



FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, July 11, 2022 at 6:30 PM

Agenda

CALL TO ORDER AND ROLL CALL

Commission Members

Brenda Medcalf, Chair
Jake Adams, Vice Chair
Brian Daniel
Darrell Debish
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

Community Events Coordinator Caylie Houchin
Council Member Sherrie Parks

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

- 1. Discuss and consider approval of the June 13, 2022, Founders Day Commission regular meeting minutes.**

BUSINESS

- 2. Presentation and possible action regarding CivicRec payment software for parade applications and sponsorship payments related to the Founders Day Festival.**

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.

- 3. Arts & Crafts Committee**
Commissioner Monaghan
- 4. Carnival & Food Committee**
Commissioners Goss and Warwick
- 5. Entertainment Committee**
Commissioners Thomas and Daniel
- 6. Parade Committee**
Commissioners Medcalf and Holtzendorf
- 7. Publicity Committee**
Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan
- 8. Sanitation Committee**
Commissioner Hans
- 9. Security Committee**
Commissioners Medcalf and Debish
- 10. Site Plan Committee**
Commissioners Monaghan, Shindler and Medcalf
- 11. Sponsorship & Underwriting Committee**
Commissioners Adams, Debish, Daniel and Marsh
- 12. Traffic & Parking Committee**
Commissioners Medcalf and Debish
- 13. Volunteer Committee**
Community Events Coordinator Caylie Houchin

UPCOMING MEETINGS

Founders Day Commission Meetings

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

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

October 24, 2022, at 6:30 p.m.

City Council Meetings

July 12, 2022, at 5:30 p.m.

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

July 26, 2022, at 5:30 p.m.

August 2, 2022, at 6:00 p.m.

August 9, 2022, at 5:30 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, on **July 8, 2022, at 11:00 a.m.***

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, June 13, 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 6:34 pm.

Commission Members present:

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

Commission Members absent:

Dee Marsh
 Jeff Shindler
 Brad Thomas

Staff, Consultants & Appointed/Elected Officials present:

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

A motion was made by Commissioner Debish to excuse tonight's absence of Commissioners Marsh, Shindler, and Thomas. Commissioner Daniel seconded the motion which carried unanimously 10 to 0.

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

Director Binz introduced himself. The Commission welcomed him.

PRESENTATION OF CITIZENS

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Lee Otten, Protective Security Advisor of the U.S Department of Homeland Security, introduced himself, discussed hostile vehicle attacks, and asked to make a presentation at a future Founders Day Commission Meeting.

MINUTES

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

A motion was made by Commissioner Debish to approve the May 9, 2022, Founders Day Commission regular meeting minutes. Commissioner Daniel seconded the motion which carried unanimously 10 to 0.

BUSINESS

3. Presentation and discussion related to contract and payment procedures.

City Attorney Laura Mueller gave a power-point presentation on Founders Day Commission Contracts and Purchases. Topics included Contracts and Purchases, Statutory Contract Requirements, Procurement Basics, Contract Process, Contract Cover Sheet, and Next Steps. The power-point presentation has been emailed to FDC members for future reference. Questions were asked and answered.

Attorney Mueller emphasized the fact that the City staff is willing, able and eager to help the Commission in every way possible.

Community Events Coordinator Houchin will be giving a presentation on the city's payment software called CivicRec at a future meeting. CivicRec would allow the Commission to accept online payments for sponsorships and parade entries.

Founders Day Commission members and city staff have agreed to present and process agreements and contracts as early as possible. City staff will be sure the appropriate Founders Day commission members can see contracts before they become official.

Contracts for services (not goods) over \$600 should be negotiated in advance and submitted with W9 forms as soon as possible. As much as is possible, city staff will purchase goods in advance of the event.

The Founders Day Entertainment subcommittee has asked that a contract template specific to entertainers be developed.

At least one city employee will be on site during the event with a city credit card to make needed purchases.

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.

A motion was made by Commissioner Monahan to approve the re-appointment of At-Large Founders Day Commissioners Brenda Medcalf and Clint Holtzendorf to the Founders Day Commission. Commissioner Debish seconded the motion which carried unanimously 10 to 0.

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

The Founders Day Commission Fiscal Year 2023 budget was discussed line by line. A motion was made by Commissioner Debish to approve the Founders Day Commission Fiscal Year 2023 Budget of \$146,488.01. Commissioner Daniel seconded the motion which carried unanimously 10 to 0.

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.

No reports were given at this meeting.

- 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

A motion was made by Commissioner Varnell to adjourn the meeting. Commissioner Hans seconded the motion which carried unanimously 10 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:51 pm.

Susan Warwick

Susan Warwick, Secretary
Founders Day Commission



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

Submitted By: Caylie Houchin, Community Events Coordinator

Commission Meeting Date: 07/11/2022

Agenda Item Wording: Presentation and possible action regarding CivicRec payment software for parade applications and sponsorship payment related to the Founders Day Event.

Agenda Item Requestor: Caylie Houchin

Summary/Background: Historically the Founders Day Commission has accepted paper applications and check payments for parade entry fees and sponsorship fees. The Parks & Community Services Departments' new software, CivicRec, will make accepting payments and keeping track of information much easier. Commissioners will be able to log in and track which Sponsors have submitted payments, make notes in accounts, and will have access to contact information for all applicants. Parade applications may move online altogether which will make it easier to accept payment and keep in contact with applicants.

Attachments: PowerPoint Presentation on CivicRec.

Next Steps/Schedule: Create individual accounts for the members of the Sponsorship and Parade committees.



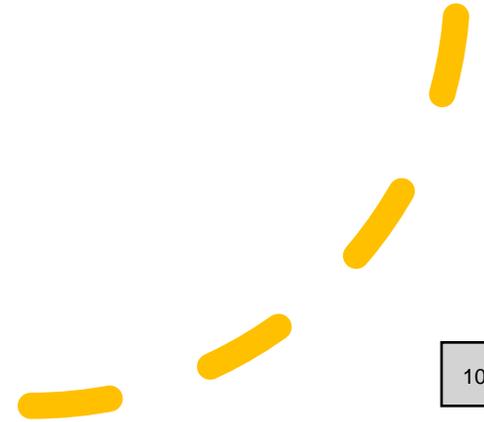
CivicRec

By Caylie



Sponsorships

- Begin accepting all Sponsorship payments online – no credit card fee
- Sponsorship Committee will be given access to view rosters and Sponsor's contact information
- Utilize the Notes section



Parade Application

- Parade Committee will have access to view roster and participants contact information
- Retire paper application
- Accept credit card payments
- Create waitlist
- Contact participants
- Flag Accounts

How to access CivicRec

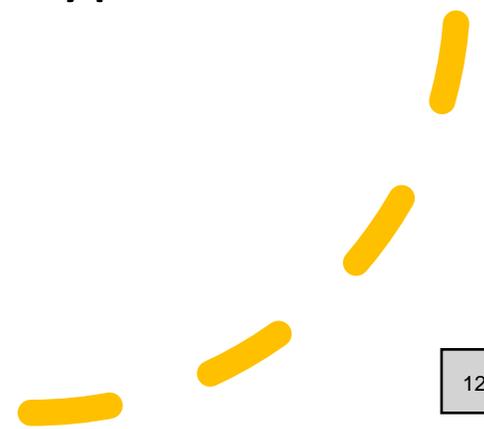
- Internal

<https://platform.civicplus.com/>

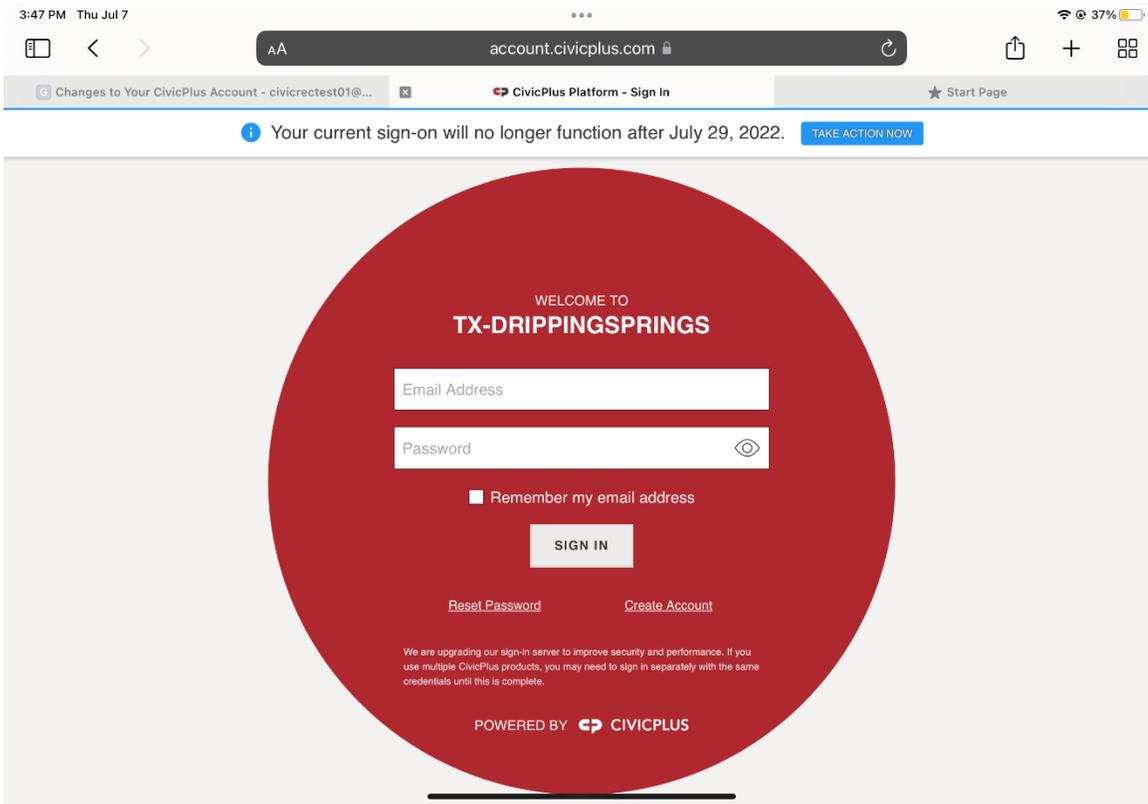
- Public Facing

<https://secure.rec1.com/TX/dripping-springs-tx/catalog>

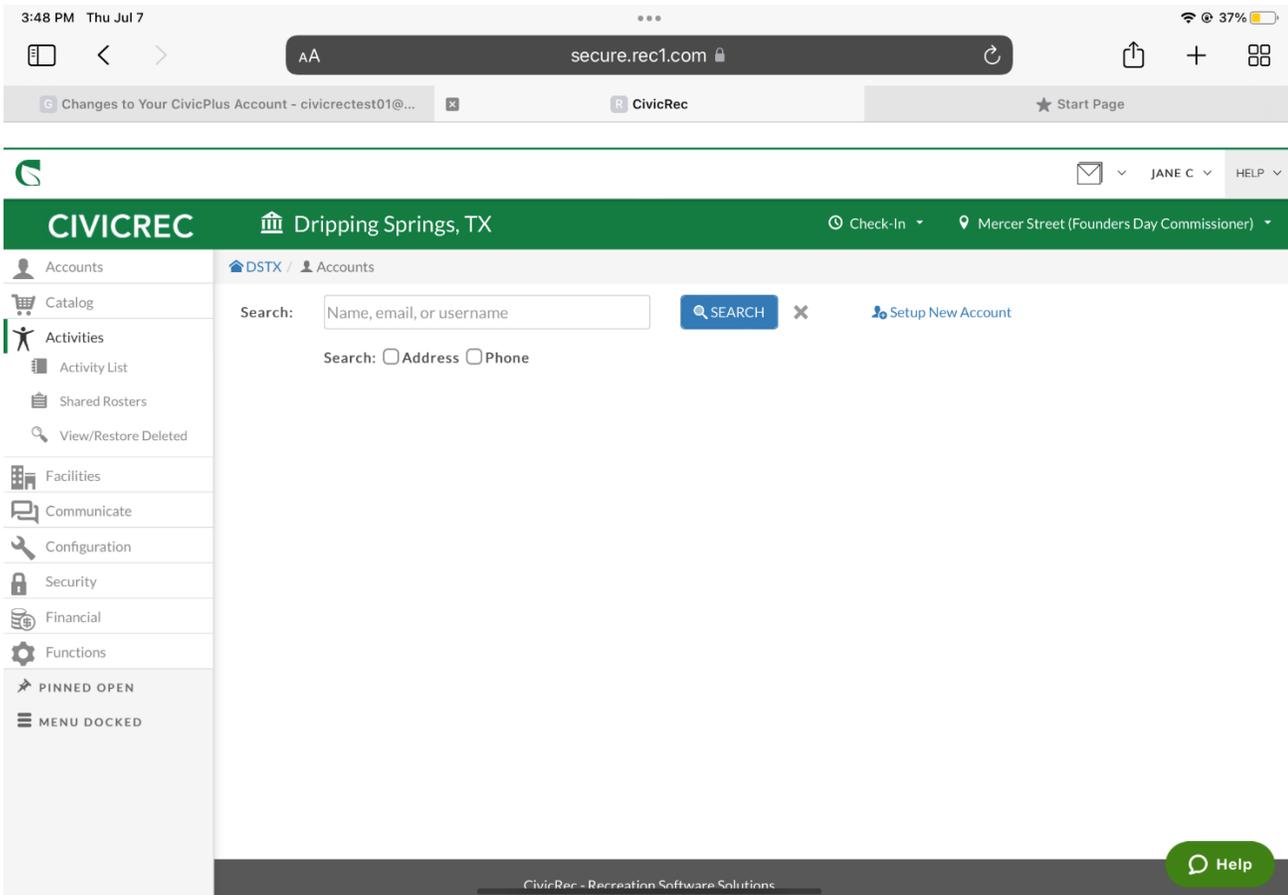
Use FoundersDayFestival.com and hyperlink to CivicRec



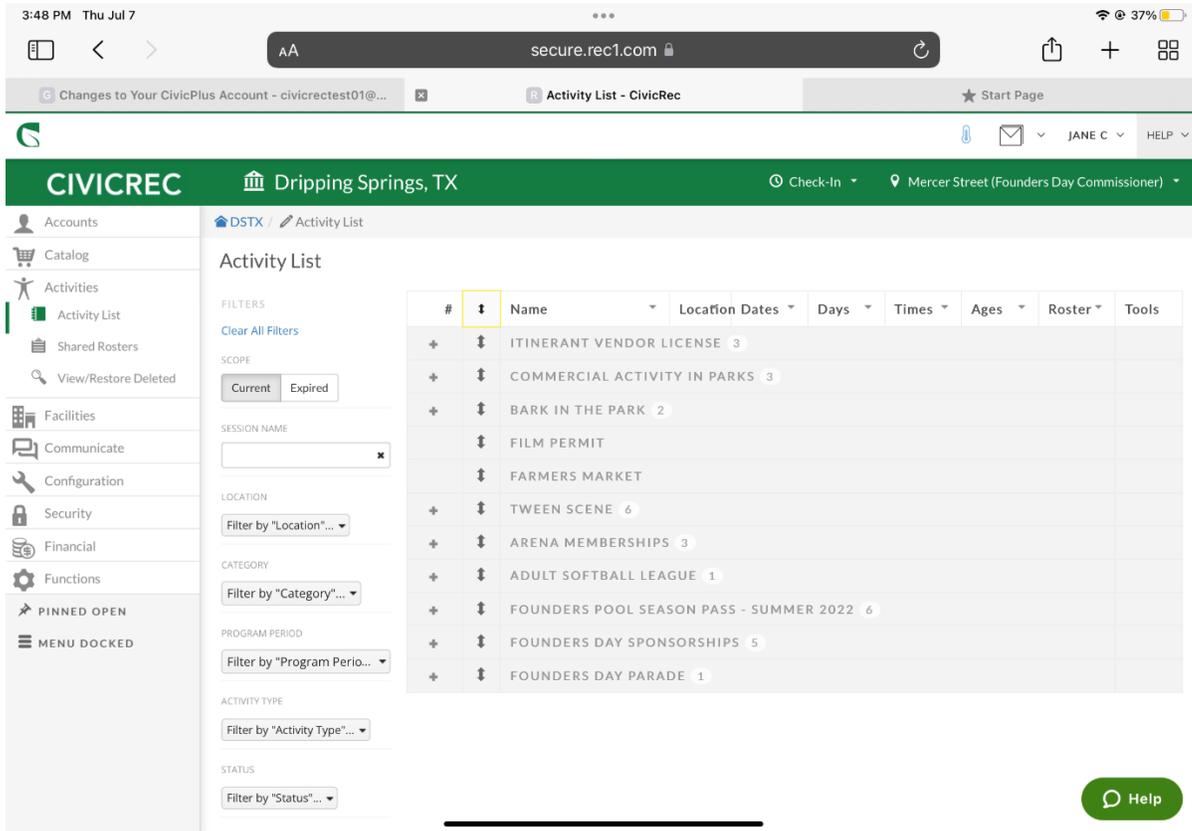
INTERNAL Log-in page:



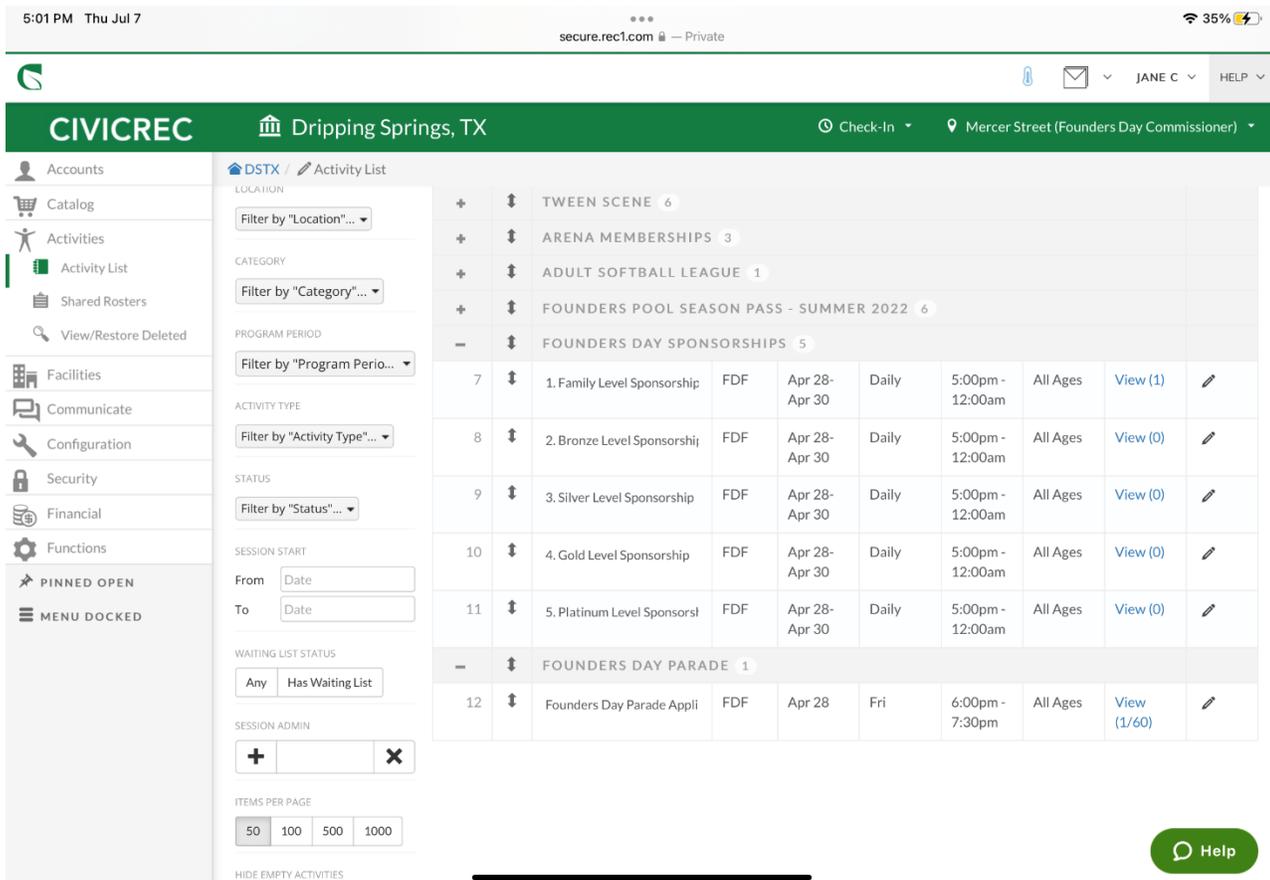
Home Screen: Double Check that the location selected is Mercer Street (Founders Day Commissioner).



Activity List is where you will find rosters:



Click on either “Founders Day Sponsorships” or “Founders Day Parade” and it will open the sessions menu. Click “View” to view participant rosters.



You can click any of the highlighted areas to view participants' information.

CIVICREC Dripping Springs, TX

Founders Day Sponsorships 1. Family Level Sponsorship

Roster **1 Slots Filled** | Waiting List **0** | + Create Shared Roster

Print Roster | Participant Sheets | Email Waivers

#	Contact	Age	Registration	Paid	Waiver Status	Receipt	Qt
1	Caylie Houchin	24	07/07/2022 02:41 PM	Balance Due \$250.00 Make Payment	OK	42085477	1

FILTERS: Clear All Filters

VIEW EXPANDED LIST: Yes No

INCLUDE DROP-INS: Yes No

CivicRec - Recreation Software Solutions
Copyright 2012-2022. All rights reserved.

Participant Sheets will show you each registrant's prompt answers, contact information, etc. You can print or save it as a PDF.

Dripping Springs, TX **Print**

Founders Day Parade Founders Day Parade Application Participant Sheet

Participant Name: Caylie Houchin
 Date of Birth: 06/01/1998
 Address: 1042 Event Center Dr, Dripping Springs, TX 78620
 Main Phone: 512-708-0457
 Email: chouchin@cityofdrippingsprings.com

Prompt Responses:

Name of Persons/Organization/Entry:	Parks & Recreation Department
# of People Walking:	2
# of Animals -	0
If yes, what kind of animals?	N/a
Music?	No
How long is your entire float entry for the parade in feet? *Total length is limited to 50ft.	45 ft
Describe your float:	Description found here.

Clicking the receipt will open a receipt of the transaction of that specific participant. Receipts automatically sent to participants after they submit payment. Item 2.

Parade Receipt:



Dripping Springs, TX
511 Mercer Street
Dripping Springs, TX 78620
512-894-2400
fdchair@cityofdrippingsprings.com
<https://www.cityofdrippingsprings.com/founders-day>

Registration/Payment Receipt 42091901

07/07/2022 03:25 PM

Account Information

Caylie Houchin
1042 Event Center Dr
Dripping Springs, TX 78620

Received By

Caylie Houchin at PCS Office - Ranch House

Item	Balance Due	Amount Paid
Caylie Houchin for Founders Day Parade Founders Day Parade Application	\$75.00	\$0.00
BALANCE DUE BY: 04/21/2023		
SCHEDULE: 6p-7:30p on Fri 04/28/2023 at Mercer Street Founders Day		
Change in Balance		\$75.00
Account Balance		\$325.00
		<i>(As of 07/07/2022 03:25 PM)</i>

Prompt(s)

Name of Persons/Organization/Entry: Parks & Recreation Department

of People Walking: 2

of Animals - 0

If yes, what kind of animals? N/a

Music? No

How long is your entire float entry for the parade in feet? *Total length is limited to 50ft. 45 ft

Describe your float: Description found here.

Thank you for your participation in Founders Day!



FOUNDERS DAY
FESTIVAL
DRIPPING SPRINGS ★ TEXAS

Dripping Springs, TX
511 Mercer Street
Dripping Springs, TX 78620
512-894-2400
fdchair@cityofdrippingsprings.com
<https://www.cityofdrippingsprings.com/founders-day>

Registration/Payment Receipt 42085477

07/07/2022 02:41 PM

<p>Account Information Caylie Houchin 1042 Event Center Dr Dripping Springs, TX 78620</p>	<p>Received By Caylie Houchin at PCS Office - Ranch House</p>
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Item	Balance Due	Amount Paid
Caylie Houchin for Founders Day Sponsorships 1. Family Level Sponsorship	\$250.00	\$0.00
BALANCE DUE BY: 04/23/2023		
SCHEDULE: 5p-12a on Fri 04/28/2023 at Mercer Street Founders Day 10a-12a on Sat 04/29/2023 at Mercer Street Founders Day 10a-5p on Sun 04/30/2023 at Mercer Street Founders Day		
Change in Balance		\$250.00
Account Balance		\$250.00
<i>(As of 07/07/2022 02:41 PM)</i>		

Prompt(s)

Company Name or Family: City of Dripping Springs

LOGO to be provided by: Please include their Name, Email Address & Phone Number. Caylie Houchin; chouchin@cityofdrippingsprings.com ; 512-708-0457

Thank you for your participation in Founders Day!

These are example receipts and can be edited easily. Take note of the “Prompts” Section. These questions are answered as the participant is registering/paying. Any information needed from the participant can be included in the prompt section.



- GOVERNMENT INFORMATION
- COMMUNITY
- BUSINESSES
- DEPARTMENTS
- HOW DO I



Log In/Create Account Catalog

Policies Help

Cart Empty

Clear All Filters

- Activities 8
- Founders Pool 6
- Park Rentals 6
- Programs 1
- Permits & Licenses 5

Filter

Keyword or code...

Location

Mercer Street

Category

Founders Day Festi...

FOUNDERS DAY FESTIVAL 2023	
Founders Day Sponsorships 5 . Add Text Here	\$250 - \$5000
Founders Day Parade 1 . Add text here	\$75

FOUNDERS DAY FESTIVAL 2023

Founders Day Sponsorships



EVENT	LOCATION	AGE	DAYS	DATES	TIMES	
1. Family Level Sponsorship	Mercer Street	All Ages	Daily	04/28-04/30	5pm-5pm	\$250 ⓘ

ⓘ Registration for this program opens at 12:00 AM on 12/01/2022.

Add Text Here

Activity Founders Day Sponsorships
Session 1. Family Level Sponsorship
Location Mercer Street
Room/Facility Founders Day
Phone 512-894-2400
Date Range 04/28-04/30
Schedule Details 5p-12a on Fri 04/28/2023 at Mercer Street Founders Day
 10a-12a on Sat 04/29/2023 at Mercer Street Founders Day
 10a-5p on Sun 04/30/2023 at Mercer Street Founders Day
Age/Gender All Ages
Activity Code FDF2023
Fee \$250.00
Registration Opens on Dec 1 - 12:00 AM

An account is required to register for this program or activity.

[CREATE ACCOUNT](#)

[LOG IN](#)

Sponsorship Page. Highlighted areas can be edited. Each level can have a different description. Sponsors will create an account for their organization. Prompts will be utilized to gather additional information.

Founders Day Parade



Founders Day Parade Applicat... Mercer Street All Ages Fri 04/28/23 6pm-7:30pm \$75 ⓘ

ⓘ Registration for this program opens at 12:00 AM on 12/01/2022.

Add text here

Activity Founders Day Parade
Session Founders Day Parade Application
Location Mercer Street
Room/Facility Founders Day
Phone 512-894-2400
Date Range 04/28
Schedule Details 6p-7:30p on Fri 04/28/2023 at Mercer Street Founders Day
Age/Gender All Ages
Fee \$75.00
Registration Opens on Dec 1 - 12:00 AM
Max Participants 75

An account is required to register for this program or activity.

[CREATE ACCOUNT](#)

[LOG IN](#)

Parade Application Page. Highlighted areas can be edited. Parade applicants will create an account for their organization. Prompts will be utilized to gather additional information.

Participants will follow the remaining on-screen instructions to complete the transaction.

Attachments

 \$250.00
1 item

Attachments

View/Print

1. FD Sponsorship Packet

View/Print

CHECKOUT FOR JANE COMMISSIONER

-  Account Profile
-  Browse Catalog
-  **Attachments**
-  Prompts
-  Payment
-  Receipt

[Confirm Attachments >](#)

[Browse Catalog](#)

Attachments (Parade Participant information sheet, sponsorship information sheet, any additional information that is important for the participant to be aware of)

Prompts: The system will not allow the participant to continue if the fields are blank. No limit on prompts.

Prompts

 \$250.00
1 item

Prompt

Response

CHECKOUT FOR JANE COMMISSIONER

-  Account Profile
-  Browse Catalog
-  Attachments
-  **Prompts**
-  Payment
-  Receipt

General Prompts

1. Company Name or Family:

2. LOGO to be provided by:
Please include their Name, Email Address & Phone Number.

[Submit Responses >](#)

[Attachments](#)

Payment Page:

Payment

Item	Price
1. kid houchin for Founders Day Sponsorships 1. Family Level Sponsorship	\$250.00 ✕
Total Charges	\$250.00

Save Card

[Continue to Payment](#)

If you are not redirected to a receipt page after completing your purchase, please return to the catalog and try again.

CHECKOUT FOR CAYLIE HOUCHIN

- [Browse Catalog](#)
- [Attachments](#)
- [Prompts](#)
- [Payment](#)**
- [Review & Confirm](#)
- [Receipt](#)

[← Prompts](#)

Then they will be prompted to add their credit card information and complete the transaction.