

**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 North Main Street**  
**Boerne, TX 78006**  
**SEPTEMBER 10, 2024 – 6:00 PM**

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

During the meeting, the City Council may meet in executive session, as to the posted subject matter of this City Council meeting, under these exceptions of Chapter 551 of the Texas Government Code; sections 551.071 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Gifts), 551.074 (Personnel/Officers), 551.076 (Deliberation Regarding Security Devices), and Section 551.087 (Deliberation Regarding Economic Development Negotiations).

1. CALL TO ORDER – 6:00 PM

INVOCATION

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. [2024-476](#) PROCLAMATION ACKNOWLEDGING WORLD SUICIDE PREVENTION DAY

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. [2024-472](#) CONSIDER APPROVAL OF THE MINUTES OF THE CITY COUNCIL MEETING OF AUGUST 27, 2024.
- Attachments:** [Minutes.24.0827](#)
- B. [2024-464](#) CONSIDER RESOLUTION NO. 2024-R64; A RESOLUTION OF THE CITY OF BOERNE, TEXAS ESTABLISHING A CHARTER REVIEW COMMISSION, APPOINTING MEMBERS TO SERVE ON THE COMMISSION, AND ISSUING THE COMMISSION'S CHARGE.
- Attachments:** [AIS charter commission 2025](#)  
[Resolution No. 2024-R64](#)
- C. [2024-463](#) CONSIDER RESOLUTION NO. 2024-R65; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN INTERLOCAL AGREEMENT WITH KENDALL COUNTY, AND FAIR OAKS RANCH, TEXAS FOR PUBLIC SAFETY AND UTILITIES COMMUNICATIONS SERVICES.
- Attachments:** [AIS Dispatch Services FOR KC COB 2024](#)  
[Resolution No. 2024-R65](#)  
[Inter Local Agreement for Communications 2024](#)
- D. [2024-450](#) CONSIDER RESOLUTION NO. 2024-R66; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AGREEMENT BETWEEN THE CITY OF BOERNE, TEXAS AND ABIP, PC FOR AUDITING THE CITY OF BOERNE'S FINANCIAL STATEMENTS FOR THE YEAR ENDING SEPTEMBER 30, 2024.
- Attachments:** [AIS - Audit FY24](#)  
[Resolution No. 2024-R66](#)  
[ABIP-COB engagement letter 2024](#)

REGULAR AGENDA:

6. PRESENTATIONS, PUBLIC HEARINGS, AND ORDINANCES:

- A. [2024-357](#) PRESENTATION, PUBLIC HEARING AND CONSIDER ON SECOND READING ORDINANCE NO. 2024-16; AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF. (Ordinance adopting the budget)

**Attachments:** [AIS 2nd reading of the budget ordinance](#)  
[Ordinance No. 2024-16](#)

- B. [2024-361](#) RATIFY THE PROPERTY TAX REVENUE INCREASE REFLECTED IN THE FISCAL YEAR 2024-25 BUDGET.

**Attachments:** [AIS property tax increase ratification](#)

- C. [2024-360](#) PRESENTATION AND CONSIDER ON SECOND READING ORDINANCE NO. 2024-17; AN ORDINANCE SETTING THE AD VALOREM PROPERTY TAX RATE FOR THE 2024 TAX YEAR AT 47.16 CENTS PER EACH \$100 OF TAXABLE VALUE. (Ordinance adopting tax rate)

**Attachments:** [AIS 2nd reading of tax ordinance](#)  
[Ordinance No. 2024-17](#)

- D. [2024-448](#) CONSIDER ON FIRST READING ORDINANCE NO. 2024-18; AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2023-27 AND ESTABLISHING AND REESTABLISHING FEES AND CHARGES FOR ACTIVITIES, GOODS AND SERVICES PROVIDED BY THE CITY.

**Attachments:** [AIS-Fee Ordinance](#)  
[Ordinance No. 2024-18](#)  
[Exhibit A - 2024-25 Fee Schedule](#)  
[2024-25 Fee Schedule Worksheet showing proposed changes](#)

- E. [2024-465](#) CONSIDER ON FIRST READING ORDINANCE NO. 2024-19; AN ORDINANCE AMENDING ORDINANCE NO 2023-25, CAPTIONED "AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE, AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF." (Amend budget for fiscal year 2023-24)

**Attachments:** [AIS September FY 24 budget amendments](#)  
[Ordinance No. 2024-19](#)

7. CITY MANAGER'S REPORT:

- A. [2024-470](#) FITCH CREDIT RATING UPGRADE.

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

9. ADJOURNMENT

**CERTIFICATION**

**I hereby certify that the above notice of meeting was posted on the 6 day of  
September, 2024 at 2:00 p.m.**

---

s/s Lori A. Carroll  
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 27, 2024 – 6:00 PM**

Minutes of the Regular Called City Council Meeting of August 27, 2024.

**Present:** 6 - Mayor Frank Ritchie, Mayor Pro Tem Ty Wolosin, Council Member Sharon D. Wright, Council Member Quinten Scott, Council Member Bret A. Bunker, and Council Member Joseph Macaluso

**Staff Present:** Ben Thatcher, Walter Ball, Crystal Barrera, Sarah Buckelew, Jeff Carroll, Lori Carroll, Kyle Ermis, Nathan Crane, Susan Finch, Rebecca James, Lissette Jimenez, Mike Mann, Mick McKamie, Nick Montagno, Gilbert Pantoja, Steve Perez, Manuel Pinedo, Mike Raute, Bryan Russell, Chris Shadrock, Mike Sharp, Natalie Shults, Kristy Stark, Terry Nolan, Chastity Valdes, John Wallace, Larry Woods, and Danny Zincke.

**Recognized / Registered Guests:** Justin McKenzie

### 1. CALL TO ORDER – 6:00 PM

Mayor Ritchie called the City Council Meeting to order at 6:00 p.m.

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

### 2. CONFLICTS OF INTEREST

No conflicts were declared.

**3. PUBLIC COMMENTS:**

No comments were received.

**4. UPDATE ON DAS GREENHAUS, PROVIDED BY JUSTIN MCKENZIE.**

Mayor Ritchie called on City Manager Ben Thatcher to introduce Catie Campbell, Das GreenHaus Board President and Justin McKenzie, Das GreenHaus Director to provide an update on Das Greenhaus and what is expected in the near future. They spoke regarding the current memberships, partnerships, and stewardships.

**5. RECOGNITION OF NATURAL GAS UTILITY FOR TEXAS GAS ASSOCIATION (TGA) AND AMERICAN PUBLIC GAS ASSOCIATION (APGA) SAFETY AWARDS.**

Mayor Ritchie called on Mike Mann, Utilities Director to provide information on the American Public Gas Association and the Texas Gas Association. Director Mann stated that the city received Safety Awards from both entities at their annual conferences. He acknowledged both inside and outside employees for their excellent safety record. City Manager Thatcher expressed appreciation to staff stating he was proud of the work they do every day. Mayor Ritchie also expressed appreciation to the staff.

**6. CONSENT AGENDA:**

A MOTION WAS MADE BY COUNCIL MEMBER SCOTT, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

**A. CONSIDER MINUTES OF THE REGULAR CALLED CITY COUNCIL MEETING OF AUGUST 13, 2024.**

THE MINUTES WERE APPROVED.

- B.           **CONSIDER THE MAYORAL APPOINTMENT OF KAY MOON TO THE BOERNE PUBLIC LIBRARY ADVISORY BOARD AND NICOLE CHAPMAN TO THE VISIT BOERNE ADVISORY BOARD.**

THE MAYORAL APPOINTMENTS WERE APPROVED.

- C.           **CONSIDER ON SECOND READING ORDINANCE NO. 2024-10; AN ORDINANCE OF THE CITY OF BOERNE, TX, AMENDING THE UNIFIED DEVELOPMENT CODE ADOPTED BY ORDINANCE NO. 2020-29 ON NOVEMBER 24, 2020, INCLUDING BUT NOT LIMITED TO SECTION 2.1.E. - POSTED NOTICE, SECTION 2.6.7 - ETJ PLAT EXEMPTIONS, SECTION 3.5 - DIMENSIONAL STANDARDS FOR BASE ZONING DISTRICTS, SECTION 3.7 - PERMITTED USE TABLES, CHAPTER 3 - OVERLAY DISTRICTS RELATED TO PYLON SIGNS, CHAPTER 5.6.B.3 - ONSITE PARKING FOR NON-RESIDENTIAL PROPERTIES, SECTION 7.5 - ROADWAY ACCESS DESIGN STANDARDS, SECTION 8.2 - ENVIRONMENTAL DESIGN - WATERSHED PROTECTION RELATED TO LOW IMPACT DEVELOPMENT REQUIREMENTS, CHAPTER 9 - SIGNS RELATED TO POLE AND PYLON SIGNS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A PENALTY FOR VIOLATION; AND CONTAINING A SEVERANCE CLAUSE. (Amendments to Unified Development Code)**

THE ORDINANCE WAS APPROVED.

- D.           **CONSIDER ON SECOND READING ORDINANCE NO. 2024-15; AN ORDINANCE REGARDING THE CITY OF BOERNE'S TEXAS MUNICIPAL RETIREMENT SYSTEM BENEFITS: (1) ADOPTING NON-RETROACTIVE REPEATING COLAS, FOR RETIREES AND THEIR BENEFICIARIES UNDER TEXAS MUNICIPAL RETIREMENT SYSTEM ACT §853.404(f) and (f-1), AND (2) AUTHORIZING ANNUALLY ACCRUING UPDATED SERVICE CREDITS AND TRANSFER UPDATED SERVICE CREDITS; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

THE ORDINANCE WAS APPROVED.



E. CONSIDER RESOLUTION NO. 2024-R60; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CONTRACT BETWEEN THE CITY OF BOERNE AND LONESTAR SITEWORK, LLC FOR THE 2024 INFILL SIDEWALK IMPROVEMENT PROJECT FOR AN AMOUNT NOT TO EXCEED \$49,000.00.

THE RESOLUTION WAS APPROVED.

F. CONSIDER RESOLUTION NO. 2024-R61; A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE 0.0148 ACRES, 0.0975 ACRES DRAINAGE EASEMENT, AND 0.0297 ACRES TEMPORARY CONSTRUCTION EASEMENT, ALL LOCATED IN THE MARIA LEAL SURVEY 180, ABSTRACT 298, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS AND ALL BEING A PORTION OF THAT CALLED 1.519 ACRE TRACT OF LAND AS DESCRIBED BY DEED RECORDS IN DOCUMENT NUMBER 365770, OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS. (Tracts required for the Adler Road drainage project)

THE RESOLUTION WAS APPROVED.

G. CONSIDER RESOLUTION NO. 2024-R62; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BOERNE AND FAIR OAKS RANCH FOR THE USE OF THE CITY OF BOERNE ANIMAL CONTROL FACILITY.

THE RESOLUTION WAS APPROVED.

**REGULAR AGENDA:**

**7. PRESENTATIONS, PUBLIC HEARINGS, AND ORDINANCES:**

A. PRESENTATION, PUBLIC HEARING AND CONSIDER ON FIRST READING ORDINANCE NO. 2024-16; AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF. (Ordinance adopting the budget)

Mayor Ritchie called on Sarah Buckelew, Finance Director. Director Buckelew presented agenda items 7A and 7B as they are related. She referenced the city's website providing transparency of the budget process. She reviewed the budget priorities, the proposed budget, and the proposed property tax rate strategy. Director Buckelew stated that the second budget public hearing will be on September 10, 2024 to include the adoption of the budget and tax rate.

Mayor Ritchie opened the Public Hearing at 6:19 p.m.

No comments were received.

Mayor Ritchie closed the Public Hearing at 6:19 p.m.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER MACALUSO, TO APPROVE ON FIRST READING ORDINANCE NO. 2024-16; AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF. (ORDINANCE ADOPTING THE BUDGET). THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

**B. PRESENTATION AND CONSIDER ON FIRST READING ORDINANCE NO. 2024-17; AN ORDINANCE SETTING THE AD VALOREM PROPERTY TAX RATE FOR THE 2024 TAX YEAR AT 47.16 CENTS PER EACH \$100 OF TAXABLE VALUE. (Ordinance adopting tax rate)**

A MOTION WAS MADE BY COUNCIL MEMBER SCOTT, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE ON FIRST READING ORDINANCE NO. 2024-17; AN ORDINANCE SETTING THE AD VALOREM PROPERTY TAX RATE FOR THE 2024 TAX YEAR AT 47.16 CENTS PER EACH \$100 OF TAXABLE VALUE. (ORDINANCE ADOPTING TAX RATE). THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

**8. RESOLUTIONS:**

**A. CONSIDER RESOLUTION NO. 2024-R63; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, RECEIVING BIDS AND AWARDING THE CONTRACT FOR CONSTRUCTION OF THE EAST LOOP NATURAL GAS MAIN - PHASE 1 TO \_\_\_\_\_ FOR AN AMOUNT NOT TO EXCEED \$\_\_\_\_\_; AND AUTHORIZING THE CITY MANAGER TO MANAGE AND EXECUTE THE RELATED CONTRACT WITH A NOT TO EXCEED TOTAL CONSTRUCTION COST OF \$\_\_\_\_\_.**

Mayor Ritchie called on Mike Mann, Utilities Director. Director Mann displayed a map of the location for the East Loop Natural Gas Main, Phase 1 and discussed the project. Staff recommended awarding the contract to low bidder Badeco Boring & Utilities in the amount of \$794,190.75 and to include an additional 5% for potential changes in the construction scope that may be required for a total amount not to exceed \$835,000.

A MOTION WAS MADE BY COUNCIL MEMBER SCOTT, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE RESOLUTION NO. 2024-R63; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, RECEIVING BIDS AND AWARDING THE CONTRACT FOR CONSTRUCTION OF THE EAST LOOP NATURAL GAS MAIN - PHASE 1 TO BADECO BORING & UTILITIES FOR AN AMOUNT NOT TO EXCEED \$794,190.75; AND AUTHORIZING THE CITY MANAGER TO MANAGE AND EXECUTE THE RELATED CONTRACT WITH A NOT TO EXCEED TOTAL CONSTRUCTION COST OF \$835,000.00. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

## **9. CITY MANAGER'S REPORT:**

Mayor Ritchie called on City Manager Ben Thatcher.

### **A. ANNUAL UPDATE ON SHORT-TERM RENTAL PROGRAM.**

City Manager Thatcher asked Kristy Stark, Assistant City Manager to provide an update on the city's Short-term Rental Program. ACM Stark reminded the council members that the ordinance for short-term rentals was approved in August 2023. In October, staff contracted with Granicus which is the software for online rental and hotel occupancy tax portal. A project manager was assigned in May, 2024. It is anticipated that the go-live with Granicus will be the end of 2024, however registrations have been underway since July 2024 with a staff designed interim registration process.

### **B. UPDATE ON HOMEOWNERS ASSOCIATION AND PROPERTY MANAGEMENT ASSOCIATION PUBLIC MEETINGS.**

City Manager Thatcher asked Nick Montagno, Operations Manager to discuss the goals of the Homeowners Association and Property Management Association meetings which include providing information and education on key city projects, initiatives, and gather feedback for future meetings. The first public meeting will be September 5, 2024 at city hall. Discussion ensued regarding attendance, hours of meetings, and attendance of elected officials.

### **C. MONTHLY PROJECTS REPORT.**

City Manager Thatcher provided an update on various city projects. He expressed appreciation to staff for an amazing job with the Little League Baseball the last two weeks.

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

Mayor Pro Tem Wolosin thanked city staff and the Boerne Chamber for the planning of the Little League pep rally event on Monday. It was nice to see a positive note in social media. Mayor Pro Tem Wolosin also discussed the meeting of the Alamo Area Metropolitan Planning Organization he attended.

Council Member Macaluso stated that he was impressed with the turnout and success of the Little League event on Monday.

Mayor Ritchie expressed appreciation for the great event on Monday and Boerne's show of support.

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

Mayor Ritchie convened the City Council into Executive Session at 6:53 p.m.

**A. SECTION 551.071 - CONSULTATION WITH ATTORNEY REGARDING PENDING LITIGATION: HCAEH REAL ESTATE LLC.**

No action was taken.

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

Mayor Ritchie reconvened the City Council into Open Session at 7:23 p.m.

No action was taken.

**13. ADJOURNMENT**

Mayor Ritchie adjourned the City Council Meeting at 7:23 p.m.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



## AGENDA ITEM SUMMARY

September 10, 2024

### Requested Action

APPROVE RESOLUTION NO. 2024-R64; A RESOLUTION ESTABLISHING A CHARTER REVIEW COMMISSION, APPOINTING MEMBERS TO SERVE ON THE COMMISSION, AND ISSUING THE COMMISSION'S CHARGE.

### Contact Person

Mayor Frank Ritchie  
City Secretary Lori Carroll

### Background Information

As discussed at the June 25, 2024, City Council meeting, there is a need to review the City's Home Rule Charter. It is Council's recommendation that a Charter Review Commission (CRC) be established to review the Charter and suggest amendments.

The following have agreed to participate on the Commission:  
City Council: Chair Frank Ritchie, Ty Wolosin, Sharon Wright, Quinten Scott, Bret Bunker, Joseph Macaluso.  
Boerne Residents: Joe Bateman, Ron Cisneros, Stan Leech, Kyle Mickelson, Paula Wells, and Linda Zartler.  
Mick McKamie, city attorney will serve as legal counsel, City Manager Ben Thatcher and City Secretary Lori Carroll will serve as ex officio members.

#### Proposed CRC meeting dates:

##### October:

Thursday 24<sup>th</sup> and Tuesday 29<sup>th</sup>

##### November:

Tuesday 5<sup>th</sup>, Thursday 7<sup>th</sup>, Thursday 14<sup>th</sup>, Tuesday 19<sup>th</sup>, and Thursday 21<sup>st</sup>

#### Timeline:

- The City Council shall receive and consider proposed amendments no later than January 28, 2025.
- If any proposed amendments are accepted, the City Council will order a public election to vote on these amendments.
- The election is scheduled to take place on May 3, 2025.
- The City Council will officially order the election at their meeting on February 11, 2025.

<b>Item Justification</b>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Customer Pull <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Master Plan Recommendation <input type="checkbox"/> Other:
<b>Strategic Alignment</b>	B1: Utilizing data to drive smart decision making. B3: Providing streamlined and efficient processes.
<b>Financial Considerations</b>	
<b>Citizen Input/Board Review</b>	
<b>Legal Review</b>	
<b>Alternative Options</b>	
<b>Supporting Documents</b>	Resolution No. 2024-R64 City Council Charge to the Commission



## RESOLUTION NO. 2024-R64

### **A RESOLUTION OF THE CITY OF BOERNE, TEXAS ESTABLISHING A CHARTER REVIEW COMMISSION, APPOINTING MEMBERS TO SERVE ON THE COMMISSION, AND ISSUING THE COMMISSION'S CHARGE**

**WHEREAS**, the City Council recognizes the importance of periodically reviewing and updating the City's Home Rule Charter to ensure it reflects the evolving needs and values of our community; and

**WHEREAS**, the current Home Rule Charter was adopted in 1995, amended in 2012 and 2020 and may benefit from amendments to better serve the residents of our city;

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

1. That a Charter Review Commission consisting of six members of the City Council: Frank Ritchie, Ty Wolosin, Sharon Wright, Quinten Scott, Bret Bunker and Joseph Macaluso and City Residents: Linda Zartler, Ron Cisneros, Joe Bateman, Kyle Mickelson, Stan Leech, and Paula Wells to conduct a comprehensive review of the City's Home Rule Charter. The City Attorney will serve as legal counsel and the City Manager and City Secretary will be ex officio members.
2. The charge for the Charter Review Commission is as follows in Exhibit A.
3. At a minimum, the Charter Review Commission will review Section 3. The City Council and Mayor and Section 4. Elections of the current charter and may choose to review other sections depending on available time.
4. That the Charter Review Commission shall be tasked with researching best practices on potential amendments or revisions to the Home Rule Charter.
5. That the Charter Review Commission shall prepare a report outlining recommended amendments or revisions to the Home Rule Charter.
6. That the City Council, in a public meeting consider the recommendations of the Charter Review Commission and allow for public input before making any decisions regarding amendments or revisions to the Home Rule Charter.
7. That the City Secretary shall provide administrative support to the Charter Review Commission and ensure that all meetings and communications related to the review of the Home Rule Charter are conducted transparently and in accordance with applicable laws and regulations.
8. That the Charter Review Commission shall submit its final report and recommendations to the City Council no later than January 28, 2025, at which time the City Council shall deliberate and vote on any proposed amendments or revisions to the Home Rule Charter.

This resolution shall take effect immediately upon passage.

PASSED and APPROVED on this the \_\_\_\_ day of September 2024.

APPROVED:

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Mayor

ATTEST:

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City Secretary

Exhibit A



City Council Charge to the Charter Review Commission  
September 10, 2024

**Purpose:** The Charter Review Commission (CRC) is established to conduct a comprehensive review of the City's Home Rule Charter. The review aims to ensure that the Charter remains relevant, effective, and responsive to the needs of our community.

**Membership:** The CRC shall consist of 12 members appointed by the City Council, representing diverse perspectives and expertise relevant to city governance and community interests. The Mayor shall act as Chair of the Commission, the city's attorney will serve as legal counsel, and the City Manager and City Secretary will serve as ex officio members.

**Responsibilities:**

**Research and Benchmarking:** Research best practices and compare the City's Charter with those of comparable municipalities to identify potential areas for enhancement or amendment.

1. **Recommendations:** Develop clear and actionable recommendations for amendments, revisions, or updates to the Charter that promote transparency, efficiency, equity, and accountability in city governance.
2. **Drafting Proposals:** Prepare draft language for proposed amendments or revisions, ensuring clarity, coherence, and alignment with legal standards and community needs.
3. **Report Submission:** Submit a final report to the City Council summarizing findings, recommendations, and proposed amendments no later than January 28, 2025. The report should include rationale for each recommendation and anticipated impact on city operations and governance.
4. **Public Presentation:** Present the findings and recommendations of the CRC to the City Council and the public in a transparent and accessible manner, allowing for further input and discussion before final decisions are made.

**Procedures:**


- The CRC shall operate in accordance with open meeting laws and ensure all proceedings are transparent and accessible to the public.
- Regular meetings shall be scheduled as necessary to fulfill the responsibilities outlined in this charge.

**Implementation:** Upon approval of the final recommendations by the City Council, the City Secretary and other relevant city officials shall take necessary actions to implement approved amendments or revisions to the Home Rule Charter.

This charge is effective immediately upon adoption by the City Council and shall guide the CRC in carrying out its responsibilities until the completion of the Charter review process.



## AGENDA ITEM SUMMARY

	<b>AGENDA ITEM SUMMARY</b>										
<b>Agenda Date</b>	September 10, 2024										
<b>Requested Action</b>	APPROVE RESOLUTION NO. 2024-R65; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN INTER LOCAL AGREEMENT WITH KENDALL COUNTY, AND FAIR OAKS RANCH, TEXAS FOR PUBLIC SAFETY AND UTILITIES COMMUNICATIONS SERVICES.										
<b>Contact Person</b>	Steve M. Perez, Chief of Police										
<b>Background Information</b>	<p>Since 1999, the Boerne Police Department has been providing communications (dispatch) services for all emergencies and utilities within Kendall County, Texas. We currently dispatch for Boerne PD, Kendall County Sheriff’s Office, Fair Oaks Ranch PD, DPS, Game Wardens, Constables, EMS, Boerne Fire Department and all the other Volunteer Fire Departments within Kendall County, COB Utilities, COB Street Departments, Kendall County Road and Bridges, and Animal Services.</p> <p>The City of Boerne, Kendall County, and the City of Fair Oaks Ranch have agreed to pay for their share of their communications budget based on the percentage of calls for services that come into dispatch between April 1 to March 31 of the prior year.</p> <p>The term of this agreement is October 1, 2024, through September 30, 2027. It may be renewed by mutual orders or resolutions of the Parties for subsequent three-year terms beginning October 1, 2027, through September 30, 2030, of each subsequent contract period.</p> <p><b>Cost per entity for FY 24-25</b>          Kendall County – 43% - \$719,087.71          City of Boerne – 38% - \$635,472.86          City of FOR – 19% - \$317,736.43</p>										
<b>Item Justification</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Legal/Regulatory Obligation</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Infrastructure Investment</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Reduce Costs</td> <td style="border: none;"><input type="checkbox"/> Customer Pull</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Increase Revenue</td> <td style="border: none;"><input type="checkbox"/> Service Enhancement</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Mitigate Risk</td> <td style="border: none;"><input type="checkbox"/> Process Efficiency</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Master Plan Recommendation</td> <td style="border: none;"><input checked="" type="checkbox"/> Other: <u>Interagency Cooperation</u></td> </tr> </table>	<input type="checkbox"/> Legal/Regulatory Obligation	<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Reduce Costs	<input type="checkbox"/> Customer Pull	<input type="checkbox"/> Increase Revenue	<input type="checkbox"/> Service Enhancement	<input type="checkbox"/> Mitigate Risk	<input type="checkbox"/> Process Efficiency	<input type="checkbox"/> Master Plan Recommendation	<input checked="" type="checkbox"/> Other: <u>Interagency Cooperation</u>
<input type="checkbox"/> Legal/Regulatory Obligation	<input type="checkbox"/> Infrastructure Investment										
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<input type="checkbox"/> Mitigate Risk	<input type="checkbox"/> Process Efficiency										
<input type="checkbox"/> Master Plan Recommendation	<input checked="" type="checkbox"/> Other: <u>Interagency Cooperation</u>										

<b>Strategic Alignment</b>	C3 – Collaborating with Community Partners
<b>Financial Considerations</b>	Since the agreement adjusts the fee the City of Fair Oaks Ranch and Kendall County pays the City of Boerne based on percentage of calls for services there is little to no financial impact to the budget.
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A
<b>Alternative Options</b>	<ul style="list-style-type: none"> <li>• Deny the agreement and inform the City of Fair Oaks Ranch and Kendall County to procure other means for communications services.</li> <li>• Authorize staff to negotiate a different agreement with the City of Fair Oaks Ranch and Kendall County for communications services.</li> </ul>
<b>Supporting Documents</b>	Resolution No. 2024-R65 Copy of the proposed agreement with the City of Fair Oaks Ranch and Kendall County for Communication Services.

**RESOLUTION NO. 2024-R65**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN INTERLOCAL AGREEMENT WITH KENDALL COUNTY AND FAIR OAKS RANCH, TEXAS FOR PUBLIC SAFETY AND UTILITIES COMMUNICATIONS SERVICES.**

**WHEREAS**, the Interlocal Cooperation Act, Chapter 791, Texas Government Code gives counties and cities the authority to contract with other governmental entities concerning police protection and other related services; and

**WHEREAS**, the City of Boerne, City of Fair Oaks Ranch, and Kendall County desire that a centralized public safety and utilities communications office be provided; and

**WHEREAS**, the City Council finds it in the best interest of the citizens to enter into and manage an interlocal agreement with the City of Fair Oaks Ranch and Kendall County for public safety and utilities communication services;

**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 enter into and manage an interlocal agreement with Kendall County, Texas and Fair Oaks Ranch, Texas for public safety and utilities communication services.

PASSED, APPROVED and ADOPTED on this the \_\_\_\_ day of September, 2024.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

**INTERLOCAL AGREEMENT FOR PUBLIC SAFETY  
AND UTILITIES COMMUNICATION SERVICES**

This Interlocal Agreement for Public Safety and Utilities Communication Services ("Agreement") is entered into by and between the CITY OF BOERNE ("Boerne"), FAIR OAKS RANCH ("Fair Oaks"), and KENDALL COUNTY ("County") (collectively referred to as the "Parties") acting pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

**WITNESSETH**

**WHEREAS**, the Interlocal Cooperation Act gives counties and cities the authority to contract with other governmental entities concerning police protection and other related services;

**WHEREAS**, the Parties desire that a centralized public safety and utilities communications office be provided;

**WHEREAS**, the Parties desire to form a Board of Directors to oversee the centralized public safety and utilities communications office;

**WHEREAS**, the Parties desire to share the costs and benefits of a centralized public safety and utilities communications office;

**WHEREAS**, the Parties find that their cooperation in the matters contained in this Agreement will increase the efficiency and effectiveness of these governmental functions and services and, by entering into this Agreement pursuant to the authority granted by Chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), will be a benefit to all the citizens;

**NOW THEREFORE**, be it resolved that the Parties enter into this Agreement and agree as follows:

**Section 1. Term**

The Term of this Agreement is **October 1, 2024, through September 30, 2027**. It may be renewed by mutual orders or resolutions of the Parties for subsequent three-year terms beginning on October 1, 2027, and ending on September 30, 2030 of each subsequent contract period.

**Section 2. Renewal/Cancellation**

- A. To initiate acceptance, or subsequent renewal, of this Agreement, Fair Oaks and County shall forward a request to the City Manager of Boerne, seeking a statement of the proposed cost for the next budget year. If said statement of costs is acceptable, Fair Oaks and the County shall forward a signed copy of this Agreement to the City Manager of Boerne prior to August 1.
- B. Boerne shall either accept or decline the offer to enter into, or renew, this Agreement by formal resolution of the City Council of Boerne and shall forward a certified copy of said resolution to the Mayor or City Administrator of Fair Oaks and the County Judge on or before September 1.
- C. Any of the Parties may cancel its participation in this Agreement for any reason by notifying the other parties in writing at least one (1) year prior to the effective date of the cancellation. All amounts due and owing to Boerne pursuant to this Agreement on the effective date of cancellation shall be paid by the cancelling party within sixty (60) days of the receipt of any bill issued by Boerne or the date of cancellation, whichever is later.



### **Section 3. Funding Determination**

- A. To determine the amount of funding for the Term covered by this Agreement, or subsequent renewal, Boerne will count all service calls coming into Boerne dispatch from April 1 through March 31 of the prior year. In this Agreement, the term “service calls” means any and all calls into the Boerne centralized public safety and utilities communications. Service calls include, but are not limited to, traffic stops, utility calls (street, gas, electric, etcetera), and animal control calls.
- B. From the April 1 through March 31 service calls, Boerne will determine the percentage amount of service calls each Party required from the Boerne centralized public safety and utilities communications office. Such determination will be presented by Boerne to the Board of Directors (as established in Section 7 below).
- C. The budget for the Term of this Agreement, and any subsequent renewal, will be determined by Boerne and must be approved by a majority of the Board of Directors.
- D. Each Party will pay its percentage share as set forth in Section 6 below. The funding determination for the Term of this Agreement year is attached as Exhibit A and is incorporated as if set forth herein. The amount of funding for any subsequent renewal of this Agreement will be determined by using the methodology set forth in this Section.

### **Section 4. Funding Requirements**

- A. All Parties agree that all funds due under this Agreement shall be payable out of current revenues and that each Party shall set aside funds in an amount sufficient to satisfy any obligation created by this Agreement.
- B. Any resolution or order of a Party renewing this Agreement shall be deemed to be a certification that the obligations incurred by the terms of the Agreement shall be payable out of current revenues and that the Parties have, or will, set aside funds in an amount sufficient to satisfy any obligation created by this Agreement.
- C. The cost of public safety, public works, roads, bridges and the centralized public safety and utilities communications office operations shall be shared by each government entity based on such Parties percentage amount determined under the parameters set forth in Section 3 above and set forth in Exhibit A.
- D. The cost for maintenance of the dispatch consoles and related equipment housed in the centralized public safety and utilities communications office shall be shared on this same basis.

### **Section 5. Duties of the City of Boerne**

Boerne will provide public safety and utilities communications services to Fair Oaks and the County, twenty-four (24) hours per day, three hundred sixty five (365) days per year, and said services shall include communications for public safety, public works, and utilities.

### **Section 6. Payments**

- A. Fair Oaks agrees to pay Boerne the amount set forth on Exhibit A for public safety and utilities communications services from **October 1, 2024, through September 30, 2027.**
- B. Kendall County agrees to pay Boerne the amount set forth on Exhibit A for public safety and utilities communications services from **October 1, 2024, through September 30, 2027.**

- C. Boerne agrees to set aside the amount set forth on Exhibit A for public safety and utilities communications services from **October 1, 2024, through September 30, 2027.**
- D. Payments by each entity shall be made quarterly and in advance, no later than the 10<sup>th</sup> day of the first month of the quarter, with the first payment due no later than October 10. Payments due under this Agreement shall be made payable to the City of Boerne (c/o Director of Finance), P. O. Box 1677, Boerne, Texas 78006.
- E. Should any of the funds from any of the Parties, including Boerne, remain at the end of the term of this Agreement, such funds shall be placed into a reserve fund which shall be set aside in a separate accounting line item.
- F. The funds placed into this reserve fund will be used solely for shared costs necessary for Boerne centralized public safety and utilities communications office. At the end of each Agreement year, Boerne will provide Fair Oaks and the County an accounting of the amounts in such reserve funds and any amounts spent out of the reserve funds during the Agreement year.

**Section 7. Board of Directors**

- A. A Board of Directors shall be appointed to oversee the public safety, public works and utilities communications.
- B. The Board of Directors shall include the current Chief of Police for Boerne, the Chief of Police for Fair Oaks, and the County Sheriff. The Parties will appoint two additional members each. All members shall be employees or elected officials of the respective governmental entity. Volunteer firefighters shall be considered employees for the purpose of serving on this Board of Directors.
- C. Before hiring a Communications Supervisor, the potential candidate will be interviewed by the Board. The Communications Supervisor will be hired by the Boerne Chief of Police and will be an employee of the City of Boerne. The Communications Supervisor will write policies and procedures and be responsible for hiring any additional staff as needed. The Communications Supervisor will work with the Board but will come under the direct supervision of the Boerne Chief of Police.

**Section 8. Miscellaneous**

- A. Any and all notices which may be required under the terms of this Agreement shall be mailed to the parties at the addresses indicated below, or at such address as any party may furnish in writing to the other parties named herein,

Shane Stolarczyk  
 Kendall County Judge  
 201 E. San Antonio Ave.  
 Boerne, Tx 78006

Ben Thatcher  
 City Manager  
 447 N Main St.  
 Boerne, Tx 78006

Scott Huizenga  
 City Manager  
 7286 Dietz Elkhorn  
 Fair Oaks Ranch, Tx 78015

- B. This Agreement constitutes the sole and only agreement of the parties with respect to the matters covered by this Agreement. No other agreement, statement or promise made by any party, or by any employee, officer, or agent of a party, which is not contained in this Agreement, shall be binding or valid.
- C. No amendment, modification, or alteration of the terms hereof shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the parties hereto.
- D. This Agreement shall be construed under and in accordance with the laws of the State of Texas.

The obligations and undertakings of each of the parties to this Agreement shall be performable in Kendall County, Texas.

- E. In case any one or more of the provisions contained in the Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceable provision shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

EXECUTED IN TRIPLICATE ORIGINALS on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Approved:

\_\_\_\_\_  
Ben Thatcher, City Manager

County Judge Attest:

\_\_\_\_\_  
City Secretary

Approved:

\_\_\_\_\_  
Scott Huizenga, City Manager

Attest:

\_\_\_\_\_  
City Secretary

Approved:

\_\_\_\_\_  
Shane Stolarczyk,

Attest:

\_\_\_\_\_  
County Clerk

## Exhibit A

Below is the breakdown for dispatch services. The capital expenditures of \$64,000 was removed, as reserve fund balance will be used for funding, from the proposed budget, leaving the balance at \$1,672,297.

Cost per entity for **FY 24-25**


Kendall County – 43% - \$719,087.71

City of Boerne – 38% - \$635,472.86

City of FOR – 19% - \$317,736.43



## AGENDA ITEM SUMMARY

	<b>AGENDA ITEM SUMMARY</b>
<b>Agenda Date</b>	September 10, 2024
<b>Requested Action</b>	APPROVE RESOLUTION NO. 2024-R66; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AGREEMENT BETWEEN THE CITY OF BOERNE, TEXAS AND ABIP, PC FOR AUDITING THE CITY OF BOERNE’S FINANCIAL STATEMENTS FOR THE YEAR ENDING SEPTEMBER 30, 2024
<b>Contact Person</b>	Sarah Buckelew, Finance Director
<b>Background Information</b>	This resolution authorizes the City Manager or his designee to execute the ABIP, PC Engagement letter for our annual audit and preparation of the ACFR. This contract is budgeted over two fiscal years, as the audit begins in FY 24 and will end in FY 25.
<b>Item Justification</b>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Customer Pull <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Master Plan Recommendation <input type="checkbox"/> Other:
<b>Strategic Alignment</b> <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F1 – Committing to strategic, responsible, and conservative financial management
<b>Financial Considerations</b>	For the audit of the City’s various funds: For Fiscal Year 2024 Audit - \$60,200 For Annual Comprehensive Financial Report preparation: For Fiscal Year 2024 ACFR – \$6,800
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A

<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Resolution No. 2024-R66 ABIP, PC Engagement Letter, signed with Firm signature

**RESOLUTION NO. 2024-R66**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AGREEMENT BETWEEN THE CITY OF BOERNE, TEXAS AND ABIP, PC FOR AUDITING THE CITY OF BOERNE'S FINANCIAL STATEMENTS FOR THE YEAR ENDING SEPTEMBER 30, 2024.**

**WHEREAS**, the City of Boerne finds it necessary to enter into and manage an agreement for auditing the City of Boerne's financial statements;

**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 enter into and manage an agreement with ABIP, PC for auditing the City of Boerne's financial statements for the year ending September 30, 2024, for a total not to exceed \$67,000.

For the audit of the City's various funds:  
FY 2024 - \$60,200

For Annual Comprehensive Financial Report preparation:  
FY 2024 – \$6,800

PASSED, APPROVED, and ADOPTED on this the \_\_\_ day of September 2024.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

August 19, 2024

To the City Council  
City of Boerne, Texas  
Attention: Mr. Ben Thatcher, City Manager  
and Ms. Sarah Buckelew, Finance Director

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Boerne, Texas (the City) as of and for the year ended September 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the 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 City’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis
- 2) Budgetary Comparison Schedule – General Fund
- 3) Schedule of Changes in Net Pension Liability and TMRS Related Ratios
- 4) Schedule of Contributions and Notes to Schedule of Contributions – Net Pension Liability
- 5) Schedule of Changes in the OPEB Liability and TMRS Related Ratios – SDBF
- 6) Schedule of Contributions and Notes to Schedule of Contributions – SDBF
- 7) Schedule of Changes in OPEB Liability – Retiree Health Insurance

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Boerne’s Annual Comprehensive Financial Report. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

- 1) Combining and Individual Fund Statements and Budgetary Schedules



In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section
- 2) Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. 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 and *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 of a reasonable user made based on the financial statements. The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

According to generally accepted auditing standards (GAAS), significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks. We have not identified any other significant risk of misstatement as of the date of this letter. If we identify any significant risks of misstatement, we will notify you at that time.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the City and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. 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, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the City in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts, or grant agreements that we report.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with

any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Mayor and City Council of the City of Boerne, Texas however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of ABIP, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ABIP, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal or state agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Janet Pitman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in August 2024 and to issue our reports for presentation at the February 2025 City Council meeting.

Our fee for these services will be at our quoted hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$60,200 for the financial audit and an additional \$6,800 for the Annual Comprehensive Financial Report preparation. Our quoted hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended

if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation, and preparation of requested items from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The above fee estimate is for the service of conducting a financial audit of the City of Boerne, Texas. (see **Auditor's Responsibilities for the Audit of the Financial Statements** of the engagement letter) for the year ended September 30, 2024. The audit service does not include time and effort necessary to prepare, adjust or correct the City's financial accounting records in order to present and report in accordance with generally accepted accounting principles. Any noted deviations or missing information we identify through our audit procedures will be brought to the City's attention for correction. If the City requires our assistance to perform services to correct the financial records the City will be billed for these non-audit services at our standard hourly rates, which are as follows:

Partner	\$425/hour
Manager	\$325/hour
Supervisor	\$275/hour
Staff	\$175/hour

## Reporting

We will issue a written report upon completion of our audit of the City's financial statement. Our report will be addressed to the Mayor and the City Council of the City of Boerne, Texas. 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 a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. 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 issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Boerne and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,  
ABIP, PC

ABIP, PC

San Antonio, Texas

RESPONSE: This letter correctly sets forth the understanding of the City of Boerne, Texas.

\_\_\_\_\_  
Signature


\_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## AGENDA ITEM SUMMARY

	<b>AGENDA ITEM SUMMARY</b>		
<b>Agenda Date</b>	September 10, 2024		
<b>Requested Action</b>	APPROVE ON SECOND READING ORDINANCE NO. 2024-16; AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF. <i>(Ordinance adopting the budget)</i>		
<b>Contact Person</b>	Sarah Buckelew, Finance Director		
<b>Background Information</b>	<p>The total FY2025 annual budget of \$137,881,939 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>		
<b>Item Justification</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input type="checkbox"/> Mitigate Risk  <input type="checkbox"/> Master Plan Recommendation         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Infrastructure Investment  <input type="checkbox"/> Customer Pull  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other:         </td> </tr> </table>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Master Plan Recommendation	<input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Customer Pull <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Other:
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<b>Strategic Alignment</b> <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F1: Committing to strategic, responsible, and conservative financial management.		
<b>Financial Considerations</b>	N/A		
<b>Citizen Input/Board Review</b>	N/A		
<b>Legal Review</b>	N/A		

<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Ordinance No. 2024-16



**ORDINANCE NO. 2024-16**

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, 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 9, 2024, 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, 2024, and ending September 30, 2025.

**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 27, 2024 and September 10, 2024, 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 2024-2025, 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 2024-2025, 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 2024-2025 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 27<sup>th</sup> day of August, 2024.

PASSED, APPROVED AND ADOPTED on this the second reading the \_\_ day of September, 2024.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	September 10, 2024						
<b>Requested Action</b>	RATIFY THE PROPERTY TAX REVENUE INCREASE REFLECTED IN THE FISCAL YEAR 2024-25 BUDGET.						
<b>Contact Person</b>	Sarah Buckelew, Finance Director						
<b>Background Information</b>	<p>After the adoption of the annual budget, Texas Local Government Code Section 102.007(c ) requires a City a ratification by separate vote if the budget adopted will raise more revenue from property taxes than in the previous year’s budget. This separate vote is required even though the City decreased its proposed tax rate, and the proposed tax rate is below the no-new-revenue rate.</p> <p>The total tax rate proposed of \$0.4716 per each \$100 taxable value is a half-cent <i>decrease</i> from the prior year. Due to an overall increase to property valuations, budgeted tax revenue will be higher than the prior year’s budget by \$704,111, of which \$280,935 is from new properties added to the rolls, and \$80,563 is due to an anticipated increase in the collection percentage of taxes from 98% in fiscal year 2024 to 98.5% in fiscal year 2025. The remainder of the increase is largely due to the decrease in the estimated loss in value due to appraisal protests, which was \$105M in fiscal year 2024 versus \$55M in fiscal year 2025.</p> <p>Of the total \$59M increase to certified net taxable values year over year, and accounting for the large increase in frozen values added to the rolls, new properties added to the rolls were \$60M, which indicates stable values year over year on existing properties.</p> <p>This ratification vote should be taken after the budget is adopted, and the following motion should be used:</p> <p>I MOVE TO RATIFY THE PROPERTY TAX REVENUE INCREASE REFLECTED IN THE FISCAL YEAR 2024-2025 BUDGET.</p>						
<b>Item Justification</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input checked="" type="checkbox"/> Legal/Regulatory Obligation</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Infrastructure Investment</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Reduce Costs</td> <td style="border: none;"><input type="checkbox"/> Customer Pull</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Increase Revenue</td> <td style="border: none;"><input type="checkbox"/> Service Enhancement</td> </tr> </table>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation	<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Reduce Costs	<input type="checkbox"/> Customer Pull	<input type="checkbox"/> Increase Revenue	<input type="checkbox"/> Service Enhancement
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<input type="checkbox"/> Reduce Costs	<input type="checkbox"/> Customer Pull						
<input type="checkbox"/> Increase Revenue	<input type="checkbox"/> Service Enhancement						

	<input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Master Plan Recommendation <input type="checkbox"/> Other:
<b>Strategic Alignment</b> <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F1: Committing to strategic, responsible, and conservative financial management.
<b>Financial Considerations</b>	N/A
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	



## AGENDA ITEM SUMMARY

	<b>AGENDA ITEM SUMMARY</b>
<b>Agenda Date</b>	September 10, 2024
<b>Requested Action</b>	APPROVE ON SECOND READING ORDINANCE NO. 2024-17; AN ORDINANCE SETTING THE AD VALOREM PROPERTY TAX RATE FOR THE 2024 TAX YEAR AT 47.16 CENTS PER EACH \$100 OF TAXABLE VALUE. <i>(Ordinance adopting tax rate)</i>
<b>Contact Person</b>	Sarah Buckelew, Finance Director
<b>Background Information</b>	<p>The tax rate being proposed is below the no-new-revenue tax rate, and this item is the second reading of an ordinance to adopt the tax rate. All applicable notices per law have been posted.</p> <p>The proposed tax rate is \$0.4716 per \$100 valuation which is a half-cent reduction from last year's rate.</p> <p>According to Texas Tax Code 26.05, the vote on this ordinance must be a record vote.</p>
<b>Item Justification</b>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Customer Pull <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Master Plan Recommendation <input type="checkbox"/> Other:
<b>Strategic Alignment</b> <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F1: Committing to strategic, responsible, and conservative financial management.
<b>Financial Considerations</b>	N/A
<b>Citizen Input/Board Review</b>	N/A

<b>Legal Review</b>	N/A
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Ordinance No. 2024-17

**ORDINANCE NO. 2024-17**

**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 was held on September 10, 2024, as required by law as a prerequisite to the passage, approval, and adoption of said tax rate ordinance have been timely and properly given and held;

**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 2024-2025 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 decreased by 0.8 percent and will decrease taxes for maintenance and operations on a \$100,000 home by approximately \$5.00.

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

PASSED AND APPROVED on this the first reading the 27<sup>th</sup> day of August, 2024.

PASSED, APPROVED AND ADOPTED on this the second reading the \_\_\_ day of September, 2024.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor


\_\_\_\_\_  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



## AGENDA ITEM SUMMARY

	<b>AGENDA ITEM SUMMARY</b>		
<b>Agenda Date</b>	September 10, 2024		
<b>Requested Action</b>	APPROVE ON FIRST READING ORDINANCE NO. 2024-18; AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2023-27 AND ESTABLISHING AND REESTABLISHING FEES AND CHARGES FOR ACTIVITIES, GOODS AND SERVICES PROVIDED BY THE CITY.		
<b>Contact Person</b>	Sarah Buckelew, Finance Director		
<b>Background Information</b>	<p>The Fee Ordinance is reviewed annually to ensure the smooth functioning and sustainability of the City’s services. The City’s well-considered and transparent process for updating its fee schedule is crucial to maintain the financial health of the city while ensuring that services meet the evolving needs of its residents and businesses.</p> <p>Department heads were asked to review the Fee Ordinance and provide recommended updates to existing fees for services in their respective departments. Cost recovery and clarification of the fee application were the most common concerns with regards to maintaining service quality and availability.</p> <p>A document outlining current fees, as well as suggested changes is provided in the agenda packet. Recommendations made by directors are notated in the “Proposed Changes and Additions” and “Justifications” columns of this draft document.</p> <p>If approved and adopted by Council, the fee ordinance schedule will be effective October 1, 2024 with the new fiscal year.</p>		
<b>Item Justification</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input checked="" type="checkbox"/> Increase Revenue  <input type="checkbox"/> Mitigate Risk  <input type="checkbox"/> Master Plan Recommendation         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Infrastructure Investment  <input type="checkbox"/> Customer Pull  <input type="checkbox"/> Service Enhancement  <input checked="" type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other:         </td> </tr> </table>	<input type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input checked="" type="checkbox"/> Increase Revenue <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Master Plan Recommendation	<input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Customer Pull <input type="checkbox"/> Service Enhancement <input checked="" type="checkbox"/> Process Efficiency <input type="checkbox"/> Other:
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<b>Strategic Alignment</b> <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	C1 – Customer Experiences, F1 – Strategic, responsible, and conservative financial management, B1 – Utilizing data to drive smart decision making
<b>Financial Considerations</b>	The fee schedule serves as a recovery mechanism for specific services that are typically optional, or used only by a subset of the population. Charging specific fees for these service allows the City to recover the direct costs associated with providing them. Impacts to revenue based on fee schedule updates are typically minimal, as increases or decreases to service fee revenue is tied more directly to projected volume of services provided rather than the dollar amount of the fee provided. Departments expecting a service volume demand increase or decrease have been considered with the FY 24-25 budget.
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Ordinance No. 2024-18 Fee Schedule showing proposed changes Proposed Fee Schedule

**ORDINANCE NO. 2024-18**

**AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2023-27 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. 2023-27 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. 2023-27 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, 2024, 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 September, 2024.

PASSED, APPROVED and ADOPTED on seconded reading this \_\_\_ day of September, 2024.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

# EXHIBIT A



**Municipal Fee Schedule  
Effective October 1, 2024**

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Municipal Fee Schedule  
Effective October 1, 2024

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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	
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



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	\$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

# 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

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

**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

FEE DESCRIPTION	UNIT FEE	FEE
Infrastructure Inspection No-Show Fee		\$125.00

# 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

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	
Increase Service Size, Or Type, At Customers Request	New service fee	
All Special Electric Services And Special Applications Not Covered Above	Actual cost	

FEE DESCRIPTION	UNIT FEE	FEE
Repair Service Damaged By Construction	Actual cost - minimum	\$500.00



# 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
Micro-Blaze	Per 1 gallon	\$31.00
	Per 5 gallons	\$148.00

FEE DESCRIPTION	UNIT FEE	FEE
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
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	

FEE DESCRIPTION	UNIT FEE	FEE
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
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
<b>Meter Charges And New Meters Added To Existing Services. Size Up To:</b>		
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	

# 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

FEE DESCRIPTION	UNIT FEE	FEE
<b>State Licensed Facility Fees:</b>		
Daycare Facilities	Annually	\$100.00
Nursing Homes	Annually	\$196.00
Hospitals	Annually	\$265.00
In-Home Facilities	Annually	\$63.00
<b>Operational Permit Fees:</b>		
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
Tent Permit - Temporary Use <180 days	Per event	\$26.00

FEE DESCRIPTION	UNIT FEE	FEE
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
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
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
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

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

**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

FEE DESCRIPTION	UNIT FEE	FEE
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
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%

FEE DESCRIPTION	UNIT FEE	FEE
<b>Plumbing and Gas:</b>		
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 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%

FEE DESCRIPTION	UNIT FEE	FEE
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**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
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



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	
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

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	
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

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
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.	

FEE DESCRIPTION	UNIT FEE	FEE
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
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.	

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

# 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

FEE DESCRIPTION	UNIT FEE	FEE
Major Development Plat Application	Per plat plus	\$741
	Per lot	\$55
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
Subdivision Variance	Each	\$500

FEE DESCRIPTION	UNIT FEE	FEE
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
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

FEE DESCRIPTION	UNIT FEE	FEE
Miscellaneous Fee	Normal hours	\$19.00
	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
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

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	

# 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	

# 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
- NOTE # 2** maintenance  
The customer shall provide a suitable permanent structure to attach the service and
- NOTE # 3** meter loop per the City of Boerne's specifications and utility policies.
- NOTE # 4** Meter set fees as shown shall be added to service fees.  
If a service requires cutting pavement there shall be an additional charge of \$100.00
- NOTE # 5** added to the service fee (previous \$96.00).  
If service requires cutting of pavement an additional charge of \$200.00 shall be added to
- NOTE # 6** service charge (previous \$180.00).  
Applicable only when contractor has requested re-inspection and is not ready; or has
- NOTE # 7** failed to correct previous violation(s).
- NOTE # 8** Intentionally left blank.
- NOTE # 9** Intentionally left blank.
- NOTE # 10** Intentionally left blank.
- NOTE # 11** Intentionally left blank.  
Class A Tournament: tournament which requires use of seven (7) or more fields. Class
- NOTE # 12** B Tournament: tournament which requires use of six (6) or less fields.  
On a patron's 65<sup>th</sup> birthday, that patron would be exempt from any increase in the out-of-
- NOTE # 13** county fee.
- NOTE # 14** Intentionally left blank  
Charges for review of incomplete or non-conforming documents subsequent to initial
- NOTE # 15** review
- NOTE # 16** Application fee for special use permits during drought response stages
- NOTE # 17** Large format refers to any paper size larger than 11" x 17"
- NOTE # 18** 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
- NOTE # 19** specialty meters. See Utility Rules and Regs for further information
- NOTE # 20** Brush pick-up is subject to the City's Brush Collection Policy currently in effect.
- NOTE # 21** Labor will be charged separately as allowed by the Public Information Act





Municipal Fee Schedule - draft showing proposed changes  
For presentation and consideration on September 10, 2024

Administration

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	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					
Return Check, ACH, and/or Credit Card	Per occurrence	\$37.00				

Animal Control

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	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	\$10.00		Per day	\$12.00	consistency with quarantine boarding fee
Quarantine Fee	Impound fee	\$53.00				
	Boarding per day	\$10.00		Per day	\$12.00	
Lease Trap	Per day	\$1.00				
	Deposit	\$58.00				
Adoption Fee	Dogs needing spay/neuter	\$111.00			\$120.00	Medical fees have increased by 24%
	Cats/kittens needing spay/neuter	\$100.00			\$100.00	remains the same
	Dogs/cats spayed/neutered prior to arrival	\$84.00			\$80.00	decreased by \$4 / 4.75%
Microchip	each	\$21.00				
Owner Surrender		\$53.00	Individual animal will raise to \$60 Mothers and litter will be \$60 for adult and \$25 per puppy/kitten. This includes all animals.		\$60 Litter per puppy/kitten \$25	Each animal will need to be spayed/neutered. We presently don't have a fee for litters of animals.

Animal Control

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Kennel Permit Fee	Per year	\$111.00				
Specimen Submission	Per specimen to be tested for rabies	\$42.00				

Cemetery

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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				

Engineering & Mobility

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Premature Work Charge (Starting Before a Permit is Issued)	% of original permit fee	212%			200%	This should be kept at a steady 200% rate and not include a CPI increase since it's a percentage of a permit fee.
Infrastructure Acceptance Agreement Processing Fee		\$275.00			1,000	Cost increased to reflect recouping staff/city attorney costs for this level of agreement.
City Attorney Review Fee of Financial Guarantees on Forms Other Than City Standard		\$275.00			300	10% increase and rounding up.
<b>Review Fees</b>						
Public Works Infrastructure Document Review	Per hour, 1 hour minimum	\$63.00			70	10% increase and rounding
Infrastructure Documents LOC Application Fees (Amending Plats Only)		\$500.00			550	10% increase and rounding
Infrastructure Documents LOC Application Fees	Plus \$50/Acre or lot, whichever is greater	\$2,000.00			2,200	10% increase and rounding
TIA Consistency Worksheet Review		\$265.00			300	10% increase and rounding
Traffic Impact Analysis Review (Level 1)		\$1,000.00			1,100	10% increase and rounding
Traffic Impact Analysis Review (Level 2)		\$1,500.00			1,700	10% increase and rounding
Traffic Impact Analysis Review (Level 3)		\$2,000.00			2,200	10% increase and rounding
Land Study Drainage Study Review (Tier 2 & 3)		\$250.00			275	10% increase and rounding
Drainage Study Conformance Letter Review		\$250.00			275	10% increase and rounding
Drainage Study Review (Tier 1 Using Letter Other Than City Standard)		\$75.00			100	10% increase and rounding
Drainage Study Review (Tier 2)		\$2,500.00			2,750	10% increase and rounding
Drainage Study Review (Tier 3)		\$3,000.00			3,300	10% increase and rounding
Drainage Study Revision Review (Any Tier Greater Than 3 Rounds of Review, per Review)		\$1,500.00			1,700	10% increase and rounding
Lid Plan Review		\$1,655.00	LID Plan Review		1,800	Fixing uppercase/lowercase letters; 10% increase and rounding
Clomr Review		\$3,862.00	CLOMR Review		4,300	Fixing uppercase/lowercase letters; 10% increase and rounding
LOMR without CLOMR Review		\$4,965.00			5,500	10% increase and rounding
LOMR with CLOMR Review		\$2,758.00			3,100	10% increase and rounding
LOMA, CLOMR-F & LOMR-F Review		\$500.00			550	10% increase and rounding

Engineering & Mobility

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Major Thoroughfare Amendment Application Fee		\$1,000.00			2,000	Cost increased to reflect recouping staff/city attorney costs for this level of agreement.
<b>Permit Fees</b>						
Floodplain Development Permit (Individual Residential Lot)		\$84.00			100	10% increase and rounding
Floodplain Development Permit (Development, Commercial, Other)		\$275.00	Floodplain Development Permit (Development, Commercial, Other)		300	Fixing grammar error
Grading Permit Fee		\$275.00			300	10% increase and rounding
	Per acre	\$26.00			30	10% increase and rounding
Construction Release Permit Fee		\$551.00			600	10% increase and rounding
	Per acre	\$26.00			30	10% increase and rounding
Right-of-Way Construction Permit Fee (S.F. Residential)		\$53.00			60	10% increase and rounding
Right-of-Way Construction Permit Fee (Other Than S.F. Residential)		\$222.00			250	10% increase and rounding
Site Development Permit Fee		\$1,000.00	****This fee needs to be moved to P&CC****		1,100	****This fee needs to be moved to P&CC****
	Per acre or per lot, whichever is greater	\$25.00			30	10% increase and rounding
<b>Inspection Fees</b>						
Infrastructure Inspection	% of engineering opinion of probable construction cost	1%			1%	10% increase and rounding
Infrastructure Re-inspection		\$53.00			60	10% increase and rounding
Infrastructure Inspection Overtime (After Hours/Holiday/Weekend)	Per hour, (minimum 4 hours for weekend/holiday)	\$58.00			60	10% increase and rounding
Infrastructure Inspection No-Show Fee		\$111.00			125	10% increase and rounding

Electric Connection Fees

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	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				
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				



Electric Connection Fees

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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		\$350.00			\$450	Average cost to install pole is \$740.00.
Meter/Service Pole Removal		\$84.00			\$300	Average cost to remove pole is \$313.81
Meter/Service Pole Replacement		\$328.00			\$750.00	Average cost to replace pole is \$1000
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 Ab	Actual cost					
Repair Service Damaged By Construction	Actual cost - minimum	\$500.00				

Law Enforcement

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Accident Reports		\$10.00	Accident Reports		\$6.00	Fee is imposed by TXDOT, can be less not more
Offense Reports	Per page	\$0.10				
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				
			Tow Truck Rotation Fee	Per city tow- billed monthly	\$10.00	New fee to recover costs

Fire & Rescue Service

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Swift Water Rescue	Per quarter hour	\$84.00	Remove			Creating bundled levels to bill by third party
Engine 40 Response	Most current FEMA hourly equipment rates		Engine Response	Per hour	466	Type of apparatus vs. specific numbered apparatus
Engine 41 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Engine 44 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Engine 47 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Aerial Truck 48 Response	Most current FEMA hourly equipment rates		Aerial Truck Response	Per hour	582	Type of apparatus vs. specific numbered apparatus
Tender 46 Response	Most current FEMA hourly equipment rates		Tender Response	Per hour	466	Type of apparatus vs. specific numbered apparatus
Tender 49 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Brush 41 Response	Most current FEMA hourly equipment rates		Brush Truck Response	Per hour	466	Type of apparatus vs. specific numbered apparatus
Brush 42 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Brush 43 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Brush 44 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Rescue 45 Response	Most current FEMA hourly equipment rates		Heavy Rescue Response	Per hour	466	Type of apparatus vs. specific numbered apparatus
Command 41 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Support 41 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Boat 41 Response	Most current FEMA hourly equipment rates		Boat Response	Per hour	466	Type of apparatus vs. specific numbered apparatus
Boat 42 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Inflatable Raft	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
Utility 41 Response	Most current FEMA hourly equipment rates		Remove			Type of apparatus vs. specific numbered apparatus
PPV Fan	Per quarter hour	\$19.00	Remove			Itemization not needed due to bundled levels of response type
Generator	Per quarter hour	\$19.00	Remove			Itemization not needed due to bundled levels of response type
Chain Saw	Per quarter hour	\$10.00	Remove			Itemization not needed due to bundled levels of response type
Float Pump	Per quarter hour	\$21.00	Remove			Itemization not needed due to bundled levels of response type
AFFF Foam	Per gallon	\$53.00				

Fire & Rescue Service

Class A Foam	Per gallon	\$26.00				
Salvage Cover	Each	\$37.00	Remove			Itemization not needed due to bundled levels of response type
SCBA Pack	Each	\$106.00				
Hall Runner	Each	\$26.00	Remove			Itemization not needed due to bundled levels of response type
Portable Tank	Each	\$100.00	Remove			Itemization not needed due to bundled levels of response type
Water Extinguisher	Each	\$26.00	Remove			Itemization not needed due to bundled levels of response type
Scene Lights	Each	\$26.00	Remove			Itemization not needed due to bundled levels of response type
Pro Pack	Each	\$26.00	Remove			Itemization not needed due to bundled levels of response type
Sawzall	Per incident	\$79.00	Remove			Itemization not needed due to bundled levels of response type
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				
Removal of Hazardous Materials		\$190.00	Remove			Itemization not needed due to bundled levels of response type
Disposal of Hazardous Materials		\$190.00	Remove			Itemization not needed due to bundled levels of response type
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				

Fire & Rescue Service

Miscellaneous Tools	Per pair	\$26.00	Remove			Itemization not needed due to bundled levels of response type
Petro Absorbents Pads	Each	\$5.00	Remove			Itemization not needed due to bundled levels of response type
Chemical Absorbent Pads	Each	\$5.00	Remove			Itemization not needed due to bundled levels of response type
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				
Spreaders	Per incident	\$328.00	Remove			Itemization not needed due to bundled levels of response type
Cutters	Per incident	\$328.00	Remove			Itemization not needed due to bundled levels of response type
Rams	Per incident	\$328.00	Remove			Itemization not needed due to bundled levels of response type
Air Bags	Per incident	\$328.00	Remove			Itemization not needed due to bundled levels of response type
Rescue Blanket	Each	\$10.00	Remove			Itemization not needed due to bundled levels of response type
Swiftwater Vest	Each	\$15.00	Remove			Itemization not needed due to bundled levels of response type
			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	
			Water Incidents Level 4	Per rescuer, per hour	\$58.00	

## Fire & Rescue Service

			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

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
New Tap And 1 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft	\$530.00			\$630.00	Average cost to install service is \$1,500
New Tap And 2 Inch Service	Plus the actual cost of pipe. Our standard practice does not allow piping over 50ft.	\$716.00			\$816.00	Average cost to install service is \$1,500
Meter Charges And New Meters Added To Existing Services. Size Up To:						
275 CFH		\$175.00			\$225.00	Added \$50 for labor and equipment to set meter
415 CFH		\$397.00	425 CFH		\$657.00	Due to inventory shortages with our vendors, we have had to order AL425 meters to replace the R415 meters . The average cost of the AL425 meter is \$606.75. Also added \$50 for labor and equipment to set meter.
880 CFH		\$1,076.00			\$1,126.00	Added \$50 for labor and equipment to set meter.
1000 CFH		\$2,604.00			\$1,903.00	Due to inventory shortages with our vendors, we have had to order the D1000 meters to replace the Sonix 880 meters . The average cost of the D1000 meter is \$1,617.13. We will continue to order the Sonix 880 meters when they are available. We also have a rotary meter that is a RM 1000 meter with an average cost \$1853.29. We have started using the D1000 meter, instead of the RM 1000 for future meter sets, but for the RM 1000 meters already in service, we can only replace with another RM 1000. To cover the cost of the D1000 & the RM 1000, I'm proposing to change the fee to the average cost of the RM 1000. Also added \$50 for labor and equipment to set meter.
3000 CFH		\$2,758.00			\$2,150.00	\$2,090.47 is the average meter cost. Also added \$50 for labor and equipment to set the meter.
5000 CFH		\$2,954.00			\$2,750.00	\$2,699.71 is the average meter cost. Also added \$50 for labor and equipment to set the meter.
7000 CFH		\$3,596.00			\$3,290.00	\$3,242.91 is the average meter cost. Also added \$50 for labor and equipment to set the meter.

Gas Service

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
11000 CFH		\$4,360.00			\$3,850.00	\$3,803.53 is the average meter cost. Also added \$50 for labor and equipment to set the meter.
All Special Gas Services And Other Applications Not Covered Above	Actual cost					
Repair Service Damaged By Construction	Actual cost - \$500 minimum					



Fire Marshal

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	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				
<b>State Licensed Facility Fees:</b>						
Daycare Facilities	Annually	\$100.00				
Nursing Homes	Annually	\$196.00				
Hospitals	Annually	\$265.00				
In-Home Facilities	Annually	\$63.00				
<b>Operational Permit Fees:</b>						

Fire Marshal

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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	\$60.00			\$63.00	Alignment with Exhibits and Trade Shows Fee
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				
Temporary Structures (Tents) Event	Per event	\$26.00	Tent Permit - Temporary Use <180 days			Clarification of fee name
			Tents and Modular Structure Permit - Use > 180 Days	Valid for 365 days	\$100.00	Split out new fee for over 180 days
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 License & Permits

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	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				

Library

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Out-of-County Library Card	Per household	\$20.00			\$25.00	CPI Adjustment
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)	\$53.00			\$55.00	CPI Adjustment
Community Room Use Security Deposit (For-profit and not-for-profit groups)		\$150.00				
Conference Room Use (For-Profit Groups)	Per hour	\$26.00			\$30.00	CPI Adjustment
Proctoring Fee	Students (primary, secondary, college)	\$10.00				
	Professionals	\$21.00			\$25.00	CPI Adjustment

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
<b>Contractor:</b>						
Contractor registration - New - (For Contractors not Required to Register With the State)		\$111.00			\$100 for Homestead Properties and \$150 for all others.	Cover vosts associated with review and approval
Contractor Registration - Annual Renewal		\$84.00			\$50 for Homestead Properties and \$100 for all others.	Cover vosts associated with review and approval
<b>Building:</b>						
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 (Other)	Each	\$26.00	Remodeling and Repair Permit Fee (Non-residential)			
	Per \$1,061.00 in construction value	\$5.00				clarification of fee name
Roof Permit Fee		\$111.00				
Fence or Wall Permit Fee	Residential	\$31.00			\$40	Current fee does not cover cost of staff time.
	Commercial	\$53.00			\$100	Current fee does not cover cost of staff time. Also includes retaining walls which require additional review.
Building Moving Permit Fee		\$84.00				
New Lawn Irrigation Permit Fee		\$26.00				
Demolition Permit Fee	Residential 1-2 family dwelling	\$53.00				

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
	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		\$53.00			\$100	Current fee does not cover cost of staff time.
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				
Valet Parking Permit Annual Renewal Fee		\$26.00				
<b>Electrical:</b>						
Residential Permit Application Fee		\$31.00				
Commercial Permit Application Fee		\$42.00				
Furnace Units Permit Fee	each	\$10.00				

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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				
Refrigeration Permit Fee (Commercial)	Per unit	\$47.00				
Local Vent Outlet Permit Fee	Each	\$2.00				

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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	53%			50%	
<b>Plumbing and Gas:</b>						
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	Each	\$10.00			\$25 plus plumbing permit fee	Cost recovery
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				



Permitting & Code Compliance

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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		\$31.00			\$100	Current fee does not cover cost of staff time.
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		\$53.00			\$100	Current fee does not cover cost of staff time.
Permit Renewal Fee	% of original permit fee	53%				
Variance		\$127.00			\$500	Current fee does not cover cost of staff time.
Banner Permit		\$21.00			\$50	Current fee does not cover cost of staff time.
Same Day Inspection Fee		\$50.00			\$150	Current fee does not cover cost of staff time.
After Hours Inspection Fee	Per hour, 2 hour minimum	\$75.00			\$150	Current fee does not cover cost of staff time.
			T-Pole (in addition to meter loop)		\$50	Do not have a current fee
			Certificate of Occupancy not associated with a permit		\$250	Do not have a current fee

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
			Extension of permit	% of Permit Fee	50%	Do not have a current fee
			Plan review of onsite horizontal improvements	Actual Costs		Do not have a current fee
			Inspection of onsite horizontal improvements	Actual Costs		Do not have a current fee
			Site Development Permit Fee	Per acre or per lot, whichever is greater	\$1,100	Do not have a current fee
					\$30	Do not have a current fee

Parks & Recreation

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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 (Over 50 Attendees)	City resident	\$425.00	Private Pool Parties (50-99 attendees) (100-149 attendees) (150-199 attendees) (200+ attendees)	City resident	425 (475) (525) (575)	To prioritize the safety of our attendees and lifeguards, we have implemented a new policy that increases the number of lifeguards based on the number of attendees. This proactive measure ensures a safer environment for everyone. Previously, we did not have a structured protocol for private parties.
	Non-resident No refunds for cancellation unless due to bad weather.	\$475.00		Non-resident No refunds for cancellation unless due to bad weather.	475 (525) (575) (625)	
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				
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				
	Per participant	\$5.00				
	Per participant for charitable non-profits	\$2.50				

Parks & Recreation

Athletic Special Event Fee	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					
Northrup Park Pavilion Hourly Rental	City residents - per hour - max of 2 hours in a 24-hour period	\$20.00				Proposing 3 hours max because there is not much time left after a practice for another team. We are hindering ourselves.
	Non-residents - per hour - max of 2 hours in a 24-hour period	\$25.00				
Volleyball Court Reservation	Per court for 2 hours	\$25.00				
	Per court for full day (must reserve all three courts)	\$50.00	Volleyball Court Reservation	Full day rental (includes all three courts)	\$150.00	Clarifying the unit
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				

Parks & Recreation

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				
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			
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 if more than 2 weeks prior to event			
	No shows/no refund	damage deposit required			

Parks & Recreation

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			
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			

Parks & Recreation

	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

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Re-Zoning Application Fee		\$716.00			\$1,000	Current fee does not cover cost of advertisements and staff time. Proposed fee is in line with other cities in the area.
Special Use Permit		\$551.00	New Special Use Permit / Special Use Permit Extension / Special Use Permit Major Amendment / Special Use Permit Minor Amendment		\$1000 (new) / \$500 (extension) / \$1000 (major amendment) / \$100 (minor amendment)	Current fee does not cover cost of advertisements and staff. Proposed fees are in line with other cities in the area. No current fee for extensions, major amendments, or minor amendments
Subdivision Ordinance Variance Application Fee	First request	\$387.00	Each Subdivision Ordinance Variance		\$500	Current fee does not cover cost of advertisements and staff time. Simplify structure to a flat fee, simpler for customer, administering, and SmartGov
	Additional requests for the same property heard at the same meeting	\$111.00				
Subdivision Plat Filing Or Replat Fees	Per plat plus	\$716.00	Subdivision/Replat application fee	Per plat plus	\$741	Adjusted for CPI
	Per lot	\$111.00		Per lot	\$115	Adjusted for CPI
Vacate Plat Filing Fees		\$387.00	Plat Vacation Application Fee		\$401	Adjusted for CPI
Amending Subdivision Plat Filing Fee (Administratively Approved)		\$387.00	Amending Subdivision Plat Application Fee		\$500	Current fee does not cover cost of staff time. Proposed fee is in line with other cities in the area.
Minor Development Plat Filing Fee		\$387.00	Minor Development Plat Application		\$400	Current fee does not cover cost of staff time. Proposed fee is lower other cities in the area.
Major Development Plat Filing Fees	Per plat plus	\$716.00	Major Development Plat Application	Per plat plus	\$741	Adjusted for CPI



Planning & Development

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
	Per acre	\$53.00		Per lot	\$55	Adjusted for CPI
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				
Kendall County Recording Fees	Actual cost as determined by the County Clerk's Fee Schedule currently in effect					
Land Study		\$551.00	Land Study		\$570	Adjusted for CPI
Master Development Plan (Mdp) Review		\$2,206.00	Master Development Plan (MDP)	Base Fee Plus	\$2,281	Adjusted for CPI
	Per acre (max \$5,000)	\$111.00		Per acre	\$115	Adjusted for CPI
Master Development Plan (Mdp) Major Amendment		\$1,103.00	Master Development Plan (MDP) Major Amendment		\$1,141	Adjusted for CPI
Master Development Plan (Mdp) Minor Amendment		\$551.00	Master Development Plan (MDP) Minor Amendment		\$570	Adjusted for CPI
Cluster Development District (Cdd)		\$663.00	Cluster Development District (CDD)		\$1,000	Current fee does not cover cost of advertisements and staff time. Proposed fee is lower then other other cities in the area.

Planning & Development

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Planned Development District (Pdd) Review		\$663.00	Planned Development District (PDD)		\$1,000	Current fee does not cover cost of advertisements and staff time. Proposed fee is lower then other other cities in the area.
Planned Unit Development (Pud) Review Fees		\$440.00	Planned Unit Development (PUD)		\$1,000	Current fee does not cover cost of advertisements and staff time. Proposed fee is lower then other other cities in the area.
Planned Unit Development Or Planned Development District (Pdd/Pud) Budget Review	Actual cost of consultant					
Certificate Of Approval (Submittal To Design Review Cte)		\$222.00	Certificate of Approval (Submittal to Design Review Committee)		\$230	Adjusted for CPI
Certificate Of Approval (Submittal To Design Review Cte)		\$222.00	Sign Variance (Design Review Committee)		\$500	Current fee does not cover cost of staff time. Proposed fee is in line with other cities in the area.
Administrative/Land Use Determination		\$551.00	Administrative/Land Use Determination		\$570	Adjusted for CPI
Historic Landmark Commission Processing Fee		\$164.00	Sign Certificate of Appropriatness / All other Certificates of Appropriatness		\$150 (sign) / \$250 (other)	Sign COA applications are frequently necessary and require less staff time then other COAs. Other COAs (demolitions, landmarks, etc.) require advertising and increased review and coordination. This shift is a more equitable distribution of cost.
Vested Rights Determination	Per lot for homestead property	\$1,103.00	Vested Rights Determination	Per lot for homestead property	\$1,141	Adjusted for CPI
	+ attorney fees for multiple lot/residential subdivision, multifamily or commercial properties	\$2,758.00		plus attorney fees for multiple lot/residential subdivision, multifamily or commercial properties	\$2,852	Adjusted for CPI
Plat Expiration Extension		\$1,103.00	Plat Expiration Extension		\$1,141	Adjusted for CPI
Park Land Dedication	As determined by the UDC regulations					

Planning & Development

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Annexation Petition By Property Owner		\$551.00	Annexation Petition by Property Owner		\$700	Current fee does not cover cost of advertisements and staff time. Proposed fee is in line with other cities in the area.
Zoning Verification Letter		\$31.00	Zoning Verification Letter		\$100	Current fee does not cover cost of staff time. Proposed fee is in line with other cities in the area.
Plat Waiver		\$551.00				
Thoroughfare Plan Amendment	+ \$ assessed value per acre	\$551.00	Thoroughfare Plan Amendment		\$1,000	Current fee does not cover cost of advertisements and staff time.
Master Sign Agreement	plus recording fees	\$250.00				
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	Currently, staff spend a considerable amount of time on the planning/approval process that isn't captured.
			Development Agreement Amendment		\$2,000 plus \$100/acre, max \$5000, plus attorney fees	Currently, staff spend a considerable amount of time on the planning/approval process that isn't captured.
			Incentive Agreement		\$9,300 plus attorney fees	Currently, staff spend a considerable amount of time on the planning/approval process that isn't captured.
			Low Income Housing Tax Credit (LIHTC) Project (Consideration)		\$1000 plus \$100/acre, max \$5000	No current fee.
			Vested Rights Appeal	Each appeal	\$1,000 plus attorney fee	No current fee to capture the considerable amount of staff time.
			All Appeals of Board or Committee Decisions (not specified elsewhere)	Each	500	No current fee to capture the considerable amount of staff time or advertising. (P&Z, HLDC, DRC)
			All Administrative Appeals (not specified elsewhere)		500	No current fee to capture the considerable amount of staff time or advertising. (P&Z, HLDC, DRC)

Public Records & Documents

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
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	Computer Resource Charges	Programming time - per hour	\$28.50	PIA states the maximum that can be charged is \$28.50/hr
	Programming time - per hour	\$31.00				
Postage and Shipping	Actual cost					
Administering an Oath		\$5.00				
Certify A Document	Per certification	\$2.00				

Utilities

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Garbage Billing/Collection Fee	Per customer per month	\$1.00			0	
Garbage - Brush Collection - Monthly Fee	Per customer per month	\$1.00				
Garbage - Brush Collection - Additional Pick-up Active Account Only	Per pick-up	\$26.00	GARBAGE/BRUSH COLLECTION- ADDITIONAL PICK- UP FOR ACTIVE ACCOUNTS ONLY	PER PICK-UP	\$30.00	COVERS INCREASED FEES FOR WASTE MANAGEMENT AND SERVICE COST
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	\$37.00	RETURN CHECK, ACH, CREDIT CARD AND/OR CREDIT CARD DRAFT (CCD)	Per Occurrence	\$38.00	REFLECTS FEE INCREASES FROM BANK PLUS CPI
Account Activation Fee	Per account	\$19.00				
Transfer Fee	Per occurrence	\$19.00				
Miscellaneous Fee	Normal hours	\$19.00				
	After hours	\$37.00				
Meter Test Fee (One Free Test Per Four Years, Thereafter, Fee Charged if Meter is Valid)	Actual cost past through					
Meter Tamper	Per occurrence	\$200.00				
	Associated additional cost passed through					
Overhead Banners on Main Street	Per application	\$159.00			\$350.00	Labor and equipment to hang and take down banner.
Distributed Generation Application Fee	Per application	\$551.00				

Water Connection & Service

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
New Tap And 3/4 Inch Service	Plus the actual cost of pipe	\$424.00			\$524.00	Average cost to install a water service is \$1,200.
New Tap And 1 Inch Service	Plus the actual cost of pipe	\$472.00			\$572.00	Average cost to install a water service is \$1,200.
New Tap And 1 1/2 Inch Service	Plus the actual cost of pipe	\$509.00			\$609.00	Average cost to install a water service is \$1,200.
New Tap And 2 Inch Service	Plus the actual cost of pipe	\$578.00			\$678.00	Average cost to install a water service is \$1,200.
New Tap And 3 Inch Service	Plus the actual cost of pipe	\$1,411.00				Average cost to install a water service is \$1,200.
New Tap And 4 Inch Service	Plus the actual cost of pipe	\$1,464.00				Average cost to install a water service is \$1,200.
Meter Charges And New Meter Added To Existing Services. Meter Size:						
5/8 X 3/4 Inch Non-Turbine		\$169.00			\$219.00	Added \$50 for labor and equipment to set the meter.
3/4" Combined Fire Flow Meter		\$503.00				
Multiple Meters 5/8 X 3/4 Inch ( 3 Minimum)	Per meter	\$137.00			\$187.00	Added \$50 for labor and equipment to set the meter.
3/4 Inch Non-Turbine		\$201.00			\$251.00	Added \$50 for labor and equipment to set the meter.
1 Inch Non-Turbine		\$307.00			\$436.00	Average meter cost is \$386.78 and added \$50 for labor and equipment to set the meter.
1 1/2 Inch Non-Turbine		\$750.00			\$800.00	Added \$50 for labor and equipment to set the meter.
2 Inch Compound		\$2,500.00			\$2,550.00	Added \$50 for labor and equipment to set the meter.
3 Inch Compound		\$3,750.00			\$3,800.00	Added \$50 for labor and equipment to set the meter.
4 Inch Compound		\$4,975.00			\$5,025.00	Added \$50 for labor and equipment to set the meter.
6 Inch Compound		\$6,175.00			\$6,225.00	Added \$50 for labor and equipment to set the meter.
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				

Water Connection & Service

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	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					

Sewer Service

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Sewer Tap And 6 Inch Service	Plus the actual cost of pipe	\$350.00			\$550.00	Average cost to install a new sewer service is around \$2,700
Sewer Tap And 8 Inch Service	Plus the actual cost of pipe	\$477.00			\$677.00	Average cost to install a new sewer service is around \$2,700
Repair Service Damaged By Construction	Actual cost - \$500 minimum					
All Special Sewer Services And Special Applications Not Covered Above	Actual cost					




Zoning Board

CURRENT			Proposed Changes and Additions			
Description	Unit	Fee	Description	Unit	Fee	Justification
Application Fee for Variance or Appeal to Decision of Administrative Official	First request	\$275.00	Application Fee for Variance or Appeal to Decision of Administrative Official	Each request	\$500	Current fee does not cover cost of advertisements and staff time. Simplify structure to a flat fee, simpler for customer, administering, and SmartGov.
	Additional requests for the same property heard at the same meeting	\$84.00				



## AGENDA ITEM SUMMARY

	<b>AGENDA ITEM SUMMARY</b>		
<b>Agenda Date</b>	September 10, 2024		
<b>Requested Action</b>	APPROVE ON FIRST READING ORDINANCE NO. 2024-19; AN ORDINANCE AMENDING ORDINANCE NO. 2023-25, CAPTIONED “AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE, AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF.” <i>(Amend budget for fiscal year 2023-24)</i>		
<b>Contact Person</b>	Sarah Buckelew, Finance Director		
<b>Background Information</b>	<p>The Fiscal Year 2023-24 Budget was adopted on September 12, 2023 in accordance with Texas Local Government Code and Property Tax Code.</p> <p>These budget amendments are being proposed to facilitate an efficient year-end close process, by obtaining Mayor and council assignment of preliminary fund balance close outs. Current practice is to assign any residual year-end surpluses to capital project funds.</p> <p>Per GASB 54, only the governing body of a municipality may make assignments of fund balance for specific purpose, therefore, these budget amendments and council directives to assign surplus fund balance for future capital expenditures must be made annually.</p>		
<b>Item Justification</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input type="checkbox"/> Mitigate Risk  <input type="checkbox"/> Master Plan Recommendation         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Infrastructure Investment  <input type="checkbox"/> Customer Pull  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other:         </td> </tr> </table>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Master Plan Recommendation	<input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Customer Pull <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Other:
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<b>Strategic Alignment</b> <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F1: Committing to strategic, responsible, and conservative financial management.		
<b>Financial Considerations</b>	N/A		

<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Ordinance No. 2024-19

**ORDINANCE NO. 2024-19**

**AN ORDINANCE AMENDING ORDINANCE NO. 2023-25, CAPTIONED “AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BOERNE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH CHAPTER 102, LOCAL GOVERNMENT CODE; AND APPROPRIATING THE VARIOUS AMOUNTS THEREOF”**

**WHEREAS**, in September 2023, the City Council adopted the City of Boerne’s Fiscal Year 2023-2024 Annual Capital and Operating Budget for the period commencing October 1, 2023, and ending September 30, 2024 (“the Budget”), by Ordinance No. 2023-25; and

**WHEREAS**, Section 6.04 of the Boerne City Charter allows amendments after the adoption of the budget for the purpose of supplemental appropriations of excess revenues, emergency appropriations where life, health, property or the public peace are affected by a public emergency, reduction of appropriations, or transfer of unencumbered appropriations; and

**WHEREAS**, pursuant to GASB 54 and section XII (4) of the City’s Financial Management Policy assigned fund balance includes the portion of net resources for which an intended use has been established by the City Council or the City Official authorized to do so by the City Council; and

**WHEREAS**, since the adoption of the Budget, it has become necessary to transfer unencumbered funds as reflected in the attached Budget Adjustments; and

**WHEREAS**, City Council now finds it necessary to amend the Budget and Ordinance No. 2023-25 in order to correctly reflect each of these Budget Adjustments;

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

**SECTION 1.** The City of Boerne Fiscal Year 2023-2024 Annual Budget for the fiscal year commencing October 1, 2023, and ending September 30, 2024, and its adopting Ordinance, No. 2023-25, are hereby amended to incorporate the Budget Adjustments attached hereto and incorporated herein as Attachment I.

**SECTION 2.** All ordinances and resolutions, or parts of ordinances and resolutions, in conflict with this ordinance are hereby repealed, and are no longer of any force and effect.

**SECTION 4.** The City Manager shall cause the 2023-2024 budget documents to be revised in accordance with this ordinance, and shall file such documents with the City Secretary.

**SECTION 5.** This ordinance will take effect upon the second and final reading of same.

PASSED AND APPROVED on this the first reading the \_\_\_\_ day of September, 2024.

PASSED, APPROVED AND ADOPTED on this the second reading the \_\_\_\_ day of September, 2024.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

## ATTACHMENT I

### CITY OF BOERNE BUDGET ADJUSTMENT SUMMARY FISCAL YEAR 2023-24

#### Revenue Increases

<u>Fund</u>	<u>Account</u>	
General Fund	Ad Valorem Taxes	130,000
General Fund	Sales and Use Tax	900,000
General Fund	Permits	400,000
General Fund	Engineering Review Fees	250,000
General Fund	Interest	660,000
General Fund	Proceeds from sale of property/equipment	2,337,266
		<i>Remaining Unallocated Surplus*</i>
		<u>\$ 4,677,266</u>

#### Increases in Expenditures

<u>Fund</u>	<u>Account</u>	
Governmental Capital Fund	Assigned Fund Balance - for future capital improvement projects	2,340,000
General Fund	Assigned Fund Balance- for reduction of future debt service or capital improvement projects	\$ 2,337,266
		<i>Remaining Unallocated Surplus*</i>
		<u>\$ 4,677,266</u>

*\*Remaining unallocated surplus will be determined after all final closing entries, audit adjustments, and other Council-directed fund balance designations have been completed.*

#### Year-End Closeout Direction

*Revenue funds shall be allocated in the following order:*

- 1) Any statutorily restricted, assigned, or nonspendable amounts
- 2) The amount necessary to fulfill the Fund's operative reserve requirement per the City's Fund Balance Policy.
- 3) Any remaining amount (if applicable), designated for future capital projects