



DRIPPING SPRINGS  
Texas

# TIRZ NO. 1 & NO. 2 BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, June 13, 2022 at 4:00 PM

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## Agenda

### CALL TO ORDER AND ROLL CALL

#### Board Members

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

#### Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer  
City Attorney Laura Mueller  
City Treasurer Shawn Cox  
City Secretary Andrea Cunningham  
TIRZ Project Manager Keenan Smith

### PRESENTATION OF CITIZENS

*A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained with in the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By low no action may be taken during Presentation of Citizens.*

### MINUTES

- 1. Discuss and consider approval of the May 9, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

### BUSINESS

2. **Update and discussion regarding TIRZ Priority Projects Review Subcommittee projects and parcels.**
3. **Update and discussion regarding the TIRZ Old Fitzhugh Road Project.**
4. **Discuss and consider possible action regarding Hays County Parks and Open Space Advisory Commission's recommended 2020 Parks and Open Space Bond project funding for City of Dripping Springs project submittals.**

## **EXECUTIVE SESSION**

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

## **UPCOMING MEETINGS**

### **TIRZ No. 1 & No. 2 Board Meetings**

July 11, 2022, at 4:00 p.m.

August 8, 2022, at 4:00 p.m.

September 12, 2022, at 4:00 p.m.

### **City Council Meetings**

June 7, 2022, at 6:00 p.m.

June 21, 2022, at 6:00 p.m.

July 5, 2022, at 6:00 p.m.

July 19, 2022, at 6:00 p.m.

## **ADJOURN**

## **TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING**

*All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Board may consider a vote to excuse the absence of any Board Member for absence from this meeting.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on **June 10, 2022, at 10:00 a.m.***

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City Secretary

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



**TIRZ NO. 1 & NO. 2 BOARD**  
**REGULAR MEETING**  
**City of Dripping Springs**  
**Council Chambers, 511 Mercer St, Dripping Springs, TX**  
**Monday, May 09, 2022 at 4:00 PM**

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## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Edwards called the meeting to order at 4:01 p.m.

**Board Members present were:**

Dave Edwards, Chair  
Taline Manassian, Vice Chair  
James Alexander  
Missy Atwood  
Russell Collins (arrived at 4:10 p.m.)  
Susan Kimball  
Bob Richardson (Advisory Board Member)

**Board Member absent was:**

Walt Smith

**Staff, Consultants & Appointed/Elected Officials present were:**

City Administrator Michelle Fischer  
City Attorney Laura Mueller  
City Treasurer Shawn Cox  
City Secretary Andrea Cunningham  
Senior Planner Tory Carpenter  
TIRZ Project Manager Keenan Smith

### PRESENTATION OF CITIZENS

*A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained with in the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By low no action may be taken during Presentation of Citizens.*

No one spoke during Presentation of Citizens.

## MINUTES

- 1. Discuss and consider approval of the April 11, 2022, TIRZ No.1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Kimball to approve the April 11, 2022, TIRZ No.1 & No. 2 Board regular meeting minutes. Board Member Alexander seconded the motion which carried unanimously 5 to 0.

## BUSINESS

- 2. Discuss and consider approval of the TIRZ No. 1 & No. 2 Board Fiscal Year 2023 budget recommendation.**

Chair Edwards introduced the item and gave a brief overview of the proposed budget recommendation.

Keenan Smith presented the revised staff report which is on file. Staff recommends approval of the proposed budget recommendation.

A motion was made by Board Member Manassian to recommend City Council approval of the TIRZ No. 1 & No. 2 recommendation budget for Fiscal Year 2023. Board Member Kimball seconded the motion which carried unanimously 6 to 0.

- 3. Update and discussion regarding TIRZ Priority Projects Review Subcommittee projects and parcels.**

Laura Mueller presented the update. City Council approved the Board's recommendation and added downtown bathrooms. Laura noted that Cannon East should be Cannon Ranch and that these projects may be considered with the fiscal year 2024 budget.

- 4. Update and discussion regarding the TIRZ Old Fitzhugh Road Project.**

Keenan Smith presented the update which is on file.

## EXECUTIVE SESSION

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

The Board did not meet in Executive Session.

## UPCOMING MEETINGS

### *TIRZ No. 1 & No. 2 Board Meetings*

June 13, 2022, at 4:00 p.m.

July 11, 2022, at 4:00 p.m.

August 8, 2022, at 4:00 p.m.

### *City Council Meetings*

May 10, 2022, at 5:00 p.m.

May 17, 2022, at 6:00 p.m.

June 7, 2022, at 6:00 p.m.

June 21, 2021, at 6:00 p.m.

## ADJOURN

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

This regular meeting adjourned at 4:51 p.m.



# City of Dripping Springs

Post Office Box 384  
511 Mercer Street  
Dripping Springs, Texas 78620

## Agenda Item Report from: TIRZ Project Manager / Keenan Smith

<b>TIRZ Board Meeting Date:</b>	June 13, 2022
<b>Agenda Item Wording:</b>	TIRZ Old Fitzhugh Rd: Plans Specifications and Estimates Services – HDR Update
<b>Agenda Item Requestor:</b>	TIRZ PM- Keenan Smith
<b>Board Member Sponsor:</b>	Taline Manassian - Co-Chair
<p><b>Summary/Background:</b> Old Fitzhugh Rd (OFR) / PSA for PSE Services by HDR Engineering: “Update and Moving Forward.”</p> <p><b>Recommended TIRZ Board Action:</b> None Required: “Advisory Update for Discussion purposes only”</p> <p>HDR Engineering is currently preparing the 30% Phase design plans advancing the Old Fitzhugh Road project, per Task Order #1 of their executed PSA (on file). The authorized Fee / Phase cost per contract for Task Order #1 is Not To Exceed (NTE) \$157,000. These costs are covered by the TIRZ FY’22 approved Budget allocated to OFR Project line item.</p> <p>HDR’s current schedule and progress report updates (attachments) show delivering a review draft of 30% Phase work by June 30<sup>th</sup>, City reviews in July, with HDR incorporating City comments and wrapping-up deliverables in early August.</p> <p>Looking ahead, and seeking to advance the project quickly and efficiently beyond the 30% Phase in continuous manner, Staff advises the Board of this progress, and of the following anticipated project needs later this summer:</p> <ul style="list-style-type: none"> <li>- Authorization for Future 30-90% PSE’s Phases of Work: <ul style="list-style-type: none"> <li>o Authorization to issue a Notice to Proceed (NTP) for Task Order #2: 30-90% Phase Scope of Work will be needed to allow the project to move ahead. Anticipate this being brought to Board &amp; CC in August 2022.</li> </ul> </li> <li>- FY’22 Budget Amendment: <ul style="list-style-type: none"> <li>o Will be needed to fund a portion of the anticipated Task Order #2 which may be incurred in FY’22, between Aug 2022 and the end of FY’22 (Sept. 30<sup>th</sup>). Anticipate this request being brought to Board &amp; CC in August.</li> <li>o In an approach previously presented to the TIRZ Board in February, the Budget amendment will propose redirecting unused funding from other projects to fund the anticipated FY’22 portion of OFR PSE’s costs.</li> <li>o Any proposed FY’22 Budget Amendment will stay within the approved TIRZ FY’22 Total Budget.</li> </ul> </li> </ul> <p><u>Funding Note:</u> Future Task Order Funding prospects have identified Hays County POSAC (active request pending). Future TIRZ Budgets (e.g. FY ’23), has also allocated additional funding for the OFR PSE’s to cover work for that period.</p> <p><b>Thanks, KES</b> <b>220607: 14255 hrs</b></p>	

# Progress Report

## Old Fitzhugh Road PS&E

### May 2022

#### Description of Work Performed During the Past Period

##### PROJECT MANAGEMENT

- Project coordination
- Design coordination meetings MAS/Doucet/HDR – one (1) total
- Design coordination meeting to discuss drainage with City/HDR/Doucet/MAS

##### ROADWAY DESIGN

- Finalize roadway plan and profile (revision 2 post drainage analysis)
- Plan layout adjustments with drainage analysis information and adjustments from MAS
- Design driveway tie-ins, parking spaces, speed tables

##### DRAINAGE DESIGN

- Prepare draft 30% storm drain and rain garden plans (Doucet)
- Stormwater detention analysis to determine that onsite detention is not required (Doucet)
- Prepare survey request (Doucet)

##### ILLUMINATION

- Illumination layout
- Coordination on available luminaire design with vendors

##### UTILITY COORDINATION

- Develop utility file in CAD
- Updates to utility conflict matrix

##### ENVIRONMENTAL

- Draft environmental assessment report

##### ROW SURVEYING

- N/A

##### LANDSCAPE, STREETScape, URBAN DESIGN

- Design coordination meeting (MAS)
- Review speed table locations (MAS)
- Review and comment on HDR trail location in plans (MAS)
- Research on rain garden maintenance, materials, and costs (MAS)
- Initiate design detail sheets (planting, rain garden, activity node) (MAS)

##### PS&E PREPARATION

- N/A

## Anticipated Work to be Performed Next Period

### PROJECT MANAGEMENT

- Project management and administration
- Coordination meetings with MAS (1 assumed)
- Coordination meeting with Doucet (1 assumed)

### ROADWAY DESIGN

- Finalize 30% roadway plan design layouts
- Adjustments to roadway design per drainage and landscape needs

### DRAINAGE DESIGN

- Finalize 30% storm drain and water quality plans

### ILLUMINATION

- Finalize 30% layout sheets

### UTILITY COORDINATION

- Finalize 30% utility conflict matrix

### ENVIRONMENTAL

- Finalize 30% environmental assessment report

### ROW SURVEYING

- Right-of-entry coordination
- Additional survey of drainage outfall locations, driveway tie-ins, and RM 12

### LANDSCAPE, STREETSCAPE, URBAN DESIGN

- Finalize 30% design detail sheets (planting, rain garden, activity node)

### PS&E PREPARATION

- Consolidate plan sets
- QAQC process

### Project Needs

- N/A

### Project Challenges and Resolutions

- Delays in scheduling project kick-off meeting(s) and currently behind schedule, reassess May deadline at end of next month.
  - Updated schedule under development. 04/06/22
- Anticipate that several design iterations will be required between roadway and drainage team due constrained ROW. Will coordinate weekly to maintain efficiency and eliminate rework.
  - Five (5) meetings held to date with recurring meetings on calendars. 06/03/22
- Required rain garden sizes due to ATLAS-14 were notably larger than the concept plan. Concerns on increased project cost and reduced on-street parking availability. Prepare alternate concept with off-site stormwater treatment basins and presented to City. Will





proceed to 30% with this concept – option to fine-tune as we progress past 30%.  
06/03/22

This invoice reflects work performed during the given period. Subconsultant invoices may be delayed in the invoicing process.

Task Name	Calendar Days	Start	End	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24					
<b>Project Management</b>	971	1-Feb-22	29-Sep-24																																		
<b>Utility Coordination</b>	525	8-Feb-22	18-Jul-23																																		
<b>Environmental Documentation</b>	525	8-Feb-22	18-Jul-23																																		
<b>Public Outreach</b>	229	4-Aug-22	21-Mar-23																																		
Public Meeting Preparation	21	4-Aug-22	24-Aug-22																																		
Public Meeting	1	25-Aug-22	25-Aug-22																																		
Public Meeting Comment Period	30	25-Aug-22	23-Sep-22																																		
Property Owner Meetings	60	21-Jan-23	21-Mar-23																																		
Planning and Zoning Commission	1	14-Mar-23	14-Mar-23																																		
City Council	1	21-Mar-23	21-Mar-23																																		
<b>Right-of-Way and Surveying</b>	120	2-Apr-22	31-Jul-22																																		
Deliverable - Survey Files		31-Jul-22	31-Jul-22																																		
<b>Geotechnical Engineering and Pavement Design</b>	60	4-Aug-22	3-Oct-22																																		
<b>30% PS&amp;E</b>	183	1-Feb-22	3-Aug-22																																		
Draft 30% Design	90	1-Feb-22	1-May-22																																		
City Review of 30% Design	21	30-Jun-22	20-Jul-22																																		
30% Design Review Meeting	1	21-Jul-22	21-Jul-22																																		
Meeting to Discuss ROW and/or Easements	1	21-Jul-22	21-Jul-22																																		
Address City Comments on 30% Design	14	21-Jul-22	3-Aug-22																																		
Deliverable - 30% Design Plans and Estimates		3-Aug-22	3-Aug-22																																		
<b>60% PS&amp;E</b>	118	24-Sep-22	20-Jan-23																																		
Draft 60% Design	90	10-Sep-22	8-Dec-22																																		
City/TxDOT Review of 60% Design	21	9-Dec-22	29-Dec-22																																		
60% Design Review Meeting	1	30-Dec-22	30-Dec-22																																		
Address City/TxDOT Comments on 60% Design	21	31-Dec-22	20-Jan-23																																		
Deliverable - 60% Design Plans and Estimates		20-Jan-23	20-Jan-23																																		
<b>90% Design</b>	118	22-Mar-23	18-Jul-23																																		
Draft 90% Design	90	22-Mar-23	19-Jun-23																																		
City/TxDOT Review of 90% Design	21	20-Jun-23	10-Jul-23																																		
90% Design Review Meeting	1	11-Jul-23	11-Jul-23																																		
Address City/TxDOT comments on 90% Design	7	12-Jul-23	18-Jul-23																																		
Deliverable - 90% Design Plans, Specifications, and Estimates		18-Jul-23	18-Jul-23																																		
<b>100% Design</b>	28	20-Jul-23	17-Aug-23																																		
<b>Bid Phase Services</b>	41	19-Aug-23	29-Sep-23																																		
<b>Construction Phase Services</b>	365	30-Sep-23	29-Sep-24																																		