



PARKS & RECREATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, September 19, 2022 at 6:00 PM

Agenda

CALL TO ORDER AND ROLL CALL

Commission Members

Olivia Barnard
Hope Boatright
Kristy Caldwell
Dustin Coultier
Matthew Fougerat
Paul Fushille
Tara Satine

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andy Binz
City Secretary Andrea Cunningham
DSRP Manager Emily Nelson
Aquatics & Programs Manager Mack Rusick
Community Events Coordinator Caylie Houchin
Farmers Market Manager Charlie Reed

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

MINUTES

- 1. Discuss and consider approval of the August 18, 2022, Parks & Recreation Commission regular meeting minutes.**

BUSINESS

- 2. Discuss and consider the Appointment of Chair and Vice Chair for a term of one (1) year.**
- 3. Presentation and consideration of approval of an Eagle Scout Project to renovate and improve the existing cactus gardens at Founders Memorial Park. Applicant: Marshall Wyler**
- 4. Discuss and consider approval of a recommendation to amend the Master Fee Schedule for Parks & Recreation Fees.**
- 5. Discuss and consider possible action related to Parks Inspection Schedules.**

REPORTS

The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.

- 6. Parks & Community Services Report**
Andrew Binz, PCS Director
- 7. Dripping Springs Ranch Park & Event Center Report**
Emily Nelson, DSRP Manager
- 8. Aquatics & Programs Report**
Mack Rusick, Aquatics & Programs Manager
- 9. Community Events Report**
Caylie Houchin, Community Events Coordinator
- 10. Farmers Market Report**
Charlie Reed, Farmers Market Manager

PARKS STANDING COMMITTEE REPORTS

The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however no action may be taken.

- 11. Charro Ranch Park Committee**
Commissioners Paul Fushille and Matt Fougerat
- 12. Dripping Springs Ranch Park Committee**
Commissioner Hope Boatright
- 13. Founders Memorial Park Committee**
Commissioners Olivia Barnard and Dustin Cloutier
- 14. Sports & Recreation Park Committee**
Commissioners Dustin Cloutier and Tara Satine

15. Veterans Memorial Park Committee

Commissioner Kristy Caldwell

16. Rathgeber Natural Resources Park Committee

Commissioners Kristy Caldwell, Paul Fushille and Matthew Fougerat

EXECUTIVE SESSION

The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

UPCOMING MEETINGS

Parks & Recreation Commission Meetings

October 3, 2022, at 6:00 p.m.

November 7, 2022, at 6:00 p.m.

December 6, 2022, at 6:00 p.m.

City Council Meetings

September 20, 2022, at 6:00 p.m.

September 27, 2022, at 5:30 p.m.

October 4, 2022, at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **September 16, 2022, at 1:00 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



PARKS & RECREATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Wednesday, August 17, 2022 at 6:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Commissioner Fushille called the meeting to order at 6:04 p.m.

Commission Members present were:

Olivia Barnard
Hope Boatright
Kristy Caldwell (arrived at 6:20 p.m.)
Dustin Cloutier
Matthew Fougerat
Paul Fushille
Tara Satine

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andrew Binz
DSRP Manager Emily Nelson
Aquatics & Programming Manager Mack Rusick
Community Events Coordinator Caylie Houchin
Farmers Market Manager Charlie Reed
Public Works Director Aaron Reed
Council Member Sherrie Parks
Records Management Clerk Sarah Pevehouse

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the July 18, 2022, Parks & Recreation Commission regular meeting minutes.**

A motion was made by Commissioner Fougerat to approve the July 18, 2022, Parks & Recreation Commission regular meeting minutes. Commissioner Cloutier seconded the motion which carried unanimously 6 to 0.

BUSINESS

- 2. Discuss and consider the Appointment of Chair and Vice Chair for a term of one (1) year.**

A motion was made by Commissioner Cloutier to postpone the Appointment of Chair and Vice Chair for a term of one (1) year to the next meeting. Commissioner Caldwell seconded the motion which carried unanimously 7 to 0.

- 3. Update and possible discussion on Rathgeber Natural Resource Park.**

Rathgeber Park Land Management Volunteer Robert Ellis presented the update. Artifact digging and unauthorized access via foot, golf carts and ATVs has been an issue. Access is most likely by residents of neighboring subdivisions.

Andy Binz will look in to filling the two current dig sites and fencing with locks at the two main entry points. Commissioner Fushille also suggested that signage be placed at the park.

No action was taken on this item.

- 4. Discuss the Rob Shelton Blvd. Transportation Alternatives Set Aside Sidewalk Project.**

Aaron Reed presented the staff report which is on file.

No action was taken on this item.

- 5. Discuss and consider approval of a Special Event Permit Application for the Dripping Springs Pumpkin Festival to take place September 24 through October 31, 2022, at the Dr. Pound Farmstead and utilizing Founders Memorial Park for parking.**

Caylie Houchin presented the staff report which is on file. Staff recommends approval of the event permit application.

A motion was made by Commissioner Boatright approve a Special Event Permit Application for the Dripping Springs Pumpkin Festival to take place September 24 through October 31, 2022, at the Dr. Pound Farmstead and utilizing Founders Memorial Park for parking. Commissioner Barnard seconded the motion which carried unanimously 7 to 0.

REPORTS

The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.

Reports are on file and available for review upon request.

- 6. Parks & Community Services Report**
Andrew Binz, PCS Director
- 7. Dripping Springs Ranch Park & Event Center Report**
Emily Nelson, DSRP Manager
- 8. Aquatics & Programs Report**
Mack Rusick, Aquatics & Programs Manager
- 9. Community Events Report**
Caylie Houchin, Community Events Coordinator
- 10. Farmers Market Report**
Charlie Reed, Farmers Market Manager

PARKS STANDING COMMITTEE REPORTS

The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however, no action may be taken.

No reports at this time.

Via unanimous consent, the Commission assigned Olivia Barnard and Dustin Cloutier to the Founders Memorial Park Committee and Kristy Caldwell to Veterans Memorial Park Committee.

- 11. Charro Ranch Park Committee**
Commissioners Paul Fushille and Matt Fougerat
- 12. Dripping Springs Ranch Park Committee**
Commissioner Hope Boatright
- 13. Founders Memorial Park Committee**
Commissioner Eric Henline
- 14. Sports & Recreation Park Committee**
Commissioners Dustin Cloutier and Tara Satine
- 15. Veterans Memorial Park Committee**
- 16. Rathgeber Park Committee**
Commissioners Kristy Caldwell, Paul Fushille and Matthew Fougerat

EXECUTIVE SESSION

The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by

Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

The Commission did not meet in Executive Session.

UPCOMING MEETINGS

Parks & Recreation Commission Meetings

September 19, 2022, at 6:00 p.m.

October 3, 2022, at 6:00 p.m.

November 7, 2022, at 6:00 p.m.

City Council Meetings

August 23, 2022, at 5:30 p.m.

August 30, 2022, at 5:30 p.m.

September 6, 2022, at 6:00 p.m.

September 13, 2022, at 5:30 p.m.

September 20, 2022, at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Satine to adjourn the meeting. Commissioner Cloutier seconded the motion which carried unanimously 7 to 0.

This regular meeting adjourned at 7:54 p.m.



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrea Cunningham, City Secretary

Commission Meeting Date: September 19, 2022

Agenda Item Wording: **Discuss and consider the Appointment of Chair and Vice Chair for a term of one (1) year.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: **Section 2.04.064 Members**

(e) Leadership . The members of the commission shall nominate a person to serve annually as chairperson of the commission. The chairperson shall appoint a vice-chairperson.

The Chairperson is tasked with running the meeting and setting the agenda with the staff liaison. In absence of the Chairperson, the Vice Chairperson shall serve as the Chair.

Per the ordinance, the Chair shall appoint the Vice Chair; however, it has been the practice to have the Commission nominate this position.

Commission Recommendations: Staff recommends the Commission appoint members that have served on the Commission for at least one full term.

Attachments: Parks & Recreation Commission Ordinance Section

Next Steps/Schedule: Update website and roster

DIVISION 3. PARKS AND RECREATION COMMISSION

Sec. 2.04.061. Popular name.

This division shall be commonly cited as the "parks and recreation commission ordinance."

(Ordinance 1500.3, ex. A, § 1.1, adopted 8/9/05)

Sec. 2.04.062. Creation.

There has been created in the county a citizen advisory board known as the City of Dripping Springs "Parks and Recreation Commission."

(Ordinance 1500.3, ex. A, § 1.2, adopted 8/9/05)

Sec. 2.04.063. Definitions.

(a) General. Words and phrases used in this division shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in this code, shall be given the meanings set forth in this code. Words and phrases not defined in this code shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.

(b) Specific.

Commission: The City of Dripping Springs Parks and Recreation Commission.

DSISD: The Dripping Springs Independent School District.

DSYSA: The Dripping Springs Youth Sports Association, an incorporated nonprofit organization.

ETJ: The extraterritorial jurisdiction of the City of Dripping Springs, Texas.

(Ordinance 1500.3, ex. A, § 2, adopted 8/9/05)

Sec. 2.04.064. Members.

(a) Composition. The commission shall be composed of eight members who are known to be interested in parks and public recreation and the proper use of leisure time of the people of the city. The members shall serve without pay.

(b) DSISD. Two members of the commission shall be nominated by the DSISD, and each such nominee shall be appointed by the council to a two-year term of office. Each such member must reside within the boundaries of the DSISD.

- (c) City. Four members of the commission shall be appointed to a two-year term of office by the council. One of the three members may be a city councilmember. Each such member must reside within the city limits, the ETJ, or the boundaries of the DSISD.
- (d) DSYSA. Two members of the commission shall be nominated by the Dripping Springs Youth Sports Association (DSYSA), and each such nominee shall be appointed by the council to a two-year term of office. Each such member must reside within the city limits, the ETJ, or the boundaries of the DSISD.
- (e) Leadership. The members of the commission shall nominate a person to serve annually as chairperson of the commission. The chairperson shall appoint a vice-chairperson.

(Ordinance 2019-21, adopted 6/11/19)

Sec. 2.04.065. Organization and meetings.

- (a) Rules. The commission may adopt such rules as it deems best to govern its actions, provided those rules are not contrary to the general laws of this state, this division and other city ordinances.
- (b) Quorum. The attendance of four or more members shall constitute a quorum. The chairperson shall count toward the establishment of a quorum. The chairperson is allowed to make motions and vote on all matters before the commission.
- (c) Meetings. The meetings of the commission shall be held on a regular basis, but not less than once every two months. Commission meetings shall generally be open to the public as required by the laws of the state, and shall comply with the Open Meetings Act as set forth in chapter 551 of the Texas Government Code, as may be amended.
- (d) Ordering meetings. Meetings may be called by the chairperson, or at the request of two or more of the commission's members.
- (e) Attendance. Commission members unable to attend any meeting shall notify the chairperson as soon as possible, in order to assure a quorum will be present. Any member of the commission absent for three regular consecutive meetings, or four regular meetings during the preceding twelve-month period of the commission, without having obtained leave of absence at a regular meeting, unless prevented by sickness, shall be deemed to have automatically vacated the position of commissioner.

(Ordinance 1500.3, ex. A, § 4, adopted 8/9/05)

Sec. 2.04.066. Functions and duties.

- (a) Advisory role. The commission shall act generally in an advisory capacity to the city council in the acquisition, development, utilization, operation, improvement, equipment and maintenance of all park playgrounds and recreational areas owned or controlled by the city.
- (b) Recommendations. It shall be the duty of the commission to make recommendations to the city council pertaining to:
 - (1) The maximum utilization of the parks and park facilities by the DSISD, local athletic associations and the local public.
 - (2) Utilization of the park facilities to accommodate the athletic program of the DSISD and local athletic associations.
 - (3) Establishment of rules and regulations governing the utilization of the parks.
 - (4) Future development of parks, playgrounds and recreational facilities.

-
- (c) Activities. The commission shall:
- (1) Schedule special events;
 - (2) Establish an operating budget with approval of the council;
 - (3) Establish a maintenance program;
 - (4) Provide the council with quarterly and annual financial statements;
 - (5) Show income, expenditures and profit or loss of the city's park facilities;
 - (6) Make recommendations pertaining to the city's master park plan; and
 - (7) Prescribe and approve a schedule of activities of park facilities.
- (d) Cooperation. The commission shall at all time seek to promote the close cooperation between the city, the DSISD, and the DSYSA and all private citizen's institutions and agencies interested in conducting recreational activities to the end that all recreational resources within the city may be coordinated to secure the greatest public welfare.

(Ordinance 1500.3, ex. A, § 5, adopted 8/9/05)

Secs. 2.04.067—2.04.090. Reserved.



STAFF REPORT
City of Dripping Springs
 PO Box 384
 511 Mercer Street
 Dripping Springs, TX 78602

Submitted By: Caylie Houchin; Community Events Coordinator

Commission Meeting Date: September 19th, 2022

Agenda Item Wording: Discuss and consider approval regarding an Eagle Scout Project at Founders Memorial Park to renovate and improve the existing cactus gardens.

Agenda Item Requestor: Marshall Wyler

Summary/Background: After the deep freeze Dripping Springs experienced in February of 2021, the native plants at Founders Memorial Park along Founders Park Road within the garden beds, suffered and since have not recovered on their own. The need to improve these cactus garden beds has been prevalent since.

Marshall Wyler has accepted the undertaking of improving the cactus gardens as his Eagle Scout Project. Maintenance Director, Craig Rice, and Community Events Coordinator, Caylie Houchin met with Mr. Wyler on site in April of 2022, to discuss. Mr. Wyler has proposed renovating the cactus gardens by uprooting dead foliage and weeds, in addition to replacing the bedding, soil, and plant identification signage. Mr. Wyler is proposing using the existing beds to create biomes to showcase the differences between the cacti and their environments. Details and specifics of his project are attached as supplemental information to this report.

Once the project proposal is approved by the Parks and Recreation Commission Mr. Wyler will host a fundraiser to raise the money that is needed to improve the cactus gardens. Then he will begin the renovations.

Staff Recommendation: Approve Marshall Wyler's proposal to renovate and improve the cactus garden at Founders Memorial Park.

- Attachments:**
- Cactus Garden Renovation PowerPoint presentation
 - Eagle Proposal Handout
 - Eagle Scout Service Project Workbook
 - Completed Donation Form

Next Steps/Schedule: Notify the applicant of the Commission's decision to approve the project.

Eagle Proposal Handout

Project Description and Benefit

The main thing to work on is to renovate the Cactus garden along Founder's Road, by uprooting dead foliage and weeds growing over the garden as well as putting in new bedding, new soil, and plant identification signs as these could help educate the public on some new cacti and how they grow. There are three garden beds of differing sizes that need to be renovated, and I wanted to make them all their own biomes to showcase how many different species in Texas grow in their differing habitats, as Texas is a very vast and diverse landmass. By doing this, I think that we could benefit the community because we could help bring a bright spot to a few communities and help to inspire others to learn more about conservation.

Providing Leadership

All participants will be members of the troop, including two adults to supervise safety, and the 5 others to do the work. One of the hardest parts of leading in my opinion will be to organize everyone effectively and handle the logistics.

Bill of Materials

Additional cacti to replace the dead ones - up to \$200.00

Flower bed liners - \$50

Quick-rite to hold signage in place - up to \$30

Topsoils to cover the bed liner - up to \$100

Garbage bags to pick up debris - \$20

Snacks to provide to the scouts - \$20

Water to refill water bottles - basically free

Gloves to protect hands - \$17 for a 6-pack

Safety glasses - \$13

Signage - up to \$130

Additional Tools

Wheelbarrow

Shovels

Rake

Tiller to loosen dirt for uprooting leaves

Weed burner to burn the weeds

We will also require chairs as well as an easy up for shade when working on this project

We will require a table to set all of the tools and materials on as well as the scout's personal belongings to make sure they don't get dirty.

Safety

Some of the potential dangers to working on this project are the many sharp cacti and the many weeds with thorns on them. This needs to be addressed with the proper PPE which would consist of safety glasses, long pants, and gloves. These pieces of PPE will allow everyone to work safely without being injured due to puncture wounds. If they were still injured, we will make sure to have first aid kits on the site, so that we are able to continue on with the project safely. Since we would be working outside, another hazard is dehydration and heat exhaustion, which can be treated with shade from an easy-up and water from coolers. Since we are working close to the road, we need to be careful with that.



Item 3.

Founders Park Cactus Garden

By: Marshall Wyler



15

Project Overview and Goal

Item 3.

- The main objective is to renovate the garden, and make it cleaner
- This should allow others to see the importance of conservation through doing this and showing off the diversity that Texas has to offer, as well as inspire other people to possibly make their own gardens in their own yards.



Leadership required

Item 3.

- Two adults will need to be there to supervise and make sure that safety is followed
- At least 5 scouts will need to help with weeding, bed lining, replacing topsoil, and the placement of the signage.



Materials, Tools, and Other Needs

Bill of Materials is on Handout

- Short list of materials-
- Bed liners
- Quick-rite to hold signage and the signs
- Topsoil to cover bed liner
- Cacti to replace dead ones
- Garbage bags
- Wheelbarrow
- Shovels
- Rakes
- Tiller
- Weed burner (depending on the fire ban)
- Food and water for the scouts



Signage Design

- The signs will include the common name, the scientific name, and the region in which it came from

Item 3.

Common Name- Horse Crippler Cactus

Scientific Name- Echinocactus Texensis

Location of origin- Southwest Texas and Mexico



Safety Issues and P.P.E.

- One major part about this is safety, as cacti can create puncture wounds
- Long pants will be worn in order to minimize thorns, as well as gloves and safety glasses which will be provided
- If they still were injured, then we would have a First-Aid kit on-site





Eagle Scout Service Project Workbook



Eagle Scout candidate's full legal name Marshall Anthony Wyler

Please give a name to your project Cactus Garden Renovation

Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the Guide to Advancement that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

Only the Official Workbook May Be Used

Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the BSA and found at www.scouting.org/advancement. Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

The Project Plan

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are strongly encouraged to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

If your fundraising effort involves contributions only from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

The Project Report

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the Guide to Advancement, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions and Other Considerations

There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the Guide to Advancement, No. 33088, beginning with topic 9.0.2.0, “The Eagle Scout Service Project.” The Guide may be accessed at www.scouting.org/advancement.

The current Guide to Advancement, No. 33088, along with the Scouts BSA Requirements book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The Guide to Advancement and Scouts BSA Requirements book are available in Scout shops or on www.scoutshop.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on www.scoutshop.org is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the Guide to Advancement, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.
3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

**An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

Excerpts and Summaries From the Guide to Advancement

Eagle Scout Service Project Coaches (See the Guide to Advancement, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the Guide to Advancement, topic 9.0.2.9. Note that there should be only one coach that is designated for you by your council or district; but your unit may also provide people to coach you.

What Is Meant by “Give Leadership to Others ...?” (See the Guide to Advancement, topic 9.0.2.4)

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

Evaluating the Project After Completion (See the Guide to Advancement, topic 9.0.2.13)

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests or may decide—if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the Guide to Advancement, topic 8.0.3.2.

Risk Management and Eagle Scout Service Projects (See the Guide to Advancement, topic 9.0.2.14)

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit’s program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting applies. The “Sweet 16 of BSA Safety” must also be consulted as a planning tool. It can be found at: <https://www.scouting.org/health-and-safety/gss/sweet16/>. The Guide to Safe Scouting may be accessed at <https://www.scouting.org/health-and-safety/gss/>.

Insurance and Eagle Scout Projects (See the Guide to Advancement, topic 9.0.2.15)

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.

This page intentionally left blank



Eagle Scout Service Project Proposal



Eagle Scout candidate's full legal name Marshall Anthony Wyler

Please give a name to your project Cactus Garden Renovation

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

| | | | |
|--|------------------------|----------------------------|------------|
| Name: Marshall Anthony Wyler | | Birth date: 07/22/06 | |
| Email Address: marshallwyler@gmail.com | | BSA PID number: | |
| Address: 1714 Bearkat Canyon Drive | City: Dripping Springs | State: TX | Zip: 78620 |
| Preferred telephone(s): 504-290-9995 | | Life Board of Review date: | |

Current Unit Information

| | |
|---|------------------|
| Check One: <input checked="" type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship | Unit Number: |
| Name of District: | Name of Council: |

Unit Leader

Check One: Scoutmaster Crew Advisor Skipper

| | | | |
|---|--------------------------------------|-----------|------------|
| Name: Jamie Mitchell | Preferred telephone(s): 512-461-1596 | | |
| Address: | City: Dripping Springs | State: TX | Zip: 78620 |
| Email Address: Jaime.Mitchell28@gmail.com | | | |

Unit Committee Chair

| | | | |
|---------------------------------------|--------------------------------------|-----------|------------|
| Name: Nat Seshan | Preferred telephone(s): 512-217-2022 | | |
| Address: | City: Dripping Springs | State: TX | Zip: 78620 |
| Email Address: Nat.Seshan@outlook.com | | | |

Unit Advancement Coordinator

(If your unit has one)

| | | | |
|---------------------------------------|--------------------------------------|-----------|------------|
| Name: Donna Clark | Preferred telephone(s): 512-584-9681 | | |
| Address: | City: Dripping Springs | State: TX | Zip: 78620 |
| Email Address: dschmelt@earthlink.net | | | |

Project Beneficiary

(Name of religious institution, school or community)

| | | | |
|--------------------------------------|--------------------------------------|-----------|------------|
| Name: City of Dripping Springs Parks | Preferred telephone(s): 512-854-2400 | | |
| Address: | City: Dripping Springs | State: TX | Zip: 78620 |
| Email Address: | | | |

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

| | | | |
|----------------|-------------------------|--------|------|
| Name: | Preferred telephone(s): | | |
| Address: | City: | State: | Zip: |
| Email Address: | | | |

Your Council Service Center

| | | | |
|----------------|-------------------------|--------|------|
| Contact Name: | Preferred telephone(s): | | |
| Address: | City: | State: | Zip: |
| Email Address: | | | |

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

| | | | |
|----------------|-------------------------|--------|------|
| Name: | Preferred telephone(s): | | |
| Address: | City: | State: | Zip: |
| Email Address: | | | |

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

| | | | |
|-------------------------------------|-------------------------|-----------|------------|
| Name: Edward Muth | Preferred telephone(s): | | |
| Address: | City: Dripping Springs | State: TX | Zip: 78620 |
| Email Address: eamuth.280@gmail.com | | | |

Project Description and Benefit

Item 3.

Briefly describe your project

The main thing to work on is to renovate the Cactus garden along Founder's Road, by uprooting dead foliage and weeds growing over the garden as well as put in new bedding, new soil, and plant identification signs as these could help educate the public on some new cacti and how they grow. There are three garden beds of differing sizes that need to be renovated, and I wanted to make them all their own biomes to showcase how many different species in Texas grow in their habitats, as Texas is a very vast and diverse landmass. By doing this, I think that I could benefit the community because I could help bring bright spot to a few communities.

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

The project is helpful because it can help educate the community about conservation, as well as provide a bright spot of scenery in the neighborhoods around it, to inspire kids to learn more about conservation and our ecosystems in order to protect them.

When do you plan to begin carrying out your project?

Start August of 2022

When do you think your project will be completed?

Late September or November of 2022

Giving Leadership

Item 3.

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

I will need at least one adult leader from my troop in order to make sure that all safety precautions are taken, and the other scouts will help with the weeding, the lining of the bedding, the replacement of soil, and the placement of signage for the garden itself.

What do you think will be most difficult about leading them?

I think that one of the hardest parts about this project will be the time management, and trying to get all of the logistics together, and making sure that this all comes together at the end.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

Additional cacti to replace the dead ones - up to \$200.00

Flower bed liners - \$50

Quick-rite to hold signage in-place - up to \$30

Top soils to cover the bed liner - up to \$400

Signage, including costs to hold up, roughly \$130

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Garbage bags to pick up debris - \$20

Snacks to provide to the scouts - \$20

Water to refill water bottles - basically free

Gloves to protect hands - \$17 for a 6 pack

Safety glasses - \$13

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

We will require-

- Wheelbarrow
- Shovels
- Rakes
- Tiller to loosen dirt for uprooting leaves
- Weed burner to burn the weeds

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

We will also require chairs as well as an eazy up for shade when working on this project

We will require a table to set all of the tools and materials on as well as the scout's personal belongings to make sure they don't get dirty.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

We will need permission from the city to undertake this project in order to build

In addition I do not know what safety needs to be done for the closeness to the road

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below (include sales tax if applicable)

| | |
|---------------------|---|
| Materials: | <input type="text" value="\$410"/> |
| Supplies: | <input type="text" value="\$70"/> |
| Tools: | <input type="text" value="\$0"/> |
| Other: | <input type="text"/> |
| Total Costs: | <input type="text" value="\$880"/> |

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

One way to raise money is to make a barbecue fundraiser so we can sell plates of food to the public to fund the project. This can be done by smoking pork sholders and making sandwiches with coleslaw and potato salad to go with it.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

| | |
|----|--|
| 1 | Prep project plan |
| 2 | Get approved by the city/committee for the project |
| 3 | Start fundraising proposal forms |
| 4 | Fundraise |
| 5 | Prepare for the project/obtain supplies |
| 6 | Execute the project |
| 7 | Report |
| 8 | Reflect and document |
| 9 | <input type="text"/> |
| 10 | <input type="text"/> |

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

I will use Google sheets to make sure that all of the materials required are recorded as well as the pricing, the logs for when the project dates are and how they went, as well as my goals for this project and how far I want to bring this project along.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety is Item 3.

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "Age Guidelines for Tool Usage" at Scouting.org

Some of the potential dangers to working on this project is the many sharp cacti and the many weeds with thorns on it. This needs to be addressed with the proper PPE which would consist of safety glasses, long pants, and gloves. These pieces of PPE will allow everyone to work safely without being injured due to puncture wounds. If they were still injured, we will make sure to have first aid kits on the site, that ay we are able to continue on with the project safely. Since we would be working outside, another hazard is dehydration and heat exhaustion, which can be treated with shade from an easy-up and water from coolers.

An additional thing is we are working close to the road, so I need to organize something to work with that.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Some things that I will need to do for this project is to make a more complete costs list as well as provide more documentation of what I have done so far for the project.

Revise a better project description

Refine the project steps to make them more clear

Plan out the fundraiser more clearly

Take more photos to get together to put onto the presentation

Taking Drone photos- 6/4/22

Set up orders to meet people for signatures - 6/5/22

Start putting together final presentation - 6/6/22

Finish putting together presentation - 6/13/22

Look at Fundraiser proposal and start to fill out - 6/14/22

Finish the Fundraiser proposal - 6/15/22

Start on the project planning - 7/7/22

Finish the planning phase - 7/9/22

Turn in presentation deadline - 7/10/22

Proposal - 7/18/22

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future editing. make sure you save a copy if any signatures will be inserted digitally.

| | | | |
|---|--|--|--|
| Candidate's Promise* | | <i>Sign below before you seek the other approvals for your proposal.</i> | |
| On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary. | | | |
| Signed | | Date | |

* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.

| | | | |
|--|------|--|------|
| Unit Leader Approval* | | Unit Committee Approval* | |
| I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him. | | This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal. | |
| Signed | Date | Signed | Date |
| Name (Printed) | | Name (Printed) | |

| | | | |
|--|------|--|------|
| Beneficiary Approval* | | Council or District Approval | |
| This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required. | | I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach. | |
| <p><i>Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i></p> <p>Yes _____ No _____</p> | | | |
| Signed | Date | Signed | Date |
| Name (Printed) | | Name (Printed) | |

* While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.



Eagle Scout Service Project Plan



Eagle Scout candidate's full legal name Marshall Anthony Wyler

Eagle Scout Service Project Name Cactus Garden Renovation

Planned start date

Planned completion date

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your project may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out the project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

Comments From Your Proposal Review

Item 3.

What suggestions were offered by the council or district representative who approved your project?

Some things that need to change is for the safety along the road needs to be improved, and we need to figure out what to do for that, as well as come up with a better pricing list

Project Description and Benefit - Changes from the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation *Include "before" photographs to show the board of review as attachments.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Project Phases

You may have more than ten phases, or fewer, as n

Item 3.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase. If you have more than 10 phases, attach a separate page with your continued phase list.

| | |
|----|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

Attachments

If you are unable to attach items within this workbook, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate

Permits and Permissions

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

* Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.

Materials List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example Item 3.

| | | | | | |
|---------|---------------------------------|---|-------|-------|-----------------------|
| Plywood | 3/4", 4'x8', B-C interior grade | 3 | 20.00 | 60.00 | ABC Hardware Donation |
|---------|---------------------------------|---|-------|-------|-----------------------|

| Item | Description | Quantity | Unit Cost | Total Cost | Source |
|------|-------------|----------|-----------|------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total cost of materials:

Supplies List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

| | | | | | |
|--------------|----------------------|---|------|------|--------------|
| Plastic tarp | 9' x 12', 2mil think | 2 | 4.00 | 8.00 | ABC Hardware |
|--------------|----------------------|---|------|------|--------------|

| Item | Description | Quantity | Unit Cost | Total Cost | Source |
|------|-------------|----------|-----------|------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total cost of supplies:

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.

| | | | | | |
|---------------------|---|------|------|-----------|-----------|
| Circular power saw* | 1 | 0.00 | 0.00 | Mr. Smith | Mr. Smith |
|---------------------|---|------|------|-----------|-----------|

| Tool | Quantity | Unit Cost | Total Cost | Source | Who will operate/use? |
|------|----------|-----------|------------|--------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total cost of tools:

Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. See example.

| | | | | | |
|----------|--------------------|------|------|-------|--------------|
| Printing | Marketing brochure | 2000 | 0.01 | 20.00 | ABC Hardware |
|----------|--------------------|------|------|-------|--------------|

| Item | Description | Quantity | Unit Cost | Total Cost | Source |
|------|-------------|----------|-----------|------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total cost of other needs:

Expenses

| Item | Projected Cost |
|------------------------------|----------------|
| Total materials (from above) | |
| Total supplies (from above) | |
| Total tools (from above) | |
| Total other (from above) | |
| Total cost | |

Revenue

Item 3.

Total to be raised: \$

Contribution from beneficiary: \$

Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.

Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

| Work at car wash | Able to drive or wash cars | Adult drivers/supervisors, youth to wash | 2 adults, 10 youth | 1 adult, 5 youth |
|------------------|----------------------------|--|--------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored? Item 3.

How long will your helpers be working each day? (Recommend no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

Safety

Will a first aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

| Potential Hazard | What will you do to prevent problems? |
|------------------|---------------------------------------|
| | |
| | |
| | |
| | |
| | |

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing? Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Contingency Plans

Item 3.

What would cause postponement or cancellation of the project? What will you do should this happen?



Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.



Eagle Scout Service Project Fundraising Application

Item 3.

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

| | | | |
|--|-------|-------------------------|------|
| Name: Marshall Anthony Wyler | | Preferred telephone(s): | |
| Address: | City: | State: | Zip: |
| Email Address: | | | |
| Check One: <input type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship | | Unit Number: | |
| Name of District: | | Name of Council: | |

Project Beneficiary

(Name of religious institution, school or community)

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | Zip: |
| Email Address: | | | |

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | Zip: |
| Email Address: | | | |

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? If so, by whom?

Contract details:

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

| Beneficiary | | Unit Leader | | Authorized Council Approval* | |
|-------------|------|-------------|------|------------------------------|------|
| Signature | Date | Signature | Date | Signature | Date |

Procedures and Limitations on Eagle Scout Service Project Fundraising

Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

**This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."

This page intentionally left blank



Eagle Scout Service Project Report



Eagle Scout candidate's full legal name Marshall Anthony Wyler

Eagle Scout Service Project Name Cactus Garden Renovation

Project start date

Project completion date

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Project Execution:

Once planning was completed, when did the work begin?

When was it finished? Item 3.

Project Description

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Leadership

Item 3.

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

| | Number of Workers | Total Hours Worked |
|---|-------------------|--------------------|
| The Eagle Scout Candidate - Planning Hours | 1 | |
| The Eagle Scout Candidate - Execution Hours | 1 | |
| Registered BSA youth members | | |
| Other youth (brothers, sisters, friends, etc., who are not BSA members) | | |
| Registered BSA adult Scouting volunteers and leaders | | |
| Other adults (parents, grandparents, etc., who are not BSA members) | | |
| Grand Total of Hours (enter here and on your Eagle Scout Rank Application) | | |

*There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise *Sign below before you seek the other approvals.*

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

| | |
|-----------|------|
| | |
| Signature | Date |

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.

| | |
|---|---|
| Beneficiary name: <input style="width: 95%;" type="text"/> | Unit leader name: <input style="width: 95%;" type="text"/> |
| | |
| Signature Date | Signature Date |

Council or District approval of Leadership

Same person who initially approved Project

Date

Marshall Anthony Wyler

49



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the impact or benefit the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Projects Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's Eagle Scout Service Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is available for download at <http://www.scouting.org/advancement>

Eagle Service Project Workbook - Revision Tracking

Version 2021a - Released 1/3/21

Version 2021b - Released 1/6/21

- Free text date fields length increased
- Scout name copied to footer on all pages
- Scout and project name copied across pages
- Scout name copied to fundraising application
- Made the Safety section much larger and added link to BSA Tool Safety web page
- Added an email address to the Council Service Center contact block

Version 2021c - Released 1/29/21

- Warnings about digital signatures locking the document have been added near all signature areas
- Candidate hour reporting split into separate planning and execution blocks*
- Page reference on Proposal Page H corrected
- Page reference on Fundraising Application Page A corrected
- Page reference on Project Report Page C corrected
- Formatting of all telephone fields removed to allow international phone numbers



STAFF REPORT
City of Dripping Springs
 PO Box 384
 511 Mercer Street
 Dripping Springs, TX 78620

Submitted By: Andrew Binz, Parks and Community Services Director

**Parks & Recreation
 Commission Meeting
 Date:** 09/19/2022

Agenda Item Wording: Discuss and consider approval of a recommendation to amend the Master Fee Schedule.

Agenda Item Requestor: Andrew Binz

Summary/Background: The Parks & Community Services (PCS) staff have reviewed the Master Fee Schedule and has provided recommendations on the fees pertaining to the services PCS offers. The Dripping Springs Ranch Park Board of Directors reviewed and approved the updated fees in Section 17: Dripping Springs Ranch Park Fees at their meeting on September 7, 2022.

Staff Recommend approval of Master Fee Schedule update.

Recommendations:

Attachments: Master Fee Schedule Update

Next Steps/Schedule: Parks & Recreation Commission recommendation of approval of the updated Fee Schedule will be taken to City Council for their approval.

**CITY OF DRIPPING SPRINGS
MASTER FEE SCHEDULE**

ARTICLE A1.000 (GENERAL PROVISIONS)

A1.001 Adopted by reference

- (a) The fee schedule for the city shall be interpreted as that ordinance enacted by the city council, as may be amended, which sets out the standard charges and costs imposed by the city.
- (b) Any reference to the “Fee Schedule” or “Appendix A” of the Code of Ordinances shall mean the current, most recently enacted version of the fee schedule regardless of whether it is published in the Code of Ordinances.
- (c) Copies of the current Master Fee Schedule can be obtained on the City’s website, www.cityofdrippingsprings.com, or by request to the city secretary.

(Ordinance 1070.54 adopted 4/12/11)

SECTION 1. ENACTMENT PROVISIONS

1.1 Popular Name

This Chapter shall be commonly cited as the “Fee Schedule Ordinance.”

1.2 Purpose

This Chapter establishes the fees the City is authorized to collect for providing certain services or processing certain requests for approval. Certain fees shall be imposed by other ordinances or state law. The absence of any certain fee from this Ordinance shall not be interpreted to preclude assessment and collection by the City.

SECTION 2. SIGNS

2.1 Pre-Application Conference Fee: \$50.00

2.2 Permit fees for sign permits are in the below chart. Additional information regarding permit fees for individual sign permits can be found in Appendix A of the City Code of Ordinances Chapter 26 in the Char of Sign Design Standards.

Draft 09.13.22

| Type of Sign | Permit Required | Conditions (Section Number) | Fee |
|--|---------------------------------------|-----------------------------|--|
| Government Sign | No | 26.01.005 | N/A |
| Real Estate | No | 26.01.005 | N/A |
| Real Estate | Yes | 26.01.005 | \$50.00 |
| Real Estate-Lease Individual Units | No | 26.01.005 | N/A |
| Residential Development-Monument Identification Sign (small) | Yes | 26.02.001 | \$200.00 plus pre-application |
| Residential Development-Monument Identification Sign (large) | Yes | 26.02.001 | \$225.00 plus pre-application |
| Home Occupation | No | 26.02.001 | N/A |
| Residential-Non-Commercial Sign | No | 26.02.001 | N/A |
| Construction/Development Sign | Yes – project completion or 24 months | 26.02.001 | \$50.00 |
| Multifamily Residential Complex Monument Sign (small) | Yes | 26.02.002 | \$200.00 plus pre-application |
| Multifamily Residential Complex Monument Sign (large) | Yes | 26.02.002 | \$250.00 plus pre-application |
| Multifamily Identification Wall Sign | Yes | 26.02.002 | \$150.00 plus pre-application |
| Multifamily Identification Hanging Sign | Yes | 26.02.002 | \$50.00 plus pre-application |
| Manufactured Home Park Identification Monument Sign | Yes | 26.02.003 | \$250.00 plus pre-application |
| Commercial Wall Sign | Yes | 26.02.004 | \$275.00 plus pre-application |
| Commercial Hanging Sign | Yes | 26.02.004 | \$50.00 plus pre-application |
| Commercial Construction/Development Sign | Yes | 26.02.004 | \$50.00 plus pre-application |
| Commercial Monument Sign-Individual Business | Yes | 26.02.004 | \$225.00 plus pre-application |
| Commercial Awning Sign (as part of Wall Sign) | Yes | 26.02.004 | \$50.00 plus pre-application |
| Restaurant Menu | Yes | 26.02.004 | \$225.00 plus pre-application |
| Wall Sign | Yes | 26.02.005 | \$275.00 |
| Monument Identification Sign | Yes | 26.02.005 | \$250.00 |
| Banner | Yes | 26.02.007 | \$25.00 per sign, plus pre-application |
| Single Sign in a Multiunit Project | Yes | 26.02.006 | \$50.00 per sign replacement in Multiunit Project |
| Master Sign Fee | Yes | 26.03.005 | \$100.00 plus cost of each sign and variance requested plus preapplication |

Draft 09.13.22

| | | | |
|--------------------------------|-----|-----------|--|
| Master Sign Plan Ordinance Fee | Yes | 26.03.005 | \$200.00 plus cost of each sign and variance requested plus preapplication |
|--------------------------------|-----|-----------|--|

- 2.3 **Sign Impoundment Fee:** \$25.00/sign
- 2.4 **Sign Permit Waiver/Variance Request Fee:** \$150.00/variance request
- 2.5 **Signs erected prior to obtaining a sign permit, when required, shall be required to pay twice the normal permit fee amount.**

SECTION 3. SITE DEVELOPMENT

3.1 Site Development Permit Application Fees

- 3.1.1 Pre-Application Conference Fee: \$180.00 (cost put towards application fee if application is filed within twelve (12) months of conference.)
- 3.1.2 Minor Projects (less than \$10,000.00): \$500.00
- 3.1.3 Small Projects (\$10,000.00 - \$50,000.00): \$1,000.00
- 3.1.4 Medium Projects (\$50,000.00 - \$100,000.00): \$1,500.00 and 1.5% of the estimated total construction cost of the improvements required by the Site Development Ordinance.
- 3.1.5 Large Projects (\$100,001.00 - \$500,000.00): \$2,000.00 and 1.5% of the estimated total construction cost of the improvements required by the Site Development Ordinance.
- 3.1.6 Mega Projects (greater than \$501,000.00): \$2,000.00 and 1.5 % of the estimated total construction cost of the improvements required by the Site Development Ordinance.
- 3.1.7 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.
- 3.1.8 Temporary Projects: \$250.00 for temporary improvements between 15 and 30 days.
- 3.1.9 Site Development Permit Amendments/Engineer Adjustment Fee: \$1,000.00
- 3.1.10 Public Notice Signage: \$25.00

3.2 Reimbursement of Consultant Costs for Site Development Application

Draft 09.13.22

- 3.2.1 The applicant is required to pay all associated costs prior to receiving a permit, regardless of City approval. Any project that starts construction without a permit is subject to penalty as described by the Site Development Ordinance.
- 3.2.2 Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, lighting consultant, landscape reviewer, exterior design, and others, as required.
- 3.2.3 Associated costs will be billed at cost plus 20% to cover the City’s additional administrative costs.

3.3 Waiver/Variance Request: \$500.00

3.4 Guarantee of Public Improvements: A bond or cash equivalent in an amount equal to one hundred and ten percent (110%) of the estimated cost of construction of permitted project.

3.5 Site Development work done before the approval of a permit shall require double the normal permit fee.

3.6 Extension of Plan Approval Request Fee: \$200.00

3.7 Reinspection Fee by City Staff, fees to double with each reinspection (including but not limited to: all road inspections, concrete pre-pour, erosion control, and stormwater inspections):

- a. First reinspection: \$50.00
- b. Second reinspection: \$100.00
- c. Third reinspection: \$200.00

Any further reinspections beyond the third reinspection are to double in price as demonstrated in 3.7(a) – (c).

3.8 Sidewalk Fee-in-Lieu: \$8.00/square foot of approved fee-in-lieu of sidewalk construction.

3.9 Park Development Fee: \$648.00/Dwelling Unit

3.10 Parkland Dedication Fee (Fee-in-Lieu): As calculated in Chapter 28 of the City of Dripping Springs Code of Ordinances

3.11 Agriculture Facility Fee: ~~\$35.00~~ \$100.00/dwelling unit

Commented [AB1]: Moved from Parks & Community Services

SECTION 4. SUBDIVISION

4.1 Pre-Application Conference Fee: \$180.00 (cost put towards application fee if application is filed within twelve (12) months of conference)

Draft 09.13.22

4.2 Preliminary Plat Filing Fees

- (a) **Preliminary Plat (Major Plat) Filing Fee:** \$500.00/plat, plus \$225.00 per lot
- (b) **Preliminary Plat Major Revision Filing Fee:** 50% of the Preliminary Plat (Major Plat filing fee)
- (c) **Preliminary Plat Minor Revision Filing Fee:** \$500.00/plat, plus \$60.00 per lot affected

4.3 Minor Plat Submitting Fee: \$500.00/plat

4.4 Final Plat (Major Plat) Filing Fee: \$250.00/plat, plus \$450.00 per lot

4.5 Amending Plat Submitting Fee: \$500.00/plat

4.6 Guarantee of Public Improvements: A bond or case equivalent in the amount equal to the estimated costs of construction based on approved plans. This amount applies to utilities, drainage, water quality facilities, water detention facilities, roadways, and all related features. This amount will not be collected if Hays County has collected no less than this amount, where applicable.

4.7 Guarantee of Maintenance: Maintenance bond required in amount of one hundred percent of the full cost of improvements. This amount applies to utilities, drainage, water quality facilities, water detention facilities, roadways, and all related features. This amount will not be collected if Hays County has collected no less than this amount, where applicable.

4.8 Vacation of Plat Fee: \$500.00/plat

4.9 Replat Fee: \$500.00/plat, plus \$250.00 per lot. Any time a vacation and replat occur at the same time, only the replat fee will be collected.

4.10 Plat Amendment Fee: \$500.00/plat

4.11 Waiver/Variance Request: \$500.00/variance

4.12 Extension of Plat Approval Request Fee: \$200.00

4.13 Reimbursement of Consultant Costs for Plat/Construction Plan Application

4.13.1 The application is required to pay all associated costs prior to filing the plat for recordation with the City Secretary, regardless of City Council approval. Any project that starts construction without a permit is subject to penalty as described in the Subdivision Ordinance.

4.13.2 Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, and others, as required.

4.13.3 Required consultant costs will be billed at cost plus 20% to cover the City's additional administrative costs.

Draft 09.13.22

- 4.14 Construction Plan Approval:** Subdivision Construction Plans shall be considered a Site Development Plan and fees for such shall be paid in accordance with Section 3.
- 4.15 Construction work done before the approval of a permit shall require double the normal final plat filing fee amount.**
- 4.16 Vacation of Easement/Right-of-Way Fee:** \$300.00/easement or right-of-way
- 4.17 Apartment/Condominium Project Plat Filing Fee:** \$500.00/plat, plus \$225.00 per unit
- 4.18 Apartment/Condominium Project Construction Plan Review Fees**
- 4.18.1 Pre-Application Conference Fee: \$180.00 (cost put towards application fee if application is filed within twelve (12) months of conference)
- 4.18.2 Concept Plan Review Fee: \$300.00
- 4.18.3 Small Projects (less than \$50,000.00): \$750.00, with \$50.00 for consultation fees within a meeting
- 4.18.4 Medium Projects (\$50,000.00 - \$100,000.00): \$1,000.00 and 1.5% of the estimated total construction cost of the improvements required by the Subdivision Ordinance.
- 4.18.5 Large Projects (\$100,001.00 - \$500,000.00): \$1,500.00 and 1.5% of the estimated total construction cost of the improvements required by the Subdivision Ordinance.
- 4.18.6 Mega Projects (greater than \$500,001.00): \$2,000.00 and 1.5% of the estimated total construction cost of the improvements required by the Subdivision Ordinance.
- 4.18.7 Project cost estimate includes all site-related work (does not include costs of vertical structures, pump stations); cost estimate must be reasonable and based on current costs. The shall determine the reasonableness of costs.
- 4.19 Construction Plan Amendment/Engineer Adjustment Fee:** \$500.00
- 4.20 Public Notice Signage:** \$25.00
- 4.21 Sidewalk Fee-in-Lieu:** \$8.00/square foot of approved fee-in-lieu of sidewalk construction.
- 4.22 License to Encroach Fee:** \$200.00/encroachment. Fees may be reviewed, consolidated, or lessened for multiple encroachments on the same lot or plat where applications are filed simultaneously, based on the cost of review on the judgement of the city administrator.
- 4.23 Park Development Fee:** \$648.00/Dwelling Unit
- 4.24 Parkland Dedication Fee (Fee-in-Lieu):** As calculated in Chapter 28 of the City of Dripping Springs Code of Ordinances

Draft 09.13.22

SECTION 5. ZONING

- 5.1 Conditional Use Permit Application**
 - 5.1.1 Domestic Farm Animals Conditional Use Permit Application Fee: \$150.00
 - 5.1.2 Ag Ed Short Form Conditional Use Permit Application Fee: exempt
 - 5.1.3 Other Conditional Use Permit Application Fees: \$500.00
- 5.2 Zoning Classification Change Request Fee:** \$500.00/lot, tract or parcel
- 5.3 Planned Development District Request Fee:** \$5,000.00/district, plus \$150.00 per acre
- 5.4 Waiver/Variance/Special Exception Request Fees**
 - 5.4.1 Fences in Residential Areas Waiver/Variance/Special Exception Fee: \$250.00
 - 5.4.2 Other Waiver/Variance/Special Exception Request Fees: \$500.00
- 5.5 Reimbursement of Consultant Costs for Zoning Application**
 - 5.5.1 Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, lighting consultant, landscape reviewer, exterior design, and others, as required.
 - 5.5.2 Required consultant costs will be billed at cost plus 20% to cover the City's additional administrative costs.
- 5.6 Zoning Determination Letter Request Fee:** \$50.00/parcel
- 5.7 Zoning Ordinance Amendment Request Fee:** \$500.00/request
- 5.8 Public Notice Signage:** \$25.00
- 5.9 Planned Development District Amendment Fee:** \$1,000.00
- 5.10 Planned Development District Minor Modification Fee:** \$500.00
- 5.11 Mercer Street Parking Fee-in-Liew:** \$6,500.00 per space

SECTION 6. DEVELOPMENT AGREEMENT

- 6.1 Development Agreement Fee:** \$5,000.00/agreement, plus \$75.00 per acre
- 6.2 Reimbursement of Consultant Costs for Development Agreement**
 - 6.2.1 Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, lighting consultant, landscape reviewer, exterior design, and others, as required.

Draft 09.13.22

6.2.2 Required consultant costs will be billed at cost plus 20% to cover the City’s additional administrative costs.

6.3 **Public Notice Signage:** \$100.00 (\$75.00 deposit returned upon return of the sign in good condition).

6.4 **Development Agreement Amendment Fee:** \$1,000.00

6.5 **Development Agreement Minor Modification Fee:** \$500.00

SECTION 7. RESIDENTIAL BUILDING CODE

7.1 **Single Family Dwelling Construction or Improvement of a Residential Building Permit Fees:** Includes fees for Building Permit, Inspections & Plan Review for new construction. Includes move in of existing dwelling, enlargement, remodel, alteration, finish-out, major repair, enclosing garage, carport, deck, balcony, porch, swimming pool, hot tub, spa, etc., and electrical, mechanical, and plumbing work.

| New Residential Construction | |
|--|--|
| <i>Square Footage (S.F.)</i> | <i>Fee</i> |
| 0 – 1,500 S.F. | \$942.00 |
| 1,501 – 10,000 S.F. | \$942.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. up to and including 10,000 S.F. |
| Over 10,000 S.F. | \$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F. |
| Alteration/Addition for Residential Construction | |
| <i>Trade Permits</i> | <i>Fees</i> |
| Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar | \$120.00 per trade |
| Other project types not listed above | \$192.00 per trade |

7.2 **Mobile & Modular Home Move In Permit Fee (includes fee Move In Permit, Inspections & Plan Review):** \$450.00

7.3 **Residential Inspection Fee (for inspections not included in building permit fees):** \$100.00

7.4 **Residential Demolition/Moving Permit Fee:** \$100.00

7.5 **Replacement Permit Fee (lost or damaged):** \$25.00

7.6 **Waiver/Variance Request Fee:** \$500.00

7.7 **Work begun without permit(s) shall be double the normal permit fee amount.**

7.8 **Trade Registration Fees**

Draft 09.13.22

7.8.1 Mechanical, Electrical and Irrigation Master/Contractor Registration: \$100.00 annually

7.8.2 Mechanical, Electrical and Irrigation Journeyman Registration: \$25.00 annually

7.9 Residential Swimming Pool Permit Fee: \$450.00

7.10 Unauthorized Occupancy Fee (occupying building without certificate of occupancy): \$750.00

SECTION 8. COMMERCIAL AND MULTI-FAMILY BUILDING CODE

8.1 Commercial and Multi-Family Construction Building Permit Fees: Includes fess for Building Permit, Inspections & Plan Review.

| Value of Construction | Fees |
|-------------------------------|--|
| \$1.00 - \$10,000.00 | \$160.00 |
| \$10,001.00 - \$25,000.00 | \$200.00 for first \$10,000.00 plus \$16.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00 |
| \$25,001.00 - \$50,000.00 | \$450.00 for first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00 |
| \$50,001.00 - \$100,000.00 | \$725.00 for first \$50,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00 |
| \$100,001.00 - \$500,000.00 | \$1,100.00 for first \$100,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00 |
| \$500,001.00 - \$1,000,000.00 | \$3,525.00 for first \$500,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 and up | \$6,125.00 for first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof, to and including |

8.2 Replacement Permit Fee (lost or damaged): \$25.00

8.3 Waiver/Variance Request Fee: \$500.00

8.4 Work begun without a permit shall be double the normal permit fee amount.

8.5 Commercial Demolition Permit Fee: \$200.00

8.6 Trade Registration Fees

8.6.1 Mechanical, Electrical and Irrigation Master/Contractor Registration: \$100.00 annually

8.6.2 Mechanical, Electrical and Irrigation Journeyman Registration: \$25.00 annually

8.7 Unauthorized Occupancy Fee (occupying building without certificate of occupancy): \$750.00

Draft 09.13.22

SECTION 9. PARKS & COMMUNITY SERVICES

9.1 Park Fields and Amenities

9.1.1 Dripping Springs Sports & Recreation Park

- Baseball Field 4-Washer Pits
- Softball Field ~~4 Horseshoe Pits~~
- Soccer Fields 1 – 7 Soccer Fields A – E
- Sand Volleyball Court 2-Adult Softball Fields: Upper and Lower
- Basketball Court**

9.1.2 Founders Memorial Park

- North, Middle and South Fields
- Pavilion**
- Pool**

9.1.3 Veterans Memorial Park and The Triangle

9.2 **Fee Basis:** Fees are based on whether or not the user is a resident of the City of Dripping Springs, City of Dripping Springs ETJ, and whether or not the user is a profit or not-for-profit organization.

9.3 **Payment of Fees and Deposits:** Fees and deposits must be paid **in full at the time of booking** prior to the use.

9.4 **Field Fees:** The Dripping Sports & Recreation Park Baseball Field, Softball Field, Soccer Fields, and Adult Softball Fields, and Founders Memorial Park Fields.

(a) Electricity: Use of electricity for lighting **is \$35.00/hour** ~~requires a \$75.00 fee; additional \$175.00 fee charged during the months of May through January.~~

(b) Deposit: \$100.00 deposit fee shall not be returned until written or verbal approval is given to the City Administrator **or designee** by the organization responsible for maintenance of the fields.

(i) All fields will be returned to condition equal to or better than original.

(ii) Additional Fees: Multi-Uses may have an additional charge for maintenance, which will be determined by the Parks & Recreation Commission after consultation with Dripping Springs youth Sports Association. ~~Dripping Springs Adult Softball Association or Dripping Springs Independent School District.~~

9.4.1 ~~All fenced areas with limited access are included in this section. These areas~~ **Athletic fields** are to be used for the purpose for which they are built (Baseball, Soccer, Softball, Football, Lacrosse).

Single Use Fees: ~~(4 hours or less)~~ **2 hour minimum**

Draft 09.13.22

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--------------------------|-------------------------------|---------------------------|-----------------------------------|
| \$100.00 \$25.00/hour | \$300.00 \$75.00/hour | \$400.00 \$100.00/hour | \$600.00 \$150.00/hour |

9.4.2 ~~Multi Use or Seasonal Use Fees per Field~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--------------|-------------------------------|------------------------|-----------------------------------|
| \$100.00 | \$300.00 | \$400.00 | \$600.00 |

9.4.3 Additional Days

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|---|--|--|--|
| More than 5 days: \$50.00 \$100.00 per day | More than 5 days: \$150.00 \$300.00 per day | More than 5 days: \$200.00 \$400.00 per day | More than 5 days: \$300.00 \$600.00 per day |

9.4.4 ~~Parks Sports Fields Use Fees (4 hours or less)~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--------------|-------------------------------|------------------------|-----------------------------------|
| \$50.00 | \$150.00 | \$200.00 | \$300.00 |

9.5 Fees for Dripping Springs Sports & Recreation Park Sand Volleyball Court, Multi-Use Concrete Basketball Court, Washer Pits and Horseshoe Pits

Under 4 hours (8 a.m. – 12 p.m.; 2 p.m. – 6 p.m.) or Over 4 hours

9.5.1 ~~More than 4 hours: Fees per Single Use/Per Amenity~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--------------|-------------------------------|------------------------|-----------------------------------|
| \$50.00 | \$80.00 | \$150.00 | \$200.00 |

9.5.2 ~~Less than 4 hours: Fees per Single Use/Per Amenity: 2 hour minimum~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--------------|-------------------------------|--------------------------|-----------------------------------|
| \$25.00/hour | \$40.00 \$75.00/hour | \$75.00 \$100.00/hour | \$100.00 \$150.00/hour |

Draft 09.13.22

9.5.3 ~~More than 4 hours: Fees per Single Use/Per Amenity~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|-------------------------|--|-----------------------------------|--|
| \$100.00 | \$160.00 | \$300.00 | \$400.00 |

9.5.4 ~~Less than 4 hours: Fees per Single Use/Bundled Amenities~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|-------------------------|--|-----------------------------------|--|
| \$50.00 | \$80.00 | \$150.00 | \$400.00 |

9.5.5 ~~Additional Days Resident/ETJ Non-Resident & Not-for-Profit~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--|--|--|---|
| More than 5 days: \$25.00 per day | More than 5 days: \$40.00 per day | More than 5 days: \$75.00 per day | More than 5 days: \$100.00 per day |

9.6 **Exemption from Field Fees:** Field fees will not be charged to Dripping Springs Youth Sports Association, ~~Dripping Springs Adult Softball Association or Dripping Springs Independent School District~~ as long as each ~~the~~ organization is actively involved in the maintenance and improvement of the parks; however, the cost of electricity shall be reimbursed.

9.7 **Use Fees for Veterans Memorial Park and The Triangle**

9.7.1 ~~Under 4 hours (8 a.m. — 12 p.m. or 2 p.m. — 6 p.m.)~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|-------------------------|--|-----------------------------------|--|
| \$50.00 | \$80.00 | \$100.00 | \$200.00 |

9.7.2 ~~Over 4 hours~~

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|-------------------------|--|-----------------------------------|--|
| \$100.00 | \$160.00 | \$200.00 | \$400.00 |

9.7.3 Deposit: ~~\$50.00~~ **\$100.00**; the deposit fee will be returned if the area is adequately cleaned- up.

9.7.4 Additional Days Resident/ETJ Non-Resident & Not-for-Profit

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|
| More than 5 days: \$50.00 per day | More than 5 days: \$80.00 per day | More than 5 days: \$100.00 per day | More than 5 days: \$200.00 per day |

9.8 Agriculture Facility Fee: ~~\$35.00/dwelling unit~~

Commented [AB2]: Moved to Site Development 3.11

9.9 Park Use Permit Fees: These fees are in addition to any applicable rental fees.

9.9.1 Commercial Activity: Vendors or individuals that sell ~~items~~ **goods or services** for profit, \$30.00/use

9.9.2 Commercial Fitness Trainer Fees

Deposit equal to cost of upcoming session/classes and Park Maintenance Fee of \$10.00/month per training session to be included in all License Fees.

(a) Six Month License

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--------------|-------------------------------|------------------------|-----------------------------------|
| \$100.00 | \$100.00 | \$200.00 | \$400.00 |

(b) Twelve Month License

| Resident/ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|--------------|-------------------------------|------------------------|-----------------------------------|
| \$200.00 | \$200.00 | \$400.00 | \$800.00 |

9.10 Founders Memorial Park Pool & Pavilion

9.10.1 Pool Entry Fees

| | Resident/ETJ | Non-Resident, Not-for-Profit |
|--|-------------------|------------------------------|
| Daily Entry – Child (3 years and younger) | Free | Free |
| Daily Entry – Child (4 – 11 years) | \$3.00 | \$5.00 |
| Daily Entry – Tween/Teen (12 – 17 years) | \$4.00 | \$6.00 |
| Daily Entry – Adult (18 – 59 years) (12 – 59 years) | \$4.00 | \$6.00 |

Draft 09.13.22

| | | |
|---|-------------------------------|---------------------------------|
| Daily Entry – Adult Senior (60+ years) | \$3.00 | \$5.00 |
| Summer Splash Pass – Child (4 – 11 years) | \$45.00 | \$50.00 \$75.00 |
| Summer Splash Pass – Tween/Teen (12 – 17 years) | \$50.00 | \$55.00 |
| Summer Splash Pass – Adult (18 – 59 years) (12 – 59 years) | \$80.00 \$60.00 | \$85.00 \$90.00 |
| Summer Splash Pass – Senior Adult (60+ years) | \$45.00 | \$50.00 \$75.00 |
| Family Summer Splash Pass – 4 Family Members or Less | \$125.00 | \$130.00 \$150.00 |
| Family Summer Splash Pass – 5 Family Members or More | \$150.00 | \$155.00 \$175.00 |

9.10.2 Pool Rental Fees

| | Resident/ ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|---|--|--|--|--|
| Pool Rental – 2 hours minimum | \$80.00/hour \$90.00/hour | \$90.00/hour \$100.00/hour | \$150.00/hour \$160.00/hour | \$160.00/hour \$170.00/hour |
| Security Deposit (Refundable) | \$200.00 \$100.00 | \$200.00 \$100.00 | \$200.00 \$100.00 | \$200.00 \$100.00 |
| Additional Guards (1 per 25 people over 75 attendees) | \$25.00 \$30.00/hour per guard | \$25.00 \$30.00/hour per guard | \$25.00 \$30.00/hour per guard | \$25.00 \$30.00/hour per guard |

9.10.3 Park Pavilion Rental Fee

| | Resident/ ETJ | Non-Resident & Not-for-Profit | Commercial City Limits | Commercial Outside of City Limits |
|---|--------------------|----------------------------------|---------------------------|---|
| Hourly Rate (Less than 4 hours: 8 a.m. – 12 p.m.; 1 p.m. – 5 p.m.) | \$75.00 | \$85.00 | \$140.00 | \$150.00 |
| Daily Rate | \$150.00 | \$160.00 | \$290.00 | \$300.00 |
| Security Deposit | \$50.00 | \$50.00 | \$50.00 | \$50.00 |

Draft 09.13.22

| | | | | |
|--|----------|----------|----------|----------|
| | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
|--|----------|----------|----------|----------|

9.11 Community Service Programs

9.11.1 Special fees for clinics, workshops, and season programming may be set by the Parks and Recreation Director in consultation with the Programs and Aquatics Manager executed by the City Administrator.

9.12 Special Event Permit and Co-Sponsorship Fees

- 9.12.1 Application Fee: \$25.00
- 9.12.2 Deposit: \$200.00

9.13 Film Permit Fees

- 9.13.1 Application Fee: \$25.00
- 9.13.2 Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area: \$500.00/day
- 9.13.3 Partial, non-disruptive use of a public building, park, right-of-way, or public area = \$250.00/day
- 9.13.4 Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking: \$50.00/block/day
- 9.13.5 Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking: \$25.00/block/day
- 9.13.6 Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles): \$50.00/block or lot/day

SECTION 10. ALCOHOL BEVERAGE PERMIT FEES

10.1 Alcohol Permit Fees: Permit fees are collected annually and in accordance with the Texas Alcoholic Beverage Code Title 3. Licenses and Permits, Subtitle A. Permits, Chapter 11. Provisions Generally Applicable to Permits, Subchapter A. General Provisions, Section 11.38. Local Fee Authorized. If a permit type is not listed, the city is not authorized to collect a permit fee for that permit/license/certificate type

10.2 Upper Tier Annual Permit Fees

- 10.2.1 Brewer’s License (BW): \$750.00
- 10.2.2 Distiller’s and Rectifier’s Permit: \$750.00
- 10.2.3 Winery Permit (G): \$37.50
- 10.2.4 Out-of-State Winery Direct Shipper’s Permit: \$0.00 (no fee for permit)
- 10.2.5 Nonresident Brewer’s License: \$ 0.00 (no fee for permit)

Draft 09.13.22

10.2.6 Nonresident Sellers Permit (S): \$75.00

10.2.7 General Distributor's License (BB): \$150.00

10.2.8 Wholesaler's Permit (W): \$937.50

10.2.9 General Class B Wholesaler's Permit: \$150.00

10.3 Lower Tier Annual Permit Fees

10.3.1 Mixed Beverage Permit (MB)

(a) Original Permit Year One: \$0.00

(b) Original Permit Year Two: \$0.00

(c) 1st Renewal Year One: \$0.00

(d) 1st Renewal Year Two: \$562.50

(e) 2nd Renewal Year One: \$750.00

(f) 2nd Renewal Year Two: \$750.00

(g) 3rd Renewal Year One and Subsequent Renewals: \$375.00

10.3.2 Wine and Malt Beverage Retailer's Permit (BG): \$87.50

10.3.3 Wine and Malt Beverage Off-Premise Permit (BQ): \$30.00

10.3.4 Malt Beverage Retail Dealer's On-Premise License (BE): \$75.00

10.3.5 Malt Beverage Retailer's Off-Premise License (BF): \$30.00

10.3.6 Private Club Registration (N): \$0.00 (no fee for this permit)

10.3.7 Private Club Malt Beverage and Wine Permit (NB): \$0.00 (no fee for this permit)

10.3.8 Private Club Exemption Certificate (NE): \$0.00 (no fee for this permit)

10.3.9 Package Store Permit (P): \$250.00

Draft 09.13.22

- 10.3.10 Wine-Only Package Store Permit (Q): \$37.50
- 10.3.11 Passenger Transportation Permit: \$0.00 (no fee for this permit)

10.4 Other Permits

- 10.4.1 Consumer Delivery Permit (CD): \$0.00 (no fee for this permit)
- 10.4.2 Bonded Warehouse Permit (J/JD): \$75.00
- 10.4.3 Manufacturer’s Agent’s Warehousing Permit (AW): \$375.00
- 10.4.4 Carrier’s Permit (C): \$0.00 (no fee for this permit)
- 10.4.5 Promotional Permit (PR): \$150.00
- 10.4.6 Third-Party Local Cartage Permit (ET): \$0.00 (no fee for this permit)
- 10.4.7 Branch Distributor’s License (BC): \$37.50

10.5 Subordinates

- 10.5.1 Brewer’s Self-Distribution

SECTION 11. FOOD ESTABLISHMENTS

11.1 Food Establishment Permit Fees

| | Number of Employees | Fee* |
|--------|----------------------------|-------------|
| 11.1.1 | 1 – 15 Employees | \$350.00 |
| 11.1.2 | 16 – 30 Employees | \$350.00 |
| 11.1.3 | 31 or more Employees | \$435.00 |

***If application filed after June 1st only one-half of the application fee is due.**

11.2 Food Establishment Compliance Inspection Fee: \$200.00

11.3 Food Establishment Compliance Reinspection Fee: Each additional inspection increases by \$25.00 and is cumulative (ex: 1st inspection, \$200.00; 2nd inspection, \$225.00; 3rd inspection, \$250.00, etc.)

11.4 Child/Adult Care, Church and School Establishment Inspection Fees

| | Licensed Number of Children | Fee Without Food Preparation | Fee with Food Preparation* |
|--------|------------------------------------|-------------------------------------|-----------------------------------|
| 11.4.1 | 13 – 40 Children | \$200.00 | \$400.00 |
| 11.4.2 | 41 – 100 Children | \$300.00 | \$500.00 |
| 11.4.3 | 101 or more Children | \$350.00 | \$550.00 |

Draft 09.13.22

***Food Establishment Permit Fee is not required in addition to Child/Adult Care, Church and School Establishment Inspection Fee.**

- 11.5 Child/Adult Care Sanitation Inspection Fee:** Includes facilities with fewer than thirteen (13) children/adults, custodial care homes/facilities, and foster/adoptive homes, \$200.00
- 11.6 Mobile Food Unit Fees**
- 11.6.1 Each Unit: \$200.00
- 11.7 Seasonal Permit Fee (valid for six months):** \$200.00
- 11.8 Change of Name/Ownership Fee:** \$100.00
- 11.9 Establishment Plan Review Fees**
- 11.9.1 Actual plan review and two pre-opening inspections: \$400.00
- 11.9.2 Each additional pre-opening inspection: \$200.00
- 11.10 Permit Reinstatement Fee after Suspensions:** \$200.00
- 11.11 Temporary Food Establishments:** \$30.00/unit per day
- 11.12 Establishment Permit and Inspection Late Fee:** \$50.00 for all establishment permit and inspection fees paid 30 days or more past the due date (\$50.00 late fee to be assessed every 30 days past the due date).

SECTION 12. ON SITE SEWAGE FACILITIES

- 12.1 Permit Application Fee (includes three inspections)**
- 12.1.1 Single Family Standard System Permit Fee: \$575.00
- 12.1.2 Single Family Engineered System Permit Fee: \$625.00
- 12.1.3 Commercial Engineered System Permit Fee: \$800.00
- 12.1.4 Texas Commission on Environmental Quality On-Site Wastewater Treatment Research Council Fee: \$10.00/permit
- 12.2 Re-Inspection Fee:** \$200.00/inspection
- 12.3 On-Site Sewage Facility Certification Fee:** \$200.00
- 12.4 Waiver/Variance Request Fee:** \$500.00
- 12.5 Amendment/Engineer Adjustment to On-Site Sewage Facility Permit**
- 12.5.1 Single Family Residential Permit: \$250.00
- 12.5.2 Commercial Permit: \$450.00
- 12.6 Pre-Application Conference Fee:** \$180.00

Draft 09.13.22

SEE WASTEWATER RATE ORDINANCE FOR WASTEWATER FEES AND RATES

SECTION 13. MISCELLANEOUS

13.1 Copies

13.2.1 Black and white: \$0.10/page

13.2.2 Color: \$0.50/page

13.2.3 Full Size Color Map (24 x 36): \$6.00/page

13.2.4 Full Size Black & White Map (24 x 36): \$4.00/page

13.2 Certified Copies: \$1.00/page

13.3 Notary Services: \$6.00/notary, or in accordance with Chapter 406.024 of the Government Code.

13.4 Zoning Determination Letter Request Fee: \$50.00/parcel

13.5 City Limits Determination Letter Request Fee: \$50.00

13.6 Extraterritorial Jurisdiction Determination Letter Request Fee: \$50.00

13.7 Street Cut/Driveway Permit Fee: \$100.00

13.8 Grandfathered Development Status Determination Request Fee: Subdivisions, \$750.00; Other Projects (such as site development), \$500.00

13.9 Appeal of Determination of Grandfathered Status Fee: \$250.00

13.10 Waiver/Variance Request Fee not listed above: \$500.00

13.11 Itinerant Vendor License Application Fees

13.15.1 One Day: \$35.00

13.15.2 Thirty Days: \$50.00

13.15.3 Six Months: \$70.00

13.12 Temporary Public Right-of-Way Usage Permit: \$50.00/day

13.13 Temporary Public Street Closure Permit: \$250.00

13.14 Temporary Public Street Closure Permit Extension: \$100.00

13.15 Professional Services Fees: In situations where the City Administrator anticipates the City's out-of-pocket expenses for professional services related to review of an application will exceed the amount recouped by the imposition of standard fees, the City shall require the applicant to pay a deposit of \$1,000 to \$10,000. Examples of such projects may include (but are not limited to) voluntary annexations, subdivision plats, rezoning requests, and

Draft 09.13.22

planned development districts. The deposit shall solely be applied to payment of professional services by engineers, attorneys, surveyors, architects, landscape architects, etc, that are specifically and directly related to the applicant's proposed project. Payment of this deposit shall be an express condition of the City's review of and determination upon the application. Payment of the deposit does not guarantee approval of the application. Nor does payment of the deposit create a client relationship between the applicant and the professional services provider. Deposit funds shall not be expended by the City on Code Enforcement activities. The deposit shall be replenished upon depletion within 30 days of being notified by the City in writing. Unused account balances shall be reimbursed to the applicant or applied to future permit applications, at the applicant's discretion.

13.16 Credit Cards and Debit Cards

- 13.16.1 The Processing Fee for acceptance of payments by Swiped Credit Cards will not be more than five percent (5%) of the payment. The standard fee will be 2.75% unless a separate service or agreement is entered into regarding the payment with a vendor accepting the payment. For questions related to what the fee will be, please contact City Hall.
- 13.16.2 The Processing Fee for acceptance of payments by Keyed in Credit Cards is an amount equal to 3.75 % of the underlying payment.
- 13.16.3 The Processing for acceptance of Online Payments will not be more than five percent (5%) of the payment. The standard fee will be 2.75% unless a separate service or agreement is entered into regarding the payment with a vendor accepting the payment. For questions related to what the fee will be, please contact City Hall. The Processing Fee for an Online Credit Card payment is an amount equal to 4.49% of any underlying payment.
- 13.16.4 The Service Charge is \$25.00. The City shall assess and collect a Service Charge Fee if for any reason a payment by credit card is not honored by the credit card company on which the funds were drawn.

13.17 Public Swimming Pool Inspection Fee: \$240.00/swimming facility

- 13.22.1 More than one re-inspection, per year: \$120.00/hour
- 13.22.2 Public Swimming pool design and consultation services: \$120.00/hour
- 13.22.3 Cost for each complaint investigation: \$60.00

13.18 Special District Agreement Fee: \$2,500.00

13.19 Special District Agreement Amendment Fee: \$1,000.00

13.20 Scooter Impoundment Fee: \$75.00/scooter

13.21 After Hours Inspection Fees: After Hours Inspection Fee by City Staff or Consultant (including but not limited to: all road inspections, construction inspections, lighting inspections, building inspections, concrete pour and pre-pour, erosion control, water, wastewater, asphalt inspections and stormwater inspections):

Draft 09.13.22

- 13.21.1 Applicability: the After Hours Inspection Fee will be charged when an inspection is done by City Staff on request of Owner or Applicant to be commenced or completed between the hours of 5 p.m. to 7 a.m. on a weekday or between 5 p.m. on Friday through 7 a.m. on Monday.
- 13.21.2 Fee: the After Hours Inspection Fee is \$150.00 per hour with a two hour minimum. Two hour minimum does not apply if inspection commences within normal working hours and ends within on hour after after hours period begins.

SECTION 14. FIRE SAFTEY

14.01 Plan Review Fees

| | |
|--|--|
| Site and Subdivision Plans | \$240.00/section |
| Building Plan – new shell building | \$180.00 + \$0.12/square foot |
| Building Plan – new tenant space | \$180.00 + \$0.12/square foot |
| Building Plan – remodel of existing tenant space | \$180.00 |
| Automatic Sprinkler Systems: | |
| Less than 6,000 square feet | \$600.00 |
| 6,001 – 12,000 square feet | \$720.00 |
| Greater than 12,001 square feet | \$720.00 + \$0.02/square foot over 12,000 square feet (maximum \$960.00) |
| Standpipe Systems | |
| Underground Fire Protection Systems | \$360.00 |
| Fire Alarm Systems: | |
| 200 or fewer devices | \$240.00 |
| 201 or greater devices | \$240.00 + \$0.60 per device over 200 devices |

14.02 Inspection/Test Fees

| | |
|--|----------|
| Re-inspection of Fire Final and Fire Protection System Test: | |
| First Re-test | \$60.00 |
| Second Re-test | \$120.00 |
| Third Re-test | \$180.00 |
| Hydrant Flow Test | |
| | \$120.00 |
| Kitchen Vent Hood Suppression System | |
| | \$180.00 |

Draft 09.13.22

| | |
|---|---------------------------------------|
| Alternative Fire Suppression Systems (Paint/Spray Booths) | \$180.00 |
| Commercial Propane Installations | \$300.00 |
| Firework Stands | \$60.00 |
| Home Foster Care/Adoption | Exempt |
| Daycare Annual Inspection: | |
| Less than 25 children | \$60.00 |
| Greater than 25 children | \$120.00 |
| Healthcare/Assisted Living | \$54.00 + \$18.00/additional building |
| Hospitals/Licensed Clinics | \$90.00 |
| Certificate of Compliance – initial and follow up | \$120.00 |
| Change of Occupancy Use | \$60.00 |

14.03 Permit Application Fees

| | |
|--|---|
| Hazardous Materials | \$300.00 |
| Above/Underground Storage Tanks | \$240.00 |
| Fireworks Display (application required) | \$60.00 |
| Fireworks Display with Engine Standby as required | \$180.00/hour, per fire engine |
| Control/Open Burn (commercial) | \$30.00 |
| Mass Gathering of more than 4,000 people | \$240.00 |
| Temporary Structures: tents, air supported structures, canopies, construction trailers, etc. | \$60.00 |
| Fire Watch | \$90.00/hour + \$180.00/hour, per fire engine |
| Access Gate | No fee, application required |

14.04 Triple Permit Application Fees: The Fire Safety Inspector may impose triple permit fee when he finds that a condition, activity or occupancy requiring a permit exists and no permit has been issued by the Fire Safety Inspector.

14.05 Modification Permit Application Fee: \$120.00, Includes: Adding up to twenty sprinkler heads to an existing sprinkler system, and adding up to ten initiating/signaling devices to an existing alarm system; \$0.60 for each additional sprinkler head or initiating/signaling device.

SECTION 15. FARMERS MARKET

15.1 Application Fee

15.1.1 Application: \$30.00, non-refundable

Draft 09.13.22

15.1.2 Annual Market Membership: \$40.00

15.2 Vendor Booth Fee

15.2.1 Agricultural Producers Farmers: \$22.00/day

15.2.2 Agricultural Producers Rancher: \$25.00/day

15.2.3 Value Added Food & Beverages: \$30.00/day

15.2.4 Craft/Services: \$28.00/day

~~15.2.5 Services: \$30.00/day~~

15.2.6 Shared Booth: \$10.00/day

15.5 Other Booth Rental Fees

(a) Weights: \$5.00/each

(b) Tent: \$20.00/each

(c) Electricity: \$5.00/booth

(d) Shared Booth: \$10.00/day

15.6 Mobile Food Vendor Inspection Fee: \$75.00; if required (an inspection is not required for a mobile food vendor with a valid permit and inspection within last six months from the City or a surrounding jurisdiction).

15.7 Penalty Fees

15.7.1 Late Set-Up: \$10.00

15.7.2 Late Booth Reservation Payment: \$10.00

15.7.3 No Show: \$10.00 for vendors that do not show or cancel after 1:00 p.m. the Wednesday of the Farmers Market.

15.8 Applicants may request a reduction or waiver of fees, which may be granted by the Farmers Market Association Board. ~~Committee.~~

15.9 Friends of Dripping Springs Farmers Market Program Fees

15.9.1 Annual Individual Membership: \$30.00/individual

15.9.2 Annual Family Membership: \$55.00 (up to four individuals)

15.9.3 Annual Corporate Membership: \$250.00 (up to ten employees)

SECTION. 16 STREET CUTS, EXCAVATIONS AND REPAIR OF CITY STREETS

16.1 Fees and Rates: Pursuant to Chapter 284 of the Texas Local Government Code, there is hereby levied and assessed and shall be collected the application fees and public rights-of-way use rates set forth in the tables below.

16.2 Review of Application Fees

Draft 09.13.22

| | |
|--------------------|--|
| Network Node | \$500.00/application for up to 5 network nodes, and \$200.00 each additional network node on a single application; up to 30 network nodes are allowed on each application. |
| Node Support Pole | \$1,000.00/application for each pole |
| Transport Facility | \$500.00 for up to 5 network nodes and \$250.00 for each additional network node on a single permit; up to 30 network nodes are allowed on each permit. |

16.3 Municipal Authorization Required, Registration, Compensation and Fees

| | |
|-------------------------|---|
| Network Node | \$250.00/network node site |
| Node Support Pole | No separate rate from the network node annual fee (each support pole should have a network node attached). |
| Transport Facility | \$28.00/month for each network node site, unless an equal or greater amount is paid the City, e.g. under Chapter 283, Tex. Loc. Gov. Code or Chapter 66, Tex. Util. code. |
| Service Pole Attachment | \$20.00/year to collocate a network node on a service pole in the public right-of-way. |

SECTION 17. DRIPPING SPRINGS RANCH PARK FEES

17.1 Fees and Rates

- (a) ~~Pursuant to Chapter 284 of the Texas Local Government Code, there is hereby levied and assessed and shall be collected the application fees and public rights of way use rates set forth below.~~
- (b) A **non-refundable** booking fee is due at the time of booking if booked two years or less in advance of the event to save the date. If the booking is more than two years prior to the event then the booking fee is due two years prior to the event to reserve the date. The **non-refundable** booking fee is two hundred and fifty dollars (\$250.00) ~~for non-profits and residents and five hundred dollars (\$500) for all other rentals.~~ The base room rental fee is due six months prior to the first day of the event to keep the event. **The remaining balance is due 30 days prior to the event.** The booking fee is non-refundable, but will be used towards any incurred fees for the event.

17.2 Fields 1, 2, 3 & 4* and Trails

- (a) Full Day: \$100.00/field/day
- (b) Trails: \$450.00/event
- (c) Market Hourly Rate

17.3 Stalls

- (a) Event Center Stalls Full Day: \$25.00/stall/day
- (b) Small Barn Boarding Stalls: ~~\$150.00/stall/month~~ **\$100.00/stall/month**
- (c) Shavings: \$9.00/bag (sales tax included)
- (d) Grounds Fee: \$10.00/horse/day

17.4 Outdoor Arena*

Draft 09.13.22

- (a) Full Day: \$150.00/day, if rented with Event Center Facility, \$75.00/day
- (b) Outdoor Arena Lights: \$25.00/night
- (c) Use of the Concession Stand, Announcers Stand and Public Address System: \$50.00/day
- (d) Local 4H and Future Farmers of America groups are exempt for paying Outdoor Arena fees for practices (Outdoor Arena fees apply to these groups for any organized use of the Arena).

17.5 Horseback Riding throughout Park & Outdoor Arena

- (a) Indoor Arena Day Pass Permit: \$20.00/day/horse
- (b) Individual Riding Membership: \$200.00/year
- (c) Family Riding Membership (1 – 4 persons): \$500.00/year
- (d) Each Additional Family Member added to Family Riding Membership (5+ persons): \$100.00/person/year
- (e) Trainer Membership: \$400.00/year
- (f) Trainer Day Fee: \$20.00/hour
- (g) Youth Membership: \$100.00/person who is under the age of eighteen, per year
- (h) Coggins Certificate must be on person during park use.
- (i) Liability waiver must be signed by each permit holder.
- (j) Permit must be displayed in vehicle and on person during park use.

17.6 Overnight Primitive Camping Site

- (a) \$20.00/night/vehicle
- (b) Permit must be displayed on vehicle.

17.7 Event Center Facilities (Full Day is 12 hours; Half Day is 6 hours)*

- (a) Large & Small Indoor Arena & VIP Booths:
 - (a) Large Indoor Arena: Full Day, Monday – Thursday: \$400.00/day
 - (b) Large Indoor Arena: Full Day, Friday – Sunday: \$900.00/day
 - (c) Large Indoor Arena: Half Day, Monday – Thursday: \$225.00/day
 - (d) Large Indoor Arena: Each Additional Hour: \$50.00/hour
 - (e) Small Indoor Arena: Full Day, Monday – Thursday: \$200.00/day
 - (f) Small Indoor Arena: Full Day, Friday – Sunday: \$350.00/day
 - (g) Small Indoor Arena: Half Day, Monday – Thursday: \$100.00/day
 - (h) Small Indoor Arena: Each Additional Hour: \$25.00/day
 - (i) VIP Booth: Full Day: \$150.00/day/VIP Booth
- (b) Large & Small Special Event Center Rooms
 - (a) Large Event Room: Full Day, Friday – Sunday: \$1,500.00/day
 - (b) Large Event Room: Half Day, Friday – Sunday: \$800.00
 - (c) Large Event Room: Full Day, Monday – Thursday: \$750.00
 - (d) Large Event Room: Half Day, Monday – Thursday: \$500.00
 - (e) Large Event Room: Special Event Room Each Additional Hour: \$75.00/hour
 - (f) Small Event Room: Full Day, Friday – Sunday: \$800.00/day
 - (g) Small Event Room: Half Day, Friday – Sunday: \$400.00/day

Draft 09.13.22

- (h) Small Event Room: Full Day, Monday – Thursday: \$400.00/day
- (i) Small Event Room: Half Day, Monday – Thursday: \$250.00/day
- (j) Small Event Room: Each Additional Hour: \$50.00/hour
- (c) Entire Event Center (excludes stalls and RV Hookups **and expansion**)
 - (a) Full Day: \$3,000.00/day (**does not include expansion**)
 - (b) Each Additional Hour: \$75.00/hour
 - (c) Half Day: \$2000.00/day
 - (d) **Expansion: \$900.00/day**
- (d) Vendor Hall/Front Porch
 - (a) Full Day: \$400.00/day
 - (b) Half Day: \$250.00/day
 - (c) Each Additional Hour: \$35.00/hour
- (e) Concession Kitchen & Concession Stand
 - (a) Concession Kitchen: Full Day: \$300.00/day
 - (b) Concession Kitchen: Each Additional Hour: \$25.00
 - (c) Concession Stand: Full Day: \$200.00/day
 - (d) Concession Stand: Each Additional Hour: \$25.00/hour
- (f) Set-Up, Removal and Cleaning
 - (a) Additional Panels including set-up: Hourly Staff Charge of **\$25.00 Regular Time and \$45.00 Overtime**
 - (b) Hourly Staff Charge for Panel Set-Up: \$25.00/hour/staff member
 - (c) Special Portable Bleacher set-up: \$100.00/set
 - (d) Stage set-up or removal in Special Event Room(s): ~~\$50.00~~ **\$150.00**/event/stage
 - (e) Stage set-up in Arena(s): \$50.00/event/stage
- (g) Discounts
 - (a) Large Indoor Arena Rental Fee: 50% off with 100+ stalls; 25% off with 50+ stalls
 - (b) Large Event Room Rental Fee: 50% off Thursday for setup day with Full Day Friday – Sunday Rental
 - (c) Small Event Room Rental Fee: 50% off Thursday for setup day with Full Day Friday – Sunday Rental
 - (d) Entire Event Center: 50% off Thursday for setup day with Full Day Friday – Sunday Rental
 - (e) Vendor Hall/Front Porch: 50% off Thursday for setup day with Full Day Friday – Sunday Rental
 - (f) Concession Kitchen or Stand: 50% off Thursday for setup day with Full Day Friday – Sunday Rental
 - (g) Entire Park: 50% off Thursday for setup day with Full Day Friday – Sunday Rental

17.8 Recreational Vehicle Site with Hook-Ups

- (a) Recreational Vehicle Site with 30 amp: \$45.00/day

Draft 09.13.22

(b) Permit must be displayed on vehicle

17.9 Entire Park: All Facilities at Park (Entire Event Center, Outdoor Arena, Round Pen; Excludes Ranch House and Expansion)

- (a) Full Day: \$4,000.00
- (b) Each Additional Hour: \$75.00
- (c) Expansion: \$900.00/day

17.10 Equipment Rentals

- (a) Tables: \$8.00/each, per day \$16.00/table/day offsite
- (b) Chairs: \$15.00/cart (25 chairs)/day \$30.00/cart/day offsite
- (c) Drag Fees during Event (includes up to 4 drags): \$100.00/day
- (d) Water/Drag Additional Fee (includes 2 drags): \$100.00/event
- (e) Additional Drags Add On: \$25.00/drag
- (f) Arena Packing and Post Event Re-leveling: \$2000.00/event
- (g) Special Dirt Needs: TBD at assessment per event specifications
- (h) Jump Set (set up fees are additional): \$250.00/day
- (i) Jump Set Set-Up Fee: \$25.00/hour (one hour minimum)
- (j) Barrell Racing and Reining Drag Package: \$300.00/day
- (k) Bar: \$50.00/Bar

17.11 Custodial Cleaning Fees

Includes trash bin service throughout the event, floor cleaning, facility consumables (i.e. paper towels, soap, toilet tissue). Excludes: bulk trash that doesn't fit in the trash bin, tables/chairs, set up/breakdown, animal stalls/pens.

- (a) Event Park: \$250.00/day
- (b) Event Center Entire Facility: \$1000.00/event
- (c) Large Indoor Arena: \$350.0/day
- (d) Small Indoor Arena: \$150.00/event
- (e) Outdoor Arena: \$100.00/event
- (f) Large Special Event Room: \$350.00/event
- (g) Small Special Event Room: \$200.00/event
- (h) Vendor Hall/Front Porch: \$150.00/event
- (i) Concession Kitchen: \$150.00/event
- (j) Concession Stand: \$75.00
- (k) Fields/Trails: ~~\$200.00/event~~ :Determined by DSRP Manager
- (l) VIP Booth: \$25.00/booth/event
- (m) Civic Meeting Custodial (if serving food/drink): \$25.00/ event
- (n) Animal Stall/Pen Cleaning: Determined by DSRP Manager
- (o) Table Set up/Breakdown: Determined by DSRP Manager

17.12 Electrical Requests

- (a) Large Amp Plugs: \$35.00/box (plug)
- (b) Direct Plug into Transformer: \$50.00/plug
- (c) Extension Cords: \$40.00/item/event

17.13 Sound System

Draft 09.13.22

- (a) Audio/Visual Engineer: Fee TBD at assessment per event specifications.

17.14 Recreational Vehicle Dump

- (a) \$20.00/occurrence

17.15 Damages & Fines

- (a) No glass containers are allowed on premises of the Dripping Springs Ranch Park and Event Center. Use of Glitter, Confetti, Fireworks, or PYROTECHNICS is strictly prohibited. This includes outdoor spaces. Failure to comply with this policy will result in a \$500.00 fine.
- (b) Events will be required to complete a damage waiver and complete a credit card authorization form. In the event of any damage, the user will be contacted to either pay for the damages or, if the user does not for pay the damages or is unavailable, the damage costs will be charged to the credit card on file.

17.16 Business Opportunities (non-peak)

- (a) Event Center Manager may allow rental available space (60 days from event) at 50% of base rental fee.
- (b) Event Center Manager may allow general use rental rate-booked 14 days or less days in advance for unused event space \$75.00 per hour/minimum 2 hours rental-maximum 4 hours rental.
- (c) Civic Meeting Rate (non-profit/governmental only) up to 4 hours: \$100.00 for 2 hours plus \$50.00 for each additional hour past 2 hours. Must be booked within 31 days of date of meeting.

17.17 Special Fees

- (a) Holiday Fee-Events booked on city holiday or holiday weekends: 20% additional fee per event.
- (b) After Hours Fee-Assessed to events that extend past ~~business~~ **event** hours: \$50.00/hour/staff member. Event and breakdown must be completed prior to midnight or by the time that is specified in rental contract. Minimum of 2 staff members are required onsite. Additional information related to business hours may be obtained by contacting the Event Center.

17.18 Special Events and Programming

- (a) Special fees for events, clinics, and programming may be set by the DSRP Board in consultation with the Parks and ~~Recreation~~ **Community Services** Director and ~~Event Center~~ **DSRP** Manager by written agreement to be executed by the City Administrator.

17.19 Parking Fees

- (a) Overnight Parking Fee: \$20.00/vehicle per night
- (b) Event Parking: \$5.00/vehicle per day

17.20 Request for Discounted Fees: Any person may submit an application for a fee waiver at the time of application for the underlying permit or service.

- (a) **The City Administrator shall review each request and may approve up to a ten**

Draft 09.13.22

percent (10%) fee waiver based on the application and whether such discount will serve a public purpose.

- (b) The DSRP Manager may approve a twenty-five percent (25%) fee waiver for non-profits.
- (c) The City Administrator's decision is final. An application under this section cannot be made if another discount based on a previous agreement with the City has been granted including but not limited to:
 - (1) Sponsorship Agreements; and
 - (2) Development Agreements

SECTION 18. FEE DISCOUNTS AND WAIVERS

- 18.2 Fee Discounts and Waivers Discouraged:** Fee discounts and waivers are discouraged. The City of Dripping Springs' fees are based on the actual cost to the City for providing the goods, services, and reviews.

Request for Discounted Fees: Any person may submit an application for a fee waiver at the time of application for the underlying permit or service. The City Administrator shall review each request and may approve up to a ten percent (10%) fee waiver based on the application and whether such discount will serve a public purpose. The City Administrator's decision is final. An application under this section cannot be made if another discount based on a previous agreement with the City has been granted including but not limited to:

- (1) Sponsorship Agreements; and
- (2) Development Agreements

SECTION 19. WATER RATES AND FEES

19.1 Temporary Fire Hydrant Meter Request

- (a) Security Deposit: \$2000.00
- (b) Monthly Rate: \$50.00/month
- (c) Volumetric Rate: \$10.00/thousand gallons

19.2 Service Call and Reconnect Fee

- (a) Service Call and Reconnect Fee: \$50.00/call

19.3 New Water Service Fees

- (a) Meter Set Fee: \$50.00
- (b) Customer Service Inspection: \$50.00
- (c) 5/8 x 5/8 Meter: \$177.00
- (d) 5/8 x 3/4 Meter: \$177.00
- (e) 3/4 x 3/4 Meter: \$199.00
- (f) 1" x 1" Meter: \$236.00
- (g) LET Endpoint: \$126.00
- (h) Meter Box and Lid: \$130.21

19.4 Impact Fees

Draft 09.13.22

- (a) For lots platted on or prior to 11/01/2012: \$5,180.00/LUE
- (b) For lots platted 10/31/2012 – 01/31/2015: \$8,809.00/LUE
- (c) For lots platted 02/01/2015 – 09/19/2018: \$12,938.00/ LUE
- (d) For lots platted 09/20/2018 – 09/30/2021: \$6,139.00/LUE
- (e) For lots platted on or after 10/01/2021: \$8,175.00/LUE

Draft 09.13.22



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrew Binz, Parks and Community Services Director

**Parks & Recreation
 Commission Meeting
 Date:** 09/19/2022

Agenda Item Wording: Discuss and consider possible action related to Parks Inspection Schedules.

Agenda Item Requestor: Andrew Binz

Summary/Background: The Parks and Community Services Director would like to schedule individual inspections of each of the following parks with the Commissioners who reside on that parks Committee. The purpose would be to identify and prioritize improvements needed at each park. The information gathered will be beneficial for planning and budgeting purposes.

Charro Ranch Park – Paul Fushille and Matt Fougerat

Dripping Springs Ranch Park – Hope Boatright

Founders Memorial Park – Olivia Barnard and Dustin Cloutier

Sports & Recreation Park – Dustin Cloutier and Tara Satine

Veterans Memorial Park – Kristy Caldwell

**Staff
 Recommendations:** Staff recommends scheduling dates and times with the Commissioners to inspect the listed parks.

Attachments:

Next Steps/Schedule: Complete each of the inspections on the scheduled day and time. The Parks & Community Services Director will compile the identified improvements needed at each park and report back to the Parks & Recreation Commission once all inspections have been completed.



DREAMLAND
MOVIE NIGHT

2770 US-290, DRIPPING SPRINGS, TX 78620

FRIDAY OCTOBER 7, 7-9 PM

DEEP IN THE HEART

FREE ADMISSION! JOIN US FOR A SPECIAL SHOWING OF DEEP IN THE HEART. NARRATED BY MATTHEW MCCONAUGHEY, THIS FAMILY-FRIENDLY FILM JOURNEYS FROM THE HIGHEST PEAKS IN WEST TEXAS, THROUGH OUR AQUIFERS, RIVERS, AND BAYS, AND DEEP INTO THE GULF OF MEXICO.



GUESTS ARE ENCOURAGED TO BRING CAMP CHAIRS!



MORE INFO:

CITYOFDRIPPINGSPRINGS.COM/
COMMUNITY-EVENTS
512-708-0457

