



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

*Dripping Springs ISD Center for Learning and Leadership
Maple Room, 300 Sportsplex Drive – Dripping Springs, Texas
Monday, December 09, 2024, at 4:00 PM*

AGENDA

CALL TO ORDER AND ROLL CALL

Board Members

Place 2 Craig Starcher, Chair
Place 3 Taline Manassian, Vice Chair
Place 1 Dave Edwards
Place 4 Miles Mathews
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.

MINUTES

- 1. Consider approval of the October 7, 2024 TIRZ No. 1 & No. 2 Board meeting minutes.**

BUSINESS AGENDA

- 2. Discuss and consider approval of the 2025 TIRZ No. 1 & No. 2 Board meeting calendar.**
- 3. Discuss appointments to the TIRZ No. 1 & No. 2 Board of Directors.**
- 4. Update and Discussion on financing of TIRZ Priority Projects.** *Shawn Cox, Deputy City Administrator*
- 5. Update and possible action regarding TIRZ Priority Projects.** *TIRZ Project Manager, Keenan Smith*
 - Stephenson Building
 - Downtown Parking
 - Downtown Restrooms
 - Old Fitzhugh Road Project

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.

- 6. Consultation with Attorney and Deliberation Regarding Real Property and Easements 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

January 13, 2024, at 4:00 PM

City Council Meetings

January 7, 2025 at 6:00 PM

January 21, 2025 at 6:00 PM

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 **December 6, 2024 at 6:00 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

Dripping Springs ISD Center for Learning and Leadership

Maple Room, 300 Sportsplex Drive – Dripping Springs, Texas

Monday, October 07, 2024, at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of Commissioners present, Vice Chair Manassian called the meeting to order at 4:03 p.m.

Board Members

Place 2 Craig Starcher, Chair (*absent*)
 Place 3 Taline Manassian, Vice Chair
 Place 1 Dave Edwards
 Place 4 Miles Mathews (*absent*)
 Place 5 Missy Atwood (*absent*)
 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

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No one spoke during Presentation of Citizens.

MINUTES

Approval of the September 9, 2024 TIRZ No. 1 & No. 2 meeting minutes.

1. Approval of the September 9, 2024 TIRZ No. 1 & No. 2 Meeting Minutes.

A motion was made by Board Member Smith and seconded by Board Member Kimball, to approve the September 9, 2024 meeting minutes. The motion to approve carried unanimously 4 to 0.

BUSINESS AGENDA

2. Presentation, discussion, and consideration of acceptance of the Q3 TIRZ Administrator's Report. *TIRZ Administrator P3 Works, Casey Sclar*

Casey Sclar presented this report. Presentation is on file.

A motion was made by Board Member Smith and seconded by Board Member Edwards, to accept the Q3 TIRZ Administrator Report. The motion to accept the report carried unanimously 4 to 0.

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

a. Stephenson Building

Project Manager Keenan Smith presented the update. The presentation is on file.

The Board suggested the overall cost be broken down and have the budget subcommittee make a recommendation.

b. Old Fitzhugh Road

Project Manager Keenan Smith presented the update. The presentation is on file.

c. Downtown Bathrooms

City Administrator presented the update. The presentation is on file.

The committee will look over the bids and make a recommendation.

d. Downtown Parking

Project Manager Keenan Smith presented the update. The presentation is on file.

CLOSED SESSION

A motion was made by Board Member Edwards and seconded by Board Member Smith to go into Closed Session for item 4 under section 551.071 and 551.072. The motion carried unanimously 4 to 0.

The Board met under Closed Session from 4:58 p.m. to 5:12 p.m.

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.

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

ADJOURN

A motion to adjourn the meeting was made by Board Member Kimball and seconded by Board Member Edwards. The motion to adjourn carried unanimously 4 to 0.

The meeting adjourned at 5:14 p.m.



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

Submitted By: Diana Boone, City Secretary

Board Meeting Date: December 9, 2024

Agenda Item Wording: **Discuss and consider approval of the 2025 TIRZ No. 1 & No. 2 Board meeting calendar.**

Agenda Item Requestor: Craig Starcher, Chair

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the Board. Meeting dates are scheduled using the frequency as stated in the Board ordinance. The TIRZ No. 1 & No. 2 Board ordinance calls for monthly meetings which are currently scheduled for 4:00 p.m., the 2nd Monday of each month.

Attached for review is the proposed 2025 TIRZ meeting calendar with approved city holidays. The October meeting conflicts with a city holiday. Below is the proposed meeting date for this meeting. The Board may select to cancel these meetings, and meetings may also be rescheduled throughout the year as the Board sees fit.

October 13, 2025 is a city holiday. Proposed meeting date:

Monday, October 6, 2025

Board Recommendations: Staff recommends approval of the calendar as presented. Should there be any changes to meeting dates, please provide the changes in a motion.

Attachments: 1. 2025 TIRZ No. 1 & No. 2 Board Proposed Calendar

Next Steps/Schedule:

1. Update calendar if any changes
2. Add meetings to calendars:
 - a. Board, Staff and City Council Member liaison(s)
 - b. City website main calendar
 - c. Municode Agenda (automatically populates Agendas and Minutes webpage with upcoming meetings)

2025 TIRZ No.1 & No. 2 Board

CITY HOLIDAYS
DSISD HOLIDAYS
TIRZ MEETINGS

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MEETING DATES:

- 1/13/25 TIRZ Regular Meeting
- 2/10/25 TIRZ Regular Meeting
- 3/10/25 TIRZ Regular Meeting
- 4/14/25 TIRZ Regular Meeting
- 5/12/25 TIRZ Regular Meeting
- 6/9/25 TIRZ Regular Meeting
- 7/14/25 TIRZ Regular Meeting
- 8/11/25 TIRZ Regular Meeting
- 9/8/25 TIRZ Regular Meeting
- 10/6/25 TIRZ Regular Meeting
- 11/10/25 TIRZ Regular Meeting
- 12/8/25 TIRZ Regular Meeting



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: December 3, 2024

Agenda Item Wording: **Discuss appointments to the TIRZ No. 1 & No. 2 Board of Directors.**

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: **Member Responsibilities - Section 2.04.224**

The TIRZ board shall act as an advisory board to the city council in the operation and administration of the TIRZ; all action by the board is subject to city council approval. The authority and responsibility of the board expressly includes:

- (1) Make recommendations to the city council regarding the administration of this division.
- (2) Make recommendations to the city council regarding agreements that are necessary or convenient to implement the project plan and reinvestment zone financing plan.
- (3) Make recommendations to the city council regarding agreements with local governments or political subdivisions for management of the zone or implementing the project plan and reinvestment zone financing plan.
- (4) Make recommendations to the city council regarding the expenditure of TIRZ funds related to development and redevelopment of land within the zone, in conformance with the following process.
- (5) Acting as the lead entity in working with other boards and commissions regarding incentives, regulations, infrastructure and all other physical and economic development decisions related to the TIRZ district.
- (6) Providing a progress report to the city council annually, or as requested by the city council.

Member Selection – Section 2.04.223

- (a) Beginning January 1, 2021, members shall initially serve staggering terms with even numbered places serving a two-year term and odd numbered places serving a one-year term, after which all places shall serve a two-year term. For members appointed by city council, when

appointed for each term, the city council will determine which member will be in each place. For members appointed by the county, the county will determine which member is in each place.

- (b) Vacancies on the board may be filled by appointment of the city council for the unexpired term.

Membership Requirements – Section 2.04.222

All regular board members shall be at least 18 years of age and a resident of the county. Any regular board member who ceases to possess such qualifications shall automatically be deemed to have vacated their membership on the board.

Officer Appointments – 2.04.225

The city council shall appoint a chair, as established in section 311.009.f of the Local Government Code, for a term of one year, beginning in January. The board may appoint other officers as it may establish in its bylaws.

Current Membership

Member	Place	Term
Dave Edwards, Chair	Place 1	12/31/24
Craig Starcher	Place 2	12/31/25
Taline Manassian, Vice Chair	Place 3	12/31/24
Miles Mathews	Place 4	12/31/25
Missy Atwood	Place 5	12/31/24
Susan Kimball	Place 6	12/31/25
Walt Smith	Place 7	12/31/24

Vacancies and Applicants

Place 1 – Board Member Dave Edwards is resigning and we are currently taking applications to fill the vacancy after his term expires.

Places 3 & 5 – Board Members Taline Manassian and Missy Atwood are seeking reappointment by City Council.

Place 7 – Board Member Walt Smith will be requesting reappointment by the Hays County Commissioner’s Court.

**Board
Recommendations:**

TIRZ Board No. 1 & No. 2 recommends approving the reappointment of Missy Attwood and Taline Manassian

**Recommended
Council Actions:**

Staff recommends approval.

Attachments: 1. Resolution

Next Steps/Schedule: 1. Inform board members of City Council decision.
2. Update website and roster.

Progress Report

Old Fitzhugh Road PS&E

November 2024

Description of Work Performed During the Past Period – November 2024

PROJECT MANAGEMENT

- Project management and administration
- Subconsultant coordination

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

- Minor roadway work to address Doucet comments on road slope needs
- 90% plan print; initiate QC

DRAINAGE DESIGN

- Coordination with roadway design team on road slope needs
- Drainage modeling updates
- 90% design updates

ILLUMINATION

- No tasks this period; awaiting final alignments from PEC and Frontier

UTILITY COORDINATION

- Ongoing coordination meetings with City of Dripping Springs, Frontier, PEC, DSWS (biweekly)
- DSWS – coordination on City strategy for cost participation
- Frontier one-on-one meetings

ENVIRONMENTAL

- No tasks this period

LANDSCAPE, STREETScape, URBAN DESIGN

- No tasks this period; awaiting final alignments from PEC and Frontier

PUBLIC ENGAGEMENT

- No tasks this period

Anticipated Work to be Performed Next Period – December 2024

PROJECT MANAGEMENT

- Project management and administration
- Subconsultant coordination

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

- Minor roadway work to address Doucet comments on road slope needs
- Add negotiated driveways into plans, as appropriate
- 90% plan finalization

DRAINAGE DESIGN

- 90% design updates
- 90% plan finalization

ILLUMINATION

- Update 90% design (PEC alignments received, awaiting Frontier)

UTILITY COORDINATION

- Ongoing coordination meetings with City of Dripping Springs, Frontier, PEC, DSWS (biweekly)
- DSWS – coordination on City strategy for cost participation
- Frontier one-on-one meetings

ENVIRONMENTAL

- Coordinate for CE

ROW SURVEYING

- No tasks anticipated next period

LANDSCAPE, STREETScape, URBAN DESIGN

- Update 90% design (PEC alignments received, awaiting Frontier)
- Irrigation design

PS&E PREPARATION

- PS&E package finalize

PUBLIC ENGAGEMENT

- No tasks anticipated next period

Project Needs – *This Period*

- None this period

Project Challenges and Resolutions – *This Period*

- Utility provider (DSWS) seeking funding for relocation of the utilities on Old Fitzhugh Road. Received easement mapping and construction cost estimates from DSWS. Discussions on funding / responsibility will continue. City staff engaged and will need continue direction from City to approach DSWS. Based on recent meetings the easements provided by DSWS were mapped improperly, additional documentation needed from DSWS. DSWS has not started design plans for water line relocations; continuing to coordinate to request design start.
- Utility provider coordination continuing on reassignments, team will need support from City staff during coordination. Alignments submitted to utility providers and under their

review. PEC preliminary alignment are updated and align with Old Fitzhugh plan. Coordination with Frontier continues.

- 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 – ongoing.

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

STEPHENSON SCHOOL BUILDING		UPDATED:		12/5/2024
Project Schedule - Bidding/Permit				
ITEM	DURATION	START	END	
TASK 3: PERMIT - SITE DEVELOPMENT				
Notice to Proceed - Task 3			11/20/2024	
Issue for Site Development - Permit & Construction			12/16/2024	
Submit to TDLR, Plan Review	6 Weeks	12/16/2024	1/20/2024	
Submit Site Development - Permit	8 Weeks	12/16/2024	2/17/2024	
TASK 3: PERMIT - BUILDING				
Notice to Proceed - Task 3			11/20/2024	
Issue for Permit & Construction - Sealed Set			12/16/2024	
Submit to TDLR, Plan Review	6 Weeks	12/16/2024	1/20/2025	
Submit Bldg Permit with Expeditor	8 Weeks	1/7/2025	3/7/2025	
TASK 3: BIDDING				
Notice to Proceed - Bidding	6 weeks	1/20/2024	4/2/2025	
Advertise for Bids	2 weeks	2/24/2025	3/7/2025	
Pre-Bid Meeting			3/11/2025	
Bid Date			3/31/2025	
Bid Opening & Review			4/1/2025	
Bid Award			4/2/2025	
TASK 3: CONSTRUCTION ADMINISTRATION				
Contracting	4 weeks	4/2/2025	5/2/2024	
Notice to Proceed			5/5/2025	
Construction	12 Months	5/5/2025	5/5/2026	
Substantial Completion	1 Month	5/5/2026	6/5/2026	
Final Completion			6/5/2026	