

AGENDA
REGULAR CITY COUNCIL MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 North Main Street
Boerne, TX 78006
JULY 8, 2025 – 6:00 PM

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

1. CALL TO ORDER – 6:00 PM

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

A. [2025-295](#) CONSIDER THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF JUNE 24, 2025.

Attachments: [Minutes.25.0624](#)

- B. [2025-311](#) CONSIDER ON SECOND READING ORDINANCE NO. 2025-07; AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BOERNE UNIFIED DEVELOPMENT CODE, BY AMENDING CHAPTER 3. ZONING, SECTION 3.2, ZONING MAP, GRANTING A SPECIAL USE PERMIT (SUP) TO ALLOW A DRIVE-THRU IN THE C2 - TRANSITIONAL COMMERCIAL ZONING DISTRICT WITHIN THE SOBO - SOUTH BOERNE OVERLAY DISTRICT AT COMMONS OF MENDER UNIT 11, LOT 11A, GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF GALLANT FOX AND HERFF ROAD; REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SEVERANCE CLAUSE; AND DECLARING AN EFFECTIVE DATE. (At the request of Boerne Commons, Ltd.)

Attachments:

[AIS Coffee Shop with Drive-thru CC 07-08-25](#)

[Ordinance No. 2025-07](#)

[Public Hearing - SUP](#)

[Att 1 - Aerial Map](#)

[Att 2- Future Land Use Map](#)

[Att 3 - Zoning Map](#)

[Att 4- Environmental Constraints](#)

[Att 5- Project Narrative](#)

[Att 6 - Site Plan](#)

[Att 7 - UDC Sec. 2-5.D.4 Special Use Permit Approval Criteria](#)

[Project Renderings](#)

- C. [2025-310](#) CONSIDER ON SECOND READING ORDINANCE NO. 2025-08; AN ORDINANCE AMENDING THE CITY OF BOERNE, TEXAS, CODE OF ORDINANCES, CHAPTER 22, UTILITIES, AMENDING ARTICLE II. WATER SYSTEM, SEC. 22-55. CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES (EXCEPT WHEN A CRITICAL WATER SHORTAGE EXISTS); SEC. 22-56. DROUGHT RESPONSE STAGES. (TCEQ Mandated Drought Contingency Plan Update)

Attachments:

[AIS - Conservation and Emergency Drought Management Ordinance Upd:](#)

[Ordinance No. 2025-08](#)

- D. [2025-229](#) CONSIDER RESOLUTION NO. 2025-R42, A RESOLUTION OF THE CITY OF BOERNE, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CONTRACT BETWEEN THE CITY OF BOERNE AND LOWER COLORADO RIVER AUTHORITY (LCRA)/MCCOY TREE SURGERY, INC. FOR TRIMMING TREES ALONG POWER LINES UNDER LCRA COOPERATIVE PURCHASING CONTRACT FOR AN AMOUNT NOT TO EXCEED \$66,072.

Attachments: [AIS LCRA Tree Trimming 2025](#)
 [Resolution No. 2025-R42](#)
 [7 1 Final Boerne Agreement McCoy Tree Surgery - Executed](#)
 [Boerne Tree Trimming Contract 5.19.25](#)

- E. [2025-290](#) CONSIDER RESOLUTION NO. 2025-R43; A RESOLUTION AUTHORIZING THE PURCHASE OF A 2025 BROCE BROOM RCT-350 SWEEPER FROM COOPER EQUIPMENT COMPANY FOR AN AMOUNT NOT TO EXCEED \$83,661.

Attachments: [20250708-AIS - Street Dept - MaxiSweep](#)
 [Resolution No. 2025-R43](#)
 [Quote - Broce Broom rct350](#)
 [Specs - Broce Broom rct350](#)

REGULAR AGENDA:

5. PRESENTATIONS, PUBLIC HEARINGS, AND ORDINANCES:

- A. [2025-286](#) PRESENTATION FROM KENDALL APPRAISAL DISTRICT'S CHIEF APPRAISER NELIA MCNEAL AND THE CITY'S REPRESENTATIVE JOHN WOOLARD.

Attachments: [AIS - Kendall CAD Budget Presentation](#)
 [2026 PROPOSED KAD BUDGET](#)

6. RESOLUTIONS:

- A. [2025-287](#) CONSIDER RESOLUTION NO. 2025-R44; A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE THE KENDALL APPRAISAL DISTRICT'S PROPOSED FISCAL YEAR 2026 APPRAISAL AND COLLECTIONS BUDGETS.

Attachments: [AIS - Resolution for Approval of KAD Budget](#)
 [Resolution No. 2025-R44](#)
 [2026 PROPOSED KAD BUDGET](#)

- B. [2025-218](#) RECEIVE BIDS AND CONSIDER RESOLUTION NO 2025-R45; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AWARDED THE CONTRACT FOR CITY OF BOERNE FISCAL YEAR 2025 STRIPING TO _____ FOR AN AMOUNT NOT TO EXCEED \$ _____; AND AUTHORIZING THE CITY MANAGER TO MANAGE AND EXECUTE THE RELATED CONTRACT.

Attachments: [20250708-AIS-2025 Striping](#)
 [Resolution No. 2025-R45](#)
 [Bid Tab Summary Detailed 7.1.2025](#)
 [Overall Striping Exhibit](#)

- C. [2025-231](#) CONSIDER RESOLUTION NO. 2025-R46; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF BOERNE AND HDR ENGINEERING, INC. FOR DESIGN OF A NEW GRANULAR ACTIVATED CARBON (GAC) TREATMENT SYSTEM AT THE WATER TREATMENT PLANT FOR AN AMOUNT NOT TO EXCEED \$350,000.

Attachments: [AIS - WTP Carbon Filter Design by HDR](#)
 [Resolution No. 2025-R46](#)
 [City of Boerne WTP GAC Design Task Order 39 Revised 6-25-25 Final](#)

- D. [2025-297](#) CONSIDER RESOLUTION NO. 2025-R47; A RESOLUTION OF THE CITY OF BOERNE AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CONTRACT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR CONSTRUCTION CONTRACT ADMINISTRATION SERVICES FOR THE AMMANN ROAD GROUND STORAGE TANK AND PUMP STATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$145,000.

Attachments: [AIS Ammann Rd Tank & Pump Station Construction Phase Services - Kimley-Horn Resolution No. 2025-R47](#)
[Boerne Ammann Rd PS ConstPhase FeeProposal 20250606 signed](#)

7. OTHER:

- A. [2025-313](#) CONSIDER MAYORAL APPOINTMENT TO THE ETHICS REVIEW COMMISSION.

Attachments: [AIS Appointment ERC](#)

- B. [2025-314](#) GBRA WATER SECURE DISCUSSION.
- C. [2025-312](#) FISCAL YEAR 2026 BUDGET DISCUSSION.

Attachments: [AIS - Budget Update agenda item](#)

8. CITY MANAGER'S REPORT:

- A. [2025-309](#) WRAP-UP ON THE 89th LEGISLATIVE SESSION.
- B. [2025-100](#) BOERNE LISTENS - A COMMUNITY SURVEY FOLLOW-UP REGARDING UNIQUE COMMUNITY CHARM.

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

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

- A. [2025-285](#) SECTION 551.087 - DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CONSIDERATION OF OFFER OF FINANCIAL INCENTIVES TO A COMMERCIAL ENTITY CONSIDERING DEVELOPMENT WITHIN THE CITY LIMITS AND/OR ETJ. (IH-10 Frontage)

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

ADJOURNMENT

CERTIFICATION

**I hereby certify that the above notice of meeting was posted on the 3 day of July,
2025 at 2:30 p.m.**

s/s Chastity Valdes
Deputy City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

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

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

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

MINUTES
REGULAR CITY COUNCIL MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 North Main Street
Boerne, TX 78006
JUNE 24, 2025 – 6:00 PM

Minutes of the Regular Called City Council Meeting of June 24, 2025.

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

Staff Present: Ben Thatcher, Jeff Carroll, Lori Carroll, Manny Casarez, Nathan Crane, Robert Lee, Mike Mann, Mick McKamie, Mike Raute, Andrea Snouffer, Kristy Stark, Andrew Wilkinson, Chastity Valdes, Danny Zincke, and various Fire Department employees.

Recognized / Registered Guests: Heather Bateman, Justin Hobson, and Brian Nichols

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. CONSENT AGENDA:

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

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

A. CONSIDER THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF JUNE 10, 2025.

THE MINUTES WERE APPROVED.

REGULAR AGENDA:**5. PRESENTATIONS, PUBLIC HEARINGS, AND ORDINANCES:**

A. CONSIDER THE UN-TABLING OF ORDINANCE NO. 2025-07, AS DESCRIBED BELOW. (tabled on 6/10/2025)

A MOTION WAS MADE BY COUNCIL MEMBER BUNKER, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE THE UN-TABLING OF ORDINANCE NO. 2025-07, AS DESCRIBED BELOW. (TABLED ON 6/10/2025). THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

B. CONSIDER ON FIRST READING ORDINANCE NO. 2025-07; AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BOERNE UNIFIED DEVELOPMENT CODE, BY AMENDING CHAPTER 3. ZONING, SECTION 3.2, ZONING MAP, GRANTING A SPECIAL USE PERMIT (SUP) TO ALLOW A DRIVE-THRU IN THE C2-TRANSITIONAL COMMERCIAL ZONING DISTRICT WITHIN THE SOBO - SOUTH BOERNE OVERLAY DISTRICT AT COMMONS OF

MENGER UNIT 11, LOT 11A, GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF GALLANT FOX AND HERFF ROAD; REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SEVERANCE CLAUSE; AND DECLARING AN EFFECTIVE DATE. (At the request of Boerne Commons, Ltd.)

Mayor Ritchie called on Planning Director Nathan Crane who presented a map of the proposed development requesting a SUP. He shared the site plan, hours of operation, proposed access points, drive-thru stacking, landscape plan including a utility easement, and renderings similar to a Bee Cave project. The Planning & Zoning Commission recommended approval (5-2 vote). Eight stipulations were reviewed.

Council Discussion Highlights:

Mayor Ritchie acknowledged the developer's work but expressed concern the business type may not be appropriate for the area due to traffic impacts.

Mayor Pro Tem Wolosin asked for zoning clarification noting that restaurants are allowed, but the drive-thru requires a SUP. He stated that the brand should not influence decision. Jeff Carroll, Engineering and Mobility Director responded to his question regarding the number of vehicles that travel in the area, stating that the traffic study in 2023 cited 13,000 vehicles a day and noted the right-in/right-out with a deceleration lane is an efficient access design.

Council Member Bunker stated all successful businesses increase traffic and noted Herff Road traffic will grow until alternative access routes are developed.

Council Member Scott acknowledged traffic concerns and praised developer concessions to ensure quality development.

Council Member Bateman noted the project met P&Z scrutiny and developer agreed to stipulations. Emphasized responsible growth.

Council Member Macaluso confirmed occupancy is contingent on cul-de-sac completion. Asked about ADA parking potentially blocked by drive-thru.

Mayor Ritchie reiterated access from Gallant Fox is not feasible.

Justin Hobson, representing the developer confirmed Phase 2 depends on Phase 1 and committed to sidewalk accessibility and effective traffic flow via deceleration lane.

A MOTION WAS MADE BY COUNCIL MEMBER SCOTT, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE ON FIRST READING ORDINANCE NO. 2025-07; AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BOERNE UNIFIED DEVELOPMENT CODE, BY AMENDING CHAPTER 3. ZONING, SECTION 3.2, ZONING MAP, GRANTING A SPECIAL USE PERMIT (SUP) TO ALLOW A DRIVE-THRU IN THE C2 - TRANSITIONAL COMMERCIAL ZONING DISTRICT WITHIN THE SOBO - SOUTH BOERNE OVERLAY DISTRICT AT COMMONS OF MENDER UNIT 11, LOT 11A, GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF GALLANT FOX AND HERFF ROAD; REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SEVERANCE CLAUSE; AND DECLARING AN EFFECTIVE DATE TO INCLUDE THE STIPULATIONS OF 1. DEVELOPMENT OF THE SITE SHALL COMPLY WITH THE SITE PLAN, LANDSCAPE PLAN, AND PROJECT RENDERINGS DATE STAMPED JUNE 24, 2025, EXCEPT AS MODIFIED BY THESE STIPULATIONS; 2. THE CONNECTION TO EITHER CUL-DE-SAC TO THE EAST OR WEST SHALL BE ESTABLISHED PRIOR TO THE ISSUANCE OF CERTIFICATE OF OCCUPANCY; 3. A DECELERATION LANE SHALL BE CONSTRUCTED FOR THE DRIVEWAY ON HERFF ROAD PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY; 4. PROVIDE DIRECTIONAL SIGNAGE FOR INDIVIDUALS TO ACCESS THE DRIVE-THROUGH; 5. THE LANDSCAPING PLAN AND PERMEABLE SYSTEMS MUST MEET UDC REQUIREMENTS AT TIME OF DEVELOPMENT AS DETERMINED BY THE PLANNING DIRECTOR; 6. THE SITE SHALL INCORPORATE SYSTEMS FOR BOTH HVAC CONDENSATION COLLECTION AND RAINWATER HARVESTING; 7. ENHANCED LANDSCAPING ALONG HERFF ROAD SHALL BE PROVIDED AS APPROVED BY THE ENVIRONMENTAL PROGRAM MANAGER; 8. AN ADDITIONAL TWO HANDICAPPED PARKING SPACES SHALL BE PROVIDED ON THE SITE. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

C. CONSIDER ON FIRST READING ORDINANCE NO. 2025-08; AN ORDINANCE AMENDING THE CITY OF BOERNE, TEXAS, CODE OF

ORDINANCES, CHAPTER 22, UTILITIES, AMENDING ARTICLE II. WATER SYSTEM, SEC. 22-55. CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES (EXCEPT WHEN A CRITICAL WATER SHORTAGE EXISTS); SEC. 22-56. DROUGHT RESPONSE STAGES. (TCEQ Mandated Drought Contingency Plan Update)

Mayor Ritchie called on Andrea Snouffer, Utilities Administrative Supervisor. Ms. Snouffer reviewed proposed amendments to the City's Drought Contingency Plan, as requested by Texas Commission on Environmental Quality (TCEQ) and Guadalupe Blanco River Authority (GBRA). TCEQ requires additional language regarding drought response stages, water demand reduction measures, and variance procedures. GBRA requested the inclusion of a designated Drought Coordinator, monthly distribution tracking, and curtailment measurements. She noted that one section of the ordinance was relocated for clarity. Mike Mann, Utilities Director explained that the city has multiple water sources so lake levels alone do not trigger a Stage 3 designation. He explained that drought stages are based on water demand, not solely on reservoir levels.

A MOTION WAS MADE BY COUNCIL MEMBER BUNKER, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE ON FIRST READING ORDINANCE NO. 2025-08; AN ORDINANCE AMENDING THE CITY OF BOERNE, TEXAS, CODE OF ORDINANCES, CHAPTER 22, UTILITIES, AMENDING ARTICLE II. WATER SYSTEM, SEC. 22-55. CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES (EXCEPT WHEN A CRITICAL WATER SHORTAGE EXISTS); SEC. 22-56. DROUGHT RESPONSE STAGES. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

D. FIRE STATION #2 PROJECT DESIGN UPDATE.

Mayor Ritchie called on Danny Zincke, Assistant City Manager and Manny Casarez, Fire Chief, to present the proposed design of Fire Station 2. ACM

Zincke explained that the design focuses on functionality, safety, and creating a meaningful civic presence. The layout makes efficient use of space while incorporating key features to support both operational and community needs. Chief Casarez presented a drawing of the exterior and the floor plan of the proposed facility. He reviewed the project's progress to date and shared proposed architectural renderings of the facility. He also discussed the estimated project costs and noted that the cost for the redesign of Esperanza Boulevard remains unknown at this time. He outlined the next steps in the process, stating that groundbreaking is anticipated in late fall. During the discussion questions were asked regarding bay door access and site work costs, the importance of the kitchen table as a central element of fire service culture, and staffing levels. Chief Casarez recognized the project architect who was present in the audience.

6. RESOLUTIONS:

- A. RECEIVE BIDS AND CONSIDER RESOLUTION NO. 2025-R41; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, AWARDING THE CONTRACT FOR CONSTRUCTION OF THE AMMANN ROAD GROUND STORAGE TANK AND PUMP STATION PROJECT TO PESADO CONSTRUCTION FOR AN AMOUNT NOT TO EXCEED \$8,907,229.00; AND AUTHORIZING THE CITY MANAGER TO MANAGE AND EXECUTE THE RELATED CONTRACT WITH A NOT TO EXCEED TOTAL CONSTRUCTION COST OF \$9,000,000.00.**

Mayor Ritchie called on Mike Mann, Utilities Director. Director Mann introduced Andrew Wilkins, Utilities Engineer, who put the bid together. Director Mann provided an overview of the Ammann Road Water Tank and Pump Station project, including the necessary improvements and the history of the project. He discussed value engineering options considered during the process, noting that staff determined the potential savings were not significant enough to warrant changes. Discussion ensued regarding property dedication to Kendall County and Fair Oaks Ranch, cost difference between the engineer's estimate and the actual construction bids, and project funding.

A MOTION WAS MADE BY COUNCIL MEMBER SCOTT, SECONDED BY MAYOR PRO TEM WOLOSIN, TO RECEIVE BIDS AND APPROVE RESOLUTION NO. 2025-R41; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, AWARDED THE CONTRACT FOR CONSTRUCTION OF THE AMMANN ROAD GROUND STORAGE TANK AND PUMP STATION PROJECT TO PESADO CONSTRUCTION FOR AN AMOUNT NOT TO EXCEED \$8,907,229.00; AND AUTHORIZING THE CITY MANAGER TO MANAGE AND EXECUTE THE RELATED CONTRACT WITH A NOT TO EXCEED TOTAL CONSTRUCTION COST OF \$9,000,000.00. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

7. CITY MANAGER'S REPORT:

Mayor Ritchie called on City Manager Ben Thatcher.

A. MONTHLY PROJECTS REPORT.

City Manager Thatcher provided an update on the status of various city projects. He also expressed appreciation to staff for their involvement with the Das Festival and the community event in front of city hall Father's Day weekend.

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

Council Member Macaluso proudly acknowledged that his alma mater, LSU, had claimed its 8th national championship.

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

Mayor Ritchie convened the City Council into Executive Session at 7:25 p.m.

A. SECTION 551.072 - DELIBERATION REGARDING REAL PROPERTY:

**DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF
REAL PROPERTY. (Medical Dr.)**

No action was taken.

**10. 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 7:40 p.m.

No action was taken.

11. ADJOURNMENT

Mayor adjourned the City Council Meeting at 7:40 p.m.

Approved:

Mayor

Attest:

City Secretary



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	<p>APPROVE ON SECOND READING ORDINANCE NO. 2025-07; AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BOERNE UNIFIED DEVELOPMENT CODE, BY AMENDING CHAPTER 3. ZONING, SECTION 3.2, ZONING MAP, GRANTING A SPECIAL USE PERMIT (SUP) TO ALLOW A DRIVE-THRU IN THE C2 -TRANSITIONAL COMMERCIAL ZONING DISTRICT WITHIN THE SOBO -SOUTH BOERNE OVERLAY DISTRICT AT COMMONS OF MENDER UNIT 11, LOT 11A, GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF GALLANT FOX AND HERFF ROAD; REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SEVERANCE CLAUSE; AND DECLARING AN EFFECTIVE DATE. <i>(At the request of Boerne Commons, Ltd.)</i></p> <p>Approval of Special Use Permit subject to the following stipulations:</p> <ol style="list-style-type: none"> 1. Development of the site shall comply with the site plan, landscape plan, and project renderings date stamped June 24, 2025, except as modified by these stipulations. 2. The connection to either cul-de-sac to the east or west shall be established prior to the issuance of a certificate of occupancy. 3. A deceleration lane shall be constructed for the driveway on Herff Road prior to the issuance of the certificate of occupancy. 4. Provide directional signage for individuals to access the drive-through. 5. The landscaping plan and permeable systems must meet UDC requirements at time of development as determined by the planning director. 6. The site shall incorporate systems for both HVAC condensation collection and rainwater harvesting. 7. Enhanced landscaping along Herff road shall be provided as approved by the environmental program manager. 8. Handicap parking - an additional two handicap parking spaces shall be provided on the site.
Contact Person	Nathan Crane, Planning Director (830) 248-1521 ncrane@boerne-tx.gov

<p>Background Information</p>	<p>PRIOR REVIEW:</p> <p>The City Council held a public hearing on this item at the June 10, 2025, Council meeting. The Council voted 4-0 to continue the item to the June 24, 2025, meeting.</p> <p>At the June 24, 2025 meeting the City Council voted 5-0 to approve the special use permit subject to the following stipulations:</p> <ol style="list-style-type: none"> 1. Development of the site shall comply with the site plan, landscape plan, and project renderings date stamped June 24, 2025, except as modified by these stipulations. 2. The connection to either cul-de-sac to the east or west shall be established prior to the issuance of a Certificate of Occupancy. 3. A deceleration lane shall be constructed for the driveway on Herff Road prior to the issuance of the Certificate of Occupancy. 4. Provide directional signage for individuals to access the drive-through. 5. The landscaping plan and permeable systems must meet UDC requirements at time of development as determined by the Planning Director. 6. The site shall incorporate systems for both HVAC condensation collection and rainwater harvesting. 7. Enhanced landscaping along Herff Road shall be provided as approved by the Environmental Program Manager. 8. Handicap Parking – An additional two handicap parking spaces shall be provided on the site. <p>BACKGROUND:</p> <p>The property is one acre in size and is located at the northeast corner of Gallant Fox and Herff Road. It is owned by Boerne Commons Ltd. The applicant is Mark Santos of LJA Engineering, Inc.</p> <p>The property is designated Auto-Oriented Commercial on the Future Land Use Map.</p> <p>The property is located within the city limits, zoned C2 (Transitional</p>
--------------------------------------	--

	<p>Commercial), and falls within the SOBO overlay district (South Boerne).</p> <p>The SOBO overlay district, as detailed in UDC Chapter 3, Section 3.14, establishes additional use, design, and development standards to promote the unique development of the area. The area is divided into three unique character zones and should include commercial, mixed-use, and residential developments.</p> <p>A Development Agreement for Commons at Menger Creek was approved by the City Council on March 9, 2009. A Master Development Plan was approved by the Planning and Zoning Commission (Commission) on June 15, 2017. A revision to the master plan was approved by the Commission on February 12, 2018. The Final Plat for this site, Commons at Menger Unit 11, was approved by the Commission on May 6, 2024, and recorded July 2, 2024.</p> <p>The Commons at Menger is vested to the regulations that were in place as of 2009. Texas Local Government Code Section 245.002(d) states:</p> <p>“Notwithstanding any provision of this chapter to the contrary, a permit holder may take advantage of recorded subdivision plat notes, recorded restrictive covenants required by a regulatory agency, or a change to the laws, rules, regulations, or ordinances of a regulatory agency that enhance or protect the project, including changes that lengthen the effective life of the permit after the date the application for the permit was made, without forfeiting any rights under this chapter.”</p> <p>An accessory drive-thru is allowed in the C-2 zoning district subject to review and approval of a Special Use Permit (SUP) (UDC Chapter 3, Section 3.7).</p> <p>A Boerne Neighborhood Discussion (BND) Meeting was held on April 15, 2025, to gather input from the community. Three community members attended the meeting.</p> <p>REQUEST:</p> <ol style="list-style-type: none"> 1. The applicant is requesting a Special Use Permit (SUP) to allow an accessory drive-thru to serve a coffeehouse. 2. The site plan includes one multi-tenant building with two suites. The first is a 2,400 square foot suite for the coffeehouse and the second is a 3,900 square foot suite for retail use. 3. The drive-thru includes stacking for eleven vehicles and 36
--	---

	<p>parking spaces.</p> <p>4. The hours of operation are 5:00 AM – 9:00 PM seven days a week.</p> <p>ANALYSIS:</p> <p>The City Council must determine whether the proposed use meets the requirements of Section 2.5.D.4 of the UDC (Attachment 7) prior to making a recommendation on the Special Use Permit. The applicant bears the responsibility of demonstrating compliance. Below is a summary of staff analysis:</p> <p><u>Compatibility and Consistency with Comprehensive Master Plan</u></p> <ul style="list-style-type: none">• The property is designated as Auto-Oriented Commercial on the Future Land Use Map within the City’s Comprehensive Master Plan; this district is intended for commercial developments that rely on higher traffic volumes, serve local and regional areas, and are designed to be auto-oriented. Primary uses include automobile sales/services, brew pubs, convenience stores, daycares, office, retail, and restaurants.• New developments in this district should have access from arterial roadways or new collectors that are designed for higher traffic volumes. Sites should also be developed with elevated landscaping and incorporate bicycle and pedestrian accessibility. This development will take access from an arterial road (Herff Rd), will exceed minimum landscaping requirements, and have designated bicycle parking. <p><u>Compatibility with Zoning District, and UDC</u></p> <ul style="list-style-type: none">• The proposed accessory drive-thru may be allowed within the C2 zoning district with the approval of a SUP, this allows for an evaluation of compatibility with the surrounding context.• Surrounding properties are zoned C2 (Transitional Commercial) and R4-L (Low-Density Multi-family Residential); the entire area is within the SOBO overlay district.• The subject site is located within the SOBO overlay district mixed-use character zone (MU-CZ). This zone is for small to mid-scale commercial development (retail, restaurant, office) uses, mid-scale mixed use buildings, and multi-dwelling structures. <p><u>Evaluation of Design, Configuration, and Operation</u></p> <ul style="list-style-type: none">• The proposed site plan includes one multi-tenant building with
--	--

	<p>two suites. The first is a 2,400 square foot suite for the coffeehouse and the second is a 3,900 S.F. suite for retail use.</p> <ul style="list-style-type: none">• The applicant has submitted plans addressing potential concerns such as visual impacts, noise, and traffic. The landscape plan features large and medium sized trees being planted in the rear of the property and small trees along the drive-thru. This layered vegetated screen appears to mitigate potential impacts of the drive-thru on neighboring properties. The development will be complying with the Dark Sky Ordinance, ensuring there is no light trespass affecting the rear properties. <p><u>Access, Circulation, and Parking</u></p> <ul style="list-style-type: none">• The site will have one access directly to Herff Rd (an arterial roadway); it will also have cross-access through an ingress-egress easement at the rear of the property. This easement connects through the adjacent properties to Gallant Fox Lane and Belair Stable Road (future development).• The drive-thru will have stacking for eleven vehicles. The SOBO overlay district has a standard parking requirement of 1 space per 300 SF. Using this ratio, the site requires a minimum of 21 parking spaces including 1 space being ADA compliant. The applicant is proposing 36 parking spaces with 2 ADA spaces. Per the UDC, they are allowed to exceed their minimum parking requirement by 10% without issue but must mitigate any parking spaces over the 10% threshold. They are proposing to do this with a combination of increased landscaping and utilizing a permeable paving system.• A Peak Hour Traffic (PHT) Generation Worksheet has been reviewed and approved by Engineering and Mobility. The applicant intends to attract a retail use which offsets peak traffic generating times for the coffeehouse to activate the site throughout the day without overburdening the onsite vehicle facilities. <p><u>Herff Road Driveway</u></p> <ul style="list-style-type: none">• The following is a summary of the driveway on Herff Road:<ul style="list-style-type: none">○ Commons at Menger Creek development is vested to the regulations that were in place as of 2009. The regulations at this time did not allow driveway access.○ In 2018, the Planning and Zoning Commission approved the Master Development Plan for Commons at Menger Creek. The Master Plan included the proposed driveway.○ In 2022, the UDC modified the access separation standards
--	---

	<p>to include provisions for right-in/right-out driveways specifically on roadways with a raised median. The rules were updated to reflect the current TxDOT standards, which in this specific case allowed for access points to be separated by 250’.</p> <ul style="list-style-type: none">○ August 7, 2024, updated construction plans submitted showing the driveway.○ August 27, 2024, City Council approved an update to the UDC that modified this language to increase the spacing from 250’ to 400’.○ On April 17, 2025, the public infrastructure plans were approved to include the driveway. <ul style="list-style-type: none">• The Planning and Zoning Commission is recommending a stipulation for a traffic study analyzing the need for a deceleration lane for the driveway to be completed. If the study finds that there is a need, then a deceleration lane would need to be constructed. <p><u>Environmental Considerations</u></p> <ul style="list-style-type: none">• The proposed development is expected to maintain approximately 75% impervious cover, below the maximum of 80% allowed by the UDC.• A landscape plan complies with the SOBO overlay district and UDC. It includes a mix of 31 medium and small trees.• This property is subject to a LOMR (Letter of Map Revision) and is no longer located with the FEMA floodplain. <p><u>Utilities</u></p> <ul style="list-style-type: none">• The recorded plat includes a variable width drainage easement and 30 FT utility easement along Herff Road; these will facilitate drainage and access to water, sewer, and electrical services. The plat also features a 26-foot ingress/egress easement near the rear of the property. <p>CONCLUSION:</p> <p>The request appears to meet the criteria required to grant a SUP listed in Section 2.5.D of the UDC.</p> <p>PLANNING AND ZONING COMMISSION ACTION:</p>
--	--

	<p>The Planning and Zoning Commission considered this request at their June 2, 2025, meeting. The Commission voted 5-2 to recommend approval of the request subject to the following stipulations:</p> <ol style="list-style-type: none">1. The connection to either cul-de-sac to the east or west be established prior to the certificate of occupancy being issued.2. Hire a third-party consultant (selected by the City) to prepare a traffic study (paid for by the applicant), for both lots 11A +11B, to determine the need for a deceleration lane on Herff Road to the right in, right out access point; the traffic study would assume that the connection to the west was opened but not the connection to the east. If the study determines that there is a need for the deceleration lane it shall be constructed prior to the issuance of a certificate of occupancy.3. Provide directional signage for individuals to access the drive-thru4. The landscaping plan and permeable paving system must meet UDC requirements at time of development as determined by the Planning Director. <p>RECOMMENDATION:</p> <p>Based on alignment with the Comprehensive Master Plan, compliance with requirements outlined in UDC Sec 2-5.D Special use permits, and the recommendation of the Planning and Zoning Commission, staff recommends that the City Council accept the findings and APPROVE the Special Use Permit to allow a drive-thru in the C2 zoning district and SOBO overlay district subject to the four stipulations recommend by the Planning and Zoning Commission.</p> <p>COUNCIL ACTION:</p> <p>Upon completion of a public hearing, the Council may: approve; approve with conditions; approve in part; deny; or deny in part the request.</p> <p>MOTIONS FOR CONSIDERATION:</p> <p>The following motions are provided to assist the Council’s decision.</p> <p>I move that the City Council accept the findings and APPROVE on second reading the request for a Special Use Permit subject to the eight</p>
--	---

	<p>stipulations approved with the first reading.</p> <p>OR</p> <p>I move that the City Council DENY the request for a Special Use Permit. (The Commission will need to state the reasons for denial, referencing UDC Section 2.5.D of the UDC.)</p>
Strategic Alignment	<p>C1 – Offering quality customer experiences.</p> <p>C3 – Collaborating with community partners to enhance quality of life.</p>
Financial Considerations	N/A
Citizen Input/Board Review	<p>A BND meeting for this request was held on April 15, 2025. Text message notifications were sent to neighbors in a geo-targeted area surrounding the project and three community members attended.</p> <p>Notice of the Planning & Zoning Commission public hearing was published in the Boerne Star on May 18, 2025. Letters were sent to 3 property owners within 500 feet, and public notice was posted on the property on May 18, 2025. No written correspondence was received in response to the request.</p> <p>Notice of the City Council public hearing was published in the Boerne Star on May 25, 2025. A public notice was posted on the property on May 18, 2025. No written correspondence was received in response to the request.</p>
Legal Review	This action is needed to meet statutory requirements.
Alternative Options	The Commission may recommend approval, approval with conditions, extend the review, or disapproval of the SUP.
Supporting Documents	<p>Ordinance No. 2025-07</p> <p>Public Hearing Notice</p> <p>Aerial Map</p> <p>Future Land Use Map</p> <p>Zoning Map</p> <p>Environmental Constraints</p> <p>Project Narrative</p> <p>Site Plan</p>

	UDC Sec. 2-5.D.4 Special Use Permit Approval Criteria Project Renderings
--	---

ORDINANCE NO. 2025-07

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BOERNE UNIFIED DEVELOPMENT CODE, BY AMENDING CHAPTER 3. ZONING, SECTION 3.2, ZONING MAP, GRANTING A SPECIAL USE PERMIT (SUP) TO ALLOW A DRIVE-THRU IN THE C2 - TRANSITIONAL COMMERCIAL ZONING DISTRICT WITHIN THE SOBO - SOUTH BOERNE OVERLAY DISTRICT AT COMMONS OF MENDER UNIT 11, LOT 11A, GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF GALLANT FOX AND HERFF ROAD; REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SEVERANCE CLAUSE; AND DECLARING AN EFFECTIVE DATE

WHEREAS, under the authority of Chapter 211 of the Texas Local Government Code, the City of Boerne adopts regulations and establishes zoning to control the use of land within the corporate limits of the City; and

WHEREAS, it is the intent of the City Council of the City of Boerne to provide harmony between existing zoning districts and proposed land uses; and

WHEREAS, the City has received an application for a Special Use Permit (SUP) to allow a drive-thru facility within the C2 – Transitional Commercial Zoning District and the SOBO – South Boerne Overlay District, at Commons of Menger Unit 11, Lot 11A, generally located near the northeast corner of Gallant Fox and Herff Road; and

WHEREAS, the Unified Development Code (UDC) requires a Special Use Permit for drive-thru uses in the C2 – Transitional Commercial Zoning District, as outlined in Chapter 3, Section 3.7; and

WHEREAS, the property is located within the South Boerne Overlay District (SOBO), as established in Chapter 3, Section 3.14 of the Unified Development Code (UDC), which provides additional use, design, and development standards to promote the unique development of the area through a mix of commercial, mixed-use, and residential developments; and

WHEREAS, the Planning and Zoning Commission considered the request at its meeting on June 2, 2025, and recommended approval of the Special Use Permit by a vote of 5-2, subject to the following condition: 1) The connection to either cul-de-sac to the east or west be established prior to the certificate of occupancy being issued. 2) Hire a third-party consultant (selected by the City) to prepare a traffic study (paid for by the applicant), for both lots 11A +11B, to determine the need for a deceleration lane on Herff Road to the right in, right out access point; the traffic study would assume that the connection to the west was opened but not the connection to the east. If the study determines that there is a need for the deceleration lane it shall be constructed prior to the issuance of a certificate of occupancy. 3) Provide directional signage for individuals to access the drive-thru. 4) The landscaping plan and

permeable paving system must meet UDC requirements at time of development as determined by the Planning Director; and

WHEREAS, the City Council of the City of Boerne has complied with all requirements of notice of public hearing and such hearing was held on June 10, 2025, at which time interested parties and citizens were given an opportunity to be heard; and

WHEREAS, the City Council finds it in the best interest of the citizens to amend the Zoning Map by granting a Special Use Permit to allow the accessory drive-thru at Commons of Menger Unit 11, Lot 11A, subject to the conditions set forth herein.

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

Section 1.

The foregoing recitals are hereby made a part for all purposes as findings of fact.

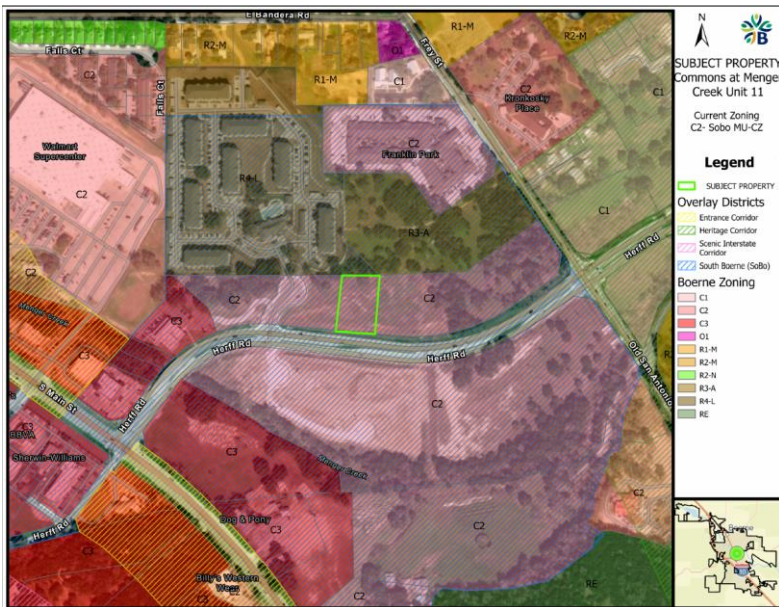
Section 2.

That Chapter 3. Zoning, Section 3.2, Zoning Map, of the City of Boerne Unified Development Code is hereby amended by granting a Special Use Permit to allow a drive-thru at Commons of Menger Unit 11, Lot 11A, located in a C2 – Transitional Commercial Zoning District and SOBO overlay district, subject to the following conditions:

1. Development of the site shall comply with the site plan, landscape plan, and project renderings date stamped June 24, 2025, except as modified by these stipulations.
2. The connection to either cul-de-sac to the east or west shall be established prior to the issuance of a Certificate of Occupancy.
3. A deceleration lane shall be constructed for the driveway on Herff Road prior to the issuance of the Certificate of Occupancy.
4. Provide directional signage for individuals to access the drive-through.
5. The landscaping plan and permeable systems must meet UDC requirements at time of development as determined by the Planning Director.
6. The site shall incorporate systems for both HVAC condensation collection and rainwater harvesting.
7. Enhanced landscaping along Herff Road shall be provided as approved by the Environmental Program Manager.
8. Handicap Parking – An additional two handclapped parking spaces shall be provided on the site.

Section 3.

That the Zoning Maps of the City of Boerne be amended to indicate the previously described change.



Section 4.

That all provisions of the Unified Development Code of the City of Boerne not herein amended or repealed shall remain in full force and effect.

Section 5.

That all other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.

Section 6.

That if any provisions of this ordinance shall be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

Section 7.

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

PASSED AND APPROVED on this the first reading the 24 day of June, 2025.

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

APPROVED:

ATTEST:

Mayor

City Secretary

APPROVED AS TO FORM:

City Attorney

THE BOERNE STAR

CLASSIFIEDS

Wednesday online edition, 11 a.m. on Monday;
Weekend issue, 11 a.m. on Thursday.
Call 830-249-2441 and ask for Sonya.

WWW.BOERNESTAR.COM

FULL TIME

Caregivers Needed! Please call 830-331-8496 or apply online at 155.axiscare.com

FOR SALE

FOR SALE: 55 gallon ink drums \$10, wood pallets \$5 and end rolls \$10. Call Granite Printing, 512-352-3687, or come by 2675 CR 374, Circleville, TX.

RENTALS

RV Spot in country. \$500/mo plus electric, quiet, long-term tenants, text 210-414-9409

ESTATE SALE

Estate Sale 5/30, 5/31 from 9:00-3:00. 714 River Mountain Drive. Kitchenware, glassware, appliances, women's size small clothes/designer shoes/boots 6-7, designer purses, jewelry, men's clothes, patio furniture, garden and yard décor.

GARAGE SALE

CITYWIDE YARD SALE! Castroville June 7th, 8A-5P. Spaces available. 830-931-2525.

BUSINESS OPPORTUNITY

Please carefully consider the value or benefits before you purchase a product or service. Publication of products or services does not indicate endorsement by the Boerne Star. If you feel you have been the victim of fraud, please contact the Attorney General's Office and/or the Better Business Bureau.

MUSICAL INSTRUMENTS


ATTENTION FORMER BAND STUDENTS AND PARENTS! Did you know that you can donate used band instruments to SAM'S Kids and count it as a tax deduction? SAM'S Kids needs used band instruments for BISD students. For more information, please contact Janet D'Spain at BISD, 830-357-2006

SERVICES

Remodel Work/ Painting – Carpentry, painting, install doors, windows, trim, hardware, bathroom remodel, etc. Jonathan Thomas 512-755-6479

All real estate advertised herein is subject to the Federal Fair Housing Act, which makes it illegal to advertise any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin, or intention to make any such preference, limitation, or discrimination.

We will not knowingly accept any advertising for real estate which is in violation of the law. All persons are hereby informed that all dwellings advertised are available on an equal opportunity basis.



EQUAL HOUSING OPPORTUNITY

Golden Girls Estate Sales Presents a Fabulous 3 Day Sale! 107 Falcon Point

Cordillera Ranch, Boerne, TX 78006, May 29-31, Thursday – Saturday 9-5 **Please enter through the Main Gate off Hwy 46 to pick up your map to the sale location.** Custom sofa, chairs, Clawfoot antique sofa, Chaise, Power leather sofa, Over size chair, End tables, Sm. Decorative cabinets, Roll top desk, Glass / iron entrance table, Live edge entrance table, Corner cabinets, Lg table / 8 chairs, glass / iron table / 6 chairs, Bar stools, Iron king beds King, night stands, media chest wood/copper, Misc furniture, Home décor, Clocks, Lamps, Rugs, Linens, Glassware, Tiffany bowl, Lenox, Spode, Dishware, Housewares, ART: Original by Charlotte Curry, Signed Prints, Wall Art, OUTDOOR: Patio table/ 6 chairs, Fire pit, Umbrella, Lg heater, Pellet grill, Smoker, Pots/ Plants, GARAGE: Exercise, equipment, Bikes, Shelves, Lots of misc items, Womens Clothes: Chico, Shoes sz 8, Jewelry! TOO Much to list! Parking on Falcon Point on 1 side of the street.

LEGALS

LEGALS

LEGALS

LEGALS



INVITATION TO BIDDERS – KENDALL COUNTY WCID #3A IMPROVEMENTS
Corley Farms Unit 5

Sealed Bids, in duplicate, addressed to **Pulte Homes of Texas, L.P. on behalf of Kendall County Water Control and Improvement District No. 3A**, will be electronically received, until 2:00 p.m. Local Time, June 17th, 2025, and then publicly opened and read for “**Corley Farms Unit 5 for Kendall County Water Control and Improvement District No. 3A**, Kendall County, Texas.” To electronically submit your bid package visit www.CivcastUSA.com: search **Corley Farms Unit 5**; then click “Bid.”

Scope of Work of the Contract includes the following: The installation of streets, drainage, sewer, water, grading and SWPPP infrastructure required for the construction of a residential subdivision unit.

Bids received after the closing time will be returned unopened. A **MANDATORY** pre-bid conference will be held on **June 3rd, 2025, at 2:00 p.m.** Local Time. The meeting will be held in person at Cude Engineers (4122 Pond Hill Road, Ste. 101, San Antonio Texas, 78231). Attendance by each prospective bidder or its representative at the pre-bid conference is mandatory, and NO BID WILL BE ACCOUNTED FOR UNLESS A CONSTRUCTION SCHEDULE IS INCLUDED IN THE BID PACKAGE.

Each Bid must be accompanied by a Bid Bond or a certified or cashier’s check, acceptable to the Owner, in an amount not less than five percent (5%) of the total amount Bid, as a guarantee that the successful bidder will enter into the Contract and execute the Bonds on the forms provided and provide the required insurance certificates within seven (7) days after the date Contract Documents are received by the Contractor. If a certified or cashier’s check is provided, the successful bidder shall deliver the original certified or cashier’s check within twenty-four (24) hours of receipt of the bid opening.

Copies of the bidding documents may be obtained from www.CivcastUSA.com: search **Corley Farms Unit 5**. Bidders must register on this website in order to view and/or download any document for this Project. There is NO charge to view or download documents.

Bidder must submit its Bid and bid securities in compliance with Owner’s Order Adopting Section 49.2731 Electronic Bidding Rules and all Bids and bid securities must be submitted through www.CivcastUSA.com. Bidder must register on this website to submit a Bid and bid security, there is no charge to submit Bids and bid securities on this website.

By submitting a Bid, Bidder acknowledges and agrees that the Contract Documents may be accepted, executed, or agreed to through the use of an Electronic Signature, as defined by and in accordance with Owner’s Electronic Signature Rules for Construction Contracts.

The Owner reserves the right to reject any or all Bids and to waive all defects and irregularities in bidding or bidding process except time of submitting a Bid. The Successful Bidder, if any, will be the responsible Bidder which in the Board’s judgment will be most advantageous to the District and result in the best and most economical completion of the Project.

The requirements of Subchapter J, Chapter 552, Government Code, may apply to this Bid and/or Contract and the Contractor agrees that the Contract can be terminated if the Contractor knowingly or intentionally fails to comply with a requirement of that subchapter.

CITY OF BOERNE 2025-2027 STREET STRIPING

ADVERTISEMENT FOR BIDS

Sealed Bids for construction of the **City of Boerne 2025-2027 Street Striping** will be received by the City of Boerne Engineering and Mobility Department, Attention: Cheryl Rogers, 447 N. Main St., Boerne, Texas 78006, until 10:00 AM local time on Tuesday, June 3, 2025, at which time Bids received will be publicly opened and read aloud. Bids received after this time will be returned unopened. The Project consists of all labor, equipment, traffic control and work for street striping on street within the City of Boerne for a potential three year contract, see bid documents for information on contract renewal.

Bidding Documents may be viewed at City of Boerne City Hall (*Issuing Office*) at 447 N. Main St., Boerne, TX 78006. Plans and specifications may be viewed or downloaded free of charge from <https://www.civcastusa.com>, Project ID “City of Boerne 2025-2027 Street Striping”. It is the bidder’s responsibility to determine that a complete set of documents, as defined in the Agreement are received. Neither the Owner or Engineer are responsible for full or partial sets of Bidding Documents, including Addenda, obtained from sources other than the Issuing Office or civcastusa.com. Bids will be received for a single prime Contract.

Bids shall be on a lump sum or unit price basis as indicated in the Bid Form. Bid, payment, and performance bonds are required. City of Boerne reserves the right to reject any or all bids or waive any informalities in the bidding. A pre-bid conference will be held at 10:00 AM local time on Tuesday, May 27th at 10:00 AM via a Teams Meeting link located on CivCast. Attendance at the pre-bid conference is highly encouraged but is not mandatory.

All technical questions shall be submitted via <https://www.civcastusa.com>. The deadline for questions is 5:00 PM on Wednesday, May 28, 2025. Answers to all written questions received prior to the deadline will be posted to <https://www.civcastusa.com> on May 29, 2025.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Boerne, Texas will hold a Public Hearing on June 10, 2025, at 6:00 p.m., in the Ronald C. Bowman City Council Chambers, located at Boerne City Hall, 447 N Main Street, Boerne, Texas, to discuss the following:

A. Consider a request for a Special Use Permit (SUP) to allow a drive-thru in the C2 – Transitional Commercial Zoning District within the SOBO – South Boerne Overlay District at Common of Menger Unit 11, Lot 11A, generally located near the northeast corner of Gallant Fox and Herff Road.

All interested parties are encouraged to attend.

s/s Lori Carroll

City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

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

INVITATION TO BIDDERS – KENDALL COUNTY
WCID #3A IMPROVEMENTS
Corley Road Improvements Phase I & Phase II

Sealed Bids, in duplicate, addressed to **Pulte Homes of Texas, L.P. on behalf of Kendall County Water Control and Improvement District No. 3A**, will be electronically received, until **2:00 p.m.** Local Time, **June 17th, 2025**, and then publicly opened and read for “**Corley Road Improvements Phase I & Phase II**” for **Kendall County Water Control and Improvement District No. 3A**, Kendall County, Texas.” To electronically submit your bid package visit www.CivcastUSA.com: search **Corley Road Improvements Phase I & Phase II**; then click “Bid.”

Scope of Work of the Contract includes the following: The installation of streets, drainage, grading and SWPPP infrastructure required for the construction of a public right-of-way.

Bids received after the closing time will be returned unopened. A **MANTADORY** pre-bid conference will be held on **June 3rd, 2025, at 2:00 p.m.** Local Time. The meeting will be held in person at Cude Engineers (4122 Pond Hill Road, Ste. 101, San Antonio Texas, 78231). Attendance by each prospective bidder or its representative at the pre-bid conference is mandatory, and NO BID WILL BE ACCOUNTED FOR UNLESS A CONSTRUCTION SCHEDULE IS INCLUDED IN THE BID PACKAGE.

Each Bid must be accompanied by a Bid Bond or a certified or cashier’s check, acceptable to the Owner, in an amount not less than five percent (5%) of the total amount Bid, as a guarantee that the successful bidder will enter into the Contract and execute the Bonds on the forms provided and provide the required insurance certificates within seven (7) days after the date Contract Documents are received by the Contractor. If a certified or cashier’s check is provided, the successful bidder shall deliver the original certified or cashier’s check within twenty-four (24) hours of receipt of the bid opening.

Copies of the bidding documents may be obtained from www.CivcastUSA.com: search **Corley Road Improvements Phase I & Phase II**. Bidders must register on this website in order to view and/or download any document for this Project. There is **NO** charge to view or download documents.

Bidder must submit its Bid and bid securities in compliance with Owner’s Order Adopting Section 49.2731 Electronic Bidding Rules and all Bids and bid securities must be submitted through www.CivcastUSA.com. Bidder must register on this website to submit a Bid and bid security, there is no charge to submit Bids and bid securities on this website.

By submitting a Bid, Bidder acknowledges and agrees that the Contract Documents may be accepted, executed, or agreed to through the use of an Electronic Signature, as defined by and in accordance with Owner’s Electronic Signature Rules for Construction Contracts.

The Owner reserves the right to reject any or all Bids and to waive all defects and irregularities in bidding or bidding process except time of submitting a Bid. The Successful Bidder, if any, will be the responsible Bidder which in the Board’s judgment will be most advantageous to the District and result in the best and most economical completion of the Project.

The requirements of Subchapter J, Chapter 552, Government Code, may apply to this Bid and/or Contract and the Contractor agrees that the Contract can be terminated if the Contractor knowingly or intentionally fails to comply with a requirement of that subchapter.

DEPARTMENT OF HOMELAND SECURITY

FEDERAL EMERGENCY MANAGEMENT AGENCY

Proposed Flood Hazard Determinations for Unincorporated Areas of Kendall County, Texas, Case No. 24-06-0477P. The Department of Homeland Security’s Federal Emergency Management Agency (FEMA) solicits technical information or comments on proposed flood hazard determinations for the Flood Insurance Rate Map (FIRM), and where applicable, the Flood Insurance Study (FIS) report for your community. These flood hazard determinations may include the addition or modification of Base Flood Elevations, base flood depths, Special Flood Hazard Area boundaries or zone designations, or the regulatory floodway. The FIRM and, if applicable, the FIS report have been revised to reflect these flood hazard determinations through issuance of a Letter of Map Revision (LOMR), in accordance with Title 44, Part 65 of the Code of Federal Regulations. These determinations are the basis for the floodplain management measures that your community is required to adopt or show evidence of having in effect to qualify or remain qualified for participation in the National Flood Insurance Program. For more information on the proposed flood hazard determinations and information on the statutory 90-day period provided for appeals, please visit FEMA’s website at https://www.floodmaps.fema.gov/fhm/BFE_Status/bfe_main.asp, or call the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-FEMA MAP (1-877-336-2627).

NOTICE TO CREDITORS

Cause No. 24-184-PR

IN THE MATTER OF

THE ESTATE OF

JOSE LUIS ROCHA,

DECEASED

§

§

§

§

IN THE COUNTY COURT

OF

KENDALL COUNTY, TEXAS

NOTICE TO ALL PERSONS HAVING CLAIMS AGAINST THE ESTATE OF JOSE LUIS ROCHA

Administration of the Estate of Jose Luis Rocha, decedent, has been commenced by the issuance of original letters of temporary administration to the undersigned on **November 19, 2024**, by the County Court of Kendall County, Texas, acting in **Case No. 24-184-PR**, styled In the Matter of the **Estate of Jose Luis Rocha**, Deceased. Administration of the estate is pending in that court.

All persons having claims against the estate are notified to present those claims in writing to the undersigned at the address shown below within the time and manner prescribed by law.

Dated: May 22, 2025

Lorena Gonzalez Rocha

Temporary Administrator of the Estate of Jose Luis Rocha, Deceased

Address: c/o A. Briseno II Attorney, PLLC

Attn: Alvaro Briseno II

901 N.E. Loop 410, Suite 508

San Antonio, Texas 78209

Dated at San Antonio, Texas, May 22, 2025

A BIG HIGH FIVE



TO ALL OUR LOYAL CUSTOMERS AND SUBSCRIBERS

BOERNE STAR

25 Water St. | Boerne, TX 78006 | (830) 249-2441 | boerne

28

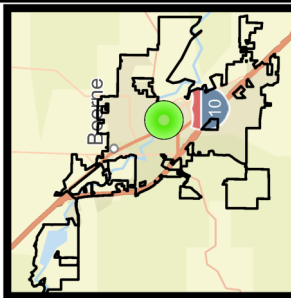


SUBJECT PROPERTY

Commons at Menger
Creek Unit 11

Legend

- Parcels
- SUBJECT PROPERTY





SUBJECT PROPERTY

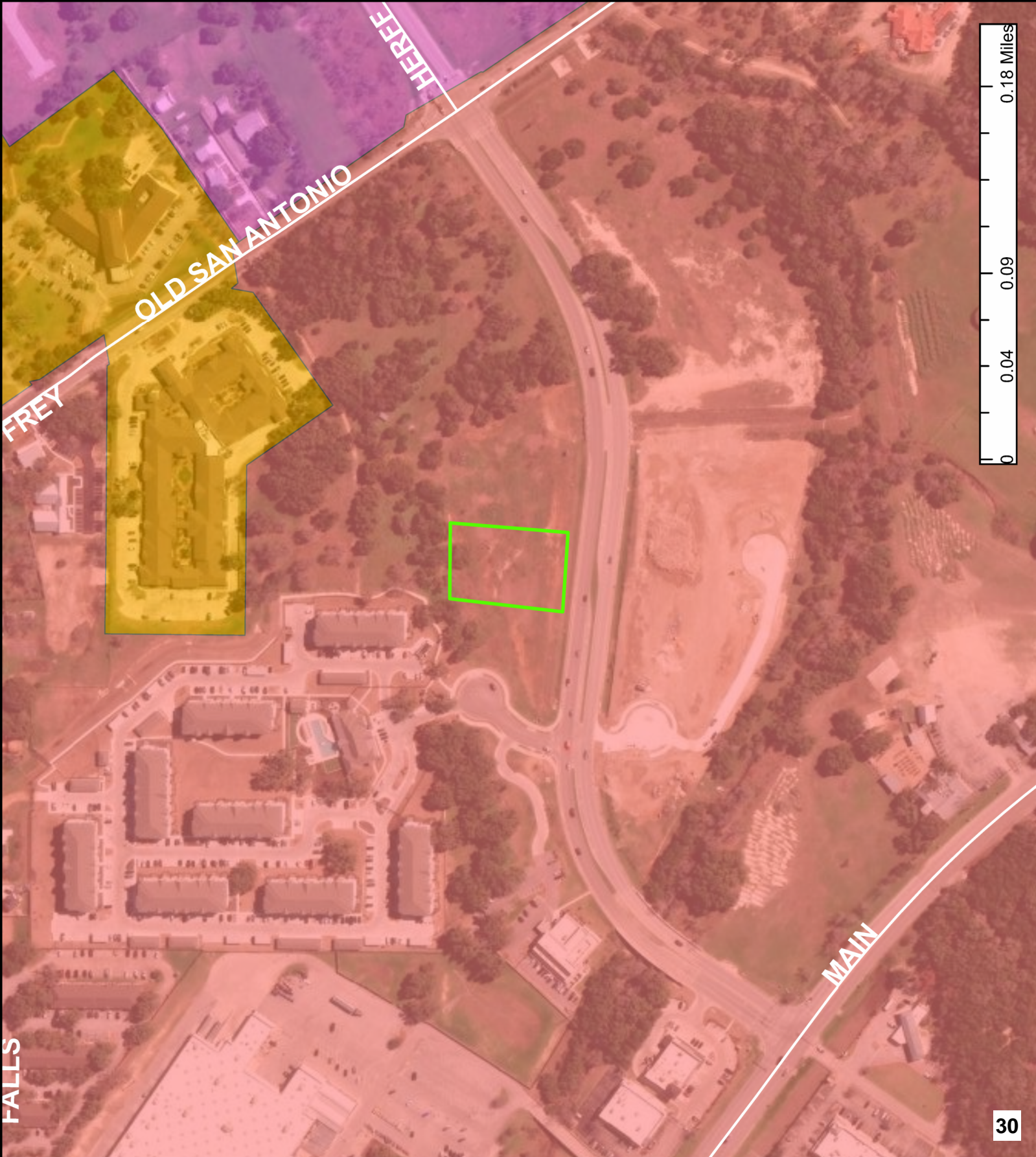
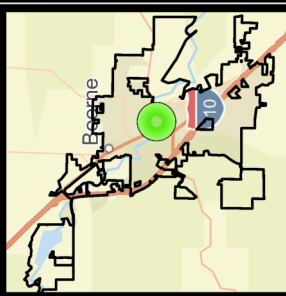
Commons at Menger
Creek Unit 11

Legend

SUBJECT
PROPERTY

FLU

- Auto-Oriented Commercial
- Neighborhood Commercial
- Neighborhood Residential
- Transitional Residential





SUBJECT PROPERTY
Commons at Menger
Creek Unit 11

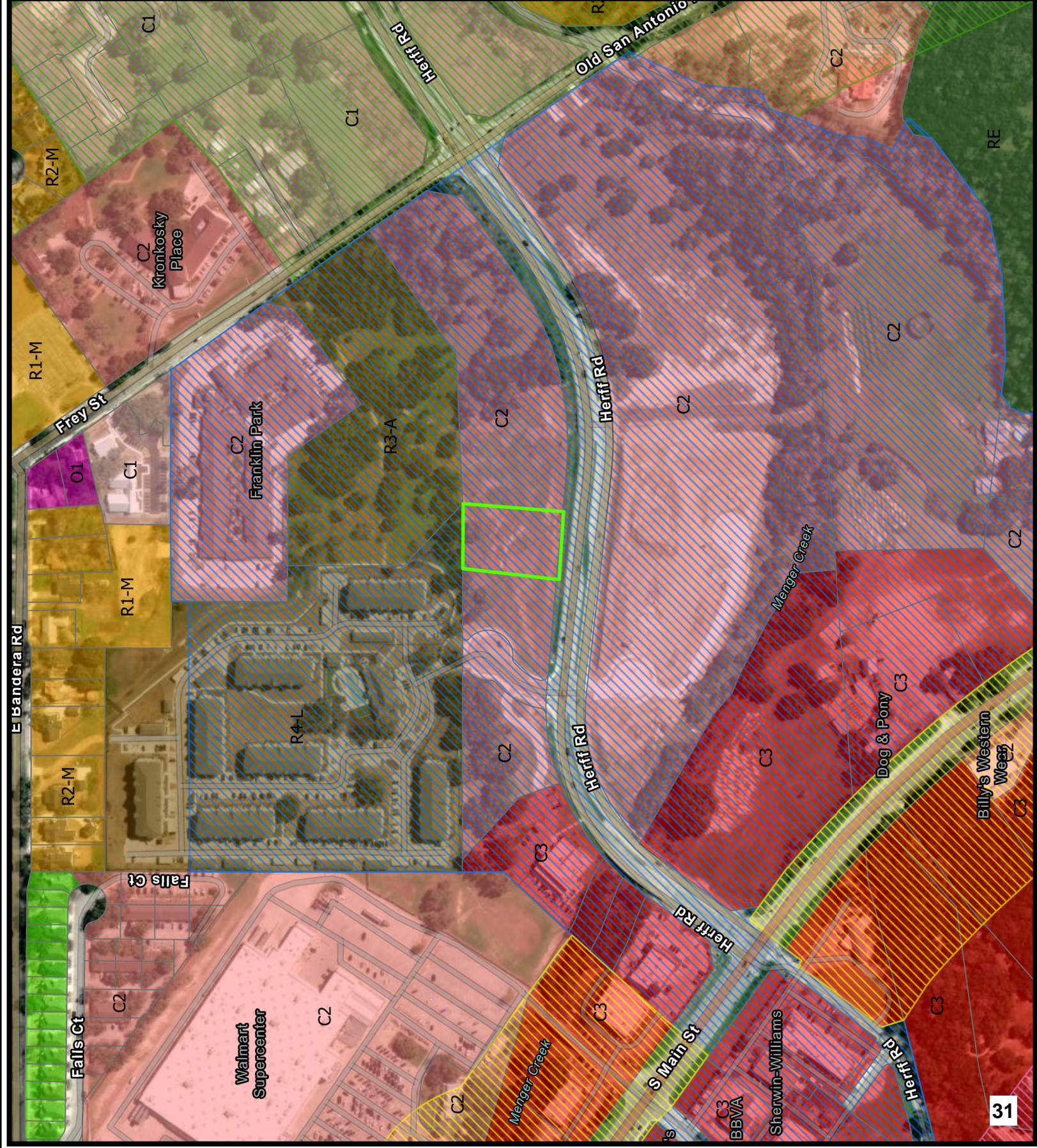
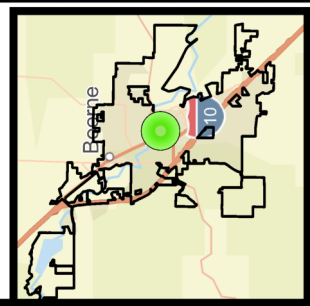
Current Zoning
C2- Sobo MU-CZ

Legend

- SUBJECT PROPERTY
- Overlay Districts**
 - Entrance Corridor
 - Heritage Corridor
 - Scenic Interstate Corridor
 - South Boerne (SoBo)

Boerne Zoning

- C1
- C2
- C3
- O1
- R1-M
- R2-M
- R2-N
- R3-A
- R4-L
- RE

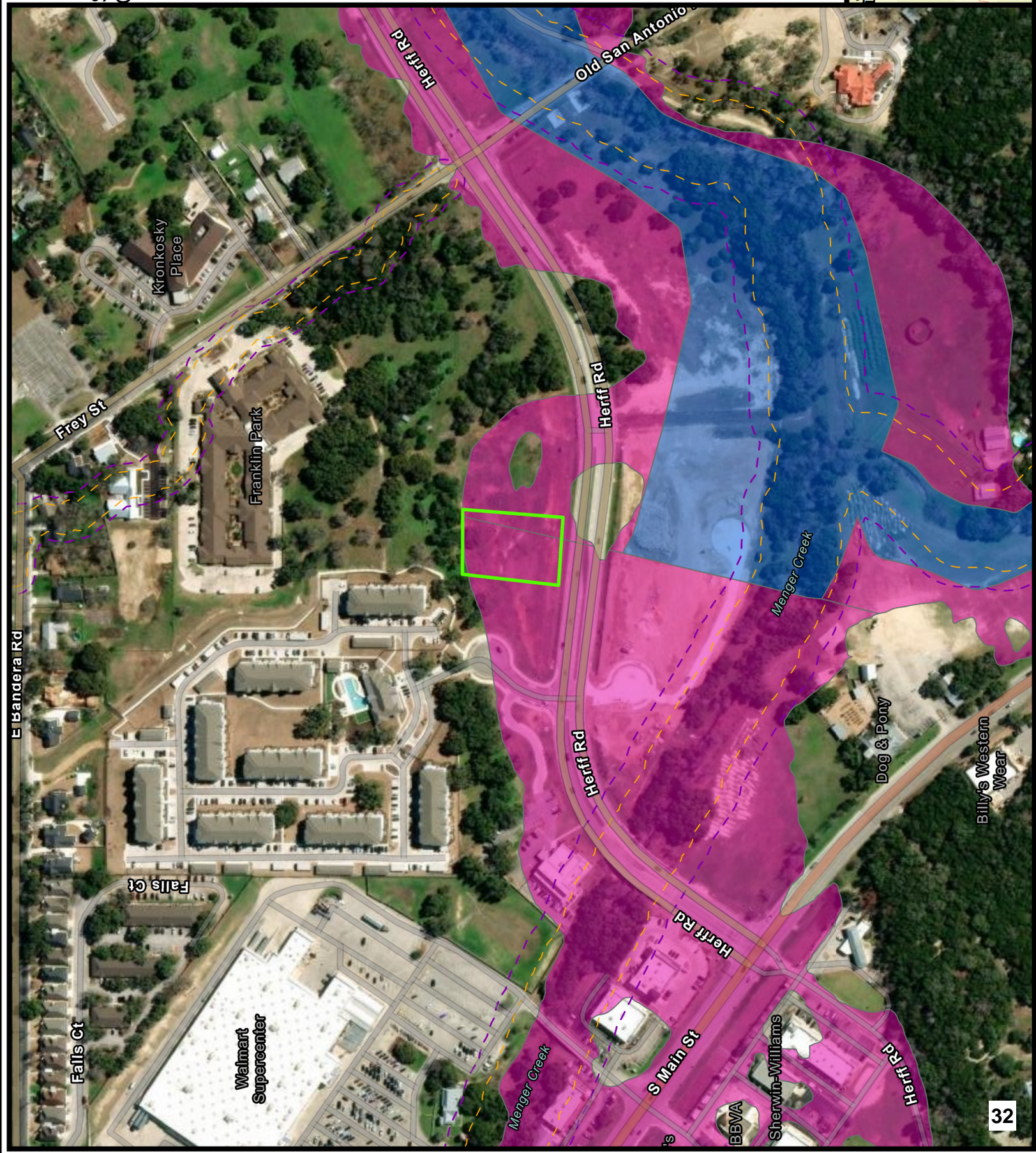
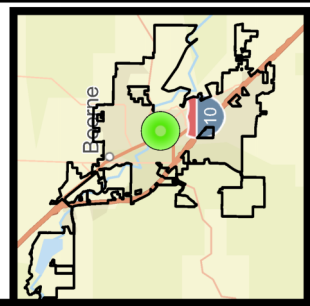




SUBJECT PROPERTY
Commons at Menger
Creek Unit 11

Legend

- SUBJECT PROPERTY**
- DPZ 1
 - DPZ 2
 - SARA Floodplain
 - SARA Floodway
 - <all other values>



April 9, 2025

City of Boerne
Planning and Community Development
447 N. Main Street

Re: SUP Submittal – Development Impact Letter
Commons at Menger Creek Unit 11 – Starbucks Herff Road – South Boerne
LJA Project Number SA195-0407A.SUP

To Whom It May Concern:

Please consider this letter as efforts to satisfy UDC requirements in Sec. 2.5.D pertaining to Special Use Permits in direct reference to Development Impacts of the proposed Starbucks Coffee Shop & Retail Development @ Herff Road South Boerne, Tx.

Factors considered include but not limited to:

1. Community Safety – The day-to-day use of the proposed Starbucks & Retail establishment is not foreseen to disrupt community safety or contribute to any unsafe work practices in anyway. At ultimate development, pedestrian accessibility will be with regard to internal access & routing throughout the northern tract. With a major arterial roadway dividing the tracts & a 35 mph speed limit, we feel each tract shall operate in a similar manner as well. It is likely best suited for southern tract pedestrians to cross Herff road via vehicle or city funded transit or stop lights with crosswalks be designed and constructed. As far as a Starbucks coffee shop drive thru window, no foreseen safety concerns are identifiable with this special request.
2. Traffic – Traffic to and from the proposed Starbucks establishment has been evaluated and found to be compliant with a previously city approved traffic study, However the peak hour trip counts for Starbucks South Boerne are in excess of the right-in-right-out threshold and will likely require a deceleration lane on the Herff Roadway fronting the establishment. Starbucks drive thru window is anticipated to assist in traffic maneuverability into, through and out of the site as opposed to potential internal traffic congestion without a drive thru window.
3. Parking – Parking will be in accordance with Texas Accessibility Standards and also in accordance with the City of Boerne ordinances, EDM and screening requirements. Parking and traffic that this subject site will not to pose a negative impact to this area. With a gross floor area of 6,300 & a 1:300 parking requirement, the proposed development requires 21 space w/ 1 ADA.
4. Loading – All loading & unloading for the Starbucks & Retail establishment will take place on-site within the Platted boundary of this parcel Block B, Lot 11A. Typical loading and unloading practices shall be made within proximity of the patio area but also available will be rear access within the 26' wide access road with back door access into the building facility. It is not foreseen that loading and unloading will pose a disruption on basic parking maneuvering within the site.

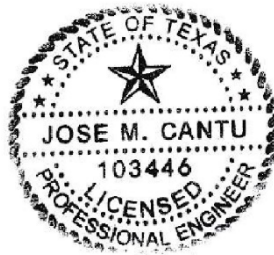
5. Driveways – One Herff Road curb cut commercial driveway right-in-right-out (RIRO) has been granted acceptable by the city to propose so long as TxDOT spacing requirements have been met and a right in and right out (RIRO) situation can be met. In planning & designing the site plan LJA can confirm that this spacing requirement of 250' pavement to pavement has been met as well as a 40' throat length into the site. The 26' wide (fire accessible) curb-cut access drive into the subject site shall not have a negative adverse impact to the normal flow of traffic on Herff Rd. This commercial driveway RIRO is part of the Public Improvements Plans (LOC Infrastructure Documents) submittal which is currently in the city's court at the brink of approval at review #4. Refer to those plans if need be also provided within this submittal.
6. Building Setbacks – Building setbacks will be in accordance with current C-2 zoning requirements. Front Yard 0-15 ft, side yard 5', rear yard 10'. The site plan provided meets these requirements.
7. Access and Curb Cuts – As mentioned above, one Herff Road curb cut driveway has been granted acceptable by the city to propose so long as TxDOT spacing requirements have been met and the RIRO situation can be met. Furthermore, this curb cut access has been deemed acceptable since the MDP approval stage as it is reflected within the approved MDP.
8. Development Density – The proposed development density establishes *1 building per acre*. This site development manages to provide a 6,300 gross floor area mixed use integrated footprint with a 2,400 S.F. dedicated to Starbucks Coffee shop and the remainder 3,900 S.F. being dedicated to general retail. Density remains under the 80% threshold to be in accordance with the master drainage report.
9. Hours of Operation – Normal operation hours are 5am – 9pm Monday thru Sunday.
10. Property Values – Starbucks South Boerne will be a good tax generating business with a significantly positive impact to surrounding properties. Starbucks is a highly reputable name in the coffee industry, this SoBo location will boast a local owner/franchisee, 1 manager and 3-5 baristas employees at all times. Additional values include no loitering, pet friendly and a clean site expectations. Their stores are well built with architectural finishes that are aesthetically pleasing.
11. Viewshed Protection – With all loading and offloading being constrained to onsite and in conjunction with a comprehensive landscape and natural screening plan tailored to the cities liking; Starbucks SoBo view from the public eye and Herff road will complement the crisp & clean natural look that the SoBo Overlay district desires. The development boasts a 25' x 25' patio area, complementary internet access and a casual/leisure pocket park with seating on the neighboring lot (Lot 11B Site Development Permit). The building footprint, refreshing patio, future pocket park and organic landscape screening fits well with any neighboring community. The drive thru window is not foreseen to adversely affect the viewshed.
12. Impervious Cover – C-2 Transitional commercial zone requires 80% max impervious cover allowed. The Starbucks & Retail South Boerne parcel manages to accommodate 36 parking spaces, 2 drive isles (w/ 1 fire access) and a building envelope amounting to 75% impervious meeting the threshold requirement.
13. Noise – Starbucks South Boerne and retail boutique is not anticipated to generate noise in excess to the city's noise ordinance. In conjunction with the natural screening, noise generated from the drive thru window is not expected to be of any concern.

14. Light – Starbucks South Boerne and retail establishment will meet the city’s dark sky and light ordinances of District 3 & any additional ordinances described therein. Light fixtures are cut-off and downcast to prevent glare and additional light on surrounding properties. The drive thru window special request is not anticipated to adversely impact lightning ordinances.
15. Vibration – Vibration is not anticipated to be a pollutant within the site as a whole. It is presumed that the decibels from the traffic of Herff Road will overcome all noise and vibrations that Starbucks & Retail South Boerne drive thru window can produce.
16. Hazardous or Flammable Materials – At Starbucks & Retail South Boerne shall not produce or house hazardous or flammable materials as whole nor will any drive thru window contribute to this concept.
17. Discharge/Water Contamination – This development is not anticipating to produce any contaminants that need be discharged into public municipal infrastructures. This site will tap into existing domestic & sanitary infrastructure for those needs. Drive thru window shall not play any role in this concept either.

This Letter of compliance to your office comes with intention to satisfy requirements from the City of Boerne Unified Development Code in reference the Special Use Permit Submittal Application Checklist. We appreciate your time and consideration in this matter.

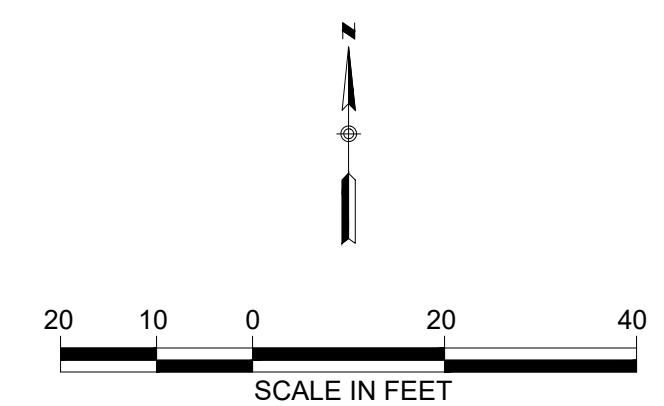
If you have any questions or require additional information, please do not hesitate to call our office.

Sincerely,
LJA Engineering, Inc.
TBPE No. F-1386



Jose M. Cantu, PE
Senior Project Manager

1. SITE ZONE = C-2 TRANSITIONAL COMMERCIAL (SOBO MIXED-USE CHARACTER ZONE)
2. GROSS = 1 ACRE (43,583 S.F.)
NET= 0.80 ACRE (34,866 S.F.)
3. BUILDING G.F.A. = 6,300 S.F. *MIXED USE* (2,400 S.F. STARBUCKS & 3,900 RETAIL)
4. BUILDING COVERAGE = 13.8%
5. PARKING REQUIREMENT 1:300 = 6,300/300 = 21 PARKING SPACES. 36 PROVIDED (34 STANDARD AND 2 ADA)
6. BICYCLE PARKING REQUIREMENT: 1:20 = 1 SPACE PER EVERY 20 PARKING SPACES = 1 SPACE REQUIRED (2 PROPOSED)



- (A) 10' UTILITY ESM'T
- (B) 26' INGRESS/EGRESS ESM'T
- (C) 30' UTILITY ESM'T
(VOL. 1642, PG. 1, KCOPR)
- (D) 0.502-AC. DRAINAGE ESM'T
(VOL. 1485, PG. 787, KCOPR)
- (E) 26' INGRESS/EGRESS ESM'T
DOC# 2022-373511

SHEET NAME

**CONCEPTUAL
SITE PLAN**

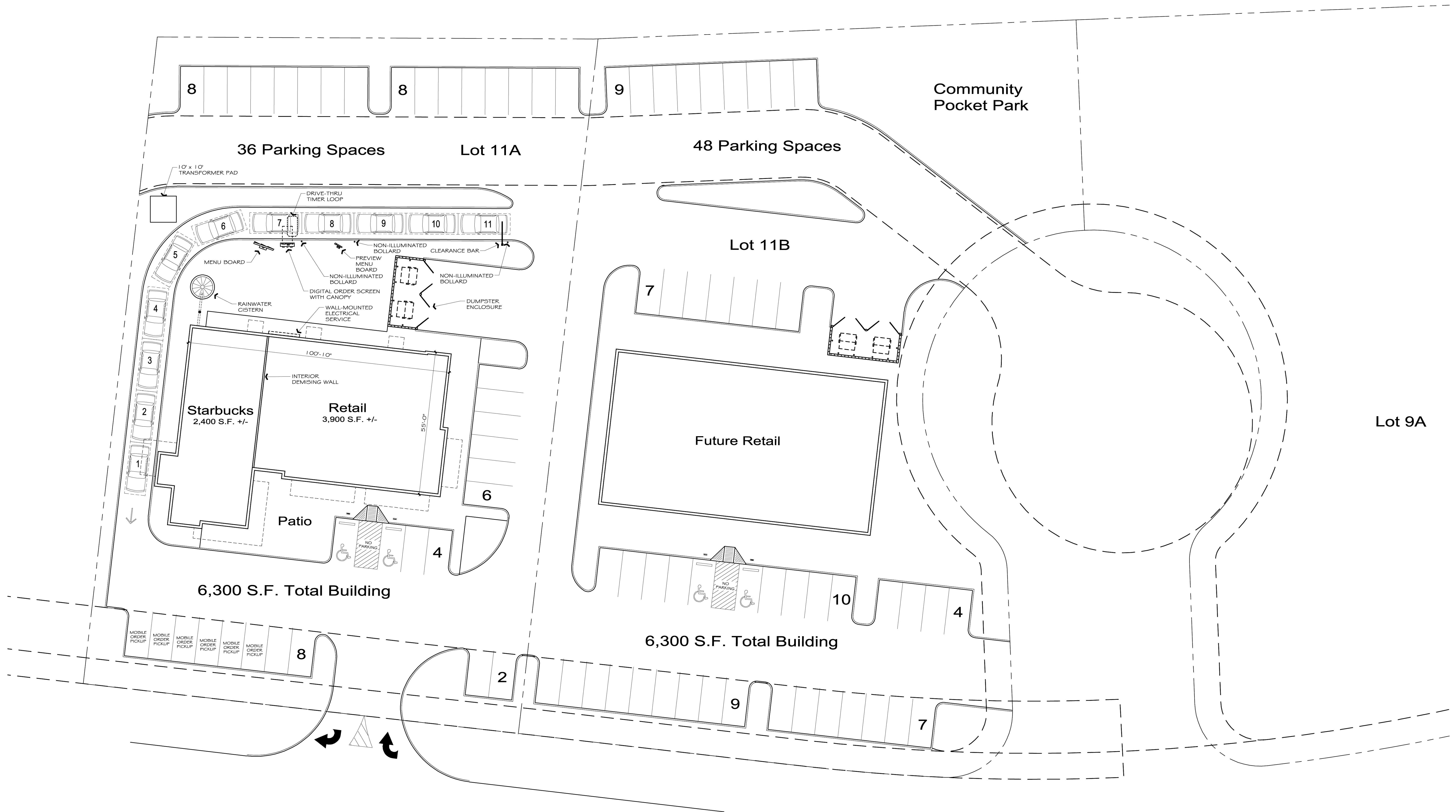
STARBUCKS SOUTH BOERNE
INVESTCOR

LJA Engineering, Inc.
9830 Colonnade Blvd
Suite 300
San Antonio, Texas 78230

LJA
Phone 210.503.2700
LJA.COM
TBPE No. F-1386

1 OF 1

Date\Time: Thu, 01 May 2025 - 4:30pm



1 ARCHITECTURAL SITE PLAN

SCALE: 1/16" = 1'-0"



* This SUP is only for lot 11A

HERITAGE LEGACY TREE:
1. THERE ARE 1 HERITAGE LEGACY TREES, AS DEFINED IN SUBSECTION 2.02.002,
IDENTIFIED ON THIS PLAT.

TREE TABLE

TREE TAG NO.	TC/SPECIES
20062	98" LIVE OAK

COMMONS AT MENDER CREEK UNIT 5
LOT 12A, BLOCK A
15.538 ACRES
676,835 SQ. FT.
VOL. 9 PG. 379
D.P.R.

JOHN SMALL SURVEY No. 183
ABSTRACT No. 441
CITY OF BOERNE
KENDALL COUNTY, TX

J-B REALTY, LP
CALLED 6.479 ACRES
VOL. 1614, PG. 1021
O.P.R.

LOT 4
BLOCK B
1.10 ACRES
47,916 SQ. FT.
COMMONS AT MENDER
CREEK UNIT 6
DOC# 2022-373511
O.P.R.

LOT 11A
BLOCK B
1.00 ACRES
43,583 SQ. FT.

LOT 11B
BLOCK B
1.10 ACRES
48,091 SQ. FT.

2.105 ACRES
(91,683 SQ.-FT.)

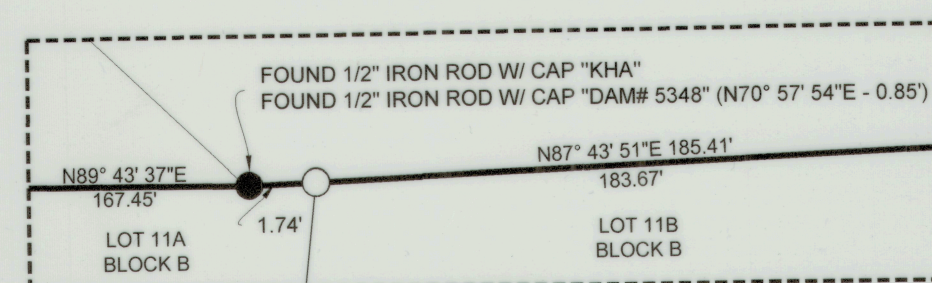
UNPLATTED
REMAINDER 4.23 ACRES
OF BOERNE COMMONS, LTD.
LIMITED PARTNERSHIP
VOLUME 1614, PAGE 971
O.P.R.

OFF-LOT 50' RADIUS
FIRE APPARATUS ACCESS ROAD ESM'T
TO EXPIRE UPON FUTURE PLATTING

100 YEAR FLOODPLAIN LIMITS
LJA LOMR APPROVED BY CITY OF BOERNE ON
6/15/2023 & SUBMITTED TO FEMA

HERFF ROAD
MAJOR ARTERIAL
(120' R.O.W.)
VOL. 1485, PG. 773 O.P.R.

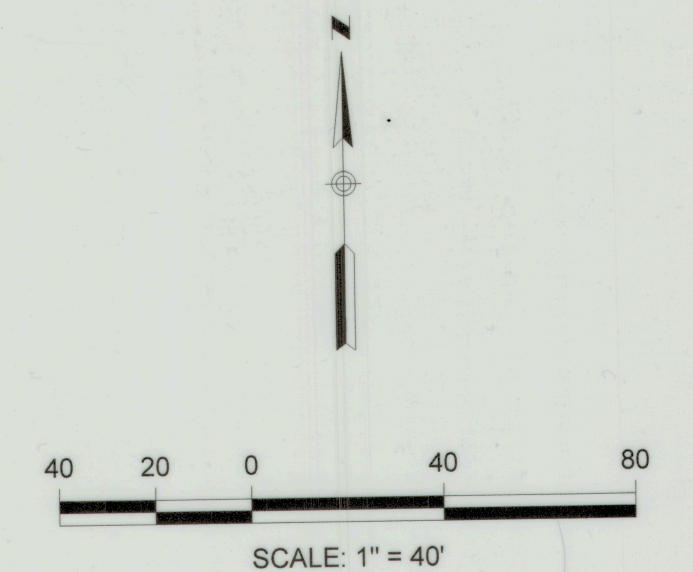
UNPLATTED
REMAINDER 16.415 ACRES
OF BOERNE COMMONS, LTD.
LIMITED PARTNERSHIP
VOLUME 1614, PAGE 971
O.P.R.



DETAIL 'A'
SCALE 1" = 1"

LINE	BEARING	DISTANCE
L1	N87° 43' 51"E	1.74'
L2	S2° 17' 08"E	80.84'
L3	S2° 10' 31"E	54.14'
L4	S89° 43' 38"E	159.72'
L5	N87° 42' 52"E	80.23'
L6	S52° 18' 45"E	85.69'
L7	N52° 18' 45"W	59.95'
L8	S87° 42' 52"W	80.82'
L9	N89° 43' 38"W	160.30'
L10	S69° 38' 10"W	3.91'
L11	S2° 10' 31"E	56.50'
L12	S2° 31' 45"E	10.00'

Curve #	Rad.	Arc	Delta	Chord Bearing	Chord
C1	65.00'	158.78'	139°57'41"	S17° 29' 22"W	122.15'
C2	18.00'	15.81'	50°18'57"	S27° 20' 00"E	15.30'
C3	25.00'	41.32'	94°42'17"	S45° 10' 37"W	36.78'
C4	775.10'	54.26'	4°00'40"	N85° 27' 55"W	54.25'
C5	51.00'	9.43'	10°35'57"	N84° 58' 24"E	9.42'
C6	51.00'	35.60'	39°59'22"	S72° 18' 26"E	34.88'
C7	35.00'	23.95'	39°12'43"	S71° 55' 07"E	23.49'
C8	50.00'	251.71'	288°26'35"	S52° 41' 49"W	58.47'
C9	35.00'	42.29'	69°13'52"	N17° 41' 49"W	39.76'
C10	25.00'	17.45'	39°59'22"	N72° 18' 26"W	17.10'
C11	25.00'	9.00'	20°38'12"	S79° 57' 16"W	8.96'
C12	75.00'	185.44'	141°39'48"	S16° 38' 10"W	141.68'
C13	3.00'	2.72'	52°01'12"	S28° 11' 08"E	2.63'
C14	15.00'	24.79'	94°42'16"	S45° 10' 12"W	22.06'



LEGEND

- 1/2" IRON ROD FOUND (UNLESS NOTED)
- 5/8" IRON ROD W/ 'LJA SURVEYING CAP' SET
- CALCULATED POINT
- BOUNDARY
- EASEMENT BY THIS PLAT
- PROPERTY LINE
- LJA LOMR AS APPROVED BY CITY OF BOERNE ON 6/15/2023 (FEMA SUBMITTED)
- EXISTING EASEMENT
- REFERENCE TIE
- O.P.R. OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS
- D.P.R. DEED AND PLAT RECORDS OF KENDALL COUNTY, TEXAS
- R.O.W. RIGHT-OF-WAY
- VOL. VOLUME
- PG. PAGE
- DOC # DOCUMENT NUMBER
- TC TOTAL CIRCUMFERENCE
- SQ.-FT. SQUARE FEET
- HERITAGE LEGACY TREE

EASEMENT TABLE

- A 10' UTILITY ESM'T
- B 26' INGRESS/EGRESS ESM'T
- C 30' UTILITY ESM'T (VOL. 1642, PG. 1, O.P.R.)
- D 0.502-AC. DRAINAGE ESM'T (VOL. 1485, PG. 787, O.P.R.)
- E 26' INGRESS/EGRESS ESM'T (DOC# 2022-373511, O.P.R.)

ADDRESS TABLE

LOT	ADDRESS
11A	84 HERFF ROAD
11B	82 HERFF ROAD

FINAL SUBDIVISION PLAT
OF
COMMONS AT MENDER
CREEK UNIT 11

BEING 2.105 ACRES OF LAND OUT OF THE JOHN SMALL SURVEY No. 183, ABSTRACT No. 441, CITY OF BOERNE, KENDALL COUNTY, TEXAS, BEING ALL OF THE REMAINDER OF A CALLED 31.981 ACRES, TRACT 1, BY INSTRUMENT TO BOERNE COMMONS, LTD. RECORDED IN VOLUME 1614, PAGE 971 OF THE OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS.

LJA Engineering & Surveying, Inc.

9830 Colonnade Blvd
Suite 300
San Antonio, Texas 78230

Phone 210.503.2700
LJA.COM
FRN - F-1386

T.B.P.E.L.S. FIRM No. 10194382

SHEET 2 OF 2

ENGINEER:
LJA ENGINEERING, INC.
9830 COLONNADE BLVD., SUITE 300
SAN ANTONIO, TEXAS 78230
CONTACT: JOSE M. CANTU, P.E.
PHONE # (210) 503-2700
FAX # (210) 503-2749

SURVEYOR:
LJA SURVEYING
9830 COLONNADE BLVD., SUITE 300
SAN ANTONIO, TEXAS 78230
CONTACT: GORDON N. ANDERSON, R.P.L.S.
PHONE # (512) 439-4700



Peak Hour Trip Generation Form City of Boerne, Texas

Development Name: **Starbucks & Retail**
 Applicant: _____
 Legal Description (Lot, Block): **Unit 11A**
 Case / Plat Number: _____ Date: **4/8/2025**

Alternate Peak (SAT, SUN, Generator):

Saturday

ITE Code	Land Use	Variable	Density	AM Peak Hour Rate	AM Total Trips	AM In 0.51	AM Out 0.49	PM Peak Hour Rate	PM Total Trips	PM In 0.50	PM Out 0.50	Other Peak Hour Rate	Other Total	Other In 0.50	Other Out 0.50
937	Coffee Shop	1,000 sf	2.4	88.99	213.6	108.9	104.7	43.48	104.4	52.2	52.2	87.7	210.48	105.24	105.24
						0.8	0.2			0.51	0.49			0.50	0.50
876	Retail	1,000 sf	3.4	1.0	3.4	2.72	0.68	4.12	14.0	7.14	6.86	5.32	18.1	9.05	9.05
Total					217.0				118.4				228.58		

To Be Completed by City of Boerne

Peak Period	
Peak Hour Trips	
TIA Required	
Turn Lane Evaluation Required	

Reviewed/Approved By _____

Worksheet Last Updated: 3/24/2023

D. SPECIAL USE PERMITS

1. Purpose and Applicability

A Special Use Permit (SUP) allows for certain uses that are not permitted in a particular base zoning category by right, but which may be permitted under certain circumstances and application of certain conditions. SUPs require individual, discretionary review of location, design, configuration and operation in order to demonstrate compatibility with neighboring uses, adequate mitigation or resolution of negative impact, consistency with the Comprehensive Master Plan, and adequate offsets of any disproportionate burden upon the public infrastructure systems of the City.

2. Special Use Permits

An owner of real property, or that owner's authorized representative, may initiate a SUP for that property by filing an application with the Planning Department. The SUP request may, upon owner's discretion, be included as a part of an overall zoning or rezoning application, provided that all of the requirements of this Chapter are met. SUPs will be processed and considered in accordance with the procedures described in Section 2.6.

3. Pre-Application Meeting

The owner or owner's authorized representative shall meet with the Planning Director or designated staff prior to submittal of the SUP application. At this pre-submittal meeting, the owner will present a preliminary, non-binding plan (conceptual or sketch plan) to the Planning Director, for discussion purposes only. The official will provide the owner or owner's authorized representative with a checklist of submittal requirements for the SUP application, including impact mitigation factors that should be addressed. The particular requirements for impact mitigation will depend on the special use being proposed, the scale of the project, and the location of the property in question. Staff may make recommendations for the presented plan based on similar projects submitted for consideration by the Commission.

a. Application Contents

- i. General Content Required for All Zoning Applications
- ii. The SUP application shall be organized into the sections defined for all zoning applications. Project Checklist, provided at the pre-application meeting, shall be included
- iii. Letter of Justification
The applicant shall include in the SUP Application, in accordance with the SUP Application Checklist, a Letter of Justification that describes the proposed project. The letter should be a summary of application content, and should include, at a minimum:
 - (a) Project owner and/or developer
 - (b) Project description
 - (c) Benefits of the proposed project to neighboring properties and to the community at large
 - (d) Description of consistency with the Comprehensive Master Plan
 - (e) Description of consistency with the other Comprehensive Master Plans of the City, including thoroughfares, utilities, parks and economic development
 - (f) Measures taken to ensure compatibility of the proposed project with surrounding (existing) uses

b. Development Impact

- i. Each SUP application shall also include information indicating how potential impacts of the requested special use will be addressed, according to the particular land use district in which the property is located, in order to promote the character, intent and right of use of neighboring properties. These potential impacts will be identified during the pre-submittal meeting and provided as a part of the checklist of application requirements and will be included in the application. For more information, see the SUP Application Checklist.
- ii. The potential impacts of special use projects on neighboring properties will be selected from the list of factors below and identified on the submittal checklist that the applicant receives from the City at the pre-submittal conference. It is the property owner's responsibility to demonstrate adequate treatment of these issues either through design or operation of the proposed special use. Council reserves the right to accept, reject, or require modification to any measures proposed in the application.
 - (a) Community safety;
 - (b) Traffic;
 - (c) Parking;
 - (d) Loading;

- (e) Driveways;
- (f) Building setbacks;
- (g) Access and curb cuts;
- (h) Development density (may include footprint, height, people dwelling onsite, or other factors);
- (i) Hours of operation;
- (j) Property values;
- (k) Viewshed protection;
- (l) Impervious cover;
- (m) Noise;
- (n) Light;
- (o) Vibration;
- (p) Hazardous or flammable materials;
- (q) Special solid waste disposal requirements;
- (r) Discharge/water contamination; and
- (s) Other

c. Application copies

The application package shall be submitted digitally. A paper copy of the document will also be required when certified documents are included. The application check list will indicate the number of paper copies required.

4. Criteria for Approval

- a. Planning and Zoning Commission may recommend, and City Council may approve the application for a Special Use Permit if:
 - i. the proposed special use is determined to comply with the intent of all applicable requirements of the Code and with adopted plans and policies of the City;
 - ii. the application demonstrates mitigation of potential impacts; and
 - iii. the following general criteria are met:
 - (a) The use complies with the purpose and intent of the zoning classification of the property, as well as any applicable supplemental regulations as required by Council.
 - (b) The use is consistent with the Comprehensive Master Plan.
 - (c) The establishment, maintenance, or operation of the proposed use shall not endanger or be detrimental to the public health, safety, morals, comfort, or general welfare of the community.
 - (d) The use shall have no more adverse effects on health, safety, or comfort of persons living or working in neighboring properties or shall be no more injurious to neighboring properties than would any other use generally permitted under the same categorical zoning designation.
 - (e) The use will not result in traffic volumes or circulation patterns that negatively affect streets and intersections likely to be used by traffic to and from the proposed development without approved mitigation of impact;
 - (f) The proposed use shall not injure the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.
 - (g) The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted therein.
 - (h) The use will not create detrimental operational impacts, through hours of operation, management of traffic, servicing and loading operations, and any on-site operations associated with the ongoing functions of the use on the site, on neighboring properties.
 - (i) The use will not create detrimental health and safety impacts, such as noise, emissions, or vibrations, through functions within the proposed site.
 - (j) The use will not create detrimental impacts on the potential for future development of neighboring properties; and
 - (k) The public interest and welfare supporting the use shall be sufficient to outweigh the individual interests that are adversely affected by the establishment of the proposed use.

5. Public Hearings and Decisions

a. The Planning and Zoning Commission and the City Council shall hear applications for Special Use Permits.

b. Public hearings shall be held for applications for Special Use Permits.

c. Notice of Public Hearings

Notice required for a public hearing before the Planning and Zoning Commission or the City Council shall be in accordance with the requirements for public notice established by this Chapter.

d. Hearing and Recommendation by the Planning and Zoning Commission

The Planning and Zoning Commission shall hold a public hearing on the Special Use Permit application at the next meeting following notification requirements as stated in this Code. After the public hearing, the Commission shall recommend to approve, approve with conditions, approve in part, deny or deny in part the application. Where the Commission fails to render its decision at the required public hearing, the decision shall be deemed to have been rendered as a recommendation for denial of the applicant, unless the applicant has agreed in writing or on the record to an extension of time.

e. Negative Recommendation of Planning and Zoning Commission

If the Planning and Zoning Commission recommends denial of a Special Use Permit application, the permit application shall require approval by a super majority vote by City Council.

f. Hearing and Action by City Council

City Council shall hold a public hearing on the Special Use Permit application within forty-five (45) days of the Planning and Zoning Commission's action on the application. After the public hearing, Council shall act to approve, approve with conditions, approve in part, deny or deny in part the application, within forty-five (45) days of the council hearing, or the next scheduled meeting in which public notice can be made. In taking action, the City Council shall consider the criteria for approving a Special Use Permit. Where Council fails to render its decision within the period specified by this subsection, or fails to hold the required public hearing within forty-five (45) days from the date of the decision of the Planning and Zoning Commission, the decision shall be deemed to have been rendered in denial of the applicant, unless the applicant has agreed in writing or on the record to an extension of time. When a decision is rendered in denial of the applicant because of the failure of Council to meet or render a decision as hereinabove provided, the Planning Director shall give public notice of said decision within ten (10) days of expiration of the forty-five (45) days following the council hearing.

g. Requirements for Approval by Three-fourths Vote

The affirmative vote of three-fourths of the members of the City Council is required for approval of a proposed Special Use Permit if:

i. The proposed Special Use is protested in writing by the owners of at least 20% of the area of land that is either included in the proposed zoning classification or at least twenty percent (20%) of the area of land immediately adjoining the area included in the proposed zoning classification and extending 200 feet from that area. In computing the percentage of land area, the area of streets and alleys shall not be included in the computation.

ii. Written protests must be received by the City Manager no later than 12:00 p.m. of the previous business day prior to the posted date and time for the zoning hearing on the city council's agenda.

- iii. If the written protests appear to be at least twenty percent (20%) of either the area of the lots or land covered by the proposed change or the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred (200) feet there from, the applicant shall be entitled to, but is not required to, request a continuance if all members of the City Council are not present.

6. Subsequent Applications

- a. When an application has been withdrawn

An application for a SUP may be withdrawn at any time. If the application has been advertised in compliance with State Law, an application requesting substantially the same use on all or part of the same described land shall not be reconsidered within three months of withdrawal.

- b. When an application has been denied

In the event that the City Council denies an application for a Special Use Permit, a similar application shall not be refiled within one year from the date of the denial, unless the Planning and Zoning Commission, upon petition by the applicant, determines that significant physical, economic or land use changes have taken place within the immediate vicinity, or a significant zoning regulation text change has been adopted, or when the reapplication is for a different use than the original request. The applicant shall submit a statement in detail setting out those changes which he or she deems significant and upon which he or she relies for refiled the application.

7. Scope of Approval

- a. Once a SUP has been granted, the approved use may only be enlarged, extended, increased in intensity or relocated under the conditions of a major or minor amendment, unless, in approving the initial application for a SUP the City specifically established an alternative procedure for future expansion or enlargement. The provisions for nonconforming uses and vested rights do not supersede this requirement, unless the specially permitted use is no longer a use permitted by right or as a special use in the assigned zoning category.
- b. The terms of approval shall be set by City Council. Special Use Permits are granted to the property, and not to the landowner. Therefore, the Permit shall be transferable upon sale.

8. Expiration of Approval of Special Use Permits

- a. A Special Use Permit shall automatically lapse and become null and void if:
 - i. the applicant fails to satisfy any condition that was imposed as part of the approval of the SUP or that was made under the terms of any development agreement, within the time limits established for satisfaction of such condition or term;
 - ii. the applicant fails to submit a subsequent development application required by the Code within the time so required. If no time limit for satisfaction of conditions is specified in the decision on the development application, the time shall be presumed to be one year from the date the decision was made;
 - iii. the Special Use involves physical improvements that have not been substantially initiated within one (1) year of the date of approval or authorization approval of the SUP;
 - iv. after starting construction, the construction is discontinued for a period of one (1) year or more; or
 - v. No physical improvements are made, and a Certificate of Occupancy is not issued for the Special Use within two (2) years of the date of approval or authorization.
- b. Effect of Expiration

- i. No Certificate of Occupancy shall be issued after approval lapses unless the approval or authorization is renewed.
 - ii. No physical improvements shall be made after approval lapses unless the approval or authorization is renewed.
 - iii. Upon the expiration of a SUP, all previously approved permits for the same land also shall expire on the expiration date if (1) the expired permit is subordinate to such previously approved permits and (2) the filing of an application for or approval of the expired permit was required to avoid expiration for the previously approved permit or permits. Thereafter, a new application for each permit deemed expired under this Section must be approved subject to regulations in effect at the time the new application is accepted for filing.
- c. Renewal after lapse

The City Council may renew its approval of a SUP for which approval has lapsed, provided that no more than one (1) year has elapsed since the date of expiration of the original approval or, in the case of discontinuance of work, since the date of discontinuance. Renewal shall require formal action, but it shall not require public notice or hearings. Renewal shall have the same effect as the original approval. If no renewal is granted with the one-year period allowed for renewals, the original approval shall be void and no further effect. Occupancy Permits shall be automatically renewed coincidentally with and for the same time periods and limitations as prescribed for SUP renewals.

9. Minor SUP Amendments

A SUP amendment is a request for any enlargement, expansion, increases in intensity, relocation, or modification of any condition of a previously approved and currently valid SUP. Amendments shall be processed as follows: shifts in on-site location and changes in size, shape, intensity, or configuration of less than 5 percent, or a 5 percent or less increase in either impervious surface or floor area over what was originally approved, may be authorized by the Planning Director, provided that such minor changes comply with the following criteria:

- i. No previous minor modification has been granted pursuant to this section;
- ii. There will be no detrimental impact on any adjacent property caused by significant change in the appearance or use of the property or any other contributing factor;
- iii. Nothing in the currently valid SUP precludes or otherwise limits such expansion or enlargement; and
- iv. The proposal conforms to all applicable requirements of Title XV and is in keeping with the spirit and intent of the Comprehensive Master Plan.

10. Major SUP Amendments

All amendments, other than those amendments provided for in this Section, shall be considered major SUP amendments and shall require approval in the same manner and under the same procedures as are applicable to the issuance of the original SUP approval.





DRIVE THRU

STARBUCKS
COFFEE













PEPPER'S

Fresh
7 days
Bio
Fresh





AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	APPROVE ON SECOND READING ORDINANCE NO. 2025-08; AN ORDINANCE AMENDING THE CITY OF BOERNE, TEXAS, CODE OF ORDINANCES, CHAPTER 22, UTILITIES, AMENDING ARTICLE II. WATER SYSTEM, SEC. 22-55. CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES (EXCEPT WHEN A CRITICAL WATER SHORTAGE EXISTS); SEC. 22-56. DROUGHT RESPONSE STAGES. (TCEQ MANDATED DROUGHT CONTINGENCY PLAN UPDATE)
Contact Person	Andrea Snouffer – Utilities Administrative Supervisor Michael Mann – Utilities Director
Background Information	<p>On May 1, 2024, the City submitted its required 5-year update of the Water Conservation Plan as required by TCEQ. This required plan must also include the City's Conservation and Emergency Drought Management Ordinance. After review of our submission, TCEQ advised that additional information was needed:</p> <ul style="list-style-type: none">• specific criteria for the initiation and termination of drought response stages• specific quantified targets for water use reductions to be achieved during periods of water shortage and drought• procedures for submitting a water use variance <p>Additionally, Guadalupe-Blanco River Authority (GBRA) recently notified the City that each wholesale customer with contracted supplies from Canyon Reservoir is required to submit a curtailment plan that meets the requirements in Section 10.2 of GBRA's Drought Contingency Plan. The proposed language regarding this issue was deemed sufficient by GBRA.</p> <p>Staff have assembled the required TCEQ and GBRA updates and recommends the Council approve our revised Conservation and Emergency Drought Management Ordinance as presented. Approval by the City Council is required prior to final submission to TCEQ.</p> <p>We recommend that the Council approve the revised ordinance language as presented.</p>

Strategic Alignment	B1-Utilizing data to drive smart decision making B2-Advancing master plan recommendations	
Financial Considerations	N/A	
Citizen Input/Board Review	N/A	
Legal Review	The City Attorney's office has reviewed the proposed ordinance modifications	
Alternative Options	We welcome any suggested wording changes from Council, but we are ultimately required by TCEQ to obtain Council approval of an ordinance update including the referenced information.	
Supporting Documents	Ordinance No. 2025-08 (showing proposed changes).	

ORDINANCE NO. 2025-08

AN ORDINANCE AMENDING THE CITY OF BOERNE, TEXAS, CODE OF ORDINANCES, CHAPTER 22, UTILITIES, AMENDING ARTICLE II. WATER SYSTEM, SEC. 22-55. CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES (EXCEPT WHEN A CRITICAL WATER SHORTAGE EXISTS); SEC. 22-56. DROUGHT RESPONSE STAGES

WHEREAS, it becomes necessary from time to time to make certain changes in ordinances of the City of Boerne, Texas;

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

that the Code of Ordinances, City of Boerne, Texas, Chapter 22, Utilities, Section 22-55. Criteria for initiation and termination of drought response stages (except when a critical water shortage exists); Section 22-56. Drought responses stages:

ARTICLE II. WATER SYSTEM

DIVISION 2. CONSERVATION AND EMERGENCY DROUGHT MANAGEMENT.

Sec. 22-55. Criteria for initiation and termination of drought response stages (except when a critical water shortage exists).

(a) Upon determination that a critical water shortage exists or is imminent as described in section 22-53, or other pertinent conditions indicate that implementation criteria have been met, the utilities director shall report the condition of the water supply to the city manager.

(b) The city manager shall report the water supply conditions to the city council within three (3) days (seventy-two (72) hours) of consultation with the utilities director.

(c) Upon consultation with the mayor and utilities director on water supply conditions, storage and production restraints, the city manager shall determine the implementation date of Stage I and all consequent water use restrictions. Thereafter, each subsequent stage shall take effect after determination by the city manager that the new implementation conditions have been reached and with at least twenty-four (24) hours public notice of the change.

(d) The city manager may terminate emergency water use restrictions or water stage restrictions, when conditions warrant such termination. Public notice of such termination, giving the effective date and listing the restrictions being terminated, shall be posted electronically, if feasible, and in the usual physical location for posting of public notices.

(e) No person, corporation or other entity including, without limitation, any customer utilizing water provided by the city (including reclaimed water) shall knowingly make, cause, use or permit the use of water received from the city for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this ordinance. There shall be four (4) designated stages which incorporate progressive water use restrictions intended to curb non-essential water use to both lower overall water consumption as well as minimize peak demand for water production.

(1) Stage 1 – Mandatory conservation measures with the desired result of a fifteen (15) percent reduction in overall water consumption.

(2) Stage 2 – Mandatory conservation measures with the desired result of a twenty-five (25) percent reduction in overall water consumption.

(3) Stage 3 - Mandatory conservation measures with the desired result of a thirty-five (35) percent reduction in overall water consumption.

(4) Stage 4 - Mandatory conservation measures with the desired result of a forty-five (45) percent reduction in overall water consumption.

(f) The city manager may initiate and terminate emergency water use restrictions on reclaimed water use as a response to limitations on production and/or supply, including implementation of drought response stages shown in section 22-56.

(g) Water Production Capability and Pumping Capacity

1. Surface Water (Boerne City Lake)- The City can produce up to 1.3 million gallons per day (MGD) with high service pumping capacity of 2,600 GPM in addition to onsite treated water storage of 3.0 MG. Production, storage, as well as weather conditions within the watershed draining to Boerne City Lake are monitored on a daily basis. Factors that can limit production are TCEQ withdrawal limits and drought conditions.

2. Groundwater (Boerne City Wells) – The City’s withdrawal permit from Cow Creek Groundwater Conservation District allows up to 1,850-acre feet per year or 1.65 MGD. There are nine (9) active wells with a combined pumping capacity of 1,428 GPM. Production is monitored on a daily basis. Factors that can limit production are curtailments from Cow Creek Groundwater Conservation District, and weather conditions such as drought or freezing temperatures.

3. Purchased Wholesale Water (GBRA Western Canyon Regional Water Supply Project) – The City’s contracted allotment with GBRA allows up to 3,611-acre feet per year or 3.22 MGD. Annual allocation is based upon anticipated need. This water source is delivered on a constant flow basis. The onsite treated storage capacity is 1.0 MG with a total pumping capacity of 3,150 GPM. A factor that can limit usage is a curtailment from GBRA.

4. Initiation or advancement of drought stages shall occur when demand exceeds the City’s combined production capability for at least five (5) consecutive days, and the City is unable to completely replenish storage over a period of two (2) consecutive days. See Section 22-55(g) for a detailed description of City water production capability and how it is evaluated as to the advancement of drought stages.

5. Termination of drought stages will occur when production capability exceeds demand for at least fourteen (14) consecutive days and when the demand model forecast shows this trend anticipated to continue for at least fourteen (14) more days.

6. Due to the combination of water sources, criteria to trigger advancement of water stages is not mandatory.

i. One or more of the following may trigger Stage 1:

- Water storage levels at Boerne City Lake reach 75% full.
- Cow Creek Groundwater Conservation District curtailment of at least 15%.
- Water storage levels in Canyon Lake Reservoir reach 70% full.

ii. One or more of the following may trigger Stage 2:

- Water storage levels at Boerne City Lake reach 65% full.
- Cow Creek Groundwater Conservation District curtailment of 25%.
- Water storage levels in Canyon Lake Reservoir reach 60% full.

iii. One or more of the following may trigger Stage 3:

- Water storage levels at Boerne City Lake reach 55% full.
- Cow Creek Groundwater Conservation District curtailment of 35%.
- Water storage levels in Canyon Lake Reservoir reach 50% full.

iv. One or more of the following may trigger Stage 4:

- Water storage levels at Boerne City Lake reach 45% full.
- Cow Creek Groundwater Conservation District curtailment of 50%.
- Water storage levels in Canyon Lake Reservoir reach 40% full and GBRA imposes curtailments on the City's contracted allotment.

(h) Curtailment Plan for Contracted Annual Commitment of Water - Guadalupe-Blanco River Authority's (GBRA) Drought Contingency Plan requires wholesale customers with contracted supplies from Canyon Reservoir to submit a curtailment plan to address the following:

- I. **City of Boerne Drought Coordinator:** Utilities Regulatory Services Administrator, 447 N. Main St., Boerne, TX 78006.
- II. **Monthly Distribution of Annual Allotment:** City of Boerne's monthly distribution shall be 1/12 of the annual allotment per month.
- III. **Curtailment Measures:** City of Boerne will not withdraw any water in excess of the contracted raw water reservation or annual commitment amounts as set forth in the February 22, 2000, agreement and subsequent executed amendments between the City and GBRA. In the event, GBRA curtails the delivery of wholesale purchase water from Western Canyon, the City will reduce consumption by enforcing drought restrictions or increasing water production from the City's other three sources of water: wells, surface water and reclaimed water. In addition, the City will also restrict landscape watering with an irrigation system to be limited to once per week or less frequently if necessary. The City will continue to comply with all TCEQ drought management planning requirements.

Sec. 22.56. Drought Response Stages

All of the following Drought Response Stages are mandatory compliance.

(a) *Stage I.*

- (1) Formal public notification by the City Manager or duly authorized representative of an existing or impending water supply, production, or quality concern.

- (2) Request public to initiate water use curtailments.
- (3) Increase efforts to educate the public by disseminating information on such subjects as water saving tips, water saving devices, irrigation practices, etc.
- (4) Irrigation utilizing individual sprinklers or sprinkler systems of lawns, gardens, landscaped areas, trees, shrubs, and other plants is prohibited except on one designated outdoor water use days (see section 22-57 Designated outside water use days) and only then during the non-restricted hours of 12:00 midnight to 11:00 a.m. and 7:00 p.m. to 12:00 midnight. However, this restriction does not apply to the irrigation of commercial nurseries, commercial sod farms, and similarly situated commercial establishments. Said establishments will be requested to curtail all nonessential water use. Irrigation of lawns, gardens, landscaped areas, trees, shrubs, or other plants is permitted at any time if:
 - a. A hand-held hose is used with a manual or automatic shutoff nozzle;
 - b. A hand-held, faucet-filled bucket of five (5) gallons or less is used; or
 - c. A properly functioning drip irrigation system is used.
- (5) Request general curtailment of indoor water use.
- (6) Washing of automobiles, trucks, trailers, recreational vehicles, boats, airplanes and other mobile equipment must be done with a hand-held bucket and hand-held hoses must be equipped with a manual or automatic shutoff nozzle.
- (7) Identify and eliminate defective plumbing in a home, business establishment or any location where water is used on the premises to avoid wasting of any water by such defective plumbing.
- (8) Allowing defective plumbing in a home, business establishment or any location where water is used on the premises is prohibited. Wasting of any water by reason of defective plumbing as hereinabove mentioned is prohibited and shall include the existence of out-of-repair water closets, underground leaks, defective faucets and taps. Allowing water to flow constantly through a tap, hydrant, valve or otherwise by any user of water connected to the City system, shall be considered wasting of water and is prohibited.
- (9) The following uses of water are defined as "waste of water" and are prohibited:
 - a. Allowing water to run off into a gutter, ditch, or drain;
 - b. Failing to repair a controllable leak;
 - c. Applying water to impermeable surfaces; or
 - d. Operating an irrigation system with damaged sprinkler heads
- (10) Any use of water for the purposes or in a manner prohibited in this section shall be deemed to be a waste of water; and any person in whose name a water meter connection is registered in the utilities department (including reclaimed water meters), which water connection serves premises upon which a violation occurs, shall constitute in evidence a prima facie presumption that the person in whose name such water connection is registered was the person who permitted or caused the act of waste charged to occur on the premises.
- (11) The City Manager or his duly authorized representative shall consider permit requests of water users for special consideration to be given due to their respective

particular circumstances and shall review and decide such requests. **These special requests are submitted through a variance permit application with the City's Permitting and Code Compliance Department and are issued for a period of thirty (30) days (following approval), or until the effective date of Stage 4 water restrictions, whichever comes first.** The City Manager is hereby authorized, in special cases, to grant a permit from the terms of this Ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship, and so that the spirit of this Ordinance shall be observed and substantial justice done. Should a permit for special exception be granted, it shall be in effect from the time of granting; provided, that the permit is prominently posted on the premises. Should the City Manager receive written protest after granting of any such permit which indicates the conditions of the permit are not being met, the City Manager or his duly authorized representative may reconsider the permit. After the conclusion of reconsideration, the City Manager shall take such action by way of revocation of such permit, or refusal to revoke the same, or modification of such permit as the City Manager may deem proper under the circumstances.

(12) The City Manager shall update members of the City Council on a regular basis of any water supply, production, quality or system issues.

(b) *Stage II.*

- (1) All of the restrictions of Stage I shall apply in addition to those hereinafter set forth.
- (2) Formal notification of the public by city manager or his duly authorized representative through media notice, social media outlets, message boards, and/or direct contact with all customers.
- (3) Continue public education program set forth in Stage I.
- (4) Irrigation utilizing individual sprinklers or sprinkler systems of lawns, gardens, landscaped areas, trees, shrubs, and other plants is prohibited except on the one designated outdoor water use day (see section 22-57, designated outside water use days) and only then during the non-restricted hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m. However, this restriction does not apply to the irrigation of commercial nurseries, commercial sod farms, and similarly situated commercial establishments. Said establishments will be requested to curtail all nonessential water use. Irrigation of lawns, gardens, landscaped areas, trees, shrubs, or other plants is permitted at any time if:
 - a. A hand-held hose is used with a manual or automatic shutoff nozzle;
 - b. A hand-held, faucet-filled bucket of five (5) gallons or less is used; or
 - c. A properly functioning drip irrigation system is used.
- (5) Refrain from installation of new or replacement turf grass lawn or other landscape features which require water use.
- (6) Entities operating athletic playing fields must apply for a special use permit to allow irrigation on more than the one (1) designated water use day. The permit must be reviewed and approved by the city manager or designee. The entity must file a conservation plan and satisfy the "Guidelines for Athletic Field Variance on Water Restrictions" (Exhibit A). All reclaimed, rain catchment or

condensate water systems will be used as a first source of water for irrigation if feasible.

- (7) The use of water for dust control is prohibited other than from reclaimed water sources.
- (8) The refilling or adding of water to swimming and/or wading pools is prohibited except on the one (1) designated outdoor water use day during the non-restricted hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m. However, this restriction does not apply to public swimming pools which must be maintained pursuant to health regulations.

(c) *Stage III.*

- (1) All of the restrictions of Stages I and II shall apply in addition to those hereafter set forth.
- (2) Irrigation utilizing individual sprinklers or sprinkler systems of lawns, gardens, landscaped areas, trees, shrubs, and other plants is prohibited except every other week beginning on the first Monday after Stage III has been declared on the designated outdoor water use day (see section 22-57, designated outside water use day) and only then during the non-restricted hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m. However, this restriction does not apply to the irrigation of commercial nurseries, commercial sod farms, and similarly situated commercial establishments. Said establishments will be requested to curtail all nonessential water use. Irrigation of lawns, gardens, landscaped areas, trees, shrubs, or other plants is permitted on any day between the hours of 7:00 a.m. to 11 a.m. and 7:00 p.m. to 11:00 p.m. if:
 - a. A hand-held hose is used with a manual or automatic shutoff nozzle;
 - b. A hand-held, faucet-filled bucket of five (5) gallons or less is used; or
 - c. A properly functioning drip irrigation system is used.
- (3) Request the discontinued operation of all ornamental fountains, water-falls, and similar amenities drawing water from city supply, except for those fountains/structures with a re-circulating system.
- (4) Curtail all nonessential public and governmental water uses such as City vehicle washing and street cleaning.
- (5) Commercial nurseries, commercial sod farms and other similar establishments must curtail all nonessential water use and shall use only hand held hoses, drip irrigation systems or hand held buckets.
- (6) All restaurants are prohibited from serving water to their customers except when specifically requested by the customer.
- (7) Work with large commercial water customers to develop and implement individual water conservation plans.

(d) *Stage IV.*

- (1) All restrictions of Stages I, II and III shall apply in addition to those hereinafter set forth.

- (2) All variances granted by the city manager under Stage II and III shall become null and void upon implementation of Stage IV and no new permits shall be granted.
- (3) The sprinkling or watering of lawns is prohibited. The city manager or designee may authorize the watering of trees, shrubbery, annual, biennial or perennial plants, vines, gardens, vegetables and flowers through the means of a hand-held hose equipped with a positive shutoff nozzle, properly functioning drip irrigation or a hand-held bucket or watering can. When authorized, such watering shall be done only between the non-restricted hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m. on the one (1) designated outside water use day as specified in section 22-57, stage III. Commercial nurseries shall be exempted from this prohibition and shall be permitted to water nursery stock by means of a hand-held hose equipped with a positive shut-off nozzle, drip irrigation or hand-held bucket or watering can on any day during the non-restricted hours of 7:00 p.m. and 11:00 a.m.
- (4) Vehicle washing allowed only at commercial or automatic car wash establishments which utilize water recycling systems.
- (5) Commercial or automatic car wash establishments shall use minimum practical water settings.
- (6) Washing sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas, except to alleviate immediate health or fire hazards are prohibited.
- (7) The washing of building exteriors is prohibited, except in the interest of public health.
- (8) The draining and filling of public swimming pools not equipped with filtration and re-circulation equipment is prohibited; said pools shall be closed.
- (9) The operation of any ornamental fountain or similar structure is prohibited.
- (10) The following water uses are hereby determined to be nonessential and are prohibited:
 - a. The use of water for the expansion of commercial nursery facilities.
 - b. The use of water for scenic and recreational ponds and lakes (except for the minimum amount required to support aquatic life) or for the filling of swimming pools or spas (except where the pool is required by a medical doctor's prescription).
 - c. The use of water to put new agricultural land into production.
 - d. The use of water for new planting or landscaping.
- (11) A drought surcharge, at the rate of five dollars (\$5.00) per one thousand (1,000) gallons for residential water used in excess of ten thousand (10,000) gallons per billing cycle, shall be implemented. The city council of Boerne may implement other surcharges to ensure compliance.

PASSED and APPROVED on this the 24 day of June, 2025.

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

APPROVED:

Mayor

ATTEST:


City Secretary

APPROVED AS TO FORM:

City Attorney



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R42; A RESOLUTION OF THE CITY OF BOERNE, TEXAS AUTHORIZING THE CITY MANAGER TO CONTRACT WITH LOWER COLORADO RIVER AUTHORITY (LCRA)/MCCOY TREE SURGERY, INC. FOR TRIMMING TREES ALONG POWER LINES UNDER LCRA'S COOPERATIVE PURCHASING CONTRACT FOR A TOTAL AMOUNT NOT EXCEEDING \$66,072.
Contact Person	Michael Mann – Utilities Director
Background Information	<p>Trimming trees around power lines is a vital operation to help ensure reliability of service to the city's electric utility customers. We typically perform this work ourselves in areas that are easily accessible but hire an outside contractor to perform this work in more difficult to access locations. Much of the latter involves climbing trees in backyards, etc.</p> <p>This work performed over prior years has proven very effective in minimizing weather related outages (wind and ice).</p>  <p>For several years, we have participated in LCRA's cooperative purchasing procurement program for these services, and we have had very good experience with the program. Once again, this year, McCoy Tree Surgery was awarded the contract by LCRA for this work. LCRA</p>

	<p>provides support and administration for the contractor.</p> <p>Copies of the LCRA contract and a contract with McCoy Tree Surgery (drafted by the City Attorney) are attached for the Council's review.</p> <p>Staff requests that the Council authorize the City Manager to contract for work to be done over a four-week period in September of this year. Direct charges from McCoy Tree Surgery would be \$62,924.80, and there would be a \$3,146.24 administrative fee from LCRA. The total proposed cost is \$66,071.04.</p>
Strategic Alignment	<p>F2 – Investing in an maintaining high-quality infrastructure systems and public assets.</p> <p>B2 – Advancing master plan recommendations.</p> <p>C2 - Offering quality customer experiences.</p>
Financial Considerations	Funding for this work is included in the Electric Utility Operating Budget.
Citizen Input/Board Review	N/A
Legal Review	The proposed contracts were reviewed by the City Attorney's office.
Alternative Options	Deferring this work would likely result in decreased electric service reliability in future wind or ice events.
Supporting Documents	<p>Resolution No. 2025-R42</p> <p>Proposed contract attached.</p>

RESOLUTION NO. 2025-R42

A RESOLUTION OF THE CITY OF BOERNE, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CONTRACT BETWEEN THE CITY OF BOERNE AND LOWER COLORADO RIVER AUTHORITY (LCRA)/MCCOY TREE SURGERY, INC. FOR TRIMMING TREES ALONG POWER LINES UNDER LCRA COOPERATIVE PURCHASING CONTRACT FOR AN AMOUNT NOT TO EXCEED \$66,072

WHEREAS, trimming of trees around power lines is a vital operation to help ensure reliability of service to the City of Boerne's electric utility customers; and

WHEREAS, the City of Boerne ("City") participates in a cooperative purchasing program through the Lower Colorado River Authority ("LCRA") that satisfies State Law bidding requirements; and

WHEREAS, LCRA will provide the City access to LCRA's tree trimming services contract with McCoy Tree Surgery; and

WHEREAS, the City of Boerne finds it necessary to enter into and manage an agreement with LCRA for tree trimming services by McCoy Tree Surgery, Inc;

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 Lower Colorado River Authority for tree trimming services by McCoy Tree Surgery, Inc. along the City's power lines for an amount not to exceed \$66,072.00.

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

APPROVED:

Mayor

ATTEST:

City Secretary

**CONTRACTOR AGREEMENT
CITY OF BOERNE, TEXAS**

This Contractor Agreement (the "Agreement") is hereby entered into on the 1st day of July, 2025 ("Effective Date") by and between McCoy Tree Surgery, Co. ("Contractor"), and the City of Boerne, a Texas home-rule municipality (the "City"), for the provision of certain tree trimming services within the City.

RECITALS

WHEREAS, the Contractor and the Lower Colorado River Authority ("LCRA"), a conservation and reclamation district of the State of Texas created pursuant to Article XVI, Section 59, of the Texas Constitution, previously entered into Services Contract #5476, and a subsequent amendment related thereto, concerning the trimming and pruning of trees, brush, and other vegetation interfering with power lines as set out in more detail therein, and providing for such services at a specified price ("Services Contract"), attached hereto as **Exhibit A and Exhibit B** and incorporated herein; and

WHEREAS, the City desires to receive, and Contractor is willing to provide, certain tree trimming services under the Services Contract referenced above at the pricing described in that agreement; and

WHEREAS, the City is authorized, pursuant to Texas Local Gov't Code Ch. 271, and Texas Gov't Code Ch. 791, to enter into cooperative purchasing agreements and is deemed thereby to satisfy state laws requiring competitive bidding; and

WHEREAS, the City and Contractor desire to enter into this Agreement to clarify and make explicit the rights, duties, and responsibilities between the parties, and in case of any conflicts between this Agreement and the provisions of the Services Contract, the terms of this Agreement shall prevail; and

WHEREAS, the City and Contractor recognize and agree that this Agreement does not amend or alter the rights, duties, and obligations between Contractor and LCRA;

NOW, THEREFORE, the City and Contractor agree that the recitals above are true and correct, and further agree mutually as follows:

1. Contractor agrees to furnish and deliver to the City the services requested by the City as further detailed on the "Customer Services Contract" attached to this Agreement as **Exhibit C** and incorporated herein. The City agrees to pay Contractor for such services at the prices shown on **Exhibit C**.
2. The City shall make payment for goods or services in accordance with the Texas Prompt Payment Act, Chapter 2251, Texas Government Code. The date of any payment, whether net or gross, shall be determined by calculating the number of days after receipt of invoices from Contractor.
3. This Agreement is made and shall be construed according to the laws of the State of Texas, without regard for conflicts of law principles. Venue of any court action brought directly or indirectly by reason of this Agreement shall be in Kendall County, Texas. This Agreement is made and is to be performed in Kendall County, Texas.
4. All written notices shall be deemed to have been duly served if delivered in person to an individual, officer, legal representative, or member of the party for whom it is intended, or if delivered at or sent by registered mail to the last business address known to the person giving the notice.
5. Contractor shall indemnify and hold the City, its officers, employees, elected officials, and appointed officials harmless from all claims, damages, losses, fines, penalties, costs and expenses, including reasonable

attorneys' fees arising out of or resulting from this Agreement, and either (1) caused, in whole or in part, by the act or omission of Contractor, anyone directly or indirectly employed by it (including without limitation, Contractor's subcontractors or suppliers of any tier), or anyone for whose acts it may be liable, or (2) related to any payments due or owing between the Contractor and its subcontractors or suppliers.

If the Parties are concurrently negligent, each Party's liability shall be limited to that portion of negligence attributable to it as determined under the applicable proportionate responsibility rules of the State of Texas.

6. Governmental Functions/Immunities. The parties hereby acknowledge and agree that the City is entering this Agreement pursuant to its governmental functions and that nothing contained in this Agreement shall be construed as constituting a waiver of the City's governmental immunity from suit or liability, which is expressly reserved to the extent allowed by law. Notwithstanding anything to the contrary herein, the parties hereby acknowledge and agree that to the extent this Agreement is subject to the provisions of Subchapter I of Chapter 271, Texas Local Government Code, as amended, the City's immunity from suit is waived only as set forth in Subchapter I of Chapter 271, Texas Local Government Code. Further, the parties agree that this Agreement is made subject to all applicable provisions of the Texas Civil Practice and Remedies Code, including, but not limited to all defenses, limitations, and exceptions to the limited waiver of immunity from liability provided in Chapter 101 and Chapter 75.

MISCELLANEOUS

7. The terms and conditions of any exculpatory or indemnity provisions in this Agreement shall be construed in favor of the party being protected and shall survive the termination and completion of this Agreement. The judicial doctrine that provides that documents or exculpatory provisions are to be construed against the drafter or provider of such documents or provisions does not apply to this Agreement.

8. Contractor shall perform its obligations under this Agreement as an independent contractor and shall not be considered an employee of the City for any purpose whatsoever, including, but not limited to, entitlement to City employee benefits. Contractor hereby expressly waives any claim or entitlement to such benefits. Furthermore, this Agreement is not intended to create, nor should it be construed as creating, a partnership, association, joint venture, or trust.

9. If any provision of this Agreement is invalid, illegal, or unenforceable under any applicable statute, court decision, or rule of law, it is to that extent to be deemed omitted. The remainder of the Agreement shall be valid and enforceable to the maximum extent possible.

10. No right or remedy granted herein or reserved to either party is exclusive of any other right or remedy provided or permitted by law or equity, but each shall be cumulative of every other right or remedy given hereunder. The waiver or failure of either party to exercise, in any respect, any right provided for in this Agreement shall not be deemed a waiver of any further right under this Agreement.

11. This Agreement is subject to the appropriation of public funds by the City in its budget adopted for any fiscal year for the specific purpose of making payments pursuant to this Agreement for that fiscal year. The obligation of the City pursuant to this Agreement in any fiscal year for which this Agreement is in effect shall constitute a current expense of the City for that fiscal year only, and shall not constitute an indebtedness of the City of any monies other than those lawfully appropriated in any fiscal year. In the event of non-appropriation of funds in any fiscal year to make payments pursuant to this Agreement, this Agreement may be terminated without any liability to either party.

12. This Agreement may be executed in counterparts, each of which shall be deemed an original and constitute one and the same instrument.

13. This Agreement, together with all exhibits referenced herein, embody the complete agreement of the

parties hereto, superseding all oral or written previous and contemporary agreements between the parties and relating to matters in this Agreement.

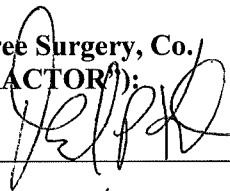
IN WITNESS WHEREOF, the Parties hereto have accepted the terms of this Agreement and caused this Agreement, including the exhibit attached hereto and incorporated herein by reference for all purposes, to be executed as of the date set forth above.

CITY OF BOERNE, TEXAS

By: _____
City Manager

ATTEST:

City Secretary

McCoy Tree Surgery, Co.
("CONTRACTOR"):
By:  _____
Name: MARK P KLINE
Title: SECRETARY

**CUSTOMER
SERVICES CONTRACT**

CUSTOMER: City of Boerne
P.O. Box 1667
Boerne, TX 77006
Attn: Mike Mann

DATE SUBMITTED: May 19, 2025

SCOPE OF SERVICES:

JOB NUMBER:

The Lower Colorado River Authority ("LCRA") will provide the Customer access to LCRA's tree trimming services contract (the "Agreement") with McCoy Tree Surgery ("McCoy"). The City will specify which lines McCoy is to clear prior to the start of work.

Per hour rates will depend on individual classification of each employee. (See attached rate schedule). McCoy will bill Customer directly, on a weekly basis, and Customer will pay invoices directly to McCoy in accordance with the terms and conditions of the Agreement.

Scope of Tree Trimming:	Estimated at 4 crew-week of trimming
Estimated Services Value:	\$ 62,924.80 per year (direct charge from McCoy)
Total Amount of Services (includes LCRA Fee):	\$ 66,071.04 Estimate

See Attached Terms and Conditions.

SCHEDULE:

Customer and McCoy will determine a mutually acceptable time for the start of services. Services have a target start of August 25, 2025, with a 4 week completion.

CONTRACT PRICE:

LCRA Administration Fee: \$ 3,146.24
The Administration Fee will be added to the Customer's monthly power bill upon execution of contract. (or invoiced direct as applicable).

City of Boerne

Lower Colorado River Authority

By: _____
Title: _____
Date: _____

By: _____
Title: Sam Woolard
VP, Trans Const & Maintenance
Date: _____

OFFICE USE ONLY

Accounting: _____

Approved By: _____
Completion Date: _____

Personnel Level	Rates	1	2023 Rate
Supervisor/General Foreperson	\$61.46	1 \$	61.46
Foreperson	\$47.95	1 \$	47.95
Trimmer	\$41.40	1 \$	41.40

Equipment

Chain Saws (each)	0.92	1 \$	0.92
Bucket Truck with Chip bed	18.07	1 \$	18.07
Chipper	6.92	1 \$	6.92
GF PickUp	14.82	1 \$	14.82

Crew Rate (using Max Rates)

Supervisor/General Foreperson	\$61.46	1 \$	61.46
GF PickUp	\$14.82	1 \$	14.82
Foreperson	\$47.95	2 \$	95.90
Trimmer	\$41.40	4 \$	165.60
Chain Saws (each)	\$ 0.92	6 \$	5.52
Bucket Truck with Chip bed	\$18.07	2 \$	36.14
Chipper	\$ 6.92	2 \$	13.84

Total Hourly Crew Rate		\$	393.28
Total Weekly Crew Rate		\$	15,731.20
Total weeks (estimated)	4.0	\$	62,924.80
Total Trimmers		7	

Includes per diem costs for Lodging and meals

Total (using max rates)	\$	62,924.80	Note: This is the estimated direct
Average/week	\$	15,731.20	charge from McCoy

Actual Charges according to the rate schedule will be billed.

LCRA will bill a fee to cover the cost of scheduling and administering the program

The Administration fee is: \$ 3,146.24

FOR BUDGETING PURPOSES ONLY

Total (LCRA and McCoy)	\$	66,071.04	7 PERSON CREW
Total (LCRA and McCoy) weekly avg.	\$	16,517.76	

TERMS AND CONDITIONS

The Lower Colorado River Authority ("LCRA") will provide the Customer access to LCRA's tree trimming services contract (the "Agreement") with McCoy Tree Surgery ("McCoy").

LCRA will directly bill a fee to the City to cover the scheduling and administering the program.

The services under this Customer Services Contract are provided pursuant to the Technical Services Cooperation Agreement between LCRA and the City, dated December 17, 1979 and under the authority of Chapter 791 of the Texas Government Code, Chapter 271, Subchapter F of the

Texas Local Government Code, and in furtherance of LCRA's statutory and constitutional authority to provide electric utility services. The purpose of this Customer Services Contract is to increase the reliability of electric service within Customer's service territory, and to realize savings and efficiencies by cooperatively procuring services.


Customer will purchase services from McCoy under the same terms and conditions and pricing contained in the Agreement. All orders and payments for such purchases will be issued directly from Customer to McCoy, and McCoy will provide the services and associated invoices directly to Customer. LCRA is not a party to, and will in no way be responsible to either Customer or McCoy for, such orders, including without limitation any payments, performance, costs, expenses, losses or damages arising from such transactions between McCoy and Customer. Customer releases LCRA from any liability associated with Customer's transactions under the Agreement.

Customer represents that (i) all payments made pursuant to this Customer Services Contract will be paid from current revenues and (ii) it has the authority to enter into this Customer Services Contract.





AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R43; A RESOLUTION AUTHORIZING THE PURCHASE OF A 2025 BROCE BROOM RCT-350 SWEEPER FROM COOPER EQUIPMENT COMPANY FOR AN AMOUNT NOT TO EXCEED \$83,661.
Contact Person	Jeffrey Carroll – Engineering & Mobility Director
Background Information	<p>The Street Department currently operates multiple types of sweeper equipment that supports differing tasks in infrastructure maintenance, including road repairs, drainage work, debris removal, and emergency response. One of the existing sweepers, Unit # ST0025, is a 1989 broom sweeper that has exceeded its useful service life. The vehicle has become increasingly unreliable and requires frequent repairs, resulting in higher maintenance costs and operational inefficiencies. The replacement of this unit was identified and approved as part of the Street Department's FY25 Budget.</p>  <p>In compliance with Texas Local Government Code Chapter 252 and applicable municipal procurement policies, the purchase will be made through a cooperative purchasing program approved by the State of Texas. The City will utilize Buy Board, which meets competitive bidding requirements and ensures compliance with state law.</p>

	<p>The selected vendor, Cooper Equipment Company, submitted a proposal for a new sweeper that meets all City specifications. The total cost of the vehicle is \$83,660.75, including delivery, applicable fees, and warranty coverage.</p> <p>Upon delivery and acceptance of the new sweeper, the existing sweeper (Unit #ST0025) will be removed from service and disposed of per state law requirements for surplus equipment. The vehicle will be listed for public auction through an approved auction vendor and proceeds from the sale will be returned to the City's general fund.</p>
Strategic Alignment <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	F2 – Investing in and maintaining high-quality infrastructure systems and public assets.
Financial Considerations	<p>Funding for new sweeper was included in the Street department's FY25 budget as approved by City Council.</p> <p>The estimated cost of this piece of equipment was \$75,000. However, the approved budget item, "Capital Outlay – Miscellaneous Equipment," includes funding for multiple equipment purchases. Due to cost savings on other equipment already purchased under this category, the \$8,660.75 overage for this item will not exceed the total budgeted amount for "Capital Outlay – Miscellaneous Equipment."</p>
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Resolution No. 2025-R43 Specifications, Quotation

RESOLUTION NO. 2025-R43

**A RESOLUTION AUTHORIZING THE PURCHASE OF A 2025 BROCE
BROOM RCT-350 SWEEPER FROM COOPER EQUIPMENT COMPANY
FOR AN AMOUNT NOT TO EXCEED \$83,661**

WHEREAS, the Home Rule Charter establishes purchase procedures requiring approval for all contract expenditures in excess of the state law competitive bidding threshold requirements; and

WHEREAS, the City participates in a cooperative purchasing program through BuyBoard Cooperative Purchasing that satisfies State Law bidding requirements; and

WHEREAS, the City of Boerne finds it necessary to purchase a 2025 Broce Broom RCT-350 Sweeper for the Streets Department from Cooper Equipment Company through the BuyBoard Cooperative Purchasing Program; and

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 make the following purchase: 2025 Broce Broom RCT-350 Sweeper from Cooper Equipment Company for an amount not to exceed \$83,661.

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

APPROVED:

Mayor

ATTEST:

City Secretary



COOPER EQUIPMENT COMPANY

5210 N loop 1604 E , San Antonio, Tx. 78247

Phone: (210) 657-5151 Fax: (210) 657-5871

January 29, 2025

QUOTATION



#685-22

City of Borne

District Representative:

Eric Magiera (210) 867-7034

Attn: Oliver

Ericm@cooperequip.com

New Broce Broom

2025 Broce Broom RCT-350 with Cummins 4 cyl - 4.5 l diesel engine

*Hydrostatic Transmission,*Tachometer and Hour meter *Power Steering *Fuel Gauge

*Traffic horns, *Reverse alarm,*Brush lock, *27 gallon fuel tank - 27 gallon Hyd tank

*4 wheel hydraulic brakes, *Joy stick controls, *Front / Back fender * Running lights.

Retail price...	\$	69,525.00
Cab W/ front wiper ...	\$	6,625.00
Ac system...	\$	4,190.00
West Coast mirrors...	\$	175.00
Suspension seat...	\$	480.00
Heavy duty heater defroster...	\$	715.00
Amber beacon...	\$	525.00
Turbo II precleaner...	\$	375.00
150 gallon water spray system...	\$	1,715.00
Total price ...	\$	84,325.00
9% Buy Board Discount...	\$	7,589.25
Fright / Pdi / Fuel...	\$	6,925.00
Total Discounted price W/O tax ...	\$	83,660.75

Est delivery is 90 - days from ARO

* 1 Year Full Factory Warranty *

APPROVAL /ORDERED BY _____

Quote Valid till 3/30/25

Signed: _____

Eric Magiera- District Manager, Cooper Equipment Co.

Any warranties on the product sold hereby are those made by the manufacturer. The Seller, Cooper Equipment Company, hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and Cooper Equipment Company neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

THE ORIGINAL, THE LEADER

Broce Broom

350 *series*

For over 60 years, the Broce 350 has led the sweeper market through unparalleled reliability and efficiency. Broce's place as the industry leader has been earned with hard work, innovation, and dedication to our customers.

Build better with Broce Broom.



PRODUCT FEATURES

- ✓ Turn Table Brush Mounting on Swing Frame for Core Stability
- ✓ 16" Tires with 6-Hole Wheels
- ✓ 4-Wheel Hydraulic Disc Brakes
- ✓ Hydraulic Brush Controls
- ✓ Positive Neutral Shift for Towing
- ✓ Fully Functional 2-Door Cab
- ✓ Tilt Back Engine Cover for Full Engine Access



Scan
For More
Details

For More Information :

 **866-579-2488**





POPULAR APPLICATIONS

- Cleaning behind a milling machine
- Road paving and clean-up
- Chip Seal Sweeping
- Landfill & Quarry Road Maintenance
- Airport Runway & Maintenance Sweeping
- Industrial Yard & Trucking Sweeping

CONTACT INFORMATION

AVAILABLE OPTIONS

- 2-Door Cab
- 150 Gallon Water System
- Cab Heater/Defroster & Air Conditioning
- Suspension Seat
- 7 ½' Front Scraper Blade
- Broom Side-Shift Option
- Curb & Gutter Attachment
- ✱ See other options on our website



BROCE
MANUFACTURING

Broce Manufacturing Co.

1460 S 2nd Ave, Dodge City, Kansas 67801

www.brocebroomparts.com
www.brocebroom.com



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	PRESENTATION FROM KENDALL APPRAISAL DISTRICT'S CHIEF APPRAISER NELIA MCNEAL AND THE CITY'S REPRESENTATIVE JOHN WOOLARD.
Contact Person	Sarah Buckelew, Finance Director
Background Information	A presentation will be made during the council meeting by Nelia McNeal, Chief Appraiser of the Kendall Appraisal District. The presentation will cover the Appraisal District's budget for the next fiscal year, as well as updates on operations.
Strategic Alignment	
Financial Considerations	C3- Collaborating with community partners to enhance quality of life
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	PowerPoint presentation to be presented during Council meeting. Kendall Appraisal District proposed 2026 Budget is presented as a separate agenda item for consideration.

KENDALL APPRAISAL DISTRICT PROPOSED 2026 BUDGET WITH LINE ITEM WORKSHEETS

Budget-Financial Committee First Review	3/17/2025
Budget-Financial Committee Second Review	4/22/2025
Submitted To Board of Directors	6/2/2025
Public Hearing	6/11/2025
Budget Approved by Board of Directors	Sept.
Submitted To Taxing Units	

KENDALL APPRAISAL DISTRICT

2026 PROPOSED BUDGET

TABLE OF CONTENTS

	Page
PRIOR YEAR APPROVED BUDGET	1
PROPOSED 2026 BUDGET COMPARISON WITH THE 2024 AND 2025 APPROVED BUDGETS	2
PROPOSED TOTAL, APPRAISAL AND COLLECTION BUDGETS	3
SALARIES WORKSHEET	4
RETIREMENT, SOCIAL SECURITY, MEDICARE, UNEMPLOYMENT INSURANCE, WORKMAN'S COMPENSATION INSURANCE	5
HEALTH, DENTAL, LIFE, VISION AND INSURANCE	6
ADVERTISING, APPRAISAL REVIEW BOARD AND BOARD OF DIRECTORS	7
BONDS AND INSURANCE, CAPITAL LEASE PAYMENTS, CAPITAL OUTLAY	8
COMPUTER	9
DATA ACQUISITION AND POSTAGE	10
PRINTING, IMAGING AND RECORDS MANAGEMENT, PROFESSIONAL FEES, REPAIRS AND MAINTENANCE-BUILDING, REPAIRS AND MAINTENANCE-EQUIPMENT	11
SUBSCRIPTIONS/PUBLICATIONS, SUPPLIES, TELEPHONES	12
TRAINING EXPENSE	13
TRAVEL/VEHICLE EXPENSE, UTILITIES	14
PROPOSED APPRAISAL DISTRICT BUDGET ALLOCATION	15
PROPOSED COLLECTIONS BUDGET ALLOCATION	16
PROPOSED COLLECTIONS BUDGET ALLOCATION-COW CREEK 5% OF LEVY	16

KENDALL APPRAISAL DISTRICT
2025 Approved Budget

Expense Category/Line Item	2025
	Budgets
ADVERTISING	\$ 5,500
APPRAISAL REVIEW BOARD	26,700
BOARD OF DIRECTORS' MTG/CHIEF APPRAISER	1,240
BONDS AND INSURANCE	10,162
CAPITAL/LEASE PAYMENTS-PRINCIPAL & INTEREST*	-
CAPITAL OUTLAY	5,000
COMPENSATION PROVISION	50,000
COMPUTER	269,842
DATA AQUISITION	8,300
HEALTH INSURANCE	192,887
MEDICARE TAXES	14,610
POSTAGE	82,861
PRINTING, IMAGING AND RECORDS MANAGEMENT	46,015
PROFESSIONAL FEES	224,186
REPAIRS AND MAINTENANCE-BUILDING	63,120
REPAIRS AND MAINTENANCE-EQUIPMENT	5,000
RETIREMENT	120,911
SALARIES	1,057,590
SOCIAL SECURITY	62,471
STATE UNEMPLOYMENT TAXES	479
SUBSCRIPTIONS	150
SUPPLIES	25,270
TELEPHONES	9,195
TRAINING EXPENSE	31,666
TRAVEL/VEHICLE EXPENSE	67,479
UTILITIES	12,000
WORKER'S COMPENSATION	14,555
TOTALS	\$ 2,407,189

2026 PROPOSED BUDGET COMPARISON WITH THE 2024 & 2025 BUDGET

Budgets Presented are for Appraisal and Collections Combined

Expense Category/Line Item	Worksheet Page Number	2024 Budgets	2025 Budgets	2026 Proposed Budgets	\$ Variance 2025-2026	Percent Change 2025-2026
ADVERTISING	7	\$ 2,900	\$ 5,500	\$ 5,900	\$ 400	7.3%
APPRAISAL REVIEW BOARD	7	25,425	26,700	26,700	\$ -	0.0%
BOARD OF DIRECTORS' MTG/CHIEF APPRAISER	7	1,040	1,240	1,640	\$ 400	32.3%
BONDS AND INSURANCE	8	10,162	10,162	10,237	\$ 75	0.7%
BUILDING ADDITION-PROFESSIONAL FEES & CONSULTING	11			45,000	\$ 45,000	100.0%
CAPITAL LEASE PAYMENTS-PRINCIPAL & INTEREST	8	-	-	-	\$ -	
CAPITAL OUTLAY	8	2,500	5,000	5,000	\$ -	0.0%
COMPENSATION PROVISION*	12	33,120	50,000	65,000	\$ 15,000	30.0%
COMPUTER	9	193,520	269,842	289,730	\$ 19,888	7.4%
DATA AQUISION	10	4,630	8,300	9,500	\$ 1,200	14.5%
HEALTH INSURANCE	6	180,438	192,887	224,622	\$ 31,735	16.5%
MEDICARE TAXES	5	14,567	14,610	16,127	\$ 1,517	10.4%
POSTAGE	10	40,132	82,861	111,411	\$ 28,550	34.5%
PRINTING AND IMAGING	11	13,350	46,015	46,015	\$ -	0.0%
PROFESSIONAL FEES & CONSULTING	11	219,686	224,186	237,535	\$ 13,349	6.0%
REPAIRS AND MAINTENANCE-BUILDING	11	16,800	63,120	31,550	\$ (31,570)	-50.0%
REPAIRS AND MAINTENANCE-EQUIPMENT	11	1,500	5,000	5,000	\$ -	0.0%
RETIREMENT	5	120,554	120,911	133,462	\$ 12,551	10.4%
SALARIES	4	1,004,615	1,057,590	1,112,187	\$ 54,597	5.2%
SOCIAL SECURITY	5	62,286	62,471	68,956	\$ 6,485	10.4%
STATE UNEMPLOYMENT TAXES	5	2,110	479	556	\$ 77	16.1%
SUBSCRIPTIONS/PUBLICATIONS	12	150	150	150	\$ -	0.0%
SUPPLIES	12	14,377	25,270	25,770	\$ 500	2.0%
TELEPHONES	12	8,175	9,195	9,195	\$ -	0.0%
TRAINING EXPENSE	13	23,071	31,666	38,900	\$ 7,234	22.8%
TRAVEL/VEHICLE EXPENSE	14	67,479	67,479	47,429	\$ (20,050)	-29.7%
UTILITIES	14	9,800	12,000	12,000	\$ -	0.0%
WORKER'S COMPENSATION	5	13,298	14,555	14,236	\$ (319)	-2.2%
TOTALS		\$ 2,085,683	\$ 2,407,189	\$ 2,593,808	\$ 186,619	7.8%

KENDALL APPRAISAL DISTRICT
2026 PROPOSED TOTAL, APPRAISAL AND COLLECTIONS BUDGETS

Expense Category/Line Item	PROPOSED 2026 Total	PROPOSED 2026 Appraisal	PROPOSED 2026 Collections
ADVERTISING	\$ 5,900	\$ 5,485	\$ 415
APPRAISAL REVIEW BOARD	26,700	26,700	-
BOARD OF DIRECTORS' MTG/CHIEF APPRAISER	1,640	1,376	264
BONDS AND INSURANCE	10,237	5,938	4,299
BUILDING ADDITION-PROFESSIONAL FEES & CONSULTING	45,000	36,000	9,000
CAPITAL/LEASE PAYMENTS-PRINCIPAL & INTEREST*	-	-	-
CAPITAL OUTLAY	5,000	4,000	1,000
COMPENSATION PROVISION	65,000	61,750	3,250
COMPUTER	289,730	231,784	57,946
DATA AQUISITION	9,500	9,320	180
HEALTH INSURANCE	224,622	180,946	43,677
MEDICARE TAXES	16,127	12,658	3,468
POSTAGE	111,411	76,847	34,565
PRINTING, IMAGING AND RECORDS MANAGEMENT	46,015	25,612	20,403
PROFESSIONAL FEES	237,535	214,478	23,057
REPAIRS AND MAINTENANCE-BUILDING	31,550	25,240	6,310
REPAIRS AND MAINTENANCE-EQUIPMENT	5,000	3,500	1,500
RETIREMENT	133,462	104,758	28,704
SALARIES	1,112,187	872,984	239,203
SOCIAL SECURITY	68,956	54,125	14,831
STATE UNEMPLOYMENT TAXES	556	436	120
SUBSCRIPTIONS	150	120	30
SUPPLIES	25,770	23,180	2,590
TELEPHONES	9,195	8,000	1,195
TRAINING EXPENSE	38,900	31,120	7,780
TRAVEL/VEHICLE EXPENSE	47,429	42,686	4,743
UTILITIES	12,000	10,800	1,200
WORKER'S COMPENSATION	14,236	11,174	3,062
TOTALS	\$ 2,593,808	\$ 2,081,017	\$ 512,791

2026
WAGE COMPENSATION ADJUSTMENTS

						2025 Adjustments								
Appr %	Coll %	Employee Name	Year Hired	Years of Service	2023 Step No.	Salaries As Of 12/31/2025	COLA Adj. 0.025	Base As Of 1/1/2025	Eval. 0.025% Merit	% Adj From 2024 Base Salary	Total Salaries Proposed 2026	Appr	Coll	
85%	15%	McNeal, Nelia	2022	4	-	113,631	2,841	116,472	2,841	0	119,313	101,416	17,897	
100%	0%	Appraiser	VAC		-	70,000	1,750	71,750	1,750	0	70,000	70,000	0	
15%	85%	Havard, Amber	2023	3	-	55,000	1,375	56,375	1,375	0	57,750	8,663	49,088	
100%	0%	Villanueva, Joel	2024	2	-	43,000	1,075	44,075	1,075	0	45,150	45,150	0	
90%	10%	Pfeiffer, Lanell	2020	6	-	82,222	2,056	84,278	2,056	0	86,333	77,700	8,633	
15%	85%	Klein, Cindy	2006	20	-	61,624	1,541	63,165	1,541	0	64,705	9,706	54,999	
15%	85%	Rivera, Crystal	2021	5	-	81,491	2,037	83,528	2,037	0	85,566	12,835	72,731	
100%	0%	Smith, Miranda	2024	1	-	50,925	1,273	52,198	1,273	0	53,471	53,471	0	
80%	20%	Nini, Katherine	2023	2	-	56,741	1,419	58,160	1,419	0	59,578	47,662	11,916	
90%	10%	Grobe, Renea	2016	9	-	56,000	1,400	57,400	1,400	0	58,800	52,920	5,880	
50%	50%	Receptionist/Data Entry	VAC	-		-	0	0	0	0	0	0	0	
100%	0%	Thompson, Melanie	2024	2	-	50,925	1,273	52,198	1,273	0	53,471	53,471	0	
100%	0%	Senior Appraiser	VAC		-	58,500	1,463	59,963	1,463	0	61,425	61,425	0	
80%	20%	Reese, Nadine	2023	3	-	43,000	1,075	44,075	1,075	0	45,150	36,120	9,030	
80%	20%	Hickman, Julie	2024	2	-	43,000	1,075	44,075	1,075	0	45,150	36,120	9,030	
100%	0%	Nunez, Claudia	2023	3	-	47,500	1,188	48,688	1,188	0	49,875	49,875	0	
100%	0%	Fernandez, Maria	2025	1	-	43,000	1,075	44,075	1,075	0	45,150	45,150	0	
100%	0%	Koster, Jeff	2025	1		46,000	1,150	47,150	1,150		48,300	48,300		
100%	0%	Malcum, Jordon	2025	1	-	60,000	1,500	61,500	1,500	0	63,000	63,000	0	
TOTALS				65	-	1,057,590	26,564	1,089,123	\$ 21,651	0	1,112,187	872,984	239,203	

RETIREMENT, SOCIAL SECURITY, MEDICARE, UNEMPLOYMENT INSURANCE AND WORKERS' COMPENSATION INSURANCE

2026

Retirement, Social Security, Medicare, Unemployment Insurance and Workers' Compensation Insurance															
Appr %	Coll %	Employee Name	Total Salaries Proposed 2026	Retirement			Social Security			Medicare			Total SSI and/or Medicare		
				Rate 12.00%	Appr	Coll	SSI 6.20%	Appr	Coll	Rate 1.45%	Appr	Coll	Total	Appr	Coll
85%	15%	McNeal, Nella	119,313	14,318	12,170	2,148	7,397	6,288	1,110	1,730	1,471	260	9,552	7,758	1,369
100%	0%	Appraiser	70,000	8,400	8,400	-	4,340	4,340	-	1,015	1,015	-	5,355	5,355	-
15%	85%	Havard, Amber	57,750	6,930	1,040	5,891	3,581	537	3,043	837	126	712	4,418	663	3,755
100%	0%	Villanueva, Joel	45,150	5,418	5,418	-	2,799	2,799	-	655	655	-	3,454	3,454	-
90%	10%	Pfeiffer, Lanell	86,333	10,360	9,324	1,036	5,353	4,817	535	1,252	1,127	125	6,604	5,944	660
15%	85%	Klein, Cindy	64,705	7,765	1,165	6,600	4,012	602	3,410	938	141	797	4,950	742	4,207
15%	85%	Rivera, Crystal	85,566	10,268	1,540	8,728	5,305	796	4,509	1,241	186	1,055	6,546	982	5,564
100%	0%	Smith, Miranda	53,471	6,417	6,417	-	3,315	3,315	-	775	775	-	4,091	4,091	-
80%	20%	Nini, Katherine	59,578	7,149	5,719	1,430	3,694	2,955	739	864	691	173	4,558	3,646	912
90%	10%	Grobe, Renea	58,800	7,056	6,350	706	3,646	3,281	365	853	767	85	4,498	4,048	85
50%	50%	Receptionist/Data Entry	-	-	-	-	-	-	-	-	-	-	-	-	-
100%	0%	Thompson, Melanie	53,471	6,417	6,417	-	3,315	3,315	-	775	775	-	4,091	4,091	-
100%	0%	Senior Appraiser	61,425	7,371	7,371	-	3,808	3,808	-	891	891	-	4,699	4,699	-
80%	20%	Reese, Nadine	45,150	5,418	4,334	1,084	2,799	2,239	560	655	524	131	3,454	2,763	691
80%	20%	Hickman, Julie	45,150	5,418	4,334	1,084	2,799	2,239	560	655	524	131	3,454	2,763	691
100%	0%	Nunez, Claudia	49,875	5,985	5,985	-	3,092	3,092	-	723	723	-	3,815	3,815	-
100%	0%	Fernandez, Maria	45,150	5,418	5,418	-	2,799	2,799	-	655	655	-	3,454	3,454	-
100%	0%	Koster, Jeff	48,300	5,796	5,796	-	2,995	2,995	-	700	700	-	3,695	3,695	-
100%	0%	Malcum, Jordon	63,000	7,560	7,560	-	3,906	3,906	-	914	914	-	4,820	4,820	-
65%	35%	Merit	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS			\$ 1,112,187	133,462	104,758	28,704	\$ 68,956	\$ 54,125	\$ 14,831	\$ 16,127	\$ 12,658	\$ 3,468	\$ 85,507	\$ 66,783	\$ 17,935

Total salaries applicable to SSI: \$ 1,112,187

Texas Workforce Commission and Workers' Compensation																	
Appr %	Coll %	Employee Name	Total Salaries Proposed 2026	State Unemployment Ins.			Workers' Compensation Insurance								Total	Appr	Coll
				Rate 0.0005%	Appr	Coll	Rate 0.87	Appr	Coll	Rate 0.41	Appr	Coll					
85%	15%	McNeal, Nelia	119,313	60	51	9	1,038	882	156	489	416	73	1,527	1,298	229		
100%	0%	Appraiser	70,000	35	35	-	609	609	-	287	287	-	896	896	-		
15%	85%	Havard, Amber	57,750	29	4	25	502	75	427	237	36	201	739	111	628		
100%	0%	Villanueva, Joel	45,150	23	23	-	393	393	-	185	185	-	578	578	-		
90%	10%	Pfeiffer, Lanell	86,333	43	39	4	751	676	75	354	319	35	1,105	995	111		
15%	85%	Klein, Cindy	64,705	32	5	27	563	84	478	265	40	225	828	124	704		
15%	85%	Rivera, Crystal	85,566	43	6	36	744	112	633	351	53	298	1,095	164	931		
100%	0%	Smith, Miranda	53,471	27	27	-	465	465	-	219	219	-	684	684	-		
80%	20%	Nini, Katherine	59,578	30	24	6	518	415	104	244	195	49	763	610	153		
90%	10%	Grobe, Renea	58,800	29	26	3	512	460	51	241	217	24	753	677	75		
50%	50%	Receptionist/Data Entry	-	-	-	-	-	-	-	-	-	-	-	-	-		
100%	0%	Thompson, Melanie	53,471	27	27	-	465	465	-	219	219	-	684	684	-		
100%	0%	Senior Appraiser	61,425	31	31	-	534	534	-	252	252	-	786	786	-		
80%	20%	Reese, Nadine	45,150	23	18	5	393	314	79	185	148	37	578	462	116		
80%	20%	Hickman, Julie	45,150	23	18	5	393	314	79	185	148	37	578	462	116		
100%	0%	Nunez, Claudia	49,875	25	25	-	434	434	-	204	204	-	638	638	-		
100%	0%	Fernandez, Maria	45,150	23	23	-	393	393	-	185	185	-	578	578	-		
100%	0%	Malcum, Jordon	63,000	32	32	-	548	548	-	258	258	-	806	806	-		
100%	0%	Koster, Jeff	48,300	24	24	-	420	420	-	198	198	-	618	618	-		
65%	35%	Merit	-	-	-	-	-	-	-	-	-	-	-	-	-		
TOTALS			\$ 1,112,187	\$ 556	\$ 436	\$ 120	\$ 9,676	\$ 7,595	\$ 2,081	\$ 4,560	\$ 3,579	\$ 981	\$ 14,236	\$ 11,174	\$ 3,062		

HEALTH, DENTAL, LIFE, VISION INSURANCE

Health Insurance										
Appr %	Coll %	Employee Name	Total Salaries Proposed 2026	Health	Dental Vision		Life	Total Health	Appr	Coll
85%	15%	McNeal, Nelia	119,313	11,782	483	-	214	12,479	10,607	1,872
100%	0%	Appraiser	70,000	11,782	483	-	214	12,479	12,479	-
15%	85%	Havard, Amber	57,750	11,782	483	-	214	12,479	1,872	10,607
100%	0%	Villanueva, Joel	45,150	11,782	483	-	214	12,479	12,479	-
90%	10%	Pfeiffer, Lanell	86,333	11,782	483	-	214	12,479	11,231	1,248
15%	85%	Klein, Cindy	64,705	11,782	483	-	214	12,479	1,872	10,607
15%	85%	Rivera, Crystal	85,566	11,782	483	-	214	12,479	1,872	10,607
100%	0%	Smith, Miranda	53,471	11,782	483	-	214	12,479	12,479	-
80%	20%	Nini, Katherine	59,578	11,782	483	-	214	12,479	9,983	2,496
90%	10%	Grobe, Renea	58,800	11,782	483	-	214	12,479	11,231	1,248
50%	50%	Receptionist/Data Entry	-			-		-	-	-
100%	0%	Thompson, Melanie	53,471	11,782	483	-	214	12,479	12,479	-
100%	0%	Senior Appraiser	61,425	11,782	483	-	214	12,479	12,479	-
80%	20%	Reese, Nadine	45,150	11,782	483	-	214	12,479	9,983	2,496
80%	20%	Hickman, Julie	45,150	11,782	483	-	214	12,479	9,983	2,496
100%	0%	Nunez, Claudia	49,875	11,782	483	-	214	12,479	12,479	-
100%	0%	Fernandez, Maria	45,150	11,782	483	-	214	12,479	12,479	-
100%	0%	Koster, Jeff	48,300	11,782	483		214	12,479	12,479	
100%	0%	Malcum, Jordon	63,000	11,782	483	-	214	12,479	12,479	-
TOTALS			\$ 1,112,187	\$ 212,076	\$ 8,694	\$ -	\$ 3,852	\$ 224,622	\$ 180,946	\$ 43,677

Advertising								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Public Serv/Required Pub. (2)	\$ 740	\$ 800	\$ 1,200	90%	10%	Available Exemptions and Protest/Appeal Process	1,080	120
Bud, Re-appr Plan/ Dep. (2)	960	1,200	1,200	90%	10%	Budget, Re-appraisal Plan or Depository	1,080	120
Other	300	3,500	3,500	95%	5%	Vacated positions or service/equipment requests	3,325	175
TOTAL	\$ 2,000	\$ 5,500	\$ 5,900				\$ 5,485	\$ 415
Adjustment Factor								
100%			\$ 5,900				\$ 5,485	\$ 415

APPRAISAL REVIEW BOARD								
	2024	2025	2026	% Appraisal	% Collections			
Travel	\$ 1,000	\$ -	\$ 500	100%	0%	MILEAGE		
Meals Provided at Meetings	50	200	200	100%	0%			
Registrations	225	225	500	100%	0%			
Lodging/Meals	-	-	500	100%	0%	PER DIEM/REIMBURSEMENT		
Service	12,000	25,000	25,000	100%	0%	ARB/PER DAY PAY		
Copies-procedures/orders	-	-	-	100%	0%			
TOTAL	\$ 13,275	\$ 25,425	\$ 26,700					
Adjustment Factor								
100%			\$ 26,700					

BOARD OF DIRECTORS/CHIEF APPRAISER EXPENSE

BOARD OF DIRECTORS								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Seminars	\$ 500	\$ 500	\$ 500	90%	10%		\$ 450	\$ 50
Bd Mtgs-Meals/Refreshments	140	140	140	90%	10%		\$ 126	14
Sub-Total	\$ 640	\$ 640	\$ 640				\$ 576	\$ 64
CHIEF APPRAISER								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Meals/Public Relations	\$ 400	\$ 400	1,000	80%	20%		\$ 800	\$ 200
Sub-Total	\$ 400	\$ 400	1,000				\$ 800	\$ 200
TOTAL	\$ 1,040	\$ 1,040	\$ 1,640				\$ 1,376	\$ 264
Adjustment Factor								
100%			\$ 1,640				\$ 1,376	\$ 264

BONDS AND INSURANCE

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Bonds	\$ 3,047	\$ 3,047	\$ 3,047	0%	100%	Bonds required by taxing units	\$ -	\$ 3,047
COBRA	-	-	-	85%	15%		-	-
TASB Membership	-	-	-	80%	20%		-	-
General Liability	325	325	400	80%	20%		320	80
Deductible General Liability	-	-	-	80%	20%		-	-
Professional Liability	675	675	675	80%	20%		540	135
Professional Liability Deductible	-	-	-	80%	20%		-	-
Crime Ins-Public Emp dishonesty	375	375	375	80%	20%		300	75
Deductible Crime Insurance	-	-	-	80%	20%	Internal, secondary to bonding	-	-
Building/Contents	1,380	1,380	1,380	80%	20%		1,104	276
Deductible-Building and Contents	-	-	-					
Real and Personal	-	-	-	80%	20%	Building and Contents		
Boilers and Machinery	-	-	-	80%	20%	Not applicable		
Vehicle Insurance	-	-	-	90%	10%	Four vehicles		
Liability	800	800	800	90%	10%		720	80
Physical Damage	1,060	1,060	1,060	90%	10%		954	106
Reserve for Deductible	2,500	2,500	2,500	80%	20%	For all policies	2,000	500
Deductible-Vehicle Insurance	-	-	-	90%	10%		-	-
TOTAL	\$ 10,162	\$ 10,162	\$ 10,237				\$ 5,938	\$ 4,299

Adjustment Factor

100%

\$ 10,237

\$ 5,938 \$ 4,299

CAPITAL/LEASE PAYMENTS

PRINCIPAL	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Appraisal and Collection Software	\$ -	\$ -	\$ -	65%	35%		\$ -	\$ -
Vehicles*	-	-	-	90%	10%		-	-
Sub-Total	-	\$ -	\$ -				\$ -	\$ -

INTEREST	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Appraisal and Collection Software		\$ -	\$ -	65%	35%		\$ -	\$ -
Vehicles	-	-	-	90%	10%		-	-
Sub-Total	\$ -	-	\$ -				\$ -	\$ -
TOTAL	\$ -	-	\$ -				\$ -	\$ -

Adjustment Factor

100%

\$ -

\$ - \$ -

CAPITAL OUTLAY

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Office Furniture/Yard improvements	\$ 2,500	\$ 2,500	\$ 5,000	80%	20%	Desks and chairs	\$ 4,000	\$ 1,000
TOTAL	\$ 2,500	\$ 2,500	\$ 5,000				\$ 4,000	\$ 1,000

Adjustment Factor

100%

\$ 5,000

\$ 4,000 \$ 1,000

COMPUTER

Computer Hardware/Software/Equipment

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Anti-Virus Protection	\$ 500	\$ 500	\$ 1,575	95%	5%	(BIS) Trend Micro	\$ 1,496	\$ 79
ADA Compliance			\$ 1,560	100%			\$ 1,560	
Deed Records Retrieval	-	-	-	100%	0%		-	-
IT Support and Maintenance	8,000	7,025	11,680	65%	35%	BIS (Calc % maint cost software maint cost)	7,592	4,088
Server-Main	-	-	7,800				7,800	
Warranties	860	860	860	65%	35%	BIS	559	301
System Server Upgrades/Replacement/Bkup	-	-	-	65%	35%	BIS	-	-
CPU/Laptop/Maintenance/Replacement	2,500	-	-	89%	11%		-	-
Security Repairs and Maintenance	800	-	-	94%	6%	Maint of security system	-	-
Scanner	-	2,000	2,000	0%	100%		-	2,000
Time Clock Maintenance	160	160	516	90%	10%	Annual maintenace and support.	464	52
Quick Books Payroll Software	610	700	3,240	90%	10%	Annual update (payroll/desktop)	2,916	324
Sub-Total	\$ 13,430	\$ 11,245	\$ 29,231				\$ 22,388	\$ 6,843
Office Equipment Leases								
COMPUTER STATION & SERVER LEASE	-	36,300	59,905	90%	10%	BIS LEASE EQUIP & SERVER	\$ 53,915	\$ 5,991
Copier-Lease	\$ 3,360	\$ 3,360	\$ 15,060	90%	10%	documation leasing	\$ 13,554	\$ 1,506
Copier-Excess copies	100	100	-	90%	10%		-	-
Postage meter-lease	2,524	9,160	3,500	90%	10%	quadiant leasing	3,150	350
Sub-Total	\$ 5,984	\$ 12,620	\$ 78,465				\$ 70,619	\$ 7,847

Appraisal & Collection Software Support

\$ -

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Software Support & Maintenance								
PACS Appraisal	\$ 32,751	\$ 36,262	\$ 42,936	100%	0%	13 Appraisal user licenses (True Auto.)	\$ 42,936	\$ -
PACS Collections	16,374	21,376	-	0%	100%	3 User licenses (True Automation)		-
Truth in Taxation Software-Collections	710	4,016	3,150	0%	100%	True Automation		3,150
Collections-Website Collection	-	-	-	0%	100%	True Automation online payments maint.	-	-
Sub-Total	\$ 49,835	\$ 61,654	\$ 46,086				\$ 42,936	\$ 3,150
Mapping and Other								
Pictometry and Supporting Software	\$ 31,000	\$ 35,000	\$ 35,000	100%	0%	Aerial Photo.-Annual Pymt 3 yrs no interest	35,000	-
Pictometry Interface Maintenance				100%	0%		-	-
GIS Quarterly Maintenance	15,000	13,440	22,850	100%	0%	BIS	22,850	-
Internet Property Search Hosting & Admin	3,000	2,100	4,150	90%	10%	Access to Internet (BIS)	3,735	415
GIS Maps Online	2,400	2,800	-	90%	10%	(BIS) Mapping access to Internet	-	-
Website, Email and FTP	4,200	5,127	9,345	90%	10%	(BIS) Maintenance	8,411	935
Online Appeals Software & Maintenance	2,400	2,840	5,600	100%	0%	(BIS) Required by Tax Code 41.415	5,600	-
Online Appeals Training	-	-	-	100%	0%	BIS - Agent Portal	-	-
Online Appeals Software	-	-	-	100%	0%		-	-
Online Electronic Tax Statements Setup	-	-	-	0%	100%		-	-
Online Electronic Tax Statements Training	-	-	-	0%	100%		-	-
Matix User License & Annual Fees	2,000	6,250	-	90%	10%	(TA) Internal access to mapping 14@\$100	-	-
GIS Appraiser Maintenance	424	-	-	100%	0%	(TA) One maintenance only	-	-
Signature Pad Devices	1,367	1,624	-	90%	10%	(TA) 5-Support digital signature pads @\$224	-	-
Digital Signature Pad/Licenses	-	-	-	100%	0%		-	-
Notebook Purchase for Appraisal Field Work	-	-	-	100%	0%	Viewing maps on internet in field.	-	-
Workstation Backup	-	2,520	-	100%	0%	BIS	-	-
Hardware/Software upgrades	3,000	-	-	100%	0%	Hardware and/or software replace/updgrade	-	-
Sub-Total	\$ 64,791	\$ 71,701	\$ 76,945				75,596	1,350
TOTAL	\$ 134,040	\$ 157,220	\$ 230,727				\$ 211,538	\$ 19,189

Adjustment Factor

100%

\$ 289,730

\$ 231,784 \$ 57,946

DATA ACQUISITION								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Vehicle, Mobile Home & Aircraft Listings	\$ 500	\$ 500	\$ 500	100%	0%	Valuation guides	500	-
Real Estate Appraisal Data	1,200	1,200	1,200	100%	0%	Realty Rates publication	1,200	-
Marshall & Swift Appraisal Guides/ COSTAR	1,500	1,500	7,200	100%	0%	Commercial and residential	7,200	-
Property Tax Code & Property Law	230	230	600	70%	30%		420	180
Subtotal	\$ 3,430	\$ 3,430	\$ 9,500			Subtotal	\$ 9,320	\$ 180
Real Estate Information Services	1,200	1,200	-	100%	0%	Quarterly Fees	-	-
Subtotal	\$ 1,200	\$ 1,200	\$ -			Subtotal	-	-
TOTAL	\$ 4,630	\$ 4,630	\$ 9,500				\$ 9,320	\$ 180
Adjustment Factor								
100%			\$ 9,500				\$ 9,320	\$ 180

POSTAGE								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Appraisal Notices	\$ 5,300	\$ 7,500	\$ 10,920	100%	0%	Estimate mail 14,000 pcs.	\$ 10,920	\$ -
Appraisal Review Board	1,550	1,550	45,000	100%	0%	Hearing Notices, Orders (certified mail)	45,000	-
Personal Property Renditions/Penalties	811	10000	7,300	100%	0%	2,500 pcs.	7,300	-
Sales Letters	206	216	1,650	100%	0%	Only Commercial and Farm/Ranch	1,650	-
Exemptions Applications	170	170	2,920	100%	0%	300 pcs.	2,920	-
Ag Applications	907	952	952	100%	0%		952	-
Ag Survey	242	254	254	100%	0%		254	-
Tax Statements	10,500	11,500	31,200	0%	100%	40,000 statements	-	31,200
Delinquent Notices	1,489	1,489	-	0%	100%		-	-
Office Correspondence	1,500	1,500	1,500	70%	30%		1,050	450
Quadiant Mail	3,000	5,000	9,715	70%	30%	Estimate 550 pcs. @ \$5.79/pc postage	6,801	2,915
State Notifications		0	-	70%	30%		-	-
TOTAL	\$ 25,675	\$ 40,131	\$ 111,411				\$ 76,847	\$ 34,565
Adjustment Factor								
100%			\$ 111,411				\$ 76,847	\$ 34,565

PRINTING, IMAGING, RECORDS MANAGEMENT								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Tax Statements	\$ 7,500	\$ 7,500	\$ 20,000	0%	100%	40,000 Statements/VARIVERGE	\$ -	\$ 20,000
Delinquent Notices	350	350	-	0%	100%	2,500 envelopes and notices	-	-
Subtotal	\$ 7,850	\$ 7,850	\$ 20,000			Subtotal	\$ -	\$ 20,000
Appraisal Notices	\$ 3,000	\$ 3,000	\$ 22,000	100%	0%	14,000 pieces, partial roll/VARIVERGE	\$ 22,000	\$ -
Business Personal Property	2,000	2,000	2,000	100%	0%	Separate mailing	2,000	-
Certified Rolls	-	-	-	100%	0%	No longer printed, supplied electronically	-	-
Appraisal Rolls	-	-	-	100%	0%	No longer printed, supplied electronically	-	-
Subtotal	\$ 5,000	\$ 5,000	\$ 24,000			Subtotal	\$ 24,000	
Imaging Historical Data	500	500	500	80%	20%		400	100
Destruction Non-Permanent Records	-	-	1,515	80%	20%		1,212	303
Subtotal	\$ 500	\$ 500	\$ 2,015			Subtotal	\$ 1,612	\$ 403
TOTAL	\$ 13,350	\$ 13,350	\$ 46,015				\$ 25,612	\$ 20,403

Adjustment Factor
100% \$ 46,015 \$ 25,612 \$ 20,403

PROFESSIONAL FEES								
	2024	2024	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Litigation	\$ 40,000	\$ 40,000	\$ 40,000	100%	0%	Litigation & Arbitration related expenses	\$ 40,000	\$ -
Legal	4,800	10,000	15,000	90%	10%	Retainer \$150/mo. Misc. \$250/mo +10%	13,500	1,500
Litigation/Arbitration Appraisals	5,000	95,000	95,000	100%	0%	Appraisals for litigation or arbitrations	95,000	-
Arbitration Expense	1,000	1,000	1,000	100%	0%	1 @ \$500, 2 @\$250	1,000	-
Audit	6,500	10,000	20,000	50%	50%	Annual audit of District based off 22 aud	10,000	10,000
Accounting Assistance	250	1,000	2,500	80%	20%	Assistance with Accounting Software	2,000	500
Subcontractor Appraisal Groups	85,000	50,000	40,000	100%	0%	Industrial Appraisal & Commercial	40,000	-
Mapping/GIS	1,000	1,000	1,000	100%	0%	Training/assistance in base map	1,000	-
Bank Services Charges	7,151	7,151	13,500	30%	70%	Serv. chgs. due to low int rates. Inc 5%	4,050	9,450
PVS Appeal	4,800	-	1,500	100%	0%	Cost of appeal if needed	1,500	-
Texas Social Security Program	35	35	35	80%	20%	Maintainance of District Social Security	28	7
Subscriptions	-	8,000	8,000	80%	20%	Industry Publications	6,400	1,600
TOTAL	\$ 155,536	\$ 223,186	\$ 237,535				\$ 214,478	\$ 23,057

Adjustment Factor
100% \$ 237,535 \$ 214,478 \$ 23,057

REPAIRS AND MAINTENANCE-BUILDING								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Cleaning Services	\$ 8,000	\$ 8,000	\$ 20,000	80%	20%	Cleaning	\$ 16,000	\$ 4,000
Building Repairs & Maintenance	3,500	5,000	5,000	80%	20%		4,000	1,000
Building-New Construction			45,000	80%	20%	Engineering & Design	36,000	9,000
Lawn Care	3,300	3,300	6,000	80%	20%	Seasonal/as needed	4,800	1,200
Termite & Pest Contract	500	500	550	80%	20%	Regularly scheduled treatment	440	110
TOTAL	\$ 15,300	\$ 16,800	\$ 31,550				\$ 25,240	\$ 6,310

Adjustment Factor
100% \$ 31,550 \$ 25,240 \$ 6,310

REPAIRS AND MAINTENANCE-EQUIPMENT								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Maintenance on Equipment	\$ 1,500	\$ 1,500	\$ 5,000	70%	30%	Unscheduled maintenance, equip. older	\$ 3,500	\$ 1,500
Total	\$ 1,500	\$ 1,500	\$ 5,000				\$ 3,500	\$ 1,500

Adjustment Factor
100% \$ 5,000 \$ 3,500 \$ 1,500

COMPENSATION PROVISIONS

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Temporary	\$ 24,920	\$ 24,920	\$ 65,000	95%	5%	Temporary employees	\$ 61,750	\$ 3,250
Sick Leave	7,000	7,000	-	85%	15%	Sick Leave paid at retirement	-	-
Over Time	1,200	1,200	-	90%	10%	Paid in lieu of comp time	-	-
TOTAL	\$ 33,120	\$ 33,120	\$ 65,000				\$ 61,750	\$ 3,250

Adjustment Factor

100% \$ 65,000 \$ 61,750 \$ 3,250

SUBSCRIPTIONS/PUBLICATIONS

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Newspapers	\$ 100	\$ 100	\$ 100	80%	20%	Newspapers 1 local	\$ 80	\$ 20
State Purchasing CO-OP	50	50	50	80%	20%	Allows purchases through State	40	10
TOTAL	\$ 150	\$ 150	\$ 150				\$ 120	\$ 30

Adjustment Factor

100% \$ 150 \$ 120 \$ 30

SUPPLIES

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Computer/Office Machines	\$ 5,500	\$ 5,500	\$ 15,000	90%	10%	Paper, ribbons, toner, tapes	\$ 13,500	\$ 1,500
Uniforms	500	500	1,000	90%	10%	Replacement or new uniforms	900	100
Copies of Renditions	200	200	200	100%	0%	600 copies of 7 page forms	200	-
Copies of Ag Applications	950	950	950	100%	0%	1,500 copies of 9 page form	950	-
Copies of Overlap Advisory Notice	-	-	-	100%	0%		-	-
Appraisal Review Board	320	320	320	100%	0%	Envelopes and other supplies	320	-
Accounting	600	600	1,000	95%	5%	Paper, checks, envelopes, etc.	950	50
Office	3,755	3,755	5,000	95%	5%	Paper, pens, envelopes, misc.	4,750	250
Small office equip (less than \$500)	2,300	2,300	2,300	70%	30%		1,610	690
Mapping	-	-	-	100%	0%		-	-
Delinquent Tax Notices	252	252	-	0%	100%		-	-
TOTAL	\$ 14,377	\$ 14,377	\$ 25,770				\$ 23,180	\$ 2,590

Adjustment Factor

100% \$ 25,770 \$ 23,180 \$ 2,590

TELEPHONES

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Security Monitoring	\$ 475	\$ 475	\$ 475	80%	20%	GVTC	\$ 380	\$ 95
Internet Access	1,000	1,000	1,300	80%	20%	Inc 2 static IP Addresses w/ GVTC	1,040	260
Internet Access Mobile Devices	1,300	1,300	1,300	100%	0%	Tablets-Internet access in field AT&T	1,300	-
Long Distance	500	500	500	80%	20%	GVTC	400	100
Mobile Phones Allowance	1,200	1,200	1,920	100%	0%	10Apr @ \$10/mo, 2 @ \$30/mo	1,920	-
Office Phones	3,200	3,200	3,200	80%	20%	GVTC	2,560	640
Telephone Equipment Repairs	500	500	500	80%	20%		400	100
TOTAL	\$ 8,175	\$ 8,175	\$ 9,195				\$ 8,000	\$ 1,195

Adjustment Factor

100% \$ 9,195 \$ 8,000 \$ 1,195

TRAINING EXPENSE

Employee Education - Travel/Lodging/Registrations/Dues/Memberships								
State Mandated	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
State Required Certification Courses	\$ 1,000	\$ 1,000	\$ 1,000	80%	20%		\$ 800	\$ 200
State Exam Review Courses	300	300	300	100%	0%		300	-
USPAP Refresher Course	600	600	600	100%	0%		600	-
TDLR Appraisal and Collections Lic.	405	405	750	60%	40%	9 @ 45 renewal, 3 @100	450	300
Lodging - State Courses	2,400	2,400	2,400	70%	30%		1,680	720
Per Diem - State Courses	864	864	864	72%	28%		622	242
Travel - State Courses	-	-	-	\$ -				
Sub-Total	\$ 5,569	\$ 5,569	\$ 5,914				\$ 4,452	\$ 1,462

Dues & Memberships - State & Local								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
TAAO Local Chapter	\$ -	\$ -	\$ -	80%	20%		\$ -	\$ -
TAAD Local Chapter	-	-	-	100%	0%		-	-
TAAD	1,500	1,500	1,500	100%	0%		1,500	-
TAAO	300	300	300	40%	60%		120	180
TRCA	-	-	-	80%	20%		-	-
Notary	100	100	110	100%	0%		110	-
Sub-Total	\$ 1,900	\$ 1,900	\$ 1,910				\$ 1,730	\$ 180

Seminars/Conferences								
Dues	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
TAAD Annual Conference	\$ 1,500	\$ 1,500	\$ 4,620	100%	0%	4 person at 1155	\$ 4,620	\$ -
Texas A&M Rural Land Seminar	600	600	600	100%	0%		600	-
Texas Rural Chief Appr. Conference	1,000	1,000	1,000	100%	0%		1,000	-
PTD Property Tax Institute	350	350	350	100%	0%		350	-
TAAD Legislative	1,550	1,550	1,550	80%	20%		1,240	310
TAAO Annual Conference	800	800	4,620	67%	33%	4 persons at 1155	3,095	1,525
GIS Seminars/Training	1,000	1,000	1,000	100%	0%		1,000	-
Lodging/Per Diem							-	-
Local Chapter TAAD/meals	500	500	500	80%	20%		400	100
Lodging	5,700	5,700	7,000	80%	20%		5,600	1,400
Appraisal/Collection	-	-	-	80%	20%		-	-
Per Diem-Conferences	2,400	2,400	2,400	80%	20%		1,920	480
Sub-Total	\$ 15,400	\$ 15,400	\$ 23,640				\$ 19,825	\$ 3,815

Lodging includes all taxes and parking.

Records Management Training								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Lodging	\$ 130	\$ 130	\$ 130	90%	10%		\$ 117	\$ 13
Per Diem-Meals/Conf.	72	72	72	90%	10%		65	7
Travel	-	-	-	90%	10%		-	-
Sub-Total	\$ 202	\$ 202	\$ 202				\$ 182	\$ 20
TOTAL	\$ 202	\$ 202	202				\$ 26,189	\$ 5,477

Adjustment Factor

100%

\$ 38,900
\$ 38,900

\$ 31,120 \$ 7,780

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Mileage/Travel Reimbursemer	\$ 18,550	\$ 18,550	\$ 18,500	90%	10%	See Veh Fuel Maint Wrksht below	\$ 16,650	\$ 1,850
Vehicle Maintenance	2,657	4,029	4,029	90%	10%	See Veh Fuel Maint Wrksht below	3,626	403
Fuel, no tax	2,660	4,900	4,900	90%	10%	See Veh Fuel Maint Wrksht below	4,410	490
New Vehicle		40,000	20,000	90%	10%	Budget Less Revenue of Trade/Sale	18,000	2,000
TOTAL	\$ 23,867	\$ 67,479	\$ 47,429				\$ 42,686	\$ 4,743

100%	\$ 47,429	\$ 42,686	\$ 4,743
------	-----------	-----------	----------

Mileage/Travel Reimbursement			
			Total
Appraisers		\$	15,800
Tax Collector			1,200
Other Staff			1,500
			-
			-
TOTAL		\$	18,500

	Miles Per Year	Maint Interval Scheduled	Scheduled Maint Rate	Unscheduled Rep & Maint	Total
Vehicle No. 1 (2017)	4,000	3,500	\$50	\$ 600	\$657
Vehicle No. 2 (2008)	4,000	3,500	50	600	657
Vehicle No. 3 (2008)	4,000	3,500	50	600	657
Vehicle No. 4 (2012)	6,000	3,500	50	600	686
Vehicle No. 5 (POTENTIAL)	6,000	3,500	50	600	686
Vehicle No. 6 (POTENTIAL)	6,000	3,500	50	600	686
TOTAL	30,000				\$ 4,029

	Miles	Fuel Cost/Gal	Miles/gal	Total
Vehicle No. 1	3,500	\$ 3.50	15	\$817
Vehicle No. 2	3,500	\$ 3.50	15	817
Vehicle No. 3	3,500	\$ 3.50	15	817
Vehicle No. 4	3,500	\$ 3.50	15	817
Vehicle No. 5	3,500	\$ 3.50	15	817
Vehicle No. 6	3,500	\$ 3.50	15	817
TOTAL	21,000			\$4,900

2024

Services	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Electricity	\$ 6,150	\$ 7,000	\$ 8,250	90%	10%		\$ 7,425	\$ 825
Water	2,000	2,000	3,250	90%	10%		2,925	325
Garbage Collection	800	800	500	90%	10%		450	50
Total	\$ 8,950	\$ 9,800	\$ 12,000				\$ 10,800	\$ 1,200

100%	\$ 12,000	\$ 10,800	\$ 1,200
------	-----------	-----------	----------

2026

Appraisal Allocations					
Taxing Unit	2024 Levy			% of Levy	Allocation
City of Boerne	16,114,021	167,392,598	91.21883388	8.781166	\$ 182,737.53
City of Fair Oaks	1,505,366	182,001,253	99.17966665	0.820333	\$ 17,071.27
Kendall County	39,134,663	144,371,956	78.67397762	21.32602	\$ 443,798.07
Miralomas MUD	588,634	182,917,985	99.67923035	0.320770	\$ 6,675.27
Blanco ISD	1,636,796	181,869,823	99.10804525	0.891955	\$ 18,561.73
Boerne ISD	108,311,077	75,195,541	40.97701871	59.02298	\$ 1,228,278.05
Comfort ISD	13,441,086	170,065,533	92.6754216	7.324578	\$ 152,425.69
Comal ISD	18,553	183,488,066	99.98988974	0.010110	\$ 210.40
Fred ISD	33,170	183,473,449	99.98192436	0.018076	\$ 376.16
Cow Creek	514,960	182,991,659	99.71937822	0.280622	\$ 5,839.79
KCWCID #1	496,435	183,010,184	99.72947315	0.270527	\$ 5,629.71
KCWCID #2A	1,278,415	182,228,204	99.3033412	0.696659	\$ 14,497.59
Kendall County MUD 1	433,444	183,073,175	99.76379927	0.236201	\$ 4,915.38
Levy	183,506,619				
Budget	2,081,017				\$ 2,081,017

2026

Collections Allocation

Entity	Parcels	Allocation
City of Boerne	8,895	51,339
City of Fair Oaks	-	-
Kendall County	32,419	187,113
Boerne ISD	32,569	187,979
Comfort ISD	9,207	53,140
Cow Creek	Special	22,173
KCWCID #1	1,473	8,502
KCWCID #2A		-
Kendall County MUD 1	230	1,327
Miralomas MUD	211	1,218

Total Parcels	85,004	512,791
Budget	512,791	
Cost per parcel	5.771707	

Special	Budget-Cow Creek 5% of Levy=Amount to be allocated	
	512,791	22,173
		490,618
	Amount to be allocated divided by number of parcels	
	490,618	85,004
		5.771707



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R44; A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE THE KENDALL APPRAISAL DISTRICT'S PROPOSED FISCAL YEAR 2026 APPRAISAL AND COLLECTIONS BUDGETS.
Contact Person	Sarah Buckelew, Finance Director
Background Information	<p>A presentation will be made during the council meeting by Nelia McNeal, Chief Appraiser of the Kendall Appraisal District. The presentation will cover the Appraisal District's budget for the next fiscal year, as well as updates on operations.</p> <p>The Appraisal District provides appraisal as well as levy collection services for the City of Boerne. Attached is the FY 2026 proposed appraisal and collections budgets. Overall, the appraisal district is proposing an increase in their budget of \$186,619 (7.8%) over last year.</p> <p>The City's allocation of the FY 2026 Appraisal District proposed budget is \$182,737.53 for appraisal services, and \$51,339 for collections services, for a total of \$234,076.53. This represents an increase of \$13,998.75 over last year's allocation.</p> <p>There are 13 taxing entities that share an allocation of the appraisal budget, of which Boerne's allocation percentage for appraisal services is 8.78%. The City's allocation is based on total Levy in dollars, and the City's allocation has remained the same from last year.</p> <p>There are 10 taxing entities that share an allocation of the collections budget, which is billed based on a cost per parcel billed. The proposed cost is \$5.77 per parcel, which is a \$0.81 increase per parcel over last year.</p>
Strategic Alignment	C3- Collaborating with community partners to enhance quality of life.
Financial Considerations	The proposed cost to the City for services provided by Kendall Appraisal District for FY 2026 is \$234,077.

Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	None, Kendall County is the only provider of these services.
Supporting Documents	Resolution No. 2025-R44 Kendall Appraisal District Budget for 2026

RESOLUTION NO. 2025-R44

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO
APPROVE THE KENDALL APPRAISAL DISTRICT'S
PROPOSED FISCAL YEAR 2026 APPRAISAL AND
COLLECTIONS BUDGETS**

WHEREAS, the City of Boerne finds it necessary to approve the Kendall Appraisal District's proposed Fiscal Year 2026 Appraisal and Collections Budgets;

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 approve the Kendall Appraisal District's proposed Fiscal Year 2026 Appraisal and Collections Budgets.

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

APPROVED:

Mayor

ATTEST:

City Secretary

KENDALL APPRAISAL DISTRICT PROPOSED 2026 BUDGET WITH LINE ITEM WORKSHEETS

Budget-Financial Committee First Review	3/17/2025
Budget-Financial Committee Second Review	4/22/2025
Submitted To Board of Directors	6/2/2025
Public Hearing	6/11/2025
Budget Approved by Board of Directors	Sept.
Submitted To Taxing Units	

KENDALL APPRAISAL DISTRICT

2026 PROPOSED BUDGET

TABLE OF CONTENTS

	Page
PRIOR YEAR APPROVED BUDGET	1
PROPOSED 2026 BUDGET COMPARISON WITH THE 2024 AND 2025 APPROVED BUDGETS	2
PROPOSED TOTAL, APPRAISAL AND COLLECTION BUDGETS	3
SALARIES WORKSHEET	4
RETIREMENT, SOCIAL SECURITY, MEDICARE, UNEMPLOYMENT INSURANCE, WORKMAN'S COMPENSATION INSURANCE	5
HEALTH, DENTAL, LIFE, VISION AND INSURANCE	6
ADVERTISING, APPRAISAL REVIEW BOARD AND BOARD OF DIRECTORS	7
BONDS AND INSURANCE, CAPITAL LEASE PAYMENTS, CAPITAL OUTLAY	8
COMPUTER	9
DATA ACQUISITION AND POSTAGE	10
PRINTING, IMAGING AND RECORDS MANAGEMENT, PROFESSIONAL FEES, REPAIRS AND MAINTENANCE-BUILDING, REPAIRS AND MAINTENANCE-EQUIPMENT	11
SUBSCRIPTIONS/PUBLICATIONS, SUPPLIES, TELEPHONES	12
TRAINING EXPENSE	13
TRAVEL/VEHICLE EXPENSE, UTILITIES	14
PROPOSED APPRAISAL DISTRICT BUDGET ALLOCATION	15
PROPOSED COLLECTIONS BUDGET ALLOCATION	16
PROPOSED COLLECTIONS BUDGET ALLOCATION-COW CREEK 5% OF LEVY	16

KENDALL APPRAISAL DISTRICT
2025 Approved Budget

Expense Category/Line Item	2025
	Budgets
ADVERTISING	\$ 5,500
APPRAISAL REVIEW BOARD	26,700
BOARD OF DIRECTORS' MTG/CHIEF APPRAISER	1,240
BONDS AND INSURANCE	10,162
CAPITAL/LEASE PAYMENTS-PRINCIPAL & INTEREST*	-
CAPITAL OUTLAY	5,000
COMPENSATION PROVISION	50,000
COMPUTER	269,842
DATA AQUISITION	8,300
HEALTH INSURANCE	192,887
MEDICARE TAXES	14,610
POSTAGE	82,861
PRINTING, IMAGING AND RECORDS MANAGEMENT	46,015
PROFESSIONAL FEES	224,186
REPAIRS AND MAINTENANCE-BUILDING	63,120
REPAIRS AND MAINTENANCE-EQUIPMENT	5,000
RETIREMENT	120,911
SALARIES	1,057,590
SOCIAL SECURITY	62,471
STATE UNEMPLOYMENT TAXES	479
SUBSCRIPTIONS	150
SUPPLIES	25,270
TELEPHONES	9,195
TRAINING EXPENSE	31,666
TRAVEL/VEHICLE EXPENSE	67,479
UTILITIES	12,000
WORKER'S COMPENSATION	14,555
TOTALS	\$ 2,407,189

2026 PROPOSED BUDGET COMPARISON WITH THE 2024 & 2025 BUDGET

Budgets Presented are for Appraisal and Collections Combined

Expense Category/Line Item	Worksheet Page Number	2024 Budgets	2025 Budgets	2026 Proposed Budgets	\$ Variance 2025-2026	Percent Change 2025-2026
ADVERTISING	7	\$ 2,900	\$ 5,500	\$ 5,900	\$ 400	7.3%
APPRAISAL REVIEW BOARD	7	25,425	26,700	26,700	\$ -	0.0%
BOARD OF DIRECTORS' MTG/CHIEF APPRAISER	7	1,040	1,240	1,640	\$ 400	32.3%
BONDS AND INSURANCE	8	10,162	10,162	10,237	\$ 75	0.7%
BUILDING ADDITION-PROFESSIONAL FEES & CONSULTING	11			45,000	\$ 45,000	100.0%
CAPITAL LEASE PAYMENTS-PRINCIPAL & INTEREST	8	-	-	-	\$ -	
CAPITAL OUTLAY	8	2,500	5,000	5,000	\$ -	0.0%
COMPENSATION PROVISION*	12	33,120	50,000	65,000	\$ 15,000	30.0%
COMPUTER	9	193,520	269,842	289,730	\$ 19,888	7.4%
DATA AQUISION	10	4,630	8,300	9,500	\$ 1,200	14.5%
HEALTH INSURANCE	6	180,438	192,887	224,622	\$ 31,735	16.5%
MEDICARE TAXES	5	14,567	14,610	16,127	\$ 1,517	10.4%
POSTAGE	10	40,132	82,861	111,411	\$ 28,550	34.5%
PRINTING AND IMAGING	11	13,350	46,015	46,015	\$ -	0.0%
PROFESSIONAL FEES & CONSULTING	11	219,686	224,186	237,535	\$ 13,349	6.0%
REPAIRS AND MAINTENANCE-BUILDING	11	16,800	63,120	31,550	\$ (31,570)	-50.0%
REPAIRS AND MAINTENANCE-EQUIPMENT	11	1,500	5,000	5,000	\$ -	0.0%
RETIREMENT	5	120,554	120,911	133,462	\$ 12,551	10.4%
SALARIES	4	1,004,615	1,057,590	1,112,187	\$ 54,597	5.2%
SOCIAL SECURITY	5	62,286	62,471	68,956	\$ 6,485	10.4%
STATE UNEMPLOYMENT TAXES	5	2,110	479	556	\$ 77	16.1%
SUBSCRIPTIONS/PUBLICATIONS	12	150	150	150	\$ -	0.0%
SUPPLIES	12	14,377	25,270	25,770	\$ 500	2.0%
TELEPHONES	12	8,175	9,195	9,195	\$ -	0.0%
TRAINING EXPENSE	13	23,071	31,666	38,900	\$ 7,234	22.8%
TRAVEL/VEHICLE EXPENSE	14	67,479	67,479	47,429	\$ (20,050)	-29.7%
UTILITIES	14	9,800	12,000	12,000	\$ -	0.0%
WORKER'S COMPENSATION	5	13,298	14,555	14,236	\$ (319)	-2.2%
TOTALS		\$ 2,085,683	\$ 2,407,189	\$ 2,593,808	\$ 186,619	7.8%

KENDALL APPRAISAL DISTRICT
2026 PROPOSED TOTAL, APPRAISAL AND COLLECTIONS BUDGETS

Expense Category/Line Item	PROPOSED 2026 Total	PROPOSED 2026 Appraisal	PROPOSED 2026 Collections
ADVERTISING	\$ 5,900	\$ 5,485	\$ 415
APPRAISAL REVIEW BOARD	26,700	26,700	-
BOARD OF DIRECTORS' MTG/CHIEF APPRAISER	1,640	1,376	264
BONDS AND INSURANCE	10,237	5,938	4,299
BUILDING ADDITION-PROFESSIONAL FEES & CONSULTING	45,000	36,000	9,000
CAPITAL/LEASE PAYMENTS-PRINCIPAL & INTEREST*	-	-	-
CAPITAL OUTLAY	5,000	4,000	1,000
COMPENSATION PROVISION	65,000	61,750	3,250
COMPUTER	289,730	231,784	57,946
DATA AQUISITION	9,500	9,320	180
HEALTH INSURANCE	224,622	180,946	43,677
MEDICARE TAXES	16,127	12,658	3,468
POSTAGE	111,411	76,847	34,565
PRINTING, IMAGING AND RECORDS MANAGEMENT	46,015	25,612	20,403
PROFESSIONAL FEES	237,535	214,478	23,057
REPAIRS AND MAINTENANCE-BUILDING	31,550	25,240	6,310
REPAIRS AND MAINTENANCE-EQUIPMENT	5,000	3,500	1,500
RETIREMENT	133,462	104,758	28,704
SALARIES	1,112,187	872,984	239,203
SOCIAL SECURITY	68,956	54,125	14,831
STATE UNEMPLOYMENT TAXES	556	436	120
SUBSCRIPTIONS	150	120	30
SUPPLIES	25,770	23,180	2,590
TELEPHONES	9,195	8,000	1,195
TRAINING EXPENSE	38,900	31,120	7,780
TRAVEL/VEHICLE EXPENSE	47,429	42,686	4,743
UTILITIES	12,000	10,800	1,200
WORKER'S COMPENSATION	14,236	11,174	3,062
TOTALS	\$ 2,593,808	\$ 2,081,017	\$ 512,791

2026
WAGE COMPENSATION ADJUSTMENTS

						2025 Adjustments								
Appr %	Coll %	Employee Name	Year Hired	Years of Service	2023 Step No.	Salaries As Of 12/31/2025	COLA Adj. 0.025	Base As Of 1/1/2025	Eval. 0.025% Merit	% Adj From 2024 Base Salary	Total Salaries Proposed 2026	Appr	Coll	
85%	15%	McNeal, Nelia	2022	4	-	113,631	2,841	116,472	2,841	0	119,313	101,416	17,897	
100%	0%	Appraiser	VAC		-	70,000	1,750	71,750	1,750	0	70,000	70,000	0	
15%	85%	Havard, Amber	2023	3	-	55,000	1,375	56,375	1,375	0	57,750	8,663	49,088	
100%	0%	Villanueva, Joel	2024	2	-	43,000	1,075	44,075	1,075	0	45,150	45,150	0	
90%	10%	Pfeiffer, Lanell	2020	6	-	82,222	2,056	84,278	2,056	0	86,333	77,700	8,633	
15%	85%	Klein, Cindy	2006	20	-	61,624	1,541	63,165	1,541	0	64,705	9,706	54,999	
15%	85%	Rivera, Crystal	2021	5	-	81,491	2,037	83,528	2,037	0	85,566	12,835	72,731	
100%	0%	Smith, Miranda	2024	1	-	50,925	1,273	52,198	1,273	0	53,471	53,471	0	
80%	20%	Nini, Katherine	2023	2	-	56,741	1,419	58,160	1,419	0	59,578	47,662	11,916	
90%	10%	Grobe, Renea	2016	9	-	56,000	1,400	57,400	1,400	0	58,800	52,920	5,880	
50%	50%	Receptionist/Data Entry	VAC	-		-	0	0	0	0	0	0	0	
100%	0%	Thompson, Melanie	2024	2	-	50,925	1,273	52,198	1,273	0	53,471	53,471	0	
100%	0%	Senior Appraiser	VAC		-	58,500	1,463	59,963	1,463	0	61,425	61,425	0	
80%	20%	Reese, Nadine	2023	3	-	43,000	1,075	44,075	1,075	0	45,150	36,120	9,030	
80%	20%	Hickman, Julie	2024	2	-	43,000	1,075	44,075	1,075	0	45,150	36,120	9,030	
100%	0%	Nunez, Claudia	2023	3	-	47,500	1,188	48,688	1,188	0	49,875	49,875	0	
100%	0%	Fernandez, Maria	2025	1	-	43,000	1,075	44,075	1,075	0	45,150	45,150	0	
100%	0%	Koster, Jeff	2025	1		46,000	1,150	47,150	1,150		48,300	48,300		
100%	0%	Malcum, Jordon	2025	1	-	60,000	1,500	61,500	1,500	0	63,000	63,000	0	
TOTALS				65	-	1,057,590	26,564	1,089,123	\$ 21,651	0	1,112,187	872,984	239,203	

RETIREMENT, SOCIAL SECURITY, MEDICARE, UNEMPLOYMENT INSURANCE AND WORKERS' COMPENSATION INSURANCE

2026

Retirement, Social Security, Medicare, Unemployment Insurance and Workers' Compensation Insurance															
Appr %	Coll %	Employee Name	Total Salaries Proposed 2026	Retirement			Social Security			Medicare			Total SSI and/or Medicare		
				Rate 12.00%	Appr	Coll	SSI 6.20%	Appr	Coll	Rate 1.45%	Appr	Coll	Total	Appr	Coll
85%	15%	McNeal, Nella	119,313	14,318	12,170	2,148	7,397	6,288	1,110	1,730	1,471	260	9,552	7,758	1,369
100%	0%	Appraiser	70,000	8,400	8,400	-	4,340	4,340	-	1,015	1,015	-	5,355	5,355	-
15%	85%	Havard, Amber	57,750	6,930	1,040	5,891	3,581	537	3,043	837	126	712	4,418	663	3,755
100%	0%	Villanueva, Joel	45,150	5,418	5,418	-	2,799	2,799	-	655	655	-	3,454	3,454	-
90%	10%	Pfeiffer, Lanell	86,333	10,360	9,324	1,036	5,353	4,817	535	1,252	1,127	125	6,604	5,944	660
15%	85%	Klein, Cindy	64,705	7,765	1,165	6,600	4,012	602	3,410	938	141	797	4,950	742	4,207
15%	85%	Rivera, Crystal	85,566	10,268	1,540	8,728	5,305	796	4,509	1,241	186	1,055	6,546	982	5,564
100%	0%	Smith, Miranda	53,471	6,417	6,417	-	3,315	3,315	-	775	775	-	4,091	4,091	-
80%	20%	Nini, Katherine	59,578	7,149	5,719	1,430	3,694	2,955	739	864	691	173	4,558	3,646	912
90%	10%	Grobe, Renea	58,800	7,056	6,350	706	3,646	3,281	365	853	767	85	4,498	4,048	85
50%	50%	Receptionist/Data Entry	-	-	-	-	-	-	-	-	-	-	-	-	-
100%	0%	Thompson, Melanie	53,471	6,417	6,417	-	3,315	3,315	-	775	775	-	4,091	4,091	-
100%	0%	Senior Appraiser	61,425	7,371	7,371	-	3,808	3,808	-	891	891	-	4,699	4,699	-
80%	20%	Reese, Nadine	45,150	5,418	4,334	1,084	2,799	2,239	560	655	524	131	3,454	2,763	691
80%	20%	Hickman, Julie	45,150	5,418	4,334	1,084	2,799	2,239	560	655	524	131	3,454	2,763	691
100%	0%	Nunez, Claudia	49,875	5,985	5,985	-	3,092	3,092	-	723	723	-	3,815	3,815	-
100%	0%	Fernandez, Maria	45,150	5,418	5,418	-	2,799	2,799	-	655	655	-	3,454	3,454	-
100%	0%	Koster, Jeff	48,300	5,796	5,796	-	2,995	2,995	-	700	700	-	3,695	3,695	-
100%	0%	Malcum, Jordon	63,000	7,560	7,560	-	3,906	3,906	-	914	914	-	4,820	4,820	-
65%	35%	Merit	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS			\$ 1,112,187	133,462	104,758	28,704	\$ 68,956	\$ 54,125	\$ 14,831	\$ 16,127	\$ 12,658	\$ 3,468	\$ 85,507	\$ 66,783	\$ 17,935

Total salaries applicable to SSI: \$ 1,112,187

Texas Workforce Commission and Workers' Compensation																	
Appr %	Coll %	Employee Name	Total Salaries Proposed 2026	State Unemployment Ins.			Workers' Compensation Insurance								Total	Appr	Coll
				Rate 0.0005%	Appr	Coll	Rate 0.87	Appr	Coll	Rate 0.41	Appr	Coll					
85%	15%	McNeal, Nelia	119,313	60	51	9	1,038	882	156	489	416	73	1,527	1,298	229		
100%	0%	Appraiser	70,000	35	35	-	609	609	-	287	287	-	896	896	-		
15%	85%	Havard, Amber	57,750	29	4	25	502	75	427	237	36	201	739	111	628		
100%	0%	Villanueva, Joel	45,150	23	23	-	393	393	-	185	185	-	578	578	-		
90%	10%	Pfeiffer, Lanell	86,333	43	39	4	751	676	75	354	319	35	1,105	995	111		
15%	85%	Klein, Cindy	64,705	32	5	27	563	84	478	265	40	225	828	124	704		
15%	85%	Rivera, Crystal	85,566	43	6	36	744	112	633	351	53	298	1,095	164	931		
100%	0%	Smith, Miranda	53,471	27	27	-	465	465	-	219	219	-	684	684	-		
80%	20%	Nini, Katherine	59,578	30	24	6	518	415	104	244	195	49	763	610	153		
90%	10%	Grobe, Renea	58,800	29	26	3	512	460	51	241	217	24	753	677	75		
50%	50%	Receptionist/Data Entry	-	-	-	-	-	-	-	-	-	-	-	-	-		
100%	0%	Thompson, Melanie	53,471	27	27	-	465	465	-	219	219	-	684	684	-		
100%	0%	Senior Appraiser	61,425	31	31	-	534	534	-	252	252	-	786	786	-		
80%	20%	Reese, Nadine	45,150	23	18	5	393	314	79	185	148	37	578	462	116		
80%	20%	Hickman, Julie	45,150	23	18	5	393	314	79	185	148	37	578	462	116		
100%	0%	Nunez, Claudia	49,875	25	25	-	434	434	-	204	204	-	638	638	-		
100%	0%	Fernandez, Maria	45,150	23	23	-	393	393	-	185	185	-	578	578	-		
100%	0%	Malcum, Jordon	63,000	32	32	-	548	548	-	258	258	-	806	806	-		
100%	0%	Koster, Jeff	48,300	24	24	-	420	420	-	198	198	-	618	618	-		
65%	35%	Merit	-	-	-	-	-	-	-	-	-	-	-	-	-		
TOTALS			\$ 1,112,187	\$ 556	\$ 436	\$ 120	\$ 9,676	\$ 7,595	\$ 2,081	\$ 4,560	\$ 3,579	\$ 981	\$ 14,236	\$ 11,174	\$ 3,062		

HEALTH, DENTAL, LIFE, VISION INSURANCE

Health Insurance										
Appr %	Coll %	Employee Name	Total Salaries Proposed 2026	Health	Dental Vision		Life	Total Health	Appr	Coll
85%	15%	McNeal, Nelia	119,313	11,782	483	-	214	12,479	10,607	1,872
100%	0%	Appraiser	70,000	11,782	483	-	214	12,479	12,479	-
15%	85%	Havard, Amber	57,750	11,782	483	-	214	12,479	1,872	10,607
100%	0%	Villanueva, Joel	45,150	11,782	483	-	214	12,479	12,479	-
90%	10%	Pfeiffer, Lanell	86,333	11,782	483	-	214	12,479	11,231	1,248
15%	85%	Klein, Cindy	64,705	11,782	483	-	214	12,479	1,872	10,607
15%	85%	Rivera, Crystal	85,566	11,782	483	-	214	12,479	1,872	10,607
100%	0%	Smith, Miranda	53,471	11,782	483	-	214	12,479	12,479	-
80%	20%	Nini, Katherine	59,578	11,782	483	-	214	12,479	9,983	2,496
90%	10%	Grobe, Renea	58,800	11,782	483	-	214	12,479	11,231	1,248
50%	50%	Receptionist/Data Entry	-			-		-	-	-
100%	0%	Thompson, Melanie	53,471	11,782	483	-	214	12,479	12,479	-
100%	0%	Senior Appraiser	61,425	11,782	483	-	214	12,479	12,479	-
80%	20%	Reese, Nadine	45,150	11,782	483	-	214	12,479	9,983	2,496
80%	20%	Hickman, Julie	45,150	11,782	483	-	214	12,479	9,983	2,496
100%	0%	Nunez, Claudia	49,875	11,782	483	-	214	12,479	12,479	-
100%	0%	Fernandez, Maria	45,150	11,782	483	-	214	12,479	12,479	-
100%	0%	Koster, Jeff	48,300	11,782	483		214	12,479	12,479	
100%	0%	Malcum, Jordon	63,000	11,782	483	-	214	12,479	12,479	-
TOTALS			\$ 1,112,187	\$ 212,076	\$ 8,694	\$ -	\$ 3,852	\$ 224,622	\$ 180,946	\$ 43,677

Advertising								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Public Serv/Required Pub. (2)	\$ 740	\$ 800	\$ 1,200	90%	10%	Available Exemptions and Protest/Appeal Process	1,080	120
Bud, Re-appr Plan/ Dep. (2)	960	1,200	1,200	90%	10%	Budget, Re-appraisal Plan or Depository	1,080	120
Other	300	3,500	3,500	95%	5%	Vacated positions or service/equipment requests	3,325	175
TOTAL	\$ 2,000	\$ 5,500	\$ 5,900				\$ 5,485	\$ 415
Adjustment Factor								
100%			\$ 5,900				\$ 5,485	\$ 415

APPRAISAL REVIEW BOARD								
	2024	2025	2026	% Appraisal	% Collections			
Travel	\$ 1,000	\$ -	\$ 500	100%	0%	MILEAGE		
Meals Provided at Meetings	50	200	200	100%	0%			
Registrations	225	225	500	100%	0%			
Lodging/Meals	-	-	500	100%	0%	PER DIEM/REIMBURSEMENT		
Service	12,000	25,000	25,000	100%	0%	ARB/PER DAY PAY		
Copies-procedures/orders	-	-	-	100%	0%			
TOTAL	\$ 13,275	\$ 25,425	\$ 26,700					
Adjustment Factor								
100%			\$ 26,700					

BOARD OF DIRECTORS/CHIEF APPRAISER EXPENSE

BOARD OF DIRECTORS								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Seminars	\$ 500	\$ 500	\$ 500	90%	10%		\$ 450	\$ 50
Bd Mtgs-Meals/Refreshments	140	140	140	90%	10%		\$ 126	14
Sub-Total	\$ 640	\$ 640	\$ 640				\$ 576	\$ 64
CHIEF APPRAISER								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Meals/Public Relations	\$ 400	\$ 400	1,000	80%	20%		\$ 800	\$ 200
Sub-Total	\$ 400	\$ 400	1,000				\$ 800	\$ 200
TOTAL	\$ 1,040	\$ 1,040	\$ 1,640				\$ 1,376	\$ 264
Adjustment Factor								
100%			\$ 1,640				\$ 1,376	\$ 264

BONDS AND INSURANCE

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Bonds	\$ 3,047	\$ 3,047	\$ 3,047	0%	100%	Bonds required by taxing units	\$ -	\$ 3,047
COBRA	-	-	-	85%	15%		-	-
TASB Membership	-	-	-	80%	20%		-	-
General Liability	325	325	400	80%	20%		320	80
Deductible General Liability	-	-	-	80%	20%		-	-
Professional Liability	675	675	675	80%	20%		540	135
Professional Liability Deductible	-	-	-	80%	20%		-	-
Crime Ins-Public Emp dishonesty	375	375	375	80%	20%		300	75
Deductible Crime Insurance	-	-	-	80%	20%	Internal, secondary to bonding	-	-
Building/Contents	1,380	1,380	1,380	80%	20%		1,104	276
Deductible-Building and Contents	-	-	-					
Real and Personal	-	-	-	80%	20%	Building and Contents		
Boilers and Machinery	-	-	-	80%	20%	Not applicable		
Vehicle Insurance	-	-	-	90%	10%	Four vehicles		
Liability	800	800	800	90%	10%		720	80
Physical Damage	1,060	1,060	1,060	90%	10%		954	106
Reserve for Deductible	2,500	2,500	2,500	80%	20%	For all policies	2,000	500
Deductible-Vehicle Insurance	-	-	-	90%	10%		-	-
TOTAL	\$ 10,162	\$ 10,162	\$ 10,237				\$ 5,938	\$ 4,299

Adjustment Factor

100%

\$ 10,237

\$ 5,938 \$ 4,299

CAPITAL/LEASE PAYMENTS

PRINCIPAL	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Appraisal and Collection Software	\$ -	\$ -	\$ -	65%	35%		\$ -	\$ -
Vehicles*	-	-	-	90%	10%		-	-
Sub-Total	-	\$ -	\$ -				\$ -	\$ -

INTEREST	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Appraisal and Collection Software		\$ -	\$ -	65%	35%		\$ -	\$ -
Vehicles	-	-	-	90%	10%		-	-
Sub-Total	\$ -	-	\$ -				\$ -	\$ -
TOTAL	\$ -	-	\$ -				\$ -	\$ -

Adjustment Factor

100%

\$ -

\$ - \$ -

CAPITAL OUTLAY

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Office Furniture/Yard improvements	\$ 2,500	\$ 2,500	\$ 5,000	80%	20%	Desks and chairs	\$ 4,000	\$ 1,000
TOTAL	\$ 2,500	\$ 2,500	\$ 5,000				\$ 4,000	\$ 1,000

Adjustment Factor

100%

\$ 5,000

\$ 4,000 \$ 1,000

COMPUTER
Computer Hardware/Software/Equipment

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Anti-Virus Protection	\$ 500	\$ 500	\$ 1,575	95%	5%	(BIS) Trend Micro	\$ 1,496	\$ 79
ADA Compliance			\$ 1,560	100%			\$ 1,560	
Deed Records Retrieval	-	-	-	100%	0%		-	-
IT Support and Maintenance	8,000	7,025	11,680	65%	35%	BIS (Calc % maint cost software maint cost)	7,592	4,088
Server-Main	-	-	7,800				7,800	
Warranties	860	860	860	65%	35%	BIS	559	301
System Server Upgrades/Replacement/Bkup	-	-	-	65%	35%	BIS	-	-
CPU/Laptop/Maintenance/Replacement	2,500	-	-	89%	11%		-	-
Security Repairs and Maintenance	800	-	-	94%	6%	Maint of security system	-	-
Scanner	-	2,000	2,000	0%	100%		-	2,000
Time Clock Maintenance	160	160	516	90%	10%	Annual maintenace and support.	464	52
Quick Books Payroll Software	610	700	3,240	90%	10%	Annual update (payroll/desktop)	2,916	324
Sub-Total	\$ 13,430	\$ 11,245	\$ 29,231				\$ 22,388	\$ 6,843
Office Equipment Leases								
COMPUTER STATION & SERVER LEASE	-	36,300	59,905	90%	10%	BIS LEASE EQUIP & SERVER	\$ 53,915	\$ 5,991
Copier-Lease	\$ 3,360	\$ 3,360	\$ 15,060	90%	10%	documation leasing	\$ 13,554	\$ 1,506
Copier-Excess copies	100	100	-	90%	10%		-	-
Postage meter-lease	2,524	9,160	3,500	90%	10%	quadiant leasing	3,150	350
Sub-Total	\$ 5,984	\$ 12,620	\$ 78,465				\$ 70,619	\$ 7,847

Appraisal & Collection Software Support
\$ -

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Software Support & Maintenance								
PACS Appraisal	\$ 32,751	\$ 36,262	\$ 42,936	100%	0%	13 Appraisal user licenses (True Auto.)	\$ 42,936	\$ -
PACS Collections	16,374	21,376	-	0%	100%	3 User licenses (True Automation)		-
Truth in Taxation Software-Collections	710	4,016	3,150	0%	100%	True Automation		3,150
Collections-Website Collection	-	-	-	0%	100%	True Automation online payments maint.	-	-
Sub-Total	\$ 49,835	\$ 61,654	\$ 46,086				\$ 42,936	\$ 3,150
Mapping and Other								
Pictometry and Supporting Software	\$ 31,000	\$ 35,000	\$ 35,000	100%	0%	Aerial Photo.-Annual Pymt 3 yrs no interest	35,000	-
Pictometry Interface Maintenance				100%	0%		-	-
GIS Quarterly Maintenance	15,000	13,440	22,850	100%	0%	BIS	22,850	-
Internet Property Search Hosting & Admin	3,000	2,100	4,150	90%	10%	Access to Internet (BIS)	3,735	415
GIS Maps Online	2,400	2,800	-	90%	10%	(BIS) Mapping access to Internet	-	-
Website, Email and FTP	4,200	5,127	9,345	90%	10%	(BIS) Maintenance	8,411	935
Online Appeals Software & Maintenance	2,400	2,840	5,600	100%	0%	(BIS) Required by Tax Code 41.415	5,600	-
Online Appeals Training	-	-	-	100%	0%	BIS - Agent Portal	-	-
Online Appeals Software	-	-	-	100%	0%		-	-
Online Electronic Tax Statements Setup	-	-	-	0%	100%		-	-
Online Electronic Tax Statements Training	-	-	-	0%	100%		-	-
Matix User License & Annual Fees	2,000	6,250	-	90%	10%	(TA) Internal access to mapping 14@\$100	-	-
GIS Appraiser Maintenance	424	-	-	100%	0%	(TA) One maintenance only	-	-
Signature Pad Devices	1,367	1,624	-	90%	10%	(TA) 5-Support digital signature pads @\$224	-	-
Digital Signature Pad/Licenses	-	-	-	100%	0%		-	-
Notebook Purchase for Appraisal Field Work	-	-	-	100%	0%	Viewing maps on internet in field.	-	-
Workstation Backup	-	2,520	-	100%	0%	BIS	-	-
Hardware/Software upgrades	3,000	-	-	100%	0%	Hardware and/or software replace/updgrade	-	-
Sub-Total	\$ 64,791	\$ 71,701	\$ 76,945				75,596	1,350
TOTAL	\$ 134,040	\$ 157,220	\$ 230,727				\$ 211,538	\$ 19,189

Adjustment Factor
100%
\$ 289,730
\$ 231,784 \$ 57,946

DATA ACQUISITION								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Vehicle, Mobile Home & Aircraft Listings	\$ 500	\$ 500	\$ 500	100%	0%	Valuation guides	500	-
Real Estate Appraisal Data	1,200	1,200	1,200	100%	0%	Realty Rates publication	1,200	-
Marshall & Swift Appraisal Guides/ COSTAR	1,500	1,500	7,200	100%	0%	Commercial and residential	7,200	-
Property Tax Code & Property Law	230	230	600	70%	30%		420	180
Subtotal	\$ 3,430	\$ 3,430	\$ 9,500			Subtotal	\$ 9,320	\$ 180
Real Estate Information Services	1,200	1,200	-	100%	0%	Quarterly Fees	-	-
Subtotal	\$ 1,200	\$ 1,200	\$ -			Subtotal	-	-
TOTAL	\$ 4,630	\$ 4,630	\$ 9,500				\$ 9,320	\$ 180
Adjustment Factor								
100%			\$ 9,500				\$ 9,320	\$ 180

POSTAGE								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Appraisal Notices	\$ 5,300	\$ 7,500	\$ 10,920	100%	0%	Estimate mail 14,000 pcs.	\$ 10,920	\$ -
Appraisal Review Board	1,550	1,550	45,000	100%	0%	Hearing Notices, Orders (certified mail)	45,000	-
Personal Property Renditions/Penalties	811	10000	7,300	100%	0%	2,500 pcs.	7,300	-
Sales Letters	206	216	1,650	100%	0%	Only Commercial and Farm/Ranch	1,650	-
Exemptions Applications	170	170	2,920	100%	0%	300 pcs.	2,920	-
Ag Applications	907	952	952	100%	0%		952	-
Ag Survey	242	254	254	100%	0%		254	-
Tax Statements	10,500	11,500	31,200	0%	100%	40,000 statements	-	31,200
Delinquent Notices	1,489	1,489	-	0%	100%		-	-
Office Correspondence	1,500	1,500	1,500	70%	30%		1,050	450
Quadiant Mail	3,000	5,000	9,715	70%	30%	Estimate 550 pcs. @ \$5.79/pc postage	6,801	2,915
State Notifications		0	-	70%	30%		-	-
TOTAL	\$ 25,675	\$ 40,131	\$ 111,411				\$ 76,847	\$ 34,565
Adjustment Factor								
100%			\$ 111,411				\$ 76,847	\$ 34,565

PRINTING, IMAGING, RECORDS MANAGEMENT								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Tax Statements	\$ 7,500	\$ 7,500	\$ 20,000	0%	100%	40,000 Statements/VARIVERGE	\$ -	\$ 20,000
Delinquent Notices	350	350	-	0%	100%	2,500 envelopes and notices	-	-
Subtotal	\$ 7,850	\$ 7,850	\$ 20,000			Subtotal	\$ -	\$ 20,000
Appraisal Notices	\$ 3,000	\$ 3,000	\$ 22,000	100%	0%	14,000 pieces, partial roll/VARIVERGE	\$ 22,000	\$ -
Business Personal Property	2,000	2,000	2,000	100%	0%	Separate mailing	2,000	-
Certified Rolls	-	-	-	100%	0%	No longer printed, supplied electronically	-	-
Appraisal Rolls	-	-	-	100%	0%	No longer printed, supplied electronically	-	-
Subtotal	\$ 5,000	\$ 5,000	\$ 24,000			Subtotal	\$ 24,000	
Imaging Historical Data	500	500	500	80%	20%		400	100
Destruction Non-Permanent Records	-	-	1,515	80%	20%		1,212	303
Subtotal	\$ 500	\$ 500	\$ 2,015			Subtotal	\$ 1,612	\$ 403
TOTAL	\$ 13,350	\$ 13,350	\$ 46,015				\$ 25,612	\$ 20,403

Adjustment Factor
100% \$ 46,015 \$ 25,612 \$ 20,403

PROFESSIONAL FEES								
	2024	2024	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collections
Litigation	\$ 40,000	\$ 40,000	\$ 40,000	100%	0%	Litigation & Arbitration related expenses	\$ 40,000	\$ -
Legal	4,800	10,000	15,000	90%	10%	Retainer \$150/mo. Misc. \$250/mo +10%	13,500	1,500
Litigation/Arbitration Appraisals	5,000	95,000	95,000	100%	0%	Appraisals for litigation or arbitrations	95,000	-
Arbitration Expense	1,000	1,000	1,000	100%	0%	1 @ \$500, 2 @\$250	1,000	-
Audit	6,500	10,000	20,000	50%	50%	Annual audit of District based off 22 aud	10,000	10,000
Accounting Assistance	250	1,000	2,500	80%	20%	Assistance with Accounting Software	2,000	500
Subcontractor Appraisal Groups	85,000	50,000	40,000	100%	0%	Industrial Appraisal & Commercial	40,000	-
Mapping/GIS	1,000	1,000	1,000	100%	0%	Training/assistance in base map	1,000	-
Bank Services Charges	7,151	7,151	13,500	30%	70%	Serv. chgs. due to low int rates. Inc 5%	4,050	9,450
PVS Appeal	4,800	-	1,500	100%	0%	Cost of appeal if needed	1,500	-
Texas Social Security Program	35	35	35	80%	20%	Maintenance of District Social Security	28	7
Subscriptions	-	8,000	8,000	80%	20%	Industry Publications	6,400	1,600
TOTAL	\$ 155,536	\$ 223,186	\$ 237,535				\$ 214,478	\$ 23,057

Adjustment Factor
100% \$ 237,535 \$ 214,478 \$ 23,057

REPAIRS AND MAINTENANCE-BUILDING								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Cleaning Services	\$ 8,000	\$ 8,000	\$ 20,000	80%	20%	Cleaning	\$ 16,000	\$ 4,000
Building Repairs & Maintenance	3,500	5,000	5,000	80%	20%		4,000	1,000
Building-New Construction			45,000	80%	20%	Engineering & Design	36,000	9,000
Lawn Care	3,300	3,300	6,000	80%	20%	Seasonal/as needed	4,800	1,200
Termite & Pest Contract	500	500	550	80%	20%	Regularly scheduled treatment	440	110
TOTAL	\$ 15,300	\$ 16,800	\$ 31,550				\$ 25,240	\$ 6,310

Adjustment Factor
100% \$ 31,550 \$ 25,240 \$ 6,310

REPAIRS AND MAINTENANCE-EQUIPMENT								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Maintenance on Equipment	\$ 1,500	\$ 1,500	\$ 5,000	70%	30%	Unscheduled maintenance, equip. older	\$ 3,500	\$ 1,500
Total	\$ 1,500	\$ 1,500	\$ 5,000				\$ 3,500	\$ 1,500

Adjustment Factor
100% \$ 5,000 \$ 3,500 \$ 1,500

COMPENSATION PROVISIONS								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Temporary	\$ 24,920	\$ 24,920	\$ 65,000	95%	5%	Temporary employees	\$ 61,750	\$ 3,250
Sick Leave	7,000	7,000	-	85%	15%	Sick Leave paid at retirement	-	-
Over Time	1,200	1,200	-	90%	10%	Paid in lieu of comp time	-	-
TOTAL	\$ 33,120	\$ 33,120	\$ 65,000				\$ 61,750	\$ 3,250

Adjustment Factor

100% \$ 65,000 \$ 61,750 \$ 3,250

SUBSCRIPTIONS/PUBLICATIONS								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Newspapers	\$ 100	\$ 100	\$ 100	80%	20%	Newspapers 1 local	\$ 80	\$ 20
State Purchasing CO-OP	50	50	50	80%	20%	Allows purchases through State	40	10
TOTAL	\$ 150	\$ 150	\$ 150				\$ 120	\$ 30

Adjustment Factor

100% \$ 150 \$ 120 \$ 30

SUPPLIES								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Computer/Office Machines	\$ 5,500	\$ 5,500	\$ 15,000	90%	10%	Paper, ribbons, toner, tapes	\$ 13,500	\$ 1,500
Uniforms	500	500	1,000	90%	10%	Replacement or new uniforms	900	100
Copies of Renditions	200	200	200	100%	0%	600 copies of 7 page forms	200	-
Copies of Ag Applications	950	950	950	100%	0%	1,500 copies of 9 page form	950	-
Copies of Overlap Advisory Notice	-	-	-	100%	0%		-	-
Appraisal Review Board	320	320	320	100%	0%	Envelopes and other supplies	320	-
Accounting	600	600	1,000	95%	5%	Paper, checks, envelopes, etc.	950	50
Office	3,755	3,755	5,000	95%	5%	Paper, pens, envelopes, misc.	4,750	250
Small office equip (less than \$500)	2,300	2,300	2,300	70%	30%		1,610	690
Mapping	-	-	-	100%	0%		-	-
Delinquent Tax Notices	252	252	-	0%	100%		-	-
TOTAL	\$ 14,377	\$ 14,377	\$ 25,770				\$ 23,180	\$ 2,590

Adjustment Factor

100% \$ 25,770 \$ 23,180 \$ 2,590

TELEPHONES								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Security Monitoring	\$ 475	\$ 475	\$ 475	80%	20%	GVTC	\$ 380	\$ 95
Internet Access	1,000	1,000	1,300	80%	20%	Inc 2 static IP Addresses w/ GVTC	1,040	260
Internet Access Mobile Devices	1,300	1,300	1,300	100%	0%	Tablets-Internet access in field AT&T	1,300	-
Long Distance	500	500	500	80%	20%	GVTC	400	100
Mobile Phones Allowance	1,200	1,200	1,920	100%	0%	10Aprr @ \$10/mo, 2 @ \$30/mo	1,920	-
Office Phones	3,200	3,200	3,200	80%	20%	GVTC	2,560	640
Telephone Equipment Repairs	500	500	500	80%	20%		400	100
TOTAL	\$ 8,175	\$ 8,175	\$ 9,195				\$ 8,000	\$ 1,195

Adjustment Factor

100% \$ 9,195 \$ 8,000 \$ 1,195

TRAINING EXPENSE

Employee Education - Travel/Lodging/Registrations/Dues/Memberships								
State Mandated	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
State Required Certification Courses	\$ 1,000	\$ 1,000	\$ 1,000	80%	20%		\$ 800	\$ 200
State Exam Review Courses	300	300	300	100%	0%		300	-
USPAP Refresher Course	600	600	600	100%	0%		600	-
TDLR Appraisal and Collections Lic.	405	405	750	60%	40%	9 @ 45 renewal, 3 @100	450	300
Lodging - State Courses	2,400	2,400	2,400	70%	30%		1,680	720
Per Diem - State Courses	864	864	864	72%	28%		622	242
Travel - State Courses	-	-	-	\$ -				
Sub-Total	\$ 5,569	\$ 5,569	\$ 5,914				\$ 4,452	\$ 1,462

Dues & Memberships - State & Local								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
TAAO Local Chapter	\$ -	\$ -	\$ -	80%	20%		\$ -	\$ -
TAAD Local Chapter	-	-	-	100%	0%		-	-
TAAD	1,500	1,500	1,500	100%	0%		1,500	-
TAAO	300	300	300	40%	60%		120	180
TRCA	-	-	-	80%	20%		-	-
Notary	100	100	110	100%	0%		110	-
Sub-Total	\$ 1,900	\$ 1,900	\$ 1,910				\$ 1,730	\$ 180

Seminars/Conferences								
Dues	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
TAAD Annual Conference	\$ 1,500	\$ 1,500	\$ 4,620	100%	0%	4 person at 1155	\$ 4,620	\$ -
Texas A&M Rural Land Seminar	600	600	600	100%	0%		600	-
Texas Rural Chief Appr. Conference	1,000	1,000	1,000	100%	0%		1,000	-
PTD Property Tax Institute	350	350	350	100%	0%		350	-
TAAD Legislative	1,550	1,550	1,550	80%	20%		1,240	310
TAAO Annual Conference	800	800	4,620	67%	33%	4 persons at 1155	3,095	1,525
GIS Seminars/Training	1,000	1,000	1,000	100%	0%		1,000	-
Lodging/Per Diem							-	-
Local Chapter TAAD/meals	500	500	500	80%	20%		400	100
Lodging	5,700	5,700	7,000	80%	20%		5,600	1,400
Appraisal/Collection	-	-	-	80%	20%		-	-
Per Diem-Conferences	2,400	2,400	2,400	80%	20%		1,920	480
Sub-Total	\$ 15,400	\$ 15,400	\$ 23,640				\$ 19,825	\$ 3,815

Lodging includes all taxes and parking.

Records Management Training								
	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Lodging	\$ 130	\$ 130	\$ 130	90%	10%		\$ 117	\$ 13
Per Diem-Meals/Conf.	72	72	72	90%	10%		65	7
Travel	-	-	-	90%	10%		-	-
Sub-Total	\$ 202	\$ 202	\$ 202				\$ 182	\$ 20
TOTAL	\$ 202	\$ 202	202				\$ 26,189	\$ 5,477

Adjustment Factor

100%

\$ 38,900
\$ 38,900

\$ 31,120 \$ 7,780

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Mileage/Travel Reimbursemer	\$ 18,550	\$ 18,550	\$ 18,500	90%	10%	See Veh Fuel Maint Wrksht below	\$ 16,650	\$ 1,850
Vehicle Maintenance	2,657	4,029	4,029	90%	10%	See Veh Fuel Maint Wrksht below	3,626	403
Fuel, no tax	2,660	4,900	4,900	90%	10%	See Veh Fuel Maint Wrksht below	4,410	490
New Vehicle		40,000	20,000	90%	10%	Budget Less Revenue of Trade/Sale	18,000	2,000
TOTAL	\$ 23,867	\$ 67,479	\$ 47,429				\$ 42,686	\$ 4,743

100%	\$ 47,429	\$ 42,686	\$ 4,743
------	-----------	-----------	----------

Mileage/Travel Reimbursement			
			Total
Appraisers		\$	15,800
Tax Collector			1,200
Other Staff			1,500
			-
			-
TOTAL		\$	18,500

	Miles Per Year	Maint Interval Scheduled	Scheduled Maint Rate	Unscheduled Rep & Maint	Total
Vehicle No. 1 (2017)	4,000	3,500	\$50	\$ 600	\$657
Vehicle No. 2 (2008)	4,000	3,500	50	600	657
Vehicle No. 3 (2008)	4,000	3,500	50	600	657
Vehicle No. 4 (2012)	6,000	3,500	50	600	686
Vehicle No. 5 (POTENTIAL)	6,000	3,500	50	600	686
Vehicle No. 6 (POTENTIAL)	6,000	3,500	50	600	686
TOTAL	30,000				\$ 4,029

	Miles	Fuel Cost/Gal	Miles/gal	Total
Vehicle No. 1	3,500	\$ 3.50	15	\$817
Vehicle No. 2	3,500	\$ 3.50	15	817
Vehicle No. 3	3,500	\$ 3.50	15	817
Vehicle No. 4	3,500	\$ 3.50	15	817
Vehicle No. 5	3,500	\$ 3.50	15	817
Vehicle No. 6	3,500	\$ 3.50	15	817
TOTAL	21,000			\$4,900

2024

	2024	2025	2026	% Appraisal	% Collections	Comment/Explanation	Appraisal	Collection
Electricity	\$ 6,150	\$ 7,000	\$ 8,250	90%	10%		\$ 7,425	\$ 825
Water	2,000	2,000	3,250	90%	10%		2,925	325
Garbage Collection	800	800	500	90%	10%		450	50
Total	\$ 8,950	\$ 9,800	\$ 12,000				\$ 10,800	\$ 1,200

100%	\$ 12,000	\$ 10,800	\$ 1,200
------	-----------	-----------	----------

2026

Appraisal Allocations					
Taxing Unit	2024 Levy			% of Levy	Allocation
City of Boerne	16,114,021	167,392,598	91.21883388	8.781166	\$ 182,737.53
City of Fair Oaks	1,505,366	182,001,253	99.17966665	0.820333	\$ 17,071.27
Kendall County	39,134,663	144,371,956	78.67397762	21.32602	\$ 443,798.07
Miralomas MUD	588,634	182,917,985	99.67923035	0.320770	\$ 6,675.27
Blanco ISD	1,636,796	181,869,823	99.10804525	0.891955	\$ 18,561.73
Boerne ISD	108,311,077	75,195,541	40.97701871	59.02298	\$ 1,228,278.05
Comfort ISD	13,441,086	170,065,533	92.6754216	7.324578	\$ 152,425.69
Comal ISD	18,553	183,488,066	99.98988974	0.010110	\$ 210.40
Fred ISD	33,170	183,473,449	99.98192436	0.018076	\$ 376.16
Cow Creek	514,960	182,991,659	99.71937822	0.280622	\$ 5,839.79
KCWCID #1	496,435	183,010,184	99.72947315	0.270527	\$ 5,629.71
KCWCID #2A	1,278,415	182,228,204	99.3033412	0.696659	\$ 14,497.59
Kendall County MUD 1	433,444	183,073,175	99.76379927	0.236201	\$ 4,915.38
Levy	183,506,619				
Budget	2,081,017				\$ 2,081,017

2026

Collections Allocation

Entity	Parcels	Allocation
City of Boerne	8,895	51,339
City of Fair Oaks	-	-
Kendall County	32,419	187,113
Boerne ISD	32,569	187,979
Comfort ISD	9,207	53,140
Cow Creek	Special	22,173
KCWCID #1	1,473	8,502
KCWCID #2A		-
Kendall County MUD 1	230	1,327
Miralomas MUD	211	1,218

Total Parcels	85,004	512,791
Budget	512,791	
Cost per parcel	5.771707	

Special	Budget-Cow Creek 5% of Levy=Amount to be allocated	
	512,791	22,173
		490,618
	Amount to be allocated divided by number of parcels	
	490,618	85,004
		5.771707



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	RECEIVE BIDS AND APPROVE RESOLUTION NO. 2025-R45; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AWARDED THE CONTRACT FOR CITY OF BOERNE FISCAL YEAR 2025 STRIPING TO STRIPE IT UP, LLC FOR AN AMOUNT NOT TO EXCEED \$97,096; AND AUTHORIZING THE CITY MANAGER TO MANAGE AND EXECUTE THE RELATED CONTRACT.
Contact Person	Jeffrey Carroll – Engineering & Mobility Director
Background Information	<p>The City began an annual street striping maintenance program in Fiscal Year 2021, focusing on restriping arterial and collector streets using thermoplastic striping. This material lasts significantly longer than traditional traffic paint and reduces the frequency of repainting, making it a cost effective and sustainable solution.</p> <p>For the 2025 maintenance cycle, approximately 7.5 miles of roadway were selected for restriping.</p> <p>Because the estimated construction cost exceeded \$50,000, State law required that the project be publicly advertised and competitively bid. Bids were received on July 1, 2025, from three contractors. The bids ranged from \$77,676.40 to \$127,666.34.</p> <p>The lowest bid was submitted by Stripe It Up, LLC in the amount of \$77,676.40. Although the City has not previously contracted with this firm, staff conducted reference checks and found the company to be reputable and capable of performing the work.</p> <p>To make the most of the City's allocated \$100,000 budget for striping, staff recommends increasing the project scope by up to 25 percent. This increase would allow for additional street segments not originally included in the bid to be striped under this contract. The Texas Administrative Code permits contract increases of up to 25 percent without requiring rebidding.</p> <p>City staff intends to negotiate a change order with the contractor for approximately a 20 percent increase in scope and reserve a 5 percent</p>

	<p>contingency for unforeseen issues, although none are currently anticipated.</p> <p>Therefore, staff recommends the City Council award the contract to Stripe It Up, LLC in an amount not to exceed \$97,095.50.</p>
Strategic Alignment	F2 – Investing in and maintaining high-quality infrastructure systems and public assets.
Financial Considerations	This project is within the City’s adopted street maintenance budget. The original budget for striping was \$100,000.
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	<p>Resolution No. 2025-R45</p> <p>Bid Summary and Tabulation</p> <p>Project Striping Exhibit</p>

RESOLUTION NO. 2025-R45

A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AWARDED THE CONTRACT FOR CITY OF BOERNE FISCAL YEAR 2025 STRIPING TO _____ FOR AN AMOUNT NOT TO EXCEED \$_____; AND AUTHORIZING THE CITY MANAGER TO MANAGE AND EXECUTE THE RELATED CONTRACT

WHEREAS, roadway striping is part of the City's annual street maintenance program to restripe arterial and collector streets; and

WHEREAS, for the 2025 maintenance cycle, approximately 7.5 miles of roadway have been selected for restriping; and

WHEREAS, the City of Boerne received three bids from qualified companies to perform the FY2025 Roadway Striping Project; and

WHEREAS, City of Boerne Staff reviewed the bids, checked references, and recommended awarding the contract to Stripe It Up, LLC; and

WHEREAS, the City Council finds it necessary to award the contract for Fiscal Year 2025 Roadway Striping Project and authorizes the City Manager to manage and execute the related contract and documents;

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

SECTION 1. The above recitals are true and correct and are incorporated herein and made part hereof for all purposes.

SECTION 2. The City Council hereby awards the contract for the Fiscal Year 2025 Roadway Striping Project to _____ for an amount not to exceed \$_____.

SECTION 3. The City Manager is hereby authorized to manage and execute the related contract.

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

APPROVED:

Mayor

ATTEST:

City Secretary

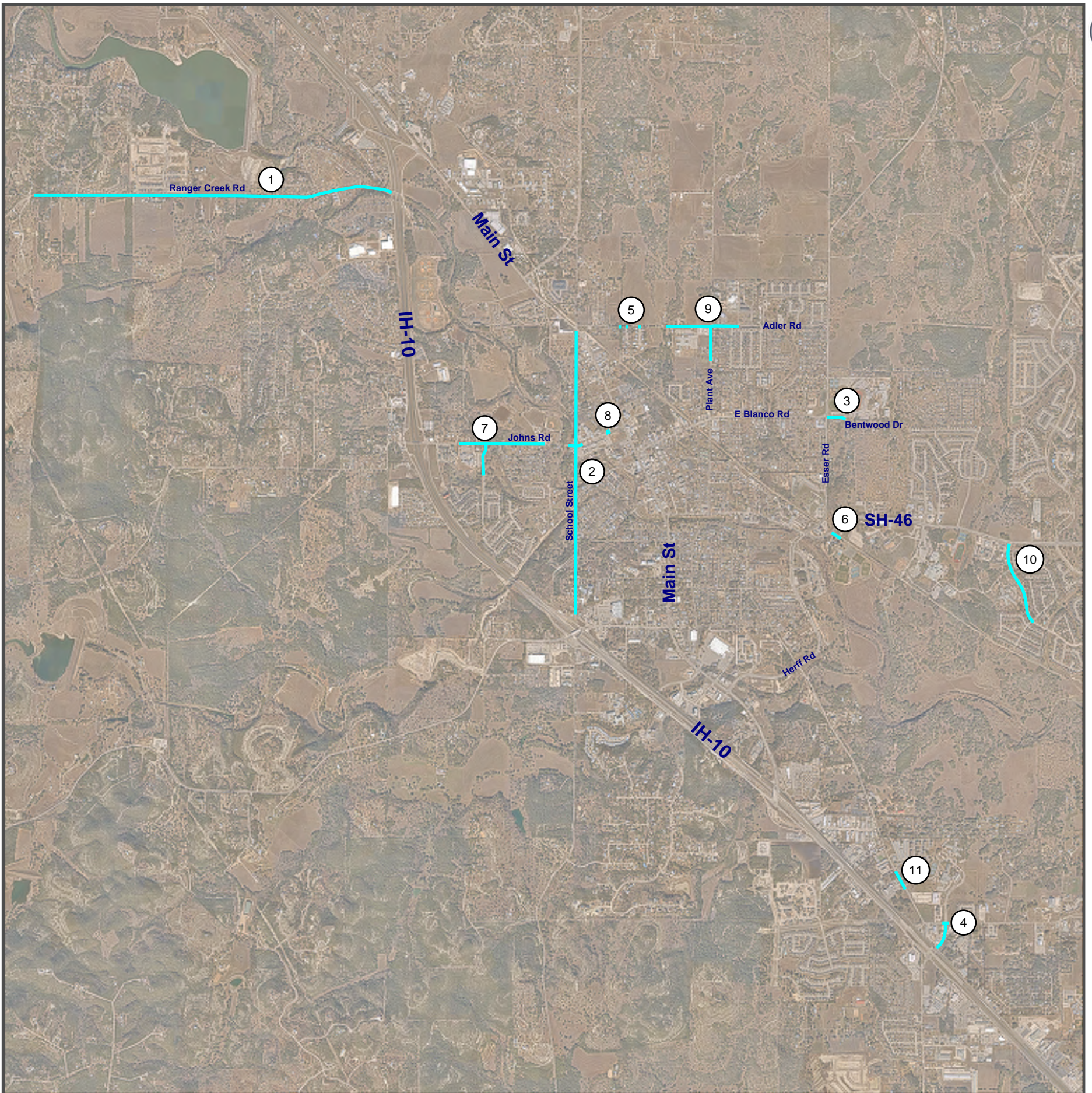
BID OPENING RESULTS

Project: City of Boerne 2025 Street Striping
Bid Opening Date: July 1, 2025
Time: 2:00 PM

Company Name	Bid Amount		
Stripe It Up, LLC	Base Bid	\$	53,189.40
	Alt Bid No. 1	\$	11,272.00
	Alt Bid No. 2	\$	13,215.00
	Base Bid + Alt 1 + Alt 2	\$	77,676.40
Interstate Barricades & Striping, Inc.	Base Bid	\$	73,310.30
	Alt Bid No. 1	\$	15,461.20
	Alt Bid No. 2	\$	18,514.00
	Base Bid + Alt 1 + Alt 2	\$	107,285.50
M&M Striping & Power Washing	Base Bid	\$	95,932.34
	Alt Bid No. 1	\$	14,404.00
	Alt Bid No. 2	\$	17,330.00
	Base Bid + Alt 1 + Alt 2	\$	127,666.34

OWNER: City of Boerne
PROJECT: 2025 Street Striping
BID DATE: 7/1/2025
ENGINEER: City of Boerne

				BID NO. 1		BID NO. 2		BID NO. 3		ESTIMATE	
				Stripe It Up, LLC		Interstate Barricades & Striping, Inc.		M&M Striping & Power Washing			
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
Base Bid											
1	MOBILIZATION (INCLUDING INSURANCE AND BONDS)	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
2	BARRICADES, SIGNS & TRAFFIC HANDLING	LS	1	\$ 5,500.00	5,500.00	\$ 2,500.00	2,500.00	1,750.00	1,750.00	\$ 5,000.00	5,000.00
3	REFL PAV MRK TY I (W)8"(SLD)(100MIL)	LF	1,454	\$ 1.00	1,454.00	\$ 1.25	1,817.50	1.51	2,195.54	\$ 1.50	2,181.00
4	REFL PAV MRK TY I (W)24"(SLD)(100MIL)	LF	1,130	\$ 6.50	7,345.00	\$ 12.00	13,560.00	8.00	9,040.00	\$ 7.80	8,814.00
5	REFL PAV MRK TY I (W)6"(BRK)(100MIL)	LF	48	\$ 2.00	96.00	\$ 0.95	45.60	1.41	67.68	\$ 1.50	72.00
6	REFL PAV MRK TY I (Y)6"(SLD)(100MIL)	LF	39,732	\$ 0.65	25,825.80	\$ 0.95	37,745.40	1.41	56,022.12	\$ 1.20	47,678.40
7	REFL PAV MRK TY I (W)(ARROW)(100MIL)	EA	9	\$ 125.00	1,125.00	\$ 200.00	1,800.00	350.00	3,150.00	\$ 170.00	1,530.00
8	REFL PAV MRK TY I (W)(DBL ARROW)(100MIL)	EA	5	\$ 150.00	750.00	\$ 300.00	1,500.00	350.00	1,750.00	\$ 185.00	925.00
9	REFL PAV MRK TY I (W)(WORD)(100MIL)	EA	10	\$ 125.00	1,250.00	\$ 250.00	2,500.00	350.00	3,500.00	\$ 175.00	1,750.00
10	REF PAV MRK TY I (W)36"(YLD TRI)(100MIL)	EA	8	\$ 25.00	200.00	\$ 25.00	200.00	60.00	480.00	\$ 55.00	440.00
11	REF PAV MRK TY I (Y)(MEDIAN NOSE)(100MIL)	EA	2	\$ 250.00	500.00	\$ 650.00	1,300.00	250.00	500.00	\$ 1,000.00	2,000.00
12	PAV SURF PREP FOR MRK (6")	LF	39,780	\$ 0.10	3,978.00	\$ 0.10	3,978.00	0.25	9,945.00	\$ 0.25	9,945.00
13	PAV SURF PREP FOR MRK (8")	LF	1,454	\$ 0.15	218.10	\$ 0.20	290.80	0.50	727.00	\$ 0.50	727.00
14	PAV SURF PREP FOR MRK (24")	LF	1,130	\$ 0.75	847.50	\$ 0.60	678.00	1.50	1,695.00	\$ 0.50	565.00
15	PAV SURF PREP FOR MRK (ARROW)	EA	9	\$ 20.00	180.00	\$ 10.00	90.00	30.00	270.00	\$ 11.00	99.00
16	PAV SURF PREP FOR MRK (DBL ARROW)	EA	5	\$ 20.00	100.00	\$ 15.00	75.00	30.00	150.00	\$ 15.00	75.00
17	PAV SURF PREP FOR MRK (WORD)	EA	10	\$ 20.00	200.00	\$ 12.00	120.00	30.00	300.00	\$ 15.00	150.00
18	PAV SURF PREP FOR MRK (36")(YLD TRI)	EA	8	\$ 10.00	80.00	\$ 10.00	80.00	30.00	240.00	\$ 5.00	40.00
19	PAV SURF PREP FOR MRK (MED NOSE)	EA	2	\$ 20.00	40.00	\$ 15.00	30.00	75.00	150.00	\$ 50.00	100.00
TOTAL BASE BID				\$ 53,189.40		\$ 73,310.30		\$ 95,932.34		\$ 87,091.40	
Alternate Bid No. 1											
A1-1	BARRICADES, SIGNS & TRAFFIC HANDLING	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,000.00	\$ 1,000.00
A1-2	REFL PAV MRK TY I (W)24"(SLD)(100MIL)	LF	812	\$ 6.50	5,278.00	\$ 12.00	9,744.00	8.00	6,496.00	\$ 7.80	6,333.60
A1-3	REFL PAV MRK TY I (W)(ARROW)(100MIL)	EA	13	\$ 125.00	1,625.00	\$ 200.00	2,600.00	350.00	4,550.00	\$ 170.00	2,210.00
A1-4	PAV SURF PREP FOR MRK (24")	LF	812	\$ 0.75	609.00	\$ 0.60	487.20	1.50	1,218.00	\$ 0.45	365.40
A1-5	PAV SURF PREP FOR MRK (ARROW)	EA	13	\$ 20.00	260.00	\$ 10.00	130.00	30.00	390.00	\$ 11.00	143.00
TOTAL ALTERNATE NO. 1				\$ 11,272.00		\$ 15,461.20		\$ 14,404.00		\$ 10,052.00	
Alternate Bid No. 2											
A2-1	BARRICADES, SIGNS & TRAFFIC HANDLING	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,000.00	\$ 1,000.00
A2-2	REFL PAV MRK TY I (W)24"(SLD)(100MIL)	LF	1,040	\$ 6.50	6,760.00	\$ 12.00	12,480.00	\$ 8.00	8,320.00	\$ 7.80	8,112.00
A2-3	REFL PAV MRK TY I (W)(ARROW)(100MIL)	EA	10	\$ 125.00	1,250.00	\$ 200.00	2,000.00	\$ 350.00	3,500.00	\$ 170.00	1,700.00
A2-4	REFL PAV MRK TY I (W)(WORD)(100MIL)	EA	5	\$ 125.00	625.00	\$ 150.00	750.00	\$ 350.00	1,750.00	\$ 175.00	875.00
A2-5	PAV SURF PREP FOR MRK (24")	LF	1,040	\$ 0.75	780.00	\$ 0.60	624.00	\$ 1.50	1,560.00	\$ 0.45	468.00
A2-6	PAV SURF PREP FOR MRK (ARROW)	EA	10	\$ 20.00	200.00	\$ 10.00	100.00	\$ 30.00	300.00	\$ 11.00	110.00
A2-7	PAV SURF PREP FOR MRK (WORD)	EA	5	\$ 20.00	100.00	\$ 12.00	60.00	\$ 30.00	150.00	\$ 15.00	75.00
TOTAL ALTERNATE NO. 2				\$ 13,215.00		\$ 18,514.00		\$ 17,330.00		\$ 12,340.00	
TOTAL BASE BID PLUS ALTERNATE NOS. 1 & 2				\$77,676.40		\$107,285.50		\$127,666.34		\$109,483.40	



Project List

1. Ranger Creek Rd
2. School St
3. Bentwood Dr
4. Scenic Loop & Cascade Caverns
5. Crosswalks adjacent to Adler Rd
6. City Park Rd
7. Johns Rd & Lattimore (Fabra Elementary) - Alternate No. 1
8. Johns Rd (Boerne Middle School North) - Alternate No. 1
9. Adler Rd & Plant Ave (Curington Elementary) - Alternate No. 1
10. Herff Ranch Blvd (Cibolo Elementary) - Alternate No. 2
11. Old San Antonio Rd (Boerne Middle School North) - Alternate No. 2

2025 Street Striping Overall Exhibit



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R46; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF BOERNE AND HDR ENGINEERING, INC. FOR DESIGN OF A NEW GRANULAR ACTIVATED CARBON (GAC) TREATMENT SYSTEM AT THE WATER TREATMENT PLANT FOR AN AMOUNT NOT TO EXCEED \$350,000.00.
Contact Person	Michael Mann – Utilities Director Andrew Wilkinson – Utilities Engineer
Background Information	<p>The Boerne Water Treatment Plant, originally constructed in the early 1970s, uses a mixed media filtration system designed specifically for raw water sourced from Boerne City Lake. While the treatment process remains effective, evolving regulatory standards now require enhanced treatment steps.</p> <p>A maximum contaminant level for disinfection byproducts (DBPs) was introduced in the early 2000s. These byproducts form when free chlorine—used for disinfection—reacts with microscopic organic matter that remains after standard filtration. Surface water is especially susceptible to this issue due to the organic content from runoff. DBP formation continues as water travels through the distribution system, potentially increasing over time.</p> <p>To address this, staff recommends the addition of a granular activated carbon filtration system before the disinfection step. This will significantly reduce DBP formation and also help with occasional geosmin taste and odor events that have occurred in the past.</p> <p>The current fiscal year budget includes funding for the design of this project. Design and bidding are expected to take approximately one year. Staff has negotiated a professional services agreement with HDR Engineering, Inc. to perform design and construction phase services. The proposed contract amount is \$329,900. A copy of the proposed task order is attached for Council review.</p> <p>The estimated construction cost for the filtration system and associated site improvements is approximately \$1 million. This amount has been</p>

	<p>included in the capital improvement budget request for the upcoming fiscal year.</p> <p>Staff recommends that the City Council approve the professional services agreement and authorize the City Manager to enter into a contract for an amount not to exceed \$350,000 to accommodate any necessary additional services.</p> <p>Additional Note: Pilot testing for the City’s future water treatment plant is nearing completion. That facility’s design will incorporate more advanced treatment technology and will further mitigate DBP formation.</p>
Strategic Alignment	<p>F2 – Investing in and maintaining high-quality infrastructure systems and public assets</p> <p>B1 – Utilizing data to drive smart decision making</p> <p>B2 – Advancing master plan recommendations</p>
Financial Considerations	Funding for the professional services contract is included in the adopted FY2025 budget.
Citizen Input/Board Review	N/A
Legal Review	The City Attorney’s Office has reviewed and approved the contract documents.
Alternative Options	<ol style="list-style-type: none"> 1. Delay design work – This may increase risk of noncompliance with DBP regulatory standards. 2. Reinitiate consultant selection – Restarting the qualifications-based selection process would delay the project and could increase total project costs.
Supporting Documents	<p>Resolution No. 2025-R46</p> <p>Proposed task order from HDR Engineering, Inc.</p>

RESOLUTION NO. 2025-R46

A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF BOERNE AND HDR ENGINEERING, INC. FOR DESIGN OF A NEW GRANULAR ACTIVATED CARBON (GAC) TREATMENT SYSTEM AT THE WATER TREATMENT PLANT FOR AN AMOUNT NOT TO EXCEED \$350,000

WHEREAS, the Boerne Water Treatment Plant requires additional treatment to meet current regulatory standards for disinfection byproducts (DBPs); and

WHEREAS, HDR Engineering, Inc. is qualified based on prior experience with water treatment design projects; and

WHEREAS, the City Council of the City of Boerne finds it necessary to enter into and manage an agreement with HDR Engineering, Inc. for the design and construction phase services for a Granular Activated Carbon (GAC) Treatment System;

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 between the City of Boerne and HDR Engineering, Inc. for design and construction phase services for a GAC treatment system at the Water Treatment Plant, for an amount not to exceed \$350,000.00.

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

APPROVED:

Mayor

ATTEST:

City Secretary

TASK ORDER No. 39
WTP GAC Design

This Task Order pertains to an Agreement by and between The City of Boerne, Texas ("CITY"), and HDR Engineering, Inc. ("ENGINEER"), dated October 10, 2023 ("the Agreement"). ENGINEER shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 39

PROJECT NAME: WTP GAC Design

PART 1.0 PROJECT DESCRIPTION:

The CITY operates the Boerne Lake Water Treatment Plant ("WTP"), which requires enhancements to the water treatment process to meet regulatory requirements. ENGINEER will develop a design package, including construction drawings and technical specifications, for the CITY's consideration, for the construction of a new granular activated carbon ("GAC") contactor treatment system, and modifications and upgrades to plant systems ("System") for Total Organic Carbon ("TOC") removal. Collectively, such design package and all of its components as described herein are referred to as the "project."

System will generally consist of the following major components:

1. Skid-based GAC filtration system to treat 0.65 million gallons per day (mgd) (450 to 500 gallons per minute (gpm).
2. GAC filtration system will be secured to a concrete slab at-grade.
3. Increase System pressure through new booster pump (provided on the GAC skid by the manufacturer, if needed).
4. Piping to convey GAC backwash waste to lagoons.
5. System piping to connect from filters to GAC, GAC to clearwells and backwash waste existing pipes on site to existing residual lagoons.
6. Small diameter pipe will be insulated and heat traced on the GAC skid provided by the manufacturer.
7. Flow control will be done manually using manually actuated valves and flow meters on the GAC skid provided by the manufacturer.
8. Disinfection feed point will be included at the GAC skid discharge. Existing chlorine piping will be modified to provide feed to this location.
9. Provide storm drainage around new structures.
10. Ancillary electrical, structural, and civil engineering systems to support System. Instrumentation and control will be provided on the GAC skid provided by the manufacturer.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

TASK 1. Project Management – ENGINEER will:

- a. Establish the project within ENGINEER'S financial and project management system;
- b. Prepare and share with CITY monthly project updates;
- c. Plan for resources;
- d. Manage the ongoing work of the project;
- e. Communicate with the CITY regarding status of the project;
- f. Complete financial accounting procedures and submit monthly invoices;
- g. Schedule and execute quality control reviews of work products;
- h. Lead a kickoff meeting with CITY and prepare materials for this meeting; and
- i. Request data from the CITY needed by ENGINEER to perform the work.

Deliverables:

1. Data needs requested of the CITY, in email format.
2. Kickoff meeting materials, agenda, invoices, monthly progress reports, and meeting notes, in electronic PDF format.

Meetings:

1. One kickoff meeting, at a mutually agreed upon time by the parties, to review project scope, schedule, goals, roles, data needs and communication procedures. Meeting will be in person at CITY's offices, up to two hours in duration, and will be attended by ENGINEER'S project manager, lead process engineer, up to three other project engineers, and one engineer in training ("EIT"). Meeting will be followed by a WTP site visit, up to an additional two hours on site.

TASK 2. Pre-Design Development

- a. Geotechnical Exploration and Engineering:
 - i. ENGINEER will coordinate with a subcontractor to perform a geotechnical investigation (e.g., soil borings), including:
 1. (1) - 20-foot-deep boring
 - ii. The subcontractor will prepare and submit a geotechnical data report with the findings of the field and laboratory testing programs and provide to ENGINEER.
 - iii. ENGINEER will review the geotechnical data report provided by the subcontractor and will use its findings to prepare geotechnical engineering recommendations and a geotechnical design report.
 1. The report will contain recommendations to support design of the proposed System, including, but not limited to, type of foundation, allowable bearing capacity, estimated settlement, pavement, and earthwork recommendations.
- b. Topographic Surveying – ENGINEER via a subconsultant will:
 - i. Establish horizontal and vertical control to be used for survey work.
 1. Horizontal control will be based upon Texas Coordinate System, South Central Zone, NAD83.

2. Vertical control will be based upon NAVD 1988 datum.
- ii. Survey elevations of the site including spot elevations at regular intervals and at major grade breaks will be obtained.
 1. Survey will be limited to an area of approximately 175' x 155'.
 - a. Included as Attachment A.
 2. A 3D DTM surface will be produced and the site topography with contours will be shown.
- iii. Surveyor will locate the observable above ground visible existing improvements including, but not limited to buildings, tanks, walls, sidewalk, curb and gutter, edge of pavement, fences, signs and other physical objects within the boundary area identified in Attachment A. No subsurface utility exploration will be performed.
- iv. Surveyor will locate observable above ground evidence of utilities including: utility poles, guy wires, light poles, electric transformers, junction boxes, hand holes, meters, water meters, water valves, fire hydrants, clean outs, telephone manholes, pedestals, manholes and cabinets.
- v. Surveyor will locate existing sanitary sewer or storm sewer pipes on or adjacent to the site including top of structure elevation, invert elevation and pipe sizes noted, including one structure upstream and downstream if accessible.
- vi. Surveyor will establish two (2) benchmarks and horizontal control on or near the property located at the City's Water Treatment Plant and will be shown on the site plan for Contractor's use during construction.
- vii. Limitations:
 1. No subsurface utility exploration is included in this scope of work.
 2. No interior surveying of existing interior equipment is included.

TASK 3. System Design and Milestones

- a. Design Kickoff
 - i. A design kickoff meeting will coincide with the project kickoff meeting identified in Task 1, during which ENGINEER will review anticipated System equipment options with CITY staff.
 - ii. System controls and operation (e.g., process flow diagrams) will be reviewed with CITY staff.
 - iii. ENGINEER will document this meeting, and the decisions made therein, in a Technical Memorandum to be shared with CITY upon completion.
- b. WTP Hydraulic Analysis
 - i. ENGINEER will review the existing WTP hydraulics to determine the hydraulic conditions and how the System will be integrated into the overall WTP system.
 - ii. ENGINEER assumes the existing pumps will not be of sufficient capacity or rating to convey flows to and through the GAC contactors.
 - iii. Hydraulic improvements, if needed (e.g., piping, valving, etc.), would include a new booster pump. If required, it would be provided by GAC skid manufacturer as part of its system.
 - iv. ENGINEER and CITY agree to meet at a mutually agreed upon time to review the results of the analysis and subsequent recommended improvements.

- Meeting will be virtual and attended by ENGINEER'S Project Manager, Lead Process Engineer, Senior Process Project Engineer, and EIT.
- c. Basis of Design – ENGINEER will:
 - i. Prepare a basis of design report ("BODR") to document preliminary design activities to include:
 - 1. Skid mounted GAC filtration system with backwash and associated controls and instrumentation;
 - 2. New booster pumps located on skid mounted GAC filtration system;
 - 3. Process flow diagram;
 - 4. Piping layouts;
 - 5. Hydraulic profile;
 - 6. Site layout;
 - 7. Preliminary one-line diagram;
 - 8. Yard piping layout;
 - 9. Plant drain to existing Lagoons; and
 - 10. Opinion of Probable Construction Cost ("OPCC") consistent with Association for the Advancement of Cost Engineering ("AACE") Class 4 estimate.
 - ii. BODR will be submitted to CITY for review and comment.
 - iii. ENGINEER and CITY will meet to review and resolve CITY's comments on BODR.
 - 1. Meeting will be virtual and attended by ENGINEER's Project Manager, Lead Process Engineer, Senior Process Project Engineer, Lead Electrical Engineer, and EIT.
 - 2. This meeting is expected to last up to 2 hours.
 - iv. This meeting will be completed within thirty (30) calendar days of notice to proceed.
 - d. 60% Design Milestone – ENGINEER will:
 - i. Submit draft construction drawings and include specifications to the CITY for review and comment.
 - 1. Submitted document will be in electronic PDF format and one full size set of drawings.
 - ii. Submit revised OPCC consistent with AACE Class 3 estimate.
 - iii. ENGINEER and CITY will meet to review and resolve CITY's comments on 60% Design Milestone submittals.
 - 1. Meeting will be held in person at CITY offices, and attended by ENGINEER'S Project Manager, Lead Process Engineer, Senior Project Engineer, and EIT.
 - 2. This meeting is expected to last up to 2 hours.
 - iv. This milestone will be completed within eighty-three (83) calendar days from review and acceptance of BODR.
 - e. 100% Design Milestone – ENGINEER will:
 - i. Submit pre-final construction drawings and include specifications to the CITY for review and comment.
 - 1. Submitted document will be in electronic PDF format and one full size set of drawings.
 - ii. Submit revised OPCC consistent with AACE Class 2 estimate.

- iii. ENGINEER and CITY will meet to review and resolve CITY's comments on 100% Design Milestone submittals.
 1. Meeting will be virtual and attended by ENGINEER'S Project Manager and Lead Discipline Project Engineers.
 2. This meeting is expected to last up to 2 hours.
- iv. This meeting will be completed within eighty-two (82) calendar days from the City's review and acceptance of 60% design.
- v. The 100% design milestone construction drawings and specifications will be utilized for submittal to the Texas Commission on Environmental Quality ("TCEQ") for review.
- vi. Submit signed and sealed construction drawings and technical specifications to the CITY for their project use, 100% deliverable will be used for bidding.
 1. Submitted documents will be in electronic PDF format.
 2. Three 11" x 17" paper copies and one full size set of drawings will be provided to CITY.
- f. Anticipated List of Drawings - This scope of work is based on the System requiring the following drawings:

Discipline	Sheet Title
General	Cover Sheet/Location Map/Drawing Index/Key Map
General	General Construction Notes
General	Abbreviations and Symbols
Civil	General Civil Notes
Civil	Existing Conditions
Civil	Site and Dimension Control Plan
Civil	Grading, Drainage & Erosion Control Plan
Civil	Erosion Control Details
Process	Overall Plan
Process	GAC Area
Process	Sections & Details
Structural	Foundation Plan
Structural	Sections and Details
Structural	General Notes
Structural	Standard Details
Elec	Symbols and Legend
Elec	Electrical Details
Elec	One-line Diagram
I&C	P&ID 1

g. Design Assumptions

- i. The design flow for the System is 0.65 million gallons per day (approximately 450-500 gpm).
- ii. The CITY selected GAC as the preferred treatment process.
- iii. GAC media selection will be based off of existing water quality data.
- iv. No onsite storage for additional GAC media.
- v. No platform or access to top of GAC contactors.
- vi. The GAC contactors system will be manually operated.
- vii. Booster pump and associated controls, if required based on hydraulic analysis, will be provided by a vendor, no modifications or replacement of the filter feed pumps will be required.
- viii. The backwash pump is assumed to be incorporated into the new GAC filtration system.
- ix. Due to the financial constraints of the project, a new generator will not be incorporated. It is assumed that the GAC filtration system would be bypassed in a power outage/emergency condition.
- x. No permits are required for the geotechnical investigation and the boring locations are accessible with truck-mounted drilling equipment. The site has no contaminated soils or materials.
- xi. No federal permits are assumed required for the work.
- xii. Basis for the structural design is a shallow foundation, such as a slab-on-grade mat foundation/stiffened slab-on-grade. These systems may require over-excavation and select fill replacement for adequate performance, which will be validated by the geotechnical boring and testing. Deep foundations such as drilled piers are not included in the project design scope. No cover over the skid will be included in the design.
- xiii. Structural repairs or assessments are not included in the current scope. Existing structures are assumed to be in good working condition and able to withstand the loadings as originally designed.
- xiv. Structural modifications to existing structures beyond penetrations for piping and some slab-on-grade modifications are not anticipated. No modifications to walls or other major structural elements are anticipated or included in the project design scope.
- xv. Thrust restraint supports and anchorage of equipment is provided by the manufacturer.
- xvi. Detention design is not required.
- xvii. Coordination with electric utility will not be required.
- xviii. Final electrical studies (short circuit, coordination and arc-flash) will be provided by the contractor.
- xix. No subsurface utilities expected onsite of GAC system installation footprint.
- xx. Photographs, sketches and dimensions will be utilized to illustrate construction changes within existing buildings. Interior survey or laser scanning will not be necessary.
- xxi. Drawings provided by the CITY will be sufficient to establish project backgrounds and drawings. LiDAR scanning is not included in the scope and would be additional services if required.
- xxii. No additional site access included in scope

TASK 4. Bid Phase Services

- a. Owner will provide ENGINEER with CITY'S construction contractor procurement documents (e.g., "front end" documents).
- b. ENGINEER will provide Bid Phase services to the CITY, including:
 - i. Distribution of "Bid Documents" (i.e., construction drawings, technical specifications and Owner-provided procurement documents), by uploading documents to the CivCast website, to which ENGINEER shall provide CITY access. Hard copies of bid documents will not be provided to bidders.
 - ii. Develop agenda for and conduct one pre-bid meeting. The pre-bid meeting will be held in person at the project site or CITY's offices, attended by ENGINEER'S project manager and project engineer.
 - iii. Preparation and distribution of up to 2 addenda containing clarifications and modifications to the Bid Documents.
- c. ENGINEER will attend bid opening.
- d. Following the bid opening, ENGINEER will:
 - i. Review bids received for inclusion of required information and correct bid price tabulation.
 - ii. Review contractor qualifications for performing the required work.
 - iii. Evaluate the apparent low bidder in accordance with the Bid Documents.
 - iv. Provide written recommendation to the CITY for the award of the contract.
 - v. Recommendation will be made based on the lowest responsive and responsible bid.
- e. ENGINEER will prepare "Conformed Documents" (i.e., Addenda changes incorporated into Bid Documents).

Deliverables:

- 1. Pre-bid meeting agenda, in electronic Word format.
- 2. Up to 2 Addenda, in electronic PDF format. ENGINEER will upload the addenda to CivCast.
- 3. Written recommendation of award, in PDF format.
- 4. Bid Documents (consisting of final design drawings and specifications), in electronic PDF format and three half-size printed versions.
- 5. Conformed Documents (consisting of final design drawings and specifications, incorporating changes made by addenda), in electronic PDF format.

Assumptions:

- 1. The CITY will issue contract documents to the selected contractor.
- 2. ENGINEER will provide digital conformed documents in PDF format the CITY for distribution to selected contractor.
- 3. The CITY will receive, and review executed documents and Certificate(s) of Insurance
- 4. The pre-bid meeting will be at CITY'S offices and followed by a site visit. The combined duration of the pre-bid meeting and site visit is anticipated to be up to two hours. The pre-bid meeting will be attended by ENGINEER'S project manager and project engineer.

5. The bid opening will be at CITY's offices and attended by ENGINEER'S project manager.
6. ENGINEER will not be required to attend a CITY Council meeting to present the recommendation of award.
7. HDR will not provide contractor with electronic AutoCAD files.

PART 3.0 ADDITIONAL SERVICES

- a. The following services are not included in this scope of work, and will be considered additional services if authorized in writing by CITY:
 - i. Stakeholder outreach and support
 - ii. Design of a new single, or multi-cell lagoon(s) for GAC backwash
 - iii. Roadway
 - iv. Additional generator capacity
 - v. Construction phase services
 - vi. Claim dispute
 - vii. Record drawings
 - viii. Value engineering
 - ix. Factory equipment testing
 - x. Permitting
 - xi. Startup and commissioning
 - xii. O&M manual
 - xiii. Training
 - xiv. Additional site access

PART 4.0 CITY'S RESPONSIBILITIES

The CITY shall be responsible for the following:

- a. Provide, upon specific request, data pertinent to the project.
- b. Provide existing design or as-built drawings.
- c. Participate in teleconferences and in-person meetings.
- d. Review and approve, where appropriate, ENGINEER invoices.
- e. Review preliminary engineering, Basis of Design, 60-percent, and 100-percent design drawings and technical specifications (as applicable) and provide comments.

PART 5.0 PERIODS OF SERVICE:

ENGINEER is authorized to begin rendering services as of the date of Notice to Proceed ("NTP"). ENGINEER shall complete its obligations per the following schedule:

Task	Duration
Project Management	Ongoing throughout the project
Pre-Design Development	90 calendar days from NTP
System Design and Milestones	195 calendar days from NTP
Basis of Design	30 calendar days

60% Design	83 calendar days (from acceptance of BODR)
100% Design	82 calendar days (from acceptance of 60% design)
Bid Phase Services	Dependent on bid phase duration, anticipated to be 60 calendar days

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be extended, upon reasonable written notice to and approval by CITY, for a period which may be reasonably required for their completion, and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted as agreed upon in writing by CITY.


PART 6.0 ENGINEER'S FEE:

Compensation shall be on a lump sum basis for Tasks 1 through 3, and on a time and materials basis for Task 4, as follows:

TASK No.	FEE
Task 1: Kickoff Meeting and Project Management	\$39,600
Task 2: Pre-Design Development	\$12,600
Task 3: System Design and Milestones	\$236,000
Task 4: Bid Services (Time and Materials)	\$26,600
Sub-Consultants	\$13,800
Expenses – Travel and Mileage	\$1,300
Total Professional Services	\$329,900

ENGINEER will submit itemized monthly invoices listing the amount of work completed to date as a percentage of the lump fee for Tasks 1 through 3. ENGINEER will submit monthly invoices listing the hours charged and using the billing rates listed in Attachment B, attached hereto and incorporated herein, for Task 4. Billing rates shall be updated annually at the beginning of each calendar year to reflect changes in personnel compensation. The Total Professional Services amount shall not exceed the amount described herein.

This Task Order is executed this _____ day of _____, 2025. Execution of this Task Order shall serve as ENGINEER’S Notice to Proceed.

<u>CITY OF BOERNE</u>		<u>HDR ENGINEERING, INC.</u>	
<u>"OWNER"</u>		<u>"ENGINEER"</u>	
BY:	_____	BY:	 _____
NAME:	<u>Ben Thatcher</u>	NAME:	<u>Mark Borenstein, PE</u>
TITLE:	<u>City Manager</u>	TITLE:	<u>Senior Vice President</u>
ADDRESS:	<u>447 N. Main St.</u> <u>Boerne, TX 78006</u>	ADDRESS:	<u>613 NW Loop 410, Suite 700</u> <u>San Antonio, TX 78216</u>

Attachment A
Survey Area



Attachment B

HDR Engineering, Inc. Hourly Rates Fee Schedule Effective through December 31, 2026			
Principal	\$350		
Senior Project Manager	\$280	to	\$340
Senior Reviewer	\$290	to	\$360
Project Manager	\$230	to	\$280
Deputy Project Manager	\$170	to	\$230
Senior Project Engineer	\$275	to	\$365
Project Engineer	\$215	to	\$275
Graduate Engineer I	\$100	to	\$140
Graduate Engineer II	\$140	to	\$180
Graduate Engineer III	\$180	to	\$215
BIM (CADD) Operator	\$100	to	\$140
Senior BIM (CADD) Operator	\$140	to	\$210
Designer	\$210	to	\$265
GIS Analyst	\$121	to	\$185
Senior GIS Analyst	\$158	to	\$200
Electrical Engineer I	\$135	to	\$175
Electrical Engineer II	\$175	to	\$215
Electrical Engineer III	\$215	to	\$285
Electrical Designer	\$190	to	\$245
Senior Electrical Engineer	\$285	to	\$335
Structural Engineer I	\$110	to	\$165
Structural Engineer II	\$165	to	\$215
Structural Engineer III	\$215	to	\$270
Structural Designer	\$135	to	\$190
Senior Structural Engineer	\$270	to	\$350
Mechanical Engineer I	\$145	to	\$190
Mechanical Engineer II	\$190	to	\$265
Mechanical Designer	\$165	to	\$190
Mechanical Engineer III	\$265	to	\$295
Senior Mechanical Engineer	\$295	to	\$350

Senior Hydraulic Modeler	\$260	to	\$310
Hydraulic Modeler II	\$185	to	\$260
Hydraulic Modeler I	\$125	to	\$185
Economist	\$220	to	\$260
Geologist	\$270	to	\$340
Hydrologist	\$175	to	\$225
Geotechnical Engineer	\$280	to	\$340
Senior Inspector	\$175	to	\$235
Inspector	\$130	to	\$175
Senior Environmental Scientist	\$250	to	\$310
Environmental Scientist I	\$105	to	\$165
Environmental Scientist II	\$165	to	\$185
Sr. Environmental Specialist	\$185	to	\$250
Cultural Resource Specialist I	\$90	to	\$135
Cultural Resource Specialist II	\$135	to	\$190
Cutural Resources Specialist III	\$190	to	\$270
Senior Cultural Resource Specialist	\$270	to	\$300
Senior Project Architect	\$250	to	\$300
Project Architect	\$215	to	\$250
Staff Architect	\$160	to	\$215
Intern Architect	\$130	to	\$175
Senior Right of Way Agent	\$240	to	\$295
Right of Way Relocation/Negotiation Agent I	\$120	to	\$160
Right of Way Relocation/Negotiation Agent II	\$160	to	\$200
Right of Way Appraiser	\$215	to	\$255
Project Coordinator	\$125	to	\$155
Senior Project Coordinator	\$145	to	\$175
Clerical	\$90	to	\$130
Senior Accounting Manager	\$205	to	\$230
Sr. Accountant	\$140	to	\$180
Accountant	\$110	to	\$140



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R47; A RESOLUTION OF THE CITY OF BOERNE AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CONTRACT BETWEEN THE CITY OF BOERNE AND KIMLEY-HORN AND ASSOCIATES, INC. FOR CONSTRUCTION CONTRACT ADMINISTRATION SERVICES FOR THE AMMANN ROAD GROUND STORAGE TANK AND PUMP STATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$145,000.
Contact Person	Andrew Wilkinson – Utilities Engineer Michael Mann – Utilities Director
Background Information	<p>The Utilities Capital Improvements Plan includes three coordinated projects to receive and distribute additional water from the GBRA Western Canyon Project. These projects include:</p> <ol style="list-style-type: none">1. A new ground storage tank and pump station located on Ammann Road, just northwest of the City of Fair Oaks Ranch2. A delivery pipeline for GBRA to transport water to that site3. A City pipeline delivering water from the new facility to the easternmost portion of Boerne’s potable water distribution system in George’s Ranch <p>The first of these projects, the Ammann Road Ground Storage Tank and Pump Station, was awarded to Pesado Construction on June 24, 2025. The project includes the construction of a one-million-gallon storage tank and a pump station with three high-service pumps and provisions for a future fourth pump.</p> <p>Kimley-Horn and Associates served as the design engineer for the project and has proposed a professional services contract to provide construction contract administration during the build phase. These services are recommended to ensure the project is constructed according to design specifications, complies with applicable building codes and state requirements, and meets the City’s long-term operational needs.</p>

	<p>The scope of services includes:</p> <ul style="list-style-type: none"> • Responding to contractor questions regarding the design drawings • Reviewing and processing change order requests • Performing inspections of structural and electrical components • Reviewing technical submittals • Preparing construction documentation • Assisting with project closeout and providing as-built drawings upon completion <p>Any unused services will not be billed and will be reflected as cost savings upon project completion.</p> <p>Staff recommends that the City Council authorize the City Manager to execute this agreement with Kimley-Horn for a total amount not to exceed \$145,000. A copy of the proposal is attached for Council review.</p>
Strategic Alignment	<p>F2 – Investing in and maintaining high-quality infrastructure systems and public assets.</p> <p>B2 – Advancing master plan recommendations.</p>
Financial Considerations	<p>Funding for these professional services is available through the Water Impact Fee Fund.</p>
Citizen Input/Board Review	<p>N/A</p>
Legal Review	<p>N/A</p>
Alternative Options	<p>The City could attempt to perform these construction administration tasks using existing staff; however, the complexity and workload would likely require hiring additional professional personnel.</p>
Supporting Documents	<p>Resolution No. 2025-R47 Proposal from Kimley-Horn and Associates, Inc.</p>

RESOLUTION NO. 2025-R47

A RESOLUTION OF THE CITY OF BOERNE AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CONTRACT BETWEEN THE CITY OF BOERNE AND KIMLEY-HORN AND ASSOCIATES, INC. FOR CONSTRUCTION CONTRACT ADMINISTRATION SERVICES FOR THE AMMANN ROAD GROUND STORAGE TANK AND PUMP STATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$145,000

WHEREAS, the Ammann Road Ground Storage Tank and Pump Station Project was awarded to Pesado Construction on June 24, 2025, and includes the construction of a one-million-gallon tank and a pump station with three high-service pumps; and

WHEREAS, Kimley-Horn and Associates, Inc., the project design engineer, is qualified to provide construction contract administration services during the build phase; and

WHEREAS, these services are necessary to ensure the project is completed according to design, code, and operational requirements; and

WHEREAS, the City Council finds it necessary to enter into and manage an agreement with Kimley-Horn and Associates, Inc. for construction contract administration 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 a contract between the City of Boerne and Kimley-Horn and Associates, Inc. for construction contract administration services for the Ammann Road Ground Storage Tank and Pump Station Project, for an amount not to exceed \$145,000.00.

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

APPROVED:

Mayor

ATTEST:

City Secretary

EXHIBIT “A”
TASK ORDER NO. 12
AMMANN ROAD WATER TANK & PUMP STATION
CONSTRUCTION PHASE SERVICES

PROJECT DESCRIPTION AND UNDERSTANDING

This Task Order describes a specific scope under a Professional Services Agreement dated July 6th, 2022, the terms of which are incorporated by reference. The City of Boerne (City) is proposing to contract with Kimley-Horn and Associates, Inc. (Kimley-Horn) to provide construction contract administration services associated with a new potable water ground storage tank and pump station facility. The project site is located at 329 Ammann Road. The proposed facility will receive water from a Guadalupe Blanco River Authority (GBRA) transmission main and will deliver water into the City’s system. The following assumptions were made in the development of this proposal:

- The project has been designed and bid based on the services described in a separate contract, Task Order No. 8 – Ammann Road Water Tank and Pump Station. Assumptions regarding the design and included elements of the project in that task order are applicable to this task order.

RESPONSIBILITIES OF THE CITY

In conjunction with and in order for the completion of the professional services detailed below, the City of Boerne agrees to complete the following tasks:

- Assist in coordinating with relevant Stakeholders to attend construction meetings when required.
- Attend project coordination meetings. Kimley-Horn has assumed that meetings will be held both virtually and in-person, with in-person meetings being held at the City of Boerne office.
- Provide timely reviews and comments on submittals and other construction documents in order to maintain agreed upon schedules.

SCOPE OF SERVICES TO BE PROVIDED BY KIMLEY-HORN

Kimley-Horn’s services consist of the services specifically described in Tasks 1 – 3, including the specific engineering services to be performed through the following consulting disciplines as a Subconsultant to Kimley-Horn:

- (1) Grubb Engineering (Grubb) – Electrical, Instrumentation, Controls, and SCADA Design
- (2) Durand-Hollis Rupe Architects (DHR) – Building Architectural Design
- (3) Structural Engineering Associates (SEA) – Structural Design

The following tasks outline the proposed scope of services to be completed by Kimley-Horn for this project and the assumptions made to develop the proposed fee:

BASIC SERVICES**Task 1: Construction Phase Services**

The following construction phase services will be provided for this project:

- 1.1 Pre-Construction Meeting
 - Consultant will attend a Pre-Construction Conference prior to commencement of construction activity
- 1.2 Progress meetings and site visits (est. 20-month construction schedule)
 - Attend five (5) construction progress meetings, held virtually. Meetings will be hosted and the agenda will be prepared by the City.
 - Perform five (5) site visits and prepare a construction observation report for each visit.
 - Kimley-Horn will make site visits in accordance with proposed basic scope of work in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep the City informed of the general progress of the work.
 - Kimley-Horn will not supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Kimley-Horn does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.
- 1.3 Review Shop Drawings and Submittals
 - Kimley-Horn will review and jointly approve with City or take other appropriate action in respect to Shop Drawings and Material Submittals and other data the Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
 - It is assumed that the City will be responsible for the review of the shop drawings associated with the following City of Boerne Standard Specifications for Public Works Construction:
 - 02110 SITE CLEARING
 - 02200 EARTHWORK
 - 02221 TRENCHING, BACKFILLING, AND COMPACTING FOR UTILITIES
 - 02260 TOPSOILING AND FINISHED GRADING
 - 02270 SOIL EROSION AND SEDIMENT CONTROL
 - 02444 CHAIN LINK FENCE AND GATES
 - 02502 CONCRETE PAVEMENT, CURB, SIDEWALK AND STEPS
 - 02514 SIGNS
 - 02660 POTABLE WATER MAIN CONSTRUCTION
 - 02930 SEEDING, SODDING AND LANDSCAPING
- 1.4 Requests for Information (RFIs)

- Kimley-Horn will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to the City as appropriate to the orderly completion of Contractor's work. Any variations from the Contract Documents will require authorization and approval from the City. A review of up to ten (10) RFIs is assumed.
- 1.5 Request for Proposals (RFPs) and Change Orders (COs)
- Kimley-Horn will review up to four (4) change orders or request for proposals requested by the City
- 1.6 Substantial and Final Completion Walk-Throughs
- Kimley-Horn will conduct a substantial and final completion walkthrough with the City to determine if the completed Work of Contractor is in general conformance with the Contract Documents. Kimley-Horn will develop a list of deficient items at the conclusion of the substantial completion walk and submit to the City and Contractor. Upon notification by the City that deficient items have been addressed to the City's satisfaction, Kimley-Horn will recommend final payment to the Contractor and submit a Notice of Acceptability of Work.

Task 2: Record Drawings and Project Closeout

The following record drawing and project closeout services will be completed for this project:

- 2.1 Prepare Record Drawings from Contractor As-Built – The Contractor is responsible for providing a redlined set of construction drawings to Kimley-Horn identifying all changes made to the approved design during construction. Based on redlines provided by the Contractor, Kimley-Horn will prepare record drawings.
- 2.2 Draft Submittal – Kimley-Horn will prepare and submit a draft set of record drawings to the City for review and comment.
- 2.3 Address Comments and Submit Final Record Drawings – Kimley-Horn will review City comments, update record drawings and submit final record drawings for project closeout. Final deliverable will include:
 - One (1) flash drive containing final record drawings in .pdf format
 - One (1) flash drive with final unsealed drawings in AutoCAD (.dwg) format

Task 3: Reimbursable Project Expenses

The following reimbursable expenses are expected for this project:

- 3.1 Mileage for site visits/meetings
 - Multiple site visits to the project site and City offices will be required to facilitate the scope of this project.
 - The active federal IRS mileage reimbursement rate will be utilized throughout the complete project duration.
- 3.2 Plotting/Submittals
 - Includes plotting for progress meetings with City, utility coordination meetings, public involvement meeting, schematic roll plots, and milestone submittals
- 3.3 Miscellaneous Expense Reimbursement
 - Includes miscellaneous expenses not covered elsewhere

SUPPLEMENTAL SERVICES

The following supplemental services will only be implemented if required and with prior approval from the City. If supplemental services not specified herein are determined necessary for this project, those services will be negotiated at that time and approved by the City prior to commencing work. Written approval and NTP of supplemental services must be given by City prior to Kimley-Horn proceeding.

Task S1: Supplemental Engineering Design Services

- S1.1 For engineering scope items that may be required as part of this project and not specified in this scope and fee proposal, Kimley-Horn will prepare an additional service proposal and submit to the City for review, comment, and ultimate approval. Kimley-Horn will proceed with supplemental design services upon written receipt and NTP from the City.

ASSUMPTIONS

The following assumptions were made by Kimley-Horn and the participating Subconsultants in development of this fee:

- Total schedule for construction phase services to be twenty (20) months.
- The project has been designed and bid based on the services described in a separate contract, Task Order No. 8 – Ammann Road Water Tank and Pump Station. Assumptions regarding the design and included elements of the project in that task order are applicable to this task order.

EXCLUSIONS

The following services are excluded from the basic scope of this project, but can be completed by Kimley-Horn upon execution of an additional service should the City request it:

- Construction inspection, construction staking, and materials testing
- Phase 1 environmental site assessment
- Historic resources survey, NRHP nominations, HABS/HAER documentation, archaeological monitoring, testing, or data recovery, human remains evaluation/coordination/removal are excluded from the scope of work
- USACE pre-construction notification or individual permit preparation
- Threatened and endangered species presence/absence surveys.
- No regulatory coordination under Section 7 or Section 10(a) of the Endangered Species Act will be conducted
- Waters of the US determination and wetland delineation
- Hazardous materials phase I or II analysis
- Appearing as an expert witness in any litigation for the City
- Meetings in addition to what is proposed for this project
- Any other services not listed in the basic scope of services

SCHEDULE

The total construction phase schedule is assumed to be 600 calendar days to substantial completion from contractor Notice to Proceed, and 630 days to final completion. This is in line with the construction contract.

FEE AND BILLING

Kimley-Horn will perform the above outlined basic scope of services, including reimbursable expenses and Subconsultant services, for a total fee not to exceed **\$134,940**, in accordance with the fee summary table below and attached project work plan. Basis of compensation will be hourly according to the Rate Schedule included with this proposal, with a not to exceed amount as specified in the project work plan. Kimley-Horn will not exceed the total maximum fee shown without authorization from the City. Individual task amounts are provided for budgeting purposes only. Supplemental Services including both Kimley-Horn and Subconsultant services in the amount of **\$10,000** has been included, also noted in the fee summary table and attached project work plan. Total compensation, inclusive of both basic scope and supplemental services, is an amount not to exceed **\$144,940**. These amounts are reflected in the following fee summary table:

Task	Description of Service	Task Amount	Basis of Compensation
	TASK ORDER NO. 12		
	BASE SERVICES		
1	Construction Phase Services	\$ 117,780.00	Hourly Not-to-Exceed
2	Record Drawings and Project Closeout	\$ 15,960.00	Hourly Not-to-Exceed
3	Reimbursable Project Expenses	\$ 1,200.00	Not-to-Exceed
	Work Authorization No. 1 Subtotal (Base Services)	\$ 134,940.00	
	SUPPLEMENTAL SERVICES		
S1	Supplemental Engineering Design Services	\$ 10,000.00	Not-to-Exceed
	Work Authorization No. 1 Subtotal (Supplemental Services)	\$ 10,000.00	

Should supplemental or additional design services be required, Kimley-Horn will submit a separate scope and fee proposal to the City for review and authorization and will proceed with additional work upon written Notice to Proceed from the City. Funds for supplemental design tasks will be drawn from supplemental service tasks noted in the project work plan and increase the base service contract amount, but the total contract amount will remain the same.

ACCEPTED:

CITY OF BOERNE, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

By: _____

By:  _____

Print Name: Ben Thatcher

Print Name: V. Ryan Sowa, PE

Title: City Manager

Title: Senior Vice President

City of Boerne
LEVEL OF EFFORT SUMMARY

Project Name:	Ammann Road Water Tank & Pump Station
Design Firm:	Kimley-Horn and Associates, Inc.
Date Proposal Submitted:	6/6/2025
City Project Manager:	Andrew Wilkinson, P.E.
Kimley-Horn Project Manager:	Ryan Sowa, P.E.
Proposal:	Construction Phase Services

	Kimley-Horn Task Name Subtask Name/Description	Direct Labor (Person-Hours)								Expenses					Total
		QC Manager \$300.0	Senior Project Manager \$380.0	Senior Civil Engineer \$300.0	Civil Engineer \$205.0	Analyst II \$175.0	Analyst I \$165.0	Admin/ Clerical \$100.0	Labor Total	Grubb Sub Fee	DHR Sub Fee	SEA Sub Fee	Open Range Sub Fee	Rock Sub Fee	Task Total
BASE SCOPE LEVEL OF EFFORT															
1.0	Construction Phase Services														
1.1	Pre-Construction Meeting		3		5	5			\$ 3,040.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,040.00
1.2	Progress Meetings and Site Visits (Est. 20 months construction)								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.2.1	Construction Progress Meetings (Assume 5 virtual meetings)		5		5	5			\$ 3,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00
1.2.2	Site Visits and Observation Reports (Assume 5 site visits)		4		10	10			\$ 5,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,320.00
1.3	Review Shop Drawings/Submittals		12	5	40	65	30	5	\$ 31,085.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,085.00
1.4	Requests for Information (RFIs)		3		6	6			\$ 3,420.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,420.00
1.5	Requests for Proposals (RFPs) and Change Orders (COs)		8		16	16			\$ 9,120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,120.00
1.6	Substantial and Final Completion Walk-Throughs		5		8	8		5	\$ 5,440.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,440.00
1.7	Architectural Sub Construction Phase Services								\$ -	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00
1.8	Structural Sub Construction Phase Services								\$ -	\$ -	\$ -	\$ 13,670.00	\$ -	\$ -	\$ 13,670.00
1.9	Electrical Sub Construction Phase Services								\$ -	\$ 34,885.00	\$ -	\$ -	\$ -	\$ -	\$ 34,885.00
	Subtotal (Hours)	0	40	5	90	115	30	10							
	Task 6 Total (Dollars)	\$ -	\$ 15,200.00	\$ 1,500.00	\$ 18,450.00	\$ 20,125.00	\$ 4,950.00	\$ 1,000.00	\$ 61,225.00	\$ 34,885.00	\$ 8,000.00	\$ 13,670.00	\$ -	\$ -	\$ 117,780.00
2.0	Record Drawings and Project Closeout														
2.1	Prepare Record Drawings from Contractor As-Builts		2		4	20	40		\$ 11,680.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,680.00
2.2	Draft Submittal				3	3			\$ 1,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,140.00
2.3	Address Comments and Submit Final Record Drawings		1		2	4	10		\$ 3,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,140.00
	Subtotal (Hours)	0	3	0	9	27	50	0							
	Task 7 Total (Dollars)	\$ -	\$ 1,140.00	\$ -	\$ 1,845.00	\$ 4,725.00	\$ 8,250.00	\$ -	\$ 15,960.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,960.00
3.0	Reimbursable Project Expenses														
3.1	Mileage for Site Visits/Meetings								\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
3.2	Plotting/Submittals								\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
3.3	Miscellaneous Expense Reimbursement								\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00
									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal (Hours)	0	0	0	0	0	0	0							
	Task 8 Total (Dollars)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
Base Labor Subtotal									\$78,385	\$34,885	\$8,000	\$13,670	\$0	\$0	\$134,940
Base Scope Subtotal Fee															
SUPPLEMENTAL SCOPE LEVEL OF EFFORT															
S1	Supplemental Engineering Design Services														
S1.1	Supplemental Construction Services								\$ 10,000						\$ 10,000
	Subtotal (Hours)	0	0	0	0	0	0	0							
	Task S3 Total (Dollars)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Supplemental Labor Total									\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Supplemental Scope Subtotal Fee															

Kimley-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	<i>Rate</i>
Analyst I	\$140 - \$180
Analyst II	\$185 - \$230
Professional	\$230 - \$260
Senior Professional I	\$270 - \$335
Senior Professional II	\$360 - \$425
Senior Technical Support	\$125 - \$305
Technical Support	\$110 - \$180
Support Staff	\$95 - \$155

Effective through June 30, 2025

Subject to annual adjustment thereafter

Internal Reimbursable Expenses will be charged at 5% of Labor Billings

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract

May 20, 2025

Conner Wilson, P.E.
Kimley-Horn
10101 Reunion Place, Suite 400
San Antonio, TX 78216

PROJ: City of Boerne – Ammann Rd. Pump Station
RE: Construction Phase Services Fee Proposal

Dear Mr. Wilson,

Thank you for giving us the opportunity to provide a fee proposal for construction phase services for the Ammann Rd. Pump Station project. Our proposed lump sum fee for construction phase services is \$13,670.00, and includes providing conformed drawings, reviewing shop drawings and contractor submittals, RFI reviews, site visits, and record drawings.

Please call with any questions.

Sincerely,



William M. Gleeson, P.E.
Senior Project Manager

Enclosures: Fee Proposal Breakout

Kimley-Horn / City of Boerne
Ammann Rd. GST and Pump Station

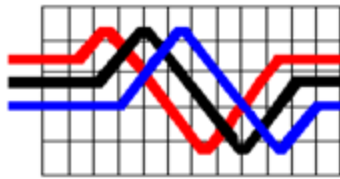
Fee Proposal (Structural)

Structural Engineering Associates, Inc.
05/20/25

Professional Service Description - Construction Phase Services	Total Task Hours	Total Task Cost	Sr. Project Manager	Sr. Structural Engr.	Structural Engineer	Junior Engineer/EIT	CADD Operator	Administrative Clerk
			\$230.00	\$230.00	\$198.00	\$129.00	\$116.00	\$96.00
Construction Phase Services	81	\$ 13,670.00						
Preparation of Conformed Drawings	9	\$ 1,348.00	1		2	2	4	
Shop Drawings/Submittals Review (PEMB, Antenna, Rebar, Etc.)	32	\$ 5,636.00	4		16	12		
Requests for Information (RFI's) Responses (2)	8	\$ 1,510.00	2		4	2		
Site Visits/Reports (3)	15	\$ 2,652.00	3		6	6		
Substantial Completion Walkthrough/Punchlist	5	\$ 884.00	1		2	2		
Preparation of Record Drawings	12	\$ 1,640.00	1		1	4	6	
Totals for Design and Construction Phase Services	81	\$ 13,670.00	12	0	31	28	10	0
Construction Phase Services		\$ 13,670.00						

ASSUMPTIONS:

1. The combined pump station and electrical building will be a Pre-Engineered Metal Building designed by the Mfr.
2. Underground obstructions that interfere with proposed structures will be identified by others and relocated.
3. Design of any temporary shoring is not included.
4. Kimley Horn will provide coordination with Owner, Contractor, and other consultants
5. Others to provide meeting minutes.
6. Modification or Rehabilitation of existing structures is not included
7. RDPIRC services are not included by SEA, but may be required for the tank foundation and building
8. No tank design or construction phase services are included



GRUBB ENGINEERING, INC.

**ELECTRICAL POWER SYSTEMS
DESIGN AND TESTING**

TBPE F 3904

June 5, 2025

V. Ryan Sowa, P.E
Kimley-Horn
10101 Reunion Place, Suite 400
San Antonio, TX 78216

Re: City of Boerne: Ammann Road Pump Station
Scope and Fee Proposal
Construction Phase Services

Dear Mr. Sowa:

Grubb Engineering, Inc. ("Grubb Engineering") is pleased to submit this Proposal to Kimley-Horn ("Client") for providing Electrical Engineering Services associated with The City of Boerne ("Owner") Ammann Road Pump Station ("Project").

Scope of Services

CONSTRUCTION PHASE SERVICES:

- Provide Conformed Documents.
- Attend up to three (3) Construction Meetings.
 - Virtual only
- Attend up to two (2) Site Visits during construction.
- Review Submittals and O&M Manuals.
- Review RFIs and provide responses.
- Assist with miscellaneous field/change orders.
- Attend Substantial and Final Completion Walkthroughs and generate punch list.
- Provide Record Drawings.
 - Provide Record Drawings based on Contractor's marked-up drawings. Record Drawing information will be based solely on the marked-up drawings and field documentation.
 - Provide draft Record Drawings in PDF format.
 - Provide final Record Drawings in PDF and CAD file format.

Re: City of Boerne: Ammann Road Pump Station
Scope and Fee Proposal
Construction Phase Services

Exclusions

The following services are excluded from the above scope:

1. As included in the original contract.

An attached spreadsheet is provided to help you with your review of our price.

Grubb Engineering will provide the services as stated for a lump sum price of **\$34,885.00**.
Invoicing will be based on percentage of completion.

Sincerely,

Steven Mouser, P.E.
Senior Project Manager

Accepted by:

Signature: _____

Date: _____

City of Boerne: Ammann Road Pump Station									
Fee Schedule									
Grubb Engineering, Inc.									
	Personnel:								
	Rate:	SR PE	GE	SR DSG	CAD				
		\$250	\$155	\$190	\$105	Total Task Hours	Total Task Cost		
TASK									
Task 4: Construction Phase Services									
4.1 Conformed Documents		1	4		4	9	\$1,290.00		
4.2 Construction Meetings		3				3	\$750.00		
4.3 Site Visits		4	4			8	\$1,620.00		
4.4 Submittal Review		24	60	28		112	\$20,620.00		
4.5 RFIs		4	4			8	\$1,620.00		
4.6 Change Orders		3	3		2	8	\$1,425.00		
4.7 Substantial Completion Walkthrough		4	6			10	\$1,930.00		
4.8 Final Completion Walkthrough		4	6			10	\$1,930.00		
4.9 Record Drawings		4	12		8	24	\$3,700.00		
							Subtotal:		\$34,885.00
	Total Hours:	51	99	28	14	192			
							Total Fees:		\$34,885.00
Personnel Legend:									
SR PE = Senior Project Engineer, PE									
GE = Graduate Engineer									
SR DSG = Senior Engineering Designer									
CAD = CADD Level 2									

May 26, 2025

Ryan Sowa, P.E. (TX)

Kimley-Horn

10101 Reunion Place, Suite 400

San Antonio, TX 78216

Direct: 210-321-3414

Ryan.sowa@kimley-horn.com

www.kimley-horn.com



Re: Boerne - Booster Pump Station Project

(Construction Administration)

Dear Mr. Mason:

DHR thanks you for the opportunity to provide a proposal for Architectural services related to the **Boerne - Booster Pump Station Project (Arch Scopes)** located off at 327 Ammann Road. Outlined below is a proposal for our Architectural fees:

Architectural Services include:

We have discussed a building size of approximately 65' x 30', Pre-Engineered Metal Building structure with a gable roof. The building wall height will be approximately 14' with a gable height of 17'. After reviewing the information provided, we offer the following list of services for your project.

DHR shall be responsible for the following Items:

Construction Phase	\$ 8,000.00
o Shop drawing, RFI, change order reviews	
o Attend 2 site visits	
o Attend substantial completion walkthrough.	
o Record Drawings efforts for updating plans based on the contractor's redlines	

Fees for Architectural Construction Administration will be:

Architectural Total:	\$8,000.00
-----------------------------	-------------------

Billing and Reimbursable Expenses:

All invoices will be billed monthly. Reimbursable expenses will be billed at the actual cost plus 15%. These items include (but are not limited to) City and governmental fees, ADA review, deliveries, mileage and printing. Please see the attached Terms and Conditions.

Hourly Rates:

Any work performed beyond the scope will be billed at an hourly rate. DHR hourly rates are as follows:

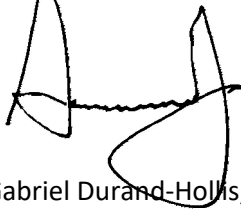
Principal	\$195.00
Architect	\$140.00
Project Manager	\$130.00
Professional Staff, 3d Graphics	\$110.00
Technical Staff	\$95.00

DURAND-HOLLIS RUPE ARCHITECTS

14603 HUEBNER ROAD, BUILDING 18 | SAN ANTONIO, TEXAS 78230
210.308.0080 | office@dhrarchitects.com | www.dhrarchitects.com

We have a 38-year track record of work in the area. We look forward to be a part of your success.
If you have any questions, feel free to contact me. Your consideration of our firm is greatly appreciated.
Please sign below if our proposal is accepted.

Sincerely,



Gabriel Durand-Hollis, FAIA

Accepted and Approved by:

Signature / Date

Printed Name

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas, Texas Board of Architectural Examiners, P.O. Box 12337
Austin, TX 78711-2337, Telephone: (512) 305-9000 / Fax: (512) 305-8900

Terms and Conditions for Professional Services

1. STANDARD OF PERFORMANCE

The standard of care for all professional architectural services, consulting and related services performed or furnished by ARCHITECT and its employees under this Agreement will be the care and skill ordinarily used by members of ARCHITECT's profession practicing implied, under this Agreement or otherwise, in connection with ARCHITECT's services.

2. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Texas where ARCHITECT's services are performed.

3. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

4. SERVICES AND INFORMATION

CLIENT will provide all criteria and information pertaining to CLIENT's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. CLIENT will also provide copies of any CLIENT-furnished Standard Details, Standard Specifications, or Standard Bidding Documents, which are to be incorporated into the project.

CLIENT will furnish the services of requisite types of engineers or other consultants that include reports and appropriate professional recommendations. The CLIENT agrees to bear full responsibility for the technical accuracy and content of CLIENT-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by CLIENT that ARCHITECT is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the CLIENT's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the CLIENT's legal and financial interests. To that end, the CLIENT agrees that CLIENT or CLIENT's representative will examine all studies, reports sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ARCHITECT, and will obtain the advice of an attorney, insurance counselor or other consultant as the CLIENT deems necessary to protect the CLIENT's interests before CLIENT takes action or forebears to take action based upon or relying upon the services provided by ARCHITECT.

5. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ARCHITECT are made on the basis of information available to ARCHITECT and on the basis of ARCHITECT's experience and qualifications, and represents its judgment as an experienced and qualified professional architect. However, since ARCHITECT has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, ARCHITECT does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ARCHITECT prepares.

6. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specification, computer software or other items prepared or furnished by ARCHITECT pursuant to this Agreement, are instruments of services with respect to the project. ARCHITECT retains ownership of all such documents.

CLIENT may retain copies of the document for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by CLIENT or others on extensions of the project or on any other project. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY ARCHITECT FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT CLIENT'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO ARCHITECT, AND CLIENT WILL DEFEND, INDEMNIFY AND HOLD HARMLESS ARCHITECT FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, ARISING OR RESULTING THEREFROM. Any such verification or adaptation will entitle ARCHITECT to compensation at rates to be agreed upon by CLIENT and ARCHITECT.

7. INVOICES

ARCHITECT will submit monthly invoices for services rendered and CLIENT will make prompt payments in response to ARCHITECT's invoices.

CLIENT recognizes that late payment of invoices results in extra expenses for ARCHITECT. In the event undisputed portions of ARCHITECT's invoices are not paid when due, ARCHITECT also reserves the right, after seven (7) days prior written notice, to suspend the performances of its services under the Agreement until all past due amounts have been paid in full.

8. SUCCESSORS AND ASSIGNS

CLIENT and ARCHITECT, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of the Agreement. Neither CLIENT nor ARCHITECT will assign, sublet, or transfer any interest in this Agreement or claims arising there from without the written consent of the other.

9. INSURANCE

ARCHITECT agrees to procure and maintain, at its expense, Workers' Compensation Insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability Insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability Insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability Insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, error, or omission for which ARCHITECT is legally liable.

Upon request, CLIENT shall be named an Additional Insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the CLIENT.

10. LIMITATION OF LIABILITY

Architect's and its employee's total liability to client for any loss or damage including, but not limited to, special and consequential damages arising out of or in connection with the performance of services of any other cause, including architect's and its employees' professional negligent acts, error, or omissions, shall not exceed the lesser of \$50,000 or the total compensation received by architect hereunder, except otherwise provided under this agreement, and client hereby releases and holds harmless architect and its employees from any liability above such amount.

11. TERMINATION OF AGREEMENT

CLIENT or ARCHITECT may terminate the Agreement, in whole or in part, by giving seven (7) days written notice, if the other party substantially fails to fulfill its obligations under the Agreement through no fault of the terminating party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ARCHITECT incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

12. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

13. EXECUTION

This Agreement, including the exhibit and schedules made part hereof, constitute the entire Agreement between ARCHITECT and CLIENT and supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	APPROVE THE MAYORAL APPOINTMENT TO THE ETHICS REVIEW COMMISSION.
Contact Person	Mayor Frank Ritchie
Background Information	<p>Each year, the City Council considers the Mayor's recommendations for appointments to the Ethics Review Commission.</p> <p>On June 24, 2025, Commissioner Ken Dunbar submitted his resignation from the Commission. Mr. Dunbar has served with distinction since his original appointment in 2016, and the City appreciates his years of dedicated service.</p> <p>To fill the vacancy, Mayor Ritchie recommends the appointment of Kyle Mickelsen. Mr. Mickelsen was recently appointed as an alternate member of the Ethics Review Commission and is well-positioned to step into a full member role.</p> <p>If approved, Mr. Mickelsen will serve the remainder of Mr. Dunbar's unexpired term.</p>
Strategic Alignment	Collaborating with community partners to enhance quality of life.
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	
Supporting Documents	



AGENDA ITEM SUMMARY

Agenda Date	July 8, 2025
Requested Action	FISCAL YEAR 2026 BUDGET DISCUSSION.
Contact Person	Ben Thatcher, City Manager
Background Information	The purpose of this item is a brief presentation on budget considerations for Fiscal Year 2026.
Strategic Alignment	Fiscal Excellence F1 – Committing to Strategic, Responsible, and Conservative Financial Management B1 – Using data to drive smart decision making
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	PowerPoint presentation to be presented during Council meeting