



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

Submitted By: Gray Lahrman, Utilities Director

Council Meeting Date: September 15, 2026

Agenda Item Wording: Discussion and possible action regarding approval of a Consulting Services Agreement with Burgess and Niple, Inc. for the Community Impact Fee Program and Capital Improvements Plan Update in an amount not to exceed \$98,900.00.

Agenda Item Sponsor: Mayor Bill Foulds, Jr.

Summary/Background: The City is proceeding with an update to its Community Impact Fee (CIF) Program and Capital Improvements Plan (CIP). Task Authorization No. 2 would authorize Burgess & Niple, Inc. to provide consulting services for the update under the Engineering Services Agreement effective August 18, 2026.

The authorized work includes assisting City staff with reconstitution of the Community Impact Fee Advisory Committee and project kickoff; assessing current development conditions; updating land-use assumptions, wastewater service-area mapping, and projected wastewater demand; developing an updated capital improvements plan; preparing impact-fee calculations; supporting Advisory Committee communications and meetings; supporting required notices and public hearings; and attending the City Council meetings identified for adoption of the land-use assumptions, CIP, and Community Impact Fee.

The CIP update will address wastewater and reclaimed-water facilities and related system improvements identified in the consultant's proposal, including treatment capacity, reclaimed-water facilities, interceptors, lift stations, force mains, and other capital projects. The consultant will use the updated CIP to prepare Community Impact Fee calculations, including applicable non-construction and financing costs associated with the identified TWDB CWSRF loan commitments.

The City retains authority over Advisory Committee appointments, policy choices, land-use assumptions, the CIP, impact-fee methodology and amounts, notices, hearing materials, ordinances, and City Council actions. Burgess & Niple's role is to provide the professional analysis, calculations, draft materials, and other support authorized by Task Authorization No. 2.

The Task Authorization has an aggregate not-to-exceed amount of **\$98,900.00** for all authorized services, including authorized reimbursable expenses. The consultant will perform the work on an hourly basis at the billing rates included in Exhibit A. Additional or out-of-scope services require a written amendment or additional task authorization approved by the City before the consultant performs that work or incurs associated costs.

The consultant's proposed schedule anticipates approximately ten months for the update and implementation process. The schedule includes development and Advisory Committee review of the land-use assumptions and CIP, public notice and hearing support, preparation and review of impact-fee calculations, adoption consideration, and implementation support.

**Commission
Recommendations:**

**Recommended
Council Actions:** Staff recommends approval of Task Authorization No. 2 with Burgess & Niple, Inc. for the Community Impact Fee Program and Capital Improvements Plan Update in an amount not to exceed \$98,900.00 and authorization for the City Administrator to execute the Task Authorization.

Attachments: Task Authorization No. 2 — Community Impact Fee Program and Capital Improvements Plan Update (Burgess & Niple, Inc.)