approved
15-80	Josh Allen	Josh Allen	206 S. Lincoln	11/3/2015	Insignificant	N/A	Replace front porch and paint exterior	Approved
15-81	Ben Jones	Jim Garner	607 B W. Main St.	11/12/2015	Insignificant	N/A	Change approved porch to awning only	Approved
15-82	Jym Chenault	Hugh & John Washburne	318 E. Austin	11/16/2015	Insignificant	N/A	Reinstall two anwnings over front office & kitchen window	Approved
15-83	Melissa Shelton	Brice & Melissa Shelton	508 W. San Antonio	11/20/2015	Insignificant	N/A	Move outbuilding to different location	Approved
15-84	Brad Holland	Carolyn Moore	112 N. Acorn	11/20/2015	Significant	12/15/2015	Cover front ocrner of carport with corrugated metal	Denied
15-85	Robert Graves	BBVA Compass	300 W. Main St.	11/24/2015	Insignificant	N/A	Install fening around existing dumpster	Approved
15-86	Ben Jones	Jim Garner	607B W. Main St.	11/24/2015	Insignificant	11/24/2015	Remove awning in front of door	Withdrawn
15-87	West End Pizza	Patton Bldg, LLC	232 W. Main	11/30/2015	Significant	12/15/2015	Paint exterior, add signage	Partially Approved
15-88	Eric Mustard	Mickey T. Dunn	603 W. Austin	11/30/2015	Significant	12/15/2015	Demo residence and construct new residence	Approved
15-89	Mustard Design	M/M Warren Richardson	405 Cora St.	11/30/2015	Significant	12/15/2015	Demo outbuildings, construct addition & garage	Approved
15-90	Michael Atkins	Denise Gruy	606 W. Creek	11/30/2015	Significant	12/15/2015	Construct addition and move garage to back corner	Approved
15-91	Jerald & Diana Phillips	Josh & Christy Phillips	404 N. Milam	11/30/2015	Significant	12/15/2015	L-shaped addition on rear/move interior stairway outside	Denied
15-92	Joe Cross	Julie Montgomery	204 W. Creek	11/23/2015	Insignificant	11/23/2015	Construct 6 1/2 foot, outdoor fireplace & patio	Approved
15-93	Karlsville, LLC	Karlsville, LLC	223 E. Main	12/9/2015	Significant	1/12/2016	Replace rotten wood railing on second floor porch	Approved
15-94	John Muraglia	Fbg Historic Properties, LLC	108 N. Lincoln	12/1/2015	Insignificant	N/A	Seal off lower window with rock veneer	Approved
15-95	Tony Martin Builders	Eckert		12/21/2015	Insignificant	N/A	Change layou to mirror image of previously approved plan	Approved
15-96	Laughlin Homes & Restoration	Happy & Candy Feller	214 W. Main	12/22/2015	Insignificant	N/A	Construct carport addition to existing garage	Approved
15-97	John Klein	Gillespie Co. Historical Society	312 W. San Antonio	12/28/2015	Insignificant	N/A	Demo addition & construct new addition for storage & restroom	Approved
15-98	Brice & Missy Shelton	Brice & Melissa Shelton	508 W. San Antonio	12/14/2015	Significant	1/12/2016	Construct garage apratment on rear of property	Approved
15-99	Jerald & Diana Phillips	Josh & Christy Phillips	404 N. Milam	12/30/2015	Significant	1/12/2016	Construct addition on rear, move interior stairs to exterior	Denied

15-100	Sarah Washburne	Hoffman Haus	608 E. Creek	12/10/2015	Insignificant	N/A	Replace roof, remove window, paint trim	Approved
15-101	Anthony Kenisky	Anthony Kenisky	516 W. Austin	12/16/2015	Insignificant	N/A	Paint exterior	Approved

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CITY COUNCIL MEMO

DATE: March 29, 2016

TO: Mayor and City Councill

FROM: Kent Myers, City Manager

SUBJECT: Presentation of Plans-Animal Shelter

Summary:

David Duman, Principal with Quorum Architects, will present final plans for the proposal new Animal Shelter on Holmig Lane.

Recommendation:

Following Mr. Duman's presentation, Council input is needed on any changes to the plans and whether we are ready to start bidding the project at this time.

Background / Analysis:

The Council previously indicated your support for the design and construction of a new Animal Shelter on City-owned property on Holmig Lane. Quorum Architects was retained to develop the plans for this facility. They have designed a number of animal shelters around the State and have a clear understanding on how to design shelters that meet community needs.

As I have previously mentioned to the City Council, the local bidding climate is not very positive at this time. Most contractors in this area are very busy and I am concerned that their bid prices may be a little high. The Council previously established a cap of $1.5 million for this project and I am concerned that the low bid may be closer to $2 million. If the bids exceed budget, there is a possibility that we can

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generate additional funds from the community and Steve will pursue this funding if necessary. In case the bids are high and we do not secure this additional funding, we need to discuss with Mr. Duman his ideas on how to we might reduce the size or scope of this project if necessary.

We will likely have several individuals at Monday's Council meeting who support the construction of a new Animal Shelter.

Attachments:

Department Approval

City Manager Approval

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CITY COUNCIL MEMO

DATE: April 4, 2016

TO: Mayor and City Council

FROM: Clinton Bailey, P.E., Director of Public Works and Utilities

SUBJECT: City of Fredericksburg Water Supply Update

Summary:

This agenda item will in include a joint presentation and discussion by City Staff and Hill Country Underground Water Conservation District Manager Paul Tybor regarding the City of Fredericksburg Water Supply.

Recommendation:

n/a

Background / Analysis:

City Staff will provide an in-depth presentation on the status of the City of Fredericksburg water supply including:

1. **Current Statewide and City of Fredericksburg drought conditions and water supply**

2. **Goals and results of water conservation water conservation program**

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3. Water quality, water distribution system integrity and current master planning efforts

Paul Tybor will provide history and background on the creation of the Hill Country Underground Water Conservation District (HCUWCD) including its purpose and function followed by a discussion of the following:

1. Fredericksburg historical rainfall and US Seasonal Outlooks for 2016

2. Texas Soil Observation Network (TxSON)

3. Recharge and drawdown dynamics of the Ellenburger Aquifer in the Fredericksburg area

4. Local drought index and HCUWCD Drought Management Plan

5. Future water demands

Attachments: none

Department Approval

City Manager Approval

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CITY COUNCIL MEMO

DATE: 4/4/2016

TO: Mayor and City Council

FROM: Laura Hollenbeak, Director of Finance

SUBJECT: Audited Financial Statements and Independent Auditors Report

Summary:

The accounting firm of Klein, Kraus and Company, LLC has performed an audit of the City's Annual Financial Statements for the fiscal year ended September 30, 2015. The financial statements are the responsibility of the City's administration. The auditor's responsibility is to express an opinion on the financial results presented based on their audit.

Pat Klein will be present to give an overview of the City's financials and to answer questions regarding the audit and the financial statements.

Recommendation:

Staff recommends that the Financial Statements be accepted into the records of the City as presented. If the Council wishes to discuss the financial statements in greater detail, staff suggests that we do so as part of a Council Retreat, a separate workshop, or on a one-on-one basis.

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Background / Analysis:

The City Charter requires an annual audit and examination of the City books and accounts of each department of the City. A complete audit in accordance with standards set by the American Institute of Certified Public Accountants shall be made at the end of each fiscal year by an Independent Certified Public Accountant selected by the City Council.

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CITY COUNCIL MEMO

DATE: March 29, 2016

TO: Mayor and City Councill

FROM: Kent Myers, City Manager

SUBJECT: Conference Center-Request for Proposals (RFP)

Summary:

Tom Hazinski, Managing Director with HVS, will be present at Monday's Council meeting to discuss the Request for Proposals for the private development of a conference center.

Recommendation:

It is recommended that the City Council review the attached draft Request for Proposals (RFP) and be prepared to offer Mr. Hazinski input on changes to the draft. Once the RFP has been finalized, it will be sent to local developers that are interested in developing a conference center as a part of their hotel project.

Background / Analysis:

HVS has been retained by the City to assist in the development of a RFP for the development of a hotel conference center. They will also assist the City in evaluating the responses to the RFP. Your input is needed on the draft RFP prior to sending to local developers.

Attachments:

Draft Request for Proposals

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Department Approval

City Manager Approval

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DRAFT DRAFT DRAFT

REQUEST FOR QUALIFICATIONS AND PROPOSALS

Development of a Hotel Conference Center
Fredericksburg, Texas

Fredericksburg
THE TEXAS HILL COUNTRY

Issue Date: ______________

Proposal Due Date: ______________

Table of Contents

1. INTRODUCTION AND SUMMARY

The City of Fredericksburg, Texas ("City") invites written proposals for the development, financing, design, construction, and operation of a Hotel Conference Center in Fredericksburg, Texas. To attract new meeting and group business to Fredericksburg, the City seeks the development of a conference center ("Conference Center") and an upscale hotel ("Hotel") through a public-private partnership.

Proposals are solicited in accordance with the terms, conditions, and instructions as set forth in this Request for Qualifications and Proposals ("RFP").

The deadline for submitting the response to this RFP is 5pm (CST) __________, 2016. (If mailed, the proposal must be received by the City by this date and time.)

Proposals will be time stamped in and should be sent to:

Kent Myers, City Manager
Fredericksburg City Hall
126 West Main Street
Fredericksburg, Texas, 78624

Late proposals will not be accepted. Faxed or emailed proposals will not be accepted. The City is not responsible for submissions not properly identified.

Respondents to this RFP must submit an original and three (3) copies of their Proposal in a sealed package labeled "HOTEL CONFERENCE CENTER DEVELOPMENT PROPOSAL."

Questions regarding this RFP must be submitted in writing to the City by ____________, 2016. Responses to respondent questions will be provided by ____________, 2016.

The City reserves the right to reject any and all proposals or to accept any proposal deemed to be in its best interest. The City shall not be obligated to enter into any contract with any respondent on any terms or conditions. Questions regarding this RFP should be sent in writing or email per respondent to:

Kent Myers, City Manager
Fredericksburg City Hall
126 West Main Street
Fredericksburg, Texas, 78624
kmyers@fbgtx.org

Procurement Schedule

RFP Issued:	
Questions must be received by:	
Questions answered by:	
RFP Due:	
Committee selection:	

2. PROJECT BACKGROUND AND SCOPE

2.1.
Purpose and Overview

The City of Fredericksburg, Texas (the "City") seeks a highly-qualified Development Partner to develop, construct, equip, and operate a Hotel Conference Center. The purposes of this project are to improve the ability of the City to attract convention and group meeting business and generate a positive economic impact on Fredericksburg.

The City envisions that the Development Partner would own and operate the Conference Center and the Hotel.

In 2015, the City engaged HVS Convention, Sports and Entertainment Facilities Consulting ("HVS") to study the feasibility of conference center development in Fredericksburg. The HVS study, which can be found here, [provide URL] included a market area overview, projection of demand for and the financial operations of a conference center, an overview of the lodging market, and a discussion of approach to financing. Analysis of hotel demand revealed high room occupancy on weekends and during peak seasons, but low occupancies during mid-week. Surveys of event planners show a desire to place events in Fredericksburg, but a lack of facilities to accommodate them. Furthermore, many group meeting events would occur during mid-week periods. The study concluded that an integrated hotel conference center developed through a public private partnership offers the best opportunity for success. Proposers are advised to carefully read this report in its entirety.

Although Proposals are expected to range in scope and scale, the Selection Committee will compare all Proposals according to the criteria described in this RFP.

The City seeks a proposal from a highly qualified and financially capable Development Partner for the design, financing, construction, and operation of the Hotel Conference Center which contains the following elements:

- a hotel with a minimum of 150 rooms,
- useable meeting space of roughly 17,500 square feet which would include a 12,000 square foot multipurpose ballroom (divisible into three rooms),
- approximately 5,500 square feet of meeting room space (six rooms of various sizes), and
- lobbies, prefunction areas, storage, production kitchen and other support spaces necessary for successful operation of the facility.

Development Partner teams should include an architect, a builder, and equity investors. Developer Partners may recommend Hotel brands and operators, but final selections of a hotel flag and a hotel and conference center operator would occur after the selection of a Development Partner.

2.2
Site Considerations

The HVS study assessed the suitability of eight potential sites for a conference center development and ranked these sites on 22 site selection criteria. The criteria used in this analysis provide a perspective on how the City would assess the sites proposed by Development Partners. The City will also consider additional sites that were not included in the HVS analysis.

2.3
Public Investment and Resources

The Development Partner should propose an approach to financing the project that is feasible and achievable within the specified project schedule. The City recognizes that some level of public participation may be necessary to successfully finance the Hotel Conference Center. The City intends to minimize the level of public participation in the Project while attaining the most distinctive, highest quality and marketable project possible. Preference will be given to those developers who minimize public participation and emphasize private sector financing and participation.

2.4
Two Phased Selection Process

Development Partner proposals will be considered in a two-phased selection process.

Phase 1 – Developer Partners should submit the qualifications of team members, proposed development site, provide a preliminary project concept, and identify an approach to financing and ownership of the project.

Phase 2 – A short list of Development Partners will be asked to submit a business plan that includes: a development schedule, project cost estimates, a pro forma statement of operations, and a financing and ownership plan.

3. PROPOSAL REQUIREMENTS

3.1 Submission Requirements

Submittals for both Phases shall be bound as single-sided letter size pages and include the information set forth below. Failure to include any part listed below may disqualify a submission.

3.2 Phase 1 Submission Requirements

Respondent shall provide the following information to the greatest extent possible, in their Phase 1 submittal in the order listed below.

A. Team Qualifications

- Respondents should propose a Development Partner team that includes an owner/developer, general contractor (optional), design team, and equity investors. The Development Partner may recommend other team members (such as hotel brands and operators) that may be required for completion of the Project.
- Describe your organization and management approach, including identifying the role of key personnel who will be involved in the implementation of the Project. Using an organizational chart, list proposed team's key personnel who will be directly involved with the Project. Personnel should include architects, general contractors, equity owners, and other team members.
- For each key person, please provide a summary of qualifications, which should include the following:
  - A resume with past relevant development experience, specifically addressing projects related to the hotel and conference center projects,
  - Location of key personnel (e.g. local office location, main headquarters, etc).
  - Describe each individual's respective role, responsibilities and amount of involvement in this project.
- Submit information on three (3) projects of similar scope and complexity that have been completed or substantially completed by members of the development team within the last ten (10) years. The information for each project shall include specific details on the extent to which services were provided.
- Provide the name, title, address, and phone number of three (3) references having first-hand experience of the Development Partner's performance on the projects listed above. Each reference should relate to a different project.

- Provide information on the Developer Partner's legal status and financial capabilities along with copies of financial statements for the previous two (2) years.

B. Development Site

- Identify the proposed site. See Section 2.2 of this RFP for information on site.

C. Preliminary Project Concept

- A conceptual diagram of the Hotel Conference Center, parking, and related development and amenities. Please summarize the proposed building program including:
  - proposed site location and dimensions,
  - the number of hotel guest rooms,
  - floor areas of function spaces,
  - description of food and beverage facilities,
  - on-site parking facilities, and
  - other amenities or collateral development that may be included in your plan.
- Please indicate your prior experience in branding or franchising hotels. Discuss hotel brands that may be appropriate for the proposed Hotel Conference Center.
- Discuss the visual and physical relationship with the surrounding neighborhood including commercial, residential, and recreational developments,
- Demonstrate transportation access to and within the site area, and
- Present other information related which may be helpful in explaining your project.

D. Approach to Financing and Ownership

- Please discuss your proposed approach to the ownership and operations of the project (see discussion section 2.1 of this RFP).
- Describe your approach to financing including identification of potential equity investors.

Upon review of the Phase 1 submittals by the Selection Committee, the City will select a short list of no more than three potential Development Partners.

3.3
Phase 2 Submission Requirements

Short listed Development Partners will be asked to provide a detailed business plan for the Hotel Conference Center development. Phase 2 submittal requirements will include the following items as well as additional information that the City may deem necessary for selecting the best development team.

1. A detailed concept plan that includes a site plan, building floor plans, and sections as may be necessary to fully describe the project.

2. Development Schedule

   - A project schedule beginning with authorization to negotiate through opening of the project.

3. Project Cost Estimates

   - A comprehensive project budget including all land costs, construction costs broken down by building component, FF&E costs, pre-opening costs, permit and approval fees, legal costs, development fees and other soft costs. Escalation of costs for inflation should be included and identified in the projections.

4. Proforma Statement of Operations

   - A five-year pro forma operating statement for the proposed Hotel Conference Center.

5. Financing and Ownership Plan

   - The amounts of proposed debt financing and estimated cost of debt.

   - The amounts of proposed equity investment and anticipated return on equity.

   - Other third-party sources of funding, if any (e.g. EB5 funding, tax credits, hotel operator equity, etc.)

   - The anticipated amount of public participation in the project and proposed forms of public participation.

   - A narrative description of the proposed approach to funding the proposed Project, clearly detailing any proposed financial responsibilities of the proposed Development Partner and/or operator.

   - Plans for ownership and operation of the proposed Hotel Conference Center including identification of potential brands, franchise arrangement, and a Hotel Conference Center operator.

Upon review of the Phase 2 submittals and recommendation from the Selection Committee, the City will begin negotiations with the first ranked Development Partner of a development agreement and other related agreements. The selected Development Partner will be expected to provide the information and perform due diligence necessary to reach a development agreement with the City. If negotiations are not successfully concluded within a predetermined schedule, the City may terminate discussions and begin negotiations with the next ranked Development Partner.

3.4 Confidential Information

Any information submitted by the respondents that is deemed proprietary and confidential should be submitted in a separate envelope and marked as such. The City will make efforts to protect the confidentiality of this information to the extent allowable by law.

3.5 Insurance Requirements

Respondent agrees to maintain at all times during the life of the project applicable insurance. Upon selection, respondents will be required to provide a Certificate of Insurance coverage evidencing all coverage, limits and endorsements. If Respondent receives a non-renewal or cancellation notice from an insurance carrier affording coverage, Respondent agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice.

4. SELECTION PROCESS

4.1
Selection Process

The selection process will begin with a review of the Proposals submitted, a ranking of the Proposals by the Selection Committee, followed by interviews of the respondents that are initially deemed to be qualified. The Selection Committee will then recommend a short list of Development Partners to the City. With City approval, the short listed teams will be asked to submit additional information.

After review of the Phase 2 submittals, the Selection Committee will rank the Development Teams. Upon approval of the Selection Committee's recommendations, the City will begin to negotiate a Development Agreement and other related agreements with the first ranked Development Partner. The Development Partner and the City will agree on a schedule for conclusion of such negotiations. If an agreement is not reached within the agreed upon time-frame, the City may terminate discussions and begin negotiations with the second ranked team.

Throughout the selection and negotiation process, the City may reasonably request additional information from the Developer Partners as may be necessary to select a team and negotiate the necessary agreements.

4.2
Selection Criteria

The evaluation criteria shown below will give favorable consideration to Development Partners with significant experience in developments similar in scope and quality to the proposed Project. Preferred Development Partners should demonstrate they have sufficient financial resources and experience to finance and complete the Project in accordance with a fixed schedule.

The Development Partner's qualifications will be evaluated using the following criteria:

- Ability to arrange project financing and make investments needed to secure project financing,
- Depth of experience on directly comparable projects,
- Demonstrated experience and availability to meet the stated schedule for project completion,
- The quality of the proposed building program, ownership structure, and operating plans,
- Extent to which the proposed Hotel Conference Center building program meets the objectives of the City as described in the RFP,
- Cost of the project,
- Overall responsiveness to the RFP, and
- Benefit to the City, financial and otherwise, of the proposed ownership and operating arrangements.

5. OTHER CONDITIONS

Any response to this RFP should remain in effect for 120 days after the date of submission.

The respondent shall not collude in any manner or engage in any practices with any other respondent(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause City to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

All responses submitted must be the original work product of the respondent. The copying, paraphrasing or other use of substantial portions of the work product of another respondent is not permitted. Failure to adhere to this instruction will cause the City to reject the response.

This RFP does not commit the City to procure or award a contract for the scope of work described herein.

The City reserves the right to waive any irregularities or non-conformance with the terms of this RFP.