



FARMERS MARKET COMMITTEE REGULAR MEETING

City of Dripping Springs

Ranch Park Event Center, 1042 Event Center Drive, Dripping Springs, TX

Thursday, September 21, 2023 at 10:00 AM

Agenda

CALL TO ORDER AND ROLL CALL

Committee Members

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

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andy Binz
Farmers Market Manager Charlie Reed
Community Events Coordinator Johnna Krantz

MINUTES

- 1.** Discuss and consider approval of the August 17, 2023, Farmers Market Committee meeting minutes. *Secretary Teresa Strube*

VENDOR APPLICATIONS

- 2.** Discuss and consider possible action regarding Farmers Market Vendor Application for Four E Dairy. *Applicant Kim Chaloupka*

REPORTS

- 3.** Farmers Market Manager August 2023 Report.
Charlie Reed, Market Manager
- 4.** Farmers Market August 2023 Budget Report.

RULES AND REGULATIONS SUBCOMMITTEE

- 5.** Discuss and consider approval of the revised Important Market Rules vendor signs regarding arrival and set-up. *Marianne Simmons, FMC Vice Chair*

OTHER BUSINESS

- 6.** Discuss and consider possible action regarding the Appointment of a Farmers Market Secretary.
- 7.** Discuss and consider approval of the vendor list for site inspections. *Gouri Johannsen, FMC Chair.*
- 8.** Discuss and consider approval of the 2024 Farmers Market Committee meeting calendar.

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.

UPCOMING MEETINGS

Farmers Market Committee Meetings

October 19, 2023, at 10:00 a.m.

November 16, 2023, at 10:00 a.m.

December 21, 2023, at 10:00 a.m.

City Council Meetings

October 3, 2023, at 6:00 p.m.

October 17, 2023, at 6:00 p.m.

November 7, 2023, at 6:00 p.m.

November 21, 2023, 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 COMMITTEE

REGULAR MEETING

City of Dripping Springs

Ranch Park Event Center, 1042 Event Center Drive, Dripping Springs, TX
Thursday, August 17, 2023 at 3:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

Meeting called to order 3:06pm.

Committee Members

Gouri Johannsen, Chair
Marianne Simmons, Vice Chair - absent
Teresa Strube, Secretary - absent
Nikki Dahlin
Erika Fritz
Janet Musgrove – by phone
Sherrie Parks – present until around 4:20pm
Claudia Oney - absent

Staff, Consultants & Appointed/Elected Officials

Farmers Market Manager Charlie Reed
Community Events Coordinator Johnna Krantz

MINUTES

- Discuss and consider approval of the July 13, 2023, Farmers Market Committee meeting minutes.** *Secretary Teresa Strube*

Erika motioned to approve with the below modifications; Nikki seconded; VOTE: unanimous.

For item 1, discuss and consider approval of the June 15 2023 minutes:

- Nikki made the motion to approve. Claudia seconded.

For item 2b, discuss and consider approval of vendor applicant Freeze-Dried Candy Shoppe:

- Marianne opposed; she did not abstain.
- For clarification, replace “Discussion regarding candy products that are certified and uncertified, and do we want to support them” with “Discussion regarding commercial candy products – if they are Farmer’s Market-appropriate or not, and do we want to support them”.

REPORTS

2. **Farmers Market Manager July 2023 Report**

Charlie Reed, Market Manager

Discussion of Aug-16 vendor incident involving Wow Texas Honey driving into Tapio Food's generator. Incident partly the result of first-day-of-school traffic and vendor's routine lateness and subsequent haste. Wow Texas Honey agreed to pay for a new generator. Incident is likely resolved but there is a potential that the vendor will request reimbursement from the city.

Discussion of first-day-of-school traffic. There were many late vendors and one no-show. Next year may want to consider switch back to afternoon hours before this event. Still need to consider the relentless heat and its effect on vendors/customers.

Discussion of raw milk sales. Both Terra Purezza and Hamilton Pool would like to sell raw milk from Four E Dairy. Because our rules forbid vendors from selling products they have added no value to, in order to sell this milk, Four E Dairy needs to submit an application to become a vendor and assign Terra Purezza and Hamilton Pool as sales agents.

3. **Farmers Market July 2023 Budget Report.**

Charlie to include Civic Rec numbers in packet each month.

Gouri's assessment last month showed a healthy budget.

Discussion regarding potential marketing opportunities like an ad in Edible Austin this fall. Some debate about ability to assess return-on-investment. There were three returned coupons from Community Impact ad this summer. The idea was raised to conduct customer surveys over an extended time as a way to gauge return-on-investment. This has been done in the past and yielded interesting results, but this takes considerable time and effort.

OTHER BUSINESS

4. **Discuss and consider possible action regarding Vendor Inspections.** *Gouri Johannsen, Chair*

Discussion of how vendor inspections were conducted in the past: We approved vendors conditionally pending inspection. Once inspection passed, vendor was granted full approval. Inspections typically conducted in teams of two. Vendors were prioritized (food vendors at the top), mapped, split into regions, and assigned to inspection teams.

Charlie to send list of current vendors. Committee members to prioritize 20 vendors for inspections. Charlie will obtain addresses and map out vendors so inspections teams can be designated.

5. Discuss and consider possible action regarding participation in the 2023 Empty Bowls Project. *Gouri Johannsen, Chair*

Event is usually held in the first week of November.

Consider making Chicken Stew with White Beans and Kale, Charlie's recipe from the Dripping Springs Explore Fall catalog.

Tabled so discussion can include more committee members.

VENDOR APPLICATIONS

6. Discuss and consider possible action regarding Farmers Market Vendor Applications and Application Updates.

New Applications

a. Flying A Farms, *Applicant: Matt Atkins*

Erika motioned to approve; Nikki seconded. Vote: unanimous.

b. Evangeline's Gluten Free Bakery, *Applicant: Sarah Trotter*

Janet motioned to approve; Erika seconded. Vote: unanimous.

c. Home Grown, *Applicant: Jennifer Cabela*

Vendor wants to sell plant starts from Gabriel Valley Farms. Unless vendor does something to add value, this violates our rules. Gouri to call vendor to inform and clarify.

Application Updates

a. Terra Purezza, *Applicant: Tina Weldon*

See discussion of raw milk sales under item 2. Called Tina to notify her that Four E Dairy needs to become a vendor and assign Terra Purezza as sales agent. Tina to enquire with Four E Dairy Friday. Charlie on vacation so Nikki to follow-up with Orion the following Wed market.

b. Hamilton Pool Vineyard & Farm, *Applicant: Sean Kattner*

Situation similar to above with Terra Purezza. Attempted to call Sean but he was not available. Need to give him the same information about Four E Dairy becoming a vendor and assigning Hamilton Pool as sales agent.

EXECUTIVE SESSION

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UPCOMING MEETINGS

Farmers Market Committee Meetings

September 21, 2023, at 10:00 a.m.

October 19, 2023, at 10:00 a.m.

November 16, 2023, at 10:00 a.m.

City Council Meetings

September 5, 2023, at 6:00 p.m.

September 19, 2023, at 6:00 p.m.

October 3, 2023, at 6:00 p.m.

October 17, 2023, at 6:00 p.m.

ADJOURN

Nikki motioned to adjourn at 5:03pm; Erika seconded; VOTE: unanimous.

Farmers Market Manager Report for 09/21/2023 Meeting

by Charlie Reed

Market News:

- Averaged **31** vendors/market (-8 from July) (-4 from August 2022)
 - Lowest month of year, by far. Aside from Songland, no farmers attended and crafts category is at rock bottom.
- **280** customers/market (-41 from July) (-14 from August 2022)
 - Lowest number of the year.
- Total sales per market: **\$13,250** (-900 from July) (-750 from August 2022)
 - Lowest number of the year.
- Average per vendor: **\$442** (+57 from July) (+24 from August 2022)
 - This was the highest month of the year by far.

Fewer customers are coming, but those that do are spending more, with the bulk of sales going to farm/ranch/bread/dog food. Of 31 vendors per market, 40-50% of sales go primarily to five vendors (Terra Purezza, 7R, Stoke Juice, Engel Farm, and Jake & Blues combine for 40-45% of total market sales; Jinx, Hello, and Fran's Pies combine for 10-15%). Prepared foods and crafts continue to struggle.

Year two of drought has farmers dropping, with expectation of little to no produce for remainder of August. Timely September rain has given them hope, with expectations from a few to return this month.

Vendor Issues:

After meeting to discuss corrective actions for late vendors, there were no late vendors at 9/6 market and late fees (\$10) were given to Goatilicious and EIEIO at 9/13 market.

Social Media:

- Instagram followers: 3,375 (+34 over last month).
- Facebook followers: 7,098 (+40)
- Newsletter subscribers: 1,962 (+29)

FM Celebration 2023

- Went into final week with large lead in Texas. 2nd-place market (McKinney) received 1000 votes in final week, including 400 in one day, to take lead and win.
- Per committee's recommendation, we will not be taking part in this event going forward.

Market Bag Sales/Merchandise

No sales this month. Too busy policing market.

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
Revenue	201-403-43005: FARMERS MARKET - Vendor Booths	253	4003	3750
Revenue	201-403-46005: FARMERS MARKET - Merchandise	0	20	20
Totals for GL Codes		253	4023	3770

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
Revenue	201-403-43005: FARMERS MARKET - Vendor Booths	4568	57943	53375
Revenue	201-403-43006: FARMERS MARKET - Vendor Application	240	1800	1560
Revenue	201-403-43035: FARMERS MARKET - 2023 Membership Fee	180	1960	1780
Revenue	201-403-46005: FARMERS MARKET - Merchandise	0	160	160
Totals for GL Codes		4988	61863	56875



City of Dripping Springs, TX

Item 4.
Budget Report
Account Summary

For Fiscal: FY 2022-2023 Period Ending: 08/31/2023

DRIPPING SPRINGS
Texas

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - Dripping Springs Farmers Market							
Revenue							
Department: 403 - Farmers Market							
201-403-43005	Booth Rental Fees	54,600.00	54,600.00	4,239.00	45,921.00	-8,679.00	15.90 %
201-403-43006	Application Fees	750.00	750.00	240.00	1,410.00	660.00	188.00 %
201-403-43035	Membership Fee	2,600.00	2,600.00	0.00	1,698.00	-902.00	34.69 %
201-403-44000	Sponsorships & Donations	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
201-403-46001	Other Revenues	0.00	0.00	0.00	30.00	30.00	0.00 %
201-403-46002	Interest	200.00	200.00	154.58	1,265.42	1,065.42	632.71 %
201-403-46004	Grant Revenues	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
201-403-46005	Market Events/Merchandise	1,000.00	1,000.00	10.00	386.03	-613.97	61.40 %
201-403-47007	Transfer from General Fund	15,300.59	15,300.59	0.00	0.00	-15,300.59	100.00 %
	Department: 403 - Farmers Market Total:	80,450.59	80,450.59	4,643.58	50,710.45	-29,740.14	36.97%
	Revenue Total:	80,450.59	80,450.59	4,643.58	50,710.45	-29,740.14	36.97%
Expense							
Department: 403 - Farmers Market							
201-403-60000	Regular Employees	52,679.65	52,679.65	4,112.36	49,378.52	3,301.13	6.27 %
201-403-61000	Health Insurance	8,125.04	8,125.04	590.44	7,084.32	1,040.72	12.81 %
201-403-61001	Dental Insurance	0.00	0.00	34.74	416.88	-416.88	0.00 %
201-403-61002	Medicare	0.00	0.00	59.62	715.88	-715.88	0.00 %
201-403-61003	Social Security	0.00	0.00	254.96	3,061.40	-3,061.40	0.00 %
201-403-61004	Unemployment	0.00	0.00	0.00	144.00	-144.00	0.00 %
201-403-61005	Federal Withholding	4,281.99	4,281.99	0.00	0.00	4,281.99	100.00 %
201-403-61006	TMRS	3,173.95	3,173.95	249.20	2,969.22	204.73	6.45 %
201-403-63004	Dues, Fees & Subscriptions	200.00	200.00	22.00	43.46	156.54	78.27 %
201-403-63005	Training/Continuing Education	200.00	200.00	0.00	0.00	200.00	100.00 %
201-403-64000	Office Supplies	300.00	300.00	0.00	367.28	-67.28	-22.43 %
201-403-64019	Market Supplies	4,000.00	4,000.00	0.00	72.63	3,927.37	98.18 %
201-403-65000	Network/Phone	252.00	252.00	0.00	124.82	127.18	50.47 %
201-403-66001	Advertising	3,000.00	3,000.00	0.00	1,518.47	1,481.53	49.38 %
201-403-66010	Events, Entertainment & Activities	3,000.00	3,000.00	450.00	2,633.88	366.12	12.20 %
201-403-66011	Market Event	500.00	500.00	0.00	0.00	500.00	100.00 %
201-403-70002	Contingencies/Emergency Fund	500.00	500.00	0.00	0.00	500.00	100.00 %
201-403-70003	Other Expenses	2,600.00	2,600.00	0.00	1,300.00	1,300.00	50.00 %
201-403-90000	Transfer to Reserve Fund	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
	Department: 403 - Farmers Market Total:	117,812.63	117,812.63	5,773.32	69,830.76	47,981.87	40.73%
	Expense Total:	117,812.63	117,812.63	5,773.32	69,830.76	47,981.87	40.73%
	Fund: 201 - Dripping Springs Farmers Market Surplus (Deficit):	-37,362.04	-37,362.04	-1,129.74	-19,120.31	18,241.73	48.82%
	Report Surplus (Deficit):	-37,362.04	-37,362.04	-1,129.74	-19,120.31	18,241.73	48.82%

Budget Report

For Fiscal: FY 2022-2023 Period Ending: Item 4. 3

Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - Dripping Springs Farmers Market						
Revenue						
403 - Farmers Market	80,450.59	80,450.59	4,643.58	50,710.45	-29,740.14	36.97%
Revenue Total:	80,450.59	80,450.59	4,643.58	50,710.45	-29,740.14	36.97%
Expense						
403 - Farmers Market	117,812.63	117,812.63	5,773.32	69,830.76	47,981.87	40.73%
Expense Total:	117,812.63	117,812.63	5,773.32	69,830.76	47,981.87	40.73%
Fund: 201 - Dripping Springs Farmers Market Surplus (Deficit):	-37,362.04	-37,362.04	-1,129.74	-19,120.31	18,241.73	48.82%
Report Surplus (Deficit):	-37,362.04	-37,362.04	-1,129.74	-19,120.31	18,241.73	48.82%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - Dripping Springs Farmers M	-37,362.04	-37,362.04	-1,129.74	-19,120.31	18,241.73
Report Surplus (Deficit):	-37,362.04	-37,362.04	-1,129.74	-19,120.31	18,241.73



City of Dripping Springs, TX

Item 4.
Detail Report
Account Detail

Date Range: 10/01/2022 - 08/31/2023

DRIPPING SPRINGS
Texas

Account	Name					Beginning Balance	Total Activity	Ending Balance
Fund: 201 - Dripping Springs Farmers Market								
<u>201-403-43005</u> Booth Rental Fees								
						0.00	-45,921.00	-45,921.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	BRPKT00302	Dripping Springs Farm		TXF of CR Rev. Dep in GF			-4,705.00	-4,705.00
11/18/2022	BRPKT00314	Dripping Springs Farm		TXF of CR DSFM Rev. Dep. in GF			-3,900.00	-8,605.00
02/28/2023	BRPKT00354	Dripping Springs Farm		TXF of DSFM Rev Paid Via CivicRec			-9,207.00	-17,812.00
05/01/2023	BRPKT00406	Dripping Springs Farm		CR Booth Fees			-10,109.00	-27,921.00
05/30/2023	BRPKT00406	Dripping Springs Farm		CR Booth Fees			-3,440.00	-31,361.00
07/18/2023	BRPKT00434	Dripping Springs Farm		TXF of DSFM Rev Dep in GF			-10,321.00	-41,682.00
08/23/2023	CLPKT01182	R00003014		Jonjerry Jeromes Booth Fees Jonjerry Je			-28.00	-41,710.00
08/24/2023	BRPKT00449	Dripping Springs Farm		CR Rev. TXF from GF			-4,211.00	-45,921.00
<u>201-403-43006</u> Application Fees								
						0.00	-1,410.00	-1,410.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	BRPKT00302	Dripping Springs Farm		TXF of CR Rev. Dep in GF			-150.00	-150.00
11/18/2022	BRPKT00314	Dripping Springs Farm		TXF of CR DSFM Rev. Dep. in GF			-120.00	-270.00
01/20/2023	APPKT00523	0003234	5683	FM - Vendor App Fee Refund	00806 - William Armstrong		30.00	-240.00
02/28/2023	BRPKT00354	Dripping Springs Farm		TXF of DSFM Rev Paid Via CivicRec			-90.00	-330.00
05/01/2023	BRPKT00406	Dripping Springs Farm		CR App Fees			-300.00	-630.00
05/30/2023	BRPKT00406	Dripping Springs Farm		CR App Fees			-120.00	-750.00
07/18/2023	BRPKT00434	Dripping Springs Farm		TXF of DSFM Rev Dep in GF			-420.00	-1,170.00
08/24/2023	BRPKT00449	Dripping Springs Farm		CR Rev. TXF from GF			-240.00	-1,410.00
<u>201-403-43035</u> Membership Fee								
						0.00	-1,698.00	-1,698.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/18/2022	BRPKT00314	Dripping Springs Farm		TXF of CR DSFM Rev. Dep. in GF			-520.00	-520.00
02/28/2023	CLPKT00842	R00002073		James T Billups Membership Fees Jame			-50.00	-570.00
02/28/2023	BRPKT00354	Dripping Springs Farm		TXF of DSFM Rev Paid Via CivicRec			-508.00	-1,078.00
05/01/2023	BRPKT00406	Dripping Springs Farm		CR Memb. Fees			-540.00	-1,618.00
05/30/2023	BRPKT00406	Dripping Springs Farm		CR Memb. Fees			-40.00	-1,658.00
07/18/2023	BRPKT00434	Dripping Springs Farm		TXF of DSFM Rev Dep in GF			-40.00	-1,698.00
<u>201-403-46001</u> Other Revenues								
						0.00	-30.00	-30.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/18/2022	BRPKT00314	Dripping Springs Farm		TXF of CR DSFM Rev. Dep. in GF			-30.00	-30.00
<u>201-403-46002</u> Interest								
						0.00	-1,265.42	-1,265.42
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	BRPKT00302	Dripping Springs Farm		October Interest			-0.43	-0.43

Detail Report

Date Range: 10/01/2022 - Item 4. 3

Account		Name				Beginning Balance	Total Activity	Ending Balance
201-403-46002		Interest - Continued				0.00	-1,265.42	-1,265.42
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2022	BRPKT00314	Dripping Springs Farm		November Interest			-0.49	-0.92
12/19/2022	BRPKT00320	Dripping Springs Farm		Back Interest Payment			-505.67	-506.59
12/31/2022	BRPKT00320	Dripping Springs Farm		December Interest			-66.16	-572.75
01/31/2023	BRPKT00346	Dripping Springs Farm		January Interest			-65.69	-638.44
02/28/2023	BRPKT00354	Dripping Springs Farm		February Interest			-59.38	-697.82
03/31/2023	BRPKT00373	Dripping Springs Farm		March Interest			-75.42	-773.24
04/30/2023	BRPKT00386	Dripping Springs Farm		April Interest			-72.30	-845.54
05/31/2023	BRPKT00406	Dripping Springs Farm		May Interest			-86.15	-931.69
06/30/2023	BRPKT00409	Dripping Springs Farm		June Interest			-85.61	-1,017.30
07/31/2023	BRPKT00434	Dripping Springs Farm		July Interest			-93.54	-1,110.84
08/31/2023	BRPKT00449	Dripping Springs Farm		August Interest			-154.58	-1,265.42
201-403-46005		Market Events/Merchandise				0.00	-386.03	-386.03
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	CLPKT00593	R00001455		Market Bag Sales Market Events/Merch			-60.00	-60.00
10/31/2022	BRPKT00302	Dripping Springs Farm		TXF of CR Rev. Dep in GF			-30.00	-90.00
11/18/2022	BRPKT00314	Dripping Springs Farm		TXF of CR DSFM Rev. Dep. in GF			-10.00	-100.00
11/30/2022	CLPKT00626	R00001512		FM Bag Sales Market Events/Merchandi			-10.00	-110.00
01/05/2023	CLPKT00741	R00001761		Market Bags Market Events/Merchandi			-80.00	-190.00
01/05/2023	CLPKT00741	R00001762		Market Bags Market Events/Merchandi			-30.00	-220.00
01/19/2023	CLPKT00742	R00001763		Market Bags Market Events/Merchandi			-30.00	-250.00
02/22/2023	APPKT00543	0003325	5686	FM	00040 - Chase Card Services		8.97	-241.03
02/28/2023	BRPKT00354	Dripping Springs Farm		TXF of DSFM Rev Paid Via CivicRec			-10.00	-251.03
05/01/2023	BRPKT00406	Dripping Springs Farm		CR Merch.			-30.00	-281.03
05/17/2023	CLPKT01034	R00002575		DSFM Bags Market Events/Merchandise			-40.00	-321.03
06/30/2023	CLPKT01087	R00002742		Market Bags Market Events/Merchandi			-15.00	-336.03
07/18/2023	BRPKT00434	Dripping Springs Farm		TXF of DSFM Rev Dep in GF			-40.00	-376.03
08/31/2023	BRPKT00449	Dripping Springs Farm		CR Rev. TXF from GF			-10.00	-386.03
201-403-63004		Dues, Fees & Subscriptions				0.00	43.46	43.46
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	BRPKT00314	Dripping Springs Farm		Active Net Fees for 3/17 report dep. in			21.46	21.46
08/21/2023	BRPKT00449	Dripping Springs Farm		Service Charge			22.00	43.46
201-403-64000		Office Supplies				0.00	367.28	367.28
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	APPKT00430	0002750	5659	FM - Inv. 537023	00013 - Ariana Arellano		15.31	15.31
03/22/2023	APPKT00566	0003504	5696	FM - Inv. 31294200	00209 - Quill LLC		334.98	350.29
07/26/2023	APPKT00662	0004277	DFT0000469	FM	00040 - Chase Card Services		16.99	367.28
201-403-64019		Market Supplies				0.00	72.63	72.63
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/08/2022	APPKT00445	0002789	5661	FM - Petty Cash Reimbursement	00427 - Charles Reed		49.14	49.14

Detail Report

Date Range: 10/01/2022 - Item 4. 3

Account						Name			Beginning Balance	Total Activity	Ending Balance
201-403-64019						Market Supplies - Continued			0.00	72.63	72.63
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
12/22/2022	APPKT00498	0003102	5674	FM	00427 - Charles Reed		23.49	72.63			
201-403-65000						Network/Phone			0.00	124.82	124.82
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
11/08/2022	APPKT00445	0002791	5663	FM	00302 - T-Mobile		20.66	20.66			
12/01/2022	APPKT00471	0002894	5668	FM	00302 - T-Mobile		20.66	41.32			
01/04/2023	APPKT00504	0003119	5678	FM	00302 - T-Mobile		20.66	61.98			
03/03/2023	APPKT00553	0003418	5690	FM	00302 - T-Mobile		41.08	103.06			
04/10/2023	APPKT00578	0003586	5702	FM	00302 - T-Mobile		21.76	124.82			
201-403-66001						Advertising			0.00	1,518.47	1,518.47
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
11/08/2022	APPKT00445	0002789	5661	FM - Petty Cash Reimbursement	00427 - Charles Reed		50.00	50.00			
11/22/2022	APPKT00460	0002855	5664	FM	00040 - Chase Card Services		-12.60	37.40			
11/22/2022	APPKT00460	0002855	5664	FM	00040 - Chase Card Services		165.36	202.76			
03/22/2023	APPKT00566	0003503	5695	FM - Petty Cash	00427 - Charles Reed		20.00	222.76			
05/23/2023	APPKT00608	0003872	DFT0000424	FM	00040 - Chase Card Services		474.11	696.87			
05/26/2023	APPKT00609	0003879	5708	FM - Advertising	00427 - Charles Reed		50.00	746.87			
05/26/2023	APPKT00609	0003881	5709	FM - Inv. 192744	00893 - Community Impact		700.00	1,446.87			
07/26/2023	APPKT00662	0004277	DFT0000469	FM	00040 - Chase Card Services		77.51	1,524.38			
07/26/2023	APPKT00662	0004277	DFT0000469	FM	00040 - Chase Card Services		-5.91	1,518.47			
201-403-66010						Events, Entertainment & Activities			0.00	2,633.88	2,633.88
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
10/28/2022	APPKT00427	0002693	5655	FM - Entertainment	00003 - Alexander C. Dormont		50.00	50.00			
10/28/2022	APPKT00427	0002694	5656	FM -- Entertainment	00333 - Bob Slaughter		50.00	100.00			
10/28/2022	APPKT00427	0002695	5657	FM- Petty Cash and Reimbursement	00427 - Charles Reed		28.88	128.88			
10/28/2022	APPKT00427	0002696	5658	FM - Entertainment	00299 - Jerry Rivers		100.00	228.88			
10/28/2022	APPKT00462	0002694-R	5656	Bob Slaughter Reversal	00333 - Bob Slaughter		-50.00	178.88			
11/08/2022	APPKT00445	0002788	5660	FM - Entertainment	00333 - Bob Slaughter		50.00	228.88			
11/08/2022	APPKT00445	0002790	5662	FM - Entertainment	00362 - Jerry Kirk		50.00	278.88			
11/23/2022	APPKT00466	0002868	5665	FM - Entertainment	00003 - Alexander C. Dormont		50.00	328.88			
11/23/2022	APPKT00466	0002869	5666	FM - Entertainment	00333 - Bob Slaughter		50.00	378.88			
11/23/2022	APPKT00466	0002870	5667	FM - Entertainment	00507 - Sharon Bourbonnais		50.00	428.88			
12/05/2022	APPKT00477	0002968	5670	FM - Entertainment	00507 - Sharon Bourbonnais		50.00	478.88			
12/05/2022	APPKT00477	0002969	5669	FM - Entertainment	00362 - Jerry Kirk		50.00	528.88			
12/20/2022	APPKT00496	0003047	5672	FM - Entertainment	00003 - Alexander C. Dormont		50.00	578.88			
12/20/2022	APPKT00496	0003048	5673	FM - Entertainment	00333 - Bob Slaughter		50.00	628.88			
12/22/2022	APPKT00498	0003099	5675	FM - Entertainment	00299 - Jerry Rivers		50.00	678.88			
01/04/2023	APPKT00504	0003118	5677	FM - Entertainment	00362 - Jerry Kirk		50.00	728.88			
01/05/2023	APPKT00511	0003158	5679	FM - Entertainment	00333 - Bob Slaughter		50.00	778.88			
01/05/2023	APPKT00511	0003159	5680	FM - Petty Cash Reimbursement	00427 - Charles Reed		30.00	808.88			
01/17/2023	APPKT00519	0003200	5681	FM - Entertainment	00003 - Alexander C. Dormont		50.00	858.88			

Detail Report

Date Range: 10/01/2022 - Item 4. 3

Account		Name		Beginning Balance	Total Activity	Ending Balance		
<u>201-403-66010</u>		Events, Entertainment & Activities - Continued		0.00	2,633.88	2,633.88		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/20/2023	APPKT00523	0003233	5682	FM - Entertainment	00299 - Jerry Rivers		50.00	908.88
02/06/2023	APPKT00532	0003255	5685	FM - Entertainment	00362 - Jerry Kirk		50.00	958.88
02/23/2023	APPKT00546	0003333	5687	FM - Entertainment	00003 - Alexander C. Dormont		50.00	1,008.88
02/23/2023	APPKT00546	0003334	5688	FM - Entertainment	00362 - Jerry Kirk		50.00	1,058.88
02/23/2023	APPKT00546	0003335	5689	FM - Entertainment	00299 - Jerry Rivers		50.00	1,108.88
03/07/2023	APPKT00555	0003431	5692	FM - Entertainment	00333 - Bob Slaughter		50.00	1,158.88
03/15/2023	APPKT00561	0003463	5693	FM - Entertainment	00003 - Alexander C. Dormont		50.00	1,208.88
03/17/2023	APPKT00563	0003494	5694	FM - Entertainment	00299 - Jerry Rivers		50.00	1,258.88
03/23/2023	APPKT00570	0003556	5697	FM - Entertainment	00362 - Jerry Kirk		50.00	1,308.88
04/10/2023	APPKT00578	0003582	5698	FM - Entertainment	00003 - Alexander C. Dormont		50.00	1,358.88
04/10/2023	APPKT00578	0003584	5700	FM - Entertainment	00362 - Jerry Kirk		50.00	1,408.88
04/10/2023	APPKT00578	0003585	5701	FM - Entertainment	00299 - Jerry Rivers		100.00	1,508.88
04/24/2023	APPKT00586	0003675	5703	FM - Entertainment	00003 - Alexander C. Dormont		50.00	1,558.88
04/25/2023	APPKT00588	0003716	5704	FM - Entertainment	00333 - Bob Slaughter		50.00	1,608.88
04/28/2023	APPKT00591	0003755	5705	FM - Entertainment	00362 - Jerry Kirk		50.00	1,658.88
05/05/2023	APPKT00598	0003846	5706	FM - Entertainment	00333 - Bob Slaughter		50.00	1,708.88
05/26/2023	APPKT00609	0003880	5710	FM - Entertainment	00299 - Jerry Rivers		50.00	1,758.88
05/26/2023	APPKT00609	0003882	5707	FM - Entertainment	00003 - Alexander C. Dormont		50.00	1,808.88
06/01/2023	APPKT00617	0003969	5711	FM - Entertainment	00003 - Alexander C. Dormont		50.00	1,858.88
06/01/2023	APPKT00617	0003970	5712	FM - Entertainment	00362 - Jerry Kirk		50.00	1,908.88
06/13/2023	APPKT00625	0003989	5713	FM - Entertainment	00333 - Bob Slaughter		50.00	1,958.88
06/29/2023	APPKT00639	0004078	5714	FM - Petty Cash Reimbursement	00427 - Charles Reed		25.00	1,983.88
06/29/2023	APPKT00639	0004079	5715	FM - Entertainment	00362 - Jerry Kirk		50.00	2,033.88
06/29/2023	APPKT00639	0004080	5716	FM - Entertainment	00299 - Jerry Rivers		50.00	2,083.88
07/07/2023	APPKT00643	0004135	5717	FM - Entertainment	00333 - Bob Slaughter		50.00	2,133.88
07/14/2023	APPKT00648	0004191	5718	FM - Entertainment	00003 - Alexander C. Dormont		50.00	2,183.88
08/02/2023	APPKT00663	0004281	5719	FM - Entertainment	00362 - Jerry Kirk		100.00	2,283.88
08/02/2023	APPKT00663	0004282	5720	FM - Entertainment	00299 - Jerry Rivers		50.00	2,333.88
08/11/2023	APPKT00673	0004320	5721	FM - Entertainment	00003 - Alexander C. Dormont		50.00	2,383.88
08/11/2023	APPKT00673	0004321	5722	FM - Entertainment	00333 - Bob Slaughter		50.00	2,433.88
08/31/2023	APPKT00691	0004447	5723	FM - Entertainment	00003 - Alexander C. Dormont		50.00	2,483.88
08/31/2023	APPKT00691	0004448	5725	FM - Entertainment	00299 - Jerry Rivers		50.00	2,533.88
08/31/2023	APPKT00691	0004449	5724	FM - Entertainment	00362 - Jerry Kirk		100.00	2,633.88
<u>201-403-70003</u>		Other Expenses				0.00	1,300.00	1,300.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	APPKT00430	0002750	5659	FM - Inv. 537023	00013 - Ariana Arellano		200.00	200.00
12/13/2022	APPKT00486	0002991	5671	FM - Inv. 537030	00013 - Ariana Arellano		250.00	450.00
01/04/2023	APPKT00504	0003117	5676	FM - Inv. 537037	00013 - Ariana Arellano		200.00	650.00
02/06/2023	APPKT00532	0003254	5684	FM - Inv. 537040	00013 - Ariana Arellano		250.00	900.00
03/07/2023	APPKT00555	0003430	5691	FM - Inv. 537046	00013 - Ariana Arellano		200.00	1,100.00

Detail Report

Date Range: 10/01/2022 - Item 4. 3

Account						Beginning Balance	Total Activity	Ending Balance
201-403-70003						0.00	1,300.00	1,300.00
Other Expenses - Continued								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/10/2023	APPKT00578	0003583	5699	FM - Inv. 671351	00013 - Ariana Arellano		200.00	1,300.00
Total Fund: 201 - Dripping Springs Farmers Market:						Beginning Balance: 0.00	Total Activity: -44,649.91	Ending Balance: -44,649.91
Grand Totals:						Beginning Balance: 0.00	Total Activity: -44,649.91	Ending Balance: -44,649.91

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
201 - Dripping Springs Farmers Market	0.00	-44,649.91	-44,649.91
Grand Total:	0.00	-44,649.91	-44,649.91



DSFM VENDOR RULES ACKNOWLEDGEMENT

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

Business/Agent: _____

_____ 1. ATTENDANCE: Market Manager creates a unique booth layout for each week’s market from the booth reservations made and paid for on-line 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. Vendors receive an email the Tuesday before market with booth assignments and important market information.

_____ 2. ARRIVAL & SET-UP: Market Manager arrives two hours prior to market open. Vendors must arrive no later than 1/2 hour prior to market open, and ready to sell 15 minutes prior to market opening.

_____ 3. TENTS: You are responsible for the safety of yourself and others, including any damages or injuries incurred as a result of negligence. 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. In dangerous wind conditions, canopies may be prohibited.

_____ 4. VENDOR PARKING: When applicable, 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).

_____ 5. 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.

_____ 6. 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, who may approve or require submission of updated application.

_____ 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 and ensure their booth spot is clear of refuse.

_____ 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.

_____ 13. FEES & FINES: See table below for

	Late Registration	Late Arrival	Weights Infraction	Trash Infraction
1 st Occurrence	\$10	\$10	\$10	\$10
2 nd Occurrence	\$10	\$25	\$25	\$25
3 rd Occurrence	Additional fines up to \$50 or corrective actions, including refusal from market. Appeals may be made to Farmers Market Committee.			

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 _____

14.03 Permit Application Fees

Hazardous Materials	\$300.00
Above/Underground Storage Tanks	\$240.00
Fireworks Display (application required)	\$60.00
Fireworks Display with Engine Standby as required	\$180.00/hour, per fire engine
Control/Open Burn (commercial)	\$30.00
Mass Gathering of more than 4,000 people	\$240.00
Temporary Structures: tents, air supported structures, canopies, construction trailers, etc.	\$60.00
Fire Watch	\$90.00/hour + \$180.00/hour, per fire engine
Access Gate	No fee, application required

14.04 Triple Permit Application Fees: The Fire Safety Inspector may impose triple permit fee when he finds that a condition, activity or occupancy requiring a permit exists and no permit has been issued by the Fire Safety Inspector.

14.05 Modification Permit Application Fee: \$120.00, Includes: Adding up to twenty sprinkler heads to an existing sprinkler system, and adding up to ten initiating/signaling devices to an existing alarm system; \$0.60 for each additional sprinkler head or initiating/signaling device.

SECTION 15. FARMERS MARKET**15.1 Application Fee**

15.1.1 Application: \$30.00, non-refundable

15.1.2 Annual Market Membership: \$40.00

15.2 Vendor Booth Fee

15.2.1 Agricultural Producers Farmers: \$22.00/day

15.2.2 Agricultural Producers Rancher: \$25.00/day

15.2.3 Value Added Food & Beverages: \$30.00/day

15.2.4 Craft/Services: \$28.00/day

15.2.5 Sunday Market: \$30.00/day

15.2.6 Shared Booth: \$10.00/day

15.5 Other Booth Rental Fees

(a) Weights: \$5.00/each

(b) Tent: \$20.00/each

Effective Date 06.29.23

- (c) Electricity: \$5.00/booth
- (d) Shared Booth: \$10.00/day

15.6 Mobile Food Vendor Inspection Fee: \$75.00; if required (an inspection is not required for a mobile food vendor with a valid permit and inspection within last six months from the City or a surrounding jurisdiction).

15.7 Penalty Fees

15.7.1 Late Arrival / Set-Up: \$10.00 (1st) \$25 (2nd)

15.7.2 Late Booth Reservation Payment: \$10.00

15.7.3 No Show: \$10.00 in addition to booth fee forfeiture for vendors that do not show or cancel after 1:00 p.m. the Wednesday of the Farmers Market.

15.7.4 Weights and Trash Infractions: \$10 (1st) \$25 (2nd)

15.8 Applicants may request a reduction or waiver of fees, which may be granted by the Farmers Market Committee.

15.9 Friends of Dripping Springs Farmers Market Program Fees

15.9.1 Annual Individual Membership: \$30.00/individual

15.9.2 Annual Family Membership: \$55.00 (up to four individuals)

15.9.3 Annual Corporate Membership: \$250.00 (up to ten employees)

SECTION. 16 STREET CUTS, EXCAVATIONS AND REPAIR OF CITY STREETS

16.1 Fees and Rates: Pursuant to Chapter 284 of the Texas Local Government Code, there is hereby levied and assessed and shall be collected the application fees and public rights-of-way use rates set forth in the tables below.

16.2 Review of Application Fees

Network Node	\$500.00/application for up to 5 network nodes, and \$200.00 each additional network node on a single application; up to 30 network nodes are allowed on each application.
Node Support Pole	\$1,000.00/application for each pole
Transport Facility	\$500.00 for up to 5 network nodes and \$250.00 for each additional network node on a single permit; up to 30 network nodes are allowed on each permit.

16.3 Municipal Authorization Required, Registration, Compensation and Fees

Network Node	\$250.00/network node site
Node Support Pole	No separate rate from the network node annual fee (each support pole should have a network node attached).
Transport Facility	\$28.00/month for each network node site, unless an equal or greater amount is paid the City, e.g. under Chapter 283, Tex. Loc. Gov. Code or Chapter 66, Tex. Util. code.



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: September 21, 2023

Agenda Item Wording: **Discuss and consider possible action regarding the Appointment of a Farmers Market Secretary.**

Agenda Item Requestor: Charlie Reed, Market Manager

Summary/Background: Prior to becoming a Committee, the Farmers Market Board was required to take minutes in accordance with the Texas Open Meetings Act. However, when the board changed to a committee in 2021, it was no longer subject to the Texas Open Meetings Act and minutes were not required. Minutes that were taken were not uploaded to the website or maintained in the committee's city file.

Other committees (Emergency Management, Economic Development and Transportation) do not take minutes and instead provide the City Council with either a monthly or quarterly report. A member of staff takes notes for the report for Emergency Management and Transportation, and the Chair takes the notes for the report for the Economic Development,

FMC Secretary Teresa Strube has stepped down from her officer role and is no longer taking minutes for the committee. With Teresa's departure the committee has a few of options:

1. Appoint a secretary who will be tasked with taking minutes of committee meetings.
2. Appoint a secretary who will be tasked with taking notes to provide to Farmers Market Manager for City Council reporting.
3. Do not appoint a secretary and the Farmers Market Manager will take notes for their report. *Note: The FMM already does this, but only provides the report to the Parks & Recreation Commission.*

Recommended Committee Action: Staff recommends the committee select option 3 – do not appoint a secretary and have the Farmers Market Manager be responsible for reporting on committee activities to the Parks & Recreation Commission and City Council.

Attachments:

1. Farmers Market Committee Ordinance

Next Steps/Schedule:

1. If secretary appointed – update roster and website
2. If no secretary appointed – work with FMM to create a frequency schedule for reporting to the City Council.

ARTICLE 6.05. FARMERS MARKET COMMITTEE¹

Sec. 6.05.001. Title.

This article shall be commonly cited as the farmers market committee ordinance.

(Ord. No. 2021-39 , § 2, 10-5-2021)

Sec. 6.05.002. Purpose.

The purpose of the Dripping Springs Farmers Market Committee (the "committee") is to:

- (1) Fulfill the mission of the market;
- (2) Provide oversight of the market in order to make recommendations related to the market; and
- (3) Serve as an advisory body for the city council.

(Ord. No. 2021-39 , § 2, 10-5-2021)

Sec. 6.05.003. Mission of the market.

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

(Ord. No. 2021-39 , § 2, 10-5-2021)

Sec. 6.05.004. Definitions.

- (a) Rules of interpretation. Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the code of ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the code of ordinances shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.
- (b) Specific.
Agricultural facilities : A farm, garden, ranch, or greenhouse where produce is grown.
Agricultural producer : Producer who raises and grows food products.

¹Ord. No. 2021-39 , § 2, adopted October 5, 2021, amended article 6.05 in its entirety to read as herein set out. Former article 6.05, §§ 6.05.001—6.05.006 and 6.05.031—6.05.039, pertained to the farmers market association, and derived Ord. No. 1550.10, adopted June 9, 2009.

City administrator : The employee appointed by the city council to serve as the chief administrative officer of the city.

City limits : The incorporated municipal boundary of the city.

Committee : The farmers market committee created herein.

Director : The city employee serving as director of parks and community services for the city.

ETJ : The extraterritorial jurisdiction of the city.

Market manager : The city employee designated by the city administrator to supervise the operations of the market and serves under the direction of the parks and community services director.

Market participants : Participants in the market include vendors, agents, and any other individual who has applied and received approval to participate in the market.

(Ord. No. 2021-39 , § 2, 10-5-2021)

Sec. 6.05.005. Membership, meetings.

- (a) Number of members . The committee shall have eight members.
- (b) Terms of members . Committee members will serve two-year terms. Members may be reappointed with no limitation on the number of terms one member may serve.
- (c) Member selection .
 - (1) Every year, city staff will prepare a slate of nominees for city council consideration.
 - (2) Committee members shall be appointed by majority vote of the city council.
 - (3) Committee members may be residents or business owners in the city limits or ETJ or within 150 miles of the city limits. At least two committee members must be market vendors of which one shall be an agricultural producer.
 - (4) Although not strictly required, preference for committee membership shall be given to persons who raise, grow or make food products, or artists who make crafts from agricultural products.
- (d) Officers. The chair shall be appointed by the city council from among the membership. A vice-chair shall be selected by the committee members. In the absence of the chair or vice-chair, the remaining committee members may select a person among themselves to preside over a meeting.
- (e) Member removal. The city council may remove committee members by majority vote, with or without cause.
- (f) Resignation; vacancies . A committee member may resign by providing the city secretary written intent to resign. A failure to attend three or more sequential, regular committee meetings will constitute automatic notification of intent to resign. The committee may provide recommendations to the city council related to the removal or appointment of committee members. The city council may fill vacancies by majority vote. Committee members appointed to fill a vacancy will complete the unexpired portion of the term.
- (g) Meetings .
 - (1) The committee will meet monthly, as coordinated with and arranged by city staff. Agendas will be drafted by the chair with the support of city staff.
 - (2) A quorum of four or more committee shall constitute a quorum. The chair shall count toward the establishment of a quorum. Abstentions shall not affect the establishment of a quorum. A quorum is required to take action as the Dripping Springs Farmers Market Committee.

(Ord. No. 2021-39 , § 2, 10-5-2021)

Sec. 6.05.006. Authority.

The committee is advisory only. They have no authority to make decisions binding on the city. The authority of the committee will include:

- (1) To make recommendations to the city council regarding market operations.
- (2) To evaluate the market to identify means of making improvements.
- (3) To make recommendations related to the drafting and implementation of all rules and procedures for the market to the city council.
- (4) To assist city staff with the operations of the market, in addition to preparations and post-event recovery of the site.
- (5) To make recommendations to city council regarding budget for the farmers market and expenditures related to appropriated funds.
- (6) To perform other duties as established in the rules and regulations for market operations, as enacted by the city council.
- (7) The committee's work and work product will be subject to the Public Information Act, Texas Government Code chapter 552.

(Ord. No. 2021-39 , § 2, 10-5-2021)

Sec. 6.05.007. Support.

- (a) City staff shall provide logistical support to the committee and its subcommittees, as defined by access to city facilities for purposes of public meetings; access to city resources for purposes of copies and communications; and a designated market manager to serve as staff liaison to coordinate and direct such support.
- (b) One or more market managers shall be designated by the city administrator. A market manager shall be a city staff member (employee or contract professional services).
- (c) The city shall provide and support an online presence, including but not limited to information on the city website, assistance with an electronic newsletter, and social media for farmers market related information and activities and will provide a page via the market manager upon which the committee may request that the city post additional information related to committee meetings and farmers market information.
- (d) City staff shall inform the committee of changes to personnel, logistical support, and other matters related to the operation of the farmers market.

(Ord. No. 2021-39 , § 2, 10-5-2021)



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: September 21, 2023

Agenda Item Wording: **Discuss and consider approval of the 2024 Farmers Market Committee meeting calendar.**

Agenda Item Requestor: Charlie Reed, Farmers Market Manager

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the Committee. Meeting dates are scheduled using the frequency as stated in the Committee ordinance. The Farmers Market Committee ordinance calls for monthly meetings which are currently scheduled for 10:00 a.m. the 3rd Thursday of each month at the DSRP Ranch House.

Attached for review is the proposed 2024 meeting calendar with approved city holidays. There are no conflicts between FMC meetings and city holidays; however, should the Committee select to move a meeting for any reason they may do so now. Meetings can also be rescheduled throughout the year as the Committee sees fit.

Committee Recommendations: Staff recommends approval of the calendar as presented. Should there be any changes to meeting dates, please provide for those changes in a motion.

Attachments: 1. FMC 2024 Proposed Calendar

Next Steps/Schedule:

1. Update calendar if any changes
2. Add meetings to calendars:
 - a. Committee, Staff and City Council Member liaison(s)
 - b. City website main calendar
 - c. Municode Agenda (automatically populates Agendas and Minutes webpage with upcoming meetings)
3. Provide final calendar to Committee, Staff and City Council Members

2024 Farmers Market Committee

Use spinner to change the calendar year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CITY HOLIDAYS DSISD HOLIDAYS

- FMC Meetings**
- 01/18/24 Regular Meeting
 - 02/18/24 Regular Meeting
 - 03/21/24 Regular Meeting
 - 04/18/24 Regular Meeting
 - 05/16/24 Regular Meeting
 - 06/20/24 Regular Meeting
 - 07/18/24 Regular Meeting
 - 08/15/24 Regular Meeting
 - 09/19/24 Regular Meeting
 - 10/17/24 Regular Meeting
 - 11/21/24 Regular Meeting
 - 12/17/24 Regular Meeting