



AGENDA ITEM SUMMARY

Agenda Date	July 22, 2025
Requested Action	APPROVE RESOLUTION NO. 2025-R49; A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE CITY OF BOERNE AND AOKA ENGINEERING LLC, DBA AOKA CODE CONSULTING TO INCREASE THE FISCAL YEAR 2025 BUDGET FROM \$50,000 TO AN AMOUNT NOT TO EXCEED \$80,000, TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES. <i>(Building and Onsite Infrastructure Plan Review and Inspections.)</i>
Contact Person	Nathan Crane, AICP Planning Director (830) 248-1521; ncrane@boerne-tx.gov
Background Information	<p>BACKGROUND:</p> <p>On February 27, 2024, the City Council approved a professional services agreement with AOKA Engineering, LLC for a three-year period with a maximum annual expenditure of \$50,000 without requiring further Council approval. AOKA serves as the City's third-party plan review and inspection service for the Permitting and Code Compliance department. The scope of services included commercial and residential plan review.</p> <p>On May 28, 2024, the City Council approved an amendment to the contract, increasing the expenditure limit to \$150,000 for FY23/24. This increase was intended to cover plan review and inspection services for onsite infrastructure. A total of \$99,136 was expended.</p> <p><u>Note: The onsite infrastructure plan review and inspection fees are passed on to the developer. Separate fees are assessed for review of the building permit.</u></p> <p>CURRENT REQUEST:</p> <p>The FY24/25 budget includes \$50,000 for building and infrastructure plan review services. As of now, year-to-date expenditures total \$57,521.93—comprised of \$27,536.28 for building plan review and \$29,985.65 for infrastructure plan review and inspections. To meet customer demand during this fiscal year, AOKA has reviewed 34 single-family home plans, along with onsite infrastructure plans for Texas Regional Bank, 21 Herff, and Buc-ee's. They also performed</p>

	<p>infrastructure inspections for Morning Side Ministries, Texas Regional Bank, and 21 Herff.</p> <p>To cover anticipated expenses through the end of the fiscal year, staff is requesting a contract amendment to increase the FY24/25 budget from \$50,000 to \$80,000.</p> <p>If approved, the contract amounts by fiscal year will be as follows:</p> <ul style="list-style-type: none"> • FY23-24: \$99,136 • FY24-25: \$80,000 (proposed) • FY25-26: \$50,000
Financial Considerations	The onsite infrastructure plan review and inspection fees are passed on to the developer. Separate fees are assessed for review of the building permit.
Citizen Input/Board Review	
Legal Review	Utilized City standard professional services agreement
Alternative Options	
Supporting Documents	<p>Resolution No. 2025-R49</p> <p>February 2024 Agreement with AOKA Engineering</p>