



City of Fredericksburg

REGULAR CITY COUNCIL MEETING AGENDA TUESDAY, SEPTEMBER 3, 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 Tuesday, September 3, 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 August 30, 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 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 August 14, 2019, City Council Special Meeting Minutes.
(Agenda Packet Pages 5-8)
- B.** Consider approval of the August 19, 2019, City Council Regular Meeting Minutes.
(Agenda Packet Pages 9-14)

- C. Consider approval of the August 26, 2019, City Council Special Meeting Minutes.
(Agenda Packet Pages 15-18)
- D. Consider approval of Resolution 2019-15R Joint Resolution for the purposes of holding a Joint Election on November 5, 2019, with Gillespie County.
(Agenda Packet Pages 19-22)

6. ORDINANCE

- A. Consider the approval of a Special Events Planning Guide to be effective on January 1, 2020.
(Agenda Packet Pages 23-74)
- B. Consider the approval of Ordinance 2019-26 amending Chapter 36-Special Events and amending Article 24 of Appendix A-Fee Schedule, of the Code of Ordinances, to revise and amend the Administrative Process, regulations, and fees for Special Event Permits issued by the City (first of two readings; City Council may waive second reading).
(Agenda Packet Pages 75-88)

7. OTHER ACTION ITEMS AND UPDATES

- A. Consider the approval of the Convention and Visitor's Bureau proposed FY2020 Annual Budget of \$3,080,429.
(Agenda Packet Pages 89-90)
- B. Consider the approval of appointments to the Convention and Visitor's Bureau Board of Directors.
(Agenda Packet Pages 91-94)
- C. Consider the approval of the license agreement amendment between the City of Fredericksburg and the Fredericksburg Morning Rotary Club to replace playground equipment at Old Fair Park.
(Agenda Packet Pages 95-100)
- D. Consider the approval of fee waiver of up to \$750 per year for the Friends of Fredericksburg Nature Center and Fort Martin Scott Friends.
(Agenda Packet Pages 101-102)
- E. Presentation and possible action on changes to the Recycling Center operations.
(Agenda Packet Pages 103-110)

8. CITY MANAGER'S REPORT

- A. Annexation Update
- B. Budget Update
- C. City Council Work Session-October 29

9. ITEMS FOR FUTURE AGENDA

(Agenda Packet Pages 111-112)

10. COUNCIL COMMENTS

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

11. EXECUTIVE SESSION

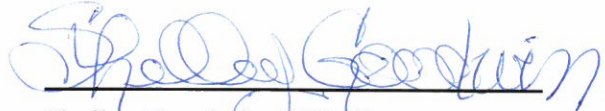
The City Council will recess its open meeting and reconvene in Executive Session pursuant to Texas Government Code Section 551.071 – Consider and discuss Rena and Edward A. Blair vs. City of Fredericksburg, Texas, in the 216th District Court.

12. BUSINESS ITEM

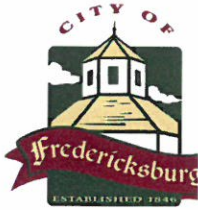
The City Council will reconvene into Regular Session upon the conclusion of the Executive Session, the City Council may take action on any item posted in Executive Session, as necessary.

13. ADJOURN

This is to certify that I, Shelley Goodwin, posted this Agenda at 1:30 p.m. on August 28, 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



CITY OF FREDERICKSBURG

MINUTES OF CITY COUNCIL SPECIAL MEETING AUGUST 14, 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
Tammie Loth, Human Resources Director
Russell Immel, Information Technology Director
John Culpepper, Emergency Management Director
Kris Kneese, Assistant Director of Public Works and Utilities
Garret Bonn, Assistant City Engineer
Brian Vorauer, Patrol Lieutenant
Braxton Roemer, Police Lieutenant
David Kellam, Senior Accountant
David Jung, EMS Director
Janelle Chapman, Accounting Administrative Assistant
Leslie Ball, Administrative Assistant
Shelley Goodwin, City Secretary

1. 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 4:00 p.m. on Monday, August 14, 2019, in the City Hall Conference Room, 126 West Main Street, Fredericksburg, Texas 78624.

2. PUBLIC COMMENTS

Public Comments were moved to the end of the meeting.

3. PRESENTATION, DISCUSSION, REVIEW AND POSSIBLE DIRECTION

Kent Myers, City Manager, stated the purpose of this meeting is to review and discuss the revisions to the proposed Budget. He also stated the City Council has several issues that they need to reach a consensus on so the final budget can be finalized.

a. Proposed 2020 Fiscal Year Budget

Laura Hollenbeak, Finance Director, reviewed the changes to the proposed 2020 Fiscal Year Budget spreadsheet.

Clinton Bailey, Assistant City Manager/Director Public Works and Utilities, provided a map of the Reclaimed Water Irrigation System Supply Line for the Sports Park and the estimated cost.

The City Council discussed the estimated cost of the Sports Park irrigation and the \$150,000 in the proposed budget for the Sports Park.

Kent Myers, City Manager, discussed the proposed funding for local organizations.

The City Council agreed by consensus to fund CVB and EDC at the proposed levels and to fund the Chamber of Commerce at \$2,500.00.

Clinton Bailey, Assistant City Manager/Director Public Works and Utilities, discuss the proposed changes to the Recycling Center and the reduced hours of operations.

Garret Bonn, Assistant City Engineer, reviewed the recycle market and the items that are still being recycled.

The City Council agreed by consensus to begin reducing the Recycling Center hours of operations.

Kent Myers, City Manager, discussed the proposed increase in TMRS benefits along with a 2% COLA and 2 % Merit increase.

The City Council agreed by consensus to fund the proposed increase in TMRS benefits along with a 2% COLA and 2 % Merit increase.

Kent Myers, City Manager, stated the proposed budget includes one position in the Police Department, which is funded 50% by a grant.

The City Council agreed by consensus to add a position in the Finance Department.

Kent Myers, City Manager, stated the proposed budget was created using the Tax Rate of 0.225684.

The City Council discussed the effects of a Tax Rate of .225684, 0.227284, and 0.232284. They agreed to use the 0.232284 as a starting point in the proposed budget.

b. Announce, date, time and location of the Fiscal Year 2020 proposed Budget Public Hearing (Monday, August 26, 2019, at 6 p.m. in the City Hall Conference Room, 126 W. Main Street, Fredericksburg, Texas).

Kent Myers, City Manager, announced the Fiscal Year 2020 proposed Budget Public Hearing is set for Monday, August 26, 2019, at 6 p.m. in the City Hall Conference Room, 126 W. Main Street, Fredericksburg, Texas.

2. PUBLIC COMMENTS

Graham Pearson spoke regarding the effects of maintaining more funds than the policy requires to be kept in the reserves.

Mo Saiidi spoke regarding the Tax Rate and the need for a 5 Year CIP Plan.

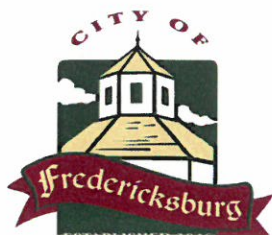
4. ADJOURN

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Neffendorf, to adjourn the Wednesday, August 14, 2019, City Council Special Meeting at 5:30 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 OF FREDERICKSBURG

MINUTES OF CITY COUNCIL REGULAR MEETING

AUGUST 19, 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
Brian Jordan, Development Services Director
Lea Feuge, Public Information Officer
Braxton Roemer, Police Department Lt.
Eric Whiting, Information Technology Specialist
Andrea Schmidt, Parks Department Director
Kris Kneese, Assistant Director Public Works and Utilities
Garret Bond, Assistant City Engineer
Anna Hudson, Historic Preservation Officer
Jeff Rich, Water/Wastewater Superintendent
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, August 19, 2019, in the Law Enforcement Center, 1601 East Main Street, Fredericksburg, Texas 78624.

3. EMPLOYEE RECOGNITIONS

Kent Myers, City Manager, stated he received an email regarding Shelby Collier, Development Services Coordinator, for going above and beyond to help a customer.

4. PUBLIC COMMENTS

Dr. Bryk, DDS. spoke regarding the Special Election and the benefits of fluoridation in water.

5. CONSENT

- A. **Consider approval of the July 29, 2019 City Council Special Meeting Minutes.**
- B. **Consider approval of the August 5, 2019 Gillespie County Commissioner's Court and City Council Special Meeting Minutes.**
- C. **Consider approval of the August 5, 2019 City Council Regular Meeting Minutes.**
- D. **Consider approval of a request to close one southbound traffic lane and parking lane adjacent to Marktplatz on North Adams from Austin to Main Street for the Knights of Columbus Bestfest 2019 event.**

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

6. RESOLUTIONS

- A. **Consider the approval of Resolution 2019-13R supporting the United States Census Bureau by establishing a complete Count Committee to coordinate efforts, increase community awareness, and deploy resources across the community to achieve the most accurate and complete population count in the 2020 Decennial Census.**

Kent Myers, City Manager, stated next April will be 2020 Decennial Census to count the population. He reviewed the need for an accurate count and a Complete Count Committee. He recommended a 5-member committee.

The City Council discussed the need for getting an accurate account, representative of the community, and contact the County regarding a representative for the committee.

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Neffendorf, to approve Resolution 2019-13R supporting the United States Census Bureau by establishing a complete Count Committee to coordinate efforts, increase community awareness, and deploy resources across the community to achieve the most accurate and complete population count in the 2020 Decennial Census. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

- B. **Consider the approval of Resolution 2019-14R amending the Order calling the Special Election on November 5, 2019 for the purpose of a City Charter Amendment to add Sec. 11.12. - Fluoridation of Public Water Supply; adding the times, dates and locations of voting; providing for notices; providing for publication; providing an effective date.**

Shelley Goodwin, City Secretary, reviewed the changes to the May 20, 2019 Order calling the Special Election.

The City Council discussed the need for educating the City voters on voting hours and locations.

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Musselman, to approve Resolution 2019-14R amending the Order calling the Special Election on November 5, 2019 for the purpose of a City Charter Amendment to add Sec. 11.12. - Fluoridation of Public Water Supply; adding the times, dates and locations of voting; providing for notices;

providing for publication; providing an effective date. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7. OTHER ACTION ITEMS AND UPDATES

A. Zoning case #Z-1914 by George Wilcox on behalf of Keidel Family General Partnership for a Conditional Use Permit to operate a hotel in the Central Business District located in the 200 Block of E. Austin Street.

i. Presentation

ii. Hold a public hearing to receive comments for or against

iii. Consider the approval of the Conditional Use Permit.

George Wilcox, Clayton & Little Architects, provided an overview of the project and the site plan.

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to go out of Regular Session into a Public Hearing at 6:26 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

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

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

Brian Jordan, Development Services Director, provided the history of the request for zoning and the evaluation criteria of the project. He reviewed the unique proposed parking facility and the operations. He stated the Planning and Zoning Commission voted unanimously to recommend approval with conditions. He reviewed the conditions and stated staff concurred with the conditions.

The City Council discussed the proposed parking facility, Kiehne property, and design of the building.

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Neffendorf, to approve the Conditional Use Permit for Zoning case #Z-1914 by George Wilcox on behalf of Keidel Family General Partnership for a Conditional Use Permit to operate a hotel in the Central Business District located in the 200 Block of E. Austin Street with the 4 conditions recommended by Planning and Zoning Commission (1. The applicant providing an acceptable legal method of assuring the off-site parking spaces are exclusively for the Albert Hotel project and will be available perpetually. 2. Approval of the final building plans by the Historic Review Board. 3. Approval of a Landscape Plan prior to issuance of a building permit. 4. Approval of Civil Construction Plans prior to issuance of a building permit.). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

B. Consider the approval of an agreement with Gillespie County for the purposes of contracting for Election Services for the November 5, 2019 Special Election.

Shelley Goodwin, City Secretary, reviewed the agreement for contracting with Gillespie County for Election Services for the November 5th Special Election.

The City Council discussed different ways to educate the voters about the poll changes.

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Musselman, to approve the agreement with Gillespie County for the purposes of contracting for Election Services for the November 5, 2019 Special Election. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

C. Consider presentation and update on the Water Bond Project.

Kris Kneese, Assistant Public Works Director, provided a Water Bond PowerPoint presentation. He reviewed the history of the projects, site plans of the projects and the timeline.

7. CITY MANAGER'S REPORT

A. Budget Update

Kent Myers, City Manager, stated the following budget schedule:

- August 26, 2019 at 6 p.m. public hearing on the proposed budget and set the proposed Tax Rate
- September 11 and 12, 2019 at 6 p.m. public hearing on the 2018 Tax Rate.

B. Affordable Housing

Kent Myers, City Manager, reviewed the Beginning Subdivision and the possibilities of additional affordable housing coming to Fredericksburg.

C. October City Council Work Session

Kent Myers, City Manager, reviewed possible topics for a City Council Work Session.

The City Council agreed by consensus to hold the Work Session on October 29th at 8:30 a.m. in the Cardinal Room.

8. ITEMS FOR FUTURE AGENDA

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

9. COUNCIL COMMENTS

Councilmember Kiehne thanked the Public Works Department for placing the flashing stops signs on Live Oak Street.

10. EXECUTIVE SESSION

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

A. Section 551.071 – Consider and discuss E. 290 Landowner's Group vs. City of Fredericksburg, Texas, in the 216th District Court, and

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

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to go out of Regular Session into Executive Session at 7:45 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to go out of Executive Session into Regular Session at 8:25 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

11. 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.

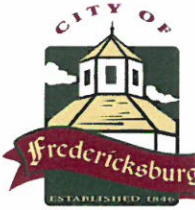
12. ADJOURN

Motion: A motion was made by Councilmember Neffendorf, seconded by Councilmember Watson, to adjourn the Monday, August 19, 2019 City Council Regular Meeting at 8:26 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 OF FREDERICKSBURG

MINUTES OF CITY COUNCIL SPECIAL MEETING

AUGUST 26, 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
Laura Hollenbeak, Finance Director
Steve Wetz, Police Chief
Lynn Bizzell, Fire Chief
Tammie Loth, Human Resources Director
Russell Immel, Information Technology Director
John Culpepper, Emergency Management Director
Garret Bonn, Assistant City Engineer
Shelley Goodwin, City Secretary

1. CALL TO ORDER

With a quorum of the City Council present, Mayor Langerhans called the special meeting of the Fredericksburg City Council to order at 6:00 p.m. on Monday, August 26, 2019, in the City Hall Conference Room, 126 West Main Street, Fredericksburg, Texas 78624.

2. PUBLIC COMMENTS

No one wished to speak at this time.

3. FY 2020 CITY BUDGET

a) Review and discuss the proposed FY 2020 Budget.

Kent Myers, City Manager, reviewed a PowerPoint presentation on the proposed 2020 Budget. He also reviewed the 2020 Budget for fees and taxes, personnel costs, budget highlights, and the next steps in the budget process.

Laura Hollenbeak, Finance Director, reviewed the changes to the proposed FY2020 Budget that occurred after the August 14, 2019, Special Meeting.

b) Hold a public hearing to receive comments.

Motion: A motion was made by Councilmember Neffendorf, seconded by Councilmember Watson, to go out of Special Meeting Session into a Public Hearing at 6:06 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Mo Saiidi provided a handout regarding 2020 City Tax Assessment. He encouraged the City Council to adopt a Tax Rate of 0.2073.

Augusta Parks spoke regarding a swimming pool exit ramp. She encouraged the City Council to add additional funds to the Parks Department Budget for the swimming pool exit ramp.

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to go out of Public Hearing into Regular Session at 6:15 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

c) Announce date, time and location for adoption of FY 2020 City Budget - Monday, September 16, 2019 at 6 p.m. at the Law Enforcement Center, 1601 East Main Street, Fredericksburg, Texas.

Kent Myers, City Manager, announced the City Council will vote on the FY 2020 City Budget on Monday, September 16, 2019 at 6 p.m. at the Law Enforcement Center, 1601 East Main Street, Fredericksburg, Texas.

4. 2019 TAX RATE

a) Review and discuss the proposed 2019 Tax Rate.

Laura Hollenbeak, Finance Director, provided a handout with the current Tax Rate information and the Tax Rate information that was used to create the proposed FY2020 Budget.

The City Council discussed the effects the 3.5% Property Tax Cap will have on the City FY2021 Budget. They also discussed the Legal Expenses Line Item, employee benefits and the level of services the City provides.

b) Approve the proposed 2019 Tax Rate.

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Neffendorf, to approve the proposed 2019 Tax Rate at 0.232284. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

c) Announce date time and place of:

- i. First Public Hearing on Tax Rate - Wednesday, September 11, 2019 at 6 p.m. at the City Hall Conference Room, 126 W. Main Street, Fredericksburg, Texas.**
- ii. Second Public Hearing on Tax Rate - Thursday, September 12, 2019 at 6 p.m. at the City Hall Conference Room, 126 W. Main Street, Fredericksburg, Texas.**

Kent Myers, City Manager, announced the City Council will hold two Public Hearings on the 2019 Tax Rate on Wednesday, September 11, 2019 and Thursday, September 12, 2019. He stated both hearings will be held at 6 p.m. in the City Hall Conference Room, 126 W. Main Street, Fredericksburg, Texas.

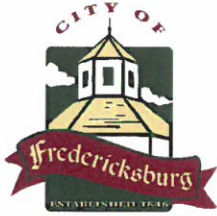
5. ADJOURN

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Neffendorf, to adjourn the Monday, August 26, 2019, City Council Special Meeting at 6:30 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: August 27, 2019

TO: Mayor and City Council

FROM: Shelley Goodwin, City Secretary

SUBJECT: Joint Resolution with Gillespie County to hold a Joint Election on November 5th

Summary:

The Joint Resolution was created and adopted by Gillespie County Commissioner's Court on Monday, August 26, 2019. This Resolution from Gillespie County Commissioner's Court is the formal approval for the Joint November 5, 2019 Election.

Recommendation:

Approval of the Joint Resolution with Gillespie County.

Background / Analysis:

The Texas Election Code Section 271.002 authorizes more than one political subdivision holding an election on the same day can hold a Joint Election. The City Council approved the Contract for Services for conducting the November 5th Special Election with Gillespie County at your August 19, 2019, City Council Regular Meeting.

Attachments:

Joint Resolution 2019-15R


Department Approval


City Manager Approval



City Attorney Approval

JOINT RESOLUTION

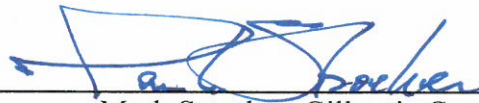
WHEREAS, the City of Fredericksburg, Texas and the County of Gillespie, Texas, desire to enter into a 2019 Joint Election Contract with the Gillespie County Elections Administrator, as the County Election Officer.

AND WHEREAS, the Commissioners Court of Gillespie County, Texas desires to give authorization for said contract.

NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS COURT OF GILLESPIE COUNTY, TEXAS, THAT:

Said Commissioners Court authorizes a Joint Contract by and among, the City of Fredericksburg, Texas and Gillespie County, Texas, and the Gillespie County Elections Administrator of Gillespie County, Texas, for the conduct and supervision of the Joint Election on November 5, 2019.

PASSED AND APPROVED THIS 26th DAY OF AUGUST, 2019.



Mark Stroehrer, Gillespie County Judge



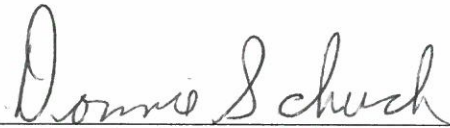
Charles Olfers, Commissioner Pct. 1



Keith Kramer, Commissioner Pct. 2



Dennis Neffendorf, Commissioner Pct. 3

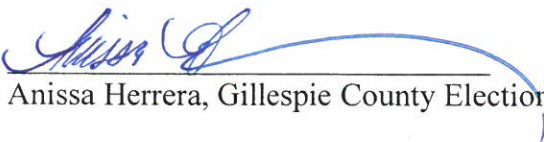


Donnie Schuch, Commissioner Pct. 4

CITY OF FREDERICKSBURG, TEXAS



Kent Myers, City Manager



Anissa Herrera, Gillespie County Elections Administrator



CITY COUNCIL MEMO

DATE: August 22, 2019

TO: Mayor and City Council

FROM: Jennifer Krupa, Special Events Coordinator

SUBJECT: Special Events Planning Guide Approval

Summary:

On Monday, June 3, 2019, I made a presentation to City Council to discuss proposed updates to the current special events policy, application, ordinance, and fee schedule. During the presentation, I went through a brief history of the special events ordinance and paperwork, the process and development I used to make the proposed changes, gave a quick overview of the new documents and fees, and went over the steps I needed to complete to bring these items back to you for approval.

Based upon feedback from the discussion on June 3rd, the following change has been made to the Special Events Planning Guide:

Page 5 of the Planning Guide:

Previous verbiage: If it becomes necessary for the City of Fredericksburg to clean up any event area, the event organizer/permit holder **will** forfeit any deposit and may be invoiced for all clean-up costs, including \$50.00 per employee, per hour.

Updated verbiage: If it becomes necessary for the City of Fredericksburg to clean up any event area, **the security deposit or any portion thereof may be retained** and the event organizer/permit holder may be invoiced for all clean-up costs, including a clean-up fee of \$50.00 per hour, per employee.

Recommendation:

Consider adopting the Special Events Planning Guide with an effective date of January 1, 2020.

Background / Analysis:

The current special events ordinance was adopted in 2014 and the City began requiring event organizers to complete special event paperwork and communicate event needs in writing. After a few years and in the summer of 2016, it was noted that changes and edits to the policy were needed however no formal changes were brought to city council for approval. In 2017, the Special Events Coordinator position was created and was filled by Jennifer Krupa in January 2018. Jennifer's first performance goal was to become familiar with the existing policy, ordinance, and forms and update them after spending one year working with each recurring event.

Event organizers from Oktoberfest/Fredericksburg Food & Wine Fest (Debbie Reeh), Light the Night Christmas Parade & Afterglow (Penny McBride) and the Fourth of July Parade (Daryl Whitworth) have been involved in reviewing and providing recommendations on the new policy.

Attachments:

Special Events Planning Guide



Department Approval

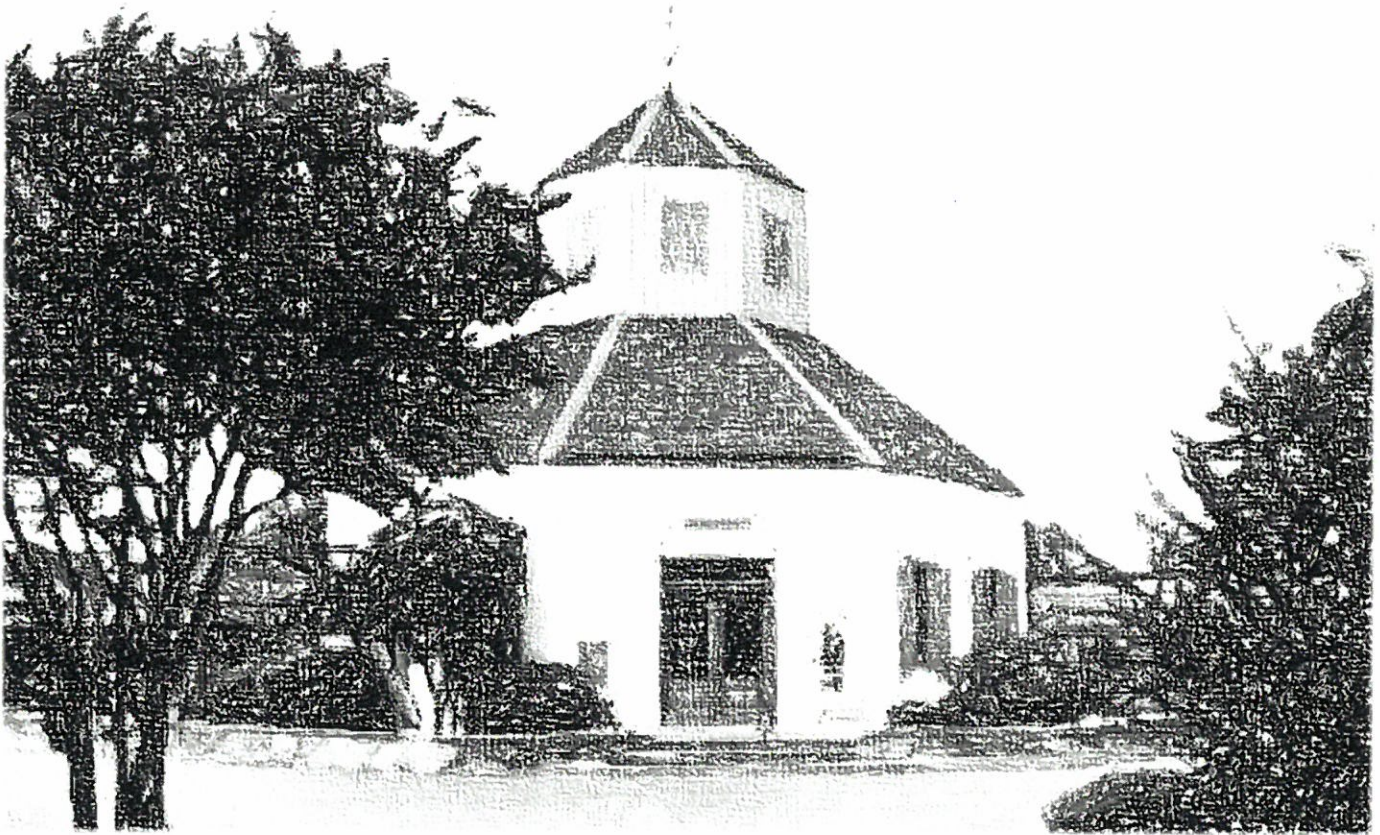


City Attorney Approval



City Manager Approval

Special Events Planning Guide



Thank you for your interest in the City of Fredericksburg to host your event. The City encourages special events for the enjoyment of our citizens and visitors, our cultural heritage, and the promotion of the City. The Special Events Planning Guide will walk you through the process of completing and submitting a special event application. It is our goal to work with event organizers to plan successful events while ensuring the safety of our community.

For more information please contact Jennifer Krupa, Special Events Coordinator at 830-990-2044; or email: specialevents@fbgtx.org

**City of Fredericksburg
Parks & Recreation Department (PARC)
126 W. Main Street
Fredericksburg, TX 78624
830-997-7521 office / 830-997-1861 fax**

Adopted by Fredericksburg City Council on September 3, 2019



Contents

PLANNING YOUR EVENT.....	3
SPECIAL EVENT APPLICATION PROCESS & SUBMITTAL	7
SPECIAL EVENT PERMIT DEPOSITS & FEES.....	9
EQUIPMENT, SUPPLIES & UTILITIES.....	10
FOOD & BEVERAGE	11
INSURANCE REQUIREMENTS.....	12
SECURITY REQUIREMENTS	13
STREET CLOSURES	13
CONTINGENCY & SAFETY PLANNING	14
MARKTPLATZ EVENTS	16
LADY BIRD JOHNSON MUNICIPAL PARK EVENTS.....	19
FORT MARTIN SCOTT EVENTS.....	21
PARADES, RACES, RIDES & RUNS	22
EVENTS ON OTHER PARK PROPERTY	24
CITY CONTACT INFORMATION	25
APPENDIX.....	26
INSURANCE CERTIFICATE SAMPLES	27
TEMPORARY HEALTH PERMITS	29
FIRE RULES FOR TENTS, CANOPIES, TRAILERS AND COOKING	33
SAMPLE OF SITE PLANS, LAYOUTS, AND ROUTES:	35
SAMPLE NOTIFICATION LETTERS.....	38
SPECIAL EVENT APPLICATION (BLANK).....	40

PLANNING YOUR EVENT

Before planning your event, the City of Fredericksburg recommends reviewing the requirements herein and Special Events Ordinance found in the appendix of this document. An application for a special event permit is required when an event involves one or more of the following activities:

- Any event open or advertised to the public taking place on City property;
- Private events larger than 300 people at any one time on City property;
- Closing or partial closure of a public street;
- Blocking City owned property;
- Sale of merchandise or food and beverages on City property;
- Erecting a tent larger than 200 square feet on City property;
- Placement of a stage, trailer, or other portable structures on City property;
- Placement of portable toilets, temporary no-parking signs, or a fence on City property.

Examples of special events requiring a permit include (but are not limited to):

- Weddings or company picnics with over 300 attendees
- Parades
- Bike races
- Marathons, Races, Fun Runs, or Walks
- Concerts and Festivals
- Arts & Crafts Show, Trade or Vendor Show, Book Sales
- Carnivals, Car Shows, Swap Meets, Fundraisers, and other types of events that use public property or rights of way

Examples of events that DO NOT require a special event permit include:

- Events not open or advertised to the public **and** less than 300 people;
- Fundraisers and other events held on property not owned by the City;
- Funerals and funeral processions.

Please call (830) 990-2044 to check availability and mention that you are planning a special event. Applying for a special event permit does not guarantee the availability of a park pavilion, building, kitchen, athletic field, or other park grounds. If your event or route affects the use of any of these areas, please make sure to request the area on the application. If you are unsure of the name of an area, please call for assistance. The applicant must be designated by the sponsoring organization (if any) or the responsible party for the event to apply for a permit.

Applications for special events are accepted one-year (12 months) in advance, but no less than sixty (60) days in advance of the event date. Should you need to submit an application less than 60-days in advance, a \$150.00 expedited application fee may apply (non-refundable).

The Special Events Coordinator will review your application and advise you of the permits & documents required by the City to host your event based on the information provided. Event organizers are also responsible for researching and obtaining any other permits or documentation required by other entities (i.e. TABC or State permits).

There are other permits and/or requirements your event could be subject to depending on event components. Possibilities include:

- Gillespie County Health Division: health permits and public health regulations
- City adopted fire code: rules for tents, canopies, trailers and cooking
- Texas Alcohol & Beverage Commission: alcoholic beverage permits
- Liquor liability insurance
- City sign & noise ordinances
- Street closures (all requests for four hours or more must be approved by City Council)
- Notification letters to local merchants and residents
- Security
- Parades, walks, and run route approval & parade safety rules
- Amusement rides, moonwalks, or animal activities: general liability insurance
- Animal welfare plan for animal care, sanitation, etc.
- Drones/UAV: Federal Aviation Administration & Gillespie County Airport regulations

RAIN DATES:

Unfortunately, due to the amount of private and public events in the City, we are unable to secure additional event dates unless the event organizer submits an additional special event application, deposit, and reservation fee. If no additional paperwork or fee is submitted, the City will work with event organizers to reschedule based on availability.

HOLIDAYS & UNAVAILABLE DATES (subject to change):

The City recognizes the following holidays and unavailable dates for events:

- **Marktplatz**: Thanksgiving & Christmas Day, New Year's Eve & New Year's Day, and the months of January & February for public events or events with 300 people or more;
- **Lady Bird Johnson Municipal Park**: Independence Day, Thanksgiving and Christmas Day.

SET-UP & TEAR-DOWN:

If an event needs to set up in the days or day prior to an event date, a reservation fee will be charged to the event organizer if the facility is unable to be reserved for another customer (i.e. event needs exclusive use of the site). If equipment & supplies are not removed on the final event day, use of the facility for event teardown will require a per-day fee to be charged. Events will also be assessed daily reservation fee for equipment & supplies that have not been removed from facilities by the tear-down date stated on the application.

TRASH COLLECTION, RESTROOMS, CLEANING & TOILETRY SUPPLIES:

The Parks & Recreation Department will clean and stock free-standing public restrooms within event layouts with toilet paper, paper towels & soap (if applicable) prior to an event and service those restrooms throughout the event if they are open and provided free to the public. If fencing is placed around any public restroom where admission to the event is the only way to utilize the facility, any cleaning, servicing, or additional supplies needed are the responsibility of the event organizer.

The event organizer is responsible for picking up trash and litter during and after the event. Events are required to remove bags of trash from the site on the same day of the event. If a dumpster is already on-site on City property, the event organizer can use the dumpster (excluding the dumpster located at City Hall on Marktplatz). The event organizer will be responsible to secure additional dumpsters as necessary and the need for additional dumpsters is at the discretion of the Director of Parks & Recreation or their designee.

Portable restrooms & dumpsters delivered to City property must be removed within a reasonable amount of

time from the event site (typically no more 48 hours after the event ends) or a portion of the event deposit may be retained. Trash receptacles are on-site at most event facilities. If an event organizer needs additional trash receptacles, it will be the responsibility of the event organizer to secure them.

If it becomes necessary for the City of Fredericksburg to clean up any event area, the security deposit or any portion thereof may be retained and the event organizer/permit holder may be invoiced for all clean-up costs, including a clean-up fee of \$50.00 per hour, per employee.

MUSIC LICENSING:

Event organizers are responsible for obtaining the proper music/performance licenses (i.e. BMI, ASCAP, SESAC) required for their event.

COMMUNITY BANNERS:

Community banners are a great way to advertise your event! Requests should be made by November of the calendar year prior to your event date (i.e. an event in April 2020 should complete their request by November 2019). To apply, contact the Development Services Department at (830) 997-7521, or fill out an online request at: <http://www.fbgtx.org/formcenter/code-enforcement-9/community-service-banner-request-43>

Fees apply. Site locations: (1) 600 East Main; (2) 200 West Main; (3) 300 West Main; (4) Highway 16 South, near the high school and; (5) Highway 16 South & Pyka Road.

FIREWORKS:

It shall be unlawful to fire, explode or cause to be exploded any firecrackers, cannon crackers, Roman candles, sky rockets, torpedoes, or other fireworks or similar noise making articles, within the corporate limits or within 5,000 feet of the city limits; provided, however, that the city council may issue permits to civic organizations for special fireworks displays and cannon firing upon a showing that such exhibits and/or firing will not create a fire hazard or be otherwise hazardous to any property, or dangerous to any person or persons, and provided that such organization complies with the safety provisions of the fire marshal.

ANIMALS:

If your event includes animals, the City requires a list of the types of animals, the name of the contracted vendor, contact person, telephone number, email, and general liability insurance with the City of Fredericksburg listed as the certificate holder and additional insured. Event organizers are also required to ensure animals have water and to keep the event site sanitary, clean, and free of animal waste during the event. All animals outside of cages or fencing must be on a leash and not left unattended. Animal waste must be removed. Animals are not allowed inside park buildings.

DRONES:

If drones are being used at an event, all federal regulations apply. Please visit: <https://www.faa.gov/uas/> for requirements to fly unmanned aircraft. In addition, the Gillespie County Airport must be notified in advance by calling 830-990-5764.

ACCESS TO YOUR EVENT:

City of Fredericksburg staff and their respective vendors and contractors shall have unrestrictive access to the event site at any time during the event (set-up, event production, tear-down) to execute the functions of their respective job or contract.

SPECIAL EVENT PAVEMENT MARKING GUIDELINES:

The City of Fredericksburg encourages all pavement marking and signs be removed immediately following the event.

- If markings have not faded to an acceptable level within 30 days, the event organizer will be responsible for their removal;
- All pavement markings shall be of non-permanent, chalk based or “fade-away” paint or tape; permanent paint is prohibited as it does not wear off;
- The markings must be placed away and not interfere with traffic control devices, utility signs, and survey markers.

WATER CONSERVATION MEASURES:

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for Domestic Water Use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Fredericksburg has adopted regulations and restrictions on the delivery and consumption of water. There will be instances where a water variance will need to be obtained (i.e. pressure washing after a festival) and a link to the ordinance can be found here:

https://library.municode.com/tx/fredericksburg/codes/code_of_ordinances?nodeId=PTIICOOR_CH47_UT_ARTIIWACOME

CANCELLATIONS:

Should an event organizer, for any reason, need to cancel their event they must notify the Special Events Coordinator in writing (i.e. letter, email, text). The first day's rental for all events which reserve the entire square or park will be retained if not cancelled at least one month prior to the event. The Special Events Coordinator will work with event organizers to reschedule an event if there is availability and the department can accommodate the change. No refund of deposits or reservation fees will be granted due to inclement weather, unless the cancellation is a decision made by the City of Fredericksburg.

SPECIAL EVENT APPLICATION PROCESS & SUBMITTAL



A special event permit application will be reviewed once the following documents have been received:

First-time events (no less than 60 days in advance but no more than 365 days):

- Completed Special Event Application, preliminary site plan/route/layout, \$100.00 non-refundable application fee, required deposit and reservation fees. Applicable forms and documents should also be included (i.e. proof of non-profit status, food & beverage vendor form, copy of general liability insurance, etc.). Checks should be made payable to “City of Fredericksburg.”

Annual or City Council approved recurring events (no less than 60 days in advance but no more than 365 days):

- Completed Special Event Application and a preliminary site plan/route/layout. Applicable forms and documents should also be included (i.e. proof of non-profit status, food & beverage vendor form, copy of general liability insurance, etc.). Deposit and reservation fees will be due 60-days in advance of the event date. Checks should be made payable to “City of Fredericksburg.”

USE OF FACILITY:

The use of City facilities to host an event is considered as-is, meaning the rental of the property includes the grounds and amenities that are on-site. Additional supplies & amenities are the responsibility of the event organizer.

SITE PLANS, ROUTES & LAYOUTS:

The event site plan, route, or layout must be provided with your application. An aerial photograph of an event from the previous year (i.e. 2018 aerial map submitted with 2019 application) will meet this requirement.

The more information provided on the site plan, the better. Plans should include the following:

- | | | | |
|--|---|------------------------|----------------------|
| • Staging areas (for parades & races) | • Vendor booths (retail, food, beverage) | • Stages | • Signage |
| • Information, ticket booths & registration | • Moonwalks, amusements/rides | • Generator locations | • Dumpsters |
| • Portable restrooms & hand-washing stations | • Emergency shelter & evacuation route(s) | • First aid station(s) | • Directional arrows |
| • Street closures and fire lanes | • Tents & canopies | • Parking areas | |

Please see the appendix for examples of past event site plans, layouts and routes.

ADDITIONAL INFORMATION:

Event organizers should disclose the entire scope and nature of the proposed event using extra sheets of paper and attaching the documentation to the application. Any additional items that are not covered by the planning guide will be reviewed and any fees that will be assessed shall be at the discretion of the Director of Parks & Recreation Department or their designee.

It is the responsibility of the applicant to submit any amendments and/or revisions to the original application in writing. Revisions are subject to the review of the Special Events Coordinator.

Staff will also provide applicants consultation to troubleshoot issues, resolve problems, provide feedback, and answer questions. Depending on the size & type of event, the event organizer may be required to attend a special event committee meeting with staff before a permit is issued.

In addition, most large-scale events will have a debrief & after-action meeting scheduled with City staff to review the event and make recommendations and set requirements for future events. The Special Events Coordinator will schedule this meeting.

APPLICATION SUBMITTAL:

Mail: City of Fredericksburg Parks & Recreation Department
Attn: Special Events Coordinator
126 W. Main Street
Fredericksburg, TX 78624

E-mail: Scan & e-mail to: specialevents@fbgtx.org

Online: Complete your application online at: <https://www.fbgtx.org/>

Applications must be complete and include all required documents. Applications received that are deemed incomplete will be returned to the applicant. Please note that submittal of your application should in no way be construed as final approval or confirmation of your permit application.

SPECIAL EVENT PERMIT DEPOSITS & FEES

SECURITY DEPOSITS:

\$100.00	Tatsch House
\$500.00	Fort Martin Scott
\$500.00	Pioneer Pavilion
\$1,000.00	Events with anticipated attendance of 300 to 1,000 (excluding parades)
\$3,000.00	Events with anticipated attendance of 1,000 or more (excluding parades)

All requests for a reduction, waiver of fees, or any other exceptions must be approved by City Council and must be submitted at a minimum, two (2) months in advance of the event date.

A pre and post event inspection is recommended for all events and can be scheduled with the Special Events Coordinator. The inspections will include walking the event grounds and facilities to determine if there are any items that need further discussion and/or action.

The facility must be left in as good or better condition than existed before the event. Following the conclusion of the event, all or part of the deposit may be refunded depending upon the condition in which the facility is left. If the facility is damaged or not thoroughly cleaned, the event organizer agrees as a condition of the issuance of the permit to pay such additional charges as are assessed by the Parks & Recreation Department. Event organizers are responsible for damage to any furniture, equipment, grass/turf, buildings, along with the surrounding grounds. For damage to park property, the permit holder shall be responsible for any actual documented physical damage to the premises caused by the event, employees, agents, volunteers, representatives, and guests. Following the event and once all repairs are completed to the Parks & Recreation Department's satisfaction, a refund check will be issued to the permit holder within 30 days.

RESERVATION FEES (NON-REFUNDABLE):

\$100.00	Application fee for first-time events (the event has not occurred on City property before)
\$150.00	Expedited application fee (applications submitted less than 60 days in advance of event date)
\$25.00	Marktplatz banner hanging fee (optional)
\$0 and up	*Reservation fees are based on the facilities reserved and can be found next to the facility name on the special event application

**Non-profit organizations are eligible for a 50% discount off their reservation fees (excluding the Marktplatz banner hanging fee) with proof of non-profit status. Fees listed above do not include costs from other City departments; for example, Code Enforcement for community banners or the Health Division for temporary health permits, etc.*

EQUIPMENT, SUPPLIES & UTILITIES

EQUIPMENT & SUPPLIES:

The City of Fredericksburg does not rent or lease any of the equipment or supplies listed below. Event organizers are free to work with vendors of their own choice to secure these items. This is not an all-inclusive list; items to consider are:

- Tents and canopies
- Stages
- Portable restrooms & hand-washing stations
- Trash receptacles/dumpsters
- Sound systems & lighting
- Water hoses & extension cords
- Temporary fencing
- Generators/propane heaters
- Food & beverage equipment

EQUIPMENT DELIVERY AND PICK-UP:

The event organizer or a representative must be present at the time of equipment & supply deliveries to ensure proper placement. Equipment should be picked up as soon as possible after the conclusion of the event (typically no more than 48 hours after event conclusion).

TENTS & CANOPIES:

Tents and canopies are allowed however they must be secured to prevent injury. All large tents (large than 200 square feet) should be secured with water barrels as stakes could damage irrigation lines. If water barrels are not an option, you must get pre-approval from the Parks Superintendent to use stakes and ensure irrigation lines are marked before set-up begins.

Any tie downs need to be flagged in a manner so they are recognizable to help pedestrians from running into or tripping over them. Any stakes must be covered (i.e. with a tennis ball or bale of hay) to mitigate injuries from tripping and/or falls.

Please note that tents, tent poles, or tie downs cannot be placed in pedestrian walkways. Tents & canopies cannot be set up where the tents themselves, poles, or ties downs cover or encroach on a walkway or sidewalk.

ELECTRICITY:

If your event needs more electricity than what is already at the event site, temporary tie-ins are allowed but only by a licensed electrician and with written approval from the Director of Parks & Recreation or designee. Event organizers will need to supply their own generators for additional power/electrical needs if a licensed electrician is not authorized. Event organizers must also provide their own extension cords.

All electrical wires or extension cords must be covered or staked down to avoid tripping hazards.

WATER:

Existing faucets or hose bibs at an event site may be used for water connections. Please note that food-grade hoses are required and use of irrigation connections are strictly prohibited. Some locations will require a water key to access, so please be sure to request the use of water through the application process.

All hoses must be covered or staked down to avoid tripping hazards.

FOOD & BEVERAGE

TEMPORARY HEALTH PERMITS:

If food or beverages are served or sold, you or your vendor may need to purchase a temporary health permit from the Gillespie County Health Division. The Gillespie County Health Division can be reached at (830) 990-2027 or by visiting: <http://fbgtx.org/146/Gillespie-County-Health-Division>

Temporary Health Permits must be obtained a minimum of 10 days prior to the event. Temporary Health Permits issued between 3 and 10 days prior to the event will incur a late fee. No Temporary Health Permits will be issued within 3 days of the scheduled start of an event. Vendors without a permit will not be allowed to open or operate during an event. Noted violations will result in the possible revocation of the organizers Special Event Permit.

ALCOHOL:

All State laws regarding alcohol must be followed. Events *selling or giving away alcohol by donation or tip* will require a TABC permit. *All events with alcohol* will require host liquor liability insurance coverage with the City of Fredericksburg named as the certificate holder and additional insured. TABC will require a landlord permission letter. Event organizers can request a landlord permission letter on their special event application.

REQUIRED FORM:

A list of all food & beverage vendors should be included in your original application on the official *Food & Beverage Vendor Form* found on page 8 of the Special Events Application.

INSURANCE REQUIREMENTS

Promoters or Contractors conducting special events on City property or public right-of-way of the City of Fredericksburg shall provide the City a certificate of insurance evidencing the coverage and coverage provisions herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are **included under the contractor's** policy. All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Fredericksburg.

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the event. If a special event includes equipment, devices, or activities/amusements that are excluded from coverage in the event's general liability insurance policy, then separate additional liability insurance coverage for the applicable exclusions must be provided with the same combined single limits of liability for personal injury and property damage as outlined below.

For events with alcohol, all State laws must be followed, and a certificate of liquor liability insurance is required with the City of Fredericksburg named as the certificate holder and additional insured. Events that hire a vendor to serve or sell alcohol (rather than providing the alcohol themselves), must submit proof of insurance from the vendor providing the alcohol. The requirement applies to the business or group that serves or sells the alcohol.

Type of Insurance	Minimum Amount of Insurance	Provisions
Commercial General (Public) Liability to include coverage for: • Premises/Operations • Products/Completed Operations • Independent Contractors • Personal Injury • Contractual Liability • Liquor Liability	\$1,000,000 per occurrence, \$2,000,000 general aggregate;	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. City to be provided a waiver of subrogation. Coverage shall be provided by an insurer possessing an A-VII. A.M. Best Rating.

Certificate Holder:

The Certificate Holder is: City of Fredericksburg, 126 West Main Street, Fredericksburg, TX 78624

General requirements:

- The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf.
- Proof of insurance must be provided at least ten (10) business days before the start of the event or set-up.
- In no event shall the City be liable for any damage to or destruction of any property belonging to the event organizer/vendor unless specified in writing and agreed upon by both parties.

SECURITY REQUIREMENTS

The event organizer is responsible to provide adequate security for the permitted event including crowd control, emergency response access, traffic control, and safeguarding the applicant and City property. Licensed private security must be provided for any event with 1,000 attendees or more, events lasting past 10:00 PM, or any event with alcohol. Security guards must be bonded and commissioned and discuss with the Director of Parks & Recreation, or designee, the event security plans and provide licensing information at least two weeks prior to the event date. The City will determine the number of guards necessary and will be dependent on the number of attendees and the nature of the event. Events may also hire private security to protect event equipment and property after-hours.

STREET CLOSURES

Street closures lasting more than four (4) hours, other than the parking lanes adjacent to Marktplatz must be approved by City Council. Requests need to be submitted two (2) months in advance.

Street closures for less than four (4) hours can be approved by the Chief of Police or designee and requests should be submitted two (2) months in advance using the required form listed below.

For events at Marktplatz:

- The City recommends the closure of Austin Street over Adams Street whenever possible.
- The City recommends the closure of the entire street if anything other than the parking lanes adjacent to Marktplatz are proposed to be closed. Closure of less than the entire street will require extensive use of barricades not currently in the City's inventory.
- Closure of half of either Austin or Adams Street will require extensive use of barricades for safety and liability reasons.
- If closure of half of either Austin or Adams Street is approved by City Council, the event organizer would be required to provide and maintain all necessary barricades for such a closure. A barricade plan sealed by a licensed professional engineer in the state of Texas must be provided for all half-street closures. Barricades must be placed and maintained in accordance with the Texas Manual on Uniform Traffic Control Devices.

REQUIRED FORM:

Please use the official *Street Closure Request Form* found on page 9 of the Special Events Application to request all street closures.

CONTINGENCY & SAFETY PLANNING

The Chief of Police, Fire Chief, Emergency Management Coordinator, or designated appointed representatives have the authority to shut down or cancel any event due to weather, civil unrest, or imminent danger to the event or its participants. The City of Fredericksburg encourages all event organizers to develop contingency plans for their proposed event. Contingency plans should be developed for:

- ***Weather related issues: rain, severe thunderstorms, tornadoes, hail, etc.***
 - If bad weather is forecasted, will the event be canceled? If so, how will you notify the City and attendees?
 - Is there an area of safe refuge at the event site in the event of weather-related issues?
 - Develop a plan for the sudden onset of severe weather. Will you postpone start times? Where will people go and who is designated to assist moving people to an area of safe refuge?
- ***Security***
 - How will you collect the contact information for any police, fire, or EMS working your event? How will those numbers be distributed to pertinent staff/volunteers? Will you communicate via land line telephones, cell phones, or the use of portable radios?
 - What is your protocol for lost children? Lost items (lost and found)?
 - Will your event allow open carry of handguns or post appropriate signage to prohibit?
 - Will your event allow animals? If so, what type (i.e. service animals only)?
 - Will your security team conduct bag checks? What items will be prohibited from admittance?
- ***Medical Issues***
 - Will you have an ambulance on-site? If so, where will it be located?
 - Where will an ambulance access the event if not on-site?
 - Who will conduct crowd control in the event of an emergency?
 - Will a first aid station with a trained first aid provider be designated at the event? Where? How will any patients be transported to the aid station?
 - If applicable, is there adequate shade to prevent heat stroke? Will water be provided free of charge? Where?
 - Who will man any barricades or fencing/entrance gates to maintain egress and access?
- ***Event Logistics***
 - Will there be a staging location for event staff & volunteers? Where? Will there be one-point person to oversee and take responsibility for the event? Who? Where will they be located? How can you contact them during the event?
 - Does my event layout maintain fire lanes and access roads?
 - What if there is a loss of utilities or a communications malfunction?
- ***Emergency Exits, Trip Hazards and Emergency Access***
 - Emergency exits must be clearly marked and easily accessible. If exits are locked, procedures must be in place for having designated personnel to quickly open gates and direct crowds.
 - Pedestrian walkways should be clear of wires and hoses (i.e. electrical/water) by utilizing cord covers or at a minimum, staked down to avoid tripping hazards.
 - Tie downs for tents need to be flagged in some manner so that they are recognizable and to help pedestrians from running into them or tripping over them.
 - Tie down stakes for tents must be covered (i.e. using a tennis ball) to mitigate injury from tripping or falling.
 - Tents, tent poles, and tie downs cannot be placed or set-up in such a manner that the tents, poles

or tie downs cover or encroach on a pedestrian walkway or sidewalk.

- No items may be placed in an emergency access lane. This includes light towers and other equipment. Any exceptions must be approved by the Fire Marshal in advance of set-up.
- Fire hydrants shall not be blocked at any time and a clearance of at least 6 feet around hydrants must be maintained. There must also be a clear and unobstructed path from the street to the hydrant. Objects shall not be attached to a fire hydrant at any time.

MARKTPLATZ EVENTS

In addition to the special event requirements listed herein, events using *Marktplatz* in their event footprint must adhere to following **USE REGULATIONS** and utilize the following equipment provided by the City to minimize damage/impacts to the facility:

- No motorized vehicles will be permitted on any turf covered areas. All vehicles must remain on paved or other hard surface areas. This requirement is intended to preserve the turf, eliminate ruts, protect the irrigation and electrical systems and maintain the appearance of Marktplatz.
 - Vehicles parking or retrieving trailers may temporarily enter turf areas provided they have prior written approval from the Director of Parks & Recreation. All vehicles accessing turf areas must utilize specialized protective mats or grass shields that are provided by the City. Vehicles must never come in contact with turf and must always drive on the grass shields. Vehicles are not allowed to be parked on turf/grass unless the wheels are fully contained on a protective shield.
 - Protective vehicle grass shields are provided free of charge and **must** be used for any motorized vehicle driving on the grass (even if tires touch grass briefly on the corners). Ruts or tire marks left at the post-event inspection walk through will forfeit a portion or all of an event deposit.
 - City of Fredericksburg vehicles will be allowed on turf areas to provide routine maintenance and upgrades with grass shields used to the maximum extent possible.
- No tape, staples, glitter, piñatas, birdseed or rice is permitted.
- No open fires are allowed. No damaging, removing or defacing of property, including grass, plants and trees. No hunting or releasing of any animals. No indecent or abusive language, or any activity, which creates a public nuisance.
- Parking stops should be up at night and entrance gates locked and as soon as the event is over.
- Event organizers may rearrange pavilion tables. Any picnic tables or park benches moved onto grass or turf must be moved back off the grass/turf as soon as possible. We ask that if you remove picnic tables from under a pavilion, those same tables are moved back under the pavilion once the event is over. Picnic tables will not be arranged by City staff.
- PARD will hang one banner at the front of the Square for a fee. Banner must be mesh/minnow seine material. Size: 3' wide x 28' long/length. Hanging of other banners or decorations is the responsibility of the event organizer and should comply with City's sign ordinance.
- Fencing should come down immediately following the event unless other arrangements have been approved in advance.
- History Walk/Garden: organizers must ensure that no damage is done to flower beds, cart paths, arbors, etc.
- Animals weighing more than 150lbs. are not allowed on the grass/turf at Marktplatz.
- When events expand the footprint of Marktplatz to include adjacent streets, an emergency access lane must be included inside fenced or barricaded areas. Nothing shall impede, encroach, or interfere with (either temporary or fixed) access to the emergency access lane.

GREY WATER:

The City owns two (2), 270-gallon grey water waste containers (3' x 4' x 4') for use at Marktplatz. Grey water is water that has been used for cooking, washing, dishwashing and may contain soap, detergent or food residue. Event organizers can request use of the two containers at no charge on their application. Ice and/or clean water cannot be disposed of on Marktplatz; this is considered grey water and needs to go in grey waste containers, in the kitchen (if rented), or mop sink. Disposal and servicing of the containers is the responsibility of the event organizer and placement of the containers is at the discretion of the Parks Department.

GREASE & OIL:

Grease must be removed and properly disposed of off-site immediately following event conclusion. There is no disposal location on-site.

ELECTRICAL NEEDS:

Power is provided at all three pavilions, the catering kitchen and Fest Room. If you have additional power needs, electric pedestals (110V & 220V) are available and should be requested through the application process. A licensed electrician must complete any electric work on-site. Event organizers will need to supply their own generators for additional power/electrical needs if a licensed electrician is not authorized. Event organizers must also provide their own extension cords. Pedestals must be returned to their original location after the event.

POTABLE WATER:

Events must utilize marked potable water locations and bring their own food-grade water hoses. Non-potable water sources are marked in purple and cannot be used.

NOISE & SOUND REGULATIONS:

dB(A) shall mean the intensity of a sound expressed in decibels. It shall be unlawful for any person to make, assist in making, permit, continue, cause to be made or continued, or permit the continuance of any sound that exceeds:

- 85 dB(A) during Daytime Hours; *Daytime hours* shall mean the hours from 7:00 a.m. on one day and 8:00 p.m. the same day.
- 70 dB(A) during Evening Hours; *Evening hours* shall mean the hours from 8:01 p.m. on one day and 11:00 p.m. the same day for Sundays through Thursdays of each week. Evening hours shall mean the hours from 8:01 p.m. on one day and 12:00 midnight the same day for Friday and Saturday nights of each week.
- 60 dB(A) during Nighttime Hours; *Nighttime hours* shall mean the hours between 11:01 p.m. on one day and 6:59 a.m. the following day for Sundays through Thursdays, and 12:01 a.m. on one day and 6:59 a.m. the same day on Saturday and Sunday mornings.

SIGNAGE:

- Certain signs that are generally prohibited citywide will be allowed for events held on Marktplatz, including:
 - signs which move or contain visible moving parts 29-6(3),
 - banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners, balloons 296(4),
 - signs which are located on or extend over any public sidewalk, street, alley or other public property 29-6(6),
 - portable or wheeled signs 29-6(9), and
 - signs attached to or located upon amenities such as benches, trash containers or fences 296(11).

- All remaining types of prohibited signs will remain prohibited, such as off-premises signs, obscene signs, and signs that mislead or confuse vehicular or pedestrian traffic.

ROLLING CARTS & CORD COVERS:

A limited number of rolling carts for supply loading and unloading & cord covers for events to use at no cost and should be requested in advance. Cord covers must be used to eliminate trip hazards.

WI-FI:

Wi-Fi is available throughout the park, but service may be interrupted during peak usage times.

LADY BIRD JOHNSON MUNICIPAL PARK EVENTS

In addition to the special event requirements listed herein, events using *Lady Bird Johnson Municipal Park (LBJMP)* in their event footprint must adhere to following **USE REGULATIONS**:

- All campers must use the designated campgrounds and pay at the park office. No overnight camping is permitted in the main park unless prior written permission received from the Parks & Recreation Department (PARC).
- Gates to the main park close at 10:00 p.m.
- No camping in the Tatsch House or Pioneer Pavilion. Tables and chairs shall not be removed from the Tatsch House or Pioneer Pavilion.
- For events that utilize the Pioneer Pavilion, use of the cooler must be requested four-days in advance. Cooler can only be used to store non-perishable items (i.e. canned drinks).
- No motorized vehicles may be driven upon or parked on grass areas or sidewalks unless approved through the application process. If your event has special parking needs, it must be listed in the application. Any damage caused by any motorized vehicles is the responsibility of the event organizer/permit holder.
- Events must submit an event site plan/layout that includes the following information, if applicable; (1) parking locations; (2) security check points; (3) vehicle flow and directional routes; (4) shuttle operations; (5) list of traffic control equipment (i.e. barricades, cones, directional signage, bollards, portable speed bumps, etc.).
- No tape, staples, glitter, piñatas, birdseed or rice is permitted.
- No open fires are allowed. No damaging, removing or defacing of property, including grass, plants and trees. No hunting or releasing of any animals. No indecent or abusive language, or any activity, which creates a public nuisance.
- Regular and handicap portable restrooms in the event area are based on guidelines set forth by the Gillespie County Health Division and shall be required at renter's expense.
- All trash must be bagged and placed in the dumpster next to the Pioneer Pavilion after the event. Additional dumpsters may be needed at event organizer's expense and shall be determined based on the event scope and size and is at the discretion of the Parks & Recreation Director.
- Animals are not allowed inside park buildings.

GREASE & OIL:

Grease must be removed and properly disposed of off-site immediately following event conclusion. There is no disposal location on-site.

ELECTRICAL NEEDS:

Power at pavilions and buildings is provided as-is. If you have additional power needs, a licensed electrician must complete any electric work on-site. Event organizers will need to supply their own generators for additional power/electrical needs if a licensed electrician is not authorized. Event organizers must also provide their own extension cords.

POTABLE WATER:

Potable water is available in the Tatsch House and Pioneer Pavilion. Potable water must be used for food service.

NOISE & SOUND REGULATIONS:

dB(A) shall mean the intensity of a sound expressed in decibels. It shall be unlawful for any person to make, assist in making, permit, continue, cause to be made or continued, or permit the continuance of any sound that exceeds:

- 85 dB(A) during Daytime Hours; *Daytime hours* shall mean the hours from 7:00 a.m. on one day and 8:00 p.m. the same day.
- 70 dB(A) during Evening Hours; *Evening hours* shall mean the hours from 8:01 p.m. on one day and 11:00 p.m. the same day for Sundays through Thursdays of each week. Evening hours shall mean the hours from 8:01 p.m. on one day and 12:00 midnight the same day for Friday and Saturday nights of each week.
- 60 dB(A) during Nighttime Hours; *Nighttime hours* shall mean the hours between 11:01 p.m. on one day and 6:59 a.m. the following day for Sundays through Thursdays, and 12:01 a.m. on one day and 6:59 a.m. the same day on Saturday and Sunday mornings.

SIGNAGE:

Event organizers must adhere to the City of Fredericksburg Sign Ordinance. Signs & banners must be removed immediately following the event. If it becomes necessary for the City of Fredericksburg to remove any decorations, signs or banners, the event organizer/permit holder may forfeit a portion or all of deposit funds and may be invoiced for all clean-up costs.

A permit is required for a banner or temporary sign, neither of which can exceed 16 square feet in size. Special events can apply for only one (1) banner or temporary sign permit to display to advertise the event to the public through the City's Development Services Department. A fee shall apply. Directional signage is exempt from this requirement.

WI-FI:

Wi-Fi is available, but service may be interrupted during peak usage times.

FORT MARTIN SCOTT EVENTS

In addition to the special event requirements listed herein, events using *Fort Martin Scott (FMS)* in their event footprint must adhere to following **USE REGULATIONS**:

- A \$500 security deposit is required and fully refundable after inspection by the Parks & Recreation Department (PARC). Any damages to the Fort, all properties inside and out, will be deducted from the deposit.
- No tape, staples, glitter, piñatas, birdseed or rice is permitted on Fort property.
- No open fires are allowed. No damaging, removing or defacing of property, including grass, plants and trees. No hunting or releasing of any animals. No indecent or abusive language, or any activity, which creates a public nuisance.
- All trash must be bagged and removed after the event; there is no dumpster at FMS therefore event organizers must provide their own trash receptacle or dispose of it off-site. Excessive litter on Fort grounds must be picked up.
- Rental includes grounds and buildings within the historic fence.
- Motorized vehicles may need an access pass to enter historic fort grounds.

NOISE & SOUND REGULATIONS:

dB(A) shall mean the intensity of a sound expressed in decibels. It shall be unlawful for any person to make, assist in making, permit, continue, cause to be made or continued, or permit the continuance of any sound that exceeds:

- 85 dB(A) during Daytime Hours; *Daytime hours* shall mean the hours from 7:00 a.m. on one day and 8:00 p.m. the same day.
- 70 dB(A) during Evening Hours; *Evening hours* shall mean the hours from 8:01 p.m. on one day and 11:00 p.m. the same day for Sundays through Thursdays of each week. Evening hours shall mean the hours from 8:01 p.m. on one day and 12:00 midnight the same day for Friday and Saturday nights of each week.
- 60 dB(A) during Nighttime Hours; *Nighttime hours* shall mean the hours between 11:01 p.m. on one day and 6:59 a.m. the following day for Sundays through Thursdays, and 12:01 a.m. on one day and 6:59 a.m. the same day on Saturday and Sunday mornings.

SIGNAGE:

Event organizers must adhere to the City of Fredericksburg Sign Ordinance. Signs & banners must be removed immediately following the event. If it becomes necessary for the City of Fredericksburg to remove any decorations, signs or banners, the event organizer/permit holder may forfeit a portion or all of deposit funds and may be invoiced for all clean-up costs.

A permit is required for a banner or temporary sign, neither of which can exceed 16 square feet in size. Special events can apply for only one (1) banner or temporary sign permit to display to advertise the event to the public through the City's Development Services Department. A fee shall apply. Directional signage is exempt from this requirement.

PARADES, RACES, RIDES & RUNS

Parade organizers shall include the following bullet points on their entry forms:

- All vehicles in the parade must be able to navigate the entire parade route and make all turns and clearances without difficulty. It is the responsibility of each driver to see to it that their vehicle or float clears all obstacles and can maneuver turns. If the route includes a U-turn, parade entries **must** be able to maneuver and make a U-turn in **one motion (no reversing)**. Participants must design their entry in length, width, and height to meet this requirement. Floats and entries **cannot exceed a 13'6" ft. height limit** from ground to top of float/entry.
- To reduce gaps, vehicles should maintain their speed to the pace of a slow walk and stay within two to three car-lengths of the preceding entry.
- Entries are not allowed to stop or impede the forward motion of the parade at any time with performances, dancing, stopping to rev engines, or any other action that alters parade movement. Performing groups should choreograph routines to maintain forward motion always.
- **No candy or other enticements will be thrown/handed from any entry to spectators.**
- **No jumping on or off moving entries:** Parade participants may not jump, dance, ride, bike, roller skate, roller-blade, skateboard, or move in any way onto or off any moving float or vehicle.
- Entries should never stop on the parade ending street/road at any time for unloading to allow for all entries to safely exit the parade route.
- Water guns and spraying water by any means is prohibited.
- No alcohol may be consumed by float drivers or anyone operating an entry during the event.
- No music, sirens, air-horns, firing of re-enactment weapons, or other noises that exceed 85 decibels without prior approval from the City of Fredericksburg.
- If issues arise with your entry not following set rules during the parade, it could be cause for removal from the parade route by Fredericksburg Police, City Staff or parade organizers or be cause for non-acceptance in any future Fredericksburg parades.

In addition, below are the parade rules set by the City of Fredericksburg that organizers must adhere to:

- Parade organizers shall provide the City of Fredericksburg with a copy of all parade entry forms at **least three (3) business days** before the parade for review. Parade organizers can continue to accept entry forms less than three (3) business days in advance and provide the City with forms as they come in. The entry form, at a minimum, must include the following information: name of business/organization, contact name, contact phone number, a detailed description of the entry including height, length, and width (if vehicular) and the type of entry (vehicle along with the make, model and year; equestrian and number of horses; commercial and how many vehicles; float; or walking along with the number of walkers).

- The City of Fredericksburg may exercise the authority to decline any aspect of the parade that they feel poses an unreasonable risk of injury or danger to the public. While exercise of this action should be prudent, and certainly permit event organizers to revise any objectionable part of a plan, public safety must ultimately be the responsibility of the police department, fire department, and related public agencies.

ROUTES FOR PARADES, RACES, RIDES & RUNS:

Event organizers must include a copy of their proposed route with their special event application.

Fredericksburg Police Department will review the proposal and contact the event organizer with any recommendations or requirements. The Police Department may also request a route/course change for your event if it is deemed to negatively impact the community.

For races, rides and runs without Fredericksburg Police Department support, your event will be considered a “rules of the road” event. Participants must obey all traffic regulations along the route. Stop signs, rights of way, and traffic signals must be obeyed during the event and event staff or volunteers may not stop traffic for your participants.

EVENTS ON OTHER PARK PROPERTY

Event organizers may wish to use park property that traditionally has not been used to host an event. In addition to the special event requirements listed herein, events using other park property in their event footprint must adhere to following **USE REGULATIONS**:

PARK ADMINISTRATIVE RULES:

- The event organizer must leave all facilities in a clean condition. All litter must be put in trash receptacles. Large events must provide additional trash receptacles at event's expense.
- Any damages to the facilities (inside and out) are agreed to be paid for by event organizer, even if it is more than the deposit.
- All animals must be on a leash and not left unattended. Animal waste must be removed. Animals are not allowed inside park buildings.
- Event organizer must bring their own hoses and extension cords. Potable water requires use of food-grade water hoses.
- The location of signs and banners must be indicated on the event site plan and comply with the City's sign ordinance.

PROHIBITED PRACTICES:

- No tape, staples, glitter, confetti, piñatas, or rice are to be used.
- No open fires are allowed.
- No damaging, removing or defacing of property, including grass, plants and trees.
- No hunting or releasing of any animals.
- No indecent or abusive language, or any activity, which creates a public nuisance.
- No grey/waste water or grease shall be dumped, dispersed or spilled on any areas. Grease needs to be removed and properly disposed of off-site immediately following the event.

CITY CONTACT INFORMATION

Department	Name	Phone	Email
Parks & Recreation, Special Events	Jennifer Krupa	830-990-2044	jkrupa@fbgtx.org
Parks & Recreation, Lady Bird Johnson Municipal Park	Katelyn Brazell	830-997-4202	kbrazell@fbgtx.org
Fire Marshal	Dave Wisniewski	830-990-2034	dwisniewski@fbgtx.org
Gillespie County Health Division	Kelli Olfers	830-990-2027	kolfers@fbgtx.org
Lady Bird Johnson Golf Course	Chris Meade	830-997-4010	cmeade@ladybirdgolf.com
Public Works, Street Division	Glenn Koennecke	830-990-2090	gkoennecke@fbgtx.org
Police Department	Sgt. Brian Vorauer	830-990-3647	bvorauer@fbgtx.org
Development Services, Community Banners & Signs	Raymond Ortegon	830-997-7521	rortegon@fbgtx.org
Emergency Management/Community Support	John Culpepper	830-997-2033	jculpepper@fbgtx.org
EMS	David Jung	830-990-2055	djung@fbgtx.org

As of August 21, 2019

APPENDIX

- Insurance Certificate Sample
- Additional Insured Sample
- Application for Temporary Health Permit
- Temporary Health Permit Inspection Checklist
- Temporary Health Permit Inspection Form
- Fire Rules for Tents, Canopies, Trailers & Cooking
- Site plan, layout and route samples
- Special Events Ordinance
- Sample Notification Letters
- Special Event Application, blank

Sample Certificate of Insurance

ACORD®		CERTIFICATE OF INSURANCE		ISSUE DATE (MM/DD/YY):	
PRODUCER Business' Insurance Broker Address City, State, Zip Phone Number			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
			COMPANIES AFFORDING COVERAGE		
			COMPANY A Insurance Company Name		
INSURED Name of Insured (it should match the name as written on the Special Event Application) Address City, State, Zip			COMPANY B		
			COMPANY C		
			COMPANY D		
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	☒ GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ OWNER'S & CONTRACTOR'S PROT. ☒ Host Liquor Liability (if required)	Policy Number #	Current dates required	Current dates required	GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 1,000,000 PERSONAL & ADV. INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (any one fire) \$ MED. EXPENSE (any one person) \$ 5,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PHYSICAL DAMAGE \$
	☐ GARAGE LIABILITY ☐ ANY AUTO ☐ EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$ EACH OCCURRENCE \$ AGGREGATE \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE ☐ INCL OFFICERS ARE: ☐ EXCL				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE-POLICY LIMIT \$ DISEASE-EACH EMPLOYEE \$
	OTHER				
DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES/ SPECIAL ITEMS This section should reference the event and date of event. RE: "Event Name" & "Event Date". Certificate holder is an Additional Insured as listed on the attached form					
CERTIFICATE HOLDER			CANCELLATION		
City of Fredericksburg 126 W. Main Street Fredericksburg, TX 78624			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, IT'S AGENTS OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE Signed by the Broker or Insurance Company only		
ACORD 25-8 (3/93) ©ACORD CORPORATION 1993					

SAMPLE ONLY

Policy Number: **Policy Number #**

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City Fredericksburg 126 W Main St Fredericksburg, TX 78624
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.



APPLICATION FOR TEMPORARY HEALTH PERMIT

****Submit at least 10 calendar days before the event date****

126 West Main Street
Fredericksburg, Texas 78624
Phone: 830-997-7521
Fax: 830-997-1861
E-mail: kolfers@fbgtx.org

NO HOME PREPARED FOODS ALLOWED

Vendor Name: _____

Representative / Owner's Name: _____ E-mail address: _____

Mailing Address: _____ Phone #: _____

City: _____ State: _____ Zip Code: _____

Event: _____ Event Location: _____

Date of Event (*Application is due no later than 10 days before the event*): _____ Hours of Event: _____

Types of food sold/given away: _____

The food will be obtained from the following approved sources (check all that apply):

☐ I operate from/own a permitted food facility (such as a restaurant).

Food Facility Name: _____ Permit Number: _____

Food Facility Address: _____

☐ I will purchase food from a permitted food facility (such as a grocery store or restaurant) on the day of the event and bring the food directly to the event. I will maintain my receipts from the purchase on-site at the event for verification.

Food Facility Name: _____ Phone Number: _____

Food Facility Address: _____

Recognized as a Non-Profit [501(c)(3)] Organization?

Yes ☐

No ☐

**No fee due for Non-Profit [501(c)(3)] Organizations*

Check below:

☐ \$50.00 Per Event

Valid for up to 14 days

☐ \$110.00 Per Year

Valid January 1 through December 31

☐ \$20.00 Late Fee

Applicable when making application fewer than 10 days before the event

Application must contain each of the following to be considered complete.

☐ Completed and signed Application

☐ Check made payable to City of Fredericksburg

☐ Copy of valid Food Handlers certificate for an employee that will be on site

**Not required for non-TCS foods (Time and Temperature Control for Safety)*

☐ Copy of Food Manufacturer Permit when applicable

In making application for a Temporary Health Permit, which is necessary to operate my business or organization, I understand and agree to comply with all Gillespie County Health Division city ordinances, county orders, and state laws that may govern the conduct or operation of my business.

Signature of Owner / Representative: _____ Date: _____

Issued by: _____ Date: _____

For Office Use

Received: _____ Permit No.: _____ Date Permit Released: _____

Payment Form: _____ Amount Due: _____ Late Fee: _____



GILLESPIE COUNTY HEALTH DIVISION TEMPORARY HEALTH PERMIT INSPECTION CHECKLIST

This checklist provides a list of requirements necessary for the approval of a Temporary Food Establishment operating within the jurisdiction of the Gillespie County Health Division. Temporary food establishment equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements.

Requirements of a Temporary Food Service Establishment

The term Temporary Food Service Establishment applies to an establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

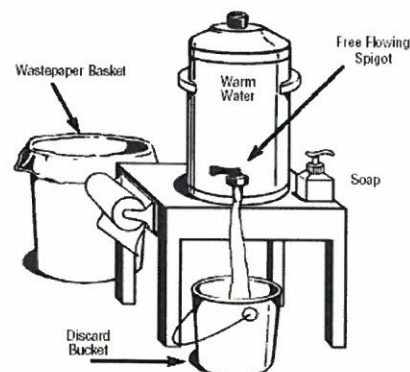
Health permit displayed

- ❖ Health Permit must be displayed to the general public while in operation.

☐ ☐

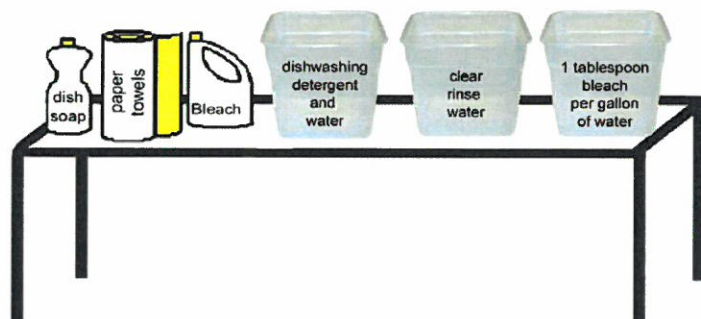
Hand wash station (container w/spigot, warm water, soap, paper towels, and wastewater bucket)

- ❖ Must be set up and in use **before** any food handling/prep work may begin. Hand wash station is illustrated to the right. Employees shall wash hands before beginning work, during work and/or changing tasks, after smoking, after eating, and after using the toilet.



Three containers to wash, rinse, sanitize utensils

- ❖ Booths that prepare (cut, cook, and assemble) foods are required to have a 3 compartment station for the cleaning and sanitizing of equipment and utensils. Three containers must be provided to fit the largest utensil. ☐ ☐ It is recommended to label containers, Wash, Rinse, and Sanitize.



Sanitizer in original, labeled container (for sanitizing utensils)

- ❖ One gallon of 100ppm chlorine sanitizing solution can be made by adding one teaspoon of bleach to one gallon of water. ☐ A sanitizer container is required for all cleaning cloths. Cleaning cloths should be in the bucket when not in use and fully submerged. Equivalent approved sanitizers may be used. Test strips must be available to measure sanitizing concentration.

Metal stem thermometer

- ❖ ☐ A properly calibrated metal stem thermometer (0-220°F range) is required at each booth and in each cold holding unit. Cooking, cold hold, and hot holding temperatures need to be monitored throughout the day to verify code compliance and protect the public.

☐

Adequate heating, cooking, and cooling equipment

☐

- ❖ Equipment must be able to maintain 135°F or greater for hot holding and 41°F or lower for cold holding. An adequate amount of ice must be used for cold holding. Ice chest and all equipment must be clean and in good repair.

Cutting board & Equipment (clean, sanitized and in good condition)

- ❖ Commercial cutting boards are recommended. ☐ ☐

Temperatures maintained (cool <41° F., hot > 135° F.)

- ❖ All food must be cooked to the correct internal temperature. Once correct internal temperature has been met all hot holding items must maintain 135°F or greater. All cold hold food must be kept at 41°F or lower. Temperature requirements are listed to the right.

☐

- ✓ 165°F Poultry, stuffing, dressing, and all reheated foods
- ✓ 155°F Ground beef
- ✓ 150°F Pork and pork products
- ✓ 140°F Whole beef cuts and other foods

Ice from approved source, scoop with handle stored out of ice

- ❖ Only ice scoops with handles may be used to dispense ice to customers. Drinking cups/glasses may not be utilized to scoop ice. Ice scoop handles must be extended out of ice to prevent contamination. ☐ ☐

☐

Food from an approved source and with proper label

- ❖ All food must come from an approved source and have an adequate label. Foods that are not prepared on site or require extensive preparation or cooking must be prepared at a licensed food establishment. If food is manufactured off site a copy of the Food Manufacture License must accompany the application for permit.

All food, containers and utensils stored at least 6" off the ground

☐

- ❖ Food, equipment, and single serve items must be kept 6" or more from the ground. Wooden pallets are permissible for outdoor events. ☐ ☐

Good employee/volunteer practices (eating, drinking, smoking)

- ❖ Employees shall not eat, smoke, or use tobacco in any form in the booth. Drinks are permitted in closed containers with a lid and straw. Employees should not handle both food and money simultaneously.
- ❖ Single use gloves and utensils must be used to prevent bare hand contact with ready to eat foods. ☐

Hair restraints for each employee/volunteer in food booth

- ❖ Employees must wear hair covers and clean clothes while working in booths. Acceptable hair covers are: ☐
 - Hats/caps
 - Hairnets
 - Bandanas (must cover skull of head)
 - Cook or chef's hat

Garbage container adequate and covered when not in use

☐

Booth covered, floors cleanable, pests controlled

- ❖ Booths shall be constructed with barriers to protect the food and control access.
 - Floors shall be constructed of concrete, asphalt, wood, outdoor carpet, or other cleanable material. Grass is not adequate.
 - Ceilings over food prep shall be constructed of wood, canvas, or other material to protect against the weather.
 - Lighting shall be shatterproof or shielded. ☐ ☐

Additional Information**Permitting**

- ❖ Application and payment must be received no later than 10 days before the event
- ❖ A valid Food Handlers Certificate for an employee on site at the event
- ❖ Cost is \$50.00 per event or Annual temporary permit is \$110.00 and is valid from January 1- December 31
- ❖ Late fee is \$20.00
- ❖ If operator has multiple booths, each booth must obtain a permit
- ❖ Copy of Food Manufacture License when applicable

Gillespie County Health Division has the right to:

- I. Impose additional requirements to protect against health hazard related to the operation of temporary food establishments
- II. May prohibit the sale of some or all potentially hazardous foods
- III. May waive or modify requirements when it is reasonably determined that no health hazard will result



GILLESPIE COUNTY HEALTH DIVISION TEMPORARY FOOD ESTABLISHMENT INSPECTION CHECKLIST

This checklist provides a list of requirements necessary for the approval of a Temporary Food Establishment operating within the jurisdiction of the Gillespie County Health Division. Temporary food establishment equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements.

Permit # _____ Establishment: _____ Date: _____

Event/Location: _____

		IN	OUT	N/A	COS
1	Valid permit issued by Gillespie County Health Division posted in visible location.				
2	Accredited food handler certification when TCS foods are prepared.				
3	Food received from approved source (Food prepared in a private home is not allowed.)				
4	Potable water from an approved source.				
5	Hand wash station provided, warm water, waste receptacle, gravity spigot spout (Not push-button.)				
6	Soap, disposable towels, wiping clothes, detergent, and sanitizing chemicals provided.				
7	Approved hand sanitizer. (Used after handwashing.)				
8	Three basins provided to Wash, Rinse, Sanitize (Large enough to clean largest equipment / utensil.)				
9	Test strips to measure sanitizing concentration.				
10	Equipment adequate to cook and maintain foods at the required temperatures.				
11	Equipment for hot holding and cold holding, adequate to maintain Time / Temperature Control for Safety (TCS) foods at required temperatures.				
12	Equipment installed so that it is easily cleanable and is in clean, sound condition.				
13	Personnel maintaining personal cleanliness and conform to good hygienic practices. (Beard covers, hair restraints, no jewelry, fingernails neatly trimmed, outer clothing clean.)				
14	Personnel free from infections which may transmit foodborne illness. (Restricted/ excluded.)				
15	Designated locations for employees to eat, drink, use tobacco, and store personal items.				
16	Single-use gloves, utensils, including ice scoops, provided to minimize handling of foods.				
17	Accurate food temperature thermometer. (Approved and accurate.)				
18	Structure constructed of corrosion resistant, durable materials.				
19	Overhead protection for food preparation areas shall be constructed of wood, canvas, other approved materials to protect against the weather.				
20	Approved subflooring surface graded to drain and controls dust. (Tarps, concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority.)				
21	Proper disposal of wastewater/ sewage				
22	Food contact surfaces of equipment designed for durability and easily cleanable.				
23	Pests controlled (Insects, rodents, and other animals.)				
24	Single service articles properly stored, provided, and dispensed.				
25	Toilet facilities conveniently located.				
26	Adequate, covered containers for refuse and garbage provided.				
27	Food protected from contamination.				

*** ADVISORY: Section 228.222 (a) of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all time/temperature control for safety (TCS) foods." Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.***

Temperatures/Additional Comments: _____

Signature of Representative: _____ Inspector: _____

FIRE RULES FOR TENTS, CANOPIES, TRAILERS AND COOKING

Fire Safety

Location: All tents, canopies, or other membrane structures cannot be within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Guy lines included. (Fire Code 2403.8.2)

Exits: Exit requirements for tents:

- A. Any openings must remain open unless covered by flame resistant curtain. Curtains shall be of a color, or colors, that contrast with the tent.
- B. Opening curtains must be free sliding on metal support
- C. Exit supports on openings must be 80 in. above floor level
- D. When opened no part may obstruct exits
- E. All tents and Canopies must have at least one exit. Occupant loads of 10 to 199 must have at least 2 means of egress (exits) with a width of 72 in. each
- F. 200 to 499 must have at least 3 means of egress with a width of 72 in.
- G. 500 to 999 must have at least 4 means of egress with a width of 96 in.
(Fire Code 2. 2403.12.3)

Exit Signs: Exits shall be clearly marked when occupant load is 50 or more (Fire Code 2403.12.6)

Labels: All tents as defined by the fire code and being used for a structure, shelter or fully enclosed shall have a Flame-Retardant Certificate indicating the size of the tent, type of fabric, and the chemical used to treat a fire. This DOES NOT apply to canopies. (Fire Code 2404.3)

Fire Department Access: Fire Department Access Roads will always be made available during the event so emergency apparatus can have access to all structures. (Fire Code 2403.8.1)

SMOKING:

- A. NO SMOKING in tents or canopies
- B. No smoking signs shall be conspicuously posted (Fire Code 2404.6)

Exposed Flame: Open flame or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or within 20 feet of the tent unless approved by the Fire Marshal.
(Fire Code 2404.7)

Portable Fire Extinguishers: Portable fire extinguishers shall be provided as required within 75 feet of travel distance. Fire Extinguishers need to be secured or mounted for ease of access. (Fire Code 2404.12)

Protective mats or other approved means shall be placed over electrical cables on walkways.

Generators: Generators shall be at least 20 feet from any structure or canopy and not accessible to the public.
(Fire Code 2404.19)

Combustible Materials: Flammable or Combustible materials/liquids shall be at least 50 feet from all tents, canopies and structures. (Fire Code 2404.17.2)

Cooking Tents:

- A. Must be a separate tent from the public
- B. Must be at least 20 feet away from other tents and structures
- C. Restrictions do not apply to warming devices with no open flame or heat
(Fire Code 2404.15.3)

Cooking:

- A. Cooking and Heating shall NOT be located within 10 feet of an exit or combustible materials. (Fire Code 2404.15.3)
- B. All cooking tents, canopies, and trailers must have an approved 2A:10BC fire extinguisher (Fire Code 904.11.5)
- C. If vegetable or animal fat is present, a Class K extinguisher is required (Fire Code 904.11.5)
- D. All food vendors shall have a Temporary Health Permit and have a passing inspection by the Gillespie County Health Division prior to the start of the event.

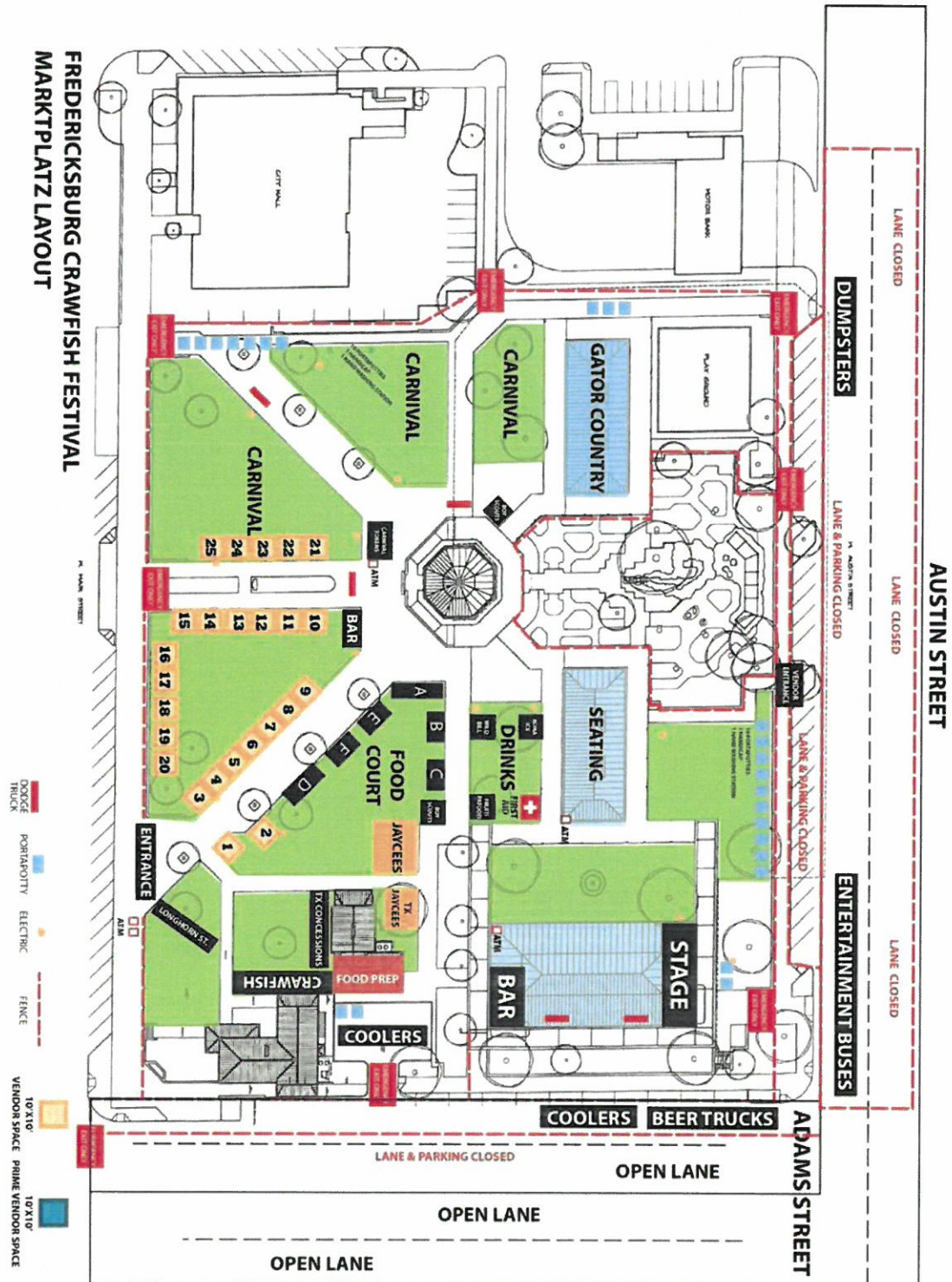
LP Gas:

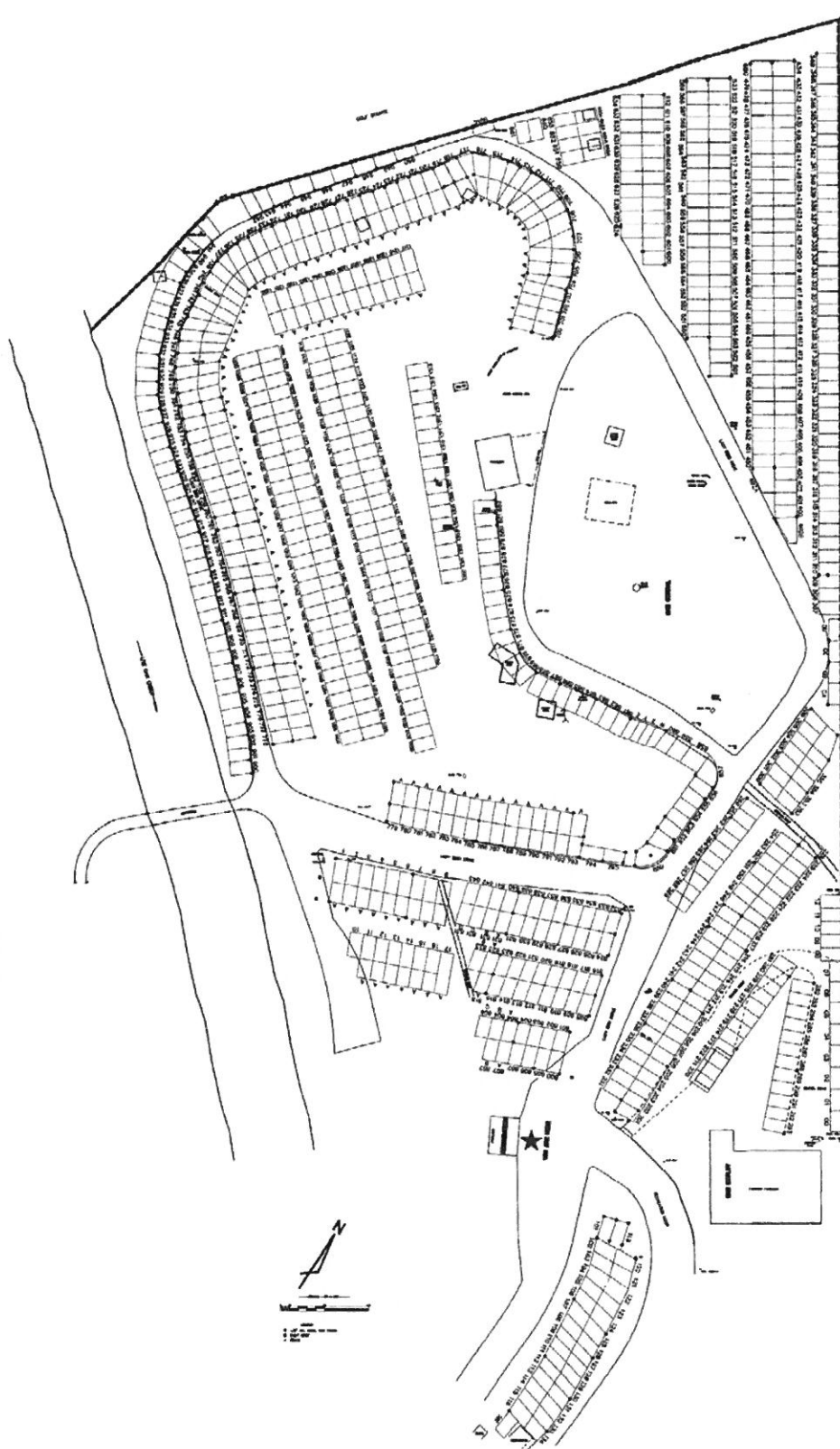
- A. No storage of LP gas containers is allowed in any tent or canopy
- B. Safety release valves shall be pointed away from tents
- C. 500 gallons or less, the tanks shall not be under the tent but may be located at the edge of the footprint of the tent.
- D. Tanks shall be secured in the upright position and protected from vehicular and pedestrian traffic

Cooking in Trailers:

- a. Cooking done inside a trailer shall be required to have a Type I hood system that is UL300 or UL300A rated if using deep fat frying (Fire Code 610, 904.2.1 and 904.11)
- b. Hood systems should be inspected every 6 months (Fire Code 904.11.6.4)
- c. All gas, solid, or liquid fuel burning inside a trailer must be vented to the outside with an approved venting system and spark arrestor (Fire Code 2404.15.2)

SAMPLE OF SITE PLANS, LAYOUTS, AND ROUTES:





Example: Notification Letter to Merchant

*Kick off Spring Break with the
Bluebonnet Festival
Friday, March 10th, 6:00 pm
Parade followed by
Music with Rocky and Bullwinkle
Marketplatz*

Dear Downtown Merchant,

The 2014 Fredericksburg Bluebonnet Festival will be held Friday through Sunday, March 10 -12, on Marketplatz. Just a reminder, all participating merchants must have their vendor fee paid and have been approved by the festival committee to avoid duplications. No additional booths will be permitted on downtown sidewalks during this festival weekend. Thank you for your cooperation as we want the best for our downtown merchants and our paid vendors.

The following streets will close at 7:00 a.m. Friday, March 10 –11:00 pm Saturday, March 11

- Austin Street between Adams and Crockett Streets
- Adams Street between Main and Austin Streets

The following streets will close at 11:00 pm Saturday, March 11 – 6:00 pm Sunday, March 12

- Adams Street between Main and Austin Streets

Please see the enclosed map for the parade route and parade street closure information. Parade street closures will be from 5:30 pm Friday, March 10 through approximately 7:30 pm Friday, March 10.

Street Barricades will be placed along Austin and San Antonio streets for all streets running North and South across Main Street from 2:00pm Friday, March 10 until 7:30 Friday March 10.

For additional information please visit our website www.fredericksburgbluebonnetfestival.net If you have questions please contact me at 830-999-BLUE (830-999-2583). Thank you for your continued support of the Fredericksburg Bluebonnet Festival!

Sincerely,

Crystal

Crystal Pistol
2014 Bluebonnet Festival Coordinator

Example: Notification Letter to Residents

*Kick off Spring Break with the
Bluebonnet Festival
Friday, March 10th, 6:00 pm
Parade followed by
Music with Rocky and Bullwinkle
Marketplatz*

Howdy Neighbor,

The 2014 Fredericksburg Bluebonnet Festival will be held Friday, March 10th through Sunday March 12th on Marketplatz. As usual the Bluebonnet Festival will start off with a parade at 6:00 pm on Friday March 10th. Please join us for this Fredericksburg and Hill Country tradition. The Fredericksburg Bluebonnet Festival is a time to enjoy family, friends, food, and music on Marketplatz throughout the weekend. We'll be in your neighborhood, so come join us for the fun.

The following streets will close at 7:00 a.m. Friday, March 10 –11:00 pm Saturday, March 11

- Austin Street between Adams and Crockett Streets
- Adams Street between Main and Austin Streets

The following streets will close at 11:00 pm Saturday, March 11 – 6:00 pm Sunday, March 12

- Adams Street between Main and Austin Streets

Please see the enclosed map for the parade route and parade street closure information. Parade street closures will be from 5:30 pm Friday, March 10 through approximately 7:30 pm Friday, March 10.

Street Barricades will be placed along Austin and San Antonio streets for all streets running North and South across Main Street from 2:00pm Friday, March 10 until 7:30 Friday March 10.

For additional information please visit our website www.fredericksburgbluebonnetfestival.net If you have questions please contact me at 830-999-BLUE (830-999-2583). Thank you for your continued support of the Fredericksburg Bluebonnet Festival!

Sincerely,

Crystal

Crystal Pistol
2014 Bluebonnet Festival Coordinator

CHECKLIST FOR APPLICANTS



THE CITY OF

Fredericksburg, Texas

Special Event Application Checklist

Required:

- ☐ Completed Special Event Application (pages 2-6)
- ☐ Event site plan, layout, or route (page 7)
- ☐ Proof of general liability insurance

If Applicable:

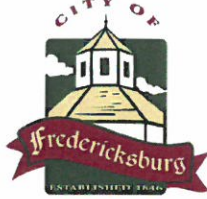
- ☐ \$100 Application Fee (first-time events only)
- ☐ \$150 Expedited Application Fee (less than 60-days in advance of event date)
- ☐ Proof of non-profit status
- ☐ Security deposit
- ☐ Reservation fee
- ☐ Food & Beverage Form (page 8)
- ☐ Street Closure Request Form (page 9)
- ☐ Proof of host liquor liability insurance

Mail all documents to:

City of Fredericksburg
Attn: Special Events Coordinator
126 W. Main Street
Fredericksburg, TX 78624; or

Scan and email to: specialevents@fbgtx.org

Questions? Please call (830) 990-2044



City of Fredericksburg Parks & Recreation Department

Special Event Application

Mail completed application to: Special Events, 126 W. Main Street, Fredericksburg, TX 78624;
or scan and email to: specialevents@fbgtx.org

Use N/A for "not applicable" or leave blank questions or sections that do not apply to your event.

APPLICANT INFORMATION

Name of Organization/Business: _____

Applicant Name/Event Organizer: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary phone: () _____ Secondary phone: () _____

Email address: _____

Event Promotor Name: _____ Primary phone: () _____

Organization/Business Type: _____ FOR-PROFIT; Event proceeds go to: _____
 _____ *NON-PROFIT *attach proof _____ INDIVIDUAL

EVENT INFORMATION & LOCATION

Official Event Name: _____ Event date(s): _____

Event History: Is this a first-time event? ____ YES ____ NO Estimated attendance: _____

Is the event open to the general public? ____ YES ____ NO Date application submitted: _____

Reservation fees are listed per day unless noted; deposit pricing is not included. Non-profits receive 50% discount on reservation fees; banner hanging fee excluded.

*MARKTPLATZ Please check all that apply:		*Excludes City Hall/Fire Station, Annex, Police Substation & Vereins Kirche	Address: 100 West Main Street, Fredericksburg, TX 78624
____ Entire Square: \$2,400/week	____ Kinder Halle: \$150	____ Oktoberfest Halle: \$150	
____ Adelsverein Halle: \$250	____ Fest Room: \$50	____ Kitchen: \$50	
____ Entire Square additional day: \$650 each; ____ # of days	____ Banner Hanging Fee: \$25 (optional; at front of Marktplatz for 24 hours)	____ INITIAL (required) : I have read Marktplatz Use Regulations on pages 16-18 of the Special Events Planning Guide.	

*LADY BIRD JOHNSON MUNICIPAL PARK (LBJMP) Please check all that apply:		*Excludes Park Headquarters Building, swimming pools, RV Park, campsites, dog park, nature trail, tennis court and golf course. Access to such areas may be closed or restricted for events and in the discretion of the PARD.
____ **Pioneer Pavilion; \$625 for 4 days (Thursday-Sunday only)	____ Tatsch House: Fri/Sat/Sun, December & holidays: \$200	
____ Entire Park: \$1,600 per week; ____ # of add-on days: \$650/day	____ Tatsch House: weekday (Monday-Thursday): \$150	
____ Cooler inside Pioneer Pavilion: no fee; non-perishable items only	____ INITIAL (required): I have read LBJMP Use Regulations on pages 19 & 20 of the Special Events Planning Guide.	
Outdoor Pavilions: ____ Pav. #1: \$40 ____ Pav. #2: \$40 ____ Pav. #3: \$45 ____ Pav. #4: \$45 ____ Pav. #5: \$60		

***Pioneer Pavilion is available for additional add-on days for \$125/day but must be pre-approved by Park Recreation Superintendent.*

EVENT INFORMATION CONTINUED

OTHER PROPERTY

Please check all that apply:

☐ Fort Martin Scott: \$500/day; ☐ # of days ☐ INITIAL (required): I have read Fort Martin Scott Use Regulations on page 21 of the Special Events Planning Guide.	☐ Town Pool: \$200; restroom access only	☐ Parade/*Other/*Private Property, list location and address: _____ <i>*Applicant shall submit copy of a letter from property owner giving written permission for event use.</i>
--	---	--

Attach more sheets if needed for information below:

Move-in & Set-up (first day of move-in):

Move-in/Set-up Date: _____ Times: Start: _____ End: _____

Indicate dates/times OPEN to attendees:

Event Date: _____	Times: Start: _____	End: _____
Event Date #2: _____	Times: Start: _____	End: _____
Event Date #3: _____	Times: Start: _____	End: _____

Move-Out & Strike (final day):

Move-Out/Strike Date: _____ Times: Start: _____ End: _____

Event day "on-site" Contact Name: _____ Phone: () _____

Event website: _____

Event information hotline: () _____

Is the event free and open to the general public (not including vendors/sponsors, etc.?)

☐ YES ☐ NO

Admission will be made by: ☐ Pre-sold ticket ☐ Free ☐ Pre-registration ☐ On-site sale/registration

Other (please specify): _____

EVENT COMPONENTS

Please check all that apply:

☐ Animals	☐ Aircraft Flyover	☐ Bike Race	☐ Car Show	☐ Carnival
☐ Concert	☐ Cook-Off	☐ Company Picnic	☐ Demonstration or Rally	☐ Fair/Festival
☐ Family Reunion	☐ Fireworks	☐ Fundraiser	☐ Fun Run/Race	☐ Historical Re-Enactment
☐ Motorcycle Run	☐ Parade	☐ Sporting Event/Tournament	☐ Trade, Vendor, or Art Show	☐ Wedding

☐ Other (please list): _____

Event Size: _____ Estimated max. attendance at one time _____ # of Art/Craft Vendors
 _____ # of Staff/Volunteers expected _____ # of Food/Beverage Vendors

Are you requesting any street closures or to block any city-owned property? ☐ *YES ☐ NO

Street closure requests must be made two (2) months in advance to City Council for any closure four (4) hours or more. Please consider this timeline when submitting your request. Please use the official **Street Closure Request Form found on page 9.*

Pavement Markings: Will your event be requesting to mark any pavement? ☐ YES* ☐ NO

*If yes, please describe the materials & supplies you are requesting to mark the pavement: _____

When & how will the markings be removed? _____

EVENT COMMUNICATION & SECURITY

During the event what form of communication systems will be used for the following:

Event Management (internal): _____

Public Address (external): _____

Events with 1,000 attendees or more; events lasting past 10 PM; or events which provide alcohol require the provision of licensed, bonded and commissioned private security at the applicant's expense. The number of guards and their hours of duty will be determined by the PARD and the security company based on the type of event and number of attendees.

What security/law enforcement agency have you hired for your event? _____

Contact name: _____ Phone: () _____

Have you contacted Fredericksburg Police Department in relation to your event? ___ *Yes or ___ No

*If yes, who did you speak with? _____

EQUIPMENT, ACTIVITIES & AMUSEMENTS

The following equipment, activities, and/or amusements will be at the event:

___ **Generators**; list quantity: ___ and size(s): _____

___ **Canopies/Tents larger than 200 sq. ft.**; quantity: ___ and size(s): _____

Sides? ___ Yes ___ No; if yes, how many sides will be closed? _____

How will tents/canopies be secured? ___ Water barrels (preferred) ___ Stakes ___ Sandbags ___ Weights

Other (describe): _____

___ **Stage**; quantity: _____

Please check all that apply:					
___ Amplified Sound	___ *Amusement ride; quantity: _____	___ Barricades	___ Bleachers	___ Chairs	___ Dance Floor
___ DJ/Live Music	___ Drone	___ Fencing	___ Fryer	___ **Inflatables and/or Moonwalks; quantity: _____	___ Light Towers
___ Tables	___ Parked cars for display	___ Sale of merchandise	___ Wi-Fi access needed	___ Other: _____	___ Other: _____

*Name of company providing amusement rides: _____ Phone () _____

General liability insurance is required naming the City of Fredericksburg as the certificate holder and additional insured.

**Name of company providing inflatables/moonwalks: _____ Phone () _____

General liability insurance is required naming the City of Fredericksburg as the certificate holder and additional insured.

UTILITIES, RESTROOMS & HAND-WASHING STATIONS

Will you need use of **electricity**? ___ *YES; ___ 220V ___ 110V; ___ NO ELECTRICITY NEEDED

*If yes, what will electricity be used for? _____

**Any electrical work must be made by a licensed electrician. If a licensed electrician is not available, additional power needs must be met by the use of generators and are the responsibility of the event organizer.*

Will you need access to **water**? ___ *YES ___ NO WATER NEEDED

*If yes, what will water be used for? _____

**Event organizers must bring their own food grade hose(s). Non-potable water sources at Marktplatz are marked in purple and cannot be used.*

Please indicate the number of **portable restrooms & handwashing stations** you will have at your event, along with delivery date, pick-up date, and contact information below.

___ # of **regular portable restrooms** ___ # of **ADA portable restrooms** ___ # of **hand-washing stations**

*Equipment will be delivered on: _____ at _____ (enter time)

Equipment will be picked up on: _____ at _____ (enter time)

Sanitation company name: _____ Phone: () _____

When will items be serviced and how often? _____

**Event organizer or representative must be present for delivery of equipment to ensure proper placement.*

CLEAN-UP/TRASH-COLLECTING & RECYCLING

Contact name responsible for event clean-up: _____ Phone: () _____
 Will a dumpster(s) be delivered? ☐ *YES; when? _____ ☐ NO
 What size dumpster(s)? _____
 What provisions will be made for recycling? _____
**Event organizer or representative must be present for delivery of equipment to ensure proper placement.*

FIRST AID & EMERGENCY VEHICLE ACCESS

Will your event have a first aid station on-site?

☐ *YES ☐ NO

*Company/Org. Name: _____

Contact Name: _____

Phone: () _____

Events will not be permitted without emergency vehicle access. This access must be available always and events are subject to permit revocation if emergency access lanes are not provided for.

Have you reviewed your layout to verify emergency vehicle access?

☐ YES; ☐ NO

FOOD & BEVERAGE:

Please check all that apply:	___ No food or beverage at event (skip to Signage section)	___ *Sale of food/beverages	___ *Distribution of food/beverages
<i>*A list of approved food & beverage vendors including their name, address and contact number is required at least 10-days prior to your event date; please use the Special Event Food & Beverage Vendor List form on page 8.</i>	___ Event will sell alcohol (including tips/donations). Indicate type: ___ Beer ___ Wine/Champagne ___ Liquor Who will provide the alcohol? _____ ___ I need a landlord permission letter in order to obtain a TABC permit for alcohol sales.	___ Event will distribute alcohol at no charge. Indicate type: ___ Beer ___ Wine/Champagne ___ Liquor Who will provide the alcohol? _____ _____	___ Event will not have alcohol.

Marktplatz events only: will your event need grey water disposal containers? ☐ *YES ☐ NO; Enter Qty. (1 or 2): _____

**The City owns two (2), 270-gallon containers. Placement of the grey water disposal containers is at the discretion of the Parks Department. Servicing of the grey water containers are the event organizer's responsibility. Containers must be emptied no later than two (2) days after the final event day.*

RACES, RUNS, & WALKS ONLY

Complete this section if your event includes a race, run or walk.

Are you requesting any street closures for some or all of your route? ☐ *YES ☐ NO

Street closure requests must be made two (2) months in advance to City Council for any closure four (4) hours or more. Please consider this timeline when submitting your request. Please use the **Street Closure Request form found on page 9.*

On-site registration will begin at: _____ am/ ___ pm @ _____ (location)

Starting time (if staggered, please enter all and explain): _____

Describe your route, including starting point and disbanding area:

Start: _____ (location)

Route: _____ (describe distances)

Disband: _____ (location)

PARADES ONLY

Complete this section if your event includes a parade.

Are you requesting any street closures for some or all of your route? ____ *YES ____ NO

Street closure requests must be made two (2) months in advance to City Council for any closure four (4) hours or more. Please consider this timeline when submitting your request. Please use the **Street Closure Request form found on page 9.*

Parade staging will begin at: _____ am/ ____ pm @ _____ (location)

Start: _____ (location)

Route: _____ (describe distances)

Disband: _____ (location)

Estimated number of entries/floats: ____ Will your parade allow animals? ____ *YES ____ NO; if yes, what type? _____

*How will you clean-up animal waste? _____

____ Initial; I agree to follow the City's adopted Parade Safety Rules found on pages 22 & 23 of the Special Events Planning Guide.

SIGNATURE & INDEMNITY AGREEMENT

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Applicant

Date

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF FREDERICKSBURG, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Signature of Applicant

Date

----- **END OF APPLICATION** -----

For City of Fredericksburg Use Only:

By signature, the City approves this Event, subject to all requirements:

Signature of City Manager or Designated Representative

Date

Additional comments: _____

EVENT SITE PLAN, LAYOUT, OR ROUTE; PAGE 7

Attach or draw your event site plan, layout or route. Include location of booths, stages, first aid, information/ticket booths, registration, generators, start/finish line, moonwalks/amusements, portable restrooms, dumpsters, signs and parking. See examples in the Appendix if you need assistance.

FOOD & BEVERAGE FORM; PAGE 8



SPECIAL EVENT FOOD & BEVERAGE VENDOR LIST

*Complete this form if there will be food and/or beverage vendors at your event,
whether they are selling, distributing or giving food and beverages away.*

Event organizers must check the requirements for sale/distribution of food & beverages with the Gillespie County Health Division and organizers or their vendors are required to obtain any necessary permits. Each vendor must be in compliance with current City health & fire regulations and have a GCHD permit displayed.

Return form to: specialevents@fbgtx.org

Please add additional sheets if necessary.

Event Name:	
Event Date:	

Business Name	Contact Name	Email	Phone	Current Gillespie County Health Division Permit on file (Y/N)?

SPECIAL EVENTS - STREET CLOSURE REQUEST FORM; PAGE 9



Street closure requests must be made two (2) months in advance to City Council for any closure four (4) hours or more. Please consider this timeline when submitting your request. Please also attach the notification letter you will send to abutting property owners (if applicable) with this request to the Special Events Coordinator.

Event Name:	
Event Date(s):	
Contact Name:	
Contact Phone:	()

Closure Area:

☐ Entire Street
 ☐ Parking Lane Only
 ☐ Partial Street
 ☐ Blocking City owned property
 Side of street: _____ (N,S,E,W) Side of street: _____ Location: _____

Additional details (attach additional pages as needed for more streets and describe details of use below):

Street Closure Details:

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time
Example:	Crockett Street	Adams Street	Friday, 4/2/18	6:00 PM	Sunday, 4/4/18	12:00 PM

If the event will impact surrounding property owners, a notification letter is required to be sent to property owners at least two weeks prior to the event date. Attach a copy of the notification letter and a list of addresses the letter will be sent to.

Date notice provided: _____

Printed Name: _____

Signature: _____

Date: _____

Street Department: _____

Date: _____

Police Department: _____

Date: _____

Parks Department: _____

Date: _____

FOR OFFICE USE ONLY

Event Name:	_____
Date Application Received:	_____
Application Complete:	____ YES ____ NO; If no, application return date: _____
First time event app. fee:	____ \$100; Payment type: _____; date: _____ ____ Not required
Expedited application fee	____ \$150; Payment type: _____; date: _____ ____ Not required
Non-profit proof of status:	____ YES
Added to S.E. calendar	____ YES
Added to website calendar:	____ YES
Added to Reservation Software	____ YES
Deposit:	____ INCLUDED; AMOUNT \$ _____; Type/CK#: _____ ____ INVOICED; AMOUNT \$ _____; Type/CK#: _____ ____ NOT REQUIRED
Reservation Fee:	____ INCLUDED; AMOUNT \$ _____; Type/CK#: _____ ____ INVOICED; AMOUNT \$ _____; Type/CK#: _____ ____ NOT REQUIRED
Site plan/layout/route:	____ YES; notes: _____
TABC letter needed:	____ YES; sent on: _____
Street closure/notifications:	____ YES; Street closure request form attached? Notes: _____
List of food/beverage vendors:	____ YES; notes: _____
Key needed (E1):	____ YES; given to: _____ on: _____ Returned on: _____
Pavilion lights:	Date: _____ Time: _____
Electric Pedestals:	____ YES; Quantity: ____; location(s): _____
Grey Water Containers:	____ YES; Quantity: ____; location(s): _____
Banner Hanging:	____ YES; banner to be delivered on: _____
MP Vehicle Permits:	____ YES; Quantity: ____; delivered on: _____
Cord Covers:	____ YES; Quantity: ____; location(s): _____
S.E. Committee Meeting:	____ Required: Date: _____; ____ Not required
Insurance requirements:	____ General liability for event ____ Host liquor liability ____ Amusements/Inflatables/Animals ____ Other rental equipment
Security required:	____ YES; ____ NO; notes: _____
Additional notes:	_____



CITY COUNCIL MEMO

DATE: August 22, 2019

TO: Mayor and City Council

FROM: Jennifer Krupa, Special Events Coordinator

SUBJECT: Special Events Ordinance & Fee Schedule Approval

Summary:

This agenda item coincides with the consideration of approval of the Special Events Planning Guide and amends Chapter 36 – Special Events and amends Article 24 – Fee Schedule, of the Code of Ordinances.

Recommendation:

Consider approving an Ordinance, amending Chapter 36 - Special Events, and amending Article 24 of Appendix A – Fee Schedule, of the Code of Ordinances, to revise and amend the administrative process, regulations, and fees for special event permits issued by the City with an effective date of January 1, 2020.

Background / Analysis:

On Monday, June 3, 2019, I made a presentation to City Council to discuss proposed updates to the current special events policy, application, ordinance, and fee schedule. During the presentation, I went through a brief history of the special events ordinance and paperwork, the process and development I used to make the proposed changes, gave a quick overview of the new documents and fees, and went over the steps I needed to complete to bring these items back to you for approval.

Once approved, event organizers will be notified; the special events application will be made available online and in a writeable version; and the website will be updated prior to the January 1, 2020 effective date.

Attachments:

Ordinance No. (to be determined) – Chapter 36 – Special Events



Department Approval



City Attorney Approval



City Manager Approval

ORDINANCE NO. 2019-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS, AMENDING CHAPTER 36 – SPECIAL EVENTS, AND AMENDING ARTICLE 24 OF APPENDIX A – FEE SCHEDULE, OF THE CODE OF ORDINANCES, TO REVISE AND AMEND THE ADMINISTRATIVE PROCESS, REGULATIONS, AND FEES FOR SPECIAL EVENT PERMITS ISSUED BY THE CITY.

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

Section 1. That, Chapter 36, entitled “Special Events”, of the Code of Ordinances, is amended by deletion of Chapter 36 in its entirety, and the following substituted therefore:

Chapter 36 - SPECIAL EVENTS

Sec. 36-1. - Definitions.

Applicant means a person or entity who intends to hold a Special Event. An agent of an Applicant may prepare and submit the documentation required hereunder with proper authority submitted along with the Special Event Application. The Applicant, along with and in addition to anyone else who violated the provisions hereof, shall be a responsible party under the provisions hereof, and will be subject to fines and punishment for violations and/or for violations of the terms of this Chapter.

Application or Special Event Application means a written submission to the City, on forms promulgated by the City, containing information about a proposed Special Event.

City means the City of Fredericksburg, Texas, acting through its City Manager.

City Manager means the City Manager of the City of Fredericksburg or his or her designee which may include one or more persons or a committee.

City Owned Property means any property in the City designated as a park, playground, recreational facility, swimming pool or hike and bike path, or other City-owned property, including streets, and shall include buildings, parking lots and driveways in such areas.

First Amendment Activity means all expressive and associative activity on public streets that is protected by the United States and Texas Constitutions, including speech, press, assembly and the right to petition.

First Amendment Event means an event where the sole or principal object is First Amendment Activity.

Parade means any assembly, march, demonstration or procession upon public streets within the City including persons, animals, or vehicles that is reasonably likely to interfere with the normal flow or regulation of traffic.

Seasonal Special Event means an event that occurs in a specific season and is scheduled throughout the season on non-sequential days, and may use a single Special Event Permit.

Special Event means a temporary event, gathering or activity, including but not limited to parades, bike races, marathons, walk-a-thons, fireworks displays, concerts, carnivals other types of races and festivals, First Amendment Events, and Seasonal Special Events which involve one or more of the following activities:

- (1) Closing or partial closing of a public street;
- (2) Blocking or restricting City-owned property;
- (3) An event, gathering, or activity held on City-Owned property, that is open or advertised to the general public;
- (4) Sale of merchandise, food or beverages on City-owned property;
- (5) Erection of a tent equal to or greater than 200 square feet in area on City-owned property;
- (6) Installation of a stage, band-shell, trailer, van, grandstand, bleachers or other portable building or structure on City-owned property;
- (7) Placement of portable toilets on City-owned property;
- (8) Private event, gathering, or activity held on City-Owned property, reasonably expected to have attendance of 300 or more people, per day;
- (9) Placement of temporary no-parking signs in a public right-of-way or on City-owned property; or
- (10) Placement of pedestrian boundary markers on City-owned property.

Special Event Permit means written authorization from the City Manager to hold a Special Event.

Special Event Rules and Regulations means the guidelines, rules, regulations, policies and procedures developed pursuant to this *Chapter 36*. Special Event Rules and Regulations may include, but are not limited to, the following: processes; procedures; cost recovery for City provided services; safety regulations; resource requirements; and surety and insurance requirements. Special Events must additionally adhere to the Special Events Planning Guide adopted by the City, and all other relevant City Ordinances and local, state, or Federal law.

Sec. 36-2. - Application required.

- (a) It shall be unlawful for any person or entity to hold a Special Event, sponsor a Special Event, or cause a Special Event to be held, without first having submitted an Application.
- (b) An Application is not required for:
 - (1) events conducted entirely on the property of a religious institution, educational institution, college, or university campus. City, State or Federal streets or parking lots for multi-tenant buildings, regardless of location, shall not be considered part of a religious institution, educational institution, or college or university campus;

- (2) events on property owned or controlled by the City subject to a contract, lease or management/operating agreement with a person or entity where the agreement addresses events on the property or the event is included within the permitted uses in the agreement;
- (3) processions of vehicles operated in compliance with traffic laws or a procession of pedestrians excluding organized walks, runs, parades and the like, in compliance with traffic laws along or upon public sidewalks, public parks, or private property;
- (4) events held for National Night Out;
- (5) funerals and funeral processions;
- (6) First Amendment Activity conducted entirely on sidewalks, in public parks or on private property in compliance with traffic laws and any other applicable City Ordinances (for example, handbills, placing property in rights-of-way, health laws etc.);
- (7) events conducted under the supervision of or with the permission of a governmental entity on property owned, leased, or operated by a governmental entity other than the City; or
- (8) Private events, gatherings, or activities with anticipated attendance of less than 300 people, per day.

Sec. 36-3. - Permit required.

- (a) It shall be unlawful for any person or entity to hold a Special Event, sponsor a Special Event, or cause a Special Event to be held, without first having obtained a Special Event Permit from the City.
- (b) No Special Event Permit shall be denied nor shall the Applicant be given less favorable consideration as to time, manner, or place based upon:
 - (1) race, color, creed, religion, gender, domestic relationship status, parental status, sexual orientation, transgender, gender identity or gender expression, national origin, political affiliation or any other prohibited characteristic of the Applicant and/or the participants of the Special Event; or
 - (2) the message of the Special Event, or the identity or associational relationships of the Applicant and/or participants; or
 - (3) any assumption or predictions as to the amount of hostility which may be aroused in the public by the content of speech or message conveyed by the Special Event, provided that reasonable accommodation as to time, manner, and place may be required in order for the City to provide the resources necessary for police, fire and emergency services to preserve and protect public health, safety and welfare.
- (c) A permit will be issued by the City Manager based upon the information submitted in the Application. The City Manager may reasonably interpret the information in

the Application, and may consider past experience with the type of event and inaccuracies or omissions in the Application.

Sec. 36-4. - Contents of Special Event Application.

- (a) An Applicant shall file a Special Event Application with the City upon forms promulgated by the City.
- (b) The Special Event Application shall set forth as a minimum the following information, and shall additionally be supplemented at the request of the City, with any information which cannot be known at the time of initial submission of the Application or which is determined by City to be incomplete:
 - (1) the name of the Special Event;
 - (2) the name, address and telephone numbers of the Applicant and the Sponsor or Promoter if different from Applicant along with proper authority if applicable;
 - (3) the proposed location(s) and address(es) for the Special Event;
 - (4) a description of the activities of the Special Event;
 - (5) the date(s) and time(s) the Special Event will start and terminate;
 - (6) the time at which on-site activities in preparation for the Special Event will begin;
 - (7) any transportation plan, traffic plan, parking plan, or street closure requested for the Special Event;
 - (8) whether access to any City property will be blocked;
 - (9) whether merchandise, food or beverages will be sold, and details regarding food service including planning cooking;
 - (10) details regarding alcohol sales or serving, if any;
 - (11) the location and sizes of tents, awnings, canopies, food service booths, or other temporary structures shall be shown on a map, if any;
 - (12) general description of any temporary structures, toilets, signs, trailers or boundary markers to be placed, if any;
 - (13) details for planned amusement rides, including proof of general liability insurance with the City named as an additional insured;
 - (14) estimated number of persons who are expected to attend, per day, for the duration of Special Event;
 - (15) the number and types of animals and vehicles that are part of the Special Event. The Applicant is responsible for updating this information prior to the event, and the City requirements may be amended as a result of an increase or decrease in the number of animals and/or vehicles expected to attend. The minimum will be the number of advance registrations;

- (16) details of all signs that are part of the Special Event, if any, including the location shown on a map and sizes of signs;
 - (17) the location and orientation of loud speakers and any other amplification devices shall be shown on a map;
 - (18) map(s) showing streets and pedestrian ways that are impacted as well as site setup showing ingress and egress for pedestrians and vehicles and all equipment and barriers that will be used in connection with the Special Event;
 - (19) for parades, races, rides and runs: a route map, approximate number of participants and type of participants (ex. for parades: animals, floats, etc.), and proof that all property owners adjacent to the route have been notified of the route, date and duration, or the date property owners will be notified. Such notice to property owners shall not be given earlier than one month prior to Special Event, or later than two weeks prior to Special Event;
 - (20) insurance certificate for the Special Event showing the City as a certificate holder and as an additional insured in the amounts set forth in the Special Events Planning Guide as promulgated by the City Manager;
 - (21) the date and time when clean-up of the property utilized by the Special Event will be complete; and
 - (22) any other information which the City Manager finds is reasonably necessary for the issuance of a Special Event Permit.
- (c) The Applicant is responsible for updating the Special Event Application information prior to the event as necessary, and the City requirements may be amended as a result of an increase or decrease in the number of persons expected to attend or other change in circumstances. The minimum attendance will be determined by the number of advance sales or registrations for the event.
 - (d) Within thirty (30) days following the submission of the Special Event Application, the City Manager shall notify the Applicant of any supplemental information requested, using the contact information on the Application.

Sec. 36-5. – Complete Application for permit required.

A Special Event Permit shall not be issued until a completed Special Event Application, together with any additional information requested, proof of insurance, and payments of all applicable fees, if any, are received by the City.

The Special Event Application must demonstrate compliance with this ordinance, the Special Event Rules and Regulations, the Special Events Planning Guide, and all other applicable law.

Sec. 36-6. - Fees and costs.

- (a) The fee for a Special Events Permit will be found in Appendix A of this Code of Ordinances in the event the same are enacted.
- (b) Applicant shall pay all required fees, including site rental, with the Special Event Permit Application, and Applicant shall at the same time be required to pay all fees and costs required by other City ordinances to conduct specific activities in conjunction with or as part of a Special Event.
- (c) If the City determines that a Special Event may require the special attention and involvement of City personnel or City facilities, the City shall notify the Applicant. Prior to issuance of a Special Event Permit:
 - (1) Applicant and City shall agree upon the additional costs the City will incur as a result of the Special Event and Applicant shall pay those costs to the City; and
 - (2) Applicant shall agree in writing to pay any additional costs to the City incurred as a result of the Special Event within five days of the date upon which the City informs the Applicant of the amount of such additional costs, but in no event less than seven business days prior to the event.
- (d) No Special Event Permit Fee shall be charged for a First Amendment Event. An Applicant for a Special Event Permit shall pay fees for street closures to conduct specific activities in conjunction with or as part of a First Amendment Event, but the amount of the fees shall not be in excess of the City's cost to close the street(s) for traffic control.
- (e) Special Event Permits may be canceled by the Applicant, in writing. The first day rental fee for all events which reserve an entire park or Marktplatz will not be refunded if the City receives written notice of cancelation less than thirty (30) days prior to the event. Subject to the foregoing sentence, if an event does not occur, fees paid in advance for City services which have not already been performed by City shall be refunded. No refund of security deposits, reservation fees, pavilion fees, or other fees will be granted due to inclement weather, unless the cancellation is a decision made by the City.

Sec. 36-7. - Timeframes and deadlines.

- (a) A Special Event Application must be filed no earlier than 365 calendar days before the commencement of the proposed Special Event, and no later than 60 calendar days before the commencement of the proposed Special Event. The City Manager may consider an Application that is filed less than 60 calendar days before the commencement of the proposed Special Event, if the Applicant could not have met the deadline because the event had not been planned for more than 60 days, the event will not place an undue burden on the City staff or resources, and all applicable expedited application fees are paid.
- (b) The City may issue a Special Event Permit for a First Amendment Event when the Special Event Application is filed less than 60 calendar days before the commencement of the First Amendment Event, if the event had not been planned

for more than 60 calendar days, and provided there is adequate time for the City to process the Application and to assure that there are adequate traffic measures in place for the orderly movement of the First Amendment Event participants and traffic. The City and the Applicant shall communicate with the police department and fire department prior to the First Amendment Event.

- (c) When a timeframe or deadline established in this Chapter 36 results in an Application or other information being due on a weekend or a day the City is closed for business, the Application or other information shall be due on the first business day immediately following said weekend or day the City is closed for business.

Sec. 36-8. - Application process and review.

The Special Event Permit Application will be processed and reviewed pursuant to the Special Events Rules and Regulations and the Special Events Planning Guide, which shall be promulgated by the City Manager based on health and safety concerns, the reasonable availability of City resources which may be required, and on other applicable City Ordinances or Code provisions.

Sec. 36-9. - Standards/requirements for issuance of special event permit.

- (a) A Special Event Permit will be issued only if the City Manager finds that the following requirements, as applicable to the Special Event, have been met or that adequate provision therefor will be made:
 - (1) requirements of City Ordinances/ Code provisions and of the State and Federal Governments are met;
 - (2) the Special Event will not unnecessarily interrupt the safe and orderly movement of traffic near its location or route;
 - (3) the Special Event will not require the diversion of a number of police officers to properly police the Special Event locale or movement of a procession or parade along the route and the adjacent areas which will significantly impair adequate police protection for the City as a whole;
 - (4) the concentration of people, animals, and vehicles at assembly points will not significantly impair proper fire and police protection or ambulance service to areas at or near such assembly points or the City or County as a whole;
 - (5) a Parade is scheduled to move from its point of origin to its point of termination without unreasonable delays in route;
 - (6) all licenses and permits, restrictions, regulations, fees for the City services, if any, safeguards or conditions as set forth in any Special Event Rules and Regulations as promulgated by the City Manager have been submitted, and approved; and

- (7) successful completion of all required pre-event inspections.
- (b) The City Manager is authorized to interpret the requirements in Section 36-9(a), and has the authority to modify the same, to fit individual circumstances where the standard cannot be strictly met, is inapplicable to the specific Special Event, or if additional modifications are deemed necessary by individual City departments for the safe and orderly conduct of a Special Event. The City Manager is further authorized to require an Applicant to institute other safeguards or activities to protect the safety of the public from circumstances which may arise from a specific Special Event.
- (c) It is understood that no Applicant is assured the ability to close a street. All street closures are subject to approval by, and authorization from, the City Council or the Chief of Police, as set forth in the City's Code of Ordinances and applicable City policy.

Sec. 36-10. - Denial or revocation of a permit.

- (a) The City Manager shall deny issuance of a Special Event Permit if:
 - (1) The Special Event will conflict in time or location with another Special Event or event for which an Application has been submitted or approved prior to the one subsequently requested;
 - (2) The Special Event, if held, would violate the Special Event Rules and Regulations, the Special Event Planning Guide, any City ordinance or any other applicable law;
 - (3) The City manager determines that there is a false or misleading statement or omission of material fact on a Special Event Application, and the same is not corrected within the time for submission of an application;
 - (4) The Applicant has violated this ordinance or has had a Special Event Permit revoked within the preceding 12 months;
 - (5) The Applicant fails to provide proof of a license or permit required by any City ordinance or other applicable law for the Special Event;
 - (6) The Applicant fails to provide proof that the insurance requirements for the Special Event have been met; or
 - (7) The Special Event would significantly impair the delivery of normal or emergency public services or constitutes a public health or safety threat.
- (b) If the City Manager determines that the Special Event Permit shall be denied, the City Manager shall consider alternatives to the time, place or manner of the Special Event that would allow the Special Event to occur.
- (c) Revocation of a Special Event Permit:
 - (1) If the Police Chief, Fire Marshal, Emergency Services Director, Health Department Director or Sanitarian, Building Official, Code Enforcement Officer, or Director of Parks and Recreation (known collectively as "City Official"), or their designee, finds that any of the provisions of this ordinance, another City ordinance, Special Event

Rule or Regulation, Special Event Planning Guide, or other applicable law is being violated, he or she shall immediately notify the City Manager and based on that information, the City Manager shall attempt to solve the issue at hand and if it cannot be resolved, the City Manager will determine whether the Special Event Permit shall be revoked. Notice and an opportunity to be heard by the City Manager shall be given to the Applicant prior to revocation if reasonably possible and if the cause for revocation does not involve an imminent threat to the health and safety of any individual or property. If revoked, the Special Event shall immediately terminate and cease activity upon notification to the Applicant. Failure to terminate the activity following revocation of said permit shall constitute a separate offense.

- (2) When, in the judgment of any of the above designated City Official, a violation exists which requires immediate abatement, and the Applicant does not abate the violation immediately upon notice from said City Official, the City Official shall have authority to revoke a Special Event Permit in the absence or unavailability of the City Manager. If revoked, the Special Event shall immediately terminate and cease activity upon notification to the Applicant.
- (3) The City Manager, or other City Official in the absence of the City Manager as described above, may revoke a permit wherein a material false or misleading statement or omission of material fact on a Special Event Application is discovered after the Special Event Permit was issued, so that the terms of the permit would require significant revision or if the scope of the Special Event has so changed that the terms of the original permit require significant revision which presents an unreasonable burden on the City resources.

Sec. 36-11. - Appeal.

- (a) If the City Manager denies the issuance of a Special Event Permit, or revokes an issued Special Event Permit, the Applicant shall promptly be notified in writing. Such written notice shall include the reasons for the decision to deny or revoke the Special Event Permit. The Applicant may appeal the denial or revocation to the City Council which shall make a ruling on the appeal, if time permits prior to the event. The City Council shall not be required to call a special meeting to accommodate an appeal.
- (b) If a City Official other than the City Manager revokes an issued Special Events Permit, the Applicant shall promptly be notified in writing. Such written notice shall include the reasons for the decision to deny or revoke the Special Event Permit. The Applicant may appeal the denial or revocation to the City Manager which shall make a ruling on the appeal and attempt to resolve the issue if time permits prior to the event. If no resolution can be made, the Applicant may appeal the revocation to the City Council which shall make a ruling on the appeal if time permits prior to the event. The City Council shall not be required to call a special meeting to accommodate an appeal.
- (c) If a Special Event Permit is revoked the event shall cease. No fees, whether they are application fees, or fees paid for City services shall be refunded if a Special Event Permit is revoked. The City shall not be liable for any costs or damages associated with denial of or revocation of a Special Events Permit.

{End of code text}

Section 2. That, Section 24.400 “Fees for use of Lady Bird Johnson Park and campgrounds”, of Appendix A “Fee Schedule”, of the Code of Ordinances, is amended by deletion of Section 24.400(c) in its entirety, and the following substituted therefore:

Sec. 24.400 - Fees for use of Lady Bird Johnson Park and campgrounds.

- (c) Weekly rental fee for the entire Lady Bird Johnson Park including all Pavilions and open areas, as determined by the City’s Director of Parks and Recreation, is \$1,600.00, and \$650.00 for each additional day. The following are specifically excluded from entire park rental: Park headquarters building, swimming pool, RV Park, campsites, Dog Park, nature trail and Golf Course. Access to such areas may be closed or restricted for events in the discretion of the Director of Parks and Recreation.

{End of code text}

Section 3. That, Article 24 “Recreational Fees”, of Appendix A “Fee Schedule”, of the Code of Ordinances, is amended by the creation and addition of Section 24.800 “Special Events Fees and Deposits”, in its entirety, as follows:

Sec. 24.800 – Special Events Fees and Deposits.

- (a) Special Event Application fee for first-time event (the event has not occurred on City property before): \$100.00, non-refundable.
- (b) Expedited Special Event Application fee (for applications submitted less than 60 days in advance of event date): \$150.00, non-refundable.
- (c) Special Event Application fee for parades: \$0.00.
- (d) Security deposit for events with anticipated attendance of 300 to 1,000 people (excluding parades): \$1,000.00.
- (e) Security deposit for events with anticipated attendance exceeding 1,000 people (excluding parades): \$3,000.00.
- (f) Special event clean up fee: \$50.00 per hour, per employee.
- (g) Special event restroom access only (Town Pool): \$200.00 per day.

{End of code text}

Section 4. Severability or Invalidity. If any provision of this ordinance or the application hereof to any person or circumstance is held invalid, such invalidity shall not affect other

provisions or applications of the ordinance which can be given effect without defeating the purpose or objective of the provisions, and to this end, the provisions of this ordinance are declared to be severable.

Section 5. Repealer. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 6. Effective Date. This ordinance shall be effective on and after January 1, 2020.

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

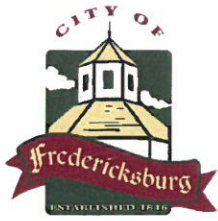
Linda Langerhans, Mayor
City of Fredericksburg, Texas

ATTEST:

Shelley Goodwin, City Secretary

APPROVED AS TO FORM:

Daniel Jones, City Attorney



CITY COUNCIL MEMO

DATE: August 27, 2019
TO: Mayor and City Council
FROM: Kent Myers, City Manager
SUBJECT: Approval of CVB Budget

Summary:

The Convention and Visitor's Bureau (CVB) recently presented a proposed FY 2020 Budget of \$3,080,429. This Budget is funded by City and County HOT revenues.

Recommendation:

Following discussion and any revisions that might be recommended at Monday's Council meeting, it is recommended that the CVB Budget be approved.

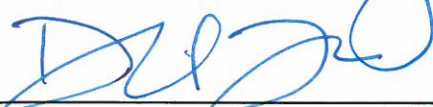
Background / Analysis:

The CVB is required to get their annual Budget approved by both the City Council and County Commissioners. Earlier this week the County approved this Budget. It is now being proposed to the Council for review and approval. This Budget was discussed at a previous Budget Work Session. At that meeting it was recommended that funding be allocated for production of a historical video that will be jointly funded by the City and CVB. This funding (\$100,000) has been added to the Budget with \$50,000 covered by the City.

Attachments:



Department Approval



City Attorney Approval



City Manager Approval



CITY COUNCIL MEMO

DATE: August 27, 2019
TO: Mayor and City Council
FROM: Kent Myers, City Manager
SUBJECT: CVB Board Member Appointments

Summary:

Every year the Convention and Visitors (CVB) has several vacancies on their Board. They normally recommend certain individuals for appointment to fill these Board vacancies.

Recommendation:

It is recommended that the Board members listed in the attached letter be appointed to the CVB Board.

Background / Analysis:

The appointment of CVB Board members requires approval by the City Council.

Attachments:

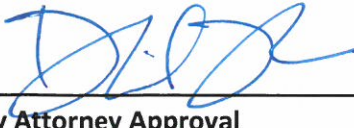
Letter from CVB listing proposed new Board members.



Department Approval



City Manager Approval



City Attorney Approval

Nominations for the FCVB Board of Directors for Three Year Terms Ending 9/2022

- **Jessica Mittel Davis** – Owner of Gästehaus Schmidt Reservation Service
- **Mary Ann H. Turbeville** – Owner of Hill Country Outfitters, The Grasshopper, and Narrow Path Winery
- **Katelyn Duecker** – Manager of Family-Owned Burg's Corner and Allied Ag in Stonewall
- **Claudyne Clark** – Owner of Class A Event Rentals in Fredericksburg and Featherstone Ranch (wedding venue near Stonewall)
- **Kelly Criddle** – Senior Marketing Manager -- Hangar Hotel, Fredericksburg Herb Farm and Fredericksburg Brewing Company

Notes:

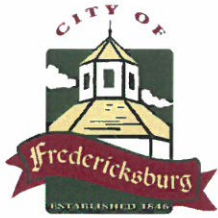
Board members going off at end of September:

- Doug Cochran, Enchanted Rock State Natural Area
- Jamey Vogel, Vogel Orchard
- Elizabeth Rodriguez, Cabernet Grill

The FCVB thanks these industry partners for their service to the FCVB and the community!

Kelly Criddle had filled an unexpired term and is now nominated for a full three year term.

There was one vacant seat from a previous resignation.



CITY COUNCIL MEMO

DATE: September 3, 2019

TO: Mayor and City Council

FROM: Andrea Schmidt, Parks & Recreation Director

SUBJECT: Morning Rotary Club Basketball Pavilion Lease agreement amendment

Summary:

In October 2017, City Council approved the Morning Rotary Club's proposal to build a basketball pavilion at Old Fair Park. The Morning Rotary Club would like to add the replacement of the existing playground as well as add some other playground equipment at Old Fair Park to this agreement. The locations of this equipment are shown on the attached agreement amendment. The Morning Rotary Club will fund this additional part as well. Some, if not all of the equipment, will have a Pour-In-Place surface to provide easy access for all abilities.

The lead time on some of the equipment is up to 20 weeks based on color selection. The Morning Rotary Club has until December 31, 2021, to complete this project.

The type of equipment could include themed units, inclusive swings, interactive play and an inclusive merry-go-round. One such element could be an Activity Zone known as Memo. This zone would include educational components, inclusive play, and allow for cooperative play at the ground level. The Morning Rotary Club is in the process of raising funds which will determine which elements are included. A representative from the Morning Rotary Club will make a presentation at the meeting.

Depending on the equipment that is chosen, the estimate varies widely from replacing the current unit and adding some swings at around \$250,000 to more than \$600,000 for the additional interactive components. The agreement requires that the design be approved by City Staff..

Recommendation:

Approve the license agreement amendment between the City of Fredericksburg and the Fredericksburg Morning Rotary Club to replace playground equipment at Old Fair Park.

Background / Analysis:

The playground equipment at Old Fair Park is more than 30 years old. We can no longer order replacement parts and the fall zone is out of compliance with playground safety standards. The City also does not have much inclusive playground equipment at our parks for children of all abilities. The replacement equipment will include several inclusive components.

Attachments:

License Agreement amendment for playground equipment, Examples of possible playground equipment



Department Approval


City Manager Approval



City Attorney Approval

FIRST AMENDMENT TO
CONSTRUCTION AND LICENSE AGREEMENT
FOR BASKETBALL PAVILION

WHEREAS, the Rotary Club of Fredericksburg - Morning ("Rotary") and the City of Fredericksburg, Texas ("City") entered into a Construction and License Agreement for Basketball Pavilion ("Agreement"), related to the development and construction of a structure containing one or more basketball courts on City owned property; and

WHEREAS, the City and Rotary desire to enter into this First Amendment to the Agreement ("First Amendment"), to provide for the additional development and construction of two playgrounds on the same City owned property.

NOW, THEREFORE, in consideration of the mutual agreements set forth in the Agreement and this First Amendment, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereto agree as follows:

1. Section A of the Agreement is amended by deletion of Section A(1) in its entirety, and the following substituted therefore:

“1. Rotary shall design and construct a permanent structure containing one or more basketball courts on approximately thirty six thousand and seventy-nine square feet (36,079 sq. ft.) of City owned land within Old Fair Park in Fredericksburg, Texas, at the location specifically set forth in Exhibit A, a copy of which is attached hereto and incorporated herein by reference. Rotary shall additionally design and construct two permanent playgrounds on City owned land within Old Fair Park in Fredericksburg, Texas, at the locations specifically set forth in Exhibit A. The permanent structure containing one or more basketball courts and the two permanent playgrounds, as described in this paragraph, shall be known collectively as the Facility.”

2. Section C of the Agreement is amended by deletion of Section C(3) in its entirety, and the following substituted therefore:

“3. The City shall maintain and operate the Facility as a public basketball pavilion and playground until December 31, 2040, except that if the City Council finds that the use of the property on which the Facility is located could serve a better and higher public use, the City may close the Facility and relocate or construct a comparable replacement facility elsewhere in the City. In the event the City relocates or constructs a comparable replacement facility under this Paragraph, said facility shall be maintained and operated by the City as a public basketball pavilion and playground

until December 31, 2040.”

3. Exhibit A to the Agreement is hereby amended by deletion of the original Exhibit A in its entirety, and the amended Exhibit A, a copy of which is attached hereto and incorporated herein by reference, shall be substituted therefore.
4. All terms referred to and not defined herein shall have the meaning ascribed to them under the Agreement. This First Amendment shall become effective upon execution by both parties.
5. In the event of any inconsistency or conflict between the provisions of this First Amendment and those of the Agreement, this First Amendment shall prevail. Except as specifically amended by this First Amendment, the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, each of the parties hereto has executed this First Amendment, or caused the same to be executed by its duly authorized representative.

ROTARY CLUB OF FREDERICKSBURG - MORNING

By:_____ Date:_____

Printed Name:_____ Title:_____

CITY OF FREDERICKSBURG, TEXAS

By:_____ Date:_____

Kent Myers, City Manager

Amended "Exhibit A" to CONSTRUCTION AND LICENSE AGREEMENT FOR
BASKETBALL PAVILION

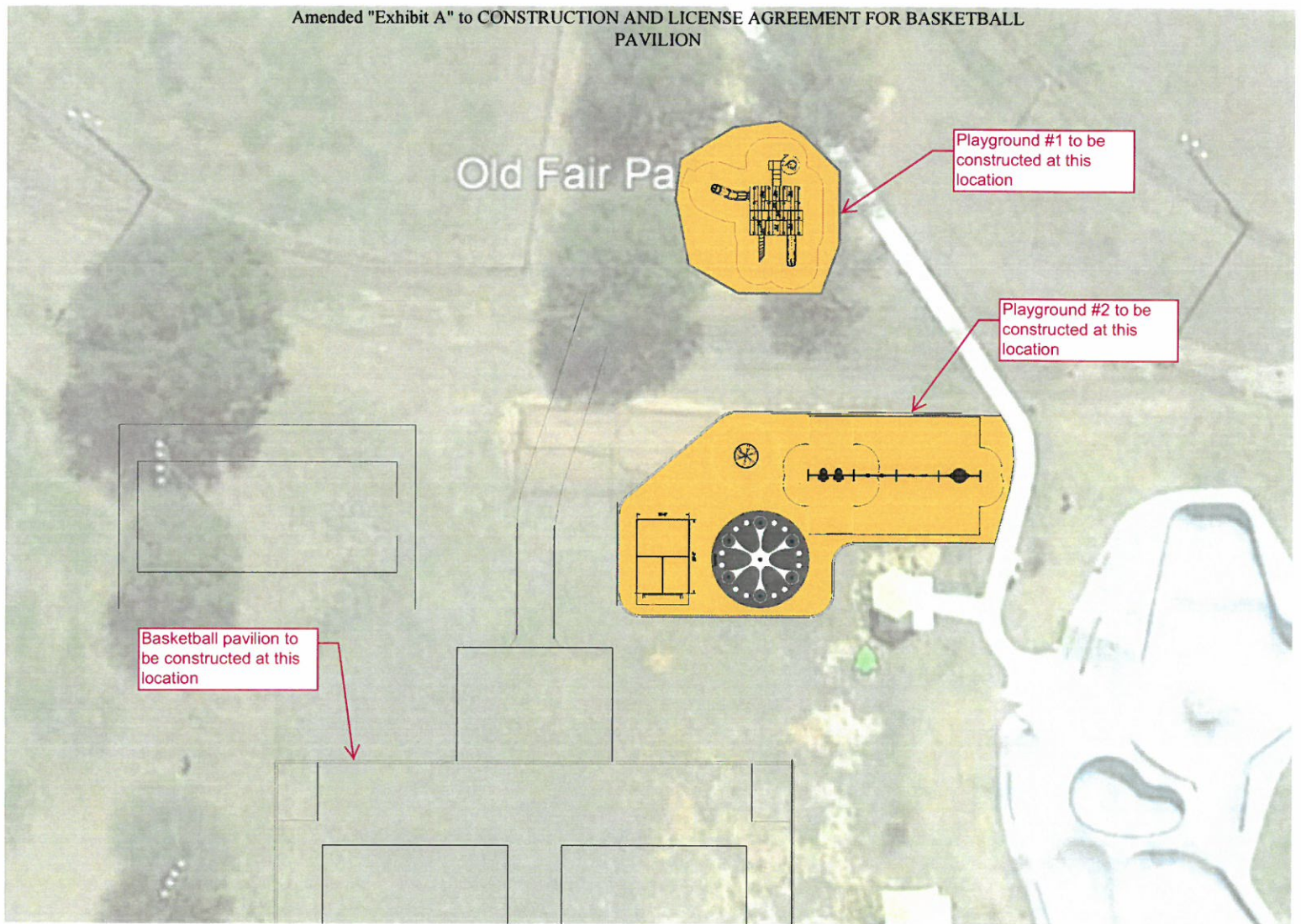


SKETCH SHOWING:

THE EXISTING 24,000 SQ. FT. SKATE PARK LOCATION.

THE PROPOSED 36,079 SQ. FT. BASKETBALL COURTS LOCATION.

Amended "Exhibit A" to CONSTRUCTION AND LICENSE AGREEMENT FOR BASKETBALL
PAVILION





CITY COUNCIL MEMO

DATE: September 3, 2019

TO: Mayor and City Council

FROM: Andrea Schmidt, Parks & Recreation Director

SUBJECT: Fee waivers for the Friends of the Fredericksburg Nature Center and Fort Martin Scott Friends

Summary:

The Parks and Recreation Department works closely with two Friends organizations that help support two of the park facilities. The first is the Friends of the Fredericksburg Nature Center (FFNC). They spend countless hours each year working on the nature trail and pollinator garden at LBJ Park and request little help from the City. After the flood last October, they did the majority of the clean-up on the trail by hand. They were also instrumental in planning for the 50th Anniversary of the Park earlier this year. The FFNC also built and maintains the Pollinator Garden and has helped at other Parks such as the trails at Cross Mountain Park and the new trail at the Fort.

The other organization is the Fort Martin Scott Friends. They put on special events and support events the city staff organizes as well as help in the office or on weekends dressed as reenactors.

Both organizations help save staff time with their volunteer efforts. The groups also rent the facilities at times for various activities such as 3rd Grade Days at the Park or for a Living History event at the Fort. To help support those organizations, I am requesting we waive up to \$750 in rental fees for each group per year. Any reservations above that amount will be paid at the regular non-profit rates.

Recommendation:

Consider approving a fee waiver of up to \$750 per year for the Friends of the Fredericksburg Nature Center and the Fort Martin Scott Friends.

Background / Analysis:

The daily nonprofit rate for Fort Martin Scott is \$250 so this fee waiver could give the Fort Martin Scott Friends three days at no cost. The daily rates for facilities at LBJ Park vary from \$40 for an outdoor pavilion to \$625 for the Pioneer Pavilion. Typically the FFNC uses the Tatsch House or an outdoor pavilion for their programs. This waiver would give the FFNC about 7 days for the Tatsch House as an example.

Any deposits will still be required for reservations.

Attachments:

none



Department Approval



City Attorney Approval



City Manager Approval



CITY COUNCIL MEMO

DATE: September 3, 2019

TO: Mayor and City Council

FROM: Garret Bonn, P.E. – Assistant City Engineer

SUBJECT: Discussion and Possible Action Relating to the City of Fredericksburg Recycling Center Operations

Summary:

This agenda item will include an update on current recycling center operations and recommended changes to reduce budget deficits in FY 2020.

Recommendation:

To be discussed (refer to attached presentation)

Background / Analysis:

As a continuation to previous discussions during budget workshops, City Staff will provide a brief presentation on the status of the current City of Fredericksburg recycling center operations and possible changes. These changes may include limiting acceptable materials and/or modifying hours of operations to reduce budget deficits.

Attachments: Presentation



Department Approval

City Manager Approval



Sanitation Department Recycling Center Operations

City Council – September 3, 2019

Current Operations

- Recycling Center
 - 2 Full-Time Employees/Community Service
 - Weekdays (excluding Thursday) 7:30-5:30; Sat. 8-Noon
 - Thursday - Closed for Processing
 - 2018 Stats – 833Tons/\$39,104.80
 - Contract with Federal International
- Accepted Materials
 - Aluminum
 - Cardboard
 - Magazines/Books
 - Mixed Paper
 - HDPE/PETE Plastics
 - Scrap Metal



Recycling Center Budget

	Revenues	Expenses	Wages/Benefits	Gain/(Loss)
FY 2012	48,957.90	18,107.24	85,816.07	(54,965.41)
FY 2013	31,531.75	24,450.23	86,520.11	(79,438.59)
FY 2014	31,822.15	11,810.04	91,992.83	(71,980.72)
FY 2015	21,786.48	16,479.68	97,201.10	(91,894.30)
FY 2016	33,791.18	14,780.76	101,300.71	(82,290.29)
FY 2017	62,798.89	11,679.25	106,146.62	(55,026.98)
FY 2018	49,566.65	44,039.07*	110,546.09	(105,018.51)
FY 2019 (projected)	24,760.00	10,906.00	166,082.10**	(152,228.10)
FY 2020 (budgeted)	-	15,000.00	104,668.92	(119,668.92)
*FY 2018 Expenses include:				
	Forklift	23,075.62		
	Pickup lease	5,400.00		
** FY 2019 Wages/Benefits include \$45,000 in early retirement incentives.				

Recommended Recycling Center Operational Changes

- September to November 2019 – Public Education campaign to inform customers of changes to program and reasons why changes are required
- October 1, 2019 to November 30, 2019 – Continue to take in all previously accepted items, however, only aluminum, scrap metal, and cardboard will be accepted for recycling purposes. All other materials will be placed in on-site dumpsters with waste from the dumpsters being deposited in the City landfill
- December 1, 2019 – Only aluminum, cardboard, and scrap metal to be accepted. All other materials will be denied
- During transition period, city staff to monitor:
 - # of unique users
 - Frequency of use
 - Material tonnage

Future Considerations

- Commodity prices for recyclables
- Improvements to materials recovery facility (MRF) technology – minimize “contamination”/increased value
- Recycling industry changes – waste to energy, improved trade, etc.
- Long-term plan for Recycling Center and Landfill



Recycling Center Operations

QUESTIONS

Clinton Bailey, P.E., Assistant City Manager/Director of Public Works & Utilities

cbailey@fbgtx.org

Garret Bonn, P.E., CFM – Assistant City Engineer

gbonn@fbgtx.org



Future Agenda Items

City Council

September 16, 2019

Regular Meeting

City Council = Red

3rd and 16th Regular Meetings @ 6p.m.

11th and 19th Budget Public Hearings – City Hall – 6p.m.

Planning & Zoning = Green

Historic Review Board = Purple

Board of Adjustment = Blue

City Events = Yellow

3rd Holiday-Labor Day

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					

Recognitions:

Consent

1. 9-3-19 City Council Regular Meeting Minutes
2. 9-11-19 City Council Special Meeting Minutes
3. 9-12-19 City Council Special Meeting Minutes

Ordinances

1. Request #Z-1915 by Chris Frishkey to change the zoning from R1, Single Family Residential, to R2, Mixed Residential, on property located at 207 S. Bowie Street. (Public Hearing; 2nd reading on October 7th)
2. Amending Chapter 5 Article II-IX Ordinance-2015 ICC Building Code, Residential Code, Fire Code, Swimming Pool and Spa Code, Fuel Gas Code, Plumbing Code, Mechanical Code, Property Maintenance Code, Existing Building Code, Energy Code, Performance Code and the 2014 NEC Electric Code (2nd reading on 10-7-19)

Resolutions:

Public Hearing

1. Proposed Property Tax Rate

Approvals-Misc.

1. Historical Design Guidelines Consulting Services

Presentations, Discussions and Updates:

Executive Session

October 7, 2019

Regular Meeting

City Council = Red

7th and 24th Regular Meetings @ 6p.m.

29th Work Session @ Cardinal Room @ 8:30 a.m.

Planning & Zoning = Green

Historic Review Board = Purple

Board of Adjustment = Blue

City Events = Yellow

26th Winefest

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

1. 9-16-19 City Council Regular Meeting Minutes

Ordinances

1. Request #Z-1915 by Chris Frishkey to change the zoning from R1, Single Family Residential, to R2, Mixed Residential, on property located at 207 S. Bowie Street. (2nd reading)
2. Landmark Ordinance 110 W Travis – Old High School Building (2nd reading on October 21)
3. R-1 or R1-A approximately 117.1 acres of land situated in Gillespie County, Texas along the South Side of West Live Oak Street, as shown on the accompanying map. the area consists primarily of properties located along the South Side of West Live Oak Street extending from Post Oak Road to West of Smokehouse Road. (Public Hearing; 2nd reading on October 21st)
4. Amending Chapter 5 Article II-IX Ordinance-2015 ICC Building Code, Residential Code, Fire Code, Swimming Pool and Spa Code, Fuel Gas Code, Plumbing Code, Mechanical Code, Property Maintenance Code, Existing Building Code, Energy Code, Performance Code and the 2014 NEC Electric Code (2nd reading)

Resolutions:

Public Hearing

1. Annexation approximately 117.1 acres of land situated in Gillespie County, Texas along the South Side of West Live Oak Street, as shown on the accompanying map. the area consists primarily of properties located along the South Side of West Live Oak Street extending from Post Oak Road to West Of Smokehouse Road. (1st of 2 Public Hearings)

Approvals-Misc.

Presentations, Discussions and Updates:

Executive Session