



# EMERGENCY MANAGEMENT COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, February 16, 2023 at 12:00 PM

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## Agenda

### CALL TO ORDER AND ROLL CALL

#### Commission Members

Bonnie Humphrey, Chair

Bill Little, Vice Chair

Roman Baligad

Scott Collard

Sirena Cumberland

Gordon DeWitte

Doug Fowler

Ron Hood

Mike Jones

Jason McNutt

Russell Paxton

Dillon Polk

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

City Administrator Michelle Fischer

City Treasurer Shawn Cox Council Member Geoffrey Tahuahua

### PLEDGE OF ALLEGIANCE

### BUSINESS

- 1. Presentation regarding the response and recovery from winter storm Mara.**
- 2. Presentation and possible action regarding the Emergency Management Commission Fiscal Year 2024 budget recommendations.**
- 3. Discuss and consider possible action regarding proposed Amendments to the Ordinance establishing the Emergency Management Commission.**
- 4. Discuss and consider possible action regarding proposed Amendments to the Basic Plan.**
- 5. Discuss and consider possible action regarding the Emergency Management Commission goals.**

## STANDING REPORTS

- 6. Emergency Management Coordinator Report**  
*Roman Baligad, Emergency Management Coordinator*
  - a. Public Relations
  - b. Finance
  - c. Training
  
- 7. Emergency Management Commission Chair Report**  
*Bonnie Humphrey, EMC Chair*
  
- 8. Operations Report**
  - a. Constables Office
  - b. Dripping Springs ISD
  - c. ESD No. 1
  - d. ESD No. 6
  - e. Hays County OEM
  
- 9. VOAD (Volunteer Organizations Active in Disasters) Report**

## UPCOMING MEETINGS

### *Emergency Management Commission Meetings*

March 23, 2023, at 12:00 p.m.

April 20, 2023, at 12:00 p.m.

May 18, 2023, at 12:00 p.m.

### *City Council Meetings*

February 21, 2023, at 6:00 p.m.

March 7, 2023, at 6:00 p.m.

March 21, 2023, at 6:00 p.m.

April 18, 2023, at 6:00 p.m.

## ADJOURN

*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.*

# Winter Storm Mara



**DRIPPING SPRINGS**  
Texas



# WINTER STORM MARA



**DRIPPING SPRINGS**  
Texas

- Storm began Monday, January 30, 2023, and storm and freezing temperatures continued through Thursday, February 2, 2023
- Extensive Power Outages throughout the Hill Country
- Multiple Internet Outages
- City Parks closed due to debris
- Roads closed, including Mercer, due to down utility lines, obstructions, and icy conditions
- No Wastewater Outages or Issues



# Response and Damages

## Contractors

- Canyon Creek: \$13,000 (\$6,500/day – Founders Memorial Park and Veterans Memorial Park)
- Elk Ridge Mowing: \$6,000 (\$3,000/day – Sports and Rec Park and Charro Park)
- Lumberjack Tree Services: \$6,000 (\$375/crew/HR – Streets and ROW clearing and chipping) – Contractor is still currently working and could add an additional \$6,000 if needed.
- **ESTIMATED TOTAL - \$25,000**

## Equipment and Supplies Purchased

- Chipper Attachment - \$1,500
- Chain saw supplies - \$500
- Fuel - \$875 (estimated)
  - o *Unleaded fuel – 155 Gallons – est. \$465*
  - o *Clear Diesel – 47 Gallons – est. \$195*
  - o *Dyed Diesel – 54 Gallons – est. \$ 215*
- **ESTIMATED TOTAL - \$2,875**

# Response and Damages

## Maintenance Staff time

- Estimated maintenance staff total hours from 1/31-2/6: 210 Hours
  - Maintenance Staff includes: Craig Rice, Sonny Garza, John Hill, Robert Hutson, Andrew Thompson, and Riley Sublett

## Utility Staff time

- Estimated utility staff time in addition to fully staffing the WW treatment plant during the event from 1/31-2/6: 60 hours
  - Maintenance Staff includes: Aaron Reed, Billy Stevens, Gray Lahrman, Anthony Pennell, Wacey Henager

## Parks Staff Time

- Estimated parks staff time total hours working on winter event from 1/31-2/6: 200 Hours
  - Parks Staff includes: Andrew Binz, Charlie Reed, Johnna Krantz, Mack Rusick, Emily Nelson, Lily Sellers, Nick Spillar, Fletcher Engstrom, Kyle Hagen, Sheri Kapanaka, Teri Sanders, Caylie Houchin, Andrew T

## Emergency Management Staff Time

- Estimated emergency management staff time total hours working on winter event from 1/31-2/7: 52 hours



# Parks



Item 1.



8



Item 1.



9

# Parks

Item 1.



**DRIPPING SPRINGS**  
Texas

- Debris Removal
- Staff Debris Drop Off Area
- Checking on Parks and the Pool
- Photos of Damage



# Public Works



# Public Works



**DRIPPING SPRINGS**  
Texas

- Roads blocked
- Wastewater Treatment Plant manned during storm
  - Intermittent power outages
  - Blower damage that was repaired
  - No Sanitary Sewer Overflows
  - One treated effluent discharge
- West Travis County PUA
  - Major Power Outage
  - Loss of Pressure
  - Pressure restored on Friday Evening
  - Wastewater staff flushed the system

# Emergency Management



# Emergency Management

- Daily Winter Weather Email Updates
- Daily Briefings with Administration and Mayor
- Supervision of Limb Dropoff at DSRP
- Public Education in coordination with Communications/Marketing staff
- Coordinating with Hays County and Texas Department of Emergency Management



**DRIPPING SPRINGS**  
Texas



# Disaster Declarations

**PROCLAMATION**  
BY THE  
**Governor of the State of Texas**

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, I, GREG ABBOTT, Governor of the State of Texas, do hereby certify that severe winter weather and heavy rain pose a threat of imminent disaster, including widespread and severe property damage, injury, and loss of life, due to significant ice accumulations, sub-freezing temperatures, freezing rain and sleet, hazardous travel disruptions, power outages, and heavy rains in Denton, Hays, Henderson, Milam, Smith, Travis, and Williamson Counties;

NOW, THEREFORE, in accordance with the authority vested in me by Section 418.014 of the Texas Government Code, I do hereby declare a state of disaster in the previously listed counties based on the existence of such threat.

Pursuant to Section 418.017 of the Texas Government Code, I authorize the use of all available resources of state government and of political subdivisions that are reasonably necessary to cope with this disaster.

Pursuant to Section 418.016 of the Texas Government Code, any regulatory statute prescribing the procedures for conduct of state business or any order or rule of a state agency that would in any way prevent, hinder, or delay necessary action in coping with this disaster shall be suspended upon written approval of the Office of the Governor. However, to the extent that the enforcement of any state statute or administrative rule regarding contracting or procurement would impede any state agency's emergency response that is necessary to protect life or property threatened by this declared disaster, I hereby authorize the suspension of such statutes and rules for the duration of this declared disaster.

In accordance with the statutory requirements, copies of this proclamation shall be filed with the applicable authorities.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my office in the City of Austin, Texas, this the 4th day of February, 2023.

*Greg Abbott*  
GREG ABBOTT  
Governor

ATTESTED BY:

*Jane Nelson*  
JANE NELSON  
Secretary of State

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
11:41 AM O'CLOCK



WHEREAS, Hays County has experienced Winter Storm Warnings, Winter Weather Advisories and cold, wet, icy conditions over the last three days; and

WHEREAS, temperatures have dropped below freezing, causing the wet conditions to turn to ice on roadways and in other public areas, and fallen tree limbs due to ice accumulations have caused significant damage; and

WHEREAS, Hays County resources have been authorized to deal with dangerous conditions created by this weather event; and

WHEREAS, the Hays County Judge, on advice from Mike Jones, Emergency Services Director, and Alex Valadez, Chief of Staff, has determined that weather-related conditions pose a significant threat to Hays County citizens and their property; and that measures must be taken to prevent threats and maintain the health and safety of our community.

**NOW THEREFORE BE IT PROCLAIMED:**

- 1) That a local state of disaster is hereby declared for Hays County, Texas, pursuant to §418.106(a) of the Texas Government Code; and
- 2) That, pursuant to §418.108(b) of the Texas Government Code, this local state of disaster shall continue for a period of not more than seven (7) days from the date cited below, unless this local state of disaster is continued by Resolution of the Hays County Commissioners Court; and
- 3) That, pursuant to §418.106(c) of the Texas Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the Hays County Clerk; and
- 4) That, pursuant to §418.108(e) of the Texas Government Code, this declaration of a local state of disaster activates the Hays County Emergency Management Plan; and
- 5) That this Declaration shall take effect immediately upon its execution by the Hays County Judge, as is evidenced by his duly authorized signature, below, and remain in effect until it expires, or until winter weather conditions no longer exist.

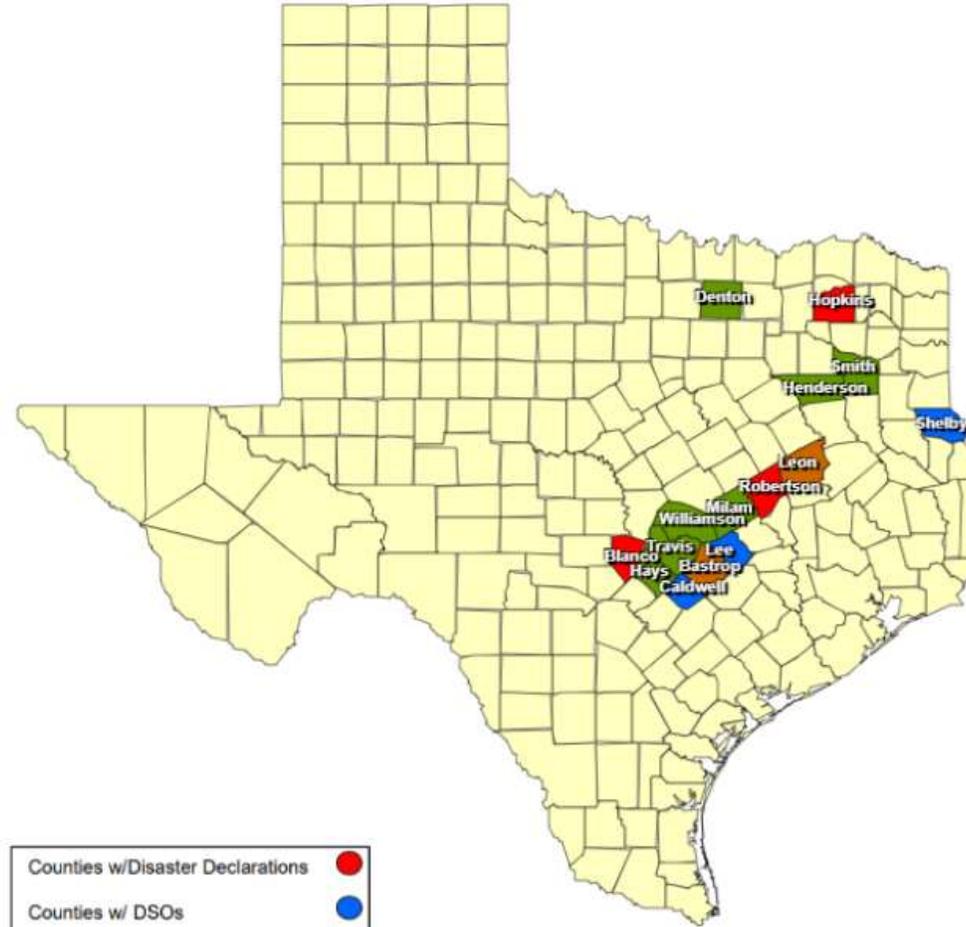
DECLARED AND ORDERED this 3rd day of February, 2023.

*Ruben Secora*  
Ruben Secora  
Hays County Judge



Accepted and Filed

*Elaine Cardenas*  
Elaine Cardenas, MBA, PhD  
Hays County Clerk



Counties w/Disaster Declarations	Red
Counties w/ DSOs	Blue
Counties w/Ltr to Governor	Yellow
Counties w/Declarations & DSOs	Purple
Counties w/DD & Ltr	Orange
Counties w/DSO & Ltr	Green
Counties w/DD, DSO, & Ltr	Cyan
Counties covered on Gov Dec	Olive

**Local Estimate of Damage to Public Property by Category Public Assistance Categories**

	Public Assistance Categories	A	B	C	D	E	F	G				
All Total Jurisdictions: (Includes *) 14	County / City	Debris Removal	Police / EMS	Roads & Bridges	Water Facilities	Buildings	Public Utility Systems	Other	County Totals	County Threshold	MET?	LOCAL DEC
	<b>Total</b>	<b>\$12,433,650</b>	<b>\$16,678,750</b>	<b>\$542,408</b>	<b>\$0</b>	<b>\$138,300</b>	<b>\$1,215,972</b>	<b>\$12,830</b>	<b>\$31,021,910</b>	<b>\$10,322,427</b>	No	
1	City of Elgin	\$150,000	\$200,000	\$0	\$0	\$25,000	\$50,000	\$0	\$425,000			NO
1	City of Smithville	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500			NO
	<b>Bastrop County</b>	<b>\$150,000</b>	<b>\$202,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$427,500</b>	<b>\$431,639</b>	NO	NO
1	Caldwell County	\$0	\$0	\$0	\$0	\$0	\$0	\$330	\$330			NO
	<b>Caldwell County</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$330</b>	<b>\$330</b>	<b>\$203,721</b>	NO	NO
1	Hays County	\$93,000	\$8,250	\$522,408	\$0	\$0	\$1,000,000	\$0	\$1,623,658			YES
1	City of Dripping Springs	\$5,000	\$0	\$0	\$0	\$300	\$0	\$0	\$5,300			YES
	<b>Hays County</b>	<b>\$98,000</b>	<b>\$8,250</b>	<b>\$522,408</b>	<b>\$0</b>	<b>\$300</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$1,628,958</b>	<b>\$1,070,337</b>	YES	YES
1	Lee County	\$80,000	\$0	\$0	\$0	\$2,000	\$0	\$0	\$82,000			YES
	<b>Lee County</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,000</b>	<b>\$77,602</b>	YES	YES
1	Shelby County	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000			NO
	<b>Shelby County</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$106,658</b>	NO	NO
1	Travis County	\$10,210,650	\$15,191,000	\$0	\$0	\$0	\$0	\$0	\$25,401,650			YES
1	City of Volente	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000			YES
1	City of West Lake Hills	\$335,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$435,000			YES
	<b>Travis County</b>	<b>\$10,605,650</b>	<b>\$15,191,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$25,896,650</b>	<b>\$5,728,435</b>	YES	YES
	Williamson County	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			YES
1	City of Cedar Park	\$600,000	\$0	\$0	\$0	\$0	\$0	\$2,500	\$602,500			YES
1	City of Georgetown	\$375,000	\$1,212,000	\$0	\$0	\$110,000	\$53,472	\$10,000	\$1,780,472			NO
1	City of Leander	\$20,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$30,000			YES
	City of Round Rock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			NO
1	City of Taylor	\$505,000	\$60,000	\$0	\$0	\$1,000	\$12,500	\$0	\$578,500			YES
	<b>Williamson County</b>	<b>\$1,500,000</b>	<b>\$1,277,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$111,000</b>	<b>\$65,972</b>	<b>\$12,500</b>	<b>\$2,971,472</b>	<b>\$2,704,035</b>	YES	YES
	<b>Total</b>	<b>\$12,433,650</b>	<b>\$16,678,750</b>	<b>\$542,408</b>	<b>\$0</b>	<b>\$138,300</b>	<b>\$1,215,972</b>	<b>\$12,830</b>	<b>\$31,021,910</b>	<b>\$10,322,427</b>	No	

# Disaster Declaration

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- Disaster Declaration issued by Mayor on February 5, 2023
- Letter sent to Governor requesting aid
- Disaster Declaration expires on February 12, 2023 unless extended by City Council for 30 days

*Disaster Declaration allows City to access resources from the County and the State including funding, reimbursements, personnel, and equipment to help clear the City and repair and protect the City's infrastructure*



**Founders Memorial Park, Charro Ranch Park and Sports & Recreation Park Are Now Open!**

However, due to hazards with falling limbs, Dripping Springs Ranch Park & Veterans Memorial Park are still closed until further notice.

We will update you when other parks will be reopened.

City of Dripping Springs Emergency Management

**Limb & Brush Drop-off at DSRP will be open tentatively Monday, Feb.13th - Sunday, Feb. 19th from 9:00 am - 5:00 pm.**

We are at capacity. We are working with Hays County to clear the area to make more room for limb and brush. We will be open for one week from 9-5, tentatively, starting on Monday, Feb. 13th.

# Administration

- Assist other departments
- Record costs and hours for potential reimbursement
- Review and draft agreements
- Review and draft disaster declaration and correspondence
- Provide education through social media, regular media, and direct to public
- Continued operations remotely including ensuring that IT and VPN worked for off-site employees and posting meetings

**Latest on DSRP Limb and Brush Drop-Off »**

Dripping Springs Ranch Park (DSRP) is NOT accepting any trees or limbs at this time. We have been using DSRP as a...

**City of Dripping Springs Issues Disaster Declaration »**

DRIPPING SPRINGS, TEXAS - February 5, 2023 - Mayor Bill Foulds, Jr. has issued a Disaster Declaration for the City of...

**Debris Information »**

If you have debris from the recent ice storm, Waste Connections customers will have their debris picked up on your ...

[VIEW ALL NEWS](#)

# Public



**DRIPPING SPRINGS**  
Texas

- DSRP limb deposit was so successful it is full, but hoping to reopen next week if possible
- Waste Connections provides bulk pickup for certain size limbs
- Electrical Outages to be reported to PEC
- Recommended reaching out to Insurance Carriers
- Report damage and costs through iSTAT portal <https://damage.tdem.texas.gov/>
- Assistance may be provided through the Individuals and Households Program through FEMA – [www.fema.gov](http://www.fema.gov)



# Current Status

- All Parks and Trails, other than DSRP are open
- Playgrounds are open after inspection
- DSRP clearing continues and limb collection is estimated to reopen next week
- No significant damage to city facilities, fleet, or equipment except for the Ranch House
- Work on Mercer Street is continuing
- Tree clearing on right-of-way continues



**DRIPPING SPRINGS**  
Texas



# RECOMMENDATION AND NEXT STEPS

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- Staff recommends:
  - extension of the Disaster Declaration
  - approval of expenditures related to the Disaster
  - authorize the Mayor and staff to provide resources to the
  - public as appropriate including education



**DRIPPING SPRINGS**  
Texas

# QUESTIONS?





# DRIPPING SPRINGS Texas

## City of Dripping Springs FY 2024 Tax Rate & Budget Adoption Important Dates & Deadlines

Approved by Council: Tuesday, February 7, 2023

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, B Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2024. Calendar activities in RED note deadlines for staff & 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 the following meetings regarding the Tax Rate and Budget Adoption:

- June 06, 2023: Budget Workshop
- June 20, 2023: Budget Workshop
- July 05, 2023: Budget Workshop
- July 18, 2023: Budget Workshop
- August 01, 2023: Budget Workshop
- August 15, 2023: Budget Workshop, Set Proposed Tax Rate, and Discussion
- September 05, 2023: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget\*
- September 19, 2023: 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 September 19, 2023.*

*\*\*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 Committee
- 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 2024 Tax Rate & Budget Adoption**  
**Important Dates & Deadlines**

Item 2.

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<b>February 7, 2023</b>	<b>City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process</b>
<b>April 14, 2023</b>	<b>City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)</b>
<b>May 5, 2023</b>	<b>Board, Commission and Committee Budget Recommendations Due; City Staff Employee Pay Recommendations Due from Department Heads</b>
<b>June 6, 2023</b>	<b>City Council Budget Workshop</b>
<b>June 20, 2023</b>	<b>City Council Budget Workshop</b>
<b>July 5, 2023</b>	<b>City Council Budget Workshop</b>
<b>July 18, 2023</b>	<b>City Council Budget Workshop</b>
<b>August 1, 2023</b>	<b>City Council Budget Workshop</b>
<b>August 4, 2023</b>	<b>Finance Director files Proposed Budget with City Secretary</b>
<b>August 15, 2023</b>	<b>City Council Budget Workshop, Set Proposed Tax Rate, and Discussion</b>
<b>August 24, 2023</b>	<b>Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings (Submit for publication August 18, 2023)</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>
<b>September 5, 2023</b>	<b>City Council Budget Workshop – Public Hearings on Tax Rate and Budget (Must take action to either adopt or postpone adoption of the Budget to the September 19, 2023 City Council meeting)</b>
<b>September 19, 2023</b>	<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>
<b>September 20, 2023</b>	<b>Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities</b>
<b>September 28, 2023</b>	<b>Publication of Notice of Approved Tax Rate and Budget (Submit for publication on September 21, 2023)</b>

# February 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
			Historic Preservation Commission Budget Discussion	**Staff obtain proper budget request forms from Finance Director
6	7	8	9	10
Parks & Recreation Commission Budget Discussion	<b>CC Meeting: Budget Presentation &amp; Budget Calendar Approval</b>			
13	14	15	16	17
TIRZ Board Budget Discussion  Founders Day Commission Budget Discussion			Farmers Market Committee Discussion  Emergency Management Commission Budget Discussion	
20	21	22	23	24
		Economic Development Committee Budget Discussion		<b>Departmental IT budget requests due to City Administrator</b>
27	28			
Transportation Committee Budget Discussion				

## ***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 City Administrator & Finance Director and determine any additional costs related to infrastructure. Requests due to City Administrator & Finance Director by February 24<sup>th</sup>.

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

# March 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	HOT Grant Application Available
 <i>Staff review draft budget requests with supervisors and Finance Director</i>				
6	7	8	9	10
Parks & Recreation Commission Budget Discussion				
 <i>Staff review draft budget requests with supervisors and Finance Director</i>				
13	14	15	16	17
TIRZ Board Budget Discussion  Founders Day Commission Budget Discussion			Farmers Market Committee Budget Discussion	
20	21	22	23	24
		Economic Development Committee Budget Discussion	Emergency Management Commission Budget Discussion	
27	28	29	30	31
Transportation Committee Budget Discussion				

## ***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.
- HOT Grant Applications become available.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Parks & Recreation Commission Budget Discussion		DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	
10	11	12	13	14
TIRZ Board Budget Approve Recommendation Founders Day Commission Budget Discussion				
17	18	19	20	21
			Farmers Market Committee Approve Recommendation Emergency Management Commission Approve Recommendation	City Staff Department Budget Requests Due (Includes individual staff requests)
24	25	26	27	28
Transportation Committee Approve Recommendation		Economic Development Committee Approve Recommendation		
← 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.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 21<sup>st</sup>.
- City Administrator & Finance Director work with vendors and staff on options and costs for IT related expenses.

# May 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Parks & Recreation Commission Approve Recommendation		DSRP Board Approve Recommendation	Historic Preservation Commission Approve Recommendation	Board, Commission, Committee, & Council Member Budget Recommendations Due
← City Administration Budget Development →				
8	9	10	11	12
Founders Day Commission Approve Recommendation				
← City Administration Budget Development →				
15	16	17	18	19
← City Administration Budget Development →				
22	23	24	25	26
← Budget Review w/Mayor →				
29	30	31		
← Budget Review w/Mayor →				

## ***Budget Activities***

- All board, commission, committee, and council member recommendations due to Finance Director by May 6<sup>th</sup>, except for the Founders Day Commission Recommendation, which is due May 8<sup>th</sup>.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.
- City Administrators and Finance Director begin budget review with the Mayor.

# June 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
				<b>HOT Grant Program Recommendation Due</b>
5	6	7	8	9
	<b>CC Meeting: Budget Workshop</b>			
12	13	14	15	16
19	20	21	22	23
	<b>CC Meeting: Budget Workshop</b>			
26	27	28	29	30

## ***Budget Activities***

- City Administrators & Finance Director continue discussion with Mayor to finalize budget for filing.
- City Council holds 1<sup>st</sup> budget workshop to review and discuss proposed budget on June 6<sup>th</sup>.
  - Review of Budget Process - Presentation of Draft Budget to be Filed – Review of Assumptions
- City Council holds 2<sup>nd</sup> budget workshop to review and discuss proposed budget on June 20<sup>th</sup>.
  - Review of General, Agriculture, Landscaping, Sidewalk, & PEG Funds

# July 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
		CC Meeting: Budget Workshop		
10	11	12	13	14
17	18	19	20	21
	CC Meeting: Budget Workshop			
24	25	26	27	28
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 July 5<sup>th</sup>.
  - Review of Wastewater, Utilities, Impact Fees, & TWDB Project
- City Council holds 4<sup>th</sup> Budget Workshop on July 18<sup>th</sup>.
  - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT

# August 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	CC Meeting: Budget Workshop			File Proposed Budget with City Secretary and Post on Website
7	8	9	10	11
14	15	16	17	18
	CC Meeting: Budget Workshop  Set Proposed Tax Rate			
21	22	23	24	25
			Publication of Proposed Tax Rate & Budget Public Hearings Begin Continuous Notice on City website	
28	29	30	31	

## ***Budget Activities***

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 5<sup>th</sup> Budget Workshop on August 1<sup>st</sup>.
  - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.
- City Council holds 6<sup>th</sup> Budget Workshop on August 15<sup>th</sup>.
- City Council Sets Proposed Tax Rate on August 15<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 August 17<sup>th</sup> for publication on August 24<sup>th</sup>.
- City Secretary begins continuous notification of public hearings on City website on August 24<sup>th</sup>.

# September 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
4	5	6	7	8
	<b>CC Meeting: Budget Workshop</b>  <b>Public Hearing on Tax Rate &amp; Budget</b>			
11	12	13	14	15
18	19	20	21	22
	<b>CC Meeting: 2<sup>nd</sup> Public Hearing on Tax Rate &amp; Budget</b>  <b>Budget Adoption</b>  <b>Tax Rate Ratification &amp; Adoption</b>	<b>Publication of Tax Rate &amp; Budget on City website</b>  <b>File Tax Rate &amp; Budget with County and State Entities</b>		
25	26	27	28	29
			<b>Publication of Notice of Approved Tax Rate &amp; Budget</b>	

## Budget Activities

- City Council holds 7<sup>th</sup> Budget Workshop on September 5<sup>th</sup>.
- City Council holds Public Hearings for proposed Tax Rate and Budget on September 5<sup>th</sup>.
- City Council adopts Budget and Tax Rate on September 19<sup>th</sup>.
- Finance Director prepares Approved Budget for Fiscal Year 2024 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on September 21<sup>st</sup> for publication on September 28<sup>th</sup>.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.

- CODE OF ORDINANCES  
 Chapter 2 - ADMINISTRATION AND PERSONNEL  
 ARTICLE 2.04. - BOARDS, COMMISSIONS AND COMMITTEES  
 DIVISION 7. EMERGENCY MANAGEMENT COMMISSION

## *DIVISION 7. EMERGENCY MANAGEMENT COMMISSION<sup>1</sup>*

### **Sec. 2.04.191. Title.**

This division shall be commonly cited as the "emergency management commission" ordinance.

### **Sec. 2.04.192. Purpose.**

- (a) This article provides for the standards for the formation, function, and responsibilities of an emergency management commission tasked with representing various groups with interest in emergency planning and operations.
- (b) This article is in furtherance of good government and public safety. Through these regulations, the city seeks to prioritize and promote the safety of persons and property by:
  - (1) Recommended policies and application of policies for the development and implementation of an emergency management plan for the city and ETJ.
  - (2) ~~Assist city staff with the provision of~~ Provide public information and training regarding personal and family disaster planning and response to the public.

### **Sec. 2.04.193. Scope.**

This division applies to all property within the incorporated municipal boundaries (i.e., "city limits") and the extraterritorial jurisdiction ("ETJ").

### **Sec. 2.04.194 Definitions.**

- (a) Rules of interpretation. Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the Code of Ordinances 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 definitions.  
Commission: The emergency management commission, an advisory body, created herein.

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**Sec. 2.04.195. Membership; meetings.**

- (a) Liability . The City of Dripping Springs Texas Municipal League liability coverage shall include the members of the commission to the extent allowed by law. The city attorney shall advise and represent the commission, as appropriate.
- (b) Ethical standards . Commission members shall comply with all ethical standards applied to officers of the city as stated in article 2.02 of the City of Dripping Springs Code of Ordinances.
- (c) Number of members .
- (1) The commission shall have 12 voting members,
    - (A) Three at-large members that shall ~~be~~ reside within Hays County.
    - (B) One each.
      - (i) Municipal member designated as emergency management coordinator;
      - (ii) Chamber of commerce representative;
      - (iii) Nonprofit organization;
      - (iv) Hays County Constable or designee;
      - (v) Emergency Services District Number 1 representative;
      - (vi) Emergency Services District Number 6 representative;
      - (vii) Hays County Emergency Manager or designee;
      - (viii) Dripping Springs Independent School District; and
      - (ix) Hays County Fire Marshal or designee.
  - (2) The commission may have subcommittees of at least three members, one of whom will be the subcommittee chair designated by the subcommittee at their first meeting. A vice-chair will be selected by the chair and approved by a majority of the subcommittee members. The vice-chair will serve as subcommittee chair in the absence of the chair. Subcommittees may invite input from non-committee members.
  - (3) The mayor shall be a non-voting member of the commission as the Emergency Management Director.
- (d) Terms of members and chair and vice-chair.
- (1) Each commission member will serve a two-year term, at the will of the city council. There is no limit as to how many terms a member may serve.
  - (2) The chair and vice-chair shall be appointed by the city council and serve a one-year term. There is no limit to the number of terms the chair or vice-chair may serve. In the event that the chair or vice-chair are absent, the emergency management coordinator will preside.
- (e) Member selection .
- (1) Each year staff will prepare a slate of nominees for city council consideration. The slate will include nominees with a background and experience in those activities related to emergency management. The chair shall provide a recommendation for members seeking appointment or reappointment.
  - (2) The city council shall approve, reject, or modify the slate of nominees.
- (f) Resignation and vacancies .

- 
- (1) A commission member may resign by notifying the city secretary in writing of their intent to resign.
  - (2) A failure to attend three or more sequential commission meetings without approval from the chair will constitute a de facto notification of intent to resign.
  - (3) Vacancies shall be filled by appointment, with the appointed replacement member being bestowed the remainder of the unexpired term.
- (g) Meetings .
- (1) The commission shall meet monthly at city hall, unless otherwise deemed appropriate by the chair. Agendas will be drafted by the commission chair, under the advisement of the emergency management coordinator.
  - (2) Designated subcommittees may meet more often, as coordinated with and arranged by the emergency management coordinator. Subcommittee agendas will be drafted by the subcommittee chair, under the advisement of the subcommittee members.
  - (3) The commission with the assistance of city staff will make a written report to the city council each month to update the council on projects and progress.
  - (4) A quorum is required to take action as the Dripping Springs Emergency Management Commission.

#### **Sec. 2.04.196. Authority.**

The commission has no authority to make decisions binding on the city. The commission's functions are purely advisory and not subject to the Texas Open Meetings Act. Meetings shall be noticed and generally open to the public except when limited by security, emergency, or related matters.

#### **Sec. 2.04.196.1. Responsibilities.**

- (a) The commission shall advise the city council on recommended policies and application of policies for the development and implementation of an emergency management plan for the city and ETJ.
- (b) The commission shall advise the city council on recommended interlocal and mutual aid agreements related to emergency management operations in preparation for, during, and after a disaster or state of emergency.
- (c) The commission shall review and evaluate all current municipal ordinances of the city related to emergency management and disaster planning, preparation, and response, identify provisions that relate to or apply to emergency management within the City Code, and make recommendations to the city council for needed changes and/or additions.
- (d) The commission shall ~~manage, support staff, and in~~ operating an area emergency operations center when disaster, major incident, or event dictates that level of support to first responders in accordance with the approved City Emergency Management Plan, state law, and county and state plans as applicable.
- (e) Identify and ~~engage support city staff~~ in protection, prevention, mitigation, response, and recovery planning and activities related to local conditions and needs.
- (f) Recommend, to the city council each fiscal year, an annual operating budget for emergency management services ~~with the assistance of the~~ drafted by the emergency management coordinator ~~to the city council each fiscal year~~.

**Sec. 2.04.197 Emergency management plan.**

- (a) The commission shall advise the emergency management coordinator in the development of an emergency management plan consistent with federal, state, and county standards and practices that addressed the unique and special needs of the city and ETJ. The plan will be submitted to the Texas Division of Emergency Management ~~county emergency preparedness coordinator~~ for approval prior to submission to the city council and county commissioners court. Upon approval, the plan will become an addendum or appendix to the county emergency management plan.
- (b) The commission, in coordination with city staff, shall review the plan annually and city staff shall update the plan as needed.
- (c) At least every five years, the commission, in coordination with city staff, shall review the plan and propose formal changes to the plan and the proposed plan shall be submitted to the Texas Division of Emergency Management. After review and approval by the Texas Division of Emergency Management, the proposed plan shall be submitted to city council for review and approval of formal changes.
- (d) Public access to information. The committees work and work product will be subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code.

**Sec. 2.04.198. Support.**

- (a) City staff will provide logistical support to the commission and its subcommittees, as defined by access to city facilities for purposes of public meetings, access to city resources for purposes of copies and communications, and a designated staff liaison to coordinate and direct such support. Staff shall also provide a monthly report on emergency activities within the city to be presented at each commission meeting.
- (b) The city website will provide a page via the staff liaison upon which the commission may post:
  - (1) Meeting information;
  - (2) Agendas and minutes; and
  - (3) Resource materials, if any.

**Secs. 2.04.199—2.04.220. Reserved.**

**VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES** ..... 1

    A. Organization ..... 1

    B. Assignment of Responsibilities ..... **Error! Bookmark not defined.**

**VII. DIRECTION AND CONTROL**..... 1

    A. General ..... 1

    B. Emergency Facilities ..... **Error! Bookmark not defined.**

    C. Line of Succession ..... 2

**VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Organization**

2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Judge, Mayor, City Administrators, Emergency Management Coordinator, and Emergency Management Commission Chair.

a. The Emergency Management Commission will:

- 1) Assist the Emergency Management Coordinator
- 2) **Advise** the city council on recommended policies and application of policies for the development and implementation of an emergency management plan for the City and ETJ.
- 3) **Develop** an emergency management plan consistent with federal, state, and county standards and practices that addresses the unique and special needs of the city and ETJ.
- 4) **Review** the local emergency management plan annually and update as needed.
- 5) **Manage, staff, and operate** an area emergency operations center when disaster, major incident, or event dictates that level of support to first responders.

**VII. DIRECTION AND CONTROL**

**A. General**

- 1. Emergency Management Coordinator or Emergency Management Commission Chair will manage the EOC.

### C. Line of Succession

1. The line of succession for the Mayor is:
  - a. Mayor Pro Tem
  - b. Senior Council Member
  - c. Next Senior Council Member
  
2. The line of succession for the City Administrator is:
  - a. Deputy City Administrator
  - b. City Attorney
  - c. City Secretary
  
3. The line of succession for the Emergency Management Coordinator is:
  - ~~a. Emergency Management Commission Chair~~
  - ~~b. Senior Emergency Management Commissioner~~
  
  - a. Deputy Public Works Director
  - b. Building Official
  - c. City Attorney
  - d. Emergency Management Commission Chair
  - e. Senior Emergency Management Commissioner
  
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

Requirements for city staff in line of succession:

Trained in FEMA courses –

Attend monthly EM Commission meetings

## Emergency Management Commission Report

01/12/2023

Roman Baligad

### Completed

- Disaster Management
  - Winter storm Mara warming center. On Thursday morning, 02/02/2023, I was not able to contact anyone at DSUMC to open it as a warming center and possibly as a shelter, if needed. I was able to get Merritt Senior Living to let people use their common area as a warming center. Later in the afternoon on Thursday I was able to get ahold of Associate Pastor Jesus, he opened DSUMC as a warming center and shelter.
  - Five city staff members completed IS-100, 200, 700 and 800

### Planned for action

- Disaster Management
  - Vegetative debris from the winter storm is being collected and shredded at Ranch Park.
  - HAM Radio tower- Waiting on Randall Electric to schedule installation of all wiring and connections.

### Short Term plans

- Safety & Security
  - Founders Day Safety and Security planning
- Disaster Management
  - Installation of connex containers and canopies for EM equipment storage at the Wastewater Treatment Plant.

### Long Term plans

- Safety & Security
  - Plan for and respond to this year's eclipse event.
  - Plan for and respond to 2024 total eclipse event.
- Disaster Management
  - Hire an emergency management planner (FY 2025).

-----End of report -----