



# FARMERS MARKET COMMITTEE REGULAR MEETING

City of Dripping Springs

Ranch House, 1042 Event Center Dr., Dripping Springs, TX

Thursday, April 21, 2022 at 10:00 AM

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## Agenda

### CALL TO ORDER AND ROLL CALL

#### Committee Members

Gouri Johannsen, Chair  
Marianne Simmons, Vice Chair  
Teresa Strube, Secretary  
Nikki Dahlin  
Erika Fritz  
Claudia Oney  
Janet Musgrove

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

Farmers Market Manager Charlie Reed  
Farmers Market Specialist Johnna Krantz

### REPORTS

- 1.** **Market Manager's Monthly Report**  
*Charlie Reed, Market Manager*

### MARKET VENUE

- 2.** **Discuss and consider possible action regarding logistics and shared use of the Pound House Farmstead and Founders Memorial Park related to the Farmers Market and other events to be held at the location.**
- 3.** **Discuss and consider possible action regarding shared use of the Pound House Farmstead related to the 2022 Pumpkin Fest. Requester: Christopher Durst**

### SPONSORSHIPS AND GRANTS SUBCOMMITTEE

- 4.** **Discuss and consider possible action regarding market expansion, sponsorships, and Marketing/Sponsorship Subcommittee needs.**

### OTHER BUSINESS

- 5.** **Discuss and consider action regarding the Farmers Market Budget and City Council Budget Amendments.**

## **RULES AND REGULATIONS SUBCOMMITTEE**

- 6. Discuss and consider recommendation regarding Amendments to the Farmers Market Rules and Farmers Market Section 16.02.65 Special Rules for Specific Park Facilities in the Park Rules Ordinance.**

## **EXECUTIVE SESSION**

*The Farmers Market Association Board for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Farmers Market Association Board for the City of Drippings Springs may act upon any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

- 7. Discuss and consider approval of a recommendation to City Council regarding an appointment to the Farmers Market Committee open position.**

## **UPCOMING MEETINGS**

### **Farmers Market Committee Meetings**

May 19, 2022, at 10:00 a.m.

June 16, 2022, at 10:00 a.m.

July 21, 2022, at 10:00 a.m.

### **City Council Meetings**

May 3, 2022, at 6:00 p.m.

May 17, 2022, at 6:00 p.m.

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

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

## **ADJOURN**

*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.*

# Farmers Market Manager Report for 4/21/2022 Meeting

by Charlie Reed

### Move Feedback:

Customer feedback that we’ve been hearing has been overwhelmingly positive, and increased visitation reflects that. Online chatter (shared by Theresa) also positive. One customer expressed disagreement with the move. Addressed below in “Vendor Issues” section.

Vendor feedback is positive regarding increased customer presence and atmosphere. Change is difficult and it has hit some vendors more. Addressed below.

### Move Learnings:

Feedback from vendors, Pound House reps, the FMC, and Customers is integral to our move’s evolution. PH expressed concerns with vehicles on the grounds. Vendors expressed concerns about not being able to drive on the grounds. Charlie and Johnna remain focused on safety at the entrance during set-up and closing, with vendor traffic funneled through a tight entrance. After 4/6 market, Charlie, Jenny, Gouri and Marianne had an emergency meeting to discuss expanding market to outside of fence on city property. Michelle allowed vendors who need to pull their vehicles or trailers to their booths to use this area. Expansion and evolution outside will continue as needed, with market focus to remain on integration with PH as well.

The 4/13 market was the first to use areas outside the PH fence. Vendors assigned those spots were skeptical to start and, with one exception, thrilled by market’s end.

With current logistics, PH grounds can support +/- 50 vendors. Additional carts and volunteers at closing would boost that. City property adjacent to PH can potentially support an additional +/-50 working from vehicles. Additional signage will be needed to direct customer flow.

### Visitation:

Perhaps due to better ability to count with controlled entrance, the clicker is showing much higher numbers:

- 3/16 (last day at Triangle) – 500
- 3/23 (first day at PH) – 596
- 3/30 (Grand Opening) – 711 (highest we’ve counted)
- 4/6 – 541
- 4/13 – 626 (#2 we’ve counted, ahead of 625 at 10/6/2021 market)

Totals and Averages by Month (2021)						
	July	Aug	Sept	Oct	Nov	Dec
Cust Per Market	527	409	437	563	475	438
Totals and Averages by Month (2022)						
	Jan	Feb	March	April		
Cust Per Market	344	323	564	583.5		

With more accurate counting ability, a trend is emerging to support assumptions made by vendors who said sales increase first and third markets due to pay periods.

#### **Sales:**

The last five markets have seen total sales surpass \$20,000, with a new high set 3/30: \$25,000. Perspective: over the previous year, the market had not surpassed \$20k more than two consecutive weeks, with the exception of December, 2021, which saw three in a row.

#### **Vendor Applications:**

FMC volunteers met Monday 4/11 to review applications and ensure proper procedures are followed. This support is appreciated. I haven't had time as of yet to follow up. Essentially, applications are still on hold. I've provisionally approved select vendors and let them know that formal approval has not yet been given.

#### **Vendor Issues:**

[Vendor]: 4/6 – called City Hall to make complaint about favoritism toward his competitor. My response email is below.

[Vendor]: 3/30 – after owner steadily complained to fellow vendors about new location's difficult accessibility for vehicles and having to carry wares, owner also shared complaints with customer who approached me to air the concern. I spoke with vendor to address. When we opened outside of 4/13 market for vendors to park and sell, [Vendor] owner refused to accept outside placement and insisted "normal" spot inside fence.

Vehicle breaking and entering concern at 4/13 market. No request from vendor making complaint for report or police. Email below.

**Charlie Out:** I'll be visiting my mom for her 70<sup>th</sup> and will be out May 5-15. With Johnna, the market will be in good hands and we'll work to make sure she's prepared. Thomas, who assisted me during Johnna's recent absence, will support, but volunteers for set-up and breakdown would be helpful.

**Truck:** Flat-bed truck panels were installed and we hope to begin using the truck 4/20.

**Pumpkin Fest:** Charlie met with Pumpkin Fest organizers 4/14 to begin discussion of sharing PH grounds for six weeks in Sept/Oct. Per staff report, will debrief FMC.

#### **Social Media:**

- Instagram followers up to 2,210 (+76 over last month).
- After a year, followers are up almost 1,000.

#### **Newsletter:**

1. Subscribers: 1,429 (up 104)
  - a. *Heavy spike after Edible Austin's call-out*

#### **Market Bucks and Vendor Payments:**

No market bucks were returned this month. However, \$50 in wooden nickels were returned to vendors who had not been reading Monday emails for six months, in which I announced the nickels were discontinued. After locating the customer using the nickels, she said she purchased them at the Friends



Foundation Auction in 2020 and was told around then that they would never expire. Vendors (Thai Gourmet, SpaceCow Bakery) will be compensated.

<b>DSFM Sales Data</b>				
<b>Market Date</b>	<b>3.23</b>	<b>3.30</b>	<b>4.06</b>	<b>4.13</b>
Vendors	47	47	45	47
Vendors Reporting	45	47	45	47
<b>Total Sales</b>	<b>24,270.00</b>	<b>25,893.00</b>	<b>23,310.00</b>	<b>22,817.00</b>
Average per Vendor	539.33	550.91	518.00	485.47
Farmers	2,358.00	3,857.00	1,905.00	1,850.00
Ranchers	6,172.00	5,806.00	6,680.00	6,472.00
Crafts	655.00	1,690.00	1,878.00	2,267.00
Foods	13,845.00	13,590.00	12,077.00	11,628.00
Baker	1,385.00	2,486.00	1,659.00	2,032.00
Beverage	3,770.00	3,166.00	2,322.00	2,921.00
Value Add	7,450.00	6,988.00	7,326.00	6,075.00
Pet	1,240.00	950.00	770.00	600.00
Visitors	596	711	541	626
Sales per Capita	\$40.72	\$36.42	\$43.09	\$36.45
Temperature	70	82	80	93
Skies	Sunny	Sunny	Sunny	Clear
Humidity (low=1,med=2,high=3)	1	1	1	1
Winds (15 mph+)		20	20	15
Music	J.Kirk	Trio	J.Rivers	A.Dormont

<b>Totals and Averages by Month (FY'22)</b>							
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
# Markets	4	4 (3)	5 (4)	4 (3)	4 (3)	5 (4)	2
Vendors	165	134	183	154	113	220	92
Vendors Reporting	165	124	179	117	92	172	92
Total Sales	\$76,769	\$59,596	\$76,769	\$47,366	\$41,824	\$92,611	\$46,127
<b>Avg. per Market</b>	<b>\$19,192</b>	<b>\$19,865</b>	<b>\$19,192</b>	<b>\$15,789</b>	<b>\$13,941</b>	<b>\$23,153</b>	<b>\$23,064</b>
<b>Average per Vendor</b>	<b>\$465.27</b>	<b>\$480.61</b>	<b>\$428.88</b>	<b>\$404.84</b>	<b>\$454.61</b>	<b>\$538.44</b>	<b>\$501.38</b>
Customers	2250	1425	1750	1375	970	2257	1167
Per Market	563	475	438	344	323	564	583.5
<b>Sales per Customer</b>	<b>\$34.12</b>	<b>\$41.82</b>	<b>\$43.87</b>	<b>\$43.06</b>	<b>\$43.06</b>	<b>\$41.03</b>	<b>\$39.53</b>

**Email to vendor in regard to accusation of favoritism:**

Dear [Vendor],

I want to thank you for your long-time, consistent presence within the Dripping Springs Farmers Market. You've developed strong and lasting relationships with customers, and there's nothing more valued in the market than that.

As you know, the market's change of locations has presented a range of challenges. In anticipation of challenges known and unpredictable, I let vendors know we would likely need a month to gain a better understanding of the new location's capabilities and limitations. It is an iterative learning process in which feedback from all 65 of our regular participants is not just valued, but integral to our evolution.

With that in mind, I was disheartened that you all felt the need to escalate your concerns. [Vendor], we speak every week, and I'm sorry that you did not feel heard. I understand that you all are running a business in which every customer counts, and I apologize again for not being able to assure you that your success, along with our other vendors' success, is a primary goal of ours. After all, our market's success is entirely dependent upon your ability to profit.

For the last ten months, I have [\*] consistently turned away applicants in the [\*] category with respect to your business needs. With that said, our market also has financial needs, as our new location brings new financial obligations. While we increased rates slightly, we are mainly counting on the extra space at our new location to house additional vendors who will help us meet our additional costs. I believe the market's growth allows us to take in up to two additional vendors in the category. With the same respect I had in turning away vendors, I am now letting you know that I will begin accepting applications.

As you know, I manage the market's operations while the Farmers Market Committee curates the vendor portfolio, and the decision of which vendors participate ultimately rests with them. If you have any concerns about my re-opening of this category, please direct them to the FMC.

Finally, I want to assure you both that your voice is being heard, and to best facilitate that I request that all market-related communications from [Vendor] come through e-mail.

Thank you again for your long-time participation in the Dripping Springs Farmers Market – I look forward to your contributions to our continued growth. If you feel our efforts to meet your needs are not sufficient, I fully respect your choice to take your business elsewhere.

Charlie

**Email to Vendor in regard to vendor complaint about B&E:**

[Vendor],

I want to let you know that a vendor came to me with a complaint during yesterday's market, stating she came upon one of the two [Vendor] vendors in her front seat looking through her car. She indicated it was the older man wearing an orange shirt. She declined to file a report or press charges and said nothing was missing.

Additionally, the two vendors for [Vendor] arrived well after the market had opened, were not set up until 4pm, and did not arrive with signed rules.

As the complaining vendor did not wish to file a report or even make a witness statement, I'm not required to do anything regarding the complaint, but as [Vendor's] presence in the market is valued, I want to ensure you are aware of your employees' habits should they be detrimental to your business. As their lateness cost them the busiest hour of the market, with a number of customers asking where they were, I would say that is detrimental.

Going forward, when new hires are sent to market, please make sure they bring initialed and signed copies of the attached rules. If they are going to be late, it would be a courtesy to your many repeat customers for us to be able to communicate [Vendor's] "traffic delay," so let us know next time.

Thank you,

Charlie



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

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**Submitted By:** Charlie Reed, Farmers Market Manager

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**FM Committee Meeting Date:** April 21, 2022

**Agenda Item Wording:** Discuss and consider actions around 2022 market move.

**Agenda Item Requestor:** Charlie Reed

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**Summary/Background:** The move has come with anticipated and unanticipated challenges. Some of these are addressed in the 4.14.2021 FM Mgr Report. An emergency meeting was held to discuss logistics, and frequent communication will need to occur as we continue evolving to meet the new grounds.

Additionally, Charlie met with PH and Pumpkin Fest organizers 4/14/2021 to begin understanding needs for sharing grounds. Christopher Durst will be joining the FMC at 11 a.m. during the 4/21 meeting for an introduction.

**FM Committee Recommendation:**

**Staff Recommendation:**

**Attachments:** See monthly manager’s report for additional details.

**Next Steps/Schedule:**





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

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**Submitted By:** Charlie Reed, Farmers Market Manager

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**FM Committee Meeting Date:** April 21, 2022

**Agenda Item Wording:** Discuss collaboration with Pumpkin Fest

**Agenda Item Requestor:** Charlie Reed

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**Summary/Background:** Pumpkin Fest will be taking place for six weeks from September to October, sharing Pound House grounds with DSFM. Christopher Durst with Pumpkin Fest will be joining the meeting at 11 a.m. for an introduction and potential discussion.

**FM Committee Recommendation:**

**Staff Recommendation:**

**Attachments:**

**Next Steps/Schedule:**



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

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**Submitted By:** Charlie Reed, Farmers Market Manager

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**FM Committee Meeting Date:** April 21, 2022

**Agenda Item Wording:** Discuss and consider actions around market expansion, sponsorships, and Marketing/Sponsorship Subcommittee needs.

**Agenda Item Requestor:** Gouri Johanssen, Charlie Reed

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**Summary/Background:** The growing market has financial obligations (restroom and grounds fees; increased musician payments), and sponsorships will be a good way to address them. The Marketing/Sponsorship subcommittees will work to increase presence.

Additionally, a final price for market bags has not been set. Suggestions range from \$5-20. Charlie and Johnna have been accepting donations in exchange for bags; donations have averaged \$13/bag.

**FM Committee Recommendation:**

**Staff Recommendation:**

**Attachments:** Sponsorship – WaterBottle.pdf

**Next Steps/Schedule:**





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## Sponsorship

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**Pound House Farmstead** <jenny@phfmuseum.org>  
To: Gouri Johannsen <gourij.dsfm@gmail.com>

Thu, Mar 31, 2022 at 3:10 PM

Hi Gouri,

Thank you for inviting us to sponsor. We actually have something very similar which we already sell in our gift shop, which we worked together with Acoyon to co-sponsor. Until we've had the opportunity to move through our inventory we probably aren't looking to participate in making more.

We will respectfully decline at this time.  
Thank you,

**Jenny Pack**

*Executive Director*

**Pound House Farmstead**

419-B Founders Park Road

P.O. Box 1150 (*mailing only*)

Dripping Springs, TEXAS 78620

512-858-2030

[phfmuseum.org](http://phfmuseum.org)

On Tue, Mar 29, 2022 at 8:44 PM Gouri Johannsen <gourij.dsfm@gmail.com> wrote:

Jenny,

As I mentioned to you last week, FM is planning to provide reusable water bottles at the market and have a cooler for people to fill the water from. We are looking for sponsors to help us achieve this. The cost of this would be about \$7.80 per bottle which includes the imprint and shipping cost. I am thinking of getting a quantity of 100 to start with.

Let me know if your board is interested in sponsoring all or a portion of it.

Thanks!



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Gouri Johanssen  
Dripping Springs Farmers Market  
Committee - Chair

Item 4.

## Dr. Pound Historical Farmstead

[570 Founders Park Road](#)

PO Box 1150

Dripping Springs, TX 78620

(512) 858-2030

[drpoundfarmstead.org](http://drpoundfarmstead.org)



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

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**Submitted By:** Charlie Reed, Farmers Market Manager

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**FM Committee Meeting Date:** April 21, 2022

**Agenda Item Wording:** Discuss and consider action around FM Budget

**Agenda Item Requestor:** Gouri Johanssen

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**Summary/Background:** This time to include discussion of Council’s Amendment to FY22 Budget (see attached) as well as planning of FY23 Budget.

**FM Committee Recommendation:**

**Staff Recommendation:**

**Attachments:** FM Budget FY22 Amendment\_3\_24\_22.pdf  
Ordinance 2022-09.pdf

**Next Steps/Schedule:**



**DRIPPING SPRINGS FARMERS MARKET**

	<b>FY 2022 Adopted</b>	<b>FY 2022 Amended</b>
Balance Forward	<b>21,835.14</b>	<b>57,773.34</b>
<b>Revenue</b>		
FM Sponsor*	1,000.00	5,000.00
Grant Income	1,000.00	1,000.00
Booth Space	42,000.00	42,000.00
Applications	2,650.00	1,000.00
Membership Fee	-	1,650.00
Interest Income	500.00	500.00
Market Event & Merch. Sales	500.00	1,000.00
<b>Total</b>	<b>69,485.14</b>	<b>109,923.34</b>
<b>Expense</b>		
Advertising	2,600.00	2,600.00
Market Manager	36,884.80	36,884.80
Market Specialist	-	-
Payroll Tax Expense	3,073.69	3,073.69
DSFM Benefits (Health Ins.)	7,608.13	7,608.13
MM Add. Benefits (FICA, Dental, UnEmp)	-	3,400.00
Retirement	2,213.09	2,213.09
Entertainment& Activities	1,000.00	1,000.00
Dues Fees & Subscriptions	200.00	200.00
Market Event	500.00	500.00
Training	200.00	200.00
Office Expense	100.00	100.00
Supplies Expense	400.00	400.00
Other Expense	200.00	200.00
Capital Fund	-	-
Contingency Fund	500.00	500.00
<b>Total Expense</b>	<b>55,479.71</b>	<b>58,879.71</b>
<b>Balance Forward</b>	<b>14,005.43</b>	<b>51,043.63</b>

This is the bank balance at the end of FY21

Includes monetary value of sponsorship of bags, mugs, etc.



Dripping Springs, TX

DRIPPING SPRINGS  
Texas

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

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - Dripping Springs Farmers Market</b>							
<b>Revenue</b>							
<b>Department: 403 - Farmers Market</b>							
<a href="#">201-403-43005</a>	Booth Rental Fees	42,000.00	42,000.00	3,186.00	20,446.00	-21,554.00	51.32 %
<a href="#">201-403-43006</a>	Application Fees	2,650.00	1,000.00	115.00	540.00	-460.00	46.00 %
<a href="#">201-403-43035</a>	Membership Fee	0.00	1,650.00	0.00	0.00	-1,650.00	100.00 %
<a href="#">201-403-44000</a>	Sponsorships & Donations	1,000.00	5,000.00	1,722.50	1,722.50	-3,277.50	65.55 %
<a href="#">201-403-46002</a>	Interest	500.00	500.00	0.60	79.41	-420.59	84.12 %
<a href="#">201-403-46004</a>	Grant Revenues	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
<a href="#">201-403-46005</a>	Market Events/Merchandise	500.00	1,000.00	120.00	120.00	-880.00	88.00 %
<b>Department: 403 - Farmers Market Total:</b>		<b>47,650.00</b>	<b>52,150.00</b>	<b>5,144.10</b>	<b>22,907.91</b>	<b>-29,242.09</b>	<b>56.07%</b>
<b>Revenue Total:</b>		<b>47,650.00</b>	<b>52,150.00</b>	<b>5,144.10</b>	<b>22,907.91</b>	<b>-29,242.09</b>	<b>56.07%</b>
<b>Expense</b>							
<b>Department: 403 - Farmers Market</b>							
<a href="#">201-403-60000</a>	Regular Employees	36,884.80	36,884.80	2,971.08	16,370.20	20,514.60	55.62 %
<a href="#">201-403-60001</a>	Part-time Employees	0.00	0.00	0.00	1,577.97	-1,577.97	0.00 %
<a href="#">201-403-61000</a>	Health Insurance	7,608.13	7,608.13	550.46	3,302.10	4,306.03	56.60 %
<a href="#">201-403-61001</a>	Dental Insurance	0.00	0.00	34.74	208.44	-208.44	0.00 %
<a href="#">201-403-61002</a>	Medicare	0.00	0.00	43.08	260.24	-260.24	0.00 %
<a href="#">201-403-61003</a>	Social Security	0.00	0.00	184.21	1,112.79	-1,112.79	0.00 %
<a href="#">201-403-61004</a>	Unemployment	0.00	0.00	47.54	141.68	-141.68	0.00 %
<a href="#">201-403-61005</a>	Federal Withholding	3,073.69	3,073.69	0.00	0.00	3,073.69	100.00 %
<a href="#">201-403-61006</a>	TMRS	2,213.09	2,213.09	175.89	1,072.21	1,140.88	51.55 %
<a href="#">201-403-63004</a>	Dues, Fees & Subscriptions	200.00	200.00	100.00	158.94	41.06	20.53 %
<a href="#">201-403-63005</a>	Training/Continuing Education	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">201-403-64000</a>	Office Supplies	100.00	100.00	0.00	2.49	97.51	97.51 %
<a href="#">201-403-64019</a>	Market Supplies	400.00	3,845.00	15.28	15.28	3,829.72	99.60 %
<a href="#">201-403-65000</a>	Network/Phone	0.00	0.00	20.66	123.96	-123.96	0.00 %
<a href="#">201-403-66001</a>	Advertising	2,600.00	2,600.00	4,026.42	4,103.42	-1,503.42	-57.82 %
<a href="#">201-403-66010</a>	Events, Entertainment & Activities	1,000.00	1,000.00	100.00	659.90	340.10	34.01 %
<a href="#">201-403-66011</a>	Market Event	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">201-403-70002</a>	Contingencies/Emergency Fund	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">201-403-70003</a>	Other Expenses	200.00	200.00	0.00	10.55	189.45	94.73 %
<b>Department: 403 - Farmers Market Total:</b>		<b>55,479.71</b>	<b>58,924.71</b>	<b>8,269.36</b>	<b>29,120.17</b>	<b>29,804.54</b>	<b>50.58%</b>
<b>Expense Total:</b>		<b>55,479.71</b>	<b>58,924.71</b>	<b>8,269.36</b>	<b>29,120.17</b>	<b>29,804.54</b>	<b>50.58%</b>
<b>Fund: 201 - Dripping Springs Farmers Market Surplus (Deficit):</b>		<b>-7,829.71</b>	<b>-6,774.71</b>	<b>-3,125.26</b>	<b>-6,212.26</b>	<b>562.45</b>	<b>8.30%</b>
<b>Report Surplus (Deficit):</b>		<b>-7,829.71</b>	<b>-6,774.71</b>	<b>-3,125.26</b>	<b>-6,212.26</b>	<b>562.45</b>	<b>8.30%</b>

Budget Report

For Fiscal: 2021-2022 Period Ending: Item 5. 2

**Group Summary**

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - Dripping Springs Farmers Market</b>						
<b>Revenue</b>						
403 - Farmers Market	47,650.00	52,150.00	5,144.10	22,907.91	-29,242.09	56.07%
<b>Revenue Total:</b>	<b>47,650.00</b>	<b>52,150.00</b>	<b>5,144.10</b>	<b>22,907.91</b>	<b>-29,242.09</b>	<b>56.07%</b>
<b>Expense</b>						
403 - Farmers Market	55,479.71	58,924.71	8,269.36	29,120.17	29,804.54	50.58%
<b>Expense Total:</b>	<b>55,479.71</b>	<b>58,924.71</b>	<b>8,269.36</b>	<b>29,120.17</b>	<b>29,804.54</b>	<b>50.58%</b>
<b>Fund: 201 - Dripping Springs Farmers Market Surplus (Deficit):</b>	<b>-7,829.71</b>	<b>-6,774.71</b>	<b>-3,125.26</b>	<b>-6,212.26</b>	<b>562.45</b>	<b>8.30%</b>
<b>Report Surplus (Deficit):</b>	<b>-7,829.71</b>	<b>-6,774.71</b>	<b>-3,125.26</b>	<b>-6,212.26</b>	<b>562.45</b>	<b>8.30%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - Dripping Springs Farmers M	-7,829.71	-6,774.71	-3,125.26	-6,212.26	562.45
<b>Report Surplus (Deficit):</b>	<b>-7,829.71</b>	<b>-6,774.71</b>	<b>-3,125.26</b>	<b>-6,212.26</b>	<b>562.45</b>



**CITY OF DRIPPING SPRINGS**

**ORDINANCE No. 2022-09**

AN ORDINANCE OF THE CITY OF DRIPPING SPRINGS, TEXAS AMENDING THE CURRENT 2021-2022 FISCAL YEAR BUDGET; FINDING MUNICIPAL PURPOSES; AUTHORIZING EXPENDITURES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Council of the City of Dripping Springs (“City Council”) seeks to amend and otherwise modify the City’s budget for Fiscal Year 2021-2022; and

**WHEREAS**, the City has had a need to adjust line items in the General, Founders Day, Dripping Springs Farmers Market; Dripping Springs Ranch Park, Hotel Occupancy Tax, and Wastewater Utility Funds; and

**WHEREAS**, the City Council finds that the proposed Budget Amendment is for legitimate municipal purposes, and thus is statutorily authorized by Texas Local Government Code section 102.010; and

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the city and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, pursuant to Texas Local Government Code Section 101.002, the City Council may manage and control the finances of the municipality; and

**WHEREAS**, the City Council finds that it is necessary and proper for the good government, peace or order of the City of Dripping Springs to adopt an ordinance amending the current budget.

**NOW, THEREFORE, BE IT ORDAINED** by the Dripping Springs City Council, that:

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein. The City of Dripping Springs’ budget for Fiscal Year 2021-2022 shall read in accordance with *Attachment “A”*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

## 2. BUDGET AMENDMENTS

The City of Dripping Springs' budget for Fiscal Year 2021-2022 shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Budget changes include:

### **General Fund:**

#### **Expenditures:**

- Software Purchase, Agreements and Licenses has been increased by **\$18,746.00** (From \$165,142.00 to \$183,888.00)
- Fleet Maintenance expenditures have been increased by **\$10,000.00** (From \$18,800.00 to \$28,800.00)
- Public Relations expenditures have been increased by **\$1,500.00** (From \$7,488.00 to \$8,988.00)
- TXF to DSRP expenditures have been increased by **\$103,000.00** (From \$75,000.00 to \$178,000.00)
- TXF to WWU expenditures have been added in the amount of **\$155,721.00**
- TXF to Founders Day expenditures have been added in the amount of **\$13,000.00**

### **Founders Day – General Fund:**

#### **Revenues:**

- TXF from General Fund revenues have been added in the amount of **\$13,000.00**

#### **Expenditures:**

- Security expenditures have increased by **\$13,000.00** (From \$20,000.00 to \$33,000.00)

### **Dripping Springs Farmers Market:**

#### **Revenues:**

- Balance Forward has been increased by **\$35,938.20** (From \$21,835.14 to \$57,773.34)
- FM Sponsor revenues have been increased by **\$4,000.00** (From \$1,000.00 to \$5,000.00)

- Applications revenues have been decreased by \$1,650.00 (From \$2,650.00 to \$1,000.00)
- Membership Fee revenues have been added in the amount of \$1,650.00
- Market Event/Merch. revenues have been increased by \$500.00 (From \$500.00 to \$1,000.00)

**Expenditures:**

- Supplies Expense expenditures have increased by \$3,445.00 (From \$400.00 to \$3,845.00)

**Dripping Springs Ranch Park:**

**Revenues:**

- Sponsorships and Donations have been decreased by \$84,000.00 (From \$136,275.00 to \$52,275.00)
- General Program and Events revenues have been decreased by \$84,275.00 (From \$84,275.00 to \$0.00)
- Riding Series Revenues have been added in the amount of \$84,000.00
- Coyote Camp Revenues have been added in the amount of \$74,925.00
- Misc. Events Revenues have been added in the amount of \$9,350.00
- TXF from HOT has been increased by \$67,200.00 (From \$268,501.87 to \$335,701.87)
- TXF from HOT have been added in the amount of \$47,800.00
- TXF from General Fund revenues has been increased by \$103,000.00 (From \$75,000.00 to \$178,000.00)

**Expenditures:**

- Co-Sponsored Events has been decreased by \$29,750.00 (From \$34,800.00 to \$5,050.00)
- Sponsorship Expenses have been added in the amount of \$2,050.00
- Programing Expenses have been decreased by \$13,950.00 (From \$13,950.00 to \$0.00)
- Riding Series expenditures have been added in the amount of \$32,000.00
- Coyote Camp expenditures have been added in the amount of \$8,250.00



- Misc. Events/Program expenditures have been added in the amount of \$6,400.00
- Improvement expenditures have increased by \$165,200.00 (From \$151,500.00 to \$316,700.00)
- RV/Parking Lot expenditures have been added in the amount of \$47,800.00

#### **Hotel Occupancy Tax Fund:**

##### **Revenues:**

- Balance Forward has been increased by \$47,800.00 (From \$134,311.87 to \$182,111.87)
- Hotel Occupancy Tax revenues been increased by \$100,000.00 (From \$500,000 to \$600,000.00)

##### **Expenditures:**

- RV/Parking Lot expenditures have been added in the amount of \$47,800.00
- TXF to Event Center has been increased by \$67,200.00 (From \$268,501.87 to \$335,701.87)

#### **Wastewater Utility Fund:**

##### **Revenues:**

- TXF from General Fund revenues have been added in the amount of \$155,721.00

##### **Expenditures:**

- Software expenditures have been added in the amount of \$34,221.00
- 2nd Amendment to CIP 1881-001 expenditures have been increased by \$4,500.00 (From \$20,000.00 to \$137,500.00)
- System Maintenance and Repair expenditures have increased by \$117,500.00 (From \$20,000.00 to \$137,500.00)
- Other Expense expenditures have increased by \$4,000.00 (From \$52,000.00 to \$56,000.00)

### **3. REPEALER**

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance

are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**5. NOTICE TO COUNTY**

The City Secretary has hereby been directed to file this Budget Amendment in the office of the County Clerk in Hays County pursuant to Chapter 102 of the Local Government Code.

**6. EFFECTIVE DATE**

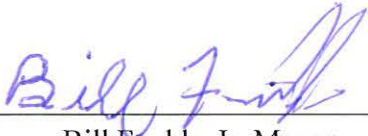
This Ordinance shall be effective immediately upon passage and publication as provided for by law.

**7. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED & APPROVED** this, the 5th day of April 2022, by a vote of 4 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Dripping Springs, Texas.

**CITY OF DRIPPING SPRINGS:**

  
\_\_\_\_\_  
Bill Foulds, Jr, Mayor

ATTEST:

*Andrea Cunningham*  
Andrea Cunningham, City Secretary



	FY 2022 Adopted	FY 2022 Amended	Change
<b>CITY - GENERAL FUND</b>			
<b>Balance Forward</b>	1,573,178.86	1,606,121.36	32,942.50
<b>Revenue</b>			
AD Valorem	1,983,491.97	1,983,491.97	
AV P&I	4,000.00	4,000.00	
Sales Tax	3,796,125.70	3,796,125.70	
Mixed Beverage	60,000.00	60,000.00	
Alcohol Permits	7,085.00	7,085.00	
Fire Inspections	10,000.00	10,000.00	
Bank Interest	40,000.00	40,000.00	
Development Fees:			
- Subdivision	656,006.25	656,006.25	
- Site Dev	239,108.41	239,108.41	
- Zoning/Signs/Ord	65,000.00	65,000.00	
Building Code	1,500,000.00	1,500,000.00	
Transportation	-	-	
Solid Waste	40,000.00	40,000.00	
Health Permits/Inspections	60,000.00	60,000.00	
Municipal Court	250.00	250.00	
Other Income	40,000.00	40,000.00	
TXF from Capital Improvements	300,000.00	324,000.00	24,000.00
TXF DSRP On Call	10,400.00	10,400.00	
TXF from HOT	4,305.00	4,305.00	
FEMA Dam Repair	-	-	
CARES Act	-	-	
Coronavirus Local Fiscal Recovery Funds (CLFRF)	707,181.10	707,181.10	
<b>Total</b>	<b>11,096,132.29</b>	<b>11,153,074.79</b>	<b>56,942.50</b>
<b>Expense</b>			
Supplies	25,000.00	25,000.00	
Office IT Equipment and Support	70,890.00	70,890.00	
Software Purchase, Agreements and Licenses	165,142.00	183,888.00	18,746.00
Website	6,625.00	6,625.00	
Communications Network/Phone	31,000.00	31,000.00	
Miscellaneous Office Equipment	6,000.00	6,000.00	
Utilities:			
- Street Lights	20,000.00	20,000.00	
- Streets Water	4,000.00	4,000.00	
- Office Electric	4,500.00	4,500.00	
- Office Water	650.00	650.00	
- Stephenson Electric	1,500.00	1,500.00	
- Stephenson Water	500.00	500.00	



	FY 2022 Adopted	FY 2022 Amended	Change
Transportation:			
- Improvement Projects	775,000.00	775,000.00	
- Street & ROW Maintenance	184,250.00	184,250.00	
- Street Improvements	592,087.25	592,087.25	
Office Maintenance/Repairs	11,060.00	11,060.00	
Stephenson Building & Lawn Maintenance	5,500.00	5,500.00	
Maintenance Equipment	47,878.00	47,878.00	
Equipment Maintenance	3,000.00	3,000.00	
Maintenance Supplies	4,600.00	4,600.00	
Fleet Acquisition	196,700.00	196,700.00	
Fleet Maintenance	18,800.00	28,800.00	10,000.00
City Hall Improvements	5,000.00	5,000.00	
Uniforms	7,760.00	7,760.00	
Special Projects:			
- Family Violence Ctr	7,000.00	7,000.00	
- Lighting Compliance	2,000.00	2,000.00	
- Economic Development	10,000.00	10,000.00	
- Records Management	1,220.00	1,220.00	
- Government Affairs	-	-	
- Stephenson Parking Lot Improvements	-	-	
- Stephenson Building Rehabilitation	14,000.00	14,000.00	
- OFR Grant Writer	7,500.00	7,500.00	
- Comprehensive Plan/Future Land Use Map	175,000.00	175,000.00	
- Land Acquisition	10,000.00	10,000.00	
- Downtown Bathroom	100,000.00	100,000.00	
Public Safety:			
- Emergency Management Equipment	50,970.00	50,970.00	
- Emergency Equipment Fire & Safety	2,118.00	2,118.00	
- Emergency Mgt PR	2,000.00	2,000.00	
- Emergency Equipment Maintenance & Service	5,860.00	5,860.00	
- Animal Control	3,400.00	3,400.00	
Public Relations	7,488.00	8,988.00	1,500.00
Postage	3,200.00	3,200.00	
TML Insurance:			
- Liability	20,850.00	20,850.00	
- Property	34,646.00	34,646.00	
- Workers' Comp	25,000.00	25,000.00	
Dues, Fees, Subscriptions	30,000.00	30,000.00	
Public Notices	6,000.00	6,000.00	
City Sponsored Events	5,000.00	5,000.00	
Election	8,000.00	8,000.00	
Salaries	2,249,643.70	2,263,243.70	13,600.00
Taxes	180,413.74	181,706.14	1,292.40



	FY 2022 Adopted	FY 2022 Amended	Change
Benefits	238,768.10	238,768.10	
Retirement	133,118.97	133,118.97	
DSRP Salaries	376,654.59	376,654.59	
DSRP Taxes	30,032.28	30,032.28	
DSRP Benefits	54,436.25	54,436.25	
DSRP Retirement	19,323.28	19,323.28	
Professional Services:			
- Financial Services	115,000.00	115,000.00	
- Engineering	70,000.00	94,000.00	24,000.00
- Special Counsel and Consultants	59,000.00	44,107.60	(14,892.40)
- Muni Court	15,500.00	15,500.00	
- Bldg. Inspector	750,000.00	750,000.00	
- Health Inspector	50,000.00	50,000.00	
- Architectural and Landscape Consultants	5,000.00	5,000.00	
- Historic District Consultant	3,500.00	3,500.00	
- Lighting Consultant	1,000.00	1,000.00	
- Human Resource Consultant	10,000.00	10,000.00	
Training/CE	83,623.90	83,623.90	
Code Publication	5,350.00	5,350.00	
Mileage	2,000.00	2,000.00	
Miscellaneous Office Expense	10,000.00	10,000.00	
Bad Debt Expense	5,000.00	5,000.00	
Contingencies/Emergency Fund	50,000.00	50,000.00	
Coronavirus Local Fiscal Recovery Funds (CLFRF)	-	56,146.39	56,146.39
TXF to Reserve Fund	200,000.00	200,000.00	
TXF AV to TIF	200,244.23	200,244.23	
TXF to TIRZ	250,000.00	250,000.00	
Sales Tax TXF to WWU	759,225.14	759,225.14	
SPA & ECO D TXF	218,656.84	218,656.84	
TXF to DSRP	75,000.00	178,000.00	103,000.00
TXF to Capital Improvement Fund	-	-	
TXF to Vehicle Replacement Fund	25,462.00	25,462.00	
TXF to WWU	-	155,721.00	155,721.00
TXF to Founders Day	-	13,000.00	13,000.00
<b>Total</b>	<b>8,964,647.27</b>	<b>9,346,760.66</b>	<b>382,113.39</b>

**PARKS - GENERAL FUND****Revenue**

Sponsorships and Donations	7,800.00	10,496.00	2,696.00
City Sponsored Events	1,227.00	1,227.00	
Programs and Events	5,000.00	18,800.00	13,800.00
Community Service Permit Fees	4,400.00	4,400.00	
Aquatics Program Income	85,800.00	85,800.00	

	FY 2022 Adopted	FY 2022 Amended	Change
Pool and Pavilion	16,800.00	16,800.00	
Park Rental Fees	5,350.00	5,350.00	
Reimbursement of Utility Costs	8,000.00	8,000.00	
TXF from HOT Fund	2,000.00	2,000.00	
TXF from Parkland Dedication	113,462.80	113,462.80	
TXF from Parkland Development	111,731.40	121,731.40	10,000.00
TXF from Landscaping Fund	4,000.00	4,000.00	
TXF from Contingency Funds	-	-	
TXF from DSRP	-	-	
<b>Total Revenue</b>	<b>365,571.20</b>	<b>392,067.20</b>	<b>26,496.00</b>
<b>Expense</b>			
Other	11,500.00	11,500.00	
Park Consultants	-	10,000.00	10,000.00
Pool Operations	-	-	
Park Supplies	-	-	
Dues Fees and Subscriptions	1,337.50	1,337.50	
Advertising & Marketing	6,500.00	6,500.00	
DS Ranch House Furniture & Equipment	-	-	
<b>Total Other</b>	<b>19,337.50</b>	<b>29,337.50</b>	<b>10,000.00</b>
<b>Public Improvements</b>			
All Parks	-	32,942.50	32,942.50
Triangle Improvement	2,000.00	2,000.00	
Rathgeber Improvements	-	-	
Founders Park	67,731.40	67,731.40	
S & R Park	-	-	
Charro Ranch Park	1,800.00	1,800.00	
DS Ranch Park	-	-	
<b>Total Improvements</b>	<b>71,531.40</b>	<b>104,473.90</b>	<b>32,942.50</b>
<b>Utilities</b>			
Portable Toilets	5,000.00	5,000.00	
Triangle Electric	500.00	500.00	
Triangle Water	500.00	500.00	
S&R Park Water	14,500.00	14,500.00	
SRP Electric	1,200.00	2,500.00	1,300.00
FMP Pool/ Pavilion Water	6,000.00	6,000.00	
FMP Pool//Electricity	4,500.00	4,500.00	
Pool Phone/Network	1,500.00	1,500.00	
FMP Pool Propane	20,000.00	20,000.00	
DS Ranch Park Electricity	500.00	500.00	
DS Ranch Park Phone/Network	500.00	500.00	

	FY 2022 Adopted	FY 2022 Amended	Change
DS Ranch Park Septic	-	-	
<b>Total Utilities</b>	<b>54,700.00</b>	<b>56,000.00</b>	<b>1,300.00</b>
<b>Maintenance</b>			
General Maintenance (All Parks)	1,000.00	1,000.00	
Trail Washout repairs	-	-	
Equipment Rental	1,000.00	1,000.00	
Founders Park/Pool	28,240.00	28,240.00	
S&R	51,920.00	56,519.00	4,599.00
Charro Ranch Park	7,700.00	7,700.00	
Triangle/ Veteran's Memorial Park	700.00	700.00	
DSRP	-	-	
<b>Total Maintenance</b>	<b>90,560.00</b>	<b>95,159.00</b>	<b>4,599.00</b>
<b>Supplies</b>			
General Parks	3,000.00	3,000.00	
Charro Ranch Supplies	1,500.00	1,500.00	
Founders Park Supplies	43,375.00	43,375.00	
Program and Events	1,500.00	13,740.00	12,240.00
DSRP & Ranch House Supplies	-	-	
S&R Supplies	400.00	400.00	
<b>Total Supplies</b>	<b>49,775.00</b>	<b>62,015.00</b>	<b>12,240.00</b>
<b>Program Staff</b>			
Camp Staff	-	-	
Program Event Staff	2,500.00	2,500.00	
Aquatics Staff	70,591.24	70,591.24	
<b>Total Staff Expense</b>	<b>73,091.24</b>	<b>73,091.24</b>	
<b>Total Parks Expenditures</b>	<b>358,995.14</b>	<b>420,076.64</b>	<b>61,081.50</b>
<b>FOUNDERS DAY - GENERAL FUND</b>			
Balance Fwd	19,313.52	19,313.52	
<b>Revenue</b>			
Craft booths/Business Booths	6,500.00	6,500.00	
Food booths	1,100.00	1,100.00	
BBQ cookers	4,600.00	4,600.00	
Carnival	9,500.00	9,500.00	
Parade	3,750.00	3,750.00	
Sponsorship	70,000.00	70,000.00	
Parking concession	1,700.00	1,700.00	
Electric	2,400.00	2,400.00	
Misc	-	-	



	FY 2022 Adopted	FY 2022 Amended	Change
TXF from General Fund	-	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>Expense</b>			
Publicity	8,500.00	8,500.00	
Porta-Potties	7,150.00	7,150.00	
Security	20,000.00	33,000.00	13,000.00
Barricades/Traffic Plan	19,874.00	19,874.00	
Bands/Music/Sound	15,000.00	15,000.00	
Clean Up	5,060.00	5,060.00	
Postage/Supplies/Misc.	7,000.00	7,000.00	
Sponsorship	5,000.00	5,000.00	
Parade	650.00	650.00	
Tent, Tables & Chairs	4,500.00	4,500.00	
Electricity	1,800.00	1,800.00	
FD Electrical Setup	4,600.00	4,600.00	
Contingencies	416.00	416.00	
<b>Total expenses</b>	<b>99,550.00</b>	<b>112,550.00</b>	<b>13,000.00</b>
<b>Balance Fwd</b>	<b>19,313.52</b>	<b>19,313.52</b>	<b>-</b>

**CONSOLIDATED GENERAL FUND****Revenue**

City	11,096,132.29	11,153,074.79	56,942.50
Parks	365,571.20	392,067.20	26,496.00
Founders	118,863.52	131,863.52	13,000.00
<b>Total</b>	<b>11,580,567.01</b>	<b>11,677,005.51</b>	<b>96,438.50</b>

**Expense**

City	8,964,647.27	9,346,760.66	382,113.39
Parks	358,995.14	420,076.64	61,081.50
Founders	99,550.00	112,550.00	13,000.00
<b>Total Expense</b>	<b>9,423,192.41</b>	<b>9,879,387.30</b>	<b>456,194.89</b>
<b>Balance Fwd</b>	<b>2,157,374.60</b>	<b>1,797,618.21</b>	<b>(359,756.39)</b>

**DRIPPING SPRINGS FARMERS MARKET**

Balance Forward	21,835.14	57,773.34	35,938.20
<b>Revenue</b>			
FM Sponsor	1,000.00	5,000.00	4,000.00
Grant Income	1,000.00	1,000.00	
Booth Space	42,000.00	42,000.00	
Applications	2,650.00	1,000.00	(1,650.00)
Membership Fee	-	1,650.00	1,650.00

	FY 2022 Adopted	FY 2022 Amended	Change
Interest Income	500.00	500.00	
Market Event/Merch.	500.00	1,000.00	500.00
<b>Total</b>	<b>69,485.14</b>	<b>109,923.34</b>	<b>40,438.20</b>
<b>Expense</b>			
Advertising	2,600.00	2,600.00	
Market Manager	36,884.80	36,884.80	
Market Specialist	-	-	
Payroll Tax Expense	3,073.69	3,073.69	
DSFM Benefits	7,608.13	7,608.13	
Retirement	2,213.09	2,213.09	
Entertainment& Activities	1,000.00	1,000.00	
Dues Fees & Subscriptions	200.00	200.00	
Market Event	500.00	500.00	
Training	200.00	200.00	
Office Expense	100.00	100.00	
Supplies Expense	400.00	3,845.00	3,445.00
Other Expense	200.00	200.00	
Capital Fund	-	-	
Contingency Fund	500.00	500.00	
<b>Total Expense</b>	<b>55,479.71</b>	<b>58,924.71</b>	<b>3,445.00</b>
<b>Balance Forward</b>	<b>14,005.43</b>	<b>50,998.63</b>	<b>36,993.20</b>
<b>PARKLAND DEDICATION FUND</b>			
Balance Forward	113,774.72	113,774.72	
<b>Revenue</b>			
Parkland Fees	-	-	
<b>Total Revenue</b>	<b>113,774.72</b>	<b>113,774.72</b>	
<b>Expense</b>			
Park Improvements	113,462.80	113,462.80	
TXF to AG Facility	-	-	
Master Naturalists	-	-	
<b>Total Expenses</b>	<b>113,462.80</b>	<b>113,462.80</b>	
<b>Balance Forward</b>	<b>311.92</b>	<b>311.92</b>	
<b>PARKLAND DEVELOPMENT FUND</b>			
Balance Forward	-	-	
<b>Revenue</b>			
Parkland Development Fees	161,000.00	161,000.00	
<b>Total Revenue</b>	<b>161,000.00</b>	<b>161,000.00</b>	

	FY 2022 Adopted	FY 2022 Amended	Change
<b>Expense</b>			
Transfer to Parks	111,731.40	121,731.40	10,000.00
<b>Total Expenses</b>	<b>111,731.40</b>	<b>121,731.40</b>	<b>10,000.00</b>
<b>Balance Forward</b>	<b>49,268.60</b>	<b>39,268.60</b>	
<b>AG FACILITY FUND</b>			
Balance Fwd	-	-	
<b>Revenue</b>			
Ag Facility Fees	37,065.00	37,065.00	
<b>Total Revenues</b>	<b>37,065.00</b>	<b>37,065.00</b>	
<b>Expense</b>			
TXF to DSRP	37,065.00	37,065.00	
<b>Total Expense</b>	<b>37,065.00</b>	<b>37,065.00</b>	
<b>Balance Fwd</b>	<b>-</b>	<b>-</b>	
<b>LANDSCAPING FUND</b>			
Balance Fwd	108,260.55	108,260.55	
<b>Revenue</b>			
Tree Replacement Fees	-	-	
<b>Total Revenues</b>	<b>108,260.55</b>	<b>108,260.55</b>	
<b>Expense</b>			
Sports and Rec Park	2,000.00	2,000.00	
DSRP	-	-	
FMP	2,000.00	2,000.00	
Charro	1,000.00	1,000.00	
Historic District	3,850.00	3,958.00	108.00
Professional Services	2,000.00	2,000.00	
City Hall Lawn and Tree Maintenance	1,300.00	1,300.00	
<b>Total Expense</b>	<b>12,150.00</b>	<b>12,258.00</b>	<b>108.00</b>
<b>Balance Fwd</b>	<b>96,110.55</b>	<b>96,002.55</b>	<b>(108.00)</b>
<b>SIDEWALK FUND</b>			
Balance Fwd	16,056.00	16,056.00	
<b>Revenue</b>			
Fees	-	-	
<b>Total Revenues</b>	<b>16,056.00</b>	<b>16,056.00</b>	
<b>Expense</b>			
Expense	16,056.00	16,056.00	
<b>Total Expense</b>	<b>16,056.00</b>	<b>16,056.00</b>	
<b>Balance Fwd</b>	<b>-</b>	<b>-</b>	



	FY 2022 Adopted	FY 2022 Amended	Change
<b>DRIPPING SPRINGS RANCH PARK OPERATING FUND</b>			
Balance Forward	2,101.84	2,101.84	
<b>Revenue</b>			
Stall Rentals	39,200.00	39,200.00	
RV/Camping Site Rentals	19,000.00	19,000.00	
Facility Rentals	135,500.00	135,500.00	
Equipment Rental	5,000.00	5,000.00	
Sponsorships & Donations	136,275.00	52,275.00	(84,000.00)
Merchandise Sales	21,300.00	21,300.00	
Riding Permits	10,000.00	10,000.00	
Staff & Misc Fees	4,000.00	4,000.00	
Cleaning Fees	25,000.00	25,000.00	
General Program and Events	84,275.00	-	(84,275.00)
- Riding Series	-	84,000.00	84,000.00
- Coyote Camp	-	74,925.00	74,925.00
- Misc. Events	-	9,350.00	9,350.00
Other Income	4,000.00	4,000.00	
Interest	600.00	600.00	
TXF from Ag Facility	37,065.00	37,065.00	
TXF from HOT	253,501.87	335,701.87	82,200.00
TXF for RV/ Parking Lot HOT	-	47,800.00	47,800.00
TXF from General Fund	75,000.00	178,000.00	103,000.00
TXF from Landscape Fund	-	-	
<b>Total Revenue</b>	<b>851,818.71</b>	<b>1,084,818.71</b>	<b>233,000.00</b>
<b>Expense</b>			
Advertising	-	-	
Office Supplies	10,000.00	10,000.00	
Postage	100.00	100.00	
DSRP On Call	10,400.00	10,400.00	
Camp Staff	64,054.20	64,054.20	
Network and Communications	56,304.00	56,304.00	
Co-Sponsored Events	34,800.00	5,050.00	(29,750.00)
Sponsorship Expenses	-	2,050.00	2,050.00
Supplies and Materials	21,000.00	21,000.00	
Ranch House Supplies	1,000.00	1,000.00	
Dues, Fees and Subscriptions	9,561.94	9,561.94	
Mileage	500.00	500.00	
Equipment	26,922.00	26,922.00	
House Equipment	-	-	

	FY 2022 Adopted	FY 2022 Amended	Change
Equipment Rental	2,000.00	2,000.00	
Equipment Maintenance	16,000.00	16,000.00	
Portable Toilets	5,953.40	5,953.40	
Electric	60,000.00	60,000.00	
Water	7,000.00	7,000.00	
Septic	750.00	750.00	
Propane/Natural Gas	2,500.00	2,500.00	
On Call Phone	2,060.00	2,060.00	
Alarm	1,112.40	1,112.40	
Stall Cleaning & Repair	2,000.00	2,000.00	
Training and Education	400.00	400.00	
Programing Expenses	13,950.00	-	(13,950.00)
- Riding Series	-	32,000.00	32,000.00
- Coyote Camp	-	8,250.00	8,250.00
- Misc. Events/Programs	-	6,400.00	6,400.00
Other Expense	20,000.00	20,000.00	
Improvements	151,500.00	316,700.00	165,200.00
Tree Planting	-	-	
Contingencies	50,000.00	50,000.00	
Fleet Acquisition	15,000.00	15,000.00	
Fleet Maintenance	2,500.00	2,500.00	
General Maintenance and Repair	96,828.92	111,828.92	15,000.00
Grounds and General Maintenance	21,690.00	21,690.00	
House Maintenance	1,000.00	1,000.00	
HCLE	13,200.00	13,200.00	
Merchandise	11,402.63	11,402.63	
RV/Parking Lot	-	47,800.00	47,800.00
TXF to Vehicle Replacement Fund	5,731.00	5,731.00	
<b>Total Expenses</b>	<b>737,220.49</b>	<b>970,220.49</b>	<b>233,000.00</b>
<b>Total Bal Fwd</b>	<b>114,598.22</b>	<b>114,598.22</b>	<b>-</b>

**HOTEL OCCUPANCY TAX FUND**

Balance Fwd	119,311.87	182,111.87	62,800.00
<b>Revenues</b>			
Hotel Occupancy Tax	500,000.00	600,000.00	100,000.00
Interest	1,500.00	1,500.00	
<b>Total</b>	<b>620,811.87</b>	<b>783,611.87</b>	<b>162,800.00</b>

**Expenses**

Advertising	3,505.00	3,505.00	
Christmas Lighting Displays	15,000.00	15,000.00	
City Sponsored Events	-	-	
Historic Districts Marketing	2,800.00	2,800.00	



	FY 2022 Adopted	FY 2022 Amended	Change
Signage	28,800.00	28,800.00	
Dues and Fees	8,000.00	8,000.00	
TXF to Debt Service	89,505.00	89,505.00	
RV/ Parking Lot	-	47,800.00	47,800.00
TXF to General Fund	-	-	
TXF to Event Center	253,501.87	335,701.87	82,200.00
Grants	219,700.00	219,700.00	
<b>Total expenses</b>	<b>620,811.87</b>	<b>750,811.87</b>	<b>130,000.00</b>
<b>Balance Fwd</b>	<b>-</b>	<b>32,800.00</b>	<b>32,800.00</b>

**WASTEWATER UTILITY FUND**

Balance Fwd	7,626,168.13	7,651,168.13	25,000.00
Revenue			
TXF from TWDB	6,520,000.00	6,520,000.00	
Wastewater Service	945,095.04	945,095.04	
Late Fees/Rtn check fees	9,480.00	9,480.00	
Portion of Sales Tax	759,225.14	759,225.14	
Delayed Connection Fees	157,850.00	157,850.00	
Line Extensions	-	-	
Solid Waste	-	-	
PEC	130,000.00	130,000.00	
ROW Fees	6,000.00	6,000.00	
Cable	130,000.00	130,000.00	
TX Gas Franchise Fees	3,000.00	3,000.00	
Transfer fees	9,600.00	9,600.00	
Over use fees	134,550.60	134,550.60	
Reuse Fees	-	-	
FM 150 WWU Line Reimbursement	60,000.00	60,000.00	
Interest	50,000.00	50,000.00	
Other Income	35,000.00	35,000.00	
Water Income	-	-	
TXF from General Fund	-	155,721.00	155,721.00
<b>Total Revenues</b>	<b>16,575,968.91</b>	<b>16,756,689.91</b>	<b>180,721.00</b>

**Expense**

## Administrative and General Expense:

- Administrative/Billing Expense	47,000.00	47,000.00	
- Legal Fees	35,000.00	35,000.00	
- Auditing	10,000.00	10,000.00	
- Regulatory Expense	3,500.00	3,500.00	
- Planning and Permitting	50,000.00	50,000.00	

	FY 2022 Adopted	FY 2022 Amended	Change
- Software	-	34,221.00	34,221.00
Engineering:			
- Engineering & Surveying	-	-	
- Construction Phase Services HR TEFS 1873-001	30,000.00	30,000.00	
- Misc Planning/Consulting 1431-001	20,000.00	20,000.00	
- 2nd Amendment CIP 1881-001	12,500.00	17,000.00	4,500.00
- Sewer Planning CAD 1971-001	15,000.00	15,000.00	
- Water Planning 1982-001	15,000.00	15,000.00	
- FM 150 WWU Line 1989-001	60,000.00	60,000.00	
- Parallel West Interceptor Design& Cost	-	-	
- Caliterra Plan Review & construction Phase Services 19	35,000.00	35,000.00	
- HR Treated Effluent Fill Station 1873-001	30,000.00	30,000.00	
- TLAP Renewal application	-	-	
Dues, Fees and Subscriptions	-	-	
TXF to Water Fund	12,000.00	12,000.00	
TXF to Vehicle Replacement Fund	-	-	
Operations and Maintenance:			
- Routine Operations	70,000.00	70,000.00	
- Non Routine Operations	65,000.00	90,000.00	25,000.00
- System Maintenance & Repair	20,000.00	137,500.00	117,500.00
- Chlorinator Maintenance	2,500.00	2,500.00	
- Chlorinator Alarm	1,000.00	1,000.00	
- Odor Control	16,500.00	16,500.00	
- Meter Calibrations	2,100.00	2,100.00	
- Lift Station Cleaning	12,600.00	12,600.00	
- Jet Cleaning Collection lines	19,000.00	19,000.00	
- Drip Field Lawn Maintenance	10,000.00	10,000.00	
- Drip Field Maint & Repairs	15,000.00	15,000.00	
- Lift Station repairs	28,000.00	28,000.00	
- WWTP Repairs/Pump Repairs	41,000.00	41,000.00	
- Chemicals	9,600.00	9,600.00	
- Electricity	73,500.00	73,500.00	
- Laboratory Testing	25,000.00	25,000.00	
- Sludge Hauling	80,000.00	80,000.00	
- Phone/Network	8,904.00	8,904.00	
- Supplies	10,000.00	45,000.00	35,000.00
- Equipment	123,240.00	123,240.00	
- Fleet Acquisition	46,400.00	46,400.00	
- Fleet Maintenance	1,200.00	1,200.00	
- Fuel	5,000.00	5,000.00	
- Wastewater Flow Measurement	9,000.00	9,000.00	
Other Expense	52,000.00	56,000.00	4,000.00
Uniforms	2,800.00	2,800.00	

	FY 2022 Adopted	FY 2022 Amended	Change
Training	8,000.00	8,000.00	
Dispatch	3,000.00	3,000.00	
Salaries	246,000.00	246,000.00	
Taxes	20,622.60	20,622.60	
Benefits	30,738.21	30,738.21	
Retirement	15,384.00	15,384.00	
On Call	10,400.00	10,400.00	
Capital Projects:			
- Road Reconstruction	10,000.00	10,000.00	
- HRTreated Effluent Fill Station	125,000.00	125,000.00	
- Parallel West Interceptor	1,600,000.00	1,600,000.00	
Other:			
- Reimbursement to Caliterra Oversize of West Intercepto	500,000.00	500,000.00	
TWDB Engineering:			
- West Interceptor, SC, LS, FM and TE line 1950-001	215,000.00	215,000.00	
- East Interceptor 1951-001	300,000.00	300,000.00	
- Effluent HP 1952-001	150,000.00	150,000.00	
- Reclaimed Water Facility 1953-001	15,000.00	15,000.00	
- WWTP Design Assistance	37,500.00	37,500.00	
- So Regional WW System Exp P&M 1923-001	30,000.00	30,000.00	
Miscellaneous:			
- Consultants and Legal	760,000.00	760,000.00	
TWDB Capital Projects:			
- West Interceptor, So Collector and LS and FM	3,500,000.00	3,500,000.00	
- East Interceptor	25,000.00	25,000.00	
- Effluent Holding Pond	1,500,000.00	1,500,000.00	
- WWTP	25,000.00	25,000.00	
<b>Total Expense</b>	<b>10,250,988.81</b>	<b>10,471,209.81</b>	<b>220,221.00</b>
<b>Balance Forward</b>	<b>6,324,980.10</b>	<b>6,285,480.10</b>	<b>(39,500.00)</b>

**WATER****Revenue**

TXF from Wastewater Fund

12,000.00 12,000.00

**Total Revenue****12,000.00 12,000.00****Expense**

Operating and Maintenance

12,000.00 12,000.00

**Total Expense****12,000.00 12,000.00****Balance Forward**

- -

**TWDB FUND**

Balance Forward

493.27

493.27



	FY 2022 Adopted	FY 2022 Amended	Change
Revenues	6,490,000.00	6,490,000.00	
Interest	6.00	6.00	
<b>Total revenue</b>	<b>6,490,499.27</b>	<b>6,490,499.27</b>	
<b>Expenses</b>			
Escrow Fees	300.00	300.00	
Expenses	6,490,000.00	6,490,000.00	
<b>Total Expenses</b>	<b>6,490,300.00</b>	<b>6,490,300.00</b>	
<b>Balance Forward</b>	<b>199.27</b>	<b>199.27</b>	
<b>IMPACT FUND</b>			
Bal Fwd	2,637,434.76	2,637,434.76	
<b>Revenue</b>			
Impact Fees	2,079,320.00	2,079,320.00	
Impact Fee Deposits	-	-	
Interest Income	25,000.00	25,000.00	
<b>Total</b>	<b>4,741,754.76</b>	<b>4,741,754.76</b>	
<b>Expense</b>			
TXF to Debt Service 2015	711,231.76	711,231.76	
TXF to Debt Service 2019	983,533.00	983,533.00	
<b>Total expense</b>	<b>1,694,764.76</b>	<b>1,694,764.76</b>	
<b>Total Bal Fwd</b>	<b>3,046,990.00</b>	<b>3,046,990.00</b>	
<b>DEBT SERVICE FUND 2015</b>			
Bal Fwd	861,673.04	861,673.04	
<b>Revenue</b>			
TXF from Impact Fund	711,231.76	711,231.76	
Interest	8,000.00	8,000.00	
<b>Total Revenue</b>	<b>1,580,904.80</b>	<b>1,580,904.80</b>	
<b>Expenses</b>			
Debt Payment 2015	733,288.20	733,288.20	
<b>Total Expense</b>	<b>733,288.20</b>	<b>733,288.20</b>	
<b>Balance Fwd</b>	<b>847,616.60</b>	<b>847,616.60</b>	
<b>DEBT SERVICE FUND 2013</b>			
Bal Fwd	100,180.42	100,180.42	
<b>Revenue</b>			

	FY 2022 Adopted	FY 2022 Amended	Change
TXF from HOT	89,505.00	89,505.00	
Interest	1,200.00	1,200.00	
<b>Total</b>	<b>190,885.42</b>	<b>190,885.42</b>	
<b>Expense</b>			
Tax Series 2013	92,410.00	92,410.00	
<b>Total Expenses</b>	<b>92,410.00</b>	<b>92,410.00</b>	
<b>Balance Fwd</b>	<b>98,475.42</b>	<b>98,475.42</b>	
<b>DEBT SERVICE FUND 2019</b>			
Bal Fwd	976,303.11	976,303.11	
Revenue			
TXF from Impact Fees	983,553.00	983,553.00	
Interest	12,000.00	12,000.00	
<b>Total</b>	<b>1,971,856.11</b>	<b>1,971,856.11</b>	
<b>Expense</b>			
Tax Series 2019	958,553.00	958,553.00	
<b>Total Expenses</b>	<b>958,553.00</b>	<b>958,553.00</b>	
<b>Balance Fwd</b>	<b>1,013,303.11</b>	<b>1,013,303.11</b>	
<b>PEG FUND</b>			
Balance Fwd	142,224.71	142,224.71	
<b>Revenues</b>			
TWC	27,000.00	27,000.00	
Interest Income	1,400.00	1,400.00	
<b>Total Revenues</b>	<b>170,624.71</b>	<b>170,624.71</b>	
<b>Expense</b>	-	-	
<b>Balance Fwd</b>	<b>170,624.71</b>	<b>170,624.71</b>	
<b>RESERVE FUND</b>			
Balance Fwd	1,526,195.16	1,526,195.16	
<b>Revenue</b>			
TXF from General Fund	200,000.00	200,000.00	
Interest	16,000.00	16,000.00	
<b>Total</b>	<b>1,742,195.16</b>	<b>1,742,195.16</b>	
<b>Expense</b>			
Expense	-	-	
<b>Total Expense</b>	<b>-</b>	<b>-</b>	

	FY 2022 Adopted	FY 2022 Amended	Change
<b>Balance Fwd</b>	<b>1,742,195.16</b>	<b>1,742,195.16</b>	
<b>TIRZ 1</b>			
Balance Forward	463,027.86	463,027.86	
<b>Revenues</b>			
City AV	89,118.46	89,118.46	
County AV	218,599.49	218,599.49	
City for GAP Escrow	250,000.00	250,000.00	
Interest Income	3,000.00	3,000.00	
EPS Reimbursements	-	-	
<b>Total Revenue</b>	<b>1,023,745.81</b>	<b>1,023,745.81</b>	
<b>Expense</b>			
TIRZ Expense			
Project Management/Misc Costs	48,000.00	48,000.00	
Project Administration P3 Works	35,000.00	35,000.00	
Legal Fees	20,000.00	20,000.00	
EPS	-	-	
MAS	62,500.00	62,500.00	
HDR	227,500.00	227,500.00	
TJKM - Grant Writing	7,500.00	7,500.00	
Buie - PR	8,500.00	8,500.00	
Misc Consulting	25,000.00	25,000.00	
Creation Cost Reimbursements	-	-	
TXF to GAP Escrow	250,000.00	250,000.00	
Stakeholder Reimbursement	-	156,200.76	156,200.76
<b>Total Expense</b>	<b>684,000.00</b>	<b>840,200.76</b>	<b>156,200.76</b>
<b>Balance Forward</b>	<b>339,745.81</b>	<b>183,545.05</b>	<b>(156,200.76)</b>
<b>TIRZ 2</b>			
Balance Forward	244,199.12	244,199.12	
<b>Revenue</b>			
Interest Income	400.00	400.00	
City AV	111,125.78	111,125.78	
County AV	254,043.81	254,043.81	
<b>Total Revenue</b>	<b>609,768.71</b>	<b>609,768.71</b>	
<b>Expense</b>			
Creation Cost Reimbursements	-	-	
Stakeholder Reimbursement	-	43,799.24	43,799.24
<b>Total Expense</b>	<b>-</b>	<b>43,799.24</b>	<b>43,799.24</b>
<b>Balance Forward</b>	<b>609,768.71</b>	<b>565,969.47</b>	<b>(43,799.24)</b>

	FY 2022 Adopted	FY 2022 Amended	Change
<b>VEHICLE REPLACEMENT FUND</b>			
<b>Revenue</b>			
TXF from General Fund	25,462.00	25,462.00	
TXF from DSRP	5,731.00	5,731.00	
TXF from WWU	-	-	
<b>Total Revenue</b>	<b>31,193.00</b>	<b>31,193.00</b>	
<b>Expense</b>			
Vehicle Replacement	-	-	
<b>Total Expense</b>	<b>-</b>	<b>-</b>	
<b>Balance Forward</b>	<b>31,193.00</b>	<b>31,193.00</b>	



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

**Submitted By:** Andrea Cunningham, City Secretary

**Committee Meeting Date:** April 21, 2022

**Agenda Item Wording:** **Discuss and consider recommendation regarding Amendments to the Farmers Market Rules and Farmers Market Section 16.02.65 Special Rules for Specific Park Facilities in the Park Rules Ordinance.**

**Agenda Item Requestor:** Charlie Reed and Andrea Cunningham

**Summary/Background:** The new location requires a new playbook. Charlie has updated rules to reflect fee schedule updates (and made them look prettier too), with areas in yellow highlight requiring a brief discussion related to updates.

**Farmers Market Rules**

Amending the Farmers Market Rules requires a resolution approved by the City Council. Attached is the most recent resolution as passed by the City Council related to Farmers Market Rules.

**Park Rules Ordinance**

City Code of Ordinances Section 16.02.65 references Farmers Market Rules as they relate to the market being located at Veterans Memorial Park. This section needs to be amended to reflect the new market location and any changes to rules recommended by the Committee.

**Recommended Committee Actions:**

**Farmers Market Rules**

Staff recommends the Committee make the necessary changes to the Farmers Market Rules for a complete repeal and replace to ensure that the final resolution, as approved by City Council, is the most up to date.

**Park Rules Ordinance**

Staff recommends the Committee amend Section 16.02.065(c) to reflect the new market locations and any changes to the rules.

**Attachments:**

1. Farmers Market Rules
2. Farmers Market Rules Checklist
3. Resolution No. 2018-R11 Farmers Market Rules
4. Code of Ordinances Section 16.02.065



**Next Steps/Schedule:**

1. Submit to City Council resolution regarding Farmers Market Rules amendment (repeal and replace) for consideration of approval at the May 3<sup>rd</sup> or May 17<sup>th</sup> regular meeting.
2. Submit to City Council ordinance regarding amendments to code related to Farmers Market Rules for consideration of approval at the May 3<sup>rd</sup> or May 17<sup>th</sup> regular meeting.



# Dripping Springs Farmers Market Rules

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## Mission Statement:

**To provide a community gathering place where local food producers, artisans and community organizations educate and sell directly to consumers.**

The purpose of these rules is to govern the operation and management of the Dripping Springs Farmers Market (the Market) as administered by the Dripping Springs Farmers Market Committee (FMC).

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## 1. Operational Rules

### 1.1 Application and Fees

All Market Participants must complete the appropriate application, pay the applicable fees and be approved by the Market Manager or the FMC.

New Applicants may be accepted into the Market on a temporary status, pending an inspection. Upon review, the FMC may revoke the temporary status, extend a probationary period, or grant full acceptance as a Market Participant.

### 1.2 Market Participants

Producers (farmers, ranchers, fishers), prepared-foods producers (bakers, ready-to-eat, value-added), artists and craftspeople, service providers, entertainers, and community organizations, that fulfill the Mission of the Market, may participate in the Market.

An approved Vendor may assign an Agent to sell their product at the Market.

Participants in the Market include Vendors, Agents, and any other individual who has applied and received approval to participate in the Market.

### 1.3 Site Inspection

All Vendors must agree to and assist in the inspection of their operations by representatives of the Market at any time. For inspections farther than 50 miles from Dripping Springs, the applicant will be charged a mileage fee at the current IRS rate per mile.

If a Vendor does not own the land used to grow their products, they must provide documentation from the landowner as part of the application.

Wild gathered products may be sold with written permission of the landowner and Market Board approval.

### 1.4 Booth Fees

Market booth fees will be determined annually and assessed weekly. Income generated from booth fees will be used for Market Manager salary, marketing and advertising, and other expenses associated with the operation of the Market.

Participants must comply with the fee schedule found at [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com).

### 1.5 Booth Assignments, Appearance and Safety

Vendor booth spaces are 10' wide by 10' deep, including back-stock storage area. All selling and promotion must be contained within the booth space. All product, signs, and booth furniture (including tables and chairs) must be placed inside the assigned booth space.

The Market Manager assigns booth spaces to all Participants. Assigned spaces not occupied 30 minutes prior to opening may be reassigned to another Participant.

Each booth space must prominently display a sign clearly identifying the business name and location of the farm or business. Feather flags are prohibited.

All booths must be setup by the Opening Bell. No booths may be taken down prior to close of Market without the Manager's permission.

Booths should be arranged so that customers are able to shop without invading another Participant's space.

Booth areas must be kept tidy throughout the market day and must be left clean at the end of the market day.

Participants are expected to provide trash receptacles when offering samples and remove the trash from the premises. Market trash containers are for customers' use only.

Participants must park in the assigned lots/spaces designated for Vendors. Driving through the Market selling area is prohibited.

There will be a designated truck vending area for Vendors who will sell from their trucks (i.e. food trailers).

Vendors cooking food on site must have their own 2A10BC fire extinguisher. If using a deep fryer, a Class K extinguisher is required.

Booth tents must be weighted down with a minimum of 25 lbs per leg.

### **1.6 Attendance**

If a Participant cannot attend the market any given day they must contact the Market Manager in writing by 2:00 p.m. on the day prior to the Market. Failure to do so without good cause shall result in No-Show Fee. In case of emergency, the Participants shall contact Market Manager as soon as possible.

### **1.7 Public Policies**

No smoking will be allowed in the market area.

All Participants must conduct themselves in a courteous and professional manner at all times.

No loud, aggressive promotion is allowed.

No consumption of illegal drugs is allowed at the Market.

Leashed dogs are allowed at the Market. Dog-owners are required to collect and properly dispose of waste.

### **1.8 Grievances**

Grievances about the Market should be directed to the Market Manager in writing using the *DS Farmers Market Complaint and Incident Report*. All such grievances will be considered by the Board.

### **1.9 Fines and Penalties**

Infringement of the Rules may result in verbal warning, written warning, fine, suspension or expulsion from the Market. Penalty Fees/Fines that are levied must be paid prior to re-entering the Market for selling.

### **1.10 Market Manager**

The Market Manager's duties shall include collecting booth fees, assigning market booths, supervising the Market, and other duties as assigned by the Board. The Manager will be the final authority on the day of the Market. All decisions may be appealed to the Board for later consideration.

The Manager will maintain order and cleanliness, start the market, and distribute information about the Market. The Manager has the discretion to ask anyone to leave the market area.

### **1.11 Community Organizations**

Community organizations that fulfill the Mission of the Market and seek to fundraise or educate at the Market shall submit an application. The organization's product and/or activity must be approved by the Board.

### **1.12 Opening Bell**

All Vendors must wait for the sound of the Opening Bell to commence sales to the public.

### **1.13 Public Dissemination of Information**

Because of potential pedestrian and traffic safety hazards, and space limitation at Veterans Memorial Park, the dissemination of information is regulated on Market days from 3:00 PM to 6:00 PM.

Those seeking to disseminate information, not governed by other provisions of these rules, must:

1. Disseminate information in areas designated by the Market Manager;
2. Not impede pedestrian or vehicular traffic; and
3. Not interfere or disrupt normal Market operation.

Only Participants who have applied and been approved for booth space may bring tables and chairs or other furniture to be placed inside the Farmers Market. Such furniture may only be placed inside a booth.

## **2. Regulatory Rules**

### **2.1 Sales Tax**

Each Vendor is responsible for his or her own sales tax permit and sales tax payments.

### **2.2 Weights and Measures**

A scale certified by Texas Department of Agriculture must be used at the Market for all products sold by weight.

### **2.3 Food Samples**

Food samples must be distributed in accordance with the rules set forth by the *DSFM Food Sampling Rules* and Texas Department of State Health Services.

### **2.4 Potentially Hazardous Foods and Product Temperature**

Potentially Hazardous Foods must be held at proper temperature, as currently defined by law.

Vendors are solely responsible for any damages resulting from the sale of unsafe, unapproved or unsound goods.

### **2.5 Home Process Foods Law**

Home-canned processed foods and baked goods can be sold at farmers markets. They must comply with the Texas Cottage Food Laws as defined by the Texas Department of State Health Services and Texas Health and Safety Code.

## **2.6 Permits and Licenses**

All Vendors must obtain any and all required permits and licenses required by the State of Texas and Hays County to sell each product, and submit copies with their application. Knowledge and receipt of the required permits and licenses are the responsibility of the Vendor.

Organic labeling and claims require proof of current certification by USDA accredited certifier. Vendors are responsible for complying with federal, state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.

## **2.7 Indemnity Agreement**

All Market Participants (including Agents) are required to sign the Indemnity Agreement as part of the Application.

# **3. Product Rules**

## **3.1 Product Source**

All items sold at the Market must be raised, prepared, processed or crafted by Vendor within a 150-mile radius of City of Dripping Springs and meet the Mission of the Market.

If a specialty product is produced or processed outside of the 150-mile radius, but within the State of Texas, the Board shall review and may approve exceptions on an annual basis.

Vendors may resell items that complement their own products, not to exceed 20% of their inventory.

Community Supported Agriculture (CSA) distributions are allowed at the Market. Items included in CSA share distributions, including eggs, agricultural products or value-added items, must be produced by Vendor or obtained from another Market Vendor.

## **3.2 Product Quality and Pricing**

All Vendors will be subject to inspection by the Market Manager prior to selling at the Market.

Vendors will be asked to remove any products from their displays if deemed by the Market Manager to be of inferior quality. Products that are cosmetically imperfect or very ripe may be sold as "seconds" and must be labeled appropriately.

Product pricing should be conducted in a manner that protects overall stability and friendly competition at the market.

## **3.3 Live Animals**

No live animals may be sold or given away at the Market.

# **4. Amendments**

The Market Rules may be amended only with the approval of a majority of the Board and will be presented to the City Council for final approval.

**DSFM IMPORTANT MARKET RULES**

Every sales agent or representative must complete the following before selling. **Please initial each line.**

Business/Applicant: \_\_\_\_\_

Sales Person: \_\_\_\_\_

\_\_\_\_\_ 1. ATTENDANCE: We are a year-round market. Market Manager creates a unique booth layout for each week's market from the booth reservations made and paid for online by **Tuesday, 12pm**, preceding each Wednesday's market. Late booth reservations can be made by contacting the Market Manager. An additional \$10 Late Reservation fee will be added to the regular booth fee.

\_\_\_\_\_ 2. BOOTH ASSIGNMENTS: Vendors receive an email the Tuesday before market with booth assignments and important market information.

\_\_\_\_\_ 3. TENTS: You are responsible for the safety of yourself and others, including any damages or injuries incurred as a result of negligence. Tents are dangerous! ATTACHED WEIGHTS ARE REQUIRED AT ALL TIMES. Weights are available to rent (\$5 each) from the Market Manager. Safe set-up and take-down procedures must be followed:

- A. Appropriate **weights (minimum 25 lbs. per leg) must be in place and ready to attach prior to opening the canopy.**
- B. Open canopy WITH HELP until weights are attached and secured.
- C. Take down the canopy in the same manner.
- D. In dangerous wind conditions, canopies may be prohibited.

\_\_\_\_\_ 4. SET-UP: Market Manager arrives by 1:00pm. Vendors must be set up, ready to sell, with vehicles moved to vendor parking 15 minutes prior to 3pm Opening Bell.

\_\_\_\_\_ 5. VENDOR PARKING: After unloading and before market opens, vendors must **move their vehicles to the designated vendor parking area** (to provide for safe and ample customer parking).

\_\_\_\_\_ 6. OPENING BELL: **No sales are allowed before the 3pm Opening Bell.** Vendors may only fill pre-orders, distribute CSA boxes, or sell to other market members before 3pm.

\_\_\_\_\_ 7. EARLY BREAK-DOWN: Vendors are required to stay for the entire market, even if they sell out early. In extenuating circumstances, a vendor must obtain permission from the Market Manager to leave before close of market.

\_\_\_\_\_ 8. PRODUCT APPROVAL: All products offered for sale must be listed on the Vendor Application. New products must be submitted in writing (with labels, if appropriate) to the Market Manager for approval before being offered for sale.

\_\_\_\_\_ 9. TRASH: Vendors are expected to help keep the market tidy and provide trash receptacles when offering samples. Market trash containers are for customers; vendors must pack out their own trash at the end of the market.

\_\_\_\_\_ 10. PETS: Leashed dogs are allowed within the vendor's booth space. Please pick up after your pet.

\_\_\_\_\_ 11. SMOKING: Smoking is not allowed within the market area or entrance but is allowed in the parking lot.

\_\_\_\_\_ 12. COMPLAINTS/INCIDENTS: See Market Manager. Forms are available at the Market Info Booth.

*I also agree to, in consideration of being allowed to Participate at the Dripping Springs Farmers Market, indemnify, defend and hold harmless City of Dripping Springs and the Dripping Springs Farmers Market, its agents, servants, employees, and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit arising out of the use or occupancy of the premises by Participant, its agents, servants, employees, and volunteers in connection with Participant's participation in the Dripping Springs Farmers Market and in the performance of services, work or activities under this Agreement and the Dripping Springs Farmers Market Rules and Regulations.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF DRIPPING SPRINGS**

**RESOLUTION NO. 2018-R11**

**FARMERS MARKET RULES AMENDMENT**

**A RESOLUTION OF THE CITY OF DRIPPING SPRINGS,  
TEXAS, APPROVING AMENDMENTS TO THE DRIPPING  
SPRINGS FARMERS MARKET RULES**

**WHEREAS,** the City of Dripping Springs (“City”) owns, manages, and operates parklands and facilities for the recreational use of the public; and

**WHEREAS,** the City of Dripping Springs desires to provide safe and enjoyable parks to the public; and

**WHEREAS,** the City of Dripping Springs runs a Farmers Market at Veterans Memorial Park; and

**WHEREAS,** it is the express intent of the City of Dripping Springs City Council (“City Council”) to preserve and protect its parks’ trails and regulate the usage therefore; and

**WHEREAS,** the City Council seeks to amend the Farmers Market Rules to maintain the orderly running of the Farmers Market; and

**WHEREAS,** pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS,** under Texas Local Government Code Section 331.001, the City has general authority to adopt an ordinance that is in the interest of managing the City’s parks; and

**WHEREAS,** the City Council finds that the amendments imposed by these rules are characterized as reasonable, necessary, and proper for the good government of the City.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dripping Springs, Texas:**

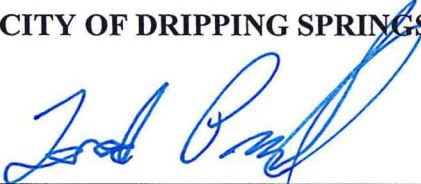
1. The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.
2. The City Council authorizes the Mayor to execute the Farmers Market Rules.
3. The City Council authorizes the Farmers Market Board and the Farmers Market Manager

to enforce the rules as amended and adopted by this Resolution.

- 4. This Resolution shall take effect immediately upon passage.
- 5. The City Council directs the City Secretary to file a copy of this Resolution and Farmers Market Rules among City records.
- 6. The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**PASSED & APPROVED** this, the 20<sup>th</sup> day of February 2018, by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Dripping Springs, Texas.

**CITY OF DRIPPING SPRINGS:**

  
 \_\_\_\_\_  
 Todd Purcell, Mayor

**ATTEST:**

  
 \_\_\_\_\_  
 Andrea Cunningham, City Secretary





# Dripping Springs Farmers Market Rules

***Mission Statement:*** *To provide a community gathering place where local food producers, artisans and community organizations educate and sell directly to consumers.*

The purpose of these rules is to govern the operation and management of the Dripping Springs Farmers Market (the Market) as administered by the Dripping Springs Farmers Market Association Board (the Board).

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Leashed dogs are allowed at the Market. Dog-owners are required to collect and properly dispose of waste.

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Grievances about the Market should be directed to the Market Manager in writing using the *DS Farmers Market Complaint and Incident Report*. All such grievances will be considered by the Board.

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Fines that are levied must be paid prior to re-entering the Market for selling.

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Community organizations that fulfill the Mission of the Market and seek to fundraise or educate at the Market shall submit an application. The organization's product and/or activity must be approved by the Board.

### **1.12 Opening Bell**

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Each Vendor is responsible for his or her own sales tax permit and sales tax payments.

### **2.2 Weights and Measures**

A scale certified by Texas Department of Agriculture must be used at the Market for all products sold by weight.

### **2.3 Food Samples**

Food samples must be distributed in accordance with the rules set forth by the *DSFM Food Sampling Rules* and Texas Department of State Health Services.

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Vendors are solely responsible for any damages resulting from the sale of unsafe, unapproved or unsound goods.

### **2.5 Home Process Foods Law**

Home-canned processed foods and baked goods can be sold at farmers markets. They must comply with the Texas Cottage Food Laws as defined by the Texas Department of State Health Services and Texas Health and Safety Code.

### **2.6 Permits and Licenses**

All Vendors must obtain any and all required permits and licenses required by the State of Texas and Hays County to sell each product, and submit copies with their application. Knowledge and receipt of the required permits and licenses are the responsibility of the Vendor.

Organic labeling and claims require proof of current certification by USDA accredited certifier.

Vendors are responsible for complying with federal, state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.

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All Market Participants (including Agents) are required to sign the Indemnity Agreement as part of the Application.

## **3. Product Rules**

### **3.1 Product Source**

All items sold at the Market must be raised, prepared, processed or crafted by Vendor within a 150-mile radius of City of Dripping Springs and meet the Mission of the Market.

If a specialty product is produced or processed outside of the 150-mile radius, but within the State of Texas, the Board shall review and may approve exceptions on an annual basis.

Vendors may resell items that complement their own products, not to exceed 20% of their inventory.

Community Supported Agriculture (CSA) distributions are allowed at the Market. Items included in CSA share distributions, including eggs, agricultural products or value-added items, must be produced by Vendor or obtained from another Market Vendor.

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All Vendors will be subject to inspection by the Market Manager prior to selling at the Market.

Vendors will be asked to remove any products from their displays if deemed by the Market Manager to be of inferior quality. Products that are cosmetically imperfect or very ripe may be sold as “seconds” and must be labeled appropriately.

Product pricing should be conducted in a manner that protects overall stability and friendly competition at the market.

### **3.3 Live Animals**

No live animals may be sold or given away at the Market.

## **4. Amendments**

The Market Rules may be amended only with the approval of a majority of the Board and will be presented to the City Council for final approval.

### Sec. 16.02.065. Special rules for specific park facilities.

- (a) Each park facility may develop additional rules and regulations that address problems specific to that facility, which shall be in writing and approved by the director of the department. Patrons shall comply with all rules and regulations posted at individual facilities or for special events.
- (b) Dripping Springs Ranch Park Rules:
- (1) It is an offense for any person to swim or boat at this park.
  - (2) Only members of the Dripping Springs Ranch Park or patrons who pay a daily fee are permitted to have their horses at this park.
  - (3) Any farrier providing services at this park shall pay an itinerant vendor fee and is permitted to provide their services only in the designated areas provided by the ranch park manager or the director of the department.
  - (4) Quiet hours for RV sports are from 10:00 p.m. to 6:00 a.m. unless approved by the department in a rental contract.
  - (5) All waste must be disposed of in the dumpster located on site at the park. Littering on the property will result in a fine.
  - (6) All wastewater, including gray water, must be disposed of in the dump station, located on site at the park. Any dumping of waste/sewage on pavement, dirt or vegetation will result in eviction.
  - (7) No swimming pools are to be set upon the property.
  - (8) Rowdiness, abusive language, fighting, lewd conduct, reckless driving/speeding, drunkenness, and possession of or use of illegal drugs will not be tolerated at any time. Amplified sound, firearms or weapons shall not be allowed unless otherwise allowed by law or authorized by the city by written agreement.
  - (9) Parents are responsible for the conduct of their children and financially responsible for any damages caused by their children. Children under the age of 13 must be accompanied by an adult at all times.
  - (10) The city, the department, and Dripping Springs Ranch Park, as well as their officials, agents, and employees are not responsible for property or personal injury damages arising out of, or in any way connected to use of the park, including, but not limited to loss or damage by fire, wind, theft, accident or Acts of God.
  - (11) Registered guests and visitors are liable for all personal injury or property damages and assume any and all risks associated with use of the park to their person, property, animals and vehicles.
  - (12) All park rules apply to Dripping Springs Ranch Park and the event center, including hours of operation and hours when amplified sound is allowed. The hours of operation and hours of amplified sound may be extended by written agreement between the city and a user of this park.
- (c) Farmers Market Park in Veterans Memorial Park . The following section applies to farmers market operations in Veterans Memorial Park. The market manager has the authority to control the use of the park premises for purposes of Texas Penal Code section 42.03 (obstruction of passageways), issue warnings, provide notice per Texas Penal Code section 30.05 (criminal trespass), and take appropriate action against any person who violates the rules and regulation for market operations, any section of this division, and any other regulation or law. Additional regulation related to the farmers is in article 6.05 of this code. Farmers market rules include:
- (1) All market participants must complete the appropriate application, pay the applicable fees, and be approved by the market manager or the farmers market board prior to participation.

- (2) Producers, prepared-food producers, artists and craftspeople, service providers, entertainers, and community organizations that fulfill the mission of the market as listed in section 6.05.003 of this code, may be approved to participate in the market.
- (3) The farmers market and all vendors must comply with the Americans with Disabilities Act and with state accessibility requirements. All common areas and vendor booths must be accessible to individuals with disabilities whenever the booth is open to the public.
- (4) All vendors must agree to and assist in the inspection of their operation by representative of the market at any time to ensure compliance with these rules and state health rules, as applicable.
- (5) Market booth fees will be determined annually by the farmers market association board and approved by the city council. Fees will be assessed to participants weekly.
- (6) All selling and promotion must be contained within the ten feet wide by ten feet deep booth space.
- (7) Any vendor cancellations must be communicated with the market manager by 2:00 p.m. on day prior to the market or late notice fees will be assessed.
- (8) Smoking or other tobacco use, including vaping or electronic cigarettes, is not allowed in market area.
- (9) All market complaints should be sent to the market manager for review by the farmers market association board.
- (10) Violation of farmers market or park rules may result in verbal warning, written warning, fine, suspension or expulsion from the market. The market manager shall have discretion to enact any or all of the above options based on the severity of the violation.
- (11) Community organizations that fulfill the mission of the market and seek to fundraise or educate at the market can submit an application to the farmers market association board for approval to perform such activities.
- (12) All vendors must wait for the sound of the opening bell to commence sales to the public.
- (13) Public dissemination of information is regulated on market days from 2:00 p.m. — 7:00 p.m. Those seeking to disseminate information must do so only in the area designated by the market manager.
- (14) Each vendor is responsible for his or her own sales tax collections and payments.
- (15) A scale certified by the Texas Department of Agriculture must be used at the market for all products sold by weight.
- (16) Food samples must be distributed in accordance with the rules set forth by the city's farmers market food sampling rules and Texas Department of State and Health Services.
- (17) Home-canned processed foods and baked goods can be sold but must comply with the Texas Cottage Food Laws as defined by the Texas Department of State Health Services and Texas Health and Safety Code.
- (18) All vendors must obtain any and all permits and licenses required by the state and the county as applicable to sell each product.
- (19) All items sold at the market must be raised, prepared, processed, or crafted by the vendor within a 150 mile radius of the city and meet the mission of the market.
- (20) All vendors will be subject to inspection by the market manager prior to selling at the market.
- (21) No live animals may be sold or given away at the market.
- (22) No vendor, attendee, or participant in the market may impede pedestrian or vehicular traffic or interfere or disrupt normal market operations.



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(Ordinance 2019-04, adopted 1/15/19)

(Supp. No. 2)



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

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**Submitted By:** Charlie Reed, Farmers Market Manager

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**FM Committee Meeting Date:** April 21, 2022

**Agenda Item Wording:** Discuss and consider approval of a recommendation to City Council regarding an appointment to the Farmers Market Committee open position.

**Agenda Item Requestor:** Gouri Johanssen

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**Summary/Background:** The FMC will continue to review applications from those interested in joining the Committee.

**FM Committee Recommendation:**

**Staff Recommendation:** Make a recommendation to City Council regarding an appointment to the committee if the committee deems appropriate at this time.

- Attachments:**
1. FMC Application\_ChrisMarcum
  2. FMC Application\_DouglasShumway

**Next Steps/Schedule:**

