STAFF REPORT

City of Dripping Springs

PO Box 384

511 Mercer Street

Dripping Springs, TX 78620

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: October 6, 2026

Agenda Item Wording: **Approval of a Professional Services Agreement with Keenan E. Smith, AIA, doing business as City Lights Design Alliance, for TIRZ project management services for a one-year term beginning October 1, 2026, at $150 per hour, in an amount not to exceed $43,200; and authorize the City Administrator to execute the agreement.** *Sponsor: Mayor Pro Tem Taline Manassian*

Agenda Item Requestor: Keenan Smith, TIRZ Project Manager

Summary/Background:

Keenan Smith has been the TIRZ Project Manager since 2016.

This agreement is similar to the one approved last year. The consultant will support TIRZ #1 & #2 Priority Projects: Stephenson Building & Downtown Parking Lot; Mercer Street Paseo; and Old Fitzhugh Rd.

Consultant's Key Responsibilities:

Project Management: team and Requests for Qualifications/Bids/ Proposals coordination; oversight of tasks, studies, plans, schedules, budgets, deliverables, cost estimates, reports, and consultant invoicing.

Liaison & Staff Support: TIRZ Boards, City, Hays County, landowners, businesses, and developers.

Coordination Services: with TIRZ Administrators, City Attorney, Financial Advisors, and consultants.

Compensation: $150/hour; 24 hours per month average; cap at $43,200/year. The estimate is not a minimum purchase commitment. Consultant will submit monthly invoices identifying the services performed, dates, hours, and applicable project.

Term: October 1, 2026 – Sept. 30, 2027, unless terminated earlier.

Renewal: Annual, subject to negotiation. Any continuation after that date requires a written agreement signed by both parties; any renewal rate must be agreed to in writing.

Commission Recommendations:	TIRZ Board approved the expenses for this in the FY 2026-2027 Budget. They will consider a recommendation to City Council during their October 5th meeting,
Recommended Council Actions:	Approve the PSA with City Lights Design Alliance for TIRZ project management services for a one-year term beginning October 1, 2026, at $150 per hour, in an amount not to exceed $43,200; and authorize the City Administrator to execute the agreement.
Attachments:	Draft PSA
Next Steps/Schedule:	If approved, execute agreement.