



City of Fredericksburg

REGULAR CITY COUNCIL MEETING AGENDA MONDAY, JULY 15, 2019 ~ 6:00 P.M. LAW ENFORCEMENT CENTER ~ 1601 EAST MAIN STREET

Linda Langerhans, Mayor
Tom Musselman, Councilmember
Bobby Watson, Councilmember

Charlie Kiehne, Councilmember
Gary Neffendorf, Councilmember
Kent Myers, City Manager

The City of Fredericksburg City Council will meet in a regular session on Monday, July 15, 2019 at 6:00 p.m. in the Law Enforcement Center, 1601 East Main Street, Fredericksburg, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted on July 12, 2019 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

(Please turn off all pagers and phones, except emergency on-call personnel.)

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. EMPLOYEE RECOGNITIONS

4. PUBLIC COMMENTS

The City Council welcomes citizen participation and comments at all City Council Regular Meetings. The City Council offers citizens the opportunity to address them by signing up to speak prior to the meeting and to limit comments to 3-minutes.

NOTE: The Texas Open Meetings Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting. However, any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting and any response to a question posed to the City Council is limited to either a statement of specific information or a recitation of existing policy. TEX. Gov'T CODE § 551.042.

5. 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 the July 1, 2019 City Council Regular Meeting Minutes.
(Agenda Packet Pages 5-10)

6. ORDINANCES AND RESOLUTIONS

- A. Zoning case #Z-1913 to change the zoning from C1, Neighborhood Commercial, to C1.5, Medium Commercial, on properties located at 108, 110, 202, and 206 N. Milam Street
(Agenda Packet Pages 11-20)
 - 1. Presentation
 - 2. Hold a public hearing to receive comments for or against
 - 3. Consider the approval of Ordinance 2019-23 amending the zoning ordinance of the City and changing the Zoning District as to certain townlots adjacent to N. Milam Street, situated in the City of Fredericksburg, Texas; changing said property from C-1 Neighborhood Commercial to C-1.5 Medium Commercial; and providing for an effective date.
- B. Consider the approval of Ordinance 2019-24 approving a Records Management Plan, updating Retention Schedule, and updating the Record Management Program for the City of Fredericksburg and declaring an effective date.
(Agenda Packet Pages 21-64)
- C. Consider the approval of Resolution 2019-11R supporting the City of Fredericksburg's application to the Texas Department of Transportation's 2019 Transportation Alternatives Set-Aside (TASA)/ Safe Routes to School-Infrastructure (SRTS) call for projects.
(Agenda Packet Pages 65-68)

7. OTHER ACTION ITEMS AND UPDATES

- A. Zoning case #Z-1911 Conditional Use Permit for Drive-Thru Bank in the 800 Block of S. Adams Street.
(Agenda Packet Pages 69-80)
 - 1. Presentation
 - 2. Hold a public hearing to receive comments for or against
 - 3. Consider the approval of the Conditional Use Permit.
- B. All-Way Stop at the intersections of W. Windcrest/S. Milam and Live Oak/S. Milam.
(Agenda Packet Pages 81-94)
 - 1. Presentation
 - 2. Hold a public hearing to receive comments for or against
 - 3. Discuss and possible action on the proposed All-Way Stop recommended in the Traffic Study for the intersection of W. Windcrest/S. Milam and Live Oak/S. Milam.
- C. Consider the appointments to the City Boards and Commissions.
(Agenda Packet Pages 95-108)
 - 1. Historic Review Board
 - 2. Board of Adjustment
 - 3. Planning and Zoning Commission

8. CITY MANAGER'S REPORT

- A. Proposed Annexation-Live Oak Road Area
- B. Relief Route Open House

C. Budget Update

D. New Vegetation Management Program

9. ITEMS FOR FUTURE AGENDA

(Agenda Packet Pages 109-110)

10. COUNCIL COMMENTS

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

11. EXECUTIVE SESSION

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

- A. Section 551.072 - Consider and discuss the purchase, exchange, lease, or value of real property owned by the City, in the vicinity of N. Adams St. and Lower Crabapple, and
- B. Section 551.072 - Consider and discuss the purchase, exchange, lease, or value of real property owned by the City, located in the vicinity of Lady Bird Johnson Park, and
- C. Section 551.072 - Consider and discuss the purchase, exchange, lease, or value of real property owned by the City, located in the vicinity of Old San Antonio Road; and
- D. Section 551.074 – Consider and discuss personnel matters related to the appointments of members for new terms on City Boards and Commission- Historic Review Board, Board of Adjustment, and Planning and Zoning Commission.

12. BUSINESS ITEM

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

13. ADJOURN

This is to certify that I, Shelley Goodwin, posted this Agenda at 1:10 p.m. on July 10, 2019 at the entrance and on the bulletin board of the City of Fredericksburg City Hall, 126 W. Main St., Fredericksburg, Texas.



Shelley Goodwin, TRMC
City Secretary

**ADDENDUM TO AGENDA
OF
CITY COUNCIL REGULAR MEETING
MONDAY, JULY 15 ~ 6:00 P.M.
LAW ENFORCEMENT CENTER ~ 1601 EAST MAIN STREET**

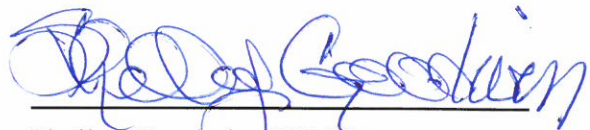
Notice is hereby given of a Regular Meeting of the Fredericksburg City Council, to be held on Monday, July 15, 2019 at 6:00 p.m. in the Law Enforcement Center, 1601 East Main Street, Fredericksburg, Texas.

The following item is hereby added to the previously posted agenda for the City Council Regular Meeting on Monday, July 15, 2019:

11. EXECUTIVE SESSION

E. Section 551.071 – Consider and discuss Rena and Edward A. Blair vs. City of Fredericksburg, Texas, in the 216th District Court.

This is to certify that I, Shelley Goodwin, posted this Addendum to Agenda at 4:20 p.m. on July 12, 2019 on the entrance door and bulletin board of the City of Fredericksburg City Hall, 126 W. Main St., Fredericksburg, Texas.



Shelley Goodwin, TRMC
City Secretary



CITY OF FREDERICKSBURG

MINUTES OF CITY COUNCIL REGULAR MEETING JULY 1, 2019

Members Present:

Mayor Linda Langerhans
Councilmember Charlie Kiehne
Councilmember Gary Neffendorf
Councilmember Tom Musselman
Councilmember Bobby Watson

Members Absent:

None

City Staff Present:

Kent Myers, City Manager
Clinton Bailey, Assistant City Manager/Director Public Works and Utilities
Daniel Jones, City Attorney
Steve Wetz, Police Chief
Lynn Bizzell, Fire Chief
Brian Jordan, Development Services Director
Andrea Schmidt, Parks Department Director
Laura Hollenbeak, Finance Department Director
Russell Immel, Information Technology Director
Lea Feuge, Public Information Officer
Kris Kneese, Assistant Director Public Works and Utilities
Garret Bonn, Assistant City Engineer
Jeff Rich, Water/Wastewater Department Superintendent
Glenn Koennecke, Street Department Superintendent
Lee Stubblefield, Electric Department Superintendent
Kerry Schmidt, Sanitation Department Superintendent
Trevor Dupuis, Parks Department Superintendent
Dave Wisniewski, Fire Marshall
Shelley Goodwin, City Secretary

1. Pledge of Allegiance

Mayor Langerhans led the Pledge of Allegiance.

2. Call to Order

With a quorum of the City Council present, Mayor Langerhans called the regular meeting of the Fredericksburg City Council to order at 6:00 p.m. on Monday, July 1, 2019, in the Law Enforcement Center, 1601 East Main Street, Fredericksburg, Texas 78624.

3. Employee Recognitions

Kent Myers, City Manager, stated he did not receive any recognitions.

4. PUBLIC COMMENTS

Jerry McCorkle thanked Shelley Goodwin, City Secretary for the work she does. He also spoke regarding the process used in the Historic District expansion and the large number of wine tasting facilities now on Main Street.

Bruce "Hank" Stevens spoke regarding the code violations and other issues occurring at 902 E. Highway Street.

Lori Tomlinson spoke regarding the work occurring at her property on 902 E Highway Street.

5. CONSENT

A. Consider approval of the June 13, 2019 City Council Special Meeting Minutes.

B. Consider approval of the June 17, 2019 City Council Regular Meeting Minutes.

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to approve Consent Agenda 5. A.-B. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

6. OTHER ACTION ITEMS AND UPDATES

A. Public Hearing on Fiscal Year 2020 Budget.

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to go out of Regular Session into a Public Hearing at 6:18p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Kent Myers, City Manager, provided the history for the public hearing scheduled at the beginning of the budget process.

Todd Edison, Work Force Development from Chamber, spoke regarding the need to add an Affordable Housing employee. He suggested that the City investigate grants for community development.

Moe Saildi spoke regarding the budget and how the numbers are displayed. He also spoke regarding the cost of services provided to the Golf Course before improvements and Boot Ranch costs.

Mayor Langerhans asked if anyone wished to speak, no one did.

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to go out of Public Hearing into Regular Session at 6:27p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

B. Consider the approval of City of Fredericksburg Parks and Recreation Department Sponsorship and Donation Policy.

Andrea Schmidt, Parks Director, provided the history of the Policy.

Motion: A motion was made by Councilmember Neffendorf, seconded by Councilmember Musselman, to approve the City of Fredericksburg Parks and Recreation Department Sponsorship and Donation Policy. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

C. Consider the approval of the Kinder Morgan proposal for purchase of easement from the City.

Milton Dare spoke in opposition to the pipeline and the need for protecting personal assets. He also thanked the City Council for working with Kinder Morgan to move the pipeline back on to this property and saving three properties. He also recommended striking the “its associated substances” clause in the agreement.

Kay Pence spoke in opposition to the pipeline. She recommended having an attorney in the property rights field to review the agreement.

Heath Frantzen spoke in opposition to the pipeline. He also recommended hiring an attorney to review the easement agreement.

Jennifer Falcon, Society of Native Nations, spoke in opposition to the pipeline. She spoke regarding the effects the pipeline will have on the drinking water and tourism.

Frankie Orona, Society of Native Nations, spoke in opposition to pipeline. He also spoke regarding the effects on the drinking water and doing what is right for the future.

Rosie Torres, Society of Native Nations, spoke in opposition to the pipeline. She encouraged the City Council to vote against the pipeline, and the purchase of the easement.

Sam Mahinek recommended hiring an attorney to review the agreement for the purchase of the easement. He also recommended getting an appraisal of the property.

Sandy Dare spoke in opposition to the pipeline and the difficulties her family has experienced since they received a letter for Kinder Morgan in October.

Mayor Langerhans stated the City Council will go into Executive Session later in the meeting to receive legal advice regarding the pipeline.

Daniel Jones, City Attorney, reviewed the process for Executive Session and stated the City Council will make an announcement or take action in Open Session after they adjourn the Executive Session.

D. Consider awarding a bid for the purchase of Christmas lights to Décor IQ in the amount of \$43,506.00.

Andrea Schmidt, Parks and Recreation Director, reviewed the bids for the purchase of Christmas lights and stated Staff recommends awarding the bid to Décor IQ.

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Musselman, to awarding a bid for the purchase of Christmas lights to Décor IQ in the amount of

\$43,506.00. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

E. Consider presentation regarding 5-year Capital Improvement Plan (CIP).

Clinton Bailey, Assistant City Manager/Director Public Works and Utilities, reviewed the history of the CIP and the PowerPoint presentation.

Lee Stubblefield, Electric Department Superintendent, reviewed the Electric Department 5-year summary, projects and the cost estimate for each project.

Kris Kneese, Assistant Director Public Works and Utilities, reviewed the Water/Wastewater Department Projects, 5-year summary, projects and the cost estimate for each project.

Garret Bonn, Assistant City Engineer, reviewed the 5- year Summaries, projects and the cost for each project for the Sanitation Department, Street Department, Drainage, and Stormwater/Vegetation Management Program.

Chris Meade, Lady Bird Johnson Golf Course, reviewed the Golf Course 5-year Summary, projects and the estimated cost for each project.

Steve Wetz, Police Chief, reviewed the Police Department 5-year Summary, projects and the estimated cost for each project.

Lynn Bizzell, Fire Chief, reviewed the Fire/EMS/Emergency Management 5-year Summary, projects and the estimated cost for each project. He also reviewed the equipment and the rotation plan for replacements.

Kent Myers, City Manager, stated the new City Hall is not included in this Capital Improvement Project presentation, but the City Council needs to make some decisions regarding the purchase land, or use of land the City owns, and whether to include the Police Department as part of the City Hall. He also stated the City Council will need to have a discussion regarding utilizing City buildings we currently lease out.

Russell Immel, Information Technology Director, reviewed Information Technology Department 5-year summary, projects and the estimated cost of each project.

Andrea Schmidt, Parks and Recreation Director and Trevor Dupuis, Parks Manager, reviewed the Parks Department 5-year summary, projects and the estimated cost for each project.

The City Council discussed the summaries and the cost estimate for the different projects.

7. CITY MANAGER'S REPORT

A. Budget Update

Kent Myers, City Manager, reported on the status of the 2020 Budget including the budget meetings that were scheduled during the next several weeks.

B. Relief Route

Kent Myers, City Manager, provided the Council with an update on the Relief Route. He stated that the Task Force had met and selected five preferred locations for the Relief Route. The next Relief Route Open House is scheduled for July 23rd from 2:00 p.m. until 7:00 p.m. at the Farm Bureau.

8. ITEMS FOR FUTURE AGENDA

Kent Myers, City Manager, reviewed the Future Agenda items.

9. COUNCIL COMMENTS

Councilmember Musselman stated earlier Todd Edison of the Chamber reiterated the Chamber's position that there needs to be a person on City staff dedicated to affordable housing. He also stated he is opposed to having a position under the City and should not be considered as only a City issue since it is a pressing problem throughout our community

Kent Myers, City Manager, stated originally this position was recommended as a Chamber or EDC employee and not a City government employee.

Council Musselman complimented the Parks Department on their presentation on Marktplatz. He stated that it was important to complete the improvements at Marktplatz prior to the City's 175th Anniversary.

Councilmember Kiehne related that the playground equipment was well-utilized at the City Parks and it was important that this equipment be kept in good condition. Bobby emphasized the importance that this equipment be safe.

10. EXECUTIVE SESSION

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

A. Section 551.072 - Consider and discuss the purchase, exchange, lease, or value of real property owned by the City, located in the vicinity of Old San Antonio Road, and

Motion: A motion was made by Councilmember Kiehne, seconded by Councilmember Musselman, to go out of the Open Meeting and into Executive Session at 9:00p.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 Neffendorf, to adjourn the Executive Session and return to the Open Meeting 9:50p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

11. BUSINESS ITEM

Mayor Langerhans then moved by to Agenda Item 6. C.

Consider the approval of the Kinder Morgan proposal for purchase of easement from the City.

Councilmember Neffendorf stated we have agreed in principle to the amount of \$150,000 for an easement across our property, however we will only take the following action tonight.

Motion: A motion was made by Councilmember Neffendorf, seconded by Councilmember Kiehne, to authorize the City Manager and City Attorney to retain outside Counsel to review the proposed Right-Of-Way and Easement Agreement. The City Council voted four (4) for and one (1) opposed (Councilmember Musselman). Motion carried.

12. ADJOURN

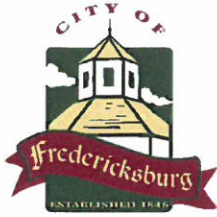
Motion: A motion was made by Councilmember Watson, seconded by Councilmember Kiehne, to

adjourn the Monday, July 1, 2019 City Council Regular Meeting at 9:58 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Linda Langerhans
Mayor

ATTEST

Shelley Goodwin, TRMC
City Secretary



CITY COUNCIL MEMO

DATE: July 15, 2019
TO: Mayor and City Council
FROM: Brian Jordan, AICP
SUBJECT: Rezone of 108, 110, 202 and 206 N. Milam Street from C-1, Neighborhood Commercial to C-1.5, Medium Commercial

Summary:

The subject property consists for 4 tracts, including 108, 110, 202 and 206 N. Milam Street. 108 N. Milam is currently owned by Carson Dickie and used as a Short Term Rental, 110 N. Milam is an insurance and business office, 202 N. Milam Street is Madlyn's, and 206 N. Milam Street is the vacant former Super S building. Land uses surrounding this property include primarily residential uses to the west and north, a mix of residential and businesses to the east and commercial to the south. Adjacent zoning is C-1, Neighborhood Commercial to the west, north and east, and CBD, Central Business District to the south. The Land Use Plan identifies the subject properties, as well as the surrounding properties as Uptown Central Business District and Commercial.

Recommendation:

The Planning Commission voted unanimously to recommend approval of this zoning change. There were a number of property owners who attended the meeting who expressed concerns about the zoning change. After staff explained the purpose of the C-1.5 zoning district and the allowable uses, it seemed those present were no longer opposed.

Background / Analysis:

See the attached Zoning Brief for an explanation of the zoning request.

Attachments:

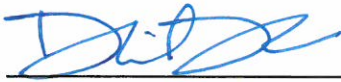
Zoning Map, Property Owner List, Zoning Map, Ordinance, Staff Brief



Department Approval



City Manager Approval



City Attorney Approval

ZONING CHANGE BRIEF
Rezoning Request # Z-1913

APPLICANT: Stephen Fain

LOCATION: 108, 110, 202 and 206 N. Milam Street

EXISTING ZONING: C-1, Neighborhood Commercial

PROPOSED CHANGE: C-1.5 Medium Commercial

FINDINGS:

- The subject property consists for 4 tracts, including 108, 110, 202 and 206 N. Milam Street.
- 108 N. Milam is currently owned by Carson Dickie and used as a Short Term Rental, 108 N. Milan is an insurance and business office, 202 N. Milam Street is Madilyn's, and 206 N. Milam Street is the vacant former Super S building.
- Utilities are available to serve this property.
- Land uses surrounding this property include primarily residential uses to the west and north, a mix of residential and businesses to the east and commercial to the south.
- Adjacent zoning is C-1, Neighborhood Commercial to the west, north and east, and CBD, Central Business District to the south.
- The Land Use Plan identifies the subject properties, as well as the surrounding properties as Uptown Central Business District and Commercial.

LAND USE PLAN: The Land Use Plan identifies the subject property to be Uptown Central Business District between Main Street and Austin Street, and Commercial between Austin Street and Schubert Street. As defined in the Comprehensive Plan, the Central Business District category is noted as the heart of Fredericksburg and the central area for business and commerce in the city and county. This land use category designation includes a variety of office, retail, lodging, entertainment and residential uses. The Commercial designation may include retail and office uses as well as light commercial activities that typically need some outdoor storage, display and sales area. For the most part, this land use category is found in areas where a mix of non-residential uses already exists and where change is not anticipated.

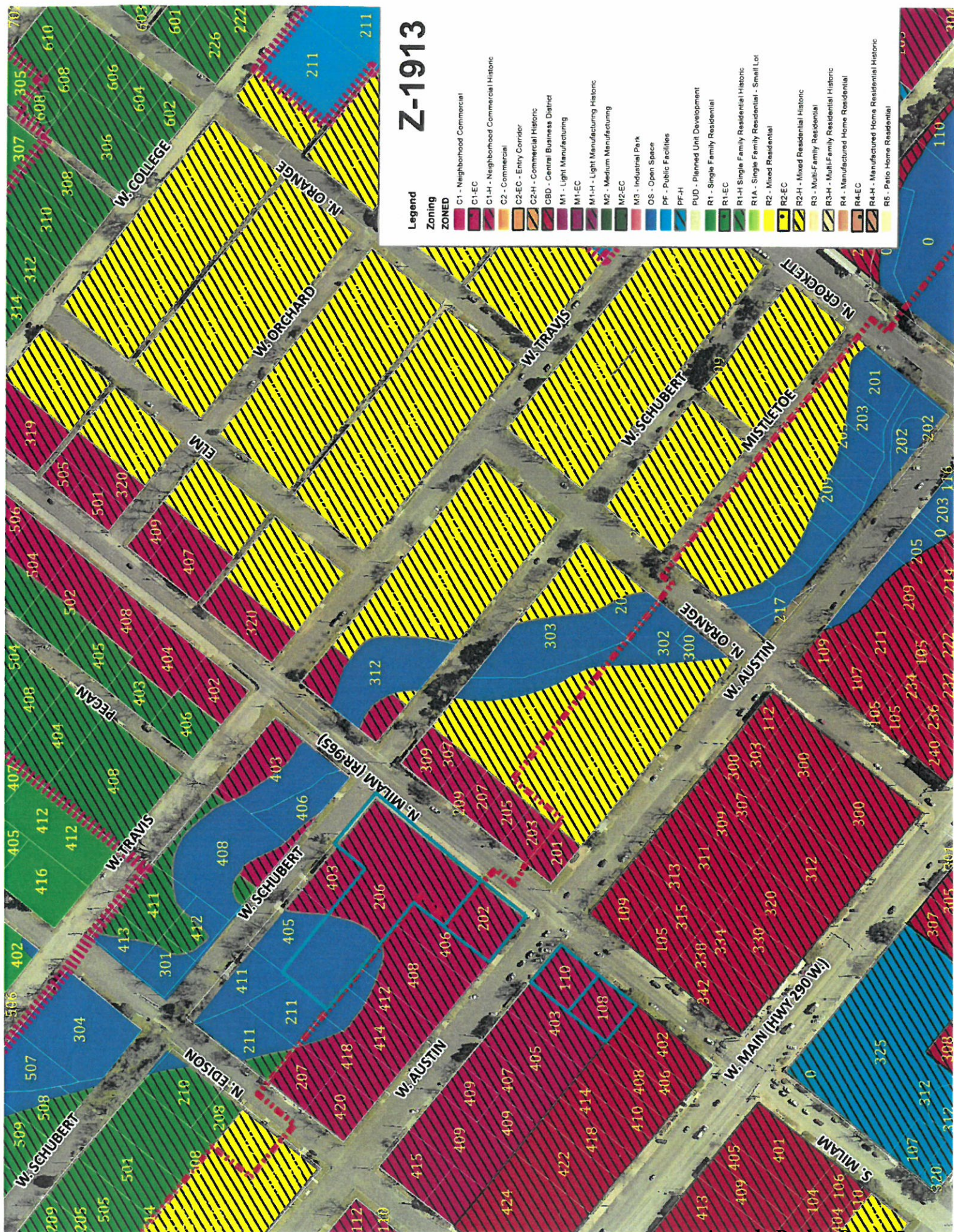
ZONING: This zoning request has been initiated by the owner of the old Super S building. Said owner has indicated on a number of occasions that the C-1 zoning is relatively limiting for his site. Following the adoption of the C-1.5 zoning district, it was suggested by staff that this may be an option for the property. The reason the other properties have been included is because we advised the owner that we were not

interested in just zoning the Super S, but that it would be necessary to create a viable commercial district. So, the properties included in this request are those properties fronting on N. Milam Street, from the property zoned CBD fronting on Main Street, to Schubert Street. Owners of each of the affected properties have signed the application.

OPPOSITION/SUPPORT OF REQUEST: There were a number of property owners who attended the meeting who expressed concerns about the zoning change. After staff explained the purpose of the C-1.5 zoning district and the allowable uses, it seemed those present were no longer opposed.

PLANNING AND ZONING COMMISSION RECOMMENDATION: The Commission voted unanimously to recommend approval of this request.

STAFF RECOMMENDATION: Based on the Land Use Plan designation, these properties seem compatible with the description in the Comprehensive Plan. And, the new C-1.5 Medium Commercial District was created to provide a district that fell between the Neighborhood Commercial and the General Commercial categories. Approval is recommended.



Letter	Owner	Address
1	TOWN CREEK HAUS LLC	706 HILLCREST RICHMOND, TX
2	MICHELLE REEB	15814 CHATHAM WOOD AUSTIN, TX
3	CYDNEY DONNELL	309 W. SCHUBERT FREDERICKSBURG, TX 78624
4	DAVID & CYNTHIA CLEMENTS	727 FISHER-BONN RD AUSTIN, ST
5	JOSHUA & BARBARA BAR-YADIN	4 DE ZABALA PL SHAVANO PARK, TX
6	KAY STEINBRING	11692 RANCH ROAD 1631 FREDERICKSBURG, TX 78624
7	VERONICA DESSELLE	19331 N. COTTOWOOD GREEN LN CYPRESS, TX
8	LLOYD & MARIAN JOLLY	411 SUMMIT CIR FREDERICKSBURG, TX 78624
9	Z TOWER REAL ESTATE INVESTMENTS	1449 HWY 6 STE 400 SUGARLAND, TX
10	JOHN HOERSTER	204 W. WINDCREST FREDERICKSBURG, TX 78624
11	DEAN DIETEL	1423 COUNTRYSIDE BEND FREDERICKSBURG, TX 78624
12	157 PROPERTIES LLC	P.O. BOX 3079 FREDERICKSBURG, TX 78624
13	MARY SCHMIDT	P.O. BOX 149 FREDERICKSBURG, TX 78624
14	CYDNEY DONNELL	309 W. SCHUBERT FREDERICKSBURG, TX 78624
15	CHARLES JENSCHKE	315 W. AUSTIN FREDERICKSBURG, TX 78624
16	CURTIS TATSCH	301 N. EDISON FREDERICKSBURG, TX 78624
17	PETER & CORINNE DANYSH	10406 SUNFLOWER SAN ANTONIO, TX
18	MADLYNS INC	203 N. MILAM FREDERICKSBURG, TX 78624
19	EW HALLFORD JR.	357 HALLFORD LN FREDERICKSBURG, TX 78624
20	ALICE N LINDSAY EXEMPT TRUST	P.O. BOX 1609 FREDERICKSBURG, TX 78624
21	MARY MURCHISON	418 W. MAIN FREDERICKSBURG, TX 78624
22	MD GATHERING HOLDINGS LLC	632 POST OAK RD FREDERICKSBURG, TX 78624
23	PENICH R & C LP	406 W. MAIN FREDERICKSBURG, TX 78624
24	MELISSA TRIPLETT	4111 W. MAHOGANY DR FAYETTEVILLE, AR
25	HARVEY & NAN HENGST	403 W. AUSTIN FREDERICKSBURG, TX 78624
26	ALPHA SECURITIES LLC	602 N. MILAM FREDERICKSBURG, TX 78624
27	MADLYNS INC	202 N. MILAM FREDERICKSBURG, TX 78624
28	PENICK R & C LP	109 N. MILAM FREDERICKSBURG, TX 78624
29	JOHN & MARY GRAHAM	281 CJ RANCH ROAD FREDERICKSBURG, TX 78624
30	BEBE MORGAN - DANCZ LIVING TRUST	211 N. EDISON FREDERICKSBURG, TX 78624
31	BEBE MORGAN - DANCZ LIVING TRUST	211 N. EDISON FREDERICKSBURG, TX 78624
32	KARL RITTER	420 W. AUSTIN FREDERICKSBURG, TX 78624
33	INN HAUS LLC	92 SUNILAND DR FREDERICKSBURG, TX 78624

34	PETER & CORINNE DANYSH	10406 SUNFLOWER SAN ANTONIO, TX
35	DWIGHT & KAREN OESTREICH	204 W. ORCHARD FREDERICKSBURG, TX 78624
36	CHERYL LONGORIA	P.O. BOX 6250 LAREDO, TX
37	JR & JB HUTCHERSON LIVING TRUST	406 W. AUSTIN FREDERICKSBURG, TX 78624
38	DWIGHT & KAREN OESTREICH	204 W. ORCHARD FREDERICKSBURG, TX 78624
39	PATTSIE HAINES & ANDREA KONUMA	207 N. EDISON FREDERICKSBURG, TX 78624
40	JOHN HOERSTER	204 W. WINDCREST FREDERICKSBURG, TX 78624
Z-1913		

ORDINANCE NO. 2019-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY AND CHANGING THE ZONING DISTRICT AS TO CERTAIN TOWNLOTS ADJACENT TO N. MILAM STREET, SITUATED IN THE CITY OF FREDERICKSBURG, TEXAS; CHANGING SAID PROPERTY FROM C-1 NEIGHBORHOOD COMMERCIAL TO C-1.5 MEDIUM COMMERCIAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an Application for Rezoning has been submitted by the owners of Townlots located adjacent to N. Milam Street in the City of Fredericksburg, Texas, to change the present zoning district of certain lots from C-1 Neighborhood Commercial to C-1.5 Medium Commercial; and

WHEREAS, public hearings before the Planning and Zoning Commission and the City Council of the City of Fredericksburg have been duly noticed and held regarding such application, as required by the City of Fredericksburg Zoning Ordinance; and

WHEREAS, the Planning and Zoning Commission has determined that such zoning change is in conformity with the uses established by the Comprehensive Land Use Plan of the City of Fredericksburg and is consistent with the objectives of the City of Fredericksburg Zoning Ordinance, and has recommended to the City Council of the City of Fredericksburg, based upon positive findings under the review and evaluation criteria established by such ordinance, that the rezoning be enacted; and

WHEREAS, the City Council has specifically found, following public hearing, that such change is consistent with the objectives of the City of Fredericksburg Zoning Ordinance and Comprehensive Land Use Plan of the City of Fredericksburg and there has not been a protest against rezoning signed by owners of twenty per cent (20%) or more either of the area of the property included in the zoning request, or of the area of the property immediately adjoining the same and extending two hundred feet (200') therefrom.

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

Section 1. That the zoning ordinance of the City of Fredericksburg is hereby amended to incorporate the certain change in zoning district as follows:

All of those certain lots, tracts or parcels of land situated in the City of Fredericksburg, Gillespie County, Texas, said lots being more particularly described as all of Townlots No. 21 and 109, and parts of Townlots No. 19, 20, 53, 54, and part of an Unencumbered Townlot lying northwest of Townlot No. 19, as said Townlots are shown on the map of Fredericksburg,

Texas, and Environs by the German Emigration Company, said lots being additionally identified as 4 tracts known as 108, 110, 202 and 206 N. Milam Street, and as additionally shown and designated on the map attached hereto as Exhibit A, to be and are hereby rezoned and designated as C-1.5 Medium Commercial.

Section 2. That all references in City of Fredericksburg Code of Ordinances to the Zoning Ordinance shall henceforth refer to such as is amended hereby.

Section 3. That this Ordinance shall take effect upon the date of its passage.

PASSED AND APPROVED on this the ____ day of _____, 20____.

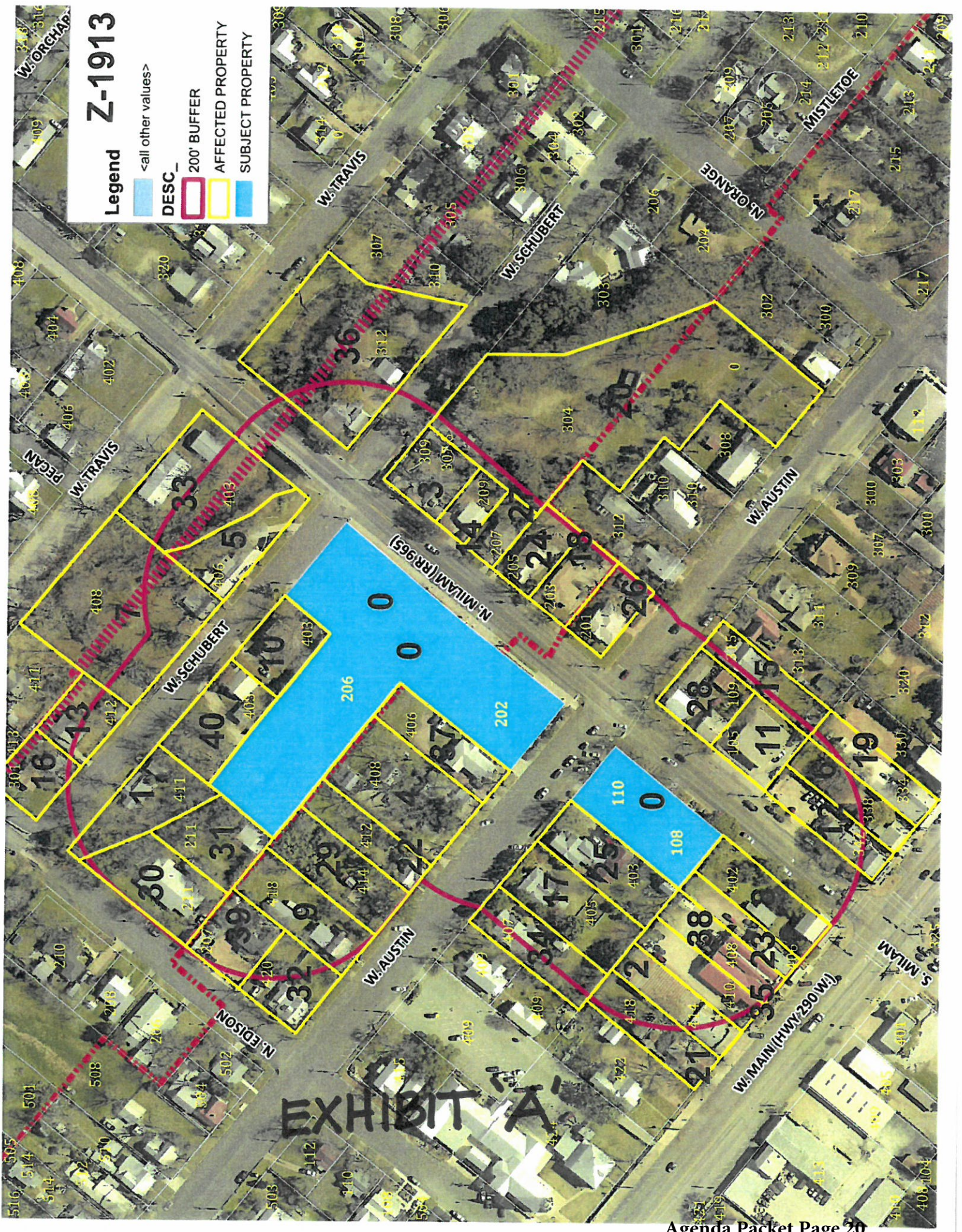
Linda Langerhans, Mayor
City of Fredericksburg, Texas

ATTEST:

Shelley Goodwin, City Secretary

APPROVED AS TO FORM:

Daniel Jones, City Attorney



Z-1913

Legend

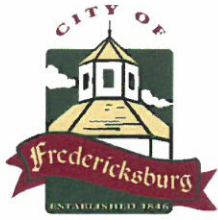
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 AFFECTED PROPERTY

 SUBJECT PROPERTY



CITY COUNCIL MEMO

DATE: July 15, 2019

TO: Mayor and City Council

FROM: Shelley Goodwin, City Secretary

SUBJECT: Creation of a Records Management Plan

Summary:

Consider approval of the Records Management Plan.

Recommendation:

The Records Liaison Team recommends the approval of the Records Management Plan and the submittal to the Texas State Library of and Archives Commission.

Background / Analysis:

The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code) requires that each local government establish a records management program no later than January 1, 1991. A copy must be filed with the Texas State Library and Archive Commission. The City of Fredericksburg Code of Ordinance Section 2-157 calls for a Records Management Plan and approval of that Plan. Upon my employment I contacted the TSLAC and discover that the City does not have a Plan on file. The TSLAC stated they do have Records Control Schedule Form filed over 10 years ago and requested a new Form SLR 540 and Declaration of Compliance Form be filed.

To ensure that a comprehensive Plan and Program was developed, a Ten Step outline was used for the development of the Records Management Program and Plan. One of the steps was for every Department to appoint a Liaison to the Records Management Team. This team held several meetings to provide input on the proposed Plan and the retention schedules. The Liaisons were also provided training and retention schedules for their Departments and Margie Rivera has taken

several TSLAC online classes. She has completed several testing levels and received several certifications, which will allow her the knowledge to help all departments with their management of records.

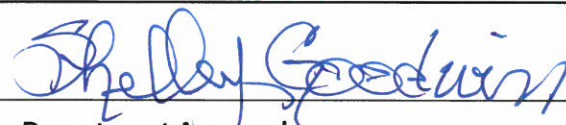
Once the Plan is approved by City Council and TSLAC then the City will be in compliance and strive to maintain City records in the most cost efficient and with transparency according to the Plan.

Attachments:

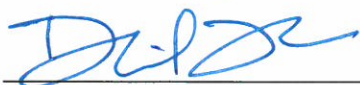
Ordinance and Plan

Declaration of Compliance

Local Government Records Control Schedule


Department Approval


City Manager Approval


City Attorney Approval

ORDINANCE 2019- 24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS, APPROVING A RECORDS MANAGEMENT PLAN, UPDATING RETENTION SCHEDULE, AND UPDATING THE RECORD MANAGEMENT PROGRAM FOR THE CITY OF FREDERICKSBURG AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Title 6, subtitle C, Local Government Code (Local Government Records Act) provides that a municipality must establish by ordinance an active and continuing records management program to be administered by a Records Management Officer; and

WHEREAS, the City of Fredericksburg desires to adopt an Ordinance for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping;

WHEREAS, the City of Fredericksburg recommends that the attached Exhibit A (Records Management Plan) be adopted. The Plan conforms with State Law and will be submitted for approval along with the Declaration of Compliance to the State Library and Archives Commission, the body that is tasked with formulating State rules for Records Management; and

WHEREAS, the City of Fredericksburg recommends that the City of Fredericksburg goes by the most current Texas State Library and Archive Commission Local Schedule GR, Local Schedule EL, Local Schedule HR, Local Schedule LC, Local Schedule PS, Local Schedule PW, and Local Schedule UT and schedules as maybe amended from time to time by the Texas State Library and Archives Commission. These schedules can be located on the Texas State Library and Archives Commission website and in the City Secretary's Office and have been provided to each City Department. And to follow the procedures laid out in the Plan if there is a need to amend the Retention Schedule.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG

The attached Records Management Plan (Exhibit A) is adopted as the official Records Management Plan for the City of Fredericksburg.

This Ordinance shall be in full force and effective from and after its passage.

PASSED AND APPROVED this day of July 2019.

Linda Langerhans, Mayor

ATTEST:

Shelley Goodwin
City Secretary

Records Management Plan

CITY OF FREDERICKSBURG, TEXAS

Adopted by City Council on

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I. RECORDS MANAGEMENT PLAN

SECTION 1. STATEMENT OF POLICY.

The City of Fredericksburg, Texas recognizes its responsibility to the public to manage, protect, preserve and make available City records.

It is the policy of the City of Fredericksburg to provide efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, retention, and disposition of all records of the City of Fredericksburg. This program will be implemented 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, the Public Information Act, the City Charter, the Texas State Library and Archives Commission and accepted records management plan.

SECTION 2. CITY OF FREDERICKSBURG RECORDS.

All City records must be created, maintained, and disposed of in accordance with this program and all requirements, policies and procedures established pursuant to this program, and in no other manner. The City will follow the most current Texas State Library and Archives Retention Schedules unless another State or Federal Agency requires a longer retention schedule.

SECTION 3. OVERVIEW OF RECORDS MANAGEMENT PROGRAM.

The City of Fredericksburg Records Management Program operates under the State of Texas Local Government Records Act, HB 1285, which became effective September 1, 1989. The City Code of Ordinances Section 2-156 of Chapter 2 Administration establishes the position of the City Secretary as the Records Management Officer (RMO).

Each department or division will designate a Records Liaison Officer. This position can be held by the Department Director or a person designated by the Department Director. The Records Liaison Officer (RLO) will be in charge of and responsible for knowing the records within that department and work with the Records Management Officer and the Records Management Coordinator (RMC) regarding retention, storage and destruction of records.

Each department will work closely with its designated Records Liaison(s) to insure consistency in procedures and uniformity of supplies used in the program. The City Secretary, as Records Management Officer, has administrative authority over the records program.

Local records retention schedules are supplied by the Texas State Library and Archives (TSLAC) and used as a guide in formulating the City's Retention Schedules. These schedules enable each office to comply with their department's needs regarding destruction and storage of records. The City's adopted Records Retention Schedule is available in hard copy in each department, open to all in the Company Drive under City Secretary/Records Retention, or by contacting the City Secretary's office.

REQUIREMENTS OF THE TEXAS LOCAL GOVERNMENT CODE.

DEFINITION:

“Local Government Record” means any document, paper, letter, book, map, photography, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, 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 a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.

DEFINITIONS

APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE means a records retention and disposition schedule that has been:

- Approved by the Records Management Officer and Records Coordinator;
- Adopted by the City Council by Ordinance; and
- Filed by the Records Management Officer and Records Coordinator and approved by the Director and Librarian of the Texas State Library and Archives Commission either:
 - In a detailed format determined by the director and librarian; or
 - Through a written certification of compliance filed in accordance with state law

CITY RECORD means **every** document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under state law, that is 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.

A City record **does not include** library or museum material acquired solely for reference, exhibit, or display or stocks of publications, advertisements, or other unsolicited written materials received by the City or any of its officers or employees.

DEPARTMENT means any department, office, agency, division, program, commission, bureau, board, committee, task force, ad hoc committee, or similar entity of the City.

DEPARTMENT DIRECTOR means the officer who by ordinance, order, or administrative policy oversees a department or an office of the City that creates or receives City records.

ESSENTIAL RECORD means any City record necessary to:

- (a) The resumption or continuation of operations of the City in an emergency or disaster;
- (b) The re-creation of the legal and financial status of the City; or
- (c) The protection and fulfillment of obligations to the citizens of the City.

LOCAL GOVERNMENT RECORDS ACT means Title 6, Subtitle C of the Local Government

Code, as amended.

PERMANENT RECORD means any City record for which the retention period on a records retention and disposition schedule is given as permanent.

PUBLIC INFORMATION ACT means Chapter 552 of the Texas Government Code, also known as the Texas Open Records Act.

RECORDS DISPOSITION means the removal of a City record from a department or from a records storage room/center and:

- (a) For a City record that has passed its minimum legal retention period and no longer has value to the City, the destruction of the record; or
- (b) For a permanent City record, transfer of the record to an archival location approved by the City Manager and the Records Management Officer.

RECORDS INVENTORY means the process of locating, identifying, and describing in detail the records of a department.

RECORDS LIASON means a member of each department/division, approved by the department's Director, to serve as the point-of-contact for the Records Management Plan.

RECORDS MANAGEMENT OFFICER means the City Secretary, who will administer the City's Records Management Plan pursuant to the Local Government Act, Record Retention Schedules set out by the Texas State Library and Archives Commission, and all other applicable State Law.

RECORDS COORDINATOR means the designee of the City Secretary, who will administer the City's Records Management Program on behalf of the City Secretary or her designee as appointed by the City Manager and approved by the City Council. The Record Coordinator will administer the City's Records Management Plan pursuant to the Local Government Act, Record Retention Schedules set out by the Texas State Library and Archives Commission, and all other applicable state laws. If a Records Coordinator is not designated, then the Records Management Officer will fulfill these duties.

RECORDS MANAGEMENT means the planning, controlling, directing, organizing, training, promoting, or application of other management techniques involved in the creation, use, maintenance, retention, preservation, and disposal of City records for the purposes of achieving adequate and proper documentation of the policies and transactions of City government and reducing the costs and improving the efficiency of recordkeeping.

The term includes:

- (a) The development of Records Retention and Disposition Schedules;
- (b) The management of filing and information retrieval systems;
- (c) The protection of essential and permanent records;
- (d) The economical and space-effective storage of noncurrent records;

- (e) The control over the creation and distribution of forms, reports, and correspondence;
- (f) The management of manual, micrographic, electronic, and other records storage systems; and
- (g) The identification of functional recordkeeping requirements that ensure City records are created to adequately document the City 's business transactions.

RECORDS MANAGEMENT DESTRUCTION AUTHORITY TEAM is a team the City Manager appoints to review and sign the Destruction Orders.

RECORDS MANAGEMENT PROGRAM means the requirements, policies, and procedures developed for the City of Fredericksburg.

RECORDS MANAGEMENT TEAM is made up of the Records Management Officer, Records Coordinator and all Records Liaisons.

RECORDS RETENTION AND DISPOSITION SCHEDULE means a document prepared by or under the authority of the Records Management Officer and Records Coordinator that describes recurring records or records series on a continuing basis, indicating for each record or records series:

- (a) The length of time the record or records series is to be maintained; and
- (b) When and if the record or records series may be destroyed or otherwise disposed of; and
- (c) Other records disposition information that the records management plan may require.

RETENTION PERIOD means the **minimum** time that must pass after the creation, recording, or receipt of a City record, or after the fulfillment of certain actions associated with a City record, before the record is eligible for disposition.

SECTION 4. OWNERSHIP AND CUSTODY OF CITY RECORDS.

Every City record is the property of the City. No City officer or employee has, by the position of the City officer or employee, any personal or property right to a City record even though the City officer or employee may have developed or compiled the record.

The unauthorized alteration, destruction, deletion, removal from files, or use of a City record is prohibited. A City record exempted from public disclosure under State or Federal Law is not made subject to disclosure by its designation as City property under this section. A City record may not be sold, loaned, given away, destroyed, or otherwise alienated from the City 's custody unless in accordance with this program or unless destroyed as directed by an expunction order issued by a court pursuant to state law.

This subsection does not apply to a City record that is temporarily transferred to a contractor for purposes of microfilming, duplication, conversion to electronic media, restoration, or a similar

records management and preservation procedure if the transfer is authorized by the Records Management Officer and Records Coordinator.

Except when a City record is transferred to a historical archival location, legal custody of a City record created or received by a department during business remains with the Department Director or with any designated successor of the department. The legal custodian, as guardian of the record, does not relinquish responsibility for the care, preservation, or legal disposition of the record even though physical custody of the record for maintenance and preservation purposes may be held by another department or agency. The physical custodian of the record is also responsible for complying with all Records Management Plan requirements, policies, and procedures. An original City record may not leave the custody of the department concerned when being used by a member of the public.

Every officer or employee shall deliver to any successor all City records pertaining to the office held by the City officer or employee.

The legal and physical custody of a City record that has continuing historical value to the City may be transferred to an approved historical archival location upon agreement between the department Director, the Records Management Officer and Records Coordinator.

The Records Management Officer and Records Coordinator shall have physical custody of all City records belonging to any department that does not have a named successor.

The Records Management Team shall review and determine, as necessary, custodial responsibilities for City-wide electronic applications. Custodial responsibility must be determined prior to systems design or implementation.

SECTION 5. RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN.

The Records Management Officer, Records Coordinator and the Records Management Team shall develop a Records Management Plan for the City. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the City, and to properly preserve those records of the City that are of historical value. The plan must be designed to enable the Records Management Officer and Records Coordinator to carry out his or her duties effectively as prescribed by State Law. Once approved by the City Council, the Records Management Plan shall be binding on all offices, departments, division, programs, commissions, bureaus, boards, committees, or similar entities of the City and all municipal records shall be created, maintained, stored, microfilmed, destroyed and/or disposed of in accordance with this Records Management Plan.

State Law relating to the duties, other responsibilities, or recordkeeping requirements of a Department Head do not exempt the Department Head or the records in the Department Head's care from the application of this Section and the Records Management Plan adopted under it. Said law may not be used by the Department Head as a basis for refusal to participate in the Records

SECTION 6. DESIGNATION OF RECORDS MANAGEMENT OFFICER AND RECORDS COORDINATOR.

The City Secretary is the official Records Management Officer for the City of Fredericksburg. Upon the City Secretary's resignation, retirement, dismissal, or removal by action, the successor shall, within 30 days after being appointed by the City Council, file the successor's name with the Director and Librarian of the Texas State Library and Archives Commission, as prescribed by State Law.

The Record Coordinator shall be appointed by City Secretary and approved by the City Manager and the City Council to implement and administer the City's Records Management Plan in compliance with State Law and under the supervision of the City Secretary.

The Records Coordinator manages the Records Management Plan under the direction of the City Secretary.

SECTION 7. DUTIES AND RESPONSIBILITIES OF RECORDS MANAGEMENT OFFICER AND RECORDS COORDINATOR.

In addition to other duties assigned by this Chapter and State Law, the Records Management Officer and Records Coordinator shall:

- (a) Administer the City 's Records Management Plan and provide advice and assistance to department Directors and their departments; and
- (b) Monitor Records Retention Schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the Records Management Plan and the City 's Records Retention and Disposition Schedules are in compliance with state regulations; and
- (c) Recommend and prepare Destruction Order Forms and pull boxes; and
- (d) Schedule meetings as needed for Records Liaisons to review Plan, Retention Schedules and receive their Destruction Order Forms (to be signed by Director, Liaison and returned to Records Coordinator); and
- (e) Schedule meetings with Records Management Team to approve and sign Destruction Orders and to advise the City Manager, the department Directors, and the Records Management Team information concerning changes to State Laws and administrative rules relating to City records; and
- (f) Oversee the procedure of record inventories used by departments to ensure compliance with uniform standards over the identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of City records; and provide appropriate forms for this purpose as necessary; and
- (g) Ensure that the creation, maintenance, preservation, electronic storage, destruction, and other disposition of City records is carried out in accordance with the requirements, policies, and procedures of this Records Management Plan and State

- Law; and
- (h) File in accordance with State Law a written certification of compliance with the Director and Librarian of the Texas State Library and Archives Commission stating that the City has adopted a Records Retention and Disposition Schedule or an amended schedule that meets minimum requirements adopted by the Texas State Library and Archives Commission, in lieu of filing the Records Retention and Disposition Schedule or amended schedule with the Director and Librarian; and
 - (i) Bring to the attention of the City Manager, any noncompliance by a department with the requirements, policies, and procedures of the Records Management Plan; and
 - (j) Serve as the City's liaison to the Director and Librarian of the Texas State Library and Archives Commission for Records Management Plan requirements; and
 - (k) File any revisions to this program with the Director and Librarian of the Texas State Library and Archives Commission within 30 days after adoption as required by law; and
 - (l) Be responsible for the final determination of which City records will require on-site or off-site storage; and
 - (m) Maintain a record of all City records in storage and destroyed.

SECTION 8. MINIMUM REQUIREMENTS FOR THE RECORDS MANAGEMENT PLAN.

The Records Management Plan shall:

- (a) Adequately protect the essential records of the City; and
- (b) Properly preserve City records that are of historical value; and
- (c) Establish criteria for City-wide and departmental Records Management Plan compliance, including requirements for conducting departmental records inventories, preparing Retention Schedules, and certifying Retention and Disposition Schedules and electronic recordkeeping systems; and
- (d) Establish functional recordkeeping requirements to improve the efficiency of recordkeeping and to ensure the creation of adequate and proper documentation of the City's activities and transactions; and
- (e) Create policies to implement rules adopted by the Texas State Library and Archives Commission and required by State Law, including requirements for public access, microfilming, electronic document imaging, and electronic storage of City records; and
- (f) Create policies to address Records Management Program requirements and needs as technology evolves; and
- (g) Provide for review by the Records Management Officer and Records Coordinator and Records Management Team of all electronic recordkeeping systems design prior to purchase or implementation of the systems; and
- (h) Ensure the development and maintenance of up-to-date documentation for all electronic records systems that will adequately specify the technical

characteristics of each system necessary to read, process, or preserve City records until disposition of the records is authorized; and

- (i) Provide for the creation of adequate audit trails; and
- (j) Incorporate electronic records management objectives, responsibilities, and authorities in pertinent City directives, policies, and procedures; and
- (k) Ensure the ability to access City records regardless of form or medium.

The Records Management Plan requirements, policies, and procedures are binding on all City officers (elected and/or appointed), all City employees and all departments, offices, agencies, divisions, programs, commissions, bureaus, boards, committees, task forces, ad hoc committees, and similar entities of the City.

SECTION 9. DUTIES AND RESPONSIBILITIES OF THE CITY COUNCIL.

The City Council shall:

- (a) Promote and support the program for the efficient and economical management of all City records; and
- (b) Review for approval all policies and procedures developed by the administration for the Records Management Plan under the direction of the Records Management Officer and Records Coordinator; and
- (c) Through the City Manager, facilitate the creation and maintenance of City records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the City and designed to furnish the information necessary to protect the legal and financial rights of the City and persons affected by the activities of the City; and
- (d) Review for approval all Records Retention and Disposition Schedules as set out by the Texas State Library and Archives Commission as required by State Law and this chapter; and
- (e) Be subject to the same duties and responsibilities required of a department under the policy or procedure established under this program, and State Law.

Section 10. DUTIES AND RESPONSIBILITIES OF DEPARTMENT DIRECTORS AND MEMBERS OF THEIR DEPARTMENTS.

In addition to other duties assigned in this chapter and by State Law, every department director and members of their department shall:

- (a) Cooperate with the Records Management Officer and Records Coordinator in carrying out the policies and procedures established in the City for the efficient and economical management of City records and in carrying out the requirements of the Records Management Plan and State Law; and
- (b) Adequately document transactions of government business, services, programs,

- functions, activities, and duties for which the department director and department staff are responsible; and
- (c) Maintain City records in the department's custody and carry out the preservation, microfilming, electronic storage, destruction, and other disposition of those records only in accordance with this Record Management Program and State Law; and
 - (d) Department directors may appoint a Records Liaison person, from their department to serve as the point-of-contact for the Records Management Plan; and
 - (e) Department directors shall provide for the preparation and submittal of all requests to dispose of City records to the Records Management Officer prior to the destruction of such records; and
 - (f) Notify the Records Management Officer and Records Coordinator within 24 hours of the discovery of any loss, theft, or damage to a City record; and
 - (g) Ensure the ability to access records regardless of form or medium;
 - (h) Notify the Records Management Officer and Records Coordinator of proposed electronic recordkeeping systems to ensure compliance with electronic recordkeeping requirements established by this Records Management Program and State Law;
 - (i) Ensure electronic records in the director's custody are migrated forward as technology changes, for as long as the records are determined to have value, and to ensure that requests for funding for new systems or systems enhancements address requirements for back-up, re-copying, disaster recovery, security, public access, audit trails, and other recordkeeping requirements in accordance with this Record Management Program and State Law; and
 - (j) In cooperation with the Records Management Officer, Records Coordinator and Records Management Team, identify essential records of the department and establish a Records Disaster Recovery Plan to ensure maximum availability of the records to re-establish operations quickly and with minimum disruption and expense; and
 - (k) Upon request by the Records Management Officer, Records Coordinator and Records Management Team, submit a departmental records inventory; and
 - (l) Annually review Departmental Records Retention and Disposition Schedules to ensure that the schedules are kept current.

No State Law, Federal Law, City ordinance, or policy relating to the duties, recordkeeping requirements, or other responsibilities of a department or its director exempts the department from its duties and responsibilities to the application of this Records Management Plan, nor may such a law or policy be used by the department or its Director as a basis for refusing to participate in the Records Management Plan of the City.

SECTION 11. ESTABLISHMENT OF THE RECORDS MANAGEMENT DESTRUCTION AUTHORITY TEAM.

A Records Management and Destruction Authority Team shall be established and shall be appointed by the City Manager.

The Records Coordinator (if one is designated. If not these responsibilities will be conducted by the

Records Manager) shall: Chair the Team under the direction of the Record Management Officer; and

- (a) Ensure all policies and procedures receive approval by the City Attorney prior to implementation; and
- (b) Give final approval to the daily maintenance and destruction of records as necessary for the efficient management of this program in accordance with approved Records Retention and Disposition Schedules;
- (c) Give a recommendation annually to the committee for the approval of the annual destruction of City records in accordance with approved Records Retention and Disposition Schedules.

The Team shall:

- (a) Review and approve policy and procedural recommendations submitted by the records management officer and records coordinator as necessary for the implementation and administration of a records management plan for the city; and
- (b) Review the performance of the records management plan on an annual basis and propose changes and improvements if needed; and
- (c) Give final approval to the annual destruction of records in accordance with approved records retention and disposition schedules;

SECTION 12. DESIGNATION OF RECORDS LIAISON PERSONS.

- (a) Each Department Director may designate, in writing to the Records Management Officer, a member of their department to serve as the Records Liaison person to act as the point-of-contact for the department. The Department Director may appoint more than one Records Liaison person. The Department Director may reserve the right to act as Records Liaison.
- (b) A person designated as the Records Liaison person shall be thoroughly familiar with departmental policies and activities and have full knowledge of and access to all City records created and maintained by the department and by all officers and employees of the department.
- (c) If a person designated as a Records Liaison resigns, retires, or is removed by action of the department Director, the department Director shall promptly designate another person to fill the vacancy.

SECTION 13. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON.

In addition to other duties assigned in this program, a Records Liaison person shall:

- (a) Under the supervision of the Records Management Officer and Records Coordinator, coordinate and implement the requirements, policies, and procedures of the Records Management Plan in the department; and
- (b) Disseminate information to department staff concerning the Records Management Plan; and
- (c) In cooperation with the Records Management Officer and Records Coordinator,

- coordinate the records inventory of the department; and
- (d) Verify the accuracy, content and completeness of the records inventory prior to submission to the Records Management Officer and Records Coordinator; and
- (e) Review departmental recordkeeping practices for compliance with the Records Management Plan and, in consultation with the department Director, identify practices that would improve the efficiency or implementation of compliance with the Records Management Plan; and
- (f) Report any noncompliance with the Records Management Plan to the department Director in writing providing a copy to the Records Management Officer; and
- (g) Correct and re-submit to the Records Management Officer and Records Coordinator any records inventory that is incomplete or inaccurate; and
- (h) Obtain prior approval from the department Director and the Records Management Officer for the disposition and destruction of any City records.

SECTION 14. RECORDS RETENTION AND DISPOSITION SCHEDULES; APPROVAL; FILING WITH THE STATE.

The Records Management Officer and Records Coordinator, in cooperation with department directors and Records Liaison persons, shall follow the most current State Library and Archives Commission Retention Schedule.

A Records Retention and Disposition Schedule must contain such other information regarding the disposition of City records as the Records Management Plan may require.

Every City record identified on Records Retention and Disposition Schedule, in any amendment to the schedule, or in any request for destruction of a record must be specifically described. Each Records Retention and Disposition Schedule must be monitored and amended as needed by the Records Management Officer and Records Coordinator on a regular basis to ensure that the schedule is in compliance with Records Retention and Disposition Schedules issued by the State and that the schedule continues to reflect the recordkeeping procedures and needs of the department and the Records Management Plan of the City.

The Records Management Officer and Records Coordinator shall file with the Director and Librarian of the Texas State Library and Archives Commission all approved Records Retention Schedules and amended Records Retention Schedules.

SECTION 15. IMPLEMENTATION OF RECORDS RETENTION AND DISPOSITION SCHEDULES; DESTRUCTION OF CITY RECORDS UNDER SCHEDULE.

The Department Director and Records Liaison of a department for which a Records Retention and Disposition Schedule has been approved and adopted shall implement the schedule in accordance with the requirements, policies, and procedures of this Records Management Plan and State Law.

A Department Director or Records Liaison shall notify the Records Management Officer and Records Coordinator when a City record is eligible for disposition and shall prepare and submit to the Records Management Officer and Records Coordinator a records disposition request, if required

by applicable Records Retention and Disposition Schedule, as a condition for disposition of the City record.

Before a City record is destroyed under an approved Records Retention and Disposition Schedule, the Records Management Officer and Records Coordinator must obtain authorization for the destruction from the Records Management Officer and Records Coordinator, unless the approved schedule specifies that the record may be destroyed without additional review or authority of the Records Management Officer and Records Coordinator.

A City record whose retention period has expired on an approved Records Retention and Disposition Schedule must be destroyed unless:

- (a) A request under the Public Information Act is pending on the record; the subject matter of the record is pertinent to pending litigation or a pending audit;
- (b) The Department Director requests in writing, to the Records Management Officer, that the record be retained for an additional period, which request must clearly state the reason for the continued retention; or
- (c) the Records Management Officer and Records Coordinator sends written notification to a Department Director that the records must be held pending review for historical appraisal.

SECTION 16. DISPOSITION AND DESTRUCTION OF RECORDS.

Transferring Records to the Custody of the Records Management Officer and Records Coordinator

The following procedures must be followed when transferring records to the custody of the Records Management Officer and Records Coordinator. Only those copies determined to be "record" copies of City departments/divisions should be maintained in accordance with the appropriate Record Retention Schedule for each department. Magazines, publications, "extra" copies, etc., are not permitted for storage.

Use appropriately sized storage boxes for letter size, legal size, or computer printout size materials. Each department is responsible for the expense and procurement of boxes.

All records packed in a box **must** have the same retention period. Contents of boxes will be destroyed intact; specific items will not be removed before destruction.

Do not overstuff the box. Leave one inch of space so items may be retrieved easily if necessary. Keep all items in the same direction when packing the box.

All binders, binder clips, paper clips, etc., should be removed before packing.

Label the outside of the box with a list of the contents in alphabetical order, inclusive dates, record destruction number and record destruction date.

If you have questions about these procedures, call the City Secretary or Records Coordinator.

Destruction of Records.

Once scheduled records have passed their retention periods, the following procedures will apply:

All records considered as "AV" (administratively viable) in the record schedules may be disposed after the Destruction Form is completed. These records will be destroyed as the annual shredding.

Once a year, in mid-October, the Records Management Officer and Records Coordinator will arrange for an annual bulk destruction of City records. Each department shall prepare an inventory list of records ready for destruction to review with the Records Management Officer and Records Coordinator. If a box or record listed on the destruction inventory list is needed, it should be identified and the reason for delaying destruction noted. The list will be presented to the Records Destruction Team for approvals and signatures. The Records Management Officer and Records Coordinator will then proceed with the destruction of records in an appropriate manner. Lists of destroyed records will be maintained in the Record Manager's Office.

Even though City records have been converted to an electronic application, the originals of essential records cannot be destroyed without abiding by the appropriate procedures for destruction and approval of the electronic application from the State Library of Archive.

SECTION 17. DESTRUCTION OF UNSCHEDULED RECORDS.

A City record that is obsolete or that has not been identified on an approved Records Retention and Disposition Schedule may be destroyed if the Texas State Library and Archives Commission has, through its director and librarian, approved a request for destruction authorization submitted by the Records Management Officer and Records Coordinator.

SECTION 18. RECORDS INVOLVED IN PUBLIC INFORMATION REQUESTS, PENDING LITIGATION, OR PENDING AUDITS.

The destruction of a City record involved in a pending request under the Public Information Act, pending litigation, or a pending audit is prohibited, even if the destruction of the record is authorized by an approved Records Retention and Disposition Schedule.

SECTION 19. ELECTRONIC STORAGE OF CITY RECORDS.

The creation, maintenance, preservation, electronic document imaging, and storage of the electronic records of the City must comply with this Records Management Plan, State Law and the administrative rules of the Texas State Library and Archives Commission.

Before a City record may be stored electronically, a Department Director must submit a request for authorization for the electronic storage of the record to the Records Management Officer and Records Coordinator as required by this Records Management Plan.

SECTION 20. RIGHT OF RECOVERY.

The City may demand and receive from any person any City record in private possession that was created or received by the City the removal of which was not authorized by law.

SECTION 21. PENALTY.

An officer or employee who knowingly or intentionally violates a provision of this chapter or a requirement, policy, or procedure adopted under this chapter may be subject to prosecution and penalties under the Local Government Records Act.

II. RETENTION AND DISPOSITION OF E-MAIL RECORDS

SECTION 1. E-MAIL POLICY.

Information created or received is a local government record if it meets the definition in the Local Government Records Act:

Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, 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 a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.

Information created or received by an e-mail system is a local government record if it meets the definition above.

A local government record must be made available to the public upon request unless the record fits an exception to disclosure described in Texas Government Code, Sections 552.101 - 552.123. The disclosure of public information includes local records created or received by means of an electronic mail system. The Public Information Act also protects the confidentiality of records with restricted access by establishing criminal penalties for distribution of confidential information. An electronic mail system should not be used for transmittal of confidential information unless the system provides security measures to control access so that confidential information is protected. Before any e-mail records are released pursuant to a public information request, any exempt information should be redacted from the e-mail.

SECTION 2. IDENTIFICATION OF RECORDS.

Electronic documents meeting the legal definition of a local government record are subject to all records management requirements set forth in this Records Management Plan.

All features of e-mail systems including messages, calendars, directories, distribution lists, attachments such as word processing documents and messages sent or received over external

communication systems such as Internet should be evaluated to identify documentary materials that satisfy the definition of a local government record.

SECTION 3. RETENTION OF E-MAIL.

E-mail records, which are comparable to any other records of the City maintained for a specific period of time on paper or other electronic medium, must be kept for the minimum retention period identified in Section III, Records Control Schedules, of this Records Management Plan.

Records must be maintained for the full retention period by the Division responsible for maintaining the record copy. Security measures should be taken to protect e-mail records from unauthorized alterations or deletions. Messages stored on-line should be regularly backed up to off-line media to guard against system failures or inadvertent erasures. Procedures for backing up electronic mail systems should be coordinated with the destruction of e-mail records so that no copies are maintained after the retention periods for the records expire.

SECTION 4. DISPOSITION OF E-MAIL RECORDS.

Apply the Records Management Plan for disposition of e-mail records as it would be applied to paper records or records stored on other electronic media. E-mail records should be disposed of in accordance with the Records Control Schedules included in Section III of this Plan.

NOTE: Local Schedule GR: Record Series 1000-26, correspondence and internal memoranda, states that routine correspondence and internal memoranda, such as letters of transmittal, requests for publications, internal meeting notices and similar routine matters should only be kept as long as Administratively Valuable (AV - after purpose of record is no longer deemed administratively valuable).

III. DISASTER RECOVERY PLAN FOR CITY RECORDS

SECTION 1. INTRODUCTION.

This Disaster Recovery Plan has been developed to ensure the continuity of the City's government by establishing procedures for records rescue in the event of a disaster. It describes the steps to be followed by the Disaster Recovery Team in ensuring the safety of team members, stabilizing the environment, assessing the damage, recovering damaged records, providing for restoration of those records, and minimizing loss to the City.

The recovery process outlined in this plan focuses mainly on the recovery of water- damaged records. Statistics show that ninety-five percent (95%) of all disasters will result in water-damaged records; action must be taken quickly to salvage damaged materials. Mold will develop within 48 to 72 hours when temperature exceeds 75° F and relative humidity exceeds sixty percent (60%). Action can be taken by an in-house Disaster Recovery Team to minimize water-damaged loss. Damage caused by heat, smoke, chemical spills, or infestation requires specialized salvage techniques. Outside

professional assistance is required for recovery from damage of this kind.

Preparedness to cope with damaged records is not enough. No matter how carefully the procedures below are executed, restoration will only be partial. All City Departments must take measures to prevent loss of their records. Preventive measures entail creating back-up copies of vital or important information, whether in the form of paper, microfilm, or magnetic media, and storing the copies off site. In case of disaster, a department can retrieve the backups and re-establish operation with minimum interruption.

SECTION 2. INVENTORY/ PRIORITY LISTS.

Each department, office, and area should have a list of all materials located therein, showing priority for salvage should a disaster occur. Refer to the City's Records Management Plan for identification of permanent/historical records. To simplify this procedure, assign priorities as follows:

- Priority 1 - Salvage at all costs;
- Priority 2 - Salvage if time permits;
- Priority 3 - Salvage as part of general clean-up.

The following questions may be helpful in determining priorities:

- Can the item be replaced? At what cost?
- Would the cost of replacement be less or more than restoration of the item?
- How important is the item to the collection? Is the item available elsewhere?

SECTION 3. IN-HOUSE DISASTER RECOVERY TEAM MEMBERS.

A disaster situation will require resources beyond those available in individual Departments. Therefore, a City-wide Disaster Recovery Team is established to deal with disaster situations.

The following staff members should be called in the event of a disaster:

DISASTER RECOVERY TEAM:

Team Members:	City Manager
	Asst. City Manager/Public Works Director
	Records Management Officer
	Records Coordinator
	Police Chief
	Finance Director
	Information Technology Manager
	Emergency Management Coordinator

TEAM DUTIES INCLUDE THE FOLLOWING:

- a) Preparation and update of the Disaster Recovery Plan for City Records.

- b) Obtaining and maintaining Disaster Supply Kits at appropriate locations.
- c) Assessing damage to City Records following a disaster situation.
- d) Supervising the records recovery operations following disaster.
- e) Supervision of the records restoration process following disaster recovery operations.

SECTION 4. AUTHORITY/RESPONSIBILITY OF DISASTER RECOVERY TEAM CHAIRMAN.

The Responsibilities of the Disaster Recovery Team Chairman includes:

- Starting the procedure for notification of other team members. Staying in contact with appropriate Department Heads and assigned Staff. Staying in contact with outside consultants and agencies.
- Making certain that the initial disaster has been dealt with and that cleanup crews have begun their work. (The crew's responsibilities should be clearly defined.)
- Maintaining Disaster Supply Kits and making sure additional supplies are on the way.
- Being available to the Disaster Recovery Team and to the overall recovery operation to answer questions, to initiate subsequent phases of the recovery operation, and to determine other remedial steps.
- Ensuring that Team members do not enter a facility until permission is granted by appropriate emergency personnel. (The Assistant Team Chairman is responsible for the Team Chairman's duties in his/her absence)

SECTION 5. STABILIZATION OF ENVIRONMENT.

The environment must be stabilized within 48-72 hours to prevent the growth of mold.

Departmental Staff are responsible for the following actions:

- a) Contact the Finance Department to obtain an emergency funding account.
- b) Obtain pumps for removal of large quantities of standing water, if necessary. (Extreme caution must be taken, as standing water can conceal hazards).
- c) Use portable generators in case of power failure.
- d) Run fans constantly to circulate air and expel humidity from the area.
- e) Use thermometers or hygrometers to work toward attaining the ideal condition of 65° F.
- f) Dehumidifiers can help lower the humidity, however, they are usually only effective in small, enclosed areas; they tend to increase temperature in a room, and they can also freeze up in the lower temperatures required for salvage and recovery operations. Temperature and humidity should be monitored constantly.

Emergency Management Coordinator will be responsible for the following actions:

Spell out the dangers associated with disaster recovery includes:

- a) Electrical shock hazards.
- b) The handling of file cabinets that have been damaged by fire and that have retained heat.
- c) Strong fumigants used to kill molds and fungus.
- d) Other hazards to safety of employees and property.
- e) After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals. Assist Departmental Staff in securing equipment and removal of water.

SECTION 6. ASSESSMENT OF DAMAGE.

In the event of a major disaster, do not enter the building until it has been declared safe to do so by the Fire Marshal or Emergency Management Personnel.

The Emergency Management Coordinator will survey the entire area and take extensive notes. Photographic records and videos will also be made of the damage.

Disaster Recovery Team Chairman and the Records Management Officer and Records Coordinator will assess the extent of damage as soon as possible. This action should be done with a minimal amount of physical handling. Photographs taken by the Emergency Management Coordinator will support information on damage.

Determination of records damage will include:

- a) How much damage has occurred?
- b) What kind of damage is it?
(Fire, smoke, soot, clean water, dirty water, heat, humidity)
- c) Is it confined to one area or is the entire building damaged?
- d) How much of the collection of records has been affected?
- e) What type of records have been damaged?
(Documents, books, microforms, computer disks)
- f) Are any damaged records vital?
- g) Are the damaged items easily replaced or are they irreplaceable?
- h) Can the records be salvaged by an in-house recovery team, or will outside help be required?

The Disaster Recovery Team Chairman will notify the members of the Disaster Recovery Team, contact any outside emergency agency or company that is needed, and initiate recovery procedures for water-damaged records.

The Records Management Officer and Records Coordinator will create an inventory as records are moved.

SECTION 7. RECOVERY PROCEDURES FOR WATER-DAMAGED RECORDS.

The following procedures should be conducted by departments with the supervision of the Disaster Recovery Team Chairman.

PAPER RECORDS - Volumes to be Frozen

- a) Clean the floor and aisles first.
- b) Take action within 48 hours to prevent the development of mold and mildew.
- c) Begin with the wettest materials. Handle wet paper carefully and as little as possible -- it is fragile.
- d) Dirt and mold should be removed and treated before freezing. If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
- e) Pack materials on-site, if possible. Pack loose papers, files, or books spine down for minimum damage. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates.
- f) If books are stuck together, do not attempt to separate them, but pack them as one volume.
- g) Pack crates one layer only, snugly enough that volumes will not slide or lean.
- h) Wrap open books as found. Do not attempt to close open volumes or open closed volumes that are wet. Do not place more than one open volume in a container.
- i) Blast freeze as quickly as possible to stabilize materials.
- j) Keep accurate records of each container's contents and label that container. If containers are sent to more than one freezer, note which container numbers are sent where.
- k) Keep records of damaged items and discarded items.
- l) Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result. Materials should be placed in refrigerated trucks if they cannot be frozen within forty-eight (48) hours.
- m) Records already stored in boxes should not be re-boxed unless absolutely necessary. Tip the boxes gently to allow excess water to drain out. Then quick- freeze the entire box.

PAPER RECORDS - Volumes to be Air-Dried

Washing procedure (to be performed off-site only).

- a) Keep books tightly closed and hold under cold, clean, running water.
- b) Remove as much mud as possible from the binding by dabbing gently with a sponge. Do NOT rub or use brushes and do NOT sponge the pages or edges, as these actions

- can force the mud into the spine or the wet pages, causing further damage to the volume. Let the motion of the running water clean off the dirt.
- c) Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.
 - d) Do **NOT** wash:
 - 1. Open or swollen volumes.
 - 2. Vellum or parchment bindings or pages.
 - 3. Full or partial leather bindings.
 - 4. Fragile or brittle materials.
 - 5. Works of art on paper.
 - 6. Water-soluble components (inks, tempera, watercolors, dyes, charcoal, etc.)
 - 7. Manuscripts.
 - 8. Saturated Volumes.
 - e) Do not open saturated volumes -- wet paper tears easily!
 - f) Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed, and the wet paper is removed from the area. Covers may be opened to support the volume.
 - g) Aluminum foil may be placed between the cover and the end leaf to prevent staining from the binding dyes.
 - h) When most of the water has drained, proceed as for "Damp Volumes", below.
 - 1. Damp Volumes
 - i) Very carefully open the book (not more than a 30° angle).
 - j) Keep the volume in an upright position.
 - k) Place interleaving sheets at intervals of twenty-five leaves (fifty pages), unless they will distort the volume.
 - l) Change interleaving frequently. Do NOT reuse unless the sheets are being impregnated with fungicide. Ortho-Phenyl Phenol (O-PP) is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol (do not use methanol, as it will cause inks to bleed). Safety equipment (mask, eye goggles and rubber gloves) should be worn when preparing and using this solution.
 - 1. Slightly Damp Volumes/Volumes with Only Wet Edges
 - m) Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Position volume in the path of circulating air.
 - n) When almost dry, lay the volumes flat and place weights (NOT other drying books) on them to minimize distortion. **Do not stack wet volumes.**
 - o) Lightweight volumes (less than six pounds) may be hung on lines to dry.
 - 1. Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.
 - 2. Do NOT line-dry a saturated volume as the monofilament will cut through the wet paper.
 - 3. Volumes with Coated Stock Paper

4. Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. DO NOT allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Almost all attempts to separate stuck pages by rewetting them have failed. Vacuum freeze-drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated. The only chance of saving such materials is to interleave every page and air dry. Documents/Unbound Materials.
5. Freeze as found
 - p) Do not remove from file cabinet drawers, document cases, or folders.
 - q) Do not turn containers upside down to empty or drain. If possible, gently tip file cabinets and boxes to allow excess water to drain out.
 1. Separation of wet sheets
 2. Place a sheet of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
 - r) Rub gently with a bond folder -- surface friction will cause the wet paper to adhere to the film.
 - s) Peel back the top sheet and place it on top of a piece of polyester web, non- woven interfacing, such a Pellon, is most effective.
 - t) Remove the polyester film.
 - u) Place another piece of polyester web on top of the wet sheet.
 - v) Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
 - w) Air dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables, on drying racks, or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should **not** blow directly on the materials.
 - x) The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

PHOTOGRAPHIC MATERIALS

Photographic materials (prints, negatives, slides, film) should not be allowed to dry untreated after they become wet, as they will stick to their enclosures or to each other. Any attempt to separate them after they have dried together may result in damage to the emulsion or the image. Remove materials from their enclosures and wash off any mud or dirt under cold, clean, running water.

Do not expect to salvage color photographs, as the colored layers will separate and the dyes will fade quickly. However, if you wish to try, air dry immediately or freeze them.

Color films and photographs:

- a) Keep wet. Freeze if professional help must be delayed longer than 48 hours.
- b) Transport to or have picked up by photographic laboratory.

Silver emulsion films and photographs:

1. Keep wet.
2. Wash off any mud or dirt under cool, clean, running water.
3. Microforms:
 - a) Silver halide microfilm:
 - b) Leave film in cartons.
 - c) Immerse film in clean, cool water in clean, lidded container.
 - d) DO NOT agitate container during transportation or storage.
 - e) Add a one-percent solution of Formalin to water to prolong storage time to two weeks.
 - f) Vesicular and diazo microfilm:
 - g) Rinse off mud or dirt under cold, clean, running water.
 - h) Lay out reels or fiche flat to air dry or dry with cheesecloth.

TAPES (AUDIO, VIDEO, COMPUTER) AND FLOPPY DISKETTES

Such records are among the easiest to duplicate and store off-site, thus making a backup system an invaluable alternative to recovery. Water is especially damaging to magnetic materials. The longer they have been wet the greater the damage will be. Do not attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played. The following procedures are recommended if you wish to attempt to salvage tapes:

- a) Break open the cassettes. Remove floppy disks from their cases.
- b) Wash in clean or distilled water.
- c) Air dry, dry with cheesecloth, run through a tape cleaner or winder, or gently separate the reel flanges with spacers (such as inert grommets) to allow water to run off, promote air flow, and prevent tape-to-flange adhesion. Do not dry with heated airflow, as it will promote humidity, resulting in adhesion of the media.
- d) Store upright and without crowding in distilled, room-temperature water. (May be stored this way for up to two weeks).

OTHER MAGNETIC MEDIA

Obtain professional advice from one of the consultants listed in the Team Chairman's files or contact the Texas State Library for a list of vendors.

SECTION 8. RESTORATION OF WATER-DAMAGED RECORDS.

A number of options are available for treating water-damaged materials. The choice of treatment will depend upon the extent and type of damage incurred, and the manpower, expertise, and facilities available.

PAPER RECORDS

The period of time during which items are frozen can be used to decide which records are worth restoring and which can be discarded without further processing and expense.

VACUUM FREEZE DRYING

Vacuum freeze-drying is the safest and successful method, although it is also the most expensive. Materials **MUST** be frozen prior to placing in a sublimation chamber. This type of chamber operates under high vacuum and high heat and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that has been chilled to at least -200°F, so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to "explode".

When materials are removed from the vacuum freeze chamber, they will be **VERY** dry and should acclimate for at least one (1) month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings). They may be placed in a high humidity room to accelerate the acclimation process but must be monitored closely for signs of mold.

Materials so treated will **NOT** look like new but will show signs of swelling and distortion. Photographs will not be damaged by this treatment, but rubber cement may dissolve and stain the pages to which it has been applied.

VACUUM DRYING

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is **NOT** recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used for the same reason. In addition, the rapid evaporation of water in the microwave can cause vapor explosions in the covers and inside pages of coated stock.

If frozen materials are vacuum dried, most of the water will pass through the liquid state before vaporizing. As a result, water-soluble inks and dyes may bleed.

FREEZING

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Blast freezing services can be performed on site.

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze dryer or air-dried.

AIR-DRYING

Air-drying is labor intensive and requires a great deal of space, but it is tried, true and cheap. It also offers security, as it can be done in-house and materials can be watched.

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50°-60°F and 25-35% RH. This process is **NOT** recommended for coated stock materials.

PHOTOGRAPHIC MATERIAL

- a) Color film and photographs:
 - 1) Obtain professional assistance with restoration.
 - 2) Silver or emulsion film and photographs:
 - 3) Air dry (if not too many and if time permits) either flat or on lines.
 - 4) If too many to air-dry, store in cold water (64°F or below) for up to three (3) days. Formaldehyde may be added to water at a ration of 15 ml. to 1 liter.
 - 5) Transport to or have picked up by a professional photography laboratory within twenty-four (24) hours.
- b) If time does permit air-drying or transporting to a professional laboratory, freeze quickly. (Less damage is caused by freezing than by delaying treatment).
- c) Microforms:
 - 1) Silver Halide:
Send to or have picked up by professional microfilm processing laboratory.
- d) Vesicular and diazo:
 - 1) Wash with liquid detergent and rinse.
 - 2) Lay out on absorbent paper to dry.

Tapes and Floppy Diskette

If the diskette itself has been damaged (by melting, creasing, etc.), restoration is very difficult, and probably incomplete at best. If there is a loss of access to data due to foreign material on the surface, this type of damage more readily allows restoration. To remove a contaminant, follow these procedures:

- a) Carefully remove diskette from jacket and sleeve.
- b) Agitate the exposed diskette in multiple baths of cool, distilled water.
- c) Dry with lint-free towels or air dry.
- d) Insert diskette into new jacket.
- e) Copy data to new diskette.
- f) Clean copy equipment drive heads often to avoid permanent damage to heads.

SECTION 9. RECOVERY PROCEDURES FOR OTHER TYPES OF DAMAGE FIRE/SMOKE PAPER.

If records are not fragile, trim charred edges and clean the surface with a soft bristled brush and rub gently with art gum eraser, mildly abrasive drawing paper, or wallpaper cleaner. Typed material should first be tested to determine if correctable ribbon was used; if so, do not use paper cleaner. If records are too fragile, enclose in mylar folder and copy, using either paper or microfilm. Discard the original, keeping a record of such action.

Smoke damaged records can be quick frozen to remove smoke smell. Consult restoration and microfilm specialists.

PHOTOGRAPHIC MATERIALS

High temperatures of 125°F and above melt the film emulsion and even the base media. The results of fire damage include sticky surfaces, melted layers and severe image distortion. The assistance of a professional restorer will be required in the recovery process.

MAGNETIC MEDIA

High temperatures of 125°F and above destroy magnetic tapes, disks and diskettes. Determine how much information is available elsewhere for reconstruction of data. If recovery is necessary, contact the Team Chairman.

ATMOSPHERIC POLLUTANTS AND CHEMICAL SPILLS

Damage varies with each chemical spill or pollutant. Contact restoration specialists to assist in salvage.

RODENT, MOLD OR INSECT INFESTATION

Contact restoration specialists to fumigate and clean records and deacidify if needed.

DISASTER SUPPLY KIT

A disaster supply kit should be located in each City facility to allow the Disaster Team to begin work immediately after a disaster. The Disaster Recovery Team Chairman should keep a list of supply kits for each building and their locations.

The following items should be included in the Disaster Supply Kit:

- a) Absorbent paper: 5-20 reams, optimum size 9"x12"; (Do not use newspaper for archival or permanent records). Wax paper or freezer paper;
- b) Roll of plastic sheeting or one dozen 9"x12" plastic drop cloths;
- c) Sharp knives: 2 or 3;
- d) Large screwdriver;
- e) Distilled water: 1 gallon;

- f) Formalin;
- g) Flashlight with extra batteries (replace batteries every six months);
- h) Protective clothing;
- i) Rubber gloves: 4 pair;
- j) Large, strong plastic garbage bags: 10;
- k) Paper tags with string or wire holders: 25;
- l) Scissors, 12": 2 pair;
- m) Clean lint-free rags or paper towels;
- n) Cubic foot boxes or plastic milk crates;
- o) Lidded containers: 2 or 3; and
- p) Sponges.

CHECK LIST

I. Pre-Emergency Planning

A. Disaster Recovery Team

- _ 1. Appoint representative to DRT in accordance with Section III A.
- _ 2. Assign specific duties to DRT members.
- _ 3. Appoint building administrator to DRT from each building.
- _ 4. Review Disaster Recovery Plan with DRT on an annual basis.
- _ 5. Select additional members as needed.

B. Prevention Precautions

- _ 1. Check building(s) periodically for hazards.
- _ 2. Prohibit smoking in all storage areas.
- _ 3. Install class ABC fire extinguishers as needed.
- _ 4. Check air conditioning systems.
- _ 5. Check drainage of floors located above records storage areas.
- _ 6. Raise all storage cabinets off the floor.
- _ 7. Use steel shelving with adequate cross bracing.
- _ 8. Move microfilm of different generic types separately.
- _ 9. Store microfilm of different generic types separately.
- _ 10. Duplicate and discard all nitrate base negative film.
- _ 11. Use fire-resistant materials in construction.
- _ 12. Install some type of fire suppressant system.

C. Emergency Preparations

- _ 1. Provide emergency instructions to all employees.
- _ 2. Prepare floor diagrams with records locations.
- _ 3. Prepare a list of professional consultants.
- _ 4. Prepare a list of volunteers to assist with records recovery.
- _ 5. Prepare a list of suppliers and facilities needed for recovery.
- _ 6. Create and duplicate any forms needed for recovery.

II. INITIAL RECOVERY PROCEDURES

A. DAMAGE ASSESSMENT

- _1. Assemble the Disaster Recovery Team.
- _2. Secure entry to damaged areas.
- _3. Determine extent of damage.
- _4. Assemble volunteers and supplies needed for initial recovery.
- _5. Set up operations desk for Disaster Recovery Team Chairman.
- _6. Stabilize temperature and humidity in disaster areas.
- _7. Prepare damage location inventories.
- _8. Make treatment decisions as appropriately as possible.
- _9. Arrange for temporary cold storage if water damage is present.
- _10. Establish the necessary workrooms for records treatment.
- _11. Assign removal priorities from disaster areas.
- _12. Organize volunteers who will be helping with recovery operations.

B. REMOVAL OF RECORDS

- _1. Pack damaged records.
 - _a. Pack wet articles in plastic milk crates (if available).
 - _b. Wrap records to be frozen in wax paper.
 - _c. Have a fire extinguisher ready when opening file drawers.
 - _d. Immerse wet microfilm in fresh, cool water.
- _2. Remove damaged records.
 - _a. Remove records using hand trucks, book carts or human chains.
 - _b. Inventory every container that is removed from the disaster area(s).
 - _c. Take damaged materials to work rooms or transport vehicles.
- _3. Begin restoration procedures.

III. **DISASTER RECOVERY OPERATIONS**

SECTION 1. PROCEDURES.

If a disaster strikes when the building is occupied, your first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all personnel and visitors. Practice drills should be conducted on a regular basis to eliminate panic during an actual disaster. Specific individuals should be assigned the task of determining whether the building has been completely evacuated.

Most disasters, however, seem to occur when the building is unoccupied-during the early morning hours, on weekends, or during holiday closings. In the event of a major disaster, do not enter the

building until it has been declared safe to do so by the fire or emergency management personnel.

The following steps are recommended for an effective records recovery operation:

- Activate the in-house disaster recovery team.
- Establish security and safety.
- Assess the damage.
- Stabilize the environment.
- Treat damaged records to salvage.
- Post-disaster assessment.

SECTION 2. RECOVERY TEAM.

The Disaster Recovery Team should be contacted and assembled prior to the start of work to salvage records after a disaster. The team members must be briefed on the procedures to be followed and the priorities to be met. Each person should be given a specific area of responsibility. No salvage activity should begin until a plan of action has been determined by the team leader.

One of the immediate priorities for the action plan must be to obtain the various services, equipment, and supplies needed during the salvage operation. The disaster plan should provide most of the basic information; however, it may be necessary to spend considerable time on the telephone. A communications center should be established immediately, which can function as a centralized point for the organization of the recovery effort and to help avoid confusion and delays whenever possible.

Arrangements must also be made to take care of the needs of all personnel involved in the recovery effort.

SECTION 3. SECURITY AND SAFETY.

Throughout the initial period of damage assessment and during recovery activities, security and safety precautions are essential. Security control measures should restrict access to the damaged area(s) and be maintained through the use of security personnel, a sign-in/sign-out register, and identification badges. Only authorized personnel should be permitted to enter the building.

Safety precautions during the recovery process include:

- Reviewing disaster areas for hidden hazards such as short-circuited motors or broken electrical wires.
- Avoiding standing water and wet carpets that make use of electrical equipment dangerous.
- Installing and using temporary wiring properly.
- Using care with fire and water-damaged files. Wet records are heavy. Caution must be used in opening cabinets or lifting storage boxes.
- Using face masks and protective gloves, and immediately washing or cleaning clothing may be necessary due to the health hazards caused by fungal and bacterial organisms.

SECTION 4. DAMAGE ASSESSMENT.

The type and degree of damage must first be examined. One or more disaster recovery team members should walk through the entire area and take notes to answer questions, such as:

- How much damage has occurred?
- What kind of damage is it (fire, smoke, soot, clean water, dirty water, heat, humidity)?
- Is it confined to one area or is the entire building damaged?
- How much of the records holdings have been affected?
- What types of record media have been damaged (paper documents, microforms, photographs, magnetic tapes and diskettes)?
- Are the damaged records easily replaced (is there a preservation duplicate stored off-site, are these convenience copies of records)?
- Are the damaged records irreplaceable and what is their value (is this the only copy of the information, how important are these records to the business of the agency)?
- Can the records be salvaged by the in-house recovery team, or will outside help be required?

A realistic and thorough assessment must be made as quickly, efficiently, and safely as possible. The damage to records should be appraised without handling the records whenever possible, as further irreparable damage may result. Before you begin handling the materials, photographs should be taken to document the damages.

SECTION 5. STABILIZING THE ENVIRONMENT.

While the character and degree of damage is being assessed, steps must be taken to stabilize the environmental conditions affecting the records. Mold growth, which can appear within 48 hours, is encouraged by conditions of high humidity and high temperatures. By reducing relative humidity and temperatures, you can reduce the risk of mold and thereby buy time for the recovery operations. The following equipment should be readily accessible to help stabilize the environment:

- Portable generators, in case a power failure occurs.
- Pumps, to remove large quantities of standing water.
- Fans, to circulate the air.
- Thermometers, hygrometers, or other devices to measure the temperature and humidity. The air should be circulated in the damaged area to eliminate any stagnate air pockets. This may be accomplished by running fans constantly. If possible, the fans should expel the humid air from the area. Dehumidifiers can help to lower the humidity, although they are usually effective only in small, enclosed areas and tend to increase the temperature in a room. They can also freeze up in the lower temperatures required for salvage and recovery operations. Temperature and humidity should be monitored constantly.

Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards. All wet debris and carpets should be removed.

SECTION 6. TREATING WATER-DAMAGED RECORDS.

The choice of specific steps to be followed for salvaging records will vary according to the type of records medium being treated and the cause of the damage. The records most likely to be salvaged after a disaster are those that have water damage. A number of options are available for treating water-damaged materials.

Paper Records

A decision has to be made by the Recovery Team leader and/or the record management officer and any available conservation personnel whether water-damaged paper records will be air dried or frozen. When materials are slightly damp, and the quantity is considered manageable, air-drying may be considered. If the material is soaked, it should be frozen, regardless of the quantity.

Freeze and thermal vacuum-dry method-The most effective procedure for stabilizing water-damaged records and archival materials is to blast freeze them to a temperature of -20°F and then to dry them by a thermal vacuum process. Freezing offers several advantages because it allows time to:

- Estimate recovery costs.
- Prepare and coordinate subsequent steps in the drying and recovery operation.
- Clean up the affected areas of the disaster site.

In addition, freezing stabilizes water-soluble materials such as inks, dyes, etc., which may disperse during natural drying. The subsequent thermal vacuum-drying will cause water to pass from a frozen state to a vapor without returning to liquid form. Under such conditions, the feathering of inks is slight. Freezing and thermal vacuum-drying will also lessen stains and reduce and remove the odor caused by smoke.

Drying without freezing method-If it is decided that the freeze and thermal vacuum-drying method is not practical, natural drying of the damaged material is possible. Rooms chosen to be drying areas must have good air circulation and low humidity; this requirement can be achieved by the use of fans, dehumidifiers, and/or air conditioning.

Microforms

In the handling of water-damaged microforms, speed is again essential in order to prevent the breakdown of the film emulsions and the onset of bacterial growth that will destroy film images. Generally, water-damaged microfilm and microfiche should not be frozen since development of ice crystals may be harmful. Damaged microforms should be kept under water, preferably distilled, and sent to a professional micro processing laboratory for film cleaning services.

Electronic Media

The disaster recovery planning for records stored on electronic media should include the implementation of an effective program for creating regular backups of critical or essential files and storing these in a safe location. Unless there is no other alternative, file recovery efforts

should proceed through reliance on use of backup files rather than attempting to reuse damaged media. For electronic media disaster planning purposes, system support backup tapes and disks and documentation should be stored off-site. A typical backup would consist of establishing three versions of data: the previous generation of data, the active data, and a copy of the active data.

If the circumstances require the salvaging of water-damaged electronic media, they should not be used until thoroughly cleaned and dried and the housing or containers replaced. This will avoid damage to equipment, especially disk drives.

Magnetic tapes which have become wet have a good chance for information recovery. Hand dry all external surfaces with a soft, lint proof cloth and air-dry the tape using a tape cleaner or winder to run the tapes from reel to reel. A company specializing in magnetic tape restoration should be consulted.

Drain and blot floppy diskettes with soft, lint-proof cloth. Peel the jacket away from the diskette and rinse the diskette with distilled water. Drain the diskette and place flat; blot and air dry approximately eight hours. When dry insert into new jacket. Copy data to new diskette. If the information copies properly, discard the damaged diskette. Clean copy equipment drive heads to prevent permanent damage to the heads.

NOTE: Further information on the planned backup of records on magnetic media can be found in "Electronic Records" (Part V of the *Texas State Records Management Manual*). Off- site backup storage is usually the best protection for vital records.

SECTION 7. POST-DISASTER ASSESSMENT.

An essential component of the disaster recovery process is an assessment after the disaster recovery operation is completed. The assessment should note the effectiveness of the disaster plan and should include an evaluation of the sources of supplies and equipment, and of any off-site facilities used. Once the assessment has been made, the disaster plan should be amended where necessary to reflect any inadequacies that have been identified. Never assume that since your agency has experienced a disaster it will be a long while, if ever, that you will have another one.

SECTION 8. PLAN AHEAD - BE PREPARED.

The real disaster is when agencies fail to prevent those situations which are damaging to records but could have been avoided or fail to be prepared to make an effective response when a disaster strikes so that valuable City records can be recovered.

The objectives of disaster recovery planning for records management are to identify potential hazards to the maintenance of records needed by the agency for official City business and, as much as possible, to prevent emergencies from happening. In the event of an unavoidable calamity, agencies can still be prepared to ensure continuation of services to the public by efficiently recovering vital City records.

Disaster Recovery Plan - Sample Format

Name of agency

Date of completion or update of this plan

Agency staff to be called in the event of a disaster:

Disaster Recovery Team	Name	Telephone Numbers (home and office)
Team Chairman		
Leader		
Members/alternates		
Building		
Maintenance		
Building security		
Legal advisor		

Emergency services to be called (if needed) in the event of a disaster:

Service	Contact	Telephone Numbers
Ambulance		
Carpenters		
Chemist		
Data processing backup		
Electric		
Electrician		
Emergency management coordinator		
Exterminator		
Fire department		
Food services		
Gas		
Locksmith		
Micrographics		
Plumber		
Police Department		
Security personnel (extra)		
Software vendor		
Temporary personnel		
Utility companies		
Water		
Other individuals/groups to assist in the cleanup		

Locations of in-house emergency equipment and supplies (attach map or floor plan with locations marked).

Item

Batteries	Badges
Camera and film	Cut-off switches and valves Electric, Gas,
Extension cords (heavy duty)	Water, and Sprinkler system (if separate)
Fire extinguishers	First aid kits
Flashlights	Ladders
Mops, sponges, buckets, brooms, Nylon monofilament	
Packaging tape and string, paper clips (non-rust)	
Paper towels (not colored)	Pencils/waterproof ball point pens
Plastic trash bags	Rubber gloves Scissors
Transistor radio (battery powered)	Writing tablets
Wiping cloths	

Location

Sources of off-site equipment and supplies (if maintained on-site, note location): Item
Contact Telephone Number

Item	Contact	Telephone Numbers
CB Radio		
Dehumidifiers		
Drying Space Dust		
masks Fans		
Fork lift		
Freezer or wax paper		
Freezer space		
Fungicides		
Generator (portable)		
Hard hats		
Pallets		
Plastic milk crates		
Plastic sheeting (heavy)		
Pumps (submersion)		
Rubber boots or overshoes		
Refrigeration truck		
Safety glasses		
Spotlights		
Trash cans (plastic, small/large)		
Unprinted newsprint		
Vacuum/freeze-frying facilities		

Waterproof clothing
Wet-dry vacuum
Work tables and chairs

Salvage priority list

Attach a copy of the records retention schedule identifying all vital records series. The location and record medium of the preservation duplicate for each vital records series should be noted.

It is also very helpful if other records series are reviewed to determine their priority for salvage should a disaster occur. The following questions can be helpful in determining priorities:

- Can the records be replaced? At what cost?
- Would the cost of replacement be less or more than restoration of the records?
- How important are the records to the agency?
- Are the records duplicated elsewhere?

To identify this process, priorities may be assigned as follows:

1. . Salvage at all costs (for example, records that are historically valuable or non-vital records that are important to agency operations and very difficult to recreate)
2. Salvage if time and resources permit (for example, records that are less important to the agency or somewhat easier to recreate)
3. Dispose of as part of general cleanup (for example, records that do not need to be salvaged because they are convenience copies and the record copy is at another location)

Agency disaster recovery procedures

Attach a list of specific procedures to be followed in the event of a disaster in your agency, including responsibilities of in-house recovery team members.

Follow-up assessment

If a disaster does occur, a written report, including photographs, should be prepared after recovery and attached to a copy of the disaster plan. The report should note the effectiveness of the plan and should include an evaluation of the sources of supplies and equipment, and of any off-site facilities used in cooperation with Department Directors. Identify essential records and establish a records disaster and recovery plan for each department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense.

Local Government Records Control Schedule CERTIFICATION AND ACCEPTANCE



SLRM
STATE AND LOCAL
RECORDS
MANAGEMENT

**Form
SLR 540**

Section 1 USE OF FORM

- Purpose of Schedule
☐ Original Schedule (Check if no previous records control schedule is on file)
☐ Amended Schedule (Check if this records control schedule replaces previous records control schedule on file)
☐ Amendment to Schedule or Supplemental Records Control Schedule
- Number of Pages: _____

Section 2 SUBMISSION OF DATA

- Government: _____
- Department (optional): _____
- Office (optional): _____
- Address: _____
 City: _____ ZIP code: _____
- Telephone: _____
- Email (optional): _____

Section 3 LOCAL GOVERNMENT CERTIFICATION

The attached document is submitted for filing pursuant to Local Government Code §203.041. It has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.

Name and Title (print or type): _____

Signature: _____ Date: _____

Section 4 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

This records control schedule submitted for filing with the Texas State Library and Archives Commission has:

☐ been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment may be disposed of at the expiration of its retention period without additional notice to the director and librarian, subject to the provisions of Local Government Code §203.041(d).

☐ not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title: _____

Signature: _____ Date: _____

Texas State Library
and Archives Commission

State and Local Records
Management Division

Box 12927
Austin, Texas 78711-2927

512-463-7610
512-936-2306 FAX

SLR 540 (6/12)

Instructions for Completing Form SLR 540

This form must accompany all submissions of Form SLR 500 and Form SLR 520. If you have any questions relating to completion of this form, SLR 500, or SLR 520, please contact the State and Local Records Management Division at 512-463-7610.

Two (2) Certification and Acceptance Forms must be attached to each records control schedule, amended schedule, or amendment submitted for filing.

SECTION 1: USE OF FORM

Field 1 Indicate whether this schedule is an original or amended filing. Choose only one.

- **Original Schedule:** Choose this option if your local government has never filed a records control schedule with the commission.
- **Amended Schedule:** Choose this option if this records control schedule is meant to replace a previous records control schedule on file with the commission.
- **Amendment to Schedule:** Use when records are being added to a previously filed and accepted records control schedule.

Field 2 Indicate the number of pages in the SLR 500 or SLR 520.

SECTION 2: SUBMISSION OF DATA

Field 1 Enter the complete name of the local government (e.g., City of Amarillo, Brownsville ISD, Brazos County, Harris County Municipal Utility District #25, Tarrant County Constable Pct. 4).

Field 2 Enter the name of the department for which this records control schedule applies. If this records control schedule applies to the entire local government, leave this field blank.

Field 3 Enter the name of the office for which this records control schedule applies. If this records control schedule applies to the entire local government, leave this field blank.

Fields 4-8 Enter the contact information for the Records Management Officer.

SECTION 3: LOCAL GOVERNMENT CERTIFICATION

Enter the Name and Title of the Records Management Officer (e.g., City Secretary, County Clerk, Superintendent). The Records Management Officer should sign and date the schedule.

Note: This form must be signed by the designated records management officer for the local government or elective county office. Records control schedules not signed by the records management officer will be returned for re-submission. Local Government Code, §203.041(a) and (b).

SECTION 4: DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.



SLRM
STATE AND LOCAL
RECORDS
MANAGEMENT

Declaration of Compliance

with the Records Scheduling Requirement of the Local Government Records Act
Submitted pursuant to Local Government Code §203.041(a)(2)

Section 1 SUBMISSION OF DATA

1. Government: _____
2. Address: _____
City: _____ ZIP code: _____
3. Telephone: _____ 4. Email (optional): _____

Section 2 LOCAL GOVERNMENT CERTIFICATION

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program. In doing so, I also certify that the administrative rules for electronic records, adopted by the commission under Local Government Code §205.003(a) will be followed for records subject to the rules. I understand that:

- the validity of this declaration is contingent on its acceptance for filing by the commission;
- if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing;
- the records retention schedules adopted by this declaration may be amended by filing for approval a supplemental Records Control Schedule Amendment (SLR 520) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below);
- if a supplemental Records Control Schedule Amendment is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below); and
- the commission will provide us with access to subsequent editions of any schedules issued by the commission.

1. I hereby declare that our records control schedules will comply with the following schedules issued by the commission:

- | | |
|--|--|
| ☐ Schedule CC (Records of County Clerks) | ☐ Schedule LC (Records of Justice and Municipal Courts) |
| ☐ Schedule DC (Records of District Clerks) | ☐ Schedule PS (Records of Public Safety Agencies) |
| ☐ Schedule EL (Records of Elections and Voter Registration) | ☐ Schedule PW (Records of Public Works and Services) |
| ☐ Schedule GR (Records Common to All Governments) | ☐ Schedule SD (Records of Public School Districts) |
| ☐ Schedule HR (Records of Public Health Agencies) | ☐ Schedule TX (Records of Property Taxation) |
| ☐ Schedule JC (Records of Public Junior Colleges) | ☐ Schedule UT (Records of Utility Services) |

2. If any records control schedules or amendments have been filed with the commission, I also hereby declare that those schedules or amendments:

- ☐ are superseded by this declaration.
- ☐ are not superseded by this declaration. I understand that, in the event of a conflict between the previously filed records control schedules or amendments and the schedules adopted by this declaration, the longer retention period shall apply.

Name and Title: _____

Signature: _____ Date: _____

Section 3 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

This Declaration of Compliance has been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on a schedule issued by the commission (as checked above) may be disposed of at the expiration of its retention period without additional notice to the Director and Librarian, subject to the provisions of Local Government Code §203.041(d).

Name and Title: _____

Signature: _____ Date: _____

Instructions for Completing Form SLR 508

PURPOSE: *State law requires that each local government that wishes to have the authority to destroy records must submit to the Texas State Library and Archives Commission records control schedules listing the records created or received by the local government and retention periods for the records. Form SLR 508 may be used by a local government who wishes to adopt the records retention schedules promulgated by the commission in lieu of filing records control schedules with the commission.*

SECTION 1: SUBMISSION OF DATA

Field 1 Enter the complete name of the local government (e.g., City of Amarillo, Brownsville ISD, Brazos County, Harris County Municipal Utility District #25, Tarrant County Constable Pct. 4).

Fields 2-4 Enter the contact information for the Records Management Officer.

SECTION 2: LOCAL GOVERNMENT CERTIFICATION

Field 1 Check the boxes next to the Local Schedules with which your government will comply. If you are not sure which Local Schedules to adopt, please contact the State and Local Records Management Division.

Schedule CC is for use by county clerks, county surveyors, and local registrars.

Schedule DC is for use by district clerks.

Schedule EL is for use by any entity with records of elections and voter registration.

Schedule GR includes records such as meeting minutes, personnel files, and accounting records, and is for use by all local governments.

Schedule HR is for use by local health units and departments, public health districts, public hospitals, animal control departments, and animal shelters.

Schedule JC is for use by public junior colleges.

Schedule LC is for use by justice and municipal courts.

Schedule PS is for use by public safety agencies.

Schedule PW is for use by counties, municipalities, and any local government entity with records of public works and other government services (including, but not limited to: veterans service officers, soil and water conservation districts, public libraries, airports, social services, and planning and zoning offices).

Schedule SD is for use by public school districts, open-enrollment charter schools, and other educational districts and cooperatives.

Schedule TX is for use by appraisal districts and tax offices of taxing units.

Schedule UT is for use by public utilities (water districts and local government-owned water and wastewater, solid waste, electric, and gas utility departments).

Field 2 If no previous records control schedules have been filed with the commission, leave blank.

a. Choose "are superseded" if you would like for this declaration to replace a records control schedule previously filed with the commission.

b. Choose "are not superseded" if you would like any previously filed records control schedule to remain in effect.

Signature Declarations must be signed by the designated records management officer of the local government or elective county office. Declarations not signed by the records management officer will be returned for re-submission. Local Government Code, §203.041(a)(2)

SECTION 3: DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.

SUBMISSION: Mail to the address at the bottom of the form. The form may not be filed electronically. A copy of this form indicating its acceptance for filing will be returned to the records management officer.



CITY COUNCIL MEMO

DATE: July 15, 2019

TO: Mayor and City Council

FROM: Garret Bonn, P.E., CFM - Assistant City Engineer

SUBJECT: TxDOT Transportation Alternatives Set-Aside/Safe Routes to School Grant Application

Summary:

A resolution authorizing and directing the City Manager to submit a detailed application in response to TxDOT's 2019 Transportation Alternatives Set Aside (TASA) / Safe Routes to School Infrastructure (SRTS) Call for Projects.

Recommendation:

Staff recommends approval of the resolution in support of an application through the TASA/SRTS programs.

Background / Analysis:

TxDOT's Public Transportation Division administers federal funding programs, including Federal Highway Administration (FHWA) funds relating to TxDOT's Bicycle and Pedestrian Program and Federal Transit Administration (FTA) funds for transit in Texas. These funds are for specific purposes and have separate eligibility and funding requirements. The Public Transportation Division requests applications for specific funding sources through calls for projects.

Transportation Alternatives Set-Aside (TASA) Program

TxDOT administers Transportation Alternative (TA) funds for locally sponsored bicycle and pedestrian infrastructure projects in communities less than 200,000. In large urbanized areas with populations over

200,000, TA funds are distributed directly to Metropolitan Planning Organizations (MPO) to administer according to their needs.

Safe Routes to Schools-Infrastructure (SRTS) Program

TxDOT administers SRTS funds for locally sponsored infrastructure projects that facilitate walking and biking to school. Projects may be located anywhere in the state as long as they are within two miles of K-8 schools.

TxDOT opened a combined call for projects for TASA and SRTS funds on Feb. 8, 2019. In response, the City submitted a Preliminary Application for the S. Llano Shared-Use Bridge and E. Ufer St. Sidewalk Improvement Project which would connect E. San Antonio St. to E. Ufer St. via a shared-use bridge that will cross Barons Creek in the S. Llano Right of Way (refer to attached exhibit). The City previously applied for grant funding in 2017 through a similar program but the project was not approved for funding at that time.

On May 6, 2019, the City received word that the preliminary application was eligible to move on to the TxDOT District Review phase in preparation for the Detailed Application Phase (Step 2). On May 28, 2019, staff met with District representatives and have begun preparing the detailed application for the project. As part of the detailed application, a resolution from the governing body is required to ensure the local government is willing to commit to the project's development, implementation, construction, maintenance, management, and financing.

The TASA program provides 80% federal funding with a 20% minimum local match required. The local funding match is a cash match or a combination of cash and in-kind contributions provided by or through the project sponsor. The SRTS program provides 100% federal funds, meaning no local match is required.

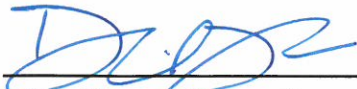
Currently, the preliminary cost for the project is estimated at +/- \$750,000 which includes design, permitting, construction, and a 10% contingency. The proposed shared-use bridge is part of the development plan for the Ufer Street hotel development which is described in the economic development agreement between the City of Fredericksburg and Hamuk, LLC. In accordance with the development agreement, the developer will contribute \$100,000 towards the construction of the bridge if the City commences construction within five years from the date of issuance of a certificate of occupancy for the hotel. If the grant application is approved for funding, these funds could be utilized for a portion of the local match.

Attachments:

Resolution
Project Exhibit


Department Approval


City Manager Approval



City Attorney Approval

RESOLUTION NO. 2019-11R
City of Fredericksburg

A RESOLUTION SUPPORTING THE CITY OF FREDERICKSBURG'S APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2019 TRANSPORTATION ALTERNATIVES SET-ASIDE (TASA) / SAFE ROUTES TO SCHOOL-INFRASTRUCTURE (SRTS) CALL FOR PROJECTS

WHEREAS, the Texas Department of Transportation (TxDOT) issued a call for projects in February 2019 for communities to apply for funding assistance through the Transportation Alternatives Set-Aside (TASA) and/or Safe Routes to School-Infrastructure (SRTS) Programs; and

WHEREAS, the TASA funds may be used for construction of pedestrian and/or bicycle infrastructure. The TASA funds require a local match comprised of cash plus in-kind contributions, if any. As the Project Sponsor, the Local Government would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TASA funds; and

WHEREAS, the SRTS funds may be used for development of plans, specifications, and estimates; environmental documentation; and construction of pedestrian and/or bicycle infrastructure. The SRTS funds do not require a local match. As the Project Sponsor, the Local Government would be responsible for all non-reimbursable costs and 100% of overruns, if any, for SRTS funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG THAT:

1. The Fredericksburg City Council supports funding the S. Llano Shared-Use Bridge and E. Ufer St. Sidewalk Improvement Project as described in the City of Fredericksburg's 2019 TASA/SRTS Detailed Application (including the construction budget, TxDOT's administrative cost, and the required local match, if any) and is willing to commit to the project's development, implementation, construction, maintenance, management, and financing.
2. The Fredericksburg City Council is willing and able to authorize, by resolution or ordinance, the City of Fredericksburg to enter into an agreement with TxDOT should the project be selected for funding.

PASSED AND APPROVED, this, the 15th day of July, 2019.

ATTEST:

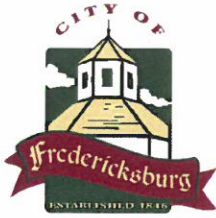
THE CITY OF FREDERICKSBURG, TEXAS

Shelley Goodwin
City Secretary, City of Fredericksburg

Linda Langerhans
Mayor, City of Fredericksburg

APPROVED AS TO FORM:

Daniel Jones
City Attorney



CITY COUNCIL MEMO

DATE: July 15, 2019
TO: Mayor and City Council
FROM: Brian Jordan, AICP
SUBJECT: Conditional Use Permit to allow a drive-through facility associated with the proposed Guadalupe Bank in the 800 Block of S. Adams Street

Summary:

The proposed development includes a bank building and retail/office building. The site area consists of 2 lots, totaling approximately 3 acres. The intent is to replat the existing lots to have the bank building on one lot and the retail/office building on the other lot. The purpose of the Conditional Use Permit is for the proposed drive-through associated with the bank. Each site will be independent in terms of development requirements, while the drive access will be shared. The drive-through for the bank is located on the south side of the building, opposite the retail/office building. Access to the site will be provided by a drive from S. Adams Street near the center of the property, and the extension of a shared driveway from the Centennial Bank. The driveway on S. Adams will align with Walnut Street and there is currently a center turn lane in S. Adams Street.

Recommendation:

The Planning Commission voted unanimously to recommend approval of this conditional use permit. No letters were received concerning this request.

Background / Analysis:

The site complies with applicable site development regulations and the bank building has been reviewed for compliance with the Entry Corridor Design Guidelines and Standards.

Attachments:

Site Plan, Elevations, Staff Brief



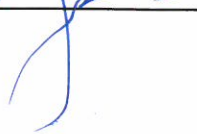
Department Approval



City Attorney Approval



City Manager Approval



CONDITIONAL USE PERMIT BRIEF

Request Z-1911

Project: Guadalupe National Bank

Applicant: David Martin, A3 Studio

Location: 800 Block of S. Adams Street, adjacent to Centennial bank.

Existing Zoning: C-2, Commercial

Request: Conditional Use Permit to allow a Drive-through facility associated with the bank

Site Plan Overview:

- The proposed development includes a bank building and retail/office building.
- The site area consists of 2 lots, totaling approximately 3 acres. The intent is to replat the existing lots to have the bank building on one lot and the retail/office building on the other lot.
- The purpose of the Conditional Use Permit is for the proposed drive-through associated with the bank.
- Each site will be independent in terms of development requirements, while the drive access will be shared.
- The drive-through for the bank is located on the south side of the building, opposite the retail/office building.
- Access to the site will be provided by a drive from S. Adams Street near the center of the property, and the extension of a shared driveway from the Centennial Bank. The driveway on S. Adams will align with Walnut Street and there is currently a center turn lane in S. Adams Street.
- Building coverage is estimated to be approximately 15% on the bank site and 13.5% on the retail/office site (75% maximum allowed in the C-2 District).
- Impervious coverage is estimated to be approximately 73% on the bank site and 79% on the retail/office site (80% maximum allowed in the C-2 District).
- The bank will be single story in height and the retail/office building is proposed to be two-story.
- Sufficient parking is proposed on each site per the code.
- Surrounding zoning is C-2.

Review and Evaluation Criteria:

A. CONFORMANCE WITH APPLICABLE REGULATIONS:

- The site complies with applicable regulations, including parking, impervious coverage, building coverage and setbacks.

B. COMPATIBILITY WITH EXISTING OR PERMITTED USES IN ABUTTING SITES:

- The proposed bank and retail/office building would be compatible with existing and permitted uses.

- C. POTENTIALLY UNFAVORABLE EFFECTS OR IMPACTS ON OTHER EXISTING OR PERMITTED USES ON ABUTTING PROPERTY:**
- We do not anticipate any unfavorable effects or impacts.
- D. MODIFICATIONS TO THE SITE PLAN WHICH WOULD RESULT IN INCREASED COMPATIBILITY AND WOULD MITIGATE POTENTIALLY UNFAVORABLE IMPACTS:**
- None.
- E. SAFETY AND CONVENIENCE OF VEHICULAR AND PEDESTRIAN CIRCULATION IN THE VICINITY:**
- Vehicular concerns have been addressed by the shared drive access with the adjoining property and the shared access onto S. Adams Street.
- F. PROTECTION OF PERSONS AND PROPERTY FROM EROSION, FLOOD OR WATER DAMAGE, FIRE, NOISE, GLARE:**
- Appropriate plans will be in place to address flooding and water damage as part of the site construction.
- G. LOCATION OF LIGHTING AND TYPE OF SIGNS; THE RELATION OF SIGNS TO TRAFFIC CONTROL AND ADVERSE EFFECTS OF SIGNS ON ADJACENT PROPERTIES:**
- All signs and lighting will comply with current ordinances. Signs noted on the plan are for illustration only and shall not be considered approved as part of this plan.
- H. ADEQUACY AND CONVENIENCE OF OFF STREET PARKING AND LOADING FACILITIES:**
- Adequate parking is provided on the bank property and the retail/office property.
- I. DETERMINATION THAT THE PROPOSED USE IS IN ACCORDANCE WITH THE OBJECTIVES OF THESE ZONING REGULATIONS AND PURPOSES OF THE ZONE IN WHICH THE SITE IS LOCATED:**
- Affirmative.
- J. DETERMINATION THAT THE PROPOSED USE WILL COMPLY WITH EACH OF THE APPLICABLE PROVISIONS OF THE ZONING ORDINANCE:**
- Affirmative.
- K. DETERMINATION THAT THE PROPOSED USE AND SITE DEVELOPMENT, TOGETHER WITH ANY MODIFICATIONS APPLICABLE, THERETO, WILL BE COMPATIBLE WITH EXISTING OR PERMITTED USES IN THE VICINITY:**
- Affirmative

L. DETERMINATION THAT ANY CONDITIONS APPLICABLE TO APPROVAL ARE THE MINIMUM NECESSARY TO MINIMIZE POTENTIALLY UNFAVORABLE IMPACTS ON NEARBY USES AND TO ENSURE COMPATIBILITY OF THE PROPOSED USE WITH EXISTING OR PERMITTED USES IN THE SAME DISTRICT AND THE SURROUNDING AREA:

- None anticipated.

M. DETERMINATION THAT THE PROPOSED USE TOGETHER WITH THE CONDITIONS APPLICABLE THERETO, WILL NOT BE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY, OR WELFARE OR MATERIALLY INJURIOUS TO PROPERTIES OR IMPROVEMENTS IN THE VICINITY:

- None anticipated

OPPOSITION/SUPPORT OF REQUEST: No comments to date.

DESIGN STANDARDS AND DESIGN GUIDELINES: This project location falls within the Design Standards and Guidelines for Entry Corridors of the Comprehensive Plan Update. Historic Preservation Officer, Anna Hudson, has worked with the architect for the project and is in support of plans.

PLANNING AND ZONING COMMISSION RECOMMENDATION: Approval, conditioned upon the replat of the property being approved and approval of the civil construction plans prior to issuance of a building permit.

STAFF RECOMMENDATION: Approval

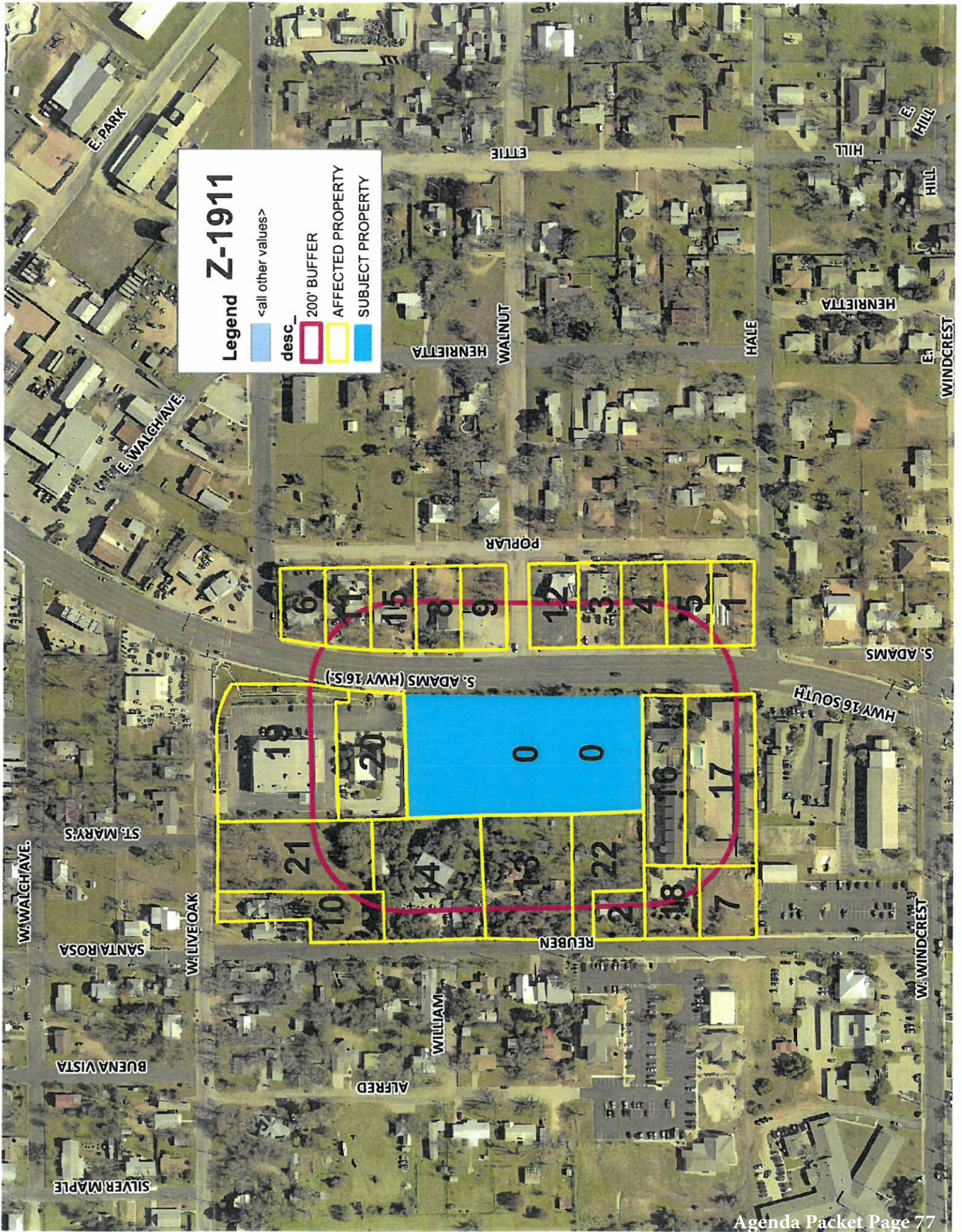
Guadalupe Bank and Retail/Office Development

Fredericksburg, Texas

6-3-19

1. **Two projects- Guadalupe Bank and a Retail /Office Development-** The projects are presented at the same time because they share an entry drive and access easements to the site. It is currently two lots (large and small) and will be re-platted into two roughly equal size lots as part of the approval process.
2. **Project Schedule:** The bank project will be built first- construction drawings are underway, with construction scheduled to start in September. The Retail/ Office project will follow afterwards.
3. **Shared Entry Drive:** A new 40' wide curb cut and drive is proposed on S. Adams (Highway 16) which aligns with E. Walnut Street to the east. One lane in, and two lanes out of the site. Hewitt Engineering has met with TxDOT to discuss the initial plans, and further discussions and plan review will continue for those approvals.
4. **Additional site access:** On the north, a shared driveway will connect the Office/ Retail Development with the existing Centennial Bank.
5. **An Access Easement will be provided** through the site from the north end to the new entry drive at E. Walnut St.
6. **Parking:** Bank: 20 required, 36 provided. Office/ Retail: 60 required, 73 provided.
7. **Landscaping-** Landscaped areas significantly exceed the minimum requirements of the ordinance. For the Bank site, there are seven existing trees. Four trees will be removed and three trees will remain. For the Retail and Office site, there are three existing trees. Two trees will remain and one will be removed. On both lots, new trees are added to compensate for ones removed. Trees and landscape buffer are added along both lots on S. Adams Street. Landscape summary is shown on site plan.
8. **Fire Department access:** 26' wide minimum fire lanes are indicated.
9. **Building roof height and number of stories:** The Bank building height is 27'-6". The Retail/Office building is two stories. The building height for the Retail/Office has not been determined, but will be less than the 38' allowed.
10. **Storm Water Detention/engineering:** Detention will be on the east side of the site between the parking lot and the property line. Storm Water Detention for each property will be satisfied independently.
11. **Zoning Summary:** C2, Commercial: 15' front setback, no side and rear setbacks. The property will be replatted into to equal size lots as part of the approval process.
12. **Building Coverage, Impervious cover: Bank:** 9,828 s.f. of covered area. Lot is approximately 65,340 s.f.. The Bank is 15% of the total lot area. Impervious cover is 74% of the Bank lot.
13. **Building Coverage, Impervious Cover: Retail/Office:** 8,880 s.f. of covered area. Lot is approximately 65,340 s.f.. The Retail / Office is 13.5% of the total lot area. Impervious cover is 79% of the Retail/Office lot.
14. **Dumpsters:** Located at the rear of the site and are screened.

15. **Signage:** Monument signs are proposed for each site.



Letter	Owner	Address
1	FREDERICKSBURG LODGE #794	P.O. BOX 751 FREDERICKSBURG, TX 78624
2	ROBERT WALTER LIVING TRUST	P.O. BOX 83 FREDERICKSBURG, TX 78624
3	DOUGLAS BASHRUM	803 S. ADAMS FREDERICKSBURG, TX 78624
4	DAYTON CRENWELGE	805 S. ADAMS FREDERICKSBURG, TX 78624
5	LAUGHLIN REAL ESTATE MANAGEMENT LLC	1509 WEST AVE J TEMPLE, TX
6	PAUL & LESLIE WHITE	1403 COUNTRY SIDE BEND FREDERICKSBURG, TX 78624
7	HILL COUNTRY MEMORIAL	P.O. BOX 835 FREDERICKSBURG, TX 78624
8	DARIN & ELIZABETH HOLMES	126 ELLEBRACHT FREDERICKSBURG, TX 78624
9	JEANETTE LASKOSKIE	710 N. PECAN FREDERICKSBURG, TX 78624
10	CYNTHIA ROKOHL	213 W. LIVE OAK FREDERICKSBURG, TX 78624
11	HILL COUNTRY UROLOGY MANAGEMENT LLC	703 S. ADAMS FREDERICKSBURG, TX 78624
12	BILL HAM ESTATE	801 S. ADAMS FREDERICKSBURG, TX 78624
13	ROBERT & BAMBIE WALTER	P.O. BOX 83 FREDERICKSBURG, TX 78624
14	ROBERT & BAMBIE WALTER	P.O. BOX 83 FREDERICKSBURG, TX 78624
15	CHARLES THOMAS TRUST	P.O. BOX 232340 ENCINITAS, CA
16	NIRAJ & PARTH LLC	705 S. WASHINGTON FREDERICKSBURG, TX 78624
17	LAUGHLIN REAL ESTATE MANAGEMENT LLC	1509 WEST AVE J TEMPLE, TX
18	NIRAJ & PARTH LLC	705 S. WASHINGTON FREDERICKSBURG, TX 78624
19	MANTA PROPERTIES LLC	13249 LAHINCH DR ORLAND PARK, IL
20	HCSB	P.O. BOX 2188 LUBBOCK, TX
21	ROBERT WALTER LIVING TRUST	P.O. BOX 83 FREDERICKSBURG, TX 78624
22	ROBERT WALTER LIVING TRUST	P.O. BOX 83 FREDERICKSBURG, TX 78624
Z-1911-Guadalupe National Bank		

RETAIL /OFFICE PROJECT

C-2 COMMERCIAL ZONING DISTRICT REQUIREMENTS

1. SETBACKS: 15' FRONT, NONE ON SIDES OR REAR.
2. MAXIMUM BUILDING COVERAGE ALLOWED: 75%. ACTUAL BUILDING FOOTPRINT IS 15.5% OF THE SIZE OF THE LOT.
3. MAXIMUM IMPERVIOUS COVER ALLOWED: 80%. PROPOSED IMPERVIOUS COVER IS 74% OF TOTAL AREA.
4. BUILDING HEIGHT LIMITATIONS: 30'. THIS BUILDING WILL BE 27'-6" OR LESS.
5. PARKING REQUIREMENTS: 20 SPACES REQUIRED FOR OFFICE (8,000 S.F. / 400 = 20). 40 SPACES REQUIRED FOR RETAIL (8,000 S.F. / 200 = 40) 60 TOTAL SPACES REQUIRED. 70 TOTAL SPACES PROVIDED.
6. LANDSCAPING REQUIREMENTS: SEE SUMMARY BELOW.
7. PROPOSED GROUND SIGNS AND WALL SIGNS WILL COMPLY WITH THE SIGN ORDINANCE. STREET FRONTAGE IS APPROXIMATELY 253 L.F. TWO BUILDING SIGNS OR GROUND SIGNS ARE ALLOWED BASED ON FRONTAGE. GROUND SIGNS WILL NOT EXCEED 50 S.F. EACH. BUILDING SIGNAGE WILL NOT EXCEED 1 1/2 S.F. FOR EACH LINEAL FOOT OF BUILDING FRONTAGE. MAXIMUM TOTAL S.F. OF EACH BUILDING SIGN FOR THE RETAIL / OFFICE BUILDING WILL NOT EXCEED 80 S.F.
8. LOT SIZE FOR THE RETAIL / OFFICE PROPERTY IS APPROXIMATELY 15 ACRES.

SITE DEVELOPMENT NOTES-

1. LIGHTING SHALL BE FULL CUT OFF LIGHTING
2. LANDSCAPING WILL BE AS SHOWN ON THE DRAWING AND INDICATED BY SUMMARY ON THIS SHEET.
3. BUILDING WILL UTILIZE EXISTING SITE UTILITIES.
4. EXISTING LOTS WILL BE REPLATTED PRIOR TO PERMITTING.
5. CIVIL CONSTRUCTION PLANS SHALL BE APPROVED PRIOR TO ISSUANCE OF BUILDING PERMIT.

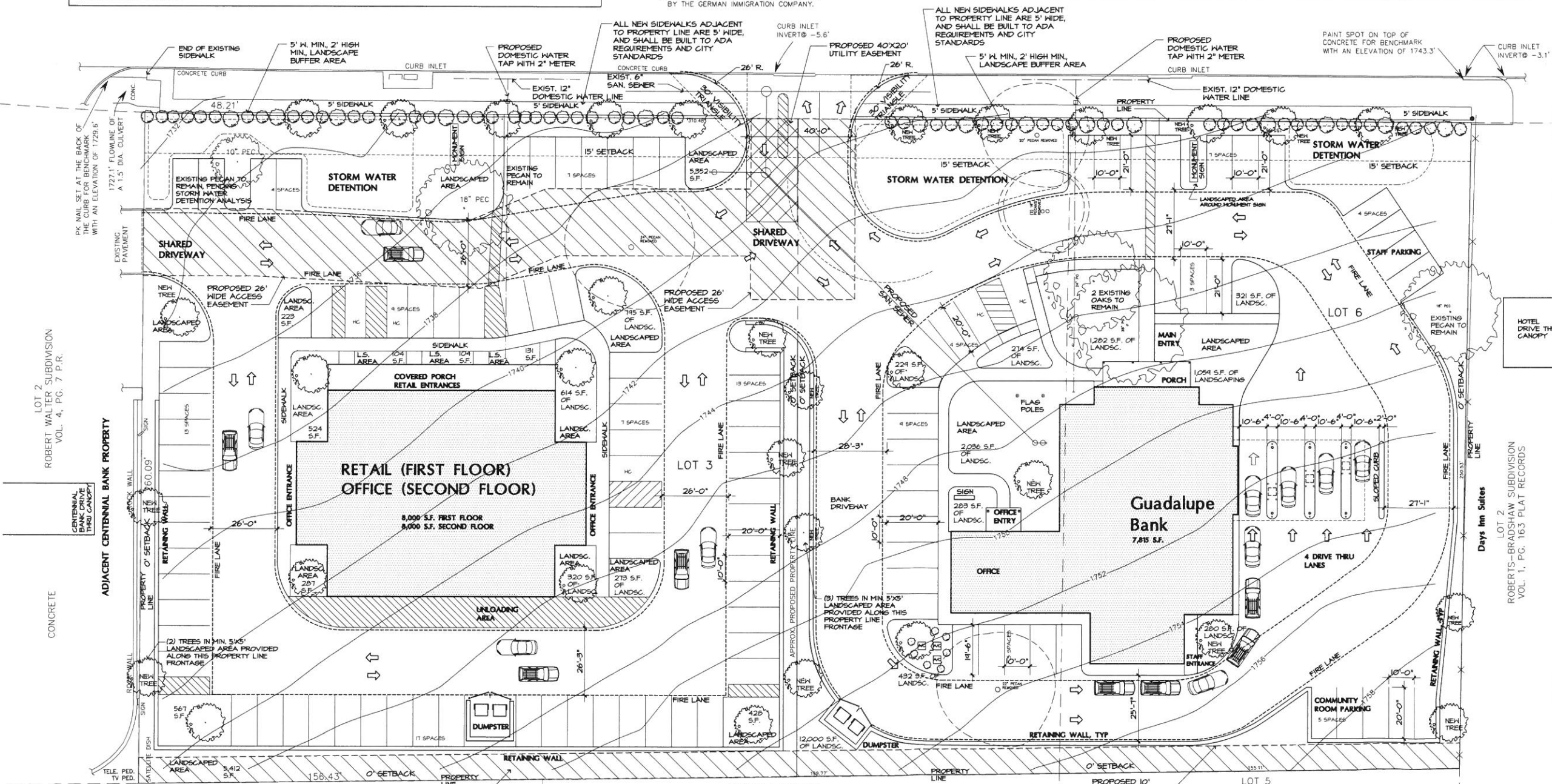
GUADALUPE BANK PROJECT

C-2 COMMERCIAL ZONING DISTRICT REQUIREMENTS

1. SETBACKS: 15' FRONT, NONE ON SIDES OR REAR.
2. MAXIMUM BUILDING COVERAGE ALLOWED: 75%. ACTUAL BUILDING FOOTPRINT IS 15.5% OF THE SIZE OF THE LOT.
3. MAXIMUM IMPERVIOUS COVER ALLOWED: 80%. PROPOSED IMPERVIOUS COVER IS 74% OF TOTAL AREA.
4. BUILDING HEIGHT LIMITATIONS: 30'. THIS BUILDING IS 27'-6" MAXIMUM.
5. PARKING REQUIREMENTS: 20 SPACES REQUIRED (1815 S.F. / 400 = 20). 36 SPACES PROVIDED.
6. LANDSCAPING REQUIREMENTS: SEE SUMMARY BELOW.
7. PROPOSED GROUND SIGNS AND WALL SIGNS WILL COMPLY WITH THE SIGN ORDINANCE. STREET FRONTAGE IS APPROXIMATELY 260 L.F. TWO BUILDING SIGNS OR GROUND SIGNS ARE ALLOWED BASED ON FRONTAGE. GROUND SIGNS WILL NOT EXCEED 50 S.F. EACH. BUILDING SIGNAGE WILL NOT EXCEED 1 1/2 S.F. FOR EACH LINEAL FOOT OF BUILDING FRONTAGE. MAXIMUM TOTAL S.F. OF EACH BUILDING SIGN FOR THE BANK BUILDING WILL NOT EXCEED 80 S.F.
8. LOT SIZE FOR THE BANK PROPERTY IS APPROXIMATELY 15 ACRES.

SITE DEVELOPMENT NOTES-

1. LIGHTING SHALL BE FULL CUT OFF LIGHTING
2. LANDSCAPING WILL BE AS SHOWN ON THE DRAWING AND INDICATED BY SUMMARY ON THIS SHEET.
3. BUILDING WILL UTILIZE EXISTING SITE UTILITIES.
4. EXISTING LOTS WILL BE REPLATTED PRIOR TO PERMITTING.
5. CIVIL CONSTRUCTION PLANS SHALL BE APPROVED PRIOR TO ISSUANCE OF BUILDING PERMIT.



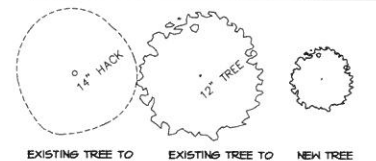
GUADALUPE BANK LOT: LANDSCAPING REQUIREMENTS AND SUMMARY

1. A 5' wide minimum landscaping buffer is provided along S. Adams St. Landscaping will be a hedge or landscape barrier 2'-0" high minimum.
2. A minimum of one tree per 50 linear feet of street frontage on S. Adams is provided. Frontage is approximately 261 L.F., therefore 6 trees are required.
3. Perimeter landscaping related to abutting properties: On the south side, abutting property is a hotel, and is zoned for business use. No screening is required, but two trees will be added along this frontage per ordinance (one tree per 125 L.F.). On the north side, abutting property is undeveloped, and is zoned for business use. No screening is required, but three trees will be added along this frontage also per ordinance (one tree per 125 L.F.).
4. Landscaping requirement based on interior parking areas: 21 interior parking spaces x 10 = 210 s.f. of landscaping required.
5. Requirements based on Other Vehicular Use: 37,885 s.f. total paved area - (36 x 400) - (5,000 s.f. exclusion) = 18,485 s.f. One (1) s.f. of landscaping is required per every 100 s.f., so 18,485 / 100 = 185 s.f.
6. 210 + 185 = 395 s.f. required for interior landscaping. 5,924 s.f. of interior landscaping provided.
7. Three (3) existing trees to remain. Four (4) existing trees to be removed. Fourteen (14) new trees are added. Trees that are removed are in drive/fire lanes or in storm water detention area.

RETAIL / OFFICE LOT: LANDSCAPING REQUIREMENTS AND SUMMARY

1. A 5' wide minimum landscaping buffer is provided along S. Adams St. Landscaping will be a hedge or landscape barrier 2'-0" high minimum.
2. A minimum of one tree per 50 linear feet of street frontage on S. Adams is provided. Frontage is approximately 253 L.F., therefore 6 trees are required.
3. Perimeter landscaping related to abutting properties: On the south side, abutting property is the proposed Guadalupe Bank, and is zoned for business use. No screening is required, but three trees will be added along this frontage per ordinance (one tree per 125 L.F.). On the north side, abutting property is Centennial Bank, and is zoned for business use. No screening is required, but three trees will be added along this frontage also per ordinance (one tree per 125 L.F.).
4. Landscaping requirement based on interior parking areas: 17 interior parking spaces x 10 = 170 s.f. of landscaping required.
5. Requirements based on Other Vehicular Use: 42,401 s.f. total paved area - (71 x 400) - (5,000 s.f. exclusion) = 9,001 s.f. One (1) s.f. of landscaping is required per every 100 s.f., so 9,001 / 100 = 90 s.f.
6. 170 + 90 = 260 s.f. required for interior landscaping. 3,375 s.f. of interior landscaping provided.
7. Two (2) existing trees to remain. One (1) existing tree to be removed. Seventeen (17) new trees are added.

TREE LEGEND



A3 Studio
ARCHITECTURE
343 WEST WATER ST., KERRVILLE, TEXAS 78028
PHONE: (830) 895-1313 FAX: (830) 895-4744

1 Site Plan
Scale: 1"=20'-0"
7-8-19



THIS SHEET IS FOR
INTERIM REVIEW ONLY
AND IS NOT INTENDED
FOR PERMITTING OR
CONSTRUCTION.
ISSUANCE OF THIS
SHEET HAS AUTHORIZED
BY:
DAVID A. MARTIN
TEXAS ARCHITECTURAL
REGISTRATION #14,215
7-8-19

Guadalupe Bank and Retail and Office Development Fredericksburg, Texas

BANK OWNER: GUADALUPE BANK
1309 BANDERA HIGHWAY
KERRVILLE, TEXAS 78028
RETAIL/OFFICE OWNER: FRED 16 LLC
2390 MEMORIAL BLVD.
KERRVILLE, TEXAS 78028



CITY COUNCIL MEMO

DATE: July 15, 2019

TO: Mayor and City Council

FROM: Garret Bonn, P.E., CFM - Assistant City Engineer

SUBJECT: Discussion and Possible Action Regarding All-Way Stops at the W. Windcrest/S. Milam & Live Oak/S. Milam Intersections

Summary:

This item is for the discussion and possible action regarding conversion of the intersections of W. Windcrest/S. Milam and Live Oak/S. Milam from two-way stop intersections to all-way stop intersections based on conclusions and recommendations included in the West Windcrest Traffic Impact Study.

Recommendation:

N/A

Background / Analysis:

In response to increased traffic and a number of developments planned for the West Windcrest area, the adopted FY 2019 budget included funding for a Traffic Impact Study of existing and future transportation conditions in the area. On February 18, 2019, the City's traffic consultant for the project, Riley Mountain Engineering, LLC, presented their findings and recommendations at the regular City Council meeting.

In summary, these findings indicated a poor level of service during peak traffic hours that will continue to decline due to the high growth rate in the area. In addition to recommending additional roadway improvements in the area as development continues, the study also indicated the intersections with W. Live Oak and W. Windcrest along S. Milam be immediately upgraded to an all-way (4-way) stop condition to address traffic issues, restricted sight lines, and increased pedestrian activity (crossings).

The report also noted that in the future, even after a 4 way stop condition is implemented at each intersection, they should be further improved to signalized intersections after additional development is completed in the area.

Chapter 44, Article IV, Section 44-108 of the City of Fredericksburg Code of Ordinances gives the traffic engineer of the City of Fredericksburg the authority to install traffic control devices whenever and wherever the condition of traffic, the frequency of passage of vehicles or pedestrians, or both, the direction and volume of the flow of traffic, the dimensions and conditions of the streets and sidewalks, and the use of property abutting the streets are such that the traffic engineer finds it to be necessary for the free flow and the expeditious handling of traffic and the safety of persons and property. All traffic-control devices including signs, signals, and markings (pavement and/or curb) installed or used for the purpose of directing and controlling traffic within the city must conform to the "Texas Manual on Uniform Traffic Control Devices for Streets and Highways (TMUTCD)." All signs, signals and markings erected or used by the City of Fredericksburg must be uniform and be located so far as practicable according to the directions shown in the manual throughout the city. A list of all signs, signals, and markings erected or in use in the city are kept on file in the office of the City secretary.

According to Section 2B.07 of the TMUTCD, all-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with all-way stops include pedestrians, bicyclists, and all other road users expecting the intersecting road users to stop. The TMUTCD gives optional warrant criteria to traffic engineers contemplating the installation of all-way stop applications. The optional criterion that applies in this situation is *"the need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes"* and *"a restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street."*

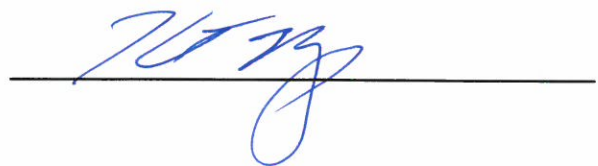
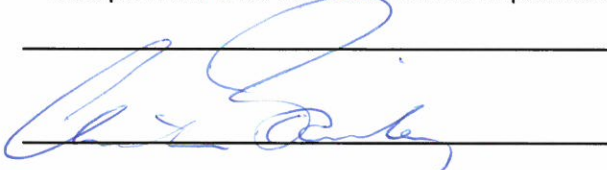
Excerpts from the West Windcrest Traffic Impact Study relating to the results and recommendations for the two intersections are attached. If authorized, the City's Street Department is prepared to convert the intersections from a two-way stop to all-way stop condition and will utilize the City's portable message boards to inform the traveling public of the revised traffic conditions. Additionally, Engineering Department staff will coordinate with the City's sidewalk contractor (Hazelett Concrete Contractors) to improve pedestrian access in and around these intersections.

Attachments:

Aerial Exhibit

Restricted View Photos

Excerpts from West Windcrest Traffic Impact Study, dated May 2019

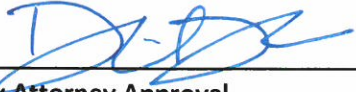


The City of Fredericksburg

Agenda Packet Page 82

Department Approval

City Manager Approval

A handwritten signature in blue ink, appearing to be 'D. De...', is written over a horizontal line.

City Attorney Approval



Proposed All-Way Stop Condition – S. Milam & Live Oak Rd.



Proposed All-Way Stop Condition – S. Milam & W. Windcrest



Westbound Live Oak (Looking South)



Westbound Live Oak (Looking North)



Eastbound Live Oak (Looking North)



Westbound W. Windcrest (Looking South)



Eastbound W. Windcrest (Looking South)



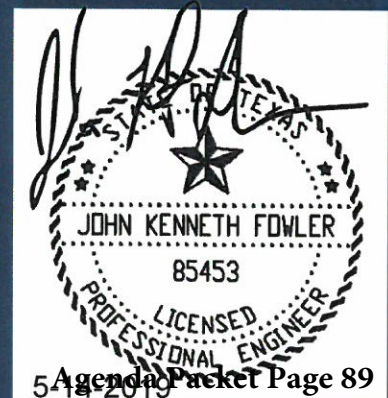
Eastbound W. Windcrest (Looking North)

West Windcrest Traffic Impact Study

PREPARED FOR
THE CITY OF FREDERICKSBURG

BY
RILEY MOUNTAIN ENGINEERING, LLC
FRIM #16223

May, 2019



Executive Summary

Background:

A number of private developers propose improvements in the vicinity of Windcrest Road west of SH 16 in Fredericksburg, Texas, and the City of Fredericksburg City Council has identified this area as a high priority for future annexation. The purpose of this study is to determine the traffic impacts associated with the build out of the proposed developments on the study roads and intersections where significant impact is anticipated. The study assumes improvements and extensions to Smokehouse Road and to Post Oak Road, sufficient to connect the proposed developments to Windcrest Drive and Live Oak Street. Mitigation measures will be analyzed and recommended if traffic operations are expected to be below traffic engineering standards. It should be noted impacts are expected on corridors not analyzed in this study and improvements along those corridors may be needed in the future to accommodate incremental traffic growth from this and other area developments.

Results:

The principal findings of this study are:

- The studied intersections, W Windcrest at South Milam, and W Live Oak at S Milam, currently fail to provide an acceptable Level of Service during peak hours. Immediate improvements to both intersections are warranted. The most cost effective improvement that can be implemented immediately will be to create a 4 way stop condition at both intersections.
- The proposed developments will reduce the Level Of Service for the Studied Intersections: W Windcrest Drive at S Milam Street, and West Live Oak Street at S Milam Street, even after a 4 way stop condition is implemented at each intersection. Additional improvements to these intersections should be made prior to 2022/2024.
- The proposed developments will justify the inclusion of left turn lanes for the proposed extensions and improvements to Smokehouse Road and Post Oak Road.

Recommendations:

The following items are recommended based on the analyses contained in this study, assuming full build out of the proposed development by 2023:

- The Studied Intersections should be immediately improved to a 4 way stop condition, and then further improved to signalized intersections prior to 2022 for W Windcrest Drive at S Milam Street, and prior to 2024 for W Live Oak Street at S Milam Street.
- Proposed roadway improvements for Smokehouse Road and for Post Oak Road should include left turn lanes at intersections with W Windcrest Drive and Live Oak Street.
- Impacts to other intersections in the area, including S Milam at SH 16, Windcrest at SH16, and Post Oak at SH 16 are likely. These intersections are not included in this study; however, the growth rate of the area

combined with the proposed improvements may very well create a negative impact to these intersections. The City is currently planning extensions to Post Oak and Cherry to create a connection between SH 16 and Main St. These proposed improvements will likely alleviate future traffic congestion in the area.

This study is based upon a concept development plans and land use maps provided by the City of Fredericksburg. Those plans and land use maps are included in the appendices to this report. Assuming the general characteristics of the proposed development remain approximately the same as documented, minor changes in the final design are not expected to alter the results or recommendations of this study.

5. Conclusions and Recommendations

The traffic impacts of the proposed development were thoroughly studied and the principal findings are:

- The Studied Intersections, W Windcrest at South Milam, and W Live Oak at S Milam, currently fail to provide an acceptable Level of Service during peak hours. Immediate improvements to both intersections are warranted. The most cost effective improvement that can be implemented immediately will be to create a 4 way stop condition at both intersections.
- The proposed developments will reduce the Level Of Service for the Studied Intersections: W Windcrest Drive at S Milam Street, and West Live Oak Street at S Milam Street, even after a 4 way stop condition is implemented at each intersection. Additional improvements to these intersections should be made prior to 2022/2024.
- The proposed developments will justify the inclusion of left turn lanes for the proposed extensions and improvements to Smokehouse Road and Post Oak Road, as follows:
 - Add a left turn lane to Post Oak Road at the intersection of Post Oak Road with Windcrest.
 - Add a left turn lane to Post Oak Road for the intersection of Post Oak Road with W. Live Oak.
 - Add a left turn lane to Smokehouse Road for the intersection of Smokehouse Road with W. Live Oak.

The following items are recommended based on the analyses contained in this study, assuming full build out of the proposed development by 2023:

- The Studied Intersections should be immediately improved to a 4 way stop condition, due to inadequate LOS for both intersections and also due to inadequate sight distance at the intersection of S. Milam and W. Live Oak. Both intersections should then be further improved to signalized intersections: prior to 2022 for W Windcrest Drive at S Milam Street, and prior to 2024 for W Live Oak Street at S Milam Street.
- Proposed roadway improvements for Smokehouse Road and for Post Oak Road should include left turn lanes at intersections with W Windcrest Drive and Live Oak Street.
 - Add a left turn lane to Post Oak Road at the intersection of Post Oak Road with Windcrest.
 - Add a left turn lane to Post Oak Road for the intersection of Post Oak Road with W. Live Oak.
 - Add a left turn lane to Smokehouse Road for the intersection of Smokehouse Road with W. Live Oak.
- Impacts to other intersections in the area, including S Milam at SH 16, Windcrest at SH16, and Post Oak at SH 16 are likely. These intersections are not included in this study; however, the growth rate of the area combined with the proposed improvements may very well create a

negative impact to these intersections. Additional study of these intersections should be considered. The City is currently planning extensions to Post Oak and Cherry to create a connection between SH 16 and Main St. These proposed improvements will likely alleviate future traffic congestion in the area.

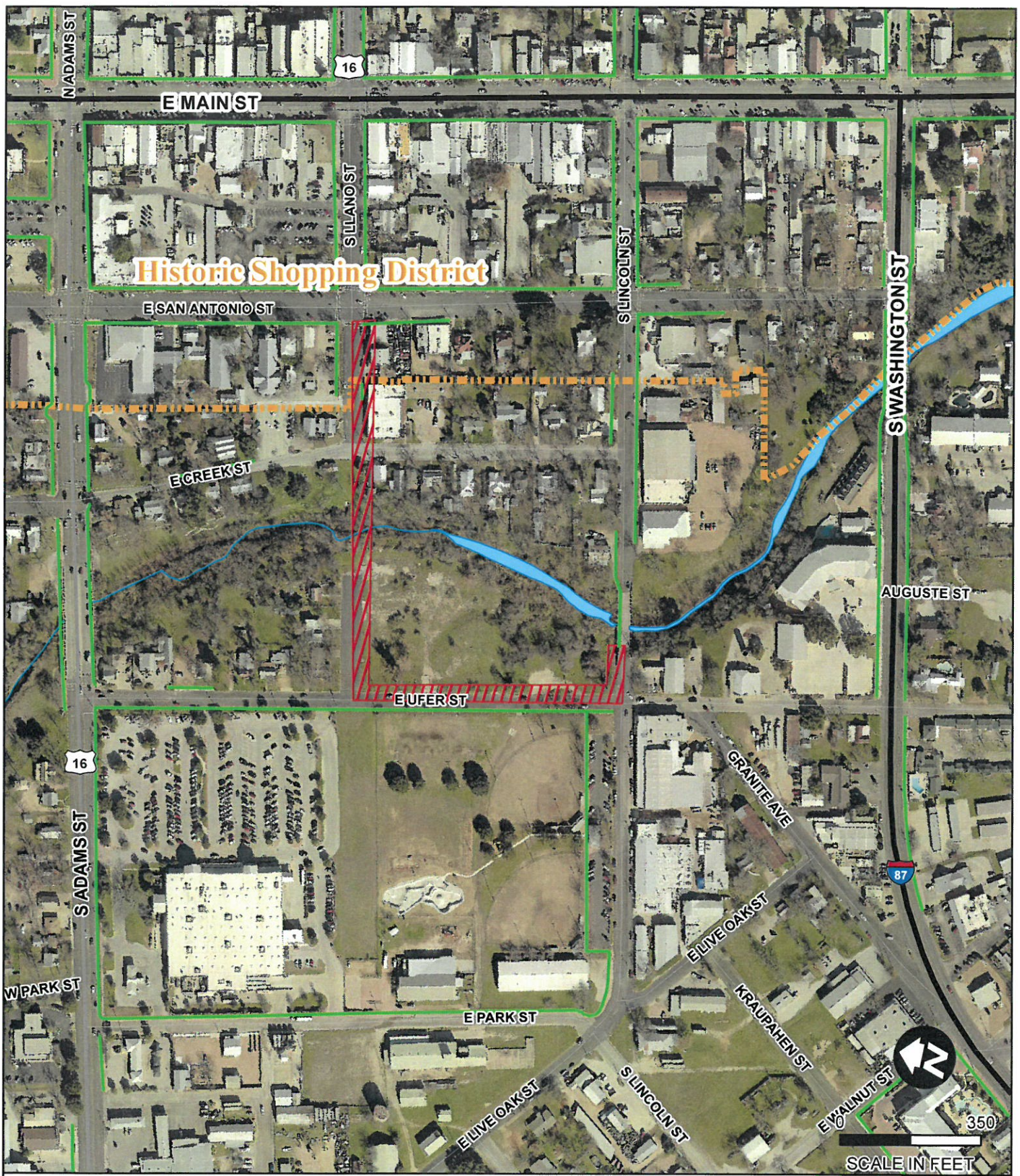
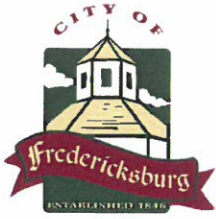


FIGURE 1
City of Fredericksburg
Sidewalk Project Area

LEGEND

-  Existing Sidewalk
-  Proposed Sidewalk Project Area
-  Historic Shopping District





CITY COUNCIL MEMO

DATE: July 15, 2019

TO: Mayor and City Council

FROM: Brian Jordan, AICP

SUBJECT: Board Appointments

Summary:

Board appointments are due for the Planning and Zoning Commission, Historic Review Board and Board of Adjustment.

For the Historic Review Board, terms are expiring from Chair Sharon Joseph, regular members Karen Oestreich, Eric Parker, and alternates Richard Laughlin and Jessica Davis. All members have expressed an interest in continuing to serve, but Mrs. Oestrich acknowledges her difficulty in making 75% of meetings and has suggested being moved to an alternate position.

For Planning and Zoning Commission, terms are expiring for Janice Menking, Steve Thomas, Brenda Segner, Chris Kaiser and Daryl Whitworth. All members have expressed an interest in serving another term, and those members not meeting the attendance requirement have provided a response. Mr. Jim Warren has resigned from the Commission due to moving out of the city. So, we will need to appoint one new member, and decide whether the other members should be re-appointed.

For Board of Adjustment, terms are expiring for Jim McAfee, Donnie Finn, Cynthia Scroggins, and Robert Deming. Mr. John Smiljanic has apparently moved out of town and will no longer serve on the board. Mr. McAfee, Mr. Finn and Ms. Scroggins have expressed interest in serving another term, and we have not heard from Mr. Deming. We need to fill the position left by Mr. Smiljanic and the vacancy of Barbara Heinen from last year. If the Council wishes to re-appoint the current members, we would recommend moving Jeff Lawrence to a regular member. This would leave two positions for alternate members.

Recommendation:

Staff recommends re-appointing all members up for reconsideration who meet the attendance requirements, and to discuss the circumstances of those who do not. We have attached 3 new applications for your consideration.

Background / Analysis:

It is our normal policy that members attend a minimum of 75% of the meetings. As you can see from the attendance report, we have a few members who do not meet this requirement. We would recommend that the Council visit with those members below the threshold for attendance to encourage them to attend the meetings.

Attachments:

Attendance Record, emails/letters, applications



Department Approval



City Manager Approval

HRB Attendance													Term Expires
Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Attendance %	Term Expires
Joseph, Sharon	X	X	X	X	X	X	X	X	X	X	X	75%	Jul-19
Bullion, David	X	X	X	X	X	X	X	X	X	X	X	67%	Jul-20
Jackson, Larry	X	X	X	X	X	X	X	X	X	X	X	83%	Jul-19
Oestreich, Karen	X	X	X	X	X	X	X	X	X	X	X	50%	Jul-19
Parker, Eric	X	X	X	X	X	X	X	X	X	X	X	75%	Jul-19
Watson, Bobby	X	X	X	X	X	X	X	X	X	N/A	N/A	N/A	Jul-20
Penick, Mike	X	X	X	X	X	X	X	X	X	X	X	83%	Jul-20
Sample, Jerry	X	X	X	X	X	X	X	X	X	X	X	92%	Jul-20
Alternates													
Davis, Jessica	X	X	X	X	X	X	X	X	X	X	X	50%	Jul-19
Laughlin, Richard	X	X	X	X	X	X	X	X	X	X	X	58%	Jul-19
Bertrand, Brad									Appointed	X	X	100%	Jul-20
P & Z Attendance													
Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Attendance %	Term Expires
Menking, Janice	X	X	X	X	X	X	X	X	X	X	X	100%	Jul-19
Thomas, Steve	X	X	X	X	X	X	X	X	X	X	X	58%	Jul-19
Warren, Jim	X	X	X	X	X	X	X	X	X	N/A	N/A	N/A	Jul-19
Segner, Brenda	X	X	X	X	X	X	X	X	X	X	X	83%	Jul-19
Jarreau, Jim	X	X	X	X	X	X	X	X	X	X	X	92%	Jul-20
Kaiser, Chris	X	X	X	X	X	X	X	X	X	X	X	58%	Jul-19
Whitworth, Daryl	X	X	X	X	X	X	X	X	X	X	X	75%	Jul-19
Dooley, Tim	X	X	X	X	X	X	X	X	X	X	X	92%	Jul-20
Rickert, Polly	Appointed	X	X	X	X	X	X	X	X	X	X	100%	Jul-20
ZBA Attendance													
Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Attendance %	Term Expires
McAfee, Jim	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	X	33%	Jul-19
Finn, Donnie	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	X	100%	Jul-19
Scroggins, Cynthia	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	X	100%	Jul-19
Deming, Robert	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	X	67%	Jul-19
Smiljanic, John	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	N/A	N/A	Jul-20
Alternates													
Vacant													
Lawrence, Jeff	No Meeting	No Meeting	X	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	X	No Meeting	X	100%	Jul-20

CHRIS KAISER BUILDER, INC.

103 EAST MAIN STREET • FREDERICKSBURG, TEXAS 78624

CHRISKAISERBUILDER.COM

CHRISJKAISER@GMAIL.COM

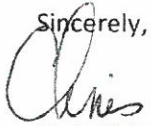
830.990.2255

July 9, 2019

Dear Mayor & Council Members,

I continue to enjoy serving on the Planning & Zoning Commission. I am aware that my attendance has been poor this past year, however, I believe that I've had a very unusual year of business and family conflicts and do not expect the trend to continue. It would be my pleasure to serve another term if you all will have me.

Sincerely,



Chris Kaiser

THANK YOU | DANKE SCHÖN

Brian Jordan

From: Daryl Whitworth ~~XXXXXXXXXXXX~~
Sent: Tuesday, July 09, 2019 6:01 PM
To: Brian Jordan
Subject: Re: P&Z

Good afternoon Brian

Yes, I would like to serve another term on the P&Z commission. I spoke to Councilman Keihne this morning in person regarding the matter.

Daryl Whitworth

Sent from my iPhone on the go

On Jul 9, 2019, at 1:42 PM, Brian Jordan <bjordan@fbgtx.org> wrote:

Daryl,

Could you please respond to this email concerning your interest in serving on the Planning and Zoning Commission another term?

Thanks,

Brian Jordan, AICP, RLA
Director of Development Services

City of Fredericksburg
126 W. Main Street
830-997-7521
Email: bjordan@fbgtx.org

Brian Jordan

From: ~~XXXXXXXXXXXX~~
Sent: Monday, July 08, 2019 7:22 PM
To: Brian Jordan
Subject: Re: Board Appointments

Good evening Brian,
I will serve another term, however I would prefer to no longer be co-chair.

Regards
Brenda Segner

Sent from my iPhone

On Jul 3, 2019, at 11:43 AM, Brian Jordan <bjordan@fbgtx.org> wrote:

The City Council will be considering Board appointments at their next meeting on July 15.

Several of you (highlighted in yellow on the attached sheet) are up for re-appointment.

Please provide me with an email or letter indicating if you are interested in serving another term.

Thank you in advance for your service and we look forward to hearing from you.

Brian Jordan, AICP, RLA
Director of Development Services

City of Fredericksburg
126 W. Main Street
830-997-7521
Email: bjordan@fbgtx.org

<SKM_C45819070310400.pdf>

Brian Jordan

From: Menking, Janice <jmenking@hillcountrymemorial.org>
Sent: Monday, July 08, 2019 10:37 AM
To: Brian Jordan
Subject: RE: [External] Planning and Zoning Commission

Brian – I would be honored to serve an additional term on the Planning and Zoning. Thanks!

Janice

Janice Menking

Controller
Hill Country Memorial Hospital
Fredericksburg, Texas 78624
jmenking@hillcountrymemorial.org
www.hillcountrymemorial.org
830/997-1339 phone
830/990-1592 fax

Brian Jordan

From: Steve N. Thomas <steve@sktarchitects.com>
Sent: Tuesday, July 09, 2019 9:03 AM
To: Brian Jordan
Subject: RE: Planning and Zoning Commission

Good morning Brian!

Yes I would like to be considered to remain on the Planning & Zoning Commission. It surprises me that my attendance was only 58%. I always make an effort to be there. That being said, I will make more of an effort to make sure I attend and prioritize my schedule. I like being involved in the direction of our community. Thank you for your consideration.

Steve N. Thomas, AIA - Principal Architect



Stehling Klein Thomas Architects, PLLC
300C West Main St. Fredericksburg, Texas 78624
P: 830-997-0383 www.sktarchitects.com

Brian Jordan

From: Donnie Finn <donnief@FISD.org>
Sent: Monday, July 08, 2019 1:22 PM
To: Brian Jordan
Subject: RE: Board of Adjustment

Yes.

Thanks and have a great day!

From: Brian Jordan [mailto:bjordan@fbgtx.org]
Sent: Monday, July 8, 2019 11:10 AM
To: Donnie Finn <donnief@FISD.org>
Subject: Board of Adjustment

Donnie,

Thank you for your years of service.

You are up for re-appointment if you are still interested in providing your services to the City of Fredericksburg. If so, please respond to this e-mail with your intent to continue serving on the Board of Adjustment.

Brian Jordan, AICP, RLA
Director of Development Services

City of Fredericksburg
126 W. Main Street
830-997-7521
Email: bjordan@fbgtx.org

Brian Jordan

From: Mc Afee, James <james.mcafee@lpl.com>
Sent: Monday, July 08, 2019 11:21 AM
To: Brian Jordan
Subject: RE: Board of Adjustment

STILL INTERESTED.Can't do anything about being out of town. Will try!Let me know

James McAfee

LPL Registered Representative
123 W. San Antonio St.
Fredericksburg, TX 78624
www.JosephFinancialPartners.com
Securities offered through LPL Financial. member [FINRA](#)/[SIPC](#).

Brian Jordan

From: Cynthia Scroggins <cynthia.scroggins@c21thehills.com>
Sent: Tuesday, July 09, 2019 7:23 AM
To: Brian Jordan
Subject: Re: Board Appointments

Brian,
I would be pleased to continue serving in the ZBA.
Thank you,
Cindy

Sent from my iPhone

On Jul 8, 2019, at 3:09 PM, Brian Jordan <bjordan@fbgtx.org> wrote:

Cynthia,

Thank you for your years of service.

You are up for re-appointment if you are still interested in providing your services to the City of Fredericksburg. If so, please respond to this e-mail with your intent to continue serving on the Board of Adjustment.

Many thanks,

Brian Jordan, AICP, RLA
Director of Development Services

City of Fredericksburg
126 W. Main Street
830-997-7521
Email: bjordan@fbgtx.org



City of Fredericksburg

Application for Consideration of Appointment

Board / Commission / Committee You Are Applying For: (Check all that may apply)

- ☒ Planning & Zoning ☐ Historic Review Board ☒ Board of Adjustment
☒ G.C. Economic Development Commission ☐ City/County Health Board
☐ Other _____

Name: MARCUS E. VIDRINE Date: 1/28/19
(Title) (First) (M.I.) (Last)

Home Address: 103 N. CHERRY ST., FBG. TX 830-998-1451
(Street) (Home Phone Number)

Mailing Address: SAME 830-990-0790
(Street or Post Office Box #) (Business Phone Number)

Fax Number: 830-990-0715 E-mail Address: MVIDRINE@FCBTexas.com

Employer: FIRST CAPITAL BANK OF TEXAS, 805 W. MAIN, FBG, TX
(Name / Address)

Occupation: BANKER

Are you a qualified voter of the City of Fredericksburg? X Yes _____ No

Are you a City of Fredericksburg resident? X Yes _____ No How Long? 11 YEARS

So the council may know more about you, please complete the following:

Education: U of H, B.S. - ACCOUNTING

Volunteer Experience / Community Service: FREDERICKSBURG KAWAIIIS - PRESIDENT; GILLESPIE COUNTY CRIME STOPPERS - VICE CHAIRMAN/PAST: HONDO, TX PIZ CHAIR; BOARD OF ADJUSTMENT CHAIR

Areas of Interest: G.C. EDC, PLANNING & ZONING, BOARD OF ADJUSTMENT

Please specify membership on any other governmental or community board/commission/committee:

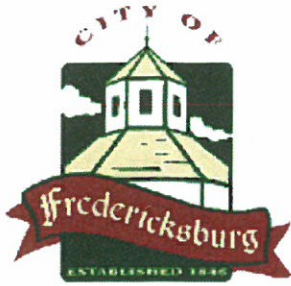
PAST: GILLESPIE COUNTY AIRPORT BOARD, FLYING PUD - CHAIRMAN, CITY OF HONDO PIZ, BOARD OF ADJUSTMENTS, AND HOME RULE

Please provide a brief narrative outlining your reasons for seeking appointment to a board or commission.
(Resumé or additional information may be attached.)

SERVE THE COMMUNITY AND LEARN MORE ABOUT FREDERICKSBURG

Signature: [Signature] Date: 1/28/19

Please return the completed form to the City Manager's office for processing. Your application will be kept on file for 12 months.



City of Fredericksburg

Application for Consideration of Appointment

Board / Commission / Committee You Are Applying For: (Check all that may apply)

- ☒ Planning & Zoning ☐ Historic Review Board ☐ Board of Adjustment
☐ G.C. Economic Development Commission ☐ City/County Health Board
☐ Other _____

Name: Travis S Neal Date: 03/04/2019
(Title) (First) (M.I.) (Last)

Home Address: 1301 N. Elm St. (210) 827-9580
(Street) (Home Phone Number)

Mailing Address: 1301 N. Elm St. (210) 827-9580
(Street or Post Office Box #) (Business Phone Number)

Fax Number: None E-mail Address: Travis@NealRealtor.com

Employer: CENTURY 21 Sunset, REALTORS
(Name / Address)

Occupation: Real Estate Agent

Are you a qualified voter of the City of Fredericksburg? X Yes No

Are you a City of Fredericksburg resident? X Yes No How Long? 30+ years

So the council may know more about you, please complete the following:

Education: Fredericksburg High School - 2002 Wyoming Technical Institute - 2005 Kaplan Professional School - 2016

Volunteer Experience / Community Service: 2017 Hurricane Harvey Disaster Relief 2004-2005 Fire Dept. - Port Aransas, TX

Doss Fish Fry Gillespie County Wild Game Dinner National Wild Turkey Federation Fredericksburg Crawfish Festival

Areas of Interest: I have a love for the community, and interested in its long term development in keeping the heritage of

Fredericksburg alive. I have a passion for Real Estate in and around Fredericksburg, the restoration of old cars, and traveling.

Please specify membership on any other governmental or community board/commission/committee:

Member - Central Hill Country Board Of Realtors 2019 CHCBB Chair of Education Committee

2017, 2018, 2019 CHCBB Buildings and Grounds Committee

Please provide a brief narrative outlining your reasons for seeking appointment to a board or commission.

(Resumé or additional information may be attached.)

I am seeking the opportunity to serve and give back to a community that I have grown up in and love. I enjoy seeing

Fredericksburg grow and feel that I would be an asset to the committee with the experience and knowledge I bring.

I have attached my Resume for additional information.


Signature

03/04/2019
Date

Please return the completed form to the City Manager's office for processing. Your application will be kept on file for 12 months.

EDUCATION

Kaplan Professional School - 2016
Real Estate License

Wyoming Technical Institute - 2005
Associate Degree - Applied Service
Management w/ specialization in Automotive
Technology
Diploma - Automotive / Diesel Vehicle
Technology

Fredericksburg High School - 2002

CERTIFICATIONS

Licensed Real Estate Agent - State of Texas
SRS - Sellers Representative Specialist
GRI - Graduate, REALTOR Institute
LEAD Management Program thru Genuine
Parts Company
Etnyre Chipsreader
Etnyre Centennial Distributor
A.T.R.A. Certified (Automatic Transmission Rebuild
Association)
EPA Approved 609 Refrigerant Recovery &
Recycling Certification

VOLUNTEER

2019 CHCBR Chair of Education Committee
2017, 2018, 2019 CHCBR Buildings & Grounds
Committee
2017 Hurricane Harvey Disaster Relief
2004-2005 Fire Department, Port Aransas, TX

SKILLS

MLS Database
Microsoft Office Suite
Strong Work Ethic
Time Management
Critical Thinking
Budget Management
Advance Diagnostics
Dependable
Flexible Team Player
Leadership Abilities
Resourceful

EXPERIENCE

CENTURY 21 Sunset, REALTORS, Fredericksburg, TX
Present - July 2017
Real Estate Agent

- Prepare legal documents such as representation contracts, purchase agreements, closing statements, leases & deeds
- Accompany buyers during visits to & inspections of property, advising them on the suitability & value of the homes based on current market conditions
- Compare properties with similar properties that have recently sold to determine competitive market prices
- Generate leads & promote sales of properties through marketing campaigns, advertisements, open houses, multiple listing services & other advertising platforms
- Negotiate deals between buyers & sellers that can also lead to the need to resolve conflict
- Extensive scheduling with professional photographers, title companies & home inspectors

NAPA Auto Parts, Fredericksburg, TX

April 2017 - June 2016; June 2015 - March 2007

Outside Sales / Retail Sales / Assistant Manager

- Outside Sales to shops including new tools, diagnostic equipment & support
- Identified specific needs of customers & align solutions with NAPA's offerings
- Worked with manufacturer's representatives to improve program offerings & to grow customer's knowledge of lines
- Job duties included opening & closing the store, cash handling & point of sale operation
- Paint Department Specialist

Genuine Parts Company (NAPA Auto Parts), Denver, CO

June 2016 - June 2015

Wholesale Specialist Manager

- Led & managed a successful team in a fast-paced retail environment
- Managed store operations to maximize sales & profits
- Built, coached, trained & engaged crew team to deliver superior levels of customer care & business results
- Provided inventory protection & asset management to prevent operational issues
- Implemented NAPA operational & marketing programs while steering toward continuous improvement in processes & procedures
- Grew customer relationships, helped with sales/service questions & ensured a positive experience both in the store & on the phone

Gillespie County, Fredericksburg, TX

June 2015 - December 2011

Fleet Technician

- Prepared new budgets for the fiscal year
- Performed service & maintenance on all county equipment (heavy duty, medium duty, light duty, small engine)
- Operated heavy equipment such as a loader & forklift
- Ordered new tools & equipment as well as discontinued & sold old tools

Crenwelge Motors, Kerrville, TX

March 2007 - May 2005

Service Advisor

- Gathered customer information, inspected vehicles, updated account information & assigned customers a courtesy vehicle if needed
- Once the vehicle was in the shop, I was responsible for delegating work to my technicians
- Coordinated with other company departments to ensure vehicle was ready in an appropriate time for customer



City of Fredericksburg

Application for Consideration of Appointment

Board / Commission / Committee You Are Applying For:

Zoning + Planning

Name: Jill Tabor Date: 7/7/19
(Title) (First) (M.I.) (Last)
Home Address: 2142 Stone Oak FBG 830.456.8115
(Street) (Home Phone Number)
Mailing Address: 2142 Stone Oak FBG 78624 830.456.8115
(Street or Post Office Box #) (Business Phone Number)
Fax Number: _____ E-mail Address: jill@jilltabor.com
Employer: Portfolio Real Estate
(Name / Address)
Occupation: REALTOR

Are you a qualified voter of the City of Fredericksburg? ☒ Yes ☐ No
Are you a City of Fredericksburg resident? ☒ Yes ☐ No How Long? 13 years

So the council may know more about you, please complete the following:

Education: B.S. UT. Austin

Volunteer Experience / Community Service: Heritage Parent Association,
Oak Hills Childrens volunteer, FBG Soccer coach volunteer

Areas of Interest: Real Estate, development, Interior Design,
Education, athletics

Please specify membership on any other governmental or community board/commission/committee:

Board of Realtors. Economic Development Committee

Please provide a brief narrative outlining your reasons for seeking appointment to a board or commission.

(Resumé or additional information may be attached.)

I think
as a REALTOR in Fredericksburg, the PRZ committee has
a huge impact on the real estate in Fredericksburg. I think
I would gain valuable knowledge and insight and it is an area
I would like to give back to in the community.
Jill Tabor
Signature _____ Date: 7/7/19

Please return the completed form to the City Manager's office for processing. Your application will be kept on file for 12 months.

City of Fredericksburg

126 West Main Street • Fredericksburg, TX 78624 • Phone: 830-997-7521 • Fax: 830-997-1861

Future Agenda Items

City Council

July

City Council = Red

- 1st and 15th Regular Meetings
- 18th City Council receives proposed Budget
- 22nd General Fund Budget Workshop – City Hall – 4p.m.
- 29th Enterprise Fund Budget Workshop – City Hall – 4p.m.

Planning & Zoning = Green

Historic Review Board = Purple

Board of Adjustment = Blue

City Events = Yellow

4th Holiday

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 5, 2019

Regular Meeting

City Council = Red

- 5th City Council and County Workshop @ 8:30a.m.
- 5th and 19th Regular Meetings @ 6p.m.
- 26th Budget Workshop – City Hall - 4p.m.

Planning & Zoning = Green

Historic Review Board = Purple

Board of Adjustment = Blue

City Events = Yellow

23rd Holiday

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Recognitions:

Consent

- 7-15-19 City Council Regular Meeting Minutes.
- 7-22-19 City Council Special Meeting Minutes.

Ordinances

- Amending Building Fees

Resolutions:

- Atmos Energy – suspending for 45 days

Approvals-Misc.

- Consider Fiber Easement to HCTC across Knauth Property

Presentations, Discussions and Updates:

Executive Session

**August 19, 2019
Regular Meeting**

Recognitions:

Consent

1. 8-5-19 City Council Regular Meeting Minutes.
2. 8-5-19 City Council Workshop Meeting Minutes.
3. 7-29-19 City Council Special Meeting Minutes.

Ordinances

Resolutions:

Approvals-Misc.

Presentations, Discussions and Updates:

Executive Session