



# EMERGENCY MANAGEMENT COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, March 18, 2021 at 12:00 PM

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## VIDEOCONFERENCE MEETING

*This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at [acunningham@cityofdrippingsprings.com](mailto:acunningham@cityofdrippingsprings.com) no later than 4:00 PM on the day the meeting will be held.*

*The Emergency Management Commission respectfully requests that all microphones and webcams be disabled unless you are a member of the Commission. City staff, consultants and presenters, please enable your microphone and webcam when presenting to the Commission.*

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## Agenda

### MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

***Join Zoom Meeting***

<https://us02web.zoom.us/j/82197533640?pwd=K1Z5ekNyQ3RpZDlXSU9XMHhHNnVBZz09>

***Meeting ID:*** 821 9753 3640

***Passcode:*** 764648

***Dial Toll Free:***

877 853 5257 US Toll-free

888 475 4499 US Toll-free

***Find your local number:*** <https://us02web.zoom.us/j/82197533640>

***Join by Skype for Business:*** <https://us02web.zoom.us/skype/82197533640>

### CALL TO ORDER AND ROLL CALL

**Commission Members**

Bonnie Humphrey, Chair

Bill Little, Vice Chair

Kay Allen

Roman Baligad

Scott Collard

Gordon DeWitte

Ron Hood

Mike Jones  
Dan O'Brien  
Curt Marek  
Dillon Polk

**Staff, Consultants & Appointed/Elected Officials**

Records Management Clerk Sherry Canady

**PLEDGE OF ALLEGIANCE**

**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.*

**BUSINESS**

- 1. Discussion and possible action regarding the Emergency Management Commission recommendations for the Fiscal Year 2022 Budget.**

**STANDING COMMITTEE REPORTS**

- 2. Emergency Management Coordinator Report**  
*Roman Baligad, Emergency Management Coordinator*
- 3. Operations Committee Report**
- 4. Public Relations Committee**
- 5. Planning Committee Report**
- 6. Logistics Committee Report**
  - a) Generator Subcommittee
  - b) VOAC Subcommittee
- 7. Finance Committee Report**

**UPCOMING MEETINGS**

**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.*

*Due to the current Public Health Emergency and guidance from the Texas Governor including the current Disaster Declarations by the Governor and the City of Dripping Springs, and Center for Disease Control guidelines related to COVID-19, the City will continue with meetings conducted through videoconferencing. Texas Government Code Sections 551.045; 551.125; and 551.127.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on **March 12, 2021 at 12:00 p.m.***

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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.*



**City of Dripping Springs**  
**FY 2022 Tax Rate & Budget Adoption**  
**Important Dates & Deadlines**

Approved by Council: February 9, 2021

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, Boards, Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2022. Calendar activities in RED note statutory deadlines for City Council and Public Notifications. The Finance Director will coordinate with City Administration, the City Attorney and City Secretary regarding all notices, ordinances and resolutions as adopted, to include filing the proper documents with County and State Entities. The City Council will hold four meetings regarding the Tax Rate and Budget Adoption:

- June 15, 2021: Budget Workshop
- July 13, 2021: Budget Workshop and Set Proposed Tax Rate
- August 10, 2021: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget\*
- August 17, 2021: Adoption of Approved Budget and Tax Rate, and Ratification of Tax Rate\*\*

*\*The Council may choose to either adopt the budget or postpone adoption to the following meeting on August 17, 2021.*

*\*\*If the total property tax revenue is raised, the Council will need to Ratify the Tax Rate with a resolution.*

All other calendar dates are related to the budget planning process for city staff to include recommendations from boards, commissions and committees. Budget process activities are listed below each calendar for reference. The following boards, commissions and committees will submit budget recommendations:

- DSRP Board of Directors
- Economic Development Committee
- Emergency Management Commission
- Farmers Market Association Board
- Founders Day Commission
- Historic Preservation Commission
- Parks & Recreation Commission
- TIRZ No. 1 & No. 2 Board
- Transportation Committee

The Finance Director will provide staff with the proper forms and budget planning materials related to individual requests and department requests. Staff will work with their supervisor and the Finance Director to draft and submit their requests, and Staff Liaisons to Boards, Commissions and Committees will hold meetings to discuss and provide recommendations for requests. The City Secretary will make sure that each meeting following approval of the Budget Calendar has a budget review/recommendation added to the abovementioned board and commission agendas. The City Secretary does not draft committee agendas but is available to staff for assistance. Please make sure you attach, or forward for attachment documents for agenda discussion items.



## City of Dripping Springs

### FY 2022 Tax Rate & Budget Adoption

### Important Dates & Deadlines

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February 9, 2021	<b>City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process</b>
April 16, 2021	City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)
May 14, 2021	<b>Board, Commission and Committee Budget Recommendations Due (does not include Founders Day Commission); City Staff Employee Pay Recommendations Due from Department Heads</b>
June 15, 2021	City Council Budget Workshop
June 25, 2021	Finance Director files Proposed Budget with City Secretary
July 13, 2021	<b>City Council Budget Workshop, Set Proposed Tax Rate, and Discussion</b>
July 20, 2021	City Council Budget Workshop
July 22, 2021	<b>Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings (Submit for publication July 16, 2021)</b> <b>Begin Continuous Notice of Proposed Tax Rate on City Website with Public Hearing Dates for Budget and Tax Rate Hearing, and Notice of Tax Rate</b>
August 10, 2021	City Council Budget Workshop – Public Hearings on Tax Rate and Budget ( <i>Must take action to either adopt or postpone adoption of the Budget to the August 17, 2021 City Council meeting</i> )
August 17, 2021	<b>City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate</b>
August 18, 2021	Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities
August 26, 2021	<b>Publication of Notice of Approved Tax Rate and Budget (Submit for publication on August 20, 2021)</b>

# February 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
<b>*Parks &amp; Recreation Commission Budget Discussion</b>		<b>*DSRP Board Budget Discussion</b>	<b>*Historic Preservation Commission Budget Discussion</b>	<b>**Staff obtain proper budget request forms from Finance Director</b>
8	9	10	11	12
<b>*TIRZ Board Budget Discussion</b> <b>*Founders Day Commission Budget Discussion</b>	<b>CC Meeting- Budget Presentation &amp; Budget Calendar Approval</b>			
15	16	17	18	19
			<b>Farmers Market Board Budget Review</b> <b>Emergency Management Commission Budget Review</b>	
22	23	24	25	26
<b>Transportation Committee Budget Review</b>		<b>Economic Development Committee Budget Review</b>		<b>Departmental IT budget requests due to IT Coordinator</b>

## *Budget Activities*

- Finance Director provides necessary budget information and request forms to develop individual and department budget requests.
- Staff begins meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff department heads review IT related software and equipment requests with IT Coordinator and determine any additional costs related to infrastructure. Requests due to IT Coordinator by March 26<sup>h</sup>.

*\*Meeting occurs before the Budget Calendar is approved.*

*\*\*Dates may vary according to progress*

# March 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Parks & Recreation Commission Budget Review		DSRP Board Budget Review	Historic Preservation Commission Budget Review	
8	9	10	11	12
TIRZ Board Budget Review				
<i>**Staff review draft budget requests with supervisors and Finance Director</i>				
Founders Day Commission Budget Review				
15	16	17	18	19
			Emergency Management Commission Budget Review	
<i>**Staff review draft budget requests with supervisors and Finance Director</i>				
22	23	24	25	26
Transportation Committee Budget Review		Economic Development Committee Budget Review		
Farmers Market Board Budget Review				
29	30	31		

## *Budget Activities*

- Staff continues meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff reviews draft budget requests with supervisors and Finance Director.



# April 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
			Historic Preservation Commission Budget Review	
5	6	7	8	9
Parks & Recreation Commission Budget Review		DSRP Board Budget Recommendation Final Approval		
12	13	14	15	16
TIRZ Board Budget Review			Farmers Market Board Budget Recommendation Final Approval  Emergency Management Commission Budget Recommendation Final Approval	City Staff Department Budget Requests Due (includes individual staff requests)
19	20	21	22	23
26	27	28	29	30
Transportation Committee Budget Recommendation Final Approval  Founders Day Commission Budget Recommendation Final Approval		Economic Development Committee Budget Recommendation Final Approval		

## *Budget Activities*

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 16<sup>th</sup>.
- IT Coordinator works with vendors and staff on options and costs for IT related expenses.

# May 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
<b>Parks &amp; Recreation Commission Budget Recommendation Final Approval</b>			<b>Historic Preservation Commission Budget Recommendation Final Approval</b>	
10	11	12	13	14
<b>TIRZ Board Budget Recommendation Final Approval</b>				<b>Board, Commission, Committee, and Council Member Budget Recommendations Due</b>
17	18	19	20	21
<b>← City Administration Budget Development →</b>				
24	25	26	27	28
<b>← City Administration Budget Development →</b>				
31				
<b>← City Administration Budget Development →</b>				

## *Budget Activities*

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- All board, commission, committee, and council member recommendations due to Finance Director by May 14<sup>th</sup>.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.

# June 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
← City Administration Budget Development →				<b>HOT Grant Program Recommendation Due</b>
7	8	9	10	11
← City Administration Budget Development →				
14	15	16	17	18
	<b>CC Meeting: • Budget Workshop</b>			
21	22	23	24	25
				<b>File Proposed Budget with City Secretary and Post on Website</b>
28	29	30		

## *Budget Activities*

- City Administrators and Finance Director continue to meet with staff and council members to draft proposed budget.
- City Council holds 1<sup>st</sup> budget workshop to review and discuss proposed budget on June 15<sup>th</sup>.
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.

July 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
12	13	14	15	16
	<b>CC Meeting:</b> • <i>Budget Workshop</i> <i>Set Proposed Tax Rate</i>			
19	20	21	22	23
	<b>CC Meeting:</b> • <i>Budget Workshop</i>		• <b>Publication of Proposed Tax Rate &amp; Budget Public Hearings</b> • <b>Begin Continuous Notice on City website</b>	
26	27	28	29	30

### ***Budget Activities***

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 2<sup>nd</sup> Budget Workshop on July 13<sup>th</sup>.
- City Council approves Proposed Tax Rate on July 13<sup>th</sup>.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on July 16<sup>th</sup> for publication on July 22<sup>nd</sup>.
- City Secretary begins continuous notification of public hearings on City website on July 22<sup>nd</sup>.

# August 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
	<b>CC Meeting:</b> <ul style="list-style-type: none"> <li>• <i>Budget Workshop</i></li> <li>• <i>Public Hearings on Tax Rate &amp; Budget</i></li> <li>• <i>Adopt or Postpone Budget</i></li> </ul>			
16	17	18	19	20
	<b>CC Meeting:</b> <ul style="list-style-type: none"> <li>• <i>Budget Adoption</i></li> <li>• <i>Possible Ratification of Tax Rate</i></li> <li>• <i>Adoption of Tax Rate</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Publication of Tax Rate &amp; Budget on City website</b></li> <li>• <b>File Tax Rate &amp; Budget with County and State Entities</b></li> </ul>		
23	24	25	26	27
			<b>Publication of Notice of Approved Tax Rate &amp; Budget</b>	
30	31			

## *Budget Activities*

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 3<sup>rd</sup> Budget Workshop on August 10<sup>th</sup>.
- City Council holds Public Hearings for proposed Tax Rate and Budget on August 10<sup>th</sup>.
- City Council adopts Budget and Tax Rate on August 17<sup>th</sup>.
- Finance Director prepares Approved Budget for Fiscal Year 2022 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on August 20<sup>th</sup> for publication on August 26<sup>th</sup>.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.

FY21  
STAFF BUDGET REQUEST

Item 1.

**Name- Roman Baligad** **Dept- Emergency Management**

**Training/Travel**

Item Priority	Item Description	Vendor	Justification	Date/Location	Cost per Unit	# of Units	Unit Type	Total (\$)	Registration	Hotel	Mileage/Air	Per Diem
	TX EM Conference	TDEM		May 2021/ San Antonio				\$ 975.00	\$200.00	\$500.00	\$100.00	\$ 175.00
	Misc FEMA/State							\$1,500.00				
<b>Total Budget Training/Travel Request:</b>									<b>\$ 2,475.00</b>			

**IT Equipment/Software**

Item Priority	Item Description	Vendor	Justification	Cost per Unit	# of Units	Unit Type	Total (\$)
	TV streaming or cable service (for EOC room)		Day to day and emergency monitoring of weather and news	\$900	1	Year	\$900
<b>Total Budget IT/SoftwareRequest:</b>							<b>\$900</b>

**Maintenace**

Item Priority	Item Description	Vendor	Justification	Cost per Unit	# of Units	Unit Type	Total (\$)
	CH Fire Alarm Monitoring and testing	Cothrns Security		\$611	1		\$611
	AED Servicing		City owned AED's	\$1,507	1		\$1,507
	Public Realtions materials			\$1,000	1		\$1,000
	Emergency Generator Maintenance		DSRP Emergnecy generator	\$2,000	1		\$2,000
	Motorola Radio		Emergeny Communication	\$390	1		\$390
	LCRA Radio Service		Emergeny Communication	\$479	1		\$479
	Portable Satelite Internet Service		Emergeny Communication	\$945	1		\$945
	DSRP Ethernet		Emergeny Communication	\$708	1		\$708
	DSISD Radio Service		Emergeny Communication	\$1,728	1		\$1,728
<b>Total Maintenance Request:</b>							<b>\$9,368</b>

FY21  
STAFF BUDGET REQUEST

Item 1.

**New & Replacement Purchases**

	- new logo digitized	\$65	1	\$65			<b>\$1,180</b>
	- blank patches	\$1	100	\$115			
	- embroidery for patches	\$20	50	\$1,000			
	Batteries for LCRA Radio			\$52	4		<b>\$208</b>
	Batteries for Motorola Radio			\$39	8		<b>\$312</b>
	UPS Replacement Batteries			\$100	2		<b>\$200</b>
	Mast for Amateur (HAM) radio, (1 permanent, 1 portable)			\$150	2		<b>\$300</b>

<b>Total New &amp; Replacement Purchases Request:</b>	<b>\$2,200</b>
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**Total Emergency Management Budget Request \$ 14,943**