



DRIPPING SPRINGS
Texas

TIRZ NO. 1 & NO. 2 BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, February 13, 2023 at 4:00 PM

Agenda

CALL TO ORDER AND ROLL CALL

Board Members

Dave Edwards, Chair
Taline Manassian, Vice Chair
James Alexander
Missy Atwood
Susan Kimball
Walt Smith
Craig Starcher
Bob Richardson (Advisory Board Member)

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer
City Attorney Laura Mueller
City Treasurer Shawn Cox
City Secretary Andrea Cunningham
Deputy City Secretary Cathy Gieselman
TIRZ Project Manger Keenan Smith

PRESENTATION OF CITIZENS

A member of the public who desires to address the Board 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 Board's consideration of that item. Citizens wishing to discuss matters not contained with in 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 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 Board. It is the request of the Board 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. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By low no action may be taken during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the January 9, 2023, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

BUSINESS

- 2. Update and discussion regarding the Old Fitzhugh Road Project related to Public and Stakeholder Engagement and Outreach.**
- 3. Presentation and possible action regarding the TIRZ No. 1 & No. 2 Board Fiscal Year 2024 budget recommendations.**
- 4. Presentation and discussion regarding the Dripping Springs Community Library Project.**

EXECUTIVE SESSION

The TIRZ No. 1 & No. 2 Board for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The TIRZ No. 1 & No. 2 Board for the City of Drippings Springs may act upon any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board Regular Meetings

March 13, 2023, at 4:00 p.m.

April 10, 2023, at 4:00 p.m.

May 8, 2023, at 4:00 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

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 Board may consider a vote to excuse the absence of any Board Member for absence from this meeting.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **February 10, 2023 at 1:00 p.m.***

Deputy 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.



TIRZ NO. 1 & NO. 2 BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, January 09, 2023 at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Edwards called the meeting to order at 4:04 p.m.

Board Members present were:

Dave Edwards, Chair
James Alexander
Missy Atwood
Susan Kimball
Walt Smith
Craig Starcher
Bob Richardson (Advisory Board Member)

Board Members absent were:

Taline Manassian, Vice Chair

Staff, Consultants & Appointed/Elected Officials present were:

City Administrator Michelle Fischer
City Attorney Laura Mueller
City Treasurer Shawn Cox
City Secretary Andrea Cunningham
Planning Director Tory Carpenter
TIRZ Project Manager Keenan Smith
TIRZ Administrator Jon Snyder

PRESENTATION OF CITIZENS

A member of the public who desires to address the Board 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 Board'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 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 Board. It is the request of the Board 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 for the City Secretary. By law no action may be taken during Presentation of Citizens.

No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the December 12, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Kimball to approve the December 12, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes. Board Member Alexander seconded the motion which carried unanimously 6 to 0.

BUSINESS

- 2. Presentation and consider acceptance of the Q4 TIRZ Administrator's Report.** *Jon Snyder, TIRZ Administrator*

Jon Snyder presented the report which is on file.

A motion was made by Board Member Smith to accept the Q4 TIRZ Administrator's Report. Board Member Atwood seconded the motion which carried unanimously 6 to 0.

- 3. Update and discussion regarding the Old Fitzhugh Road Project related to Public and Stakeholder Engagement and Outreach.**

Keenan Smith presented the staff report which is on file.

No action was taken on this item.

A motion was made by Board Member Atwood to adjourn into Executive Session under Texas Local Government Code Sections 551.071, Consultation with City Attorney and 551.072, Deliberation of Real Property and regarding Executive Sessin Agenda Item 4. Board Member Smith seconded the motion which carried unanimously 6 to 0.

EXECUTIVE SESSION

The TIRZ No. 1 & No. 2 Board for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The TIRZ No. 1 & No. 2 Board for the City of Drippings Springs may act upon any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

- 4. Consultation with City Attorney and Deliberation of Real Property related to acquisition of property and easements for TIRZ Projects.** *Consultation with City Attorney, 551.071; Deliberation of Real Property, 551.072*

The Board met in Executive Session from 4:42 – 5:21 p.m.

No vote or action was taken during Executive Session. Chair Edwards returned the meeting to Open Session at 5:21 p.m.

OPEN SESSION

A motion was made by Board Member Smith to pull Executive Session Agenda Item 4 for action in Open Session. Board Member Alexander seconded the motion which carried unanimously 6 to 0.

- 4. Consultation with City Attorney and Deliberation of Real Property related to acquisition of property and easements for TIRZ Projects.** *Consultation with City Attorney, 551.071; Deliberation of Real Property, 551.072*

A motion was made by Board Member Smith to authorize City Staff to negotiate agreements regarding real property related to the acquisition of property and easements related to TIRZ Projects. Board Member Alexander seconded the motion which carried unanimously 6 to 0.

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board Meetings

February 13, 2023, at 4:00 p.m.

March 13, 2023, at 4:00 p.m.

April 10, 2023, at 4:00 p.m.

City Council Meetings

January 21, 2023, at 6:00 p.m. (meetings should be January 17, 2023)

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

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

ADJOURN

A motion was made by Board Member Kimball to adjourn the meeting. Board Member Starcher seconded the motion which carried unanimously 6 to 0.

This regular meeting adjourned at 5:22 p.m.



DRIPPING SPRINGS
Texas

Old Fitzhugh Road

Project Status Updates

TIRZ Board Feedback
01/010/23



Project History to Date Item 2.

- Concept Plan Stakeholder Input - **2017-2018**
- Concept Plan Development / Approval – **2018**
- Budget Requests & Grant Writing – **2019-2021**
- Engineering Firm Search & Contracting - **2021**
- Engineering Plans Start – **February 2022**
- Engineering 30% Plans – **September 2022**
- Stakeholder Outreach – **January – March 2023**
- Engineering 60% Plans – In progress - **Complete Spring / Summer 2023**

Stakeholder Input

Top Three Priorities

1. Sidewalks and Trails
2. Traffic Calming
3. Parking

Project Challenges / Issues

- Drainage & Runoff
- Street Conditions & Narrow Right of Way
- Lighting
- Preserve Historic Character
- Preserve Trees
- Encourage Local Shops

EXPOSED AGGREGATE



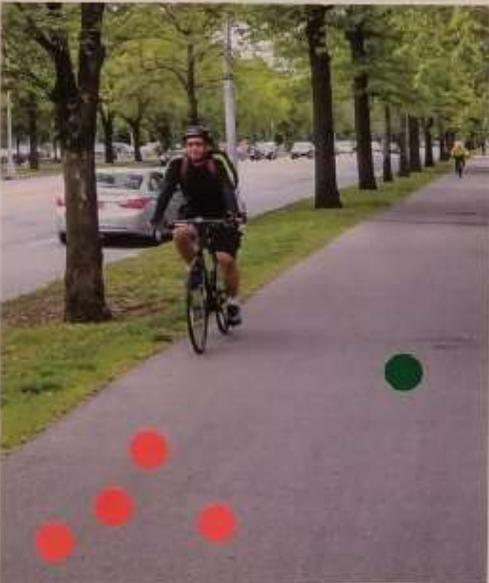
PERVIOUS PAVERS



DECOMPOSED GRANITE

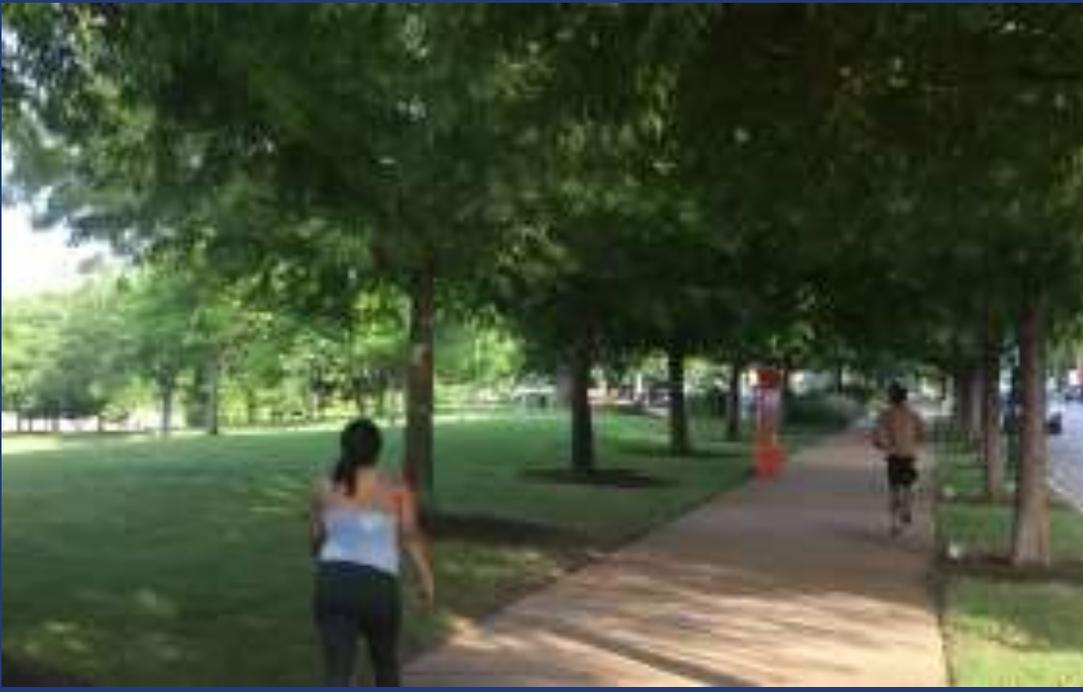


ASPHALT



Design Elements

Item 2.



- Street Reconstruction (shifted to East)
- Shared Use Path (8' wide - West side)
- Curb & Gutter on West (Drainage)
- Ribbon Curb on East
- Traffic Calming
- On-Street Parking (17 spaces)
- Lighting at Activity Nodes
- Landscaping / Trees
- Utility Relocations / Adjustments

Design Challenges

Item 2.

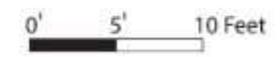
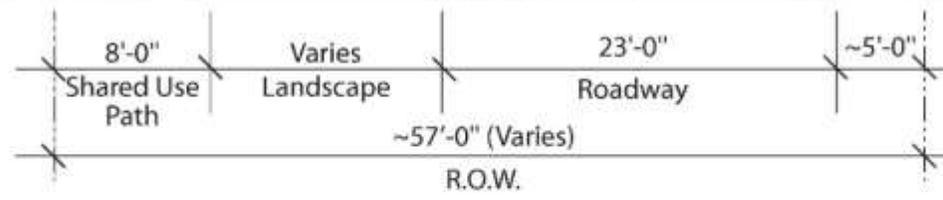


- Maintain Historic Character
- Narrow Right of Way
 - Fitting Roadway, Trail, Parking, Drainage
- Drainage Easements Required
 - Two offsite drainageways and basins
 - 3 impacted property owners
 - Right-of-Way Clean Up
- ROW Acquisition
 - 3 impacted parcels
- Utility **Adjustments &** Relocations
 - Pedernales Electric Cooperative
 - Frontier
 - Dripping Springs Water Supply
 - Dripping Springs Wastewater

Typical Section

Item 2.

Old Fitzhugh
Road



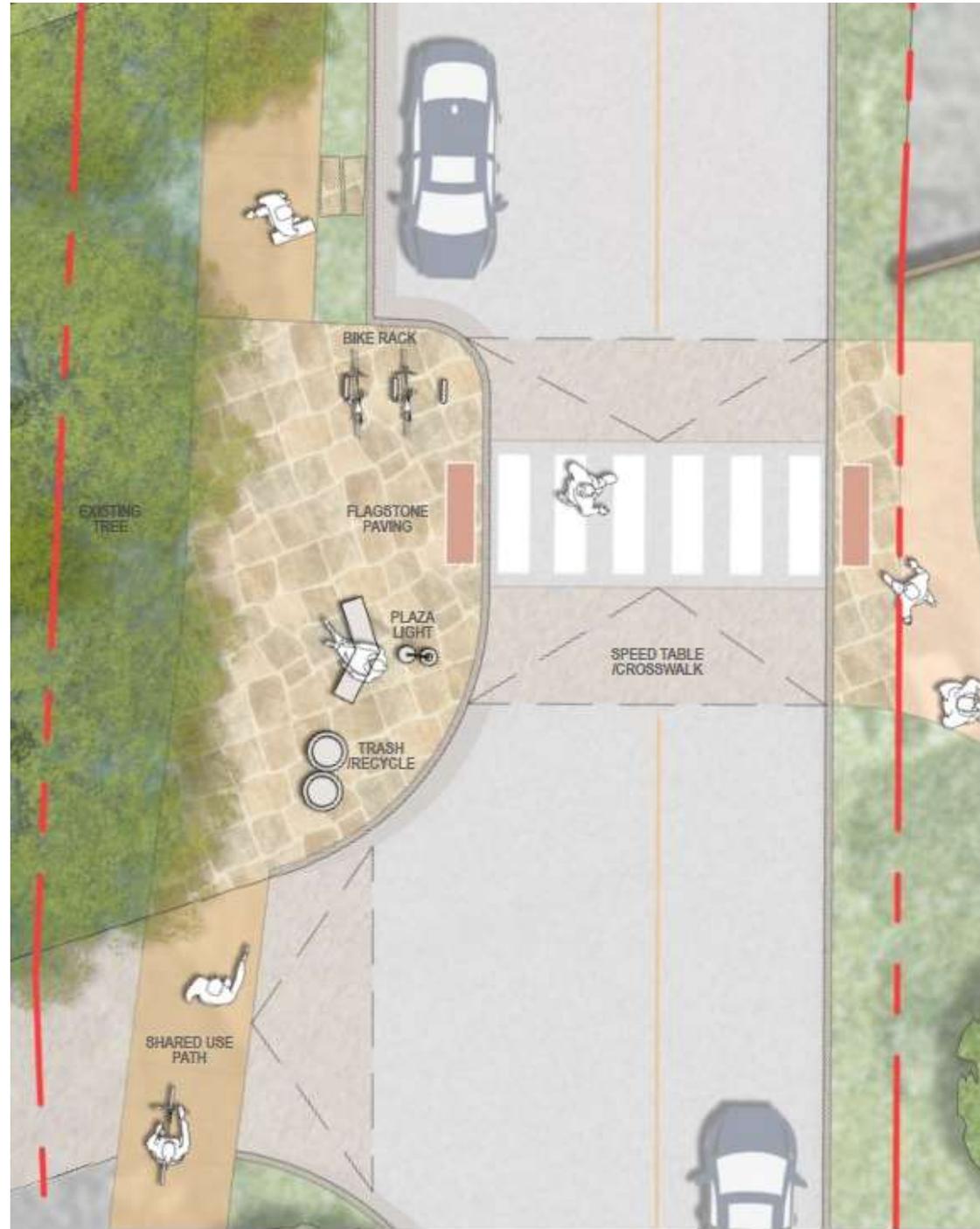
SECTION CONDITION 2: TYPICAL WITHOUT PARKING (LOOKING NORTH)



Pedestrian Amenities / Activity Node

Item 2.

Old Fitzhugh
Road



Engineering: 30% Design Plans - Complete

Item 2.

Old Fitzhugh Road

CITY OF DRIPPING SPRINGS

**CONSTRUCTION PLANS FOR
ROADWAY IMPROVEMENTS ON OLD FITZHUGH ROAD**

NET LENGTH OF PROJECT = 3,300 FEET = 0.625 MILES

HAYS COUNTY

FROM MERCER STREET
TO RR 12

FOR THE RECONSTRUCTING OF THE ROADWAY AND OPERATIONAL IMPROVEMENTS CONSISTING OF GRADING, BASE, ASPHALT, DRAINAGE, PEDESTRIAN FACILITIES, ILLUMINATION, LANDSCAPING, LIMITED ON-STREET PARKING, PAVEMENT MARKING, AND EROSION CONTROL.

DESIGN SPEED
OLD FITZHUGH 30 MPH

Registered Accessibility Specialist (RAS) Inspection Required

TDLR No. EABPRJ _____

END CONSTRUCTION
END PROJECT
E OLD FITZ
STA 132+75.37

BEGIN CONSTRUCTION
BEGIN PROJECT
E OLD FITZ
STA 100+15.89

LOCATION MAP NOT TO SCALE
EXCEPTIONS: NONE
EQUATIONS: NONE
RAILROAD CROSSINGS: NONE

HDR HDR Engineering, Inc.
710 Heston Crossing Suite 150
Round Rock, TX 78681
Firm No. F-7541

PRELIMINARY-FOR INFORMATION ONLY
THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW AND IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMITTING PURPOSES.
Supervised By: LESLIE D. POLLACK
P.E. Serial No. 101288
Date: 8/12/2022

SUBMITTED FOR LETTING: _____

CITY OF DRIPPING SPRINGS

SUBMITTED FOR LETTING: _____

AREA ENGINEER

CONSULTANT: _____

HDR ENGINEERING, INC. ITSPS FORM REG. F-1941

RECOMMENDED FOR LETTING: _____

DISTRICT DESIGN ENGINEER

APPROVED FOR LETTING: _____

DIRECTOR OF TRANSPORTATION PLANNING & DEVELOPMENT

FILED: 8/11/23
DATE: 8/12/2022 4:40:03 PM

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION ON NOVEMBER 1, 2014, EXCLUDING ITEMS 1-9, SHALL GOVERN ON THIS PROJECT.



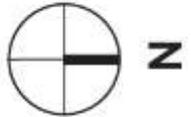
30% Design - Project Plan Rendering





Old Fitzhugh Road

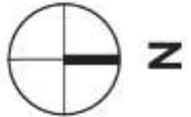
30% Plans- Design Rendering





Old Fitzhugh Road

30% Plans- Design Rendering



Project Funding

- Project Costs and Estimates
 - Engineering Plans (\$712K- per Agreement)
 - Construction Cost (\$6.4M – Current Estimate)
- Committed Funding
 - Engineering Plans – by TIRZ (\$602K- FY’22-23)
 - Hays County Parks & Open Space Bond pledge – Trail Portions (\$1.3M)
- Prospective Funding
 - Grants – CAMPO / TXDOT (’23 pursuits)
 - Finish Engineering Plans – by TIRZ (\$110K- FY ’24)
 - Construction (\$5.1M Plan of Finance- TBD FY’24)

*Old Fitzhugh
Road*



Moving Forward

- Key Stakeholder Coordination – Ongoing
- Boards and Commissions – Project Update
 - TIRZ Board Meeting 01/09/23
 - Historic Preservation Meeting 02/02/23
 - Planning and Zoning Commission 02/15/23
 - City Council 02/21/23
 - Transportation Committee 02/27/23
- Public Engagement
 - Online content available - March 2023
 - Public Meeting - March 2023
- Engineering Plans, Specifications & Estimates (PSE's)
 - 60-90% Plans- Q3 - Q4 '23 (funding committed)
 - Bidding & Contract Award (Q1 '24 funding dependent)
- Project Construction- Q2 – Q4 '24 (funding dependent)

*Old Fitzhugh
Road*





DRIPPING SPRINGS
Texas

**Thank You
!!!**

Old Fitzhugh Road

Project Status Updates

TIRZ Board Feedback
01/010/23

Progress Report

Old Fitzhugh Road PS&E

January 2023

Description of Work Performed During the Past Period

PROJECT MANAGEMENT

- Project management and administration
- Engage geotechnical subconsultant

ROADWAY DESIGN

- 60% design phase – production on removal sheets, alignment updates on the southern end of the project

DRAINAGE DESIGN

- Coordination meeting on drainage requirements to move forward (Doucet hours not included with this invoice)

ILLUMINATION

- 60% design phase
- Coordination with electric company on requirements
- Review design requirements for irrigation and compare to existing assumptions

UTILITY COORDINATION

- Review of utility conflicts
- Review storm lines conflicts for drainage design
- Continued discussions with utility providers and KHA (designing DSWS line)

ENVIRONMENTAL

- Discussion on project funding and progress environmental next steps
- Review of environmental constraints and progress towards 60% submission assuming federal funding

ROW SURVEYING

- Right-of-entry coordination
- Additional survey of driveway tie-ins and RM 12 (will extend over two months)

LANDSCAPE, STREETScape, URBAN DESIGN

- Coordination on irrigations plans

GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN

- Coordination to initiate geotechnical site investigations

PS&E PREPARATION

- No PS&E Preparation Tasks This Period

PUBLIC ENGAGEMENT

- TIRZ Board Meeting - preparation
- Public Open House preparation

Anticipated Work to be Performed Next Period – February 2023

PROJECT MANAGEMENT

- Project management and administration

ROADWAY DESIGN

- 60% design phase including traffic control

DRAINAGE DESIGN

- 60% design initiation with direction on drainage outlets and finalization of roadway files

ILLUMINATION

- 60% design phase

UTILITY COORDINATION

- Coordination meeting with Dripping Springs Water Supply
- Review storm lines conflicts for drainage design

ENVIRONMENTAL

- Historic analysis (Mercer St Historic District)

ROW SURVEYING

- Right-of-entry coordination
- Additional survey of drainage outfall locations

LANDSCAPE, STREETScape, URBAN DESIGN

- Renderings for Public Open House
- Plant palette coordination

GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN

- Geotechnical site investigations

PS&E PREPARATION

- No tasks anticipated next period

PUBLIC ENGAGEMENT

- Board and Commission Meetings (preparation and attendance as desired)
- Provide content to City for website
- Public Open House preparation

Project Needs

- Key property owner coordination to provide direction on drainage easement locations
- Right of entry for additional survey – two property owners obtained, two outstanding

Project Challenges and Resolutions

- Delays in design work have occurred after the completion of 30% PS&E’s, due to budget allocations affecting contract funding and timing. Schedule re-assessment completed; update issued and periodic updates ongoing as 60-90% PS&E Phase tasks progress.
- Key property owner coordination is required to obtain right-of-entry for survey and final direction on drainage outfalls. Coordination will take place through City staff over the next couple months. As a result, survey deployments will be staggered, and drainage easement design will delay until direction provided on location of easements.
- Minor delays in mobilizing geotechnical investigations due to weather. Will mobilize next month, no major impacts anticipated.

This progress report reflects work performed during the given month. Invoice periods may vary slightly. Subconsultant invoices may be delayed in the invoicing process.



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 3.

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

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	CC Meeting: Budget Presentation & Budget Calendar Approval			
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		Departmental IT budget requests due to City Administrator
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 24th.

***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 21st.
- 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 6th, except for the Founders Day Commission Recommendation, which is due May 8th.
- 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
				HOT Grant Program Recommendation Due
5	6	7	8	9
	CC Meeting: Budget Workshop			
12	13	14	15	16
19	20	21	22	23
	CC Meeting: Budget Workshop			
26	27	28	29	30

Budget Activities

- City Administrators & Finance Director continue discussion with Mayor to finalize budget for filing.
- City Council holds 1st budget workshop to review and discuss proposed budget on June 6th.
 - Review of Budget Process - Presentation of Draft Budget to be Filed – Review of Assumptions
- City Council holds 2nd budget workshop to review and discuss proposed budget on June 20th.
 - 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 3rd Budget Workshop on July 5th.
 - Review of Wastewater, Utilities, Impact Fees, & TWDB Project
- City Council holds 4th Budget Workshop on July 18th.
 - 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 5th Budget Workshop on August 1st.
 - 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 6th Budget Workshop on August 15th.
- City Council Sets Proposed Tax Rate on August 15th.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on August 17th for publication on August 24th.
- City Secretary begins continuous notification of public hearings on City website on August 24th.

September 2023

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

Budget Activities

- City Council holds 7th Budget Workshop on September 5th.
- City Council holds Public Hearings for proposed Tax Rate and Budget on September 5th.
- City Council adopts Budget and Tax Rate on September 19th.
- 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 21st for publication on September 28th.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.