



TIRZ NO. 1 & NO. 2 BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, December 14, 2020 at 4:00 PM

VIDEOCONFERENCE MEETING

This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at acunningham@cityofdrippingsprings.com no later than 4:00 PM on the day the meeting will be held.

The TIRZ No. 1 & No. 2 Board respectfully requests that all microphones and webcams be disabled unless you are a member of the Board. City staff, consultants and presenters, please enable your microphone and webcam when presenting to the Commission.

Agenda

MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

Join Zoom Meeting

<https://us02web.zoom.us/j/82817607944?pwd= SXIGWTN4VkY3REJKZDVndkdwQ0t2UT09>

Meeting ID: 828 1760 7944

Passcode: 249174

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/82817607944>

Join by Skype for Business: <https://us02web.zoom.us/skype/82817607944>

CALL TO ORDER AND ROLL CALL

Board Members

Dave Edwards, Chair

Mim James, Vice Chair

Missy Atwood

John McIntosh

Dan O'Brien

Walt Smith

Shannon O'Connor (Advisory Board Member)

Bob Richardson (Advisory Board Member)

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer
City Attorney Laura Mueller
City Secretary Andrea Cunningham
TIRZ Project Manager Keenan Smith
Mayor Pro Tem Taline Manassian

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 law no action may be taken during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the TIRZ No. 1 & No 2 Board November 9, 2020 regular meeting minutes.**

BUSINESS

- 2. Update and possible action regarding TIRZ Town Center Project Interlocal Agreements related to tasks and deliverables.**
 - a) Real Estate Agreements
 - b) Infrastructure Cost Sharing Agreements
 - c) Plan of Finance
 - d) Interlocal Agreement Deadlines
- 3. Discuss and consider possible action related to TIRZ Collections & Revenues.**
 - a) Hays County 2020 TIF Contribution
 - b) Library District Cost Sharing
- 4. Discuss and consider recommendation regarding the selection for Grant Writer for City's Request for Qualifications/Statement of Qualifications related to the Old Fitzhugh Road Project.**
- 5. Update and discussion regarding TIRZ Priority Projects.**
 - a) Town Center
 - b) Old Fitzhugh Road
 - c) Downtown Parking
 - d) Triangle

6. Discuss and consider possible action regarding recommendation of Appointments to the TIRZ No. 1 & No. 2 Board.

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

January 11, 2020 at 4:00 p.m.

February 8, 2020 at 4:00 p.m.

March 8, 2020 at 4:00 p.m.

City Council Meetings

December 15, 2020 at 6:00 p.m.

January 12, 2020 at 6:00 p.m.

January 19, 2020 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.

Due to the Texas Governor Order, Hays County Order, City of Dripping Springs Disaster Declaration, and Center for Disease Control guidelines related to COVID-19, a quorum of this body could not be gathered in one place, and this meeting will be conducted through videoconferencing. Texas Government Code Sections 551.045; 551.125; and 551.127.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **December 11, 2020 at 1:00 p.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, November 09, 2020 at 4:00 PM

MINUTES

MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

Join Zoom Meeting

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Join by Skype for Business: <https://us02web.zoom.us/skype/82804128384>

CALL TO ORDER AND ROLL CALL

Board Members present were:

Dave Edwards, Chair

Mim James, Vice Chair

Missy Atwood

Dan O'Brien

Walt Smith

Shannon O'Connor (Advisory Board Member)

Bob Richardson (Advisory Board Member)

Board Members absent were:

John McIntosh

Staff, Consultants & Appointed/Elected Officials present were:

City Administrator Michelle Fischer

City Attorney Laura Mueller

City Secretary Andrea Cunningham

Communications Director Lisa Sullivan

Mayor Pro Tem Taline Manassian

TIRZ Project Manager Keenan Smith

TIRZ Administrator Jon Snyder (P3 Works, LLC)

With a quorum of the Board present, Chair Edwards called the meeting to order at 4:03 p.m.

Chair Edwards introduced Brett Springston, Interim Superintendent for Dripping Springs ISD>

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the October 5, 2020 TIRZ No. 1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Smith to approve the October 5, 2020 TIRZ No. 1 & No. 2 Board regular meeting minutes. Vice Chair James seconded the motion which carried unanimously 5 to 0.

BUSINESS

- 2. Discuss and consider possible action regarding the Town Center Project Interlocal Agreements related to tasks, deliverables and deadlines.**

Mayor Pro Tem Manassian presented the item.

a) Real Estate Agreements

Agreements are moving forward with both DSISD and the Library District. The City will complete the agreement with DSISD first, then the Library District agreement. Still working with the County on their agreement.

Laura Mueller presented proposed changes to the Interlocal Agreement for real estate as they relate to notice to cure and time-lines.

b) Infrastructure Cost Sharing Agreements

The team has received the proposals and is working on edits. First the Library District agreement will be completed, then the TIRZ agreement. Proposals will be brought to the TIRZ Board for feedback.

c) Plan of Finance

This item is currently on pause, but in good shape. The team will present the other agreements first with the Plan of Finance last.

No action was taken on this item.

3. Update and discussion regarding TIRZ Priority Projects.

Keenan Smith presented the item.

a) Town Center

Previously discussed under Business Agenda Item 2, and the ILA workflow is moving along as discussed.

b) Old Fitzhugh Road

The Hays County Bond was approved and follow up on what that means for this project will coming soon.

The Grant Writer RFQ was a success this time with four respondents. Staff is reviewing submittals and will seek a Board recommendation at the next meeting.

c) Downtown Parking

Doucet has completed the survey for Stephenson Tract and kick-off meeting for goal setting will be scheduled in November.

d) Triangle

No updates, still on hold related to FEMA and Hwy 290 expansion project.

4. Discuss and consider recommendation regarding an Ordinance creating Places and Staggering Terms of the Tax Increment Reinvestment Zone No. 1 Board and the Tax Increment Reinvestment Zone No. 2 Board.

A motion was made by Board Member Atwood to recommend City Council approval of an Ordinance creating Places and Staggering Terms of the Tax Increment Reinvestment Zone No. 1 Board and the Tax Increment Reinvestment Zone No. 2 Board with the following recommendations related to places and terms:

Place 1	1 year term	City Representative
Place 2	1 year term	City Representative
Place 3	2 year term	City Representative, Chair
Place 4	2 year term	DSISD Representative
Place 5	2 year term	Library District Representative
Place 6	2 year term	Hays County Representative
Place 7	1 year term	Hays County Representative

Board Member Smith seconded the motion which carried unanimously 5 to 0.

EXECUTIVE SESSION

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The Board did not meet in Executive Session.

UPCOMING MEETINGS

TIRZ Board Meetings

December 14, 2020 at 4:00 p.m.

January 11, 2021 at 4:00 p.m.

February 8, 2021 at 4:00 p.m.

City Council Meetings

November 10, 2020 at 6:00 p.m.

November 17, 2020 at 6:00 p.m.

December 8, 2020 at 6:00 p.m.

ADJOURN

Board Member Atwood requested that the City and Jon Snyder provide an update on the TCEQ permit litigation will have any impact on the Town Center project or TIRZ revenue.

Vice Chair James spoke and believes that this is in reference to the Heritage project in TIRZ No. 1. He has spoken with the Mayor and does believe there will not be any significant impact.

Laura Mueller added that the City is looking at options and this will not affect any projects in the TIRZ.

Jon Snyder will meet with staff to look at projections and if there may be any impact, and will follow up at the next Board meeting.

Vice Chair James clarified the 8-year build out of Heritage commencing 2023-2024. These assumptions are part of the revenue projects as presented by Jon Snyder in the last TIRZ Administrator report. The City made sure there were options if the permit was not approved so that in the event that the permit was not approved.

A motion was made by Board Member Atwood to adjourn the meeting. Board Member Smith seconded the motion which carried unanimously 5 to 0.

This regular meeting adjourned at 4:59 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:	12/14/2020
Agenda Item Wording:	Old Fitzhugh Rd. "Grant Writer Services" RFQ / SOQ Evaluation & Recommendations
Agenda Item Requestor:	TIRZ Project Manager / Keenan Smith
Board Member Sponsor:	TIRZ Board Chair / Dave Edwards
<p>Summary/Background: The City of Dripping Springs has assisted the TIRZ by issuing a Request for Qualifications (RFQ), which solicited Statements of Qualifications (SOQ's) for Grant Writing and Management Services firms for the Old Fitzhugh Road Project.</p> <p>Four (4) respondents successfully submitted SOQ's as of the 10/30/20 deadline, per the RFQ specifications and requirements.</p> <p>A Committee consisting of the TIRZ Project Manager, the TIRZ Board Chair and City Staff reviewed, evaluated and scored the SOQ's received based on the Selection Criteria stated in the RFQ. This preliminary evaluation identified three (3) respondents with strong qualifications but differing capabilities and approaches. These firms were invited to participate in a short interview for the purpose of gaining improved understanding of each firm, further exploring proposed Grant Writing approaches, illuminating any distinguished personnel or unique capabilities, and getting a better overall feel for their qualifications.</p> <p>After conducting the (3) invited interviews, the Committee completed the final SOQ evaluations, including award of additional points for interview performance. The highest final score, and the Committee's finding and recommendation as "most qualified" went to the TJKM SOQ response (see attached).</p> <p>In addition to a strong initial scoring vis. the RFQ Evaluation Criteria, the TJKM SOQ and Interview performance showed:</p> <ul style="list-style-type: none"> • Demonstrated Funding Success- for similar multiple-element, complex civic projects • Creative Funding Approaches- including identifying a variety of funding sources • Best Project Understanding- & interest in the success of the TIRZ OFR Project • Project-specific SOQ Preparation- & most appropriate Proposed Scope of Work • Distinguished Interview Performance- including the Proposed Project Personnel <p>Staff Recommendation: Approval of TJKM as "most qualified" firm for Grant Writing & Management Services based on the RFQ requirements, and Evaluation Criteria, the Committee evaluation, scoring process, findings and recommendations.</p> <p>Next Steps: City Council approval, and authorization for Staff to negotiate a Scope of Work and Professional Services Agreement (PSA) with TJKM for Grant Writing & Management Services for the TIRZ Old Fitzhugh Road Project.</p> <p>Respectfully Submitted: Keenan E. Smith, AIA / TIRZ Project Manager 12/10/20- 1500 hrs</p>	

Staff Recommendations:	TIRZ Board Approval; forward recommendation to City Council;
Actions by Other Jurisdictions/Entities:	N/A
Previous Council Action:	N/A
Recommended Council Action:	Approval with Staff Recommendations. Authorize Staff to negotiate Scope of Work & PSA with recommended firm.
Alternatives/Options:	Deny. Table Item to a Date Certain.
Budget/Financial Impact:	Funding allocation is proposed from TIRZ Budget; amount and line item to be identified during Scope of Work and PSA negotiations. Funding subject to approval by TIRZ Board and City Council in a subsequent meeting.
Attachments:	Dripping Springs_Grant Writing_TJKM.PDF (SOQ Response)
Related Documents at City Hall:	TIRZ OFR Grant Writer RFQ. TIRZ OFR Grant Writer SOQ Responses (4) TIRZ OFR SOQ Evaluations_Final_201203
Public Notice Process:	N/A
Public Comments:	N/A
Enforcement Issues:	N/A
Comprehensive Plan Element:	N/A
Next Step/Schedule:	City Council Approval. Scope of Work & PSA negotiations. PSA to be brought to TIRZ Board and City Council at subsequent meetings (Jan. 2021).