



DRIPPING SPRINGS
Texas

TIRZ NO. 1 & NO. 2 BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, March 24, 2022 at 4:00 PM

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 February 14, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

BUSINESS

- 2. Update regarding the Old Fitzhugh Road Project.**
- 3. TIRZ Priority Projects Review Subcommittee update and possible action related to TIRZ Priority Projects.**
- 4. Presentation, discussion and possible action regarding the TIRZ no. 1 & No. 2 Board Fiscal Year 2023 budget recommendations.**

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

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

May 9, 2022, at 4:00 p.m.

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

City Council Meetings

March 15, 2022, at 6:00 p.m.

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

April 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, on **March 18, 2022, at 1:00 p.m.***

Laura Mueller for 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, February 14, 2022 at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Edwards called the meeting to order at 4:08 p.m.

Board Members present were:

Dave Edwards, Chair
 Taline Manassian, Vice Chair (via teleconference)
 Missy Atwood (via teleconference)
 Michelle Fischer
 Susan Kimball
 Walt Smith
 Bob Richardson (Advisory Board Member)

Staff, Consultants & Appointed/Elected Officials present were:

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.

No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the January 10, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Kimball to approve the January 10, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes. Board Member Smith seconded the motion which carried unanimously 4 to 0.

BUSINESS

2. Update and possible action regarding the Old Fitzhugh Road Project related to budget.

Kennan Smith presented the update which is on file.

No action was taken regarding this item.

3. TIRZ Priority Projects Review Subcommittee update and possible action related to TIRZ Priority Projects.

Laura Mueller presented the update and will provide more information at the next meeting.

No action was taken regarding this item.

4. Discuss and consider possible action regarding TIRZ No. 1 & No.2 Board vacancies.

A motion was made by Board Member Smith to recommend City Council appointment of Russell Collins and James Alexander to the TIRZ No. 1 & No. 2 Board for terms expiring December 31, 2023. Board Member Fischer seconded the motion which carried unanimously 4 to 0.

EXECUTIVE SESSION

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5. Deliberation of Real Property regarding Purchase, Exchange, Lease, or Value of Real Property related to the TIRZ Town Center Project. *Deliberation of Real Property, 551.072*

6. Deliberation on the appointment and duties of a public officer, board member of the Tax Increment Reinvestment Zone, including James Alexander and Russell Collins. *Deliberation on Personnel Matters, 551.074*

The Board did not meet in Executive Session.

UPCOMING MEETINGS

TIRZ Board Meetings

March 14, 2022, at 4:00 p.m.

April 11, 2022, at 4:00 p.m.
May 09, 2022, at 4:00 p.m.

City Council Meetings

February 15, 2022, at 6:00 p.m.
February 22, 2022, at 5:00 p.m. (Waivers)
March 1, 2022, at 6:00 p.m. (CC & BOA)
March 15, 2022, at 6:00 p.m.

ADJOURN

A motion was made by Board Member Smith to adjourn the meeting. Board Member Fischer seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 4:52 p.m.

Progress Report

Old Fitzhugh Road PS&E

February 2022

Description of Work Performed During the Past Period

PROJECT MANAGEMENT

- Project coordination
- Contract execution, sub agreements
- Prepare for and attend project kick-off meeting

ROADWAY DESIGN

- Review and plot Conceptual Design plans

DRAINAGE DESIGN

- Reviewed previous drainage analysis and available data

ILLUMINATION

UTILITY COORDINATION

ENVIRONMENTAL

ROW SURVEYING

LANDSCAPE, STREETScape, URBAN DESIGN

PS&E PREPARATION

Anticipated Work to be Performed Next Period

PROJECT MANAGEMENT

- Project management and administration
- Obtain available reference information and plans

ROADWAY DESIGN

- Review and adjust roadway plan and profile
- Coordinate trail connections to west with Heritage development

DRAINAGE DESIGN

- Design meeting with City Engineer
- Field review

ILLUMINATION

- Task kick-off meeting

UTILITY COORDINATION

- Prepare utility contact list
- Obtain as-builts from utility companies
- Initiate development of utility CAD file

ENVIRONMENTAL

- Task kick-off meeting
- Initiate environmental assessment

ROW SURVEYING

- Right-of-entry coordination
- Additional survey of drainage outfall locations

LANDSCAPE, STREETScape, URBAN DESIGN

- Task kick-off meeting

PS&E PREPARATION

Project Needs

- HMS models from Heritage
- Heritage Construction Plans including overall master plan

Project Challenges and Resolutions

- Delays in scheduling project kick-off meeting(s) and currently behind schedule, reassess May deadline at end of next month.
- Anticipated that several design iterations will be required between roadway and drainage team due constrained ROW. Will coordinate weekly to maintain efficiency and eliminate rework.



DRIPPING SPRINGS
Texas

Open spaces, friendly faces.

City of Dripping Springs
FY 2023 Tax Rate & Budget Adoption
Important Dates & Deadlines

Approved by Council: February 1, 2022

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, Boards, Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2023. Calendar activities in RED note deadlines for staff & City Council, and Public Notifications. The Finance Director will coordinate with City Administration, the City Attorney and City Secretary regarding all notices, ordinances and resolutions as adopted, to include filing the proper documents with County and State Entities. The City Council will hold four meetings regarding the Tax Rate and Budget Adoption:

- June 21, 2022: Budget Workshop
- July 19, 2022: Budget Workshop and Set Proposed Tax Rate
- August 02, 2022: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget*
- August 16, 2022: Adoption of Approved Budget and Tax Rate, and Ratification of Tax Rate**

**The Council may choose to either adopt the budget or postpone adoption to the following meeting on August 16, 2022.*

***If the total property tax revenue is raised, the Council will need to Ratify the Tax Rate with a resolution.*

All other calendar dates are related to the budget planning process for city staff to include recommendations from boards, commissions, and committees. Budget process activities are listed below each calendar for reference. The following boards, commissions and committees will submit budget recommendations:

- DSRP Board of Directors
- Economic Development Committee
- Emergency Management Commission
- Farmers Market Committee
- Founders Day Commission
- Historic Preservation Commission
- Parks & Recreation Commission
- TIRZ No. 1 & No. 2 Board
- Transportation Committee

The Finance Director will provide staff with the proper forms and budget planning materials related to individual requests and department requests. Staff will work with their supervisor and the Finance Director to draft and submit their requests, and Staff Liaisons to Boards, Commissions and Committees will hold meetings to discuss and provide recommendations for requests. The City Secretary will make sure that each meeting following approval of the Budget Calendar has a budget review/recommendation added to the abovementioned board and commission agendas. The City Secretary does not draft committee agendas but is available to staff for assistance. Please make sure you attach, or forward for attachment documents for agenda discussion items.



City of Dripping Springs

FY 2023 Tax Rate & Budget Adoption

Important Dates & Deadlines

February 1, 2022	City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process
April 15, 2022	City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)
May 6, 2022	Board, Commission and Committee Budget Recommendations Due; City Staff Employee Pay Recommendations Due from Department Heads
June 21, 2022	City Council Budget Workshop
June 24, 2022	Finance Director files Proposed Budget with City Secretary
July 5, 2022	City Council Budget Workshop, Set Proposed Tax Rate, and Discussion
July 19, 2022	City Council Budget Workshop
July 21, 2022	Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings (Submit for publication July 15, 2022) Begin Continuous Notice of Proposed Tax Rate on City Website with Public Hearing Dates for Budget and Tax Rate Hearing, and Notice of Tax Rate
August 2, 2022	City Council Budget Workshop – Public Hearings on Tax Rate and Budget (<i>Must take action to either adopt or postpone adoption of the Budget to the August 16, 2022 City Council meeting</i>)
August 16, 2022	City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate
August 17, 2022	Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities
August 25, 2022	Publication of Notice of Approved Tax Rate and Budget (Submit for publication on August 19, 2022)

February 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	CC Meeting- Budget Presentation & Budget Calendar Approval	DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	**Staff obtain proper budget request forms from Finance Director
7	8	9	10	11
Parks & Recreation Commission Budget Discussion				
14	15	16	17	18
TIRZ Board Budget Discussion Founders Day Commission Budget Discussion			Farmers Market Committee Review Emergency Management Commission Budget Review	
21	22	23	24	25
		Economic Development Committee Budget Review		Departmental IT budget requests due to City Administrator
28				
Transportation Committee Budget Review				

Budget Activities

- Finance Director provides necessary budget information and request forms to develop individual and department budget requests.
- Staff begins meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff department heads review IT related software and equipment requests with City Administrator & Finance Director and determine any additional costs related to infrastructure. Requests due to City Administrator & Finance Director by February 25th.

March 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
		DSRP Board Budget Review	Historic Preservation Commission Budget Review	
7	8	9	10	11
<i>Staff review draft budget requests with supervisors and Finance Director</i>				
Parks & Recreation Commission Budget Review				
14	15	16	17	18
<i>Staff review draft budget requests with supervisors and Finance Director</i>				
TIRZ Board Budget Review Founders Day Commission Budget Review			Farmers Market Committee Budget Review	
21	22	23	24	25
		Economic Development Committee Budget Review	Emergency Management Commission Budget Review	
28	29	30	31	
Transportation Committee Budget Review				

***Dates may vary according to progress*

Budget Activities

- Staff continues meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff reviews draft budget requests with supervisors and Finance Director.

April 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
Parks & Recreation Commission Budget Recommendation Final Approval		DSRP Board Budget Recommendation Final Approval	Historic Preservation Commission Budget Recommendation Final Approval	
11	12	13	14	15
TIRZ Board Budget Recommendation Final Approval Founders Day Commission Budget Recommendation Final Approval				City Staff Department Budget Requests Due (Includes individual staff requests)
18	19	20	21	22
			Farmers Market Committee Budget Recommendation Final Approval Emergency Management Commission Budget Recommendation Final Approval	
25	26	27	28	29
Transportation Committee Budget Recommendation Final Approval		Economic Development Committee Budget Recommendation Final Approval		

Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 15th.
- City Administrator & Finance Director work with vendors and staff on options and costs for IT related expenses.

May 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
				Board, Commission, Committee, and Council Member Budget Recommendations Due
9	10	11	12	13
← City Administration Budget Development →				
16	17	18	19	20
← City Administration Budget Development →				
23	24	25	26	27
← City Administration Budget Development →				
30	31			
← City Administration Budget Development →				

Budget Activities

- All board, commission, committee, and council member recommendations due to Finance Director by May 6th.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.

June 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		← Budget Review w/Mayor →		HOT Grant Program Recommendation Due
6	7	8	9	10
← Budget Review w/Mayor →				
13	14	15	16	17
20	21	22	23	24
	CC Meeting: - Budget Workshop			File Proposed Budget with City Secretary and Post on Website
27	28	29	30	

Budget Activities

- City Administrators & Finance Director meet with Mayor to finalize budget for submission to Council.
- City Council holds 1st budget workshop to review and discuss proposed budget on June 21st.
 - Review of Budget Process - Presentation of Draft Budget to be Filed – Review of Assumptions
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.

July 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
	CC Meeting: - Budget Workshop			
11	12	13	14	15
18	19	20	21	22
	CC Meeting: - Budget Workshop - Set Proposed Tax Rate		• Publication of Proposed Tax Rate & Budget Public Hearings • Begin Continuous Notice on City website	
25	26	27	28	29

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 2nd Budget Workshop on July 5th.
 - Review of General, Agriculture, Landscaping, Sidewalk, & PEG Funds
- City Council approves Proposed Tax Rate on July 13th.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on July 15th for publication on July 21st.
- City Council holds 3rd Budget Workshop on July 19th.
 - Review of Wastewater, Utilities, Impact Fees, & TWDB Project
- City Secretary begins continuous notification of public hearings on City website on July 21st.

August 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
	CC Meeting: - Budget Workshop - Public Hearings on Tax Rate & Budget - Adopt or Postpone Budget			
8	9	10	11	12
15	16	17	18	19
	CC Meeting: - Budget Adoption - Possible Ratification of Tax Rate - Adoption of Tax Rate	• Publication of Tax Rate & Budget on City website • File Tax Rate & Budget with County and State Entities		
22	23	24	25	26
			Publication of Notice of Approved Tax Rate & Budget	
29	30	31		

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 4th Budget Workshop on August 2nd.
 - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT
- City Council holds Public Hearings for proposed Tax Rate and Budget on August 2nd.
- City Council adopts Budget and Tax Rate on August 16th.
- Finance Director prepares Approved Budget for Fiscal Year 2023 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on August 19th for publication on August 25th.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.