

Founders Day Commission Regular Meeting

Dripping Springs Ranch Park Main Event Room

1042 Event Center Drive – Dripping Springs, Texas

Monday, January 27, 2025, at 6:30 PM

AGENDA

CALL TO ORDER AND ROLL CALL

Commission Members

Jeff Shindler, Chair
Clinton Holtzendorf, Vice Chair
Susan Warwick, Secretary
Jerome Borges
Justin Cornett
Lisa Garza
Sharon Goss

Mark Handley

Scott Phillips

Kimberley Rutherford

Jordan Searle

Eric Strang

Thomas Toms

Michael Ward

Staff, Consultants, & Appointed/Elected Officials

Parks & Community Services Assistant Director Emily Nelson

Community Events Coordinator Johnna Krantz

Content Marketing Specialist Stephanie Hartnett

Deputy City Attorney Aniz Alani

Maintenance Director Riley Sublett

Council Member Sherrie Parks

Deputy City Administrator Shawn Cox

People & Communications Director Lisa Sullivan

PRESENTATIONS

Presentations are for discussion purposes only and no action shall be taken.

1. Joe Peterson of the Rotary Club to present information about bus schedules and public transportation to the Commission in preparation for the 2025 Founders Day Festival.

PRESENTATION OF CITIZENS

A member of the public that wishes to address the Commission on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Commission that

individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak regarding issues not on the agenda and two (2) minutes per item on the agenda, and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Commission must present the documents to the City Secretary or City Attorney providing at least fifteen (15) copies; if fifteen (15) copies are not provided, the Commission will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

MINUTES

2. Discuss and consider approval of the January 13, 2025, Founders Day Commission regular meeting minutes.

DEPARTMENT REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

3. Communications and Marketing Report

Lisa Sullivan, People & Communications Director Stephanie Hartnett, Content Marketing Specialist

4. 2025 Budget Report

Shawn Cox, Deputy City Administrator

5. Parks & Community Services Report

Johnna Krantz, Community Events Coordinator

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

6. Arts & Crafts Committee

Commissioners: Handley and Borges

Staff: Community Events Coordinator Johnna Krantz

7. Budget Committee

Commissioners: Garza

Staff: Finance Director Shawn Cox

8. Carnival & Food Committee

Commissioners: Goss, Warwick, and Phillips

9. Downtown Relations Committee

Commissioners: Holtzendorf and Searle

Staff: Community Events Coordinator Johnna Krantz

10. Entertainment Committee

Commissioners: Holtzendorf and Cornett

Staff: Community Events Coordinator Johnna Krantz

11. Parade Committee

Commissioners: Holtzendorf and Rutherford

Staff: Community Events Coordinator Johnna Krantz

12. Parking & Transportation Committee

Commissioners: Garza and Toms

Staff: Emergency Management Coordinator Roman Baligad and Community Events

Coordinator Johnna Krantz

13. Publicity Committee

Commissioners: Ward

Staff: Content Marketing Specialist Stephanie Hartnett

14. Safety, Security & Traffic Control Committee

Commissioners: Handley and Strang

Staff: Emergency Management Coordinator Roman Baligad

15. Sanitation Committee

Commissioners: Phillips

Staff: Parks Maintenance Manager Patrick Baglietto

16. Site Plan Committee

Commissioner: Shindler

Staff: City Maintenance Director Riley Sublett (Electrical Setup and Road Closures)

17. Sponsorship & Hospitality Committee

Commissioners: Cornett, Garza, and Ward

Staff: City Attorney Laura Mueller, Deputy City Attorney Aniz Alani, and Community Events

Coordinator Johnna Krantz

18. Volunteer Committee

Commissioners: Rutherford

Staff: Community Events Coordinator Johnna Krantz

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding

Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

UPCOMING MEETINGS

Founders Day Commission Meetings

February 10, 2025, @ 6:30 p.m. February 24, 2025, @ 6:30 p.m. March 10, 2025, @ 6:30 p.m.

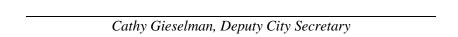
City Council Meetings

February 4, 2025, @ 6:00 p.m. February 18, 2025, @ 6:00 p.m. March 4, 2025, @ 6:00 p.m. March 25, 2025, @ 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING

I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, www.cityofdrippingsprings.com, on **January 24**, 2025 at 5:00 p.m.



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.



Contract Cover Sheet

	YDC04262024			
Contract Number	Use first three letters of contractor and date of approval. Ex: contract approved for <u>HDR</u> on <u>Jan.18, 2022</u> the Contract number is HDR01182022 . If administratively approved, use the date the contract is submitted to the city signator.			
	Company: Your Day Charters, LLC POC: Alee Abbott			
Contractor with Contact Information	337 Stoney Point Rd, Austin Texas 78737			
	Phone Number: (512) 348-7773			
Effective Date	Date of last signature			
Termination Date	Conclusion of Founders Day Festival 2024			
Renewal/ Termination Notice Date	non-renewal			
Bid/Quotes/ Budgeted	FD24 Budget			
Finance Review	yes			
Contract Amount	\$5,700.00			
Department	PCS Community Events Founders Day Festival 2024			
	Insurance Certificate: Yes NA			
Reporting Requirements	Conflict Disclosure: Yes NA			
	1295 Reporting: Yes NA Other Reporting Requirements:			
Council Meeting Date (if applicable)	n/a administrative approval			

RE: Founder's Day Festival - Transportation

yourdaycharters@gmail.com <yourdaycharters@gmail.com>

Tue 4/23/2024 2:16 PM

To:Johnna Krantz <jkrantz@cityofdrippingsprings.com> Cc:jwpeterson@aol.com <jwpeterson@aol.com>

Here is a copy of the COI with City of Dripping Springs as a certificate owner.

https://portal.nextinsurance.com/public/certificates/live-certificate/1de7f9f3c40cea3cbcc51146b0ff621e

From: yourdaycharters@gmail.com <yourdaycharters@gmail.com>

Sent: Tuesday, April 23, 2024 2:14 PM **To:** jkrantz@cityofdrippingsprings.com

Cc: jwpeterson@aol.com

Subject: RE: Founder's Day Festival - Transportation

Johnna and Joe,

I spoke with Joe and we need to modify the timing and we are good to go. I need to work with the drivers and see if I can bring in a mid range bus for the morning times and it would have to pull out by 3p.

The quote will not increase and we are happy to have the opportunity to work with the city again!

Time	Pickup	Drop off	Seats	Notes	
930a – 10p	DSHS	City Hall	53	2 buses – continuous round trips	
11a – 3p	DSHS	City Hall	25	Bus to help with the rush hours	
10p – 12a	DSHS	City Hall	39	1 bus - continuous round trips	

Quote - \$5700/Zelle or check or \$5895/credit card

Let me know if I captured the needs correctly and I will start on the drivers for you.

Thank you, Alee

From: yourdaycharters@gmail.com <yourdaycharters@gmail.com>

Sent: Tuesday, April 23, 2024 1:20 PM **To:** <u>jkrantz@cityofdrippingsprings.com</u>

Subject: Founder's Day Festival - Transportation

Johnna,

Here is the schedule we can provide for Saturday, April 27th.

This is utilizing our 39 passenger bus and a 14 passenger up until 10p and then just the 39 passenger. They are both forward facing seats and have storage in the back and up front for strollers, etc.

Time	Pickup	Drop off Seats Notes		Notes	
1030a – 10p	DSHS	City Hall	53	2 buses – continuous round trips	
10p – 1130p	DSHS	City Hall	39	1 bus - continuous round trips	

Quote - \$5700/Zelle or check or \$5895/credit card

We can chip away on what is exactly needed from Joe and I might be able to bring in a smaller (bigger than a church bus but smaller than our 39) to save some on the quote.

Let me know what you need from me and we can jump on a call after 2p today with Joe to help with the timing.

Thank you for the opportunity! Alee



Alee Abbott Owner

p: 512-348-7773

w: www.yourdaycharters.com

e: yourdaycharters@gmail.com



Item 1.



Contract Cover Sheet

	NIN04282023			
Contract Number	Use first three letters of contractor and date of approval. Ex: contract approved for <u>HDR</u> on <u>Jan.18, 2022</u> the Contract number is HDR01182022 . If administratively approved, use the date the contract is submitted to the city signator.			
	Company: Ninja Buses, LLC POC: Michael Tashnick			
Contractor with Contact Information	5014 Highland Ct, Austin, Texas 78731			
	Phone Number: 512-593-1214			
Effective Date	Date of last signature			
Termination Date	Conclusion of Founders Day Festival 2023			
Renewal/	non-renewal			
Termination Notice Date				
Bid/Quotes/ Budgeted	FD23 Budget			
Finance Review	yes			
Contract Amount	\$6,465.00			
Department	PCS Community Events Founders Day Festival 2023			
	Insurance Certificate: Yes NA			
Reporting Requirements	Conflict Disclosure:			
	1295 Reporting: Yes NA Other Reporting Requirements:			
Council Meeting Date (if applicable)	n/a administrative approval			

Ninja Buses LLC www.ninjabuses.com 512-593-1214



DATE: APRIL 11, 2023



Client:

Joe Peterson 512-413-0636 Jwpeterson@aol.com For:

Saturday April 29th, 2023. Shuttle 100's of ppl from Dripping Springs High School to Festival (Close in Proximity)

Bus #1: 9:00 am- 10:00 pm. Bus #2: 11:00 am- 12:30 am

Ninja Rep: Sahara Harper

---Please fill this form out and email back to reserve your trip ---

DESCRIPTION		RATE	AMOUNT
DESCRIPTION	QUANTITY	KAIE	AMOUNT
Red Ninja Bus	13 Hrs	\$175.00	\$2,275.00
Red Ninja Bus	13.5 hrs	\$175.00	\$2,363.50
Fuel Charge (2 Per Bus)	4	\$100.00	\$400.00
PU & DO (Dripping Springs)	2 hrs	\$175.00	\$350.00
Subtotal			\$5,387.50
Service Charge is 20% of pre-discounted total: Includes Cleaning,			\$1,077.50
Booking, and Driver Incentive Program			
		TOTAL	\$6,465.00

A 50% deposit is due upon booking and is **NON-REFUNDABLE** for any reason. Any refunds remitted are at the sole discretion of Ninja Buses. The remainder is due before your drive date. If booked less than 15 days from drive date the entire fee is due and is **NON-REFUNDABLE**. Please respect the buses and drivers, no illegal activity is allowed on the bus. There may be a situation where due to unforeseen mechanical or other circumstances Ninja buses might have to substitute a bus and it is up to our sole discretion to do so. No keg beer allowed ever due to spillage. No smoking, \$1,000.00 fine for smoking. No glitter or confetti ever due to the terrible mess it makes in a bus client will incur \$100 or more excessive cleaning charge if bus must be taken out of service for deep cleaning. All buses have awesome Bluetooth stereo connections to play your own device with pre-loaded or streaming music if you want to listen to your own music or you can listen to what the driver plays. Throw up fee is \$250. Extra Hours at quoted bus rate of \$175 an hour plus fees per bus. Client responsible for any parking or entrance fees at event venues or marinas. Client responsible for all damage done to buses by client or client's guests. **Listen to Bus driver at all times**. Client must sign waiver. You are not booked until you receive an email confirmation back from Ninja Buses stating that we have taken payment and you are on the schedule. **Don't forget to PARTY!!! ENJOY!**

I agree to the above as well as the charges on my	credit card below.	Print Name		
Signature	Date	Drivers License #		
CC #	CVV #	ZipCode	Exp Date	

Thank you for your business!



Founders Day Commission Regular Meeting

Dripping Springs Ranch Park Main Event Room

1042 Event Center Drive – Dripping Springs, Texas

Monday, January 13, 2025, at 6:30 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Shindler called the meeting to order at 6:33 p.m.

Commission Members present were:

Jeff Shindler, Chair Clinton Holtzendorf, Vice Chair Susan Warwick, Secretary Jerome Borges Justin Cornett Lisa Garza Sharon Goss Jordan Searle Michael Ward

Commission Members absent were:

Mark Handley Scott Phillips Kimberley Rutherford Eric Strang Thomas Toms

Staff, Consultants, & Appointed/Elected Officials present were:

Parks & Community Services Assistant Director Emily Nelson Community Events Coordinator Johnna Krantz Content Marketing Specialist Stephanie Hartnett Emergency Management Coordinator Roman Baligad Maintenance Director Riley Sublett Council Member Sherrie Parks

A motion was made by Commissioner Holtzendorf to excuse tonight's absence of Commissioners Handley, Phillips, Rutherford, Strang, and Toms. Commissioner Borges seconded the motion which carried unanimously 8 to 0.

PRESENTATION OF CITIZENS

A member of the public that wishes to address the Commission on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Commission that

individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak regarding issues not on the agenda and two (2) minutes per item on the agenda, and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Commission must present the documents to the City Secretary or City Attorney providing at least fifteen (15) copies; if fifteen (15) copies are not provided, the Commission will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

No member of the public spoke.

MINUTES

1. Discuss and consider approval of the December 9, 2024, Founders Day Commission regular meeting minutes.

A motion was made by Commissioner Borges to approve the December 9, 2024, Founders Day Commission regular meeting minutes. Commissioner Holtzendorf seconded the motion which carried unanimously 8 to 0.

PARKS & COMMUNITY SERVICES DEPARTMENT REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

2. Community Events Coordinator Report

Johnna Krantz, Community Events Coordinator

Coordinator Krantz reported on progress in obtaining sponsors, a possible second shuttle bus route on the east side of the event, and possible additional parking areas. Any documents that need to be signed by city officials need to be forwarded to Coordinator Krantz as soon as they are obtained so that she can direct them to the proper person for review and signatures.

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

3. Arts & Crafts Committee

Commissioners: Handley and Borges

Staff: Community Events Coordinator Johnna Krantz

Returning vendors registration began on January 2^{nd} . All registrations are now handled on CivicRec. New vendor registration to be placed on a waitlist will begin on February 8^{th} . They will complete the application and email to <u>dsfoundersdayvendors@dsfd.com</u>. More information can be found on the city website.

4. Budget Committee

Commissioner: Garza

Staff: Finance Director Shawn Cox

Amounts budgeted for security and safety (security cameras) will need to be increased. Chair Shindler is working on bundling golf carts, bike racks, light plants, fencing, and portacans in order to hopefully get a better quote than dealing with four different vendors.

5. Carnival & Food Committee

Commissioners: Goss, Warwick, and Phillips

Carnival owner will arrange with DSRP for use of their facilities for staging, parking trucks, and housing RVs during the event. Food vendors are full with a healthy waitlist.

6. Downtown Relations Committee

Commissioners: Holtzendorf and Searle

Staff: Community Events Coordinator Johnna Krantz

Commissioners Searle and Holtzendorf are planning to attend the monthly meetings of the downtown businesses. Adding three additional Cook-Off spots in the Veranda Center with consideration for the businesses there was discussed.

7. Entertainment Committee

Commissioners: Holtzendorf and Cornett

Staff: Community Events Coordinator Johnna Krantz

Commitments from bands are coming in. A meeting about production costs with former commissioner Brad Thomas will be held soon. The committee is considering eliminating the stage on Mercer Street and instead having a smaller spot by the main stage in order to have entertainment between performances on the main stage.

8. Parking & Transportation Committee

Commissioners: Garza and Toms

Staff: Emergency Management Coordinator Roman Baligad and Community Events

Coordinator Johnna Krantz

Additional parking on Old Fitzhugh Rd and the best location for Handicapped Parking on Old Fitzhugh Rd were discussed, and options will be explored. Joe Peterson with Rotary Club will attend the next meeting to discuss the shuttle buses.

9. Parade Committee

Commissioners: Holtzendorf and Rutherford

Staff: Community Events Coordinator Johnna Krantz

Applications for parade entries are scheduled to be posted on March 1. The theme for the parade will be determined at a February Regular Commission meeting.

10. Publicity Committee

Commissioner: Ward

Staff: Content Marketing Specialist Stephanie Hartnett

Adding an Instagram account as an additional awareness avenue for the event and an additional added value to sponsors was discussed. A meeting with the Commission Publicity and Sponsorship committees and the City Communication personnel will be arranged.

11. Safety, Security & Traffic Control Committee

Commissioners: Handley and Strang

Staff: Emergency Management Coordinator Roman Baligad

Emergency Coordinator Baligad told the Commission that additional safety and security measures will need to be implemented in light of incidents at other public events in the nation. Hays County Sheriff's Department will work closely with the Commission.

12. Sanitation Committee

Commissioner: Phillips

Staff: Parks Maintenance Manager Patrick Baglietto

The Cook-Off Club needs to know the exact requirements for food handling. A meeting with Cook-Off leaders and city officials will be held soon.

13. Site Plan Committee

Commissioner: Shindler

Staff: City Maintenance Director Riley Sublett (Electrical Setup and Road Closures)

Location for Handicapped Parking on Old Fitzhugh will be explored. A location for Texas Lottery Booth and a 'sponsor hub' in the parking lot at Mercer St and RR12 were discussed. The power map will be updated to include power for new vendor/sponsor spaces. No further information on the Roxie's property is available.

14. Sponsorship & Hospitality Committee

Commissioners: Cornett, Garza, and Ward

Staff: City Attorney Laura Mueller, Deputy City Attorney Aniz Alani, and Community Events Coordinator Johnna Krantz

As of this date, \$61,500 in sponsorship pledges and payments have been made. Commissioner Ward requested posters for Early Bird Sponsorship that he can post in Dripping Springs businesses. Nesthaven has offered their space for the Commission to use during the event.

15. Volunteer Committee

Commissioner: Rutherford

Staff: Community Events Coordinator Johnna Krantz

No report given.

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

No closed session was held.

UPCOMING MEETINGS

Founders Day Commission Meetings

January 27, 2025, @ 6:30 p.m. February 10, 2025, @ 6:30 p.m. February 24, 2025, @ 6:30 p.m.

City Council Meetings

January 21, 2025, @ 6:00 p.m. February 4, 2025, @ 6:00 p.m. February 18, 2025, @ 6:00 p.m. March 4, 2025, @ 6:00 p.m.

ADJOURN

A motion was made by Commissioner Holtzendorf to adjourn the meeting. Commissioner Borges seconded the motion which carried unanimously 8 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:14 pm.

Committees remained after the meeting to work on their varied responsibilities.

Susan Warwick

Susan Warwick, Founders Day Commission Secretary

		Attachment "A"				
		FY 2024 Adopted	FY 2024 Amended	Change	FY 2024 Projected	F A Item 4.
	FOUNDERS DAY - GENERAL FUND					
	Balance Forward	46,869.01	46,869.01	_	46,869.01	63,778.56
	Revenue	,	,	-	,	,
100-404-45000	Craft booths/Business Booths	6,250.00	6,250.00	_	6,167.25	7,540.00
100-404-45001	Food booths	1,300.00	1,300.00	-	1,575.00	1,500.00
100-404-45002	BBQ cookers	4,600.00	4,600.00	-	4,950.00	5,115.00
100-404-45003	Carnival	14,000.00	14,000.00	-	16,739.00	15,000.00
100-404-45004	Parade	4,000.00	4,000.00	_	4,130.00	4,675.00
100-404-45005	Sponsorship	90,000.00	90,000.00	_	118,900.00	100,000.00
100-404-45006	Parking concession	1,000.00	1,000.00	-	1,522.12	500.00
100-404-45007	Electric	3,300.00	3,300.00	-	3,600.00	3,000.00
100-404-45008	Misc.			-		
100-404-47007	TXF from General Fund			-		
	Total	171,319.01	171,319.01	-	204,452.38	201,108.56
	Expense					
100-404-66009	Publicity	2,500.00	2,500.00	-	1,000.00	1,400.00
100-404-65007	Porta-Potties	15,000.00	15,000.00	-	8,368.10	10,000.00
100-404-68005	Security	35,000.00	35,000.00	-	37,621.65	38,000.00
100-404-68006	Health, Safety & Lighting	30,500.00	30,500.00	-	27,078.02	17,500.00
100-404-63038	Transportation	7,000.00	7,000.00	-	5,700.00	10,500.00
100-404-64018	Barricades/Traffic Plan	6,500.00	6,500.00	-	8,130.00	21,500.00
100-404-66010	Bands/Music/Sound	22,500.00	22,500.00	-	19,436.52	25,000.00
100-404-63019	Clean Up	20,000.00	20,000.00	-	16,925.41	18,500.00
100-404-64016	FD Event Supplies	7,750.00	7,750.00	-	4,431.40	1,000.00
100-404-66012	Sponsorship	6,000.00	6,000.00	-	2,326.69	3,500.00
100-404-66008	Parade	650.00	650.00	-	438.28	500.00

4,400.00

2,000.00

160,025.00

11,294.01

225.00

4,400.00

2,000.00

160,025.00

11,294.01

225.00

100-404-64017

100-404-65016

100-404-65016

100-404-70002

Tent, Tables & Chairs

FD Electrical Setup

Balance Forward

Contingencies **Total expenses**

Electricity

7,000.00

2,000.00

156,625.00

44,483.56

225.00

6,992.75

2,000.00

140,673.82

63,778.56

225.00