



## DSRP Board of Directors Regular Meeting

*City of Dripping Springs Ranch Park Event Center*

*1042 Event Center Drive – Dripping Springs, Texas*

*Wednesday, August 14, 2024, at 11:00 AM*

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## AGENDA

### CALL TO ORDER & ROLL CALL

#### **Board Members**

Todd Purcell, Chair

Terry Polk, Vice Chair

Pam Owens, Secretary

Mike Carroll

Sean Casey

Penny Reeves

#### **Staff, Consultants, & Appointed/Elected Officials**

Parks & Community Services Director Andy Binz

DSRP Event Center Manager Emily Nelson

DSRP Event Center Assistant Manager Lily Sellers

Deputy City Attorney Aniz Alani

Council Member Sherrie Parks

### PRESENTATION OF CITIZENS

*A member of the public that wishes to address the Board 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 Board 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 Board must present the documents to the City Secretary or City Attorney providing at least eight (8) copies; if eight (8) copies are not provided, the Board 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

- 1. Discuss and consider approval of the June 12, 2024, Dripping Springs Ranch Park Board of Directors regular meeting minutes.**

## BUSINESS AGENDA

- 2. Discuss and consider approval of a recommendation regarding amendments to the DSRP Fee Schedule.**

## REPORTS

*Reports listed are on file and available for review upon request. The Board may provide staff direction; however, no action shall be taken.*

- 3. DSRP Manager's Monthly Report**  
*Emily Nelson, DSRP Manager*

## CLOSED SESSION

*The Board 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

### **DSRP Board Meetings**

September 11, 2024, at 11:00 a.m.

October 9, 2024, at 11:00 a.m.

November 13, 2024, at 11:00 a.m.

### **City Council Meetings**

August 20, 2024, at 6:00 p.m.

September 3, 2024, at 6:00 p.m.

September 17, 2024, at 6:00 p.m.

October 1, 2024, at 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](http://www.cityofdrippingsprings.com), on **August 9, 2024, at 12:45 PM.***

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*Cathy Gieselman, Deputy 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.*



## DSRP Board of Directors Regular Meeting

*City of Dripping Springs Ranch Park Event Center*

*1042 Event Center Drive – Dripping Springs, Texas*

*Wednesday, June 12, 2024, at 11:00 AM*

# MINUTES

## CALL TO ORDER & ROLL CALL

With a quorum of the Board present, Vice Chair Polk called the meeting to order at 11:05 a.m.

### **Board Members present were:**

Terry Polk, Vice Chair

Pam Owens, Secretary

Mike Carroll

Penny Reeves

### **Board Members absent were:**

Todd Purcell, Chair

Sean Casey

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

Parks & Community Services Director Andy Binz

DSRP Event Center Manager Emily Nelson

DSRP Event Center Assistant Manager Lily Sellers

## PRESENTATION OF CITIZENS

*A member of the public that wishes to address the Board 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 Board 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 Board must present the documents to the City Secretary or City Attorney providing at least eight (8) copies; if eight (8) copies are not provided, the Board 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 one spoke during Presentation of Citizens.

## MINUTES

1. **Discuss and consider approval of the May 8, 2024, Dripping Springs Ranch Park Board of Directors regular meeting minutes.**

A motion was made by Secretary Owens to approve the May 8, 2024, Dripping Springs Ranch Parks Board of Directors regular meeting minutes. Board Member Reeves seconded the motion which carried unanimously 4 to 0.

## BUSINESS AGENDA

2. **Discuss and consider approval of Staff Direction regarding the Dripping Springs Mountain Biking Agreement.**

No action taken.

## REPORTS

*Reports listed are on file and available for review upon request. The Board may provide staff direction; however, no action shall be taken.*

3. **DSRP Budget Update**
4. **DSRP Manager's Report**  
*Emily Nelson, DSRP Manager*

## CLOSED SESSION

*The Board 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

### **DSRP Board Meetings**

July 10, 2024, at 12:00 p.m.

August 14, 2024, at 12:00 p.m.

September 11, 2024, at 12:00 p.m.

### **City Council Meetings**

June 18, 2024, at 6:00 p.m.

July 2, 2024, at 6:00 p.m.

July 16, 2024, at 6:00 p.m.

## ADJOURN

A motion was made by Board Member Carroll to adjourn the meeting. Secretary Owens seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 12:16 p.m.



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

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**Submitted By:** Emily Nelson, Dripping Springs Ranch Park Manager

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**DSRP Board Meeting Date:** August 14, 2024

**Agenda Item Wording:** Discuss and consider recommendation regarding amendments to the DSRP Fee Schedule.

**Agenda Item Requestor:** Emily Nelson

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**Summary/Background:** There are a few amendments on the current fee schedule that need to be corrected to improve business needs. We focused on correcting custodial fees, additional hour fees, and fee organization. We also are adding sound and network fees now that we have reliable systems.

**Staff Recommendation:** Staff recommends approval.

**Attachments:** DSRP Amended Fee Schedule

**Next Steps/Schedule:** If recommended, take to City Council for approval.

Throughout the document, there will be a need to renumber items.

## SECTION 17. DRIPPING SPRINGS RANCH PARK FEES

**17.1.1 Fees and Rates:** A non-refundable booking fee is due at the time of booking if booked two years or less in advance of the event to save the date. If the booking is more than two years prior to the event, then the booking fee is due two years prior to the event to reserve the date. The booking fee is two hundred and fifty dollars (\$250). The base room rental fee is due six months prior to the first day of the event to keep the event. The remaining balance is due 30 days prior to the event. The booking fee is non-refundable but will be used towards any incurred fees for the event.

### 17.2 Fields 1, 2, 3 & 4\* and Trails

- (a) Full Day: \$100.00/field/day
- (b) Trails: \$450.00/event
- (c) Market Hourly Rate

### 17.3 Stalls

- (a) Event Center Stalls Full Day: \$25.00/day per stall
- (b) ~~Small Barn Boarding Stalls: \$100.00/month per stall~~
- (c) Shavings: \$9.00/bag (sales tax included)
- (d) Grounds Fee: \$10.00/day per horse

### 17.4 Outdoor Arena\*

- (a) Full Day: \$150.00/day, if rented with Event Center Facility, \$75.00/day
- (b) Outdoor Arena Lights: \$25.00/night
- (c) Use of the Concession Stand, Announcers Stand and Public Address System: \$50.00/day
- (d) Local 4H and Future Farmers of America groups are exempt for paying Outdoor Arena fees for practices (Outdoor Arena fees apply to these groups for any organized use of the Arena).

### 17.5 Horseback Riding throughout Park & Outdoor Arena

- (a) Indoor Arena Day Pass Permit: \$20.00/day/horse
- (b) Individual Riding Membership: \$200.00/year
- (c) Family Riding Membership (1 – 4 persons): \$500.00/year
- (d) Each Additional Family Member added to Family Riding Membership (5+ persons): \$100.00/person/year
- (e) Trainer Membership: \$400.00/year
- (f) Trainer Day Fee: \$20.00/hour
- (g) Youth Membership: \$100.00/person who is under the age of eighteen, per year
- (h) Coggins Certificate must be on person during park use.
- (i) Liability waiver must be signed by each permit holder.
- (j) Permit must be displayed in vehicle and on person during park use.

### 17.6 Overnight Primitive Camping Site

- (a) \$20.00/night/vehicle
- (b) Permit must be displayed on vehicle.

## 17.7 Event Center Facilities (Full Day is 12 hours; Half Day is 6 hours)\*

### 17.7.1 ~~Large & Small~~ Main Indoor Arena & VIP Booths:

- (a) ~~Large~~ Main Indoor Arena: Full Day, Monday – Thursday: \$400.00/day
- (b) ~~Large~~ Main Indoor Arena: Full Day, Friday – Sunday: \$900.00/day
- (c) ~~Large~~ Main Indoor Arena: Half Day, Monday – Thursday: \$225.00/day
- (d) ~~Large~~ Main Indoor Arena: Each Additional Hour: \$50.00/hour
- (e) ~~Small Indoor Arena: Full Day, Monday – Thursday: \$200.00/day~~
- (f) ~~Small Indoor Arena: Full Day, Friday – Sunday: \$350.00/day~~
- (g) ~~Small Indoor Arena: Half Day, Monday – Thursday: \$100.00/day~~
- (h) ~~Small Indoor Arena: Each Additional Hour: \$25.00/day~~
- (i) VIP Booth: Full Day: \$150.00/day/VIP Booth

### NEW SECTION Livestock Barn:

- (e) ~~Small Indoor Arena~~ Livestock Barn: Full Day, Monday – Thursday: \$200.00/day
- (f) ~~Small Indoor Arena~~ Livestock Barn: Full Day, Friday – Sunday: \$350.00/day
- (g) ~~Small Indoor Arena~~ Livestock Barn: Half Day, Monday – Thursday: \$100.00/day
- (h) ~~Small Indoor Arena~~ Livestock Barb: Each Additional Hour: \$25.00/~~day~~ hour

### 17.7.2 Large Main & Small Special Event Center Rooms:

- (a) ~~Large~~ Main Event Room: Full Day, Friday – Sunday: \$1,500.00/day
- (b) ~~Large Event Room: Half Day, Friday – Sunday: \$800.00~~
- (c) ~~Large~~ Main Event Room: Full Day, Monday – Thursday: \$750.00
- (d) ~~Large~~ Main Event Room: Half Day, Monday – Thursday: \$500.00
- (e) ~~Large~~ Main Event Room: Special Event Room Each Additional Hour: \$75.00/hour
- (f) Small Event Room: Full Day, Friday – Sunday: \$800.00/day
- (g) ~~Small Event Room: Half Day, Friday – Sunday: \$400.00/day~~
- (h) Small Event Room: Full Day, Monday – Thursday: \$400.00/day
- (i) Small Event Room: Half Day, Monday – Thursday: \$250.00/day
- (j) Small Event Room: Each Additional Hour: \$50.00/hour

### 17.7.3 Entire Event Center 9(excludes stalls and RV Hookups)

- (a) Full Day: \$3,000.00/day (does not include expansion)
- (b) Each Additional Hour: ~~\$75.00~~ 300.00/hour
- (c) Half Day: \$2000.00/day
- (d) Expansion: \$900.00/day

## 17.9 Entire Park: All Facilities at Park (Entire Event Center, Outdoor Arena, Round Pen, Trails, Fields;Excludes Ranch House and Expansion)

- (a) Full Day: \$4,000.00
- (b) Each Additional Hour: ~~\$75~~300.00
- (c) Expansion: \$900.00/day

### 17.7.4 Vendor Hall/~~Front Porch~~



- (a) Full Day: \$400.00/day
- ~~(b) Half Day: \$250.00/day~~
- (c) Each Additional Hour: \$35.00/hour

#### **17.7.5 Concession Kitchen & Concession Stand**

- (a) Concession Kitchen: Full Day: \$300.00/day
- (b) Concession Kitchen: Each Additional Hour: \$25.00
- (c) Concession Stand: Full Day: \$200.00/day
- (d) Concession Stand: Each Additional Hour: \$25.00/hour

#### **17.7.6 ~~Set-Up, Removal and Cleaning Staff Fees~~**

- (a) ~~Additional Panels including set-up:~~ Hourly Staff Charge of \$25.00 Regular Time and \$4550.00 Overtime
- ~~(b) Hourly Staff Charge for Panel Set-Up: \$25.00/hour/staff member~~
- ~~(c) Special Portable Bleacher set-up: \$100.00/set~~
- ~~(d) Stage set-up or removal in Special Event Room(s): \$150.00/stage per event~~
- ~~(e) Stage set-up in Arena(s): \$50.00/stage per event~~

#### **17.7.7 Discounts**

- (a) ~~Large~~ Main Indoor Arena Rental Fee: 50% off with 100+ stalls; 25% off with 50+ stalls
- (b) ~~Large~~ Main Event Room Rental Fee: 50% off Thursday for setup day with Full Day Friday –through Sunday Rental
- (c) Small Event Room Rental Fee: 50% off Thursday for setup day with Full Day Friday –through Sunday Rental
- (d) Entire Event Center: 50% off Thursday for setup day with Full Day Friday –through Sunday Rental
- (e) Vendor Hall/~~Front Porch~~: 50% off Thursday for setup day with Full Day Friday –through Sunday Rental
- (f) Concession Kitchen or Stand: 50% off Thursday for setup day with Full Day Friday –through Sunday Rental
- (g) Entire Park: 50% off Thursday for setup day with Full Day Friday –through Sunday Rental

#### **17.8 Recreational Vehicle Site with Hook-Ups**

- (a) Recreational Vehicle Site with 30/50 amp: \$45.00/day
- (b) Permit must be displayed on vehicle

#### **~~17.9 Entire Park: All Facilities at Park (Entire Event Center, Outdoor Arena, Round Pen; Excludes Ranch House and Expansion)~~**

- ~~(a) Full Day: \$4,000.00~~
- ~~(b) Each Additional Hour: \$75.00~~
- ~~(c) Expansion: \$900.00/day~~

#### **17.10 Equipment Rentals**

- (a) Tables:
  - (i.) Onsite: \$8.00/day per table
  - (ii.) Offsite: \$16.00/day per table

- (b) Chairs: \$15.00/cart (25 chairs)/day
- (c) ~~Special Portable Bleacher set-up~~
  - (i) Onsite: \$100.00/set
  - (ii) Offsite: \$1200/set
- Offsite Delivery Charges: Fee TBD at assessment per event specifications
- (d) Stage set-up or removal in Special Event Room(s): \$150.00/stage per event
- (e) Stage set-up in Arena(s): \$50.00/stage per event
- (k) Bar: \$50.00/bar

#### New Section **Arena Footing and Add-On Fees**

- (c) Drag Fees during Event (includes up to 4 drags): \$100.00/day
- (d) Water/Drag Additional Fee (includes 2 drags): \$100.00/event
- (e) Additional Drags Add On: \$25.00/drag
- (f) Arena Packing and Post Event Re-leveling: \$2000.00/event
- (g) Special Dirt Needs: TBD at assessment per event specifications
- (h) Jump Set (set up fees are additional): \$250.00/day
- (i) Jump Set Set-Up Fee: \$25.00/hour (one hour minimum)
- (j) Barrell Racing and Reining Drag Package: \$300.00/day
- ~~(k) Bar: \$50.00/bar~~

**17.11 Custodial Cleaning Fees:** Includes trash bin service throughout the event, floor cleaning, facility consumables (i.e., paper towels, soap, toilet tissue). Excludes bulk trash that does not fit in the trash bin, table and chair setup and breakdown, and animal stalls and pens.

- (a) Event Park: \$250.00/day
- (b) Event Center Entire Facility: \$1000.00/event
- (c) ~~Large~~Main Indoor Arena: \$350.0/day
- (d) Small Indoor Arena: ~~\$150~~200.00/event
- (e) Outdoor Arena: \$100.00/event
- (f) ~~Large Special~~Main Event Room: \$350.00/event
- (g) Small Special Event Room: ~~\$200~~250.00/event
- (h) Vendor Hall/~~Front Porch~~: ~~\$150~~250.00/event
- (i) Concession Kitchen: \$150.00/event
- (j) Concession Stand: \$75.00
- (k) Fields/Trails: Determined by DSRP Manager
- (l) VIP Booth: \$25.00/booth/event
- (m) Civic Meeting Custodial (if serving food/drink): \$25.00/ event
- (n) Animal Stall/Pen Cleaning: Determined by DSRP Manager
- (o) Table Setup/Breakdown: Determined by DSRP Manager
- (p) Porter Service: Determined by DSRP Manager

#### **17.12 Electrical Requests**

- (a) Large Amp Plugs: ~~\$35~~45.00/box (plug)
- (b) Direct Plug into Transformer: \$50.00/plug
- (c) Extension Cords: \$40.00/item/event
- (d) Pop-Up Vendor Electrical (110v): \$10.00/day

### 17.13 Sound System and Network

- (a) Basic Sound Package (microphone and background sound): \$50/day
- (b) Basic Projector Screen package (click share and screen): \$25/day
- (c) Enhanced AV Package: Fee TBD at assessment per event specifications
- (d) Audio/Visual Engineer: Fee TBD at assessment per event specifications
- (e) Single Day Network Access: \$5/day
- (f) Three Day Network Access: \$12
- (g) Seven Day Network Access: \$20
- (h) Secure Multiple Vendor Network Access: \$300

### 17.14 Recreational Vehicle Dump

- (a) \$20.00/occurrence

### 17.15 Damages & Fines

- (a) No glass containers are allowed on premises of the Dripping Springs Ranch Park and Event Center. Use of Glitter, Confetti, Fireworks, or PYROTECHNICS is strictly prohibited. This includes outdoor spaces. Failure to comply with this policy will result in a \$500.00 fine.
- (b) Events will be required to pay a refundable \$500 damage deposit for Event Center rentals and \$1000 damage deposit for offsite portable bleacher rentals, ~~and complete a credit card authorization form. In the event of any damage, the user will be contacted to either pay for the damages or,~~  
if the user does not pay the damages or is unavailable, the damage costs will be charged to the credit card on file. Lessee agrees to leave the premises in as good or better condition than that which existed prior to their usage: such determination is at the sole discretion of the City. All trash must be disposed of properly. A City representative will conduct a walk-through of the premises with the Lessee prior to the event to ensure that all facilities are in working order. An authorized City representative shall complete a walk-through with the Lessee following the event to determine and notify the Lessee of any damages and/or charges. Any damage repair incurred by the City or unpaid post invoice charges will be deducted from the damage deposit at actual cost. If damage repairs or post invoice charges equal more than the damage deposit, Lessee is required to pay the full remaining balance.

### 17.16 Business Opportunities (non-peak)

- (a) Event Center Manager may allow rental available space (60 days from event) at 50% of base rental fee.
- (b) Event Center Manager may allow general use rental rate-booked 14 days or less days in advance for unused event space \$75.00 per hour/minimum 2 hours rental-maximum 4 hours rental.
- (c) Civic Meeting Rate (non-profit/governmental only) up to 4 hours: \$100.00 for 2 hours plus \$50.00 for each additional hour past 2 hours. Must be booked within 31 days of date of meeting.

### 17.17 Special Fees

- (a) Holiday Fee-Events booked on city holiday or holiday weekends: 20% additional fee per event.

(b) After Hours Fee-Assessed to events that extend past defined rental contract event hours: \$50.00/hour/staff member in addition to hourly event space charges will be charged. Event and breakdown must be completed ~~prior to midnight~~ or by the time that is specified in rental contract. Minimum of 2 staff members are required onsite. Additional information related to business hours may be obtained by contacting the Event Center.

### **17.18 Special Events and Programming**

(a) Special fees for events, clinics, and programming may be set by the DSRP Board in consultation with the Parks and Community Services Director and DSRP Manager by written agreement to be executed by the City Administrator.

### **17.19 Parking Fees**

- (a) Overnight Parking Fee: \$20.00/vehicle per night
- (b) Event Parking: \$5.00/vehicle per day

**17.20 Request for Discounted Fees:** Any person may submit an application for a fee waiver at the time of application for the underlying permit or service.

- (a) The City Administrator shall review each request and may approve up to a ten percent (10%) fee waiver based on the application and whether such discount will serve a public purpose.
- (b) The DSRP Manager can approve a twenty-five percent (25%) fee waiver for non-profits.
- (c) The City Administrator's decision is final. An application under this section cannot be made if another discount based on a previous agreement with the City has been granted including, but not limited to:
  - (i.) Sponsorship Agreements; and
  - (ii.) Development Agreements.

# MANAGER REPORT



Written by Emily Nelson

## June Highlights:

- Summer Camp is going amazingly well. Madyson and Chris have really elevated the programming content. The kids are enjoying themselves all the while learning how to be great stewards for nature.
- June was busier than ever with the first ever reptile show and several other rentals for the month.
- We are enjoying hosting Farmer's Market at Ranch Park. We love seeing the traffic to the park. It is great exposure for us.
- Rentals will slow dramatically for the rest of the summer due to the temperatures.

## July Highlights:

- Ranch Park hosted a successful July 4th 1K/5K Freedom Run with 65 participants.
- The 3rd Annual Tack Swap hosted 49 vendors. It was an amazing success.
- Along with the Tack Swap, we added a Ranch Horse Clinic with an amazing registration.
- Summer Programs have been great. Coyote Kids have enjoyed field trips with the vans. Tween Scene has steadily grown throughout the summer.
- Events have slowed significantly due to heat.
- Main Event Room lights have been changed out and that has made a significant difference in the room.



# HIGHLIGHTS AND PREVIEWS



## Coming Soon in August

### Programs

- Youth: Nature Rangers After-School, Archery,
- Adult:

### Events

- Wednesday Morning Farmers Market, Dwarffanators Wrestling, Moto Extreme Circus, Pigskins Gala