



EMERGENCY MANAGEMENT COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, February 25, 2021 at 12:00 PM

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 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.

Agenda

MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

Join Zoom Meeting

<https://us02web.zoom.us/j/83972115991?pwd=QlcyOS9TNENHYWNZV05NVWtrUW5UQT09>

Meeting ID: 839 7211 5991

Passcode: 046003

Dial Toll Free:

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Find your local number: <https://us02web.zoom.us/j/83972115991>

Join by Skype for Business: <https://us02web.zoom.us/j/83972115991>

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.

MINUTES

- 1. Discuss and consider approval of the Emergency Management Commission regular meeting minutes.**
 - a) June 16, 2020 Minutes
 - b) October 15, 2020 Minutes
 - c) January 21, 2021 Minutes

BUSINESS

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

STANDING COMMITTEE REPORTS

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

7. Public Relations Committee

8. Finance Committee Report

UPCOMING MEETINGS

Emergency Management Commission Meetings

March 18, 2021 at 12:00 p.m.

April 15, 2021 at 12:00 p.m.

May 20, 2021 at 12:00 p.m.

City Council Meetings

March 9, 2021 at 6:00 p.m.

March 16, 2021 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.

Due to the Texas Governor Order, Hays County Order, City of Dripping Springs Disaster Declaration, and Center for Disease Control guidelines related to COVID-19, a quorum of this body could not be gathered in one place, and this meeting will be 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, on **February 19, 2021 at 5:00 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.



Emergency Management Commission

Regular Meeting Minutes June 16, 2020 at 12:00 p.m.

A Regular Meeting of the Emergency Management Commission of Dripping Springs, Texas was held Tuesday, June 16, 2020 beginning at 12:00 p.m., in the Council Chambers located at City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. 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, no later than 11:00 a.m., Tuesday, June 16, 2020.

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/83873965352?pwd=a1JtRzZ5Njg2Qk1ESW4zeFlsb1U3UT09>

Meeting ID: 838 7396 5352

Password: 369235

One tap mobile

+13462487799,,83873965352#,1#,369235# US (Houston)

+12532158782,,83873965352#,1#,369235# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 838 7396 5352

Password: 369235

Find your local number: <https://us02web.zoom.us/j/kcE1Dukm5A>

Join by Skype for Business

<https://us02web.zoom.us/j/skype/83873965352>

II. CALL TO ORDER AND ROLL CALL

Commission Members present were:

Bonnie Humphrey, Chair
 Bill Little, Vice Chair
 Kay Allen
 Roman Baligad
 Scott Collard
 Gordon DeWitte
 Dan O'Brien
 Dillon Polk
 Amy Roedl

Commission Members absent were:

Ron Hood
 Mike Jones
 Curt Marek

Staff, Consultants & Appointed/Elected Officials present were:

Andrea Cunningham

With a quorum of the Commission present, Chair Humphrey called the meeting to order at 12:04 p.m.

III. PLEDGE OF ALLEGIANCE

Chair Humphrey led the Pledge of Allegiance to the Flag.

IV. PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

V. COMMITTEE REPORTS

The following reports relate to the planning and administration of the City's Emergency Management Commission's Program. No Action to be Taken.

A. Emergency Management Report
 EMC Coordinator, Roman Baligad

COVID Report

- 4 active local cases, and no change since last week; 10 cases overall
- Applied for and received \$43,000.00 in COVID-19 assistance from the state and will be spent on COVID related items
- Discussing City Hall reopening, and have ordered equipment in anticipation of opening – masks, gloves, no-touch thermometers, hand sanitizing stations, etc.
- Mayor created committee for disaster relief efforts consisting of Chair Humphrey, City Staff and the Chamber of Commerce and their recommendation for local business relief was approved – 1 month wastewater fee waiver, 1 time 25% reduction of permit and inspection fees, waiver of temporary sign fees

B. Operations Committee Report*ESD No. 1 – Commissioner O’Brien*

- Continue to put together numbers on COVID and news reports are consistent with tracking; there has been a spike from month ago
- ESD is open for business and no significant change in call volume
- PPE levels are good
- Beginning budget period

ESD No. 6 – Commissioner Collard

- Call volume steady
- Decent stock of PPE supplies and working with county to bolster current supply
- All staff are working and facilities remain closed to the public for an undetermined amount of time
- Tactical tender is getting close to delivery and should be here within a month
- Applied for a grant to hiring 9 additional staff and waiting to hear back on that
- Currently no staff in quarantine no positive COVID cases with staff; if confirmed follow protocol for staffing and facility closure
- Monitoring drought conditions with wildfire season approaching
 - Noticing an uptick in uncontrolled controlled-burns and grassfires in Burnet and Llano counties
 - Staff spent last month training for wildfire season
 - Will be supporting DSISD fireworks display; forward copy of Incident Action to Chair Humphrey and Commissioner Baligad

Debris Management Plan – Vice Chair Little

- Commissioner Allen will be working on the Debris Management Plan
- Need to have a conversation around putting the plan together and may need to work with consultants to put together, the plan is a large project

Training – Commissioner Baligad

- Only one new council member this election
- Training information will be sent to Council Member April Harris Allison
- Council Member Purcell will continue to serve as the Commission Liaison
- Need to schedule a refresher or additional training courses for council members

C. Planning Committee Report

1. Annex Edits – will review at end of meeting

- Edits to Annex T
 - Add ICS forms
 - Update signature page
- Edits to Annex U
 - Reference basic plan on continuity of government and continuity of operations plan
 - Commissioner O'Brien and City Secretary Andrea Cunningham need to review
 - Verify call out roster contacts and ensure that phone tree is included for staff and any city boards, commissions and/or committees.
- Edits to Annex V
 - Fix formatting
 - Include a reference to ICS forms 2-11 and 2-14 where they are discussing volunteers V 1-17
 - Commissioner O'Brien and Doug Fowler need to review and send feedback to Commissioner Baligad

D. Logistics Committee Report

Vice Chair Little

- Delivered a few cases hand sanitizer to the city, first responders can pick up sanitizer at the city if needed
- Delivered a few more 55 gallon drums of sanitizer schools for gyms and workout facilities – standard sanitation every 20 minutes when open

1. Generator Subcommittee

Commissioner Baligad

- Issues with electricity at DSRP which is rated for 800 amps and the generator is 600 amps.
- Trying to figure how to remedy, either
 - Purchase a new 800 amp transfer switch; or
 - Drop the current switch down to 600 amps.
- The new DSRP manager wants the generator moved to the back where it is not visible. Looking for a new spot with an electric outlet so battery can be plugged in.
 - Commissioner DeWitte and Vice Chair Little would like to be involved in the discussion on relocation of the generator, so they can take a look at the engineering side; fire should also be involved as well

2. VOAD Subcommittee

Commissioner Roedl

- Continuing work on aggregating data for catalog and in contact with local churches

- Next steps will be to update the current catalog and then add any additional resources
- Grant related to preventative mental health was not extended and currently looking into how current resources can be pulled together to fill the gap

E. Finance Committee Report

Commissioner Baligad

- City received COVID-19 public assistance money, nothing for training;
- TDIEM has not opened up in-person training yet, but will look into remote training

F. Public Relations Committee Report – nothing to report

VI. UPCOMING MEETINGS

A. Emergency Management Commission Meetings

July 21, 2020 at 12:00 p.m.
 August 18, 2020 at 12:00 p.m.
 September 15, 2020 at 12:00 p.m.
[EMC 2020 Meeting Calendar](#)

B. City Council & Board of Adjustment Meetings

July 14, 2020 at 6:00 p.m. (6:00 Workshop / 6:30 Regular Meeting)
 July 21, 2020 at 6:00 p.m.
 August 11, 2020 at 6:00 p.m. (6:00 Workshop / 6:30 Regular Meeting)
 August 18, 2020 at 6:00 p.m.

VII. ADJOURN

A motion was made by Commissioner Allen to adjourn the meeting. Commissioner O'Brien seconded the motion which carried unanimously 9 to 0.

This regular meeting adjourned at 12:51 p.m.



EMERGENCY MANAGEMENT COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, October 15, 2020 at 12:00 PM

MINUTES

MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

Join Zoom Meeting

<https://us02web.zoom.us/j/85687614870?pwd=ZVBJOERYyb3VtVTIHXQdpWVBOWTJNUT09>

Meeting ID: 856 8761 4870

Passcode: 035411

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/u/kEyajdynX>

Join by Skype for Business: <https://us02web.zoom.us/skype/85687614870>

CALL TO ORDER AND ROLL CALL

Commission Members present were:

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

Amy Roedl

Commission Members absent were:

Ron Hood

Mike Jones

Dan O'Brien

Amy Roedl

Staff, Consultants & Appointed/Elected Officials

Sherry Canady, Records Management Clerk
 April Harris-Allison, Council Member Place 4

With a quorum of the Commission present, Chair Humphrey called the meeting to order at 12:09 p.m.

PLEDGE OF ALLEGIANCE

Chair Humphrey led the Pledge of Allegiance to the Flag.

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the September 18, 2020 Emergency Management Commission regular meeting minutes.**

A motion was made by Commissioner Collard to approve the September 18, 2020 Emergency Management Commission regular meeting minutes. Commissioner Marek seconded the motion which carried unanimously 8 to 0.

BUSINESS

- 2. Discuss and consider approval of the Emergency Management Commission 2021 annual meeting calendar.**

A motion was made by Commissioner Marek to approve the Emergency Management Commission 2021 annual meeting calendar. Commissioner Collard seconded the motion and it was carried unanimously 8 to 0.

STANDING COMMITTEE REPORTS

- 3. Emergency Management Coordinator Report**

Commissioner Baligad presented the report.

- Basic emergency plan and annexes were approved by Council on Oct. 13th. It is a living document and changes can be made at any time.
- Connex container located at old high school football stadium is available to store emergency supplies.
- Covid-19 van will be at the Triangle Fri-Mon until they run out of tests.
- Rodeo this weekend and Covid-19 guidelines will be implemented.
- Voting on City property – 24 booths but not enough volunteers.

4. Operations Committee Report

ESD No.6 – Commissioner Collard

- Revising Covid-19 return to work plan.
- Abbott test to be given to crew returning from California.
- POD exercise on the 23rd at Middle School. Tabletop exercise on the 17th.
- Red iron going up at Station 74. Final delivery of steel will be delivered Friday.
- New drone in service with the ability to share feed.
- New printer and software for badge updates.
- Burn Ban possible next week.

DSISD – Commissioner Marek

- Most campuses at 75% capacity.
- Received first shipment of 4 barrels of sanitizer from Titos.
- Safety Audit Meeting held. Will work with Roman to resolve some issues.
- Walnut expansion (?) Tiger Lane will become one way to the east
- Covid case at Sycamore. No issues with games.
- Concern of mental health issues –social and emotional– due to student having cabin fever.
- Fire drills will continue once a month.

5. Planning Committee Report

Commissioner DeWitte stated that documentation for the crank up antenna has been uploaded to Dropbox. It will go before the Ranch Committee in November

6. Logistics Committee Report

a) Generator Subcommittee

Waiting on work estimate from electrician.

b) VOAD Subcommittee

Chair Humphrey mentioned the need for mental health resources for the community. Items brought up were a location to house mental health officials, the need for security, HIPPA issues and privacy consideration for those using the facility. It was agreed that something was needed and should look in to this further.

7. Public Relations Committee

Nothing to report.

8. Finance Committee Report

Nothing to report.

UPCOMING MEETINGS

Emergency Management Commission Meetings

November 19, 2020 at 12:00 p.m.

December 17, 2020 at 12:00 p.m.

City Council Meetings

October 20, 2020 at 6:00 p.m.

November 10, 2020 at 6:00 p.m.

ADJOURN

A motion was made by Vice Chair Little to adjourn the meeting. Commission Marek seconded the motion which carried unanimously 8 to 0.

This regular meeting adjourned at 12:54 p.m.



EMERGENCY MANAGEMENT COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, January 21, 2021 at 12:00 PM

MINUTES

MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

Join Zoom Meeting

<https://us02web.zoom.us/j/82449184508?pwd=OXV3RzlpdGdCSHRqNThjaFd2WXkzUT09>

Meeting ID: 824 4918 4508

Passcode: 462976

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/82449184508>

Join by Skype for Business: <https://us02web.zoom.us/skype/82449184508>

CALL TO ORDER AND ROLL CALL

Commission Members

Bonnie Humphrey, Chair

Kay Allen

Roman Baligad

Scott Collard

Gordon DeWitte

Doug Fowler

Ron Hood

Curt Marek

Dillon Polk

Commission Members absent were:

Bill Little, Vice Chair

Mike Jones

Amy Roedl

Staff, Consultants & Appointed/Elected Officials

Council Member April Harris Allison

Records Management Clerk Sherry Canady

With a quorum of the Commission present, Chair Humphrey called the meeting to order at 12:05 p.m.

PLEDGE OF ALLEGIANCE

Chair Humphrey led the Pledge of Allegiance to the Flag

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the Emergency Management Commission regular meeting minutes November 19, 2020.**

A motion was made by Commissioner Allen to approve the Emergency Management Commission regular meeting minutes of November 19, 2020. Commissioner Polk seconded the motion which carried unanimously 9 to 0.

BUSINESS

- 2. Discuss and consider acceptance of the voluntary resignation of Commissioner Amy Roedl.**

Chair Humphrey stated that Commissioner Roedl has not been in attendance for some time and submitted a brief resignation stating she was moving to a new location.

A motion was made by Chair Humphrey to accept the resignation of Commissioner Amy Roedl. Commissioner Collard seconded the motion which carried unanimously 9 to 0.

Chair Humphrey stated they are actively seeking a person to fill the Commission roll and whoever is selected will coordinate ahead of time with non-profits and deploy resources during a disaster. It needs to be someone who can also be at EOC when required.

STANDING COMMITTEE REPORTS

- 3. Emergency Management Coordinator Report**
Roman Baligad, Coordinator

COVID 19 update

City Hall is maintaining operations but remains closed to in person business for at least two more months. Due to traffic flow issues, First Medical Response is relocating to the parking lot at Ranch Park. They will have a shipment of 300-400 vaccines arriving soon but have a 5,000 person wait list. If you need to sign up or know someone who needs to sign up for the vaccine, it is highly recommended to get your name on as many lists possible. It is this way state-wide. Martins Wellness will receive the vaccine for distribution to the Senior Center. Hays County is waiting for a shipment of 1900 doses of vaccine and may give an allotment to First Med Response, Martins Wellness and DS Pharmacy to distribute.

- The City has a new Treasurer. His name is Shawn Cox and will replace Gina Gillis who is retiring in February.
- The Hays County Livestock and Expo starts Saturday at Ranch Park and runs through the next week. Working with Tina at the Park to enforce COVID safety.
- The Basic Plan is now on the MyEOP app.

4. Operations Committee Report

ESD No. 1 – Commissioner Doug Fowler

- December was a busy month and call volume is up overall with busiest days being Tuesday and Wednesday.
- An offer has been submitted for property on North RR 12. If successful, we should have a new facility by next year.

Constable Precinct 4 – Commissioner Ron Hood

- Call volume the same and in good shape with PPE.

ESD No. 6 – Commissioner Scott Collard

- Keeping up with daily changes to vaccine plans.
- Adequate PPE for next three months.
- Call volume up but nothing major.
- Personnel will get their second vaccine starting Monday. Staff is being tested every day when they report for duty. Administrative staff are being tested twice a week and volunteers testing before training their staffing stations.
- Burn ban is off.
- Fire Station 74 is going well. There have been a few weather delays.

5. Planning Committee Report

Nothing to report.

6. Logistics Committee Report

a) Generator Subcommittee

Commissioner Baligad reported he is still waiting on quote from electrician. Also, the antenna will be installed in the parking lot of Ranch Park instead of the flower bed area.

b) VOAC Subcommittee

Nothing to report.

7. Public Relations Committee

Commissioner Allen reported on the question from the last meeting concerning the Century News articles on Wildland Fires. Bonnie, the former editor, said yes, the Commission could use the articles on the website and other platforms. The Commission was listed in the article which gives them ownership.

Chair Humphrey asked that the material be given to Roman so the City PR staff person will have the files.

8. Finance Committee Report

Commissioner Baligad reported that it is time to think about budget needs and purchases for Emergency Management.

UPCOMING MEETINGS

Emergency Management Commission Meetings

February 18, 2021 at 12:00 p.m.

March 18, 2021 at 12:00 p.m.

April 15, 2021 at 12:00 p.m.

City Council Meetings

February 9, 2021 at 6:00 p.m.

February 16, 2021 at 6:00 p.m.

March 9, 2021 at 6:00 p.m.

ADJOURN

Via unanimous consent, the Commission adjourned at 12:29 p.m.



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

February 9, 2021	City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process
April 16, 2021	City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)
May 14, 2021	Board, Commission and Committee Budget Recommendations Due (does not include Founders Day Commission); City Staff Employee Pay Recommendations Due from Department Heads
June 15, 2021	City Council Budget Workshop
June 25, 2021	Finance Director files Proposed Budget with City Secretary
July 13, 2021	City Council Budget Workshop, Set Proposed Tax Rate, and Discussion
July 20, 2021	City Council Budget Workshop
July 22, 2021	Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings (Submit for publication July 16, 2021) 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
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	City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate
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	Publication of Notice of Approved Tax Rate and Budget (Submit for publication on August 20, 2021)

February 2021

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

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^h.

**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				
**Staff review draft budget requests with supervisors and Finance Director				
Founders Day Commission Budget Review				
15	16	17	18	19
			Emergency Management Commission Budget Review	
**Staff review draft budget requests with supervisors and Finance Director				
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.

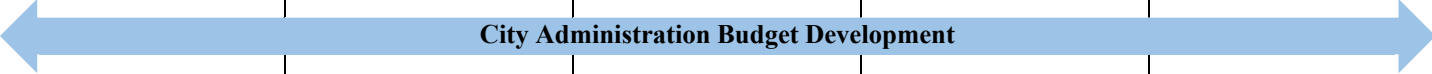
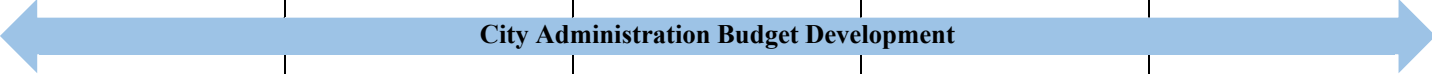
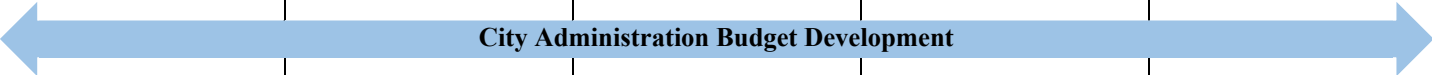
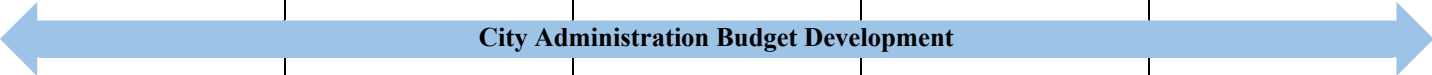
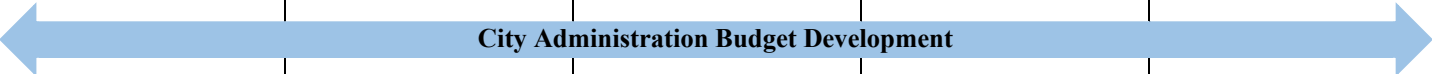
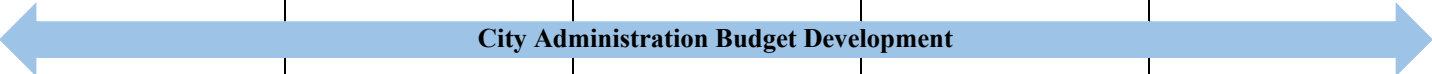
April 2021

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 16th.
- 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
Parks & Recreation Commission Budget Recommendation Final Approval			Historic Preservation Commission Budget Recommendation Final Approval	
10	11	12	13	14
TIRZ Board Budget Recommendation Final Approval				Board, Commission, Committee, and Council Member Budget Recommendations Due
17	18	19	20	21
 City Administration Budget Development 				
24	25	26	27	28
 City Administration Budget Development 				
31				
 City Administration Budget Development 				

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 14th.
- 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 →				HOT Grant Program Recommendation Due
7	8	9	10	11
← City Administration Budget Development →				
14	15	16	17	18
	CC Meeting: • Budget Workshop			
21	22	23	24	25
				File Proposed Budget with City Secretary and Post on Website
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 1st budget workshop to review and discuss proposed budget on June 15th.
- 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
	CC Meeting: • <i>Budget Workshop</i> <i>Set Proposed Tax Rate</i>			
19	20	21	22	23
	CC Meeting: • <i>Budget Workshop</i>		• Publication of Proposed Tax Rate & Budget Public Hearings • Begin Continuous Notice on City website	
26	27	28	29	30

Budget Activities

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

August 2021

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

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 3rd Budget Workshop on August 10th.
- City Council holds Public Hearings for proposed Tax Rate and Budget on August 10th.
- City Council adopts Budget and Tax Rate on August 17th.
- 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 20th for publication on August 26th.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.

FY21
STAFF BUDGET REQUEST

Item 2.

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				
Total Budget Training/Travel Request:									\$ 2,475.00			

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
Total Budget IT/SoftwareRequest:							\$900

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
Total Maintenance Request:							\$9,368

FY21
STAFF BUDGET REQUEST

Item 2.

New & Replacement Purchases

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

Total New & Replacement Purchases Request:	\$2,200
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Total Emergency Management Budget Request \$ 14,943