



Agenda Submission Policy TIRZ Boards

1. All item placeholders are due on the agenda the Wednesday two weeks before the meeting.¹
2. All captions are due at 12 p.m. Thursday a week and a half before the meeting with sponsors or applicants as appropriate.
3. All background materials, including staff reports and sponsors, are due by 3 p.m. the Monday the week before the meeting.
4. Agenda will be locked at 12 p.m. on Tuesday the week before the TIRZ Board Meeting.
5. If a presentation will be provided at the TIRZ Board by staff or an applicant:
 - a. City Secretary will send out link to Board Presentation to staff.
 - b. Copy of Presentation needs to be uploaded to the PowerPoint Presentation by 1 p.m. on Friday before the Meeting.
 - c. Any Presentations not uploaded by 1 p.m. Friday must be cleared by Michelle.
6. Items will be moved to the next agenda on Monday, the week before, if these deadlines are not met.
7. **An item may only be placed on the agenda after these deadlines if written permission is given by the City Administrator.**

¹ If more than a cursory review is needed by the City Attorney's office, please provide item to City Attorney as soon as possible with at least 15 days to review.

Wed., July 30, 2025	Thurs. July 31, 2025	Mon. Aug. 4, 2025	Tues. Aug. 5, 2025	Fri. Aug. 8	Mon. Aug. 11
Place holders due on Agenda	Full Captions due by 12 p.m. Project Manager, Board Chair, and City Administrat or approval.	Agenda Items and Supporting Documents due at 3:00 p.m.	Final Edits and Agenda/ Packet will be locked at 12 p.m. Agenda Posted by City Secretary. City Secretary will send PPT link to appropriate staff.	PPTs materials to be uploaded at 1:00 p.m. to TIRZ PPT. City Secretary Sends PPT to reviewers by 3 p.m.	PPT finalized by noon. <u>Meeting Date</u>

Notice Dates:

Tuesday (TOMA):

TIRZ

Wednesday (TOMA Boards):

City Council
Dripping Springs Ranch Park
Planning & Zoning
Parks & Recreation
Historic Preservation Commission
Utility Commission

Thursday (Non-TOMA Committees) :

Transportation Committee
Founders Day Committee
Farmers Market Committee
Emergency Management Committee