

AGENDA
REGULAR CITY COUNCIL MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 North Main Street
Boerne, TX 78006
AUGUST 26, 2025 – 6:00 PM

A quorum of the City Council will be present during the meeting at: 447 N Main, Boerne, TX 78006.

1. CALL TO ORDER – 6:00 PM

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG

(Honor the Texas flag, I pledge allegiance to thee, Texas – one state under God, one and indivisible.)

2. CONFLICTS OF INTEREST

3. PUBLIC COMMENTS: This is the opportunity for visitors and guests to address the City Council on any issue, in compliance with LGC Section 551.007. City Council may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General opinion – JC-0169)

4. CONSENT AGENDA: All items listed below within the Consent Agenda are considered to be routine by the City Council and may be enacted with one motion. There will be no separate discussion of items unless a Council Member or citizen so requests, in which event the item may be moved to the general order of business and considered in its normal sequence.

A. [2025-441](#) CONSIDER THE MINUTES OF THE REGULAR CALLED CITY COUNCIL MEETING OF AUGUST 12, 2025.

Attachments: [Minutes.25.0812](#)

- B. [2025-442](#) CONSIDER ON SECOND READING ORDINANCE NO. 2025-09; AN ORDINANCE OF THE CITY OF BOERNE TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BOERNE, TEXAS, CHAPTER 2. ARTICLE V. ETHICS, SEC. 2-123 ETHICS REVIEW COMMISSION, E.3. RULES OF PROCEDURE; TO COMPLY WITH HOUSE BILL 1522, ENACTED BY THE 89TH TEXAS LEGISLATURE, RELATING TO PUBLIC NOTICE REQUIREMENTS UNDER SECTION 551.043 OF THE TEXAS GOVERNMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

Attachments: [AIS HB1522 notice requirements](#)
[Ordinance No. 2025-09](#)

- C. [2025-371](#) CONSIDER RESOLUTION NO. 2025-R57; A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE 0.0076 ACRES LOCATED IN THE ANTON LOCKMAR SURVEY 177, ABSTRACT 310, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS OUT OF LOT 1 OF GLYNN ROSE SUBDIVISION AS RECORDED IN VOLUME 1, PAGE 20 OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS. (ROW required for future intersection improvement project at Johns/School intersection- NW corner)

Attachments: [AIS -Johns Road -LandAquisition Orthodontist](#)
[Resolution No. 2025-R57](#)
[Johns Road - Ortho ROW MetesBounds](#)

- D. [2025-352](#) CONSIDER RESOLUTION NO. 2025-R58; A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE 0.0208 ACRES LOCATED IN THE ANTON LOCKMAR SURVEY 178, ABSTRACT 311, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS AND ALL BEING A PORTION OF THAT CALLED LOT 1 OF BUFFALO CREEK SUBDIVISION TRACT OF LAND AS DESCRIBED BY DEED RECORDS IN VOLUME 2, PAGE 164, OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS. (ROW required for future intersection improvement project at Johns/School intersection- SW corner)

Attachments: [AIS -Johns Road -LandAquisition Church](#)
[Resolution No. 2025-R58](#)
[Johns Road - church ROW MetesBound](#)

REGULAR AGENDA:

5. PRESENTATIONS, PUBLIC HEARINGS, AND ORDINANCES:

- A. [2025-380](#) PRESENTATION, PUBLIC HEARING AND CONSIDER ON FIRST READING ORDINANCE NO. 2025-10; AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF. (Ordinance adopting the budget)

Attachments: [AIS - Consider 1st Reading Budget Ordinance](#)
[Ordinance No. 2025-10](#)
[Budget Published Notice](#)

- B. [2025-379](#) PRESENTATION, PUBLIC HEARING AND CONSIDER ON FIRST READING ORDINANCE NO. 2025-11; AN ORDINANCE SETTING THE AD VALOREM PROPERTY TAX RATE FOR THE 2025 TAX YEAR AT 47.16 CENTS PER EACH \$100 OF TAXABLE VALUE. (Ordinance adopting tax rate)

Attachments: [AIS - 1st Reading of Tax Ordinance](#)
[Ordinance No. 2025-11](#)
[Tax Published Notice](#)

- C. [2025-382](#) CONSIDER ON FIRST READING ORDINANCE NO. 2025-12; AN ORDINANCE ADOPTING THE FISCAL YEAR 2026 CAPITAL IMPROVEMENT PLAN AND APPROPRIATING FUNDS FOR FISCAL YEAR 2026 CAPITAL PROJECTS.

Attachments: [AIS - First reading of the Ordinance adopting the CIP](#)
[Ordinance No. 2025-12](#)
[FY 2026- 2029 City of Boerne CIP](#)

- D. [2025-378](#) CONSIDER ON FIRST READING ORDINANCE NO. 2025-13; AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2024-18 DATED SEPTEMBER 24, 2024, AND ESTABLISHING AND REESTABLISHING FEES AND CHARGES FOR ACTIVITIES, GOODS AND SERVICES PROVIDED BY THE CITY.

Attachments: [AIS - FY26 Fee Schedule](#)
[Ordinance No. 2025-13](#)
[00 - FY26 Fee Schedule Showing Changes](#)
[Exhibit A- FY26 Fee Schedule](#)

- E. [2025-383](#) CONSIDER ON FIRST READING ORDINANCE NO. 2025-14; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR WASTEWATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-23 DATED DECEMBER 10, 2024, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. (Establishing Sewer rates)

Attachments: [AIS Form - Wastewater 2025 rate updates](#)
[Ordinance No. 2025-14](#)

- F. [2025-385](#) CONSIDER ON FIRST READING ORDINANCE NO. 2025-15; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR WATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-22 DATED DECEMBER 10, 2024, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. (Establishing Potable Water rates)

Attachments: [AIS Form - Water 2026 Rate updates](#)
[Ordinance No. 2025-15](#)

- G. [2025-387](#) CONSIDER ON FIRST READING ORDINANCE NO. 2025-16; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR RECLAIMED WATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-24 DATED JANUARY 14, 2025, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. (Establishing Reclaimed Water rates)

Attachments: [AIS Form - Reclaimed Water 2025 in revised format](#)
[Ordinance No. 2025-16](#)

- H. [2025-389](#) CONSIDER ON FIRST READING ORDINANCE NO. 2025-17; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR ELECTRIC SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2014-26 DATED JULY 8, 2014, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. (Establishing Electric rates)

Attachments: [AIS Form - Electric 2026 rate updates](#)
[Ordinance No. 2025-17](#)

6. RESOLUTIONS:

- A. [2025-401](#) RECEIVE REQUESTS FOR QUALIFICATIONS AND CONSIDER RESOLUTION NO 2025-R59; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AWARDDING A CONTRACT FOR EXTERNAL AUDITING SERVICES FOR FISCAL YEAR 2025 TO _____; AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT.

Attachments: [AIS Audit Services 8.26.25](#)
[Resolution No. 2025-R59](#)
[Whitley Penn LLP Proposal](#)

7. CITY MANAGER'S REPORT:

- A. [2025-019](#) MONTHLY PROJECTS REPORT.

8. COMMENTS FROM COUNCIL – No discussion or action may take place.

9. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE:

- A. [2025-439](#) SECTION 551.074 - PERSONNEL MATTERS: REGARDING THE APPOINTMENT, EMPLOYMENT, AND EVALUATION OF THE CITY MANAGER.

10. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.

- A. [2025-443](#) TAKE ANY ACTION AS A RESULT OF EXECUTIVE SESSION REGARDING PERSONNEL MATTERS.

11. ADJOURNMENT

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the 22 day of August, 2025 at 2:15 p.m.

s/s Chastity Valdes
Deputy City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

The City Hall is wheelchair accessible. Access to the building and special parking is available at the northeast entrance of the building. Requests for auxiliary aides and special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 830-249-9511.

Pursuant to Section 30.06 Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to section 30.07 Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

MINUTES
REGULAR CITY COUNCIL MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 North Main Street
Boerne, TX 78006
AUGUST 12, 2025 – 6:00 PM

Minutes of the Regular Called City Council meeting of August 12, 2025.

Present: 6 - Mayor Frank Ritchie, Mayor Pro Tem Ty Wolosin, Council Member Joe Bateman, Council Member Quinten Scott, Council Member Bret A. Bunker, and Council Member Joseph Macaluso

Staff Present: Ben Thatcher, Ryan Bass, Sarah Buckelew, Jeff Carroll, Lori Carroll, Nathan Crane, Susan Finch, Lissette Jimenez, Mike Mann, Mick McKamie, Nick Montagno, Steve Perez, Terry Nolan, Mike Raute, Chris Shadrock, Natalie Shults, Andrea Snouffer, Stacy Hagen, Rebecca James, Kristy Stark, Chastity Valdes, Andrew Wilkinson, and Danny Zincke. Employees from the Gas Utility Department also attended.

Recognized / Registered Guests: Dana Mathes, Tanji Patton, Mike Patton, Kyle Mickelsen, Denise Bruchmiller, Brad Bruchmiller, Paula Rieker, Scott and Jessica Mobley, Margie Shawver, Jim Rieker, Liz Mathes, Andrew Waterman, Arthur Waterman, Sasha Chervinskis, Sam McGee, Trent Ackerman, Heather Bateman.

1. CALL TO ORDER – 6:05 PM

Mayor Ritchie called the City Council meeting to order at 6:05 p.m.

Mayor Ritchie called on Father David Chacko from St. Peter's Apostle Catholic Church to provide the Invocation.

Mayor Ritchie led the Pledge of Allegiance to the United States Flag and to the Texas Flag.

2. CONFLICTS OF INTEREST

No conflicts were declared.

3. RECOGNITION OF NATURAL GAS UTILITY FOR AMERICAN PUBLIC GAS ASSOCIATION (APGA) SAFETY AWARD.

Mayor Ritchie called on Andrea Snouffer to present the Gas Safety Award from the American Public Gas Association. She noted that Boerne was the only city in Texas, and the only gas utility in the nation, to receive this award in the last five years. Ms. Snouffer introduced the City's gas department employees and recognized their dedication to safety. City Manager Ben Thatcher stated that he met with utility staff and reaffirmed that safety remains the top priority for the department.

4. PUBLIC COMMENTS:

Dana Mathes, 164 Creek Springs expressed concerns regarding the Buc-ee's development.

Tanji Patton, 634 Menger Springs expressed concerns regarding the Buc-ee's development.

Kristi Ackerman, 623 Menger Springs expressed concerns regarding the Buc-ee's development.

Paula Rieker, 101 Creek Springs expressed concerns regarding the Buc-ee's development.

Denise Bruckmiller, 373 Menger Springs expressed concerns regarding the Buc-ee's development.

Sam McGee expressed concerns regarding the Buc-ee's development.

5. CONSENT AGENDA: All items listed below within the Consent Agenda are considered to be routine by the City Council and may be enacted with one motion. There will be no separate discussion of items unless a Council Member or citizen so requests, in which event the item may be moved to the general order of business and considered in its normal sequence.

A MOTION WAS MADE BY COUNCIL MEMBER MACALUSO, SECONDED BY COUNCIL MEMBER BUNKER, TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

A. CONSIDER THE MINUTES OF THE REGULAR CALLED CITY COUNCIL MEETING OF JULY 22, 2025.

THE MINUTES WERE APPROVED.

B. CONSIDER RESOLUTION NO. 2025-R50; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A SHARED SERVICES AGREEMENT FOR FUNDING OF PUBLIC PURPOSE BETWEEN THE CITY OF BOERNE AND BOERNE HILL COUNTRY FAMILY SERVICES.

THE RESOLUTION WAS APPROVED.

C. CONSIDER RESOLUTION NO. 2025-R51; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN INTERLOCAL COOPERATION AGREEMENT WITH LOWER COLORADO RIVER AUTHORITY (LCRA) FOR RADIO SERVICES AND EQUIPMENT.

THE RESOLUTION WAS APPROVED.

REGULAR AGENDA:**6. PRESENTATIONS, PUBLIC HEARINGS, AND ORDINANCES:**

- A. CONSIDER ON FIRST READING ORDINANCE NO. 2025-09; AN ORDINANCE OF THE CITY OF BOERNE TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BOERNE, TEXAS, CHAPTER 2. ARTICLE V. ETHICS, SEC. 2-123 ETHICS REVIEW COMMISSION, E.3. RULES OF PROCEDURE; TO COMPLY WITH HOUSE BILL 1522, ENACTED BY THE 89TH TEXAS LEGISLATURE, RELATING TO PUBLIC NOTICE REQUIREMENTS UNDER SECTION 551.043 OF THE TEXAS GOVERNMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE**

Mayor Ritchie called on City Secretary Lori Carroll to review the proposed amendment to the Code of Ordinances. City Secretary Carroll explained that during the 89th Legislature, House Bill 1522 was passed, requiring notices of public meetings to be posted at least three business days prior to the meeting. She noted that this change will take effect on September 1, 2025, and the proposed amendment to the Code of Ordinances ensures compliance with the Open Meetings Act.

A MOTION WAS MADE BY COUNCIL MEMBER MACALUSO, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE ON FIRST READING ORDINANCE NO. 2025-09; AN ORDINANCE OF THE CITY OF BOERNE TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BOERNE, TEXAS, CHAPTER 2. ARTICLE V. ETHICS, SEC. 2-123 ETHICS REVIEW COMMISSION, E.3. RULES OF PROCEDURE; TO COMPLY WITH HOUSE BILL 1522, ENACTED BY THE 89TH TEXAS LEGISLATURE, RELATING TO PUBLIC NOTICE REQUIREMENTS UNDER SECTION 551.043 OF THE TEXAS GOVERNMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

7. RESOLUTIONS:

- A. CONSIDER RESOLUTION NO. 2025-R52; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT ONE TO THE CONSTRUCTION CONTRACT BETWEEN THE CITY OF BOERNE AND WATERMAN CONSTRUCTION, LLC, ESTABLISHING A GUARANTEED MAXIMUM COST (GMC) FOR NORTHSIDE COMMUNITY PARK PHASE 1 IN AN AMOUNT NOT TO EXCEED \$16,500,000.**

Mayor Ritchie called on Lissette Jimenez, Parks and Recreation Director. Director Jimenez explained that construction documents for Northside Community Park Phase I is finalized and the proposed contract with Waterman Construction, LLC requires an amendment which establishes the Guaranteed Maximum Cost for the project.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER SCOTT, TO APPROVE RESOLUTION NO. 2025-R52; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT ONE TO THE CONSTRUCTION CONTRACT BETWEEN THE CITY OF BOERNE AND WATERMAN CONSTRUCTION, LLC, ESTABLISHING A GUARANTEED MAXIMUM COST (GMC) FOR NORTHSIDE COMMUNITY PARK PHASE 1 IN AN AMOUNT NOT TO EXCEED \$16,500,000. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

- B. CONSIDER RESOLUTION NO. 2025-R53; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AGREEMENT BETWEEN THE CITY OF BOERNE AND RABA KISTNER, INC. FOR CONSTRUCTION MATERIALS OBSERVATION AND TESTING SERVICES FOR NORTHSIDE COMMUNITY PARK FOR AN AMOUNT NOT TO EXCEED \$115,000.**

Director Jimenez continued with the proposed agreement with Raba Kistner, Inc. for the required testing of soil at the Northside Community Park before construction can begin.

A MOTION WAS MADE BY COUNCIL MEMBER SCOTT, SECONDED BY COUNCIL MEMBER BATEMAN, TO APPROVE RESOLUTION NO. 2025-R53; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AGREEMENT BETWEEN THE CITY OF BOERNE AND RABA KISTNER, INC. FOR CONSTRUCTION MATERIALS OBSERVATION AND TESTING SERVICES FOR NORTHSIDE COMMUNITY PARK FOR AN AMOUNT NOT TO EXCEED \$115,000. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

C. CONSIDER RESOLUTION NO. 2025-R54; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF BOERNE AND LUCK DESIGN TEAM FOR NORTHSIDE COMMUNITY PARK ADDITIONAL DESIGN SERVICES FOR AN ADDED AMOUNT NOT TO EXCEED \$160,000.

Director Jimenez continued with the proposed amendment to the agreement with Luck Design Team for additional design services resulting from revisions to the initial plan. Discussion followed regarding the scope and amount of covered areas.

A MOTION WAS MADE BY COUNCIL MEMBER BUNKER, SECONDED BY COUNCIL MEMBER MACALUSO, TO APPROVE RESOLUTION NO. 2025-R54; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF BOERNE AND LUCK DESIGN TEAM FOR NORTHSIDE COMMUNITY PARK ADDITIONAL DESIGN SERVICES FOR AN ADDED AMOUNT NOT TO EXCEED \$160,000. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

D. CONSIDER RESOLUTION NO. 2025-R55; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AND MANAGE AN AGREEMENT WITH THE BRANDT COMPANIES, LLC FOR THE

REPLACEMENT OF TWO (2) EXISTING DAIKIN VRV-3 CONDENSING UNITS WITH TWO (2) NEW DAIKIN VRV-4 CONDENSING UNITS AT THE BOERNE POLICE DEPARTMENT, UTILIZING BUYBOARD CONTRACT #720-23, IN AN AMOUNT NOT TO EXCEED \$162,802.

Director Jimenez continued with the need to replace the failing condensing units at the Police Department, including those serving the Dispatch Department. The new units will be purchased from Brandt Companies, LLC utilizing BuyBoard Contract #720-23. She noted that HVAC condensation recapture will be evaluated for inclusion in future projects.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER MACALUSO, TO APPROVE RESOLUTION NO. 2025-R55; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AND MANAGE AN AGREEMENT WITH THE BRANDT COMPANIES, LLC FOR THE REPLACEMENT OF TWO (2) EXISTING DAIKIN VRV-3 CONDENSING UNITS WITH TWO (2) NEW DAIKIN VRV-4 CONDENSING UNITS AT THE BOERNE POLICE DEPARTMENT, UTILIZING BUYBOARD CONTRACT #720-23, IN AN AMOUNT NOT TO EXCEED \$162,802. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

E. CONSIDER RESOLUTION NO. 2025-R56; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXPEND ADDITIONAL FUNDS FOR THE PURCHASE OF A BUCKET TRUCK FOR THE ELECTRIC UTILITY UNDER THE SOURCEWELL COOPERATIVE PURCHASING CONTRACT A TOTAL AMOUNT NOT TO EXCEED \$15,195.

Mayor Ritchie called on Terry Nolan, Utilities Operations Administrator. Mr. Nolan stated that in 2022, Council approved the purchase of a bucket truck for the Electric Utility Department, understanding that there would be a lead time due to supply chain issues. He noted that in May 2025, staff was notified of an increase in cost since the original purchase approval and was also given the option to upgrade to a larger bucket capable of accommodating two men. It is staff's recommendation to move forward with the newer truck/chassis and the

platform swap.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER BUNKER, TO APPROVE RESOLUTION NO. 2025-R56; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXPEND ADDITIONAL FUNDS FOR THE PURCHASE OF A BUCKET TRUCK FOR THE ELECTRIC UTILITY UNDER THE SOURCEWELL COOPERATIVE PURCHASING CONTRACT A TOTAL AMOUNT NOT TO EXCEED \$15,195. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

8. OTHER:

A. RECEIVE THE THIRD QUARTER FINANCIAL AND INVESTMENT REPORT FOR THE PERIOD ENDED JUNE 30, 2025.

Mayor Ritchie called on Sarah Buckelew, Finance Director. Director Buckelew provided an overview of the third quarter financial report and the investment report as required by the Public Funds Investment Act.

A MOTION WAS MADE BY COUNCIL MEMBER BUNKER, SECONDED BY COUNCIL MEMBER SCOTT, TO RECEIVE THE THIRD QUARTER FINANCIAL AND INVESTMENT REPORT FOR THE PERIOD ENDED JUNE 30, 2025. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

B. OPERATIONAL BUDGET PRESENTATION.

Director Buckelew continued with an overview of the operational budget. She displayed where the proposed budget can be accessed on the City’s website and reviewed the timeline of prior Council meetings in which budget guiding principles, priorities, and a high-level overview were presented. She provided a review of the budget funds, noting that the proposed \$181 million budget reflects a \$40 million increase in CIP-related spending and a \$43 million overall increase from the previous year. Director Buckelew also presented the

proposed calculated tax rate, which remains unchanged from last year at \$0.4716.

C. RECEIVE THE CITY OF BOERNE'S 2025 CERTIFIED APPRAISAL TAX ROLL VALUES, TAX RATE CALCULATION, CERTIFICATION OF ADDITIONAL SALES TAX FORM, AND CERTIFY ANTICIPATED COLLECTION RATE AND EXCESS DEBT COLLECTIONS.

Director Buckelew continued with the Certified Taxable Values received from the Kendall Appraisal District for the tax year 2025. Director Buckelew explained that the values are used in calculating the tax rate and the city's budget.

A MOTION WAS MADE BY COUNCIL MEMBER BUNKER, SECONDED BY MAYOR PRO TEM WOLOSIN, TO RECEIVE THE CITY OF BOERNE'S 2025 CERTIFIED APPRAISAL TAX ROLL VALUES, TAX RATE CALCULATION, CERTIFICATION OF ADDITIONAL SALES TAX FORM, AND CERTIFY ANTICIPATED COLLECTION RATE AND EXCESS DEBT COLLECTIONS. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

D. RECEIVE THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 AND CONFIRM THE PROPOSED TAX RATE OF \$0.4716/ \$100 VALUATION.

Director Buckelew stated that the proposed budget was filed with the City Secretary and posted online on August 8, 2025. She noted that public hearings are scheduled for August 26 and September 9, 2025, during the regularly called City Council meetings. Council will consider adoption of the budget and tax rate at those same meetings. The proposed tax rate is \$0.4716 per \$100 valuation.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER BATEMAN, TO RECEIVE THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 AND CONFIRMING THE PROPOSED TAX RATE OF \$0.4716/ \$100 VALUATION. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

E. CALL FOR AND SET THE FIRST PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 FOR AUGUST 26, 2025 AT 6:00 P.M., AND THE SECOND PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 FOR SEPTEMBER 9, 2025 AT 6:00 P.M.

Director Buckelew stated that as part of the budget process, City Council is required to call for and set two public hearings on the proposed budget. The public hearings will be on the agenda for August 26, 2025 at 6:00 p.m. and September 9, 2025 at 6:00 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER BUNKER, SECONDED BY COUNCIL MEMBER MACALUSO, TO CALL FOR AND SET THE FIRST PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 FOR AUGUST 26, 2025 AT 6:00 P.M., AND THE SECOND PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 FOR SEPTEMBER 9, 2025 AT 6:00 P.M. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

F. CALL FOR AND SET THE FIRST PUBLIC HEARING ON THE PROPOSED TAX RATE OF \$0.4716/\$100 VALUATION FOR FISCAL YEAR 2025-2026 FOR AUGUST 26, 2025 AT 6:00 P.M., AND THE SECOND PUBLIC HEARING ON THE PROPOSED TAX RATE OF \$0.4716/\$100 VALUATION FOR FISCAL YEAR 2025-2026 FOR SEPTEMBER 9, 2025 AT 6:00 P.M.

Director Buckelew stated that as part of the process of setting the proposed tax

rate of \$0.4716/\$100, City Council is required to call for and set two public hearings. The public hearings will be on the agenda for August 26, 2025 at 6:00 p.m. and September 9, 2025 at 6:00 p.m.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER BUNKER, TO CALL FOR AND SET THE FIRST PUBLIC HEARING ON THE PROPOSED TAX RATE OF \$0.4716/\$100 VALUATION FOR FISCAL YEAR 2025-2026 FOR AUGUST 26, 2025 AT 6:00 P.M., AND THE SECOND PUBLIC HEARING ON THE PROPOSED TAX RATE OF \$0.4716/\$100 VALUATION FOR FISCAL YEAR 2025-2026 FOR SEPTEMBER 9, 2025 AT 6:00 P.M. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

G. PRESENTATION AND CONSIDERATION OF THE PROPOSED PLAN OF FINANCE FOR 2022 VOTER-APPROVED GENERAL OBLIGATION BONDS, SERIES 2025.

Director Buckelew reminded the council that the city recently transitioned to Hilltop Securities and introduced James Saboni, Managing Director. Mr. Saboni reviewed the Quality of Life Bonds approved by voters in 2022, which included \$23 million for mobility projects and \$13 million for parks. He noted that the first bond series, in the amount of \$18 million, was issued in 2023. Mr. Saboni then presented the plan of finance for the General Obligation Bonds, Series 2025, in the amount of \$4 million, with bids due Tuesday, September 9, 2025.

A MOTION WAS MADE BY COUNCIL MEMBER MACALUSO, SECONDED BY COUNCIL MEMBER BUNKER, TO APPROVE THE PROPOSED PLAN OF FINANCE FOR 2022 VOTER-APPROVED GENERAL OBLIGATION BONDS, SERIES 2025. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Mayor Pro Tem Wolosin, Council Member Bateman, Council Member Scott, Council Member Bunker, and Council Member Macaluso

9. CITY MANAGER'S REPORT:

A. NEW SOFTWARE UPDATE FOR MYGOV ONLINE.

Mayor Ritchie called on City Manager Thatcher. City Manager Thatcher invited Nathan Crane, Planning Director, and Tyler Holyoak, Planner II, to provide a demonstration of the new permitting software, MyGov Online (MGO). Following the presentation, discussion ensued regarding how to assist individuals who are not technically inclined, the efficiency of the software, available online training, and the process for migrating data from the previous system.

B. BOERNE LISTENS - A COMMUNITY SURVEY FOLLOW-UP ON ENVIRONMENTAL RESPONSIBILITY.

City Manager Thatcher asked Ryan Bass, Environmental Program Manager, to provide a report on the environmental responsibility portion of the recent citizen survey. Council members read remarks from the survey specific to their districts. Mr. Bass reviewed the city's environmental programs, including new development land studies, the Urban and Community Forestry Program, water conservation initiatives such as the rebate program, landscaping, watershed protection, dark sky preservation, community engagement efforts, partnerships with local and regional non-profits, and open space and parkland dedication. Discussion followed regarding citizen concerns related to the Buc-ee's project and tree mitigation associated with the Adler Road widening.

Mike Mann, Utilities Director, spoke about the causes of Geosmin and DBP in the water supply, which affect taste and odor, and discussed upcoming water treatment plant improvements designed to reduce Geosmin formation and DBP levels.

10. COMMENTS FROM COUNCIL – No discussion or action may take place.

Council Member Bunker welcomed back to school to teachers and students. He stated that he was at Cibolo Creek Elementary and then Champion High School which are both in his district. The student drop-off went very well. He wished Champion High School good luck as they are starting with a strong administration team.

Council Member Macaluso stated that state law does not permit council to comment to the public if the items is not on the agenda. He has asked staff to put together a timeline of the ongoing Buc-ee's project which will be on a September agenda.

11. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE:

8:33 p.m.

Meeting went into Recess

Meeting Reconvened

A. SECTION 551.074 - PERSONNEL MATTERS: REGARDING THE APPOINTMENT, EMPLOYMENT, AND EVALUATION OF THE CITY MANAGER.

12. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.

13. ADJOURNMENT

8:57 p.m.


Approved:

Mayor

s/s Lori A. Carroll
City Secretary



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	APPROVE ON SECOND READING ORDINANCE NO. 2025-09; AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BOERNE, TEXAS, CHAPTER 2. ARTICLE V. ETHICS, SEC. 2-123 ETHICS REVIEW COMMISSION, E.3. RULES OF PROCEDURE; TO COMPLY WITH HOUSE BILL 1522, ENACTED BY THE 89TH TEXAS LEGISLATURE, RELATING TO PUBLIC NOTICE REQUIREMENTS UNDER SECTION 551.043 OF THE TEXAS GOVERNMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.
Contact Person	Lori A. Carroll, City Secretary
Background Information	<p>Recently, during the 89th Legislature, House Bill 1522 was passed and will take effect on September 1, 2025. This bill changes the agenda posting requirements for public meetings—from the current 72-hour notice to a minimum of three business days before the scheduled meeting. The attached ordinance amends the Code of Ordinances to ensure compliance with the legal requirements.</p> <p>In addition to these changes, HB 1522 also introduces new requirements related to budget discussions. If a governmental body plans to discuss or adopt a budget, a copy of the proposed budget must be made accessible from the home page of the entity’s website. This posting must also include a taxpayer impact statement, which shows a comparison between the property tax bill (in dollars) for the current fiscal year and an estimate of the tax bill for the same property in the upcoming fiscal year.</p>
Strategic Alignment	
Financial Considerations	
Citizen Input/Board Review	
Legal Review	
Alternative Options	
Supporting Documents	Ordinance No. 2025-09

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE CITY OF BOERNE TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BOERNE, TEXAS, CHAPTER 2. ARTICLE V. ETHICS, SEC. 2-123 ETHICS REVIEW COMMISSION, E.3. RULES OF PROCEDURE; TO COMPLY WITH HOUSE BILL 1522, ENACTED BY THE 89TH TEXAS LEGISLATURE, RELATING TO PUBLIC NOTICE REQUIREMENTS UNDER SECTION 551.043 OF THE TEXAS GOVERNMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Texas Legislature enacted House Bill 1522 during its 89th Regular Session, amending Section 551.043 of the Texas Government Code regarding notice requirements for meetings subject to the Texas Open Meetings Act; and

WHEREAS, the City of Boerne desires to amend its Code of Ordinances to ensure compliance with the updated legal requirements.

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

SECTION 1. FINDINGS

The foregoing recitals are adopted as findings of the City Council and are incorporated herein for all purposes.

SECTION 2. AMENDMENT TO CODE OF ORDINANCES

The City Code of Ordinances is hereby amended by revising Chapter 2. Article V. Ethics, Sec. 2-123 Ethics Review Commission, to amend the following provision:

E. Rules of Procedure:

3. Written notice of the date, hour, place, and subject of each meeting of the commission shall be properly posted at least ~~seventy-two (72) hours in advance~~ in compliance with the Texas Open Meetings Act.

SECTION 3. REPEALER

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of any such conflict.

SECTION 4. SEVERABILITY

If any section, paragraph, clause, or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the remainder shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE

This Ordinance shall be effective upon its adoption.

PASSED and APPROVED on first reading this the 12 day of August, 2025.

PASSED, APPROVED and ADOPTED on second reading this the ____ day of _____, 2025.

APPROVED:

Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney



AGENDA ITEM SUMMARY

	<h2 style="margin: 0;">AGENDA ITEM SUMMARY</h2>
Agenda Date	August 26, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R57; A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE 0.0076 ACRES LOCATED IN THE ANTON LOCKMAR SURVEY 177, ABSTRACT 310, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS OUT OF LOT 1 OF GLYNN ROSE SUBDIVISION AS RECORDED IN VOLUME 1, PAGE 20 OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS. <i>(ROW required for future intersection improvement project at Johns/School intersection- NW corner)</i>
Contact Person	Jeffrey Carroll – Engineering & Mobility Director
Background Information	<p>In November 2022, Boerne voters approved \$23 million in bond funding for street and mobility improvements (Proposition A). Following this approval, City staff selected a qualified design firm from our on-call engineering consultants to begin designing the bond projects.</p> <p>One of the proposed projects is at the intersection of School Street and Johns Road. This location was identified as a priority by the Kendall County, Boerne, and Fair Oaks (KCBFO) Transportation Citizen Committee, which recommended a roundabout in its 2022 final report. The City’s Mobility Master Plan, finalized in 2023, also recommended a single-lane roundabout at this location.</p> <p>Design of the roundabout began in spring 2023 and is now nearly complete. During the design process, it was determined that additional roadway right-of-way (ROW) will be needed for construction. The project requires ROW acquisition from two private landowners and Boerne ISD. The total project cost includes construction, ROW acquisition, and utility relocations.</p> <p>City staff and the project’s ROW agent have met with the landowners. A purchase offer based on appraised fair market value was made and accepted by the landowner.</p>
Strategic Alignment <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F2 – Investing in and maintaining high-quality infrastructure systems and public assets. B2 – Advancing master plan recommendations.

Financial Considerations	Mutually acceptable purchase of land and easements from private citizens will save delays and add additional funds from requiring the eminent domain process.
Citizen Input/Board Review	KCBFO Transportation Committee’s 2022 final report
Legal Review	The City Attorney has been consulted regarding requirements for the City's land purchase.
Alternative Options	N/A
Supporting Documents	Resolution No. 2025-R57 Legal Descriptions for Parcel and ROW to be acquired.

RESOLUTION NO. 2025-R57

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE 0.0076 ACRES LOCATED IN THE ANTON LOCKMAR SURVEY 177, ABSTRACT 310, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS OUT OF LOT 1 OF GLYNN ROSE SUBDIVISION AS RECORDED IN VOLUME 1, PAGE 20 OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS (ROW required for future intersection improvement project at Johns/School intersection- NW corner)

WHEREAS, the City of Boerne is planning a future intersection improvement project at the Johns Rd. and School St. intersection, which requires acquisition of right-of-way land; and

WHEREAS, it has been determined that the purchase of approximately 0.0076 acres located in the Anton Lockmar Survey 177, Abstract 310, in the City of Boerne, Kendall County, Texas, out of Lot 1 of Glynn Rose Subdivision as recorded in Volume 1, Page 20, Official Public Records of Kendall County, Texas, is necessary to facilitate this project; and

WHEREAS, the City Council finds it necessary to authorize the City Manager to purchase said property for an amount not to exceed \$12,374.36, which includes \$11,500.00 to the seller and \$874.36 in settlement charges, for a total acquisition cost of \$12,374.36;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS:

that the City Council hereby authorizes the City Manager to purchase approximately 0.0076 acres located in the Anton Lockmar Survey 177, Abstract 310, out of Lot 1 of Glynn Rose Subdivision, as recorded in Volume 1, Page 20, Official Public Records of Kendall County, Texas, for an amount not to exceed \$12,374.36 and to execute all necessary documents to complete the purchase.

PASSED, APPROVED, and ADOPTED on this the ___ day of _____, 2025.

APPROVED:

Mayor

ATTEST:

City Secretary

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL WARRANTY DEED

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF KENDALL §

That **CLAYSON HOLDINGS LLC, a Limited Liability Company**, in the County of Kendall Texas, whose address is 15303 Huebner Rd., Bldg 16, San Antonio, Texas 78248 ("Grantor"), for and in consideration of the sum of TEN and NO/100 DOLLARS (\$10.00) and other good and valuable consideration paid to the **CITY OF BOERNE, TEXAS**, a home-rule municipality located in Kendall County, Texas ("Grantee"), whose mailing address is 447 N. Main Street, Boerne, Texas 78006, the receipt and sufficiency of which consideration are hereby acknowledged and confessed, has GRANTED, SOLD AND CONVEYED, and by these presents does GRANT, SELL AND CONVEY, unto, Grantee, the property depicted on Exhibit "A" attached hereto and incorporated herein by reference ("Property") subject to all of the reservations, exceptions and other matters set forth or referred to herein.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto in anywise belonging, unto Grantee, and Grantee's successors or assigns, forever; and Grantor does hereby bind Grantor, and Grantor's successors and assigns, to WARRANT AND FOREVER DEFEND all and singular the Property unto Grantee, Grantee's successors and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof by, through or under Grantor, but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

No responsibility for validity of real estate title assumed by attorney preparing this instrument unless a written title opinion rendered.

Signatures to follow.

EXECUTED AND EFFECTIVE as of this ____ day of _____, 2025.

GRANTOR:

**Clayson Holdings LLC,
a Limited Liability Company**

By: _____

Name: _____

Title: _____

THE STATE OF TEXAS §

§

COUNTY OF KENDALL §

BERORE ME, the undersigned authority, on this day personally appeared _____, as the _____ of Clayson Holdings LLC, a Limited Liability Company, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he/she is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 2025.

Notary Public Signature

(seal)

2:27:34 AM

GRANTEE:

CITY OF BOERNE, TEXAS,

a Texas home-rule municipality

By: _____
Ben Thatcher, City Manager

ATTEST:

By: _____
Lori Carroll, City Secretary

THE STATE OF TEXAS §
 §
COUNTY OF KENDALL §

This instrument was acknowledged before me on _____, 2025, by Ben Thatcher, City Manager of the City of Boerne, Texas, a Texas home-rule municipality, on behalf of said municipality.

Notary Public Signature

(seal)

After recording, please return to:
City of Boerne
Attn: Ben Thatcher, City Manager
447 North Main Street
Boerne, Texas 78006

**Metes and Bounds Description
of 0.0076 Acres out of Lot 1, Glynn Rose Subdivision
Boerne, Kendall County, Texas**

Being a 0.0076 acre tract (331 square feet) of land situated in the Anton Lockmar Survey Number 177, Abstract 310, City of Boerne, Kendall County, Texas, out of Lot 1, Glynn Rose Subdivision as recorded in Volume 1, Page 270, Plat Records of Kendall County, Texas, and being more particularly described as follows;

BEGINNING at a 1/2-inch iron rod found at the intersection of the north Right-of-Way (R.O.W.) of Johns Road and the west R.O.W. line of N School Street, being the southeast corner of said Lot 1, for the southeast corner of the tract described herein;

THENCE N 87°06'33" W, coincident with the north R.O.W. line of Johns Road and the south boundary line of said Lot 1, a distance 26.81 feet to a 5/8-inch iron rod with orange cap stamped "MAESTAS" set at the point of curvature of a non-tangent curve to the left, for the southwest corner of the tract described herein, from which a 1/2-inch iron rod found at the southwest corner of a called 0.977 acre tract as described by deed recorded in Volume 371, Page 463, Official Public Records of Kendall County, Texas, bears N 88°10'30" W, a distance of 462.11 feet;

THENCE over and across said Lot 1 the following courses and distances:

Along said curve to the left, having a radius of 35.00 feet, a delta angle of 59°45'28", and an arc length of 36.50 feet, with a chord bearing of N 42°30'37" E, a distance of 34.87 feet to a 5/8-inch iron rod with orange cap stamped "MAESTAS" set at the end of said curve;

N 00°26'40" W, a distance of 11.77 feet to a 5/8-inch iron rod with orange cap stamped "MAESTAS" set at the northwest corner of the tract described herein;

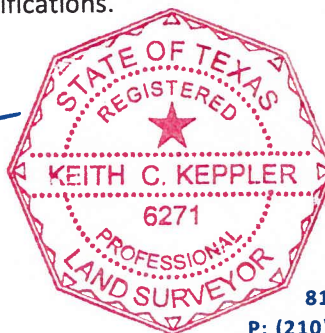
N 89°34'36" E, a distance of 3.20 feet to a 5/8-inch iron rod with orange cap stamped "MAESTAS" set on the west R.O.W. line of N School Street and the east boundary line of said Lot 1, for the northeast corner of the tract described herein, from which a 1/2-inch iron rod found at the northeast corner of said Lot 1 bears N 00°08'55" W, a distance of 357.74 feet;

THENCE S 00°08'55" E, coincident with the west R.O.W. line of N School Street and the east boundary line of said Lot 1, a distance of 38.85 feet to the POINT OF BEGINNING and containing 0.0076 acres, or 331 square feet, of land.

Basis of bearings is the Texas State Plane Coordinate System, NAD83, South Central Zone (4204). A survey plat accompanies this description of even date.

I hereby certify that this Metes and Bounds description was prepared from an actual survey made on the ground under my supervision on October 24, 2024, and substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications.


Keith C. Keppler
Registered Professional Land Surveyor
Texas No. 6271



8122 Datapoint Dr., Ste 840, San Antonio, TX 78229
P: (210) 366-1988 | TBPE No. F-333 | TBPLS No. 10194506

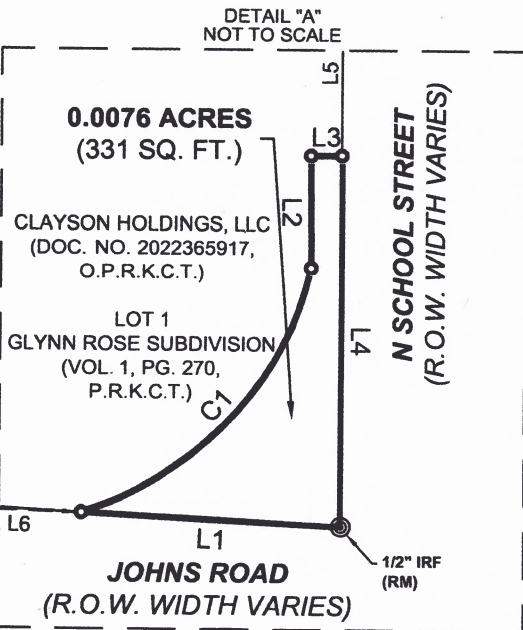
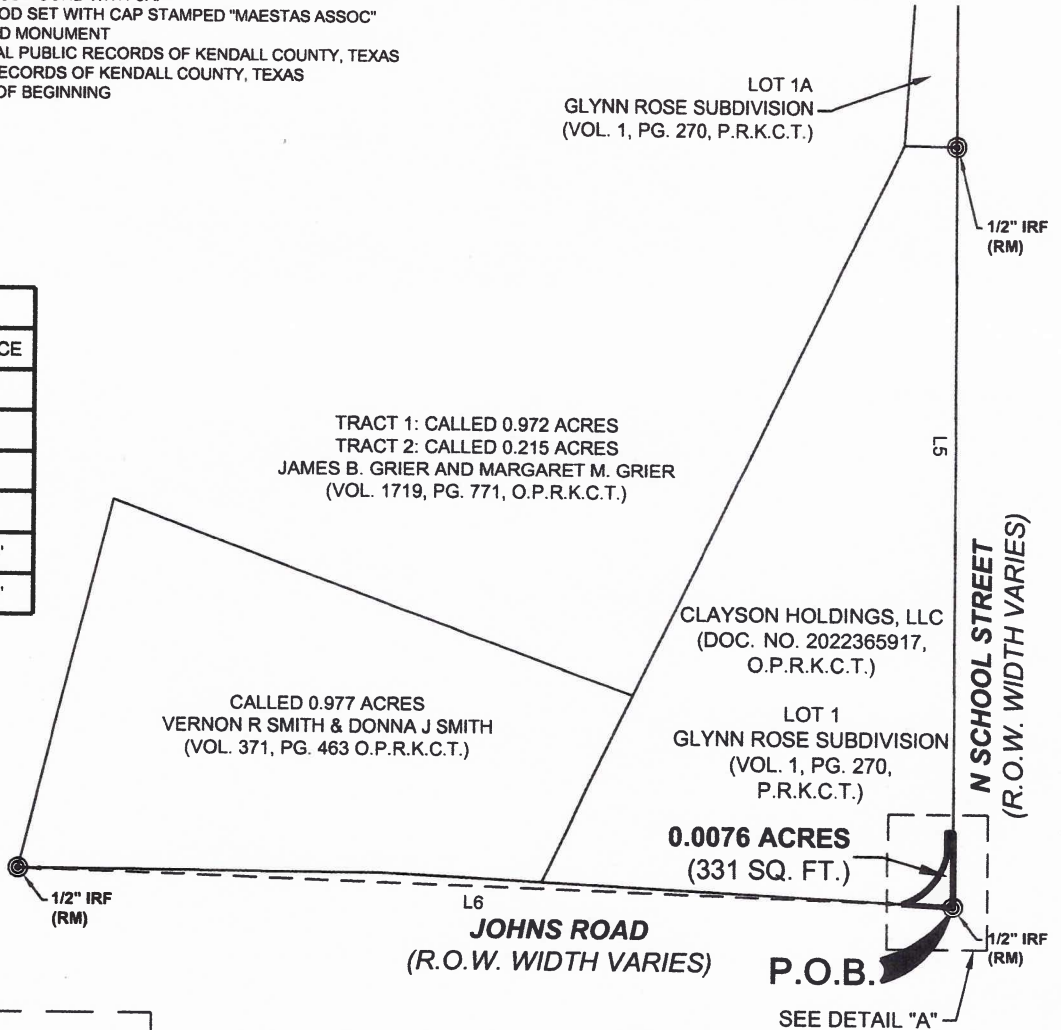
LEGEND

- IRF = IRON ROD FOUND
- IRFC = IRON ROD FOUND WITH CAP
- IRSC = IRON ROD SET WITH CAP STAMPED "MAESTAS ASSOC"
- RM = RECORD MONUMENT
- O.P.R.K.C.T. = OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS
- P.R.K.C.T. = PLAT RECORDS OF KENDALL COUNTY, TEXAS
- P.O.B. = POINT OF BEGINNING



SCALE 1" = 100'

LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	N87° 06' 33"W	26.81'
L2	N00° 26' 40"W	11.77'
L3	N89° 34' 36"E	3.20'
L4	S00° 08' 55"E	38.85'
L5	N00° 08' 55"W	357.74'
L6	N88° 10' 30"W	462.11'



CURVE TABLE					
CURVE NO.	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	36.50'	35.00'	59°45'28"	N42° 30' 37"E	34.87'

GENERAL NOTES:

1. THE BASIS OF BEARINGS IS THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD 83, SOUTH CENTRAL ZONE (4204), AS ESTABLISHED BY GPS OBSERVATIONS.
2. DISTANCES SHOWN HEREON ARE SURFACE VALUES DERIVED BY MULTIPLYING NAD 83 GRID COORDINATES BY THE SURFACE ADJUSTMENT FACTOR OF 1.00017.
3. A METES AND BOUNDS DESCRIPTION ACCOMPANIES THIS PLAT OF EVEN DATE.
4. SURVEY WAS COMPLETED ON OCTOBER 24, 2024.
5. 5/8-INCH IRON ROD WITH CAP STAMPED "MAESTAS" SET AT ALL CORNERS UNLESS DENOTED OTHERWISE.



MAESTAS 8122 DATAPOINT DR., STE. 840
SAN ANTONIO, TX 78229
(210) 366-1988
TBPE No.: F-333 TBPLS No.: 10194506

BOUNDARY SURVEY
BEING 0.0076 ACRES
OUT OF LOT 1
GLYNN ROSE SUBDIVISION
VOLUME 1, PAGE 270, P.R.K.C.T.
410 N SCHOOL STREET, BOERNE, TX 78006

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION AND SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS.

Keith C. Keppler 3/3/2025

KEITH C. KEPPLER, RPLS TEXAS NO. 6271

SCALE 1" = 100'	PROJECT NO.: M354	DATE: 2024-11-05
DRAWN BY: JAE	CHECKED BY: KCK	SHEET NO.: 2 OF 2 31



NO.	DESCRIPTION	QUANTITY	UNIT	AMOUNT
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NO.	DESCRIPTION	QUANTITY	UNIT	AMOUNT
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AGENDA ITEM SUMMARY

Agenda Date	August 26, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R58; A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE 0.0208 ACRES LOCATED IN THE ANTON LOCKMAR SURVEY 178, ABSTRACT 311, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS AND ALL BEING A PORTION OF THAT CALLED LOT 1 OF BUFFALO CREEK SUBDIVISION TRACT OF LAND AS DESCRIBED BY DEED RECORDS IN VOLUME 2, PAGE 164, OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS. <i>(ROW required for future intersection improvement project at Johns/School intersection-SW corner)</i>
Contact Person	Jeffrey Carroll – Engineering & Mobility Director
Background Information	<p>In November 2022, Boerne voters approved \$23 million in bond funding for street and mobility improvements (Proposition A). Following this approval, City staff selected a qualified design firm from our on-call engineering consultants to begin designing the bond projects.</p> <p>One of the proposed projects is at the intersection of School Street and Johns Road. This location was identified as a priority by the Kendall County, Boerne, and Fair Oaks (KCBFO) Transportation Citizen Committee, which recommended a roundabout in its 2022 final report. The City’s Mobility Master Plan, finalized in 2023, also recommended a single-lane roundabout at this location.</p> <p>Design of the roundabout began in spring 2023 and is now nearly complete. During the design process, it was determined that additional roadway right-of-way (ROW) will be needed for construction. The project requires ROW acquisition from two private landowners and Boerne ISD. The total project cost includes construction, ROW acquisition, and utility relocations.</p> <p>City staff and the project’s ROW agent have met with the landowners. A purchase offer based on appraised fair market value was made and has been accepted by the landowner.</p>

Strategic Alignment	F2 – Investing in and maintaining high-quality infrastructure systems and public assets. B2 – Advancing master plan recommendations.
Financial Considerations	Mutually acceptable purchase of land and easements from private citizens will save delays and add additional funds from requiring the eminent domain process.
Citizen Input/Board Review	KCBFO Transportation Committee’s 2022 final report, 2022 Bond Proposition A voter approval
Legal Review	The City Attorney has been consulted on the requirements for the purchase of land by the City.
Alternative Options	N/A
Supporting Documents	Resolution No. 2025-R58 Legal Descriptions for Parcel and ROW to be acquired.

RESOLUTION NO. 2025-R58

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE 0.0208 ACRES LOCATED IN THE ANTON LOCKMAR SURVEY 178, ABSTRACT 311, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS AND ALL BEING A PORTION OF THAT CALLED LOT 1 OF BUFFALO CREEK SUBDIVISION TRACT OF LAND AS DESCRIBED BY DEED RECORDS IN VOLUME 2, PAGE 164, OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS (ROW required for future intersection improvement project at Johns/School intersection- SW corner)

WHEREAS, the City of Boerne is planning a future intersection improvement project at the Johns Rd. and School St. intersection, which requires acquisition of right-of-way land; and

WHEREAS, it has been determined that the acquisition of approximately 0.0208 acres located in the Anton Lockmar Survey 178, Abstract 311, in the City of Boerne, Kendall County, Texas, and being a portion of that called Lot 1 of Buffalo Creek Subdivision tract of land as described by deed records in Volume 2, Page 164, Official Public Records of Kendall County, Texas, is necessary for the successful implementation of the project; and

WHEREAS, the City Council finds it necessary to authorize the City Manager to purchase said property for an amount not to exceed \$22,840.83, which includes \$22,000.00 to the seller and \$840.83 in settlement charges, for a total acquisition cost of \$22,840.83;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS:

that the City Council hereby authorizes the City Manager to purchase approximately 0.0208 acres located in the Anton Lockmar Survey 178, Abstract 311, being a portion of Lot 1 of Buffalo Creek Subdivision tract of land as described in Volume 2, Page 164, Official Public Records of Kendall County, Texas, for an amount not to exceed \$22,840.83, and to execute all necessary documents to complete the purchase.

PASSED, APPROVED, and ADOPTED on this the ___ day of _____, 2025.

APPROVED:

Mayor

ATTEST:

City Secretary

**Metes and Bounds Description
of 0.0208 Acres out of Lot 1, Buffalo Creek Subdivision
Boerne, Kendall County, Texas**

Being a 0.0208 acre tract (906 square feet) of land situated in the Anton Lockmar Survey Number 178, Abstract 311, city of Boerne, Kendall County, Texas, out of Lot 1, Buffalo Creek Subdivision as recorded in Volume 2, Page 164, Plat Records of Kendall County, Texas, and being more particularly described as follows;

BEGINNING at a 5/8-inch iron rod with orange cap stamped "MAESTAS" set on the west Right-of-Way (R.O.W.) line of School Street (variable width R.O.W.) and the east boundary line of said Lot 1, for the southeast corner of the tract described herein, from which a 1/2-inch iron rod found at the southeast corner of said Lot 1 bears S 00°27'26" E (record call of S 00°24' E), a distance 154.25 feet;

THENCE over and across said Lot 1 the following courses and distances:

S 89°32'34" W, a distance 13.27 feet to a MagNail set in concrete at the southwest corner of the tract described herein;

N 00°27'26" W, a distance of 35.81 feet to a 5/8-inch iron rod with orange cap stamped "MAESTAS" set at the point of curvature of a curve to the left;

Along said curve to the left, having a radius of 120.75 feet, a delta angle of 13°16'03", and an arc length of 27.96 feet, with a chord bearing of N 39°09'12" W, a distance of 27.90 feet to a 5/8-inch iron rod with orange cap stamped "MAESTAS" set on the south R.O.W. line of Johns Road and the north boundary line of said Lot 1, for the northwest corner of the tract described herein;

THENCE S 86°34'26" E, coincident with the south R.O.W. line of Johns Road and the north boundary line of said Lot 1, a distance of 30.78 feet to a MagNail set in concrete at the northeast corner of said Lot 1, being at the intersection with the west R.O.W. line of School Street, for the northeast corner of the tract described herein;

THENCE S 00°27'26" E, coincident with the west R.O.W. line of School Street and the east boundary line of said Lot 1, a distance of 55.50 feet to the POINT OF BEGINNING and containing 0.0208 acres, or 906 square feet, of land.

Basis of bearings is the Texas State Plane Coordinate System, NAD83, South Central Zone (4204). An survey plat accompanies this description of even date.

I hereby certify that this Metes and Bounds description was prepared from an actual survey made on the ground under my supervision on October 24, 2024, and substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications.

Keith C. Keppler 3/3/2025

Keith C. Keppler
Registered Professional Land Surveyor
Texas No. 6271



JOHNS ROAD
(VARIABLE WIDTH R.O.W.)

SCALE 1" = 60'

0.0208 ACRES
(906 SQ. FT.)

THE BOERNE ENGLISH
CONGREGATION OF JEHOVAHS WITNESSES
(VOL. 904, PG. 697, O.P.R.K.C.T.)

LOT 1
BUFFALO CREEK
(VOL. 2, PG. 164, P.R.K.C.T.)

LOT 2
BUFFALO CREEK
(VOL. 2, PG. 164, P.R.K.C.T.)

SCHOOL STREET
(VARIABLE WIDTH R.O.W.)

LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	S89° 32' 34"W	13.27'
L2	N00° 27' 26"W	35.81'
L3	S86° 34' 26"E	30.78'
L4	S00° 27' 26"E	55.50'

S00°27'26"E 154.25'

S00°27'26"E 110.00'

1/2" IRF (RM)

5/8" IRF (RM)

LEGEND

- IRF = IRON ROD FOUND
- IRFC = IRON ROD FOUND WITH CAP
- IRSC = IRON ROD SET WITH CAP STAMPED "MAESTAS ASSOC"
- MON = MONUMENT
- SMN = SET MAG NAIL
- RM = RECORD MONUMENT
- O.P.R.K.C.T. = OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS
- P.R.K.C.T. = PLAT RECORDS OF KENDALL COUNTY, TEXAS
- P.O.B. = POINT OF BEGINNING

GENERAL NOTES:

1. THE BASIS OF BEARINGS IS THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD 83, SOUTH CENTRAL ZONE (4204), AS ESTABLISHED BY GPS OBSERVATIONS.
2. DISTANCES SHOWN HEREON ARE SURFACE VALUES DERIVED BY MULTIPLYING NAD 83 GRID COORDINATES BY THE SURFACE ADJUSTMENT FACTOR OF 1.00017.
3. A METES AND BOUNDS DESCRIPTION ACCOMPANIES THIS PLAT OF EVEN DATE.
4. SURVEY WAS COMPLETED ON OCTOBER 24, 2024.

CURVE TABLE					
CURVE NO.	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	27.96'	120.75'	13° 16' 03"	N39° 09' 12"W	27.90'



I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION AND SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS.

Keith C. Keppler 3/3/2025
KEITH C. KEPPLER, RPLS TEXAS NO. 6271

MAESTAS 8122 DATAPOINT DR., STE. 840
SAN ANTONIO, TX 78229
(210) 366-1988

TBPE No.: F-333 TBPLS No.: 10194506

BOUNDARY SURVEY
BEING 0.0208 ACRES
OUT OF LOT 1
BUFFALO CREEK SUBDIVISION
VOLUME 2, PAGE 164
PLAT RECORDS OF KENDALL COUNTY, TEXAS
304 N SCHOOL STREET, BOERNE, TX 78006

SCALE 1" = 60'	PROJECT NO.: M354	DATE: 2024-10-
DRAWN BY: JAE	CHECKED BY: KCK	SHEET NO.: 2 OF 2

EXHIBIT "B"
Special Warranty Deed

See Attached.

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL WARRANTY DEED

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF KENDALL §

That Jonathan P. Copeland, Brett Thomas Fedor, and Richard Webster, Jr., **all in the capacities of Trustees of the Board of Trustees for ENGLISH CONGREGATION OF JEHOVAH’S WITNESSES**, Boerne, Texas, in the County of Kendall Texas, whose address is 304 N. School Street, Boerne, Texas 78006 ("Grantor"), for and in consideration of the sum of TEN and NO/100 DOLLARS (\$10.00) and other good and valuable consideration paid by the **CITY OF BOERNE, TEXAS**, a home-rule municipality located in Kendall County, Texas (“Grantee”), whose mailing address is 447 N. Main Street, Boerne, Texas 78006, the receipt and sufficiency of which consideration are hereby acknowledged and confessed, has GRANTED, SOLD AND CONVEYED, and by these presents does GRANT, SELL AND CONVEY, unto, Grantee, the property depicted on Exhibit “A” attached hereto and incorporated herein by reference ("Property") subject to all of the reservations, exceptions and other matters set forth or referred to herein.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto in anywise belonging, unto Grantee, and Grantee's successors or assigns, forever; and Grantor does hereby bind Grantor, and Grantor's successors and assigns, to WARRANT AND FOREVER DEFEND all and singular the Property unto Grantee, Grantee's successors and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof by, through or under Grantor, but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

No responsibility for validity of real estate title assumed by attorney preparing this instrument unless a written title opinion rendered.

Reservation from and Exceptions to Conveyance and Warranty:

Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, other instruments, other than liens and conveyances that affect the property; any discrepancies, conflicts, or shortages in area or boundary lines; and any encroachments or overlapping of improvements.

Signatures to follow

EXECUTED AND EFFECTIVE as of this ____ day of _____, 2025.

GRANTOR:

**ENGLISH CONGREGATION OF JEHOVAH’S
WITNESSES, BOERNE, TEXAS**

By: _____
Jonathan P. Copeland, Trustee

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared Jonathan P. Copeland, as the Trustee of English Congregation of Jehovah’s Witnesses, Boerne, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he/she is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 2025.

Notary Public Signature

(seal)

GRANTOR:

**ENGLISH CONGREGATION OF JEHOVAH'S
WITNESSES, BOERNE, TEXAS**

By: _____
Brett Thomas Fedor, Trustee

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared Brett Thomas Fedor, as the Trustee, of English Congregation of Jehovah's Witnesses, Boerne, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he/she is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 2025.

Notary Public Signature

(seal)

GRANTOR:

**ENGLISH CONGREGATION OF JEHOVAH'S
WITNESSES, BOERNE, TEXAS**

By: _____
Richard Webster, Jr., Trustee

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared Richard Webster, Jr., as the Trustee, of English Congregation of Jehovah's Witnesses, Boerne, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he/she is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 2025.

Notary Public Signature

(seal)

GRANTEE:

CITY OF BOERNE, TEXAS,

a Texas home-rule municipality

By: _____
Ben Thatcher, City Manager

ATTEST:

By: _____
Lori Carroll, City Secretary

THE STATE OF TEXAS §
 §
COUNTY OF KENDALL §

This instrument was acknowledged before me on _____, 2025, by Ben Thatcher, City Manager of the City of Boerne, Texas, a Texas home-rule municipality, on behalf of said municipality.


Notary Public Signature

(seal)

After recording, please return to:
City of Boerne
Attn: Ben Thatcher, City Manager
447 North Main Street
Boerne, Texas 78006



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	PRESENTATION, PUBLIC HEARING AND APPROVE ON FIRST READING ORDINANCE NO. 2025-10; AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF. <i>(Ordinance adopting the budget)</i>
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>The total Fiscal Year 2026 annual budget of \$180,891,330 is supported by the proposed tax rate of \$0.4716/\$100 valuation. The proposed annual budget is available on the City’s website.</p> <p>The vote on the ordinance must be a record vote.</p>
Strategic Alignment	F1: Committing to strategic, responsible, and conservative financial management.
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-10 Public Hearing – Budget

ORDINANCE NO. 2025-10

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, IN ACCORDANCE WITH CHAPTER 102 OF THE LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIUS AMOUNTS THEREOF

WHEREAS, in accordance with Section 6.02 of the City Charter and Section 102.005 of the Texas Local Government Code, the City Manager, on August 8, 2025, prepared and filed with the City Secretary and had placed on the City’s website for at least thirty (30) days available for inspection by any taxpayer, a proposed budget for the City of Boerne, Texas, for the fiscal year beginning October 1, 2025, and ending September 30, 2026.

WHEREAS, in accordance with the City Charter and the Texas Local Government Code, and after providing the required public notice in the City’s official newspaper not less than ten days prior to the date of the public hearing, a public hearing was duly held on August 26, 2025, at the time and place set forth in the public notice, at which time all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

WHEREAS, after due deliberation, study, and consideration of the proposed budget, to include the opportunity of making any amendments to the budget proposed by the City Manager that City Council has determined are (1) warranted by law or (2) in the best interest of the taxpayers of the City, City Council is of the opinion that the Official Budget for the Fiscal Year 2025-2026, with any such amendments described and discussed, should be approved and adopted, in accordance with the City Charter and the Texas Local Government Code.

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

SECTION 1. The Official Budget of the City of Boerne, Texas, a copy of which is on file in the office of the City Secretary and on the City’s and incorporated herein by reference as if fully set out herein, is adopted, in accordance with Article VI of the City Charter and Chapter 102 of the Texas Local Government Code.

SECTION 2. The appropriations by department, fund, or other organization unit and the authorization and allocation for each program or activity are hereby deemed to provide a complete financial plan of City funds and activities for the Fiscal Year 2025-2026, in accordance with the City Charter and the Texas Local Government Code.

SECTION 3. The provisions of this Ordinance are to be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent with or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent of any such inconsistency or conflict.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Boerne, Texas, hereby declares that it would have passed this Ordinance and each section, subsection, sentence,

clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 5. The City Manager is authorized to make certain adjustments to the Fiscal Year 2025-2026 Annual Budget without further approval from City Council as stipulated in Article VI of the City Charter and Section III of the City of Boerne Fiscal and Budget Policy approve by City Council.

PASSED AND APPROVED on this the first reading the __ day of _____, 2025.

PASSED, APPROVED AND ADOPTED on this the second reading the __ day of _____, 2025.

APPROVED:

Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney



Norma Schmelling

Norma Sue Inman Cude Schreiner Schmelling died on Aug. 7, 2025, after a lifetime battle against convention, boredom, hypocrisy and old age. She was born Aug. 6, 1944, to the Rev. S. Montford and Norma Binford Inman. She was preceded in death by all her family members, most of her ex-husbands and lovers, and numerous cats, dogs, horses, and birds.

She was born in El Campo, Texas, and made her first move at the age of 5 to Freer, Texas. At the age of 12 and against her will, she followed her parents to Houston. From there she moved on to Austin, San Francisco, Salado, Texas, Leavenworth, Kansas, Honolulu, Hawaii, San



SCHMELLING
Aug. 6, 1944 -
Aug. 7, 2025

Antonio, Texas, Bandera, Texas, and her last move to Fair Oaks Ranch, Texas.

After the last move she said that she hoped her next move would be to the grave with someone else doing the heavy lifting. She got her wish.

Like her husbands, her careers were many and varied. She worked as a secretary to put her first husband through school. After receiving a master's in political science, she was hired to be the Texas lobbyist for the Equal

Rights Amendment. That provided the springboard to other political jobs including fundraising, political campaigns, and lobbying for various interest groups.

After marrying her third or fourth husband, depending on how you count them, she began a career in human resources which culminated in being vice president of employee relations for a Fortune 500 company.

She taught political science courses as an adjunct instructor for more than 15 years.

At 70, she started a new career as a writer. She wrote columns on her travels for the Hill Country Weekly newspaper. She also published an essay

titled "An Old Soul" in the anthology "Kid Me Not."

She wrote a blog about her many and varied experiences and during the pandemic wrote a memoir, "Eight Miles from the Front Gate" about being married to Charles Schreiner III and living on the Y.O. Ranch.

Of all her accomplishments, she considers being a good friend as the most important.

She began traveling at the age of 70 after becoming a widow. Most of her trips centered on seeing animals. These trips took her on a classic safari to Kenya and Tanzania, to Japan to see snow monkeys basking in hot springs, to the Arctic Circle to see polar bears and

snow foxes, hiking into the forests of Uganda and Rwanda to see mountain gorillas, to Antarctica to see penguins, seals, and whales, and on a horseback trek across the Mongolian steppes.

She also went to Paris, on a river cruise of Southern France, on a Mediterranean cruise, a Nile River cruise, and attended a course on the British monarchy at Oxford University.

Her final accomplishment at 70 was meeting the man with whom she had her best relationship and the most fun and laughter, Harold Prasatik. He survives her and will miss her Texas accent and lack of logical thinking.

She wrote this obituary and asks her friends to

remember her by donating to their local animal shelter or any other animal-related organization. Her favorite was the Pets Alive group that saves so many animals that would otherwise be euthanized.

Norma's remains will be buried in the Prasatik family plot at Davis Greenlawn Cemetery in Rosenberg, Texas, in a private ceremony. A memorial service celebrating Norma's life is being planned for a later date. Her obituary page at PorterLoring.com will be updated when details are available.

You are invited to sign the Guestbook at www.porterloring.com. Arrangements with Porter Loring Mortuary of San Antonio.

— PAID OBITUARY —

Alexis Aileen Short

Alexis Aileen (Dupler) Short, beloved wife, mother, grandmother and friend, passed away at the age of 78 in Boerne, Texas on Aug. 7, 2025, surrounded by the love of her family and faith.

Her journey began on Nov. 6, 1946, in Athens, Ohio, where she was born to Ralph Gilbert Dupler and Mary Jean (Rauch) Dupler, and from the start, her life was marked by kindness, devotion, and grace.

Alexis graduated from Athens High School in 1964 before earning her Bachelor's degree in Business Administration from the University of Miami in 1968. Her university years were filled with friendships and leadership, most notably as an active member and chapter president of the Chi Omega sorority, where she inspired others with her warmth and integrity.

After college, Alexis stayed in Miami, embarking on her career in



SHORT
Nov. 6, 1946 -
Aug. 7, 2025

insurance, and in 1971 her life changed forever when she met Jack Edward Short on a blind date. Their love blossomed, and they wed on Nov. 25, 1972, in Coral Gables, Florida, building a life together grounded in faith and love. Alexis was the proud mother of two daughters, Shannon Elizabeth Short (deceased) and Nicole Aileen (Short) Bishop, and she devoted herself fully to her family, cherishing every moment shared.

Though Alexis moved frequently to new places to support her husband's career, she still had a successful career in the insurance field for twelve years. Eventually, she chose to leave her professional pursuits to focus on being a nurturing wife and mother, embracing her role with

the same passion and devotion she brought to every aspect of her life.

Alexis's faith was the cornerstone of her life. She was a devoted Christian, actively participating in her prayer group and Sunday school at First Baptist Church of Boerne. Her spirit radiated warmth and generosity, and she shared her love of painting, swimming, reading, family, canasta, and the Word of God with all who knew her. Alexis lived each day with gratitude, finding beauty in simple joys and encouraging others to do the same.

Alexis is survived by her loving husband, Jack Edward Short; her cherished daughter Nicole Bishop, devoted son-in-law Bryan Bishop, and precious granddaughter Sloane Shannon Bishop of Boerne, Texas. She will also be missed by her sister-in-law Judy Dupler, niece Jean

See **SHORT**, page 9

Doris A. McKenzie Hastings

Doris A. Hastings, lovingly known as Mom, Grandma and MawMaw, passed away peacefully at the age of 89 on July 19, 2025, at her home in Boerne, Texas, surrounded by the love and comfort of her family.

Born on Sept. 20, 1935, in Atascosa County, Texas, Doris was the cherished daughter of the late Hugh and Frances McKenzie. On Nov. 12, 1961, she married Clinton Hastings, in San Antonio, Texas. Together, they built a life grounded in love, devotion and family. Their marriage spanned nearly 47 years until Clinton's passing.

Doris retired from Southwestern Bell after a long and dedicated career. Those who knew Doris will remember her for her deep devotion to her family, her generous heart, and her unwaver-



HASTINGS
Sept. 20, 1935 -
July 19, 2025

ing faith.

They will also smile at the memory of her legendary stubbornness — a trait that showed up in her determination to do things her own way, stand firm in her beliefs, and fight for the people and causes she loved.

That same steadfast spirit carried her through life's challenges with grit and grace.

She was preceded in death by her husband Clinton Hastings, her parents Hugh and Frances McKenzie, her sister Pat Wells, and her beloved granddaughter Katie Scarlet.

She is survived by her sons Jeff Hastings, Bruce Hastings, and Chris Hast-

ings and wife Lisa; her sister Darlene White and husband Morris; grandchildren Valisa, Waylon and wife Brooke, Dakota and husband Conor, Ryleigh, and Lawson; great-granddaughter Jamesina; and numerous nieces and nephews who will continue to carry her memory forward.

Doris' life was a testament to love, faith, family and the quiet strength of a woman who refused to give up, no matter what.

In accordance with her wishes, no formal services will be held. A private celebration of life will be held at a later date.

Doris will be remembered for her unwavering love for her family, her enduring strength, and the gentle wisdom she shared throughout her long and beautiful life.

— PAID OBITUARY —

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Boerne, Texas will hold a Public Hearing on August 26, 2025 at 6:00 p.m., and a second Public Hearing on September 9, 2025 in the City Council Chambers located at 447 North Main Street, Boerne, Texas, to discuss the proposed budget for the fiscal year October 1, 2025 through September 30, 2026.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,083,612 which is a 6.8 percent increase from last year's budget, and of that amount, \$266,194 is the tax revenue to be raised from new property added to the tax roll this year.

All interested parties are encouraged to attend. The proposed budget is accessible from the City's website homepage at <https://www.ci.boerne.tx.us/>

The following is required by H.B. 1522 and shows for the median-valued homestead property, a comparison of the property tax bill in dollars from the current fiscal year to an estimate of the property tax bill in dollars for the same property for the upcoming fiscal year if the City's proposed budget is adopted and if the budget funded by the no-new-revenue rate is adopted instead.

	2024 Adopted	2025 Proposed	2025 No-new-revenue
Total Tax Rate (per \$100 of value)	0.4716	0.4716	0.4615
Average homestead taxable value	\$ 462,836	\$ 485,421	\$ 485,421
Tax on Average Homestead	\$ 2,183	\$ 2,289	\$ 2,240

s/s Lori A. Carroll, City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

The City of Boerne Council Chambers is wheelchair accessible. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 830-249-9511.

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.4716 per \$100 valuation has been proposed by the governing body of CITY OF BOERNE.

PROPOSED TAX RATE	\$0.4716 per \$100
NO-NEW-REVENUE TAX RATE	\$0.4615 per \$100
VOTER-APPROVAL TAX RATE	\$0.4865 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for CITY OF BOERNE from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that CITY OF BOERNE may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that CITY OF BOERNE is proposing to increase property taxes for the 2025 tax year.

A public hearing on the proposed tax rate will be held on SEPTEMBER 9, 2025, at 6:00 PM at 447 N. Main St., Boerne, TX.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, CITY OF BOERNE is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Council of CITY OF BOERNE at their offices or by attending the public meeting mentioned above.

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount = (tax rate) x (taxable value of your property) / 100

FOR the proposal: TY WOLOSIN, JOE BATEMAN, QUINTEN SCOTT, BRET BUNKER, JOSEPH MACALUSO

AGAINST the proposal: N/A

PRESENT and not voting: FRANK RITCHIE

ABSENT: N/A

Visit Texas.gov/PropertyTaxes to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by CITY OF BOERNE last year to the taxes proposed to be imposed on the average residence homestead by CITY OF BOERNE this year.

	2024	2025	Change
Total tax rate (per \$100 of value)	\$0.4716	\$0.4716	No change
Average homestead taxable value	\$462,836	\$485,421	Increase of \$22,585, or 4.88%
Tax on average homestead	\$2,183	\$2,289	Increase of \$107, or 4.88%
Total tax levy on all properties	\$16,171,183	\$17,125,753	Increase of \$954,570, or 5.90%

For assistance with tax calculations, please contact the tax assessor for CITY OF BOERNE at 830-249-8012 or crystal.rivera@kendallad.org, or visit www.kendallad.org for more information.



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	PRESENTATION AND APPROVE ON FIRST READING ORDINANCE NO. 2025-11; AN ORDINANCE SETTING THE AD VALOREM PROPERTY TAX RATE FOR THE 2025 TAX YEAR AT 47.16 CENTS PER EACH \$100 OF TAXABLE VALUE. (<i>Ordinance adopting tax rate</i>)
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>The tax rate being proposed is below the voter approval rate, and this item is the first reading of an ordinance to adopt the tax rate. A meeting to adopt the rate with the second reading of the tax rate ordinance will occur on September 9, 2025. All applicable notices per law have been posted.</p> <p>The proposed tax rate is \$0.4716 per \$100 valuation which is the same as the rate for Tax Year 2024 (Fiscal Year 2024-2025).</p> <p>According to Texas Tax Code 26.05, the vote on this ordinance must be a record vote.</p>
Strategic Alignment <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F1: Committing to strategic, responsible, and conservative financial management.
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-11 Public Hearing - Tax

ORDINANCE NO. 2025-11

AN ORDINANCE SETTING THE AD VALOREM PROPERTY TAX RATE FOR THE 2025 TAX YEAR AT 47.16 CENTS PER EACH \$100 OF TAXABLE VALUE

WHEREAS, Texas Local Government Code gives the City of Boerne City Council the authority to levy an ad valorem tax on real property within the territorial limits of the City; and

WHEREAS, all notices of public meeting held on September 9, 2025, as required by law as a prerequisite to the passage, approval, and adoption of said tax rate ordinance have been timely and properly given;

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

Section 1. The City Council levies, approves, and orders to be assessed and collected for Fiscal Year 2025-2026 on all property in the corporate limits of the City of Boerne that is not exempt from taxation, a property (ad valorem) tax at the rate of 47.16 cents per \$100 of taxable value and shall be apportioned and distributed as follows:

- a. For the payment of current expenses to be deposited in the general fund for the purposes of paying maintenance and operation expenditures of the City for the coming year of 35.32 cents per each \$100 of taxable value.
AND
- b. To provide for a sinking fund for the payment of the principal and interest and the retirement of the bonded debt of the City as it becomes due 11.84 cents per \$100 of taxable value.

Section 2. This tax rate will raise more taxes for maintenance and operations than last year's tax rate. The tax rate will effectively be increased by 1.8 percent and will increase taxes for maintenance and operations on a \$100,000 home by approximately \$6.24.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND APPROVED on this the first reading the ___ day of _____, 2025.

PASSED, APPROVED AND ADOPTED on this the second reading the ___ day of _____, 2025.

APPROVED:

ATTEST:

Mayor

City Secretary

APPROVED AS TO FORM:

City Attorney



Norma Schmelling

Norma Sue Inman Cude Schreiner Schmelling died on Aug. 7, 2025, after a lifetime battle against convention, boredom, hypocrisy and old age. She was born Aug. 6, 1944, to the Rev. S. Montford and Norma Binford Inman. She was preceded in death by all her family members, most of her ex-husbands and lovers, and numerous cats, dogs, horses, and birds.

She was born in El Campo, Texas, and made her first move at the age of 5 to Freer, Texas. At the age of 12 and against her will, she followed her parents to Houston. From there she moved on to Austin, San Francisco, Salado, Texas, Leavenworth, Kansas, Honolulu, Hawaii, San



SCHMELLING
Aug. 6, 1944 -
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After marrying her third or fourth husband, depending on how you count them, she began a career in human resources which culminated in being vice president of employee relations for a Fortune 500 company.

She taught political science courses as an adjunct instructor for more than 15 years.

At 70, she started a new career as a writer. She wrote columns on her travels for the Hill Country Weekly newspaper. She also published an essay

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Of all her accomplishments, she considers being a good friend as the most important.

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snow foxes, hiking into the forests of Uganda and Rwanda to see mountain gorillas, to Antarctica to see penguins, seals, and whales, and on a horseback trek across the Mongolian steppes.

She also went to Paris, on a river cruise of Southern France, on a Mediterranean cruise, a Nile River cruise, and attended a course on the British monarchy at Oxford University.

Her final accomplishment at 70 was meeting the man with whom she had her best relationship and the most fun and laughter, Harold Prasatik. He survives her and will miss her Texas accent and lack of logical thinking.

She wrote this obituary and asks her friends to

remember her by donating to their local animal shelter or any other animal-related organization. Her favorite was the Pets Alive group that saves so many animals that would otherwise be euthanized.

Norma's remains will be buried in the Prasatik family plot at Davis Greenlawn Cemetery in Rosenberg, Texas, in a private ceremony. A memorial service celebrating Norma's life is being planned for a later date. Her obituary page at PorterLoring.com will be updated when details are available.

You are invited to sign the Guestbook at www.porterloring.com. Arrangements with Porter Loring Mortuary of San Antonio.

— PAID OBITUARY —

Alexis Aileen Short

Alexis Aileen (Dupler) Short, beloved wife, mother, grandmother and friend, passed away at the age of 78 in Boerne, Texas on Aug. 7, 2025, surrounded by the love of her family and faith.

Her journey began on Nov. 6, 1946, in Athens, Ohio, where she was born to Ralph Gilbert Dupler and Mary Jean (Rauch) Dupler, and from the start, her life was marked by kindness, devotion, and grace.

Alexis graduated from Athens High School in 1964 before earning her Bachelor's degree in Business Administration from the University of Miami in 1968. Her university years were filled with friendships and leadership, most notably as an active member and chapter president of the Chi Omega sorority, where she inspired others with her warmth and integrity.

After college, Alexis stayed in Miami, embarking on her career in



SHORT
Nov. 6, 1946 -
Aug. 7, 2025



the same passion and devotion she brought to every aspect of her life.

Alexis's faith was the cornerstone of her life. She was a devoted Christian, actively participating in her prayer group and Sunday school at First Baptist Church of Boerne. Her spirit radiated warmth and generosity, and she shared her love of painting, swimming, reading, family, canasta, and the Word of God with all who knew her. Alexis lived each day with gratitude, finding beauty in simple joys and encouraging others to do the same.

Alexis is survived by her loving husband, Jack Edward Short; her cherished daughter Nicole Bishop, devoted son-in-law Bryan Bishop, and precious granddaughter Sloane Shannon Bishop of Boerne, Texas. She will also be missed by her sister-in-law Judy Dupler, niece Jean

insurance, and in 1971 her life changed forever when she met Jack Edward Short on a blind date. Their love blossomed, and they wed on Nov. 25, 1972, in Coral Gables, Florida, building a life together grounded in faith and love. Alexis was the proud mother of two daughters, Shannon Elizabeth Short (deceased) and Nicole Aileen (Short) Bishop, and she devoted herself fully to her family, cherishing every moment shared.

Though Alexis moved frequently to new places to support her husband's career, she still had a successful career in the insurance field for twelve years. Eventually, she chose to leave her professional pursuits to focus on being a nurturing wife and mother, embracing her role with

See **SHORT**, page 9

Doris A. McKenzie Hastings

Doris A. Hastings, lovingly known as Mom, Grandma and MawMaw, passed away peacefully at the age of 89 on July 19, 2025, at her home in Boerne, Texas, surrounded by the love and comfort of her family.

Born on Sept. 20, 1935, in Atascosa County, Texas, Doris was the cherished daughter of the late Hugh and Frances McKenzie. On Nov. 12, 1961, she married Clinton Hastings, in San Antonio, Texas. Together, they built a life grounded in love, devotion and family. Their marriage spanned nearly 47 years until Clinton's passing.

Doris retired from Southwestern Bell after a long and dedicated career. Those who knew Doris will remember her for her deep devotion to her family, her generous heart, and her unwaver-



HASTINGS
Sept. 20, 1935 -
July 19, 2025

ing faith.

They will also smile at the memory of her legendary stubbornness — a trait that showed up in her determination to do things her own way, stand firm in her beliefs, and fight for the people and causes she loved.

That same steadfast spirit carried her through life's challenges with grit and grace.

She was preceded in death by her husband Clinton Hastings, her parents Hugh and Frances McKenzie, her sister Pat Wells, and her beloved granddaughter Katie Scarlet.

She is survived by her sons Jeff Hastings, Bruce Hastings, and Chris Hast-

ings and wife Lisa; her sister Darlene White and husband Morris; grandchildren Valisa, Waylon and wife Brooke, Dakota and husband Conor, Ryleigh, and Lawson; great-granddaughter Jamesina; and numerous nieces and nephews who will continue to carry her memory forward.

Doris' life was a testament to love, faith, family and the quiet strength of a woman who refused to give up, no matter what.

In accordance with her wishes, no formal services will be held. A private celebration of life will be held at a later date.

Doris will be remembered for her unwavering love for her family, her enduring strength, and the gentle wisdom she shared throughout her long and beautiful life.

— PAID OBITUARY —

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Boerne, Texas will hold a Public Hearing on August 26, 2025 at 6:00 p.m., and a second Public Hearing on September 9, 2025 in the City Council Chambers located at 447 North Main Street, Boerne, Texas, to discuss the proposed budget for the fiscal year October 1, 2025 through September 30, 2026.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,083,612 which is a 6.8 percent increase from last year's budget, and of that amount, \$266,194 is the tax revenue to be raised from new property added to the tax roll this year.

All interested parties are encouraged to attend. The proposed budget is accessible from the City's website homepage at <https://www.ci.boerne.tx.us/>

The following is required by H.B. 1522 and shows for the median-valued homestead property, a comparison of the property tax bill in dollars from the current fiscal year to an estimate of the property tax bill in dollars for the same property for the upcoming fiscal year if the City's proposed budget is adopted and if the budget funded by the no-new-revenue rate is adopted instead.

	2024	2025	2025
	Adopted	Proposed	No-new-revenue
Total Tax Rate (per \$100 of value)	0.4716	0.4716	0.4615
Average homestead taxable value	\$ 462,836	\$ 485,421	\$ 485,421
Tax on Average Homestead	\$ 2,183	\$ 2,289	\$ 2,240

s/s Lori A. Carroll, City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

The City of Boerne Council Chambers is wheelchair accessible. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 830-249-9511.

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.4716 per \$100 valuation has been proposed by the governing body of CITY OF BOERNE.

PROPOSED TAX RATE	\$0.4716 per \$100
NO-NEW-REVENUE TAX RATE	\$0.4615 per \$100
VOTER-APPROVAL TAX RATE	\$0.4865 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for CITY OF BOERNE from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that CITY OF BOERNE may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that CITY OF BOERNE is proposing to increase property taxes for the 2025 tax year.

A public hearing on the proposed tax rate will be held on SEPTEMBER 9, 2025, at 6:00 PM at 447 N. Main St., Boerne, TX.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, CITY OF BOERNE is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Council of CITY OF BOERNE at their offices or by attending the public meeting mentioned above.

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount = (tax rate) x (taxable value of your property) / 100

FOR the proposal: TY WOLOSIN, JOE BATEMAN, QUINTEN SCOTT, BRET BUNKER, JOSEPH MACALUSO

AGAINST the proposal: N/A

PRESENT and not voting: FRANK RITCHIE

ABSENT: N/A

Visit Texas.gov/PropertyTaxes to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by CITY OF BOERNE last year to the taxes proposed to be imposed on the average residence homestead by CITY OF BOERNE this year.

	2024	2025	Change
Total tax rate (per \$100 of value)	\$0.4716	\$0.4716	No change
Average homestead taxable value	\$462,836	\$485,421	Increase of \$22,585, or 4.88%
Tax on average homestead	\$2,183	\$2,289	Increase of \$107, or 4.88%
Total tax levy on all properties	\$16,171,183	\$17,125,753	Increase of \$954,570, or 5.90%

For assistance with tax calculations, please contact the tax assessor for CITY OF BOERNE at 830-249-8012 or crystal.rivera@kendallad.org, or visit www.kendallad.org for more information.



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2025-12; AN ORDINANCE ADOPTING THE FISCAL YEAR 2026 CAPITAL IMPROVEMENT PLAN AND APPROPRIATING FUNDS FOR FISCAL YEAR 2026 CAPITAL PROJECTS.
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>The Capital Improvement Plan (CIP) is a planning document that identifies and prioritizes major capital projects to support infrastructure, facilities, and equipment needs over a multi-year period. Adoption of the CIP by ordinance establishes funding appropriations for the first year of the plan—Fiscal Year 2026 (October 1, 2025 through September 30, 2026)—and provides a planning framework for future years.</p> <p>The proposed Fiscal Year 2026 CIP includes projects across utilities, transportation, facilities, and parks that support the City Council’s strategic priorities and long-term service delivery. While only the first year is formally appropriated with this ordinance, the full plan serves as a guide for capital planning and budgeting decisions in subsequent years.</p> <p>Approval on first reading allows for consideration and adoption of the ordinance, scheduled for September 9, 2025.</p>
Strategic Alignment	F1: Committing to strategic, responsible, and conservative financial management.
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-12 The City’s Fiscal Year 2026-2029 Capital Improvement Plan is attached

ORDINANCE NO. 2025-12

AN ORDINANCE ADOPTING THE FISCAL YEAR 2026 CAPITAL IMPROVEMENT PLAN AND APPROPRIATING FUNDS FOR FISCAL YEAR 2026 CAPITAL PROJECTS

WHEREAS, the Capital Improvement Plan (CIP) serves as a multi-year planning tool to identify and prioritize major infrastructure, facility, and equipment needs for the City of Boerne; and

WHEREAS, the adoption of the Capital Improvement Plan (CIP) by ordinance formally appropriates funding for projects scheduled in Fiscal Year 2026 (October 1, 2025 – September 30, 2026) and guides long-term capital planning efforts; and

WHEREAS, the proposed Fiscal Year 2026 Capital Improvement Plan (CIP) includes projects across utilities, transportation, facilities, and parks that support City Council’s strategic priorities and long-term service goals;

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

Section 1.

The City Council hereby adopts the Fiscal Year 2026 Capital Improvement Plan as presented and reviewed, recognizing its role in shaping long-term infrastructure and service delivery priorities.

Section 2.

Funding is hereby appropriated for all capital projects identified for Fiscal Year 2026 in the adopted Capital Improvement Plan, covering the period from October 1, 2025, through September 30, 2026.

Section 3.

The City Manager is authorized to implement the Fiscal Year 2026 capital projects in accordance with the adopted plan, including the authority to execute contracts, approve expenditures, and take other necessary actions consistent with the appropriated budget and applicable laws.

Section 4.

This ordinance shall take effect immediately upon its passage and approval, with final adoption scheduled for September 9, 2025.

PASSED AND APPROVED on this the first reading the ___ day of _____, 2025.

PASSED, APPROVED AND ADOPTED on this the second reading the ___ day of _____, 2025.

APPROVED:

Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

CAPITAL IMPROVEMENTS PROGRAM



**Proposed
FY 2026 – FY 2029**





Governmental CIP Fiscal Year 2025-2029

Remaining Available Reserves at end of FY	2025	2026	2027	2028	2029
Capital Reserve - Governmental	\$ 20,198,207	\$ 7,494,853	\$ 4,099,853	\$ 3,779,853	\$ 3,459,853
Capital Reserve - Parks	\$ 5,693,354	\$ -	\$ -	\$ -	\$ -
Capital Reserve - Facilities	\$ 10,297,957	\$ 5,382,710	\$ 2,307,710	\$ 2,307,710	\$ 2,307,710
Capital Reserve - Beautification	\$ 653,511	\$ 753,511	\$ 853,511	\$ 953,511	\$ 1,053,511
Capital Reserve - Streets	\$ 3,552,885	\$ 1,358,132	\$ 938,132	\$ 518,132	\$ 98,132
Capital reserve - Sidewalks	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Debt - Governmental	\$ -	\$ 4,000,000	\$ 25,000,000	\$ -	\$ -

Governmental

Project Description	Project #	Category	2025	2026	2027	2028	2029	Total
Fire Station #2	218	Facility	-	8,000,000	17,000,000	-	-	25,000,000
Needs Assessment for New Facility (Animal Shelter)	219	Facility	-	50,000	-	-	-	50,000
Needs Assessment (PD Building Expansion)	220	Facility	-	50,000	-	-	-	50,000
Parking Lot - Plant Street Parking Lot	383	Facility	108,020	400,000	-	-	-	508,020
Needs Assessment for New Fleet Facility	T015	Facility	-	-	75,000	-	-	75,000
MPO Cascade Caverns Project	300	Mobility	10,000	-	-	-	-	10,000
Sidewalk - 463 S. Main Street Stairs	368	Mobility	-	50,000	-	-	-	50,000
Buc-ees Street Extension per DA (5 year payback)	377	Mobility	-	420,000	420,000	420,000	420,000	1,680,000
Oak Park Roundabout	T142	Mobility	-	40,000	-	-	-	40,000
Sidewalk - Bluff View Trail Extension	T030	Mobility	-	100,000	250,000	-	-	350,000
Waterworks Terrace & Main Plaza	705	Future Project Funding	-	1,500,000	-	-	-	1,500,000
Downtown Parking Lot	T140	Future Project Funding	-	1,000,000	-	-	-	1,000,000
Old No. 9 Sidewalk	T139	Future Project Funding	-	500,000	-	-	-	500,000
Urban Corridor Design	710	Future Project Funding	-	100,000	-	-	-	100,000
Governmental Capital Total			\$ 118,020	\$ 12,210,000	\$ 17,745,000	\$ 420,000	\$ 420,000	\$ 30,913,020

2022 Quality of Life Bond Projects

Project Description	Project #	Category	2025	2026	2027	2028	2029	Total
2022 Bond - Adler Road Widening	211	Mobility	100,000	5,400,000	12,352,000	-	-	17,852,000
2022 Bond - Street Reconstructions	212	Mobility	1,226,458	-	1,648,000	-	-	2,874,458
2022 Bond - Johns Rd Intersection Improvements	214	Mobility	260,000	-	-	-	-	260,000
2022 Bond - City Park Field Improvements	216	Parks	611,902	-	-	-	-	611,902
2022 Bond - Northrup Park Improvements	217	Parks	574,873	-	-	-	-	574,873
2022 Bond - Northside Community Park	800	Parks	423,980	16,800,000	-	-	-	17,223,980
2022 Quality of Life Bond Total			\$ 3,197,213	\$ 22,200,000	\$ 14,000,000	\$ -	\$ -	\$ 39,397,213



**Governmental CIP
Fiscal Year 2025-2029**

Remaining Available Reserves at end of FY		2026
Capital Reserve - Governmental		\$7,494,853
Capital Reserve - Parks		\$ -
Capital Reserve - Facilities		\$5,382,710
Capital Reserve - Beautification		\$ 753,511
Capital Reserve - Streets		\$1,358,132
Capital reserve - Sidewalks		\$ 500
Debt - Governmental		\$4,000,000

Remaining Available Reserves		2027
Capital Reserve - Governmental		\$ 4,099,853
Capital Reserve - Parks		\$ -
Capital Reserve - Facilities		\$ 2,307,710
Capital Reserve - Beautification		\$ 853,511
Capital Reserve - Streets		\$ 938,132
Capital reserve - Sidewalks		\$ 500
Debt - Governmental		\$ 25,000,000

Governmental		2026						
Project Description	Project #	Capital		Developer			Total	
		Reserves	New Debt	Impact Fee	Funds	Grant		Other
Fire Station #2	218	8,000,000	-	-	-	-	-	8,000,000
Needs Assessment for New Facility (Animal Shelter)	219	50,000	-	-	-	-	-	50,000
Needs Assessment (PD Building Expansion)	220	50,000	-	-	-	-	-	50,000
Parking Lot - Plant Street Parking Lot	383	400,000	-	-	-	-	-	400,000
Needs Assessment for New Fleet Facility	T015	-	-	-	-	-	-	-
MPO Cascade Caverns Project	300	-	-	-	-	-	-	-
Sidewalk - 463 S. Main Street Stairs	368	50,000	-	-	-	-	-	50,000
Buc-ees Street Extension per DA (5 year payback)	377	420,000	-	-	-	-	-	420,000
Oak Park Roundabout	T142	40,000	-	-	-	-	-	40,000
Sidewalk - Bluff View Trail Extension	T030	100,000	-	-	-	-	-	100,000
Waterworks Terrace & Main Plaza	705	-	-	-	-	1,500,000	-	1,500,000
Downtown Parking Lot	T140	-	-	-	-	1,000,000	-	1,000,000
Old No. 9 Sidewalk	T139	-	-	-	-	500,000	-	500,000
Urban Corridor Design	710	-	-	-	-	100,000	-	100,000
Governmental Capital Total		\$ 9,110,000	\$ -	\$ -	\$ -	\$ -	\$ 3,100,000	\$ 12,210,000

2027							
Capital		New Debt	Impact Fee	Developer Funds	Grant	Other	Total
Reserves							
3,000,000		11,000,000	-	3,000,000	-	-	17,000,000
-		-	-	-	-	-	-
-		-	-	-	-	-	-
-		-	-	-	-	-	-
75,000		-	-	-	-	-	75,000
-		-	-	-	-	-	-
-		-	-	-	-	-	-
420,000		-	-	-	-	-	420,000
-		-	-	-	-	-	-
-		-	-	250,000	-	-	250,000
-		-	-	-	-	-	-
-		-	-	-	-	-	-
-		-	-	-	-	-	-
-		-	-	-	-	-	-
\$ 3,495,000		\$ 11,000,000	\$ -	\$ 3,250,000	\$ -	\$ -	\$ 17,745,000

2022 Quality of Life Bond Projects		2026						
Project Description	Project #	Capital		Developer			Total	
		Reserves	New Debt	Impact Fee	Funds	Grant		Other
2022 Bond - Adler Road Widening	211	5,400,000	-	-	-	-	-	5,400,000
2022 Bond - Street Reconstructions	212	-	-	-	-	-	-	-
2022 Bond - Johns Rd Intersection Improvements	214	-	-	-	-	-	-	-
2022 Bond - City Park Field Improvements	216	-	-	-	-	-	-	-
2022 Bond - Northrup Park Improvements	217	-	-	-	-	-	-	-
2022 Bond - Northside Community Park	800	12,050,000	4,000,000	-	-	750,000	-	16,800,000
2022 Quality of Life Bond Total		\$ 17,450,000	\$ 4,000,000	\$ -	\$ -	\$ 750,000	\$ -	\$ 22,200,000

2027							
Capital		New Debt	Impact Fee	Developer Funds	Grant	Other	Total
Reserves							
-		12,352,000	-	-	-	-	12,352,000
-		1,648,000	-	-	-	-	1,648,000
-		-	-	-	-	-	-
-		-	-	-	-	-	-
-		-	-	-	-	-	-
-		-	-	-	-	-	-
\$ -		\$ 14,000,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000,000



**Governmental CIP
Fiscal Year 2025-2029**

Remaining Available Reserves at end of FY	2028
Capital Reserve - Governmental	\$3,779,853
Capital Reserve - Parks	\$ -
Capital Reserve - Facilities	\$2,307,710
Capital Reserve - Beautification	\$ 953,511
Capital Reserve - Streets	\$ 518,132
Capital reserve - Sidewalks	\$ 500
Debt - Governmental	\$ -

Remaining Available Reserves	2029
Capital Reserve - Governmental	\$3,459,853
Capital Reserve - Parks	\$ -
Capital Reserve - Facilities	\$2,307,710
Capital Reserve - Beautification	\$1,053,511
Capital Reserve - Streets	\$ 98,132
Capital reserve - Sidewalks	\$ 500
Debt - Governmental	\$ -

Governmental		2028						
Project Description	Project #	Capital	Developer		Operating	Grant		Total
		Reserves	New Debt	Impact Fee	Funds	Cash		
Fire Station #2	218	-	-	-	-	-	-	-
Needs Assessment for New Facility (Animal Shelter)	219	-	-	-	-	-	-	-
Needs Assessment (PD Building Expansion)	220	-	-	-	-	-	-	-
Parking - Downtown Garage	221	-	-	-	-	-	-	-
Parking Lot - Plant Street Parking Lot	383	-	-	-	-	-	-	-
Needs Assessment for New Fleet Facility	T015	-	-	-	-	-	-	-
MPO Cascade Caverns Project	300	-	-	-	-	-	-	-
Sidewalk - 463 S. Main Street Stairs	368	-	-	-	-	-	-	-
Buc-ees Street Extension per DA (5 year payback)	377	420,000	-	-	-	-	-	420,000
Oak Park Roundabout	T142	-	-	-	-	-	-	-
Sidewalk - Bluff View Trail Extension	T030	-	-	-	-	-	-	-
Governmental Capital Total		\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000

2029						
Capital	Developer		Grant		Other	Total
Reserves	New Debt	Impact Fee	Funds			
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
420,000	-	-	-	-	-	420,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000

2022 Quality of Life Bond Projects		2028						
Project Description	Project #	Capital	Developer		Operating	Grant		Total
		Reserves	New Debt	Impact Fee	Funds	Cash		
2022 Bond - Adler Road Widening	211	-	-	-	-	-	-	-
2022 Bond - Street Reconstructions	212	-	-	-	-	-	-	-
2022 Bond - Signal Improvements	213	-	-	-	-	-	-	-
2022 Bond - Johns Rd Intersection Improvements	214	-	-	-	-	-	-	-
2022 Bond - City Park Field Improvements	216	-	-	-	-	-	-	-
2022 Bond - Northrup Park Improvements	217	-	-	-	-	-	-	-
2022 Bond - Northside Community Park	800	-	-	-	-	-	-	-
2022 Quality of Life Bond Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2029						
Capital	Developer		Grant		Other	Total
Reserves	New Debt	Impact Fee	Funds			
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**Utility CIP
Fiscal Year 2025-2029**

Remaining Available Reserves at end of FY	2025	2026	2027	2028	2029
Impact Fees - Water / Reuse	\$ 14,663,839	\$ 1,268,254	\$ 335,352	\$ 274,463	\$ 311,747
Impact Fees - Wastewater	\$ 1,106,298	\$ 362,038	\$ 0	\$ 0	\$ 0
Capital Reserve - Water / Reuse	\$ 3,502,429	\$ 2,472,429	\$ 372,429	\$ 372,429	\$ 372,429
Capital Reserve - Wastewater	\$ 9,508,390	\$ 8,861,013	\$ 1,249,153	\$ 230,765	\$ 846
Capital Reserve - Electric	\$ 12,799,356	\$ 14,299,356	\$ 15,799,356	\$ 17,299,356	\$ 18,799,356
Capital Reserve - Gas	\$ 2,433,067	\$ 2,028,067	\$ 88,067	\$ 123,067	\$ 71,067
Capital Reserve - Stormwater	\$ 2,782,386	\$ 0	\$ 2,386	\$ 2,386	\$ 2,386
Debt- Utilities	\$ -	\$ -	\$ 15,345,043	\$ 25,073,043	\$ 9,150,000

Project Description	Project #	Category	2025-2029					
			2025	2026	2027	2028	2029	Total
Water Treatment Plant Expansion	620	Potable Water	486,000	2,000,000	-	8,000,000	9,250,000	19,736,000
Ammann Road Tank and Pump Station	604	Potable Water	1,289,000	6,130,000	1,700,000	-	-	9,119,000
GBRA Ammann Supply Main	605	Potable Water	70,000	1,120,000	1,422,000	-	-	2,612,000
WCID#4 Ammann Distribution Main	607	Potable Water	-	500,000	1,800,000	-	-	2,300,000
Water Plant Carbon Filter	621	Potable Water	85,000	490,000	800,000	-	-	1,375,000
Main Oversizing - George's Ranch	606	Potable Water	-	500,000	-	-	-	500,000
Esperanza Potable Tank Mixer	617	Potable Water	179,095	-	-	-	-	179,095
1st WWTRC Expansion	624	Sewer	750,000	250,000	7,440,000	4,320,000	-	12,760,000
2nd WWTRC Expansion	T003	Sewer	-	1,346,000	1,500,000	2,000,000	2,000,000	6,846,000
South Cibolo Collector Main	619	Sewer	331,000	-	-	8,000,000	-	8,331,000
School Lift Station Force Main and Collector Upgrade	622	Sewer	-	400,000	2,000,000	1,000,000	-	3,400,000
Suggs Creek Sewer Main (Buc-ee's/Regent Park)	612	Sewer	400,000	300,000	300,000	300,000	300,000	1,600,000
School Lift Station 3rd Wet Well & Pumps	618	Sewer	330,000	100,000	-	-	-	430,000
Trails of Herff Ranch Collector Main Upgrade	T004	Sewer	-	-	-	2,000,000	1,300,000	3,300,000
Transmission Main Upgrade - Cibolo Preserve	T012	Reclaimed Water	-	1,000,000	1,500,000	-	-	2,500,000
Trails of Herff Ranch Main & SH-46 Bore	610&611	Reclaimed Water	185,000	40,000	2,780,000	-	-	3,005,000
Elevated Storage Tank	T002	Reclaimed Water	-	-	300,000	1,500,000	-	1,800,000
Storage Tank and Pumps - WWTRC	T001	Reclaimed Water	450,000	4,050,000	2,108,000	-	-	6,608,000
Ranches at Creekside Mains (Utility Agreement)	616	Reclaimed Water	379,000	290,000	-	-	-	669,000
Adler Road Culverts at Currey Creek and No-Name Creek	366	Drainage	4,500,000	2,780,000	-	-	-	7,280,000
Old San Antonio Street at Menger Creek	367	Drainage	60,000	-	6,773,043	6,773,043	-	13,606,085
Buc-ee's Distribution Line Relocation	511	Electric	525,000	-	-	-	-	525,000
Eastern Distribution Loop - Phase 1	603	Gas	810,000	-	-	-	-	810,000
Eastern Distribution Loop - Phase 2	603a	Gas	855,000	-	-	-	-	855,000
Buc-ee's Main Relocation	615	Gas	130,000	-	-	-	-	130,000
Regent Park Mains (Utility Agreement)	623	Gas	123,000	250,000	235,000	180,000	-	788,000
Ranches at Creekside Perimeter Loop	T005	Gas	-	500,000	-	-	-	500,000
Scenic Loop Distribution Main	T006	Gas	-	-	75,000	385,000	-	460,000
Champion Heights Loop	T007	Gas	-	75,000	340,000	-	-	415,000
Ranches at Creekside Mains (Utility Agreement)	614	Gas	218,000	123,000	-	-	-	341,000
Esperanza SH-46 Distribution Loop	T009	Gas	-	272,000	1,360,000	-	-	1,632,000
Old Fredericksburg Road Gate Station	T010	Gas	-	-	-	400,000	2,100,000	2,500,000
Old Fredericksburg Road Main	T011	Gas	-	-	-	500,000	2,700,000	3,200,000
IH-10 Bore - Scenic Loop	T008	Gas	-	185,000	930,000	-	-	1,115,000
UTILITIES TOTAL			\$ 12,155,095	\$ 22,701,000	\$ 33,363,043	\$ 35,358,043	\$ 17,650,000	\$ 121,227,180



**Utility CIP
Fiscal Year 2025-2029**

Remaining Available Reserves at end of FY		2026
Impact Fees - Water / Reuse		\$ 1,268,254
Impact Fees - Wastewater		\$ 362,038
Capital Reserve - Water / Reuse		\$ 2,472,429
Capital Reserve - Wastewater		\$ 8,861,013
Capital Reserve - Electric		\$ 14,299,356
Capital Reserve - Gas		\$ 2,028,067
Capital Reserve - Stormwater		\$ 0
Debt- Utilities		\$ -

Remaining Available Reserves		2027
Impact Fees - Water / Reuse		\$ 335,352
Impact Fees - Wastewater		\$ 0
Capital Reserve - Water / Reuse		\$ 372,429
Capital Reserve - Wastewater		\$ 1,249,153
Capital Reserve - Electric		\$ 15,799,356
Capital Reserve - Gas		\$ 88,067
Capital Reserve - Stormwater		\$ 2,386
Debt- Utilities		\$ 15,345,043

Project Description	Project #	2026						Total
		Capital Reserves	Debt	Impact Fee	Developer Funds	Grant	Other	
Water Treatment Plant Expansion	620	250,000	-	1,750,000	-	-	-	2,000,000
Ammann Road Tank and Pump Station	604	-	-	6,130,000	-	-	-	6,130,000
GBRA Ammann Supply Main	605	-	-	1,120,000	-	-	-	1,120,000
WCID#4 Ammann Distribution Main	607	-	-	500,000	-	-	-	500,000
Water Plant Carbon Filter	621	490,000	-	-	-	-	-	490,000
Main Oversizing - George's Ranch	606	-	-	500,000	-	-	-	500,000
Esperanza Potable Tank Mixer	617	-	-	-	-	-	-	-
1st WWTRC Expansion	624	-	-	-	250,000	-	-	250,000
2nd WWTRC Expansion	T003	1,346,000	-	-	-	-	-	1,346,000
South Cibolo Collector Main	619	-	-	-	-	-	-	-
School Lift Station Force Main and Collector Upgrade	622	-	-	-	400,000	-	-	400,000
Suggs Creek Sewer Main (Buc-ee's/Regent Park)	612	300,000	-	-	-	-	-	300,000
School Lift Station 3rd Wet Well & Pumps	618	100,000	-	-	-	-	-	100,000
Trails of Herff Ranch Collector Main Upgrade	T004	-	-	-	-	-	-	-
Transmission Main Upgrade - Cibolo Preserve	T012	-	-	1,000,000	-	-	-	1,000,000
Trails of Herff Ranch Main & SH-46 Bore	610&611	-	-	40,000	-	-	-	40,000
Elevated Storage Tank	T002	-	-	-	-	-	-	-
Storage Tank and Pumps - WWTRC	T001	-	-	4,050,000	-	-	-	4,050,000
Ranches at Creekside Mains (Utility Agreement)	616	290,000	-	-	-	-	-	290,000
Adler Road Culverts at Currey Creek and No-Name Creek	366	2,780,000	-	-	-	-	-	2,780,000
Old San Antonio Street at Menger Creek	367	-	-	-	-	-	-	-
Buc-ee's Distribution Line Relocation	511	-	-	-	-	-	-	-
Eastern Distribution Loop - Phase 1	603	-	-	-	-	-	-	-
Eastern Distribution Loop - Phase 2	603a	-	-	-	-	-	-	-
Buc-ee's Main Relocation	615	-	-	-	-	-	-	-
Regent Park Mains (Utility Agreement)	623	250,000	-	-	-	-	-	250,000
Ranches at Creekside Perimeter Loop	T005	500,000	-	-	-	-	-	500,000
Scenic Loop Distribution Main	T006	-	-	-	-	-	-	-
Champion Heights Loop	T007	75,000	-	-	-	-	-	75,000
Ranches at Creekside Mains (Utility Agreement)	614	123,000	-	-	-	-	-	123,000
Esperanza SH-46 Distribution Loop	T009	272,000	-	-	-	-	-	272,000
Old Fredericksburg Road Gate Station	T010	-	-	-	-	-	-	-
Old Fredericksburg Road Main	T011	-	-	-	-	-	-	-
IH-10 Bore - Scenic Loop	T008	185,000	-	-	-	-	-	185,000
UTILITIES TOTAL		\$ 6,961,000	\$ -	\$ 15,090,000	\$ 650,000	\$ -	\$ -	\$ 22,701,000

Capital Reserves	Debt	Impact Fee	2027				Total
			Developer Funds	Grant	Other		
-	-	-	-	-	-	-	-
-	1,472,000	-	228,000	-	-	-	1,700,000
-	422,000	-	-	-	1,000,000	-	1,422,000
-	-	1,800,000	-	-	-	-	1,800,000
800,000	-	-	-	-	-	-	800,000
-	-	-	-	-	-	-	-
5,100,000	2,340,000	-	-	-	-	-	7,440,000
1,500,000	-	-	-	-	-	-	1,500,000
-	-	-	-	-	-	-	-
2,000,000	-	-	-	-	-	-	2,000,000
300,000	-	-	-	-	-	-	300,000
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	750,000	-	750,000	-	-	-	1,500,000
-	2,780,000	-	-	-	-	-	2,780,000
-	-	300,000	-	-	-	-	300,000
1,300,000	808,000	-	-	-	-	-	2,108,000
-	-	-	-	-	-	-	-
-	6,773,043	-	-	-	-	-	6,773,043
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
235,000	-	-	-	-	-	-	235,000
-	-	-	-	-	-	-	-
75,000	-	-	-	-	-	-	75,000
340,000	-	-	-	-	-	-	340,000
-	-	-	-	-	-	-	-
1,360,000	-	-	-	-	-	-	1,360,000
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
930,000	-	-	-	-	-	-	930,000
\$ 13,940,000	\$ 15,345,043	\$ 2,100,000	\$ 978,000	\$ -	\$ 1,000,000	\$ -	\$ 33,363,043



**Utility CIP
Fiscal Year 2025-2029**


Remaining Available Reserves at end of FY		2028
Impact Fees - Water / Reuse		\$ 274,463
Impact Fees - Wastewater		\$ 0
Capital Reserve - Water / Reuse		\$ 372,429
Capital Reserve - Wastewater		\$ 230,765
Capital Reserve - Electric		\$ 17,299,356
Capital Reserve - Gas		\$ 123,067
Capital Reserve - Stormwater		\$ 2,386
Debt- Utilities		\$ 25,073,043

Remaining Available Reserves		2029
Impact Fees - Water / Reuse		\$ 311,747
Impact Fees - Wastewater		\$ 0
Capital Reserve - Water / Reuse		\$ 372,429
Capital Reserve - Wastewater		\$ 846
Capital Reserve - Electric		\$ 18,799,356
Capital Reserve - Gas		\$ 71,067
Capital Reserve - Stormwater		\$ 2,386
Debt- Utilities		\$ 9,150,000

Project Description	Project #	2028						2029							
		Capital Reserves	Debt	Impact Fee	Developer Funds	Grant	Other	Total	Capital Reserves	Debt	Impact Fee	Developer Funds	Grant	Other	Total
Water Treatment Plant Expansion	620	-	8,000,000	-	-	-	-	8,000,000	-	8,150,000	1,100,000	-	-	-	9,250,000
Ammann Road Tank and Pump Station	604	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GBRA Ammann Supply Main	605	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WCID#4 Ammann Distribution Main	607	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Plant Carbon Filter	621	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Main Oversizing - George's Ranch	606	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Esperanza Potable Tank Mixer	617	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1st WWTRC Expansion	624	-	-	-	4,320,000	-	-	4,320,000	-	-	-	-	-	-	-
2nd WWTRC Expansion	T003	2,000,000	-	-	-	-	-	2,000,000	1,500,000	500,000	-	-	-	-	2,000,000
South Cibolo Collector Main	619	-	8,000,000	-	-	-	-	8,000,000	-	-	-	-	-	-	-
School Lift Station Force Main and Collector Upgrade	622	-	-	-	1,000,000	-	-	1,000,000	-	-	-	-	-	-	-
Suggs Creek Sewer Main (Buc-ee's/Regent Park)	612	300,000	-	-	-	-	-	300,000	300,000	-	-	-	-	-	300,000
School Lift Station 3rd Wet Well & Pumps	618	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trails of Herff Ranch Collector Main Upgrade	T004	-	2,000,000	-	-	-	-	2,000,000	-	100,000	-	1,200,000	-	-	1,300,000
Transmission Main Upgrade - Cibolo Preserve	T012	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trails of Herff Ranch Main & SH-46 Bore	610&611	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Elevated Storage Tank	T002	-	300,000	1,200,000	-	-	-	1,500,000	-	-	-	-	-	-	-
Storage Tank and Pumps - WWTRC	T001	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ranches at Creekside Mains (Utility Agreement)	616	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adler Road Culverts at Currey Creek and No-Name Creek	366	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Old San Antonio Street at Menger Creek	367	-	6,773,043	-	-	-	-	6,773,043	-	-	-	-	-	-	-
Buc-ee's Distribution Line Relocation	511	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eastern Distribution Loop - Phase 1	603	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eastern Distribution Loop - Phase 2	603a	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buc-ee's Main Relocation	615	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Regent Park Mains (Utility Agreement)	623	180,000	-	-	-	-	-	180,000	-	-	-	-	-	-	-
Ranches at Creekside Perimeter Loop	T005	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scenic Loop Distribution Main	T006	385,000	-	-	-	-	-	385,000	-	-	-	-	-	-	-
Champion Heights Loop	T007	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ranches at Creekside Mains (Utility Agreement)	614	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Esperanza SH-46 Distribution Loop	T009	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Old Fredericksburg Road Gate Station	T010	400,000	-	-	-	-	-	400,000	1,076,000	-	-	1,024,000	-	-	2,100,000
Old Fredericksburg Road Main	T011	500,000	-	-	-	-	-	500,000	1,276,000	400,000	-	1,024,000	-	-	2,700,000
IH-10 Bore - Scenic Loop	T008	-	-	-	-	-	-	-	-	-	-	-	-	-	-
UTILITIES TOTAL		\$ 3,765,000	\$ 25,073,043	\$ 1,200,000	\$ 5,320,000	\$ -	\$ -	\$ 35,358,043	\$ 4,152,000	\$ 9,150,000	\$ 1,100,000	\$ 3,248,000	\$ -	\$ -	\$ 17,650,000



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2025-13; REPEALING AND REPLACING ORDINANCE NO. 2024-18 DATED SEPTEMBER 24, 2024, AND ESTABLISHING AND REESTABLISHING FEES AND CHARGES FOR ACTIVITIES, GOODS AND SERVICES PROVIDED BY THE CITY.
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>The City’s Fee Ordinance is reviewed each year to ensure fees remain aligned with the cost of providing services and the needs of our community. This annual process supports the City’s financial sustainability while ensuring residents and businesses continue to receive high-quality services.</p> <p>As part of the review, department heads evaluated current fees and submitted recommended updates where costs for materials, labor, or service delivery have changed. A draft fee schedule, included in the agenda packet, outlines all current fees along with the proposed changes and justifications.</p> <p>If adopted by Council, the updated fee schedule will take effect October 1, 2025, in conjunction with the start of the Fiscal Year 2025-26 budget.</p>
Strategic Alignment	C1 – Customer Experiences, F1 – Strategic, responsible, and conservative financial management, B1 – Utilizing data to drive smart decision making
Financial Considerations	The fee schedule helps the City recover the direct costs of services that are optional or used by specific groups. Changes to the schedule generally have a minimal overall budget impact, as revenues depend more on the number of services provided than on the fee amount itself. Anticipated changes in service demand have already been incorporated into the FY 2025–26 budget.
Citizen Input/Board Review	N/A
Legal Review	N/A

Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-13 Fee Schedule showing proposed changes Proposed FY26 Fee Schedule

ORDINANCE NO. 2025-13

AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2024-18 DATED SEPTEMBER 24, 2024, AND ESTABLISHING AND REESTABLISHING FEES AND CHARGES FOR ACTIVITIES, GOODS AND SERVICES PROVIDED BY THE CITY; CONTAINING A PROVISION TO AUTHORIZE THE CITY MANAGER TO ESTABLISH FEES AND CHARGES IN CERTAIN CIRCUMSTANCES, CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR PUBLICATION

WHEREAS, the City Council of the City of Boerne, Texas, adopted Ordinance No. 2024-18 to establish fees and charges for activities, goods and services provided by the City; and

WHEREAS, it becomes necessary from time to time to make certain changes in said ordinance;

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

That Ordinance No. 2024-18 is repealed and replaced by the following ordinance:

Section 1: The City Council does hereby establish and reestablish the fees and charges shown in the attached Exhibit A, which is hereby incorporated into this ordinance by this reference for all purposes.

Section 2: Each of the fees and charges shown in the attached Exhibit A shall take effect on October 1, 2025, upon passage and approval of this ordinance and the caption shall be published, as the law and charter in such cases provide.

Section 3: In the case of any activity, goods or services provided by the City for which there is an out-of-pocket cost to the City, or for which a fee or charge has traditionally been collected, the City Manager is authorized to establish and reestablish fees and charges, but only in those circumstances in which a fee or a charge is not prescribed in Exhibit A to this ordinance. In prescribing fees and charges, the City Manager shall first determine the cost to the City of providing the activity, goods or services, and the fees or charges established shall be as equivalent as practicable to such cost.

Section 4: All ordinances and parts of ordinances in conflict herewith are hereby amended. Any current fee or future fee not covered in the scope of this ordinance shall not be in conflict with this ordinance.

Section 5: If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this ordinance and the application of such word, phrase, clause, sentence, paragraph, section or other part of this ordinance to any other persons or circumstances shall not be affected thereby.

Section 6: The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered or acted upon was given in the manner required by the Open Meetings Law, TEX. REV. CIV. STAT. ANN. Art. 6552-17, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED and APPROVED on first reading this the __ day of _____, 2025.

PASSED, APPROVED and ADOPTED on seconded reading this __ day of _____, 2025.

APPROVED:

ATTEST:

Mayor

City Secretary

APPROVED AS TO FORM:


City Attorney

EXHIBIT A



Municipal Fee Schedule


**Draft showing Proposed Changes for Presentation and Consideration
on August 26, 2025**

FY 2025 Fee Schedule		
ADMINISTRATION		
FEE DESCRIPTION	UNIT FEE	FEE

Acquiescence To Encroachment Request (Easements, Rights-of-Way, Etc.)	Per request	\$127.00
Variance Request - All Ordinances Not Specifically Identified	Per request per item	\$127.00
Temporary Use Permit	Per request	\$127.00
Peddler's Registration Fee	Per request per item	\$127.00
Special Event - Main Street and State Highway Closure	Actual cost of barricades and city personnel	\$0.00
Return Check, ACH, and/or Credit Card	Per occurrence	\$37.00

FY 2026 Proposed Fee Schedule			
ADMINISTRATION			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Acquiescence To Encroachment Request (Easements, Rights-of-Way, Etc.)	Per Request	\$127.00	
Variance Request - All Ordinances Not Specifically Identified	Per request per item	\$127.00	
Temporary Use Permit	Per request	\$127.00	
Peddler's Registration Fee	Per request per item	\$127.00	
Special Event - Main Street and State Highway Closure	Actual cost of barricades and city personnel	\$0.00	
Return Check, ACH, and/or Credit Card	Per occurrence	\$37.00	

FY 2025 Fee Schedule		
ANIMAL CONTROL		
FEE DESCRIPTION	UNIT FEE	FEE

Registration and Tag (Fertile) Fee	1 year dog or cat	\$10.00
	3 year dog or cat	\$31.00
	additional postage fee if registration is mailed	\$5.00
Registration and Tag (Spayed or Neutered) Fee	1 year dog or cat	\$5.00
	3 year dog or cat	\$15.00
	additional postage fee if registration is mailed	\$5.00
Tag Replacement Charge	Per request	\$5.00
Impoundment Fee 1st offense if current on rabies vaccination 1st offense if not current on rabies vaccination 2nd offense 3rd offense	1st offense if current on rabies vaccination	\$26.00
	1st offense if not current on rabies vaccination	\$53.00
	2nd offense	\$74.00
	3rd offense	\$100.00
Daily Boarding Fee	per day	\$12.00
Quarantine Fee	Impound fee	\$53.00
	per day	\$12.00
Lease Trap	Per day	\$1.00
	Deposit	\$58.00

FY 2026 Proposed Fee Schedule			
ANIMAL CONTROL			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Registration and Tag (Fertile) Fee	1 year dog or cat	\$10.00	
	3 year dog or cat	\$31.00	
	additional postage fee if registration is mailed	\$5.00	
Registration and Tag (Spayed or Neutered) Fee	1 year dog or cat	\$5.00	
	3 year dog or cat	\$15.00	
	additional postage fee if registration is mailed	\$5.00	
Tag Replacement Charge	Per request	\$5.00	
Impoundment Fee 1st offense if current on rabies vaccination 1st offense if not current on rabies vaccination 2nd offense 3rd offense	1st offense if current on rabies vaccination	\$26.00	
	1st offense if not current on rabies vaccination	\$53.00	
	2nd offense	\$74.00	
	3rd offense	\$100.00	
Daily Boarding Fee	per day	\$12.00	
Quarantine Fee	Impound fee	\$53.00	
	per day	\$12.00	
Lease Trap	Per day	\$1.00	
	Deposit	\$58.00	

FY 2025 Fee Schedule		
ANIMAL CONTROL		
FEE DESCRIPTION	UNIT FEE	FEE


Adoption Fee	Dogs needing spay/neuter	\$120.00
	Cats/kittens needing spay/neuter	\$100.00
	Dogs/cats spayed/neutered prior to arrival	\$80.00
	Microchip	each
Owner Surrender	Each Animal	\$60.00
Owner Surrender - Mother with Litter	Mother	\$60.00
	Per each puppy/kitten	\$25.00
Kennel Permit Fee	Per year	\$111.00
Specimen Submission	Per specimen to be tested for rabies	\$42.00

FY 2026 Proposed Fee Schedule			
ANIMAL CONTROL			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification


Adoption Fee	Dogs needing spay/neuter	\$120.00	
	Transport Box	\$5.00	Increase cost of purchasing boxes for transporting newly adopted pets
	Cats/kittens needing spay/neuter	\$100.00	
	Dogs/cats spayed/neutered prior to arrival	\$80.00	
Microchip	each	\$21.00	
Owner Surrender	Each Animal	\$60.00	
Owner Surrender - Mother with Litter	Mother	\$60.00	
	Per each puppy/kitten	\$25.00	
Kennel Permit Fee	Per year	\$111.00	
Specimen Submission	Per specimen to be tested for rabies	\$42.00	

FY 2025 Fee Schedule		
CEMETERY		
FEE DESCRIPTION	UNIT FEE	FEE

Lot Sale		\$3,000.00
Infant Lot		\$120.00
Endowment Fee on Lot Sale	Regular lot	\$300.00
	Infant lot	\$50.00
Endowment Fee to Open and Close Infant Lot		\$50.00
Endowment Fee to Open and Close at Each Interment		\$300.00
Cemetery Urn Garden Niche	Single niche	\$1,140.00
	Double niche	\$2,400.00
Cemetery Urn Garden Niche Sale Endowment	upon purchase	\$120.00
	upon each inurnment	\$240.00

FY 2026 Proposed Fee Schedule			
CEMETERY			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Lot Sale		\$3,000.00	No CPI Increase
Infant Lot		\$120.00	No CPI Increase
Endowment Fee on Lot Sale	Regular lot	\$300.00	No CPI Increase
	Infant lot	\$50.00	No CPI Increase
Endowment Fee to Open and Close Infant Lot		\$50.00	No CPI Increase
Endowment Fee to Open and Close at Each Interment		\$300.00	No CPI Increase
Cemetery Urn Garden Niche	Single niche	\$1,140.00	No CPI Increase
	Double niche	\$2,400.00	No CPI Increase
Cemetery Urn Garden Niche Sale Endowment	upon purchase	\$120.00	No CPI Increase
	upon each inurnment	\$240.00	No CPI Increase

FY 2025 Fee Schedule		
ELECTRIC CONNECTION FEES 		
FEE DESCRIPTION	UNIT FEE	FEE

Single Phase And Three Phase Underground Primary Extension: Residential, Commercial, Industrial	Actual cost	
Single Phase Underground Secondary Service; All Classes; 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$233.00
Three Phase Underground Secondary Service; All Classes; 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$610.00
Single Phase Overhead Primary Extension; All Classes	Actual cost	
Three Phase Overhead Primary Extension; All Classes 4/0 Acsr	Actual cost	
Single Phase Overhead Secondary Service; All Classes, 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (iff applicable)	\$249.00
Single Phase Overhead Secondary Service; All Classes, 320 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$461.00
Three Phase Overhead Secondary Service; All Classes 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$710.00
Meter Bank* Single Phase Service: All Classes, 200 Amp Maximum (Initial Service And First Meter) (*Meter Bank = 4 Minimum)	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$233.00
Meter Bank* Three Phase Service: All Classes, 200 Amp Maximum (Initial Service And First Meter) (*Meter Bank = 4 Minimum)	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$610.00
Additional Single Phase Secondary Service Added To An Existing Service 200 Amp Maximum	Per service	\$233.00

FY 2026 Proposed Fee Schedule			
ELECTRIC CONNECTION FEES 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification


Single Phase And Three Phase Underground Primary Extension: Residential, Commercial, Industrial	Actual cost		
Single Phase Underground Secondary Service; All Classes; 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$233.00	
Three Phase Underground Secondary Service; All Classes; 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$610.00	
Single Phase Overhead Primary Extension; All Classes	Actual cost		
Three Phase Overhead Primary Extension; All Classes 4/0 Acsr	Actual cost		
Single Phase Overhead Secondary Service; All Classes, 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (iff applicable)	\$249.00	
Single Phase Overhead Secondary Service; All Classes, 320 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$461.00	
Three Phase Overhead Secondary Service; All Classes 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$710.00	
Meter Bank* Single Phase Service: All Classes, 200 Amp Maximum (Initial Service And First Meter) (*Meter Bank = 4 Minimum)	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$233.00	
Meter Bank* Three Phase Service: All Classes, 200 Amp Maximum (Initial Service And First Meter) (*Meter Bank = 4 Minimum)	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$610.00	
Additional Single Phase Secondary Service Added To An Existing Service 200 Amp Maximum	Per service	\$233.00	

FY 2025 Fee Schedule		
ELECTRIC CONNECTION FEES 		
FEE DESCRIPTION	UNIT FEE	FEE

FY 2026 Proposed Fee Schedule			
ELECTRIC CONNECTION FEES 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Additional Three Phase Secondary Service Added To An Existing Service, Or Single Phase Service Added To A Three Phase Service 200 Amp Maximum	Per service	\$610.00
Secondary Service With Ct Metering, Single Phase; Over 320 Amp	Per service plus prevailing wire cost at the time of installation for wire used and transformer (if applicable)	\$822.00
Secondary Service With Ct Metering, Three Phase; Over 200 Amp	Per service plus prevailing wire cost at the time of installation for wire used and transformer (if applicable)	\$1,034.00
Bi-Directional Meter	4s or 9s	\$530.00
	2s	\$212.00
Temporary Service 100 Amp Maximum (Construction Service)	Customer supplies and installs all temporary meter pole materials and equipment	\$47.00
Meter/Service Pole Installation		\$450.00
Meter/Service Pole Removal		\$300.00
Meter/Service Pole Replacement		\$750.00
Relocate Poles, Lines Or Service At Customer Request	Actual cost	
Increase Service Size, Or Type, At Customers Request	New service fee	
All Special Electric Services And Special Applications Not Covered Above	Actual cost	
Repair Service Damaged By Construction	Actual cost - minimum	\$500.00

Additional Three Phase Secondary Service Added To An Existing Service, Or Single Phase Service Added To A Three Phase Service 200 Amp Maximum	Per service	\$610.00	
Secondary Service With Ct Metering, Single Phase; Over 320 Amp	Per service plus prevailing wire cost at the time of installation for wire used and transformer (if applicable)	\$822.00	
Secondary Service With Ct Metering, Three Phase; Over 200 Amp	Per service plus prevailing wire cost at the time of installation for wire used and transformer (if applicable)	\$1,034.00	
Bi-Directional Meter	4s or 9s	\$530.00	
	2s	\$212.00	
Temporary Service 100 Amp Maximum (Construction Service)	Customer supplies and installs all temporary meter pole materials and equipment	\$47.00	
Meter/Service Pole Installation		\$450.00	
Meter/Service Pole Removal		\$300.00	
Meter/Service Pole Replacement		\$750.00	
Relocate Poles, Lines Or Service At Customer Request	Actual cost		
Increase Service Size, Or Type, At Customers Request	New service fee		
All Special Electric Services And Special Applications Not Covered Above	Actual cost		
Repair Service Damaged By Construction	Actual cost - minimum	\$500.00	

FY 2025 Fee Schedule		
ENGINEERING & MOBILITY		
FEE DESCRIPTION	UNIT FEE	FEE

Premature Work Charge (Starting Before a Permit is Issued)	% of original permit fee	200%
Infrastructure Acceptance Agreement Processing Fee		\$1,000.00
City Attorney Review Fee of Financial Guarantees on Forms Other Than City Standard		\$300.00

Review Fees

Public Works Infrastructure Document Review	Per hour, 1 hour minimum	\$70.00
Infrastructure Documents LOC Application Fees (Amending Plats Only)		\$550.00
Infrastructure Documents LOC Application Fees	Plus \$50/Acre or lot, whichever is greater	\$2,200.00
TIA Consistency Worksheet Review		\$300.00
Traffic Impact Analysis Review (Level 1)		\$1,100.00
Traffic Impact Analysis Review (Level 2)		\$1,700.00
Traffic Impact Analysis Review (Level 3)		\$2,200.00
Land Study Drainage Study Review (Tier 2 & 3)		\$275.00
Drainage Study Conformance Letter Review		\$275.00
Drainage Study Review (Tier 1 Using Letter Other Than City Standard)		\$100.00
Drainage Study Review (Tier 2)		\$2,750.00
Drainage Study Review (Tier 3)		\$3,300.00

FY 2026 Proposed Fee Schedule			
ENGINEERING & MOBILITY			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Premature Work Charge (Starting Before a Permit is Issued)	% of original permit fee	200%	
Infrastructure Acceptance Agreement Processing Fee		\$1,000.00	
City Attorney Review Fee of Financial Guarantees on Forms Other Than City Standard		\$300.00	

Review Fees

Public Works Infrastructure Document Review	Per hour, 1 hour minimum	\$70.00
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Traffic Impact Analysis Review (Level 2)		\$1,700.00
Traffic Impact Analysis Review (Level 3)		\$2,200.00
Land Study Drainage Study Review (Tier 2 & 3)		\$275.00
Drainage Study Conformance Letter Review		\$275.00
Drainage Study Review (Tier 1 Using Letter Other Than City Standard)		\$100.00
Drainage Study Review (Tier 2)		\$2,750.00
Drainage Study Review (Tier 3)		\$3,300.00

Review Fees

FY 2025 Fee Schedule		
ENGINEERING & MOBILITY		
FEE DESCRIPTION	UNIT FEE	FEE

Drainage Study Revision Review (Any Tier Greater Than 3 Rounds of Review, per Review)		\$1,700.00
LID Plan Review		\$1,800.00
CLOMR Review		\$4,300.00
LOMR without CLOMR Review		\$5,500.00
LOMR with CLOMR Review		\$3,100.00
LOMA, CLOMR-F & LOMR-F Review		\$550.00
Major Thoroughfare Amendment Application Fee		\$2,000.00

Permit Fees

Floodplain Development Permit (Individual Residential Lot)		\$100.00
Floodplain Development Permit (Development, Commercial, Other)		\$300.00
Grading Permit Fee		\$300.00
	Per acre	\$30.00
Construction Release Permit Fee		\$600.00
	Per acre	\$30.00
Right-of-Way Construction Permit Fee (S.F. Residential)		\$60.00
Right-of-Way Construction Permit Fee (Other Than S.F. Residential)		\$250.00

Inspection Fees

Infrastructure Inspection	% of engineering opinion of probable construction cost	1%
Infrastructure Re-inspection		\$60.00

FY 2026 Proposed Fee Schedule			
ENGINEERING & MOBILITY			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Drainage Study Revision Review (Any Tier Greater Than 3 Rounds of Review, per Review)		\$1,700.00	
LID Plan Review		\$1,800.00	
CLOMR Review		\$4,300.00	
LOMR without CLOMR Review		\$5,500.00	
LOMR with CLOMR Review		\$3,100.00	
LOMA, CLOMR-F & LOMR-F Review		\$550.00	
Major Thoroughfare Amendment Application Fee		\$2,000.00	

Permit Fees


Floodplain Development Permit (Individual Residential Lot)		\$100.00
Floodplain Development Permit (Development, Commercial, Other)		\$300.00
Grading Permit Fee		\$300.00
	Per acre	\$30.00
Construction Release Permit Fee		\$600.00
	Per acre	\$30.00
Right-of-Way Construction Permit Fee (S.F. Residential)		\$60.00
Right-of-Way Construction Permit Fee (Other Than S.F. Residential)		\$250.00

Permit Fees

Inspection Fees

Infrastructure Inspection	% of engineering opinion of probable construction cost	1%
Infrastructure Re-inspection		\$60.00


Inspection Fees

FY 2025 Fee Schedule		
ENGINEERING & MOBILITY		
FEE DESCRIPTION	UNIT FEE	FEE


Infrastructure Inspection Overtime (After Hours/Holiday/Weekend)	Per hour, (minimum 4 hours for weekend/holiday)	\$60.00
Infrastructure Inspection No-Show Fee		\$125.00

FY 2026 Proposed Fee Schedule			
ENGINEERING & MOBILITY			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Infrastructure Inspection Overtime (After Hours/Holiday/Weekend)	Per hour, (minimum 4 hours for weekend/holiday)	\$60.00	
Infrastructure Inspection No-Show Fee		\$125.00	

FY 2025 Fee Schedule		
LAW ENFORCEMENT		
FEE DESCRIPTION	UNIT FEE	FEE


Accident Reports		\$6.00
Fingerprints (Non-Resident)	Digital prints	\$30.00
	Ink cards	\$10.00
Use of City Police Car For Traffic Control - Other Than City Sponsored Event	First hour	\$42.00
	Every hour thereafter	\$10.00
Offense Reports	Per page	\$0.10
Tow Truck Rotation Fee	Per city tow - billed monthly	\$10.00

FY 2026 Proposed Fee Schedule			
LAW ENFORCEMENT			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Accident Reports		\$6.00	set by statute
Fingerprints (Non-Resident)	Digital prints	\$30.00	
	Ink cards	\$10.00	
Use of City Police Car For Traffic Control - Other Than City Sponsored Event	First hour	\$42.00	
	Every hour thereafter	\$10.00	
Offense Reports	Per page	\$0.10	set by statute
Tow Truck Rotation Fee	Per city tow - billed monthly	\$10.00	current ordinance states \$10

FY 2025 Fee Schedule		
FIRE AND RESCUE SERVICE		
		
FEE DESCRIPTION	UNIT FEE	FEE

Engine Response	Per hour	\$466.00
Aerial Truck Response	Per hour	\$582.00
Tender Response	Per hour	\$466.00
Brush Truck Response	Per hour	\$466.00
Heavy Rescue Response	Per hour	\$466.00
Boat Response	Per hour	\$466.00
AFFF Foam	Per gallon	\$53.00
Class A Foam	Per gallon	\$26.00
SCBA Pack	Each	\$106.00
Absorbent	Per bag	\$21.00
Absorbent Booms	Each	\$42.00
Disposable Coveralls	Each	\$31.00
Neoprene Gloves	Per pair	\$26.00
Over Boots	Per pair	\$26.00
Gas Plug Kit	Each	\$79.00
Plug and Dike Equipment	Each	\$79.00
Drum Liners	Each	\$10.00
Barricade Tape	Each	\$10.00
Poly Sheeting	Each	\$53.00

FY 2026 Proposed Fee Schedule			
FIRE AND RESCUE SERVICE			
			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Engine Response	Per hour	\$466.00	
Aerial Truck Response	Per hour	\$582.00	
Tender Response	Per hour	\$466.00	
Brush Truck Response	Per hour	\$466.00	
Heavy Rescue Response	Per hour	\$466.00	
Boat Response	Per hour	\$466.00	
AFFF Foam	Per gallon	\$53.00	
Class A Foam	Per gallon	\$26.00	
SCBA Pack	Each	\$106.00	
Absorbent	Per bag	\$21.00	
Absorbent Booms	Each	\$42.00	
Disposable Coveralls	Each	\$31.00	
Neoprene Gloves	Per pair	\$26.00	
Over Boots	Per pair	\$26.00	
Gas Plug Kit	Each	\$79.00	
Plug and Dike Equipment	Each	\$79.00	
Drum Liners	Each	\$10.00	
Barricade Tape	Each	\$10.00	
Poly Sheeting	Each	\$53.00	

FY 2025 Fee Schedule		
FIRE AND RESCUE SERVICE		
FEE DESCRIPTION	UNIT FEE	FEE

Micro-Blaze	Per 1 gallon	\$31.00
	Per 5 gallons	\$148.00
Level A Hazmat Suit	Each	\$663.00
Level B Hazmat Suit	Each	\$275.00
Chemical Boots	Per pair	\$26.00
95 Gallon Overpack Drum	Each	\$164.00
55 Gallon Overpack Drum	Each	\$90.00
35 Gallon Overpack Drum	Each	\$53.00
5 Gallon Overpack Drum	Each	\$10.00
Motor Vehicle Incidents Level 1	Per Incident up to 3 hours	\$506.00
Motor Vehicle Incidents Level 2	Per incident	\$576.00
Motor Vehicle Incidents Level 3	Per incident	\$704.00
Extrication Add-on	Per incident	\$1,520.00
Landing Zone	Per Incident	\$465.00
HAZMAT Level 1	Per Incident up to 3 hours	\$816.00
HAZMAT Level 2	Per Incident up to 3 hours	\$2,913.00
HAZMAT Level 3	Per Incident up to 3 hours	\$6,875.00
HAZMAT Additional Hours	Per hour	\$336.00
Water Incidents Level 1	Per incident	\$466.00
Water Incidents Level 2	Per incident	\$932.00
Water Incidents Level 3	Per incident	\$2,334.00

FY 2026 Proposed Fee Schedule			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FIRE AND RESCUE SERVICE			
FEE DESCRIPTION	UNIT FEE	FEE	Justification


Micro-Blaze	Per 1 gallon	\$31.00	
	Per 5 gallons	\$148.00	
Level A Hazmat Suit	Each	\$663.00	
Level B Hazmat Suit	Each	\$275.00	
Chemical Boots	Per pair	\$26.00	
95 Gallon Overpack Drum	Each	\$164.00	
55 Gallon Overpack Drum	Each	\$90.00	
35 Gallon Overpack Drum	Each	\$53.00	
5 Gallon Overpack Drum	Each	\$10.00	
Motor Vehicle Incidents Level 1	Per Incident up to 3 hours	\$506.00	
Motor Vehicle Incidents Level 2	Per incident	\$576.00	
Motor Vehicle Incidents Level 3	Per incident	\$704.00	
Extrication Add-on	Per incident	\$1,520.00	
Landing Zone	Per Incident	\$465.00	
HAZMAT Level 1	Per Incident up to 3 hours	\$816.00	
HAZMAT Level 2	Per Incident up to 3 hours	\$2,913.00	
HAZMAT Level 3	Per Incident up to 3 hours	\$6,875.00	
HAZMAT Additional Hours	Per hour	\$336.00	
Water Incidents Level 1	Per incident	\$466.00	
Water Incidents Level 2	Per incident	\$932.00	
Water Incidents Level 3	Per incident	\$2,334.00	

FY 2025 Fee Schedule		
FIRE AND RESCUE SERVICE 		
FEE DESCRIPTION	UNIT FEE	FEE

Water Incidents Level 4	Per rescuer, per hour	\$58.00
HAZMAT Itemized Reponse	Per HAZMAT responder, per hour	\$117.00
Chief Response	Per hour	\$290.00
Specialized Rescue	Follow apparatus type/rescuer rates	
Structure Fires	Follow apparatus type rates	
Vehicle Fire	Per incident	\$704.00
Gas Leak Level 1	Per hour (Engine)	\$466.00
Gas Leak Level 1	Per hour (Truck)	\$582.00
Gas Leak Level 2	Per hour (Engine)	\$748.00
Gas Leak Level 2	Per rescue person, per hour	\$58.00
Gas Leak Level 3	Per hour (Engine)	\$932.00
Gas Leak Level 3	Per rescue person, per hour	\$58.00
Fire Investigation Team	Per hour	\$321.00

FY 2026 Proposed Fee Schedule			
FIRE AND RESCUE SERVICE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Water Incidents Level 4	Per rescuer, per hour	\$58.00	
HAZMAT Itemized Reponse	Per HAZMAT responder, per hour	\$117.00	
Chief Response	Per hour	\$290.00	
Specialized Rescue	Follow apparatus type/rescuer rates		
Structure Fires	Follow apparatus type rates		
Vehicle Fire	Per incident	\$704.00	
Gas Leak Level 1	Per hour (Engine)	\$466.00	
Gas Leak Level 1	Per hour (Truck)	\$582.00	
Gas Leak Level 2	Per hour (Engine)	\$748.00	
Gas Leak Level 2	Per rescue person, per hour	\$58.00	
Gas Leak Level 3	Per hour (Engine)	\$932.00	
Gas Leak Level 3	Per rescue person, per hour	\$58.00	
Fire Investigation Team	Per hour	\$321.00	

FY 2025 Fee Schedule		
GAS SERVICE 		
FEE DESCRIPTION	UNIT FEE	FEE

New Tap And 1 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft	\$630.00
New Tap And 2 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft.	\$816.00

Meter Charges And New Meters Added To Existing Services. Size Up To:

275 CFH		\$225.00
425 CFH		\$657.00
880 CFH		\$1,126.00
1000 CFH		\$1,903.00
3000 CFH		\$2,150.00
5000 CFH		\$2,750.00
7000 CFH		\$3,290.00
11000 CFH		\$3,850.00
All Special Gas Services And Other Applications Not Covered Above	Actual cost	
Repair Service Damaged By Construction	Actual cost - \$500 minimum	

FY 2026 Proposed Fee Schedule			
GAS SERVICE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

New Tap And 1 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft	\$730.00	Increase in materials and labor
New Tap And 2 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft.	\$916.00	Increase in materials and labor

Meter Charges And New Meters Added To Existing Services. Size Up To:

275 CFH		\$304.00	Increase in average cost of meter and labor
425 CFH		\$657.00	
880 CFH		\$1,530.00	Increase in average cost of meter and labor
1000 CFH		\$1,903.00	
3000 CFH		\$2,150.00	
5000 CFH		\$2,750.00	
7000 CFH		\$3,290.00	
11000 CFH		\$3,850.00	
All Special Gas Services And Other Applications Not Covered Above	Actual cost		
Repair Service Damaged By Construction	Actual cost - \$500 minimum		

FY 2025 Fee Schedule		
FIRE MARSHAL		
FEE DESCRIPTION	UNIT FEE	FEE



Fire Sprinkler Installation	Permit fee	\$328.00
	Per head	\$0.69
Fire Sprinkler Modification	Up to 20 heads	\$132.00
Fire Alarm Installation	Permit fee	\$328.00
	Per head	\$0.69
Fire Alarm Modification	Up to 10 devices	\$132.00
Alternative Fire Protection System Installation		\$360.00
Third Party inspection for fire alarm, sprinklers, equipment, etc.	Actual Costs	
Third Party plan review for fire protection systems with a valuation over \$500,000	Actual Costs	
Hood Suppression Systems (Installation)	Permit fee	\$196.00
Above Ground Storage Tanks Installation	Permit fee	\$397.00
Underground Storage Tanks Installation	Permit fee	\$397.00
Standpipes Installation	Permit fee	\$132.00
Paint/Spray Booth Installation		\$328.00
Fire Apparatus Access Road Gate Installation		\$132.00
Underground Fire Line Installation	Permit fee	\$300.00
Underground Fuel Storage Tank Removal		\$328.00
Working Without a Permit	Double the permit fee	
Re-Inspection Fee		\$84.00

FY 2026 Proposed Fee Schedule			
FIRE MARSHAL			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification



Fire Sprinkler Installation	Permit fee	\$328.00	
	Per head	\$0.69	
Fire Sprinkler Modification	Up to 20 heads	\$132.00	
Fire Alarm Installation	Permit fee	\$328.00	
	Per head	\$0.69	
Fire Alarm Modification	Up to 10 devices	\$132.00	
Alternative Fire Protection System Installation		\$360.00	
Third Party inspection for fire alarm, sprinklers, equipment, etc.	Actual Costs		
Third Party plan review for fire protection systems with a valuation over \$500,000	Actual Costs		
Hood Suppression Systems (Installation)	Permit fee	\$196.00	
Above Ground Storage Tanks Installation	Permit fee	\$397.00	
Underground Storage Tanks Installation	Permit fee	\$397.00	
Standpipes Installation	Permit fee	\$132.00	
Paint/Spray Booth Installation		\$328.00	
Fire Apparatus Access Road Gate Installation		\$132.00	
Underground Fire Line Installation	Permit fee	\$300.00	
Underground Fuel Storage Tank Removal		\$328.00	
Working Without a Permit	Double the permit fee		
Re-Inspection Fee		\$84.00	

FY 2025 Fee Schedule		
FIRE MARSHAL		
FEE DESCRIPTION	UNIT FEE	FEE

FY 2026 Proposed Fee Schedule			
FIRE MARSHAL			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	

State Licensed Facility Fees:

Daycare Facilities	Annually	\$100.00
Nursing Homes	Annually	\$196.00
Hospitals	Annually	\$265.00
In-Home Facilities	Annually	\$63.00

State Licensed Facility Fees:

Daycare Facilities	Annually	\$100.00
Nursing Homes	Annually	\$196.00
Hospitals	Annually	\$265.00
In-Home Facilities	Annually	\$63.00

State Licensed Facility Fees:

Operational Permit Fees:

Exhibits and Trade Shows	Per event	\$63.00
Hazardous Materials	Annually	\$164.00
Cutting and Welding	Per event	\$26.00
Open Flames/Torches	Per event	\$26.00
Hot Work Operations	Per event	\$26.00
Carnivals and Fairs	Per event	\$63.00
Explosives	Annually	\$196.00
Fireworks Displays	Per event	\$164.00
Liquid or Gas-Fueled Vehicles/Equipment in Buildings	Annually	\$53.00
Repair Garages and Motor Fuel Dispensing Facilities	Annually	\$164.00
Fumigation and Fogging	Per event	\$26.00

Operational Permit Fees:

Exhibits and Trade Shows	Per event	\$63.00
Hazardous Materials	Annually	\$164.00
Cutting and Welding	Per event	\$26.00
Open Flames/Torches	Per event	\$26.00
Hot Work Operations	Per event	\$26.00
Carnivals and Fairs	Per event	\$63.00
Explosives	Annually	\$196.00
Fireworks Displays	Per event	\$164.00
Liquid or Gas-Fueled Vehicles/Equipment in Buildings	Annually	\$53.00
Repair Garages and Motor Fuel Dispensing Facilities	Annually	\$164.00
Fumigation and Fogging	Per event	\$26.00

Operational Permit Fees:

FY 2025 Fee Schedule		
FIRE MARSHAL		
FEE DESCRIPTION	UNIT FEE	FEE




Tent Permit - Temporary Use <180 days	Per event	\$26.00
Tents and Modular Structure Permit - Use > 180 Days	Valid for 365 days	\$100.00
Flammable and Combustible Storage	Annually	\$164.00
Misc. Combustible Storage	Annually	\$164.00
Amusement Buildings	Annually	\$164.00
Storage of Scrap Tires	Annually	\$498.00
Dry Cleaning Plants	Annually	\$53.00
High-Piled Storage	Annually	\$84.00
Compressed Gases	Annually	\$164.00
Electrical Energy Storage Systems		\$159.00
Emergency Responder Radio Communication System		\$265.00

FY 2026 Proposed Fee Schedule			
FIRE MARSHAL			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification




Tent Permit - Temporary Use <180 days	Per event	\$26.00	
Tents and Modular Structure Permit - Use > 180 Days	Valid for 365 days	\$100.00	
Flammable and Combustible Storage	Annually	\$164.00	
Misc. Combustible Storage	Annually	\$164.00	
Amusement Buildings	Annually	\$164.00	
Storage of Scrap Tires	Annually	\$498.00	
Dry Cleaning Plants	Annually	\$53.00	
High-Piled Storage	Annually	\$84.00	
Compressed Gases	Annually	\$164.00	
Electrical Energy Storage Systems		\$159.00	
Emergency Responder Radio Communication System		\$265.00	

FY 2025 Fee Schedule		
LIQUOR LICENSES & PERMITS		
FEE DESCRIPTION	UNIT FEE	FEE


Wine Retailer's on Premise	Per 2 years	\$175.00
Malt Beverage Retailer's On Premise Permit	Per 2 years	\$150.00
Wine & Malt Beverage Retailer's Off Premise	Per 2 years	\$60.00
Malt Beverage Retailer's Off Premise Permit	Per 2 years	\$60.00
Package Store	Per 2 years	\$500.00
Local Distributor's Permit	Per 2 years	\$100.00
Wine Only Package Store	Per 2 years	\$75.00
Mixed Beverage (4th Year)	Per 2 years	\$750.00
Brew Pub License	Per 2 years	\$500.00

FY 2026 Proposed Fee Schedule			
LIQUOR LICENSES & PERMITS			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Wine Retailer's on Premise	Per 2 years	\$175.00	
Malt Beverage Retailer's On Premise Permit	Per 2 years	\$150.00	
Wine & Malt Beverage Retailer's Off Premise	Per 2 years	\$60.00	
Malt Beverage Retailer's Off Premise Permit	Per 2 years	\$60.00	
Package Store	Per 2 years	\$500.00	
Local Distributor's Permit	Per 2 years	\$100.00	
Wine Only Package Store	Per 2 years	\$75.00	
Mixed Beverage (4th Year)	Per 2 years	\$750.00	
Brew Pub License	Per 2 years	\$500.00	

FY 2025 Fee Schedule		
LIBRARY 		
FEE DESCRIPTION	UNIT FEE	FEE


Out-of-County Library Card	Per household	\$25.00
Overdue Books	Per day per book	\$0.25
Overdue DVD's, CD's, Playaways	Per day per item	\$0.25
Overdue Interlibrary Loan Material	Per day per item	\$0.25
Overdue Devices	Per day per item	\$0.25
Individual Deposit on Audio-Visual Equipment		\$100.00
Lost Materials or Damaged Beyond Repair	Cost of replacement	
	Plus service fee for processing, cataloging and/or postage	\$5.00
Interlibrary Loan Requests	Cost of return postage plus any fees set by lending library	
Replacement of Lost Card		\$1.00
Copies and Computer Printouts (Including Wireless Access)	Black and white	\$0.25
	Color	\$1.00
Community Room Use (For-Profit Groups)	Per hour (minimum 2 hours)	\$55.00
Community Room Use Security Deposit (For-profit and not-for-profit groups)		\$150.00
Conference Room Use (For-Profit Groups)	Per hour	\$30.00

FY 2026 Proposed Fee Schedule			
LIBRARY 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification


Out-of-County Library Card	Per household	\$25.00	
Notary Public Fee	Per Item	\$7.00	The fee for notarial services performed by the Patrick Heath Library staff shall be the amount prescribed by the Texas Secretary of State under Texas Government Code, Chapter 406
Administering an Oath	Per Oath	\$5.00	New fo FY26
Overdue Books	Per day per book	\$0.25	
Overdue DVD's, CD's, Playaways	Per day per item	\$0.25	
Overdue Interlibrary Loan Material	Per day per item	\$0.25	
Overdue Devices	Per day per item	\$0.25	
Individual Deposit on Audio-Visual Equipment		\$100.00	
Lost Materials or Damaged Beyond Repair	Cost of replacement		
	Plus service fee for processing, cataloging and/or postage	\$5.00	
Interlibrary Loan Requests	Cost of return postage plus any fees set by lending library		
Replacement of Lost Card		\$1.00	
Copies and Computer Printouts (Including Wireless Access)	Black and white	\$0.25	
	Color	\$1.00	
Community Room Use (For-Profit Groups)	Per hour (minimum 2 hours)	\$55.00	
Community Room Use Security Deposit (For-profit and not-for-profit groups)		\$150.00	
Conference Room Use (For-Profit Groups)	Per hour	\$30.00	

FY 2025 Fee Schedule		
LIBRARY		
FEE DESCRIPTION	UNIT FEE	FEE

Proctoring Fee	Students (primary, secondary, college)	\$10.00
	Professionals	\$25.00

FY 2026 Proposed Fee Schedule			
LIBRARY			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Proctoring Fee	Students (primary, secondary, college)	\$10.00	
	Professionals	\$25.00	

FY 2025 Fee Schedule		
PERMITTING & CODE COMPLIANCE		
		
FEE DESCRIPTION	UNIT FEE	FEE

FY 2026 Proposed Fee Schedule			
PERMITTING & CODE COMPLIANCE			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Contractor:

Contractor Registration - New - (For Contractors Not Required to Register With The State)	For Homestead Properties	\$100
	For all other Properties	\$150
Contractor Registration - Annual Renewal	For Homestead Properties	\$50
	For all other Properties	\$100

Contractor:

Contractor Registration - New - (For Contractors Not Required to Register With The State)	For Homestead Properties	\$100
	For all other Properties	\$150
Contractor Registration - Annual Renewal	For Homestead Properties	\$50
	For all other Properties	\$100

Contractor:

Building:

New Construction Permit Fee (One-Two Family Dwelling)	Per sq. ft	\$0.38
New Construction Permit Fee Commercial/Other	Per sq. ft. for the first 5,000 sq. ft.	\$0.53
	Additional per sq. ft. over 5,000	\$0.15
Remodeling and Repair Permit Fee (One-Two Family Dwelling)	Per sq. ft.	\$0.53
Remodeling and Repair Permit Fee (Non-residential)	Each	\$26.00
	Per \$1,061.00 in construction value	\$5.00

Building:

New Construction Permit Fee (One-Two Family Dwelling)	Per sq. ft	\$0.38
New Construction Permit Fee Commercial/Other	Per sq. ft. for the first 5,000 sq. ft.	\$0.53
	Additional per sq. ft. over 5,000	\$0.15
Remodeling and Repair Permit Fee (One-Two Family Dwelling)	Per sq. ft.	\$0.53
Remodeling and Repair Permit Fee (Non-residential)	Each	\$26.00
	Per \$1,061.00 in construction value	\$5.00

Building:

FY 2025 Fee Schedule		
PERMITTING & CODE COMPLIANCE 		
FEE DESCRIPTION	UNIT FEE	FEE

Roof Permit Fee		\$111.00
Fence or Wall Permit Fee	Residential	\$40
	Commercial	\$100
Building Moving Permit Fee		\$84.00
New Lawn Irrigation Permit Fee		\$26.00
Demolition Permit Fee	Residential 1-2 family dwelling	\$53.00
	Other than 1-2 family dwelling	\$106.00
Flatwork		\$111.00
Parking Lot Permit		\$222.00
Swimming Pool Permit Fee	Application fee	\$31.00
	Per \$1,000 in construction value	\$4.00
Premature Work Charge (Starting Before a Permit Has Been Issued)	Of original permit fee	200%
Residential/Commercial Sidewalk Inspection Fee		\$5.00
Residential Driveway Approach Inspection Fee		\$10.00
Commercial Parking Lot Inspection Fee		\$15.00
Reinspection Fee		\$100
Permit Renewal Fee	Of original per fee	53%
Plan Checking Fee - In House	In-house: % of permit fee	53%
	Outsourced: Actual city cost	
Valet Parking Permit Fee		\$53.00
Valet Parking Permit Annual Renewal Fee		\$26.00


Electrical:

FY 2026 Proposed Fee Schedule			
PERMITTING & CODE COMPLIANCE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Roof Permit Fee		\$111.00	
Fence or Wall Permit Fee	Residential	\$40	
	Commercial	\$100	
Building Moving Permit Fee		\$84.00	
New Lawn Irrigation Permit Fee		\$26.00	
Demolition Permit Fee	Residential 1-2 family dwelling	\$53.00	
	Other than 1-2 family dwelling	\$106.00	
Flatwork		\$111.00	
Parking Lot Permit		\$222.00	
Swimming Pool Permit Fee	Application fee	\$31.00	
	Per \$1,000 in construction value	\$4.00	
Premature Work Charge (Starting Before a Permit Has Been Issued)	Of original permit fee	200%	
Residential/Commercial Sidewalk Inspection Fee		\$5.00	
Residential Driveway Approach Inspection Fee		\$10.00	
Commercial Parking Lot Inspection Fee		\$15.00	
Reinspection Fee		\$100	
Permit Renewal Fee	Of original per fee	53%	
Plan Checking Fee - In House	In-house: % of permit fee	53%	
	Outsourced: Actual city cost		
Valet Parking Permit Fee		\$53.00	
Valet Parking Permit Annual Renewal Fee		\$26.00	

Electrical:

Electrical:

FY 2025 Fee Schedule		
PERMITTING & CODE COMPLIANCE 		
FEE DESCRIPTION	UNIT FEE	FEE

Residential Permit Application Fee		\$31.00
Commercial Permit Application Fee		\$42.00
Furnace Units Permit Fee	each	\$10.00
A/C Units Permit Fee	each	\$10.00
Meter Loop Permit Fee	each	\$10.00
Service Permit	each	\$26.00
Outlet or Light Fixture Permit Fee	each	\$1.00
Appliance Permit Fee	each	\$2.25
Motor Permit Fee	each	\$8.00
Solar Panel Fee	each	\$79.00
Cell or Antenna Tower Fee	each	\$26.00
Minimum Permit Fee	each	\$21.00
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	200%
Reinspection Fee		\$53.00
Permit Renewal Fee	% of original permit fee	53%

Heating, Ventilation and Air Conditioning:

Residential Permit Application Fee		\$31.00
Commercial Permit Application Fee	Per floor	\$42.00
Heating or Air Conditioning Permit Fee	Per unit	\$24.00

FY 2026 Proposed Fee Schedule			
PERMITTING & CODE COMPLIANCE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification


Residential Permit Application Fee		\$31.00	
Commercial Permit Application Fee		\$42.00	
Furnace Units Permit Fee	each	\$10.00	
A/C Units Permit Fee	each	\$10.00	
Meter Loop Permit Fee	each	\$10.00	
Service Permit	each	\$26.00	
Outlet or Light Fixture Permit Fee	each	\$1.00	
Appliance Permit Fee	each	\$2.25	
Motor Permit Fee	each	\$8.00	
Solar Panel Fee	each	\$79.00	
Cell or Antenna Tower Fee	each	\$26.00	
Minimum Permit Fee	each	\$21.00	
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	200%	
Reinspection Fee		\$53.00	
Permit Renewal Fee	% of original permit fee	53%	

Heating, Ventilation and Air Conditioning:

Residential Permit Application Fee		\$31.00
Commercial Permit Application Fee	Per floor	\$42.00
Heating or Air Conditioning Permit Fee	Per unit	\$24.00

Heating, Ventilation and Air Conditioning:

Residential Permit Application Fee		\$31.00	
Commercial Permit Application Fee	Per floor	\$42.00	
Heating or Air Conditioning Permit Fee	Per unit	\$24.00	

FY 2025 Fee Schedule		
PERMITTING & CODE COMPLIANCE 		
FEE DESCRIPTION	UNIT FEE	FEE

Refrigeration Permit Fee (Commercial)	Per unit	\$47.00
Local Vent Outlet Permit Fee	Each	\$2.00
Minimum Permit Fee		\$21.00
Premature Work Charge (Starting Before a Permit has Been Issued)	% of original permit fee	212%
Reinspection Fee		\$53.00
Permit Renewal Fee	% of original permit fee	50%

Plumbing and Gas:


Permit Application Fee		\$31.00
Commercial Permit Application Fee	Per floor	\$42.00
House Sewer (New or Repair)	Per 100 feet	\$10.00
Gas Piping	Per outlet	\$3.50
Fixture or Outlet Permit Fee	Each	\$3.75
Mercury Gas Test Permit Fee	\$ Fee for each, plus permit fee	\$25.00
Grease Trap Permit Fee	Each	\$26.00
Water Piping (New or Repair) Permit Fee	Per 100 feet	\$10.00
Irrigation System Permit Fee	Per head	\$1.50
Vacuum Breakers or Backflow Preventers Permit Fee	Each	\$5.00
Drip Irrigation System Permit	Residential	\$37.00

FY 2026 Proposed Fee Schedule			
PERMITTING & CODE COMPLIANCE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Refrigeration Permit Fee (Commercial)	Per unit	\$47.00	
Local Vent Outlet Permit Fee	Each	\$2.00	
Minimum Permit Fee		\$21.00	
Premature Work Charge (Starting Before a Permit has Been Issued)	% of original permit fee	212%	
Reinspection Fee		\$53.00	
Permit Renewal Fee	% of original permit fee	50%	

Plumbing and Gas:


Permit Application Fee		\$31.00	
Commercial Permit Application Fee	Per floor	\$42.00	
House Sewer (New or Repair)	Per 100 feet	\$10.00	
Gas Piping	Per outlet	\$3.50	
Fixture or Outlet Permit Fee	Each	\$3.75	
Mercury Gas Test Permit Fee	\$ Fee for each, plus permit fee	\$25.00	
Grease Trap Permit Fee	Each	\$26.00	
Water Piping (New or Repair) Permit Fee	Per 100 feet	\$10.00	
Irrigation System Permit Fee	Per head	\$1.50	
Vacuum Breakers or Backflow Preventers Permit Fee	Each	\$5.00	
Drip Irrigation System Permit	Residential	\$37.00	

FY 2025 Fee Schedule		
PERMITTING & CODE COMPLIANCE 		
FEE DESCRIPTION	UNIT FEE	FEE

Fee	Commercial	FEE
Floor/Mop Sink/Fountain Permit Fee		\$5.00
Minimum Permit Fee		\$21.00
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	200%
Reinspection Fee		\$53.00
Permit Renewal Fee	% of original permit fee	50%

FY 2026 Proposed Fee Schedule			
PERMITTING & CODE COMPLIANCE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Fee	Commercial	FEE	
Floor/Mop Sink/Fountain Permit Fee		\$5.00	
Minimum Permit Fee		\$21.00	
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	200%	
Reinspection Fee		\$53.00	
Permit Renewal Fee	% of original permit fee	50%	

FY 2025 Fee Schedule		
PERMITTING & CODE COMPLIANCE 		
FEE DESCRIPTION	UNIT FEE	FEE

FY 2026 Proposed Fee Schedule			
PERMITTING & CODE COMPLIANCE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Signs:

Permit Application Fee		\$100
Commercial Advertising Sign Permit Fee	Per sq. ft. of sign face	\$2.25
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	212%
Reinspection Fee		\$100
Permit Renewal Fee	% of original permit fee	53%
Variance		\$500
Banner Permit		\$50.00

Signs:

Permit Application Fee	Non-Electrical	\$100
	Electrical	\$125
Commercial Advertising Sign Permit Fee	Per sq. ft. of sign face	\$2.25
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	212%
Reinspection Fee		\$100
Permit Renewal Fee	% of original permit fee	53%
Variance		\$500
Banner Permit		\$50.00

Signs:

Clarify the difference between sign non-electrical and sign-electrical


Miscellaneous:

Same Day Inspection Fee		\$150.00
After Hours Inspection Fee	Per hour, 2 hour minimum	\$150.00
T-Pole (in addition to meter loop)		\$50
Certificate of Occupancy not associated with a permit		\$250
Extension of permit	% of Permit Fee	50%
Plan review of onsite horizontal improvements		Actual Costs
Inspection of onsite horizontal improvements		Actual Costs

Miscellaneous:

Same Day Inspection Fee		\$150.00
After Hours Inspection Fee	Per hour, 2 hour minimum	\$150.00
T-Pole (in addition to meter loop)		\$50
Certificate of Occupancy not associated with a permit		\$250
Extension of permit	% of Permit Fee	50%
Plan review of onsite horizontal improvements		Actual Costs
Inspection of onsite horizontal improvements		Actual Costs

Miscellaneous:

FY 2025 Fee Schedule		
PERMITTING & CODE COMPLIANCE 		
FEE DESCRIPTION	UNIT FEE	FEE

Site Development Permit Fee	Per acre or per lot, whichever is greater	\$1,100
		\$30

FY 2026 Proposed Fee Schedule			
PERMITTING & CODE COMPLIANCE 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Site Development Permit Fee	Per acre or per lot, whichever is greater	\$1,100	
		\$30	

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE



Daily Pool Admission Fee	City resident	\$4.00
	Non-resident	\$5.00
Pool Season Pass	City resident - for 25 pass punch card	\$75.00
	Non-resident - for 25 pass punch card	\$100.00
Swimming Lessons	City resident - per session	\$60.00
	Non-resident - per session	\$75.00
Private Pool Parties (Under 50 Attendees)	City resident	\$350.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$400.00
Private Pool Parties (50-99 Attendees)	City resident	\$425.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$475.00
Private Pool Parties (100-149 Attendees)	City resident	\$475.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$525.00
Private Pool Parties (150-199 Attendees)	City resident	\$525.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$575.00

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification



Daily Pool Admission Fee	City resident	\$4.00	NO CPI Increase
	Non-resident	\$5.00	NO CPI Increase
Pool Season Pass	City resident - for 25 pass punch card	\$75.00	NO CPI Increase
	Non-resident - for 25 pass punch card	\$100.00	NO CPI Increase
Swimming Lessons	City resident - per session	\$60.00	NO CPI Increase
	Non-resident - per session	\$75.00	NO CPI Increase
Private Pool Parties (Under 50 Attendees)	City resident	\$350.00	NO CPI Increase
	Non-resident No refunds for cancellation unless due to bad weather.	\$400.00	NO CPI Increase
Private Pool Parties (50-99 Attendees)	City resident	\$425.00	NO CPI Increase
	Non-resident No refunds for cancellation unless due to bad weather.	\$475.00	NO CPI Increase
Private Pool Parties (100-149 Attendees)	City resident	\$475.00	NO CPI Increase
	Non-resident No refunds for cancellation unless due to bad weather.	\$525.00	NO CPI Increase
Private Pool Parties (150-199 Attendees)	City resident	\$525.00	NO CPI Increase
	Non-resident No refunds for cancellation unless due to bad weather.	\$575.00	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE

Private Pool Parties (200+ Attendees)	City resident	\$575.00
	Non-resident No refunds for cancellation unless due to bad weather	\$625.00
Day Time Pool Party	For 25 people max 2 hours	\$125.00
Disc Golf Tournament Fee	Per participant	\$5.00
	Minimum per tournament)	\$50.00

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Private Pool Parties (200+ Attendees)	City resident	\$575.00	NO CPI Increase
	Non-resident No refunds for cancellation unless due to bad weather	\$625.00	NO CPI Increase
Day Time Pool Party	For 25 people max 2 hours	\$125.00	NO CPI Increase
Disc Golf Tournament Fee	Per participant	\$5.00	NO CPI Increase
	Minimum per tournament)	\$50.00	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE



FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification




Special Event Permit Fee Non-Refundable Administrative Fee	Class A event: single day event with attendance estimated less than 500	\$50.00
	Class B event: multiple day event or event with attendance estimated between 500 and 1,000	\$210.00
	Class C event: event with attendance estimated at more than 1,000 people	\$315.00
	Class D event: parade or street closure - requires a \$1,000 refundable damage deposit	\$525.00
Park Maintenance Fee	Per man hour	\$50.00
Athletic Special Event Fee	Per participant	\$5.00
	Per participant for charitable non-profits	\$2.50
	Additional fee per participant if using City Lake Park during peak season. Fee is charged it utilizing city facilities for triathlons, runs, etc. Other park fees may apply. Events at lake will require the pavilion be rented as well.	\$10.00
Special Events Deposit	Per event (includes all city facilities and property)	\$310.00

Special Event Permit Fee Non-Refundable Administrative Fee	Class A event: single day event with attendance estimated less than 500	\$50.00	NO CPI Increase
	Class B event: multiple day event or event with attendance estimated between 500 and 1,000	\$210.00	NO CPI Increase
	Class C event: event with attendance estimated at more than 1,000 people	\$315.00	NO CPI Increase
	Class D event: parade or street closure - requires a \$1,000 refundable damage deposit	\$525.00	NO CPI Increase
Park Maintenance Fee	Per man hour	\$50.00	NO CPI Increase
Athletic Special Event Fee	Per participant	\$5.00	NO CPI Increase
	Per participant for charitable non-profits	\$2.50	NO CPI Increase
	Additional fee per participant if using City Lake Park during peak season. Fee is charged it utilizing city facilities for triathlons, runs, etc. Other park fees may apply. Events at lake will require the pavilion be rented as well.	\$10.00	NO CPI Increase
Special Events Deposit	Per event (includes all city facilities and property)	\$310.00	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE

Northrup Park Pavilion Daily Rental	Weekdays city resident - per day	\$50.00
	Weekdays non-resident - per day	\$65.00
	Weekends city resident - per day	\$150.00
	Weekends non-resident - per day	\$175.00
	Cancellation fee - less than 2 weeks - damage deposit fee <u>refundable only</u>	
	No shows/no refund \$200 refundable damage deposit required	
Northrup Park Pavilion Hourly Rental	City residents - per hour - max of 3 hours in a 24-hour period	\$20.00
	Non-residents - per hour - max of 3 hours in a 24-hour period	\$25.00
Volleyball Court Reservation	Per court for 2 hours	\$25.00
	Full day rental (includes all three courts)	\$150.00

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Northrup Park Pavilion Daily Rental	Weekdays city resident - per day	\$50.00	NO CPI Increase
	Weekdays non-resident - per day	\$65.00	NO CPI Increase
	Weekends city resident - per day	\$150.00	NO CPI Increase
	Weekends non-resident - per day	\$175.00	NO CPI Increase
	Cancellation fee - less than 2 weeks - damage deposit fee <u>refundable only</u>		NO CPI Increase
	No shows/no refund \$200 refundable damage deposit required		NO CPI Increase
Northrup Park Pavilion Hourly Rental	City residents - per hour - max of 3 hours in a 24-hour period	\$20.00	NO CPI Increase
	Non-residents - per hour - max of 3 hours in a 24-hour period	\$25.00	NO CPI Increase
Volleyball Court Reservation	Per court for 2 hours	\$25.00	NO CPI Increase
	Full day rental (includes all three courts)	\$150.00	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE



Northrup Athletic Park Tournament/Camp Rental	Per field per day	\$150.00
	Per field deposit to reserve	\$50.00
	Refundable damage deposit	\$100.00
	Full complex rental on first day	\$2,200.00
	Rental for second day - required if renter plans to charge a gate fee	\$1,800.00
Park Vendor Permit	City resident - per participant	\$10.00
	Non-resident - per participant	\$50.00
Non-City Sponsored Athletic League Facility Use Fee	City resident - per participant	\$10.00
	Non-resident - per participant	\$50.00
Sports Field Rental	City resident - per field per hour. Max of 2 hours per 24 hour period	\$20.00
	Non-resident - per field per hour. Max of 2 hours per 24 hour period	\$40.00
	Refunds - only when the city closes the fields	
Veterans Park User/Maintenance Fee	Special use of this park must be approved by the City Manager or his designee through the Park and Recreation Office	

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification



Northrup Athletic Park Tournament/Camp Rental	Per field per day	\$150.00	NO CPI Increase
	Per field deposit to reserve	\$50.00	NO CPI Increase
	Refundable damage deposit	\$100.00	NO CPI Increase
	Full complex rental on first day	\$2,200.00	NO CPI Increase
	Rental for second day - required if renter plans to charge a gate fee	\$1,800.00	NO CPI Increase
Park Vendor Permit	City resident - per participant	\$10.00	NO CPI Increase
	Non-resident - per participant	\$50.00	NO CPI Increase
Non-City Sponsored Athletic League Facility Use Fee	City resident - per participant	\$10.00	NO CPI Increase
	Non-resident - per participant	\$50.00	NO CPI Increase
Sports Field Rental	City resident - per field per hour. Max of 2 hours per 24 hour period	\$20.00	NO CPI Increase
	Non-resident - per field per hour. Max of 2 hours per 24 hour period	\$40.00	NO CPI Increase
	Refunds - only when the city closes the fields		NO CPI Increase
Veterans Park User/Maintenance Fee	Special use of this park must be approved by the City Manager or his designee through the Park and Recreation Office		NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE

Boerne City Lake Access	Weekday parking pass: city resident	Free
	Weekday parking pass: non-resident	\$10.00
	Weekend parking pass: city resident	Free
	Weekend parking pass: non-resident	\$15.00
	Holiday parking pass: city resident	Free
	Holiday parking pass: non-resident	\$20.00
	Season pass: city resident	Free up to 2 vehicles, \$25.00 per additional vehicle
	Season pass: non-resident	\$125.00, \$25.00 per additional vehicle

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Boerne City Lake Access	Weekday parking pass: city resident	Free	NO CPI Increase
	Weekday parking pass: non-resident	\$10.00	NO CPI Increase
	Weekend parking pass: city resident	Free	NO CPI Increase
	Weekend parking pass: non-resident	\$15.00	NO CPI Increase
	Holiday parking pass: city resident	Free	NO CPI Increase
	Holiday parking pass: non-resident	\$20.00	NO CPI Increase
	Season pass: city resident	Free up to 2 vehicles, \$25.00 per additional vehicle	NO CPI Increase
	Season pass: non-resident	\$125.00, \$25.00 per additional vehicle	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE

Boerne City Lake Access Senior Citizens (65 And Over) Military - Active And Retired/ Disabled Citizens	Daily parking pass - any day	\$5.00
	Season pass	\$75.00
	Per additional pass	\$25.00
Boerne City Lake Access - Disabled Veterans	Free entry for 60% or more disabled veterans	
Boerne City Lake Park Group Pavilion Rental	Daily rental - weekday Monday - Thursday	\$100.00
	Refundable damage deposit fee	\$100.00
	Daily rental - weekend - Friday - Sunday	\$250.00
	Refundable damage deposit fee	\$200.00
	Holiday	\$500.00
	Refundable damage deposit fee	\$500.00
	All non-residents will be charged a gate fee	
	Cancellation fee: less than 2 weeks prior to event	damage deposit fee refundable only
	No shows/no refund	refundable damage deposit required

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Boerne City Lake Access Senior Citizens (65 And Over) Military - Active And Retired/ Disabled Citizens	Daily parking pass - any day	\$5.00	NO CPI Increase
	Season pass	\$75.00	NO CPI Increase
	Per additional pass	\$25.00	NO CPI Increase
Boerne City Lake Access - Disabled Veterans	Free entry for 60% or more disabled veterans		NO CPI Increase
Boerne City Lake Park Group Pavilion Rental	Daily rental - weekday Monday - Thursday	\$100.00	NO CPI Increase
	Refundable damage deposit fee	\$100.00	NO CPI Increase
	Daily rental - weekend - Friday - Sunday	\$250.00	NO CPI Increase
	Refundable damage deposit fee	\$200.00	NO CPI Increase
	Holiday	\$500.00	NO CPI Increase
	Refundable damage deposit fee	\$500.00	NO CPI Increase
	All non-residents will be charged a gate fee		NO CPI Increase
	Cancellation fee: less than 2 weeks prior to event	damage deposit fee refundable only	NO CPI Increase
	No shows/no refund	refundable damage deposit required	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE



Main Plaza & City Parking Lots	Weekday rental - city resident	\$200.00
	Weekday rental - non-resident	\$250.00
	Weekend rental - city resident	\$350.00
	Weekend rental - non-resident	\$500.00
	Additional charge of \$25.00 per vendor when applicable. Fees are discounted by 50% for charitable non-profit organizations. (IRS Determination Letter must be provided.) In addition to current fee Main Plaza Special Event Damage Deposit Fees - \$1000.00. Cancellation Fee: Less than 2 weeks prior to event-damage deposit fee refundable only. No shows/no refund. Refundable damage deposit required.	
City Parks-Deposit For Short Term License Agreement		\$1,040.00
City Parks-License Fee For Uses Requiring A Short Term Lease Agreement	Per day	\$1,040.00
Public Film Permit	Per day	\$50.00
Public Film Project Expenses	Fees will be established for each filming project based on the costs associated with the project	
Athletic & Recreational Programs	Fees will be established for each program based on the costs associated with the program	
Water Works Terrace - With Main Plaza Rental	Weekday - city resident	\$25.00
Water Works Terrace - With Main Plaza Rental	Weekend - city resident	\$50.00
Water Works Terrace - With Main Plaza Rental	Weekday - non-resident	\$50.00
Water Works Terrace - With Main Plaza Rental	Weekend - non-resident	\$75.00
Water Works Terrace - Without Main Plaza Rental	Weekday - city resident	\$50.00
Water Works Terrace - Without Main Plaza Rental	Weekend - city resident	\$75.00


FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification



Main Plaza & City Parking Lots	Weekday rental - city resident	\$200.00	NO CPI Increase
	Weekday rental - non-resident	\$250.00	NO CPI Increase
	Weekend rental - city resident	\$350.00	NO CPI Increase
	Weekend rental - non-resident	\$500.00	NO CPI Increase
	Additional charge of \$25.00 per vendor when applicable. Fees are discounted by 50% for charitable non-profit organizations. (IRS Determination Letter must be provided.) In addition to current fee Main Plaza Special Event Damage Deposit Fees - \$1000.00. Cancellation Fee: Less than 2 weeks prior to event-damage deposit fee refundable only. No shows/no refund. Refundable damage deposit required.		
City Parks-Deposit For Short Term License Agreement		\$1,040.00	NO CPI Increase
City Parks-License Fee For Uses Requiring A Short Term Lease Agreement	Per day	\$1,040.00	NO CPI Increase
Public Film Permit	Per day	\$50.00	NO CPI Increase
Public Film Project Expenses	Fees will be established for each filming project based on the costs associated with the project		NO CPI Increase
Athletic & Recreational Programs	Fees will be established for each program based on the costs associated with the program		NO CPI Increase
Water Works Terrace - With Main Plaza Rental	Weekday - city resident	\$25.00	NO CPI Increase
Water Works Terrace - With Main Plaza Rental	Weekend - city resident	\$50.00	NO CPI Increase
Water Works Terrace - With Main Plaza Rental	Weekday - non-resident	\$50.00	NO CPI Increase
Water Works Terrace - With Main Plaza Rental	Weekend - non-resident	\$75.00	NO CPI Increase
Water Works Terrace - Without Main Plaza Rental	Weekday - city resident	\$50.00	NO CPI Increase
Water Works Terrace - Without Main Plaza Rental	Weekend - city resident	\$75.00	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE

Water Works Terrace - Without Main Plaza Rental	Weekday - non-resident	\$75.00
Water Works Terrace - Without Main Plaza Rental	Weekend - non-resident	\$100.00
Water Works Terrace	Cancellation fee - less than 2 weeks prior to event	damage deposit fee refundable only
Water Works Terrace	No shows	no refund

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Water Works Terrace - Without Main Plaza Rental	Weekday - non-resident	\$75.00	NO CPI Increase
Water Works Terrace - Without Main Plaza Rental	Weekend - non-resident	\$100.00	NO CPI Increase
Water Works Terrace	Cancellation fee - less than 2 weeks prior to event	damage deposit fee refundable only	NO CPI Increase
Water Works Terrace	No shows	no refund	NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE

City Park Tournament/ Camp Field Rental	Per field per day	\$150.00
	Set fee per field	\$200.00
	Refundable security deposit per field	\$50.00
	Cancellation Fee: Less than 2 weeks - damage deposit fee refundable only. No shows/no refund. Refundable damage deposit required.	

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

City Park Tournament/ Camp Field Rental	Per field per day	\$150.00	NO CPI Increase
	Set fee per field	\$200.00	NO CPI Increase
	Refundable security deposit per field	\$50.00	NO CPI Increase
	Cancellation Fee: Less than 2 weeks - damage deposit fee refundable only. No shows/no refund. Refundable damage deposit required.		NO CPI Increase

FY 2025 Fee Schedule		
PARKS AND RECREATION		
FEE DESCRIPTION	UNIT FEE	FEE



Amphitheater	Weekday rental - resident	\$210.00
	Weekday rental - non-resident	\$315.00
	Weekend rental - resident	\$420.00
	Weekend rental - non-resident	\$525.00
	Additional charge per vendor when applicable	\$10.00
	Fees are discounted by 50% for charitable non-profit organizations (IRS Determination Letter must be provided)	
	In addition to current fee Special Event Damage Deposit Fees: 1 to 100 participants - \$210 deposit. 101 to 500 participants - \$315 deposit. Cancellation Fee: 2 weeks prior to rental - \$25 admin. fee Less than 2 weeks - 25% of rental plus \$25 administrative fee. No shows/ no refund.	
Amphitheater Stage Lighting		\$155.00
	Plus per hour labor fee	\$50.00

FY 2026 Proposed Fee Schedule			
PARKS AND RECREATION			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification



Amphitheater	Weekday rental - resident	\$210.00	NO CPI Increase
	Weekday rental - non-resident	\$315.00	NO CPI Increase
	Weekend rental - resident	\$420.00	NO CPI Increase
	Weekend rental - non-resident	\$525.00	NO CPI Increase
	Additional charge per vendor when applicable	\$10.00	NO CPI Increase
	Fees are discounted by 50% for charitable non-profit organizations (IRS Determination Letter must be provided)		NO CPI Increase
	In addition to current fee Special Event Damage Deposit Fees: 1 to 100 participants - \$210 deposit. 101 to 500 participants - \$315 deposit. Cancellation Fee: 2 weeks prior to rental - \$25 admin. fee Less than 2 weeks - 25% of rental plus \$25 administrative fee. No shows/ no refund.		NO CPI Increase
Amphitheater Stage Lighting		\$155.00	NO CPI Increase
	Plus per hour labor fee	\$50.00	NO CPI Increase

FY 2025 Fee Schedule		
PLANNING & DEVELOPMENT		
FEE DESCRIPTION	UNIT FEE	FEE


Re-Zoning Application Fee		\$1,000
Special Use Permit	New	\$1,000
	Extension	\$500
	Major Amendment	\$1,000
	Minor Amendment	\$100
Administrative/Land Use Determination		\$570
Zoning Verification Letter		\$100
Vested Rights Determination	Per lot for homestead property	\$1,141
	plus attorney fees for multiple lot/residential subdivision, multifamily or commercial properties	\$2,852
Vested Rights Appeal	Each appeal	\$1,000 plus attorney fee
Land Study		\$570
Master Development Plan (MDP)	Base Fee Plus	\$2,281
	Per acre	\$115
Master Development Plan (MDP) Amendment	Major Amendment	\$1,141
	Minor Amendment	\$570
Subdivision/Replat application fee (Preliminary Plats, Final Plats, Etc.)	Per plat plus	\$741
	Per lot	\$115
Minor Development Plat Application		\$400
Major Development Plat Application	Per plat plus	\$741
	Per lot	\$55
Amending Subdivision Plat Application Fee		\$500
Cluster Development District (CDD)		\$1,000

FY 2026 Proposed Fee Schedule			
PLANNING & DEVELOPMENT			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Re-Zoning Application Fee		\$1,000	
Special Use Permit	New	\$1,000	
	Extension	\$500	
	Major Amendment	\$1,000	
	Minor Amendment	\$100	
Administrative/Land Use Determination		\$570	
Zoning Verification Letter		\$100	
Vested Rights Determination	Per lot for homestead property	\$1,141	
	plus attorney fees for multiple lot/residential subdivision, multifamily or commercial properties	\$2,852	
Vested Rights Appeal	Each appeal	\$1,000 plus attorney fee	
Land Study		\$570	
Master Development Plan (MDP)	Base Fee Plus	\$2,281	
	Per acre	\$115	
Master Development Plan (MDP) Amendment	Major Amendment	\$1,141	
	Minor Amendment	\$570	
Subdivision/Replat application fee (Preliminary Plats, Final Plats, Etc.)	Per plat plus	\$741	
	Per lot	\$115	
Minor Development Plat Application		\$400	
Major Development Plat Application	Per plat plus	\$741	
	Per lot	\$55	
Amending Subdivision Plat Application Fee		\$500	
Cluster Development District (CDD)		\$1,000	

FY 2025 Fee Schedule		
PLANNING & DEVELOPMENT		
FEE DESCRIPTION	UNIT FEE	FEE


Planned Development District (PDD)		\$1,000
Planned Unit Development (PUD)		\$1,000
Planned Unit Development or Planned Development District (PUD/PDD) Budget Review		Actual cost of consultant
Park Land Dedication		As determined by UDC
Plat Expiration Extension		\$1,141
Plat Waiver		\$551
Plat Vacation Application Fee		\$401
Tree Preservation Review And Inspection		Actual cost of consultant
Tree Removal		\$164.00
Mitigation For Tree Removal	Standard tree in TC	\$50.00
	Legacy tree in TC	\$105.00
	Heritage tree in TC	\$210.00
Mitigation For Tree Removal Within A Drainage Protection Zone	Standard tree in TC	\$105.00
	Legacy tree in TC	\$210.00
	Heritage tree in TC	\$305.00
Tree Removal Violation Or Tree Mortality Violation	P/circumference inch or replacement - no more than \$1,000.00 p/day	\$250.00
Subdivision Variance	Each	\$500
Application for Design Review Committee (DRC)	Certificate of Approval	\$230
	Sign Variance	\$500
Application for Historic Landmark Commission (HLC)	Sign	\$150
	Other	\$250
Thoroughfare Plan Amendment		\$1,000

FY 2026 Proposed Fee Schedule				
PLANNING & DEVELOPMENT				IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE		Justification


Planned Development District (PDD)		\$1,000		
Planned Unit Development (PUD)		\$1,000		
Planned Unit Development or Planned Development District (PUD/PDD) Budget Review		Actual cost of consultant		
Park Land Dedication		As determined by UDC		
Plat Expiration Extension		\$1,141		
Plat Waiver		\$551		
Plat Vacation Application Fee		\$401		
Tree Preservation Review And Inspection		Actual cost of consultant		
Tree Removal		\$164.00		
Mitigation For Tree Removal	Standard tree in TC	\$50.00		
	Legacy tree in TC	\$105.00		
	Heritage tree in TC	\$210.00		
Mitigation For Tree Removal Within A Drainage Protection Zone	Standard tree in TC	\$105.00		
	Legacy tree in TC	\$210.00		
	Heritage tree in TC	\$305.00		
Tree Removal Violation Or Tree Mortality Violation	P/circumference inch or replacement - no more than \$1,000.00 p/day	\$250.00		
Subdivision Variance	Each	\$500		
Application for Design Review Committee (DRC)	Certificate of Approval	\$230		
	Sign Variance	\$500		
Application for Historic Landmark Commission (HLC)	Sign	\$150		
	Other	\$250		
Thoroughfare Plan Amendment		\$1,000		

FY 2025 Fee Schedule		
PLANNING & DEVELOPMENT		
FEE DESCRIPTION	UNIT FEE	FEE

Master Sign Agreement		\$250 plus recording fees
Short-Term Rental Permit Fee		\$200.00
Short-Term Rental Inspection Fee		\$100.00
Development Agreement Fee		\$2,500 plus \$200/acre (max \$7,500), plus attorney fee
Development Agreement Amendment		\$2,000 plus \$100/acre (max \$5000), plus attorney fees
Incentive Agreement		\$9,300 plus attorney fees
Low Income Housing Tax Credit (LIHTC) Project (Consideration)		\$1,000 plus \$100/ acre (max \$5,000)
Vested Rights Appeal	Each appeal	\$1,000 plus attorney fee
Kendall County Recording Fees		Actual cost as determined by the County Clerk's Fee Schedule currently in effect
Annexation Petition by Property Owner		\$700
All Board or Committee Appeals (not specified elsewhere)	Each	\$500
All Administrative Appeals (not specified elsewhere)	Each	\$500

FY 2026 Proposed Fee Schedule			
PLANNING & DEVELOPMENT			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Master Sign Agreement		\$250 plus recording fees	
Short-Term Rental Permit Fee		\$200.00	
Short-Term Rental Inspection Fee		\$100.00	
Development Agreement Fee		\$2,500 plus \$200/acre (max \$7,500), plus attorney fee	
Development Agreement Amendment		\$2,000 plus \$100/acre (max \$5000), plus attorney fees	
Incentive Agreement		\$9,300 plus attorney fees	
Low Income Housing Tax Credit (LIHTC) Project (Consideration)		\$1,000 plus \$100/ acre (max \$5,000)	
Vested Rights Appeal	Each appeal	\$1,000 plus attorney fee	
Kendall County Recording Fees		Actual cost as determined by the County Clerk's Fee Schedule currently in effect	
Annexation Petition by Property Owner		\$700	
All Board or Committee Appeals (not specified elsewhere)	Each	\$500	
All Administrative Appeals (not specified elsewhere)	Each	\$500	

FY 2025 Fee Schedule		
PUBLIC RECORDS & DOCUMENTS		
FEE DESCRIPTION	UNIT FEE	FEE

Copies - 50 Pages Or Less	Per page	\$0.10
Copies - More Than 50 Pages Or If Information Requested Is Located In More Than One Building Or In A Remote Storage Facility	Actual copy charge plus personnel per hour	\$15.00
	Overhead of personnel charge	20%
Printed Copies - Large Format - Black & White 18" X 24" 24" X 36" 30" X 42"	Actual cost	
Printed Copies - Large Format - Color 18" X 24" 24" X 36" 30" X 42"	Actual cost	
Scanning - Large Format	Actual cost	
Non-Standard Size Copies	DVD	\$1.00
	USB drive	\$1.00
Computer Resource Charges	PC or LAN - per hour	\$2.00
	Programming time - per hour	\$28.50
Postage and Shipping	Actual cost	
Certify A Document	Per certification	\$2.00

FY 2026 Proposed Fee Schedule			
PUBLIC RECORDS & DOCUMENTS			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification


Copies - 50 Pages Or Less	Per page	\$0.10	set by statute
Copies - More Than 50 Pages Or If Information Requested Is Located In More Than One Building Or In A Remote Storage Facility	Actual copy charge plus personnel per hour	\$15.00	set by statute
	Overhead of personnel charge	20%	set by statute
Printed Copies - Large Format - Black & White 18" X 24" 24" X 36" 30" X 42"	Actual cost		
Printed Copies - Large Format - Color 18" X 24" 24" X 36" 30" X 42"	Actual cost		
Scanning - Large Format	Actual cost		
Non-Standard Size Copies	DVD	\$1.00	set by statute
	USB drive	\$1.00	set by statute
Computer Resource Charges	PC or LAN - per hour	\$2.00	set by statute
	Programming time - per hour	\$28.50	set by statute
Postage and Shipping	Actual cost		
Certify A Document	Per certification	\$2.00	set by statute

FY 2025 Fee Schedule		
<div style="display: flex; justify-content: space-between; align-items: center;"> UTILITIES  </div>		
FEE DESCRIPTION	UNIT FEE	FEE

Garbage Billing/Collection Fee	Per customer per month	\$1.00
Garbage - Brush Collection - Monthly Fee	Per customer per month	\$1.00
Garbage/Brush Collection - Additional Pick-Up For Active Accounts Only	Per pick-up	\$30.00
Garbage - Brush Collection - Special Requests: Owner Accounts With Tenant, Commercial Accounts, Non-active Accounts (Property Owner Does Not Have Active Residential Utility Account)	Per pick-up	\$26.00
Processing Fee: Disconnect - Reconnect at Customers Request	Regular hours	\$58.00
	After hours	\$116.00
Reread Fee / Additional Water Profile Fee	Charge after 2nd re-read in a 12 month period if no errors found	\$21.00
	Charge after 2nd water profile in a 12 month period	\$21.00
Return Check, ACH, Credit Card And/Or Credit Card Draft (CCD)	Per occurrence	\$38.00
Account Activation Fee	Per account	\$19.00
Transfer Fee	Per occurrence	\$19.00
Miscellaneous Fee	Normal hours	\$19.00
	After hours	\$37.00

FY 2026 Proposed Fee Schedule			
<div style="display: flex; justify-content: space-between; align-items: center;"> UTILITIES  </div>			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification


Garbage Billing/Collection Fee	Per customer per month	\$1.00	
Garbage - Brush Collection - Monthly Fee	Per customer per month	\$1.00	
Garbage/Brush Collection - Additional Pick-Up For Active Accounts Only	Per pick-up	\$30.00	
Garbage - Brush Collection - Special Requests: Owner Accounts With Tenant, Commercial Accounts, Non-active Accounts (Property Owner Does Not Have Active Residential Utility Account)	Per pick-up	\$26.00	
Processing Fee: Disconnect - Reconnect at Customers Request	Regular hours	\$58.00	
	After hours	\$116.00	
Reread Fee / Additional Water Profile Fee	Charge after 2nd re-read in a 12 month period if no errors found	\$21.00	
	Charge after 2nd water profile in a 12 month period	\$21.00	
Return Check, ACH, Credit Card And/Or Credit Card Draft (CCD)	Per occurrence	\$38.00	
Account Activation Fee	Per account	\$19.00	
Transfer Fee	Per occurrence	\$19.00	
Miscellaneous Fee	Normal hours	\$19.00	
	After hours	\$37.00	

FY 2025 Fee Schedule		
UTILITIES 		
FEE DESCRIPTION	UNIT FEE	FEE

Meter Test Fee (One Free Test Per Four Years, Thereafter, Fee Charged if Meter is Valid)	Actual cost passed through	
Meter Tamper	Per occurrence	\$200.00
	Associated additional cost passed through	
Overhead Banners on Main Street	Per application	\$350.00
Distributed Generation Application Fee	Per application	\$551.00

FY 2026 Proposed Fee Schedule			
UTILITIES 			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
FEE DESCRIPTION	UNIT FEE	FEE	Justification

Meter Test Fee (One Free Test Per Four Years, Thereafter, Fee Charged if Meter is Valid)	Actual cost passed through		
Meter Tamper	Per occurrence	\$200.00	
	Associated additional cost passed through		
Overhead Banners on Main Street	Per application	\$350.00	
Distributed Generation Application Fee	Per application	\$551.00	

FY 2025 Fee Schedule		
WATER CONNECTION & SERVICE		
FEE DESCRIPTION	UNIT FEE	FEE

New Tap And 3/4 Inch Service	Plus the actual cost of pipe	\$524.00
New Tap And 1 Inch Service	Plus the actual cost of pipe	\$572.00
New Tap And 1 1/2 Inch Service	Plus the actual cost of pipe	\$609.00
New Tap And 2 Inch Service	Plus the actual cost of pipe	\$678.00
New Tap And 3 Inch Service	Plus the actual cost of pipe	\$1,411.00
New Tap And 4 Inch Service	Plus the actual cost of pipe	\$1,464.00

Meter Charges And New Meter Added To Existing Services. Meter Size:


5/8 X 3/4 Inch Non-Turbine		\$219.00
3/4" Combined Fire Flow Meter		\$503.00
Multiple Meters 5/8 X 3/4 Inch (3 Minimum)	Per meter	\$187.00
3/4 Inch Non-Turbine		\$251.00
1 Inch Non-Turbine		\$436.00
1 1/2 Inch Non-Turbine		\$800.00
2 Inch Compound		\$2,550.00
3 Inch Compound		\$3,800.00
4 Inch Compound		\$5,025.00
6 Inch Compound		\$6,225.00
All Special Water Services And Special Applications Not Covered Above	Actual cost	
Backflow Prevention Annual Tester Registration	Per tester (non-refundable)	\$53.00
Bulk Potable Water Meter Deposit	For contractors	\$716.00

FY 2026 Proposed Fee Schedule			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
WATER CONNECTION & SERVICE			
FEE DESCRIPTION	UNIT FEE	FEE	Justification

New Tap And 3/4 Inch Service	Plus the actual cost of pipe	\$624.00	Increase in materials and labor
New Tap And 1 Inch Service	Plus the actual cost of pipe	\$672.00	Increase in materials and labor
New Tap And 1 1/2 Inch Service	Plus the actual cost of pipe	\$709.00	Increase in materials and labor
New Tap And 2 Inch Service	Plus the actual cost of pipe	\$778.00	Increase in materials and labor
New Tap And 3 Inch Service	Plus the actual cost of pipe	\$1,511.00	Increase in materials and labor
New Tap And 4 Inch Service	Plus the actual cost of pipe	\$1,564.00	Increase in materials and labor

Meter Charges And New Meter Added To Existing Services. Meter Size:


5/8 X 3/4 Inch Non-Turbine		\$341.00	Increase in average cost of meter and labor.
3/4" Combined Fire Flow Meter		\$503.00	
Multiple Meters 5/8 X 3/4 Inch (3 Minimum)	Per meter	\$300.00	Increase in average cost of meter and labor.
3/4 Inch Non-Turbine		\$420.00	Increase in average cost of meter
1 Inch Non-Turbine		\$633.00	Increase in average cost of meter and labor.
1 1/2 Inch Non-Turbine		\$929.00	Increase in average cost of meter and labor.
2 Inch Compound		\$2,865.00	Increase in average cost of meter and labor.
3 Inch Compound		\$3,890.00	Increase in average cost of meter and labor.
4 Inch Compound		\$5,025.00	
6 Inch Compound		\$6,225.00	
All Special Water Services And Special Applications Not Covered Above	Actual cost		
Backflow Prevention Annual Tester Registration	Per tester (non-refundable)	\$75.00	Increase in administrative fees
Bulk Potable Water Meter Deposit	For contractors	\$820.00	Increase in average cost of meter

FY 2025 Fee Schedule		
WATER CONNECTION & SERVICE		
FEE DESCRIPTION	UNIT FEE	FEE

Bulk Potable Water Meter Rental Fee	Per day	\$7.00
Bulk Potable Water Consumption	Per 1,000 gals	\$5.50
Bulk Reclaimed Water For Construction	Per 1,000 gals	\$5.00
	Deposit per account required	\$265.00
Repair Service Damaged By Construction	Actual cost - \$500 minimum	
All Special Water Services And Special Applications Not Covered Above	Actual cost	

FY 2026 Proposed Fee Schedule			IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
WATER CONNECTION & SERVICE			
FEE DESCRIPTION	UNIT FEE	FEE	Justification


Bulk Potable Water Meter Rental Fee	Per day	\$7.00	
Bulk Potable Water Consumption	Per 1,000 gals	\$5.50	
Bulk Reclaimed Water For Construction	Per 1,000 gals	\$5.00	
	Deposit per account required	\$265.00	
Repair Service Damaged By Construction	Actual cost - \$500 minimum		
All Special Water Services And Special Applications Not Covered Above	Actual cost		

FY 2025 Fee Schedule		
SEWER SERVICE		
FEE DESCRIPTION	UNIT FEE	FEE

Sewer Tap And 6 Inch Service	Plus the actual cost of pipe	\$550.00
Sewer Tap And 8 Inch Service	Plus the actual cost of pipe	\$677.00
Repair Service Damaged By Construction	Actual cost - \$500 minimum	
All Special Sewer Services and Special Applications Not Covered Above	Actual cost	

FY 2026 Proposed Fee Schedule			
SEWER SERVICE			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Sewer Tap And 6 Inch Service	Plus the actual cost of pipe	\$650.00	Increase in materials and labor
Sewer Tap And 8 Inch Service	Plus the actual cost of pipe	\$777.00	Increase in materials and labor
Repair Service Damaged By Construction	Actual cost - \$500 minimum		
All Special Sewer Services and Special Applications Not Covered Above	Actual cost		

FY 2025 Fee Schedule		
ZONING BOARD OF ADJUSTMENT		
FEE DESCRIPTION	UNIT FEE	FEE

Application Fee for Variance or Appeal to Decision of Administrative Official	Each request	\$500
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FY 2026 Proposed Fee Schedule			
ZONING BOARD OF ADJUSTMENT			
FEE DESCRIPTION	UNIT FEE	FEE	IF YOU ARE PROPOSING A CHANGE, ENTER THE REASON WHY (MANDATORY)
			Justification

Application Fee for Variance or Appeal to Decision of Administrative Official	Each request	\$500	
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Municipal Fee Schedule
Effective October 1, 2025

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Municipal Fee Schedule
Effective October 1, 2025

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ADMINISTRATION



FEE DESCRIPTION	UNIT FEE	FEE
Acquiescence To Encroachment Request (Easements, Rights-of-Way, Etc.)	Per Request	\$127.00
Variance Request - All Ordinances Not Specifically Identified	Per request per item	\$127.00
Temporary Use Permit	Per request	\$127.00
Peddler's Registration Fee	Per request per item	\$127.00
Special Event - Main Street and State Highway Closure	Actual cost of barricades and city personnel	\$0.00
Return Check, ACH, and/or Credit Card	Per occurrence	\$37.00

ANIMAL CONTROL



FEE DESCRIPTION	UNIT FEE	FEE
Registration and Tag (Fertile) Fee	1 year dog or cat	\$10.00
	3 year dog or cat	\$31.00
	additional postage fee if registration is mailed	\$5.00
Registration and Tag (Spayed or Neutered) Fee	1 year dog or cat	\$5.00
	3 year dog or cat	\$15.00
	additional postage fee if registration is mailed	\$5.00
Tag Replacement Charge	Per request	\$5.00
Impoundment Fee 1st offense if current on rabies vaccination 1st offense if not current on rabies vaccination 2nd offense 3rd offense	1st offense if current on rabies vaccination	\$26.00
	1st offense if not current on rabies vaccination	\$53.00
	2nd offense	\$74.00
	3rd offense	\$100.00
Daily Boarding Fee	per day	\$12.00
Quarantine Fee	Impound fee	\$53.00
	per day	\$12.00
Lease Trap	Per day	\$1.00
	Deposit	\$58.00

ANIMAL CONTROL



FEE DESCRIPTION	UNIT FEE	FEE
Adoption Fee	Dogs needing spay/neuter	\$120.00
	Transport Box	\$5.00
	Cats/kittens needing spay/neuter	\$100.00
	Dogs/cats spayed/neutered prior to arrival	\$80.00
Microchip	each	\$21.00
Owner Surrender	Each Animal	\$60.00
Owner Surrender - Mother with Litter	Mother	\$60.00
	Per each puppy/kitten	\$25.00
Kennel Permit Fee	Per year	\$111.00
Specimen Submission	Per specimen to be tested for rabies	\$42.00

CEMETERY



FEE DESCRIPTION	UNIT FEE	FEE
Lot Sale		\$3,000.00
Infant Lot		\$120.00
Endowment Fee on Lot Sale	Regular lot	\$300.00
	Infant lot	\$50.00
Endowment Fee to Open and Close Infant Lot		\$50.00
Endowment Fee to Open and Close at Each Interment		\$300.00
Cemetery Urn Garden Niche	Single niche	\$1,140.00
	Double niche	\$2,400.00
Cemetery Urn Garden Niche Sale Endowment	upon purchase	\$120.00
	upon each inurnment	\$240.00

ELECTRIC CONNECTION FEES



FEE DESCRIPTION	UNIT FEE	FEE
Single Phase And Three Phase Underground Primary Extension: Residential, Commercial, Industrial	Actual cost	
Single Phase Underground Secondary Service; All Classes; 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$233.00
Three Phase Underground Secondary Service; All Classes; 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$610.00
Single Phase Overhead Primary Extension; All Classes	Actual cost	
Three Phase Overhead Primary Extension; All Classes 4/0 Acsr	Actual cost	
Single Phase Overhead Secondary Service; All Classes, 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (iff applicable)	\$249.00
Single Phase Overhead Secondary Service; All Classes, 320 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$461.00
Three Phase Overhead Secondary Service; All Classes 200 Amp Maximum	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$710.00
Meter Bank* Single Phase Service: All Classes, 200 Amp Maximum (Initial Service And First Meter) (*Meter Bank = 4 Minimum)	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$233.00
Meter Bank* Three Phase Service: All Classes, 200 Amp Maximum (Initial Service And First Meter) (*Meter Bank = 4 Minimum)	Plus prevailing cost of wire at time of installation for wire used and transformer (if applicable)	\$610.00

ELECTRIC CONNECTION FEES



FEE DESCRIPTION	UNIT FEE	FEE
Additional Single Phase Secondary Service Added To An Existing Service 200 Amp Maximum	Per service	\$233.00
Additional Three Phase Secondary Service Added To An Existing Service, Or Single Phase Service Added To A Three Phase Service 200 Amp Maximum	Per service	\$610.00
Secondary Service With Ct Metering, Single Phase; Over 320 Amp	Per service plus prevailing wire cost at the time of installation for wire used and transformer (if applicable)	\$822.00
Secondary Service With Ct Metering, Three Phase; Over 200 Amp	Per service plus prevailing wire cost at the time of installation for wire used and transformer (if applicable)	\$1,034.00
Bi-Directional Meter	4s or 9s	\$530.00
	2s	\$212.00
Temporary Service 100 Amp Maximum (Construction Service)	Customer supplies and installs all temporary meter pole materials and equipment	\$47.00
Meter/Service Pole Installation		\$450.00
Meter/Service Pole Removal		\$300.00
Meter/Service Pole Replacement		\$750.00
Relocate Poles, Lines Or Service At Customer Request	Actual cost	

ELECTRIC CONNECTION FEES



FEE DESCRIPTION	UNIT FEE	FEE
Increase Service Size, Or Type, At Customers Request	New service fee	
All Special Electric Services And Special Applications Not Covered Above	Actual cost	
Repair Service Damaged By Construction	Actual cost - minimum	\$500.00

ENGINEERING & MOBILITY



FEE DESCRIPTION	UNIT FEE	FEE
Premature Work Charge (Starting Before a Permit is Issued)	% of original permit fee	200%
Infrastructure Acceptance Agreement Processing Fee		\$1,000.00
City Attorney Review Fee of Financial Guarantees on Forms Other Than City Standard		\$300.00

Review Fees

Public Works Infrastructure Document Review	Per hour, 1 hour minimum	\$70.00
Infrastructure Documents LOC Application Fees (Amending Plats Only)		\$550.00
Infrastructure Documents LOC Application Fees	Plus \$50/Acre or lot, whichever is greater	\$2,200.00
TIA Consistency Worksheet Review		\$300.00
Traffic Impact Analysis Review (Level 1)		\$1,100.00
Traffic Impact Analysis Review (Level 2)		\$1,700.00
Traffic Impact Analysis Review (Level 3)		\$2,200.00
Land Study Drainage Study Review (Tier 2 & 3)		\$275.00
Drainage Study Conformance Letter Review		\$275.00
Drainage Study Review (Tier 1 Using Letter Other Than City Standard)		\$100.00
Drainage Study Review (Tier 2)		\$2,750.00

ENGINEERING & MOBILITY



FEE DESCRIPTION	UNIT FEE	FEE
Drainage Study Review (Tier 3)		\$3,300.00
Drainage Study Revision Review (Any Tier Greater Than 3 Rounds of Review, per Review)		\$1,700.00
LID Plan Review		\$1,800.00
CLOMR Review		\$4,300.00
LOMR without CLOMR Review		\$5,500.00
LOMR with CLOMR Review		\$3,100.00
LOMA, CLOMR-F & LOMR-F Review		\$550.00
Major Thoroughfare Amendment Application Fee		\$2,000.00

Permit Fees

Floodplain Development Permit (Individual Residential Lot)		\$100.00
Floodplain Development Permit (Development, Commercial, Other)		\$300.00
Grading Permit Fee		\$300.00
	Per acre	\$30.00
Construction Release Permit Fee		\$600.00
	Per acre	\$30.00
Right-of-Way Construction Permit Fee (S.F. Residential)		\$60.00
Right-of-Way Construction Permit Fee (Other Than S.F. Residential)		\$250.00

ENGINEERING & MOBILITY



FEE DESCRIPTION	UNIT FEE	FEE
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Inspection Fees

Infrastructure Inspection	% of engineering opinion of probable construction cost	1%
Infrastructure Re-inspection		\$60.00
Infrastructure Inspection Overtime (After Hours/Holiday/Weekend)	Per hour, (minimum 4 hours for weekend/holiday)	\$60.00
Infrastructure Inspection No-Show Fee		\$125.00

LAW ENFORCEMENT



FEE DESCRIPTION	UNIT FEE	FEE
Accident Reports		\$6.00
Fingerprints (Non-Resident)	Digital prints	\$30.00
	Ink cards	\$10.00
Use of City Police Car For Traffic Control - Other Than City Sponsored Event	First hour	\$42.00
	Every hour thereafter	\$10.00
Offense Reports	Per page	\$0.10
Tow Truck Rotation Fee	Per city tow - billed monthly	\$10.00

FIRE AND RESCUE SERVICE



FEE DESCRIPTION	UNIT FEE	FEE
Engine Response	Per hour	\$466.00
Aerial Truck Response	Per hour	\$582.00
Tender Response	Per hour	\$466.00
Brush Truck Response	Per hour	\$466.00
Heavy Rescue Response	Per hour	\$466.00
Boat Response	Per hour	\$466.00
AFFF Foam	Per gallon	\$53.00
Class A Foam	Per gallon	\$26.00
SCBA Pack	Each	\$106.00
Absorbent	Per bag	\$21.00
Absorbent Booms	Each	\$42.00
Disposable Coveralls	Each	\$31.00
Neoprene Gloves	Per pair	\$26.00
Over Boots	Per pair	\$26.00
Gas Plug Kit	Each	\$79.00
Plug and Dike Equipment	Each	\$79.00
Drum Liners	Each	\$10.00
Barricade Tape	Each	\$10.00
Poly Sheeting	Each	\$53.00

FIRE AND RESCUE SERVICE



FEE DESCRIPTION	UNIT FEE	FEE
Micro-Blaze	Per 1 gallon	\$31.00
	Per 5 gallons	\$148.00
Level A Hazmat Suit	Each	\$663.00
Level B Hazmat Suit	Each	\$275.00
Chemical Boots	Per pair	\$26.00
95 Gallon Overpack Drum	Each	\$164.00
55 Gallon Overpack Drum	Each	\$90.00
35 Gallon Overpack Drum	Each	\$53.00
5 Gallon Overpack Drum	Each	\$10.00
Motor Vehicle Incidents Level 1	Per Incident up to 3 hours	\$506.00
Motor Vehicle Incidents Level 2	Per incident	\$576.00
Motor Vehicle Incidents Level 3	Per incident	\$704.00
Extrication Add-on	Per incident	\$1,520.00
Landing Zone	Per Incident	\$465.00
HAZMAT Level 1	Per Incident up to 3 hours	\$816.00
HAZMAT Level 2	Per Incident up to 3 hours	\$2,913.00
HAZMAT Level 3	Per Incident up to 3 hours	\$6,875.00
HAZMAT Additional Hours	Per hour	\$336.00
Water Incidents Level 1	Per incident	\$466.00
Water Incidents Level 2	Per incident	\$932.00

FIRE AND RESCUE SERVICE



FEE DESCRIPTION	UNIT FEE	FEE
Water Incidents Level 3	Per incident	\$2,334.00
Water Incidents Level 4	Per rescuer, per hour	\$58.00
HAZMAT Itemized Reponse	Per HAZMAT responder, per hour	\$117.00
Chief Response	Per hour	\$290.00
Specialized Rescue	Follow apparatus type/rescuer rates	
Structure Fires	Follow apparatus type rates	
Vehicle Fire	Per incident	\$704.00
Gas Leak Level 1	Per hour (Engine)	\$466.00
Gas Leak Level 1	Per hour (Truck)	\$582.00
Gas Leak Level 2	Per hour (Engine)	\$748.00
Gas Leak Level 2	Per rescue person, per hour	\$58.00
Gas Leak Level 3	Per hour (Engine)	\$932.00
Gas Leak Level 3	Per rescue person, per hour	\$58.00
Fire Investigation Team	Per hour	\$321.00

GAS SERVICE



FEE DESCRIPTION	UNIT FEE	FEE
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New Tap And 1 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft	\$730.00
New Tap And 2 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft.	\$916.00

Meter Charges And New Meters Added To Existing Services. Size Up To:

275 CFH		\$304.00
425 CFH		\$657.00
880 CFH		\$1,530.00
1000 CFH		\$1,903.00
3000 CFH		\$2,150.00
5000 CFH		\$2,750.00
7000 CFH		\$3,290.00
11000 CFH		\$3,850.00
All Special Gas Services And Other Applications Not Covered Above	Actual cost	
Repair Service Damaged By Construction	Actual cost - \$500 minimum	

FIRE MARSHAL



FEE DESCRIPTION	UNIT FEE	FEE
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Fire Sprinkler Installation	Permit fee	\$328.00
	Per head	\$0.69
Fire Sprinkler Modification	Up to 20 heads	\$132.00
Fire Alarm Installation	Permit fee	\$328.00
	Per head	\$0.69
Fire Alarm Modification	Up to 10 devices	\$132.00
Alternative Fire Protection System Installation		\$360.00
Third Party inspection for fire alarm, sprinklers, equipment, etc.	Actual Costs	
Third Party plan review for fire protection systems with a valuation over \$500,000	Actual Costs	
Hood Suppression Systems (Installation)	Permit fee	\$196.00
Above Ground Storage Tanks Installation	Permit fee	\$397.00
Underground Storage Tanks Installation	Permit fee	\$397.00
Standpipes Installation	Permit fee	\$132.00
Paint/Spray Booth Installation		\$328.00
Fire Apparatus Access Road Gate Installation		\$132.00
Underground Fire Line Installation	Permit fee	\$300.00
Underground Fuel Storage Tank Removal		\$328.00
Working Without a Permit	Double the permit fee	

FIRE MARSHAL



FEE DESCRIPTION	UNIT FEE	FEE
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Re-Inspection Fee		\$84.00
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State Licensed Facility Fees:

Daycare Facilities	Annually	\$100.00
Nursing Homes	Annually	\$196.00
Hospitals	Annually	\$265.00
In-Home Facilities	Annually	\$63.00

Operational Permit Fees:

Exhibits and Trade Shows	Per event	\$63.00
Hazardous Materials	Annually	\$164.00
Cutting and Welding	Per event	\$26.00
Open Flames/Torches	Per event	\$26.00
Hot Work Operations	Per event	\$26.00
Carnivals and Fairs	Per event	\$63.00
Explosives	Annually	\$196.00
Fireworks Displays	Per event	\$164.00
Liquid or Gas-Fueled Vehicles/Equipment in Buildings	Annually	\$53.00

FIRE MARSHAL



FEE DESCRIPTION	UNIT FEE	FEE
Repair Garages and Motor Fuel Dispensing Facilities	Annually	\$164.00
Fumigation and Fogging	Per event	\$26.00
Tent Permit - Temporary Use <180 days	Per event	\$26.00
Tents and Modular Structure Permit - Use > 180 Days	Valid for 365 days	\$100.00
Flammable and Combustible Storage	Annually	\$164.00
Misc. Combustible Storage	Annually	\$164.00
Amusement Buildings	Annually	\$164.00
Storage of Scrap Tires	Annually	\$498.00
Dry Cleaning Plants	Annually	\$53.00
High-Piled Storage	Annually	\$84.00
Compressed Gases	Annually	\$164.00
Electrical Energy Storage Systems		\$159.00
Emergency Responder Radio Communication System		\$265.00

LIQUOR LICENSES & PERMITS



FEE DESCRIPTION	UNIT FEE	FEE
Wine Retailer's on Premise	Per 2 years	\$175.00
Malt Beverage Retailer's On Premise Permit	Per 2 years	\$150.00
Wine & Malt Beverage Retailer's Off Premise	Per 2 years	\$60.00
Malt Beverage Retailer's Off Premise Permit	Per 2 years	\$60.00
Package Store	Per 2 years	\$500.00
Local Distributor's Permit	Per 2 years	\$100.00
Wine Only Package Store	Per 2 years	\$75.00
Mixed Beverage (4th Year)	Per 2 years	\$750.00
Brew Pub License	Per 2 years	\$500.00

LIBRARY



FEE DESCRIPTION	UNIT FEE	FEE
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Out-of-County Library Card	Per household	\$25.00
Notary Public Fee	Per Item	\$7.00
Administering an Oath	Per Oath	\$5.00
Overdue Books	Per day per book	\$0.25
Overdue DVD's, CD's, Playaways	Per day per item	\$0.25
Overdue Interlibrary Loan Material	Per day per item	\$0.25
Overdue Devices	Per day per item	\$0.25
Individual Deposit on Audio- Visual Equipment		\$100.00
Lost Materials or Damaged Beyond Repair	Cost of replacement	
	Plus service fee for processing, cataloging and/or postage	\$5.00
Interlibrary Loan Requests	Cost of return postage plus any fees set by lending library	
Replacement of Lost Card		\$1.00
Copies and Computer Printouts (Including Wireless Access)	Black and white	\$0.25
	Color	\$1.00
Community Room Use (For- Profit Groups)	Per hour (minimum 2 hours)	\$55.00
Community Room Use Security Deposit (For-profit and not-for- profit groups)		\$150.00

LIBRARY



FEE DESCRIPTION	UNIT FEE	FEE
Conference Room Use (For-Profit Groups)	Per hour	\$30.00
Proctoring Fee	Students (primary, secondary, college)	\$10.00
	Professionals	\$25.00

PERMITTING & CODE COMPLIANCE



FEE DESCRIPTION	UNIT FEE	FEE
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Contractor:

Contractor Registration - New - (For Contractors Not Required to Register With The State)	For Homestead Properties	\$100
	For all other Properties	\$150
Contractor Registration - Annual Renewal	For Homestead Properties	\$50
	For all other Properties	\$100

Building:

New Construction Permit Fee (One-Two Family Dwelling)	Per sq. ft	\$0.38
New Construction Permit Fee Commercial/Other	Per sq. ft. for the first 5,000 sq. ft.	\$0.53
	Additional per sq. ft. over 5,000	\$0.15
Remodeling and Repair Permit Fee (One-Two Family Dwelling)	Per sq. ft.	\$0.53
Remodeling and Repair Permit Fee (Non-residential)	Each	\$26.00
	Per \$1,061.00 in construction value	\$5.00

PERMITTING & CODE COMPLIANCE



FEE DESCRIPTION	UNIT FEE	FEE
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Roof Permit Fee		\$111.00
Fence or Wall Permit Fee	Residential	\$40
	Commercial	\$100
Building Moving Permit Fee		\$84.00
New Lawn Irrigation Permit Fee		\$26.00
Demolition Permit Fee	Residential 1-2 family dwelling	\$53.00
	Other than 1-2 family dwelling	\$106.00
Flatwork		\$111.00
Parking Lot Permit		\$222.00
Swimming Pool Permit Fee	Application fee	\$31.00
	Per \$1,000 in construction value	\$4.00
Premature Work Charge (Starting Before a Permit Has Been Issued)	Of original permit fee	200%
Residential/Commercial Sidewalk Inspection Fee		\$5.00
Residential Driveway Approach Inspection Fee		\$10.00
Commercial Parking Lot Inspection Fee		\$15.00
Reinspection Fee		\$100
Permit Renewal Fee	Of original per fee	53%
Plan Checking Fee - In House	In-house: % of permit fee Outsourced: Actual city cost	53%
Valet Parking Permit Fee		\$53.00

PERMITTING & CODE COMPLIANCE



FEE DESCRIPTION	UNIT FEE	FEE
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Valet Parking Permit Annual Renewal Fee		\$26.00
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Electrical:

Residential Permit Application Fee		\$31.00
Commercial Permit Application Fee		\$42.00
Furnace Units Permit Fee	each	\$10.00
A/C Units Permit Fee	each	\$10.00
Meter Loop Permit Fee	each	\$10.00
Service Permit	each	\$26.00
Outlet or Light Fixture Permit Fee	each	\$1.00
Appliance Permit Fee	each	\$2.25
Motor Permit Fee	each	\$8.00
Solar Panel Fee	each	\$79.00
Cell or Antenna Tower Fee	each	\$26.00
Minimum Permit Fee	each	\$21.00
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	200%
Reinspection Fee		\$53.00
Permit Renewal Fee	% of original permit fee	53%

Heating, Ventilation and Air Conditioning:

PERMITTING & CODE COMPLIANCE



FEE DESCRIPTION	UNIT FEE	FEE
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Residential Permit Application Fee		\$31.00
Commercial Permit Application Fee	Per floor	\$42.00
Heating or Air Conditioning Permit Fee	Per unit	\$24.00
Refrigeration Permit Fee (Commercial)	Per unit	\$47.00
Local Vent Outlet Permit Fee	Each	\$2.00
Minimum Permit Fee		\$21.00
Premature Work Charge (Starting Before a Permit has Been Issued)	% of original permit fee	212%
Reinspection Fee		\$53.00
Permit Renewal Fee	% of original permit fee	50%

Plumbing and Gas:

Permit Application Fee		\$31.00
Commercial Permit Application Fee	Per floor	\$42.00
House Sewer (New or Repair)	Per 100 feet	\$10.00
Gas Piping	Per outlet	\$3.50
Fixture or Outlet Permit Fee	Each	\$3.75
Mercury Gas Test Permit Fee	\$ Fee for each, plus permit fee	\$25.00

PERMITTING & CODE COMPLIANCE



FEE DESCRIPTION	UNIT FEE	FEE
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Grease Trap Permit Fee	Each	\$26.00
Water Piping (New or Repair) Permit Fee	Per 100 feet	\$10.00
Irrigation System Permit Fee	Per head	\$1.50
Vacuum Breakers or Backflow Preventers Permit Fee	Each	\$5.00
Drip Irrigation System Permit Fee	Residential	\$37.00
	Commercial	\$42.00
Floor/Mop Sink/Fountain Permit Fee		\$5.00
Minimum Permit Fee		\$21.00
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	200%
Reinspection Fee		\$53.00
Permit Renewal Fee	% of original permit fee	50%

Signs:

Permit Application Fee	Non-Electrical	\$100
	Electrical	\$125
Commercial Advertising Sign Permit Fee	Per sq. ft. of sign face	\$2.25
Premature Work Charge (Starting Before a Permit Has Been Issued)	% of original permit fee	212%

PERMITTING & CODE COMPLIANCE



FEE DESCRIPTION	UNIT FEE	FEE
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Reinspection Fee		\$100
Permit Renewal Fee	% of original permit fee	53%
Variance		\$500
Banner Permit		\$50.00

Miscellaneous:

Same Day Inspection Fee		\$150.00
After Hours Inspection Fee	Per hour, 2 hour minimum	\$150.00
T-Pole (in addition to meter loop)		\$50
Certificate of Occupancy not associated with a permit		\$250
Extension of permit	% of Permit Fee	50%
Plan review of onsite horizontal improvements		Actual Costs
Inspection of onsite horizontal improvements		Actual Costs
Site Development Permit Fee	Per acre or per lot, whichever is greater	\$1,100
		\$30

PARKS AND RECREATION



FEE DESCRIPTION	UNIT FEE	FEE
Daily Pool Admission Fee	City resident	\$4.00
	Non-resident	\$5.00
Pool Season Pass	City resident - for 25 pass punch card	\$75.00
	Non-resident - for 25 pass punch card	\$100.00
Swimming Lessons	City resident - per session	\$60.00
	Non-resident - per session	\$75.00
Private Pool Parties (Under 50 Attendees)	City resident	\$350.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$400.00
Private Pool Parties (50-99 Attendees)	City resident	\$425.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$475.00
Private Pool Parties (100-149 Attendees)	City resident	\$475.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$525.00
Private Pool Parties (150-199 Attendees)	City resident	\$525.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$575.00
Private Pool Parties (200+ Attendees)	City resident	\$575.00
	Non-resident No refunds for cancellation unless due to bad weather.	\$625.00
Day Time Pool Party	For 25 people max 2 hours	\$125.00
Disc Golf Tournament Fee	Per participant	\$5.00
	Minimum per tournament)	\$50.00

PARKS AND RECREATION



FEE DESCRIPTION	UNIT FEE	FEE
Special Event Permit Fee Non-Refundable Administrative Fee	Class A event: single day event with attendance estimated less than 500	\$50.00
	Class B event: multiple day event or event with attendance estimated between 500 and 1,000	\$210.00
	Class C event: event with attendance estimated at more than 1,000 people	\$315.00
	Class D event: parade or street closure - requires a \$1,000 refundable damage deposit	\$525.00
Park Maintenance Fee	Per man hour	\$50.00
Athletic Special Event Fee	Per participant	\$5.00
	Per participant for charitable non- profits	\$2.50
	Additional fee per participant if using City Lake Park during peak season. Fee is charged if utilizing city facilities for triathlons, runs, etc. Other park fees may apply. Events at lake will require the pavilion be rented as well.	\$10.00
Special Events Deposit	Per event (includes all city facilities and property)	\$310.00
Northrup Park Pavilion Daily Rental	Weekdays city resident - per day	\$50.00
	Weekdays non-resident - per day	\$65.00
	Weekends city resident - per day	\$150.00
	Weekends non-resident - per day	\$175.00
	Cancellation fee - less than 2 weeks - damage deposit fee refundable only	
	No shows/no refund \$200 refundable damage deposit required	

PARKS AND RECREATION



FEE DESCRIPTION	UNIT FEE	FEE
Northrup Park Pavilion Hourly Rental	City residents - per hour - max of 3 hours in a 24-hour period	\$20.00
	Non-residents - per hour - max of 3 hours in a 24-hour period	\$25.00
Volleyball Court Reservation	Per court for 2 hours	\$25.00
	Full day rental (includes all three courts)	\$150.00
Northrup Athletic Park Tournament/Camp Rental	Per field per day	\$150.00
	Per field deposit to reserve	\$50.00
	Refundable damage deposit	\$100.00
	Full complex rental on first day	\$2,200.00
	Rental for second day - required if renter plans to charge a gate fee	\$1,800.00
Park Vendor Permit	City resident - per participant	\$10.00
	Non-resident - per participant	\$50.00
Non-City Sponsored Athletic League Facility Use Fee	City resident - per participant	\$10.00
	Non-resident - per participant	\$50.00
Sports Field Rental	City resident - per field per hour. Max of 2 hours per 24 hour period	\$20.00
	Non-resident - per field per hour. Max of 2 hours per 24 hour period	\$40.00
	Refunds - only when the city closes the fields	
Veterans Park User/Maintenance Fee	Special use of this park must be approved by the City Manager or his designee through the Park and Recreation Office	

PARKS AND RECREATION



FEE DESCRIPTION	UNIT FEE	FEE
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Boerne City Lake Access	Weekday parking pass: city resident	Free
	Weekday parking pass: non-resident	\$10.00
	Weekend parking pass: city resident	Free
	Weekend parking pass: non-resident	\$15.00
	Holiday parking pass: city resident	Free
	Holiday parking pass: non-resident	\$20.00
	Season pass: city resident	Free up to 2 vehicles, \$25.00 per additional vehicle
	Season pass: non-resident	\$125.00, \$25.00 per additional vehicle

PARKS AND RECREATION



FEE DESCRIPTION	UNIT FEE	FEE
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Boerne City Lake Access Senior Citizens (65 And Over) Military - Active And Retired/ Disabled Citizens	Daily parking pass - any day	\$5.00
	Season pass	\$75.00
	Per additional pass	\$25.00
Boerne City Lake Access - Disabled Veterans	Free entry for 60% or more disabled veterans	
Boerne City Lake Park Group Pavilion Rental	Daily rental - weekday Monday - Thursday	\$100.00
	Refundable damage deposit fee	\$100.00
	Daily rental - weekend - Friday - Sunday	\$250.00
	Refundable damage deposit fee	\$200.00
	Holiday	\$500.00
	Refundable damage deposit fee	\$500.00
	All non-residents will be charged a gate fee	
	Cancellation fee: less than 2 weeks prior to event	damage deposit fee refundable only
	No shows/no refund	refundable damage deposit required

PARKS AND RECREATION



FEE DESCRIPTION	UNIT FEE	FEE
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Main Plaza & City Parking Lots	Weekday rental - city resident	\$200.00
	Weekday rental - non-resident	\$250.00
	Weekend rental - city resident	\$350.00
	Weekend rental - non-resident	\$500.00
	Additional charge of \$25.00 per vendor when applicable. Fees are discounted by 50% for charitable non-profit organizations. (IRS Determination Letter must be provided.) In addition to current fee Main Plaza Special Event Damage Deposit Fees - \$1000.00. Cancellation Fee: Less than 2 weeks prior to event-damage deposit fee refundable only. No shows/no refund. Refundable damage deposit required.	
City Parks-Deposit For Short Term License Agreement		\$1,040.00
City Parks-License Fee For Uses Requiring A Short Term Lease Agreement	Per day	\$1,040.00
Public Film Permit	Per day	\$50.00
Public Film Project Expenses	Fees will be established for each filming project based on the costs associated with the project	
Athletic & Recreational Programs	Fees will be established for each program based on the costs associated with the program	
Water Works Terrace - With Main Plaza Rental	Weekday - city resident	\$25.00
Water Works Terrace - With Main Plaza Rental	Weekend - city resident	\$50.00
Water Works Terrace - With Main Plaza Rental	Weekday - non-resident	\$50.00
Water Works Terrace - With Main Plaza Rental	Weekend - non-resident	\$75.00
Water Works Terrace - Without Main Plaza Rental	Weekday - city resident	\$50.00

PARKS AND RECREATION



FEE DESCRIPTION	UNIT FEE	FEE
Water Works Terrace - Without Main Plaza Rental	Weekend - city resident	\$75.00
Water Works Terrace - Without Main Plaza Rental	Weekday - non-resident	\$75.00
Water Works Terrace - Without Main Plaza Rental	Weekend - non-resident	\$100.00
Water Works Terrace	Cancellation fee - less than 2 weeks prior to event	damage deposit fee refundable only
Water Works Terrace	No shows	no refund
City Park Tournament/ Camp Field Rental	Per field per day	\$150.00
	Set fee per field	\$200.00
	Refundable security deposit per field	\$50.00
	Cancellation Fee: Less than 2 weeks - damage deposit fee refundable only. No shows/no refund. Refundable damage deposit required.	
Amphitheater	Weekday rental - resident	\$210.00
	Weekday rental - non-resident	\$315.00
	Weekend rental - resident	\$420.00
	Weekend rental - non-resident	\$525.00
	Additional charge per vendor when applicable	\$10.00
	Fees are discounted by 50% for charitable non-profit organizations (IRS Determination Letter must be provided)	
	In addition to current fee Special Event Damage Deposit Fees: 1 to 100 participants - \$210 deposit. 101 to 500 participants - \$315 deposit. Cancellation Fee: 2 weeks prior to rental - \$25 admin. fee Less than 2 weeks - 25% of rental plus \$25 administrative fee. No shows/ no refund.	
Amphitheater Stage Lighting		\$155.00
	Plus per hour labor fee	\$50.00

PLANNING & DEVELOPMENT



FEE DESCRIPTION	UNIT FEE	FEE
Re-Zoning Application Fee		\$1,000
Special Use Permit	New	\$1,000
	Extension	\$500
	Major Amendment	\$1,000
	Minor Amendment	\$100
Administrative/Land Use Determination		\$570
Zoning Verification Letter		\$100
Vested Rights Determination	Per lot for homestead property	\$1,141
	plus attorney fees for multiple lot/residential subdivision, multifamily or commercial properties	\$2,852
Vested Rights Appeal	Each appeal	\$1,000 plus attorney fee
Land Study		\$570
Master Development Plan (MDP)	Base Fee Plus	\$2,281
	Per acre	\$115
Master Development Plan (MDP) Amendment	Major Amendment	\$1,141
	Minor Amendment	\$570
Subdivision/Replat application fee (Preliminary Plats, Final Plats, Etc.)	Per plat plus	\$741
	Per lot	\$115
Minor Development Plat Application		\$400
Major Development Plat Application	Per plat plus	\$741
	Per lot	\$55

PLANNING & DEVELOPMENT



FEE DESCRIPTION	UNIT FEE	FEE
Amending Subdivision Plat Application Fee		\$500
Cluster Development District (CDD)		\$1,000
Planned Development District (PDD)		\$1,000
Planned Unit Development (PUD)		\$1,000
Planned Unit Development or Planned Development District (PUD/PDD) Budget Review		Actual cost of consultant
Park Land Dedication		As determined by UDC
Plat Expiration Extension		\$1,141
Plat Waiver		\$551
Plat Vacation Application Fee		\$401
Tree Preservation Review And Inspection		Actual cost of consultant
Tree Removal		\$164.00
Mitigation For Tree Removal	Standard tree in TC	\$50.00
	Legacy tree in TC	\$105.00
	Heritage tree in TC	\$210.00
Mitigation For Tree Removal Within A Drainage Protection Zone	Standard tree in TC	\$105.00
	Legacy tree in TC	\$210.00
	Heritage tree in TC	\$305.00
Tree Removal Violation Or Tree Mortality Violation	P/circumference inch or replacement - no more than \$1,000.00 p/day	\$250.00

PLANNING & DEVELOPMENT



FEE DESCRIPTION	UNIT FEE	FEE
Subdivision Variance	Each	\$500
Application for Design Review Committee (DRC)	Certificate of Approval	\$230
	Sign Variance	\$500
Application for Historic Landmark Commission (HLC)	Sign	\$150
	Other	\$250
Thoroughfare Plan Amendment		\$1,000
Master Sign Agreement		\$250 plus recording fees
Short-Term Rental Permit Fee		\$200.00
Short-Term Rental Inspection Fee		\$100.00
Development Agreement Fee		\$2,500 plus \$200/acre (max \$7,500), plus attorney fee
Development Agreement Amendment		\$2,000 plus \$100/acre (max \$5000), plus attorney fees
Incentive Agreement		\$9,300 plus attorney fees
Low Income Housing Tax Credit (LIHTC) Project (Consideration)		\$1,000 plus \$100/ acre (max \$5,000)
Vested Rights Appeal	Each appeal	\$1,000 plus attorney fee
Kendall County Recording Fees		Actual cost as determined by the County Clerk's Fee Schedule currently in effect
Annexation Petition by Property Owner		\$700
All Board or Committee Appeals (not specified elsewhere)	Each	\$500
All Administrative Appeals (not specified elsewhere)	Each	\$500

PUBLIC RECORDS & DOCUMENTS



FEE DESCRIPTION	UNIT FEE	FEE
Copies - 50 Pages Or Less	Per page	\$0.10
Copies - More Than 50 Pages Or If Information Requested Is Located In More Than One Building Or In A Remote Storage Facility	Actual copy charge plus personnel per hour	\$15.00
	Overhead of personnel charge	20%
Printed Copies - Large Format - Black & White 18" X 24" 24" X 36" 30" X 42"	Actual cost	
Printed Copies - Large Format - Color 18" X 24" 24" X 36" 30" X 42"	Actual cost	
Scanning - Large Format	Actual cost	
Non-Standard Size Copies	DVD	\$1.00
	USB drive	\$1.00
Computer Resource Charges	PC or LAN - per hour	\$2.00
	Programming time - per hour	\$28.50
Postage and Shipping	Actual cost	
Certify A Document	Per certification	\$2.00

UTILITIES



FEE DESCRIPTION	UNIT FEE	FEE
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Garbage Billing/Collection Fee	Per customer per month	\$1.00
Garbage - Brush Collection - Monthly Fee	Per customer per month	\$1.00
Garbage/Brush Collection - Additional Pick-Up For Active Accounts Only	Per pick-up	\$30.00
Garbage - Brush Collection - Special Requests: Owner Accounts With Tenant, Commercial Accounts, Non-active Accounts (Property Owner Does Not Have Active Residential Utility Account)	Per pick-up	\$26.00
Processing Fee: Disconnect - Reconnect at Customers Request	Regular hours	\$58.00
	After hours	\$116.00
Reread Fee / Additional Water Profile Fee	Charge after 2nd re-read in a 12 month period if no errors found	\$21.00
	Charge after 2nd water profile in a 12 month period	\$21.00
Return Check, ACH, Credit Card And/Or Credit Card Draft (CCD)	Per occurrence	\$38.00
Account Activation Fee	Per account	\$19.00
Transfer Fee	Per occurrence	\$19.00
Miscellaneous Fee	Normal hours	\$19.00

UTILITIES



FEE DESCRIPTION	UNIT FEE	FEE
	After hours	\$37.00
Meter Test Fee (One Free Test Per Four Years, Thereafter, Fee Charged if Meter is Valid)	Actual cost passed through	
Meter Tamper	Per occurrence	\$200.00
	Associated additional cost passed through	
Overhead Banners on Main Street	Per application	\$350.00
Distributed Generation Application Fee	Per application	\$551.00

WATER CONNECTION & SERVICE



FEE DESCRIPTION	UNIT FEE	FEE
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New Tap And 3/4 Inch Service	Plus the actual cost of pipe	\$624.00
New Tap And 1 Inch Service	Plus the actual cost of pipe	\$672.00
New Tap And 1 1/2 Inch Service	Plus the actual cost of pipe	\$709.00
New Tap And 2 Inch Service	Plus the actual cost of pipe	\$778.00
New Tap And 3 Inch Service	Plus the actual cost of pipe	\$1,511.00
New Tap And 4 Inch Service	Plus the actual cost of pipe	\$1,564.00

Meter Charges And New Meter Added To Existing Services. Meter Size:

5/8 X 3/4 Inch Non-Turbine		\$341.00
3/4" Combined Fire Flow Meter		\$503.00
Multiple Meters 5/8 X 3/4 Inch (3 Minimum)	Per meter	\$300.00
3/4 Inch Non-Turbine		\$420.00
1 Inch Non-Turbine		\$633.00
1 1/2 Inch Non-Turbine		\$929.00
2 Inch Compound		\$2,865.00
3 Inch Compound		\$3,890.00
4 Inch Compound		\$5,025.00
6 Inch Compound		\$6,225.00
All Special Water Services And Special Applications Not Covered Above	Actual cost	

WATER CONNECTION & SERVICE



FEE DESCRIPTION	UNIT FEE	FEE
Backflow Prevention Annual Tester Registration	Per tester (non-refundable)	\$75.00
Bulk Potable Water Meter Deposit	For contractors	\$820.00
Bulk Potable Water Meter Rental Fee	Per day	\$7.00
Bulk Potable Water Consumption	Per 1,000 gals	\$5.50
Bulk Reclaimed Water For Construction	Per 1,000 gals	\$5.00
	Deposit per account required	\$265.00
Repair Service Damaged By Construction	Actual cost - \$500 minimum	
All Special Water Services And Special Applications Not Covered Above	Actual cost	

SEWER SERVICE



FEE DESCRIPTION	UNIT FEE	FEE
Sewer Tap And 6 Inch Service	Plus the actual cost of pipe	\$650.00
Sewer Tap And 8 Inch Service	Plus the actual cost of pipe	\$777.00
Repair Service Damaged By Construction	Actual cost - \$500 minimum	
All Special Sewer Services and Special Applications Not Covered Above	Actual cost	

ZONING BOARD OF ADJUSTMENT



FEE DESCRIPTION	UNIT FEE	FEE
Application Fee for Variance or Appeal to Decision of Administrative Official	Each request	\$500

NOTES

- NOTE # 1** Intentionally left blank
A 15 foot wide standard City of Boerne utility easement shall be provided by the property owner to accommodate the utility extension; to include appropriate access for maintenance
- NOTE # 2** The customer shall provide a suitable permanent structure to attach the service and meter loop per the City of Boerne's specifications and utility policies.
- NOTE # 3** Meter set fees as shown shall be added to service fees.
- NOTE # 4** If a service requires cutting pavement there shall be an additional charge of \$500.00 added to the service fee (previous \$100.00).
- NOTE # 5** If service requires cutting of pavement an additional charge of \$500.00 shall be added to service charge (previous \$200.00).
- NOTE # 6** Applicable only when contractor has requested re-inspection and is not ready; or has failed to correct previous violation(s).
- NOTE # 7** Intentionally left blank.
- NOTE # 8** Intentionally left blank.
- NOTE # 9** Intentionally left blank.
- NOTE # 10** Intentionally left blank.
- NOTE # 11** Intentionally left blank.
- NOTE # 12** Class A Tournament: tournament which requires use of seven (7) or more fields. Class B Tournament: tournament which requires use of six (6) or less fields.
On a patron's 65th birthday, that patron would be exempt from any increase in the out-of-county fee.
- NOTE # 13** Intentionally left blank
- NOTE # 14** Charges for review of incomplete or non-conforming documents subsequent to initial review
- NOTE # 15** Application fee for special use permits during drought response stages
- NOTE # 16** Large format refers to any paper size larger than 11" x 17"
- NOTE # 17** Intentionally left blank
- NOTE # 18** 320 amp self-contained may be installed under certain circumstances.
Additional costs includes but is not limited to theft of service and non-residential and specialty meters. See Utility Rules and Regs for further information
- NOTE # 19** Brush pick-up is subject to the City's Brush Collection Policy currently in effect.
- NOTE # 20** Labor will be charged separately as allowed by the Public Information Act
- NOTE # 21**



AGENDA ITEM SUMMARY

	<h2 style="margin: 0;">AGENDA ITEM SUMMARY</h2>
Agenda Date	August 26, 2025
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2025-14; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR WASTEWATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-23 DATED DECEMBER 10, 2024, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. <i>(Establishing Sewer Rates)</i>
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>During fiscal year 2025 a comprehensive rate study was conducted on the Water, Sewer and Reclaimed utilities.</p> <p>The objectives of the study were:</p> <ol style="list-style-type: none"> 1. To ensure rate revenues are adequate to meet rising operating costs, including wholesale water purchases. 2. Fund capital improvements proposed over the next several years (FY 2025- 2029). 3. Ensure utility financial policies are met, including adequate debt service coverage ratios and fund balances. <p>Following the presentation, discussion over the study outcomes and rate impacts included:</p> <ol style="list-style-type: none"> 4. Council support for strategic planning and adopting a gradual rate change each year for the next 5 years that would help keep annual rate increases manageable despite growing costs. <p>This agenda item sets rates that would be adequate to meet costs in Fiscal Year 2026. If adopted, the rates would be effective October 1, 2025.</p>
Strategic Alignment	C1 – Quality Customer Experiences F1 - Committing to Strategic, responsible, and conservative financial management F2 – Investing in and maintaining high-quality infrastructure systems and public assets B1 – Utilizing data to drive smart decision making

Financial Considerations	The sewer rates proposed are included in the attached ordinance, and will be discussed in detail during this agenda item presentation.
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-14

ORDINANCE NO. 2025-14

AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR WASTEWATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-23 DATED DECEMBER 10, 2024, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH

WHEREAS, the City Council of the City of Boerne, Texas deems it reasonable and necessary to revise Wastewater service rates to provide adequate revenues to meet the operation and maintenance expenses, the retirement of bonded indebtedness, and other financial requirements deemed necessary by the City Council of the City of Boerne, Texas.

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

SECTION 1. SERVICE RATE CLASSIFICATION

All wastewater service provided by the City of Boerne Utilities shall be designated by the following rate schedules with descriptions, rates and conditions of service as indicated:

- (1) Residential Wastewater Service
- (2) Residential Multi-Family Wastewater Service
- (3) Small General Service/Commercial Wastewater Service
- (4) Large General Service/Commercial Wastewater Service
- (5) Special General Service/Commercial Wastewater Service
- (6) General Service without metered water consumption
- (7) Condensate wastewater Service

Each person owning, residing in, renting, leasing, operating, or otherwise using property within the wastewater service area of the City of Boerne, Texas whose drain pipes, soil pipes, or other wastewater discharge pipes connect with and discharge into the wastewater system of the City, and who receive wastewater service from and through the same shall be liable to the City for a monthly wastewater service charge specified in Section 4 through Section 9.

RATES FOR OUT-OF-CITY WASTEWATER SERVICE – Per Section 201.2 of the City of Boerne Utility Rules and Regulations, wastewater services are not extended outside the City of Boerne limits unless doing so is deemed beneficial to the City by the City Council. If such service is deemed beneficial and provided to the out-of-City customer, the current approved rates for wastewater will be subject to a rate modifier. The rate modifier for the out-of-City customer is 20% which includes the customer, volume charge and all other specific rate elements. This rate modifier is based on the cost of service and is due to the fact that such out-of-City customers are not subject to the ownership risk for the utility system debt that is assumed by citizens served by the City of Boerne utilities.

SECTION 2. RATE SCHEDULE ADMINISTRATION & ASSIGNMENT

Upon request for wastewater service from a prospective customer, the City Manager, or a duly authorized representative, shall assign the appropriate rate classification for wastewater service to the applicant requesting service. This assignment may be based upon information provided by the applicant, or other information available at the time the assignment is made.

If a customer receiving service changes the nature or character of wastewater service requirements, then the City Manager, or a duly authorized representative shall, upon review of the information available pertaining to the revised wastewater service requirement, reassign the customer to the appropriate rate schedule.

If a prospective or existing customer is eligible to receive wastewater service under more than one of the City's rate schedules, or if the rates charged are unduly burdensome as a result of the customer's technical qualification for a specific rate schedule, then the Assistant City Manager or duly authorized representative shall assign the most appropriate rate schedule for wastewater service after consideration of the various service requirements, potential impact on the City's facilities, the potential relative costs of serving the customer, and other available pertinent information. The prospective or existing customer may appeal the determination made by the Assistant City Manager to the City Manager with thirty days written notice to same.

SECTION 3. EFFECTIVE DATE

The rates and charges prescribed herein shall become effective October 1, 2025.

SECTION 4. RESIDENTIAL WASTEWATER SERVICE RATE SCHEDULE

(a) **Availability:**

This schedule is available throughout the Wastewater service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) **Applicability:**

This rate is applicable for wastewater service utilized in single family and multifamily dwellings where each dwelling is individually metered for water and used for residential purposes and not involved in any nonresidential activity.

(c) **Monthly Rates:**

The monthly rate shall be the sum of the monthly customer charge plus the monthly volume charge, as shown below:

Customer charge	\$25.12 per month
Volume charge	\$6.36 per 1000 gallons of water usage as determined under Section 4(e).

(d) **Minimum Monthly Charge:**

The minimum monthly charge shall be the fixed winter average as determined under Section 4(e).

(e) **Determination of Water Usage:**

The water usage for the purpose of calculating the volume charge for each individual residential wastewater customer under Section 4(c) shall be the winter average metered water

consumption for each individual residential wastewater customer for the preceding December, January, February and March. This average consumption shall be used for billing purposes for the twelve-month period beginning with the first cycle for wastewater service billed in April.

Where no preceding winter average is available from the City's records, or where the dwelling does not receive water service from the City, the City Manager, or a duly authorized representative, shall develop an estimate of winter water usage.

This estimate shall be based upon water consumption at the same location experienced during prior years, actual water consumption at similar locations, or other methods of reasonably estimating water consumption.

If a customer can provide verifiable data, acceptable to the City, that a significant portion of the metered water usage does not enter the City's Wastewater System, then the City Manager or a duly authorized representative may adjust the metered water usage for determining the volume charge.

(f) Maximum Monthly Charge:

The maximum monthly volume charge shall be a fixed winter average of 20,000 gallons.

SECTION 5. RESIDENTIAL MULTI-FAMILY WASTEWATER SERVICE RATE SCHEDULE

(a) Availability:

This schedule is available throughout the Wastewater service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for wastewater service to customers who provide separate, identifiable, multiple permanent residential dwelling units and common areas to its tenants which are not individually metered for water, and which do not receive service under a different rate schedule.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the unit charge plus the volume charge, as shown below:

Customer charge	\$25.12 per month
Unit charge	\$15.74 per unit, per month, where units are defined and the associated charge specified in Section 5(e).
Volume charge	\$6.36 per month per 1000 gallons of water usage as determined under Section 5(f).

(d) **Minimum Monthly Charge:**

The minimum monthly charge shall be the customer charge plus the unit charge.

(e) **Determination of Units and Unit Charges:**

When a customer, such as a multi-family residential customer, offers or provides separate and identifiable permanent residential dwelling areas, then each of these areas, plus each public bathroom, laundry area and service or repair area, shall be defined as a unit for billing purposes.

(f) **Determination of Water Usage:**

The water usage for the purpose of calculating the volume charge under Section 5(c) shall be the metered monthly consumption for the consumption month.

If a customer can provide verifiable data, acceptable to the City, that a significant portion of the metered water usage does not enter the City's Wastewater System, then the City Manager, or a duly authorized representative, may adjust the metered water usage for determining the volume charge.

SECTION 6. SMALL GENERAL SERVICE/ COMMERCIAL WASTEWATER SERVICE RATE SCHEDULE

(a) **Availability:**

This schedule is available throughout the wastewater service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) **Applicability:**

This rate is applicable to all nonresidential wastewater customers who are individually serviced by a 5/8 or 3/4 inch water meter who do not qualify to receive wastewater service under a different rate schedule.

(c) **Monthly Rates:**

The monthly rate shall be the sum of the monthly customer charge and the monthly volume charge, as shown below:

Customer charge	\$48.66 per month
Volume charge	\$5.70 per month per 1000 gallons of water usage as determined under Section 8(e).

(d) **Minimum Monthly Charge:**

The minimum monthly charge shall be the customer charge.

(e) **Determination of Water Usage:**

The water usage for the purpose of calculating the volume charge under Section 6(c) shall be the metered monthly consumption for the consumption month.

If a customer can provide verifiable data, acceptable to the City, that a significant portion of the metered water usage does not enter the City's Wastewater System, then the City Manager, or a duly authorized representative, can adjust the metered water usage for determining the volume charge.

SECTION 7. LARGE GENERAL SERVICE/COMMERCIAL WASTEWATER SERVICE RATE SCHEDULE

(a) Availability:

This schedule is available throughout the wastewater service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable to all nonresidential wastewater customers who are serviced by a 1 inch or larger water meter, or service to one or more nonresidential units by means of a 1 inch or larger water meter who do not qualify to receive wastewater service under a different rate schedule.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge and the monthly volume charge, as shown below:

Customer charge	\$60.81 per month
Volume charge	\$10.24 per month per 1000 gallons of water usage as determined under Section 7(e).

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

(e) Determination of Water Usage:

The water usage for the purpose of calculating the volume charge under Section 7(c) shall be the metered monthly consumption for the consumption month.

If a customer can provide verifiable data, acceptable to the City, that a significant portion of the metered water usage does not enter the City's Wastewater System, then the City Manager, or a duly authorized representative, can adjust the metered water usage for determining the volume charge.

SECTION 8. SPECIAL GENERAL SERVICE/COMMERCIAL HIGHER STRENGTH

(a) Availability:

This schedule is available throughout the wastewater service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) **Applicability:**

This rate is applicable to all nonresidential higher-strength wastewater customers including, but not limited to, Churches, Hospitals, Hotels and Motels, Nursing Homes, Schools and RV Parks who do not qualify to receive wastewater service under a different rate schedule.

(c) **Monthly Rates:**

The monthly rate shall be the sum of the monthly customer charge and the monthly volume charge, as shown below:

Customer charge	\$102.17 per month
Volume charge	\$8.77 per month per 1000 gallons of water usage as determined under Section 8(e).

(d) **Minimum Monthly Charge:**

The minimum monthly charge shall be the customer charge.

Determination of Water Usage:

The water usage for the purpose of calculating the volume charge under Section 8(c) shall be the metered monthly consumption for the consumption month.

If a customer can provide verifiable data, acceptable to the City, that a significant portion of the metered water usage does not enter the City's Wastewater System, then the City Manager, or a duly authorized representative, can adjust the metered water usage for determining the volume charge.

SECTION 9. GENERAL SERVICE WITHOUT METERED WATER CONSUMPTION

(a) **Availability:**

This schedule is available throughout the wastewater service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) **Applicability:**

This rate is applicable to all nonresidential wastewater customers who are not serviced by a water meter who do not qualify to receive wastewater service under a different rate schedule.

(c) **Monthly Rates:**

The monthly rate shall be the sum of the monthly customer charge and the monthly volume charge, as shown below:

Customer charge	\$48.66 per month
Volume charge	\$5.70 per month per 1000 gallons of water usage as determined under Section 9(e).

(d) **Minimum Monthly Charge:**

The minimum monthly charge shall be the customer charge.

(e) Determination of Water Usage:

The water usage for the purpose of calculating the volume charge under Section 9(c) shall be the estimated usage if the customer does not receive water service from the City of Boerne. A monthly estimate of water usage shall be made based upon verifiable data provided by the customer or, if verifiable data is not provided by the customer, an estimate of water usage shall be prepared by the City Manager, or a duly authorized representative. The estimate shall be based upon water consumption at the same location experienced during prior years, actual water consumption at similar locations, or other methods of reasonably estimating water consumption. At the City's discretion, any customer not receiving water service from the City may be required to install, at no cost to the City, a meter on their water service in order to determine water usage.

If a customer can provide verifiable data, acceptable to the City, that a significant portion of the water usage does not enter the City's Wastewater System, then the City Manager, or a duly authorized representative, can adjust the metered water usage for determining the volume charge.

SECTION 10 . CONDENSATE WASTEWATER SERVICE RATE

(a) Availability:

This rate is available to all customers which desire, cause, or require the flow of condensate water from air conditioning units, chillers, or other types of cooling and refrigeration equipment into the City of Boerne's wastewater system, and which are located within the wastewater service of the City of Boerne subject to the rules, regulations policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for wastewater service to customers only for the flow of condensate water from air conditioning units, chillers, or other types of cooling and refrigeration equipment.

(c) Monthly Rates:

The monthly rate shall be the volume charge, as shown below:

Volume charge	\$6.38 per 1000 gallons of condensate flow as determined under Section 10(e).
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(d) Minimum Monthly Charge:

The minimum monthly charge shall be volume charge specified under Section 10(c) times the volume as determined under section 10(e).

(e) Determination of Condensate Flow:

Each customer who desires or requires condensate wastewater service shall submit to the City of Boerne a report prepared by a registered engineer which calculates the approximate condensate flows into the City's wastewater system. Upon verification and acceptance of the calculations, the City will provide condensate service.

SECTION 11. ADJUSTMENT OF RATES

The Residential and Commercial rates charged for the second and any subsequent years from the adoption of this ordinance may be adjusted at the commencement of said years to reflect a percentage change, downward or upward, respectively, of the difference in the CONSUMER PRICE INDEX FOR URBAN WAGE EARNERS AND CLERICAL WORKERS (herein after referred to as the INDEX) as published by the U. S. Department of Labor, Bureau of Labor Statistics, the percentage adjustments for each year to be determined as follows:

- a. The difference in the INDEX for the month of June of the year immediately preceding the current year and the month of June in the current year shall be computed;
- b. Such difference computed in (a) shall be divided by the INDEX for the month of June of the year immediately preceding the current year ; and,
- c. Ninety-five (95%) of the amount computed in (b) shall be taken as the adjustment percentage factor to be used to increase the rate charged for gas if the INDEX has increased during June to June, or to decrease the rate charged for wastewater if the INDEX has decreased June to June.

- d. Example of computation of increase or decrease

$$\begin{aligned} & \text{June/Current year CPI} = 185.4 \\ & \text{June/Previous year CPI} = 181.0 \\ & (185.4 - 181.0) / 181.0 = .0243 \times 95\% = 2.31\% \\ & \text{increase or} \\ & \text{June/Current year CPI} = 180.0 \\ & \text{June/Previous year CPI} = 181.0 \\ & (180.0 - 181.0) / 181.0 = -.0056 \times 95\% = .54\% \text{ decrease} \end{aligned}$$

- e. The increase or decrease based on (a) (b) (c) calculations will automatically become effective annually October 1, unless otherwise directed by City Council.

SECTION 12. SEVERABILITY

If for any reason any section, paragraph, subsection, clause, phrase, word, or provision of this Ordinance shall be held invalid or unconstitutional by final judgment of a Court of competent jurisdiction it shall not affect any other section, paragraph, subsection, clause, phrase, word, or provision of this Ordinance, for it is the definite intent of this City Council that every section, paragraph, subsection, clause, phrase, word, or provision hereof be given full force and effect for its purpose.

PASSED and APPROVED on first reading this the ___ day of _____, 2025.

PASSED, APPROVED, and ADOPTED on second reading this the ___ day of _____, 2025.

APPROVED:

ATTEST:

Mayor

City Secretary

APPROVED AS TO FORM:

City Attorney



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2025-15; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR WATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-22 DATED DECEMBER 10, 2024, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. <i>(Establishing Potable Water rates)</i>
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>During fiscal year 2025, a comprehensive rate study was conducted on the Water, Sewer and Reclaimed utilities.</p> <p>The objectives of the study were:</p> <ol style="list-style-type: none"> 1. To ensure rate revenues are adequate to meet rising operating costs, including wholesale water purchases. 2. Fund capital improvements proposed over the next several years (FY 2025- 2029). 3. Ensure utility financial policies are met, including adequate debt service coverage ratios and fund balances. <p>Following the presentation, discussion over the study outcomes and rate impacts included:</p> <ol style="list-style-type: none"> 4. Council support for strategic planning and adopting a gradual rate change each year for the next 5 years that would help keep annual rate increases manageable despite growing costs. <p>This agenda item sets rates that would be adequate to meet costs in Fiscal Year 2026. If adopted, the rates would be effective October 1, 2025.</p>
Strategic Alignment	<p>C1 – Quality Customer Experiences F1 - Committing to Strategic, responsible, and conservative financial management F2 – Investing in and maintaining high-quality infrastructure systems and public assets</p>

	B1 – Utilizing data to drive smart decision making
Financial Considerations	The water rates proposed are included in the attached ordinance
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-15

ORDINANCE NO. 2025-15

AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR WATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-22 DATED DECEMBER 10, 2024, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH

WHEREAS, the City Council of the City of Boerne, Texas deems it reasonable and necessary to revise water rates to provide adequate revenues to meet the operation and maintenance expenses, the retirement of bonded indebtedness and other financial requirements deemed necessary by the City Council of the City of Boerne, Texas.

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

SECTION 1. SERVICE RATE CLASSIFICATION

All water service provided by the City of Boerne Utilities shall be designated by the following rate schedules with descriptions, rates and conditions of service as indicated:

- (1) Residential Water Service
- (2) Residential Irrigation Water Service
- (3) Residential Multiple Unit Water Service
- (4) General Service/Commercial Domestic Water Service
- (5) General Service/Commercial Irrigation Water Service
- (6) General Service/Commercial Domestic with Irrigation Water Service
- (7) General Service/Commercial Fire Service

Each person owning, residing in, renting, leasing, operating, or otherwise using property whose water pipes connect with the water system of the City of Boerne, and who receive water service from and through the same shall be liable to the City for a monthly water service charge specified in Section 4 through Section 12.

RATES FOR OUT-OF-CITY WATER SERVICE – Per Section 201.2 of the City of Boerne Utility Rules and Regulations, water services are not extended outside the City of Boerne limits unless doing so is deemed beneficial to the City by the City Council. If such service is deemed beneficial and provided to the out-of-City customer, the current approved rates for water will be subject to a rate modifier. The rate modifier for the out-of-City customer is 20% which includes the customer, volume charge and all other specific rate elements. This rate modifier is based on the cost of service and is due to the fact that such out-of-City customers are not subject to the ownership risk for the utility system debt that is assumed by citizens served by the City of Boerne Utilities.

SECTION 2. RATE SCHEDULE ADMINISTRATION & ASSIGNMENT

Upon request for water service from a prospective customer, the City Manager, or his designee, shall assign the appropriate rate classification for water service to the applicant requesting service. This assignment may be based upon information provided by the applicant, or other information available at the time the assignment is made.

If a customer receiving service changes the nature or character of water service requirements, then the City Manager or his designee shall, upon review of the information available pertaining

to the revised water service requirement, reassign the customer to the appropriate rate schedule.

If a prospective or existing customer is eligible to receive water service under more than one of the City's rate schedules, or if the rates charged are unduly burdensome as a result of the customer's technical qualification for a specific rate schedule, then the Assistant City Manager, or duly assigned designee shall assign the most appropriate rate schedule for water service after consideration of the various service requirements, potential impact on the City's facilities, the potential relative costs of serving the customer, and other available pertinent information. The prospective or existing customer may appeal the determination made by the Assistant City Manager to the City Manager with thirty days written notice to same.

SECTION 3. EFFECTIVE DATE

The rates and charges prescribed herein shall become effective on and after the first day of consumption on October 1, 2025.

SECTION 4. RESIDENTIAL WATER SERVICE RATE SCHEDULE

(a) Availability:

This schedule is available throughout the water service territory served by the City of Boerne subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for water service used exclusively for domestic residential purposes where each unit is individually metered for water serviced by a 5/8" or 3/4" water meter and that do not involve any nonresidential activity.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the monthly volume charges, as shown below:

Customer charge (includes 0 gallons):	5/8" meter	\$32.19 per month
	3/4" meter	\$67.07 per month

Volume Charge:

The year-round volume charge for water usage will be billed under the following rates:

	Per 100 Gallons
First 0 – 6,000 gal.	\$0.239
Next 6,001 – 10,000 gal.	\$0.398
Next 10,001 – 15,000 gal	\$0.547
Next 15,001 – 25,000gal.	\$0.599
Next 25,001 – 50,000 gal.	\$1.086
Next 50,001 – 100,000 gal.	\$1.335
All excess over 100,000 gal.	\$2.166

- (d) Minimum Monthly Charge:
The minimum monthly charge shall be the customer charge.

SECTION 5. RESIDENTIAL IRRIGATION WATER SERVICE

- (a) Availability:

This schedule is available throughout the water service territory served by the City of Boerne subject to the rules, regulations, policies and rates established by the City of Boerne.

- (b) Applicability:

This rate is applicable for water service where an irrigation-only water meter is installed in addition to the domestic service and used exclusively for residential irrigation purpose for a single living unit where each unit is individually and additionally metered for water irrigation serviced by a 5/8" or 3/4" water meter and that does not involve any nonresidential activity.

- (c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the monthly volume charges, as shown below:

Customer charge (includes 0 gallons):	5/8" meter	\$32.19 per month
	3/4" meter	\$67.07 per month

Volume Charge:

The year-round volume charge for water usage is \$0.954 per 100 gallons for all water usage.

- (d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 6. RESIDENTIAL MULTIPLE UNIT WATER SERVICE RATE SCHEDULE

- (a) Availability:

This schedule is available throughout the water service territory served by the City of Boerne subject to the rules, regulations, policies and rates established by the City of Boerne.

- (b) Applicability:

This rate is applicable for water service to customers serviced by a 5/8" or larger meter who provide separate, identifiable, multiple permanent residential units which are not individually metered, which do not receive service under a different rate schedule and does not include any nonresidential activity.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the unit charge plus the monthly volume charges, as shown below:

Customer charge (includes 0 gallons):

5/8" meter	\$32.19 per month
3/4" meter	\$67.07 per month
1" meter	\$72.42 per month
1 1/2" meter	\$107.31 per month
2" meter	\$171.68 per month
3" meter	\$343.40 per month
4" meter	\$428.57 per month
6" meter	\$513.73 per month
8" meter	\$669.18 per month

Unit charge: a charge per unit, per month, where units are defined and the associated charge specified in Section 6(e).

Volume Charge:

The year-round volume charge for water usage will be billed under the following rates:

	Per 100 gallons
First 0-25,000	\$0.562
Next 25,001 – 100,000	\$0.638
Next 100,001 – 250,000	\$0.691
All excess over 250,001	\$0.815

(c) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge plus the unit charge.

(d) Determination of Units and Unit Charges:

When any customer offers or provides more than one separate and identifiable permanent residential area, then each of these areas, plus each public bathroom, laundry area and service or repair area, shall be defined as a unit for consumption purposes. The charge per unit shall be \$8.945 per month.

SECTION 7. GENERAL SERVICE/COMMERCIAL DOMESTIC WATER SERVICE RATE SCHEDULE

(a) Availability:

This schedule is available throughout the water service territory served by the City of Boerne subject to the rules, regulations, policies, and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for domestic water service to nonresidential customers who are serviced by a 5/8" or larger meter and have an installed, separate and additional water meter with dedicated use for irrigation only purposes and do not receive service under a different rate schedule.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge, and the monthly volume charges, as shown below:

Customer charge (includes 0 gallons):
5/8" meter \$ 32.19 per month

3/4" meter	\$ 67.07 per month
1" meter	\$ 72.42 per month
1 1/2" meter	\$107.31 per month
2" meter	\$171.68 per month
3" meter	\$343.40 per month
4" meter	\$428.57 per month
6" meter	\$513.73 per month
8" meter	\$669.18 per month

Volume Charge:

The year-round volume charge for water usage will be billed under the following rates:

	Per 100 gallons
First 0-25,000	\$0.411
Next 25,001 – 100,000	\$0.563
Next 100,001 – 250,000	\$0.594
All excess over 250,001	\$0.630

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 8. GENERAL SERVICE/COMMERCIAL IRRIGATION WATER SERVICE RATE SCHEDULE

(a) Availability:

This schedule is available throughout the water service territory served by the City of Boerne subject to the rules, regulations, policies, and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for separate irrigation water service to nonresidential customers who are serviced by a 5/8" or larger irrigation meter and have an installed, separate and additional water meter with dedicated use for domestic purposes and do not receive service under a different rate schedule.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge, and the monthly volume charge, as shown below:

Customer charge (includes 0 gallons):

5/8" meter	\$ 32.19 per month
3/4" meter	\$ 67.07 per month
1" meter	\$ 72.42 per month
1 1/2" meter	\$107.31 per month
2" meter	\$171.68 per month
3" meter	\$343.40 per month
4" meter	\$428.57 per month
6" meter	\$513.73 per month
8" meter	\$669.18 per month

Volume Charge:

The year-round volume charge for water usage will be billed under the following rates:

	Per 100 gallons
First 0-25,000	\$0.675
Next 25,001 – 100,000	\$0.794
Next 100,001 – 250,000	\$0.926
All excess over 250,001	\$1.022

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 9. GENERAL SERVICE/COMMERCIAL DOMESTIC AND IRRIGATION WATER SERVICE RATE SCHEDULE

(a) Availability:

This schedule is available throughout the water service territory served by the City of Boerne subject to the rules, regulations, policies, and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable to nonresidential customers who are serviced by a 5/8" or larger

domestic water meter that is also used for irrigation purposes and do not receive service under a different rate schedule.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge, and the monthly volume charges, as shown below:

Customer charge (includes 0 gallons):

5/8" meter	\$ 32.19 per month
3/4" meter	\$ 67.07 per month
1" meter	\$ 72.42 per month
1 1/2" meter	\$107.31 per month
2" meter	\$171.68 per month
3" meter	\$343.40 per month
4" meter	\$428.57 per month
6" meter	\$513.73 per month
8" meter	\$669.18 per month

Volume Charge:

The year-round volume charge for water usage will be billed under the following rates:

	Per 100 gallons
First 0-25,000	\$0.562
Next 25,001 – 100,000	\$0.638
Next 100,001 – 250,000	\$0.691
All excess over 250,001	\$0.815

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 10. GENERAL SERVICE/COMMERCIAL FIRE SERVICE RATE SCHEDULE

(a) Availability:

This schedule is available throughout the water service territory served by the City of Boerne subject to the rules, regulations, policies, and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable to nonresidential customers who are serviced by a 5/8" or larger meter dedicated solely to fire service and does not receive service under a different rate schedule.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge, and the monthly volume charges, as shown below:

Customer charge (includes 0 gallons):

3/4" meter through 8" meter

\$74.56 per month

Volume Charge:

The volume charge for annual testing is waived for all water usage up to 500 gallons. All water usage for fire suppression will not be charged. All other usage other than testing and fire suppression is unauthorized usage and will be charged \$2.60 per 100 gallons. The City of Boerne reserves the right to file criminal charges against the nonresidential customer for such unauthorized usage with the appropriate authorities.

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 11. TERMS OF PAYMENT

The rates specified in Section 4 through Section 10 are net. Each bill for service is due within fifteen (15) days after issuance unless such day falls on a holiday or weekend, in which case payment is due on the next work day. If full payment is not received at the City's offices or other approved payment location on or before the due date, all of the customer's utility services will be considered delinquent and subject to disconnection, and the customer shall pay gross rates for all utility services, where such gross rates for delinquent payments are ten percent (10%) higher than the net rates.

SECTION 12. ADJUSTMENT OF RATES

The Residential and Commercial fees charged for the second and any subsequent years from the adoption of this ordinance may be adjusted at the commencement of said years to reflect a percentage change, downward or upward, respectively, of the difference in the CONSUMER PRICE INDEX FOR URBAN WAGE EARNERS AND CLERICAL WORKERS (herein after referred to as the INDEX) as published by the U. S. Department of Labor, Bureau of Labor Statistics, the percentage adjustments for each year to be determined as follows:

- (a) The difference in the INDEX for the month of June of the year immediately preceding the current year and the month of June in the current year shall be computed;
- (b) Such difference computed in (a) shall be divided by the INDEX for the month of June of the year immediately preceding the current year; and,
- (c) Ninety-five (95%) of the amount computed in (b) shall be taken as the adjustment percentage factor to be used to increase the rate charged for water if the INDEX has increased during June to June, or to decrease the rate charged for water if the INDEX has decreased during June to June.

- (d) Example of computation of increase or decrease:
June/Current year CPI = 185.4
June/Previous year CPI = 181.0
 $(185.4 - 181.0) / 181.0 = .0243 \times 95\% = 2.31\%$ increase

or

June/Current year CPI = 180.0

June/Previous year CPI = 181.0

$(180.0 - 181.0) / 181.0 = -.0056 \times 95\% = .54\%$ decrease

(e) The increase or decrease based on (a) (b) (c) calculations will automatically become effective annually October 1, unless otherwise directed by City Council.

SECTION 13. SEVERABILITY

If for any reason any section, paragraph, subsection, clause, phrase, word, or provision of this Ordinance shall be held invalid or unconstitutional by final judgment of a Court of competent jurisdiction it shall not affect any other section, paragraph, subsection, clause, phrase, word, or provision of this Ordinance, for it is the definite intent of this City Council that every section, paragraph, subsection, clause, phrase, word, or provision hereof be given full force and effect for its purpose.

SECTION 14. REPEAL

All ordinances or parts of ordinances in conflict with the terms of this ordinance are hereby repealed.

PASSED and APPROVED on first reading this the __ day of _____, 2025

PASSED, APPROVED, and ADOPTED on second reading this the __ day of _____, 2025.

APPROVED:

Mayor

ATTEST:


City Secretary

APPROVED AS TO FORM:

City Attorney



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2025-16; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR RECLAIMED WATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-24 DATED JANUARY 14, 2025, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. (Establishing Reclaimed Water rates)
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>During fiscal year 2025, a comprehensive rate study conducted on the Water, Sewer, and Reclaimed utilities.</p> <p>The objectives of the study were:</p> <ol style="list-style-type: none"> 1. To ensure rate revenues are adequate to meet rising operating costs, including wholesale water purchases. 2. Fund capital improvements proposed over the next several years (FY 2025- 2029). 3. Ensure utility financial policies are met, including adequate debt service coverage ratios and fund balances. <p>Following the presentation, discussion over the study outcomes and rate impacts included:</p> <ol style="list-style-type: none"> 1. Council support for adopting a gradual rate change each year for the next 5 years that would help keep annual rate increases manageable despite growing costs. <p>This agenda item sets rates that would be adequate to meet costs in Fiscal Year 2026. If adopted, the rates would be effective October 1, 2025.</p>
Strategic Alignment	<p>C1 – Quality Customer Experiences</p> <p>F1 - Committing to Strategic, responsible, and conservative financial management</p> <p>F2 – Investing in and maintaining high-quality infrastructure systems and public assets</p> <p>B1 – Utilizing data to drive smart decision making</p>

Financial Considerations	The reclaimed water rates proposed are included in the attached ordinance.
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-16

ORDINANCE NO. 2025-16

AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR RECLAIMED WATER SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2024-24 DATED JANUARY 14, 2025, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH

WHEREAS, the City Council of the City of Boerne, Texas deems it reasonable and necessary to establish reclaimed water rates to provide adequate revenues to meet the operation and maintenance expenses, the retirement of bonded indebtedness and other financial requirements deemed necessary by the City Council of the City of Boerne, Texas; and

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

SECTION 1. SERVICE RATE CLASSIFICATION

All reclaimed water service provided by the City of Boerne Utilities shall be designated by the following rate schedules with descriptions, rates and conditions of service as indicated:

- (1) Residential & Commercial Reclaimed Water Service – Inside City Limits
- (2) Residential & Commercial Reclaimed Water Service – Outside City Limits

Each person owning, residing in, renting, leasing, operating, or otherwise using property whose reclaimed water pipes connect with the reclaimed water system of the City of Boerne, and who receive reclaimed water service from and through the same shall be liable to the City for a monthly reclaimed water service charge specified in Section 4 through Section 5.

RATES FOR OUT-OF-CITY RECLAIMED WATER SERVICE – Per Section 201.2 of the City of Boerne Utility Rules and Regulations, reclaimed water services are not extended outside the City of Boerne limits unless doing so is deemed beneficial to the City by the City Council. If such service is deemed beneficial and provided to the out-of-City customer, the current approved rates for, reclaimed water will be subject to a rate modifier, unless otherwise agreed to by contract. The rate modifier for the out-of-City customer is 20% which includes the customer, volume charge and all other specific rate elements. This rate modifier is based on the cost of service and is due to the fact that such out-of-City customers are not subject to the ownership risk for the utility system debt that is assumed by citizens served by the City of Boerne utilities.

SECTION 2. RATE SCHEDULE ADMINISTRATION & ASSIGNMENT

Upon request for reclaimed water service from a prospective customer, the City Manager or designee shall assign the appropriate rate classification for reclaimed water service to the applicant requesting service. This assignment may be based upon information provided by the applicant, or other information available at the time the assignment is made.

If a customer receiving service changes the nature or character of reclaimed water service requirements, then the City Manager or designee shall, upon review of the information available

pertaining to the revised reclaimed water service requirement, reassign the customer to the appropriate rate schedule.

If a prospective or existing customer is eligible to receive reclaimed water service under more than one of the City's rate schedules, or if the rates charged are unduly burdensome as a result of the customer's technical qualification for a specific rate schedule, then the City Manager or designee shall assign the most appropriate rate schedule for reclaimed water service after consideration of the various service requirements, potential impact on the City's facilities, the potential relative costs of serving the customer, and other available pertinent information.

SECTION 3. EFFECTIVE DATE

The rates and charges prescribed herein shall become effective on October 1, 2025.

SECTION 4. SERVICE RATE SCHEDULE

RESIDENTIAL & COMMERCIAL RECLAIMED WATER – INSIDE CITY LIMITS:

(a) Availability:

This schedule is available within the City limits of the City of Boerne where the City's reclaimed water service is available subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for reclaimed water service used exclusively for irrigation purposes where each unit is individually metered for water serviced by a 5/8", 3/4", 1", 1 1/2" or 2" water meter.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the monthly volume charges, as shown below:

Customer charge (includes 0 gallons):

5/8" meter \$13.17 per month

3/4" meter \$16.60 per month

1" meter \$26.33 per month

1 1/2" meter \$46.08 per month

2" meter \$72.42 per month

Volume Charge:

The year-round volume charge for reclaimed water usage will be billed under the following rates:

(Per 1000 Gallons):

First 0 – 10,000 gal.	\$2.00
Next 10,001 – 30,000 gal.	\$2.28
Next 30,001 – 50,000 gal.	\$3.21
Next All excess over 50,000 gal.	\$3.46

SECTION 5. TERMS OF PAYMENT

The rates specified in Section 4 are net. Each bill for service is due within fifteen (15) days after issuance unless such day falls on a holiday or weekend, in which case payment is due on the next work day. If full payment is not received at the City's offices or other approved payment location on or before the due date, all of the customer's utility services will be considered delinquent and subject to disconnection, and the customer shall pay gross rates for all utility services, where such gross rates for delinquent payments are ten percent (10%) higher than the net rates.

SECTION 6. ADJUSTMENT OF RATES

The Residential and Commercial fees charged for the second and any subsequent years from the adoption of this ordinance may be adjusted at the commencement of said years to reflect a percentage change, downward or upward, respectively, of the difference in the CONSUMER PRICE INDEX FOR URBAN WAGE EARNERS AND CLERICAL WORKERS (herein after referred to as the INDEX) as published by the U. S. Department of Labor, Bureau of Labor Statistics, the percentage adjustments for each year to be determined as follows:

- a. The difference in the INDEX for the month of June of the year immediately preceding the current year and the month of June in the current year shall be computed;
- b. Such difference computed in (a) shall be divided by the INDEX for the month of June of the year immediately preceding the current year; and,
- c. Ninety-five (95%) of the amount computed in (b) shall be taken as the adjustment percentage factor to be used to increase the rate charged for water if the INDEX has increased during June to June, or to decrease the rate charged for water if the INDEX has decreased during June to June.

d. Example of computation June/Current year CPI = 185.4

of increase or decrease: June/Previous year CPI = 181.0

$(185.4 - 181.0) / 181.0 = .0243 \times 95\% = 2.31\%$ increase

or

June/Current year CPI = 180.0

June/Previous year CPI = 181.0

$(180.0 - 181.0) / 181.0 = -.0056 \times 95\% = .54\%$ decrease

e. The increase or decrease based on (a) (b) (c) calculations will automatically become effective annually October 1, unless otherwise directed by City Council.

SECTION 7. SEVERABILITY

If for any reason any section, paragraph, subsection, clause, phrase, word, or provision of this Ordinance shall be held invalid or unconstitutional by final judgment of a Court of competent jurisdiction it shall not affect any other section, paragraph, subsection, clause, phrase, word, or provision of this Ordinance, for it is the definite intent of this City Council that every section, paragraph, subsection, clause, phrase, word, or provision hereof be given full force and effect for its purpose.

PASSED and APPROVED on first reading this the ___ day of _____, 2025.

PASSED, APPROVED, and ADOPTED on second reading this the ___ day of _____, 2025.

APPROVED:

Mayor

ATTEST:


City Secretary

APPROVED AS TO FORM:

City Attorney



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	AUGUST 26, 2025
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2025-17; AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR ELECTRIC SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2014-26 DATED JULY 8, 2014, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. <i>(Establishing Electric rates)</i>
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>During fiscal year 2025, a comprehensive rate study was conducted on the Electric utility.</p> <p>The objectives of the study were:</p> <ol style="list-style-type: none"> 1. To ensure rate revenues are adequate to meet rising operating costs, including wholesale electric purchases. 2. Fund capital improvements proposed over the next several years (FY 2025- 2029). 3. Ensure utility financial policies are met, including adequate debt service coverage ratios and fund balances. <p>This agenda item brings forward for consideration an ordinance that sets electric rates that would be adequate to meet costs in Fiscal Year 2026. If adopted, the rates would be effective October 1, 2025.</p>
Strategic Alignment	<p>C1 – Quality Customer Experiences</p> <p>F1 - Committing to Strategic, responsible, and conservative financial management</p> <p>F2 – Investing in and maintaining high-quality infrastructure systems and public assets</p> <p>B1 – Utilizing data to drive smart decision making</p>
Financial Considerations	The electric rates proposed are included in the attached ordinance and will be discussed in detail during this agenda item presentation.

Citizen Input/Board Review	N/A
Legal Review	LEGAL HAS REVIEWED THIS ORDINANCE
Alternative Options	N/A
Supporting Documents	Ordinance No. 2025-17

ORDINANCE NO. 2025-17

AN ORDINANCE ESTABLISHING THE RATE CLASSIFICATIONS AND RATES TO BE CHARGED FOR ELECTRIC SERVICE PROVIDED BY THE CITY OF BOERNE UTILITIES, AND REPEALING AND REPLACING ORDINANCE NO. 2014-26 DATED JULY 8, 2014, AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH

WHEREAS, the City Council of the City of Boerne, Texas deems it reasonable and necessary to revise electric service rates to provide adequate revenues to meet the operation and maintenance expenses, the retirement of bonded indebtedness, and other financial requirements deemed necessary by the City Council of the City of Boerne, Texas.

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

SECTION 1. SERVICE RATE CLASSIFICATION

All electric service provided by the City of Boerne Utilities shall be designated by the following rate schedules with descriptions, rates and conditions of service as indicated:

- (1) Residential Electric Service
- (2) Small General Service/Commercial Electric Service
- (3) Medium General Service/Commercial Electric Service
- (4) Large General Service/Commercial Electric Service
- (5) Security Lighting Electric Service

Each person owning, residing in, renting, leasing, operating, or otherwise using property whose electric facilities connect with the electric distribution system of the City and who receive electric service from and through the same shall be liable to the City for monthly electric service charges specified in Section 4 through Section 12.

SECTION 2. RATE CLASSIFICATION ADMINISTRATION AND ASSIGNMENT

Upon request for electric service from a prospective customer, the City Manager, or his designee, shall assign the appropriate rate classification for electric service to the applicant requesting service. This assignment may be based upon information provided by the applicant, or other information available at the time the assignment is made.

If a customer receiving electric service changes the nature or character of the service requirements, then the City Manager, or his designee shall, upon review of the information available pertaining to the revised electric service requirement, reassign the customer to the appropriate rate schedule.

If a prospective or existing customer is eligible to receive electric service under more than one of the City's rate schedules, or if the rates charged are unduly burdensome as a result of the customer's technical qualification for a specific rate schedule, then the City Manager, or his designee, shall assign the most appropriate rate schedule for electric service after consideration of the various service requirements, potential impact on the City's facilities, the potential relative costs of serving the customer, and other available pertinent information.

SECTION 3. EFFECTIVE DATE

The rates and charges as amended herein shall become effective on the date this Amendment, and any subsequent Amendment that may hereafter occur, is passed, approved and adopted by the City Council of the City of Boerne. The amended rates in this ordinance will be effective October 1, 2025.

SECTION 4. RESIDENTIAL ELECTRIC SERVICE RATE CLASSIFICATION

(a) Availability:

This schedule is available throughout the electric service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for electric service used exclusively for residential purposes including, but not limited to, single family and multi-family dwellings where each unit is individually metered for electricity and is not applicable for service to a residence also used for any nonresidential or commercial purpose, or any other nonresidential activity.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the seasonal monthly energy charge plus the power cost recovery charge specified in Section 9.

Customer charge: **\$15.24**

Seasonal Energy Charge:

Winter- October through May		Summer- June through September	
0-900	.0458 per kWh	0-900	.0505 per kWh
901-1300	.0510 per kWh	901-1300	.0563 per kWh
1301-1700	.0533 per kWh	1301-1700	.0589 per kWh
1701-2500	.0560 per kWh	1701-2500	.0617 per kWh
2501 and over	.0615 per kWh	2501 and over	.0693 per kWh

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 5. SMALL GENERAL SERVICE/COMMERCIAL RATE CLASSIFICATION

(a) Availability:

This schedule is available throughout the electric service territory served by the City of Boerne subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for electric service to nonresidential customers where electric service is provided and billed through one meter with single phase, 200 amp maximum service.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the seasonal monthly energy charge plus the power cost recovery charge specified in Section 9.

Customer charge **\$25.18**

Seasonal Energy Charge:

Winter- October
through May

Summer- June
through September

.0910 per kWh

.1001 per kWh

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 6. MEDIUM GENERAL SERVICE/COMMERCIAL RATE CLASSIFICATION

(a) Availability:

This schedule is available throughout the electric service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for electric service to nonresidential customers where electric service is provided and billed through one meter with 3 phase, 200 amp maximum services.

(c) Monthly Rates:

The monthly rate shall be the sum of the monthly customer charge plus the seasonal monthly energy charge plus the power cost recovery charge specified in Section 9.

Customer charge **\$41.50**

Seasonal Energy Charge:		
	Winter- October through May	Summer- June through September
	.0885 per kWh	.0971 per kWh

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

SECTION 7. LARGE GENERAL SERVICE/COMMERCIAL RATE CLASSIFICATION

(a) Availability:

This schedule is available throughout the electric service territory served by the City of Boerne, subject to the rules, regulations, policies and rates established by the City of Boerne.

(b) Applicability:

This rate is applicable for electric service to nonresidential customers where the electric service is provided and billed through one meter with service greater than 200 amps.

(c) Monthly Rates:

The monthly rate shall be the sum of the customer charge plus the demand charge plus the seasonal monthly energy charge plus the power cost recovery charge specified in Section 9.

Customer Charge: **\$62.52**

Demand Charge: \$7.94

	Winter- October through May	Summer- June through September
Energy Charge:	.0392 per kWh	.0432 per kWh

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the customer charge.

(e) Determination of Metered kW Demand

The customer's demand may be computed based on the loads connected to the service. If connected load exceeds 48 kVA on a single phase service, 72kVA on a 120V/208V three phase service, or 165 kVA on a 277V/480V three phase service, then the customer shall be billed under this rate classification and may be required to apply for an upgrade in service. If an individual motor load on a 120V/240V open delta three phase

service exceeds 50 horsepower or the total load, then an upgrade of service and billing under this rate classification will be required.

SECTION 8. SECURITY LIGHTING

(a) Availability:

This schedule is available throughout the electric service territory served by the City of Boerne subject to the rules, regulations, policies and rates established by the City of Boerne.

This rate classification shall not be available for service to new security light installations.

(b) Applicability:

This rate is applicable for electric service to 175 watt security lights owned by the City and installed by the City on City utility poles.

(c) Monthly Rate:

The monthly rate shall be the fixture charge for each light installed.

Fixture Charge: **\$20.74**

(d) Minimum Monthly Charge:

The minimum monthly charge shall be the fixture charge for each light installed.

SECTION 9. POWER COST RECOVERY FACTOR CHARGE

The Power Cost Recover Factor (PCRF) Charge is expressed in dollars per kWh and is multiplied by the energy purchased (consumed) by each customer during the applicable billing period. This amount shall be added to each bill for electric service.

Each monthly bill for electric service shall be increased on a uniform per kWh basis computed as follows:

$$\text{PCRF} = \frac{\text{'A' plus 'B' plus 'C'}}{\text{kWh}}$$

Where:

A= Total most recent billings for purchased power including energy, fuel, transmission and other related fees.

B= Amount of prior period(s) over recovery or under recovery to be added to or subtracted from current PCRF computation. This amount shall be determined by comparing the amount necessary to be recovered during prior billing periods to the amount actually recovered during the billing periods,

allowing for stabilization of peaks between higher and lower cost billing periods.

C= Amount needed to achieve City Council established Rate Stabilization and Capital Fund targets.

kWh= Total estimated energy sales for the billing periods.

The PCRFB shall remain at a minimum rate of \$0.041704. If, for any month, the minimum PCRFB does not recover the total cost of power for that month, the rate may be adjusted over several months, as necessary, to fully recover the cost of power for all months.

The PCRFB will be adjusted as needed monthly to fully recover the purchased power costs and collect the target for the Rate Stabilization and Capital Fund. City Council will annually review the funds retained in the Rate Stabilization and Capital Fund, establish the target amount for the fiscal year, and determine whether to adjust the PCRFB, retain the amount in the fund, use funds for rate stabilization, capital purchases or refund any part of the funds through credits applied to the PCRFB.

The current Rate Reserve Fund (RRF) will be combined with the Rate Stabilization and Capital Fund with its uses governed by the City Council under the same criteria as the Rate Stabilization and Capital Fund.

Power Cost Recovery Factors may be computed and be effective for multiple months and/or billing periods, with reconciliations to determine the amounts of over- and/or under-recoveries calculated periodically, but not less than once each fiscal year.

SECTION 10. SALES TAX

All bills shall be adjusted by the amount of any sales tax or other tax attributable to the sale of electric service to the consumer unless consumer has previously provided to the City satisfactory proof of exemption.

SECTION 11. TERMS OF PAYMENT

The rates and charges specified in Section 4 through Section 9 are net. Each bill for service is due within fifteen (15) days after issuance unless such day falls on a holiday or weekend, in which case payment is due on the next business day. If full payment is not received at the City's offices or other approved payment location on or before the due date, all of the customer's utility services will be considered delinquent and subject to disconnection, and the customer shall pay gross rates for all utility services, where such gross rates for delinquent payments are ten percent (10%) higher than the net rates.

SECTION 12. ADJUSTMENT OF RATES

The Residential and Commercial fees charged for the second and any subsequent years from the adoption of this ordinance may be adjusted at the commencement of said years to reflect a percentage change, downward or upward, respectively, of the difference in the CONSUMER PRICE INDEX FOR URBAN WAGE EARNERS AND CLERICAL WORKERS (herein after

APPROVED:

Mayor

ATTEST:


City Secretary

APPROVED AS TO FORM:

City Attorney



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	August 26, 2025
Requested Action	APPROVE RESOLUTION NO 2025-R59; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AWARDDING A CONTRACT FOR EXTERNAL AUDITING SERVICES FOR FISCAL YEAR 2025 TO _____; AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT.
Contact Person	Sarah Buckelew, Director of Finance
Background Information	<p>The City of Boerne issued a Request for Qualifications (RFQ) for professional audit services for the fiscal year ending September 30, 2025. The scope includes the annual financial audit, preparation of a Single Audit Report if federal grant thresholds are met, and assistance with the preparation and review of the City’s Annual Comprehensive Financial Report (ACFR).</p> <p>A total of seven proposals were submitted, and four firms advanced to the interview stage. After reviewing qualifications, experience, and interviews, staff recommend awarding the contract to Whitley Penn to provide these services.</p> <p>Staff requests authorization for the City Manager to negotiate and enter into an agreement with Whitley Penn LLP for auditing services for fiscal year 2025.</p>
Strategic Alignment	F1 – Strategic, responsible, conservative fiscal management.
Financial Considerations	This is a budgeted line item for FY26.
Citizen Input/Board Review	N/A
Legal Review	Legal will review the agreement once it is negotiated.
Alternative Options	N/A
Supporting Documents	Resolution No. 2025-R59 Proposal – Whitley Penn

RESOLUTION NO. 2025-R59

A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AWARDED A CONTRACT FOR EXTERNAL AUDITING SERVICES FOR FISCAL YEAR 2025 TO _____; AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT

WHEREAS, the City of Boerne issued a Request for Qualifications (RFQ) for professional audit services for the fiscal year ending September 30, 2025; and

WHEREAS, the requested services include conducting the City's annual audit, providing a Single Audit Report if required by federal funding levels, and supporting the preparation and review of the City's Annual Comprehensive Financial Report (ACFR); and

WHEREAS, seven firms submitted proposals in response to the RFQ, with four firms advancing to the interview stage for further evaluation; and

WHEREAS, the City Council of the City of Boerne finds it necessary to enter into and manage an agreement with _____ for external auditing services for Fiscal Year 2025;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS:

1. That _____ is hereby awarded the contract to perform external auditing services for the fiscal year ending September 30, 2025.
2. That the City Manager is authorized to negotiate and execute an agreement with _____.
3. That this Resolution shall be in full force and effect from and after its passage.

PASSED, APPROVED, and ADOPTED on this the __ day of _____, 2025.

APPROVED:

Mayor

ATTEST:

City Secretary



City of Boerne, Texas

Request for Qualifications

RFQ No. 01-0725

External Audit Services

July 25, 2025

Patrick Simmons, CPA
Audit Partner

3737 Buffalo Speedway
Suite 1600

Houston, TX 77098

Patrick.Simmons@whitleypenn.com

713-403-3317 (office)

409.771.5264 (mobile)

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Cover Letter

Cover Letter

July 25, 2025

City of Boerne
447 N. Main Street
Boerne, TX 78006

Omueller@ci.boerne.tx.us

We are pleased to submit our qualifications in response to your Request for Qualifications (RFQ) No. 01-0725 to objectively provide external audit services for the City of Boerne, Texas (the “City”) of its financial statements for the fiscal year ending September 30, 2025. We believe our proposal demonstrates our resources, governmental auditing experience and philosophy of providing superior service to our clients.

We are staffed to handle this project with appropriate speed and will commit the resources necessary to assist the Finance Department staff in an efficient and effective manner in order to meet the deadline. Our audit plan includes communication with your staff, management and the City Council on a year-round basis to maximize our value to the City.

Whitley Penn, established in 1983, has become one of the region’s most distinguished accounting firms by providing exceptional service that reaches far beyond traditional accounting. Our firm is a regional firm with more than 850 people in Austin, Dallas, Fort Worth, Houston, Midland, Odessa, Plano, San Antonio, and Hobbs, New Mexico. The firm has consistently received high marks for its practice and management. The success of the firm allows us to bring qualified and experienced personnel to this and all of our governmental engagements. With a dedicated Public Sector team, Whitley Penn is qualified and ready to provide the requested services.

Our Public Sector staff has extensive experience with governmental auditing and financial reporting, federal and state program auditing and compliance, and dealing with federal and state agencies overseeing a wide variety of grants. We bring more than 35 years of broad based experience in government auditing and federal compliance. Whitley Penn is also a member of the Government Audit Quality Center (GAQC) of the American Institute of Certified Public Accountants (AICPA). Our Public Sector staff attends required training in accordance with the Government Accountability Office (GAO) guidelines for federal auditing, agreed upon procedures, and performance audits, a total of 40 instructional hours annually.

We appreciate the opportunity to serve the City and we look forward to meeting with you and discussing further our service philosophy, approach, and methodology. We hope to partner with you in fulfilling your fiduciary responsibilities by providing you with the highest level of service to better equip you to meet the challenges of the future.

Sincerely,



Patrick Simmons, CPA
Audit Partner
3737 Buffalo Speedway
Suite 1600
Houston, TX 77098
Patrick.Simmons@whitleypenn.com
Office: 713.403.3317
Cell: 409.771.5264

Experience and Qualifications

Firm Profile

Licensed to Practice in Texas

Whitley Penn and all key professional staff are properly registered/licensed to practice public accounting in the State of Texas. As a firm heavily involved in providing professional auditing and consulting services to a wide variety of governmental and nonprofit entities, our reports and work papers are always subject to review by both state and federal desk and field reviews. We have been successful in the past at receiving non-adverse desk and field reviews by stressing quality reviews and open and proactive communications with regulatory cognizant agents/agencies.

Independence

As auditors, we have a responsibility to maintain independence so that our opinions, conclusions, judgments, and recommendations will be impartial and will be viewed as impartial by knowledgeable third parties. With this responsibility in mind, we confirm that Whitley Penn is independent of the City and its component units, including direct and indirect financial interest, as well as relationships of the proposed audit team to employees and City Council, as defined by both auditing standards generally accepted in the United States of America and *Government Auditing Standards (GAS)* issued by the Government Accountability Office (GAO).

Whitley Penn has not previously been engaged to perform any services for the City of Boerne or any of its agencies or component units for the past five years. This relationship does not constitute a conflict of interest relative to performing the proposed audit.

Whitley Penn will give the City written notice of any professional relationship entered into during the period of this agreement.

Conflict of Interest

Whitley Penn has no conflict of interest with regard to any other work performed by the firm for the City. We have included the Conflict of Interest Questionnaire (CIQ Form) on the following page of this proposal.

Peer Review Report

Whitley Penn has completed a peer review performed by a selected firm in accordance with the AICPA's SEC Practice Section requirements. This peer review covered the year ended April 30, 2024, and resulted in a rating of pass (unmodified). The review included engagements performed under the *Government Auditing Standards (GAS)*. We perform our internal inspections annually as required by program requirements. The frequency of peer reviews is every third year. We have included a copy of our most recent peer review letter on page 5 of this proposal. Whitley Penn has been a member of the AICPA's Governmental Audit Quality Center for more than 15 years.

Implementation of Recent GASB Pronouncements

Very few situations can cause undue stress and consternation to the audit and reporting process like unforeseen changes in accounting or auditing standards. These changes, which often seem to affect only the reporting or auditing function, usually end up adding significant burden to the day-to-day activities of the City's staff. We believe that a proactive approach to addressing these changes through dialogue and education helps to smooth out the potential bumps along the way. We will assist and guide the City in the implementation of any new Accounting Standards including implementation of GASB Statement No. 101, Compensated Absences. With the recent implementation of GASB 87, Leases, and GASB 96, Subscription-Based Information Technology Arrangements, we are available to assist in reviewing the calculation of new leases/SBITAs and reviewing journal entries for recurring leases/SBITAs.

Firm Profile

Peer Review Report



CliftonLarsonAllen LLP
CLAAconnect.com

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

September 13, 2024

To the Partners of Whitley Penn LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and an examination of service organizations (SOC 2® engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

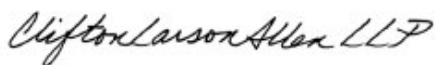
CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See CLAGlobal.com/disclaimer.

Firm Profile

Peer Review Report (continued)

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP, applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2024, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.



CliftonLarsonAllen LLP

GFOA Special Review Committee

Our partners and managers have extensive experience in preparing and reviewing annual comprehensive financial reports that have been awarded the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

Audit Partners, Guadalupe R. Garcia and Roger Tovar, along with Audit Senior Manager, Addison Ebarb, are members of the GFOA Special Review Committee. This committee is comprised of individuals with experience in public sector financial reporting.

Firm Profile

Recent Experience with Municipal Audits, ACFRs, and Single Audits

Recent audit client experience including Annual Comprehension Financial Report (ACFR) and Single Audit experience. All ACFR clients below received the GFOA Certificate of Achievement for Excellence in Financial Reporting unless noted otherwise.

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Entity	ACFR	Client Prepared	Single Audit
Municipalities			
City of Aubrey ¹	X		
City of Beaumont	X	X	X
City of Bellaire	X		X
City of Buda	X		X
City of Conroe	X		X
City of Dripping Springs ¹	X		
City of Friendswood	X		X
City of Fulshear	X		
City of Galveston ¹	X	X	X
City of Greenville	X		
Greenville Electric Utility System (GEUS)	X		
City of Hitchcock ¹	X		X
City of Humble	X		X
City of Hutto	X		X
City of Jersey Village	X		
City of Katy	X		X
City of Keller	X		
City of La Porte	X		
City of Leander			X
City of Missouri City	X		
City of North Richland Hills	X		
City of Pearland	X		X
City of Port Arthor ¹	X		
City of Richmond	X		X
City of Rosenberg	X		X
City of Round Rock	X	X	X
City of Stafford			X
City of Sugar Land	X		X
City of Texas City ¹	X		X
Total Municipalities	27	3	18

¹ Does not submit for GFOA Certificate of Achievement for Excellence in Financial Reporting or in first year of program and awaiting results

Firm Profile

Recent Experience with Municipal Audits, ACFRs, and Single Audits (continued)

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Entity	ACFR	Client Prepared	Single Audit
Other ACFR and Single Audit Experience			
Aldine ISD	X		X
Alief ISD	X	X	X
Amarillo College ¹	X		X
Arlington ISD	X		X
Austin ISD	X		X
Bastrop ISD			X
Beaumont ISD			X
Carrollton-Farmers Branch ISD	X		X
Cedar Hill ISD	X		X
Channelview ISD			X
College of the Mainland			X
Collin County Community College	X	X	X
Comal ISD	X		X
Crosby ISD			X
Deer Park ISD	X		X
DeSoto ISD			X
Dripping Springs ISD			X
Duncanville ISD ¹	X		X
Ector County	X		X
Fort Bend County	X	X	X
Fort Bend ISD	X	X	X
Friendswood ISD			X
Galena Park ISD	X		X
Galveston ISD			X
Garland ISD	X		X
Grayson College			X
Gulf Coast Authority	X		
Gulf Coast Water Authority	X		X
Harmony Public Schools ¹	X		X

¹ Does not submit for GFOA Certificate of Achievement for Excellence in Financial Reporting or in first year of program and awaiting results

Firm Profile

Recent Experience with Municipal Audits, ACFRs, and Single Audits (continued)

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Entity	ACFR	Client Prepared	Single Audit
Other ACFR and Single Audit Experience (continued)			
Harris County Department of Education	X		
Houston-Galveston Area Council			X
Humble ISD	X		X
Huntsville ISD			X
Hutto ISD			X
Katy ISD	X	X	X
Klein ISD	X		X
La Porte ISD	X		X
Lamar Consolidated ISD ¹	X		X
Lancaster ISD			X
Leander ISD	X		X
Lee College ¹	X		X
Lewisville ISD	X		X
Mansfield ISD	X	X	X
Mesquite ISD ¹	X		X
Midland College ¹	X		X
Nacogdoches County	X		X
Navarro College	X		X
New Braunfels ISD			X
Northside ISD	X	X	X
Odessa College ¹	X		X
Pasadena ISD	X		X
Pearland ISD	X	X	X
Pflugerville ISD	X		X
Port Arthur ISD			X
Richardson ISD	X		X
Round Rock ISD	X		X
San Jacinto Community College	X	X	X
Sheldon ISD			X

¹ Does not submit for GFOA Certificate of Achievement for Excellence in Financial Reporting or in first year of program and awaiting results

Firm Profile

Recent Experience with Municipal Audits, ACFRs, and Single Audits (continued)

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Entity	ACFR	Client Prepared	Single Audit
Other ACFR and Single Audit Experience (continued)			
Shepherd ISD			X
Spring Branch ISD	X		X
Spring ISD	X	X	X
Stafford MSD			X
Texas City ISD	X		X
Tyler Junior College	X		X
Waller ISD			X
Willis ISD			X
Total Other ACFR and Single Audit Experience	45	10	64

¹ Does not submit for GFOA Certificate of Achievement for Excellence in Financial Reporting or in first year of program and awaiting results

Firm Profile



Year-Round Resource for the City

We see financial statement audit services as the first line of defense. Our goal is to not only be the City's auditor for this engagement, but to become a year-round resource for the City. We believe that if we partner with the City to ensure it is in compliance with federal and state regulations, you can focus on what is most important.



Knowledgeable Professionals

Whitley Penn is one of the largest Texas-based, public accounting firms. With 97 partners, nine offices, more than 850 employees, and a worldwide affiliate membership with HLB International, the firm is able to offer a deep level of knowledge and know-how. Whitley Penn has been recognized as one of the "Top 100 Firms" in the U.S., and "Best of the Best" by *INSIDE Public Accounting* consistently for more than 10 years. The firm's Public Sector team has extensive experience performing audits and other attestation engagements for cities, counties, school districts, universities, and large government organizations. Whitley Penn is currently ranked as the 34th largest firm in the U.S. according to *Accounting Today* and 13th in the nation based on 2025-2026 rankings from VAULT ACCOUNTING 25.



Significant Texas Municipality Experience and Dedicated Public Sector Team

Work in the area of Texas municipalities is a focus within our firm's practice. Although founded in 1983, Whitley Penn has public sector auditing roots that stretch back into the early 1970's in Galveston, Harris and Fort Bend Counties. We currently serve as auditors for more than 100 governmental entities. Our partners have been recognized for their experience and have conducted seminars on various governmental accounting, auditing and financial reporting topics for the Texas Society of CPAs, other CPA firms, the TASBO and the Government Finance Officers Association of Texas (GFOAT). We have a dedicated Public Sector group that works solely on governmental entities year round. Our partners hold the advanced single audit certificate issued by the American Institute of Certified Public Accountants (AICPA).



Experienced Engagement Leadership

Whitley Penn's public sector team consists of four (4) partners, eight (8) managers, eight (8) senior associates, and a pool of approximately 20 associates who are dedicated to municipalities and other governmental entities. Our management team receives annual training in city auditing and reporting. We are in the process of planning and performing the services you have requested for our existing municipal clients. We have extensive experience in performing management and performance review services for Texas/other state agencies and for individual cities and counties. If awarded, our proposed engagement team members (two partners, one manager and one senior associate) would be staffed on a full-time basis for this engagement.

Personnel Qualifications

Proposed Engagement Team

We are committed to providing you with a team who is knowledgeable, enthusiastic and dedicated to providing superior services. Our firm understands the importance of continuity and as such we have the ability to rotate our managers and partners or pull in those staff with specific experience as needed for our clients, ensuring personalized service. Each client is actively encouraged to call on us at any time the need arises.

Engagement Partner - Patrick Simmons: More than 12 years of experience and will be responsible for the overall audit and final opinion on the financial statements and over federal compliance.

Engagement Resource Partner - Celina Cereceres: More than 24 years of experience and will provide additional technical guidance.

Engagement Quality Control Reviewer - Guadalupe R. Garcia: More than 18 years of experience and will be responsible for the second partner review of both the workpapers and ACFR.

Senior Manager - Andrew Jennett: More than seven years of experience and will be responsible for managing the engagement from start to finish and be the main contact.

Senior Associate - Sean Barry: More than four years of experience and will be working in the field each day; he will supervise associates, work on testing, and will be the main contact for fieldwork.

Personnel Qualifications



Patrick Simmons, CPA

Engagement Partner

Office: 713.403.3317

Cell: 409.771.5264

Patrick.Simmons@whitleypenn.com

Similar Entities Served

- City of Arcola
- City of Beaumont
- City of Bellaire
- City of DeSoto
- City of Freeport
- City of Galveston
- City of Hitchcock
- City of Iowa Colony
- City of La Porte
- City of Missouri City
- City of North Richland Hills
- City of Pearland
- City of Port Arthur
- City of Round Rock
- City of Stafford
- City of Texas City
- Galveston Central Appraisal District
- Galveston County
- Gulf Coast Authority
- Gulf Coast Water Authority

Practice

Audit Services - Public Sector

Licensed to Practice in the State of Texas | CPA License #105745

Education

BS in University Studies from Texas A&M University and MS in Accounting from the University of Houston - Clear Lake

Experience

- More than 12 years of experience in auditing to governmental and nonprofit entities.
- Extensive knowledge of the Office of Management and Budget (OMB) requirements under Uniform Guidance.
- Responsible for preparing, analyzing, maintaining, and reviewing financial statements, records and reports.
- Performs audit tasks for governmental and nonprofit engagements including evaluating the effectiveness of internal controls, performing substantive audit procedures, and providing concise audit results.
- Utilizes advanced data analytics to improve the effectiveness of audit procedures and provide valuable results.
- Assists clients in the preparation of financial statements including Annual Comprehensive Financial Reports (ACFR).

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TXCPA)
- American Institute of Certified Public Accountants (AICPA)

Personnel Qualifications



Celina Cereceres, CPA, CFE

Engagement Resource Partner

Office: 713.386.1175

Cell: 713.377.3667

Celina.Cereceres@whitleypenn.com

Similar Entities Served

- City of Aubrey
- City of Fulshear
- City of Iowa Colony
- City of Katy
- City of La Porte
- City of Pearland
- City of Stafford
- City of Sugar Land
- East Texas Council of Governments
- Galveston County
- Gulf Coast Authority
- Harris County Department of Education
- Houston-Galveston Area Council
- North Central Texas Council of Governments
- The Harris Center

Practice

Audit Services - Public Sector

Licensed to Practice in the State of Texas | CPA License #084132

Education

BA and MS in Accounting from the University of Texas - El Paso

Experience

- More than 24 years of audit public accounting experience focused on clients primarily in the following industries: school districts, non-profit organizations, community colleges and other large governments administering large amounts of federal and state grant awards.
- Earned the AICPA's Advanced Single Audit Certificate
- Responsible for training firm staff in accordance with Generally Accepted Auditing Standards (GAAS), and Government Auditing Standards (GAS)
- Extensive knowledge with the Office of Management and Budget (OMB) Uniform Guidance
- Designated Audit Quality Partner for the AICPA's Government Audit Quality Center
- Responsible for providing CPE to both employees, clients, and industry professional organizations

Professional & Civic Organizations

- Texas Education Agency/TASBO Advisory Committee (only CPA firm)
- Texas Society of Certified Public Accountants (TXCPA)
- American Institute of Certified Public Accountants (AICPA)
- TXCPA School District Conference Planning Committee
- Texas Association of School Business Officials
- TASBO Accounting/Finance Research Committee
- TXCPA School District Conference Chair
- Association of Certified Fraud Examiners (ACFE)

Personnel Qualifications



Guadalupe R. Garcia, CPA

Engagement Quality Control Reviewer

Office: 713.386.1149

Cell: 832.573.6825

Lupe.Garcia@whitleypenn.com



Similar Entities Served

- City of Aubrey
- City of Bellaire
- City of Buda
- City of Conroe
- City of Friendswood
- City of Fulshear
- City of Greenville
- City of Humble
- City of Hutto
- City of Jersey Village
- City of Katy
- City of La Porte
- City of Liberty Hill
- City of Manvel
- City of Missouri City
- City of North Richland Hills
- City of Oak Ridge North
- City of Pearland
- City of Richmond
- City of Round Rock
- City of Stafford
- City of Sugar Land
- Fort Bend County
- Greater Harris County 9-1-1 Emergency Network
- North Houston District
- Greenville Electric Utility System

Practice

Audit Services - Public Sector

Licensed to Practice in the State of Texas | CPA License #098442

Education

BBA in Finance from the University of Houston

Experience

- More than 18 years of experience auditing and performing other attest engagements for various governmental entities, including cities, counties, school districts, community colleges, other special-purpose governments, and nonprofit organizations.
- Earned the AICPA's Advanced Single Audit Certificate.
- Responsible for all aspects of the assurance process including planning, internal control evaluation, risk assessment, fieldwork, and report issuance and engagement closure.
- Assists in training staff in accordance with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), *Government Auditing Standards (GAS)* promulgated by the U.S. Government Accountability Office, and the Office of Management and Budget (OMB) requirements under Uniform Guidance.
- Responsible for preparation and review of Annual Comprehensive Financial Reports (ACFR) that have been awarded the Certificate of Achievement for Excellence in Financial Reporting.

Professional & Civic Organizations

- Texas Education Agency (TEA)/TASBO Advisory Committee (only CPA firm on this committee)
- American Institute of Certified Public Accountants (AICPA)
- Texas Association of Community College Business Officials (TACCBO)
- Texas Higher Education Coordinating Board AFR Committee
- Texas Society and Houston Chapter of Certified Public Accountants
- Texas Association of School Business Officials (TASBO)
- Government Finance Officers Association of Texas (GFOAT)
- Member of GFOA Special Review Committee

Personnel Qualifications



Andrew Jennett, CPA

Senior Manager

Office: 713.386.1193

Cell: 713.516.3166

Andrew.Jennett@whitleypenn.com

Similar Entities Served

- City of Beaumont
- City of Bellaire
- City of Buda
- City of Hutto
- City of Iowa Colony
- City of Liberty Hill
- City of Pearland
- City of Richmond
- City of Round Rock
- City of Sugar Land
- Communities in Schools – Bay Area
- Ector County
- Fort Bend County
- Fort Bend Subsidence District
- Garland ISD Foundation
- Gulf Coast Authority
- Gulf Coast Water Authority
- Harris County Improvement District
- Harris-Galveston Subsidence District
- Nacogdoches County
- North Central Texas Trauma
- Permian Basin Regional Planning Commission
- San Jacinto College Foundation
- Soaring Society of America
- The Briarwood School
- Uptown Development

Practice

Audit Services - Public Sector

Licensed to Practice in the State of Texas | CPA License #120722

Education

BA - Accounting - Texas State University

MS - Accounting - St. Thomas University

Experience

- More than seven years of experience in auditing governmental and nonprofit entities.
- Extensive knowledge of the Office of Management and Budget (OMB) requirements under Uniform Grant Guidance.
- Responsible for preparing, analyzing, maintaining, and reviewing financial statements, records, and reports.
- Performs audit tasks for government and nonprofit engagements including reviewing and testing transactions and internal controls, performing analytical procedures, and documenting audit results.
- Assist clients in the preparation of financial statements.

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TXCPA)
- American Institute of Certified Public Accountants (AICPA)

Personnel Qualifications



Sean Barry, CPA

Senior Associate

Office: 713.386.1159

Cell: 281.732.8195

Sean.Barry@whitleypenn.com

Similar Entities Served

- Brazos Valley Solid Waste Management Agency
- Child and Family Services
- City of Beaumont
- City of Conroe
- City of Friendswood
- City of Galveston Employee Pension Plan
- City of Galveston Police Pension Plan
- City of Greenville
- City of Iowa Colony
- City of Pearland
- City of Stafford
- Fort Bend County
- Fort Bend County CSCD
- Fort Bend County Juvenile
- Fort Bend County Toll Road Authority
- Fort Bend Grand Parkway Toll Roll Authority
- Fort Bend Subsidence District
- Galveston Central Appraisal District
- Galveston County Consolidated Drainage District
- Galveston Firefighters' Pension Fund
- Gulf Coast Authority
- Harris County Domestic Violence Coordinating Council
- Harris-Galveston Subsidence District
- Katy Development Authority
- North Houston District

Practice

Audit Services - Public Sector

Licensed to Practice in the State of Texas | CPA License #123886

Education

BS and MS in Professional Accounting from the University of Houston - Clear Lake

Experience

- More than four years of experience in auditing to governmental and nonprofit entities and three years of experience working in the accounting industry.
- Knowledge of the Office of Management and Budget (OMB) requirements under Uniform Guidance.
- Responsible for preparing, analyzing, maintaining, and reviewing financial statements, records and reports.
- Performs audit tasks for government and nonprofit engagements including reviewing and testing transactions and internal controls, performing analytical procedures, and documenting audit results.
- Assists clients in the preparation of financial statements.

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TXCPA)
- American Institute of Certified Public Accountants (AICPA)

Personnel Qualifications

Continuing Professional Education

The following is a table of continuing education course topics in which the project team has participated or served as instructors in the past three years:

Topic	Simmons	Cereceres	Garcia	Jennett	Barry
GASB Update:					
• GASB No. 74 (Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans)	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 75 (Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions)	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 76 (The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments)	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 77, Tax Abatement Disclosures	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 78 Pensions through Certain Multiple-Employer Defined Benefit Pension Plans	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statement No. 79, Certain External Investment Pools and Pool Participants	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statement No. 80, Blending Requirements for Certain Component Units—an amendment of GASB Statement No. 14	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statement No. 82, Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statements No. 83 through 86	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statement No. 87 – Leases	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statement No. 88 – Certain Disclosures Related to Debt, including Direct Borrowings and Direct Payments	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statement No. 89 – Accounting for Interest Cost Incurred before the End of a Construction Period	Yes*	Yes*	Yes*	Yes	Yes
• Financial Reporting Model (Through Invitation to Comment Stage)	Yes*	Yes*	Yes*	Yes	Yes
• GASB Statement No. 90 – Majority Interests - an amendment of GASB Statement No. 14 and No. 61	Yes*	Yes*	Yes*	Yes	Yes
• GASB 91 – Conduct Debt Obligation	Yes*	Yes*	Yes*	Yes	Yes
• GASB 92 – Omnibus	Yes*	Yes*	Yes*	Yes	Yes
• GASB 93 – Replacement of Interbank Offered Rates	Yes*	Yes*	Yes*	Yes	Yes
• GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements	Yes*	Yes*	Yes*	Yes	Yes
• GASB 95 – Postponement of the Effective Dates of Certain Authoritative Guidance	Yes*	Yes*	Yes*	Yes	Yes
• GASB 96 – Subscription-Based Information Technology Arrangements	Yes*	Yes*	Yes*	Yes	Yes

*Instructor

Personnel Qualifications

Continuing Professional Education (continued)

Topic	Simmons	Cereceres	Garcia	Jennett	Barry
• GASB 97 – Summary of Statement - Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plan – An Amendment of GASB Statement No. 14 and No. 84, and a Supersession of GASB Statement No. 32.	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 98 Annual Comprehensive Financial Report	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 99 Omnibus 2022	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 100 Accounting Changes and Error Corrections	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 101 Compensated Absences	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 102 Certain Risk Disclosures	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 103 Financial Reporting Model Improvement	Yes*	Yes*	Yes*	Yes	Yes
• GASB No. 104 Disclosure of Certain Capital Assets	Yes*	Yes*	Yes*	Yes	Yes
Bonds (New issuances, refunding, capital appreciations bonds, etc.)	Yes*	Yes*	Yes*	Yes	Yes
The 2018 Yellow Book	Yes*	Yes*	Yes*	Yes	Yes
The 2024 Yellow Book	Yes*	Yes*	Yes*	Yes	Yes
Municipal Revenue	Yes*	Yes*	Yes*	Yes	Yes
Internal Controls over Federal Programs	Yes*	Yes*	Yes*	Yes	Yes
State and Federal Program Management	Yes*	Yes*	Yes*	Yes	Yes
Internal Controls	Yes*	Yes*	Yes*	Yes	Yes
Subrecipient Monitoring	Yes*	Yes*	Yes*	Yes	Yes
Procurement and the Uniform Guidance	Yes*	Yes*	Yes*	Yes	Yes
Coronavirus State and Local Fiscal Recovery Funds	Yes*	Yes*	Yes*	Yes	Yes
2021 OMB Compliance Supplement	Yes*	Yes*	Yes*	Yes	Yes
2021 OMB Compliance Supplement Addendum	Yes*	Yes*	Yes*	Yes	Yes
2022 OMB Compliance Supplement	Yes*	Yes*	Yes*	Yes	Yes
2023 OMB Compliance Supplement	Yes*	Yes*	Yes*	Yes	Yes
2024 OMB Compliance Supplement	Yes*	Yes*	Yes*	Yes	Yes

*Instructor

References

Comparable and Recent Engagements with Other Municipalities

Whitley Penn has experience in providing professional services for public sector entities, specifically cities. Below, we have listed our clients that have received the services requested by the City. This listing of clients is for the use of the City only in evaluating our proposal and is not to be used for any other purpose.

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Client Name	Contact Information	Population	Engagement Partner	Scope of Work
Recent municipal experience of comparable size				
City of Bellaire ** 7008 S Rice Avenue Bellaire, TX 77401	Terrence Beaman Chief Financial Officer (713) 662-8251 TBeaman@bellairetx.gov	Approx. 17,000	Patrick Simmons	Financial Statement Audit, Single Audit, Report Preparation (ACFR)
City of Greenville ** 2821 Washington St. Greenville, TX 75401	Michelle Baccheschi Business Services Director 903-457-2845 mbaccheschi@geus.org	Approx. 36,000	Roger Tovar	Financial Statement Audit, Single Audit, Report Preparation (ACFR) for both City of Greenville and Greenville Electric Utility System (GEUS)
City of Katy ** 901 Avenue C Katy, TX 77493	Andrew A. Vasquez Finance Director 281-391-4816 avasquez@cityofkaty.com	Approx. 29,000	Lupe Garcia	Financial Statement Audit, Single Audit, Report Preparation (ACFR)
Other relevant and recent municipal experience				
City of Pearland ** 3519 Liberty Hill Dr. Pearland, TX 77581	Victor Brownlees Assistant City Manager 281-652-1663 vbrownlees@pearlandtx.gov	Approx. 129,000	Patrick Simmons	Financial Statement Audit, Single Audit, Report Preparation (ACFR)
City of Round Rock ** 221 East Main Street Round Rock, TX 78664	Melana Taylor Deputy Chief Financial Officer 512-218-3295 mtaylor@roundrocktexas.gov	Approx. 137,000	Patrick Simmons	Financial Statement Audit, Single Audit, Report Review (ACFR)
City of Richmond ** 402 Morton St. Richmond, TX 77469	Augusto Isasias Preza Financial Director (281) 342-5456 aprez@richmondtx.gov	Approx. 14,000	Lupe Garcia	Financial Statement Audit, Single Audit, Report Preparation (ACFR)

*Current Client

^The entity receives the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

Understanding of City Needs

Understanding of City Needs

The City of Boerne operates under a council-manager form of government, and is the County Seat for Kendall County, serving nearly 23,000 residents. The City acts as the service center for the neighboring community, providing retail, recreation, and food service to the surrounding population. Boerne is a historic small town and a dynamic growth center with a population that has grown almost 65% over the past 10 years. The City has grown steadily over the recent years and boast a strong tourism sector. Recent events like the Fourth-of-July 2025 floods underscore the city's commitment to resilience and recovery, shaping budget priorities for infrastructure upgrades and emergency operations coordination.

Financial Governance and Structure

Each year the City of Boerne publishes an Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP) and the standards set by the Governmental Accounting Standards Board (GASB). This detailed set of financial statements provides stakeholders with a complete and transparent picture of the City's financial condition over a fiscal year. The ACFR demonstrates compliance with financial regulations and responsible fiscal management and provides important data to stakeholders in making informed decisions.

Each year, the City of Boerne submits its Annual Comprehensive Financial Report (ACFR) to the Government Finance Officers Association (GFOA) for consideration under the Certificate of Achievement for Excellence in Financial Reporting program. The city has earned this prestigious award for 38 consecutive years, demonstrating an exceptional commitment to transparency, accountability, and high-quality financial reporting.

Our firm brings comprehensive experience in both preparing and reviewing ACFRs that have achieved this recognition. Annually, we issue approximately 60 audit reports for ACFRs - all of those that were submitted for the GFOA Certificate of Achievement for Excellence in Financial Reporting received the award. This consistent track record reflects our dedication to helping governments meet the highest standards of financial presentation.

As detailed in the Annual Comprehensive Financial Report (ACFR), the City's finance structure is anchored in fund accounting, which enables each revenue and expenditure source to be tracked separately.

The General Fund is the chief operating fund of the City and accounts for administration, street, public safety, municipal court, animal control, code enforcement, planning & community development, IT, special projects, human resources, legal, communications, development services, facility maintenance, and fleet maintenance. Located between San Antonio and the scenic Texas Hill Country, the City benefits from a thriving tourism industry and a steadily growing population. This influx of new residents has driven increased demand for housing, resulting in a significant appreciation in property values across the area. These demographic and economic trends are reflected in the City's General Fund, where property taxes and sales taxes represent the two largest sources of revenue—accounting for 21% and 34% of total General Fund revenues, respectively.

The Debt Service Fund, is an essential component of the City's finances, the fund is used to manage the repayment of long-term debt obligations such as bonds and certificates of obligation. The City of Boerne has been actively implementing projects funded by the 2022 Quality of Life Bond Election, which included Proposition A (\$23 million for Streets and Mobility) and Proposition B (\$13 million for Parks and Open Space). During fiscal year 2023, the city issued the first phase of bonds related to this proposition with General Obligation Bonds, Series 2023 for \$17,805,000.

We work closely with fast-growing municipalities across Texas, providing real-time guidance and thorough review of all bond-related entries and financial reporting. Our recent engagements include supporting the City of Pearland (\$181.3 million, 2023), the City of Round Rock (\$274 million, 2023), and the City of Dripping Springs (\$402.3 million, 2025), ensuring transparency, compliance, and fiscal integrity throughout each phase of the bond process.

In addition to our municipality experience we also have established track record working with school districts. These school districts issue bonds nearly annually, to build new schools, expand existing campuses and upgrade aging facilities.

We collaborate closely with some of the fastest-growing school districts in Texas to ensure accurate financial reporting related to bond issuances and other debt activities. Our recent work includes supporting Comal ISD (\$589 million, 2023),

Financial Governance and Structure (continued)

Hutto ISD (\$522 million, 2023), Leander ISD (\$763 million, 2023), and Katy ISD (\$807 million, 2023) as they navigate rapid expansion and capital investment.

We also partner with well-established districts undertaking large-scale facility upgrades, such as Northside ISD (\$992 million, 2022), Garland ISD (\$1.28 billion, 2023), Round Rock ISD (\$998 million, 2024), and Waller ISD (\$713 million, 2024), providing expert guidance to maintain transparency, compliance, and fiscal integrity throughout the bond process. We provide and offer real-time support to review any debt related entries or answer any questions regarding these types of transactions.

The Capital Projects Fund is used to manage financial resources dedicated to the construction, acquisition, and improvement of major capital assets. Funding sources typically include bond proceeds, grants, contributions, capital reserve funds, and interfund transfers. The City of Boerne currently maintains \$36.1 million in restricted or assigned funds earmarked for future infrastructure investment.

Our firm brings solid background in auditing entities with significant capital outlay activity, including municipalities and districts engaged in large-scale construction initiatives. We work closely with clients that issue substantial debt for public improvements, ensuring capital assets are:

- Accurately recorded and complete
- Properly valued, including depreciation and amortization
- Correctly classified in accordance with Governmental Accounting Standards Board (GASB) guidelines (including ensuring construction in progress is correctly recorded and transferred upon completion)

In addition, we provide specialized financial services for CMAR (Construction Manager at Risk) projects.

Our services include:

- Financial oversight and advisory support
- Compliance assurance with regulatory, accounting, and bond requirements
- Execution of agreed-upon procedures (AUPs) focused on CMAR contracts and vendor payments
- Internal control testing for procurement and disbursement processes
- Confirmation of adherence to Texas Government Code Chapter 2269 (contracting and delivery procedures for construction projects)

Through this proactive and rigorous approach, we help ensure public trust, financial transparency, and the responsible stewardship of capital resources.

The City of Boerne maintains six **enterprise funds**. The major enterprise funds include the Electric Fund, Water Fund, Wastewater Fund, and Gas Fund. Additional enterprise funds include the Solid Waste Fund and the Stormwater Fund. These funds account for services provided to residents within the city's service territory, where the intent is to recover costs through user fees.

We have extensive experience auditing these types of services. Our audit procedures include obtaining current-year rates and recalculating charges based on customer billing statements and consumption data for the billing period. We also evaluate the procedures and internal controls related to cash and payment collections. Our testing follows a "cradle to grave" approach—verifying that proper rates are applied, the billing system accurately calculates charges, and payments received are appropriately deposited into the City's bank accounts. Additionally, we assess the City's internal controls to ensure safeguards are in place to prevent fraud, waste, and abuse.

Many of our municipal clients provide water, wastewater, and solid waste services. We also have experience auditing enterprise operations such as municipal airports, golf courses, stormwater utilities, and recreation centers. A unique aspect of the City of Boerne is that it operates its own electric utility—an uncommon feature among Texas cities. According to the 2025 Public Power Statistical Report by the American Public Power Association, only about 72 of Texas's 1,200+ incorporated cities operate municipal electric utilities.

Financial Governance and Structure (continued)

We also have experience auditing the City of Greenville and its municipally owned utility, Greenville Electric Utility System (GEUS), which provides electric, cable, and internet services to residents. GEUS is audited separately from the City, and a distinct Annual Comprehensive Financial Report is issued for the utility.

Federal Single Audit Considerations for the City of Boerne

Over the past seven fiscal years, the City of Boerne has undergone three federal Single Audits. In FY 2018, the City's major program was the Highway Planning and Construction Program (Assistance Listing 20.205), administered by the Federal Highway Administration (FHWA). In FY 2020 and FY 2022, the City's major federal programs were the Coronavirus Relief Fund (Assistance Listing 21.019) and the State and Local Fiscal Recovery Funds (Assistance Listing 21.027), respectively.

Effective for fiscal years ending on or after September 30, 2025, the federal Single Audit threshold will increase from \$750,000 to \$1,000,000. While the City of Boerne has historically received a modest volume of federal grant funding, recent developments suggest a heightened potential for future Single Audit requirements.

In July 2025, Governor Greg Abbott requested that Kendall County, which includes the City of Boerne, be added to a federal Major Disaster Declaration. If approved, this would make the City eligible for FEMA's Public Assistance Program, which supports disaster recovery efforts. Our firm has experience working with clients who have received grants through the Texas Division of Emergency Management (TDEM) and FEMA, particularly in response to major events such as:

- Hurricane Harvey (2017)
- Hurricane Laura (2020)
- Ice Storm Uri (2021)
- Hurricane Beryl (2024)
- The 2024 Derecho Storm

We have supported both directly impacted municipalities and those that provided mutual aid, such as first responders assisting with wildfires and other statewide emergencies.

Additionally, the Texas Department of Transportation (TxDOT) continues to be a key partner in the City of Boerne's infrastructure planning. In August 2024, the City received a \$600,000 federal grant through the Bridge Investment Program to develop a modernization plan for 18 bridges, including 11 maintained by TxDOT. Our team has worked with several municipalities on similar TxDOT-funded projects, including:

- The City of Round Rock's I-35 improvements under the Highway Planning and Construction Program
- The City of Pearland's multi-year infrastructure initiatives supported by TxDOT funding

Our public sector practice has deep expertise in federal and state Single Audits. We currently perform approximately 100 Single Audits annually, including for every school district we audit. Our team includes multiple professionals who hold the AICPA Advanced Single Audit Certificate, a credential that demonstrates advanced competency in:

- Planning and performing Single Audits
- Evaluating internal controls and compliance
- Determining major programs
- Applying audit sampling techniques
- Reporting findings in accordance with federal requirements

With our broad experience, technical expertise, and deep understanding of federal compliance requirements, we are well-positioned to support the City of Boerne in navigating future federal audit obligations.

Navigating Emerging Standards and Legislative Changes

Keeping pace with evolving accounting standards can be both challenging and time-consuming. Over the past few years, the City of Boerne has successfully implemented several significant GASB pronouncements, including:

- GASB Statement No. 87 – *Leases*
- GASB Statement No. 96 – *Subscription-Based Information Technology Arrangements (SBITAs)*

We recognize the additional burden these implementations can place on finance teams. To support our clients, we offer two complimentary 4-hour CPE seminars each year—held in April and mid-September—specifically tailored to the public sector. These sessions cover a wide range of topics, including updates from:

- The Office of Management and Budget (OMB)
- The Governmental Accounting Standards Board (GASB)
- The Financial Accounting Standards Board (FASB)
- Recent Texas legislative developments

In addition to group seminars, we provide customized one-on-one presentations and structured workshops to assist with the implementation of complex standards like GASB 87 and GASB 96.

At our most recent April 2025 CPE seminar, we explored the implementation and implications of the following upcoming standards:

- GASB Statement No. 101 – *Compensated Absences* (Effective FY 2025)
- GASB Statement No. 102 – *Certain Risk Exposures* (Effective FY 2025)
- GASB Statement No. 103 – *Financial Reporting Model Improvements* (Effective FY 2026)
- GASB Statement No. 104 – *Disclosure of Certain Capital Assets* (Effective FY 2026)

Among these, GASB 101 is expected to be the most impactful for FY 2025. We are actively working with clients to review personnel and leave policies, analyze historical data, and develop estimation methodologies. Our goal is to address these standards early and collaboratively, ensuring our clients are well-positioned to issue timely and accurate financial statements post-year-end.

Beyond accounting standards, we also keep our clients informed of key legislative changes. For example:

- Texas Senate Bill 1851 – Annual Audits
Effective September 1, 2025, this bill restricts a municipality from adopting a property tax rate above the no-new-revenue rate if it fails to complete and file its annual audit within 180 days of fiscal year-end.
- Texas Senate Bill 1173 – Competitive Procurement Threshold Increase
Effective FY 2026, this bill raises the competitive bidding threshold from \$50,000 to \$100,000, offering greater flexibility in procurement processes.

The City of Boerne has a strong history of timely financial reporting, and we are committed to helping maintain that standard. Through proactive communication, technical guidance, and ongoing education, we strive to be a trusted partner in navigating both regulatory and operational challenges.

Audit Approach and Timeline

Scope and Audit Approach

Our firm thoroughly understands the nature of the work to be performed and has developed programs of procedures designed specifically for these engagements. In addition to the heavy involvement of our partners and managers, our staff will have familiarity with the City's general operating environment due to their ongoing involvement with other municipal clients. A brief overview of the different phases or segments of our audit process is as follows:

The Planning and Risk Assessment Phase

Prior to any fieldwork being performed, strategic planning sessions are held both internally and with the City's staff to identify key audit and operational issues and to establish communications with appropriate firm and City staff and relevant third parties, as well as to determine timing and individual responsibility schedules. Additionally, the audit team will gain an understanding of the City's controls and operations surrounding financial activity and develop a plan of action or risk assessment for auditing key areas and account balances.

Fieldwork

Our audit programs for the City will include procedures related to the review and evaluation of internal administrative and accounting control noted above as well as the determination of compliance with finance related legal issues, the evaluation of errors and fraud, statistical sampling and analytical procedures designed to determine reasonableness of costs that can lead toward evaluating efficiency and effectiveness in administrative operations.

Throughout the fieldwork process, our partners and staff remain in constant contact and communication with City management personnel. When questions or concerns arise in the course of our work, we take steps to assure ourselves that critical information is passed on to the proper level of management through weekly meetings and discussions.

Report Issuance and Closure

We do not like surprises so any deficiencies, significant deficiencies or material weaknesses would be discussed with management prior to including it in the report and presenting the results to the City Council. We believe that both the auditee and auditor must agree on the facts and ensure that there is not documentation that could clear any deficiencies of which we were previously unaware. We find this method of exiting on the audit process brings the most value to our clients.

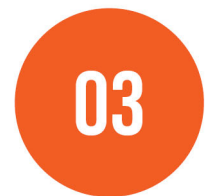
Report issuance and exit conferences of an audit are often the most critical portions because it is in this phase that most external communications are discussed. The results of our audit will be reviewed with the appropriate level of management, to include City Council and executive levels of staff, prior to the issuance of a report on internal controls and compliance matters. This review of findings and proposed recommendations with management will lead to a plan of action for City management to make any needed improvements in a manner that is not only theoretically, but practically sound. We find this method of exiting on the audit process brings the most value to our clients. We will work with your financial management team in the process of building the City's Annual Comprehensive Financial Report (ACFR), to eliminate any unknowns in the financial statement presentation process.



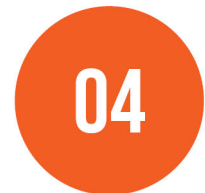
Planning



Risk Assessment



Understanding & Identifying Key Controls & Testing Controls



Substantive Testing



Opinion & Report Issuance

Scope and Audit Approach

What about Sample Sizes and Audit Sampling?

In the course of an audit, we will apply sampling techniques in our substantive testing of account balances and transaction classes if the application of such techniques is deemed more effective and efficient.

The sample sizes and the extent of the use of samples depends on various factors including population size and the inherent risks associated with the account, transaction class, controls, or compliance features. In the planning and fieldwork stages of the audit, we will thoroughly discuss the population sizes, and the risk factors associated with significant financial statement accounts with appropriate financial management personnel. These discussions will include a methodology for selecting a sample as well as an approach for gathering the sample that will be the least intrusive to ongoing financial operations of the City.

We will also utilize statistical sampling techniques to be used for testing of controls and testing compliance with laws and regulations. We will apply various statistical sampling techniques based on the substance of the population. Statistical sampling techniques to be applied include a combination of random sampling, systematic sampling, and monetary unit sampling. Also, through the use of advanced data analytics software, we will perform analysis on entire populations to assist in determining samples.

Tests of Compliance with Laws and Regulations

We will perform these procedures to determine general statutory compliance and compliance with agreements with state and federal agencies for services provided to eligible recipients. The purpose of tests of compliance with laws and regulations is to determine whether there have been instances of noncompliance that may have a material effect on the financial statements or to provide a basis of reporting on the City's compliance with such laws and regulations. As a result, tests of compliance with laws and regulations are substantive tests accomplished by examining supporting documentation. In a single audit, this type of audit test is frequently applied using audit sampling.

We will select a sample of revenue or expenditure transactions and inspect supporting documentation to determine compliance with relevant laws and regulations; e.g., we would select a sample of expenditures program and inspect documentation to determine whether expenditures charged to a federal or state award were for activities allowed. We find the most efficient approach is usually to conduct these tests simultaneously with substantive tests of transactions; e.g., concurrently with selecting samples of cash receipts or disbursements to test recording accuracy.

Scope and Audit Approach

Type and Extent of Analytical Procedures

Our firm uses analytical procedures in audit planning and fieldwork to:

- Enhance our understanding of the City's operations and the transactions and events that have occurred since the previous fiscal year.
- Identify areas that may represent specific risks relevant to the audit.
- Provide substantive support for financial information included in the financial reports.

Comparisons of account balances between accounting periods are performed along with ratio and trend analyses to improve our understanding of the client and its operations in order to possibly identify critical audit areas. Our preliminary analytical procedures may include a comparison of current account balances in the working trial balance to similar amounts in the prior annual period's financial statements and the current period's budget. However, we feel a thoughtful consideration of expected relationships among account balances and periods by our experienced auditors is far more important than a mechanical comparison. We will not only consider these relationships, but compare these based on our knowledge of and experience with similar governmental entities and their operations. In some cases, analytical procedures can be more effective and efficient than tests of details for achieving particular substantive testing objectives. Normally, analytical procedures call attention to unexpected relationships in financial statement balances. This can be an efficient means of identifying potential misstatements or misclassifications. The appropriate blend of analytical procedures and tests of details is a matter of professional judgment concerning the expected efficiency and effectiveness of analytical procedures in identifying potential misstatements. The auditor may eliminate the need to sample or reduce the population of payroll expenditures considered necessary to sample by confining sampling to departments with significant fluctuations.

Analytical procedures may be used to identify individually significant items or to otherwise identify populations that need to be sampled. In the payroll area, an effective analytical test is to compare current expenditures to the prior period actual and current budget by department and relate to the number of employees by department. In this manner, the auditor may eliminate the need to sample or reduce the population of payroll expenditures considered necessary to sample by confining sampling to departments with significant fluctuations.

Analytical procedures are also applied as an overall review of the financial information in the final stage of the audit. These procedures are designed to assist our staff in assessing the propriety of conclusions reached and in the evaluation of the overall financial statement presentation. While the selected procedures will vary on the circumstances, they will always focus on overall relationships within the financial statements and consider the following matters:

- The adequacy of evidence gathered in response to unusual or unexpected balances identified by analytical procedures applied in the planning stage of the audit.
- Unusual or unexpected balances or relationships not previously identified.

Determining Laws and Regulations Subject to Audit Test Work

We will design our audit to provide reasonable assurance that the City's financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts. From the planning phase of the audit, we will seek to obtain an understanding of the possible effects of such laws and regulations on the City's financial statements.

Scope and Audit Approach

Determining Laws and Regulations Subject to Audit Test Work (continued)

In the course of the audit, we will consider performing some or all of the following procedures:

- Consider knowledge about such laws and regulations obtained in prior years' audits.
- Discuss such laws and regulations with the finance staff, legal counsel, or grant administrators.
- Obtain written representation from management concerning the completeness of management's identification of such laws and regulations.
- Review grant and loan agreements.
- Review minutes of meetings of City Council for the enactment of new policies.
- Read pertinent statutes, regulations, and charter provisions and excerpt significant items for the permanent file section of the workpapers.
- If any legal requirements require clarification, we will request a written interpretation from the City's legal counsel.

Below is an example of the some of the focus areas related to federal, state, and local laws and/or policies.

Federal	State	Local
<ul style="list-style-type: none"> • 2 CFR 200 • Procurement • Employee conflict of interest 	<ul style="list-style-type: none"> • HB 1295 • HB 1378 • PFIA • Procurement • Conflict of Interest • Nepotism • Sales Tax (Hotel/Motel) 	<ul style="list-style-type: none"> • Compensated absences • Procurement • Accounts payable • Payroll • Human Resources • Fund Balance • Worker's Compensation

Examples of the types of laws and regulations that have a direct and material effect on the determination of amounts in a City's financial statements follow:

- **Public Funds Investment Act:** We will consider the City's compliance with legal and policy provisions for deposits and investments.
- **Procurement:** Competitive bidding laws apply to the procurement process.
- **Appropriations:** Expenditures should not exceed authorized limits.
- **Legal authority for transactions:** Transactions should be properly authorized at execution.
- **Budgetary reporting:** The required and other supplementary information should present an aggregation of the appropriated budgets, as amended, compared to actual results of operations in accordance with State Laws' local budget provisions.
- **Restrictions on expenditures:** The proceeds of certain governmental revenues are restricted by law as to the purposes for which they may be expended.
- **Taxing and debt limitations:** Governmental units may be subject to laws and regulations that place limits on taxing authority, place ceiling limitations and other issuance criteria on debt, or place limits on the use of debt proceeds.

Scope and Audit Approach

Financial Audit Engagement - General Scope Considerations

We will work closely with City Council and management in addressing the scope of the audit, the overall audit philosophy, and our observations and recommendations relating to the City's financial operations. We understand the scope of the work requested is an audit of the basic financial statements and required supplementary information in accordance with generally accepted auditing standards, as well as *Government Auditing Standards* (Yellow Book), issued by the Comptroller General of the United States, and the provisions of the Office of Management and Budget (OMB) Uniform Guidance under 2 CFR 200 and the Texas Grant Management Standards (TxGMS).

Our audit will be conducted in accordance with the above-mentioned standards and will include tests of the City's accounting records and other procedures we consider necessary to enable us to express an unmodified opinion that the basic financial statements are fairly presented in all material respects, in conformity with generally accepted accounting principles.

A. Evaluation of Internal Control Structure

The administration of the City is responsible for establishing and maintaining an internal control structure. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition and that, transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of basic financial statements in accordance with generally accepted accounting principles.

In planning and performing our audit we will consider the internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the City's basic financial statements and not to provide assurance on the internal control structure.

We will obtain an understanding of the design of the relevant policies and procedures for the significant areas of the audit and whether they have been placed in operation, and we will assess control risk.

Tests of controls may be performed to test the effectiveness of certain policies and procedures which we consider relevant to preventing and detecting errors and irregularities which are material to the basic financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters which have a direct and material effect on the basic financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on the internal control structure policies and procedures and, accordingly, no opinion will be expressed.

We will inform the City of any matters involving internal control structure and its operations which we consider to be significant deficiencies under standards established by the AICPA. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

Compliance with laws, regulations, contracts and grant agreements applicable to the City is the responsibility of management. As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our audit will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion.

Scope and Audit Approach

Financial Audit Engagement - General Scope Considerations (continued)

B. Substantive Test Work on Account Balances

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables, cash, notes and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. Areas which would be covered in our tests would include material accounts in the general ledger such as cash, investments, receivables, inventories, fixed assets, accounts payable, payroll liabilities, unearned revenues, fund balances, taxes, franchise fees, fines and forfeitures, charges for services, and various other revenue and expenditure accounts. We will also request written representations from your attorneys as part of the scope of the work. At the conclusion of our audit, we will also request certain written representations from the City about the financial statements and related matters. Our audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us.

We will inform you, however, of any matters of that nature which come to our attention, unless they are clearly inconsequential. Additional work requested or performed related to fraud, errors, irregularities or illegal acts would be above the scope of the audit and would be subject to further discussions with management. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We anticipate that City employees will prepare all cash and other confirmations and will locate supporting documentation such as invoices, deposits, and other supporting documentation for items selected by us for testing. Account analysis schedules such as the reconciliation of bank statements, investments schedules, fixed asset and depreciation schedules, listing of accounts payable at year-end, etc., will be prepared by the City. We will request that the City provides us with supporting documentation such as grant applications, detail general ledger downloaded from the financial software, checks registers for the year, internal audit risk assessment, audit plan, issued reports and City Council meeting minutes. We encourage use of the Whitley Penn portal for the transfer of electronic files.

C. Assist with Report Preparation of Annual Comprehensive Financial Report (ACFR)

We will assist in the preparation of the ACFR especially as it relates to the implementation of any recommendations provided by the Government Finance Officers Association (GFOA) and or in the implementation of new standards promulgated by the Governmental Accounting Standards Board (GASB). We are also available to assist the City's financial personnel in the preparation and filing of the SF-SAC Data Collection Form.

D. Periodic Staff Meetings

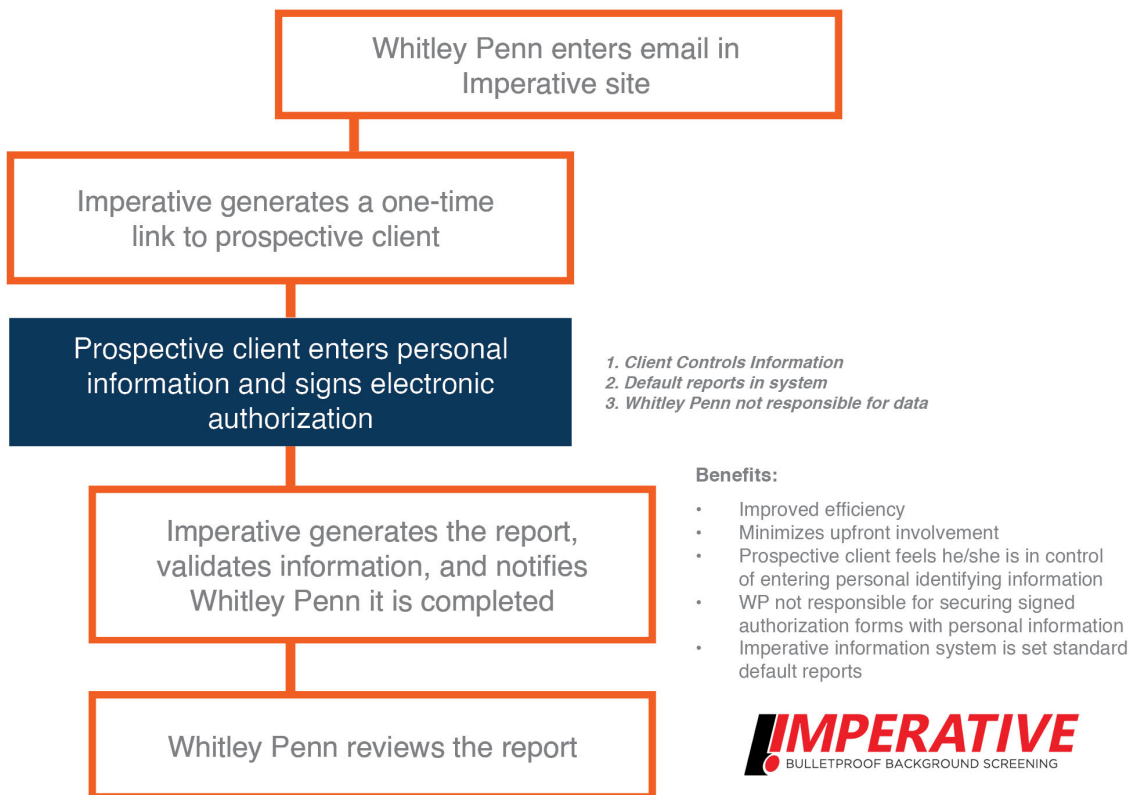
As part of our annual commitment to the City, senior level firm personnel will be available to meet with the City's staff, City Council, and the Audit Committee periodically during the audit and throughout the year to discuss financial reporting and audit matters. It is our policy to make our partners and managers available throughout the year to City Council and staff members. We would contemplate receiving specific direction as to the City's and firm's staff involvement in planning sessions with management prior to beginning our work.

Scope and Audit Approach

Client Acceptance Procedures

As part of our client acceptance procedures, we will contact your predecessor auditor to review their fiscal year September 30, 2024, audit workpapers. In addition, the firm requires a background check for the individuals signing the management representation letter. This typically includes those individuals taking responsibility for the financial statements. An illustration of the process is included below for your review. The status of the background check is then received by Whitley Penn for review and acceptance.

Audit Client Acceptance Due Diligence Process



Mike Coffey
 Cell: 817-313-0782

Scope and Audit Approach

Level of Assistance that will be Expected from City Personnel

We expect to arrange all project roles and responsibilities with our staff and the City's staff at the outset of the engagement. We appreciate the City's efforts and will work with you in making sure we can utilize the information already available. We do not want to burden the staff with making requests that require the staff to recreate the wheel.

Staff Rotation Plans and Multiyear Contract Arrangements

We bring a wealth of understanding of Texas municipalities financial operations and the specific operating environment. On many of these engagements we have made a strong effort over time to ensure consistency of staff on these projects. We have personnel at the partner level that would be able to assume engagement leadership with minimum effort. We would welcome the opportunity to discuss this fully with you. The approach to performing the requested services would not be affected if this were a multiyear contract, except as affected by additional or new industry or federal requirements. We would work closely with the City Council and Management to ensure that staff continuity is maintained at the management levels of the project or changed if desired by the City Council and Management. Continued training will be obtained by our management staff as to relevant technical requirements for requested services. If it is the City Council and Management's desire to change audit partners as well, we can certainly accommodate. Each of our team members can provide a fresh perspective.

As noted at the beginning of proposal, we have a dedicated Public Sector group. Our staff have elected to work with only governmental entities and they are fortunate enough to do so year round. This concept has allowed our staff to become extremely knowledgeable in this industry and it is one of the main factors that has allowed us to lead the public sector industry in the State of Texas.

Have We Identified Potential Audit Problems?

As noted earlier, our approach to difficult audit issues is immediate communication at the appropriate level of management to include, as appropriate, City Council and management. We propose scheduled periodic meetings with the City's management personnel to stay abreast with issues that the City is facing. As part of our service commitment, we welcome any questions during the year.

CPE Training

In 2025, we offer two 4-hour CPE sessions, at no cost (April and mid-September). We will cover an array of topics, including OMB, Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and State legislative updates.

Task/Activity Plan

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Task	Partner	Manager	Senior	Associate	Total
Preliminary Planning	2	2	2	2	8
Interim Fieldwork	6	10	40	40	96
Year-end Fieldwork	8	12	60	60	140
Reporting	8	8	-	-	16
Subtotal	24	32	102	102	260
Preparation of ACFR	-	24	-	-	24
Single Audit	2	6	8	8	24
Subtotal	2	30	8	8	48
Total	26	62	110	110	308

Preliminary Planning

PBC List sent out at least one month before start date
 External planning meeting to discuss significant changes from previous fiscal year
 Set up meetings with various departments for internal control walkthroughs
 Communication with predecessor auditor
 Federal and state major program determination
 Sample selections for payroll, nonpayroll, and procurement transactions

Interim Fieldwork

Internal Control Walkthroughs

- Payroll/Human Resources
- Procurement/Accounts Payable
- Information Technology
- Cash and Investments
- Capital assets
- Property taxes
- Long-term debt
- Financial close and reporting
- Municipal Court (fines and fees)
- Licenses and permits
- Tax collection and monitoring - Sales, Mixed Beverage, Hotel and Franchise
- Utility billing

Federal major programs testing (For each major program) in accordance with OMB Uniform Guidance (2 CFR 200) -
 Test of compliance requirements subject to audit per OMB

- Payroll and Nonpayroll transactions for particular federal program
- Cash management
- Financial reporting
- Procurement
- Eligibility requirements
- Program income
- Period of availability

Task/Activity Plan

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Interim Fieldwork (continued)

- Internal controls surrounding payroll charges, specifically those employees that are split funded
- Matching and Earmarking requirements
- Special Tests and Provisions as required by OMB

Test of Controls & Compliance

- General Payroll
- General Nonpayroll
- Federal Payroll (Major Programs Only)
- Federal Nonpayroll (Major Programs Only)
- Procurement Test - From Master Bid List and from Expenditure Report by Commodity Type (Local, State and Federal requirements)
- Compliance with the Public Funds Investment Act
- Nepotism/Conflict of Interest
- Inherent risk assessment
- Control risk assessments
- Fraud inquiries
- Capital asset physical observations

Year-end Fieldwork

Planning

- Entrance conference with management to discuss year-end procedures
- Complete test of controls and compliance through the end of the fiscal year
- Major Fund Determination
- Calculation of financial statement and major program materiality
- Budget-to-actual comparison for the General Fund, Non-major Special Revenue Fund, and Capital Projects Fund
- Update risk assessment since interim fieldwork
- Related party and nepotism questionnaires to board members
- Review major program determination
- Legal representation letters sent to City's legal counsel

Task/Activity Plan

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Year-end Fieldwork (continued)

Substantive Procedures

- Cash and cash equivalents - confirmations, pledged collateral, and disclosures
- Investments - confirm balances, Weighted Average Maturity and disclosures
- Inventory - Review detail reports for balances
- Due from Other Governments - Subsequent receipts testing
- Due From/Due To Analysis along with Transfers In/Out
- Reconciliation of SEFA to the financial statements
- Property tax assessed value confirmation with appraisal district
- Recalculate Levy assessed for the fiscal year
- Verify property tax rates approved by City Council
- Analytical and other procedures on significant financial statement amounts
- Review and testing of accounts receivable reconciliations for material balances
- Reconciliation of sales tax revenue and receivable with receipts from State Comptroller
- Reconciliation of hotel occupancy tax revenue and receivable with receipts from State Comptroller
- Vouch significant franchise fees and intergovernmental revenue
- Reconciliation of utility and solid waste revenues and receivables to subsidiary ledgers
- Reconciliation of licenses and permits revenue to subsidiary ledger
- Reconciliation of fine and fee revenue to municipal court subsidiary ledgers
- Capital asset testing (additions, disposals, CIP, depreciation)
- Select local revenue transactions that are above scope and vouch support
- Journal entry exam
- Search for unrecorded liabilities
- Accrued wages test and review
- Payroll liability analysis
- Payroll analysis by program/type; review of budgeted payroll costs; consider Council approved pay increases
- Pension & OPEB Calculations and note disclosures
- Long-term debt roll forward
- Confirm all outstanding debt
- Review EMMA for any additional official statements
- Amortization of all debt-related items
- Self-insurance analysis; verify liability and perform analytics on expenditures and revenues
- Fund balance review for assignments and commitments

Task/Activity Plan

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Reporting

- Assist City with preparation of ACFR
- ACFR Review by Partner and Engagement Quality Control Reviewer
- Complete financial statement disclosure checklist
- Complete the ACFR disclosure checklist
- Partner and engagement quality control review
- Audit committee meetings
- Exit conference with management and plan for City Council meeting presentation

Final Submissions

- City Council Meeting
- Whitley Penn will draft the submission to the Federal Audit Clearinghouse Data Collection Form (30 days after report release date)
- Opinion letters

Technology

We use EDP Software in the Engagement

We utilize CCH's ProSystem fx Engagement, a fully integrated software for trial balances, audit workpapers and reporting functions. In fact, all of our audit documentation is maintained through the use of "paperless" working paper software. We will request that City staff electronically download certain data from the City's financial management information system for evaluation during the planning and fieldwork phases of the audit. Our approach to this area is designed to be non-invasive and to reduce the amount of time spent by both our staff and City employees.

Audit Innovation & Technology

Our Technology-Driven Audit Approach - We understand that accuracy, efficiency, and security are paramount to the City. Our audit approach is designed with these priorities in mind, leveraging advanced technology for seamless client collaboration, precise sample selections, comprehensive data analysis, meticulous data testing, and secure documentation storage.

Our Commitment to Innovation - We are deeply committed to staying at the cutting edge of audit technology and innovative methodologies. Our approach not only incorporates state-of-the-art tools but is also supported by a dedicated team of skilled data analytics professionals. Their experience in data gathering, transformation, and visualization streamlines our audit process, allowing us to focus on delivering insightful and impactful analytics.

Real-Time Collaboration with Your Engagement Team - Our integrated client portal and request list offer a real-time, web-based solution that enhances transparency and efficiency. This system minimizes the risk of duplicate requests, facilitates secure file transfers regardless of size, and provides you with an immediate snapshot of the audit's progress at any stage.

Robust Data Protection - We prioritize the security of your data through a comprehensive array of systems and processes. These include encrypted laptops, secure VPN connections for remote access, and a secure portal for data transfer. We continuously monitor and update our network security tools, such as fire walls, intrusion systems, antivirus software, and anti-malware programs to safeguard your data.

Our Trusted Technology Partners

Enhancing the Audit Experience - By utilizing these sophisticated, secure audit tools, we significantly enhance operational efficiencies, reduce the burden of an audit placed on you and your team, and dedicate more of our talent's time to analyzing the critical aspects of your financial data.



Simplifying Client Collaboration with Suralink - Suralink is a leading workflow software for the audit and accounting industry. It enables us to streamline engagements by automating document exchange and managing request lists between our organizations, making it easier to create, track, and share documents, saving you time, and reducing risk.



Spend Less Time Running Reports with Validis - Validis offers our audit team secure access to data from more than 25 accounting Enterprise Resource Planning (ERP) systems. We utilize Validis so you spend less time running system reports, reducing the number of audit requests by more than half. This ensures better data quality, a more accurate audit, and a smoother audit process.

Technology

Our Trusted Technology Partners (continued)



Advanced Analytics with Alteryx - Alteryx is our hidden advantage in data analytics and automation. Combined with our talented team of data analytics professionals, Alteryx allows us to perform testing and analysis on data sets of any size. With our custom-built applications within Alteryx, we are prepared and equipped with the automation we need to handle massive amounts of data efficiently and effectively.



Faster Testing and Review with DataSnipper - DataSnipper is at the cutting edge of audit technology, utilizing state-of-the-art character recognition and Artificial Intelligence to supercharge the audit testing process. Integrated directly with Excel, this innovative tool empowers our auditors to import, recognize, search, and link support from your files directly into your workpapers. This allows our audit teams to work more efficiently and spend more time identifying hidden risk.



Data-Driven Insights with TeamMate Analytics - Every auditor is equipped with high-powered data analysis software built directly into their Excel instance. TeamMate Analytics enables us to analyze full data sets for hidden risks vs. samples, ensuring a robust audit is performed, and affords our team the ability to dive deeper into outliers.



DebtBook Technology Solutions - We partner with DebtBook to provide our clients with debt, lease, and subscription management.

Our mission is to provide continuous support to the organizations we work with throughout the year. In our commitment to the City and similar institutions, we offer tailored solutions that enhance operational efficiency, foster collaboration, and ensure compliance through one unified platform. This strategy enables finance teams to navigate their organizational needs with confidence and precision by offering comprehensive solutions for:

- **Debt Management** – Optimizing debt management through task automation, enhanced accuracy, and collaborative tools to efficiently manage the City’s debt, eliminate cumbersome spreadsheets, and ensure compliance with accounting standards.
- **Lease Management** – Consolidating lease information, controlling payments, and ensuring compliance with accounting standards like GASB 87.
- **Subscription Management** – Organizing subscription-based IT arrangements (SBITAs) and simplifying compliance with GASB 96.

Audit Timeline

The timeline below is an example proposed timing based upon a February 25, 2026, issuance of the ACFR.

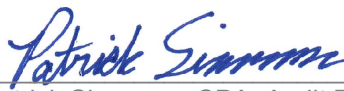
Task	Due Date
Detailed Audit Plan discussion, Audit Kick off meeting, and Provided By Client List delivered to City	August 15, 2025
Interim Fieldwork with Exit Conference on Final Day	September 1, 2025 - September 12, 2025
Year-end Fieldwork	December 1, 2025 - December 12, 2025
Planning Meeting and Communication Protocols for ACFR Preparation	Week of January 5, 2026
Annual comprehensive financial report draft completed by auditor	January 30, 2026
Final annual comprehensive financial report completed by auditor	February 17, 2026
File and Present ACFR to City Council	February 25, 2026

Progress meetings to be conducted weekly during fieldwork or as often as requested by the City.

Cost Proposal

Cost Proposal

I hereby certify that I am an authorized agent of the proposing Auditor empowered to submit the bid and authorized to sign a contract with the City of Boerne (the “City”).



Patrick Simmons, CPA, Audit Partner

July 25, 2025

Date

Fee considerations are an important factor in selecting a firm for professional services such as auditing and consulting. In this regard, we welcome input on our fee estimate levels during the proposal process. As you are aware, we would very much like to have the opportunity to serve the City and would welcome the opportunity to discuss the appropriateness of our fee estimate levels, especially if they become a significant factor in making our firm the City’s choice.

We would expect to remain within any negotiated fee level unless factors considered by us in estimating the fee level change significantly. Should circumstances dictate that material increases in our time requirements are necessary, we would discuss this with management immediately. We would not bill the City for amounts in excess of our negotiated fees without first discussing the matter and receiving approval from management.

The **total all-inclusive maximum price** for the fiscal year 2025 engagement and a total-cost proposal for each of the subsequent four (4) years is presented below. This total is inclusive of the preparation of the ACFR and single audit procedures for three (3) major programs. If additional major programs are required, we have quoted an additional \$3,000 for each additional major program in fiscal year 2025. **We do not bill separately for expenses incurred on our behalf.** Any such additional work agreed to by the City and the firm shall be performed at the same quoted rates set forth in the schedule of fees on the following pages.

Fiscal Year	Audit	ACFR	Subtotal	Single Audit	Total
2025	\$57,720	\$7,200	\$64,092	\$5,620	\$70,540
2026	60,600	7,600	68,200	5,900	74,100
2027	63,600	8,000	71,600	6,200	77,800
2028	66,800	8,400	75,200	6,500	81,700
2029	70,100	8,800	78,900	6,800	85,700

Cost Proposal

For Fiscal Year 2025

Level	Partner	Manager	Senior	Associate	Total
Preliminary Planning	2	2	2	2	8
Interim Fieldwork	6	10	40	40	96
Year-end Fieldwork	8	12	60	60	140
Reporting	8	8	-	-	16
Subtotal	24	32	102	102	260
Preparation of ACFR	-	24	-	-	24
Single Audit	2	6	8	8	24
Subtotal	2	30	8	8	48
Total	26	62	110	110	308
Preliminary Planning	\$ 780	\$ 600	\$ 440	\$ 20	\$ 2,140
Interim Fieldwork	2,340	3,000	8,800	6,400	20,540
Year-end Fieldwork	3,120	3,600	13,200	9,600	29,520
Reporting	3,120	2,400	-	-	5,520
Subtotal	9,360	9,600	22,440	16,320	57,720
Preparation of ACFR	-	7,200	-	-	7,200
Single Audit	780	\$1,800	1,760	1,280	5,620
Subtotal	780	\$9,000	1,760	1,280	12,820
Total	\$ 10,140	\$ 18,600	\$ 24,200	\$ 17,600	\$ 70,540

Please note that we welcome the opportunity to discuss our fees and make adjustments as deemed reasonable.

Copy of Master Agreement

Sample Engagement Letter

July 28, 2025

To the Honorable Mayor, Members of
City Council and City Manager
City of Boerne, Texas

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Boerne, Texas (the "City"), as of September 30, 2025 and for the year then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. In addition, we will audit the City's compliance over major federal award programs for the year ended September 30, 2025.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards* of the Comptroller General of the United States of America ("*Government Auditing Standards*") will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our federal awards program compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the City complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with GAAS. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis;
- Budgetary Comparison Schedule – General Fund;
- Pension Information; and
- Other Post-employment Benefit Information

Sample Engagement Letter

To the Honorable Mayor, Members of
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City of Boerne, Texas

July 28, 2025
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Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with GAAS. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual fund financial statements and schedules;
- Budgetary Comparison Schedules
- Schedule of Expenditures of Federal Awards

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

- Introductory Section
- Statistical Section

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts, and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Auditor Responsibilities

We will conduct our audit in accordance with GAAS, *Government Auditing Standards*, and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). As part of an audit of financial statements in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Sample Engagement Letter

To the Honorable Mayor, Members of
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- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you and the City's Audit Finance Board in advance of issuing our opinion. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the City's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended, and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the City's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Our procedures will consist of determining major federal programs and, performing the applicable procedures described in

Sample Engagement Letter

To the Honorable Mayor, Members of
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the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the City's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the City's major federal programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
- For maintaining records that adequately identify the source and application of funds for federally funded activities;
- For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
- For the design, implementation, and maintenance of internal control over federal awards that provides reasonable assurance that the City is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
- For identifying and ensuring that the City complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- For taking prompt action when instances of noncompliance are identified;
- For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- For submitting the reporting package and data collection form to the appropriate parties;
- For making us aware of any significant contractor relationships where the contractor is responsible for program compliance;

Sample Engagement Letter

To the Honorable Mayor, Members of
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- To provide us with:
 - a) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b) Additional information that we may request from management for the purpose of the audit;
 - c) Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence; and
 - d) A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
- For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- For informing us of any known or suspected fraud affecting the City involving management, employees with a significant role in internal control, and others where fraud could have a material effect on compliance;
- For the accuracy and completeness of all information provided;
- For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information (including the schedule of expenditures of federal awards) referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria such as the Uniform Guidance, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

Nonattest services will include assistance with preparation of the financial statements and note disclosures, government-wide adjustment adjusting entries, and preparation of the data collection form and submission to the federal audit clearinghouse. We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities.

The City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal

Sample Engagement Letter

To the Honorable Mayor, Members of
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controls, including monitoring ongoing activities. We will perform the services in accordance with applicable professional standards, including Government Auditing Standards.

Our responsibilities and limitations of the nonattest services are described below:

The nonattest services are limited to the services we described above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the City regarding these nonattest services, but the City must make all decisions with regard to those matters.

Fees and Timing

The timing of our audit will be scheduled for performance and completion as follows:

Document internal control and preliminary tests	September 2025
Mail Confirmations	October 2025
Perform year-end audit procedures	December 2026
Issue audit reports	February 2026

We anticipate meeting these deadlines barring any delays.

Patrick Simmons, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Whitley Penn, LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for the audit services will be based on the amount of time required and the difficulty of the work involved which we estimate to be \$57,720 for the financial statement audit and \$7,200 for the Annual Comprehensive Financial Report preparation. Should the City require a federal single audit an additional fee of \$5,620 would be incurred. The fee estimate for the audit is based on anticipated cooperation from the City's personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses, are payable on presentation and payment is due in Tarrant County. You agree to pay reasonable attorney fees and collection costs incurred relating to collection of fees for services performed under the terms of this engagement. In accordance with Whitley Penn, LLP policy, work may be suspended if your account becomes 30 days or more past due and will not resume until your account is paid in full. In addition, invoices not paid in full by the last day of the month will be assessed interest at a rate of one percent per month. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been complete even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Our final auditors' report will be released upon final payment of any outstanding invoices.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Sample Engagement Letter

To the Honorable Mayor, Members of
City Council and City Manager
City of Boerne, Texas

July 28, 2025
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We would like to make the following comments regarding the fee estimates:

1. Our fee estimates have not considered the effects of any changes to auditing standards and accounting principles, which may be promulgated by the AICPA, Congress, or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.
2. Our fee estimates are based on the assumption that we will be able to obtain internal control reports from the City's payroll service provider (where necessary), more commonly referred to as a SOC 1 Report and that we will be able to place reliance on these reports for internal control purposes in conjunction with the internal controls present in the administration of the City. Any weaknesses noted in the internal control may affect the nature, timing, and extent of our procedures and accordingly our fees will be adjusted to reflect such changes.
3. The City's personnel are responsible for the preparation of all items requested in the Prepared by Client ("PBC") listing and received by the date requested. Any delays caused by not preparing the items when requested may result in additional fees, as well as the possibility of postponing our fieldwork. The PBC listing will be provided to you during the planning process of the engagement.
4. Time incurred for audit adjustments identified during our audit and the related additional testing required has not been considered in our fee estimates. Prior to performing any additional testing, we will notify you of the exceptions and obtain approval for any additional fees which may be incurred.
5. Our fee estimates are based on all general ledger sub ledgers being reconciled to the general ledger balance and any adjustment necessary should be recorded to the general ledger prior to our fieldwork start date.

The scheduling of our professional staff requires complex models to balance the needs of our clients and the utilization of our people. Last minute client requested scheduling changes result in costly downtime due to our inability to make alternate arrangements for our professional staff. If after scheduling our work, you do not provide proper notice, which we consider to be one week, of your inability to meet the agreed-upon date(s) for any reason, or do not provide us with sufficient information required to complete the work in a timely manner, additional billings will be rendered for any downtime of our professional staff.

The ethics of our profession prohibit the rendering of professional services where the fee for such services is contingent, or has the appearance of being contingent, upon the results of such services. Accordingly, it is important that our bills be paid promptly when received. If a situation arises in which it may appear that our independence would be questioned because of significant unpaid bills, we may be prohibited from issuing our auditors' report.

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, the City and Whitley Penn, LLP agree not to demand a trial by jury in any action, proceeding or counterclaim arising out of or relating to our services and fees for this engagement. Any controversy, dispute, or questions arising out of or in connection with this agreement or our engagement shall be determined by arbitration conducted in accordance with the rules of the American Arbitration Association, and any decision rendered by the American Arbitration Association shall be binding on both parties to this agreement. The costs of any arbitration shall be borne equally by the parties. Any and all claims in arbitration relating to or arising out of this contract/agreement shall be governed by the laws of Texas and to the extent any issue regarding the arbitration is submitted to a court, including the appointment of arbitrators or confirmation of an award, the District courts in Tarrant County shall have exclusive jurisdiction. Any action arising out of this agreement or the services provided shall be initiated within two years of the service provided.

Sample Engagement Letter

To the Honorable Mayor, Members of
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July 28, 2025
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This letter replaces and supersedes any previous proposals, correspondence and understanding, whether written or oral. The agreements contained in this engagement letter shall survive the completion or termination of this engagement. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

To ensure that Whitley Penn, LLP's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

In the course of our services, our firm may transmit confidential information that you provided us to third parties in order to facilitate our services. As applicable, we require confidentiality agreements with all our service providers to maintain the confidentiality of your information and additionally the firm will take reasonable precautions to determine that our service providers have the appropriate procedures in place to prevent the unauthorized release of confidential information to others.

We will remain ultimately responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

In the event we are required by government regulation, required by subpoena or other legal process to produce information or our personnel for interviews or depositions in relation to a matter involving the City, the City will, so long as we are not a party or the focus of the proceeding or inquiry in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Whitley Penn, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to your pass-through regulatory entity and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision Whitley Penn, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Sample Engagement Letter

To the Honorable Mayor, Members of
City Council and City Manager
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July 28, 2025
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The City may wish to include our report on these financial statements in an exempt offering document. The City agrees that the aforementioned auditor's report, or reference to our Firm, will not be included in such offering document without prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement letter. For exempt offerings for which we are not involved, you will clearly indicate that we were not involved with the contents of such offering document and a disclosure as shown below will be included in the exempt offering:

"Whitley Penn, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Whitley Penn also has not performed any procedures relating to this offering document."

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least 7 years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Honorable Mayor and Members of City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Sample Engagement Letter

To the Honorable Mayor, Members of
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July 28, 2025
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Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the City's financial statements and the City's compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Houston, Texas

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of City of Boerne, Texas by:

Signature: _____
Frank Ritchie, Mayor of the City of Boerne, Texas

Date: _____

MANAGEMENT SIGNATURE:

Signature: _____
Ben Thatcher, City Manager of the City of Boerne, Texas

Date: _____

Sample Engagement Letter

Sample Engagement Letter

To the Honorable Mayor, Members of
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CliftonLarsonAllen LLP
CLACONNECT.COM

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

September 13, 2024

To the Partners of Whitley Penn LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

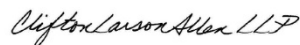
Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and an examination of service organizations (SOC 2® engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

CLA (CliftonLarsonAllen LLP) is an independent network member of CJA Global. See CLAGlobal.com/disclaimer.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP, applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2024, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.



CliftonLarsonAllen LLP