



# FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, June 13, 2022 at 6:30 PM

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## Agenda

### CALL TO ORDER AND ROLL CALL

#### Commission Members

Brenda Medcalf, Chair  
Jake Adams, Vice Chair  
Darrell Debish  
Brian Daniel  
Sharon Goss  
Larry Hans  
Clinton Holtzendorf  
Dee Marsh  
Michael Monaghan  
Danny Rowe  
Jeff Shindler  
Brad Thomas  
Brian Varnell  
Susan Warwick

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

Parks & Community Services Director Andy Binz  
City Attorney Laura Mueller  
City Treasurer Shawn Cox  
Community Events Coordinator Caylie Houchin  
Council Member Sherrie Parks

#### **1. Introduction of Parks & Community Services Director Andy Binz.**

### PRESENTATION OF CITIZENS

*A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on*

*presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.*

## **MINUTES**

- 2. Discuss and consider approval of the May 9, 2022, Founders Day Commission regular meeting minutes.**

## **BUSINESS**

- 3. Presentation and discussion related to contract and payment procedures.**
- 4. Discuss and consider approval of recommendation regarding the appointment of two (2) at-large members to the Founders Day Commission for terms ending June 30, 2024.**
- 5. Discuss and consider approval of the Founders Day Commission Fiscal Year 2023 budget recommendation.**

## **STANDING COMMITTEE REPORTS**

*The following reports relate to the administration and planning of the Founders Day Festival. The Commission may provide staff direction; however, no action may be taken.*

- 6. Arts & Crafts Committee**  
*Commissioner Monaghan*
- 7. Carnival & Food Committee**  
*Commissioners Goss and Warwick*
- 8. Entertainment Committee**  
*Commissioners Thomas and Daniel*
- 9. Parade Committee**  
*Commissioners Medcalf and Holtzendorf*
- 10. Publicity Committee**  
*Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan*
- 11. Sanitation Committee**  
*Commissioner Hans*
- 12. Security Committee**  
*Commissioners Medcalf and Debish*
- 13. Site Plan Committee**  
*Commissioners Monaghan, Shindler and Medcalf*
- 14. Sponsorship & Underwriting Committee**  
*Commissioners Adams, Debish, Daniel and Marsh*

**15. Traffic & Parking Committee**  
*Commissioners Medcalf and Debish*

**16. Volunteer Committee**  
*Community Events Coordinator Caylie Houchin*

## **UPCOMING MEETINGS**

### **Founders Day Commission Meetings**

July 11, 2022, at 6:30 p.m.

August 8, 2022, at 6:30 p.m.

September 12, 2022, at 6:30 p.m.

### **City Council Meetings**

June 7, 2022, at 6:00 p.m.

June 21, 2022, at 6:00 p.m.

July 5, 2022, at 6:00 p.m.

July 19, 2022, at 6:00 p.m.

## **ADJOURN**

## **TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING**

*All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on **June 10, 2022, at 10:00 a.m.***

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*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.*



**FOUNDERS DAY COMMISSION MEETING**  
**City of Dripping Springs**  
 Council Chambers, 511 Mercer St, Dripping Springs, TX  
 Monday, May 09, 2022 at 6:30 PM

## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Medcalf called the meeting to order at 6:32 pm.

**Commission Members present:**

Brenda Medcalf, Chair  
 Brian Daniel  
 Darrell Debish  
 Sharon Goss  
 Larry Hans  
 Clinton Holtzendorf  
 Dee Marsh  
 Michael Monaghan  
 Danny Rowe  
 Jeff Shindler  
 Brian Varnell  
 Susan Warwick

**Commission Members absent:**

Jake Adams, Vice Chair  
 Brad Thomas

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

Community Events Coordinator Caylie Houchin  
 City Treasurer Shawn Cox  
 City Council Member Place 5 Sherrie Parks  
 Maintenance Director Craig Rice  
 Emergency Management Coordinator Roman Baligad

A motion was made by Commissioner Debish to excuse tonight's absence of Commissioners Adams and Thomas. Commissioner Daniel seconded the motion which carried unanimously 11 to 0.

### PRESENTATION OF CITIZENS

*A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are*

*allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.*

No one spoke during the Presentation of Citizens.

## MINUTES

### 1. **Discuss and consider approval of the April 11, 2022, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Debish to approve the April 11, 2022, Founders Day Commission regular meeting minutes. Commissioner Holtzendorf seconded the motion which carried unanimously 11 to 0.

## BUSINESS

### 2. **2022 Founders Day Event wrap-up discussion.**

Founders Day 2022 is considered a resounding success. It was attended and enjoyed by an estimated 64,000 to 70,000 eventgoers. The parade, the musical entertainment, the carnival, the arts & crafts vendors, the food vendors, the cook-off participants, the sanitation preparations and the security precautions all contributed to a safe, fun event. There were no major incidents or injuries. We did not see any negative comments about the event on social media or in print. Comments at other meetings (Chamber, Rotary) and casual conversations with event goers were extremely complimentary and offered no complaints or suggestions. The only negative we are aware of...The city offices and council members received a complaint from the Child Development Center about the section of 290 by City Hall being closed at 5:00 pm on Thursday.

The free parking at the high school and the two free shuttle buses all day and evening on Saturday of the event alleviated some of the parking problems. The Rotary Club estimated about 5000 bus riders on Saturday. The high school parking lots were full or almost full most of the event. The overflow cars were parked on the lot at the stadium. Members of the Rotary Club have agreed to manage the shuttle buses at Founders Day 2023. Finding the ideal location for handicapped parking continues to be a challenge. The area designated for Uber/Lyft drop off/pick up was used maybe only 12 times during the event even though information on this had been posted on social media.

Clean-up and sanitation were discussed. A few changes in number and/or locations of portable toilets and dumpsters will be made for next year. Delineation of clean-up areas for Church of the Springs and the Boy Scouts needs to be made clear to the clean-up crews, or consider possibly putting the two groups under the leadership of one person.

The Commission discussed the possibility of developing an app for event goers to use during the event. It could include such things as entertainment line-ups, locations of vendor booths, restrooms, lost and found, etc.

Concern was expressed that some of our vendors had not yet received their checks for their services rendered. It seems the holdup is lack of signed Participation Agreements. The Commission has requested that the city attorney attend our next meeting to clarify the requirements for Participation Agreements so that we don't have delays in payments in the future.

The dates for Founders Day 2023 are April 28, 29 and 30.

Founders Day 2023 sponsorships will be secured earlier in the process in a new format called Early bird Sponsorship.

The Founders Day Commission will follow-up with the DSISD superintendent and school board to respectfully request that Founders Day Friday, April 28, 2023, be a student holiday for the safety and well-being of our parade participants and festival goers.

**3. Discuss and consider approval of the Founders Day Commission Fiscal Year 2023 budget recommendation.**

Preliminary figures for the Founders Day Commission Fiscal Year 2023 budget were discussed. Further discussion and approval consideration will occur at the next Founders Day Commission meeting on June 13, 2022. The City Council would like this budget to be presented for its approval at the June 21, 2022, City Council meeting.

**STANDING COMMITTEE REPORTS**

*The following reports relate to the administration and planning of the Founders Day Festival. The Commission may provide staff direction; however, no action may be taken.*

Observations and comments from the individual committees were given during the wrap-up discussion.

- 4. Arts & Crafts Committee**  
*Commissioner Monaghan*
- 5. Carnival & Food Committee**  
*Commissioners Goss and Warwick*
- 6. Entertainment Committee**  
*Commissioners Thomas and Daniel*
- 7. Parade Committee**  
*Commissioners Medcalf and Holtzendorf*
- 8. Publicity Committee**  
*Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan*
- 9. Sanitation Committee**  
*Commissioner Hans*

10. **Security Committee**  
*Commissioners Medcalf and Debish*
11. **Site Plan Committee**  
*Commissioners Monaghan, Shindler and Medcalf*
12. **Sponsorship & Underwriting Committee**  
*Commissioners Adams, Debish, Daniel and Marsh*
13. **Traffic & Parking Committee**  
*Commissioners Medcalf and Debish*
14. **Volunteer Committee**  
*Community Events Coordinator Caylie Houchin*

## UPCOMING MEETINGS

City Council Member Parks extended an invitation to the Founders Day Commission members to attend the City Council meeting at 6:00 pm on Tuesday, May 17.

### *Founders Day Commission Meetings*

June 13, 2022, at 6:30 p.m.  
July 11, 2022, at 6:30 p.m.  
August 8, 2022, at 6:30 p.m.

### *City Council Meetings*

May 10, 2022, at 5:00 p.m.  
May 17, 2022, at 6:00 p.m.  
June 7, 2022, at 6:00 p.m.  
June 21, 2021, at 6:00 p.m.

## ADJOURN

A motion was made by Commissioner Daniel to adjourn the meeting. Commissioner Debish seconded the motion which carried unanimously 11 to 0.

This regular meeting of the Founders Day Commission was adjourned at 7:59 pm.

*Susan Warwick*

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Susan Warwick, Secretary  
Founders Day Commission



Dripping Springs, TX

Item 5.  
**Budget Report**  
**Account Summary**

For Fiscal: 2021-2022 Period Ending: 05/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - General Fund</b>							
<b>Revenue</b>							
<b>Department: 404 - Founders Day</b>							
<a href="#">100-404-45000</a>	FD Craft/Business Booths	6,500.00	6,500.00	6,255.81	6,255.81	-244.19	3.76 %
<a href="#">100-404-45001</a>	FD Food Booths	1,100.00	1,100.00	1,312.50	1,312.50	212.50	119.32 %
<a href="#">100-404-45002</a>	FD BBQ Cooker Registration Fees	4,600.00	4,600.00	0.00	0.00	-4,600.00	100.00 %
<a href="#">100-404-45003</a>	FD Carnival	9,500.00	9,500.00	13,585.46	13,585.46	4,085.46	143.00 %
<a href="#">100-404-45004</a>	FD Parade Registration Fees	3,750.00	3,750.00	0.00	3,975.00	225.00	106.00 %
<a href="#">100-404-45005</a>	FD Sponsorships	70,000.00	70,000.00	10,000.00	84,750.00	14,750.00	121.07 %
<a href="#">100-404-45006</a>	FD Parking Fees	1,700.00	1,700.00	0.00	3,299.22	1,599.22	194.07 %
<a href="#">100-404-45007</a>	FD Electric Fees	2,400.00	2,400.00	1,810.00	1,810.00	-590.00	24.58 %
<a href="#">100-404-47007</a>	Transfer from General Fund	0.00	13,000.00	13,000.00	13,000.00	0.00	0.00 %
	<b>Department: 404 - Founders Day Total:</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>45,963.77</b>	<b>127,987.99</b>	<b>15,437.99</b>	<b>13.72%</b>
	<b>Revenue Total:</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>45,963.77</b>	<b>127,987.99</b>	<b>15,437.99</b>	<b>13.72%</b>
<b>Expense</b>							
<b>Department: 404 - Founders Day</b>							
<a href="#">100-404-63019</a>	FD Clean Up	5,060.00	5,060.00	5,500.00	5,500.00	-440.00	-8.70 %
<a href="#">100-404-64016</a>	FD Event Supplies	7,000.00	7,000.00	2,737.44	4,538.38	2,461.62	35.17 %
<a href="#">100-404-64017</a>	FD Event Tent, Table, & Chairs	4,500.00	4,500.00	4,021.08	6,671.08	-2,171.08	-48.25 %
<a href="#">100-404-64018</a>	FD Barricades	19,874.00	19,874.00	6,748.12	14,819.72	5,054.28	25.43 %
<a href="#">100-404-65007</a>	Portable Toilets	7,150.00	7,150.00	10,019.00	10,019.00	-2,869.00	-40.13 %
<a href="#">100-404-65016</a>	FD Electricity	6,400.00	6,400.00	673.68	673.68	5,726.32	89.47 %
<a href="#">100-404-66008</a>	FD Parade	650.00	650.00	263.12	815.12	-165.12	-25.40 %
<a href="#">100-404-66009</a>	FD Publicity	8,500.00	8,500.00	0.00	9,321.02	-821.02	-9.66 %
<a href="#">100-404-66010</a>	Events, Entertainment & Activities	15,000.00	15,000.00	0.00	13,950.00	1,050.00	7.00 %
<a href="#">100-404-66012</a>	FD Sponsorship	5,000.00	5,000.00	2,513.97	3,303.97	1,696.03	33.92 %
<a href="#">100-404-68005</a>	FD Security	20,000.00	33,000.00	10,560.00	41,967.98	-8,967.98	-27.18 %
<a href="#">100-404-70002</a>	FD Contingencies	416.00	416.00	-774.00	5,613.27	-5,197.27	-1,249.34 %
	<b>Department: 404 - Founders Day Total:</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>42,262.41</b>	<b>117,193.22</b>	<b>-4,643.22</b>	<b>-4.13%</b>
	<b>Expense Total:</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>42,262.41</b>	<b>117,193.22</b>	<b>-4,643.22</b>	<b>-4.13%</b>
	<b>Fund: 100 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>3,701.36</b>	<b>10,794.77</b>	<b>10,794.77</b>	<b>0.00%</b>
	<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>3,701.36</b>	<b>10,794.77</b>	<b>10,794.77</b>	<b>0.00%</b>

## Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - General Fund</b>						
<b>Revenue</b>						
404 - Founders Day	99,550.00	112,550.00	45,963.77	127,987.99	15,437.99	13.72%
<b>Revenue Total:</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>45,963.77</b>	<b>127,987.99</b>	<b>15,437.99</b>	<b>13.72%</b>
<b>Expense</b>						
404 - Founders Day	99,550.00	112,550.00	42,262.41	117,193.22	-4,643.22	-4.13%
<b>Expense Total:</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>42,262.41</b>	<b>117,193.22</b>	<b>-4,643.22</b>	<b>-4.13%</b>
<b>Fund: 100 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>3,701.36</b>	<b>10,794.77</b>	<b>10,794.77</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>3,701.36</b>	<b>10,794.77</b>	<b>10,794.77</b>	<b>0.00%</b>

### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - General Fund	0.00	0.00	3,701.36	10,794.77	10,794.77
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>3,701.36</b>	<b>10,794.77</b>	<b>10,794.77</b>

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**FY 2022  
Adopted**

**FY 2022  
Amended**

**Change**

**FY 2022  
Projected**

**P** *Item 5.*

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	FY 2022 Adopted	FY 2022 Amended	Change	FY 2022 Projected	
<b>FOUNDERS DAY - GENERAL FUND</b>					
Balance Fwd	19,313.52	19,313.52		19,313.52	35,066.13
<b>Revenue</b>					
100-404-45000 Craft booths/Business Booths	6,500.00	6,500.00		6,255.81	
100-404-45001 Food booths	1,100.00	1,100.00		1,312.50	
100-404-45002 BBQ cookers	4,600.00	4,600.00		4,837.50	
100-404-45003 Carnival	9,500.00	9,500.00		13,585.46	
100-404-45004 Parade	3,750.00	3,750.00		3,975.00	
100-404-45005 Sponsorship	70,000.00	70,000.00		84,750.00	
100-404-45006 Parking concession	1,700.00	1,700.00		3,299.22	
100-404-45007 Electric	2,400.00	2,400.00		3,100.00	
100-404-45008 Misc	-	-			
100-404-47007 TXF from General Fund	-	13,000.00	13,000.00	13,000.00	
<b>Total</b>	<b>118,863.52</b>	<b>131,863.52</b>	<b>13,000.00</b>	<b>153,429.01</b>	<b>35,066.13</b>
<b>Expense</b>					
100-404-66009 Publicity	8,500.00	8,500.00		9,321.02	
100-404-65007 Porta-Potties	7,150.00	7,150.00		10,019.00	
100-404-68005 Security	20,000.00	33,000.00	13,000.00	41,967.98	
100-404-64018 Barricades/Traffic Plan	19,874.00	19,874.00		14,819.72	
100-404-66010 Bands/Music/Sound	15,000.00	15,000.00		13,950.00	
100-404-63019 Clean Up	5,060.00	5,060.00		5,500.00	
100-404-64016 Postage/Supplies/Misc.	7,000.00	7,000.00		4,538.38	
100-404-66012 Sponsorship	5,000.00	5,000.00		3,303.97	
100-404-66008 Parade	650.00	650.00		815.12	
100-404-64017 Tent, Tables & Chairs	4,500.00	4,500.00		6,671.08	
100-404-65016 Electricity	1,800.00	1,800.00		1,843.34	
100-404-65016 FD Electrical Setup	4,600.00	4,600.00		-	
100-404-70002 Contingencies	416.00	416.00		5,613.27	
<b>Total expenses</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>13,000.00</b>	<b>118,362.88</b>	<b>-</b>
<b>Balance Fwd</b>	<b>19,313.52</b>	<b>19,313.52</b>	<b>-</b>	<b>35,066.13</b>	<b>35,066.13</b>