



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrea Cunningham

Council Meeting Date: November 14, 2023

Agenda Item Wording: Update and discussion regarding seat expirations.

Agenda Item Requestor: Dave Edwards, Chair

Summary/Background: The TIRZ No. 1 & No. 2 Board will have 3 members with terms expiring December 31, 2023.

- Craig Starcher, Place 2 At-Large
- James Alexander, Place 4, At-Large
- Susan Kimball, Place 6, Hays County Representatives

The City accepts applications year round and runs a continuous notice in the [News & Announcement](#) section on the city website. One application for an At-Large seat has been received and is attached for review.

Interview & Appointment Process

The interview and appointment process involves several steps and is completed by a team of individuals.

	Activity	Responsibility
Step 1	Advertise for applications on city website and with Century News and News Dispatch (newspaper notice in April only)	City Secretary
Step 2	Request members with seat expirations provide notice of reappointment, resignation or roll-off. Resignations are immediate and create a vacancy.	City Secretary

Step 2a	Provide Hays County Commissioners Court with notice of expirations and request their appointment(s).	City Secretary and County Commission 4, Walt Smith
Step 3	Review submitted applications for qualifications – at least 18 years of age and resident of Hays County.	City Secretary
Step 4	Forward qualified applications to Chair and Vice Chair for review and interview selection.	Chair & Vice Chair
Step 5	Coordinate interviews with Chair, Vice Chair, designated staff, and applicant.	City Secretary
Step 6	Conduct interviews.	Chair, Vice Chair, Designated Staff
Step 7	Provide City Secretary with applicant(s) recommended for appointment – At-Large and Hays County Representative.	Vice Chair and Walt Smith
Step 8	City Council appointment.	City Secretary

Recommended Board Actions:

Staff recommends Craig, Jason and Susan provide the City Secretary with appointment status. Should Susan seek reappointment, Walt Smith will need to provide the Commissioners Court minutes approving the appointment.

Attachments:

Application received from Luke Caraway.

Next Steps/Schedule:

1. Work with Chair and staff on interview and appointment schedule.