



City Council Regular Meeting

Dripping Springs City Hall

511 Mercer Street - Dripping Springs, Texas

Tuesday, February 03, 2026, at 6:00 PM

AGENDA

CALL TO ORDER & ROLL CALL

City Council Members

Mayor Bill Foulds, Jr.

Mayor Pro Tem Taline Manassian

Council Member Place 2 Wade King

Council Member Place 3 Geoffrey Tahuahua

Council Member Place 4 Travis Crow

Council Member Place 5 Sherrie Parks

Staff, Consultants, & Appointed/Elected Officials

City Administrator Michelle Fischer

Deputy City Administrator Ginger Faught

Deputy City Administrator Shawn Cox

City Attorney Aniz Alani

City Secretary Diana Boone

IT Director Jason Weinstock

Planning Director Tory Carpenter

Parks & Community Services Director Andy Binz

People & Communications Director Lisa Sullivan

PLEDGE OF ALLEGIANCE

PRESENTATION OF CITIZENS

A member of the public that wishes to address the City Council on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the City Council that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak regarding issues not on the agenda and two (2) minutes per item on the agenda and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the City Council must present the documents to the City Secretary or City Attorney providing at least seven (7) copies; if seven (7) copies are not provided, the City Council will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Mayor may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

CONSENT AGENDA

The following items will be acted upon in a single motion and are considered to be ministerial or routine. No separate discussion or action on these items will be held unless pulled at the request of a member of the City Council or City staff.

- 1. Approval of the January 6, 2026 City Council regular meeting minutes.**
- 2. Approval of the Joint Election Agreement between the City of Dripping Springs and Dripping Springs Independent School District for the May 2, 2026 Municipal General Election.**
- 3. Approval of the Joint Election Agreement between the City of Dripping Springs and Hays County for the May 2, 2026 Municipal General Election.**
- 4. Approval of the Election Agreement and Contract for election services between the City of Dripping Springs and the Elections Administrator for Hays County to conduct and administer the May 2, 2026 Dripping Springs Municipal General Election.**
- 5. Approval of the December 2025 Treasurer's Report. *Deputy City Administrator, Shawn Cox***

BUSINESS AGENDA

- 6. Discussion and possible action to award RFQ No. 2025-18 for Bond Counsel to provide assistance with respect to possible loan and/or principal forgiveness funding through the Texas Water Development Board and to provide objective legal advice with respect to the validity of any evidences of indebtedness issued by the City for capital financing, to McCall Parkhurst & Horton LLP, and authorize the City Administrator to negotiate an agreement with the selected respondent subject to approval by City Council. *Sponsor: Mayor Bill Foulds, Jr.***
- 7. Discussion and possible action to award RFQ No. 2025-19 for Financial Advisor services, including providing advice and professional recommendations to the City for capital financing and to provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board, to SAMCO Capital Markets Inc., and authorizing the City Administrator to negotiate an agreement with the selected respondent subject to approval by the City Council. *Sponsor: Mayor Bill Foulds, Jr.***
- 8. Discussion and possible action to select Burgess & Niple, Inc. as the most qualified Engineering Firm pursuant to RFQ No. 2025-20 for Engineering Firms, and authorizing the City Administrator to negotiate terms of an agreement subject to approval by the City Council. *Sponsor: Mayor Bill Foulds, Jr.***
- 9. Discussion and possible action on a Resolution of the City of Dripping Springs amending the City's Purchasing Policy to clarify and expand requirements for soliciting competitive bids and proposals. *Sponsor: Mayor Bill Foulds, Jr.***

10. **Discussion and consideration of approval of a request from the Dripping Springs Independent School District to allow the delayed payment of Site Development Permit Application Fees for Dripping Springs High School #2. Sponsor: Mayor Bill Foulds, Jr.**
11. **Public Hearing and consideration of approval on an Ordinance Ordering the City of Dripping Springs 2026 Municipal General Election.**

CLOSED SESSION

The City Council has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

12. **Consultation with City Attorney regarding legal considerations, risks, and feasibility of alternative law enforcement and public safety service delivery models for the City, including potential changes to policing structure, service scope, interlocal arrangements, contracting options, regulatory requirements, liability exposure, and compliance with applicable state law. (Consultation with Attorney, Section 551.071).**
13. **Consultation with City Attorney regarding legal strategies and risks for engaging with and motivating the State of Texas, including the Texas Department of Transportation, to address infrastructure and regulatory constraints limiting growth in the City of Dripping Springs, including transportation, utilities, drainage, and related intergovernmental disputes, litigation risks, and the potential need for growth-management measures, including a development moratorium. (Consultation with Attorney, 551.071).**
14. **Consultation with attorney and deliberation regarding financing and real property for parcels involved in current and potential TIRZ Priority Projects including Old Fitzhugh Road, Town Center/Civic Complex, Stephenson Building, and other strategic real property acquisitions related to current and potential TIRZ Priority Projects. (Consultation with Attorney, 551.071; Deliberation Regarding Real Property, 551.072).**
15. **Consultation with Attorney regarding legal issues related to the South Regional Water Reclamation Project, Wastewater, and Amendment 2 Permits, Wastewater Service Area and Agreements, Water Service and Agreements, Wastewater Fees, Wastewater Infrastructure Agreements, facility liability coverage, and related items. (Consultation with Attorney, 551.071)**
16. **Consultation with attorney and deliberation regarding interlocal agreements concerning the application and enforcement of City ordinances. (Consultation with Attorney, 551.071).**

UPCOMING MEETINGS

City Council & Board of Adjustment Meetings

February 17, 2026, at 6:00 p.m.

March 3, 2026, at 6:00 p.m.

March 17, 2026, at 6:00 p.m.

April 7, 2026, at 6:00 p.m.

April 21, 2026, at 6:00 p.m.

Board, Commission, & Committee Meetings

TIRZ No.1 & No.2 Board, February 9, 2026, at 4:00 p.m.

Founders Day Committee, February 9, 2026, at 6:30 p.m.

DSRP Board Meeting, February 11, 2026, at 11:00 a.m.

Parks & Recreation Commission, February 18, 2026, at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING

I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, www.cityofdrippingsprings.com, on January, 2028 at 5:15 p.m.

Diana Boone, City Secretary

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



City Council Regular Meeting

Dripping Springs City Hall

511 Mercer Street – Dripping Springs, Texas

Tuesday, January 06, 2026, at 6:00 PM

DRAFT MINUTES

CALL TO ORDER & ROLL CALL

With a quorum of City Council members present, Mayor Foulds called the meeting to order at 6:01 p.m.

City Council Members

Mayor Bill Foulds, Jr.
 Mayor Pro Tem Taline Manassian
 Council Member Place 2 Wade King
 Council Member Place 3 Geoffrey Tahuahua
 Council Member Place 4 Travis Crow
 Council Member Place 5 Sherrie Parks

Staff, Consultants, & Appointed/Elected Officials

City Administrator Michelle Fischer
 Deputy City Administrator Ginger Faught
 Deputy City Administrator Shawn Cox
 City Attorney Aniz Alani
 City Secretary Diana Boone
 Building Official Shane Pevehouse
 Planning Director Tory Carpenter
 DSRP Manager Lily Sellers
 People & Communications Director Lisa Sullivan
 Parks & Community Services Director Andy Binz
 Parks & Community Services Assistant Director Emily Nelson
 Planning & Zoning Commission Chair Mim James

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Pro Tem Manassian.

PRESENTATION OF CITIZENS

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the documents to the City Secretary or City Attorney providing at least seven (7) copies; if seven (7) copies are not provided, the City Council will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Mayor may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

No one spoke during the Presentation of Citizens.

CONSENT AGENDA

The following items will be acted upon in a single motion and are considered to be ministerial or routine. No separate discussion or action on these items will be held unless pulled at the request of a member of the City Council or City staff.

- 1. Approval of the December 2, 2025 City Council regular meeting minutes.**
- 2. Approval of the reappointment of Sirena Cumberland as Dripping Springs ISD representative, Mike Jones as the Hays County Emergency Services representative, and Stephanie Moody as the Chamber of Commerce representative, to the Emergency Management Committee for 2 year terms ending on January 1, 2028.**

The Consent Agenda items above were considered separately.

A motion was made by Mayor Pro Tem Manassian and seconded by Council Member Crow, to approve item 1 on the Consent Agenda. The motion to approve carried 4 to 0, with 1 abstention by Council Member Tahuahua.

A motion was made by Council Member Tahuahua and seconded by Mayor Pro Tem Manassian, to approve the reappointment of Sirena Cumberland, Mike Jones, and Stephanie Moody to the Emergency Management Committee for 2 year terms. The motion to approve carried unanimously 5 to 0.

BUSINESS AGENDA

- 3. Public hearing, discussion, and possible action to approve an Ordinance amending Chapter 8, Article 8.02 of the Code of Ordinances of the City of Dripping Springs, relating to Fire Codes. Sponsor: Mayor Bill Foulds, Jr.**

This item was presented by Building Official Shane Pevehouse and North Hays County Fire Rescue Fire Marshal Dillon Polk.

A motion was made by Mayor Pro Tem Taline Manassian and seconded by Council Member Tahuahua, to approve the ordinance amending Chapter 8, Article 8.02 of the Code of Ordinances relating to fire codes.

The motion to approve carried unanimously 5 to 0.

4. **Discussion and possible action to award RFB #PARKS-2025-04 for the Dripping Springs Ranch Park Event Center Roof Rehabilitation Project to the low bidder, Elite Contracting Group LLC, in an amount not to exceed \$456,593.40, and to authorize the City Administrator to finalize and execute the agreement.** *Sponsor: Council Member Sherrie Parks.*

DSRP Manager Lily Sellers presented this item.

A motion was made by Council Member Tahuahua and seconded by Council Member Parks, to award RFB#PARKS-2025-04 to the lowest bidder, Elite Contracting Group LLC, in an amount not to exceed \$456,593.40, and to authorize the City Administrator to finalize and execute the agreement.

The motion to approve carried unanimously 5 to 0.

5. **Public Training Session on the *Ten Texas Traits of Good Government* and its relevance to the City of Dripping Springs, including a presentation by Alan Bojorquez, Attorney at Law.** *Sponsor: Mayor Bill Foulds, Jr.*

Presented by Special Counsel Alan Bojorquez from Bojorquez Law Firm.

Informational presentation. No action was taken.

Mayor Pro Tem Manassian asked the City Administrator to obtain feedback from city staff on the Ten Traits.

CLOSED SESSION

A motion was made by Mayor Pro Tem Manassian and seconded by Council Member King, to go into Closed Session for items 6 – 9, under sections 551.071 and 551.072.

The motion carried unanimously 5 to 0.

Closed Session began at 7:01 p.m.

The City Council has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

6. **Consultation with City Attorney regarding legal strategies and risks for engaging with and motivating the State of Texas, including the Texas Department of Transportation, to address infrastructure and regulatory constraints limiting growth in the City of Dripping Springs, including transportation, utilities, drainage, and related**

intergovernmental disputes, litigation risks, and the potential need for growth-management measures, including a development moratorium. (*Consultation with Attorney, 551.071*).

7. **Consultation with attorney and deliberation regarding financing and real property for parcels involved in current and potential TIRZ Priority Projects including Old Fitzhugh Road, Town Center/Civic Complex, Stephenson Building, and other strategic real property acquisitions related to current and potential TIRZ Priority Projects.** (*Consultation with Attorney, 551.071; Deliberation Regarding Real Property, 551.072*).
8. **Consultation with Attorney regarding legal issues related to the South Regional Water Reclamation Project, Wastewater, and Amendment 2 Permits, Wastewater Service Area and Agreements, Water Service and Agreements, Wastewater Fees, Wastewater Infrastructure Agreements, facility liability coverage, and related items.** (*Consultation with Attorney, 551.071*)
9. **Consultation with attorney and deliberation regarding interlocal agreements concerning the application and enforcement of City ordinances.** (*Consultation with Attorney, 551.071*).

Closed Session ended at 9:01 p.m.

No action was taken during Closed Session.

ADJOURN

A motion was made by Mayor Pro Tem Manassian and seconded by Council Member Tahuahua, to adjourn the meeting. The motion carried unanimously 5 to 0.

The meeting was adjourned at 9:02 p.m.

APPROVED ON: *Month, XX, 202X*

Bill Foulds, Jr., Mayor

ATTEST:

Diana Boone, City Secretary

**JOINT ELECTION AGREEMENT
MAY 2, 2026 GENERAL ELECTION**

WHEREAS, Dripping Springs Independent School District ("**SCHOOL**") will hold a general election for School Board Positions and for Bond Proposition(s), if ordered by the School Board of Trustees, within the boundaries of the School District on May 2, 2026; and

WHEREAS, the City of Dripping Springs ("**CITY**") will hold a general election for City Council positions within the boundaries of the City on May 2, 2026; and

WHEREAS, Texas Election Code, Chapter 271, authorizes political subdivisions of the State of Texas to hold elections jointly in voting precincts if it will be of benefit to the citizens and voters thereof to be served by common polling places and elections are ordered by the authorities of two or more political subdivisions to be held on the same day in all or part of the same territory; and

WHEREAS, Texas Government Code, Chapter 791, authorizes local governments to contract with one another and with agencies of the state for various governmental functions including those in which the contracting parties are mutually interested.

NOW, THEREFORE, pursuant to Chapter 31, and Sections 271.002 and 271.003 of the Texas Election Code, and Chapter 791 of the Texas Government Code, the Joint Election Agreement set forth below is entered into by and between the School and City by and through their respective governing bodies, agree as follows:

1. Dripping Springs Independent School District and the City will share polling places during an election on May 2, 2026.
2. Dripping Springs Independent School District and the City will appoint the same election officials to preside over the election precinct in which a common election is held.
3. The expense of the joint election will be divided equally between the entities having a common election. Expenses will be determined and divided based on each precinct. Each entity will bear all expenses for equipment and supplies utilized in this election.
4. It is agreed both entities will contract with Hays County Elections Administrator to provide all election services needed for these elections.
5. Early voting for Dripping Springs Independent School District and the City of Dripping Springs shall be conducted jointly per the election services contract with Hays County Elections Administrator in accordance with Title 7 of the Texas Election Code.

CITY OF DRIPPING SPRINGS:

DRIPPING SPRINGS ISO:

Bill Foulds, Mayor

Stefani Reinhold, Board President

Date

Date

ATTEST:

ATTEST:

Diana Boone, City Secretary

Olivia Barnard, Board Secretary

**JOINT ELECTION AGREEMENT BETWEEN
HAYS COUNTY AND THE LPS**

This Joint Election Agreement ("Agreement") is entered into between the City of Dripping Springs, (the "LPS") P.O. Box 384, Dripping Springs, Texas 78620 and Hays County (the "County"), 120 Stagecoach Trail, San Marcos, Texas 78666, collectively referred to as the Parties.

This Agreement is authorized by Chapter 31 of the Texas Election Code, Chapter 791 of the Texas Government Code and Section 271.002 and 271.003 of the Texas Election Code. The Parties to the Agreement agree as follows:

Section 1. *Scope of Agreement.* The LPS enters into this Agreement for the conduct of the elections to be held from January 16, 2026 to January 15, 2027.

Section 2. *Appointment of Election Officer.* The LPS appoints the Hays County Elections Administrator to serve as the Election Officer (the "Officer") to perform and supervise the duties and responsibilities of the Election Officer for any election from January 2026 through December 2026.

Section 3. *Early Voting Polling Locations.* To facilitate the administration of elections, and as a convenience to the voters, during the early voting period established by statute, the LPS agrees to designate the Hays County Election Administrator's Office, 120 Stagecoach Trail, San Marcos, Texas 78666 as the main early voting polling place for the LPS. Furthermore, the LPS agrees to designate temporary branch early polling places in accordance with Section 85.062, Election Code, V.T.C.A. as called out in the latest Election Orders.

Section 4. *Voting by Mail Ballot.* The LPS and County agree that early voting by mail ballot shall be conducted in accordance with the applicable provisions of the Texas Election Code and that 120 Stagecoach Trail, San Marcos, Texas 78666 is the early voting clerk's mailing address to which ballot applications and ballots voted by mail shall be sent for the LPS.

Section 5. *Election Day Polling Locations.* Election Day voting shall be held in approved vote centers where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of the LPS.

Section 6. *Election Day.* On Election Day, all forms used in the conduct of the election, including but not limited to the poll list, signature roster, ballot registers, expense accounts, and all oaths and certificates will be used jointly by the two agencies. All forms will be returned to the Hays County Election Administrator who shall keep them in her custody for the period of time prescribed by the Texas Election Code. The County agrees to furnish the LPS with copies of any election documents upon the LPS's request at no charge.

Section 7. Use of Common Ballot. It is agreed by the parties to this Agreement that a common ballot will be used for joint elections. The USB ("USB") containing the voted ballots for an election will be delivered by the Election Judges to the Hays County Election Administrator's office at 120 Stagecoach Trail, San Marcos, Texas and the USB's will remain in the Hays County Election Administrator's custody, except that the County agrees to provide the LPS with the necessary documentation, if requested, for canvass of an election or in the event the voted ballots are required for a recount or any court proceedings in which the LPS may be a party. The County agrees to maintain custody of the USB's containing the voted ballots for the period of time prescribed by the Texas Election Code. All USB's that are not placed in active voting equipment will remain locked in the Officers' office. USB's will not be replaced without being logged out and checked out by the Officer at any time during an election. An audit shall be conducted to ensure that all USBs are present and accounted for. A spreadsheet shall be completed at the end of Early Voting and Election Day returns that will identify the number of signatures on the Combination Log and the Number of Cancelled booths, for a representation of voter totals. All replaced equipment will remain secure until after tabulation to ensure that all checks and balances have been satisfied.

Section 8. Reporting of Returns. The Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via email as soon as they are prepared and may be released under law, but no earlier than 7:00 p.m. on Election Day. The Officer or their designee will use their best efforts to post all reports for public review on the Hays County Elections website at www.co.hays.tx.us/elections as soon as reasonably possible.

Section 9. Cost Sharing. The LPS agrees to the cost sharing provisions below. This includes Hays County, the school districts of the county, the cities of the county, and the water districts and all other entities contracting for election services. The costs incurred with Early Voting locations and Early Voting Clerks will be shared only by entities utilizing the polling location for their individual election contest.

The formula is as follows:

Example:

Registered Voters in County -	135,000	$135,000/255,000=$	52.94% of total cost
Registered Voters in Joint Entity A -	100,000	$100,000/255,000=$	39.23% of total cost
Registered Voters in Joint Entity B -	20,000	$20,000/255,000=$	7.84% of total cost
Aggregate Registered Voters -	255,000		

\$1,000 dollar minimum cost for elections that don't exceed that total. Since programming and supplies would exceed the cost of elections with very small voter registration populations. Equipment Rental Fees allocated separately.

Section 10. *Amendments.* This Agreement may not be amended or modified except in writing and executed by both the LPS and the County. Neither party may assign this Agreement without the written consent of the other party. However, the Officer may assign deputies to perform any of the contracted services and may contract with third persons for election services and supplies.

Section 11. *Effective Date.* This Agreement contains the entire agreement between the parties and supersedes all prior understandings and agreements between the parties regarding such matters. The term of this Agreement will commence on January 16, 2026 and end on January 15, 2027.

Section 12. *Force Majeure.* Either of the parties to this Agreement shall be excused from any delays and/or failures in the performance of the terms and conditions of this Contract, to the extent that such delays and/or failures result from causes beyond the delaying/failing party's reasonable control, including but not limited to war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization, civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience, act of terrorism, sabotage or piracy; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine, social distancing, isolation or other behavioral restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization; act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, earthquake, landslide, flood, damage or destruction by lightning, drought; explosion, fire, destruction of machines, equipment and of any kind of installation, prolonged breakdown of transport, telecommunication or electric current; shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject party ("force majeure event") whether foreseeable or unforeseeable by the parties at the time of the execution of this Agreement. Any delaying/failing party shall, with all reasonable diligence, attempt to remedy the cause of delay and/or failure and shall recommence all remaining duties under this Agreement within a reasonable time of such remedy, or, when applicable, on the next available dates under the Texas Election Code.

Section 13. Should any provision in this Agreement be found or deemed to be invalid, this Agreement will be construed as not containing the provision and all other provisions which are otherwise lawful will remain in full force and effect, and to this end the provisions of this Agreement are declared to be severable. In case any one or more of the provisions contained in this Agreement are for any reason held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision thereof, and this

Agreement will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Section 14. Any notice provided for under this Agreement will be forwarded to the following addresses:

Hays County Elections Administrator
Government Center
120 Stagecoach Trail
San Marcos, Texas 78666

City of Dripping Springs
City Secretary
P.O. Box 384
Dripping Springs, Texas 78620

Section 15. Nothing contained in this Agreement will authorize or permit a change in the office with whom or the place at which any document or record relating to the Election(s) is to be filed, or place at which any function of the canvass of the election returns is to be performed or the officer to serve as custodian of voted ballots or other election records.

Section 16. This Agreement shall take effect immediately upon execution by both parties hereof and shall inure to the benefit and be binding upon the administrators, successors and assigns of the Parties hereto.

WITNESS OUR HANDS this the _____ day of February 2026.

Hays County Elections Administrator

City of Dripping Springs

Jennifer Doinoff
Elections Administrator

Bill Foulds, Jr.
Mayor

CONTRACT FOR ELECTION SERVICES

This **Contract for Election Services ("Contract")** is made and entered into by and between the **Elections Administrator of Hays County, Texas ("Contracting Officer")** and the City of Dripping Springs ("**LPS**") pursuant to the authority under Section 31.092(a) of the Texas Election Code.

RECITALS

GENERAL PROVISIONS.

- A. The purpose of this Contract is to maintain consistency and accessibility in voting practices, polling places, and election procedures to best assist the voters of the LPS. For purposes of this Contract the term "Election" will include any resulting recount or election contest. It will also apply to any election to resolve a tie.
 - B. The Contracting Officer is hereby appointed to serve as the LPS's Election Day Officer and Early Voting Clerk to conduct the Election for those areas of the LPS located within the contracting jurisdiction. As Election Officer and Early Voting Clerk, the Contracting Officer will coordinate, supervise and conduct all aspects of administering voting in connection with the Election in compliance with all applicable laws.
 - C. The LPS agrees to commit the funds necessary to pay for Election-related expenses for the LPS's Election in accordance with Chapter 173 of the Texas Election Code.
 - D. The Contracting Officer has the right to enter into agreements with other entities at any time and may require that authorities of LPS's holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Teas Election Code. The LPS agrees to enter into a joint election agreement required by Hays County.
- I. **RESPONSIBILITIES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following services and furnishing

the following material and equipment in connection with the Election:

- A. Nomination of Presiding Judges and Alternate Judges.** The Contracting Officer shall recommend appointment of Election Day presiding and alternate judges, central accumulation station judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of whom shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.
- B. Notification to LPS.** The Contracting Officer shall provide the LPS with the most up-to-date list of presiding and alternate judges at least three weeks before the statutory deadline to order the Election.
- C. Notification to Presiding and Alternate Judges; Appointment of Clerks.**
1. The Contracting Officer shall notify each presiding and alternate judge of his or her appointment. The notification will also include the assigned polling station, the date of the election training(s), the date and time of the Election, the rate of compensation, the number of clerks the judge may appoint, the eligibility requirements for Election workers, and the name of the presiding or alternate judge as appropriate.
 2. The election judge will make the clerk appointments in consultation with the Contracting Officer. If a presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Section 272.002 and 272.009 of the Texas Election Code, the Contracting Officer shall ensure that a bilingual election clerk is appointed. The Contracting Officer shall notify the clerks of the same information that the judges receive under this section.
- D. Election Training.** The Contracting Officer shall be responsible for conducting Election training for the presiding judges, alternate judges, clerks, and early voting deputies in the operation and troubleshooting of the voting system and the conduct of elections, including qualifying voters, issuing ballot style codes, maintaining order at the polling location, and conducting provisional voting.
- E. Logic and Accuracy Testing.** In advance of Early Voting (including the sending of any mail ballots), the Contracting Officer, the tabulation supervisor, and the other members the Contracting Officer designates for the testing board shall conduct all logic and accuracy testing in accordance with the procedures set forth

by the Texas Election Code and under guidelines provided by the Secretary of State's office. The Contracting Officer shall also be responsible for the publication of the required notice of such testing.

- F. Election Supplies.** The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Early Voting clerks during Early Voting) the following Election supplies: election and early voting kits (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and subchapter B of chapter 66 of the Texas Election Code) seals, sample ballots, thermal paper rolls for use in the Verity Controllers, batteries for use in the voting system equipment, supplies for the electronic poll books, and all consumable type office supplies necessary to hold an Election.
- G. Registered Voters List.** The Contracting Officer shall provide lists of registered voters required by law for use on Election Day and for the Early Voting period.
- H. Notice of Previous Polling Place.** The Contracting Officer shall post notices of a change in a polling place at the entrance to the previous polling location. Section 43.062 of the Texas Election Code provides that the notice shall state the location has changed and give the location of the new polling place. The LPS Secretary will ensure that Public Notice is also provided via published notice, on the LPS's website and on all LPS social media outlets.
- I. Election Equipment.** The Contracting Officer shall prepare and distribute the Voting System components from Hart Intercivic, Inc. ("Hart") for the Election. This voting System includes the equipment referred to as "Duo" and Verity Controllers". Each polling location will have at least one voting machine that is accessible to disabled voters to provide a practical and effective means for voters with disabilities to cast a secret ballot.
- J. Ballots.** The Contracting Officer or designee shall be responsible for the preparation, printing, programming and distribution of English and Spanish ballots and sample ballots, including the mail ballots, based on the information provided by the LPS, including the names of the candidates, names of the offices sought, order of names on the ballot, propositions on the ballot, and the Spanish translation of the offices and any propositions. The ballot will be prepared in these formats: Verity Duo Hybrid Voting System, paper, and auditory.
- K. Applications for Mail Ballots.** The LPS and Contracting Officer agree that early voting by mail ballots shall be processed in accordance with the applicable

provisions of the Texas Election Code and that 120 Stagecoach Trail, San Marcos, Texas 78666 is the early voting clerk's mailing address to which ballot applications and ballots voted by mail shall be sent for the LPS.

L. Early Voting. In accordance with Sections 31.096 and 32.097(b) of the Texas Election Code, the Contracting Officer shall serve as the Early Voting Clerk for the Election.

1. The Contracting Officer shall supervise and conduct the early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.
2. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Records Building located at the Hays County Government Center at 120 Stagecoach Trail, San Marcos, Texas 78666. Applications for mail ballots sent to the LPS shall be promptly faxed to the Contracting Officer at (512) 878-6699 or emailed to elections@co.hays.tx.us for timely processing and then the original sent application forwarded to the Contracting Officer for proper retention.
3. Early voting ballots shall be secured and maintained at the Records Office at 120 Stagecoach Trail, San Marcos, Texas 78666. In accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.
4. Early Voting by personal appearance for the Election shall be conducted during the hours and time period and at the locations as determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code.

M. Election Day Activities.

1. The Contracting Officer and staff shall be available from 6:00 am until the completion of the vote counting on Election Day to render technical support and assistance to voters and Election workers.
2. The Contracting Officer and staff shall prepare and conduct Election Night intake of election equipment, supplies, and records.
3. The Contracting Officer and designee shall serve as central counting station manager and tabulation supervisor, counting the votes in conjunction with the Early Voting Ballot Board and the Central Counting

Station judges.

4. Election Day polling locations are determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code. The Contracting Officer shall arrange for the use of all polling places and shall arrange for the setting up of the polling location including tables, chairs and voting booths.

N. Election Night Reports. The Contracting Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via email as soon as they are prepared and may be released under law, but no earlier than 7:00 pm on Election Day. The tabulation reports may also be provided to other counties as necessary for the Election. As soon as reasonably possible, the Contracting Officer will post all reports for public review on the Hays County Elections website at www.co.hays.tx.us/elections.

O. Provisional Votes/ Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code. The Contracting Officer, serving as the Voter Registrar, shall retain the provisional voting affidavits and shall provide the factual information on each of the voters' status. The Contracting Officer shall reconvene the EVBB after the Election within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots.

P. Canvass Material Preparation. Promptly after determination of the provisional votes and resolution of any mail ballots, the Contracting Officer shall work with the EVBB and tabulation supervisor to tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new official tabulations to the LPS. These reports will serve as the canvass materials for the LPS.

Q. Custodian of Election Records. The Election records will be submitted to the LPS except for those records that must be maintained by the Contracting Officer as Voter Registrar in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of voted ballots (which in the case of the ballots cast on the Verity Duo Hybrid voting system consist of the paper backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the Verity Controllers and Duo.

R. Recount.

1. The LPS shall advise the Contracting Officer if a recount is required by law or requested and the Contracting Officer and the LPS shall discuss how such recount is to be conducted. The LPS shall reimburse the Contracting Officer for the cost of such recount which is not included in the original cost estimate.

S. Schedule for Performance of Services. The Contracting Officer shall perform all Election services in accordance with and in compliance with the time requirements set out in the Texas Election Code.

T. Contracting with Third Parties. In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third parties for Election services and supplies. The cost of such third-party services and supplies will be paid by the Contracting Officer and reimbursed by the LPS.

U. Department of Justice Preclearance for General Elections. If required by law, any changes to the general conduct of voting in Hays County will be precleared through the United States Department of Justice by the Contracting Officer with copies of the submission and response e-mailed to the LPS.

II. **RESPONSIBILITIES OF THE LPS.** The LPS shall perform the following responsibilities:

A. Election Orders, Election Notices, and Canvass. The LPS shall be responsible for the preparing, adopting, publishing, and posting of all required election orders, resolutions, notices and other documents, including bilingual materials, evidencing action by the LPS of all actions necessary to call the Election. The LPS shall be responsible for conducting the official canvass of the Election.

B. Map/Annexations. The LPS shall provide the Contracting Officer with an updated map and street index (including address numbers) of its jurisdiction in and electronic or printed format and shall advise the Contracting Officer in writing of any new developments, annexations or de-annexations and any other changes to the master voter registration list within the jurisdiction.

C. Department of Justice Preclearance for Special Elections. If required by law, the LPS shall be individually responsible for obtaining appropriate preclearance from the United States Department of Justice for any special elections.

D. Ballot Information. The LPS shall prepare the text for the LPS's official ballot in English and Spanish and provide to the Contracting Officer as soon as possible at the end of the period for ordering the Election or filing for candidacy.

The ballot information shall include a list of propositions showing the order and the exact manner in which the candidates' name shall appear on the ballot. The LPS shall promptly review for correctness the ballot when requested by the Contracting Officer to do so prior to the finalization and shall approve by e-mail or by signature in person.

E. Precinct Reports to the Texas Secretary of State. Based on information provided by the Contracting Officer, the LPS shall prepare and file all required precinct reports with the Texas Secretary of State.

F. Annual Voting Report. The LPS shall be responsible for filing its annual voting system report to the Texas Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

III. **SPECIAL PROVISIONS RELATED TO ELECTION WORKERS**

A. Number of Election Workers at Election Day Polling Locations. It is agreed by the Contracting Officer and the LPS that there will be at least three Election workers at each Election Day polling location: the presiding judge, the alternate judge, and at least one election clerk appointed by the presiding judge. The number of necessary clerks is derived from the number of Elections at the poll and the number of registered voters at the poll.

B. Compensation for Election Workers. The Contracting Officer shall compensate all Election workers in accordance with the Contracting Officer's established compensation policies, in accordance with the Texas Election Code and using the rates set by the Hays County Commissioners Court for county elections. The Contracting Officer shall pay the workers and be reimbursed by the entities sharing the polling locations.

IV. **PAYMENT**

A. Charges and Distribution of Costs. In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of the Election costs and an administrative fee. The costs distribution is set forth in the Joint Election Agreement. The costs to be paid by the LPS are set forth in the Cost Estimate.

B. Administrative Fee. The Contracting Officer shall charge a fee equal to 10% of the LPS's share of the cost of the Election or a minimum of \$75.00.

C. Equipment Rental Fee. Per Section 123.032(d) of the Texas Election Code, the Hays County Commissioners Court has set the equipment rental fee at \$175 each per controller, per Verity Duo, per scanner, per Tenex touchpad component. If the County acquires additional equipment during the term of the Contract, the charge for the use of the equipment may be reset by the Hays County

Commissioners Court.

D. Payment. The Contracting Officer's invoice shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the LPS.

V. TERM AND TERMINATION

A. Initial Term. The initial term of the contract shall commence upon the last party's execution hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.

B. Renewal. Subject to the termination rights set forth herein, this Contract shall be renewed annually.

C. Termination. If either party wishes to terminate this Contract for convenience or for cause, the party must provide not less than ninety (90) days' written notice to the other party and allow for discussion of the desired outcome and options to reach the desired outcome. In the event of termination, it is understood and agreed that only the amounts due to the Contracting Officer for services provided and expenses incurred will be due and payable.

VI. MISCELLANEOUS PROVISIONS

A. Nontransferable Functions. In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:

1. The authority with whom or the place at which any document or record relating to the Election is to be filed;
2. The officers who conduct the official canvass of the Election returns;
3. The authority to serve as custodian of voted ballots or other Election records; or
4. Any other nontransferable function specified under Section 31.096 or other provisions of law.

B. Cancellation of Election. If the LPS cancels its Election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of \$75. The Contracting Officer shall submit an

invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall pay the fee.

C. Contract Copies to Treasure and Auditor. In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of the Contract with the County Treasurer and the County Auditor of Hays County, Texas.

D. Election to Resolve a Tie. In the event that an Election is necessary to resolve a tie vote, the terms of the Contract shall extend to the second Election, except:

1. The LPS and the Contracting Officer will agree upon the date of the Election and the early voting schedule subject to provisions of the Election Code and with regard to other elections being conducted by the Contracting Officer.
2. The LPS will be responsible for any Department of Justice preclearance submission under Section 5 of the Federal Voting Rights Act.
3. An attempt will be made to use the Election workers that worked in the first Election; those poll workers will not have additional training provided by the Contracting Officer.
4. The cost of the Election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.

E. Amendment/Modification. Except as otherwise provided, this Contract may not be amended, modified, or changed in any respect except in writing, duly executed by the parties hereto. Both the Contracting Officer and the LPS may propose necessary amendments or modifications to this Contract in writing in order to conduct the Election smoothly and efficiently, except that any such proposals must be approved by the Contracting Officer and the governing body of the LPS or its authorized agent, respectively.

F. Severability. If any provision of the Contract is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Contract and parties to this Contract shall perform their obligations under this Contract in accordance with the intent of the parties to this Contract as expressed in the terms and provisions.

G. Force Majeure. Either of the parties to this Agreement shall be excused from any delays and/or failures in the performance of the terms and conditions of this Contract, to the extent that such delays and/or failures result from causes beyond the delaying/failing party's reasonable control, including but not limited to war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization, civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience, act of terrorism, sabotage or piracy; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine, social distancing, isolation or other behavioral restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization; act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, earthquake, landslide, flood, damage or destruction by lightning, drought; explosion, fire, destruction of machines, equipment and of any kind of installation, prolonged breakdown of transport, telecommunication or electric current; shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject party ("force majeure event ") whether foreseeable or unforeseeable by the parties at the time of the execution of this Agreement. Any delaying/failing party shall, with all reasonable diligence, attempt to remedy the cause of delay and/or failure and shall recommence all remaining duties under this Agreement within a reasonable time of such remedy, or, when applicable, on the next available dates under the Texas Election Code.

H. Representatives. For the purposes of implementing this Contract and coordinating activities, the Contracting Officer and the LPS designate the following individuals for submission of information, documents and notice:

For the Contracting Officer:

Jennifer Doinoff
 Elections Administrator - Hays County
 120 Stagecoach Trail
 San Marcos, Texas 78666
 Tel: (512) 393-7310
 Fax: (512) 878-6699
 Email:
jennifer.doinoff@hayscountytexas.gov

For the LPS:

City of Dripping Springs
 City Secretary
 P.O. Box 384
 Dripping Springs, Texas 78620
 512-858-4725
 Email: dboone@cityofdrippingsprings.com

Witness by my hand this ____ day of February, 2026

Contracting Officer:

Jennifer Doinoff, Elections Administrator
Hays County, Texas

Witness by my hand this the ____ day of February 2026.

Local Political Subdivision:

City of Dripping Springs

Bill Foulds, Jr.
Mayor

ATTEST:

Diana Boone, City Secretary

ESTIMATE
May 2, 2026, Uniform Election

Registered Voters in WISD –	13,621	13,621/199,625=	6.83 % of total cost
Registered Voters in Hays CISD -	91,171	91,171/199,625=	45.67% of total cost
Registered Voters in DS ISD -	35,674	35,674/199,625=	17.87 % of total cost
Registered Voters in SM CISD -	49,742	49,742/199,625=	24.92 % of total cost
Registered Voters in City of Wimb – 199,625	2,495	2,495/199,625=	1.25 % of total cost
Registered Voters in City of DS -	6,922	6,922/199,625=	3.46 % of total cost
Aggregate Registered Voters -	199,625		
Estimated Cost of the Election	\$175,000		

\$1,000 dollar minimum cost for elections that don't exceed that total. Since programming and supplies would exceed the cost of elections with very small voter registration populations. Equipment Rental Fees allocated separately.

Estimate for May 2, 2026, election:

Wimberley ISD -	\$11,952.
Hays CISD -	\$79,922.
DS ISD -	\$31,272.
SM CISD -	\$43,662.
City of Wimberley -	\$2,187.
City of Dripping Springs -	\$6,055.

This is a cost estimate. Final cost may vary depending on the amount of jurisdictions sharing the cost and actual payroll cost for workers.



DRIPPING SPRINGS
Texas

To: Mayor Bill Foulds, Jr. and City Council, City of Dripping Springs

From: Shawn Cox, Deputy City Administrator 

Date: February 3, 2025

RE: December 2025 City Treasurer's Report

General Fund:

The General Fund received **\$887,663.08** in revenues for December.

General Fund revenues are in line with the adopted budget. Line items of note include:

- 100-000-40001: Sales Tax Revenue – \$426,771.29 was received in December, of which \$321,406.12 is considered City Revenues and is not allocated to either the Utility Fund or through agreements. This is a 4.26% increase from December 2024 receivables.
- 100-200-42001: Health Inspections/Permits - \$13,495.00 was collected in Health Permit fee in December.
- 100-200-43000: Site Development Fees – In December, \$33,159.88 was collected in Site Development Fees. Though December, \$73,410.67 has been collected, which is 46.82% more than the \$50,000.00 originally budgeted for FY 2026.
- 100-201-43031: Building Code Fees – The City collected \$102,415.80 in Building Code Fees in December.

General Fund expenditures are in line with the adopted budget. Line items of note include:

- 100-000-63004: Dues, Fees & Subscriptions – IN December, \$19,368.25 was expended from this line item. The primary fees paid were the monthly online fees paid to our third-party credit card companies (My Permit Now \$8,735.38, and CivicRec \$6,851.30). Additionally, our quarterly payment to Hays CAD (\$8,534.84) was made in December.

Utility Fund:

The Utility Fund received **\$428,755.99** in revenues for December.

Utility Fund revenues are in line with the adopted budget. Line items of note include:

- 400-300-43018: Wastewater Service Fees – The Utility Fund collected \$162,422.06 in Wastewater Service Fees in December.
- 400-301-43041: Water Usage – \$119,740.78 was collected in Water Usage Fees. Though December, \$295,511.90 has been collected. This is \$7.46% more than the \$275,000.00 budgeted to be collected in FY 2026.
- 400-320-43024: Overuse Fees - \$84,562.08 was collected in December.
- 400-320-47009: Sales Tax – The transfer of \$85,354.26 for the December allocation was not made before the end of the month. It will be included in the total transferred for January's allocation.

Utility Fund expenditures are in line with the adopted budget.



DRIPPING SPRINGS Texas

Dripping Springs Ranch Park (DSRP):

The Ranch Park received **\$261,425.48** in December.

DSRP revenues are in line with the adopted budget. Line items of note include:

- 200-401-443012: Facility Rental Fees – In December, \$27,093.25 was collected in Facility Rental Fees. This brings the total collection for FY 2026 to \$37,493.70 (28.73%).
- 200-401-43013: Equipment Rental Fees – Decembers collection of \$4,162.00 totals 41.62% of what was budgeted to be collected in FY 2026.
- 200-401-47005: Transfer from HOT Fund - \$154,400.00 was transferred to the DSRP from the HOT Fund. This is half of the HOT Fund transfer for operational costs. This does not include any of the \$300,000.00 budgeted for the roof repair project. That will be transferred at a later date.

DSRP expenditures are in line with the adopted budget. Line items of note include:

- 200-401-64021: Merchandise – Though December, \$14,036.00 of the \$15,500.00 budgeted for merchandise costs has been utilized. This is the purchase of horse bedding materials, which are sold through the DSRP. If more purchases are needed, the additional cost will be offset by the additional revenues recognized from the merchandise sales.

Banking:

On December 31st, the City’s cash balance was **\$36.657 Million**. This is a 2.62% decrease from the previous month’s cash balances. A total of **\$98,061.03** was collected in interest revenues in December.





DRIPPING SPRINGS
Texas

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - General Fund							
Revenue							
Department: 000 - Undesignated							
100-000-40000	Ad Valorem Tax	4,933,596.36	4,933,596.36	21,001.91	26,970.87	-4,906,625.49	99.45 %
100-000-40001	Sales Tax Revenue	4,600,000.00	4,600,000.00	426,771.29	1,218,376.87	-3,381,623.13	73.51 %
100-000-40006	Ad Valorem Tax Penalty/Interest	4,000.00	4,000.00	0.00	1,289.29	-2,710.71	67.77 %
100-000-41000	Solid Waste Franchise Fee	60,000.00	60,000.00	0.00	37,524.97	-22,475.03	37.46 %
100-000-42000	Alcohol Permit Fees	5,000.00	5,000.00	750.00	2,662.50	-2,337.50	46.75 %
100-000-46000	FEMA	0.00	0.00	0.00	7,549.79	7,549.79	0.00 %
100-000-46001	Other Revenues	40,000.00	40,000.00	239,405.01	876,832.27	836,832.27	2,192.08 %
100-000-46002	Interest	175,000.00	175,000.00	14,059.21	40,758.64	-134,241.36	76.71 %
100-000-46014	Transportation Improvements Reim	1,850,000.00	1,850,000.00	0.00	190,623.58	-1,659,376.42	89.70 %
100-000-47005	Transfer from HOT Fund	3,496.00	3,496.00	0.00	0.00	-3,496.00	100.00 %
100-000-47010	Transfer from Wastewater Fund	281,199.17	281,199.17	0.00	0.00	-281,199.17	100.00 %
100-000-47019	Transfer from Series 2025	690,948.00	690,948.00	0.00	0.00	-690,948.00	100.00 %
	Department: 000 - Undesignated Total:	12,643,239.53	12,643,239.53	701,987.42	2,402,588.78	-10,240,650.75	81.00%
Department: 105 - Communications							
100-105-46006	Merchandise	0.00	0.00	2,420.98	2,420.98	2,420.98	0.00 %
	Department: 105 - Communications Total:	0.00	0.00	2,420.98	2,420.98	2,420.98	0.00%
Department: 200 - Planning & Development							
100-200-42001	Health Permits/Inspections	60,000.00	60,000.00	13,495.00	19,490.00	-40,510.00	67.52 %
100-200-43000	Site Development Fees	50,000.00	50,000.00	33,159.88	73,410.67	23,410.67	146.82 %
100-200-43002	Zoning Fees	65,000.00	65,000.00	0.00	0.00	-65,000.00	100.00 %
100-200-43030	Subdivision Fees	459,825.00	459,825.00	21,750.00	155,443.00	-304,382.00	66.20 %
	Department: 200 - Planning & Development Total:	634,825.00	634,825.00	68,404.88	248,343.67	-386,481.33	60.88%
Department: 201 - Building							
100-201-42007	Sign Permits	0.00	0.00	4,525.00	25,420.00	25,420.00	0.00 %
100-201-43029	Fire Inspections	40,000.00	40,000.00	1,942.00	10,461.68	-29,538.32	73.85 %
100-201-43031	Building Code Fees	1,500,000.00	1,500,000.00	102,415.80	471,646.30	-1,028,353.70	68.56 %
	Department: 201 - Building Total:	1,540,000.00	1,540,000.00	108,882.80	507,527.98	-1,032,472.02	67.04%
Department: 400 - Parks & Recreation							
100-400-44000	Sponsorships & Donations	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00 %
100-400-44001	Community Service Fees	1,375.00	1,375.00	25.00	825.00	-550.00	40.00 %
100-400-44002	Program & Event Fees	8,800.00	8,800.00	0.00	225.00	-8,575.00	97.44 %
100-400-44004	Park Rental Income	19,000.00	19,000.00	5,942.00	7,952.00	-11,048.00	58.15 %
100-400-47002	Transfer from Parkland Dedication	116,610.00	116,610.00	0.00	0.00	-116,610.00	100.00 %
100-400-47003	Transfer from Landscaping Fund	60,000.00	60,000.00	0.00	0.00	-60,000.00	100.00 %
100-400-47005	Transfer from HOT Fund	16,500.00	16,500.00	0.00	0.00	-16,500.00	100.00 %
100-400-47014	Transfer from Parkland Developme	392,690.61	392,690.61	0.00	0.00	-392,690.61	100.00 %
	Department: 400 - Parks & Recreation Total:	620,975.61	620,975.61	5,967.00	9,002.00	-611,973.61	98.55%
Department: 402 - Aquatics							
100-402-44003	Aquatic Fees	32,750.00	32,750.00	0.00	0.00	-32,750.00	100.00 %
100-402-44004	Park Rental Income	22,238.75	22,238.75	0.00	0.00	-22,238.75	100.00 %
100-402-46006	Merchandise Sales	0.00	0.00	0.00	341.46	341.46	0.00 %
100-402-46012	Reimbursement of Utility Costs	0.00	0.00	0.00	70.00	70.00	0.00 %
	Department: 402 - Aquatics Total:	54,988.75	54,988.75	0.00	411.46	-54,577.29	99.25%
Department: 404 - Founders Day							
100-404-43012	FD Facility Rental	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
100-404-45000	FD Craft/Business Booths	12,150.00	12,150.00	0.00	0.00	-12,150.00	100.00 %
100-404-45001	FD Food Booths	1,612.50	1,612.50	0.00	0.00	-1,612.50	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-404-45002	FD BBQ Cooker Registration Fees	6,650.00	6,650.00	0.00	0.00	-6,650.00	100.00 %
100-404-45003	FD Carnival	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
100-404-45005	FD Sponsorships	120,000.00	120,000.00	0.00	0.00	-120,000.00	100.00 %
100-404-45007	FD Electric Fees	3,300.00	3,300.00	0.00	0.00	-3,300.00	100.00 %
Department: 404 - Founders Day Total:		173,712.50	173,712.50	0.00	0.00	-173,712.50	100.00%
Revenue Total:		15,667,741.39	15,667,741.39	887,663.08	3,170,294.87	-12,497,446.52	79.77%
Expense							
Department: 000 - Undesignated							
100-000-60000	Salaries	4,248,369.20	4,248,369.20	0.00	0.00	4,248,369.20	100.00 %
100-000-61000	Health Insurance	394,103.32	394,103.32	0.00	19,305.91	374,797.41	95.10 %
100-000-61005	Federal Withholding	333,759.29	333,759.29	0.00	0.00	333,759.29	100.00 %
100-000-61006	TMRS	239,938.88	239,938.88	0.00	0.00	239,938.88	100.00 %
100-000-62009	Human Resources Consultant	32,000.00	32,000.00	5,052.50	20,733.84	11,266.16	35.21 %
100-000-62015	Law Enforcement	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
100-000-63004	Dues, Fees & Subscriptions	104,047.85	104,047.85	19,368.25	33,862.75	70,185.10	67.45 %
100-000-63005	Training/Continuing Education	100,000.00	100,000.00	6,438.38	8,626.15	91,373.85	91.37 %
100-000-64000	Office Supplies	30,000.00	30,000.00	4,838.17	5,973.12	24,026.88	80.09 %
100-000-64004	Office Furniture and Equipment	10,016.00	10,016.00	0.00	0.00	10,016.00	100.00 %
100-000-66002	Postage & Shipping	4,500.00	4,500.00	933.50	933.50	3,566.50	79.26 %
100-000-68004	Animal Control	3,400.00	3,400.00	0.00	0.00	3,400.00	100.00 %
100-000-69002	Economic Development	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-000-70001	Mileage	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-000-70002	Contingencies/Emergency Fund	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
100-000-70003	Other Expenses	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
100-000-90000	Transfer to Reserve Fund	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-000-90002	Transfer to TIRZ	705,585.10	705,585.10	0.00	0.00	705,585.10	100.00 %
100-000-90011	Transfer to Capital Improvements	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-000-90013	Transfer to Vehicle Replacement Fu	162,679.00	162,679.00	0.00	0.00	162,679.00	100.00 %
100-000-90015	Transfer to Farmers Marke	17,765.75	17,765.75	0.00	0.00	17,765.75	100.00 %
Department: 000 - Undesignated Total:		7,063,164.39	7,063,164.39	36,630.80	89,435.27	6,973,729.12	98.73%
Department: 100 - City Council/Boards & Commissions							
100-100-63004	Dues, Fees & Subscriptions	0.00	0.00	0.00	7,300.00	-7,300.00	0.00 %
100-100-64004	Office Furniture and Equipment	0.00	0.00	1,160.50	1,160.50	-1,160.50	0.00 %
100-100-69000	Family Violence Center	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
100-100-69008	Land Acquisition	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
Department: 100 - City Council/Boards & Commissions Total:		17,000.00	17,000.00	1,160.50	8,460.50	8,539.50	50.23%
Department: 101 - City Administrators Office							
100-101-60000	Regular Employees	0.00	0.00	64,941.95	210,992.09	-210,992.09	0.00 %
100-101-60002	Overtime	0.00	0.00	143.93	490.55	-490.55	0.00 %
100-101-60003	On Call Pay	0.00	0.00	200.00	200.00	-200.00	0.00 %
100-101-61000	Health Insurance	0.00	0.00	2,662.50	8,151.36	-8,151.36	0.00 %
100-101-61001	Dental Insurance	0.00	0.00	161.82	578.47	-578.47	0.00 %
100-101-61002	Medicare	0.00	0.00	890.79	2,888.12	-2,888.12	0.00 %
100-101-61003	Social Security	0.00	0.00	1,524.29	8,544.65	-8,544.65	0.00 %
100-101-61006	TMRS	0.00	0.00	3,606.81	11,455.03	-11,455.03	0.00 %
Department: 101 - City Administrators Office Total:		0.00	0.00	74,132.09	243,300.27	-243,300.27	0.00%
Department: 102 - City Secretary							
100-102-60000	Regular Employees	0.00	0.00	10,703.70	31,217.88	-31,217.88	0.00 %
100-102-60001	Part-time Employees	0.00	0.00	2,255.40	6,049.15	-6,049.15	0.00 %
100-102-60002	Overtime	0.00	0.00	0.00	0.41	-0.41	0.00 %
100-102-61000	Health Insurance	0.00	0.00	1,042.84	2,871.17	-2,871.17	0.00 %
100-102-61001	Dental Insurance	0.00	0.00	80.20	220.55	-220.55	0.00 %
100-102-61002	Medicare	0.00	0.00	186.28	534.97	-534.97	0.00 %
100-102-61003	Social Security	0.00	0.00	796.55	2,287.55	-2,287.55	0.00 %
100-102-61004	Unemployment	0.00	0.00	68.10	131.79	-131.79	0.00 %
100-102-61006	TMRS	0.00	0.00	617.61	1,801.30	-1,801.30	0.00 %
100-102-62000	Municipal Election	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-102-62018	Code Publication	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00 %
100-102-64032	Meeting Supplies	9,360.00	9,360.00	854.21	1,894.21	7,465.79	79.76 %
100-102-66003	Public Notices	4,200.00	4,200.00	1,021.15	1,021.15	3,178.85	75.69 %
100-102-69003	Records Management	2,500.00	2,500.00	380.00	380.00	2,120.00	84.80 %
Department: 102 - City Secretary Total:		30,560.00	30,560.00	18,006.04	48,410.13	-17,850.13	-58.41%
Department: 103 - Courts							
100-103-62003	Muni Court Attorney/ Judge	15,500.00	15,500.00	0.00	500.00	15,000.00	96.77 %
Department: 103 - Courts Total:		15,500.00	15,500.00	0.00	500.00	15,000.00	96.77%
Department: 104 - City Attorney							
100-104-60000	Regular Employees	0.00	0.00	13,322.95	71,535.34	-71,535.34	0.00 %
100-104-61000	Health Insurance	0.00	0.00	566.64	3,207.24	-3,207.24	0.00 %
100-104-61001	Dental Insurance	0.00	0.00	40.10	240.60	-240.60	0.00 %
100-104-61002	Medicare	0.00	0.00	191.10	870.53	-870.53	0.00 %
100-104-61003	Social Security	0.00	0.00	817.10	3,722.29	-3,722.29	0.00 %
100-104-61006	TMRS	0.00	0.00	768.74	4,127.57	-4,127.57	0.00 %
100-104-62003	Special Counsel and Consultants	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
Department: 104 - City Attorney Total:		12,000.00	12,000.00	15,706.63	83,703.57	-71,703.57	-597.53%
Department: 105 - Communications							
100-105-60000	Regular Employees	0.00	0.00	20,398.19	68,176.81	-68,176.81	0.00 %
100-105-60002	Overtime	0.00	0.00	135.97	543.13	-543.13	0.00 %
100-105-61000	Health Insurance	0.00	0.00	1,587.72	5,547.86	-5,547.86	0.00 %
100-105-61001	Dental Insurance	0.00	0.00	120.30	421.05	-421.05	0.00 %
100-105-61002	Medicare	0.00	0.00	294.10	983.69	-983.69	0.00 %
100-105-61003	Social Security	0.00	0.00	1,257.54	4,206.12	-4,206.12	0.00 %
100-105-61006	TMRS	0.00	0.00	1,184.84	3,965.19	-3,965.19	0.00 %
100-105-63039	Employee Engagement	5,000.00	5,000.00	1,944.89	1,944.89	3,055.11	61.10 %
100-105-66000	Website	11,930.00	11,930.00	0.00	450.00	11,480.00	96.23 %
100-105-66005	Public Relations	15,000.00	15,000.00	5,255.20	5,255.20	9,744.80	64.97 %
Department: 105 - Communications Total:		31,930.00	31,930.00	32,178.75	91,493.94	-59,563.94	-186.55%
Department: 106 - IT							
100-106-60000	Regular Employees	0.00	0.00	7,517.80	25,118.78	-25,118.78	0.00 %
100-106-61000	Health Insurance	0.00	0.00	540.24	1,888.54	-1,888.54	0.00 %
100-106-61001	Dental Insurance	0.00	0.00	40.10	140.35	-140.35	0.00 %
100-106-61002	Medicare	0.00	0.00	108.82	363.57	-363.57	0.00 %
100-106-61003	Social Security	0.00	0.00	465.32	1,554.62	-1,554.62	0.00 %
100-106-61006	TMRS	0.00	0.00	433.78	1,449.36	-1,449.36	0.00 %
100-106-64001	Office IT Equipment & Support	154,150.00	154,150.00	10,245.72	18,836.22	135,313.78	87.78 %
100-106-64002	Software	315,899.93	315,899.93	47,098.01	65,110.56	250,789.37	79.39 %
100-106-65000	Network/Phone	97,000.00	97,000.00	8,356.91	21,271.98	75,728.02	78.07 %
Department: 106 - IT Total:		567,049.93	567,049.93	74,806.70	135,733.98	431,315.95	76.06%
Department: 107 - Finance							
100-107-60000	Regular Employees	0.00	0.00	28,300.71	92,116.46	-92,116.46	0.00 %
100-107-60002	Overtime	0.00	0.00	10.14	10.14	-10.14	0.00 %
100-107-61000	Health Insurance	0.00	0.00	2,087.90	7,295.66	-7,295.66	0.00 %
100-107-61001	Dental Insurance	0.00	0.00	158.98	556.40	-556.40	0.00 %
100-107-61002	Medicare	0.00	0.00	389.48	1,262.25	-1,262.25	0.00 %
100-107-61003	Social Security	0.00	0.00	1,665.33	5,397.10	-5,397.10	0.00 %
100-107-61006	TMRS	0.00	0.00	1,633.53	5,315.71	-5,315.71	0.00 %
100-107-62001	Financial Services	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00 %
100-107-67000	TML Liability Insurance	30,000.00	30,000.00	0.00	8,150.50	21,849.50	72.83 %
100-107-67001	TML Property Insurance	95,988.75	95,988.75	0.00	24,610.00	71,378.75	74.36 %
100-107-67002	TML Workmen's Comp Insurance	68,004.20	68,004.20	0.00	11,879.75	56,124.45	82.53 %
100-107-70001	Mileage	0.00	0.00	174.16	221.06	-221.06	0.00 %
100-107-80004	Series 2024	485,238.00	485,238.00	0.00	0.00	485,238.00	100.00 %
100-107-80005	Series 2025	424,392.65	424,392.65	47,619.00	47,619.00	376,773.65	88.78 %
100-107-90003	Transfer to Wastewater Utility Fund	920,000.00	920,000.00	0.00	158,321.11	761,678.89	82.79 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-107-90004	SPA & ECO D Transfers	225,000.00	225,000.00	20,010.91	103,086.35	121,913.65	54.18 %
	Department: 107 - Finance Total:	2,303,623.60	2,303,623.60	102,050.14	465,841.49	1,837,782.11	79.78%
	Department: 200 - Planning & Development						
100-200-60000	Regular Employees	0.00	0.00	21,085.61	71,124.82	-71,124.82	0.00 %
100-200-60002	Overtime	0.00	0.00	0.00	69.22	-69.22	0.00 %
100-200-61000	Health Insurance	0.00	0.00	1,592.76	5,562.15	-5,562.15	0.00 %
100-200-61001	Dental Insurance	0.00	0.00	120.30	421.05	-421.05	0.00 %
100-200-61002	Medicare	0.00	0.00	279.03	939.51	-939.51	0.00 %
100-200-61003	Social Security	0.00	0.00	1,193.12	4,017.21	-4,017.21	0.00 %
100-200-61006	TMRS	0.00	0.00	1,216.63	4,107.88	-4,107.88	0.00 %
100-200-62002	Engineering & Surveying	70,000.00	70,000.00	0.00	3,000.00	67,000.00	95.71 %
100-200-62005	Health Inspector	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-200-62006	Architectural & Landscape Consulta	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
	Department: 200 - Planning & Development Total:	90,000.00	90,000.00	25,487.45	89,241.84	758.16	0.84%
	Department: 201 - Building						
100-201-60000	Regular Employees	0.00	0.00	41,349.49	138,579.03	-138,579.03	0.00 %
100-201-60002	Overtime	0.00	0.00	64.70	500.22	-500.22	0.00 %
100-201-61000	Health Insurance	0.00	0.00	4,177.20	14,578.40	-14,578.40	0.00 %
100-201-61001	Dental Insurance	0.00	0.00	320.80	1,122.80	-1,122.80	0.00 %
100-201-61002	Medicare	0.00	0.00	570.93	1,913.09	-1,913.09	0.00 %
100-201-61003	Social Security	0.00	0.00	2,441.16	8,180.10	-8,180.10	0.00 %
100-201-61006	TMRS	0.00	0.00	2,389.60	8,024.87	-8,024.87	0.00 %
100-201-62004	Bldg. Inspector	750,000.00	750,000.00	121,650.00	121,650.00	628,350.00	83.78 %
100-201-62008	Lighting Consultant	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-201-62014	FireInspector	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
100-201-64003	Uniforms	0.00	0.00	251.78	611.78	-611.78	0.00 %
	Department: 201 - Building Total:	792,000.00	792,000.00	173,215.66	295,160.29	496,839.71	62.73%
	Department: 300 - Wastewater						
100-300-71001	Transportation Improvement Proje	2,655,000.00	2,655,000.00	131,795.85	131,795.85	2,523,204.15	95.04 %
	Department: 300 - Wastewater Total:	2,655,000.00	2,655,000.00	131,795.85	131,795.85	2,523,204.15	95.04%
	Department: 304 - Maintenance						
100-304-60000	Regular Employees	0.00	0.00	39,583.73	146,853.30	-146,853.30	0.00 %
100-304-60002	Overtime	0.00	0.00	1,896.54	5,227.46	-5,227.46	0.00 %
100-304-60003	On Call Pay	0.00	0.00	800.00	2,800.00	-2,800.00	0.00 %
100-304-61000	Health Insurance	0.00	0.00	4,129.56	16,622.50	-16,622.50	0.00 %
100-304-61001	Dental Insurance	0.00	0.00	320.22	1,289.50	-1,289.50	0.00 %
100-304-61002	Medicare	0.00	0.00	608.66	2,215.82	-2,215.82	0.00 %
100-304-61003	Social Security	0.00	0.00	2,602.57	9,474.51	-9,474.51	0.00 %
100-304-61004	Unemployment	0.00	0.00	0.00	36.52	-36.52	0.00 %
100-304-61006	TMRS	0.00	0.00	2,439.57	8,936.61	-8,936.61	0.00 %
100-304-63000	Office Maintenance/Repairs	94,200.00	94,200.00	5,000.93	8,310.93	85,889.07	91.18 %
100-304-63001	Equipment Maintenance	49,500.00	49,500.00	1,615.62	1,615.62	47,884.38	96.74 %
100-304-63002	Fleet Maintenance	130,000.00	130,000.00	9,532.56	11,647.91	118,352.09	91.04 %
100-304-63009	Street/ROW Maintenance	272,000.00	272,000.00	8,558.24	8,153.00	263,847.00	97.00 %
100-304-64003	Uniforms	18,310.00	18,310.00	6,563.23	6,563.23	11,746.77	64.15 %
100-304-64009	Maintenance Equipment	24,500.00	24,500.00	0.00	4,689.50	19,810.50	80.86 %
100-304-64010	Maintenance Supplies	10,000.00	10,000.00	911.93	959.84	9,040.16	90.40 %
100-304-65001	Street Electricity	20,000.00	20,000.00	460.09	2,298.38	17,701.62	88.51 %
100-304-65002	City Streets Water	4,000.00	4,000.00	281.40	562.80	3,437.20	85.93 %
100-304-65003	Office Electricity	15,000.00	15,000.00	0.00	990.63	14,009.37	93.40 %
100-304-65004	Office Water	3,000.00	3,000.00	78.04	157.00	2,843.00	94.77 %
100-304-65005	Stephenson Bldg Electric	1,500.00	1,500.00	0.00	77.13	1,422.87	94.86 %
100-304-65006	Stephenson Water	1,500.00	1,500.00	35.41	70.82	1,429.18	95.28 %
100-304-65009	Triangle Electric	0.00	0.00	0.00	38.25	-38.25	0.00 %
100-304-65015	Downtown Restroom Electric	2,000.00	2,000.00	0.00	73.47	1,926.53	96.33 %
100-304-65021	Downtown Restroom Water	2,000.00	2,000.00	89.75	180.63	1,819.37	90.97 %
100-304-69001	Lighting Compliance	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-304-71002	690,948.00	690,948.00	0.00	585,626.40	105,321.60	15.24 %
100-304-71003	0.00	0.00	17.98	17.98	-17.98	0.00 %
Department: 304 - Maintenance Total:	1,340,458.00	1,340,458.00	85,526.03	825,489.74	514,968.26	38.42%
Department: 400 - Parks & Recreation						
100-400-60000	0.00	0.00	53,827.97	178,032.76	-178,032.76	0.00 %
100-400-60001	3,000.00	3,000.00	977.28	1,218.03	1,781.97	59.40 %
100-400-60002	0.00	0.00	2,494.66	5,362.76	-5,362.76	0.00 %
100-400-60003	0.00	0.00	800.00	2,800.00	-2,800.00	0.00 %
100-400-60005	0.00	0.00	6,437.75	13,048.97	-13,048.97	0.00 %
100-400-61000	0.00	0.00	3,709.76	11,600.78	-11,600.78	0.00 %
100-400-61001	0.00	0.00	243.55	846.59	-846.59	0.00 %
100-400-61002	0.00	0.00	920.43	2,852.92	-2,852.92	0.00 %
100-400-61003	0.00	0.00	3,935.57	12,198.60	-12,198.60	0.00 %
100-400-61004	0.00	0.00	90.95	160.30	-160.30	0.00 %
100-400-61006	0.00	0.00	3,011.81	9,985.01	-9,985.01	0.00 %
100-400-62011	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
100-400-63004	3,225.00	3,225.00	2,023.52	2,023.52	1,201.48	37.26 %
100-400-63013	25,000.00	25,000.00	664.20	2,051.20	22,948.80	91.80 %
100-400-63015	44,000.00	44,000.00	0.00	610.00	43,390.00	98.61 %
100-400-63016	43,500.00	43,500.00	0.00	610.00	42,890.00	98.60 %
100-400-63017	25,700.00	25,700.00	0.00	20.00	25,680.00	99.92 %
100-400-63018	5,700.00	5,700.00	64.93	64.93	5,635.07	98.86 %
100-400-63036	500.00	500.00	0.00	0.00	500.00	100.00 %
100-400-63045	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
100-400-64005	5,000.00	5,000.00	283.11	283.11	4,716.89	94.34 %
100-400-64011	27,000.00	27,000.00	8,039.74	8,039.74	18,960.26	70.22 %
100-400-64012	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-400-64013	0.00	0.00	5,695.73	5,695.73	-5,695.73	0.00 %
100-400-64014	400.00	400.00	0.00	0.00	400.00	100.00 %
100-400-64015	11,250.00	11,250.00	963.12	1,691.12	9,558.88	84.97 %
100-400-64033	1,504.00	1,504.00	0.00	0.00	1,504.00	100.00 %
100-400-65000	8,568.00	8,568.00	0.00	0.00	8,568.00	100.00 %
100-400-65007	10,000.00	10,000.00	1,195.00	1,195.00	8,805.00	88.05 %
100-400-65009	500.00	500.00	0.00	0.00	500.00	100.00 %
100-400-65010	500.00	500.00	35.18	70.36	429.64	85.93 %
100-400-65011	13,000.00	13,000.00	287.96	580.29	12,419.71	95.54 %
100-400-65012	2,500.00	2,500.00	0.00	834.15	1,665.85	66.63 %
100-400-65014	0.00	0.00	0.00	617.14	-617.14	0.00 %
100-400-66001	17,020.00	17,020.00	1,425.06	1,425.06	15,594.94	91.63 %
100-400-70003	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00 %
100-400-70007	0.00	0.00	3,637.74	3,637.74	-3,637.74	0.00 %
100-400-71004	445,500.00	445,500.00	0.00	20,638.08	424,861.92	95.37 %
100-400-71005	3,000.00	3,000.00	1,580.00	1,580.00	1,420.00	47.33 %
100-400-71006	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-400-71012	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
Department: 400 - Parks & Recreation Total:	804,367.00	804,367.00	102,345.02	289,773.89	514,593.11	63.97%
Department: 401 - DSRP						
100-401-60000	306,909.40	306,909.40	29,502.43	96,054.39	210,855.01	68.70 %
100-401-60002	0.00	0.00	147.61	634.78	-634.78	0.00 %
100-401-61000	36,409.53	36,409.53	3,086.58	10,859.41	25,550.12	70.17 %
100-401-61001	0.00	0.00	237.65	837.61	-837.61	0.00 %
100-401-61002	0.00	0.00	422.98	1,377.68	-1,377.68	0.00 %
100-401-61003	0.00	0.00	1,808.61	5,890.73	-5,890.73	0.00 %
100-401-61005	42,731.13	42,731.13	0.00	0.00	42,731.13	100.00 %
100-401-61006	0.00	0.00	1,710.80	5,578.95	-5,578.95	0.00 %
100-401-63023	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00 %
Department: 401 - DSRP Total:	408,050.06	408,050.06	36,916.66	121,233.55	286,816.51	70.29%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 402 - Aquatics							
100-402-60000	Regular Employees	0.00	0.00	4,946.80	16,948.41	-16,948.41	0.00 %
100-402-60007	Aquatic Staff	118,013.00	118,013.00	6,950.16	7,172.86	110,840.14	93.92 %
100-402-61000	Health Insurance	0.00	0.00	519.48	1,811.06	-1,811.06	0.00 %
100-402-61001	Dental Insurance	0.00	0.00	40.10	140.35	-140.35	0.00 %
100-402-61002	Medicare	0.00	0.00	172.34	349.14	-349.14	0.00 %
100-402-61003	Social Security	0.00	0.00	736.81	1,492.76	-1,492.76	0.00 %
100-402-61004	Unemployment	0.00	0.00	111.20	114.77	-114.77	0.00 %
100-402-61006	TMRS	0.00	0.00	285.43	977.92	-977.92	0.00 %
100-402-63015	Founders Park/Pool Maintenance	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
100-402-64013	Pool Supplies	26,200.00	26,200.00	0.00	0.00	26,200.00	100.00 %
100-402-65000	Network/Phone	7,500.00	7,500.00	180.93	542.79	6,957.21	92.76 %
100-402-65013	FMP Pool/Pavilion Water	5,300.00	5,300.00	829.23	1,055.28	4,244.72	80.09 %
100-402-65014	FMP Pool/Pavilion Electric	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100-402-65019	Propane/Natural Gas	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100-402-71011	Founders Pool Improvements	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
Department: 402 - Aquatics Total:		226,513.00	226,513.00	14,772.48	30,605.34	195,907.66	86.49%
Department: 404 - Founders Day							
100-404-63019	FD Clean Up	19,200.00	19,200.00	0.00	0.00	19,200.00	100.00 %
100-404-63038	FD Transportation	19,303.30	19,303.30	0.00	0.00	19,303.30	100.00 %
100-404-64016	FD Event Supplies	5,000.00	5,000.00	546.59	546.59	4,453.41	89.07 %
100-404-64017	FD Event Tent, Table, & Chairs	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-404-64018	FD Barricades	12,650.00	12,650.00	0.00	0.00	12,650.00	100.00 %
100-404-65007	Portable Toilets	10,500.00	10,500.00	0.00	0.00	10,500.00	100.00 %
100-404-65016	FD Electricity	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
100-404-66009	FD Publicity	3,450.00	3,450.00	0.00	0.00	3,450.00	100.00 %
100-404-66010	Events, Entertainment & Activities	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00 %
100-404-66012	FD Sponsorship	9,800.00	9,800.00	0.00	0.00	9,800.00	100.00 %
100-404-68005	FD Security	46,837.00	46,837.00	0.00	0.00	46,837.00	100.00 %
100-404-68006	FD Health, Safety & Lighting	20,861.50	20,861.50	0.00	0.00	20,861.50	100.00 %
100-404-70002	FD Contingencies	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
Department: 404 - Founders Day Total:		223,601.80	223,601.80	546.59	546.59	223,055.21	99.76%
Department: 500 - Emergency Management							
100-500-60000	Regular Employees	0.00	0.00	7,381.13	24,121.93	-24,121.93	0.00 %
100-500-61000	Health Insurance	0.00	0.00	18.98	65.02	-65.02	0.00 %
100-500-61001	Dental Insurance	0.00	0.00	40.10	140.35	-140.35	0.00 %
100-500-61002	Medicare	0.00	0.00	106.12	346.58	-346.58	0.00 %
100-500-61003	Social Security	0.00	0.00	453.73	1,481.90	-1,481.90	0.00 %
100-500-61006	TMRS	0.00	0.00	425.89	1,391.85	-1,391.85	0.00 %
100-500-68000	Emergency Management Equip	6,800.00	6,800.00	0.00	0.00	6,800.00	100.00 %
100-500-68001	Emergency Fire& Safety	13,000.00	13,000.00	40.00	40.00	12,960.00	99.69 %
100-500-68002	Emergency Management PR	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-500-68003	Emergency Equipment Maint	12,910.00	12,910.00	542.49	1,502.49	11,407.51	88.36 %
Department: 500 - Emergency Management Total:		35,710.00	35,710.00	9,008.44	29,090.12	6,619.88	18.54%
Expense Total:		16,616,527.78	16,616,527.78	934,285.83	2,979,816.36	13,636,711.42	82.07%
Fund: 100 - General Fund Surplus (Deficit):		-948,786.39	-948,786.39	-46,622.75	190,478.51	1,139,264.90	120.08%
Fund: 200 - Dripping Springs Ranch Park							
Revenue							
Department: 401 - DSRP							
200-401-42008	Riding Permit Fees	10,000.00	10,000.00	3,010.00	3,630.00	-6,370.00	63.70 %
200-401-43010	Stall Rental Fees	35,500.00	35,500.00	9,630.00	11,918.00	-23,582.00	66.43 %
200-401-43011	RV Site Rental Fees	21,000.00	21,000.00	4,464.00	5,054.00	-15,946.00	75.93 %
200-401-43012	Facility Rental Fees	130,500.00	130,500.00	27,093.25	37,493.70	-93,006.30	71.27 %
200-401-43013	Equipment Rental Fees	10,000.00	10,000.00	4,162.00	4,162.00	-5,838.00	58.38 %
200-401-43014	Staff & Miscellaneous Fees	4,700.00	4,700.00	650.00	1,244.16	-3,455.84	73.53 %
200-401-43015	Cleaning Fees	20,000.00	20,000.00	4,300.00	6,025.00	-13,975.00	69.88 %
200-401-44000	Sponsorships & Donations	51,775.00	51,775.00	502.00	754.00	-51,021.00	98.54 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
200-401-44005	Coyote Camp	140,000.00	140,000.00	5,040.00	5,040.00	-134,960.00	96.40 %
200-401-44006	Riding Series	38,000.00	38,000.00	5,110.00	8,665.00	-29,335.00	77.20 %
200-401-44007	Miscellaneous Events	12,000.00	12,000.00	6,339.00	18,289.00	6,289.00	152.41 %
200-401-44008	Program Fees	62,500.00	62,500.00	19,513.00	19,800.23	-42,699.77	68.32 %
200-401-44009	Ice Rink	190,800.00	190,800.00	11,735.00	17,895.00	-172,905.00	90.62 %
200-401-44012	Rink Merchandise	2,000.00	2,000.00	649.72	649.72	-1,350.28	67.51 %
200-401-46001	Other Revenues	500.00	500.00	0.00	-501.65	-1,001.65	200.33 %
200-401-46002	Interest	4,500.00	4,500.00	551.03	1,298.97	-3,201.03	71.13 %
200-401-46004	Grant Revenues	100,000.00	100,000.00	0.00	0.00	-100,000.00	100.00 %
200-401-46006	Merchandise Sales	22,500.00	22,500.00	4,276.48	5,775.10	-16,724.90	74.33 %
200-401-46015	Concessions	1,500.00	1,500.00	0.00	1,022.88	-477.12	31.81 %
200-401-47005	Transfer from HOT Fund	747,050.00	747,050.00	154,400.00	154,400.00	-592,650.00	79.33 %
Department: 401 - DSRP Total:		1,604,825.00	1,604,825.00	261,425.48	302,615.11	-1,302,209.89	81.14%
Revenue Total:		1,604,825.00	1,604,825.00	261,425.48	302,615.11	-1,302,209.89	81.14%

Expense

Department: 400 - Parks & Recreation

200-400-63035	Ranch House Maintenance	10,000.00	10,000.00	524.30	884.30	9,115.70	91.16 %
200-400-64024	Ranch House Supplies	1,000.00	1,000.00	82.95	82.95	917.05	91.71 %
Department: 400 - Parks & Recreation Total:		11,000.00	11,000.00	607.25	967.25	10,032.75	91.21%

Department: 401 - DSRP

200-401-60005	Camp Staff	138,246.48	138,246.48	0.00	0.00	138,246.48	100.00 %
200-401-63000	Building/Office Maintenance	0.00	0.00	5,038.42	13,459.10	-13,459.10	0.00 %
200-401-63001	Equipment Maintenance	25,000.00	25,000.00	1,396.13	2,265.64	22,734.36	90.94 %
200-401-63002	Fleet Maintenance	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
200-401-63003	Lawn Maintenance	0.00	0.00	0.00	1,125.00	-1,125.00	0.00 %
200-401-63004	Dues, Fees & Subscriptions	5,000.00	5,000.00	753.63	863.78	4,136.22	82.72 %
200-401-63023	General Maintenance	146,272.00	146,272.00	0.00	0.00	146,272.00	100.00 %
200-401-63024	Stall Cleaning & Repair	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
200-401-63028	Lift Station Maintenance	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
200-401-64000	Office Supplies	10,000.00	10,000.00	48.98	559.39	9,440.61	94.41 %
200-401-64001	IT Equipment	3,700.00	3,700.00	0.00	625.00	3,075.00	83.11 %
200-401-64003	Uniforms	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
200-401-64005	Equipment Rental	3,000.00	3,000.00	0.00	485.64	2,514.36	83.81 %
200-401-64008	Fuel	0.00	0.00	0.00	17.67	-17.67	0.00 %
200-401-64015	Park Program & Event Supplies	0.00	0.00	27.99	27.99	-27.99	0.00 %
200-401-64021	Merchandise	15,500.00	15,500.00	14,036.00	14,036.00	1,464.00	9.45 %
200-401-64023	Equipment	33,578.37	33,578.37	0.00	0.00	33,578.37	100.00 %
200-401-64026	Sponsorship Expenses	2,100.00	2,100.00	35.96	35.96	2,064.04	98.29 %
200-401-64027	Coyote Camp	16,000.00	16,000.00	71.02	71.02	15,928.98	99.56 %
200-401-64028	Riding Series	28,000.00	28,000.00	184.00	6,638.87	21,361.13	76.29 %
200-401-64029	Miscellaneous Events	1,500.00	1,500.00	628.38	11,723.47	-10,223.47	-681.56 %
200-401-64030	Programing	13,000.00	13,000.00	351.89	351.89	12,648.11	97.29 %
200-401-64031	Concert Series	229,169.00	0.00	0.00	0.00	0.00	0.00 %
200-401-64038	Ice Rink	0.00	229,169.00	12,594.62	103,972.12	125,196.88	54.63 %
200-401-65000	Network/Phone	8,912.40	8,912.40	1,156.55	3,417.90	5,494.50	61.65 %
200-401-65005	Water	15,000.00	15,000.00	1,176.55	2,197.53	12,802.47	85.35 %
200-401-65007	Portable Toilets	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
200-401-65008	Alarm	13,317.24	13,317.24	0.00	0.00	13,317.24	100.00 %
200-401-65017	Electricity	90,000.00	90,000.00	0.00	8,478.68	81,521.32	90.58 %
200-401-65018	Septic	750.00	750.00	0.00	0.00	750.00	100.00 %
200-401-65019	Propane/Natural Gas	2,500.00	2,500.00	214.51	362.67	2,137.33	85.49 %
200-401-66001	Advertising	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
200-401-70001	Mileage	500.00	500.00	0.00	0.00	500.00	100.00 %
200-401-70002	Contingencies/Emergency Fund	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
200-401-70003	Other Expenses	20,000.00	20,000.00	0.00	20.44	19,979.56	99.90 %
200-401-70004	Hays County Livestock Board Agree	13,200.00	13,200.00	0.00	1,699.18	11,500.82	87.13 %
200-401-70007	Sponsored Events	7,900.00	7,900.00	0.00	0.00	7,900.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
200-401-70013	DSRP Sales Tax	1,565.20	1,565.20	475.12	763.33	801.87	51.23 %
200-401-71008	DSRP Improvements	738,250.00	738,250.00	14,268.80	14,268.80	723,981.20	98.07 %
200-401-90013	Transfer to Vehicle Replacement Fu	19,469.00	19,469.00	0.00	0.00	19,469.00	100.00 %
	Department: 401 - DSRP Total:	1,684,429.69	1,684,429.69	52,458.55	187,467.07	1,496,962.62	88.87%
	Expense Total:	1,695,429.69	1,695,429.69	53,065.80	188,434.32	1,506,995.37	88.89%
	Fund: 200 - Dripping Springs Ranch Park Surplus (Deficit):	-90,604.69	-90,604.69	208,359.68	114,180.79	204,785.48	226.02%
Fund: 400 - Utilities							
Revenue							
Department: 300 - Wastewater							
400-300-43018	Wastewater Service Fees	1,675,000.00	1,675,000.00	162,422.06	485,370.45	-1,189,629.55	71.02 %
400-300-43020	Late Fees	7,500.00	7,500.00	0.00	0.00	-7,500.00	100.00 %
400-300-43021	Delayed Connection Fees	5,000.00	5,000.00	0.00	2,300.00	-2,700.00	54.00 %
400-300-43025	Reuse Fees	0.00	0.00	9,036.11	27,454.52	27,454.52	0.00 %
400-300-43047	Temporary Wastewater Service - Ca	0.00	0.00	5,844.86	15,951.08	15,951.08	0.00 %
400-300-43048	Reclaimed Water Use Fee	0.00	0.00	17,291.38	19,771.43	19,771.43	0.00 %
	Department: 300 - Wastewater Total:	1,687,500.00	1,687,500.00	194,594.41	550,847.48	-1,136,652.52	67.36%
Department: 301 - Water							
400-301-43020	Late Fees	0.00	0.00	0.00	46.08	46.08	0.00 %
400-301-43038	Meter Set Fees	3,000.00	3,000.00	0.00	800.00	-2,200.00	73.33 %
400-301-43040	Water Base Rate	125,000.00	125,000.00	17,018.84	43,404.11	-81,595.89	65.28 %
400-301-43041	Water Usage	275,000.00	275,000.00	119,740.78	295,511.90	20,511.90	107.46 %
400-301-43043	Equipment Fee	10,000.00	10,000.00	0.00	5,008.00	-4,992.00	49.92 %
400-301-43044	Inspection Fees	2,500.00	2,500.00	0.00	800.00	-1,700.00	68.00 %
400-301-46001	Other Revenues	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00 %
	Department: 301 - Water Total:	421,500.00	421,500.00	136,759.62	345,570.09	-75,929.91	18.01%
Department: 320 - Development/Capital							
400-320-41001	PEC	140,000.00	140,000.00	0.00	70,268.84	-69,731.16	49.81 %
400-320-41002	ROW Fees	3,500.00	3,500.00	583.26	879.64	-2,620.36	74.87 %
400-320-41003	Cable Franchise Fee	130,000.00	130,000.00	0.00	37,967.47	-92,032.53	70.79 %
400-320-41004	Texas Gas Franchise Fee	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00 %
400-320-43024	Overuse Fees	200,000.00	200,000.00	84,562.08	84,562.08	-115,437.92	57.72 %
400-320-46001	Other Revenues	40,000.00	40,000.00	0.00	127,114.40	87,114.40	317.79 %
400-320-46002	Interest	215,000.00	215,000.00	12,256.62	35,473.24	-179,526.76	83.50 %
400-320-47009	Sales Tax	900,000.00	900,000.00	0.00	158,321.11	-741,678.89	82.41 %
	Department: 320 - Development/Capital Total:	1,634,500.00	1,634,500.00	97,401.96	514,586.78	-1,119,913.22	68.52%
Department: 330 - TWDB Project							
400-330-47008	Transfer from TWDB	1,915,000.00	1,915,000.00	0.00	0.00	-1,915,000.00	100.00 %
	Department: 330 - TWDB Project Total:	1,915,000.00	1,915,000.00	0.00	0.00	-1,915,000.00	100.00%
	Revenue Total:	5,658,500.00	5,658,500.00	428,755.99	1,411,004.35	-4,247,495.65	75.06%
Expense							
Department: 300 - Wastewater							
400-300-63004	Dues, Fees & Subscriptions	0.00	0.00	3,467.59	10,316.11	-10,316.11	0.00 %
400-300-63025	Wastewater Treatment Plant Maint	156,000.00	156,000.00	2,026.64	6,227.00	149,773.00	96.01 %
400-300-63026	Routine Operations	95,700.00	95,700.00	3,337.58	3,787.58	91,912.42	96.04 %
400-300-63027	Operations Non Routine	94,400.00	94,400.00	219.00	919.00	93,481.00	99.03 %
400-300-63028	Lift Station Maintenance	81,000.00	81,000.00	0.00	11,750.00	69,250.00	85.49 %
400-300-63029	Sanitary Sewer Line Maintenance	80,000.00	80,000.00	1,558.72	2,725.24	77,274.76	96.59 %
400-300-63030	Drip Field Maintenance	51,000.00	51,000.00	1,319.76	1,319.76	49,680.24	97.41 %
400-300-63031	Sludge Hauling	210,000.00	210,000.00	27,401.53	27,810.33	182,189.67	86.76 %
400-300-63043	Generator Maintenance	20,000.00	20,000.00	0.00	1,111.45	18,888.55	94.44 %
400-300-64002	Software	0.00	0.00	0.00	556.49	-556.49	0.00 %
400-300-64010	Supplies	0.00	0.00	0.00	302.26	-302.26	0.00 %
400-300-64022	Chemicals	20,000.00	20,000.00	8,472.17	17,355.24	2,644.76	13.22 %
400-300-65000	Network/Phone	0.00	0.00	1,445.58	2,891.16	-2,891.16	0.00 %
400-300-65017	Electric	105,000.00	105,000.00	0.00	8,157.21	96,842.79	92.23 %
400-300-90006	Transfer to General Fund	271,199.17	271,199.17	0.00	0.00	271,199.17	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
400-300-90013	Transfer to Vehicle Replacement Fu	51,908.00	51,908.00	0.00	0.00	51,908.00	100.00 %
Department: 300 - Wastewater Total:		1,236,207.17	1,236,207.17	49,248.57	95,228.83	1,140,978.34	92.30%
Department: 301 - Water							
400-301-62019	Planning and Permitting	0.00	0.00	3,117.76	3,117.76	-3,117.76	0.00 %
400-301-63026	Routine Operations	35,000.00	35,000.00	1,485.77	1,833.09	33,166.91	94.76 %
400-301-63027	Operations Non Routine	20,000.00	20,000.00	126.65	126.65	19,873.35	99.37 %
400-301-63032	Water Line Maintenance & Repair	27,500.00	27,500.00	0.00	0.00	27,500.00	100.00 %
400-301-64040	Water Meters	100,000.00	100,000.00	0.00	48,305.25	51,694.75	51.69 %
400-301-65022	Wholesale Water	675,000.00	675,000.00	0.00	126,590.18	548,409.82	81.25 %
Department: 301 - Water Total:		857,500.00	857,500.00	4,730.18	179,972.93	677,527.07	79.01%
Department: 310 - Utility Operations							
400-310-60000	Regular Employees	716,409.93	716,409.93	51,317.84	184,655.61	531,754.32	74.22 %
400-310-60002	Overtime	48,672.00	48,672.00	4,255.33	12,700.41	35,971.59	73.91 %
400-310-60003	On Call Pay	26,000.00	26,000.00	2,000.00	7,000.00	19,000.00	73.08 %
400-310-61000	Health Insurance	87,546.37	87,546.37	5,197.22	19,226.04	68,320.33	78.04 %
400-310-61001	Dental Insurance	0.00	0.00	401.58	1,485.38	-1,485.38	0.00 %
400-310-61002	Medicare	0.00	0.00	811.68	2,867.71	-2,867.71	0.00 %
400-310-61004	Unemployment	0.00	0.00	50.82	194.83	-194.83	0.00 %
400-310-61005	Federal Withholding	63,541.77	63,541.77	0.00	0.00	63,541.77	100.00 %
400-310-61006	TMRS	46,377.18	46,377.18	3,321.98	11,791.35	34,585.83	74.58 %
400-310-62001	Financial Services	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
400-310-62003	Special Counsel and Consultants	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00 %
400-310-62020	Lab Testing	80,000.00	80,000.00	3,632.25	3,747.25	76,252.75	95.32 %
400-310-63001	Equipment Maintenance	15,000.00	15,000.00	843.26	1,532.26	13,467.74	89.78 %
400-310-63002	Fleet Maintenance	16,000.00	16,000.00	88.21	1,294.89	14,705.11	91.91 %
400-310-63005	Training/Continuing Education	25,000.00	25,000.00	1,118.75	1,118.75	23,881.25	95.53 %
400-310-63041	SCADA	20,000.00	20,000.00	0.00	6,450.00	13,550.00	67.75 %
400-310-64001	IT Equipment & Support	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
400-310-64002	Software	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
400-310-64003	Uniforms	15,000.00	15,000.00	5,122.05	5,184.55	9,815.45	65.44 %
400-310-64006	Fleet Acquisition	80,000.00	80,000.00	0.00	0.00	80,000.00	100.00 %
400-310-64008	Fuel	25,000.00	25,000.00	311.89	311.89	24,688.11	98.75 %
400-310-64010	Supplies	60,000.00	60,000.00	2,267.20	2,525.60	57,474.40	95.79 %
400-310-64023	Equipment	570,000.00	570,000.00	380.96	380.96	569,619.04	99.93 %
400-310-65000	Network/Phone	0.00	0.00	51.75	103.50	-103.50	0.00 %
400-310-66002	Postage & Shipping	30,000.00	30,000.00	5,693.05	5,693.05	24,306.95	81.02 %
Department: 310 - Utility Operations Total:		2,011,547.25	2,011,547.25	86,865.82	268,264.03	1,743,283.22	86.66%
Department: 311 - Arrowhead Wastewater Plant							
400-311-63026	Arrowhead - Routine Operations	26,000.00	26,000.00	374.47	374.47	25,625.53	98.56 %
400-311-63027	Arrowhead - Non-Routine Operatio	24,000.00	24,000.00	653.94	841.53	23,158.47	96.49 %
400-311-63028	Arrowhead - Lift Station Maintenanc	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00 %
400-311-63030	Arrowhead - Drip Field Maintenanc	50,000.00	50,000.00	2,344.59	2,344.59	47,655.41	95.31 %
400-311-63031	Arrowhead - Sludge Hauling	40,000.00	40,000.00	1,953.51	3,255.86	36,744.14	91.86 %
400-311-64022	Arrowhead - Chemicals	18,000.00	18,000.00	1,092.00	4,303.00	13,697.00	76.09 %
400-311-65017	Arrowhead - Electricity	38,000.00	38,000.00	0.00	3,398.16	34,601.84	91.06 %
400-311-71013	Arrowhead Plant Lease	286,560.00	286,560.00	42,460.00	84,920.00	201,640.00	70.37 %
Department: 311 - Arrowhead Wastewater Plant Total:		499,560.00	499,560.00	48,878.51	99,437.61	400,122.39	80.09%
Department: 312 - Big Sky Wastewater Plant							
400-312-63025	Big Sky - Wastewater Treatment Pla	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
400-312-63026	Big Sky - Routine Operations	26,000.00	26,000.00	152.12	152.12	25,847.88	99.41 %
400-312-63027	Big Sky - Non-Routine Operations	21,450.00	21,450.00	22.49	22.49	21,427.51	99.90 %
400-312-63030	Big Sky - Drip Field Maintenance	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
400-312-63031	Big Sky - Sludge Hauling	40,000.00	40,000.00	2,709.44	2,709.44	37,290.56	93.23 %
400-312-64022	Big Sky - Chemicals	18,000.00	18,000.00	1,378.00	3,861.00	14,139.00	78.55 %
400-312-65017	Big Sky - Electricity	38,000.00	38,000.00	0.00	1,551.48	36,448.52	95.92 %
Department: 312 - Big Sky Wastewater Plant Total:		165,950.00	165,950.00	4,262.05	8,296.53	157,653.47	95.00%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 313 - Water Reuse							
400-313-63026	Routine Operations	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
400-313-63027	Non-Routine Operations	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
400-313-63029	Water Reuse System Maintenance	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
400-313-63044	Irrigation	10,000.00	10,000.00	61.76	61.76	9,938.24	99.38 %
Department: 313 - Water Reuse Total:		50,000.00	50,000.00	61.76	61.76	49,938.24	99.88%
Department: 320 - Development/Capital							
400-320-62002	Engineering and Surveying	316,500.00	316,500.00	0.00	7,674.42	308,825.58	97.58 %
400-320-62019	Planning & Permitting	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
400-320-71000	Capital Projects	840,000.00	840,000.00	0.00	0.00	840,000.00	100.00 %
400-320-90007	Transfer to Debt Service	2,268,210.50	2,268,210.50	0.00	0.00	2,268,210.50	100.00 %
Department: 320 - Development/Capital Total:		3,428,710.50	3,428,710.50	0.00	7,674.42	3,421,036.08	99.78%
Department: 330 - TWDB Project							
400-330-72002	TWDB Engineering and Surveying	625,000.00	625,000.00	21,131.41	131,765.00	493,235.00	78.92 %
400-330-72003	TWDB - Special Council and Consul	1,325,000.00	1,325,000.00	15,150.67	15,150.67	1,309,849.33	98.86 %
400-330-72004	TWDB - Misc.	0.00	0.00	3,046.00	3,046.00	-3,046.00	0.00 %
Department: 330 - TWDB Project Total:		1,950,000.00	1,950,000.00	39,328.08	149,961.67	1,800,038.33	92.31%
Expense Total:		10,199,474.92	10,199,474.92	233,374.97	808,897.78	9,390,577.14	92.07%
Fund: 400 - Utilities Surplus (Deficit):		-4,540,974.92	-4,540,974.92	195,381.02	602,106.57	5,143,081.49	113.26%
Report Surplus (Deficit):		-5,580,366.00	-5,580,366.00	357,117.95	906,765.87	6,487,131.87	116.25%

Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - General Fund						
Revenue						
000 - Undesignated	12,643,239.53	12,643,239.53	701,987.42	2,402,588.78	-10,240,650.75	81.00%
105 - Communications	0.00	0.00	2,420.98	2,420.98	2,420.98	0.00%
200 - Planning & Development	634,825.00	634,825.00	68,404.88	248,343.67	-386,481.33	60.88%
201 - Building	1,540,000.00	1,540,000.00	108,882.80	507,527.98	-1,032,472.02	67.04%
400 - Parks & Recreation	620,975.61	620,975.61	5,967.00	9,002.00	-611,973.61	98.55%
402 - Aquatics	54,988.75	54,988.75	0.00	411.46	-54,577.29	99.25%
404 - Founders Day	173,712.50	173,712.50	0.00	0.00	-173,712.50	100.00%
Revenue Total:	15,667,741.39	15,667,741.39	887,663.08	3,170,294.87	-12,497,446.52	79.77%
Expense						
000 - Undesignated	7,063,164.39	7,063,164.39	36,630.80	89,435.27	6,973,729.12	98.73%
100 - City Council/Boards & Commissions	17,000.00	17,000.00	1,160.50	8,460.50	8,539.50	50.23%
101 - City Administrators Office	0.00	0.00	74,132.09	243,300.27	-243,300.27	0.00%
102 - City Secretary	30,560.00	30,560.00	18,006.04	48,410.13	-17,850.13	-58.41%
103 - Courts	15,500.00	15,500.00	0.00	500.00	15,000.00	96.77%
104 - City Attorney	12,000.00	12,000.00	15,706.63	83,703.57	-71,703.57	-597.53%
105 - Communications	31,930.00	31,930.00	32,178.75	91,493.94	-59,563.94	-186.55%
106 - IT	567,049.93	567,049.93	74,806.70	135,733.98	431,315.95	76.06%
107 - Finance	2,303,623.60	2,303,623.60	102,050.14	465,841.49	1,837,782.11	79.78%
200 - Planning & Development	90,000.00	90,000.00	25,487.45	89,241.84	758.16	0.84%
201 - Building	792,000.00	792,000.00	173,215.66	295,160.29	496,839.71	62.73%
300 - Wastewater	2,655,000.00	2,655,000.00	131,795.85	131,795.85	2,523,204.15	95.04%
304 - Maintenance	1,340,458.00	1,340,458.00	85,526.03	825,489.74	514,968.26	38.42%
400 - Parks & Recreation	804,367.00	804,367.00	102,345.02	289,773.89	514,593.11	63.97%
401 - DSRP	408,050.06	408,050.06	36,916.66	121,233.55	286,816.51	70.29%
402 - Aquatics	226,513.00	226,513.00	14,772.48	30,605.34	195,907.66	86.49%
404 - Founders Day	223,601.80	223,601.80	546.59	546.59	223,055.21	99.76%
500 - Emergency Management	35,710.00	35,710.00	9,008.44	29,090.12	6,619.88	18.54%
Expense Total:	16,616,527.78	16,616,527.78	934,285.83	2,979,816.36	13,636,711.42	82.07%
Fund: 100 - General Fund Surplus (Deficit):	-948,786.39	-948,786.39	-46,622.75	190,478.51	1,139,264.90	120.08%
Fund: 200 - Dripping Springs Ranch Park						
Revenue						
401 - DSRP	1,604,825.00	1,604,825.00	261,425.48	302,615.11	-1,302,209.89	81.14%
Revenue Total:	1,604,825.00	1,604,825.00	261,425.48	302,615.11	-1,302,209.89	81.14%
Expense						
400 - Parks & Recreation	11,000.00	11,000.00	607.25	967.25	10,032.75	91.21%
401 - DSRP	1,684,429.69	1,684,429.69	52,458.55	187,467.07	1,496,962.62	88.87%
Expense Total:	1,695,429.69	1,695,429.69	53,065.80	188,434.32	1,506,995.37	88.89%
Fund: 200 - Dripping Springs Ranch Park Surplus (Deficit):	-90,604.69	-90,604.69	208,359.68	114,180.79	204,785.48	226.02%
Fund: 400 - Utilities						
Revenue						
300 - Wastewater	1,687,500.00	1,687,500.00	194,594.41	550,847.48	-1,136,652.52	67.36%
301 - Water	421,500.00	421,500.00	136,759.62	345,570.09	-75,929.91	18.01%
320 - Development/Capital	1,634,500.00	1,634,500.00	97,401.96	514,586.78	-1,119,913.22	68.52%
330 - TWDB Project	1,915,000.00	1,915,000.00	0.00	0.00	-1,915,000.00	100.00%
Revenue Total:	5,658,500.00	5,658,500.00	428,755.99	1,411,004.35	-4,247,495.65	75.06%
Expense						
300 - Wastewater	1,236,207.17	1,236,207.17	49,248.57	95,228.83	1,140,978.34	92.30%
301 - Water	857,500.00	857,500.00	4,730.18	179,972.93	677,527.07	79.01%
310 - Utility Operations	2,011,547.25	2,011,547.25	86,865.82	268,264.03	1,743,283.22	86.66%
311 - Arrowhead Wastewater Plant	499,560.00	499,560.00	48,878.51	99,437.61	400,122.39	80.09%
312 - Big Sky Wastewater Plant	165,950.00	165,950.00	4,262.05	8,296.53	157,653.47	95.00%
313 - Water Reuse	50,000.00	50,000.00	61.76	61.76	49,938.24	99.88%

Budget Report

For Fiscal: FY 2025-2026 Period Ending Item # 5. 5

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
320 - Development/Capital	3,428,710.50	3,428,710.50	0.00	7,674.42	3,421,036.08	99.78%
330 - TWDB Project	1,950,000.00	1,950,000.00	39,328.08	149,961.67	1,800,038.33	92.31%
Expense Total:	10,199,474.92	10,199,474.92	233,374.97	808,897.78	9,390,577.14	92.07%
Fund: 400 - Utilities Surplus (Deficit):	-4,540,974.92	-4,540,974.92	195,381.02	602,106.57	5,143,081.49	113.26%
Report Surplus (Deficit):	-5,580,366.00	-5,580,366.00	357,117.95	906,765.87	6,487,131.87	116.25%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - General Fund	-948,786.39	-948,786.39	-46,622.75	190,478.51	1,139,264.90
200 - Dripping Springs Ranch Park	-90,604.69	-90,604.69	208,359.68	114,180.79	204,785.48
400 - Utilities	-4,540,974.92	-4,540,974.92	195,381.02	602,106.57	5,143,081.49
Report Surplus (Deficit):	-5,580,366.00	-5,580,366.00	357,117.95	906,765.87	6,487,131.87



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

Submitted By: Ginger Faught, Deputy City Administrator

Council Meeting Date: February 3, 2026

Agenda Item Wording: Discussion and possible action to award RFQ No. 2025-18 for Bond Counsel to provide assistance with respect to possible loan and/or principal forgiveness funding through the Texas Water Development Board and to provide objective legal advice with respect to the validity of any evidences of indebtedness issued by the City for capital financing, to McCall Parkhurst & Horton LLP, and authorize the City Administrator to negotiate an agreement with the selected respondent subject to approval by City Council.

Agenda Item Sponsor: Mayor Bill Foulds, Jr.

Summary/Background: On November 21, 2025, the City issued a request for proposals and statements of qualifications for bond counsel to provide assistance with respect to possible loan and/or principal forgiveness funding through the Texas Water Development Board (the "TWDB") and to provide objective legal opinion with respect to the validity of any evidences of indebtedness issued by the City for capital financing. The solicitation period closed on December 15, 2025.

This solicitation is intended to cover any financial assistance received by the City from the TWDB following the date of award including financial assistance from the Drinking Water State Revolving Fund, Clean Water State Revolving Fund, Development Fund, Rural Water Assistance Fund, Flood Infrastructure Fund, Economically Distressed Areas Program, or any other financial assistance program administered by the TWDB.

The following criteria were used as the basis for the selection of Bond Counsel:

EXPERIENCE OF PERSONNEL:30 POINTS

- To assess the background and experience of the personnel in working with Texas political subdivisions.

TEAM MEMBERS:25 POINTS

- To identify the personnel the firm proposes to commit on a day-to-day basis and evaluate the specific qualifications of these individuals.

REFERENCES: 15 POINTS

- To demonstrate client satisfaction and the candidate's familiarity with public securities issues sold to the TWDB.

TEXAS WATER DEVELOPMENT BOARD FINANCING PROGRAM:
30 POINTS

- To provide a preference to firms with experience using the TWDB's financing programs.

Following an assessment of the two responses received by a four person evaluation committee, staff recommend awarding the bond counsel contract to McCall Parkhurst & Horton LLP.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Award RFQ No. 2025-18 for Bond Counsel to provide assistance with respect to possible loan and/or principal forgiveness funding through the Texas Water Development Board and to provide objective legal advice with respect to the validity of any evidences of indebtedness issued by the City for capital financing, to McCall Parkhurst & Horton LLP, and authorize the City Administrator to negotiate an agreement with the selected respondent subject to approval by City Council

Attachments:

Response tabulation sheet

RFQ 2025-18 – Bond Counsel

RFQ 2025-18 – Addendum #1



CITY OF DRIPPING SPRINGS, TEXAS

REQUEST FOR PROPOSALS AND STATEMENTS OF QUALIFICATIONS

#2025-18: BOND COUNSEL

To provide assistance with respect to possible loan and/or principal forgiveness funding through the Texas Water Development Board (the "TWDB") and to provide objective legal opinion with respect to the validity of any evidences of indebtedness (the "Obligations") issued by City of Dripping Springs, Texas (the "City") for capital financing.

If your firm is interested in being considered as Bond Counsel for the City, proposals must be filed received no later than 2:00 P.M. (Central Time) on Monday, December 22, 2025, at the City Hall, 511 Mercer St, Dripping Springs, TX 78620.

One (1) original, five (5) copies, and one (1) electronic copy (in PDF format on a flash drive) of your submission must be sealed and clearly marked on the face of the shipping material "BOND COUNSEL RFP". Submissions received after the opening date and time will not be considered.

A. INTENT OF PROPOSAL

The City is soliciting proposals and statements of qualifications from interested qualified professionals to provide the following services: assist in obtaining loan and/or loan forgiveness funding and to provide legal opinion with respect to validity of any Obligations issued by the City for capital financing or refinancing; preparation of ordinances, orders and/or resolutions authorizing and securing the Obligations (the "Ordinance") and/or authorizing any principal forgiveness agreements as necessary.

This solicitation is intended to cover any financial assistance received by the City from the TWDB following the date of award of any contracts pursuant hereto, including, but not limited to, financial assistance from the Drinking Water State Revolving Fund, Clean Water State Revolving Fund, Development Fund, Rural Water Assistance Fund, Flood Infrastructure Fund, Economically Distressed Areas Program, or any other financial assistance program administered by the TWDB. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interests of the City.

The City seeks to afford the opportunity for qualified small business enterprise ("SBE"), minority business enterprise ("MBE") and women-owned business enterprise ("WBE") firms to propose to provide the services described herein.

B. SCOPE OF SERVICES

The services to be provided by the Bond Counsel shall include the following duties, as necessary:

- Assist in preparing legal documents in connection with the Obligations and/or loan forgiveness funding.
- Render an objective legal opinion with respect to validity of any Obligations issued by the City.
- Examine applicable law.
- Prepare the Ordinance and other documents necessary to authorize any Obligations and/or principal forgiveness agreements with the TWDB.
- Consult with the parties to the transaction prior to the issuance of Obligations or entry into principal forgiveness agreements.
- Secure TWDB and Texas Attorney General approval of any Obligations and the registration of the Obligations by the Comptroller of Public Accounts of the State of Texas.
- Review certified proceedings.
- Undertake such additional duties as deemed necessary to render the opinion with respect to each issue of Obligations.

C. STATEMENT OF QUALIFICATIONS

The proponent shall provide a description of the history and background of the firm, identification of the services currently being provided to political subdivisions in Texas and other information relevant to the provision of Bond Counsel Services.

1. General information about the firm.
 - A. Name, address, and telephone number of the firm.
 - B. History of the firm.
 - C. List names and titles of officers of the firm who will be directly responsible for Bond Counsel services.
 - D. Information pertaining to the firm's compliance with licensing and other requirements.
2. Lists of three (3) references of political subdivisions for which similar services have been provided.

3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
4. List the experience of the individuals assigned to the account with the TWDB's loan programs and placement of debt instruments with the TWDB. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and telephone numbers of contact persons.
5. Additional services - describe any other service or experience of the firm, which you deem beneficial in acting as Bond Counsel to the City.
6. Attach a copy of bond counsel services contract proposed by your firm without fee information.

D. SELECTION CRITERIA

The following criteria will be used as a basis for the selection of the Bond Counsel:

EXPERIENCE OF PERSONNEL 30 POINTS

To assess the background and experience of the personnel in working with Texas political subdivisions.

TEAM MEMBERS 25 POINTS

To identify the personnel the firm proposes to commit on a day-to-day basis and evaluate the specific qualifications of these individuals.

REFERENCES 15 POINTS

To demonstrate client satisfaction and the candidate's familiarity with public securities issues sold to the TWDB.

TEXAS WATER DEVELOPMENT BOARD
FINANCING PROGRAMS 30 POINTS

To provide a preference to firms with experience using the TWDB's financing programs.

TOTAL 100 POINTS

Submissions shall include sufficient information to allow the City to evaluate qualifications based on the criteria. This may include, without limitation, a list of relevant past projects on which the Proponent was engaged and a list of references able to speak to the Proponent's past performance.

E. ADDITIONAL INFORMATION

1. This contract is contingent upon release of funds from the TWDB.
2. Any contract or contracts awarded under this Request for Proposals and Statements of Qualifications are expected to be funded in part by a loan and/or loan forgiveness funds received from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this Request for Proposals and Statements of Qualifications or any resulting contract.
3. This contract is subject to the TWDB and Environmental Protection Agency's ("EPA") Disadvantaged Business Enterprise ("DBE") Program, which includes and offers procurement opportunities to all businesses during solicitations. EPA's rules require that proponents and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements in a nondiscriminatory manner through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit www.twdb.texas.gov/dbe.
4. Equal Opportunity in Employment - All qualified proponents will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11.375, and as supplemented in Department of Labor regulations 41 CFR; Part 60.
5. Small, minority and women owned business enterprise firms are encouraged to submit proposals.

F. NO PRE-SUBMITTAL CONFERENCE

A pre-submittal conference **will not** be held.

G. INQUIRIES

Should this solicitation fail to contain sufficient information in order for interested proponents to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested proponent may email a copy of a written clarification request to Ginger Faught, Deputy City Administrator at gfaught@cityofdrippingsprings.com, no later than **2:00 p.m. on December 15, 2025.**

Written requests from interested proponents and written responses by the City will be provided to all known Proponents and will be posted on the City's Public Notices website page where the Request for Qualifications and Statements of Qualifications is posted. This is the only permissible contact with the City regarding this bid process until the submissions are opened and the Proponent is contacted by the City. Oral explanations or instructions will not be binding.

H. CONFLICT OF INTEREST

A statement indicating the Proponent has no conflict of interest with the City of Dripping Springs, including any past or present employees or past or present elected officials of the City.

The CIQ form must be submitted with the sealed bid proposal. The form is available here:

<https://www.ethics.state.tx.us/forms/conflict/>

Proponents will also be required to complete a 1295 form from the Texas Ethics Commission available at <https://www.ethics.state.tx.us/filinginfo/1295>.

I. COST OF DEVELOPING SEALED SUBMISSIONS

All costs related to the preparation of the sealed submissions and any related activities are the sole responsibility of the Proponents. The City assumes no liability for any costs incurred by the Proponents throughout the entire selection process.

**ADDENDUM NO. 1 TO
REQUEST FOR PROPOSALS AND STATEMENTS OF QUALIFICATIONS
CITY OF DRIPPING SPRINGS, TEXAS**

**#2025-18
BOND COUNSEL SERVICES
Wastewater System Improvement Projects**

Date: December 19, 2025

This Addendum is issued to clarify the Request for Proposals and Statements of Qualifications (RFP) for Bond Counsel Services for Wastewater System Improvement Projects, originally issued by the City of Dripping Springs, Texas and to respond to questions received pursuant to the RFP.

The following question was received regarding the RFP:

Question 1: The RFP requests "One (1) original, five (5) copies, and one (1) electronic copy". What is the difference between the original and the copies?

Response 1: If there are no unique documents (such as documents requiring a specific wet signature vs. a copy), submitting all identical copies is acceptable.

All other terms and conditions of the RFP remain unchanged.

END OF ADDENDUM



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

Submitted By: Ginger Faught, Deputy City Administrator

Council Meeting Date: February 3, 2026

Agenda Item Wording: Discussion and possible action to award RFQ No. 2025-19 for Financial Advisor services, including providing advice and professional recommendations the City for capital financing and to provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board, to SAMCO Capital Markets Inc., and authorizing the City Administrator to negotiate an agreement with the selected respondent subject to approval by the City Council.

Agenda Item Sponsor: Mayor Bill Foulds, Jr.

Summary/Background: On November 21, 2025, the City issued a request for proposals and statements of qualifications for financial advisors to provide advice and professional recommendations the City for capital financing and to provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board (“TWDB”).

This solicitation is intended to cover any financial assistance received by the City from the TWDB following the date of award including financial assistance from the Drinking Water State Revolving Fund, Clean Water State Revolving Fund, Development Fund, or any other financial assistance program administered by the TWDB.

The following criteria were used as the basis for the selection of a financial advisor:

Municipal Advisory Experience	30 POINTS
Capacity to Perform	30 POINTS
Familiarity with the City	10 POINTS
Experience with TWDB	30 POINTS

Following an assessment of the two responses received by a four person evaluation committee, staff recommend awarding the financial advisor contract to SAMCO Capital Markets Inc.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Award RFQ No. 2025-19 for Financial Advisor services, including providing advice and professional recommendations the City for capital financing and to provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board, to SAMCO Capital Markets Inc., and authorize the City Administrator to negotiate an agreement with the selected respondent subject to approval by the City Council.

Attachments:

Response tabulation sheet
RFQ 2025-19 – Financial Advisor



CITY OF DRIPPING SPRINGS, TEXAS

**REQUEST FOR PROPOSALS
AND
STATEMENTS OF QUALIFICATIONS**

#2025-19: FINANCIAL ADVISOR

To provide advice and professional recommendations to City of Dripping Springs, Texas (“the City”) for capital financing and provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board (“TWDB”).

If your firm is interested in being considered as Financial Advisor for the City, proposals must be filed received no later than 2:00 P.M. (Central Time) on Monday, December 22, 2025, at the City Hall, 511 Mercer St, Dripping Springs, TX 78620.

One (1) original, five (5) copies, and one (1) electronic copy (in PDF format on a flash drive) of your submission must be sealed and clearly marked on the face of the shipping material “FINANCIAL ADVISOR RFP”. Submissions received after the opening date and time will not be considered.

A. INTENT OF PROPOSAL

The City is soliciting Request for Proposals (“RFP”) and Statement of Qualifications from interested qualified professionals to provide: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; and provide recommendations to the City for financing through programs established by the TWDB, including, but not limited to, the Drinking Water State Revolving Fund (“DWSRF”), Clean Water State Revolving Fund (“CWSRF”), Development Fund, Water Implementation Fund for Texas, RWAF, Water Infrastructure Fund and EDAP programs. This solicitation is intended to cover any financial assistance received by the City from the TWDB following the date of award of any contracts pursuant hereto, whether from the DWSRF, CWSRF, or any other financial assistance program administered by the TWDB. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the City.

The City seeks to afford the opportunity for qualified small business enterprise (“SBE”), minority business enterprise (“MBE”) and women-owned business enterprise (“WBE”) firms to propose to provide the services described herein.

B. SCOPE OF SERVICES

The services to be provided by the Financial Advisor shall include, but are not limited to, the following:

- Direction and coordination of all programs of financing, specifically including preparation and coordination of filing an application with the TWDB for loan or grant assistance
- Advise the City of current bond market conditions
- Recommend method of sale of debt instruments
- Advise the City on publications of forthcoming sales
- Arrange for reports of independent consultants
- Recommend as to the advisability of obtaining credit ratings and coordinate preparation and submission of information to rating agencies
- Coordinate, prepare and submit required information to recognized bond insurance companies for insurance qualification, including for a TWDB loan
- Coordinate efforts for delivery of debt instruments and preparation and verification of closing figures
- Maintain liaison with Bond Counsel in preparation of all legal documents
- Counsel in selection of paying agent/registrar
- Draft disclosure documents
- Deliver schedule of annual debt requirements on debt instruments
- Attend meetings as requested
- Advise of changes in Federal and State laws and regulations
- Advise on investment of funds as requested
- Advise and assist in exercising any call and/or refunding
- Advise and assist in the development of long-range financing plan
- Provide all financing planning services as requested
- Testify in litigation as requested
- Make recommendation on matters of credit enhancement

C. STATEMENT OF QUALIFICATIONS

The proponent shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Financial Advisory services.

The following information shall be included in your proposal:

1. General information about the firm.
 - A. Name, address and phone number of the firm.
 - B. History of the firm.
 - C. List names and titles of the firm who are directly responsible for financial advisory services.
 - D. Information pertaining to the firm's compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.
2. List of three (3) references of political subdivisions for which similar services have been provided.
3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
4. List the experience of the individuals assigned to the account with the TWDB and placement of debt instruments with the TWDB. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and phone numbers of contact persons.
5. Additional services - describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.
6. Attach a copy of financial advisory services contract proposed by your firm without fee information.

D. SELECTION CRITERIA

The City shall use the following selection criteria and point system to evaluate and score each proposal.

Municipal Advisory Experience	30 POINTS
Capacity to Perform	30 POINTS
Familiarity with the City	10 POINTS
Experience with TWDB	30 POINTS

TOTAL	100 POINTS
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Submissions shall include sufficient information to allow the City to evaluate qualifications based on the criteria. This may include, without limitation, a list of relevant past projects on which the Proponent was engaged and a list of references able to speak to the Proponent's past performance.

E. ADDITIONAL INFORMATION

1. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contracts awarded under this Request for Proposal (RFP) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFP, or any resulting contract.
3. This contract is subject to the TWDB and Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise ("DBE") Program, which includes and offers procurement opportunities to all businesses during solicitations. EPA's rules require that proponents and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements in a nondiscriminatory manner through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit www.twdb.texas.gov/dbe.
4. Equal Opportunity in Employment - All qualified proponents will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11.375, and as supplemented in Department of labor regulations 41 CFR; Part 60. Small, minority and women-owned firms are encouraged to submit proposals.

F. NO PRE-SUBMITTAL CONFERENCE

A pre-submittal conference **will not** be held.

G. INQUIRIES

Should this solicitation fail to contain sufficient information in order for interested proponents to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested proponent may email a copy of a written clarification request to from Ginger Faught, Deputy City Administrator at gfaught@cityofdrippingsprings.com, no later than **2:00 p.m. on December 15, 2025.**

Written requests from interested proponents and written responses by the City will be provided to all known Proponents and will be posted on the City's Public Notices website page where the Request for Qualifications and Statements of Qualifications is posted. This is the only permissible contact with the City regarding this bid process until the submissions are opened and the Proponent is contacted by the City. Oral explanations or instructions will not be binding.

H. CONFLICT OF INTEREST

A statement indicating the Proponent has no conflict of interest with the City of Dripping Springs, including any past or present employees or past or present elected officials of the City.

The CIQ form must be submitted with the sealed bid proposal. The form is available here:

<https://www.ethics.state.tx.us/forms/conflict/>

Proponents will also be required to complete a 1295 form from the Texas Ethics Commission available at <https://www.ethics.state.tx.us/filinginfo/1295>.

I. COST OF DEVELOPING SEALED SUBMISSIONS

All costs related to the preparation of the sealed submissions and any related activities are the sole responsibility of the Proponents. The City assumes no liability for any costs incurred by the Proponents throughout the entire selection process.



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

Submitted By: Ginger Faught, Deputy City Administrator

Council Meeting Date: February 3, 2026

Agenda Item Wording: Discussion and possible action to select Burgess & Niple, Inc. as the most qualified Engineering Firm pursuant to RFQ No. 2025-20 for Engineering Firms, and authorizing the City Administrator to negotiate terms of an agreement subject to approval by the City Council.

Agenda Item Sponsor: Mayor Bill Foulds, Jr.

Summary/Background: On November 21, 2025, the City issued a request for proposals and statements of qualifications for engineering firms to provide assistance designing, constructing, planning, acquiring, extending, upgrading, renovating, rehabilitating, replacing and improving of various wastewater system projects funded through the Texas Water Development Board (“TWDB”).

This solicitation is intended to cover any financial assistance received by the City from the TWDB following the date of award including financial assistance from the Drinking Water State Revolving Fund, Clean Water State Revolving Fund, Development Fund, or any other financial assistance program administered by the TWDB.

The following criteria were used as the basis for the selection of Bond Counsel:

Experience	50 POINTS
Capacity to Perform	30 POINTS
Familiarity with the City and TWDB	20 POINTS

Following an assessment of the five responses received by a four person evaluation committee, staff recommend awarding the engineering firm contract to Burgess & Niple, Inc.

Commission Recommendations: N/A

Recommended Council Actions: Select Burgess & Niple, Inc. as the most qualified Engineering Firm pursuant to RFQ No. 2025-20 and authorize the City Administrator to negotiate terms of an agreement subject to approval by the City Council.

Attachments:

Response tabulation sheet
RFQ 2025-20 – Engineering Firm
Addendum #1



CITY OF DRIPPING SPRINGS, TEXAS

REQUEST FOR QUALIFICATIONS

#2025-20: ENGINEERING SERVICES

Wastewater System Improvement Projects

If your firm is interested in being considered to provide engineering services for the City, proposals must be filed received no later than 2:00 P.M. (Central Time) on Monday, December 22, 2025, at the City Hall, 511 Mercer St, Dripping Springs, TX 78620.

One (1) original, five (5) copies, and one (1) electronic copy (in PDF format on a flash drive) of your submission must be sealed and clearly marked on the face of the shipping material "ENGINEERING SERVICES RFP". Submissions received after the opening date and time will not be considered.

1.0 REQUEST FOR QUALIFICATIONS

1.1 General Information

City of Dripping Springs, Texas (City) requests the submission of Statements of Qualifications (SOQ) with respect to possible loan and/or grant funding through the Texas Water Development Board (TWDB) to provide for designing, constructing, planning, acquiring, extending, upgrading, renovating, rehabilitating, replacing and improving of various wastewater system projects. This Request for Qualifications (RFQ) solicits information that will enable the City to determine the highest qualified Engineering Firm that may provide professional engineering services for the designing, constructing, planning, acquiring, extending, upgrading, renovating, rehabilitating, replacing and improving of a project, or projects that may be funded through the TWDB.

1.2 Intent

The intent of the City is to hire an Engineering Firm to provide designing, constructing, planning, acquiring, extending, upgrading, renovating, rehabilitating, replacing and improving engineering services via a two-step procurement process with formal advertising. The City will evaluate all respondents' SOQs in step one and may conduct interviews with short-listed respondents, in step two. At the conclusion of either step one or step two of this process, the City will rank candidates by order of highest qualifications and first attempt to negotiate a fair and reasonable fixed price contract with the highest qualified Engineering Firm. If unable to negotiate a mutually acceptable contract, the City will terminate negotiations with the highest qualified Engineering Firm and begin negotiating with the next highest qualified candidate. If necessary, the City will repeat these steps until an acceptable contract is obtained. Complete procedures for procuring the Engineering Services are presented in Section 2.0 of this RFQ.

The City reserves the right to reject any or all SOQs received in response to this public notice. The City reserves the right to short list respondents and base final selection rankings on personal interviews. The City reserves the right to conduct new project planning, acquisition, design, and construction management phase engineering services selection procedures for this or future projects.

1.3 Standards

The selection of a service provider and award of a contract may be contingent upon the funding and approval of one or more loans through the TWDB involving the: Drinking Water State Revolving Fund, Clean Water State Revolving Fund, State Water Implementation Fund for Texas, Rural Water Assistance Fund, Flood Infrastructure Fund, Development Fund and/or Economically Distressed Areas Program.

This RFQ is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Procurement Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

State and Federal requirements are applicable to this Project (as defined in Section 1.5), including requirements regarding procurement, cost and pricing data, solicitation of Minority and Women's Business Enterprises (MWBE) and Equal Employment Opportunity (EEO). It is the respondent's responsibility to make a good faith effort in offering fair opportunity for participation in this project. Documentation of applicable efforts may be required.

Small, Minority, and Women Business Enterprises (SMWBE) are encouraged to submit qualification statements for consideration as are Small Businesses in a Rural Area (SBRA).

1.4 RFQ Award and Submittal Deadline

The project designing, constructing, planning, acquiring, extending, upgrading, renovating, rehabilitating, replacing and improving engineering services contract is anticipated to be awarded January 6, 2026.

The SOQ Package (see Section 2.2) must be submitted to the office of the City of Dripping Springs, Texas no later than 2:00 P.M. CT on Monday, December 22, 2025.
See Section 2.3 for mailing or delivery instructions.

1.5 Project Description

The proposed various future projects for the period of service may include, at the City's determination and schedule, the following:

- 1.5.1 Designing, constructing, planning, acquiring, extending, upgrading, renovating, rehabilitating, replacing and improving the City's wastewater system, including (i) expanding the South Regional Wastewater System Facilities and (ii) purchasing property, including necessary rights-of-way and easements, and other related costs (the "Project").

1.6 Public Record

All data and information submitted by the Engineering Firm in response to this RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001 – 552.026. The City does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Engineering Firm.

1.7 Cost of Preparing Statement of Qualifications Package

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be solely the responsibility of the prospective Engineering Firm.

1.8 Scope of Services

The selected Engineering Firm shall provide timely and professional planning documents, geotechnical investigations, design surveys, construction plans and technical specifications and contract documents, construction staking, operations and maintenance manuals and other specific services as discussed below. It is the intent of this RFQ that a consistent quality of services is provided for all of the Project's components.

The scope of the Engineering Services being provided for designing, constructing, planning, acquiring, extending, upgrading, renovating, rehabilitating, replacing and improving of the City's wastewater system is expected to include:

- 1.8.1 Attend preliminary conferences with the City, TWDB personnel and other interested parties regarding the Project. Assist the City in the preparation of applications and supporting documents for government grants, loans, or advances in connection with the Project. Assist in the preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
- 1.8.2 Prepare a Preliminary Engineering Feasibility report, which shall, as appropriate, contain schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to the City, which the Engineering Firm recommends.
- 1.8.3 Determine the necessity for acquisition of any additional real property/easements/rights-of-way for the City's potential Project(s) and, if applicable, furnish all necessary information such as name and address of property owners, legal descriptions of parcels to be acquired and map of entire tracts with designation of part to be acquired to the City. Prepare property surveys, detailed descriptions of sites, maps, or drawings as required assist in negotiating for land and easement rights. The Engineering Firm will coordinate preparation of an appraisal by a qualified appraiser to be paid for by the City, of the value of real property needed for the necessary facilities and determine the availability of title, easements, and rights-of-way needed to implement the project. The Engineering Firm will assist the City to obtain all necessary rights-of-way and easements on behalf of the City pursuant to federal requirements acceptable to public funding agencies.
- 1.8.4 Furnish and submit, on behalf of the City, the engineering data necessary for applications for routine permits by local, state and federal authorities (as distinguished from detailed applications and supporting documents for government grants-in aid, or for planning advances). The Engineering Firm will also prepare and submit, on behalf of the City, the engineering data and other information as required by the Texas Commission on Environmental Quality (TCEQ) for Texas Pollution Discharge Elimination (TPDES), including discharge permits and Storm Water Pollution Prevention Plans (SWP3) as required.
- 1.8.5 Provide field surveys to collect information required for planning and design and complete related office computations and drafting.
- 1.8.6 Perform geotechnical investigations such as auger borings core borings, soil tests, or other subsurface explorations and laboratory testing and inspecting of samples or materials relevant to design.

- 1.8.7 Prepare detailed construction plans, specifications and contract documents for the construction authorized by the City in accordance with all State and Federal requirements.
- 1.8.8 Prepare estimates for probable construction cost of the authorized construction.
- 1.8.9 Furnish the City with copies of approved contract documents including notices to bidders and proposal forms.
- 1.8.10 Assist the City in the advertisement of the Project(s) for bids.
- 1.8.11 Attend the bid opening and tabulate the bid proposal, analyze the responsiveness of the bidder(s) and make recommendations for awarding contract(s) for construction to the lowest responsive bidder(s).
- 1.8.12 Prepare and coordinate approval of formal contract documents and coordinate issuance of Notice to Proceed from the TWDB.
- 1.8.13 Provide field surveys and office computations for construction control staking, including the staking of benchmarks and horizontal control references for the contractor to stake out of work.
- 1.8.14 Consult and advise the City during construction; issue all instruction to the contractor requested by the City and prepare and issue routine change orders with the City's approval. Prepare alternate designs or non-routine contract change orders that are necessary due to no fault of the Engineering Firm and upon approval of the City and TWDB.
- 1.8.15 Review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of material and equipment and other data which the contractor submits. The Engineering Firm will review and approve for conformance with the design concept, all shop drawings and other submittals as required by the contract documents to be furnished by contractors.
- 1.8.16 Obtain and review monthly and final estimates for payments to contractors and furnish any recommended payments to contractors or suppliers to the City and assemble written guarantees which may be required by the contract documents.
- 1.8.17 Attend monthly meetings with the City and TWDB during construction.
- 1.8.18 Prepare an operation and maintenance manual that meets applicable TWDB guidelines for submission to the City before construction of the project is 90% complete.

- 1.8.19 Conduct, in the company of the City, a final inspection of the project for compliance with the contract documents and submit recommendations concerning project status of the City's final payment to the contractor. Prior to submission of recommendation for final payment on each contract, the Engineering Firm will submit a certificate of substantial completion of work done under that contract to the City, TWDB and others as required.
- 1.8.20 Revise the contract drawings (unless redrawing is required) from as-built drawings submitted by the contractor, to show the work as constructed. The Engineering Firm will provide the City with one set of reproducible records (as-built) drawings and two sets of prints. Such drawings will be based on the resident project inspector's construction data and the construction records provided by the contractor during the construction.
- 1.8.21 Coordinate approval and issuance of a Certificate of Completion from TWDB and others as required.
- 1.8.22 Conduct, within one month of its expiration, in the company of the City, a warranty inspection of the project for compliance with the contract documents and submit recommendations concerning project warranty issues to the City, TWDB and others as required.
- 1.8.23 The Engineering Firm shall review the first year's operation of the Project and revise the operations and maintenance manual for the Project as necessary to accommodate actual operational requirements and expenses. Eleven months after initiation of the Project's operation, the Engineer shall advise the City in writing whether the Project meets the project performance standards.
- 1.8.24 The Engineering Firm shall assist in training operating personnel and coordinate the preparation of curricula and training materials for operating personnel.

2.0 INSTRUCTIONS AND PROCEDURES

2.1 Prohibition

Do not submit pricing information. If pricing information is submitted, the response to the RFQ will not be considered.

2.2 SOQ Package Preparation

The SOQ Package will include the following four (4) components and shall be numbered as shown:

- 2.2.1 One Page Transmittal Letter. The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.

- 2.2.2 Statement Concerning Insurance. Confirmation that the Engineering Firm will provide general liability insurance, worker's compensation and professional liability insurance for the project within 10 calendar days of any Notice of Award.
- 2.2.3 Statement Concerning Conflict of Interests. Those interests of the Engineering Firm that would impede with or interfere in the carrying out of the duties and responsibilities of the position of Project Design Engineering Firm are deemed conflicting. Utilize the attached Conflict of Interest Statement form.
- 2.2.4 Qualifications Statement. Use the format in Section 3.0, Statement of Qualifications – Format. No material shall be incorporated by reference only, nor should brochures, photos, or additional data be submitted. Any such material will not be considered in the evaluation process. The entire Qualification Package shall stand alone and include full responses to all RFQ instructions. The Qualification statement must not exceed 20 pages of 8½” by 11” paper.

Note: If the Engineering Firm is a Joint Venture firm, then documentation of its incorporation may be requested.

2.3 Submitting the SOQ Package

The Engineering Firm shall submit one (1) original, five (5) copies, and one (1) electronic copy (in PDF format on a flash drive) of the SOQ Package. Packages may be delivered by courier or mail. No faxes will be accepted. The SOQ Package should be in sealed envelopes which are clearly labeled and addressed as follows:

The RFQ is available from the City upon request or by picking up a copy at the address below during regular business hours. **Proposals must be received no later than 2:00 P.M. (Central Time) on Monday, December 22, 2025, at the City Hall, 511 Mercer St, Dripping Springs, TX 78620. Three (3) copies of the proposal must be sealed and clearly marked on the face of the shipping material “ENGINEERING FIRM RFP”.**

Regardless of submission method, the submission deadline for SOQ's is no later than 2:00 P.M., Central Time, Monday, December 22, 2025. The City may not review packages submitted in any other format. Late proposals will not be accepted for review under any circumstances.

2.4 Evaluation Factors and Relative Importance

The following factors, in order of relative importance, will be used in identifying the highest qualified Engineering Firm:

- 2.4.1 Professional qualifications of the individual(s) (including subcontracted personnel) who will perform the work.

<u>Criteria</u>	<u>Points</u>
Experience	50
Capacity to perform	30
Familiarity with the City and TWDB	20

2.5 Inquiries

If any Engineering Firms have any questions or need any additional information to clarify the intent of this RFQ, submit questions or requests in writing as discussed in Section 2.6. The City will collect these questions and respond to all the RFQ Package holders in writing prior to evaluation.

Engineering Firms should not attempt to contact any individual from the City other than in the form provided in this Request for Qualifications. Should any Engineering Firms find discrepancies in or omissions from the RFQ, or should the Engineering Firm be in doubt as to their meaning, the Engineering Firm shall notify Ginger Faught at (512) 858-4725 or gfaught@cityofdrippingsprings.com. Request for clarifications will be received in writing **no later than 2:00 p.m. on December 15, 2025.**

Written requests from interested proponents and written responses by the City will be provided to all known Proponents and will be posted on the City's Public Notices website page where the Request for Qualifications and Statements of Qualifications is posted. This is the only permissible contact with the City regarding this bid process until the submissions are opened and the Proponent is contacted by the City. Oral explanations or instructions will not be binding.

2.6 Evaluation Process

The City may call upon anyone they deem necessary to assist with the evaluation.

The City may obtain information from references.

The City may contact the Engineering Firms for the purpose of obtaining additional information or clarification during the evaluation period.

The City will evaluate each SOQ Package received, in accordance with the factors in Section 2.4, based on the contents of the SOQ Package, any subsequent written clarifications required, and reference information obtained. The City will not consider any information or data incorporated by the Engineering Firm by reference or otherwise referenced, except it will consider reference information the City obtains from existing and prior clients of the Engineering Firm.

The City may rank and determine the highest qualified Engineering Firm based solely upon the evaluation of the SOQ Package, any subsequent written clarifications required, and reference information obtained.

If, based on the review of the Qualifications Packages the City deems it necessary to interview Engineering Firms in order to determine the highest qualified Engineering Firm, the City may identify two or more Engineering Firms to be interviewed using the procedure in Section 2.7.

2.7 Interviews

The City will develop a list of questions to be answered by each Engineering Firm interviewed, and provide additional instructions to be followed. These parties will be allowed one (1) week to prepare for the interviews. The total elapsed time between the City short-list selections and interviews by the City will be approximately two (2) weeks. The City will rank and determine the highest qualified Engineering Firm upon completion of the interviews.

2.8 Notification of Selection

The City will notify the most qualified Engineering Firm in writing. Upon notification of selection by the City, the Engineering Firm shall submit a detailed cost proposal based on the proposed scope of work. Upon receipt of the proposal, the City and the proposer will attempt to negotiate scope and extent of work to be performed, time for full performance, compensation, and other terms. Final selection of the successful Engineering Firm will be contingent upon approval of the City Council.

2.9 Additional Information

- 2.9.1 This contract is contingent upon release of funds from the TWDB.
- 2.9.2 Any contract or contracts awarded under this RFQ are expected to be funded in part by a loan or grant from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFQ or any resulting contract.
- 2.9.3 This contract is subject to the TWDB and Environmental Protection Agency's ("EPA") Disadvantaged Business Enterprise ("DBE") Program, which includes and offers procurement opportunities to all businesses during solicitations. EPA's rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements in a nondiscriminatory manner through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit www.twdb.texas.gov/dbe.

2.9.4 Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President’s Executive Order No. 11246, as amended by Executive Order 11.375, and as supplemented in Department of Labor regulations 41 CFR; Part 60.

2.9.5 Small, minority and women owned business enterprise firms are encouraged to submit proposals.

2.9.6 A pre-submittal conference will not be held.

3.0 STATEMENT OF QUALIFICATIONS- FORMAT

The information in the Engineering Firm’s SOQ Package shall be presented either on these sheets or in the same order and sequence as outlined below.

3.1 Organization

Describe the Engineering Firm’s organization in accordance with the format below:

General

3.1.1 Firm Name: _____

3.1.2 Address & Phone Number: _____

3.1.3 Texas Board of Professional Engineers Firm Registration Number: _____

3.1.4 Submittal is for: Parent Company Branch Office

3.1.5 Year Firm Established: _____

3.1.6 Former Firm Name(s): _____

3.1.7 Type of Ownership: _____

3.1.8 Name of Parent Company (if any): _____

3.1.9 Name of Principals and Titles:

Principal Name: _____	Title: _____

3.1.10 Office Locations, Number of Personnel in each Office and Types of Disciplines in each Office. Examples of Disciplines: Administrative, Draft persons, Computer Technicians, Civil Engineers, Construction Managers, Inspectors, Schedulers and other.

Office Location: _____	Employees: _____
Disciplines: _____	

Office Location: _____	Employees: _____
Disciplines: _____	

Office Location: _____	Employees: _____
Disciplines: _____	

Office Location: _____	Employees: _____
Disciplines: _____	

Office Location: _____	Employees: _____
Disciplines: _____	

3.2 Key Personnel/Project Team

3.2.1 The Engineering Firm shall provide a brief profile for key personnel that will be assigned to this project. The information for each member of the Project Team must include the following: Name, Area(s) of Expertise, Years of Experience in that area(s), Professional License(s), including registration number(s), (if applicable), TCEQ Licenses, (if applicable) and experience with State and Federal Agencies (if applicable).

3.2.2 For those team members than maintain a professional license issued by a state agency, indicate their current standing with that agency.

3.2.3 The Engineering Firm shall describe their specific project approach and key elements identified relative to the project description in 1.5 and the tasks shown in 1.8 of the RFQ.

- 3.2.4 Include an organizational chart showing participants and disciplines for specific portions of assigned work on this project, and lines of authority for all portions of the work.
- 3.2.5 The Engineering Firm shall provide a list of names, addresses and specialties of outside consultants/associates for this project and prior working relationship. List specific areas of responsibility (including administrative, technical and financial) for each firm.
- 3.2.6 Identify the level of participation of MWBE team members in percent of total work effort.

3.3 Resource Utilization Plan

- 3.3.1 Labor Resources: The Engineering Firm shall include a brief statement describing how staff will be provided, allocated and balanced during sickness, attrition and periods of increased workloads.
- 3.3.2 Equipment Resources: The Engineering Firm shall list all pieces of office and/or field equipment which is owned, or that it has direct access to, that is pertinent to this project.

Office Equipment:

Field Equipment:

3.4 Workload Status

- 3.4.1 Based on the Engineering Firm's current workload and staffing, indicate the current percentage of capacity at which the Engineering Firm is operating. Indicate the current backlog (if any) of the assignments in months.
- 3.4.2 Based on current assignments, backlogged assignments and known future assignments not currently in-house, indicate the percentage of capacity that the Engineering Firm will be operating during the time period indicated in the RFQ and the ability to meet the time constraints for completion of the project tasks while completing other prior committed workloads which involve members of the team identified for assignment to this project.
- 3.4.3 Identify the percentage of time key personnel will devote to this project.
- 3.4.4 Identify tasks to be completed locally, by an identified associated office or by an identified subcontractor.

3.5 Experience

The Engineering Firm shall list examples of the Firm's project management, design and construction management experience. List the most recent 5 years experience (maximum of 10 assignments) Experience must include: Name, Location, contact Person and telephone Number, Date of Engagement for Assignment.

3.6 References

The City will contact references. In addition to the contact person(s) listed, the City may discuss the Engineering Firm's work performance with any current or former employee of the reference firm. References must include: Project Name & Location, Engineering Firm's role and responsibility, specific client contacts, list name(s) and phone number(s) of the City(s) representatives, name and phone number of Project Engineer, list name(s) and phone number(s) of Governmental Agency contact and brief description of the projects and Firm's duties.

3.7 Claims/Performance/Insurance/Bonding

- 3.7.1 If the Engineering Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.
- 3.7.2 If the Engineering Firm has ever been terminated from an assignment for non-performance, please briefly explain.
- 3.7.3 Name of Engineering Firm's General Liability, Workers Compensation and Professional Liability insurance carrier and agent's address and telephone number.

3.8 Joint Ventures/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or of 25% or more of the assignment based on either cost or time is to be subcontracted, provide the company's name of the joint venture partner and/or subcontractor and the proposed work for which it is responsible. Joint venture partners and subcontractors responsible for 25% of the work as indicated above must provide a separate SOQ Package.

3.9 Submittal Shall Be Signed In Accordance With The Following Format:

Submitted By: (must be principal of the Firm)

Signature

Name (typed)

Date

Title

CONFLICT OF INTEREST STATEMENT

I certify that the following statement is true with respect to the Request of Qualification for Engineering Designing, Planning, Constructing, Planning, Acquiring, Extending, Upgrading, Renovating, Rehabilitating, Replacing, and Improving Services for the Wastewater System Improvement Projects for the City of Dripping Springs, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment;
2. No employee, officer, or agent of the City of Dripping Springs, Texas, or their immediate family members, has financial or other interest in this firm;
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment for the construction of this project;
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.

Signed by Principal of Firm

Name Typed

Title

**ADDENDUM NO. 1 TO REQUEST FOR QUALIFICATIONS
CITY OF DRIPPING SPRINGS, TEXAS**

**#2025-20
ENGINEERING SERVICES
Wastewater System Improvement Projects**

Date: December 19, 2025

This Addendum is issued to clarify the Request for Qualifications (RFQ) for Engineering Services for Wastewater System Improvement Projects, originally issued by the City of Dripping Springs, Texas and to respond to questions received pursuant to the RFQ.

The following questions were received regarding the RFQ:

Question 1: Section 2.2.4 states: “The Qualification statement must not exceed 20 pages of 8½” by 11” paper”. Does this include or exclude Covers, Table of Contents, Transmittal Letter, and required forms (Conflict of Interest Statement)?

Response 1: The submission limit of 20 pages pertains to substantive content only. In other words, reference aids like tables of contents do not count toward the page limit but likewise no content beyond the 20 pages of substantive material will be considered as part of the evaluation.

Question 2: Since we have been asked to submit our information in the format starting on page 10, do you want tabs/dividers included?

Response 2: Tabs and dividers are optional. Please see response to Question 1.

Question 3: The RFQ Scope of Services mentions geotechnical investigations, design surveys, and right-of-way (ROW)/easement acquisition assistance. Is it the City’s intent to hire Geotech, Survey, Environmental, and ROW Easement Acquisition firms directly, or will these be advertised later?

Response 3: The City will determine whether to procure these services directly or separately depending on the responses to qualifications received. It is not mandatory for a proponent to provide these services in-house.

Question 4: Regarding the geotechnical services mentioned in the RFQ, are you looking for that service to be included as part of the final submittal or do you want separate responses for just geotechnical services?

Response 4: Please see Response 3 above.

Question 5: Do you have a list of the firms who have previously submitted on this RFQ in the past to illustrate the City's standard procedures?

Response 5: Please see below a list of firms who have previously submitted on a related RFQ conducted in 2019. Respondents should note that the scope for the previous Fiscal Year 2019 (F19) RFQ for Easement Acquisition Services, Appraiser for Easements; Reviewer Appraiser services for projects involving Wastewater System Improvements differs from the scope of the current project:

The AL Law Group
 Bojorquez Law Firm, PC
 Carollo Engineers, Inc.
 Chaparral Professional Land Surveying, Inc.
 Chapman Law Firm
 CMA Engineering, Inc.
 HDR Engineering, Inc.
 Horizon Environmental Services, Inc.
 McCall Parkhurst & Horton
 SAM, LLC
 Samco Capital Markets
 Spitzer & Associates
 Terracon Consultants, Inc.

Question 6: Will Q&A be posted to the City's website, and how often? Is there a deadline for questions?

Response 6: Please refer to Section 2.5 (Inquiries) of the RFQ. Written requests for clarifications were to be received no later than 2:00 p.m. on December 15, 2025. Responses are posted on the City's Public Notices website page.

Question 7: Section 3.5 requires respondents to "List the most recent 5 years experience". Does this refer to projects that are design complete or construction complete?

Response 7: The distinction is disregarded; respondents may list relevant experience from the last 5 years regardless of whether it is design complete or construction complete.

Question 8: The RFQ requests "One (1) original, five (5) copies". What is the difference between the original and the copies?

Response 8: If there are no unique documents (such as documents requiring a specific wet signature vs. a copy), submitting all identical copies is acceptable.

All other terms and conditions of the RFQ remain unchanged.

END OF ADDENDUM



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

Submitted By: Aniz Alani, City Attorney

Council Meeting Date: February 3, 2026

Agenda Item Wording: Discussion and possible action on a Resolution of the City of Dripping Springs amending the City's Purchasing Policy to clarify and expand requirements for soliciting competitive bids and proposals.

Agenda Item Sponsor: Mayor Bill Foulds, Jr.

Summary/Background: The City of Dripping Springs maintains a Purchasing Policy to ensure all officials and employees adhere to fiscal procedures that protect the public trust. This item presents an update to the Purchasing Policy, specifically focusing on the clarification of Competitive Procurement procedures to ensure consistency and transparency in the solicitation process.

Key Updates and Provisions:

The updated policy updates the “Procurement” section to establish clearer protocols for Formal Solicitation Procedures.

Specifically, before a formal solicitation process is published:

1. The City Attorney reviews the purchasing requirements and advises on the recommended method of procurement (e.g., tender/bid, request for expressions of interest (RFEI), request for proposals, (RFP), request for qualifications (RFQ), etc.)
2. A solicitation package will be prepared or reviewed by the City Attorney for consistency with this Policy.
3. The solicitation package must be approved by the City Administrator before it can be published. At the City Administrator’s discretion, the proposed procurement strategy and solicitation documents may be submitted to City Council for approval before publication.

The proposed update also elaborates on requirements for publication, issuance of clarifications and addenda, the evaluation process, and storage of response records.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Approve updated policy.

Attachments:

Draft resolution.
Draft policy.

CITY OF DRIPPING SPRINGS

RESOLUTION No. 2026-R##

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS, APPROVING THE UPDATED PURCHASING POLICY THAT PROVIDES GUIDELINES AND PROCEDURES FOR THE CITY'S PROCUREMENT ACTIVITIES AND PROVIDES FOR STAFF APPROVAL OF CERTAIN PURCHASES.

WHEREAS, the City Council of the City of Dripping Springs ("City Council") has determined that authorizing certain city staff and committees to approve purchases that meet certain requirements is desirable in that it will improve the efficiency of city purchasing; and

WHEREAS, the City Council finds it to be in the public interest, and necessary for the efficient and effective administration of City business to put in place standard rules to govern certain procurement transactions; and

WHEREAS the City Council finds the updated purchasing policy enacted by this Resolution to be reasonable and prudent;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS:

1. **Finding of Fact:** The above and foregoing recitals are hereby found to be true and correct and are incorporated as finding of fact.
2. **Adoption:** The City Council hereby adopts the updated Purchasing Policy as set out in Attachment "A".
3. **Implementation:** The City Council hereby authorizes the Mayor, City Administrator, Deputy City Administrators, and City Attorney to implement the Purchasing Policy.
4. **Effective Date:** The resolution shall be effective from and after its approval and passage.
5. **Meeting:** The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

PASSED AND APPROVED this, the ____ day of _____ 202____, by a vote of ____ (ayes) to ____ (nays) to ____ (abstentions) of the City Council of Dripping Springs, Texas:

CITY OF DRIPPING SPRINGS:

Bill Foulds, Jr., Mayor

ATTEST:

Diana Boone, City Secretary



DRIPPING SPRINGS
Texas

City of Dripping Springs

Purchasing Policy

Approved: October 21, 2025

[Proposed Update: February 3, 2026](#)

City of Dripping Springs

PURCHASING POLICY

I. PURPOSE

This policy establishes guidelines and procedures for procurement for the City of Dripping Springs, Texas (“City”). In accordance with the public trust placed upon the City, it is essential that all City officials and employees adhere to the procedures set forth by this policy. The City Administrator may establish policies and procedures and is authorized to maintain and enforce all purchasing policies to ensure they comply with all applicable laws, regulations, and ordinances that protect the Dripping Springs citizens. The City Council shall, from time to time, evaluate the effectiveness of such policies.

II. DEFINITIONS

Budgeted Expense: An expenditure for which sufficient appropriations exist in a specific budget line, project, or contract authority.

City Administrator: City Administrator or Deputy City Administrator.

Department Head: the Deputy Public Works Director, Public Works Director, Parks and Community Services Director, Planning Director, City Attorney, City Secretary, Building Official, People & Communications Director, Information Technology Director, Emergency Management Coordinator, Visitors Bureau Manager, Farmers Market Manager, and the Dripping Springs Ranch Park Manager.

HUB: Historically Underutilized Business, (1) Vendor must be (a) at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service-Disabled Veteran, (b) an entity with its principal place of business in Texas, and (c) has an owner residing in Texas with a proportionate interest that actively participates in the control, operations, and management of the entity's affairs.

Mayor: Mayor of the City of Dripping Springs or Mayor Pro Tem if Mayor is unavailable or delegates authority to Mayor Pro Tem.

Over-budgeted Expense: An expenditure in a budgeted project, contract, or line item that exceeds the available amount but can be covered by related appropriations (e.g., contingency or a related line item) without increasing the total adopted budget.

Oversight Council Member: A council member designated by the Mayor for a project or department to provide additional elected oversight under this policy. Oversight Council Member will work with City Staff on construction contract management and assist with any change orders pursuant to this policy. On Site Management will be handled by appointed City Staff, City Engineer, or consultants.

Purchase Order: the document created and approved by City Administration for use as a

purchase order as listed below.

Sole Source: items that are available from only one source, including:

- (1) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
- (2) films, manuscripts, or books;
- (3) gas, water, and other utility services;
- (4) captive replacement parts or components for equipment;
- (5) books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
- (6) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.

Unbudgeted Expense: An expenditure not contemplated in the adopted budget (line, project, position, or contract) and therefore requiring a budget amendment.

III. PROCEDURE

A. Roles and Responsibilities

- (1) **Finance Director:** First routing point for all expenses to clarify them, confirm funding source(s), ensure required documentation, and determine whether a budget amendment is required.
- (2) **City Administrator:** Manages day-to-day purchasing and approves within delegated limits; ensures staff compliance and recordkeeping.
- (3) **Mayor:** Approves within caps as set in this policy; designates Oversight Council Members; sponsors items to the Council when required.
- (4) **Oversight Council Member:** Reviews designated items, confers with staff and Mayor, and, when required, sponsors items to the City Council.
- (5) **City Council:** Adopts budgets/amendments; approves contracts/purchases at or above Council thresholds; receives periodic summaries of administrative and mayoral approvals under this policy.

B. Approval Procedures by Situation

- (1) **Budgeted Expenses**
- (i) **Budgeted Local Purchases under \$2,000.00:**
- (a) Can be made without written agreement.
 - (b) No quotes are required, but best value should be sought.
 - (c) Department Head may authorize expense, without further approval of the City Administrator.
- (ii) **Budgeted Expenses less than \$10,000:**
- (a) No quotes are required, but best value should be sought.
 - (b) Expenses between \$3,000.00 and \$50,000.00 are subject to HUB requirements as set out in Article VIII below.
 - (c) Written agreements should be obtained but are not required.
 - (d) Department-approved designees may authorize, without further approval of the City Administrator.
- (iii) **Budgeted Expenses greater than \$10,000 and less than \$25,000:**
- (a) The applicable City staff, department, or other authorized purchaser shall attempt to obtain a minimum of three (3) proposals for all contract work.
 - (b) Expenses between \$3,000.00 and \$50,000.00 are subject to HUB requirements as set out in Article VIII below.
 - (c) Written Agreements are required.
 - (d) Purchases must be approved by the City Administrator or Deputy City Administrator but may be placed on a City Council agenda for Council approval.
- (iv) **Budgeted Expenses greater than \$25,000 and less than \$50,000:**
- (a) The applicable City staff, department, or other authorized purchaser shall obtain a minimum of three (3) proposals for all contract work.

- (b) Expenses between \$3,000.00 and \$50,000.00 are subject to HUB requirements as set out in Article VIII below.
- (c) Written Agreements are required.
- (d) The City Administrator may approve administratively or may place such purchases on a City Council agenda for Council approval.
- ~~(e)~~ Any budgeted expense related to a construction project shall have an Oversight Council Member appointed by the Mayor at the time of execution of agreement.

(e)

(v) **Budgeted Expenses over \$50,000 and less than \$100,000:**

- (a) The applicable City staff, department, or other authorized purchaser shall obtain a minimum of three (3) proposals for all contract work.
- (b) Written Agreements are required.
- (c) Purchases must be placed on the City Council agenda for Council approval.
- (d) Any budgeted expense related to a construction project shall have an Oversight Council Member appointed by the Mayor at the time the agreement goes to City Council.

(vi) **Budgeted Expenses over \$100,000:**

- (a) Purchases must be accomplished through a formal solicitation process unless there is a statutory basis confirmed by the City Attorney's office for a different form of vendor selection.
- (b) Approval for such a purchase shall be requested for the one response received that provides the best value for the City and meets any pre-determined criteria. The intent is to purchase equipment, materials, supplies and services at the lowest total cost to the City from the best responsible sources.
- (c) Considerations for "best value" include: the lowest and most responsible source-price, quoted delivery, vendor reliability and other factors and criteria explicitly outlined during the formal solicitation process.

- (d) Written Agreements are required.
 - (e) Purchases must be placed on the City Council agenda for Council approval.
 - (f) Any budgeted expense related to a construction project shall have an Oversight Council Member appointed by the Mayor at the time the agreement goes to City Council.
- (2) Unbudgeted Expenses (not in the adopted budget)
- (a) Require a budget amendment and City Council approval.
 - (b) Mayor and an Oversight Council Member work with staff to prepare and sponsor the item to Council.
- (3) **Over-Budgeted Expenses-Line Items and Contracts Other Than Construction Contracts (budget exists, but the requested amount exceeds a line or contract component)**
- (i) **Small variances (up to \$25,000 other than for construction contracts):** City Administrator may approve after Finance review and documentation.
 - (ii) **Moderate variances (between \$25,000 and \$50,000 other than for construction contracts):** Mayor may approve after Finance review and consultation with the City Administrator and Department Head.
 - (iii) **Over \$50,000 (other than construction contracts):** City Council approval required (sponsored by Mayor or other Council Member). Mayor or other Council Member, City Administrator, and Department Head take to Council.
- (4) **Over Budgeted Expenses-Construction Contracts (budget exists, but the requested amount exceeds a contract component)**
- (i) Small variances (up to \$25,000): City Administrator may approve after Finance review and documentation. If an Oversight Council Member has been appointed, the Oversight Council Member will be consulted as time allows. If a time sensitive change order is needed, then the Oversight Council Member will be promptly informed.

- (ii) Moderate variances (between \$25,000 and \$50,000): City Administrator will work with the Mayor and Oversight Council Member to determine approval of the change order. If the Oversight Council Member is not available, then the Mayor may approve in consultation with the City Administrator and appropriate staff.
- (iii) Over \$50,000: City Council approval required (sponsored by Mayor or Oversight Council Member). Mayor or Oversight Council Member, City Administrator, and Department Head take to Council.

(5) **Unbudgeted Expenses**

Unbudgeted purchases for line items or contracts which were not in the approved budget in any amount, must be submitted to the Mayor and reviewed by an Oversight Council Member designated by the Mayor, if any. That Oversight Council Member and/or Mayor shall be responsible for bringing the item as a budget amendment to the full Council. If an Oversight Council Member is not available, then the Mayor may bring the budget amendment to City Council.

Note: Finance confirms the existence and eligibility of contingency or related appropriations for over-budgeted items before any approval.

C. Purchasing Process Requirements

- (1) All expenditures must be in accordance with the annual budget approved by the City Council. Unbudgeted purchases must be approved in advance by the City Council. For budgeted purchases, the City Council delegates to the City Administrator the authority to approve and execute budgeted contracts and purchases under \$50,000.00.
- (2) All departments must route any expenses through the Finance Director for processing, classification, and compliance review to determine whether the item can be covered by current budgeted appropriations or must be sent as a proposed budget amendment to the City Council. No purchases shall be made without this step.
- (3) The City will not be legally bound by verbal agreements for materials, parts, equipment, supplies, or services. All purchases, unless otherwise excepted in this Policy, must be made by written agreement or purchase order signed by the City Administrator, Deputy City Administrator, a Department Head, Mayor, or Mayor Pro Tem.

- (4) The Dripping Springs Ranch Park Board may approve expenditures in accordance with the approved budget and shall submit such expenditures to the Dripping Springs Ranch Park Manager or the Parks & Community Services Director, as appropriate, for completion of a purchase order or agreement as required by the City of Dripping Springs Purchasing Policy.
- (5) No matter the expenditure amount, multi-year purchasing commitments require written City Administrator approval.

IV. PROCUREMENT

FORMAL SOLICITATION PROCEDURE: To initiate a ~~bid~~competitive procurement process, contact the Finance Department or City Attorney's office, one or both of which ~~– The Finance Department~~ will ~~arrange a time to~~ collaborate and develop a detailed specification or statement of work with the requesting department to assure the exact requirements are being communicated to the responding vendors.

A. Request for Proposals, Bidding, and Request for Qualifications

- ~~(1)~~ Specification and Announcement Procedures—**Determination of Solicitation Type.** Prior to the publication of any competitive procurement solicitation, the City Attorney shall review the Requesting Department's purchasing requirements and advise on the recommended method of procurement solicitation (e.g., tender/bid, request for expressions of interest (RFEI), request for proposals, (RFP), request for qualifications (RFQ), etc.).
- ~~(2)~~ **Preparation of Solicitation Package:** Once the form of solicitation has been determined, the City Attorney shall review or prepare a solicitation package consistent with this Policy.
- ~~(3)~~ ~~The Finance Department will issue the correct type of solicitation (Invitation for Bid-IFB, Request for Proposal-RFP, or Request for Qualifications-RFQ)~~
- ~~(4)~~ **Approval before Publication.** All solicitation documents must be approved in writing by the City Administrator or their designate before being published. The City Administrator may, at their discretion, present the proposed procurement strategy and solicitation documents to the City Council for approval prior to publication.
- ~~(1)(5)~~ **Publication.** Once approved, the solicitation must be published on the City website, in the official newspaper, and in any competitive procurement directories determined by the City Administrator. ~~place an advertisement in the official newspaper and any other media appropriate for the type of solicitation.~~
The requesting department will coordinate with the Finance Department to send the package to the vendors on available distribution lists and vendors recommended by the requesting department. –

(2)(6) Restricted Communications - While the solicitation is in ~~the~~a vendor's hands, there is no communication between any responding vendor and any City staff or City Council Member, except as listed in the solicitation. ~~The person listed in the solicitation will be the primary contact for all solicitations. Any contact concerning the solicitation with staff or city council may be grounds for disqualification of a vendor's response. Communication for business not concerning the solicitation is acceptable.~~

B. Publication of Responses to Requests for Clarification –

(1) Answers to questions received or changes to the specification will be addressed in an addendum posted to the city's website, and, to the extent reasonably possible, in each competitive procurement directory in which the initial solicitation was published. ~~Notice of the addendum shall be provided by e-mail to each vendor known to be intending to respond to the solicitation or by whom a request to be notified of solicitation addenda has been made.~~

C. Bid Opening, Evaluation and Award – ~~The Finance Department~~Requesting Department, in ~~coordination~~consultation with the City Attorney and Finance Department~~requesting department~~, will execute the bid opening. ~~A tabulation of the responses will be created, and the requesting department will meet with the Finance Department~~an evaluation committee selected by the Requesting Department in consultation with the City Administrator to jointly determine the response ~~containing that best satisfies the evaluation criteria described in the solicitation documents.~~best value for the City. An electronic copy of each response to the solicitation shall be saved in a location designated for this purpose and shall be accessible by each member of the evaluation committee.

D. Criteria for Award - ~~The contract, after review and approval by the City Attorney, if necessary,~~ must be awarded to the lowest responsible bidder or to the bidder who provides goods and services at the best value for the city unless the solicitation is cancelled by the City. If the solicitation instructions indicate an alternative process for awarding a contract (e.g., by inviting the most qualified respondent to submit a pricing proposal and negotiate contract terms), the contract must be awarded in accordance with the solicitation instructions unless the solicitation is cancelled. The terms and conditions of the solicitation must indicate the criteria and corresponding weight for each criterion that will be used in the evaluation.-

E. Approval of Negotiated Contract - After final negotiation, if necessary, has been completed, the purchase and contract must be approved by the City Council or person authorized by Council to finalize the contract. The Requesting Department shall prepare the Staff Report to present to the City Council.

F. Exceptions -An exception for procurement processes can be made by the City Administrator or Mayor, in consultation with the City Attorney's office, depending on whether the City Administrator has authority to approve the expenditure, on a case-by-case basis, dictated by Local Government Code Section 252.022, by allowing:

- (i) A minimum of **two** accepted bids rather than three, or
- (ii) Approval of a purchase where services or goods are only available from a single source.- "Sole Source Purchases" are defined in Local Government Code Section 252.022(a)(7).
- (iii) No bidding process for exempt purchases listed in Local Government Code Section 252.022.
- (iv) Non-compliance with this policy in the event of emergency with written City Administrator approval.

V. OTHER REQUIREMENTS

- (1) All written quotes should be attached to the purchase order or agreement. Emails or written quotes are acceptable.
- (2) A W-9 is required from all contractors and must be on file before payment can be processed for purchases over \$600.
- (3) All conflicts disclosures required by State law or City ordinance shall be on file before payment can be processed.
- (4) All purchases related to services of any amount, and all purchases of goods that require maintenance, training, or delivery, shall be finalized by written agreement as described above.
- (5) All written agreements shall be sent to the City Attorney for review and approval prior to submission to the appropriate city official for execution.
- (6) All executed agreements shall be sent to the City Secretary for proper filing and retention.

VI. CHANGE ORDERS

- (1) After the award of the contract, if circumstances change which will alter the scope of work, a change order may be issued to the contract that involves and increase or decrease to the scope of work or amount.
- (2) A change order is required if, after the contract has been executed, one or more of the following events occur:

- (i) Changes in plans or specifications are necessary;
 - (ii) It becomes necessary to increase or decrease the quantity of work, materials, equipment or supplies to be furnished.
- (3) Material changes (defined as substantial revisions) in the scope, quantities, or related work may not be made without review by the City Administrator and the Oversight Council Member or Mayor, where applicable.
 - (4) The City Administrator may approve written change orders to all contract change orders as listed above depending on whether the change order is overbudgeted or unbudgeted.
 - (5) Written change orders over \$50,000 must be approved by City Council. The change order must be sponsored by the Mayor or Oversight Council Member, where applicable. The Mayor or Oversight Council Member, City Administrator, and Department Head will take to Council.
 - (6) All submissions governed by this resolution must include a completed Contract Cover Page with documentation sufficient to verify the purpose, cost, and justification of the expenditure. This includes receipts, contracts, council action minutes, and GL coding.
 - (7) No purchase shall move forward until the Finance Director has received and verified all necessary documentation.
 - (8) The sum of all approved change orders per contract may not exceed 25% of the original total contract amount. Any change greater than 25% requires a new solicitation where the initial agreement was for \$100,000 or more or where the 25% increases a contract above \$100,000. *See* Local Government Code § 252.048(d).

VII. LOCAL PURCHASES

- (1) There shall be a preference in the City's procurement activities to *buy local*, to the extent reasonably possible and fiscally prudent, and within the confines of state law.
- (2) With the authorization of the City Administrator or Deputy City Administrator, authorized employees may make local purchases, not exceeding \$2,000.00 without the use of a purchase order or written agreement. For the purposes of this Policy, "local purchases" are those made in the city limits.
- (3) If on any contract, the City receives multiple identical bids, and one is a resident of the City and the other is not, the City will select the local bidder, pursuant to Local Government Code Section 271.901(b).

VIII. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROCEDURES

A. Requirements

- (1) State law requires a City to attempt to contact at least two (2) historically underutilized businesses if the City makes an expenditure between \$3,000.00 and \$50,000.00. The requirements are found in [Local Government Code Section 252.0215](#).
- (2) When making an expenditure of more than \$3,000.00 but less than \$50,000.00, the City must contact at least two (2) HUBs on a rotating basis, based on information provided by the comptroller. If the comptroller list fails to identify a HUB in Hays County, the City is exempt.
- (3) If the expenditure is for less than \$3,000.00 or for more than \$50,000.00, this special notification requirement does not apply.

B. Procedure

- (1) To determine what businesses within the county are classified as HUBs, departments can access the comptroller's website: <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>, select "HUBs Only" and enter the appropriate search criteria.
- (2) Documentation must be kept certifying that the requesting department either made contact with available Hays County HUB vendors, or that no applicable HUB vendors were identified in Hays County for the particular commodity being ordered.

IX. EQUIPMENT AND COMPUTER PURCHASES

- (1) Equipment procurement requires staff to seek a minimum of three quotes for all purchases over \$5,000.00 unless the item is a single source item as defined by Local Government Code Section 252.022(a)(7).
- (2) All requests for computer equipment, software, telecommunications, and/or related services or supplies must be submitted to the Information Technology (IT) Director for review or technical evaluation. The IT Director will determine compatibility, best source, or investigate alternatives and will recommend purchase to City Administrator for approval.

X. PURCHASE ORDERS

- (1) No Purchase orders will be processed without appropriate approvals. The Finance Department is responsible for verifying that all quotes accurately describe the materials, equipment, supplies or services to be purchased.

- (2) Purchase orders are numbered. The records should indicate the reason for any voided purchase order.
- (3) All invoices for contract work should be turned in with the purchase order for approval. Record purchase order numbers at the top of approved original invoices. After final approval of Administrator, Deputy City Administrator, Department Head, or City Council, the signed original with approved estimate and two copies should be distributed as follows:
 - (i) The Original copy and original invoice should be maintained until work is completed and then final invoice attached and turned into the Finance Department for payment.
 - (ii) The second copy of purchase order with attached copy of approved estimate is for the vendor.
 - (iii) The third copy is to be kept in the Department records, those being City Administration, Building, Planning, Public Works, Visitors Bureau, Dripping Springs Ranch Park, or Parks & Community Services.

XI. SALES TAXES

- (1) As a municipal corporation, the City is exempt from paying sales taxes. Those persons making purchases on behalf of the City are obligated to make stores and vendors aware of this exemption.
- (2) **Means of Purchase:** To the extent possible, purchases shall be made utilizing the following hierarchy, with the preferred means listed first below:
 - (i) Direct bill to the City.
 - (ii) City-issued credit card.
 - (iii) Check drawn on City's bank account.
 - (iv) Petty Cash.

XII. GUIDANCE DOCUMENT

- (1) This Policy shall be utilized as a guidance document, only. Failure to comply with the mandates of this Policy shall not be considered illegal, per se, or the violation of law. However, the City Council reserves the right to consider disregard of this Policy grounds for disciplinary action in employment situations.

- (2) This policy cannot address every situation. When an unusual situation occurs or a difficult legal problem arises, the Mayor or City Administrator may approve exceptions to this policy based on whose authority could approve the purchase, when in the best interests of the City, so long as the proposed exceptions are consistent with the local, state and federal law.

XIII. STATE LAW

Nothing in this Policy shall be construed as waiving or altering the mandates of state law.



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

Submitted By: Diana Boone, City Secretary

Council Meeting Date: February 3, 2026

Agenda Item Wording: **Public Hearing and consideration of approval of an Ordinance Ordering the City of Dripping Springs 2026 Municipal General Election.**

Agenda Item Requestor: Diana Boone, City Secretary

Summary/Background:

The City must annually order the General Election held the first Saturday in May. The Texas Election Code requires the governing body to order the election for its officers and post notice of the order no later than February 13, 2026. The two year term for the following Council Seats are expiring on May 2, 2026:

- Mayor**
- Council Member Place 2**
- Council Member Place 4**

Applications for a Place on the Ballot can be submitted to the City Secretary’s Office in person, at 511 Mercer Street, sent by mail to P.O Box 384, or by email: dboone@cityofdrippingsprings.com

Board Recommendations:

Recommended Council Actions: Staff recommends approval.

- Attachments:**
1. Ordinance
 2. Ordering of Election Form (Blank)

CITY OF DRIPPING SPRINGS

ORDINANCE No. 2026-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 2, 2026, FOR THE PURPOSE OF ELECTING A COUNCIL MEMBER PLACE 2, COUNCIL MEMBER PLACE 4, AND MAYOR; MAKING PROVISIONS FOR CONDUCTING THE ELECTION; AND, RESOLVING OTHER MATTERS INCIDENT AND RELATING TO THE HOLDING OF SUCH ELECTION.

WHEREAS, the regular municipal election day for the City of Dripping Springs, Texas (“City”), is the uniform election day occurring the first Saturday on May 2, 2026; and

WHEREAS, the terms for Council Member Place 2, Council Member Place 4, and Mayor, are scheduled to expire at the next uniform election date of May 2, 2026; and

WHEREAS, Section 3.004 of the Texas Election Code requires the governing body of a city to order an election for its officers and post notice or Order of Election (*Attachment “A”*).

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS, THAT:

1. GENERAL MUNICIPAL ELECTION

- A.** A General Municipal Election (the “Election”) is hereby ordered to elect municipal officers for Council Member Place 2, Council Member Place 4, and Mayor, and shall be held on the next uniform election day of May 2, 2026.
- B.** Applications for Place on the Ballot shall be submitted to the City Secretary beginning January 14, 2026, through February 13, 2026, 8:00 a.m. – 5:00 p.m., excluding holiday closures and weekends. Application may be submitted in person at 511 Mercer Street., Dripping Springs, Texas, by email to dboone@cityofdrippingsprings.com, or by USPS Mail addressed to the attention of the City Secretary at P.O. Box 384, Dripping Springs, Texas 78620. Mailed applications must be received by 5:00 p.m., Friday, February 13, 2026.
- C.** The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary as provided for by the Election Code. Such drawing shall be held on February 20, 2026 at City of Dripping Springs City Hall located at 511 Mercer Street, Dripping Springs, Texas.

2. APPOINTMENTS

- A. The City Council hereby appoints Hays County Elections Administrator Jennifer Doinoff to serve as the Election Officer and Early Voting Clerk in order to perform and supervise the duties and responsibilities of the Election Officer and Early Voting Clerk, and as outlined in the Joint Election Agreement and Election Services Contract approved by the City Council on February 2, 2026.
- B. The City Council hereby delegates to the Elections Officer the authority to appoint election day presiding and alternate judges, central accumulation station judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of whom shall meet eligibility requirements of Election Code Chapter 32.
- C. The election judge shall make clerk appointments in consultation with the Election Officer, who will ensure election precincts subject to Election Code Section 272.002 and 272.009, have a bilingual clerk appointed.

3. BALLOTS BY MAIL

Applications for Ballot by Mail (“ABBM”) shall be mailed to Jennifer Doinoff, Hays County Elections Administrator, 120 South Stagecoach Trail, San Marcos, Texas 78666-5260, or may be submitted in person to Hays County Elections, 120 South Stagecoach Trail, San Marcos, Texas 78666-5268.

4. PRECINCTS & POLLING PLACES

- A. The corporate city limits of the City of Dripping Springs, Texas are hereby designated as the voting precinct for this Election.
- B. The City shall provide at least one polling place located in the corporate city limits.
- C. The City participates in Countywide polling, and registered voters of the City of Dripping Springs may vote at any polling location within Hays County.
- D. Polling places and hours of operation shall be determined by vote of the Hays County Commissioner’s Court. Election day polling places shall be open 7:00 a.m. – 7:00 p.m.
- E. The City shall post notice of Polling Places and hours of operation on the form prescribed by the Texas Secretary of State, and no later than April 11, 2026.

5. EARLY VOTING BY PERSONAL APPEARANCE

- A. The City shall provide Early Voting by Personal Appearance as required by Texas Election Code Chapter 85.
- B. Early Voting polling places and hours of operation shall be determined by vote of the Hays

County Commissioner’s Court.

C. The City shall post notice of Polling Places and hours of operation on the form prescribed by the Texas Secretary of State.

6. CANVASSING OF RETURNS

The Hays County Elections Administrator shall make a written return of the Election results to the City Council in accordance with the Texas Elections Code. The City Council shall canvass the returns and declare the results of the Election in accordance with the Texas Election Code.

7. NOTICE OF ELECTION

Notice of Election (*Attachment “A”*) and Order of Election (*Attachment “B”*) shall be published one time in both the English and Spanish languages, in a newspaper published within the Dripping Springs’ territory at least ten (10) days and no than thirty (30) days before the Election and as otherwise may be required by the Texas Election Code. Notice of the Election shall also be posted on the bulletin board used by the City Council to post notices of its City Council meetings no later than the twenty-first (21st) day before the Election.

8. INFORMATION IN SPANISH

Notices, instructions, ballots and other written material pertaining to the Election shall be translated into the Spanish language. This material shall be furnished to voters in both English and Spanish in order to enable voters to properly participate in the election process. In addition, the City shall provide the services of a translator speaking both English and Spanish languages to voters who notify the City of the need for such services.

9. AUTHORIZATION TO EXECUTE

The Mayor of the City of Dripping Springs is authorized to execute, and the City Secretary is authorized to attest this Ordinance on behalf of the City Council. The Mayor is further authorized to do all other things legal and necessary in connection with the ordering, holding and consummation of the Election.

10. EFFECTIVE DATE

This Ordinance is effective immediately upon its passage and approval.

11. PROPER NOTICE & MEETING

A quorum of the City Council was present at the meeting at which this Ordinance was adopted. The meeting was open to the public and public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

PASSED & APPROVED this, the ___ day of February 2026, by a vote of ___ (ayes) to ___

(nays) to __ (abstentions) of the City Council of Dripping Springs, Texas.

CITY OF DRIPPING SPRINGS:

Bill Foulds, Jr., Mayor

ATTEST:

Diana Boone, City Secretary

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Issued this _____ day of _____, 20____.
(day) (month) (year)

(Emitida este día _____ de _____, 20____.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Signature of Councilperson
(Firma del Concejal)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a

Item # 11.

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

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_____/_____/_____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Issued this _____ day of _____, 20____.
(day) (month) (year)

(Emitada este día _____ de _____, 20____.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Print

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