



DRIPPING SPRINGS
Texas

TIRZ NO. 1 & NO. 2 BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, August 08, 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
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 within 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. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

MINUTES

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

BUSINESS

- 2. Discuss and consider possible action regarding the TIRZ Old Fitzhugh Road Project related to Task Order No. 2 and Notice to Proceed.**
- 3. Update and discussion regarding TIRZ Priority Projects Review Subcommittee projects and parcels.**
- 4. Discuss and consider possible action regarding TIRZ No. 1 & No. 2 Board vacancy and appointments.**

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.

- 5. Consultation with City Attorney and Deliberation of Real Property regarding legal issues related to Real Property for the Tax Increment Reinvestment Zone. Consultation with City Attorney, 551.071; Deliberation of Real Property, 551.072**

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board

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

October 17, 2022, at 4:00 p.m.

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

City Council Meetings

August 9, 2022, at 5:30 p.m.

August 16, 2022, at 6:00 p.m.

August 23, 2022, at 5:30 p.m.

August 30, 2022, at 5:30 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 **August 5, 2022, at 10:00 a.m.***

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, July 11, 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 4:03 p.m.

Board Members present were:

Dave Edwards, Chair
Taline Manassian Vice Chair
James Alexander
Missy Atwood
Russell Collins (arrived at 4:25 p.m.)
Susan Kimball
Walt Smith (left meeting at 4:51 p.m.)
Bob Richardson (Advisory Board Member)

Staff, Consultants & Appointed/Elected Officials present were:

City Administrator Michelle Fischer
City Attorney Laura Mueller
City Treasurer Shawn Cox
City Secretary Andrea Cunningham
TIRZ Project Manager Keenan Smith (via teleconference)
TIRZ Administrator Jon Snyder
TIRZ Advisor Mim James
Mayor Bill Foulds, Jr.

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 June 13, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Smith to approve the June 13, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes. Board Member Alexander seconded the motion which carried unanimously 6 to 0.

BUSINESS

- 2. Presentation and possible action regarding the TIRZ Q2 Cost & Reimbursement Report.** *TIRZ Administrator, Jon Snyder, P3 Works*

Mim James presented the report which is on file.

A motion was made by Board Member Atwood to accept the TIRZ Q2 Cost & Reimbursement Report. Board Member Kimball seconded the motion which carried unanimously 7 to 0.

- 3. Update regarding the TIRZ Old Fitzhugh Road Project.**

Laura Meuller presented an update on the agreement which is on file.

Keenan Smith presented an update on the project which is on file.

- 4. Discussion regarding possible TIRZ No. 1 & No. 2 Board vacancies.**

Vice Chair Manassian presented the item. Board Member Collins is being recommended for appointment to the Economic Development Committee, creating a vacancy on the board.

No action was taken on this item, and the Board directed staff to post the vacancy on the city website with an application due date of July 29, 2022.

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

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

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

October 17, 2022, at 4:00 p.m.

City Council Meetings

July 12, 2022, at 5:30 p.m.

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

July 26, 2022, at 5:30 p.m.

August 2, 2022, at 6:00 p.m.

August 9, 2022, at 5:30 p.m.

ADJOURN

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

This regular meeting adjourned at 4:58 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

TIRZ Board Meeting Date:	August 08, 2022
Agenda Item Wording:	TIRZ Old Fitzhugh Rd: Plans Specifications and Estimates Services – HDR Task Order #2 Authorization Request
Agenda Item Requestor:	TIRZ PM- Keenan Smith
Board Member Sponsor:	Taline Manassian - Co-Chair
<p>Summary/Background: Old Fitzhugh Rd (OFR) / PSA for PSE Services by HDR Engineering: “Future Task Orders.”</p> <p>Recommended TIRZ Board Action: (Recommend to City Council) “Authorization and Notice to Proceed with Task Order #2- including 60% and 90% Phase Services and fees per executed PSA, subject to approved project budget allocations.”</p> <p>HDR Engineering has delivered 30% Phase design plans advancing the Old Fitzhugh Road project, per Task Order #1 of their executed PSA (on file). The PSA limited authorized Fee / Phase costs for Task Order #1 only - Not To Exceed (NTE) \$157,000. These costs were covered by the TIRZ FY’22 approved Budget, under the OFR Project line item.</p> <p>Staff is seeking TIRZ Board and City Council authorization for a new Task Order which would allow the engineering work to progress and advance continuously and efficiently up to the 90% Phase PSE’s. HDR’s project schedule (attachment) show anticipated commencement of the 60% Phase work in September 2022, making the request timely.</p> <p>Staff Request Summary:</p> <ul style="list-style-type: none"> - Allow Authorization for 30-90% PSE’s Phases of Work: <ul style="list-style-type: none"> o Authorization to issue a Task Order #2 with Notice to Proceed (NTP) including: 60-90% Phase Scope of Work per PSA fee quotations. Notice To Proceed would be issued subject to approved budget allocations. - Budget Allocations: <ul style="list-style-type: none"> o TIRZ FY’22 Budget allocated \$157,000 for the current OFR PSE’s Task Order #1 (30% PSE’s). Most recent project Billings (HDR Invoice 7/18/22 attached) show total expenditures of \$84,758 with a contract balance remaining of \$71, 984. Staff believes this balance should support the payment of the remaining anticipated project billings through the end of FY’22, without the need for a FY’22 Budget Amendment. o TIRZ Board Approved FY’23 Budget (subject to CC Approval) proposed an allocation of \$448,000 for Future Task Orders of OFR PSE’s (attachment). Per the fee quotations in the executed PSA, the sum of 60% and 90% PSE services (Proposed Task Order #2) totals \$443,577, and so would be covered by the TIRZ FY’23 Budget, subject to City Council Approval and Adoption (anticipated by September 2022). <p><u>Funding Note:</u> Future Task Order Funding prospects have also identified Hays County POSAC (active request pending).</p> <p>Thanks, KES 220804: 1035 hrs</p>	



HDR
OFR-PSE's #5

TIRZ PM Review:
220725- KES Item 2.
Invoice

Please send remittance with copy of invoice to
HDR Inc/US Engineering Accounts Receivable
P.O.Box 74008202
Chicago, IL 60674-8202

HDR Engineering, Inc.
Austin, TX 78701
Phone: (512) 912-5100

HDR Invoice No. 1200446373
Invoice Date 7/18/2022
Month Ending 6/25/2022

City of Dripping Springs City
P.O. Box 384
Dripping Springs, Texas 78620
Attn: TIRZ Project Manager
Keenan Smith

Client No.: 4896
Project No.: 10336587 \$ **34,776.75**
\$ **34,776.75**

For professional consulting services in connection with:
For Roadway Improvements on Old Fitzhugh Road

Billing Summary

Tk #	Task Description	Total Fee	Fee Earned	Est. % Comp	Previously Billed	Currently Due
A	Project Management	\$ 21,299.00	\$ 10,595.00	49.74%	\$ 7,543.75	\$ 3,051.25
B	Roadway Design	\$ 13,810.00	\$ 15,347.50	111.13%	\$ 15,347.50	\$ -
C	Drainage Design	\$ 31,080.00	\$ 21,692.00	69.79%	\$ 11,720.25	\$ 9,971.75
D	Signing and Pavement Marking	\$ 5,175.00	\$ 3,830.00	74.01%	\$ -	\$ 3,830.00
G	Illumination	\$ 18,030.00	\$ 9,521.25	52.81%	\$ 3,250.00	\$ 6,271.25
I	Utility Coordination	\$ 12,332.00	\$ 12,287.50	99.64%	\$ 8,425.00	\$ 3,862.50
J	Environmental	\$ 10,280.00	\$ 4,592.50	44.67%	\$ 3,095.00	\$ 1,497.50
L	Right-of-Way Surveying	\$ 19,776.00	\$ 600.00	3.03%	\$ 600.00	\$ -
M	Landscape, Streetscape Design and Urban Design	\$ 18,400.00	\$ -	0.00%	\$ -	\$ -
O	PS&E Preparation	\$ 5,460.00	\$ 6,292.50	115.25%	\$ -	\$ 6,292.50
R	Expenses	\$ 1,100.00	\$ -	0.00%	\$ -	\$ -
Subtotals		\$ 156,742.00	\$ 84,758.25	54.08%	\$ 49,981.50	\$ 34,776.75
TOTALS		\$ 156,742.00	\$ 84,758.25		\$ 49,981.50	\$ 34,776.75

Fee Remaining
as of 7/25/22:

\$71,983.75

OFR PSE's
FY'23 Budget Allocation:

5/9/22 FY 2023 Draft TIRZ Budget Scenario

"Budget Subcommittee" - Final Draft to TIRZ Board

Project Scenario - Town Center > Alternative Site(s) + OFR PSE's + Parking Lot + Misc Project Support

1 Town Center Project:
"Town Center > Alternative Site(s)- TIRZ Team Support Planning & Feasibility Studies"

	approved FY 22	FY 22.amdmt	proposed FY 23
Town Center 2.0 Concept Planning & Feasibility			
Town Center Project Total:	\$ 90,000	\$ 30,000	\$ 60,000

notes

FY'22 rollover- if unspent
("split" FY'22-23 allocations)

2 Old Fitzhugh Rd Project:
"OFR PSE's Advanced Continuously per Project Scope & Schedule"

Illustrating FY'22 "Funding Ammendment" + FY '23 Cash Flow Projections

	FY 22	FY 22.amdmt	proposed FY 23
OFR Plans Specs & Estimates			
Old Fitzhugh Rd Project Total:	\$ 192,500	\$ 225,000	\$ 448,000

	FY 23	FY 24
		\$38K

projected cost \$711K total*

3 Downtown Parking Project Project:
"Downtown Parking > Planning Coordination w/City Projects"

	FY 22	FY 22.amdmt	proposed FY 23
Misc. Supplemental "Parking Support" Tasks			
Downtown Parking Project Total:	\$ 10,000	\$ 10,000	\$ -

FY'22 rollover if unspent
(or reallocate Town Center)

4 Triangle Project Project:
"Remains on Hold or Dropped"

	FY 22	FY 22.amdmt	proposed FY 23
Continue Task Order #3 Tech Issue Support Tasks			
Triangle Project Total:	\$ 5,000	\$ -	\$ -

zero-out

	FY 22	FY 22.amdmt	proposed FY 23
Direct Project Budget- Scenario Proposal:			
	\$ 297,500	\$ 265,000	\$ 508,000

if needed*

TIRZ PM Markup:
"Proposed Task Order #2"
220804- KS

TIRZ Board
August 8, 2022

FY'22

FY'23

FY'24

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					
Project Management	971	1-Feb-22	29-Sep-24																																		
Utility Coordination	525	8-Feb-22	18-Jul-23																																		
Environmental Documentation	525	8-Feb-22	18-Jul-23																																		
Public Outreach	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																																		
Right-of-Way and Surveying	120	2-Apr-22	31-Jul-22																																		
Deliverable - Survey Files		31-Jul-22	31-Jul-22																																		
Geotechnical Engineering and Pavement Design	60	4-Aug-22	3-Oct-22																																		
30% PS&E	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																																		
60% PS&E	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																																		
90% Design	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																																		
100% Design	28	20-Jul-23	17-Aug-23																																		
Bid Phase Services	41	19-Aug-23	29-Sep-23																																		
Construction Phase Services	365	30-Sep-23	29-Sep-24																																		

Proposed Task Order #2

60% > 90% Phase PSE's