



TIRZ No. 1 & No. 2 Board of Directors Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, September 09, 2024, at 4:00 PM

AGENDA

CALL TO ORDER AND ROLL CALL

Board Members

Place 1 Dave Edwards, Chair

Place 3 Taline Manassian, Vice Chair

Place 2 Craig Starcher

Place 4 James Alexander

Place 5 Missy Atwood

Place 6 Susan Kimball

Place 7 Walt Smith

Advisory Member Bob Richardson

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer

Deputy City Administrator Shawn Cox

City Attorney Laura Mueller

City Secretary Diana Boone

TIRZ Project Manager Keenan Smith, AIA

TIRZ Administrator Jon Snyder

PRESENTATION OF CITIZENS

A member of the public that wishes to address the Board 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 Board 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 Board must present the documents to the City Secretary or City Attorney providing at least eight (8) copies; if eight (8) copies are not provided, the Board 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 Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

PRESENTATIONS

Presentations are for discussion only and no action shall be taken.

MINUTES

- 1. Approve minutes for the August 12, 2024 TIRZ No.1 & No.2 meeting.**

BUSINESS AGENDA

- 2. Discuss and consider action on a TIRZ funding policy and expenditures as it relates to financing of Priority Projects.** *Shawn Cox, Deputy City Administrator*
- 3. Update on Downtown Road, Sidewalk, and Drainage Master Plan.** *Chad Gilpin, City Engineer*
- 4. Update regarding TIRZ Priority Projects.** *Leslie Pollack, Transportation Engineer; Chad Gilpin, City Engineer*
 - Stephenson Building
 - Old Fitzhugh Road
 - Downtown Restrooms
 - Downtown Parking

CLOSED SESSION

The Board 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.

- 5. Consultation with Attorney and Deliberation Regarding Real Property related to TIRZ Priority Projects.** *Consultation with Attorney, 551.071; Deliberation Regarding Real Property, 551.072*

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board Meetings

October 7, 2024, at 4:00 p.m.

November 4, 2024, at 4:00 p.m.

December 9, 2024, at 4:00 p.m.

City Council Meetings September 17, 2024, at 6:00 p.m.
October 1, 2024, at 6:00 p.m.
October 15, 2024, 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 September 06, 2024 at 5:30 PM.

Diana Boone, City Secretary

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



TIRZ No. 1 & No. 2 Board of Directors Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, August 12, 2024, at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

Chair Starcher called the meeting to order at 4:00 p.m.

Board Members Present:

Place 2 Craig Starcher, Chair
 Place 3 Taline Manassian, Vice Chair
 Place 1 Dave Edwards
 Place 4 Miles Mathews
 Place 5 Missy Atwood (absent)
 Place 6 Susan Kimball
 Place 7 Walt Smith (arrived at 4:09)
 Advisory Member Bob Richardson

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer
 Deputy City Administrator Shawn Cox
 City Attorney Laura Mueller
 City Secretary Diana Boone
 TIRZ Project Manager Keenan Smith, AIA
 TIRZ Administrator Jon Snyder

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

1. **Approval of the TIRZ No. 1 & No. 2 Board regular meeting minutes for July 8, 2024.**

Board Member Edwards made a motion to approve the meeting minutes for July 8, 2024. The motion was seconded by Board Member Mathews.

The motion carried unanimously 5 to 0. Board Member Smith did not arrive in time to vote.

BUSINESS AGENDA

2. **Presentation, discussion, and consideration of acceptance of the Q4 TIRZ Administrator's Report.** *TIRZ Administrator P3 Works, Casey Sclar*

Board Member Kimball made a motion to accept the Q4 TIRZ Administrator's Report. The motion was seconded by Board Member Mathews.

The motion carried unanimously 5 to 0. Board Member Smith did not arrive in time to vote for agenda item 2.

3. **Discuss and consider possible action regarding the TIRZ No. 1 & No. 2 Board Fiscal Year 2025 Budget Recommendation.**

This item was postponed to the September 9, 2024 meeting.

4. **Update regarding TIRZ Priority Projects.** *TIRZ Project Manager, Keenan Smith*

No action was taken. Report is on file.

a. Stephenson Building

Keenan Smith updated the Board on construction costs for parking, drainage, lighting, and landscape/irrigation.

b. Old Fitzhugh Road

Keenan Smith informed the Board about design challenges.

c. Downtown Bathrooms

City Attorney Laura Mueller informed the Board that City Council approved this project on July 16, 2024.

d. Downtown Parking

4. **Presentation, discussion, and consideration of approval of a plan related to the spending of Tax Increment funds on planning, design, construction, and implementation of TIRZ Projects.** *Shawn Cox, Deputy City Administrator*

This item was postponed to the September 9, 2024 meeting.

CLOSED SESSION

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- 6. Consultation with Attorney and Deliberation Regarding Real Property related to TIRZ Priority Projects.** *Consultation with Attorney, 551.071; Deliberation Regarding Real Property, 551.072*

No Closed Session was held.

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board Meetings

September 9, 2024, at 4:00 p.m.

October 7, 2024, at 4:00 p.m.

November 7, 2024, at 4:00 p.m.

City Council Meetings

August 20, 2024, at 6:00 p.m.

September 3, 2024, at 6:00 p.m.

September 17, 2024, at 6:00 p.m.

ADJOURN

A motion to adjourn the meeting was made by Board Member Edwards and seconded by Board Member Kimball.

The meeting was adjourned at 5:33 p.m.



City of Dripping Springs Tax Increment Fund Balance Policy

Purpose

The purpose of this policy is to establish a key element of the financial stability of the TIRZ by setting guidelines for fund balance.

Definitions

Fund balance: A measurement of available financial resources for a fund and is the difference between total assets and total liabilities in each fund.

Beginning fund balance: A measurement of available financial resources at the beginning of each fiscal year and which is not committed to a restricted, committed, or assigned fund balance.

Restricted fund balance: Amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).

Committed fund balance: Amounts that can be used only for the specific purposes determined by a formal action of the TIRZ Board and the City Council. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the council's commitment in connection with future construction projects).

Assigned fund balance: Amounts intended to be used by the government for specific purposes. Intent can be expressed by the TIRZ Board and City Council or by a designee to whom the City delegates the authority. (In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed but by definition, being accounted for in a separate fund, are intended to be used for the purpose of that fund).

Unassigned fund balance: Includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

Policy

Minimum Assigned Fund Balance

It is the goal of the TIRZ Board to achieve and maintain an assigned fund balance equivalent to the annual principal and interest payment for any debt incurred and funded through TIRZ funds. If the assigned fund balance falls below its goal, the TIRZ Board shall develop a corrective action plan within the same fiscal year and take actionable steps.

Minimum Assigned Fund Balance Timing

The goal of maintaining a minimum assigned fund balance shall be accomplished over a period of three fiscal years or less. Upon adoption of this policy and the incurring of any debt, whichever comes later, at least fifty percent (50%) of the minimum assigned fund balance shall



be deposited in the assigned fund balance. The remaining assigned fund balance deficit shall be deposited by the end of the third fiscal year. Thereafter, the minimum assigned fund shall meet this policy.

Committed Fund Balance

Remaining funds shall be committed to TIRZ Priority Projects for either Construction & Debt costs or Engineering & Planning costs.

Unassigned Fund Balance

Funds remaining after the Minimum Assigned Fund Balance and Committed Fund Balances are established may be utilized for any purpose recommended by the TIRZ Board. These remaining funds may also be utilized as the Beginning Fund Balance for the next fiscal year.

STEPHENSON HIGH SCHOOL

Dripping Springs, Texas



City of Dripping Springs VE Budget Summary

September 3, 2024

*Rehabilitation of the Historic Stephenson
High School Building and Addition*

Estimated 100% Construction Documents Construction Cost



| | |
|---|---------------------------|
| Direct Construction Costs | |
| Existing Building Renovation | \$1,569,686 |
| Addition | \$991,843 |
| Site | \$404,559 |
| Total Direct Construction Cost: | \$2,966,088 |
| General Conditions | \$489,405 |
| Contingencies (Escalation to Jan. 2025) | \$474,574 |
| Total | \$3,930,067 |
| Value Engineering Goal 5-10% | \$148k - \$296 |

Value Engineering Available Elements

| VERMEULENS | | | | | | |
|--|--------------|--------------------------------------|--|--------------|-------------------|--------------|
| CATEGORY | SECTION | ORIGINAL ITEM | PROPOSED CHANGE | COST SAVINGS | | |
| G CREEK REDUCTIONS | | STOREFRONT | REDUCE SF COST | \$ | 6,000.00 | |
| | A33 | HOLLOW MTL. DOOR | COST REDUCTION | \$ | 2,900.00 | |
| | A34 | ROOFING | COST REDUCTION | \$ | 36,000.00 | |
| | B12 | SITL RAIL DOORS | COST REDUCTION | \$ | 13,000.00 | |
| | | BIM COORDINATION | REMOVE BIM COORDINATION | \$ | 16,000.00 | |
| | C11 | PLUMBING | COST REDUCTION | \$ | 30,000.00 | |
| TILE FINISH | B23, B21 | TILE WAINSCOT AT ALL RR WALLS | WAINSCOT ONLY AT WET WALLS | \$ | 11,948.42 | |
| COUNTER TOP MATERIAL | B31 | STAINLESS STEEL COUNTERS AT CATERING | PROVIDE SOLID SURFACE IN LIEU | \$ | 3,150.00 | |
| | B31 | COUNTER VANITY | REDUNDANT LINE ITEM | \$ | 3,750.00 | |
| CEILING FINISH | B22 | SUSPENDED GYP CEILINGS | PROVIDE SUS. ACOUSTIC TILE AT OFFICES | \$ | 1,193.75 | |
| FLOOR FINISH | B21 | POLISHED CONCRETE | PROVIDE CARPET TILE AT OFFICES | \$ | 5,000.00 | |
| SITE | D11 | CONCRETE AREAWAYS | REUSE EXIST. MTL. AREAWAYS | \$ | 4,716.00 | |
| MEP | C22 | LIGHTING | ASSUMED 10% SAVINGS | \$ | 12,688.80 | |
| | C11 | WATER HEATER | COST CHECK | \$ | 5,004.00 | |
| DESIGN CHANGE | A32 | FULL LIMESTONE FAÇADE | LIMESTONE WAINSCOT WITH CORRUGATED METAL | \$ | 53,659.60 | |
| DESIGN CHANGE | A11, A35, D1 | EAST PORCH | REMOVE EAST PORCH, INSET VESTIBULE ENTRY | \$ | 15,000.00 | |
| | | | | | | % ACHIEVED |
| TOTAL SAVINGS | | | | \$ | 220,010.57 | 7.42% |
| | B32 | AV EQUIPMENT ALLOWANCE | OFOI | \$ | 50,000.00 | |
| | B32 | STAGE LIGHT BAR ALLOWANCE | OFOI | \$ | 10,000.00 | |
| OWNER FURNISHED OWNER INSTALL COST (OFOI) | | | | \$ | 60,000.00 | 2.02% |

Value Engineering Available Elements

Potential VE Savings

Owner Furnished Owner Installed (OFOI)

| | |
|----------------------------------|-----------|
| Contractor Cost Adjustments | \$103,900 |
| Product Adjustments | \$47,451 |
| Design Changes | \$68,659 |
| Requires Additional Design Costs | |

| | |
|---------------------------|----------|
| AV Equipment Allowance | \$50,000 |
| Stage Light Bar Allowance | \$10,000 |

Total Direct Savings: \$220,010

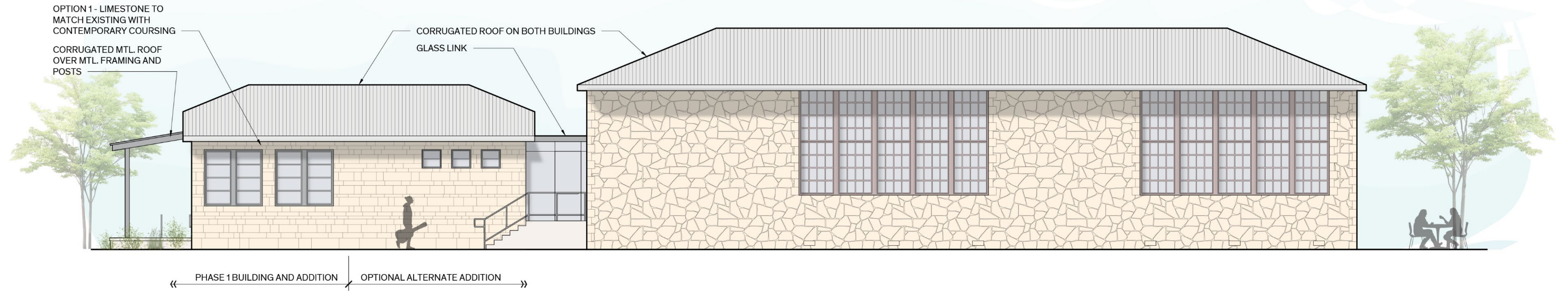
Total OFOI Cost: \$60,000

Available Estimate Cost Savings: 7.42%

Available OFOI: 2.02%

STEPHENSON SCHOOL BUILDING
CONCEPTUAL SCHEME - OPTION 1

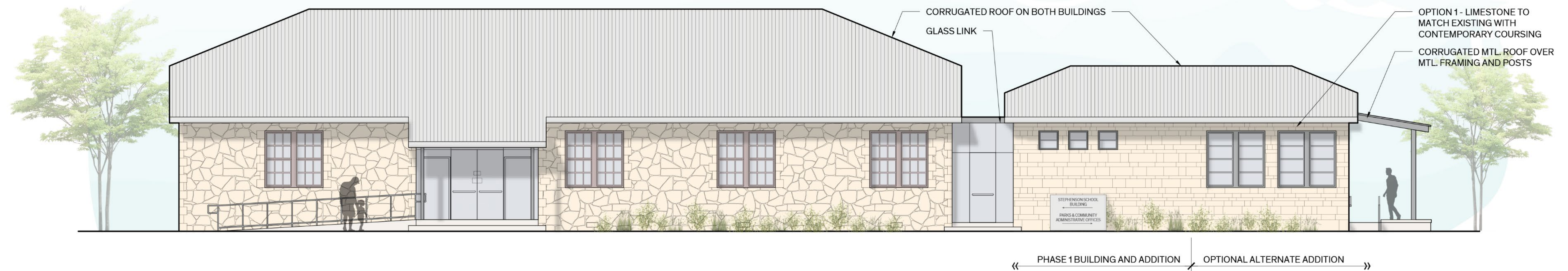
HPC Approved Elevations



West Elevation

Scale: 3/32" = 1'

3/15/2023



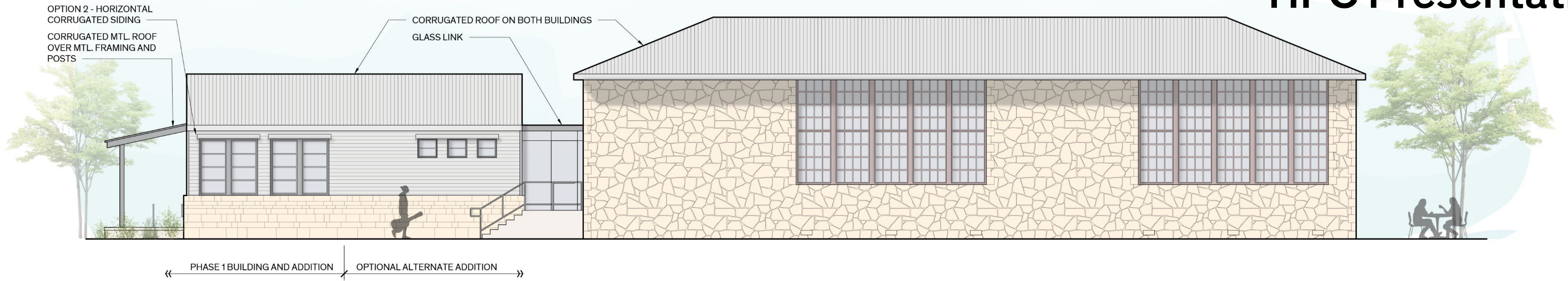
East Elevation

Scale: 3/32" = 1'

3/15/2023

STEPHENSON SCHOOL BUILDING
CONCEPTUAL SCHEME - OPTION 2

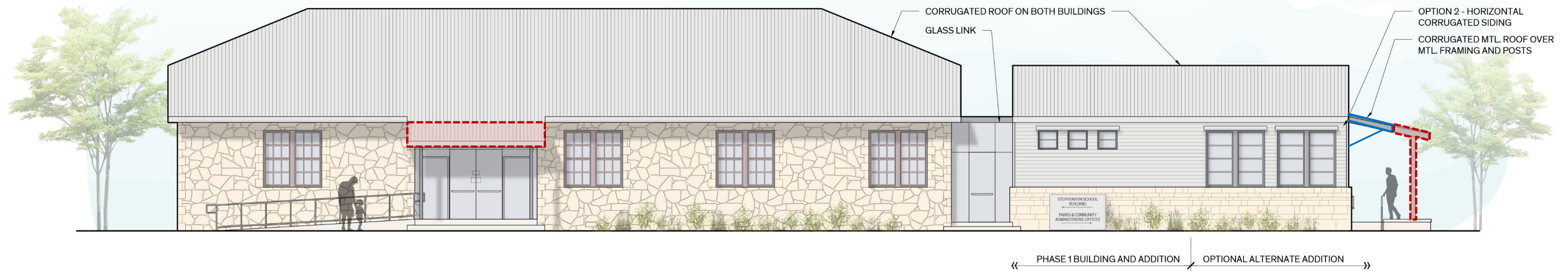
Limestone Wainscot with Corrugated Metal HPC Presentation



VE - West Elevation

Scale: 3/32" = 1'

3/15/2023

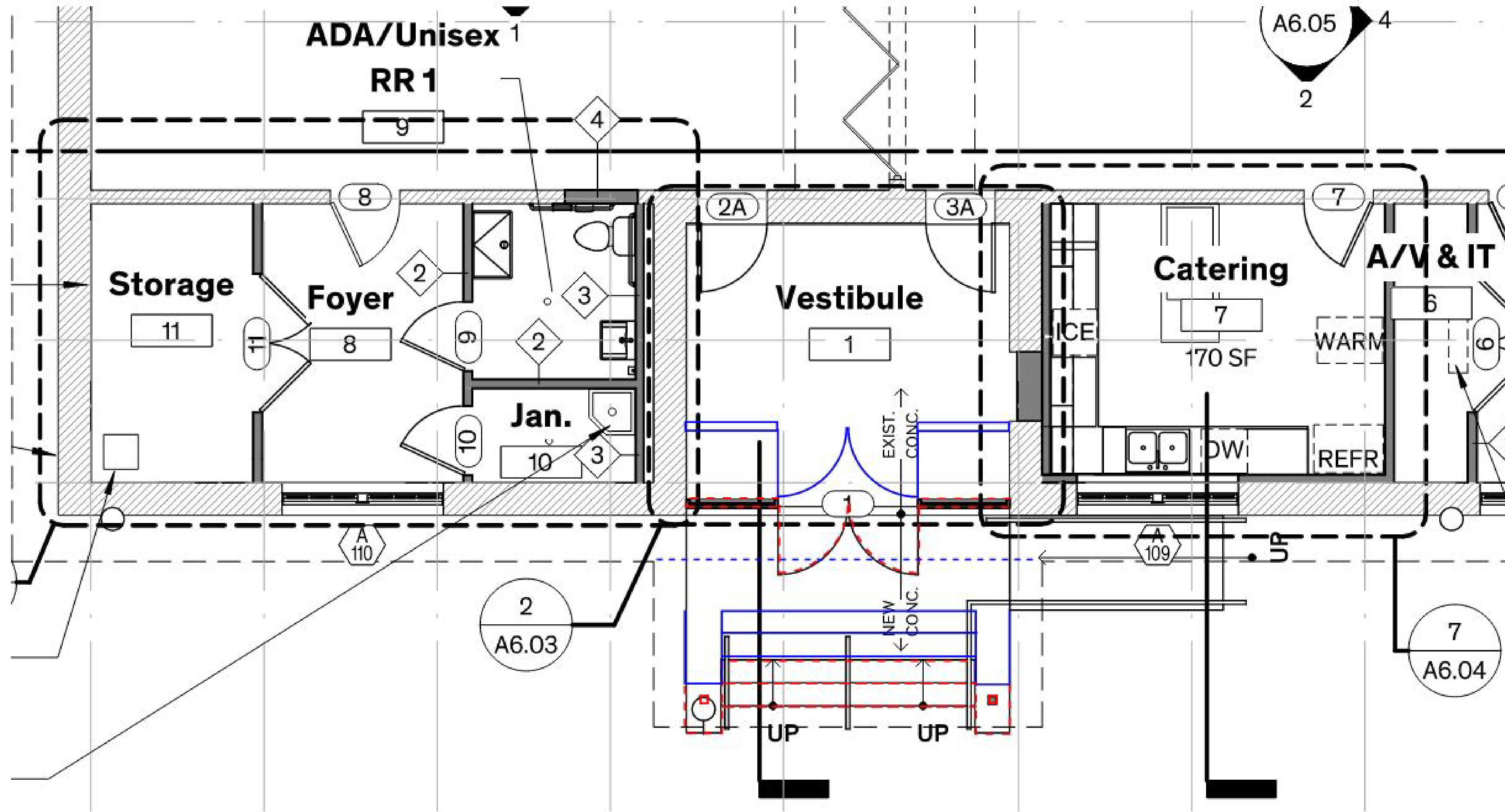


VE - East Elevation

Scale: 3/32" = 1'

3/15/2023

VE East Porch Revision



Project: Stephenson Building
 Location: 311 Old Fitzhugh Rd.
 Phase: Value Engineering
 Date: September 2024

Revised Total Cost With VE Savings

| | Direct Construction Cost | General Requirements | Contingencies | Total Cost |
|----------|--------------------------|----------------------|---------------------|-----------------------|
| Original | \$2,966,088.00 | \$489,404.52 | \$474,574.08 | \$3,930,066.60 |
| Revised | \$2,686,077.43 | \$443,202.78 | \$429,772.39 | \$3,559,052.60 |

Progress Report

Old Fitzhugh Road PS&E

August 2024

Description of Work Performed During the Past Period – August 2024

PROJECT MANAGEMENT

- Project management and administration
- Subconsultant coordination

ROADWAY DESIGN / TRAFFIC CALMING / TRAFFIC CONTROL / PAVEMENT MARKING AND SIGNING

- Minor roadway work as subconsultants update plans

DRAINAGE DESIGN

- Coordination with roadway design team on curb design on east
- Adjustments based on utility conflicts
- Drainage modeling updates to reflect curb line on the east
- Proceed with 90% design

ILLUMINATION

- Continue on illumination design

UTILITY COORDINATION

- Ongoing coordination meetings with City of Dripping Springs, Frontier, PEC, DSWS

ENVIRONMENTAL

- TxDOT meeting to discuss environmental scope
- Coordinate environmental forms for TxDOT post meeting

ROW SURVEYING

- No tasks this period

LANDSCAPE, STREETSCAPE, URBAN DESIGN

- 90% landscape and hardscape design production

GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN

- Task complete

PS&E PREPARATION

- No tasks this period

PUBLIC ENGAGEMENT

- TIRZ Board Update preparation

Anticipated Work to be Performed Next Period – September 2024

PROJECT MANAGEMENT

- Project management and administration
- Subconsultant coordination

ROADWAY DESIGN / TRAFFIC CALMING / TRAFFIC CONTROL / PAVEMENT MARKING AND SIGNING

- Minor roadway work as subconsultants update plans
- Traffic control plan revisit

DRAINAGE DESIGN

- Drainage modeling updates to reflect curb line on the east
- 90% design updates

ILLUMINATION

- Continue on 90% illumination design

UTILITY COORDINATION

- Coordination with City of Dripping Springs, Frontier, PEC, DSWS
- Documentation on DSWS easements – review and pricing review

ENVIRONMENTAL

- Submit environmental documentation to TxDOT post meeting
- Coordinate for CE

ROW SURVEYING

- No tasks anticipated next period

LANDSCAPE, STREETScape, URBAN DESIGN

- 90% landscape and hardscape design production
- Irrigation design

GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN

- Tasks completed

PS&E PREPARATION

- No tasks anticipated next period

PUBLIC ENGAGEMENT

- TIRZ Board Update attendance

Project Needs – *This Period*

- None this period

Project Challenges and Resolutions – *This Period*

- Utility assignments require minor shift of roadway alignment to west and potentially easements or trenching for utilities on the east side of Old Fitzhugh Road. Consolidating assignments into a “preferred” assignment and returning to utility providers. Utility provider coordination will continue on the reassignments, team will need support from

City staff during coordination. Shift completed, making adjustments to drainage with respect to design. Alignments submitted to utility providers and under their review. PEC ball in court.

- Drainage infrastructure could require small temporary easements or permanent easements on east side of Old Fitzhugh Road for minor swales with updated drainage modeling. Identifying locations and coordinating with City on design / size.
- Utility provider (DSWS) seeking funding for relocation of the utilities on Old Fitzhugh Road. Discussions on funding / responsibility will continue. Working to identify responsibility and estimates costs.

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

Progress Report

City of Dripping Springs TIRZ Task Order 3

August 2024

Description of Work Performed During the Past Period

- TASK 1. TOWN CENTER SUPPORT**
 - No Tasks

- TASK 2. OLD FITZHUGH ROAD**
 - No Tasks

- TASK 3. DOWNTOWN PARKING / STEPHENSON LOT**
 - Preliminary cost estimates.
 - Finalize illumination plans based on updated parking lot design.
 - Prepare submittal package.
 - Submitted final plans.

- TASK 4. TRIANGLE**
 - No Tasks

- TASK 5. PROJECT MEETING AND COORDINATION**
 - Project administration.

- TASK 6. EXPENSES**
 - None

Project Challenges and Resolutions During the Past Period

- Consideration and coordination to determine feasibility of outlets on illumination poles in Stephenson Lot. Ultimately determined to proceed with a dedicated metered service and load center panelboard with circuit breakers required for the parking lot illumination and parking lot WPI/GFCI receptacles. The parking lot GFCI receptacles, associated underground conduits, conductors, WPI/GFIC receptacles, WP boxes, and WP box supports will be an add alternate design within the electrical plans. Additional work required for add alternate.

Anticipated Work to be Performed Next Period

- TASK 1. TOWN CENTER SUPPORT**
 - No Tasks

- TASK 2. OLD FITZHUGH ROAD**
 - No Tasks

- TASK 3. DOWNTOWN PARKING / STEPHENSON LOT**
 - No Tasks

TASK 4. TRIANGLE

- No Tasks

TASK 5. PROJECT MEETING AND COORDINATION

- Project management and administration

TASK 6. EXPENSES

- None