



DRIPPING SPRINGS
Texas

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

Agenda

CALL TO ORDER AND ROLL CALL

Board Members

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

Staff, Consultants & Appointed/Elected Officials

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 January 10, 2022, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

BUSINESS

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

3. **TIRZ Priority Projects Review Subcommittee update and possible action related to TIRZ Priority Projects.**
4. **Discuss and consider possible action regarding TIRZ No. 1 & No.2 Board vacancies.**

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. **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*

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

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 **February 11, 2022, 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, January 10, 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 4:00 p.m.

Board Members present were:

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

Board Member absent was:

Missy Atwood

Staff, Consultants & Appointed/Elected Officials

City Attorney Laura Mueller
 City Treasurer Shawn Cox
 City Secretary Andrea Cunningham
 Senior Planner Tory Carpenter
 TIRZ Project Manager Keenan Smith
 TIRZ Administrator Jon Snyder
 TIRZ Project Engineer Leslie Pollack

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

1. **Discuss and consider approval of the December 13, 2021, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Smith to approve the December 13, 2021, TIRZ No. 1 & No. 2 Board regular meeting minutes. Board Member Kimball seconded the motion which carried unanimously 5 to 0.

BUSINESS

2. **Discuss and consider recommendation regarding a Professional Services Agreement between the City of Dripping Springs and HDR Engineering, Inc. related to the TIRZ Old Fitzhugh Road Project.**

Keenan Smith presented the staff report which is on file. Staff recommends approval of the agreement.

Leslie Pollack was available for questions.

A motion was made by Board Member Manassian to recommend City Council approval of a Professional Services Agreement between the City of Dripping Springs and HDR Engineering, Inc. related to the TIRZ Old Fitzhugh Road Project. Board Member Kimball seconded the motion which carried unanimously 5 to 0.

3. **Discuss and consider possible action regarding the TIRZ Administrator's Quarterly Report.** *Jon Snyder, TIRZ Administrator*

Jon Snyder presented the report which is on file.

A motion was made by Board Member Fisher to accept the TIRZ Administrator's Quarterly Report as presented. Board Member Kimball seconded the motion which carried unanimously 5 to 0.

4. **Discuss and consider possible action regarding the TIRZ Priority Projects Review Subcommittee Report including Town Center.**

Laura Mueller presented the item. No action was taken on this item.

5. **Discussion regarding TIRZ Board vacancies.**

Andrea Cunningham presented the staff report and reviewed vacancies and requirements.

No action was taken.

6. **TIRZ Quarterly Revenues and Expenses Report**
Shawn Cox, Finance Director

Shwan Cox presented the report which is on file.

No action was taken.

EXECUTIVE SESSION

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The Board did not meet in Executive Session.

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board Meetings

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

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

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

City Council Meetings

January 11, 2022, at 5:00 p.m. (Waivers)

January 18, 2022, 6:00 p.m. (CC)

January 25, 2022, at 5:00 p.m. (Waivers)

February 1, 2022, at 6:00 p.m. (CC & BOA)

February 8, 2022, 5:00 p.m. (Waivers)

February 15, 2022, at 6:00 p.m. (CC)

February 22, 2022, at 5:00 p.m. (Waivers)

ADJOURN

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

This regular meeting adjourned at 4:58 p.m.



DRIPPING SPRINGS
Texas

“Old Fitzhugh Road PSE’s Cash Flow & Budget Analysis”

Dripping Springs TIRZ
Priority Projects

2/10/22 - KS

Old Fitzhugh Road PSE's Cash Flow & Budget Analysis :

- Scope of Work vs. Fee / Phase Estimates
- Cash Flow Analysis by Fiscal Year
- Funding Sources: TIRZ Budget & Amendment
- Recap / Questions

Scope of Work vs. Fee / Phase:

• Fee / Phase Estimates:

- 30% = \$157K (Task Order #1)
- 60% = \$330K
- 90% = \$115K
- 100% = \$66K
- Bids = \$12K
- Constr = \$32K

Total = \$711-712K

CITY OF DRIPPING SPRINGS TIRZ
OLD FITZHUGH ROAD PSE
1/4/2022

TIRZ PM Analysis
220121- KS

Old Fitzhugh Road PS&E

Summary	HDR	Doucet	MAS	HVJ	TOTAL
A Project Management					
Hours	166	56	45	0	269
Fee	\$35,860	\$9,888	\$7,500	\$0	\$53,248
B Roadway Design					
Hours	531	0	0	0	531
Fee	\$70,855	\$0	\$0	\$0	\$70,855
C Drainage Design					
Hours	0	609	0	0	609
Fee	\$0	\$104,890	\$0	\$0	\$104,890
D Signing and Pavement Marking					
Hours	201	0	0	0	201
Fee	\$27,850	\$0	\$0	\$0	\$27,850
E Traffic Calming					
Hours	28	0	0	0	28
Fee	\$4,280	\$0	\$0	\$0	\$4,280
F Traffic Control Plans					
Hours	190	0	0	0	190
Fee	\$25,550	\$0	\$0	\$0	\$25,550
G Illumination					
Hours	447	0	0	0	447
Fee	\$77,580	\$0	\$0	\$0	\$77,580
H Erosion Control and SWQP Narrative					
Hours	92	6	0	0	98
Fee	\$11,580	\$1,483	\$0	\$0	\$13,063
I Utility Coordination					
Hours	364	0	0	0	364
Fee	\$61,660	\$0	\$0	\$0	\$61,660
J Environmental					
Hours	366	0	0	0	366
Fee	\$45,140	\$0	\$0	\$0	\$45,140
K Public Outreach					
Hours	252	54	40	0	346
Fee	\$30,420	\$10,249	\$4,480	\$0	\$45,149
L Right-of-Way Surveying					
Hours	0	127	0	0	127
Fee	\$0	\$19,776	\$0	\$0	\$19,776
M Landscape, Streetscape Design, and Urban Design					
Hours	0	0	600	0	600
Fee	\$0	\$0	\$65,200	\$0	\$65,200
N Geotechnical Engineering and Pavement Design					
Hours	36	6	0	74	116
Fee	\$8,640	\$1,174	\$0	\$15,612	\$25,426
O PS&E Preparation					
Hours	105	0	0	0	105
Fee	\$20,100	\$0	\$0	\$0	\$20,100
P Bid Phase Services					
Hours	52	10	6	0	70
Fee	\$8,790	\$2,009	\$1,000	\$0	\$11,799
Q Construction Phase Services					
Hours	116	48	24	0	188
Fee	\$19,930	\$8,642	\$3,000	\$0	\$31,572
R Expenses					
Hours					
Fee	\$5,175	\$1,000	\$1,000	\$0	\$7,175
TOTAL HOURS	2,760	858	655	74	4,347
TOTAL FEE	\$453,410	\$159,110	\$82,180	\$15,612	\$710,312

HDR Engineering, Inc.

* "Fee / Phase" Breakdown:

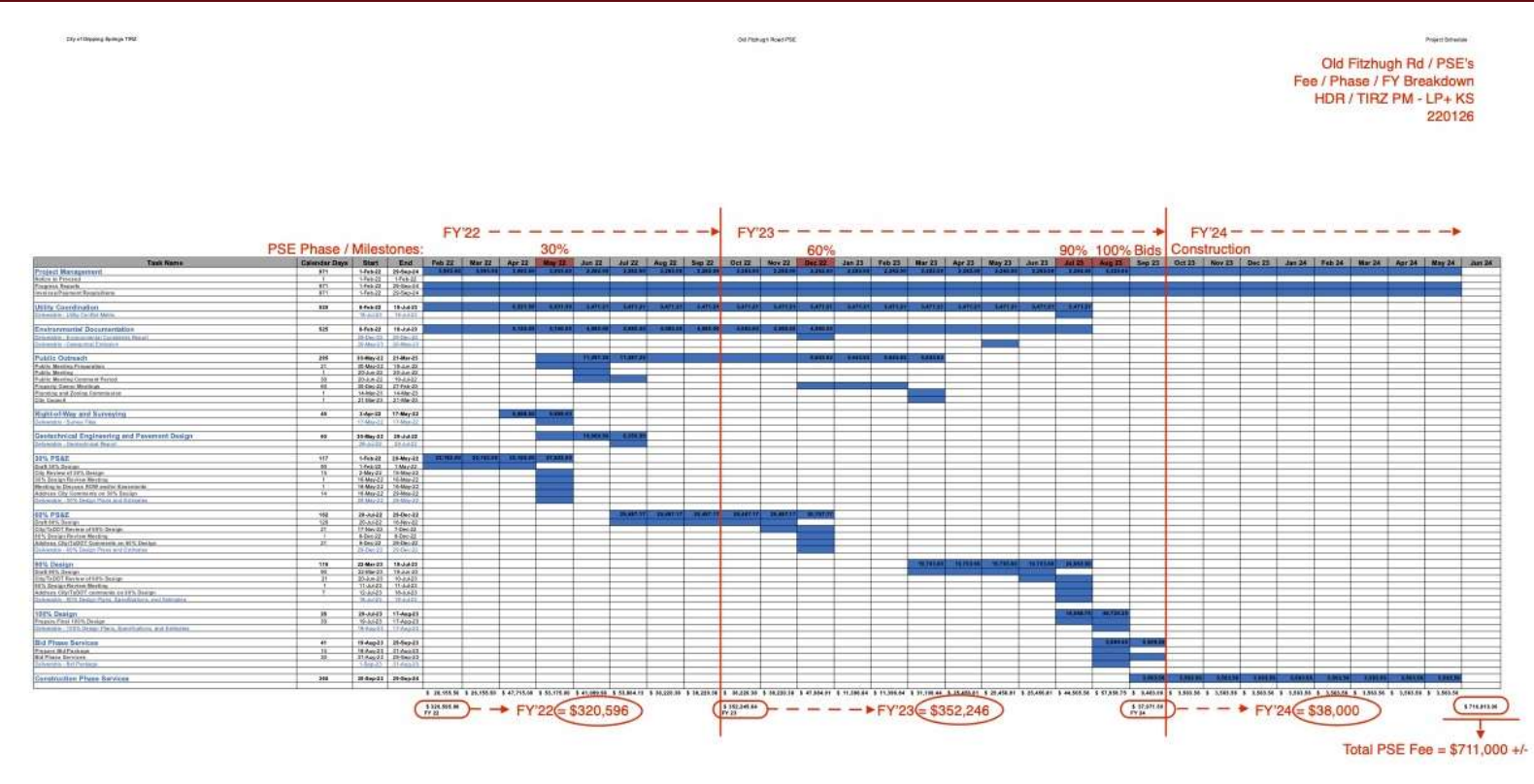
- 30% \$157K
- 60% \$330K
- 90% \$115K
- 100% \$66K
- Bids \$12K
- Construction \$32K

Total: \$712K +/-

Cash Flow Analysis by Fiscal Year:

- FY '22: \$321K
- FY '23: \$352K
- FY '24: \$38K

Total Need: \$711K



Funding Source- TIRZ Budget & Amendment:

- FY '22: \$321K needed vs....
- FY '22: \$192.5K budgeted
- Proposed Project Budget Reallocations: \$95K > to OFR Budget

OFR Project Subtotal: \$287.5K

4/29/21		FY 2022 Approved TIRZ Budget Scenario "B"			
2/10/22		"Draft Budget Amendment #1" - FY'22			
B.1		Town Center Project: "Town Center Pivots to Alternative Site(s)- 'Restart' Planning & Feasibility Studies"			
T.O.3	Discontinue Task Order #3 Tasks per Contracts	\$ -	FY 21	cash-in	
T.O.4	Town Center 2.0 Concept Planning & Feasibility	\$ 90,000	FY 22	allowance	
		Town Center Project Total:		\$ 90,000	
		Proposed Reallocation to OFR PSE's:		\$ (90,000)	zero-out
B.2		Old Fitzhugh Rd. Project: "OFR Project Advances via Grant Funding + PSE's Initiated"			
T.O.3	Continue Task Order #3 Tasks per Contracts	\$ 17,500	FY 21	fr. carryover	
T.O.4	OFR Plans Specs & Estimates (ph. 1- 30% only)	\$ 175,000	FY 22	\$711K total*	
		Old Fitzhugh Rd. Project Total:		\$ 192,500	allowance
		Proposed Reallocation to OFR PSE's:		\$ 192,500	original + \$95K Reallocations
B.3		Downtown Parking Project Project: "Downtown Parking Project Frozen"			
T.O.3	Discontinue Task Order #3 Tasks per Contracts	\$ -	FY 21	cash-in	
T.O.4	Misc. Supplemental "Parking Support" Tasks	\$ 10,000	FY 22	allowance	
		Downtown Parking Project Total:		\$ 10,000	unchanged
B.4		Triangle Project Project: "Remains on Hold or Dropped"			
T.O.3	Continue Task Order #3 Tech Issue Support Tasks	\$ 5,000	FY 21	fr. carryover	
T.O.4	Discontinue "Technical Issue Support" Tasks	\$ -	FY 22		
		Triangle Project Total:		\$ 5,000	
		Proposed Reallocation to OFR PSE's:		\$ (5,000)	zero-out
		Direct Project Budget- Scenario "B" Proposal:		\$ 297,500	FY 22
					net total:
				\$ 297,500	\$ 287,500

Funding Source- TIRZ Budget & Amendment:

- FY '22: \$321K needed
- Proposed Indirect Expense
- Reallocations: \$33.5K
- \$287.5K + 33.5K =

New OFR Total: \$321K

4/29/21 FY 2022 Approved TIRZ Budget Scenario "B"			
2/10/22 "Draft Budget Amendment #1" - FY'22			
Scenario "B" - Town Center > "Pivots" to Alternative Site(s) + OFR Advances Ph.1 PSE's:			
date	FY 2022 Approved TIRZ Budget Recap:		As Revised: OFR PSE's:
10/1/21	TIRZ Priority Projects - Direct Expenses (Scenario "B" Town Center Pivot + OFR PSE Installme		\$ 297,500 \$ 287,500
10/1/21	TIRZ Project Manager: Amendment #5: KES	unchanged	\$ 48,000
10/1/21	TIRZ Administrator: P3 Works (Administered by City of DS)	unchanged	\$ 35,000
10/1/21	TIRZ Legal Assistance - CODS City Atty (Administered by City of DS)	unchanged	\$ 20,000
6/1/20	TIRZ Communications & Public Outreach Consultant (Town Center)	Reallocated to OFR:	\$ 8,500
10/1/20	TIRZ Miscellaneous Consulting (Cost Estimating, Real Estate Svcs, Appraisals ...	to OFR:	\$ 25,000
	Reallocated Direct + Indirect SubTotal:		\$ 400,500 \$ 321,000
	Indirect Reallocations: +		\$ 33,500
2/10/22	"Draft Budget Amendment #1" - FY'22	Proposed Amendment #1- Total Budget:	\$ 434,000 (unchanged)

Old Fitzhugh Road PSE's Cash Flow & Budget "Recap:"

- **Scope of Work vs. Fee / Phase Estimates-**
 - Fees for 30% PSE's = \$157K (Task Order #1)
 - **\$175K Budgeted = "OK" to fund T.O. #1**
 - **FY'22 Budget Insufficient to fund Future Phases:**
 - \$711K Needed to Fund All Phases of PSE's
- **Cash Flow by Fiscal Year-**
 - **\$321K Needed in FY'22 (\$175K Budgeted)**
 - **Proposed TIRZ Budget Amendment to Fund Shortfall**
 - \$352K Needed in FY'23 (TIRZ Budget Planning)
 - \$38K Needed in FY'24 (TIRZ Budget Planning)
- **Proposed TIRZ 'FY'22 Budget Amendment-**
 - Approved OFR Budget Allocation \$192.5K +++
 - Reallocate \$95K from other Projects > OFR
 - Reallocate \$33.5K from other Projects > OFR
 - **Total: \$321 Reallocated for OFR PSE's**
 - **No "Net Change" in TIRZ 'FY'22 Budget !!!**



DRIPPING SPRINGS
Texas

**Questions
???**

**“Old Fitzhugh Road
PSE’s Cash Flow &
Budget Analysis”**

Dripping Springs TIRZ
Priority Projects

2/10/22 - KS

4/29/21	FY 2022 Approved TIRZ Budget Scenario "B"				
2/10/22	"Draft Budget Amendment #1" - FY'22				
B.1	Town Center Project: "Town Center Pivots to Alternative Site(s)- 'Restart' Planning & Feasibility Studies"				
					New Budget: OFR PSE's:
T.O.3	Discontinue Task Order #3 Tasks per Contracts	\$ -	FY 21	cash-in	
T.O.4	Town Center 2.0 Concept Planning & Feasibility	\$ 90,000	FY 22	allowance	
	Town Center Project Total:	\$ 90,000			
	Proposed Reallocation to OFR PSE's:	\$ (90,000)		zero-out	\$ (90,000)
B.2	Old Fitzhugh Rd Project: "OFR Project Advances via Grant Funding + PSE's Initiated"				
T.O.3	Continue Task Order #3 Tasks per Contracts	\$ 17,500	FY 21	fr. carryover	
T.O.4	OFR Plans Specs & Estimates (Ph. 1- 30% only)	\$ 175,000	FY 22	\$711K total*	
	Old Fitzhugh Rd Project Total:	\$ 192,500		allowance	
	Proposed Reallocation to OFR PSE's:	\$ 192,500	original + \$95K Reallocations:		\$ 287,500 \$ 287,500
B.3	Downtown Parking Project Project: "Downtown Parking Project Frozen"				
T.O.3	Discontinue Task Order #3 Tasks per Contracts	\$ -	FY 21	cash-in	
T.O.4	Misc. Supplemental "Parking Support" Tasks	\$ 10,000	FY 22	allowance	
	Downtown Parking Project Total:	\$ 10,000		unchanged	\$ 10,000
B.4	Triangle Project Project: "Remains on Hold or Dropped"				
T.O.3	Continue Task Order #3 Tech Issue Support Tasks	\$ 5,000	FY 21	fr. carryover	
T.O.4	Discontinue "Technical Issue Support" Tasks	\$ -	FY 22		
	Triangle Project Total:	\$ 5,000			
	Proposed Reallocation to OFR PSE's:	\$ (5,000)		zero-out	\$ (5,000)
	Direct Project Budget- Scenario "B" Proposal:	\$ 297,500	FY 22	net total:	\$ 297,500 \$ 287,500

4/29/21 FY 2022 Approved TIRZ Budget Scenario "B"

2/10/22 "Draft Budget Amendment #1" - FY'22

Scenario "B" - Town Center > "Pivots" to Alternative Site(s) + OFR Advances Ph.1 PSE's:

date FY 2022 Approved TIRZ Budget Recap:

		As Revised: OFR PSE's:	
10/1/21	TIRZ Priority Projects - Direct Expenses (Scenario "B" Town Center Pivot + OFR PSE Installme	\$ 297,500	\$ 287,500
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10/1/20	TIRZ Miscellaneous Consulting (Cost Estimating, Real Estate Svcs, Appraisals, ... to OFR:		\$ - \$ 25,000
Reallocated Direct + Indirect SubTotal:		\$ 400,500	\$ 321,000
Indirect Reallocations: +		\$ 33,500	
2/10/22	"Draft Budget Amendment #1" - FY'22	Proposed Amendment #1- Total Budget:	\$ 434,000 (unchanged)