

**CITY OF FREDERICKSBURG
CITY COUNCIL MEETING**

MONDAY, SEPTEMBER 16, 2013 ~ 7:00 p.m.

Law Enforcement Center ~ 1601 East Main Street

Jeryl Hoover, Mayor
Tim Dooley, Council Member
Graham Pearson, Council Member

Gary Neffendorf, Council Member
Kathy Sanford, Council Member
Kent Myers, City Manager

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

A G E N D A

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

Page Ref.

1. **CONSENT AGENDA** - All items listed below are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a council member or citizen so requests, in which case the item will be removed from the consent agenda and considered as part of the normal order of business.
 - A. Consider Budget Amendment. 1
 - B. Consider New Park Fees. 2
2. **PUBLIC HEARINGS**
 - A. Public Hearing - Revocation of Taxi Permit of Armadillo Taxi of Fredericksburg, Joe Duke. 3
 - B. Public Hearing (Z-1304) by the City of Fredericksburg, to consider an amendment to Section 2.100 of the Zoning Ordinance pertaining to the definition of Bed & Breakfast facilities as a permitted use and/or a use subject to a Conditional Use Permit in R-1 Single Family Residential, R-2 Mixed Residential, R-3 Multi Residential, C-1 Neighborhood Commercial, C-2 Commercial, and CBD Central Business District. 4-7
3. **ORDINANCES - RESOLUTIONS- ACTION ITEMS**
 - A. Consider revocation of Taxi Permit of Armadillo Taxi of Fredericksburg, Joe Duke.
 - B. Receive recommendation and consider ordinance for Z-1304.
 - C. Consider Resolution and Declaration of Official Intent to enter in lease/purchase of Fire Dept. Pumper. 8-11
 - D. Consider adopting ordinance for new Utility Rates. 12-13
Hand out
 - E. Consider adopting ordinance for new Development Fees. 14-21
 - F. Consider adopting ordinance for new Health Fees. 22-26
 - G. Consider adopting ordinance for new Golf Fees. 27-33
4. **INDIVIDUAL ITEMS FOR CONSIDERATION AND POSSIBLE ACTION**
 - A. Hospital Authority Report. 34
 - B. Receive and consider CVB Budget. 35-37

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| C. Consider contract for Banking Services. | 38-40 |
| D. Consider adopting of 2014 Budget. | 41-42 |
| E. Consider adoption of 2014 Tax Rate. | 43-44 |

5. **CITY MANAGER'S REPORT**

- A. Oktoberfest
- B. Transportation Code
- C. Former Texas Ranger Heritage Center
- D. Water Leak Detection Program
- E. Employee Recognition

6. **ITEMS FOR FUTURE AGENDAS**

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

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

9. **ADJOURNMENT**



CITY COUNCIL MEMO

DATE: September 11, 2013

TO: Mayor and City Council

FROM: Brad Kott

SUBJECT: Budget Amendment

Summary:

In May of 2013 the Council approved a FY 2013 budget amendment. As part of that amendment, the General Fund expenditure account number 01-20-6004-00, Transfer to Golf to Fund Prior Deficit , was adjusted from \$653,500 to \$655,500 to reflect actual amounts.

The corresponding revenue account in the Golf Fund account number 04-00-4161-00, Transfer from General Fund, was erroneously not adjusted.

Recommendation:

As part of the consent agenda, staff recommends that the Council approve an amendment to correct this omission. The FY 2013 budgeted amount for the Golf revenue account 04-00-4161-00, Transfer from General Fund, should be amended from \$653,500 to \$655,500.

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CITY COUNCIL MEMO

DATE: September 10, 2013

TO: City Council

FROM: Jimmy Alexander, Director of Parks & Recreation

SUBJECT: Park user fees

Summary:

The rate for the Tatsch House rental at Lady Bird Park is recommended to be increased. It is also recommended to provide for seasonal passes for both the Town Pool and Park Pool.

Recommendation:

It is recommended to increase the rental rate for the Tatsch House from \$125 per day to \$150 per day. It is also recommended to establish a rate for seasonal passes for both pools at \$50 for individuals and \$100 for families. These rates would be good for the entire swim season.

Background / Analysis:

We evaluated Park user fees after receiving the survey information provided by our intern Matt Townsend. After making that evaluation, it was determined that most of our Park user fees were in line with other municipalities and/or competitors. The Tatsch House rates and seasonal pool passes were the only two items that warranted the recommended change.

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CITY COUNCIL MEMO

DATE: September 16, 2013

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Taxi Permit Revocation-Armadillo Taxi Service

Summary:

At Monday's Council meeting a public hearing is scheduled, which is required by City ordinance, to consider the revocation of the taxi permit for Armadillo Taxi Service.

Recommendation:

Following the public hearing, it is recommended that the Council decide on whether to revoke this taxi permit. If it is revoked, it is recommended that such revocation expire at a certain future date. If Mr. Duke has no further arrests or traffic citations during this period, then you might want to consider allowing him to reinstate his permit.

Background / Analysis:

At last Monday's special City Council meeting, the taxi permit for Armadillo Taxi of Fredericksburg was temporarily suspended based upon the recent arrest of the owner of this service, Joe Duke. The Council agreed to schedule a public hearing to allow Mr. Duke the opportunity to provide additional information prior to cancellation of his permit.

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CITY COUNCIL MEMO

DATE: September 11, 2013

TO: Mayor and City Council

FROM: Brian Jordan, AICP

SUBJECT: Amendment to the Zoning Ordinance creating a definition of Bed and Breakfast, establishing which zoning districts they are permitted and establishing criteria under which they may be developed (Z-1304)

Summary:

At the beginning of 2013, we had several multi unit B&B lodging projects proposed in the CBD Central Business District. When reviewing the projects, we realized that these complexes really did not fall under the definition of multiple-family residential and we did not have a definition of B&B's other than in the R-1 Single Family Residential District. However, we did have a definition of a Hotel/Motel (which we felt more closely resembled a B&B) which would be considered a Conditional Use in the CBD District. Therefore, we processed both projects as Conditional Use Permits. At that time, we agreed to look into creating standards for B&B's, including a definition, appropriate districts to allow them in and establishing minimum criteria .

We have met on several occasions and have done significant research into this issue. What we have found is that most cities that have B&B's have a list of standards, but there does not seem to be a consistent definition or set of guidelines. Therefore, we have selected what we feel are good elements and tried to incorporate this information into our guidelines. In addition, we have used our experience locally over the years and how we have regulated B&B's in the past.

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Recommendation:

The Planning and Zoning Commission voted unanimously to recommend approval of the standards and criteria established and attached hereto. Staff concurs with this recommendation.

Background / Analysis:

A new definition of a B&B has been prepared. The current standards applicable in the R-1 Single Family Residential zoning district have worked well and will remain the same. As proposed, B&B's will be allowed in the R-2 and R-3 Districts, with the maximum number of units being based on the density standards of each district. B&B's will be permitted in the C-1, Neighborhood Commercial zoning district, with a limit of the density the same as R-3, up to a maximum of 8 units. B&B's will be a permitted use in C-2 Commercial District. And, B&B's will be permitted in the CBD Central Business District with the maximum density based on the R-3 District, up to 8 units. B&B units on the first floor within the Historic Shopping Overlay District of the CBD and complexes over 8 units will require a Conditional Use Permit.

In addition, the requirements attached in the summary will apply to all B&B's. This will include parking, signs, licensing and permitting, food service, building codes, fire protection, lighting and other activities.

Z-1304 Bed and Breakfast Amendment

Definition: Tourist lodging services within rooms of the property owner's principal residence or separate lodging units (cabins, guest homes, etc.) up to 8 units, where breakfast may be the only meal served and sleeping accommodations are provided/offered for transient guests for compensation.

R-1 District:

- B&B allowed in rooms of property owners principal residence (no limit to number), or 1 separate guest house allowed on lots of 10,000 square feet or greater.
- **Exception:** The primary residence may be used as a B&B without it being the property owner's principal residence, but limited to one (1) single B&B rental, dwelling unit per property.
- Owner must provide proof of the collection and payment of State and Local Hotel/Motel Occupancy Tax to the city upon request.
- Parking required is 2 spaces for the residence.

R-2 District:

- Allow any existing structure to be utilized as a B&B and it need not be owner occupied.
- New construction or additions are governed by the R-2 District (section 3.110).
- Density regulations are governed by the R-2 District (section 3.110)
- Parking shall be one space per unit.
- Maximum impervious coverage, building coverage, minimum lot size and width, height and setbacks as per the R-2 District (section 3.110)

R-3 District:

- Allow any existing structure to be utilized as a B&B and it need not be owner occupied.
- New construction or additions are governed by the R-3 District (section 3.120).
- Density regulations are governed by the R-3 District (section 3.120)
- Parking shall be one space per unit.
- Maximum impervious coverage, building coverage, minimum lot size and width, height and setbacks as per the R-3 District (section 3.120)

C-1 District:

- Allow any existing structure to be utilized as a B&B and it need not be owner occupied.
- New construction or additions are governed by the C-1 District (section 3.200).
- Density regulations are governed by the R-3 District (section 3.120)
- Parking shall be one space per unit.
- The maximum number of units in one contiguous complex or property shall be 8.

C-2 District:

- Allow B&B's as a permitted use, subject to C-2 District regulations (section 3.210)
- Parking shall be one space per unit.

CBD District:

- Allow any existing structure to be utilized as a B&B up to 8 units and it need not be owner occupied.
- New construction or additions are governed by the CBD District (section 3.220).
- Density regulations are governed by the R-3 District (section 3.120)
- Parking shall be one space per unit.
- A maximum of 8 units in one contiguous complex or property shall be permitted. Complexes over 8 units shall be subject to Conditional Use Permit approval in accordance with Section 5.400 of the Zoning Ordinance.
- Where new construction is proposed within the Historic Shopping Overlay District of the CBD, any B&B on the first floor shall require a Conditional Use Permit.
- Parking shall be one space per unit.

R-4, R-5, M-1, M-2, M-3 and PF Districts:

- B&B's are not permitted in abovementioned districts.

Bed and Breakfast Facilities are subject to the following requirements:

- a) *Parking:* One off-street parking space per guest room or unit.
- b) *Signs:* Signs shall conform to Chapter 29 of the Code of Ordinances.
- c) *License or Permit:* Each owner of the facility must acquire a permit/license for the facility from the building department prior to issuance of a certificate of occupancy.
- d) *Food Service:* Only overnight guests may be served meals. The meals shall be confined to a continental-type breakfast, consisting of pastries (prepared outside the establishment), milk, cereal, fruit, fruit juice, and coffee, unless the facility meets all State and Gillespie County Health Division requirements for commercial food service.
- e) *Building Codes:* The structure(s) must conform to all city and state building codes for existing or new construction as the situation dictates, including applicable ADA standards.
- f) *Fire Protection:* Each bed and breakfast facility must comply with the appropriate section on "Lodging and Rooming Houses" contained in NFPA 101 Life Safety Code and the adopted ICC Codes.
- g) *Other Activities:* Other activities such as weddings, parties and other functions are limited to commercial zoning districts.
- h) *Lighting:* External lighting in residential zoning districts shall be shielded from adjoining properties.
- i) *Hotel/Motel Tax:* The owner must provide proof of the collection and payment of State and Local Hotel/Motel Occupancy Tax to the city upon request.



CITY COUNCIL MEMO

DATE: September 11, 2013

TO: Mayor and City Council

FROM: Brad Kott, Director of Finance

SUBJECT: Resolution and Declaration of Official Intent

Summary:

The 2014 adopted City Budget approved funding for lease purchase payments for the acquisition of a fire (pumper) truck to be jointly owned by the City of Fredericksburg and Gillespie County.

The total purchase price of \$526,520 will all be financed. The financing was bid with the low bid received from JP Morgan CHASE Bank at 1.91% annual interest for a term of 8 years. As part of the lease documentation, the City Council must adopt a Resolution authorizing the Personal Property Lease Agreement with JP Morgan CHASE Bank, N.A. and also the designation of the lease as a Qualified Tax -Exempt Obligation. In order for the lease to qualify as a tax exempt obligation the City must reasonably expect not to issue more than \$10 million of tax-exempt obligations during 2014.

Furthermore, the adoption of the attached ordinance will give authorization to the City Manager and the Director of Finance to execute all documents related to this lease agreement.

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Recommendation:

Staff recommends that the Council adopt the resolution authorizing the property lease agreement and its designation as a qualified tax-exempt obligation. The lease has been reviewed by the City Attorney. In respect to the designation of the lease purchase as a tax-exempt obligation, the City does not intend to issue more than \$10 million dollars of tax-exempt obligations in 2014.

Background / Analysis:

The City of Fredericksburg has used JP Morgan CHASE Bank before, most notably on the financing for the ladder truck, and has received the utmost in professional service. JP Morgan CHASE continues to deliver attractive interest rates for this specific type of financing.



RESOLUTION AND DECLARATION OF OFFICIAL INTENT

Lessee: CITY OF FREDERICKSBURG

Principal Amount Expected To Be Financed: \$526,520.00

WHEREAS, the above Lessee is a political subdivision of the State in which Lessee is located (the "State") and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements ("Equipment Leases") in the principal amount not exceeding the amount stated above ("Principal Amount") for the purpose of acquiring the property generally described below ("Property") and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description Of Property: See Attached Schedule A-1

WHEREAS, JPMorgan Chase Bank, N.A. ("Lessor") is expected to act as the lessor under the Equipment Leases.

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Equipment Leases ("Lease Purchase Proceeds") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

SECTION 1. Either one of the (insert title) DIRECTOR OF FINANCE OR the (insert title) _____ (each an "Authorized Representative") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Leases are hereby authorized.

SECTION 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Equipment Leases on behalf of the Lessee.

SECTION 3. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

SECTION 4. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Lease and the Lessee's obligations under the Equipment Leases shall not constitute a general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

SECTION 5. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby

declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

SECTION 6. As to each Equipment Lease, Lessee hereby designates each Equipment Lease as a "qualified tax-exempt obligation" for the purposes of and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended ("Code") and Lessee reasonably anticipates that the total amount of Section 265 Tax-Exempt Obligations to be issued during the current calendar year by Lessee, or by an entity controlled by Lessee or by another entity the proceeds of which are loaned to or allocated to Lessee for purposes of Section 265(b) of the Code will not exceed \$10,000,000. "Section 265 Tax-Exempt Obligations" are obligations the interest on which is excludable from gross income of the owners thereof under Section 103 of the Code, except for private activity bonds other than qualified 501(c)(3) bonds, both as defined in Section 141 of the Code.

SECTION 7. This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED on this _____, 20__.

The undersigned Secretary/Clerk of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

Signature of Secretary/Clerk of Lessee

Print Name: _____

Official Title: _____

Date: _____



CITY COUNCIL MEMO

DATE: September 16, 2013

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: New Utility Fees

Summary:

The attached ordinance includes the increase in monthly water, wastewater and electric rates that has been discussed with our rate consultant over the past several months. This ordinance also includes changes in the deposit charges, late fees and other charges assessed for utility customers that were recently recommended to the Council by the Finance Director.

Recommendation:

It is recommended that the Council approve the attached ordinance setting new utility fees and charges.

Background / Analysis:

The fees and charges listed in the attached ordinance are the result of the recent rate study conducted by HDR Engineering and a total of four City Council work sessions. The increases in our utility rates are necessary due to the fact that our utility expenses have been exceeding revenues for the past

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several years. In addition, additional revenues are needed to cover the costs of our recent utility bond issue and costs for additional capital improvements needed to the utility systems over the next five years.

Councilman Pearson was not able to attend the most recent work session on utility rates and he has indicated that he would like to make one final change to the rates prior to adoption. In addition, I recommend that we add a provision to our utility rates waiving water impact fees for customers who want to add an irrigation meter. It is likely that we will receive a number of requests for installation of irrigation meters as a result of the new commercial wastewater rates. These meters do not create additional demand on the city's utility system, so impact fees should be waived in these situations.

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CITY COUNCIL MEMO

DATE: September 16, 2013

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Development Services Fees

Summary:

The attached ordinance includes the proposed fee increases in building and development services that were discussed during the recent budget meetings. The estimated revenues from these fees has been included in the proposed 2014 City Budget.

Recommendation:

It is recommended that the attached ordinance establishing new building, zoning, plating and other development services fees be approved.

Background / Analysis:

As you will recall, about four months ago a comprehensive fee study was presented to the Council that included city parks, development services and public works related fees. This study indicated that many of our fees charged in the Development Services Department were well below the fees charged by other cities. In addition, revenues from these fees were not keeping pace with the

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increasing costs for providing these services. As part of the budget process over the past several months the Council reviewed all of our fees and it was determined that the fees listed in the attached ordinance be increased to more fully cover our costs for providing these services. These fees will result in an increase in a \$17,000 increase in building permit revenues next year and a \$3,500 increase in zoning fee revenues.

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ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 38 SUBDIVISIONS SPECIFICALLY SECTION 38-6 FEES, APPENDIX A FEE SCHEDULE ARTICLES 5.000 CONSTRUCTION FEES AND PERMITS, 5.500 APPLICATION FEES, 6.000 FEES FOR GENERAL CONTRACTOR LICENSE AND BOND AND 15 FILING FEES FOR PLATS APPENDIX B ZONING ORDINANCE SPECIFICALLY SECTIONS 5.230, 5.420, 5.710 AND 7.120 REGARDING FEES, OF THE CODE OF ORDINANCES OF THE CITY OF FREDERICKSBURG TO SET OUT AND AMEND DEVELOPMENT FEES FOR THE CITY, ESTABLISHING AN EFFECTIVE DATE, REPEALING INCONSISTENT PROVISIONS, AND PROVIDING FOR PARTIAL INVALIDITY

WHEREAS, The City Council of the City of Fredericksburg has determined that in order to maintain the fiscal viability of the City's Development Services Department Services, and operations and to clarify and further consolidate the City 's fees into Appendix A of the Code of Ordinances of the City , that certain fees for the services of the Development Services Department should be increased and or restated as the same are set forth below and that they should be removed from said Chapters 38 and the Zoning Ordinance and added to Appendix A as follows; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS THAT THE FOLLOWING ORDINANCE BE AND IS HEREBY ENACTED AND THAT CHAPTERS 38, THE ZONING ORDINANCE AND APPENDIX A FEE SCHEDULE ARTICLES 5.000 CONSTRUCTION FEES AND PERMITS, 5.500 APPLICATION FEES, 6.000 FEES FOR GENERAL CONTRACTOR LICENSE AND BOND AND 15 FILING FEES FOR PLATS AND APPENDIX B ZONING ORDINANCE AS RELATED TO FEES OF THE CODE OF ORDINANCES OF THE CITY OF FREDERICKSBURG BE AMENDED OR ADDED AS FOLLOWS:

CHAPTER 38 SUBDIVISIONS, SECTION 38-6. Fees (c) regarding fees is hereby amended as follows:

Sec 38-6. Fees.

(c) is amended and moved to Article 5.502 (g) of Appendix A of the Code of Ordinances of the City of Fredericksburg.

APPENDIX A

ARTICLE 5.000 DEVELOPMENT SERVICES FEES

Sec. 5.100. - Fees for Building Permits

No building shall be in any manner constructed, altered, repaired, remodeled, or moved within the city limits unless a building permit is obtained. The following fees shall be paid for building permits prior to the issuance thereof:

- (a) Carport, storage sheds, accessory buildings, and detached garages: Seven cents (\$0.07) per square foot of floor space, with a minimum fee of twenty five dollars (\$25.00).
- (b) Residences and additions to residences: Fifteen cents (\$0.15) per square foot of floor space, with a minimum fee of twenty five dollars (\$25.00).
- (c) Commercial buildings: Eighteen cents (\$0.18) per square foot of floor space for the first two thousand, five hundred (2,500) square feet, plus ten cents (\$0.10) per square foot for the next two thousand, five hundred (2,500) square feet, plus seven cents (\$0.07) per square foot for the amount of floor space in excess of five thousand (5,000) square feet, with a minimum fee of fifty dollars (\$50.00).
- (d) Industrial buildings: Fifteen cents (\$0.15) per square foot of floor space for the first two thousand, five hundred (2,500) square feet, plus five cents (\$0.05) per square foot for the next two thousand, five hundred (2,500) square feet, plus three cents (\$0.03) per square foot for the amount of floor space in excess of five thousand (5,000) square feet, with a minimum fee of one hundred dollars (\$100.00).
- (e) Moving of buildings or structures: Fifty dollars (\$50.00).
- (f) Erection of fences: Five dollars (\$5.00).
- (g) Demolition of buildings: Fifty dollars (\$50.00). Demolition of accessory buildings: Twenty five dollars (\$25.00).
- (h) Alterations or repairs without addition of floor space: In the event that alterations or repairs are made a building without the addition of any additional floor space, the fees provided in Appendix "K" of the Standard Building Code shall be required.
- (i) Signs: One dollar (\$1.00) per square foot of sign area with a minimum fee of ten dollars (\$10.00).
- (j) Banners or Temporary Signs: Five dollars (\$5.00).

The building inspector shall determine, for each application for building permit received, which of the above rates will apply.

(k) Mechanical Permit Fees.

Permit fee, \$15.00 plus the following, as applicable:

New or Replacement Air Conditioning Units:	\$15.00 each
Air Handling Units:	\$15.00 each
Floor Handling Units/Wall Heaters:	\$15.00 each
Commercial Exhaust Hoods:	\$15.00 each
Refrigeration Units:	\$15.00 each
Boilers:	\$15.00 each
Duct Outlets	\$1.00 each
Ventilation Fan:	\$5.00 each
Work started without permit double permit price	
Reinspection Fee:	\$20.00 each

Section 5.200.- Electrical Permit Fees. 5.300 Fee for Electrical Inspections. And 5.400 Permit fee for Sidewalk Construction -remain as written.

Article 5.500- APPLICATION FEES

Sec. 5.501. Historic Review.

An application fee of Ten Dollars (\$10.00) shall be paid for all applications. An additional Forty Dollars (\$40.00) shall be paid for applications requiring Historic Review Board review and consideration for a Certificate of Appropriateness or General Review of Appropriateness-Advisory Function of the Board.

Sec. 5.502. Filing Fees for Plats and other recordings.

- (a) Preliminary plats of subdivisions and resubdivisions shall be accompanied by a filing fee of two hundred dollars (\$200.00), plus twenty dollars (\$20.00) per lot.
- (b) Final plats of subdivisions and resubdivisions shall be accompanied by a filing fee of five hundred dollars (\$500.00), plus ten dollars (\$10.00) per lot.
- (c) Plat vacations shall be accompanied by a filing fee of one hundred dollars (\$100.00) per plat.

- (d) There shall be required for minor plat changes or corrections a fee of two hundred dollars (\$200.00).
- (e) Replat: two hundred dollars (\$200.00), plus twenty dollars (\$20.00) per lot.
- (f) Minor Plat or amendment to Minor Plat: two hundred dollars (\$200.00)
- (g) Application for variance to Subdivision Ordinance to be paid at the time of original plat application: one hundred dollars (\$100.00).
- (h) In addition to the filing fee for the application for subdivision approval, replats or any other documents which are to be recorded in the plat or deed records of Gillespie County, the applicant shall also pay to the city the amount of the recording fee for necessary recording as is then being charged by the clerk of Gillespie County for the recording prior to the filing of any of such plats or other documents. No plat or other document will be filed without the payment of the recording fee.

Sec 5.503 Filing fee for Zoning application.

- (a) Re-zoning application initiated by the property owner, or other person seeking a zoning change: two hundred dollars (\$200.00)
- (b) Re-zoning application initiated by the City Staff, Planning and Zoning Commission or the City Council: no fee
- (c) Zoning Board of Adjustment Variance request: one hundred fifty dollars (\$150.00)
- (d) Conditional use permit fee: two hundred dollars (\$200.00)
- (e) Site Plan Approval fee: two hundred dollars (\$200.00)

5.504 Administrative Appeal to Zoning Board of Adjustment:
Application fee: one hundred dollars (\$100.00)

ARTICLE 5.500

is deleted, amended and moved to Article 5.000 as Sec. 5.501.

ARTICLE 15 FILING FEES FOR PLATS

is deleted from Article 15, amended and moved to Article 5.000 as Sec. 5.502.

APPENDIX B ZONING ORDINANCE

Sec. 5.230 Application and fees.

The eighth (8th) paragraph of said Sec 5.230 is amended as follows:

An application for an amendment initiated by the property owner, or other person seeking a zoning change, shall be accompanied by the fee set forth in Appendix A of this Code.

Sec. 5.420 Application and Fee.

The last paragraph of said Sec. 5.420 is amended as follows: An application for a Conditional Use Permit shall be accompanied by the fee set forth in Appendix A of this Code.

Sec. 5.710 Fee.

The appeal shall be accompanied by the fee set forth in Appendix A of this Code. The fee shall be refunded to the applicant if the Board of Adjustment renders a decision if favor of the applicant.

Sec. 7.120 Application and Fee.

The last paragraph of said Sec. 7.120 is amended as follows: An application for a Site Plan Review shall be accompanied by the fee set forth in Appendix A of this Code.

-----End of Code Text-----

Severability / 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.

Repealer

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

Penalties

Penalties provided for in the Code Ordinances of the city of Fredericksburg shall apply to violations hereof.

The rates provided for herein shall become effective on October 1, 2013.

PASSED AND APPROVED this the 16th day of September , 2013.

Jeryl Hoover , Mayor
City of Fredericksburg

ATTEST:

Shelley Britton, City Secretary

APPROVED AS TO FORM:

Pat McGowan, City Attorney



CITY COUNCIL MEMO

DATE: September 10, 2013

TO: Mayor and City Council

FROM: Kelli Olfers, Director of Gillespie County Health Division

SUBJECT: Retail Health Permit Fee Increase 2013

Summary:

Last year the City Council voted to increase the permit flat rate fee from \$325 to \$350 for all establishments. In addition, the Director of the Gillespie County Health Division was given the task to research other municipalities and counties to see if there is a more equitable way of permitting food establishments. It was found that the majority of these entities use a system of grouping establishments in categories based on the number of employees they have. This would allow smaller establishments to pay less than larger facilities instead of the same.

Recommendation:

After discussion in the joint City / County meeting that was held on July 26, 2013, it is recommended that the retail health permit fee be assessed by the number of employees per establishment to make permitting of these facilities more equitable.

Background / Analysis:

The City of Fredericksburg

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Each retail food / open beverage establishment is required to obtain a retail health permit before they open a new business and renew that permit annually . The Gillespie County Health Division has been documenting the number of employees for the past year on every retail health inspection. The permit fee has been a flat rate fee in the past that is currently set at \$350 in the city.

It was presented at the joint City / County meeting on July 26, 2013, to have three different categories of establishments with different permit fees depending on the number of employees. The categories with the suggested fee amount that was discussed in the meeting is listed below:

# of employees	Annual Permit Fee Amount
1-5	\$350
6-19	\$400
20 and over	\$450

As a reminder, Texas State Department of Health would have jurisdiction over Gillespie County in the event the Gillespie County Health Division didn't exist. Their current retail health permit fees are assessed by gross annual sales as noted below:

\$ 50,000 or less	\$258
\$ 50,001 - \$149,999	\$515
\$150,000 or more	\$773

The City of Fredericksburg

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ORDINANCE NO. _____

AN ORDINANCE AMENDING APPENDIX A FEE SCHEDULE TO AMEND CHAPTER 8 BUSINESSES ARTICLE V. FOOD ESTABLISHMENT REGULATIONS, SECTION 8-111 (c) , (d) AND (e) REGARDING FEES, AND TO ADD APPENDIX A ARTICLE 25 HEALTH DEPARTMENT FEES, ESTABLISHING AN EFFECTIVE DATE, REPEALING INCONSISTENT PROVISIONS, AND PROVIDING FOR PARTIAL INVALIDITY

WHEREAS, The City Council of the City of Fredericksburg has determined that in order to maintain the fiscal viability of the City's Health Department Services, and operations and to further consolidate the City 's fees into Appendix A of the Code of Ordinances of the City , that certain fees for the services of the Health Department should be increased as the same are set forth below and that they should be removed from said Chapter 8 and added to Appendix A as follows; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS THAT THE FOLLOWING ORDINANCE BE AND IS HEREBY ENACTED AND THAT APPENDIX A FEE SCHEDULE ARTICLE 14.000, GARBAGE AND TRASH FEES, ARTICLE 16.000 WATER AND SEWER RATES AND FEES AND ARTICLE 18.000 FEES FOR SANITARY LANDFILL SECTIONS THE CODE OF ORDINANCES OF THE CITY OF FREDERICKSBURG BE AMENDED OR ADDED AS FOLLOWS:

CHAPTER 8 BUSINESSES ARTICLE V. FOOD ESTABLISHMENT REGULATIONS, SECTION 8-111 (c) , (d) and (e) regarding fees is hereby amended as follows:

Sec 8-111. Application and Permit Fees

(c) The fees for permits under this article are found in Appendix A to the Code of Ordinances of the City of Fredericksburg.

(d) The fee for all reinspections under this article are found in Appendix A to the Code of Ordinances of the City of Fredericksburg. The fee shall not apply to the first reinspection by the health officer which is required as a follow-up due to failure of an inspection or which is otherwise required by state law which will be performed at no charge. All reinspections requested by food establishment shall be paid for in advance. All other reinspections shall be paid for within 30 days following the reinspection. If not paid timely, a late fee of \$25.00 per calendar month, or portion thereof, shall be imposed and the food establishment shall have its permit revoked under the method provided in section 8-114 below.

(e) The fee for copies of permits issued under this article are found in Appendix A to the Code of Ordinances of the City of Fredericksburg.

APPENDIX A
ARTICLE 25 HEALTH DEPARTMENT FEES

25.100 The following fees shall be paid for permits issued by the Health Department:

A. Institutional Food Service Establishment \$100.00 per year

B. Retail Food Establishments and Food Service Establishments:

- | | |
|---|----------------|
| 1. with 1 to 5 average annual employees | \$350 per year |
| 2. with 6 to 19 average annual employees | \$400 per year |
| 3. with 20 or more average annual employees | \$450 per year |

C. Portable/ Mobile/ Roadside Food Units \$110 per year

- | | |
|---|----------------|
| 1. Temporary Food Service Establishments-
Per booth, per event. Good for fourteen [14] days when
application is made on or before the tenth day
before the event | \$50 per event |
| 5. Temporary Food Service Establishments-
Per booth, per event. Good for fourteen [14] days when
application is made on or before the tenth day
before the event | \$70 per event |
| 6. Temporary food service establishments, one year
permit running from January 1 to December 31,
with no prorations when application is made after
the tenth day before the event per year | \$110 per year |
| 7. Temporary food service establishments, one year
permit running from January 1 to December 31,
with no prorations when application is made after
the tenth day before the event per year | \$130 per year |

There shall be no refund of fees or proration.

25.101 A late fee of \$50.00 per calendar month, or portion thereof, shall be imposed on all renewing applicants for all permit fee payments made after 10 days following the due date of the fee, and the new or renewed permit shall not be issued until all fees, late charges and any outstanding fines or reinspection fees are paid. There shall be no refund of fees or proration of permit fees. Individuals or organizations which do not regularly (i.e. more than four times per year) sponsor or provide food service or directly or indirectly operate, or permit the use of its facilities to do so, an institutional kitchen, are exempt from the payment of such fees. Provided, however, this exemption applies only to the initial permit fee with accompanying inspection, Any reinspection, required or requested, shall be paid for. (8-111(c))

25.102 The fee for all reinspections is \$50.00, except the first reinspection by the health officer which is required as a follow-up due to failure of an inspection or which is otherwise required by state law which will be performed at no charge. All reinspections requested by Food Establishment shall be paid for in advance. All other reinspections shall be paid for within thirty (30) days following the reinspection. If not paid timely, a late fee of \$25.00 per calendar month, or portion thereof, shall be imposed and the Food Establishment shall have its permit revoked under the method provided in Section 8-114 of this Code.

25.103 A fee of \$5.00 is hereby imposed for the issuance of any copy of a permit which has been issued pursuant to this section. (Sec. 8-111 (e))

-----End of Code Text-----

Severability / 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.

Repealer

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

Penalties

Penalties provided for in the Code Ordinances of the city of Fredericksburg shall apply to violations hereof.

The rates provided for herein shall become effective on October 1, 2013.

PASSED AND APPROVED this the 6th day of September , 2013.

Jeryl Hoover , Mayor
City of Fredericksburg

ATTEST:

Shelley Britton, City Secretary

APPROVED AS TO FORM:

Pat McGowan, City Attorney



CITY COUNCIL MEMO

DATE: September 16, 2013

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Golf Course Fees

Summary:

As previously discussed with the Council, we are proposing a number of fee increases at the Golf Course during the coming year.

Recommendation:

It is recommended that the attached ordinance increasing fees at the Golf Course be approved.

Background / Analysis:

As you will recall, when our golf course renovations were completed last year, we committed to maintaining some of our existing rates particularly for local golfers. It is now time to increase most of our rates and fees at the Course if we are going to be able to reduce the operating deficit in 2014 and break even in 2015.

The City of Fredericksburg

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During the past week, Alan Wooley and I met with the Finance Department staff to review all of our fees. Based upon our experience over the past year, our green fee revenues did not meet projections. Therefore, we decided to recommend additional fee and price increases over what was discussed with the Council last month. This includes a 20% increase in all food and beverage prices, as well as additional increases in green and cart rental fees. Most of these fees, if approved, will be effective on October 1. The annual membership fee increases will be effective on January 1.

Our PGA professional, Alan Wooley, will attend Monday's Council meeting in case the Council has any questions about these fee increases.

ORDINANCE NO. _____

AN ORDINANCE AMENDING APPENDIX A FEE SCHEDULE ARTICLE 24 RECREATIONAL FEES, SPECIFICALLY SECTION 24.100 GOLF FEES, AMENDING RATES AND ESTABLISHING RATES FOR JUNIOR MEMBERS, ESTABLISHING AN EFFECTIVE DATE, REPEALING INCONSISTENT PROVISIONS, AND PROVIDING FOR PARTIAL INVALIDITY

WHEREAS, The City Council of the City of Fredericksburg has determined that in order to maintain the fiscal viability of the City's parks and recreational operations and to provide uniformity for the same, that the fees for the use of the City's Lady Bird Johnson Municipal Golf Course should be set as the same are set forth below; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS THAT THE FOLLOWING ORDINANCE BE AND IS HEREBY ENACTED AND THAT APPENDIX A FEE SCHEDULE **ARTICLE 24, RECREATIONAL FEES** OF THE CODE OF ORDINANCES OF THE CITY OF FREDERICKSBURG BE ADDED, AND SPECIFICALLY THAT **ARTICLE 24.100 GOLF COURSE FEES** BE ADDED AS FOLLOWS:

ARTICLE 24.000. RECREATIONAL FEES

For the purposes hereof Weekday rates will apply on Mondays through Thursdays, and Weekend rates will apply on Fridays through Sundays.

Section 24.100. Fees for use of Lady Bird Johnson Municipal Golf Course

(a) GUESTS RATES FOR RESIDENTS OF GILLESPIE COUNTY

Weekday 18 Holes – Green Fee - \$27.00/Cart Fee - \$13.00 = \$40.00

Weekend 18 Holes – Green Fee - \$33.00/Cart Fee - \$13.00 = \$46.00

Weekday 9 Holes – Green Fee - \$19.50/Cart Fee - \$6.50 = \$26.00

Weekend 9 Holes – Green Fee - \$22.50/Cart Fee - \$6.50 = \$29.00

Twilight Rate – Green Fee - \$18.00/Cart Fee - \$13.00 = \$31.00 – **Monday thru Thursday**

Twilight Rate – Green Fee - \$22.00/Cart Fee - \$13.00 = \$35.00 – **Friday thru Sunday**
(Twilight Times Standard – Standard Time 3:00pm/Daylight Savings 5:00pm)

(b) GUEST RATES FOR NON-RESIDENTS OF GILLESPIE COUNTY

Weekday 18 Holes – Green Fee - \$42.00/Cart Fee - \$13.00 = \$55.00

Weekend 18 Holes – Green Fee - \$48.00/Cart Fee - \$13.00 = \$61.00

Weekday 9 Holes – Green Fee - \$23.00/Cart Fee - \$6.50 = \$29.50

Weekend 9 Holes – Green Fee - \$26.00/Cart Fee - \$6.50 = \$32.50

Twilight Rate – Green Fee - \$28.00/Cart Fee - \$13.00 = \$41.00 – **Monday thru Thursday**

Twilight Rate – Green Fee - \$33.00/Cart Fee - \$13.00 = \$46.00 – **Friday thru Sunday**
(Twilight Times Standard – Standard Time 3:00pm/Daylight Savings 5:00pm)

(c) SENIOR RATES FOR THE DAYS OF MONDAY THROUGH THURSDAY FOR PERSONS 65 AND OVER

For residents of Gillespie County – Green Fee - \$22.00/Cart Fee - \$13.00 = \$35.00

For non-residents of Gillespie County – Green Fee - \$37.00/Cart Fee - \$13.00 = \$50.00

(d) MEMBERS RATES (RATES EFFECTIVE OCTOBER 1, 2013 THROUGH DECEMBER 31, 2013)

Weekday 18 Holes – Green Fee - \$4.00/Cart Fee - \$13.00 = \$17.00

Weekend 18 Holes – Green Fee - \$6.00/Cart Fee - \$13.00 = \$19.00

Weekday 9 Holes – Green Fee - \$2.00/Cart Fee - \$6.50 = \$8.50

Weekend 9 Holes – Green Fee - \$3.00/Cart Fee - \$6.50 = \$9.50

Twilight Fee – Green Fee - \$2.00/Cart Fee - \$13.00 = \$15.00

(Twilight Times Standard – Standard Time 3:00pm/Daylight Savings 5:00pm)

(e) MEMBERS RATES (RATES EFFECTIVE JANUARY 1, 2014)

Weekday 18 Holes – Green Fee - \$6.00/Cart Fee - \$13.00 = \$19.00

Weekend 18 Holes – Green Fee - \$9.00/Cart Fee - \$13.00 = \$22.00

Weekday 9 Holes – Green Fee - \$3.50/Cart Fee - \$6.50 = \$10.00

Weekend 9 Holes – Green Fee - \$5.00/Cart Fee - \$6.50 = \$11.50

Twilight Fee – Green Fee - \$4.00/Cart Fee - \$13.00 = \$17.00

(Twilight Times Standard – Standard Time 3:00pm/Daylight Savings 5:00pm)

(f) JUNIOR RATE FOR RESIDENTS OF GILLESPIE COUNTY WHO ARE 18 YEARS OF AGE AND UNDER

Weekday 18 Holes – Green Fee - \$12.50/Cart Fee - \$13.00 = \$25.50

Weekend 18 Holes – Green Fee - \$21.25/Cart Fee - \$13.00 = \$34.25

Weekday 9 Holes – Green Fee - \$8.50/Cart Fee - \$6.50 = \$15.00

Weekend 9 Holes – Green Fee - \$12.50/Cart Fee - \$6.50 = \$19.00

(g) JUNIOR RATE FOR NON-RESIDENTS OF GILLESPIE COUNTY WHO ARE 18 YEARS OF AGE AND UNDER

Weekday 18 Holes – Green Fee - \$21.00/Cart Fee - \$13.00 = \$34.00

Weekend 18 Holes – Green Fee - \$24.00/Cart Fee - \$13.00 = \$37.00

Weekday 9 Holes – Green Fee - \$11.50/Cart Fee - \$6.50 = \$18.00

Weekend 9 Holes – Green Fee - \$13.00/Cart Fee - \$6.50 = \$19.50

(h) JUNIOR MEMBERS RATE (RATES EFFECTIVE OCTOBER 1, 2013 THROUGH DECEMBER 31, 2013)

Weekday 18 Holes – Green Fee - \$4.00/Cart Fee - \$13.00 = \$17.00

Weekend 18 Holes – Green Fee - \$6.00/Cart Fee - \$13.00 = \$19.00

Weekday 9 Holes – Green Fee - \$2.00/Cart Fee - \$6.50 = \$8.50

Weekend 9 Holes – Green Fee - \$3.00/Cart Fee - \$6.50 = \$9.50

(i) JUNIOR MEMBERS RATE (RATES EFFECTIVE JANUARY 1, 2014)

Weekday 18 Holes – Green Fee - \$6.00/Cart Fee - \$13.00 = \$19.00

Weekend 18 Holes – Green Fee - \$9.00/Cart Fee - \$13.00 = \$22.00

Weekday 9 Holes – Green Fee - \$4.00/Cart Fee - \$6.50 = \$10.50

Weekend 9 Holes – Green Fee - \$5.00/Cart Fee - \$6.50 = \$11.50

(j) FOR MEMBERS OF THE FREDERICKSBURG HIGH SCHOOL GOLF TEAM DURING THE REGULAR SCHOOL YEAR

No Charge

(k) REPLAY RATE-APPLIES AFTER 18 HOLES OF PLAY (RATES EFFECTIVE OCTOBER 1, 2013 THROUGH DECEMBER 31, 2013)

Residents of Gillespie County & Non-Residents – Green Fee - \$15.00/Cart Fee - \$13.00 = \$28.00

Members – Green Fee - \$2.00/Cart Fee - \$13.00 = \$15.00

(l) REPLAY RATE-APPLIES AFTER 18 HOLES OF PLAY (RATES EFFECTIVE JANUARY 1, 2014)

Residents of Gillespie County & Non-Residents – Green Fee - \$15.00/Cart Fee - \$13.00 = \$28.00

Members – Green Fee - \$4.00/Cart Fee - \$13.00 = \$17.00

(m) ANNUAL MEMBERSHIPS APPLIES FOR THE CALENDAR YEAR AND SHALL BE PRORATED BEGINNING IN MARCH OF EACH YEAR

Single Membership - \$600.00

Couples Membership - \$925.00

Junior Membership - \$110.00

(n) WINTER TEXANS MEMBERSHIP FOR PERSONS WHO ARE NOT RESIDENTS OF GILLESPIE COUNTY FOR THE PERIOD JANUARY 1ST THRU MARCH 31ST

Single Membership - \$250.00

Couples Membership - \$375.00

(o) PRACTICE BALLS

Small bucket - \$4.50

Large bucket - \$6.00

(p) TOURNAMENTS AND GROUP RATES

The Director of Golf for the Lady Bird Johnson Municipal Golf Course shall have the authority to deviate from the rates set forth above in setting rates for tournaments or for special group rates.

The rates set out above will be effective October 1, 2013 except as set forth above.

-----End of Code Text-----

Severability / 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.

Repealer

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

Penalties

Penalties provided for in the Code Ordinances of the City of Fredericksburg shall apply to violations hereof.

PASSED AND APPROVED this the 16th day of September, 2013.

Jeryl Hoover, Mayor
City of Fredericksburg

ATTEST:

Shelley Britton, City Secretary

APPROVED AS TO FORM:

Pat McGowan, City Attorney



CITY COUNCIL MEMO

DATE: September 16, 2013

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Hospital Authority Presentation

Summary:

At Monday's Council meeting the Hill Country Memorial Hospital Authority will provide the Council with an update report on what they have accomplished in the past year.

Recommendation:

No action is required on this item

Background / Analysis:

About a year ago the Council approved the establishment of the Hill Country Memorial Hospital Authority. It was agreed that the Authority Board would provide the City Council with periodic update reports on what the Authority has accomplished and their future plans. At Monday's Council meeting several Board and Hospital staff members will be present to provide this update report.

The City of Fredericksburg

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CITY COUNCIL MEMO

DATE: September 16, 2013

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Adoption of Convention and Visitors Bureau (CVB) 2014 Budget

Summary:

Every year the City Council is required to review and approve the proposed CVB Budget

Recommendation:

It is recommended that the attached proposed CVB Budget for 2014 be approved

Background / Analysis:

The attached proposed CVB Budget for next year was presented to the Council about a week ago. It is my understanding that Council members have met with Ernie Loeffler, Executive Director of the EDC, to review and discuss this Budget. Ernie will be present at Monday's Council meeting to respond to any additional questions from the Council prior to adoption of this budget.

The City of Fredericksburg

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Fredericksburg Convention and Visitor Bureau
Proposed Budget
October 2013 – September 2014

	2012 / 2013 approved	2013/2014 proposed
STAFFING		
Salaries	\$469,841	\$611,415
Payroll Taxes	40,434	51,941
Direct Deposit Fees	450	450
Insurance (health, life, workman's)	57,100	68,915
Pension	24,698	36,704
Performance Bonuses	5,000	5000
TOTAL	\$597,523	\$774,425
OPERATIONS		
Volunteer Program	3,000	0
Office Supplies	12,000	12,000
Bank Service Charges	300	300
Professional Service Fees	12,000	10,000
Audit	2,000	2,500
Utilities	8,000	11,000
Mileage Reimbursement	1,000	1,000
Vehicle Fuel/Maintenance/Insurance	6,000	6,000
Vehicle Payments	8,025	8,025
Capital Equipment	4,000	16,000
Equipment Leasing and Maintenance	10,000	15,000
Equipment Repairs and Supplies	2,000	3,000
Officers' and Directors' Liability Insurance	1,000	1,000
Warehousing / Delivery Fees	3,000	3,000
Building Supplies	500	500
Building Expenses	12,000	15,000
Technology (software / tech service)	11,000	6,000
Mobile Data Access	5,000	5,000
Property / General Liability Insurance	2,250	2,250
TOTAL	\$103,075	\$117,575

2013/2014 CVB Budget (Page 2)	2012/ 2013 approved	2013/2014 proposed
PROMOTIONS		
Local Awareness Campaign	7,000	5,000
Reference Publications / Subscriptions	3,500	3,500
Telephone	7,000	7,000
Postage and Delivery	27,156	30,000
Travel	31,100	35,000
Membership Dues	9,000	9,000
Local Hospitality	29,000	25,000
Promotional Products	12,500	12,500
Advertising Account Management	36,000	36,000
Advertising Production Cost	15,000	15,000
Purchased Advertising	330,000	310,000
Printed Advertising	75,000	70,000
Media Marketing	100,000	100,000
Meeting Services	5,000	5,000
Marketplaces / TravelShows	13,600	15,000
Professional Meetings / Staff Development	8,225	10,000
Photography / Video	15,000	15,000
Promotional Stationary	5,000	5,000
Web Upgrades / Hosting	30,000	25,000
Electronic Marketing	110,000	150,000
Visitor Research	4,500	0
Transfer to Reserve	25,000	0
Meeting Space Needs Assessment	15,000	0
Marketing Sponsorships	15,000	10,926
TOTAL	\$928,581	\$893,926
TOTAL	\$1,629,179	\$1,785,926

Projected Hotel Occupancy Tax Collections – City \$2,189,000
 CVB Budget based on 5/7 of projected \$1,563,600
 (rounded off by City Finance Director)

County actual collections – July 2012 – June 2013: \$311,256
 CVB Budget based on 5/7 of actual per County Treasurer from total \$222,326

Subtotal **\$1,785,926**

Special Golf Course Allocation from City \$55,000



CITY COUNCIL MEMO

DATE: September 10, 2013

TO: Mayor and City Council

FROM: Brad Kott, Director of Finance

SUBJECT: Award Contract for Banking Services

Summary:

During July of this year, the City requested proposals (RFP) for banking services. The City stated that through its contract for banking services it intended to minimize banking costs, improve operational efficiency, and maximize investment capabilities.

Three banks that operate within the city extended formal proposals. Those banks include BBVA Compass, JP Morgan CHASE, and Security State Bank and Trust. As part of the request, the City shared its current account structure, historic volumes of transactions, average collected balances, and other requirements for banking services with these interested banks.

As part of the selection process, the City indicated that evaluation of the proposals would be made on the basis of meeting the following objectives, not necessarily weighted in the order given: (1) cost of services, (2) convenience of banking services, electronic as well as lobby services, (3) responsiveness to the needs of the City, both in time required to complete transactions and in the scope of services offered, (4) safety and credit worthiness of the bank.

After reviewing the proposals, City staff, including Laura Hollenbeak, Heather Koch and myself met with representatives from all three banks ensuring staff's understanding of each proposal.

The City of Fredericksburg

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Recommendation:

After reviewing the proposals and meeting the representatives of each bank, staff evaluated the proposals based upon the objectives stated in the RFP.

Based on cost of service, our evaluation shows that Security State Bank and Trust (SSB) requires the least amount of compensating cash balance to cover service fees (see attached worksheet.) This leaves additional cash balances to be invested in higher yield instruments including certificates of deposit. These higher yield investment opportunities are bid separately at the time of investment apart from this banking service contract.

All of the banks graded high on the convenience objective. However SSB gets the nod here with its lobby located directly across from City Hall. In addition, SSB has its operation center located in Fredericksburg.

All of the banks emphasized that they would be responsive to the City's banking needs and have proven so in the past. CHASE and BBVA Compass have both served the City well with financing needs. SSB has provided the City with banking services for the past 20 years.

All three banks were evaluated as financially strong and credit worthy.

Based upon the objectives above, it is staff's recommendation to award the contract for banking services to Security State Bank and Trust. The cost of service is significantly less mainly because of Security State's policy of not passing the cost of required FDIC insurance on to the City. In addition, SSB has a track record with the City and has proven its quality of service. Established relationships will continue to help promote efficiencies.

Background / Analysis:

The City of Fredericksburg will continue to periodically allow banks the opportunity to competitively present proposals to provide banking services.

BANKING SERVICE FEE ANALYSIS

COST OF SERVICE

<u>Description</u>	BBVA	JP MORGAN	(Non interest bearing) Security State	(Interest bearing) Security State
	<u>Compass</u>	<u>CHASE</u>	<u>Bank</u>	<u>Bank</u>
Monthly Bank Service Fees	\$1,838	\$2,007	\$958	\$1,200
Monthly Earnings Credit	<u>(1,838)</u>	<u>(2,007)</u>	<u>(958)</u>	<u>(1,200)</u>
Net Bank Service Fees	\$0	\$0	\$0	\$0

EARNINGS CREDIT COMPUTATION

Compensating Balance	\$6,182,562	\$5,252,494	\$4,511,871	\$5,651,613
Earnings Credit Rate	0.35%	0.45%	0.25%	0.25%
Annualize	365	365	365	365
Monthly	31	31	31	31
Earnings Credit	\$1,838	\$2,007	\$958	\$1,200

Compensating Balance	\$6,182,562	\$5,252,494	\$4,511,871	\$5,651,613
Interest Bearing Rate	none	none	none	0.05%
Interest on Compensating Balance	\$0	\$0	\$0	\$240



CITY COUNCIL MEMO

DATE: September 16, 2013

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Adoption of 2014 City Budget

Summary:

Following a number of work sessions and the required public hearing, the 2014 City Budget is now being presented for adoption.

Recommendation:

The 2014 City Budget with final revisions is recommended for adoption.

Background / Analysis:

Over the course of the last 3 months we have had a number of work sessions and a public hearing to discuss the proposed 2014 City Budget. This has been a long and involved process but I believe that the process has been productive and has resulted in a final budget that addresses the policy goals of the City Council. I am excited about the programs and services that are funded in the coming year. This funding will allow us to continue to improve basic services, critical infrastructure and the overall quality of life of our citizens.

The City of Fredericksburg

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On August 13 I presented a proposed budget that included a number of changes recommended by the City Council at the previous budget work sessions. Since that time, there have been three final revisions that have been recommended for inclusion in the final budget. At Monday's Council meeting there should be a record vote on the budget and it is recommended that the motion include the following revisions to the August 13 proposed budget:

1. Increase in City funding for the Law Enforcement Center from \$401,900 to \$443,100 to cover the City's portion of the costs for both the new phone system at the LEC and the maintenance of the new Computer Aided Dispatch (CAD) system.

2. Changes in Golf Course Revenues as a result of new projections in green fee revenues and additional revenues from fee increases that will be necessary in the coming year. The total revenues budgeted for the Golf Course for next year (\$1,716,100) will not change. This changes include a decrease in green fees from \$854,600 to \$779,500; an increase in golf cart rental fees from \$283,500 to \$303,800; an increase in concession revenues from \$240,000 to \$288,000; and an increase in merchandise sales revenues from \$150,000 to \$157,500. This changes will actually result in a slight reduction (from \$127,800 to \$127,100) in the Golf Course deficit originally budgeted for next year.

3. Reallocation of the \$198,700 projected fund balance in the EMS Fund expected at the end of next year. This was recommended by Council Member Neffendorf since this Fund does not need to maintain a fund balance at the end of each year. This reallocation will include 1/2 credited back to the General Fund and 1/2 of the amount would be reduced in charges to Gillespie County since they fund 1/2 of the EMS expenses.



CITY COUNCIL MEMO

DATE: September 11, 2013

TO: Mayor and City Council

FROM: Brad Kott

SUBJECT: Property Tax Rate

Summary:

The attached ordinance sets the total property tax rate for the 2013 tax year at \$0.2600.

Recommendation:

It is recommended that the attached property tax ordinance be approved.

Background / Analysis:

During the development of the FY 2013-14 City Budget, the council discussed various tax rates for the coming year. The majority of the Council indicated a preference for setting a rate of \$0.2600 which is the calculated effective tax rate. The council voted to set a proposed tax rate of \$0.2600 at the August 19, 2013 Council meeting and therefore can now only formally adopt a rate of \$0.2600 or less without further public hearings. The vote on the tax rate is not a record vote unless the rate exceeds the effective tax rate in which this case it did not.

The City of Fredericksburg

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ORDINANCE NO. _____

AN ORDINANCE LEVYING A TAX RATE

FOR THE CITY OF FREDERICKSBURG FOR THE TAX YEAR 2013

Be it ordered and ordained by the City Council of the City of Fredericksburg that we, the City Council of Fredericksburg, do hereby levy and adopt the tax rate on \$100 valuation for this City for the tax year 2013 as follows:

\$0.1879	for the purposes of maintenance and operations
\$0.0721	for the payment of principal and interest on the debt of the City
\$0.2600	total tax rate

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

This ordinance is effective from the date of its passage and publication in accordance with applicable law(s).

Passed and approved this 16th day of September, 2013.

Jeryl Hoover, Mayor

Attest:

Approved as to form:

Shelley Britton, City Secretary

Pat McGowan, City Attorney