AGENDA

Regular Meeting

City Council

Tuesday, December 13, 2022

6:00 PM, City Hall

4000 Galleria Parkway

Bee Cave, Texas 78738-3104

THE CITY OF BEE CAVE COUNCIL MEETINGS ARE AVAILABLE TO ALL PERSONS REGARDLESS OF DISABILITY. IF YOU REQUIRE SPECIAL ASSISTANCE, PLEASE CONTACT KAYLYNN HOLLOWAY AT (512) 767-6641 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING. THANK YOU.

A quorum of the Planning and Zoning Commission and/or Development Board may be in attendance at this meeting. No action will be taken by the Commission or Board.

1. Call meeting to order
2. Roll Call
3. Pledge of Allegiance
4. Administer oath of office to Officer Frankie Martinez.
5. Introduction of new City employees.
6. Citizen Comments

This is an opportunity for citizens to address the City Council concerning an issue of community interest that is not on the agenda. Comments on the agenda items must be made when the agenda item comes before the Council. Any deliberation of the issue is limited to a proposal to place it on the agenda for a later meeting. Citizens will have up to 3 minutes to make comments.

7. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event

the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public view.

A. Consider approval of the minutes of the Regular Session conducted on November 8, 2022.

B. Consider approval of the financial and investment reports. (October)

8. Discuss and consider action regarding an application from the Magnolia Musical Theatre for use of Hotel Occupancy Tax Funds.

9. Discuss and consider action regarding an application from the Bee Cave Art Foundation for use of Hotel Occupancy Tax Funds.

10. Discuss and possible action on approving a fundraising program with local school groups for use of the Ice Skating Rink.

11. Discuss and consider action on Ordinance No. 495 amending Appendix A (Fee Schedule) of the Bee Cave Code of Ordinances

12. Discuss and consider action on the legal services Request for Qualifications.

13. Discuss and consider action on the appointment of a representative to serve on the General Assembly of the Capital Area Council of Government.

14. Discuss and consider action to accept the resignation of Joe Inge from the Planning and Zoning Commission.

15. Close Regular Meeting

16. Open Executive Session

Executive session in accordance with the Texas Government Code, Section 551-072 – Deliberation regarding real property; and Section 551.071 - Consultation with Attorney regarding pending or contemplated litigation or a settlement offer, or on any matters in which the Attorney has a duty to the City under the Texas Disciplinary Rules of Professional Conduct that clearly conflicts with the provisions of the Open Meetings Law. A quorum of the City Council will be present for the executive session.

A. Deliberation regarding the potential acquisition of real property for public purposes

B. Consultation with Attorney regarding pending litigation styled Goodwin v. Kara King, Mayor; Council members Andrea Willott, Jon Cobb, Andrew Clark, Kevin Hight and City of Bee Cave.

C. Discussion regarding potential unauthorized disclosure of closed session communications.

17. Close Executive Session
18. Open Regular Meeting
19. Consider action, if any, on Executive Session
20. Adjournment

The Council may go into closed session at any time when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session a quorum of the Council must be present, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code, or Section 321.3022 of the Texas Tax Code authorizing the closed session.

I certify that the above notice of meeting was posted at Bee Cave City Hall, 4000 Galleria Parkway, Bee Cave, Texas, on the 9th day of December, 2022 at 5:15 P.M. (Seal)

_____

Kaylynn Holloway, City Secretary

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**4.**
Agenda Title:	**Administer oath of office to Officer Frankie Martinez.**
Council Action:	
Department:	**City Secretary**
Staff Contact:	**Brian Jones, Police Chief**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
12/13/2022
Agenda Item Transmittal

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**7.A.**
Agenda Title:	**Consider approval of the minutes of the Regular Session conducted on November 8, 2022.**
Council Action:	**Approve**
Department:	**City Secretary**
Staff Contact:	**Kaylynn Holloway, City Secretary**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Minutes of November 8, 2022	Backup Material

MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL
CITY OF BEE CAVE
November 8, 2022

STATE OF TEXAS §
COUNTY OF TRAVIS §

Present:

Kara King, Mayor
Andrew Clark, Mayor Pro Tem
Kevin Hight, Council Member
Andrew Rebber, Council Member
Andrea Willott, Council Member

Absent:

Courtney Hohl, Council Member

City Staff:

Clint Garza, City Manager
Megan Santee, City Attorney
Kaylynn Holloway, City Secretary
Lindsey Oskoui, Assistant City Manager
Brian Jones, Police Chief
Megan Will, Planning and Development Director
Kevin Sawtelle, City Engineer
Jenny Hoff, Communications Director
Sean Lapano, City Planning
Logan Maurer, Engineer

Call to Order and Announce a Quorum is Present

With a quorum present, the regular meeting of the Bee Cave City Council was called to order by Mayor King at 6:00 p.m. on Tuesday, November 8, 2022.

Citizen Comments.

There were not any citizen comments at this time.

Consent Agenda.

A. **Consider approval of the minutes of the Regular Session conducted on October 11, 2022.**
B. **Consider approval of the Financial and Investment Reports. (September).**

MOTION: A motion was made by Council Member Willott, seconded by Council Member Hight, to approve the consent agenda.

The vote was taken on the motion with the following result:

Voting Aye:	Mayor King, Mayor Pro Tem Clark, Council Members Hight, Rebber and Willott
Voting Nay:	None
Absent:	Council Member Hohl

The motion carried 5-0.

Discuss and consider action regarding an application from the Special Olympics of Texas for use of Hotel Occupancy Tax Funds.

City Manager Clint Garza presented this item.

Chad Eason of the Special Olympics Texas, Inc. also spoke on this item.

MOTION: A motion was made by Council Member Hight, seconded by Council Member Willott, to approve Hotel Occupancy Tax Funds in the amount of $200,000 for the Special Olympics of Texas.

The vote was taken on the motion with the following result:

Voting Aye:	Mayor King, Mayor Pro Tem Clark, Council Members Hight, Rebber and Willott
Voting Nay:	None
Absent:	Council Member Hohl

The motion carried 5-0.

Mayor Pro Tem Clark left the meeting at 6:42 p.m.

Discuss and consider action on authorizing the Law Office of Ryan Henry, PLLC to prepare an Ethics Ordinance for the City.

MOTION: A motion was made by Council Member Rebber, seconded by Council Member Hight, to authorize the City Manager to execute an agreement with the Law Office of Ryan Henry to prepare an Ethics Ordinance for the City.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark and Council Member Hohl

The motion carried 4-0.

Discuss and consider action on the selection of qualified firms for on-call professional engineering & consulting services and authorize staff to negotiate contracts.

City Engineer Kevin Sawtelle presented this item.

MOTION: A motion was made by Mayor King, seconded by Council Member Rebber, to authorize the City Manager to negotiate contracts with the nine Engineering firms listed below for on-call and as needed basis:

- Freese and Nichols
- Doucet
- Beacon
- Pape-Dawson
- Kimley-Horn
- MWM
- Walter P. Moore
- K. Friese
- RTG

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark and Council Member Hohl

The motion carried 4-0.

Public hearing, discussion, and possible action on Ordinance No. 494 to rezone the property located at 13925 W State Hwy 71 from Residential Estate (R-1) and Neighborhood Mixed-Use (MU-N) to Neighborhood Mixed-Use (MU-N) to correct a scrivener's error.

Planning and Development Director Megan Will presented this item.

Mayor King opened the public hearing at 6:47 p.m.

There being no person wishing to provide public testimony, the public hearing closed at 6:47 p.m.

MOTION: A motion was made by Council Member Hight, seconded by Council Member Willott, to approve Ordinance No. 494 to rezone the property located at 13925 W State Hwy 71 from Residential Estate (R-1) and Neighborhood Mixed-Use (MU-N) to Neighborhood Mixed-Use (MU-N) to correct a scrivener's error.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark and Council Member Hohl

The motion carried 4-0.

Discuss and consider action on the Preliminary Plat of Sanctuary at Spanish Oaks, a 21.80 acre tract located at 13025 Flowering Senna Bend, Bee Cave, Texas.

City Planner Sean Lapano presented this item.

MOTION: A motion was made by Council Member Rebber, seconded by Mayor King, to approve the Preliminary Plat of Sanctuary at Spanish Oaks, a 21.80 acre tract located at 13025 Flowering Senna Bend, Bee Cave, Texas with the following conditions and detailed in the Platting Review Checklist:

Item #2 30.07.001(a)
Item #24 30.03.001(b)
Item #52 30.03.001(r) – pending approval of exception request
Items #77, #78, and #79 30.03.005(a) – pending approval of exception request
Item #125 30.03.010(i)
Item #126 30.03.010(j)
Items #132, #133, and #134 30.04.003(a)
Item #138 30.04.003(c)(9)
Item #161 30.05.001(c) – pending approval of exception from 30.03.005(a) Walkways
Section 30.03.001(r) – Dead End Streets.
Section 30.03.005(a)- Walkways

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark and Council Member Hohl

The motion carried 4-0.

Discuss and consider action on Resolution No. 2022-11 related to authorizing and directing the City Manager to execute an agreement with TxDOT to assume operation and maintenance of certain signal and traffic control devices.

Mr. Sawtelle presented this item.

MOTION: A motion was made by Mayor King, seconded by Council Member Willott, to approve Resolution No. 2022-11 related to authorizing and directing the City Manager to execute an agreement with TxDOT to assume operation and maintenance of certain signal and traffic control devices.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark and Council Member Hohl

The motion carried 4-0.

Discuss and consider action on the reappointment of Quinn Gormley and Tony Lockridge to the Bee Cave Development Board.

MOTION: A motion was made by Council Member Rebber, seconded by Council Member Hight, to reappoint Quinn Gormley and Tony Lockridge to the Bee Cave Development Board.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark and Council Member Hohl

The motion carried 4-0.

Executive Session:

The City Council closed the Open Session at 6:56 p.m. to convene in Executive Session.

At this point in the meeting, Mayor King publicly announced that a closed, executive session would be held and identified the section of the Open Meeting Law under which the meeting would be held.

Executive session in accordance with the Texas Government Code, Section 551.072 – Deliberation regarding real property. A quorum of the City Council will be present for the executive session.

A. Deliberation regarding the potential acquisition of real property for public purposes.

The City Council closed the Executive Session at 7:39 p.m. and reconvened in Regular Session.

Adjournment:

MOTION: A motion was made by Council Member Hight, seconded by Council Member Rebber, to adjourn.

The vote was taken on the motion with the following result:

Voting Aye:	Mayor King, Council Members Hight, Rebber and Willott
Voting Nay:	None
Absent:	Mayor Pro Tem Clark and Council Member Hohl

The motion carried 4-0.

The City Council meeting adjourned at 7:39 p.m.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**7.B.**
Agenda Title:	**Consider approval of the financial and investment reports. (October)**
Council Action:	**Consent Agenda**
Department:	**Finance**
Staff Contact:	**Administration**

1. INTRODUCTION/PURPOSE

The purpose of this agenda item is to provide the monthly financial and investment report to Council as required by policy.

2. DESCRIPTION/JUSTIFICATION

a) Background

This installment of the finance and investment report is for the period ending October 31st, 2022, completing 8% of FY 2022-23.

b) Issues and Analysis

General Fund Revenues year-to-date are in line with prior year.

*October Sales Tax report is for August collections.

Account	Adopted Budget	Current Period	Y-T-D Actual	% of Budget	Balance
Sales taxes	10,500,000	852,976	852,976	8%	9,647,024
Franchise fees	349,000	23	23	0%	348,977
Building fees	310,000	15,201	15,201	5%	294,799
Mixed drink taxes	110,000	15,866	15,866	14%	94,134
Library revenue	1,000	215	215	22%	785
Interest income	400,000	82,317	82,317	21%	317,683
Miscellaneous	500	0	0	0%	500
Other fees	2,000	135	135	7%	1,865
Court Fees	225,000	20,770	20,770	9%	204,230
Total Revenue	**11,897,500**	**987,503**	**987,503**	**8%**	**10,909,997**

Expenditures by department year-to-date are in line with prior year. Departments will be monitored throughout the

Expenditures by department year-to-date are in line with prior year. Departments will be monitored throughout the fiscal year.

Information Systems expenses include:

- Tyler Tech Annual Incode Fees

Account	Adopted Budget	Current Period	Y-T-D Actual	% of Budget	Balance
Administration	1,036,687	90,618	90,618	9%	946,069
City Council	49,200	2,292	2,292	5%	46,908
Legal	151,000	10,509	10,509	7%	140,491
Communications	279,272	18,235	18,235	7%	261,037
Non-Departmental	347,500	1,186	1,186	0%	346,314
Information Systems	360,000	45,930	45,930	13%	314,070
Library	1,016,928	89,592	89,592	9%	927,336
Parks	631,580	26,281	26,281	4%	605,299
Court	323,820	17,735	17,735	5%	306,086
Police	3,020,325	184,070	184,070	6%	2,836,255
P&D	1,158,434	76,704	76,704	7%	1,081,730
Facilities	0	12,418	12,418	0%	(12,418)
380 Payments	159,540	0	0	0%	159,540
Total Expenditures	**8,534,286**	**575,569**	**575,569**	**7%**	**7,958,717**

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

Year-end reporting and audit preparation are in progress.

5. RECOMMENDATION

Approve as submitted.

ATTACHMENTS:

Description	Type
Investment Summary_Oct2022	Cover Memo
Sales Tax Report_Oct2022	Cover Memo
Property Tax Summary_Oct2022	Cover Memo

City of Bee Cave
Investment Summary
October 31, 2022

				Interest		
Account	**Begin Balance**	**Contributions**	**Withdrawals**	**Earned**	**Rate**	**End Balance**
TexPool	$ 774,048.69			$ 1,928.58	2.9336%	$ 775,977.27
Logic	$ 12,791,005.47			$ 33,854.46	3.1167%	$ 12,824,859.93
TexStar	$ 1,045,587.58			$ 2,533.37	2.8531%	$ 1,048,120.95
Texas Class	$ 15,415,978.22			$ 42,328.09	3.2287%	$ 15,458,306.31
Wells Fargo Gov Money Market	$ 59,406.29			$ 113.99	2.8800%	$ 59,520.28
Wells Fargo-Business Savings	$ 458,827.53			$ 194.88	0.5000%	$ 459,022.41
Wells Fargo-Grant Funds Checking	$ 1,700,500.84			$ 722.28	0.5000%	$ 1,701,223.12
Wells Fargo-Business Checking	$ 1,103,492.72	$ 1,340,381.18	$ (950,781.84)	$ 641.32	0.5000%	$ 1,493,092.06
Portfolio Total	**$ 33,348,847.34**	**$ 1,340,381.18**	**$ (950,781.84)**	**$ 82,316.97**		**$ 33,820,122.33**

Alma Sanchez

Alma Sanchez, Finance Analyst

12/6/2022

Date

Clint Garza, City Manager

12/6/2022

Date

12/6/2022

City of Bee Cave
Sales and Use Tax Summary

Report Month	October	November	December	January	February	March	April	May	June	July	August	September	
Collection Month	August	September	October	November	December	January	February	March	April	May	June	July	TOTAL
FY 2022 - 2023	$1,137,301												$1,137,301
FY 2021 - 2022	$1,080,507	$1,253,115	$1,066,168	$1,182,077	$1,484,567	$1,025,175	$985,370	$1,278,812	$1,193,199	$1,213,842	$1,270,264	$1,115,323	$14,148,419
FY 2020 - 2021	$889,177	$1,014,167	$929,208	$1,028,642	$1,330,983	$883,881	$788,620	$1,206,192	$1,035,350	$1,165,457	$1,250,952	$1,123,078	$12,645,707
FY 2019 - 2020	$847,324	$908,057	$918,192	$971,485	$1,242,921	$772,929	$730,757	$816,000	$676,612	$797,546	$990,096	$912,446	$10,584,365
FY 2018 - 2019	$815,060	$880,862	$876,401	$848,541	$1,103,899	$757,596	$785,150	$859,460	$870,434	$878,780	$957,556	$943,414	$10,577,153
FY 2017 - 2018	$773,762	$855,017	$749,780	$852,648	$1,113,137	$738,194	$691,126	$911,164	$816,700	$879,270	$913,858	$846,094	$10,140,750
FY 2016 - 2017	$783,189	$827,617	$793,504	$829,705	$1,026,226	$700,337	$698,858	$821,525	$739,008	$785,704	$883,604	$747,015	$9,636,293
FY 2015 - 2016	$670,843	$798,540	$714,950	$751,469	$1,071,463	$691,527	$635,798	$835,486	$722,426	$732,730	$889,351	$756,465	$9,271,048
FY 2014 - 2015	$717,791	$733,701	$670,591	$742,962	$1,010,863	$633,498	$632,911	$757,462	$737,176	$734,188	$905,177	$755,263	$9,031,583
FY 2013 - 2014	$635,697	$671,657	$609,810	$682,151	$915,829	$574,443	$579,245	$723,681	$748,642	$655,145	$772,922	$706,639	$8,275,862
FY 2012 - 2013	$611,727	$597,443	$619,724	$549,771	$844,412	$572,710	$532,792	$674,861	$602,034	$620,668	$721,686	$637,882	$7,585,709
FY 2011 - 2012	$550,312	$482,400	$487,223	$554,709	$771,023	$520,101	$511,451	$620,755	$567,261	$585,827	$668,901	$600,415	$6,920,380
FY 2010 - 2011	$462,668	$511,669	$452,489	$497,239	$771,489	$453,736	$386,006	$572,049	$527,140	$561,412	$645,423	$465,103	$6,306,424
FY 2009 - 2010	$424,505	$443,379	$412,791	$457,238	$668,779	$390,041	$364,593	$502,474	$477,623	$509,900	$531,581	$470,208	$5,653,111
FY 2008 - 2009	$421,002	$497,055	$461,172	$463,807	$649,417	$381,235	$361,948	$449,768	$423,601	$430,185	$480,018	$440,134	$5,459,342
FY 2007 - 2008	$390,902	$457,601	$461,228	$475,623	$644,793	$419,529	$364,344	$502,291	$418,461	$452,766	$519,916	$470,160	$5,577,613
FY 2006 - 2007	$326,405	$341,422	$311,466	$346,612	$483,993	$297,342	$305,166	$375,662	$370,899	$390,510	$407,103	$386,144	$4,342,723
FY 2005 - 2006	$163,763	$281,344	$238,695	$274,524	$321,398	$258,918	$217,196	$298,359	$286,788	$297,529	$340,789	$373,364	$3,352,667
FY 2004 - 2005	$185,038	$175,547	$183,993	$169,141	$227,646	$199,174	$136,603	$214,447	$224,830	$211,664	$206,819	$217,012	$2,351,914
FY 2003 - 2004	$147,596	$134,389	$171,731	$155,158	$190,842	$154,455	$134,024	$215,646	$224,045	$195,387	$184,254	$195,120	$2,102,646
FY 2002 - 2003	$121,687	$113,577	$113,432	$102,191	$106,437	$98,665	$84,852	$119,555	$156,011	$145,543	$133,950	$160,788	$1,456,687
FY 2001 - 2002	$112,488	$100,258	$130,105	$81,634	$123,663	$80,549	$88,177	$101,214	$131,859	$135,854	$127,042	$147,128	$1,359,972
FY 2000 - 2001	$84,016	$61,146	$55,068	$67,077	$61,727	$58,509	$56,716	$76,550	$73,318	$98,429	$80,701	$101,270	$874,527
FY 1999 - 2000	$81,624	$49,284	$59,052	$55,277	$64,725	$47,148	$50,296	$64,123	$61,811	$83,590	$67,633	$63,525	$748,087
FY 1998 - 1999	$23,280	$20,804	$20,441	$25,507	$43,089	$35,496	$37,446	$44,254	$64,717	$50,384	$55,661	$51,366	$472,445
FY 1997 - 1998	$18,664	$23,347	$19,392	$18,357	$24,413	$15,517	$13,781	$20,546	$26,452	$24,087	$27,486	$22,832	$254,873
FY 1996 - 1997	$20,662	$15,678	$16,830	$14,484	$15,968	$13,217	$14,101	$19,824	$20,369	$22,463	$22,806	$21,570	$217,973
FY 1995 - 1996	$18,497	$16,842	$13,482	$12,733	$13,469	$14,014	$14,345	$17,070	$17,717	$17,964	$18,992	$21,010	$196,135
FY 1994 - 1995	$15,636	$15,795	$11,445	$13,226	$11,222	$11,611	$11,844	$17,123	$14,338	$18,848	$18,569	$18,175	$177,831
FY 1993 - 1994	$12,827	$13,158	$11,911	$7,399	$10,985	$9,188	$9,053	$16,444	$13,410	$16,600	$17,252	$16,096	$154,323
FY 1992 - 1993	$10,052	$11,959	$9,215	$5,862	$10,529	$7,489	$8,330	$10,447	$10,695	$12,444	$12,069	$16,504	$125,594
FY 1991 - 1992	$7,458	$9,303	$7,563	$6,554	$7,726	$5,464	$7,064	$8,236	$8,848	$8,968	$9,292	$10,690	$97,168
FY 1990 - 1991	$7,183	$7,069	$6,905	$6,416	$7,349	$4,945	$5,042	$7,662	$6,630	$7,689	$8,448	$7,053	$82,392
FY 1989 - 1990	$6,423	$7,893	$5,611	$4,841	$6,322	$4,859	$5,004	$6,927	$6,088	$6,462	$8,171	$5,965	$74,565
FY 1988 - 1989	$4,226	$5,425	$4,268	$3,480	$4,996	$3,628	$5,250	$7,931	$6,414	$6,552	$8,080	$6,539	$66,791
FY 1987 - 1988	$0	$0	$0	$0	$0	$0	$0	$0	$3,184	$4,368	$5,405	$6,536	$19,494
													$150,342,564

12/8/2022

City of Bee Cave
Property Tax Summary

Property Tax Revenue

Fiscal Year	Budget	Y-T-D Actual	% of Budget
2022-23	600,040	76.31	0.01%
2021-22	519,371	507,040	97.6%
2020-21	483,153	491,518	101.7%
2019-20	469,604	460,092	98.0%
2018-19	451,482	434,501	96%
2017-18	389,993	372,370	95%
2016-17	308,921	358,229	116%
2015-16	308,921	306,306	99%
2014-15	241,319	235,771	98%
2013-14	209,159	208,397	100%

Travis County Apprasial District

Tax Year	Assessed Value	Growth	Growth%
2022	2,990,200,601	398,345,979	15%
2021	2,591,854,622	181,088,271	7.5%
2020	2,410,766,351	67,747,568	2.9%
2019	2,343,018,783	112,243,928	5.0%
2018	2,230,774,855	307,445,565	16.0%
2017	1,923,329,290	137,069,636	7.7%
2016	1,786,259,654	245,403,149	15.9%
2015	1,540,856,505	336,513,976	27.9%
2014	1,204,342,529	158,546,454	15.2%
2013	1,045,796,075		

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**8.**
Agenda Title:	**Discuss and consider action regarding an application from the Magnolia Musical Theatre for use of Hotel Occupancy Tax Funds.**
Council Action:	**Discussion and possible action**
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

To discuss and consider action regarding an application for use of the Hotel Occupancy Tax funds from the Magnolia Music Theatre.

2. DESCRIPTION/JUSTIFICATION

a) Background

Staff has been in discussions with Magnolia Musical Theatre regarding a producition of Beauty and the Beast. The event will be the first annual Summer Musical held by the newly established group. The event is planned from July 19, 2023 through August 13, 2023 and will be located on the lawn near City Hall.

The Executive Artistic Director, Mr. Andrew Cannata organized and produced the Little Shop of Horrors musical in summer of 2021. Little Shop of Horrors ran from July 9, 2021 to August 14, 2021 for a total of 22 performances.

Since that time, Mr. Cannata has formed Magnolia with the intent to partner with Bee Cave and bring musical theatre to the Hill Country.

b) Issues and Analysis

At this time, Magnolia is requesting $100,000 in Hotel Occupancy Tax Funds from the City.

The budget associated with the event is attached in backup. At this time, Magnolia has raised $150,000 through private donations and sponsorships

3. FINANCIAL/BUDGET

Amount Requested	$100,000	Fund/Account No.
Cert. Obligation		GO Funds
Other source		Grant title
Addtl tracking info		

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Application	Backup Material
Budget	Backup Material

Hotel Occupancy Tax

Guidelines and Procedures

The City of Bee Cave accepts applications from organizations wishing to receive financial support through the Local Hotel Occupancy Tax (HOT) revenue collected.

1) The City Council serves as the Hotel Occupancy Tax (HOT) Committee and convenes on an as-need basis but no less than quarterly intervals. The HOT Committee will typically convene prior to regular City Council meetings which are generally scheduled on the 2nd and 4th Tuesdays of each month.

2) To be considered for funding, applicants must complete an application including all required attachments. Digital applications may be submitted to the City Manager via e-mail; contact information is made available on the City's website www.beecavetexas.gov.

3) If your application is included on the HOT Committee agenda as posted, you will have the opportunity to provide a presentation to the Committee during their public meeting.

4) The City Manager or designee of the City of Bee Cave will review the application for completeness.

5) Each applicant will be notified of an award following approval by the HOT Committee at which time one-half of the approved funding may then be requested by the organizer.

6) A post-event report is required in order to receive final payment. Once the event is complete, receipts that reflect actual expenditures must be submitted. City Manager or designee of the City of Bee Cave will review the post-event report for completeness.

7) The remaining one-half of approved funding amount may then be distributed to the applicant. Unspent funds or unapproved expenditures will not be paid. The applicant may be asked to provide additional documentation prior to receiving a final funding payment. Failure to request funds prior to the end of the fiscal year (September 30th) for which they were granted may result in forfeiture.

Rules Governing the Hotel Occupancy Tax Application

The applicant must present evidence the event will increase overnight stays in the City of Bee Cave that are consistent with the amount of HOT revenues requested.

An example: the event takes place over several days; a portion of the participants travel more than 100 miles and stay in lodging located in the City of Bee Cave.

1) Funding requests of hotel occupancy tax revenues may statutorily be used only for the promotion of tourism. Expenditure of funds for unauthorized purposes may result in recapture and/or adversely impact future requests.

2) The applicant must ensure that www.beecavetexas.gov is listed as a source for the City of Bee Cave on any and all promotional information you provide to registrant and/or vendor/event attendees, including event websites. Also all Bee Cave hotels must be advised of the event in advance, have access to mailing lists including sufficient time to participate in the bidding for both primary bookings and overflow.

3) Future applications should include information collected from the post event report to facilitate requests for new funding.

Application for Use of Hotel Occupancy Tax

Organization Information

Organization Name: _____

Contact Name: _____ Date: _____
MM/DD/YYYY

Address: _____
Street

_____
City *State* *Zip Code*

Phone: _____ Email: _____

Is your organization: Non-profit Private/For-Profit Tax ID# _____

Purpose of Organization:

Statutory Test: Part One

Does your Event/Expenditure pass the statutory test, defined specifically as directly enhancing and promoting tourism in Bee Cave AND directly promoting the overnight accommodation industry in Bee Cave by increasing overnight stays? **Yes** **No**

Statutory Test : Part Two

Does your Event/Expenditure pass the statutory test defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories? **Yes** **No**

1. Funding the establishment, improvement, or maintenance of a convention or visitor information center;
2. Paying the administrative costs for facilitating convention registration;
3. Paying for advertising, solicitations, and promotion that attract tourists and convention delegates to the city or its vicinity;
4. Expenditures that promote the arts;
5. Funding historical restoration or preservation programs;
6. Certain sporting event related expenses;
7. Certain tourist shuttles;
8. Signage directing tourists to attractions frequently visited by hotel guests.

If the answer to one of the two statutory tests is NO, you are NOT eligible for Hotel Occupancy Tax (HOT) funds.

Event and/or Expenditure Description

Name of event/expenditure: _____

Website address: _____

Date(s): _____

Will there be an admission charge? Yes No

List any additional charges (i.e. parking, entry fees for contests, etc…)

Activity: _____ Cost: $_____
Activity: _____ Cost: $_____
Activity: _____ Cost: $_____

Primary location: _____

What is specifically being marketed or promoted (i.e. facility, event, etc...)

Purpose and goal of your organization and who benefits from your success:

Impact

Number of people attending this event/expenditure from previous year:

Local: _____ Out of Town: _____

Number of people expected to attend this event/expenditure this year:

Local: _____ Out of Town: _____

Approximate number of people attending stay overnight in Bee Cave: _____

Do you reserve a room block for this event/expenditure? Yes No

List hotels you negotiated a special rate if this reimbursement request is being used for an event.
DO NOT LIST RATES.

_____

_____

_____

Funding Request

Total Amount Requested: $_____

Does the proposed event plan to become self-supporting in the future? Yes No

Total advertising/promotion budget: $_____

a) What is your organization's direct contribution to the above? $_____

b) What other sources of funding are being applied for or have been received for the advertising/promotion of your organization? Other funding sources are as follows:

$50,000 - Private seed funding from Andrew and Kailynn Cannata
$50,000 - Hill Country Galleria Sponsorship
$50,000 - Board Committed Funds
$100,000 - Corporate Sponsorships (In the works right now)
$25,000 - Opening Night Galla/Dinner
$25,000 - Individual Donors (already secured $10,000 of this goal)
$75,000 - Donation Collections during the run of the show

c) Please indicate all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising	$ $2,500	
Radio	$_____	
Newspaper	$ $2,500	
Press Releases to Media	$_____	
Television	$_____	
Direct Mailing	$ $5,000	
Distribution of Brochures	$ $5,000	
Other (describe)	$ $10,000	(reserved for Social media campaigns and possible hire of PR firm)

Along with the application, submit the following as attachments ***(required)***:

1. Itemized list of relevant expenditures;
2. Marketing plan including target audience and detailed media list;
3. Board of Directors and/or Event Committee with contact information;
4. Event planning timeline;
5. Schedule of all activities.

Please return completed application with attachments and signature to:

City of Bee Cave
4000 Galleria Parkway
Bee Cave, TX 78738
Attn: City Manager re: HOT Application

For additional questions, please contact the Bee Cave City Manager (512) 767-6600.

With my signature below, I understand the Hotel Occupancy Tax (HOT) Application, Process, Reimbursement, and all associated Rules Governing the Application established by the City of Bee Cave. I intend to use this funding for the event as described herein to promote the efforts of the City of Bee Cave in enhancing and promoting tourism and the convention and hotel industry by attracting visitors from outside Bee Cave.

I have read the Hotel Occupancy Tax (HOT) Application guidelines including the Rules Governing the Application and the Reimbursement Process.

I understand that if awarded, my request for Hotel Occupancy Tax (HOT) funding by the City of Bee Cave, any deviation from the approved event or the Rules Governing the Application may result in a partial or total withdrawal of the Local Hotel Occupancy Tax (HOT) funding.

_____
Organization Name

Andrew Cannata
_____ _____
Applicant Signature Date

Post Event Required Reporting

Thank you for promoting tourism and the hotel industry in Bee Cave through the utilization of Hotel Occupancy Tax (HOT) funds. The Texas Tax Code provides a set of rules that state how the revenue from the Hotel Occupancy Tax may be used only to directly enhance and promote tourism and the hotel and convention industry.

All entities that are approved for the utilization of Hotel Occupancy Tax (HOT) funds must submit a Post Event Form for each event. This report, as submitted, will be reviewed by the City of Bee Cave to determine compliance and will be used in consideration of future hotel occupancy tax funding requests.

Please return completed Post Event Report with attachments to:

City of Bee Cave
4000 Galleria Parkway
Bee Cave, TX 78738
Attn: City Manager re: HOT Application

For additional questions, please contact the Bee Cave City Manager (512) 767-6600.

PLEASE NOTE: FAILURE TO SUBMIT THE POST EVENT REPORT MAY RESULT IN INELIGIBILITY FOR FUTURE FUNDING FROM CITY OF BEE CAVE HOTEL OCCUPANCY TAX

Post Event Report

Organization Information

Organization Name: _____

Contact Name: _____ Date: _____
MM/DD/YYYY

Address: _____
Street

_____
City *State* *Zip Code*

Phone: _____ Email: _____

Event Information

Name of Event/Expenditure: _____

Date of Event/ Expenditure: _____

Primary Location: _____

Primary Purpose: _____

Amount of HOT Funds Received: $ _____

Amount of HOT Funds Used: $ _____

1. Estimated Attendance: _____
2. Room nights generated: _____
3. Total Promotional Cost: _____
4. Did you receive City services for your event? Yes No
5. If so, have the services been paid for? Yes No

Along with the Post Event Report, submit the following attachments (***required)***:

1. Samples of documents showing how venues in Bee Cave were recognized in your advertising and/or promotional campaign(s).
2. Copies of all invoices.

Newsies	BUDGET
Production Manager	$0.00
Director	$3,500.00
Music Director(s)	$3,500.00
Audition Accompanist	$1,000.00
Reh Pianist	$0.00
Orchestra	$22,000.00
Choreographer	$3,500.00
Choreo Asst/Dance Captain(s)	$500.00
Audition Assistant	
Set Design	$3,500.00
TD	$3,000.00
ATD	$0.00
Set Supervisor	$0.00
Painters/Carps/Materials/Loadin and Loadout	$20,000.00
Head Charge Artist	$3,000.00
Costume Designer	$3,500.00
Associate Costume Designer	$2,500.00
Crafts Artisan (for headpieces and such)	$1,500.00
Wardrobe Crew	$2,000.00
Wardrope Supervisor	$2,500.00
Dressers	$2,500.00
Laundry/Dry Cleaning	$2,500.00
Costume/Headpiece Materials	$20,000.00
Lighting Design	$3,500.00

Light Crew	$6,500.00
Master Electrician	$3,000.00
Lighting Materials	$20,000.00
FX budget	$2,500.00
Sound Design	$3,500.00
Sound Crew	$4,000.00
Sound Materials	$15,000.00
Prop Design	$3,500.00
Prop Labor	$1,000.00
Prop Materials	$3,000.00
Wig Design	$3,000.00
Wig tech - performances	$1,000.00
Wig/Makeup Materials	$1,500.00
Rehearsal/Production Stage Manager	$3,500.00
Reh and Deck ASM	$1,500.00
Deck Management	$1,000.00
Actors + puppeteers	$14,000.00
Run Crew	$6,000.00
Audition Cord	$0.00
Audition/Rehearsal Space	
Audition Materials	$500.00

Digital Design	$1,000.00
Subtotal Without In-Kind	$199,000.00
Emergency Fund	$0.00
Total With Emergency Fund	$199,000.00
2023 Total Budget with Emergency Fund	$350,000
Emergency Fund	$350,000

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**9.**
Agenda Title:	**Discuss and consider action regarding an application from the Bee Cave Art Foundation for use of Hotel Occupancy Tax Funds.**
Council Action:	**Discussion and possible action**
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

To discuss and consider action regarding the funding request from the Bee Cave Art Foundation utilizing Hotel Occupancy Tax Funds.

2. DESCRIPTION/JUSTIFICATION

a) Background

The Bee Cave Art Foundation has held 2 previous Buzzfest Events at the Hill Country Galleria. The intent of the event is to create a visitor experience bringing awareness, education, and integration through art in public spaces.

b) Issues and Analysis

The funding request for the upcoming year is $60,000.

To date, the foundation has raised $60,000 in private contributions.

3. FINANCIAL/BUDGET

Amount Requested	$60,000	Fund/Account No.
Cert. Obligation		GO Funds
Other source		Grant title
Addtl tracking info		

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Buzzfest	Backup Material
Budget	Backup Material
Application	Backup Material

3rd Annual Bee Cave BUZZFEST Tech Art Festival
Application Attachment

Target Audiences
Families of all ages from the Bee Cave community and visitors to Bee Cave from surrounding cities within a 100-mile radius of Bee Cave.

Media List
News releases sent to news outlets within 100-mile radius of Bee Cave.
Paid Instagram and Facebook
Paid Do512 Events
BuzzFest Billboard in Austin
Local TV stations
KUT Radio Station
Austin American Statesman
Austin Family
Austin Chronicle
Community Impact
Neighbor for Bee Cave and Lakeway Magazine
Hill Country Galleria Eblasts
Bee Cave Arts Foundation eblasts with 2,000 subscribers
City of Bee Cave Website

Event Committee
Bee Cave Arts Foundation Director
Deby Childress
debychildress@gmail.com

Festival Curator/Designer
Barna Kantor
Barna@dadalab.io

Festival Curator/Designer
Kyle Evans
kyle@dadalab.io

Event Planning Timeline
August 2022- December 2022- Event Planning/ Installation Design
Jan 2023– October 2023 – Light Art installation fabrication, BUZZFEST Website, Marketing design work/ ad submissions to publications, and contracting artists
Oct 1, 2023– Nov. 11, 2023 - Marketing push
Nov 12-Nov 30 – event wrap up and documentation

Schedule of all activities
Nov. 8, 2023 - Event Set up and test
Nov. 9, 10, and 11, 2023 - Event 6-10pm
Nov. 12, 2023 - Break down

3rd Annual BuzzFest Budget			
Budget for 1/1 23-9/30/2023			Totals
Administration			
Event Curators - dadaLab	9 months @ $2000 per month	$18,000.00	
			$18,000.00
Installation manufacturing			
Installation 1		$20,000.00	
Installation 2		$20,000.00	
installation 3		$20,000.00	
			$60,000.00
Advertising			
graphic designer website designer / social media / marketing	7 months @ $2,000 per month	$14,000.00	
Instagram		$2,000.00	
Facebook		$2,000.00	
Printing		$1,600.00	
Paid Ads		$3,500.00	
Do512		$900.00	
Bill board		$5,000.00	
			$29,000.00
2022-2023 FISCAL YEAR TOTAL			$107,000.00
Budget for 10/1/23-11/30/23			
Event Curators - dadaLab	2 months @ $2,000 per month	$4,000.00	
bookkeeper	2 months @ $400 per month	$800.00	
			$4,800.00
Advertising			
graphic designer website designer / social media / marketing	1.5 months @ $2000 per month	$3,000.00	
Insta		$2,000.00	
Facebook		$2,000.00	
			$7,000.00
Music Talent			

Sonesta Hotel	4 nights @ $250 per night	$1,000.00	
artist 1		$6,000.00	
artist 2		$3,000.00	
artist 3		$3,000.00	
artist 4		$3,000.00	
local artist 1		$500.00	
local artist 2		$500.00	
Music Curator 1		$1,700.00	
Music Curator 2		$1,700.00	
			$20,400.00
Performers/Artists			
Dancers		$2,000.00	
Acrobats		$2,000.00	
Peacock People		$1,000.00	
motion graphics artist		$500.00	
motion graphics artist		$500.00	
installation artist		$500.00	
			$6,500.00
Equipment Rental			
University of Texas	loan of projectors/lenses	$0	
World Audio & Lights, LLC	truss systems, lighting and delivery	$12,000.00	
Event Power Electrical	power and power distribution	$4,000.00	
Art Seen Alliance	stage and cable ramp and installation	$3,000.00	
			$19,000.00
Contract Workers			
Event set up foreman		$1,300.00	
Lighting designer		$2,500.00	
sound engineer		$900.00	
contract hand #1		$400.00	
contract hand #2		$400.00	
			$5,500
Event Security			
Preibe Security	security for all equipment before & after event each day	$3,906.00	
Bee Cave Police	event security	$1,320.00	
Special Event Permit		$105.00	
			$5,331.00
Documentation			

Still Photographers		$1,200.00	
Videographers		$2,400.00	
Video Editing		$2,500.00	
Post Festival books		$1,000.00	
			$7,100.00
Award Applications			
Travel Texas		$180.00	
CodaWorx		$150.00	
Lumen Prize		$85.00	
			$415.00
October/November 2023			$76,046.00
TOTAL BUZZFEST Event			$183,046.00

HOT Request
$11,000
$20,000
$29,000
$60,000

CITY OF BEE CAVE

Application for Use of Hotel Occupancy Tax

Organization Information

Organization Name: Bee Cave Arts Foundation

Contact Name: Deby Childress Date: 12/6/2022 (MM/DD/YYYY)

Address: 12700 Hill Country Blvd #T125 (Street)

Bee Cave (City) Texas (State) 78738 (Zip Code)

Phone: 512-731-5868 Email: debychildress@gmail.com

Is your organization: ☑ Non-profit ☐ Private/For-Profit Tax ID# 27-3161727

Purpose of Organization:

Bee Cave Arts Foundation was formed in 2009. The Foundation is a 501(c)(3) nonprofit with a Mission to improve the quality of life in the community and to enhance the experience of visitors by bringing awareness, education and integration of a wide range of art throughout public spaces.

Statutory Test: Part One

Does your Event/Expenditure pass the statutory test, defined specifically as directly enhancing and promoting tourism in Bee Cave AND directly promoting the overnight accommodation industry in Bee Cave by increasing overnight stays? ☑ **Yes** ☐ **No**

Statutory Test : Part Two

Does your Event/Expenditure pass the statutory test defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories? ☑ **Yes** ☐ **No**

1. Funding the establishment, improvement, or maintenance of a convention or visitor information center;
2. Paying the administrative costs for facilitating convention registration;
3. Paying for advertising, solicitations, and promotion that attract tourists and convention delegates to the city or its vicinity;
4. Expenditures that promote the arts;
5. Funding historical restoration or preservation programs;
6. Certain sporting event related expenses;
7. Certain tourist shuttles;
8. Signage directing tourists to attractions frequently visited by hotel guests.

If the answer to one of the two statutory tests is NO, you are NOT eligible for Hotel Occupancy Tax (HOT) funds.

Event and/or Expenditure Description

Name of event/expenditure: 3rd Annual Bee Cave BUZZFEST Tech Art Festival

Website address: www.beecavebuzzfest.com and www.BeeCaveArts.Foundation

Date(s): November 9. 10, and 11, 2023

Will there be an admission charge? ☐Yes ☑No

List any additional charges (i.e. parking, entry fees for contests, etc...)

Activity:	BUZZFEST After Party	Cost:	$25
Activity:	Childrens BUZZFEST workshops	Cost:	$25
Activity:		Cost:	$

Primary location: 12700 Hill Country Blvd. #T125 Hill Country Galleria

What is specifically being marketed or promoted (i.e. facility, event, etc...)

The City of Bee Cave and the Bee Cave Arts Foundation are being promoted through a Free 3 day outdoor all ages Tech Art Festival bringing in top tech art musicians, designers and performers.

Purpose and goal of your organization and who benefits from your success:

The Bee Cave Arts Foundation is following their mission to improve the quality of life in the community and to enhance the experience of visitors by bringing awareness, education and integration of a wide range of art throughout public spaces. Our community and visitors benefit from an free public art display and performances

Impact

Number of people attending this event/expenditure from previous year:

Local: 14000 Out of Town: 1500

Number of people expected to attend this event/expenditure this year:

Local: 16000 Out of Town: 2500

Approximate number of people attending stay overnight in Bee Cave: 100

Do you reserve a room block for this event/expenditure? ☑Yes ☐No

List hotels you negotiated a special rate if this reimbursement request is being used for an event. DO NOT LIST RATES.

Sonesta Hotel

Funding Request

Total Amount Requested: $60,000

Does the proposed event plan to become self-supporting in the future? ☑ Yes ☐ No

Total advertising/promotion budget: $36,000

a) What is your organization's direct contribution to the above? $20,000

b) What other sources of funding are being applied for or have been received for the advertising/promotion of your organization?

Total event budget is $183,046. so far we have commitments for
$30,000 from the Hill Country Galleria
$30,000 from Nelda Studios

c) How will the funds be used?

To hire event curators, media specialist, pay for advertising and art installations

d) Please indicate all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising	$17,400
Radio	$KUT in kind
Newspaper	$earned ad
Press Releases to Media	$media Specialist
Television	$in kind
Direct Mailing	$NA
Distribution of Brochures	$1600
Other (describe)	$

Along with the application, submit the following as attachments ***(required)***:

1. Itemized list of relevant expenditures;
2. Marketing plan including target audience and detailed media list;
3. Board of Directors and/or Event Committee with contact information;
4. Event planning timeline;
5. Schedule of all activities.

Please return completed application with attachments and signature to:

City of Bee Cave
4000 Galleria Parkway
Bee Cave, TX 78738
Attn: City Manager re: HOT Application

For additional questions, please contact the Bee Cave City Manager (512) 767-6600.

With my signature below, I understand the Hotel Occupancy Tax (HOT) Application, Process, Reimbursement, and all associated Rules Governing the Application established by the City of Bee Cave. I intend to use this funding for the event as described herein to promote the efforts of the City of Bee Cave in enhancing and promoting tourism and the convention and hotel industry by attracting visitors from outside Bee Cave.

I have read the Hotel Occupancy Tax (HOT) Application guidelines including the Rules Governing the Application and the Reimbursement Process.

I understand that if awarded, my request for Hotel Occupancy Tax (HOT) funding by the City of Bee Cave, any deviation from the approved event or the Rules Governing the Application may result in a partial or total withdrawal of the Local Hotel Occupancy Tax (HOT) funding.

Bee Cave Arts Foundation
Organization Name

Debby Childress
Applicant Signature

12/6/2022
Date

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**10.**
Agenda Title:	**Discuss and possible action on approving a fundraising program with local school groups for use of the Ice Skating Rink.**
Council Action:	**Discussion and possible action**
Department:	**Administration**
Staff Contact:	**Dori Kelley**

1. INTRODUCTION/PURPOSE

Rough Hollow Elementary School requested to host Spirit Night on the ice skating rink Thursday, December 15th.

2. DESCRIPTION/JUSTIFICATION

a) Background

Supporting our local schools on the ice rink will also bring new eyes to the rink and further our relations with the school district and the community.

b) Issues and Analysis

Spirit Night is when a school receives a percentage of the proceeds generated on the scheduled date. Bee Cave on Ice charges $15 per ticket. We would kick back $5 per ticket generated with a Rough Hollow Elementary coupon code back to the PTO.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

We would like to request that council considers approving this as an individual situation and direct staff to have policy for next year.

ATTACHMENTS:

	Description	Type
🗋	Formal request from RHE	Backup Material

Rough Hollow Elementary

Parent Teacher Organization

4219 Bee Creek Rd.
Spicewood, TX 78669

December 9, 2022

Dori,

Thank you so much for working with us to plan a RHE Spirit Night at Bee Cave on Ice. We are thrilled to bring this idea to life! As the last day of school for the semester will be 12/16, we would like to request the spirit night be held on Thursday, December 15, 2022.

The Rough Hollow Elementary Parent Teacher Organization (PTO) strives to sustain close relationships between parents, teachers, and students through evolving opportunities within the home, school, and community. Many of our efforts would not be possible without the support of community members who help us raise funds through conventional and creative methods.

Rough Hollow Elementary PTO helps to provide:

- Community events
- Teacher seminars
- S.T.E.M. supplies
- Library shelves and supplies
- Curriculum materials
- Staff appreciation events
- And more!

Thank you for your consideration to host a spirit event. We're looking forward to packing the ice with RHE holiday spirit next Thursday! Most of all, thank you for supporting our children!

All the best,

Jennifer Pierson
RHE PTO Spirit Committee
512-924-4833
huff.jen@gmail.com

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**11.**
Agenda Title:	**Discuss and consider action on Ordinance No. 495 amending Appendix A (Fee Schedule) of the Bee Cave Code of Ordinances**
Council Action:	
Department:	**Planning and Development**
Staff Contact:	**E. Megan Will, Director of Planning & Development**

1. INTRODUCTION/PURPOSE

The purpose of this agenda item is for the Council to discuss and consider action on amendments to the city's fee schedule for to building, development, and library fees.

2. DESCRIPTION/JUSTIFICATION

a) Background

The last major update of the City's fee schedule was Ordinance 222 passed in 2014. In June 2022 the City adopted the Unified Development Code (UDC) a major update of the city's development codes that introduced a number of new planning and development application types not represented in the current fee schedule. Additionally, updates to the library related fines and fees are recommended by the Library staff based on library best practices.

b) Issues and Analysis

Planning & Development staff reviewed the fee schedules for other municipalities to aid in developing fees for new applications and updating remaining fees for consistency with what is being charged in the Austin metropolitan area. P&D staff also considered the typical staff effort expended in review of each application type and the use of 3rd party reviewers for some application components such as traffic impact analysis. A spreadsheet comparison of fees across the region is attached.

Library staff recommends eliminating certain fines and fees in accordance with library best practices. Many, if not most, public libraries around Texas have instituted fine-free practices, which has been shown not to impact material return rates. Fine elimination will keep our library accessible to our patrons. The interlibrary loan postage fee and fax charge are no longer needed.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Staff recommends approval of Ordinance 495.

ATTACHMENTS:

Description	Type
Ord. 495 Fee Schedule Update	Ordinance
Ord. 495 Exhibit A - Fee Schedule	Exhibit
Fee Schedule Comparison	Backup Material

ORDINANCE NO. 495

AN ORDINANCE OF THE CITY OF BEE CAVE AMENDING ARTICLE A2.000 THROUGH A4.000, FEE SCHEDULE OF THE CODE OF ORDINANCES OF THE CITY; PROVIDING FOR NEW CATAGORIES OF FEES, BUILDING AND DEVELOPMENT FEES, REIMBURSEMENT FOR CERTAIN PROFESSIONAL COSTS, DEVELOPMENT RELATED FEES, ADMINISTRATIVE FEES, PERMITS; COMPLIANCE REVIEW SERVICES FEES; AND LIBRARY FEES; PROVIDING FOR FINDINGS OF FACT; A SAVINGS CLAUSE, SEVERABILITY, REPEALER, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

WHEREAS, the City of Bee Cave is lawfully incorporated as a Home Rule municipality and the City Council is the governing body of the City; and,

WHEREAS, the City recognizes its responsibility and authority to impose various fees and charges that are necessary to cover the City's cost for administering and overseeing the regulatory programs of the City and for the government of the City, its interest, welfare, and good order of the City as a body politic.

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

SECTION 1. Appendix A, "Fee Schedule" is hereby amended and attached hereto as Exhibit A. Such Fee Schedule is adopted and incorporated herein for all purposes.

SECTION 2. Findings of Fact. All of the above premises are hereby found to be true and correct legislative and factual findings of the City of Bee Cave and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 3. Savings Clause. The repeal of any ordinance or part of ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the City under any section or provisions of any ordinances at the time of passage of this ordinance.

SECTION 4. Severability. If any provision, section, sentence, clause or phrase of this Ordinance or application of the same to any person or set of circumstances is for reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council of the City of Bee Cave in adopting, and the Mayor in approving this Ordinance, that no portion thereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality or invalidity of any portion, provision or regulation.

SECTION 5. Repealer. The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinance or parts of ordinances inconsistent or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent. This Ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance.

SECTION 6. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

SECTION 7. Notice and Meeting Clause. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

CITY OF BEE CAVE:

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

[SEAL]

APPROVED AS TO FORM:

_____
City Attorney
DENTON NAVARRO ROCHA BERNAL & ZECH, PC

EXHIBIT A

CITY OF BEE CAVE FEE SCHEDULE

ARTICLE A1.000 PAYMENT OF BUILDING AND DEVELOPMENT RELATED FEES

(a) All permit fees, re-inspection fees, and other associated fees shall be paid prior to obtaining a final inspection and certificate of occupancy.

(b) Development application fees, including engineering and legal fee deposits and traffic impact analysis review deposits, shall be paid when a complete application is submitted, prior to technical review by staff.

(c) Any applicable publication and notification fees shall be paid before an application is considered for approval by the appropriate decision making body.

(d) Any applicable recordation fees are due prior to filing documents with the Travis County Clerk.

(e) Any outstanding fee balance shall be paid in full prior to the execution of the associated ordinance, plat, or document, or issuance of the associated permit.

(f) All fees are nonrefundable.

(g) Fees where original application denied. If any application for a permit for which a fee has been paid pursuant to this appendix A is denied, a new application shall be filed, and the fees required by this appendix A shall be paid.

(h) Fees where construction started before permit application. If construction of any facility for which a fee is required to be paid pursuant to this appendix A is commenced before the permit is granted, the foregoing fees shall be doubled for that facility.

(i) Fees for violation of a stop work order. If construction on any facility is commenced or continued in violation of a stop work order issued by the City, the owner of the facility shall be required to pay an amount equal to the construction fees.

ARTICLE A2.000 BUILDING RELATED FEES

Technology Fee: Charged by the cost of the permit issued in A2.

Permit Cost	Fee
$ 1.00 - $ 100.99	$ 5.00
$ 101.00 - $ 250.99	$ 7.00
$ 251.00 - $ 500.99	$ 10.00
$ 501.00 - $ 1,000.99	$ 20.00
$ 1,001.00 - $ 2,500.99	$ 50.00
$ 2,501.00 - $ 5,000.99	$ 75.00
$ 5,001.00 - $ 10,000.99	$ 100.00
$ 10,001.00 +	$ 125.00

(a) Building plan review fees:

(1) Residential:

(A) $75.00, under 5,000 sq. ft.;

(B) $150.00 over or equal to 5,000 sq. ft.

(2) Nonresidential: $0.15/per square foot. (see subsection (p) for parking garage fees)

(3) Shell: $75.00, flat rate.

(b) Building permits: $0.10 per square foot of total foundation and floor area. (see subsection (p) for parking garage fees)

(c) Temporary concession stand: $250.00 each. Buildings, minimum $25.00.

(d) Road construction inspection fees: $50.00 per linear foot.

(e) Re-inspection fees: $150.00 each (see subsection (o)(2) for safety related pool re-inspection fees).

(f) Signs:

(1) Temporary sign application: $50.00 each.

(2) Permanent signs other than those listed below: $75.00 plus $0.50 per SQ FT of sign area and $25 for electrical permit, if applicable

(A) Order boards: $250 plus $25 for electrical permit

(B) Electronic message boards: $500 (applies to public school campuses only) plus $25 for electrical permit

(3) Sign Package application:

(A) New: $1,000.

(B) Amendment: $ 500.

Each sign covered by an approved Sign Package are subject to applicable permit fees at the time of permitting

(4) Sign Variance: $250.00 each.

(g) Contractor registration fee: $25.00 each. All contractors and subcontractors must register with the City annually.

(h) Plumbing:

(1) Residential: $0.10 per square foot for total foundation/floor area; minimum $25.00.

(2) Nonresidential: $0.15 per square foot for total foundation/floor area; minimum $25.00.

(3) Water/sewer yard line: $25.00 each.

(4) Outside utility construction: $0.05 per linear foot, both residential construction and nonresidential construction.

(5) Landscape sprinkler: $0.05 per linear foot for outside system.

(i) Electrical:

(1) Residential: $0.10 per square foot of total foundation/floor area including porches, patios, and accessory buildings; minimum $25.00.

(2) Nonresidential: $0.15 per square foot of total foundation/floor area; minimum $25.00.

(j) Fence

(1) Residential: $50.00 each.

(2) Nonresidential: $150 each.

(k) Mechanical:

(1) Residential: $0.10 per square foot for total foundation/floor area; minimum $25.00.

(2) Nonresidential: $0.15 per square foot for total foundation/floor area; minimum $25.00.

(3) Gasoline pumps: No fee.

(4) Underground bulk: $75.00 per tank.

(l) Flat work permit fee (driveways, sidewalks, parking lots, etc.): $0.05 per square foot.

(m) OSSF (septic):

(1) Private sewage system, single-family: $300.00 per system, new and modification of systems.

(2) PSS, SF re-inspection: $100.00 per system, includes new license.

(3) Private sewage system, commercial/multiple-family: $500.00 per system, new and modification of systems.

(4) PSS, CMF re-inspection: $200.00 per system, includes new licenses.

(n) Infrastructure reviews:

(1) Streets: $0.75 per linear foot.

(2) Water: $0.25 per linear foot.

(3) Wastewater: $0.25 per linear foot.

(4) Drainage: $0.75 per linear foot.

(o) Swimming pool:

(1) Permit fee: $150.00 each.

(2) Re-inspection fee for safety and security violation: $350.00 each.

(p) Parking garage:

(1) Permit and plan review fees shall be charged at rate of 5% of the applicable nonresidential fee.

(q) Tree removal permit:

(1) Residential: No Charge, permit required

(2) Nonresidential: $150

(3) Unpermitted tree removal, permit after the fact: $500 per caliper inch removed.

ARTICLE A3.000 DEVELOPMENT RELATED FEES

Technology Fee: Charged by the cost of the application in Section A3.

Permit Cost	Fee
$ 1.00 - $ 100.99	$ 5.00
$ 101.00 - $ 250.99	$ 7.00
$ 251.00 - $ 500.99	$ 10.00
$ 501.00 - $ 1,000.99	$ 20.00
$ 1,001.00 - $ 2,500.99	$ 50.00
$ 2,501.00 - $ 5,000.99	$ 75.00
$ 5,001.00 - $ 10,000.99	$ 100.00
$ 10,001.00 +	$ 125.00

(a) **Sec. A3.001 Subdivision Applications**—sum of all applicable fees included within this Section A3.001.

(1) Letter of Certification (LOC):

i. Preliminary Plat or Development Plat: $1,250 plus $50 per lot/unit (condo) or per acre, whichever is greater

ii. Preliminary Plat Amendment: $250 plus $50 per lot/unit (condo) or per acre, whichever is greater

iii. Final Plat: $850 plus $25 per lot/unit (condo) or per acre, whichever is greater

iv. Replat: $850 plus $25 per lot/unit (condo) or per acre, whichever is greater

v. Amending Plat: $350 plus $25 per lot/unit (condo) or per acre, whichever is greater

vi. Short Form Final Plat: $500 plus $25 per lot/unit (condo) or per acre, whichever is greater

vii. Minor Plat: $350 plus $25 per lot/unit (condo) or per acre, whichever is greater

viii. Development Plat: $2,500

ix. Subdivision Construction Plans: One and a half percent (1.5%) of infrastructure cost estimate, maximum of $30,000, and $2,500 engineering deposit.

x. LOC review beyond the 3rd review cycle (i.e. 4th submittal) : ten percent (10%) of the base application fee per additional review.

(2) Plat Review Fees
If a Letter of Certification Application is not required, the fees shall be as listed below plus the applicable Letter of Certification fees. –

Plat Type	Fee
Preliminary plat	$500.00
Final plat	$250.00
Short form final plat	$150.00
Minor plat	$150.00
Replat	$250.00
Amending Plat	$150.00
Development Plat	$500.00

(3) Subdivision Construction Plan Review Fee: $500 or $500 plus the applicable Letter of Certification fee if no Letter of Certification is required.

(4) Subdivision Construction Plan Revision: Revised plan sheets 1 – 4: $500; additional revised plan sheets $250 each

(5) Subdivision Construction Plan Amendment: Three percent (3%) of the infrastructure construction amendment cost estimate; maximum of $10,000.

(6) Subdivision Construction Plan Inspection: Two percent (2%) of the infrastructure cost estimate excluding utilities. Due at plan approval prior to scheduling required pre-construction meeting.

(7) Petition for Subdivision Waiver: $150 per waiver plus $250 City Council meeting fee.

(8) Easements, Restrictive Covenants, and other Separate Instrument document review and recordation: $250 each plus applicable recordation fees, see Section A3.011.

(9) Easement, Plat or Right-of-Way Vacations (full or partial)

i. Easement: $300 plus applicable recordation fees, see Section A3.011

ii. Plat: $500 + $50/lot or unit or $50/acre whichever is greater, plus applicable recordation fees, see Section A3.011

iii. Right-of-Way: $500 plus applicable recordation fees, see Section A3.011

(10) Trip Generation, Traffic Impact Analysis, and related reviews: If required, see Section A3.008 for applicable fees.

(11) Parkland Dedication Fee in Lieu: The fee shall be based on the Travis County Appraisal District's current market value of the subject property, prorated on a per acre basis for the required parkland dedication acreage. See UDC Section 6.3.

(12) Notification and Publication: If required, see Section A3.010 for applicable fees.

(13) Recordation – See Section A3.011.

(14) GIS Digitizing Fee, see Section A3. 015.

Sec. A3.002 Comprehensive Plan & Zoning.

Fees charged shall be the sum all applicable fees included within this Section A3.002

(a) Amendment to Zoning Map (Rezoning): $1,500.

(b) Concept Plan Review: $5,000, when required as part of a Rezoning or PDD Amendment Application. Review beyond the 3rd review cycle (i.e., 4th submittal) will incur an additional fee of $500 per additional review.

(c) Amendment to Zoning Text: $1,500 and $2,000 Legal deposit. The applicant shall provide an initial deposit to cover third party review fees incurred by the City. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit the applicant is responsible for the balance. Professional review fees are as set forth in Section A3.009.

(d) Establishment of a New Zoning District: $150 per acre (minimum 80 acres) and $5,000 Legal and Engineering deposit. The applicant shall provide an initial deposit to cover third party review fees incurred by the City. If the actual cost of these fees is less than the

deposit, the applicant will be reimbursed the balance; if it exceeds the deposit the applicant is responsible for the balance. Professional review fees are as set forth in Section A3.009.

(e) Planned Development District Amendment:

(1) Major $3,000.00 and $200.00 per acre and $2,000 Legal and Engineering deposit. The applicant shall provide an initial deposit to cover third party review fees incurred by the City. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit the applicant is responsible for the balance. Professional review fees are as set forth in Section A3.009.

(2) Minor $1,500.

(f) Vested Rights Petition: $750 and $2,000 Legal deposit. The applicant shall provide an initial deposit to cover third party review fees incurred by the City. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit the applicant is responsible for the balance. Professional review fees are as set forth in Section A3.009.

(g) Zoning Variance: $500 per request. Each section of Code from which a deviation is necessary is a separate request.

(h) Appeal of Administrative Action: $500.

(i) Special Exception: $500.

(j) Public Hearing Postponement: $250 and publication and notification fees as applicable for re-noticing, see A3.010 below. Fee shall be charged when an applicant requests postponement of a Public Hearing for an application after the Public Hearing notice has been sent to the newspaper for publication or notification letters have been sent to property owners.

(k) Comprehensive Plan Amendments:

(1) Future Land Use Map Changes: fees assessed based on acreage of land affected

i. Less than 5 acres $2,500.00.

ii. 5 acres to 25 acres $5,000.00.

iii. More than 25 acres $10,000.00.

(2) Thoroughfare Plan Changes: $5,000.

(3) Text Changes: $2,500.

(l) Trip Generation, Traffic Impact Analysis, and related reviews: If required, see Section A3.008 for applicable fees.

(m) Publication and Notification: If required, see Section A3.010 for applicable fees.

(n) Recordation: If required, See Section A3.011 for applicable fees.

(o) GIS Digitizing Fee, see Section A3. 015.

Sec. A3.003 Site Plan.

(a) Site Plan Application and Review —sum of all applicable fees included within this Section A3.003.

(1) Site Plan Review Fee:

(A) New Site Plan:

1. 0 to 5 acres: $10,000.00

2. > 5 to 25 acres: $15,000.00

3. > 25 to 100 acres: $25,000.00

4. >100 acres: $35,000.00

5. Review beyond the 3rd review cycle (i.e. 4th submittal): ten percent (10%) of the base application fee per additional review.

(B) Site Plan Revision: $500.00 Revised plan sheets 1-4 and $250 each additional revised plan sheet.

(C) Site Plan Amendment: $1,000.00.

(2) Trip Generation, Traffic Impact Analysis, and related reviews: If required, see Section A3.008 for applicable fees.

(3) GIS Digitizing Fee, see Section A3.015.

(4) Tree replacement fee-in-lieu: *Applied if fee-in-lieu is approved*. $250.00 per caliper inch.

(5) Permit Cut in Street or Right-of-Way: If required at Site Plan, see Section A3.006 for applicable fees.

(6) Site Plan Waiver Request: $150 per request and $250 City Council meeting fee. Each section of Code from which a deviation is necessary is a separate request.

(7) Easements, Restrictive Covenants, and other Separate Instrument document review and recordation: $250 each plus applicable recordation fees, see Section A3.011.

(8) Site Preparation/Grading/Excavation without an approved Subdivision Construction Plan or Site Plan: $500 and $50 per acre or portion thereof.

Sec. A3.004 Nonpoint source pollution control

(a) Non-Point Source Pollution Plan Review Fee and Permit: *Based on acreage*

(1) 0 to 5 acres: $5,000.00

(2) >5acres to 25 acres: $10,000.00

(3) >25 acres to 100 acres: $15,000.00

(4) >100+ acres: $25,000.00

(5) Review beyond the 3rd review cycle (i.e. 4th submittal): ten percent (10%) of the base application fee per additional review.

(b) Annual Non-Point Source Pollution Control Operating Permit. *Assessed annually.*

(1) 0 to 5 acres: $250.00

(2) >5 acres to 25 acres: $500.00

(3) >25 acres to 100 acres: $1,000.00

(4) >100 acres: $1,500.00

(c) NPS waiver request: $500 per request and $250 City Council meeting fee. Each section of Code from which a deviation is necessary is a separate request.

Sec. A3.006 Right of Way Permits

(a) Right-of-way cut: $100.00 per cut.

(b) Street cut: $200.00 per street cut.

(c) Right-of-way use permit:

(1) Shor-term, less than 24 hours

i. $25.00 Neighborhood or Non-profit organization

ii. $50.00 Commercial purposes

(2) Long Term, more than 24 hours: $100 and $100 per week per lane per block

(d) Right-of-Way License Agreement: $250

Sec. A3.007 Wireless communication facilities

(a) Stealth wireless communications facility: $2,500.00 each; NTE $3,000.00.

(b) Attached wireless communications facility: $3,000.00 each; NTE $3,500.00.

(c) Replacement of existing structure:

(1) Like structure: $4,000.00; NTE $4,000.00.

(2) Attached: $2,500.00; NTE $3,000.00.

(d) Colocation on existing antenna support: $5,000.00 each; NTE $4,000.00.

(e) Colocation on stealth structure: $2,500.00 each; NTE $2,500.00.

(f) New antenna support structure: $7,500.00 each; NTE $7,500.00.

(g) Satellite earth station: $500.00 each.

(h) AM/FM/TV/DTV antenna support structure: $10,000.00 each; NTE $10,000.00.

(i) Amateur wireless facility application fee: $100.00 each.

(j) Cash bond: $5,000.00, flat rate; must post this to cover removal costs.

Sec. A3.008 Traffic Impact Analysis Review

(a) Trip Generation Report (i.e. Trip Gen Worksheet) Review: $250.00

(p) Turn Lane Analysis or Circulation Study Review: $500.00 and $1,500.00 Engineering deposit. The applicant shall provide an initial deposit to cover third party review fees incurred by the City. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit the applicant is responsible for the balance. Professional review fees are as set forth in Section A3.009.

(q) Traffic Impact Analysis Scoping Meeting: $500.00.

(r) Traffic Impact Analysis Review (new or amended): $800.00 and $2,500.00 Engineering deposit. The applicant shall provide an initial deposit to cover third party review fees incurred by the City. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit the applicant is responsible for the balance. Professional review fees are as set forth in Section A3.009.

Sec. A3. 009 Professional Review Fees

(a) For applications where legal and engineering deposits apply hourly rates shall be charged as invoiced to the City by the third-party provider.

Sec. A3.010 Publication and Notification Fees

(a) Legal notice in newspaper: $250.00, each. This fee includes cost to publish Public Hearing notice in Lake Travis View. If publication is the Austin American Statesman is required, the applicant is responsible for the actual cost of the notice.

(b) Property owner notification letters: $2.50 each property owner. When multiple noticed properties have the same owner, a single letter will be sent.

Sec. A3.011 Recordation Fees

(a) Recordation (e.g., plats, separate instruments, license agreements): $25 plus applicable current Travis County Clerk recordation fees. Fees as of 12/1/22 as follows:

(1) Plats: $48 first page, $27 each additional page

(2) Other Documents: $26 first page; $4 each additional page

Sec. A3.012 Street Name Change Fees.

(a) Street name change requests; sum of all applicable fees included below:

(1) $250.00 flat fee per request.

(2) Publication and notification fees, if applicable, see Section A3.010.

(3) The estimated cost of the manufacture and installation of new street name signs, calculated under Section16.05.004(a) and (b).

Sec. A3.013 Annexation Fees.

(a) Annexation: $750 plus applicable publication and notification fees, see Section A3.010 and GIS digitizing fee, see Section A3.015.

Sec. A3.014 Development Agreement Fees.

(a) Development Agreement – sum of all applicable fees included within section below.

(1) $2,000.00 flat fee, new agreement, or amendment

(2) Traffic Impact Analysis Review – If required, see Section A3.008 for applicable fees.

(3) Legal and Engineering Fee Deposit –The applicant shall provide an initial deposit to cover professional fees incurred by the City. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit, the applicant is responsible for the balance. Professional review fees are set at the rates in Section A3.009.

i. New Development Agreement: $5,000.00

ii. Amended Development Agreement: $500.00

(4) Recordation: see Section A3.011 for applicable fees.

Section A3.015 GIS Digitizing Fees.

(a) $50.00 applied to any annexation, zoning, subdivision, zoning or site plan application.

Sec. A3.016 Miscellaneous Fees.

(a) Pre Application Meeting: no charge for first meeting, $500 for second and each additional meeting.

(b) Application Comment Review Meeting: no charge for first meeting; $500 for second and each additional meeting.

(c) Zoning Verification Letter: $50 per lot or parcel.

(d) LOMR/CLOMR:
  (1) $2,500.00 CLOMR or LOMR without an approved CLOMR.
  (2) $1,500.00 LOMR with an approved CLOMR.
  (3) $500.00 LOMA.

(e) Water Quality Easement Swap: $250.00

ARTICLE A4.000 PUBLIC LIBRARY

(a) Cost of copies (black and white): $0.20 per page.

(b) Lost or damaged item: Replacement cost of item, plus $5.00 processing fee.

(c) Replacement card: $1.00 per item.

COBC Application	Current Fee	Proposed Fee	Lakeway (2019)	Westlake Hills (2022)	Cedar Park (2009/2019)	Pflugerville (2022)	Round Rock (2018)	Leander (2003 & later)	Dripping Springs (2022)	Kyle (2022)	San Marcos (2019)	Marble Falls (2018 & later)	Buda (2022)	Others	Notes
Technology	$5-$125 based on base fee	No Change				$15 per application		$25 apps more than $250 $10 apps less than $250			$13.00		$15.00		
Subdivision															
Letter of Certification (LOC)	New Application Type	Prelim Plat: $1,250 +$50 per lot/unit (condo) or per acre whichever is greater Prelim Plat Amendment: $250 +$50 per lot/unit (condo) or per acre whichever is greater Final Plat: $850 +$25 per lot/unit (condo) or per acre whichever is greater Replat: $850 +$25 per lot/unit (condo) or per acre whichever is greater Amending Plat: $350 +$25 per lot/unit (condo) or per acre whichever is greater Short Form Final Plat: $500 +$25 per lot/unit (condo) or per acre whichever is greater Minor Plat: $350 +$25 per lot/unit (condo) or per acre whichever is greater Development Plat: $2500 (single lot plat) SCP: 1.5% of Infrastructure Cost Estimate up to $30,000.00 and $2,500.00 Deposit for Outside Engineering Review Beyond 3rd Review Cycle (i.e. 4th submittal): $10% of base application fee per Additional Review Cycle													Due to the "shot clock" the technical review for plats is now done through the pre-app LOC process. Therefore, the review fees for LOC are heavier than for the actual plat applications
Preliminary Plat	$700-$4,000 acreage based	$500 w/ LOC or LOC Costs + $500 if no LOC is required (old code)	$500 + $50/lot	$500+ $200/lot residential or $200/land use/acre nonresidential	$500 + $48 per lot or acre, whichever is greater (planning fee) $750 + 10 per lot or acre, whichever is greater (public works fee)	$30/lot minimum $1,000 + $265 each review beyond 3 review cycles	$500 + $25/lot + legal review + notification	$1,000.00 + $50.00 per lot or acre or portion thereof (whichever is greater)	Preliminary Plat (Major Plat) Filing Fee: $500.00/plat, plus $225.00 per lot Preliminary Plat Major Revision Filing Fee: 50% of the Preliminary Plat (Major Plat filing fee) Preliminary Plat Minor Revision Filing Fee: $500.00/plat, plus $60.00 per lot affected	$1,002.58 + $6.04/lot	$1,057.00 plus $50 /acre ($2,500 max) + $296 each resubmittal after 2nd	$440 + $45 per lot	$2,000.00 + greater of $50.00/lot or $50.00/acre.		Plat application fees adjusted due to new Letter of Certification requirement

COBC Application	Current Fee	Proposed Fee	Lakeway (2019)	Westlake Hills (2022)	Cedar Park (2009/2019)	Pflugerville (2022)	Round Rock (2018)	Leander (2003 & later)	Dripping Springs (2022)	Kyle (2022)	San Marcos (2019)	Marble Falls (2018 & later)	Buda (2022)	Others	Notes
Final Plat	$500-$2,000 acreage based	$250 w/ LOC or LOC Costs + $250 if no LOC is required (old code)	Major: $500 + $50/lot + cost of advertising and notifications Minor: $250 + $50/lot	$500+ $200/lot residential or $200/land use/acre nonresidential	$700 + $8/lot or acre, whichever is greater (PL fee) $500 + $5/lot or acre, whichever is greater (PW fee)	$15/lot minimum $500 + $250 public hearing fee + $250 each review beyond 3 review cycles	$500 + $25/lot + legal review	$750.00 + $20.00 per lot or acre or portion thereof (whichever is greater)	$250 +$450/lot	$1,142.76 + $18.11/acre	$1,321.00 plus $100 /acre ($2,500 max) + $296 each resubmittal after 2nd	$415 + $45 per lot	$1,200.00 + greater of $25.00/lot or $25.00/acre.		Plat application fees adjusted due to new Letter of Certification requirement
Short Form Final Plat	New Application Type	$150.00			$500 (PL fee) $50 (PW fee)			$550.00							Plat application fees adjusted due to new Letter of Certification requirement
Minor Plat	$350.00	$150 or LOC Costs + $150 if no LOC is required (old code)	Minor: $250 + $50/lot				$300 + legal review		$500.00		$529.00 plus $100 /acre ($1,000 max) + $296 each resubmittal after 2nd	$215 + $45 per lot			Plat application fees adjusted due to new Letter of Certification requirement
Replat	$500-$2,000 acreage based	$250 or LOC Costs + $250 if no LOC is required (old code)	Same as Final Plat fees		Same as new subdivision (i.e. Final Plat)		$500 + $25/lot + legal review + notification		$500 + $250/lot		$1,057.00 plus $50 /acre ($3,000 max) + $296 each resubmittal after 2nd	$265 + $45 per lot	$120.00 + greater of $25.00/lot or $25.00/acre.		Plat application fees adjusted due to new Letter of Certification requirement
Amending Plat	$350.00	$150.00	Major: $500 + $50/lot+ cost of advertising and notifications Minor: $250 + $50/lot				$500 + $25/lot + legal review	$500.00	$500.00		$529.00 plus $100 /acre ($1,000 max) + $296 each resubmittal after 2nd	$215 + $45 per lot	$750.00 + greater of $25.00/lot or $25.00/acre.		Plat application fees adjusted due to new Letter of Certification requirement
Development Plat	$500-$2,000 acreage based	$500 w/ LOC or LOC Costs + $500 if no LOC is required (old code)										$265 + $45 per lot or $35 per acre (whichever is more)			Plat application fees adjusted due to new Letter of Certification requirement
Subdivision Construction Plans (SCP)	Site/NPS Fees charged	$500 w/ LOC or LOC Costs + $500 if no LOC is required (old code)	2% of estimated construction cost for all improvements except utilities		$500 + $10 ac. or lot whichever is greater + inspection fees based on % of total construction costs	Due Upon Application Submittal $500.00 per Application Due Upon Plan Approval 3.5% of Infrastructure Cost Estimate Review Beyond 3 Review Cycles: $250.00 per Additional Review Cycle			same as site development plans	$1,838.52 +1.5% of value of improvements	$2,378.00 plus $50.00 /acre ($4,000 max)	N/A - See NPS Fees	$1,500.00 + 0.035 x Public Infrastructure Cost (includes Completion Review and 2 Plan Reviews. A 3rd Plan Review requires payment of a new full review fee.) $1000 each for review, corrections, revisions		SCP application fees adjusted due to new Letter of Certification requirement ($500 w/ LOC or LOC Costs + $500 if no LOC is required (old code))
Subdivision Construction Plan Revision/Amendment	Revision - No charge Amendment- $250.00	Revisions: Sheets 1-4: $500 Sheets 5+: $250 Amendments: Must be Pre-Construction 3% of Infrastructure Construction Amendment Cost Estimate up to $10,000.00													
Subdivision Construction Plan Inspection		2% of public infrastructure cost excluding utilities, due at plan approval prior to scheduling of pre-construction meeting													
Petition for Subdivision Waiver - if requested	New Application Type (done w/o charge or formal application previously)	$150 per waiver + $250 CC Mtg. Fee		$250 residential $500 commercial each	$100 each	$200 each/ min. $500		$250.00	$500.00	$564.53	$740 + $296 each resubmittal after 2nd	$150.00		Kauffman, TX $250 Travis co. $2564-$3881 New Braunfels $150	Waiver requests require CC action. A plat automatically goes to CC for approval if there are waivers requested.

COBC Application	Current Fee	Proposed Fee	Lakeway (2019)	Westlake Hills (2022)	Cedar Park (2009/2019)	Pflugerville (2022)	Round Rock (2018)	Leander (2003 & later)	Dripping Springs (2022)	Kyle (2022)	San Marcos (2019)	Marble Falls (2018 & later)	Buda (2022)	Others	Notes
Easement, Plat, or ROW Vacation (full or partial)	$300.00	Easement $350 Plat Vacations $500 + $50/lot or unit or $50 acre whichever is greater ROW $500 + legal review fees as applicable	Major: $500 + $50/lot + cost of advertising and notifications Minor: $250 + $50/lot Street: $500 + cost of advertising and notifications	$200/vacation document filing	$100.00	$250/application	Release of Easement $250 + legal review Plat Vacations $500 + legal review Building Line Vacations $500 + legal review	$250.00 plus $100.00 per page or portion thereof (8.5" x 11" pages, 12 pt. type) Restrictive covenant, deed restriction, development agreement, shared parking agreement, plat vacation or similar document ROW Vacation $250 + $0.05/SQFT of ROW Easement/Vacation $100+recordation	$500/plat $300/easement or right-of-way	$310.24	Plat $178 + $296 each resubmittal after 2nd Street/Alley $1,057.00	$265 - Plat $250 - street/alley	Plat - $750.00 + greater of $25.00/lot or $25.00/acre ROW - $500 + escrow consultant review		
Parkland Fee in Lieu	as per code - $1000.00 per acre, with the minimum of $1000.00	Per UDC it is to be "A fee set by the City Council based on the market value of the required acreage" Recommend using the TCAD market value of land per acre											$800 per DU dedication FIL $1000 per DU improvement FIL		
Waiver of Right to 30-day action for Subdivision Plats	No Charge	No Charge													
Zoning															
Amendment to Zoning Map REZONING	$1,500 + engineering and legal deposit ($1,000)	$1,500 +notice and publication fees + concept plan and trip generation report review fees as applicable	$250 + cost of advertising and notifications & outside consultant fees	$1000 + $150 for notifications	$300 up to 3 ac +3 ac. $25 each. add. Ac Max $2000	5 acres or less: $500 5-10 acres: $1,000 Greater than 10 acres: $2,500	$750 under 30ac. $900 +30ac + notifications	$300.00 +$30.00 per acre or portion thereof	$500/lot, tract or parcel	$428.06 +$3.62/ac.	$1,057 +$100/ac. (max. $3,000)	0 to 5 Acres$500 6 to 10 Acres$765 Over 10 Acres$1,015	$950.00 + $100.00/acre + notice fees		The Planning Director, Planning and Zoning Commission, or City Council may require a Concept Plan for any request to rezone to a higher-intensity zoning district (such as residential "R" to mixed-use "MU" or commercial).
Concept Plan	Concept plan only (i.e. no associated rezoning, planned development district (PDD), nor development agreement (DA) application): $500.00	$5,000 when required as part of a Rezoning or PDD Amendment Application 10% of base application fee per resubmittal after 3rd review (i.e. 4th submittal)													
Amendment to Zoning Text	$1,500 + engineering and legal deposit ($1,000)	$1,500 + legal deposit ($2,000)				$500.00			$500.00	$200.00	$317.00				
Establishment of a New Zoning District	Current PDD Application Costs $3,000.00 flat fee. + $150.00/ordinance deviation or change to existing PDD + Traffic impact analysis review: If required + Notice: Flat fee includes cost to post notice in Lake Travis View. If an applicant elects to post notice in the American Stateman instead, he/she is responsible for 100 percent of the actual cost to do so. + Legal and engineering fee deposit: The applicant shall provide an initial deposit to cover professional fees incurred by the city. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit, the applicant is responsible for the balance. New PDD: $5,000.00 Amended PDD: $500.00	$150/ac. (80 ac. min) + publication and notice fees + $5,000 deposit for legal & engineering Legal and engineering fee deposit: The applicant shall provide an initial deposit to cover professional fees incurred by the city. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit, the applicant is responsible for the balance		$2500 + $150 / code deviation	$2,000 + $75/ac Max $10,000	$200 min. size waiver $2,500 less than 50 ac. $5,000 50+ ac $5,000 $1,000 Amendment	$2000 +$200/ac. +notifications (max. $5,000)	$2,000.00 +$40.00 per acre or portion thereof	$5000 +$150/ac.			0 to 5 Acres$2,000 6 to 10 Acres$2,500 11 to 15 Acres$3,500 16 to 20 Acres$4,500 Over 20 Acres$6,000	$3,000.00 + $200.00 per acre + publication and notice fees + escrow for consultant review		UDC does not permit new PDDs, large projects/districts can now establish a new district.
Planned Development District (PDD) Amendment	same as new	Major (i.e. requires PZ/CC action) $3,000.00 + $200.00 per acre + concept plan review fee + publication and notice fees + deposit for legal & engineering Minor (administrative) $1,500			1/2 of original fee		Minor: $500 Major: $1500	1/2 original fee, or full fee for portion to be amended, whichever is less	$1000 ($500/minor mods)	$407.68 +$3.45/ac.	$2,113.00 plus $100 /acre ($5,000 max)	$2,000.00	$3,000.00 + $200.00 per acre + publication and notice fees + escrow.		No new PDDs allowed, but existing PDDs may be amended
Specific Use Permits	$750 for CUP	$500 + notice and publication fees + site plan review fees as applicable	250 + cost of advertising and notifications	$500.00		$750 5 ac. or less $1,250 5-10 ac $2,500 +10 ac.		$400.00 ($200.00 for an amendment or an extension).	$500.00	$190.21 +3.78/ac.	$793.00	$500.00	$1,000.00 + $25.00 per acre + notice and publication fees Major amendment requiring hearings: $500.00 + $25.00 per acre + publication fee + personal notice fee for public hearings		SUPs require a site plan to be submitted/reviewed/approved as part of the SUP approval process Amendments to issued SUPs are processed as new applications
Vested Rights Petition	No Charge	$750 + legal fee deposit ($2,000 deposit)							$750 Subdivision $500 others			$200+attorney fees	$2000 + escrow		
Zoning Variance	$500.00	$500.00 per request + publication and notice fees		Commercial: $500 Residential: $250	Board of Adjustment Fee $500 + professional recover for engineering & legal	$275 min.; $125/request	$500 + notifications	$400.00 per variance or waiver	$500.00	$407.68 +$3.45/ac.	$740.00	$500.00	$500.00 per request + publication and notice fees		Each section of code a variance is requested from constitutes a separate request
Appeal of Administrative Action	No Charge	$500.00	$500.00	$250.00	$100.00	$275 min.; $125/request			$500.00		$634.00		$500.00		These are time-sensitive applications that can require a substantial amount of work/preparation
Special Exceptions	New Application Type	$500.00 per request + publication and notice fees				$275 min.; $125/request	$500 + notifications		$500.00		$740.00	$515.00	$500.00 per request + publication and notice fees		Old code included special exceptions but didn't provide for an application process or fee. The city has never received this type of application/request. These applications go to ZBA
Public Hearing Postponement	No Charge	$250 + costs for republication and re-noticing as applicable charged when applicant postpones after notification/publication			$200.00			$200.00		$69.72	$91.00				Postponement after publication is disruptive to scheduling and creates additional work for staff
Comprehensive Plan Amendment i.e. FLUM or Thoroughfare Plan Map Change or Text Change	No Charge	FLUM Changes Less than 5 acres $2,500.00 5+ to 25 acres $5,000.00 25+ acres $10,000.00 Thoroughfare Plan Changes $5,000 Text Changes $2,500				$500.00		$450.00			$1,057.00 + $100 /ac ($3,500 max)		Less than 5 acres $1,500.00 5+ to 25 acres $2,000.00 25+ to 50 acres $3,000.00 50+ or more acres $4,000.00 + $10.00 per acre *$1,000.00 for policy change not affecting land		Old code included FLUM changes but didn't provide for an application process or fee. These types of applications (a change to the adopted Comp Plan) should be infrequent and require a lot of consideration to change the adopted plan / city Vision; fees structured to reflect this

COBC Application	Current Fee	Proposed Fee	Lakeway (2019)	Westlake Hills (2022)	Cedar Park (2009/2019)	Pflugerville (2022)	Round Rock (2018)	Leander (2003 & later)	Dripping Springs (2022)	Kyle (2022)	San Marcos (2019)	Marble Falls (2018 & later)	Buda (2022)	Others	Notes
Site Plans															
Site Plans	$500-$2,000 depending on acreage	Review Fees 0 to 5 acres: $10,000.00 >5 to 25 acres: $15,000.00 >25 to 100 acres: $25,000.00 100+ acres: $35,000.00 $10% of base application fee per resubmittal after 3rd review (i.e. **4th submittal**) Application fee includes NPS review	2% of estimated construction cost for all improvements except utilities	Nonresidential: $500 + $.10/sf added IC Residential: $250 + consultant review fees at cost	(A) $0.04 per sq ft 0 - 50,000 sq ft of impervious cover (B) $0.02 per sq ft 50,000 -100,000 sq ft of impervious cover + (A) (C) $0.01 per sq ft 100,000 – 200,000 sq ft of impervious cover + (A) + (B) (D) $0.002 per sq ft over 200,000 of impervious cover + (A) + (B) + (C)	Standard Review $0.06 per Sq/Ft of Impervious Cover (minimum of $250.00) $250 each review beyond 3 review cycles	$1000 (sites up to one acre) +$200 per additional acre (partial acres pro-rated) $500 per additional review	$500.00 + $0.05/SQFT IC + $1,000/resubmittal after 2nd review	Minor Projects (less than $10,000.00): $500.00 Small Projects ($10,000.00 - $50,000.00): $1,000.00 Medium Projects ($50,000.00 - $100,000.00): $1,500.00 and 1.5% of the estimated total construction cost of the improvements Large Projects ($100,001.00 - $500,000.00): $2,000.00 and 1.5% of the estimated total construction cost of the improvements Mega Projects (greater than $501,000.00): $2,000.00 and 1.5 % of the estimated total construction cost of the improvements Project cost estimate includes all the site-related work (does not include costs of vertical structures, pump stations); cost estimate must be reasonable and based on current costs. The City shall determine the reasonableness of costs.	$1,631.78 +$0.56/ac.	$1,796 +$50/ac.	Residential: $50-$150 Commercial: $150-$450	$1,500.00 + $0.04/sf of impervious cover.		Fees vary widely across the region, for simplicity and because project IC and cost is so variable, recommend charging based on acreage. Previously site plan fees were a total of the site plan application fee, NPS review fee, landscape review fee, lighting review fee, and site construction permit fee. Fee has been consolidated into one single site plan fee. This will help applicants better project their total fees. As an example: Keystone Bank, a 2.6 acre site that went through 4 rounds of review paid total fees of $8,059.9, the new fee would be the flat $10,000 + $1,000 for the 4th review. In line with many other cities in the region an additional fee for excessive reviews is strongly recommended; encourage applicants to read the code the first time/ask questions, vs. "design by comments" approach.
Site Plan Revision	i.e. Minor revision $250	Revisions: Price per revised plan sheet(s) Sheets 1-4: $500 total Sheets 5+: $250 each	$100 per sheet revised			$0.06 per Sq/Ft of limits of construction included in revision ($265 minimum)	$500						$1,000.00		Revisions take place during construction, while permit is active
Site Plan Amendment	i.e. Major Revision $500-$2,000 depending on acreage	$1,000.00							$1,000.00				$1,000.00		Amendments take place after initial construction is complete. Must be limited in scope to what is permitted in UDC as an amendment, if it is larger in scope it is a NEW APPLICATION/ NEW SITE PLAN
~~Site Development Construction Permit~~	~~$500 per acre~~	~~Review Fees~~ ~~0 to 5 acre: $2,500.00~~ ~~>5 to 25 acres: $10,000.00~~ ~~>25 to 100 acres: $15,000.00~~ ~~100+ acres: $25,000.00~~ ~~Annual Permit Fees~~ ~~0 to 5 acres: $250.00~~ ~~>5 to 25 acres: $500.00~~ ~~>25 to 100 acres: $1,000.00~~ ~~100+ acres: $1,500.00~~													Removed; Included in updated Review & Inspection Fees
~~Landscape Plan Review~~	~~$50.00 + $0.10 per square foot of newly landscaped area~~														Does not appear separately elsewhere in the region. Removed & included in Site Plan review fees.
Tree Replacement Fee-in-Lieu	2.01" and greater in diameter: $250.00 per inch.	$250 per caliper inch									$163/c.in. Protected Tree $323/c.in. Heritage Tree	$150 per caliper inch	Protected tree (8" to 20"): $200.00 Signature tree (20" to 30"): $350 Heritage tree (30"+): $500.00		
Tree / Landscape Inspection	No Charge - included in site fees	NO CHANGE / NO CHARGE		Remodel/Demo: $150 New Const: $250											
~~Lighting Plan Review~~	~~Exterior lighting: $100.00 per 1/2 acre; lit area only +~~ ~~Additional 1 acre is $100.00 per acre; lit area only~~														Does not appear separately elsewhere in the region. Removed & included in Site Plan review fees.
Street / ROW Cut Permit	$100 / ROW Cut $200 / Street Cut	No Changes			$100.00	$100.00				316.97 + $63.39/mo. of duration	$27 > 24hr N'hood/Non-profit $54 > 24h Short Term Commercial $106 Long Term + $100/wk (per lane, per block)				Separated ROW use permits from street & row cut permits for clarity
Site Plan Waiver Request	same as variance - $500	$150 per waiver + $250 CC Mtg. Fee							$500.00						Any requires for deviation from Code that is not Subdivision (Art. 2), Zoning (Art. 3), or NPS (Art. 7); i.e. Art. 5 & 6
Site Prep, Grading, Excavation outside separate from SCP or Site Plan	No Charge	$500 + $50 per acre or portion thereof	Residential $185/lot Non-residential $185 + $85/lot min. $270			$250 5ac or less $500 5-10 ac. $750 + 10 ac.						See NPS Fees			We do not currently have this fee. While we don't want to imply to someone reading the fee schedule that it's an accepted practice to site prep without approved development plans, from time to time there are extenuating circumstances and a lot of staff time is spent researching/vetting/meeting on the matter and a "permit"/authorization is ultimately been issued to perform the work. Due to this, a mechanism for charging for the often extensive staff time spent vetting these issues is preferred to having no ability to recoup time-costs.
Site Plan Extension	No Charge	NO CHANGE/NO CHARGE				$50/request			$200.00						Per UDC - Director may approve one 6-month extension, after that a new application is required
Nonpoint Source Pollution															
NPS Review / Permit	Review Fees 0 to 5 acres: $1,000.00 5.1 to 50 acres: $5,000.00 50.1+ acres: $10,000.00 Annual Permit Fees 0 to 5 acres: $250.00 5.1 to 50 acres: $500.00 50.1+ acres: $1,500.00	Review Fees 0 to 5 acres: $5,000.00 >5 to 25 acres: $10,000.00 >25 to 100 acres: $15,000.00 100+ acres: $25,000.00 $10% of base application fee per resubmittal after 3rd review (i.e. 4th submittal) Annual Permit Fees 0 to 5 acres: $250.00 >5 to 25 acres: $500.00 >25 to 100 acres: $1,000.00 100+ acres: $1,500.00			Master plan review: $25/acre up to 100; $5/acre over 100 Type 1 permit: $250.00 plus $25.00/acre up to 100 acres; $5.00/acre over 100							Exemption Fee $100 Res / $250 Com Review Fee $150 Res / $250 Com Permit Fee $500+$70 up to 100ac+$50 ac over 100 ac-SFR $500+$350ac MF or Com Utilities - $500+$1 LF based on longest length of utility installed Roads - $400+$2LF (add diameter of cul-de-sacs to length of streets)			Applies in ETJ where projects do not have site plans
NPS Waiver	same as variance - $500	No Change - $500							$500.00						
Right of Way Permits															
Street / ROW Cut Permit	$100 / ROW Cut $200 / Street Cut	No Changes (see below)			$100.00	$100.00				316.97 + $63.39/mo. of duration	$27 > 24hr N'hood/Non-profit $54 > 24h Short Term Commercial $106 Long Term + $100/wk (per lane, per block)				Separated ROW use permits from street & row cut permits for clarity
ROW Use Permit		Separate ROW Use Permit recommend a same system as San Marcos; see line above $25 > 24hr N'hood/Non-profit $50 > 24h Short Term Commercial $100 Long Term + $100/wk (per lane, per block)													
Wireless Communication															
WCF (Cell Tower)	Stealth wireless communications facility: $2,500.00 each; NTE $3,000.00. Attached wireless communications facility: $3,000.00 each; NTE $3,500.00. Replacement of existing structure: (1) Like structure: $4,000.00; NTE $4,000.00. (2) Attached: $2,500.00; NTE $3,000.00. Colocation on existing antenna support: $5,000.00 each; NTE $4,000.00. Colocation on stealth structure: $2,500.00 each; NTE $2,500.00. New antenna support structure: $7,500.00 each; NTE $7,500.00. Satellite earth station: $500.00 each. AM/FM/TV/DTV antenna support structure: $10,000.00 each; NTE $10,000.00. Amateur wireless facility application fee: $100.00 each. Cash bond: $5,000.00, flat rate; must post this to cover removal costs	NO CHANGE					$500.00	$300.00							

COBC Application	Current Fee	Proposed Fee	Lakeway (2019)	Westlake Hills (2022)	Cedar Park (2009/2019)	Pflugerville (2022)	Round Rock (2018)	Leander (2003 & later)	Dripping Springs (2022)	Kyle (2022)	San Marcos (2019)	Marble Falls (2018 & later)	Buda (2022)	Others	Notes
Traffic Impact Analysis															
Trip Generation Report (i.e. Trip Gen Worksheet)	New Requirement	$250.00			see above for full TIA review fees	see above for full TIA review fees		see above for full TIA review fees			$118.00		$250.00		Recommend adding; all projects will have a trip gen report, TIA/Turn Lane Analysis/Circulation Study will depend on results Trip Gen worksheets are reviewed by 3rd party; coordinated by City
Turn Lane Analysis or Circulation Study	New Requirement	$500 + $1,500.00 deposit. The applicant shall provide an initial deposit to cover professional fees incurred by the city. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit, the applicant is responsible for the balance													Reviewed by 3rd party; coordinated by City
TIA Review	Traffic impact analysis review: $2,500.00 deposit. The applicant shall provide an initial deposit to cover professional fees incurred by the city. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit, the applicant is responsible for the balance	$800 + $2,500.00 deposit. The applicant shall provide an initial deposit to cover professional fees incurred by the city. If the actual cost of these fees is less than the deposit, the applicant will be reimbursed the balance; if it exceeds the deposit, the applicant is responsible for the balance Recommend clarifying that the same fee also applies for revisions to TIAs			2,000-5,000 trips per day: $1,500.00. 5,001-10,000 trips per day: $2,400.00. 10,001-15,000 trips per day: $3,300.00. 15,001 plus trips per day: $3,700.00. TIA revision: ½ of current TIA fee.	2,000-5,000 trips per day: $1,500.00. 5,001-10,000 trips per day: $2,400.00. 10,001-15,000 trips per day: $3,300.00. 15,001 plus trips per day: $3,700.00. TIA revision: ½ of current TIA fee.		$800.00 + $100.00 per page or portion thereof (8.5" x 11" pages, 12 pt. type) (only half of this fee is charged if the application is reviewed by an outside consultant for the city and such fee is recovered with the professional recovery fee).			$793 - TIA review		Less than 2,000 trips per day: $1,200.00 2,000-5,000 tpd $1500 5,001-10,000 tpd $2,400 10,001 - 15,001 tpd $3,300 15,001+ tpd: $3,700.00 revision = 1/2 fee		Reviewed by 3rd party; coordinated by City
TIA Scoping Meeting	No Charge	$500.00													This is a meeting to set the requirements of the TIA study, includes city's 3rd party transportation engineer(s). Some of the projects do not come to fruition as actual TIA applications, but scoping requires time/effort and 3rd party fees to the city.
Professional Review Fees															
Professional Review Fees	For applications where legal and engineering deposits apply, the rates are set at the following: (1) City attorney: $175.00 per hour. (2) City engineer: $165.00 per hour.	For applications where legal and engineering deposits apply, hourly rates shall be charged as invoiced to the city to the 3rd party provider													Current rates do not cover actual hourly rates for 3rd party providers

CDBC Application	Current Fee	Proposed Fee	Lakeway (2019)	Westlake Hills (2022)	Cedar Park (2009/2019)	Pflugerville (2022)	Round Rock (2018)	Leander (2003 & later)	Dripping Springs (2022)	Kyle (2022)	San Marcos (2019)	Marble Falls (2018 & later)	Buda (2022)	Others	Notes
Publication and Notification															
Publication Fees	$0 if in Lake Travis View @ cost if in Statesman	$250 for Lake Travis View if publication in Statement is required it's charged at cost			$ 150 per notice	$300.00	$300 per 2 notices	$150 (each)					$350 (each)		Average cost for LTV is $250 +/- Statesman is $650 +/-
Notice Fees (Property owner letters)	No Charge	$2.5 per property owner			$2 per letter	$2 per property owner	$1 per property owner	$5 per property owner					$5 per letter		
Recordation Fees															
Recordation Fees	$75 + Cost (posted to account after recordation)	$25 + Current Travis Co. Clerk Recording Fees: Plats $48 first page, $27 additional page Documents: $26 first page, $4 each additional page													Recommend requiring payment prior to recordation as charging the fees after the fact has proven hard to collect
Street Name Change															
Street Name Change	$250.00 flat fee per request + $1.00 per affected property owner for mailed notices, if a public hearing is required + The estimated cost of the manufacture and installation of new street name signs, calculated under section 16.05.004(a) and (b)	Update notification fees only			$250.00		$500 + legal review								
Annexation															
Annexation	No Charge	$750.00	$250.00		$400.00			$200.00		$850.00	$1,181.00	$215.00	1000 + publication fee		
Development Agreement															
Development Agreement	$2000+ Legal & Engineering Deposit $5000 new $500 amendment TIA fees, if required	NO CHANGE				$3000 application $10,000 legal deposit $1,500 amendment		$1000 + $5,000 legal deposit	$5,000 +$75/ac. $1,000/amendments $500 minor mod		$2,113.00 + $100 /ac ($5,000 max) same for amendments	0 to 5 Acres $2,000 6 to 10 Acres $2,500 11 to 15 Acres $3,500 16 to 20 Acres $4,500 Over 20 Acres $6,000 Amendment $2,000	$5,000.00 + publication fee + personal notification fee + escrow for consultant/legal review		
GIS Digitizing Fee															
GIS Digitizing Fee	No Charge	$50.00				$25.00	$25.00	$75.00					$100.00		Applied to Annexation/ Zoning/ Plats/ SUP/ Site Plan to cover updating GIS layers
Misc. Fees															
Pre-Application Meeting	No Charge	No Charge (1st) $500 each additional.						$250 (due diligence report, credited to first submittal)	$50 - sign applications $180 - subdivision/site development applications (credited towards app fees if app is filed w/in 12mo.)						
Comment Review Mtg	No Charge	No Charge (1st) $500 (each additional)												New Braunfels. $250 (1st) $500 (add)	
Zoning Verification Letter	No Charge	$50.00			$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$38.00		$100.00		Standard to charge a nominal fee
Floodplain Development Permit (LOMR/CLOMR review)	$1,400.00	$2,500 CLOMR or LOMR w/o approved CLOMR $1,500 LOMR w/ approved CLOMR $500 LOMA			$500.00			$775 for Floodplain Development Permit (all types)			$2,641 CLOMR or LOMR w/o approved CLOMR $1,585 LOMR w/ approved CLOMR $529 LOMA				
Water Quality Easement Swap	No charge	$250.00													To recognize staff time required to review
~~Review w/o application~~	~~Concept Plan $500~~	~~REMOVE~~								$850 at time of request					Removed,

COBC Application	Current Fee	Proposed Fee	Lakeway (2019)	Westlake Hills (2022)	Cedar Park (2009/2019)	Pflugerville (2022)	Round Rock (2018)	Leander (2003 & later)	Dripping Springs (2022)	Kyle (2022)	San Marcos (2019)	Marble Falls (2018 & later)	Buda (2022)	Others	Notes
Sign Permits															
Administrative sign permits	Temporary application (banner): $50.00 each. Application (no electrical components): $75.00 each. Application (electrical components in sign): $25.00 each.	Temporary Signs: $50.00 each. Permanent Signs other than those listed below: $75.00 each + $0.50 per SQ FT + electrical permit @ $25 flat fee if electrical components in sign Order Boards: $250 + electrical permit @ $25 flat fee if electrical components in sign Electronic Message Boards: $500 (requires 3rd party review for lighting components) Public School Campus only	Permanent Signs: $6/sq ft w/ min fee of $150 Temporary Signs: $3/sq ft w/ min fee of $150	Permit application: $25 + Commercial $50 Subdivision or monument $100 Site development $100	$2/sf, $50 minimum	$100 permanent $30 temporary		$40 or $2/SQFT whichever is greater	Varies by Type $50-$275	$31.70/up to 40SQFT $63.39 41-60 SQFT $126.79 61-120 SQFT $221.8 121-200 SQFT $412.06 +200 SQFT	On premise: $2.50 per square ft ($50 min) Off premise: $296.00	vary by type $50-$300+ $2/SF	$100.00 + $0.50 per sq. ft. per sign area.		
Sign Variance	$150.00	$250.00		Commercial: $500 Residential: $250					$150/each						
Sign Package	No Charge	$1,000 new $500 amendment		New: $500 Amendment: $250		$100.00			$200 + cost of each variance + cost of each sign		$296.00				Only new sign packages anticipated are VSO & BY. The UDC does not provide for new sign packages
Building															
Tree Removal Permit	No Charge	Residential - No Charge Non-Residential - $150 (to verify landscape plans/tree requirements are still met) Unpermitted removal $500/inch	$185 non-residential $150 residential	10 - > 14" $200 14"+ $300 unauthorized removal $750/inch		$50/permit		$250 for trees +18" for 1st tree + $100/additional tree					$95 com $75 res		
Tree / Landscape Inspection	No Charge - included in site fees	NO CHANGE / NO CHARGE		Remodel/Demo: $150 New Const: $250											
Fence Permit	$50 residential No commercial fee listed	$50 residential $150 non-residential	$150 non-residential fence/retaining wall	$250 residential $500 commercial				$10/address			$60.00				UDC does not require a permit (will be amended)

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**12.**
Agenda Title:	**Discuss and consider action on the legal services Request for Qualifications.**
Council Action:	**Discussion and possible action**
Department:	**City Manager**
Staff Contact:	**Clint Garza**

1. INTRODUCTION/PURPOSE

The purpose of this item is to discuss responses to the request for qualifications for legal services.

2. DESCRIPTION/JUSTIFICATION

a) Background

City Council approved an RFQ for legal services on 8/23/22. Responses were submitted in November.

b) Issues and Analysis

More discussion will take place in open session.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**13.**
Agenda Title:	**Discuss and consider action on the appointment of a representative to serve on the General Assembly of the Capital Area Council of Government.**
Council Action:	**Discuss and Consider Action**
Department:	**City Secretary**
Staff Contact:	**Kaylynn Holloway, City Secretary**

1. INTRODUCTION/PURPOSE

The purpose of this agenda item is for the City Council to consider taking action on the appointment of an individual to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative for the City of Bee Cave.

2. DESCRIPTION/JUSTIFICATION

a) Background

The CAPCOG General Assembly is composed of the official representatives of all member organizations which include cities and counties as well as school districts, chambers of commerce, non-profit agencies, and any other organization that has an interest in COG programs and regionalism. The population of the cities and counties determine how many General Assembly representatives and at-large seats they may fill. The General Assembly meets at least twice per year and is responsible for approving the CAPCOG annual budget, amendments to the CAPCOG bylaws as well as to approve/appoint members to CAPCOG's Executive Committee. The General Assembly also elects a Nominating Committee in late summer that is charged with soliciting and recommending membership on the Executive Committee at the December Annual Meeting of the General Assembly.

In accordance with CAPCOG's bylaws, at least two-thirds of the General Assembly representatives must be elected officials. There is not a term limit for the appointment to the General Assembly.

b) Issues and Analysis

Council Member Hight currently serves as the City's representative.

CAPCOG requires municipalities to use the required application and Council action to formalize the

appointment process.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

	Description	Type
🗋	Appointment Form	Backup Material

6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

General Assembly Representation Summary for the City of Bee Cave

CAPCOG's General Assembly is the organization's governing body for the purposes of selecting the Executive Committee, amending the council's bylaws, adopting budgets, determining membership dues, and guiding the organization's mission. Each CAPCOG member appoints representatives to serve as their voice on the General Assembly, and every year CAPCOG provides a list to ensure member's representative are current. According to the CAPCOG bylaws, full members — counties and municipalities — are entitled at least one representative on the General Assembly; however, they can have additional representatives based on their population as shown below:

Counties	Municipalities	No. of Representatives
Under 20,000	Under 10,000	1
20,000-100,000	10,000-50,000	2
100,000+	50,000-100,000	3
------	100,000+	4

Associate members — special government districts, school districts, nonprofits, utilities, chambers of commerce, and other governmental agencies — can appoint one representative to the General Assembly. Sustaining members, any person or organization with a positive interest in the welfare of the region, can participate as a non-voting General Assembly representative. At least two-thirds of the General Assembly's voting representatives must be elected officials.

Based on the State Data Center's most recent population estimates and CAPCOG's bylaws, the **City of Bee Cave** qualifies for **1 representative(s)** on the General Assembly. Its current representatives are:

- **Council Member Kevin Hight**

Please provide any updates to **City of Bee Cave's** representative(s) by completing the attached form. More information about CAPCOG's General Assembly representation is at https://www.capcog.org/who-we-are/general-assembly/.

As a reminder, General Assembly Representatives are invited to the September 14th General Assembly Meeting at the Hilton Austin Airport, 9515 Hotel Drive in Austin. Representatives can RSVP at https://training.capcog.org/by-topic/general-assembly.

APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE
CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties:	Official appointments are made at Commissioners Court.
Cities, Towns, Villages:	Official appointments are made at City Council meetings.
Organizations:	Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (e.g., Travis County Commissioners Court)

-OR-

_____ City Council (e.g., Austin City Council)

-OR-

_____ Other (Board or other governing body)

_____

City, County, or Organization being represented

_____ _____

Name of Representative **Position**

_____

Address

_____

City, Zip Code

_____ _____

Telephone Number **Fax Number**

_____

Email address ***(General Assembly Reps. will be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.)***

Check One:

_____ Reappointment

_____ Filling Vacancy

_____ Changing Representative _____

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on _____.

Date of Meeting

_____ _____

Signature of Chief Elected Official/Chair of Governing Board **Date**

Please fax this form to 512-916-6001 or email it to dbrea@capcog.org. For questions about completing this form, call Deborah Brea at 512-916-6018.

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**14.**
Agenda Title:	**Discuss and consider action to accept the resignation of Joe Inge from the Planning and Zoning Commission.**
Council Action:	**Approve**
Department:	**City Secretary**
Staff Contact:	**Kaylynn Holloway, City Secretary**

1. INTRODUCTION/PURPOSE

To discuss and consider action to accept the resignation of Joe Inge from the Planning and Zoning Commission.

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**15.A.**
Agenda Title:	**Deliberation regarding the potential acquisition of real property for public purposes**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**15.B.**
Agenda Title:	**Consultation with Attorney regarding pending litigation styled Goodwin v. Kara King, Mayor; Council members Andrea Willott, Jon Cobb, Andrew Clark, Kevin Hight and City of Bee Cave.**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
12/13/2022
Agenda Item Transmittal

Agenda Item:	**15.C.**
Agenda Title:	**Discussion regarding potential unauthorized disclosure of closed session communications.**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
12/13/2022
Agenda Item Transmittal