



# DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs

Banquet Hall, 1042 Event Center Drive

Wednesday, March 02, 2022 at 11:00 AM

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## Agenda

### CALL TO ORDER AND ROLL CALL

#### Board Members

Todd Purcell, Chair  
Terry Polk, Vice Chair  
Pam Owens, Secretary  
Penny Reeves  
Mike Carroll

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

Parks & Community Services Director Kelly Schmidt  
DSRP Manager Emily Nelson  
DSRP Assistant Manager Lily Sellers  
Emergency Management Coordinator Roman Baligad  
City Treasurer Shawn Cox  
Council Member Sherrie Parks

### PRESENTATION OF CITIZENS

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

### MINUTES

- 1. Discuss and consider approval of the February 2, 2022, Dripping Springs Ranch Park Board regular meeting minutes.**

### BUSINESS

- 2. Discuss and consider recommendation regarding a Memorandum of Understanding (MOU) between the Hays County Office of Emergency Services and the City of Dripping**

**Springs related to Emergency Animal Sheltering at the Dripping Springs Ranch Park Event Center.**

- 3. Discuss and consider recommendation regarding the use of Coronavirus Local Fiscal Recovery Funds for Dripping Springs Ranch Park.**
- 4. Discuss and consider recommendation regarding an Agreement between the City of Dripping Springs and the Dripping Springs Future Farmers of America related to use of the Dripping Springs Ranch Park Event Center.**
- 5. Presentation, discussion and possible action regarding the Dripping Springs Ranch Park Board Fiscal Year 2023 budget recommendations.**

## **REPORTS**

*The following reports relate to the administration of the Dripping Springs Ranch Park Event Center. The Board may provide staff direction; however, no action may be taken.*

- 6. DSRP February Managers Report**  
*Emily Nelson, DSRP Manager*

## **EXECUTIVE SESSION**

*The Dripping Springs Ranch Park Board of Directors 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 Dripping Springs Ranch Park Board of Directors for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

## **UPCOMING MEETINGS**

### **DSRP Board Meetings**

April 6, 2022, at 11:00 a.m.

May 4, 2022, at 11:00 a.m.

June 1, 2022, at 11:00 a.m.

### **City Council Meetings**

March 15, 2022, at 6:00 p.m.

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

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

## **ADJOURN**

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

*All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's*

*Texas Codes Annotated. In addition, the Board may consider a vote to excuse the absence of any Board Member for absence from this meeting.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingpsrings.com](http://www.cityofdrippingpsrings.com), on **February 25, 2022, at 1:15 p.m.***

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*City Secretary*

*This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.*



# DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs

Banquet Hall, 1042 Event Center Drive

Wednesday, February 02, 2022 at 12:00 PM

## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Purcell called the meeting to order at 12:02 p.m.

**Board Members present were:**

Todd Purcell, Chair  
Terry Polk, Vice Chair  
Penny Reeves  
Mike Carroll

**Board Members absent were:**

Pam Owens, Secretary

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

DSRP Manager Emily Nelson  
DSRP Assistant Manager Lily Sellers  
Council Member Sherrie Parks

### PRESENTATION OF CITIZENS

*A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By low no action may be taken during Presentation of Citizens.*

No one spoke during Presentation of Citizens.

### MINUTES

- 1. Discuss and consider approval of the January 5, 2022, Dripping Springs Ranch Park Board regular meeting minutes.**



A motion was made by Board Member Reeves to approve the January 5, 2022, Dripping Springs Ranch Park Board regular meeting minutes. Vice Chair Polk seconded the motion which carried unanimously 4 to 0.

## BUSINESS

### **2. Discuss and consider a recommendation to City Council regarding the Co-Sponsorship Application from Helping Hands with Texas Market Guide.**

A motion was made by Vice Chair Polk to recommend City Council approval of a Co-Sponsorship Application from Helping Hands with Texas Market Guide. Board Member Reeves seconded the motion which carried unanimously 4 to 0.

### **3. Discuss and consider a Co-Sponsorship Agreement with Dripping Springs Ag Boosters for the 2022 Rodeo.**

A motion was made by Board Member Reeves to recommend City Council approval of a Co-Sponsorship Agreement with Dripping Springs Ag Boosters for the 2022 Rodeo. Vice Chair Polk seconded the motion which carried unanimously 4 to 0.

### **4. Discuss and consider a recommendation to City Council regarding a Co-Sponsorship Agreement with Texas Hill Country Barrel Racing Association.**

A motion was made by Vice Chair Polk to recommend City Council approval of a Co-Sponsorship Agreement with Texas Hill Country Barrel Racing Association. Board Member Carroll seconded the motion which carried unanimously 4 to 0.

## REPORTS

*The following reports relate to the administration of the Dripping Springs Ranch Park Event Center. The Board may provide staff direction; however, no action may be taken.*

Report is on file and available for review upon request.

### **5. Dripping Springs Ranch Park Manager's January 2022 Report**

*Emily Nelson, DSRP Manager*

## EXECUTIVE SESSION

*The Dripping Springs Ranch Park Board of Directors 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 Dripping Springs Ranch Park Board of Directors for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

The Board did not meet in Executive Session.

## UPCOMING MEETINGS

### *DSRP Board Meetings*

March 2, 2022, at 12:00 p.m.

April 6, 2022, at 12:00 p.m.

May 4, 2022, at 12:00 p.m.

### *City Council Meetings*

February 8, 2022, at 5:00 p.m. (Waivers)

February 15, 2022, at 6:00 p.m. (CC)

February 22, 2022, at 5:00 p.m. (Waivers)

## ADJOURN

A motion was made by Board Member Reeves to adjourn the meeting. Vice Chair Polk seconded the motion which carried unanimously 4 to 0.

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Hays County Office of Emergency Services**

**And**

**Dripping Springs Ranch Park City of Dripping Springs (CODS)**

This Memorandum of Understanding (MOU) between the Hays County Office of Emergency Services (HCOES) and the City of Dripping Springs for the use of Dripping Springs Ranch Park (DSRP) witnesses that:

**Whereas**, the Hays County Office of Emergency Services is authorized to enter into agreements with other government entities, the private sector, and private, non-profit entities to ensure an expedient, effective, and coordinated response to any natural or man-made disaster;

**Whereas** in the event of an emergency event in the State of Texas, local and regional infrastructure and associated resources will be quickly committed to providing the necessary treatment and supporting strategies to effectively respond to a potential evolving event or to support the response to an actual event;

**Whereas** the existing local and regional infrastructure will also be compromised due to lack of adequate staff, equipment, and support available due to the impacts and demands of the event;

**Whereas** resources from the state, federal, and private sector will be quickly mobilized to augment local and regional resources and support the effective response to the immediate emergency event;

**Whereas** immediate evacuation of animals in danger from evolving natural or manmade events.

**Whereas** trained volunteers responding or assisting in recovery efforts;

Now therefore, the parties agree as follows:

**A. Definitions:**

- o Community Emergency Response Team (CERT)- Volunteers who have been formally trained, background checked and credentialed by the HCOES for response in disasters, recovery and assist local emergency services.
- o Disaster Assessment Teams (DAT)- Teams of CERT volunteers who have been formally trained in damage assessments related to natural or manmade events.

**B. Use of Facility assets and staff:**

- o In the event of an emergency requiring an immediate evacuation due to emergent conditions ~~DSRP~~CODS agrees to provide the Dripping Springs Ranch Park Facilities to HCOES for use.
- o ~~DSRP~~CODS agrees to the use of its Dripping Springs Ranch Park facilities, for HCOES staff and CERT volunteers responding to the emergency event.
- o Use of DSRP Facilities will be limited to housing large and small animals during response and recovery efforts.
- o DSRP agrees to support the use of the facilities but is not required to staff the facilities during an emergency response

**C. Hays County Office of Emergency Services (HCOES) :**

- HCOES agrees to notify the CODS Emergency Management Coordinator ~~DSRP~~ and request the use of the facility prior to use and, when possible, for staging of impending events.
- HCOES agrees to repair or replace any damage which occurred as a result of using DSRP Facilities.
- HCOES agrees to provide any necessary security for the duration of use.
- HCOES agrees only CERT or HCOES trained staff will be allowed to manage the DSRP facilities in coordination with DSRP staff.

**D. Contact Information:**

- DSRP agrees to provide Hays County Office of Emergency Services with the appropriate manager's 24-hour per day 7-day per week contact information, and update this information as necessary.
- Hays County Office of Emergency Services agrees to provide DSRP with the contact information of those who are authorized to notify DSRP in the event of an emergency requiring the use of DSRP Facilities.

**E. Confidentiality:** To the extent allowed by the law, the Parties agree that they will not disclose this agreement and that the subject matter of this agreement is sensitive and confidential. ~~If this~~This document is maintained by or for a governmental entity for the purpose of responding to an act of terrorism and relates to a tactical plan of governmental providers and ~~this should~~it will be confidential under Government Code §\_418.176(a)(2).

**F. Duration of Agreement:** The term of this MOU is five (5) years from the date of the initial agreement. Renewal for additional one-~~year~~ terms shall be automatic unless one party terminates as provided in section I.

**G. Program Review:** A review will be conducted following a disaster event or within a six-month period after the effective date of this agreement. Any mutually agreed upon adjustments to this agreement will be made at that time. At the end of the five years, and if it is mutually desired, this agreement may be negotiated for a longer term. Any changes at the facility that may impact the execution of this agreement will be conveyed to the primary contacts to this agreement, identified below, or their designees, as soon as possible.

**H. Amendments:** This agreement may be amended at any time by signature approval of the parties signatory hereto, or their respective designee.

**I. Termination of Agreement:** Any Party may unilaterally withdraw at any time from this MOU, except as stipulated above, by transmitting a signed statement to that effect to the other Parties. This MOU ~~and the public/private partnership created thereby~~ shall be considered terminated thirty (30) days from the date the non-withdrawing Party actually receives the notice of withdrawal from the withdrawing Party.

**J. Primary Contacts:** The Parties intend that the work under this MOU shall be carried out in the most efficient manner possible. To that end, the Parties intend to designate individuals that will serve as primary contacts between the Parties. The Parties intend that, to the maximum extent possible and unless otherwise approved by the other Party, all significant communications between the Parties shall be made through the primary contacts or their designees. The designated primary contacts for each Party are:

Hays County Office of  
Emergency Services

City of Dripping Springs

~~Mike Jones~~ Michelle Villegas  
Emergency Preparedness Coordinator  
~~2171 Yarrington Road Ste 300~~ 810 S Stage Coach Trail Ste 1200  
San Marcos, TX 78666  
512-393-5538

~~Bill Foulds, Jr.~~ Roman Baligad  
~~Mayor~~ Emergency Management Coordinator  
511 Mercer Street  
Dripping Springs, Texas 78620  
(512) 858-4725

**K. Capacity to Enter into Agreement:** The persons executing this Memorandum of Understanding on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this Memorandum of Understanding on behalf of the entity for which they sign.

Hays County Office of Emergency Services

City of Dripping Springs]

~~Mike Jones~~ Scott Raven  
~~Interim~~ Director of Emergency Services  
~~810 S Stage Coach Trail Ste 1200~~ 2171 Yarrington Road Ste 300  
San Marcos, TX 78666  
512-393-7300

Bill Foulds, Jr.  
Mayor  
Dripping Springs, Texas 78620  
(512) 858-4725

511 Mer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Livestock Emergency Animal Shelter SOG

Hays County, Texas  
July, 2019



The text provided in this document has been developed during planning collaboration between Hays County, Texas Office of Emergency Management, Texas A&M AgriLife Extension Service, and the Texas A&M Veterinary Emergency Team. The Mass Care Annex of the State of Texas Emergency Plan was used as a formatting guide. Text added to fully address the mass care needs of animals is identified in bolded & italicized maroon text. Planning efforts during this collaboration were focused on providing mass care for animals. ***This annex will need to be reviewed and edited to fully address providing mass care for humans and animals.***



This document is intended to provide guidance and is not prescriptive or comprehensive. Judgment and discretion will be used to determine the most appropriate actions at the time of an incident.

This document does not prohibit this jurisdiction from implementing additional requirements or operating procedures within the jurisdiction.



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# Planning Standards

## Animal Mass Care & Shelter

Planning Standard	Location
Indicate where NIMS compliance is addressed.	
Include a list of assumptions used in planning for shelter & mass care during emergency situations.	
Describe the situation surrounding providing emergency shelter of animals. Include risk or hazard analyses and anticipated population(s) of animals that may require emergency mass care & shelter.	
Describe the facility(ies) to be used for animal sheltering	Dripping Springs Ranch Park, San Marcos Expo Center
Describe stakeholder roles and responsibilities	
Describe mechanism for coordinating shelter operations	
Describe the mechanism for determining the ability of Hays County, Texas to provide mass care & shelter of animals and the number of animals that can be supported.	
Describe the mechanism for ensuring that animal ownership is maintained	
Describe the mechanisms used to address biosecurity issues	
Describe the mechanism for addressing safety concerns	
Describe the mechanism for providing for mortuary management/carcass disposal	
Describe the mechanism for ensuring	

efficient and safe utilization of volunteers	
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# Appendix 1: Providing Emergency Shelter for Local Livestock

Intended Audience, Purpose, Scope, Situation, Assumptions, & Limitations	
<b>Intended Audience</b>	
	Personnel providing emergency shelter for livestock and equine animals and the Hays County Texas Office of Emergency Management are the intended audience of this document.
<b>Purpose</b>	
	The purpose of this document is to provide tactical guidance for performing <i>Livestock and Equine Emergency Animal Sheltering</i> in Hays County, TX.
<b>Scope</b>	
	The scope of this document covers emergency sheltering for livestock and horses following a local disaster impacting those animals. Sheltering will only be provided for displaced animals who are healthy and need minimal veterinary care. Provision of any additional veterinary medical care will be determined by Hays County officials in conjunction with local veterinarians and/or request of regional or state resources.
<b>Situation</b>	
<u>Justification</u>	
	<p>Providing emergency shelter for equine and livestock species is left up to the county. Hays County feels confident that providing shelter for local horses and livestock animals will alleviate the stress of evacuation for some of its constituents.</p> <p><i>Providing emergency shelter for livestock and horses is justified as steps taken to protect public safety by preventing loose livestock and horses from creating hazards for first responders, citizens of Hays separate Appendix.</i></p>

### Expected Conditions or Hazards

1. **Flooding**
2. **Hurricanes/point-to-point sheltering**
3. **Industrial accidents**
4. **Fire**
5. **Tornadoes**
6. **Terrorism**

### Estimated Animal Population

#### [AVMA Pet Calculator](#)

The current estimates for the total number of livestock in Hays County, Texas were estimated using the Hays County 2012 Agriculture Census and AVMA Pet Calculator. The results were as follows:

- Horses: 2,500
- Cattle: 15,000
- Goats: 9,000
- Sheep: 1,700
- Chickens: 4,500

The current estimates were adjusted down to 1-2% to account for expected numbers from the total number of livestock in Hays County, Texas that may be sheltered in a countywide event. These were estimated using the Hays County 2012 Agriculture Census and AVMA Pet Calculator and were as follows:

- Horses: 25-50
- Cattle: 20-25
- Goats: 15-20
- Sheep: 10-15
- Chickens: 10-15

It is not anticipated that the entire population of livestock will require emergency shelter due to owners leaving their livestock during evacuation and the potential for death loss in the livestock population as a result of emergency and disaster incidents. In a disaster that is significant, you may see 5-10% impacted. Of those impacted, 10% may be in need of shelter. It is estimated that facilities for at least 55 equine and livestock animals and at most 125 equine and livestock animals may be required.

### Facilities

The facility to be used for providing emergency shelter for horses and livestock:

- Dripping Springs Ranch Park
  - Houses a 166,000 square feet covered, multi-use barn

- Stock Pens Area
  - Approximately 130 horse stalls with mats
- Event Center Arena
  - Dirt floor
- Warm Up Area
  - Dirt floor
- Vendor Hall (18,768 sq. feet)
  - Concrete floor
- Special Event Room (12,000 sq. feet)
  - Climate-controlled
  - Concrete floor
- Lobby
  - Climate-controlled
- Vet Clinic/Washroom

### Personnel

Personnel responsible for providing emergency shelter of horses and livestock will be provided via the following mechanisms.

1. Hays County trained shelter volunteers and civilian volunteers with related animal experience.
  - a. These volunteers can be recruited from the shelters in the county and agriculture booster groups, and FFA groups.
2. Community volunteers with just-in-time training.

### Resources

32 tall enclosed stalls and 98 short and open stalls are already built and available for use. Along with associated fencing and boundary materials, tarps, food and water buckets, shovels, towels, several wheelbarrows etc. may be required in a disaster event.

Some of these resources can be obtained through donations from shelters and other animal groups, of which PAWs and the San Marcos Animal Shelter are good initial contacts.

Fences, shovels and wheelbarrows can be acquired from Tractor Supply, Home Depot, Lowes, McCoy's, etc. It is recommended to get an MOU with one or multiple of these companies, so that when disaster strikes the necessary equipment will be available.

These resources need to be acquired or allocated before the disaster occurs to ensure that they are available for your purposes.

**Assumptions**

1. All Texas county-level jurisdictions will have equine and livestock ownership characteristics comparable to national averages.
2. All horses and livestock will not be evacuated from Hays County, Texas.
3. The Hays County Dripping Springs Ranch Park location will be available for use as a horse and livestock shelter
4. Staffing and supplies for the operation of the Hays County Texas Emergency Horse and Livestock Shelter will be available.
5. It may be necessary for Hays County Emergency Animal Shelter to receive horses and livestock from other regional locations in the event of a regional disaster.

**Limitations**

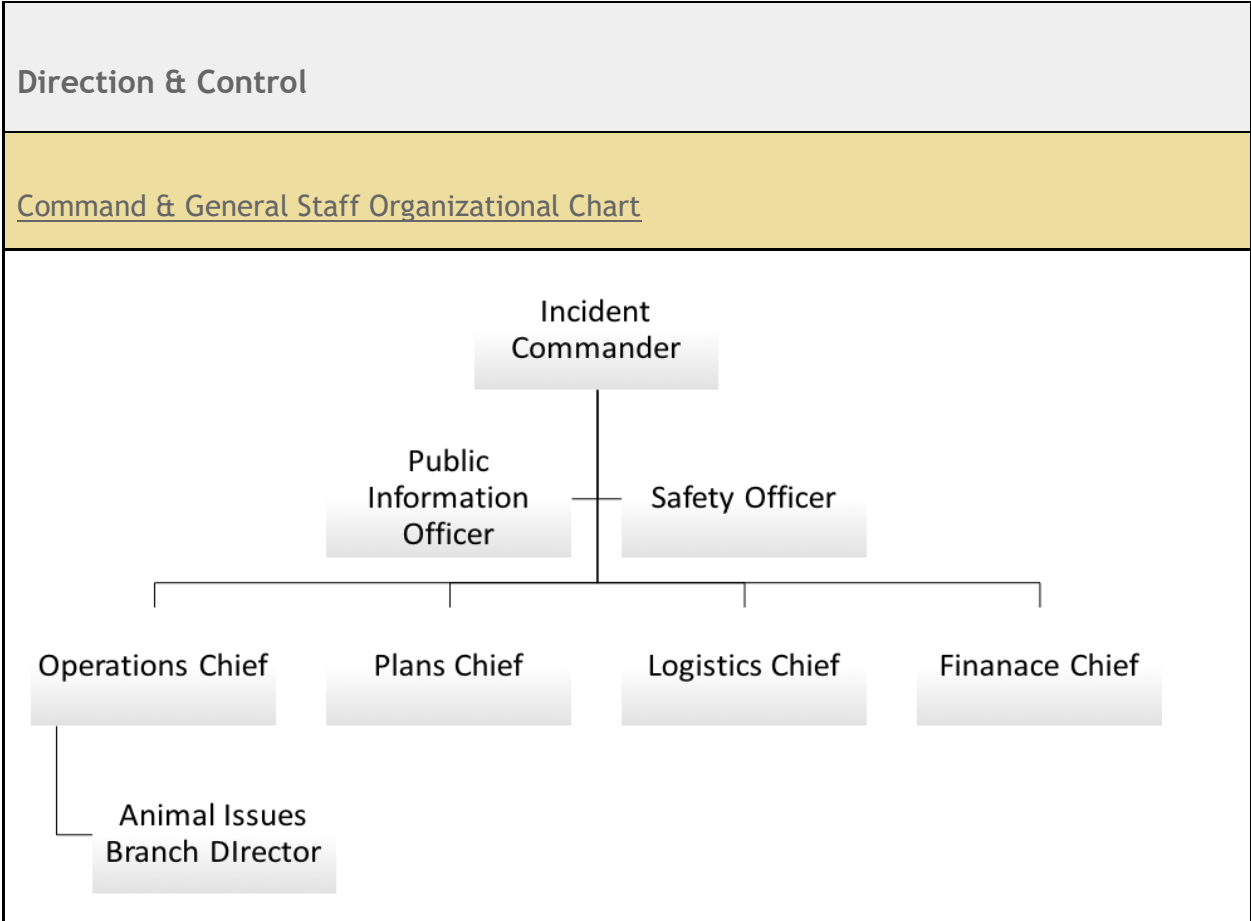
1. The Dripping Springs Ranch Park may be unavailable or damaged.
2. Dripping Springs Ranch Park may be too far from human sheltering facilities or have limited access in a disaster situation.
3. Dripping Springs is not a central location for Hays County and may be too far north for access of much of the county's population.
4. Personnel and resources may be unavailable as a result of local disaster conditions.



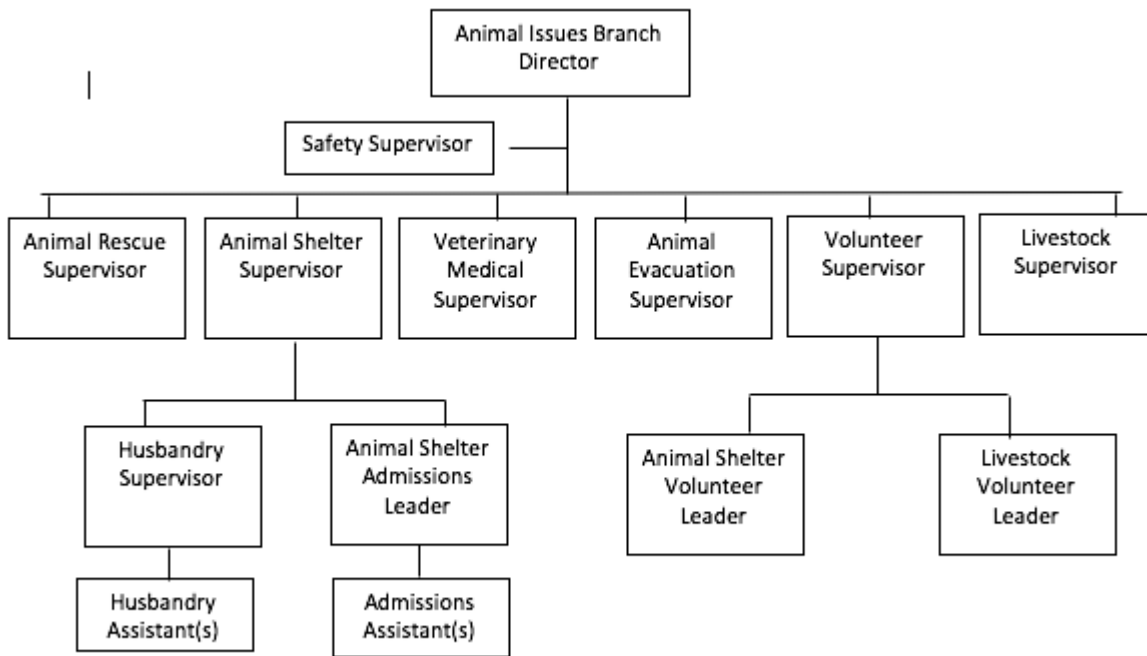
## Concept of Operations

### General

1. The Incident Commander with input from the Animal Issues Branch Director and the Director of Emergency Management may determine the need for initiating and concluding emergency horse and livestock shelter operations.
2. The Hays County Judge has authorization responsibility for initiating and concluding animal sheltering operations.
3. Emergency operations will be NIMS Guidelines compliant



Animal Issue Branch Organizational Chart



This is a typical structure for an animal branch in a county. These are positions that you may choose to fill to fit the individual needs of your county. For instance, the head animal control officer could serve as the animal issues branch director. The animal shelter supervisor could be the main contact from PAWs or one of the other shelters. PAWs and the other shelters in the county, along with local agriculture and FFA programs, would be good resources to reach out to and recruit volunteers with animal experience.

Position Descriptions

Animal Issues Branch position descriptions are below.

Animal Issues Branch Director	The Animal Issues Branch Director is responsible for overseeing all emergency response efforts on behalf of animals and will be stationed in the Hays County Emergency Operations Center.
Safety Supervisor	The Safety Supervisor is responsible for ensuring the health and well-being of responders involved in emergency animal sheltering operations.
Animal Rescue Supervisor	The Animal Rescue Supervisor is responsible for directing all animal rescue operations including retrieval

	of animals from impacted areas during or after the impact and transportation of animals to either Hays County's emergency animal shelter or the Hays County emergency veterinary medical operations area.
Animal Evacuation Supervisor	The Animal Evacuation Supervisor is responsible for directing families with animals that are evacuating the impacted area to the Hays County emergency animal shelter if emergency sheltering of animals is needed.
Animal Shelter Supervisor	The Animal Shelter Supervisor will be responsible for supervision of the companion animal emergency animal shelters as applicable.
Veterinary Medical Supervisor	The Veterinary Medical Supervisor will supervise veterinary medical operations.
Livestock Supervisor	The Livestock Supervisor will be responsible for supervision of the equine and livestock emergency animal shelters as applicable.
Volunteer Supervisor	The Volunteer Supervisor will recruit volunteers, document and verify volunteers, assign volunteers to necessary just-in-time training, assign volunteer badges, assign volunteers appropriate job functions, and track volunteer time and activity. They would be responsible for checking volunteers in at the beginning of the day and checking them out at the end of the day, documenting time in and time out. They would escort them outside of the perimeter where animals are housed and would repossess the volunteer badges when their time is completed for the day.
Husbandry Supervisor	The Animal Shelter Husbandry Supervisor will be responsible for supervision of the companion animal husbandry staff at companion animal shelters as applicable. They will oversee the husbandry assistants.
Animal Shelter Admissions Leader	The Animal Shelter Admissions Leader will be responsible for supervision of the companion animal admission staff at companion animal shelters as applicable.
Animal Shelter Volunteer Leader	The Animal Shelter Volunteer Leader will be responsible for management of volunteers assigned by the Volunteer Supervisor to companion animal shelter tasks.

Livestock Volunteer Leader	The Livestock Volunteer Leader will be responsible for management of volunteers assigned by the Volunteer Supervisor to equine and livestock animal tasks.
Husbandry Assistant	The Husbandry Assistants will perform husbandry operations for admitted animals. One Husbandry Assistant will be required for each pod of 15 dogs or 15 cats if feeding and cleaning is to be performed by emergency companion animal shelter staff. Pod assignments will remain consistent through the duration of volunteer capability to participate in emergency companion animal sheltering operations. It is of increased importance that those assistants assigned to care for isolation animals remain only caring for and contacting isolation animals to decrease the spread of disease to healthy animals as much as is possible.
Admission Assistant	The Admissions Assistants will perform admissions operations, maintain complete records on admitted animals, and document staff and volunteer activity. The number of Admissions Assistants required is dependent on the rate of animal influx to the emergency companion animal shelter.

## Readiness Levels

### Readiness Level 4 - Normal Conditions

1. Maintain Emergency Equine and Livestock Shelter Standard Operating Guideline in a current state.
2. Perform annual emergency equine and livestock shelter exercise.
3. Draft messaging informing the equine and livestock owning public of the resources that will be available to them if emergency equine and livestock shelter is ordered and provide recommendations for sheltering horses and livestock animals in the safest and most humane way possible. Information will be disseminated at the beginning of each hurricane season.

### Readiness Level 3 - Increased Readiness - H-96

*A decision about when evacuation will be initiated will need to be made.*

1. Convene a meeting of the emergency animal shelter sub-committee.
2. Review the personnel contact list for accuracy.
3. Confirm availability of personnel, volunteers, facilities and equipment.
4. The designated volunteer trainer needs to schedule training for the animal caretaker leaders.
5. Review Emergency Equine and Livestock Standard Operating Guidelines.
6. Perform pre-event facility and equipment inspection (example form provided as Attachment 2).
7. Perform any required remedial measures on equine and livestock shelter resources.
8. Determine equine and livestock shelter capacity with capacity determined by staffing levels, supplies, and facility and report to the Animal Issues Branch Director.
9. Send STAR request for necessary supplies.
10. Request local feed store nutritional support.
11. Begin set-up of emergency equine and livestock shelter.

### Readiness Level 2 - High Readiness - H-72

1. Receive briefing on emergency situation.
2. Brief emergency animal sheltering operations staff.
3. Complete set-up of emergency equine and livestock shelter.

Readiness Level 1 - Maximum Readiness H-48

1. Determine equine and livestock shelter capacity with the capacity determined by staffing levels, supplies, and facility and report to the Animal Issues Branch Director.
2. Initiate emergency equine and livestock sheltering operations upon order from Hays County, Texas County Judge or their designee.

### Escalation of Response

1. The Emergency Equine and Livestock Shelter Supervisor shall report when actual animal sheltering reaches [40%] of planned capacity (local, regional, & state resource capacity assigned to the jurisdiction) to the Animal Issues Branch Director.
2. The Incident Commander with input from the Operations Chief and Animal Issues Branch Director will determine if and when emergency equine and livestock shelter operations exceeds the capabilities of local and assigned shelter resources and request additional resources as per incident command protocol.



## Emergency Livestock and Equine Shelter Emergency Messaging

Information messaging points to include in **pre-disaster** messaging include but are not limited to the following.

- Inform owners of emergency resources in the form of emergency livestock shelter (Dripping Springs Ranch Park).
- Owners should have photo identification of the animal, preferably a photo of them with the animal, and create an emergency kit including medications (at least a 7-day supply), a halter and lead rope, hay/feed bags, and veterinary records.
- Encourage pet owners to store photos and records of their animal in a form accessible online such as Google Drive, Apple Cloud, Dropbox, etc.
- Provide the public with a list of regional pet-friendly hotels/motels.
- Recommend that owners have some form of identification on each animal so that the animal(s) and owner can be quickly reunited if separation occurs and the animal is/are presented at an emergency animal shelter.
- Notify pet owners of the pet evacuation stickers.
  - These stickers serve as notification to evacuation personnel that the house has pets, and also tells them how many pets so that none are left behind.
  - These are available online from ASPCA at <https://secure.aspc.org/take-action/order-your-pet-safety-pack>

Information messaging points to consider in **post-disaster** messaging include but are not limited to the following.

- Locations of emergency equine and livestock shelters:
  - Dripping Springs Ranch Park
- Provide the public with a list of regional pet-friendly hotels/motels.
- Photo documentation and signalment (breed, age, sex, color) of every animal that comes into the shelter should be readily available for review by citizens searching for lost pets.
  - Found animals that have been placed within the shelter may be found in the **Texas A&M VET Evacuation and Shelter database**, Petfinder, and Facebook
  - Owners may visit the shelter and review the rescued animals in order to find a lost pet.
  - For those unable to physically return to the shelter, they can call and provide a description of their pet, which can then be searched for by shelter staff.
- Upon admission of an owned animal, residents will be asked to provide:
  - Contact information, including an address and 2 operating phone numbers.
  - Vaccination status and Coggins status of animal (if applicable).
  - Daily care for their animal if they are staying nearby.
- Warn owners of the risks of leaving their animal at an emergency shelter.
  - Many animals from different environments with different vaccination statuses will be mingling.
  - Increased risk of disease outbreak among sheltered animals.
- Upon retrieval of an owned animal from the shelter, citizens must provide:
  - Proof of ownership.- veterinary record, photos of owner and animal together, microchip number, Coggins, etc.
  - In the cases where no proof of ownership can be provided, a form of photographic identification such as government issued identification will need

to be provided, and a copy will be retained (in case of a discrepancy in ownership).

Distribution of public messaging

- Set up an automated phone message that plays before live answer which provides the location of the animal shelter and direction to the Hays County Emergency Management Facebook page.
- Use multiple types of communication fronts to reach people of different social classes such as social media, televised newscasts, and radio broadcasting.
- Announcements should be made at the human shelters to notify occupants that there is an animal shelter and that rescued pets are being housed.
- Messaging should be repeated in English and Spanish (and any other languages significant to the local community) multiple times daily. Special consideration should be made to reach more isolated groups in the community.

### Establishing the Livestock and Equine Emergency Shelter

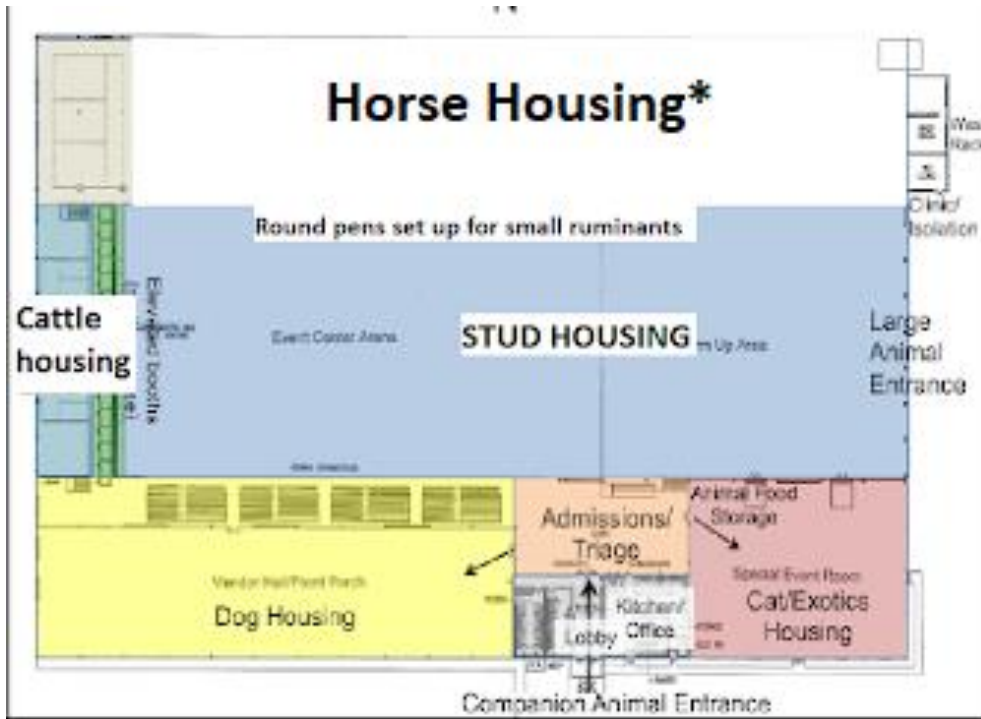
1. Hays County will acquire water and food buckets, shovels, and horse and livestock feed through local procurement or acquisition from Tractor Supply or local feed stores when the Emergency Animal Shelter is activated.
2. Hays County, Texas will submit a STAR for any additional crates and associated support supplies.
3. Hays County will activate the Animal Issues Committee and volunteer groups when the Emergency Animal Shelter is activated.
4. Stalls will be assigned as depicted below.

# Overview of the Dripping Springs Ranch Park

## Traffic Flow

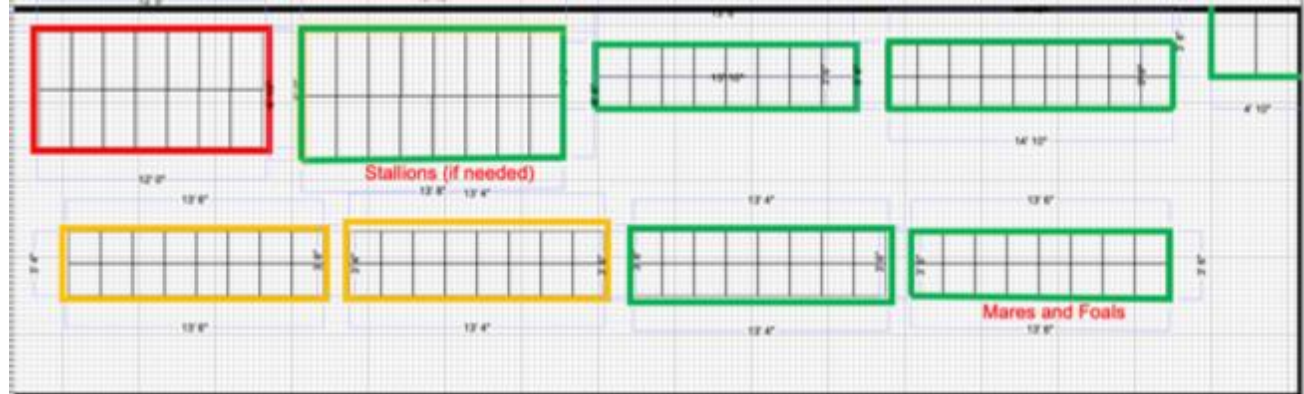


Layout of Animal Sheltering Zones



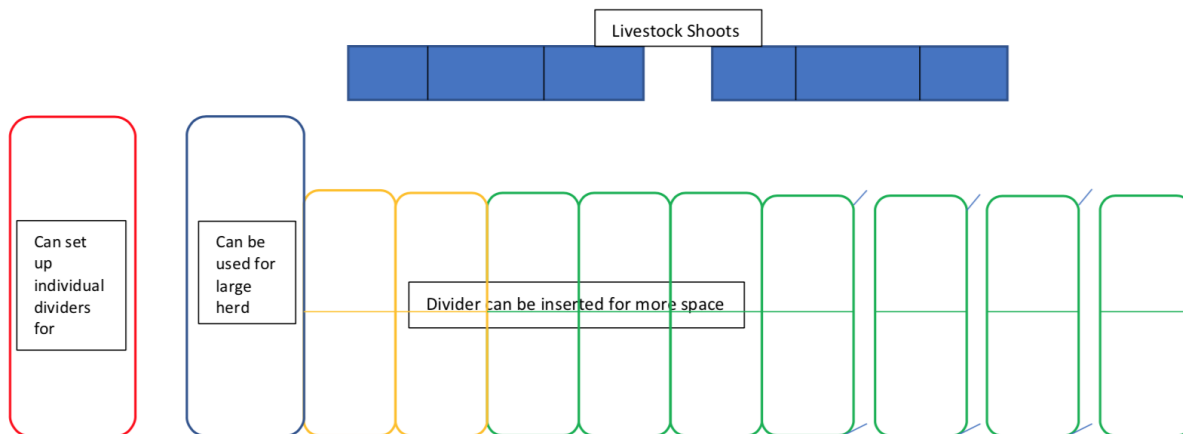
\*See example of stall setup below

Example of Equine stall setup:



Green= Low Risk  
 Yellow= Mild Risk  
 Red= High Risk/Isolation

Example of Livestock pen setup:



Green= Low Risk  
Yellow= Mild Risk  
Red= High Risk/Isolation

<u>Area requirements</u>	
Functional Area	Requirements
Administrative	<ul style="list-style-type: none"> <li>● Computers: 2-3</li> <li>● Tables: 2</li> <li>● Chairs: 4</li> <li>● Printer: 1 (one in place at Ranch Road)</li> <li>● Radios or landline phones for communication in the absence of cell phone function</li> </ul>
Admissions	<ul style="list-style-type: none"> <li>● Computers: 2</li> <li>● Animal ID mechanism--neck bands: 1 per animal</li> <li>● Tables: 2</li> <li>● Chairs or benches - for 10-15 people</li> <li>● Waiting area (extra chairs) or use benches</li> <li>● Sharpies/writing utensils/white board</li> <li>● Electricity (generator power as backup)</li> <li>● Wi-fi capable or ethernet connection if possible</li> <li>● Lead Ropes: 25-50</li> <li>● Rope Halters: 25-50</li> <li>● Camera (or phone): for animal identification/documentation (owner and animal together)</li> </ul>
Veterinary Medical Examination (Labeled as Triage). This would be discussed with local veterinarians willing to provide this service - in most cases they would need to bring the medical supplies, and <u>Hays County would provide items listed to the right.</u>	<ul style="list-style-type: none"> <li>● Paperwork or computer table: 2</li> <li>● Microchip scanner</li> <li>● Computer: 2</li> <li>● Trash can: 2 large</li> <li>● Sharps container</li> <li>● Cleaning supplies (bleach and water solution): 50 gallons bleach to mix with water per 50 animals</li> <li>● Hand sanitizer: 10 large bottles + 1 large bottle/pod</li> <li>● Towels: At least 1 per animal for decon/cleaning</li> <li>● Access to running water</li> <li>● Electricity</li> </ul>
Supply Area	<ul style="list-style-type: none"> <li>● Stall Bedding</li> <li>● Equine Food and Hay</li> <li>● Livestock Food and Hay</li> <li>● Water and grain buckets</li> <li>● Lead Ropes</li> <li>● Rope Halters</li> <li>● Cleaning supplies</li> <li>● Waste bags</li> <li>● Gloves</li> <li>● Towels, blankets, sheets, or other</li> <li>● Scissors</li> <li>● Dawn soap for washing/decontamination</li> </ul>



	<ul style="list-style-type: none"> <li>● First aid supplies for people</li> <li>● Hoses</li> <li>● Extension cords</li> <li>● Large fans</li> <li>● White board for keeping track of feeding/walking or notes for area (does not need to be large)</li> <li>● Wheelbarrows</li> <li>● Shovels</li> </ul>
<p>Equine housing</p>	<ul style="list-style-type: none"> <li>● The Equine shelter area will be located in the Equine Stalls.</li> <li>● For Emergency Animal Sheltering:             <ul style="list-style-type: none"> <li>○ Given the available space in the sheltering facility, up to 130 stalls will be established with the following designations:                 <ul style="list-style-type: none"> <li>■ Stallions</li> <li>■ Mare and Foal</li> <li>■ Isolation</li> <li>■ High Risk</li> <li>■ Low Risk</li> </ul> </li> </ul> </li> <li>● High-risk and isolation stalls will be established in a down-prevailing wind location. If fans are utilized to aid in air-flow, they will always be set up so as to push air in the same direction as prevailing winds.</li> <li>● In colder months or when temps are below 50°F, the use of heaters is encouraged if possible. If heaters are not available, then cardboard should be used to block the wind and additional blankets may be needed.</li> <li>● Place 1 trash can and 1 biological waste receptacle per 16 stalls.</li> </ul>
<p>Livestock housing</p>	<ul style="list-style-type: none"> <li>● The large livestock shelter area will be located in the livestock pens on the west side of the facility.</li> <li>● The small ruminants and small livestock shelter area will be located in round pens set up in the arena area in the center of the facility.</li> <li>● Place round pens along the outskirts of the arena distributed evenly between low-risk and high-risk with high risk pens placed with consideration of airflow.</li> <li>● Med/large stalls are ideal for same species animals from the same herd so they can be housed together to limit potential lost animals.</li> <li>● Place cardboard between stalls to prevent nose-to nose contact.</li> <li>● Place 1 trash can and 1 biological waste receptacle per every 8 stalls.</li> </ul>



Animal Shelter Operations Personnel Requirements	
Position (number per Operational period)	Responsibilities
Livestock Shelter Supervisor (1)	Oversee large and small livestock shelter operations
Equine Shelter Supervisor (1)	Oversee equine shelter operations
Admissions Supervisor (1)	Oversee the admissions process
Admissions Assistant (2)	Perform admission of animals
Husbandry Leader (1)	Oversee husbandry operations
Husbandry Assistants (based on 1 caretaker per 25 animals if experienced; 1 caretaker per 15 animals if not experienced)	Maintain animal sheltering area in a clean state. Oversee care of animals which includes feeding and watering.
Veterinarian (1-2)	Triage incoming animals
Veterinary Technicians (2-4)	Triage incoming animals

<b>Capacity Determination - Livestock Shelter</b>	
<b>Item</b>	<b>Estimated Capacity</b>
<p><b>Facility</b> (total availability with unlimited stall space setup as depicted above)</p>	<p><b>150 (total stalls)</b></p> <p><b>Equine Housing: 130</b>  <b>Large livestock Housing: 20-25</b>  <b>Small livestock Housing: 25-35</b></p>
<p><b>Personnel</b></p> <p><b>Admissions/Triage</b></p> <ul style="list-style-type: none"> <li>● 1 Veterinarian per 12 hour shift</li> <li>● 1-2 Veterinary Technicians or Assistants per 12 hour shift</li> <li>● 1 Admissions Supervisor</li> <li>● 2 Admissions Assistants</li> <li>● 1-2 Communications Personnel</li> <li>● 1 Records Assistant (database vs. paper records)</li> </ul> <p><b>Equine area</b></p> <ul style="list-style-type: none"> <li>● 1 shelter supervisor per 12 hour shift</li> <li>● 1 trained animal husbandry person per 20-25 animals per 12 hour shift</li> </ul> <p><b>Large livestock area</b></p> <ul style="list-style-type: none"> <li>● 1 shelter supervisor per 12 hour shift</li> <li>● 1 trained animal husbandry person per 15-20 animals per 12 hour shift</li> </ul> <p><b>Small livestock area</b></p> <ul style="list-style-type: none"> <li>● 1 shelter supervisor per 12 hour shift (shared with Large Livestock Area)</li> <li>● 1 trained animal husbandry person per 15-20 animals per 12 hour shift (shared with Large Livestock Area)</li> </ul>	<p style="text-align: center;"><i><b>Enter number of trained personnel and volunteers here. In a prolonged disaster, several shifts will need to be organized with a rotating roster.</b></i></p>
<p><b>Supplies</b></p> <ol style="list-style-type: none"> <li>1. Stalls and associated supplies (water buckets, food buckets, halters, and lead ropes) - ideally there should be 2-3 buckets per stall to allow for food, water, and rotating for sanitation.</li> <li>2. Food (to be provided by owner or donation):</li> </ol>	<p style="text-align: center;"><i><b>Enter number of stalls units here</b></i>  <b>*150 stalls*</b></p>

<ul style="list-style-type: none"><li>a. Equine feed: (these are just suggestions if owners are not present or aware of how much to feed their pet)<ul style="list-style-type: none"><li>i. One bag of feed for one horse for one week.</li><li>ii. High energy/working horses (e.g. performance horses, lactating mares) should be fed approximately 1-1.5% of their total body weight twice daily if this quantity of food is available.</li><li>iii. Low energy horses should be fed approximately 0.5% of their total body weight twice daily if this quantity of food is available.</li><li>iv. Forage in the form of coastal hay should be provided at the rate of 2 flakes per medium sized horse three times a day. Ponies should receive 1 flake three times a day.</li></ul></li><li>b. Livestock feed:<ul style="list-style-type: none"><li>i. One bag of feed for one large livestock animal for one week.</li><li>ii. One bag of feed for 3 small livestock animals for one week.</li><li>iii. Livestock animals should be fed approximately 0.5-1% of their total body weight twice daily.</li><li>iv. Forage in the form of coastal hay should be available at all times.</li></ul></li></ul> <p>3. Water should be available to all animals at all times.</p>	
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<p>Biosecurity</p>
<ul style="list-style-type: none"><li>1. Shelter personnel will need to be trained in the biosecurity protocols used by Hays County DEAR and shelter standards. Specific items to be covered include but are not limited to the following.<ul style="list-style-type: none"><li>a. Preparation of Clorox based disinfection solutions</li></ul></li></ul>

- b. Steps for cleaning soiled stalls
  - c. Steps for feeding animals in a manner that will prevent cross-contamination
  - d. Signs of illness that personnel should be monitoring for and report to Animal Control Officers.
2. Hays County Livestock Supervisor will confirm that volunteers are following the described biosecurity protocols.
3. It is **recommended** that disposable gloves, if available, be worn while handling animals. Disposable gloves will be removed and discarded after handling the animal and a new pair of gloves donned before handling the next animal. If gloves are limited, they should be rationed so that no high risk or isolation animal is handled without gloves. This is to reduce the risk of infectious spread from animal to animal or from animals to humans.
4. Hand sanitizer will be readily available distributed amongst the stalls and used by all volunteers on a regular basis. Signs are to be posted in each area with this information:
  - a. Hand Sanitizer to be used:
    - i. Before and after handling each animal.
    - ii. After coming into contact with animal saliva, urine, feces or blood.
    - iii. After cleaning stalls or pens.
    - iv. Before eating meals, taking breaks or leaving the shelter.
    - v. Before and after using the restroom.
5. Shelter personnel will maintain pens, stalls, veterinary examination areas, and stall areas in a clean state by cleaning once daily at a minimum, or more frequently, if needed.
6. The pens and stalls should be lined with a layer of bedding or shavings.
7. Soiled bedding from pens and stalls will be disposed of into a wheelbarrow and taken to the dumpster pile.
8. Each area will have its own garbage can, and they should be emptied frequently into the facility's larger dumpster.
9. Staff/volunteers will do all animal feeding in such a way as to maintain order and prevent cross contamination between food resources. For example, feed the lower risk animals prior to feeding higher risk animals (as set up in the below diagram).
10. Lower risk animals should be handled by staff/volunteers prior to handling higher risk animals.
11. Shelter personnel involved in cleaning of stalls, pens, food buckets, and water buckets will wear disposable examination gloves and change gloves between stalls if available. If no examination gloves are available, hand sanitizer will be used between stalls.
12. Protocols for body fluids, or spills of other potentially infectious fluids/substances are as follows:
  - a. Contain with absorbent material, e.g. paper towels, cat litter, absorbent clay
  - b. Don appropriate PPE such as gloves, masks, gowns if available.
  - c. Place containment materials and used PPE in sealed leak-proof bags for proper disposal, disinfect the contaminated spill area with a dilute bleach solution (1:9 dilution ratio).
  - d. Restrict staff/personnel from the contaminated spill area until the disinfection

procedure has been completed to standard

- e. If no PPE is available, have a separate change of clothes for work with the infectious patients.
  - f. Construct a written record of the occurrence identifying the animal, cage/stall location, and brief summary of what was observed and submit the report to the Veterinary Medical Operations Supervisor/veterinarian.
13. Personnel will only eat food in designated break areas in main facility. Personnel will wash their hands prior to eating.
14. Food will only be stored in designated break areas with as limited contact to animals as possible.

### General disease prevention

1. High risk animals should be placed down-wind, relative to low risk animals based on prevailing wind or facility airflow
2. Large fans (ideally a minimum of 4) will be placed at the low-risk end of the facility to ensure adequate air circulation.
3. Staff will walk through their assigned areas to check on the health status of animals under their supervision. If an animal has any of the following ailments, as indicated on the animal's cage card, they will be examined by a veterinarian (if available).
  - a. Gastrointestinal upset: diarrhea, colic signs, or not eating.
  - b. Respiratory signs: cough, sneezing, nasal/ocular discharge.
  - c. Wounds.
  - d. Skin disease: excessive itching, head shaking, visible lesions.
  - e. Neurologic disease: behavior change, head tilt, circling, etc.
  - f. Urinary signs: blood in urine or yellow/green discharge, straining to urinate.
4. If available, a veterinarian will examine all animals identified above. If the veterinarian determines this ailment to be minor but potentially contagious (ex. diarrhea or cough), the animal will be moved to the designated isolation area. If the animal is considered too sick to remain in the shelter, the animal will be taken to one of the predetermined veterinary clinics or hospitals or sent to the veterinary medical operations base of operations. If a veterinarian suspects any reportable diseases, the State Veterinarian will be notified immediately.
5. In the event of an animal bite or an animal showing clinical signs consistent with rabies, the rabies quarantine protocol as outlined by the Texas Department of State Health Services or the local Rabies Control Authority will be strictly adhered to. Animals under rabies observation will be transferred to and housed in isolation at a predetermined city animal shelter or the local animal control office with an area for rabies quarantine as space permits and will be handled by staff members only.
6. Isolation areas will be created for suspected infectious animals.
  - a. The isolation area is intended as a temporary holding facility and animals requiring isolation will be discharged from the emergency shelter and sent to a local veterinary medical facility or to the veterinary medical operations base of

- operations.
- b. Access to the isolation area will be limited to shelter staff and participating veterinarians. No owners or potential owners will be allowed in this area.
  - c. If shelter staff must care for animals in the general population area and the isolation area, they will care for animals in the general population prior to entering the isolation area. After caring for isolation animals, staff will not have any interaction with the general population animals without changing clothing and showering or removing any provided PPE.
  - d. Personal protective equipment is recommended to be available at the entryway into the isolation area. Personal protective equipment includes the following:
    - i. Examination gloves.
    - ii. Rubber boots or shoe covers.
    - iii. Coveralls or lab coats
    - iv. Face mask and goggles
7. Personnel will remove and dispose of personal protective equipment when leaving the isolation area.
- a. If rubber boots are used, boots will be disinfected with a dilute bleach solution (9 parts water and 1 part bleach soaked for 2 minutes).
  - b. Footbaths should be available at critical points to allow for easy disinfection of footwear. These points should include the entrance/exit of isolation, between the high risk and medium risk groups, and other points that are recognized as potential areas of disease spread. Footbaths should be changed frequently (twice a week at a minimum).

### Safety Considerations

1. Hays County will provide personnel with training on appropriate animal handling techniques and will observe inexperienced volunteer's animal handling capabilities prior to allowing them to perform in this area.
2. Caution must be taken when handling large animals to prevent injury to the person or animal.
3. Animals **must not** be able to interact with each other while on a lead to prevent fighting unless animals are from the same species and same household.
4. Animals are intended to stay in stalls and **must not be removed from the stall** unless absolutely needed. If the health of the animal is in danger and it must be removed from

the stall, the animal should remain haltered and tied in the case of horses and halter-broken livestock or moved to another stall temporarily in the case of non-halter-broken livestock to prevent escape.

- a. Any stallions removed from stalls must be handled using leather halters and stud chains and are only to be handled by an experienced veterinary technician or volunteer.
- 5. When possible, securing water buckets within stalls in a way to facilitate filling without entering the stall will be performed to reduce the need for husbandry personnel to enter the stall. This reduces bite risks, escape risks, and will decrease idle time during stops.
- 6. All animals will be kept on rope leads and halters at all times when not in their stall. This reduces the risk of animals escaping.



## Information Management

### Situational Awareness

1. The Hays County Office of Emergency Management will notify the Animal Issues Committees, Hays County Animal Control, PAWS Shelter, and San Marcos Regional Animal Shelter supervisors when shelters are ordered to be established by the County Judge or their designee. The following information will be provided.
  - a. Which shelters have been ordered to start operations
  - b. Estimated numbers of animals to expect
2. Animal Shelter Supervisor(s) will report estimated pre-operations capacity of local animal sheltering response resources to the Animal Issues Branch Director
3. Animal Shelter Supervisor(s) will provide situational reports on a schedule determined

by the Incident Management Team. This report will include the following.

- a. Number of animals being provided emergency shelter
  - b. Number of additional animals that can be provided emergency shelter given current local resource availability
  - c. Number of volunteers participating in emergency animal sheltering operations
  - d. Number of people requiring nutritional support
  - e. Current resource needs
  - f. Summary of key actions taken
4. The Hays County, Texas Office of Emergency Management will notify volunteer veterinarians when their assistance is needed to triage incoming animals and attend to animals needing medical assistance.

Coordination Tools

- Situation Report
  - Emailed to the Animal Issues Branch Director on a schedule determined by the IMT.
- Web Conferences or Conference Calls
- Radio communications

Animal Shelter Data Management

- 1. *Hays County, Texas Emergency Horse and Livestock Shelter will use the Texas A&M VET Evacuation and Shelter database (modified to link with the ETN system) for management of animal information.*

Financial Data Management

- 1. Financial data will be managed as per existing Hays County, Texas policies and procedures.

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## Animal Admissions

### Information Entry

Owner and animal information will be entered in the *Texas A&M VET Evacuation and Shelter database*.

### Animal Identification

There will be one area for admission processing for livestock and horses. All wildlife inquiries should be directed to the Texas Parks and Wildlife Agency.

Admissions will take place on the east side of the facility. It will be overseen by the Admissions Supervisor and facilitated by at least two Admissions Assistants. Animal owners will enter the east side of Dripping Springs Ranch Park via Event Center Drive. Seating accommodations should be provided to facilitate admission of large numbers of animals.

#### Animal identification-horses and livestock

1. Upon admission, if not already placed, a band collar with identifying number is placed snugly on the horse or cattle. For other livestock, the band is tied or taped on to the cage/enclosure.
2. If multiple livestock animals (sheep, goats) are obtained from the same residence and will be housed together, each sheep or goat should have a collar with identifying number placed snugly around the neck. The collar should identify that these animals are from the same herd.
3. The following information is filled out as completely as possible, except stall number, which will be added later after physical placement. This information is added as needed to the electronic database by Admissions Assistants:
  - Identification number
  - How brought to shelter (owner/found)
  - Where animal lives or where animal was found
  - Breed/species
  - Color
  - Gender/altered
  - Collar/tags
  - Microchip/tattoos/identifying marks
  - Behavior (aggressive, submissive, friendly)
  - Risk (see chart below)
  - Stall number
3. Before placement into stall:
  - a. A photo is taken of the animal with a whiteboard identifying shelter

location (e.g. Hays County) and the animal's given ID number, along with owner picture and information (government issued ID). Photos should be taken of all sides of the animal, including the face, both sides of the body, and the topline (if possible). Any particularly identifying features should be documented. These photos are entered into the electronic database attached to the rest of the animal/owner data by Admissions Assistants. If more information (i.e. owner identified) becomes available after admission, it will be added to the animal's account.

- b. Every horse is scanned for a microchip along with recording the above parameters
- c. A preliminary health and attitude assessment is obtained and noted, the animals are divided into risk categories as described below
- d. The animals then go through triage (see following protocol) based on preliminary health assessment.

4. After all of the above is completed, animals will be assigned to the appropriate area of stalls by risk, and will be fed and watered by the animal owner if present or a volunteer if not.

- a. The assigned animal number will also be written on stall cards with card to be affixed to the assigned stall. If an animal is moved to another stall, its stall card will also be moved.
- b. Stall cards will include admission date and time, signalment, microchip if present, and any specific behavior and care notes such as "aggressive, needs meds" etc. stall card should include space for marking if an animal has been fed, medicated, etc.

Triage and Risk Classification

Triage

Risk Categories		
Category	Color	Description
High risk/Isolation	Red	Animals showing clinical signs of contagious illness and represent a threat for development of infectious disease in other shelter inhabitants or shelter personnel  Animals that are waiting to be moved to separate facility  Animals with severe, life threatening and/or contagious disease

		Animals that are apparently aggressive, either towards humans or towards other animals.
At-risk	Yellow	Animals <1 year or >15 years of age Animals with a previous, non-contagious medical condition(s) Animals showing clinical signs of non-contagious illness or minor injury but deemed fit for sheltering
Low risk	Green	Apparently healthy adult animals ≥1 year of age

1. Triage will be overseen by a veterinarian or veterinary technician.
2. Triage will be performed by a veterinarian or veterinary technician.
3. Triage of an animal will occur with owners present and undergoing registration. Ideally, veterinarians will supervise triage with the assistance of veterinary technicians or experienced animal health professionals.
4. When the animal is checked in, any past or current medical conditions should be obtained by Admissions Leader and Assistants. This may affect the method in which the animal is evacuated.
5. Examples of medical conditions which put an animal at-risk include metabolic disease, heart disease, severe trauma, and respiratory disease.
6. Animals deemed Not Fit for Shelter (NFS) will be determined by the veterinarian/vet assistant during triage. These animals will be transferred to the Veterinary Medical Support (if operating) or a local veterinary medical practice as an in-patient.
7. Categories under NFS are the following:
  - a. Severe illness requiring additional stabilization
  - b. Suspected life-threatening contagious diseases (EIA, Strangles, BVD, etc.)
  - c. Any major trauma prior to evacuation (hit by car, open bone fractures, major blood loss, etc.)
  - d. Highly aggressive animals unable to be handled by assistants (to rabies observation or aggressive animal isolation)
  - e. Any animals showing clinical neurologic signs or unusual/unsafe behavior.
8. Isolation
  - a. Highly trained volunteers or veterinary technicians will be in charge of isolation patients in order to eliminate inappropriate handling or cross-contamination
  - b. Volunteers must wear appropriate personal protective equipment (PPE) including gloves and/or gown.

### Disposition of animals that cannot be sheltered

1. Animals that require additional medical assistance outside the scope that can be treated on-site (also including those with contagious diseases who cannot be housed in shelter isolation or who have suffered major trauma) will be rerouted, at the discretion of the on-site emergency veterinarian, to local operational veterinary clinics or local veterinary medical operators that have agreed to take in animals post-disaster.
  - a. If an owner is present or can be contacted, all care should be provided under the veterinarian-client-patient relationship.
  - b. If an owner is not present, the level of care given should be determined by the Hays County emergency manager, in conjunction with the shelter supervisor and attending veterinarian.
2. Agreements with the local veterinary clinics and the veterinary medical supervisor should be made pre-disaster, and that list should be used as a guideline for where to reroute animals in need of veterinary assistance, after confirming that these clinics are operational post-disaster. Information of each clinic's capacity for intake of animals from the shelter should also be documented, and a systematic approach to rerouting animals should be taken. Identification of each animal (as outlined above) should follow each animal at all times, especially for animals for whom an owner is not present.
3. Aggressive animals are defined by multiple different potentially dangerous behaviors, including aggression toward horses or livestock, humans, and/or food. If possible, and behavior personnel are available at admissions or triage locations, these animals should be identified and placed separately as early as possible to avoid stress and assessed for the need for relocation of these animals to a separate, tall-sided, closed off stall.
4. For animals who are Rabies suspect (displaying neurological signs at the shelter) and require housing to undergo Rabies quarantine/observation, they will be sent to an approved veterinary clinic for observation. The location will be determined by Hays County Animal Control.
5. For animals that are deemed unfit for transport, beyond the help of veterinary assistance, or are obviously suffering, humane euthanasia may be the only option to conserve shelter space or capacity spaces at local operating veterinary clinics for the most severe, yet saveable, cases, all as to be determined by the on-shelter-site emergency veterinarian.
6. Euthanasia Protocol:
  - a. If an animal requires euthanasia on site, the following guidelines will be followed.
  - b. Authorization for euthanasia must be obtained by the owner if they are present or can be contacted.
  - c. If the owner is not present, euthanasia will be based on the on-site emergency veterinarian's discretion. If possible, two veterinarians should first agree that

euthanasia is required to prevent compromised animal welfare and excessive suffering.

- d. Euthanasia will be performed in the veterinary clinic.
  - i. Animal will be euthanized in accordance with the AVMA Guidelines for the Euthanasia of Animals and at the veterinarian's discretion.
  - ii. Animal's records will be properly identified and documented
    1. Name of drug used
    2. Amount of drug used (mg)
      - a. Drug concentration (mg/mL)
      - b. Dose (mg/kg)
    3. Location of injection
    4. Time of injection
    5. Confirmation of death
  - iii. Euthanasia process
    1. Use of anesthetic agent first is preferred (i.e. ketamine)
    2. Euthanasia solution (i.e. pentobarbital)
  - iv. Bodies of euthanized or deceased animals will be disposed of appropriately according to the Hays County Animal Control authorities.

## Livestock and Equine Care

### Livestock and Equine with owners present

- Owners will be required to feed their animals at least twice a day. Owners should provide their own cattle/small ruminant/horse food if possible.
- Owners who bring their own food should understand that it may be lost, destroyed, or potentially used by others. They will be responsible for properly labeling the food to prevent misuse and keep the food bags/containers closed to the best of their ability. Owners will be required to keep all food and treats in the same storage area with other pet/animal food to prevent rodent/parasite infestations. Ideally, food will be stored in its original bags and will be taped closed.
- Owners will be responsible to deep clean (e.g. take all bedding and buckets out and clean all surfaces with a 1:10 diluted bleach solution) their animals' stalls a minimum of once daily to maintain clean facilities. Owners will be responsible to clean up spilled food/water before they feed and any feces and urine as it is observed.
- Owners will be responsible to make sure their animals have access to clean water 24 hours a day, 7 days a week. Water buckets/troughs must be cleaned a minimum of once daily, more often if the water is obviously dirty.
- Owners may bring and use their animals' personal items with the understanding that these items may be lost and/or destroyed. They will be responsible for keeping these items clean or properly disposing of them.
- If any animals require medication, owners will be required to provide and administer the medication themselves, in the correct manner and at properly scheduled times, as long as it is feasible. Owners will be required to keep medications in proper containers with detailed labels. They may keep non-perishable medications with their personal belongings but must notify the shelter staff of medication type, dosage, administration route, and dosing schedule during admission.
- If an owner is unable to perform any of these tasks for any reason whatsoever, they must immediately notify the volunteers and/or other shelter staff.

### Livestock and Equine sheltered without owners

- Volunteers will be required to feed animals twice daily according to their size classification.
- Animals are to be left in their enclosures.
- Volunteers will be responsible to clean stalls once daily. Volunteers will need to clean up spilled food/water before they feed and any feces and urine as it is observed. Stall bedding should be completely changed once every 48 hours.
- Volunteers will be responsible to make sure all pets without owners have access to clean water 24 hours/day, 7 days/week. Water buckets/troughs must be cleaned a minimum of once daily, more often if the water is obviously dirty.
- If any animals require medication:
  - If owner is known but unable to perform medication administration, owners will

be required to provide the medication and volunteers will be responsible to administer the medication, in the correct manner and at properly scheduled times, as long as it is feasible.

- If medication is prescribed by veterinary personnel without known owner, volunteers will be responsible to administer the medication, in the correct manner and at properly scheduled times, as long as it is feasible.

### Nutritional Support

- All animals, with and without owners present, will be provided nutritional support twice daily in the form of cattle, sheep, goat, or horse food respectively. As per the guidelines stated above in the supplies section.
- Donated animal foods should be mixed in large secure containers in order to provide moderate nutritional quality food and avoid fluctuations in diet throughout the course of the pet's stay at the shelter.
- Food (to be provided by owner or donation):
  - Equine feed: (these are just suggestions if owners are not present or aware of how much to feed their pet)
    - One bag of feed for one horse for one week.
    - High energy/working horses (e.g. performance horses, lactating mares) should be fed approximately 1-1.5% of their total body weight twice daily if this quantity of food is available.
    - Low energy horses should be fed approximately 0.5% of their total body weight twice daily if this quantity of food is available.
    - Forage in the form of coastal hay should be provided at the rate of 2 flakes per medium sized horse three times a day. Ponies should receive 1 flake three times a day.
  - Livestock feed:
    - One bag of feed for one large livestock animal for one week.
    - One bag of feed for 3 small livestock animals for one week.
    - Livestock animals should be fed approximately 0.5-1% of their total body weight twice daily.
    - Forage in the form of coastal hay should be available at all times.
- Water should be available to all animals at all times.

### Veterinary Medical Support

At the current time, there is not currently veterinary medical support identified in Hays County which is not recommended. A STAR should be submitted for regional, state, or federal resources to assist in this area if local veterinary medical assistance cannot be obtained.

1. Dripping Springs
  - a. Sunset Canyon Animal Hospital
  - b. Firehouse Veterinary Clinic
  - c. Dripping Springs Animal Hospital
  - d. Springs Veterinary Clinic

- e. West Side Veterinary Clinic
- f. Austin Equine
- g. Lone Star Animal Hospital
- 2. Buda
  - a. Rosebrock Veterinary Clinic
  - b. Cornerstone Animal Hospital
  - c. Firehouse Vet
- 3. Kyle
  - a. Kyle Animal Hospital
  - b. ZippiVet
- 4. San Marcos
  - a. Williams-Sebby Veterinarian Clinic
  - b. Tickle-Blagg Animal Hospital
  - c. Springtown Veterinary Hospital
  - d. San Marcos Veterinary Clinic
  - e. Animal Care Center of Hays County
  - f. Kings Highway Animal Clinic
  - g. Banfield Pet Hospital
  - h. Four Paws Veterinary Clinic
- 5. Wimberley
  - a. Wimberley Veterinary Clinic
  - b. Cypress Creek Animal Hospital

These are some of the veterinary resources we have identified in your community. We recommend meeting with these veterinarians to inform them of how they can participate in a disaster response as part of the county or state efforts. There are opportunities for them to donate their time and expertise to your county shelter efforts or volunteer with the VET if we are mobilized. The Veterinary Emergency Team would be happy to facilitate a meeting between your county officials and your local veterinarians. A continuing education opportunity with a provided meal may improve attendance at such a meeting.

### Mortuary Management

- Deceased animals will be placed in the custody of the appropriate Animal Control authority or Hays County Animal Control. The county will provide carcass removal service for large animals. Detailed records of deceased animals need to be kept and provided to both Animal Control authorities.
- Volunteers must immediately notify head supervisors of any casualties or fatalities they become aware of that have not been identified or placed within the proper location prior to moving the animal. Volunteers must also document the area where the animal was found and any pertinent situational information that may have contributed to the death of the animal.



## Discharge

1. Livestock and horses will be discharged to owners by Shelter Admissions personnel located adjacent to the Admissions area.
2. Animals will only be discharged with the items they arrived with. No state owned crates or equipment shall be sent with owners.
3. Personnel without volunteer or owner identification should not be allowed entry to the animal shelter area. Photographs and information of all found animals will be available on [www.petfinder.com](http://www.petfinder.com) and the **Hays County Emergency Management Facebook page**.

## Discharge of Claimed Livestock and Equine Animals

1. Claimed animals that have been placed in the emergency shelter by their owners shall be discharged according to the following:
  - a. The animal owner should produce a copy of the intake form, the animal ID card (for operations where multicopy impound forms or copy machines are not available), or other personal ID that satisfies shelter staff that the person is the animal owner.
  - b. A copy of the animal owner's driver's license or other government ID, vehicle information (license plate, make and model), home address and phone number should be maintained with the record for the animal being discharged.
  - c. Staff members should retrieve the animal and any belongings such as medications, toys, leashes/collars, etc. for the animal owner. The animal owner should sign the original impound form indicating the date and time the animal was removed from the temporary shelter.
2. Previously unclaimed (owner not present) animals shall be discharged to owners according to the following:
  - a. Proof of microchip information if present
  - b. Photo documentation of owner with animal, if possible.
  - c. Accurate description of animal and original location of the animal
  - d. A copy of the animal owner's driver's license or other government ID, vehicle information (license plate, make and model), address and phone number

should be maintained with the record for the animal being discharged.

Discharge of Unclaimed Livestock and Equine Animals

After Tier 3 return has occurred, a 60-day holding period will begin. After the holding period, animals healthy enough to be transported will be relocated to rescue organizations including local rescues and fosters according to Hays county protocol.

Demobilization

Facility

1. The emergency animal shelter will remain in operation until the Hays County Judge determines it is no longer essential and/or when evacuation orders have been lifted and people are leaving temporary shelters to return to their homes, at which time the discharge process will be completed and the facility will be demobilized as quickly as possible.
2. Owners will be notified every day after the emergency sheltering demobilization operation has begun and request that their animals be claimed from the facility immediately.
3. All unclaimed animals will be relocated to rescue organizations, including XXXXXX and other local rescues or fosters, depending on facility availability and Hays county protocol.
4. All facilities and pens used to shelter animals will be washed and decontaminated
5. All facility materials utilized will be cleaned, disinfected, and returned to their designated storage locations

Equipment & Supplies

1. Supplies will be inventoried before being placed in storage to ensure all state and county owned supplies are accounted for before items are distributed or donated
2. Clean and disinfect all feed buckets, water troughs, water buckets, pitchforks, wheelbarrows, etc. retained by the county and return to designated storage facility
3. Clean, disinfect, dismantle and distribute any donated supplies such as lead ropes, halters, wheelbarrows, etc. at the discretion of the AIC
4. All perishable feed items will first be distributed to residents in need and any remaining feed will be donated by the county to the animal shelters.

After Actions

1. Participating personnel will be asked to provide “hotwash” comments as they demobilize.
2. The Animal Issues Branch Director, Livestock Shelter Supervisor and Equine Shelter Supervisor will develop an After Action Report and provide to the Hays County, Texas Office of Emergency Management.

## Acronyms

### Acronyms

AIC: Animal Issues Committee

NFS: Not Fit for Shelter

DEAR: Disease and Environmental Alert Report

NIMS: National Information Management System

### Attachment 1: Facility Inspection

This form will be jointly completed by representatives of the Emergency Animal Shelter and the entity providing the facility. All damage should be documented through notation on this form and digital photographs. This procedure should be performed just prior to and immediately after emergency animal sheltering operations.

<b>Inspection Date:</b>	
<b>Emergency Shelter Supervisor:</b>	
<b>Facility Owner or Agent:</b>	
<b>Building Exterior (Document damaged areas below)</b>	
<b>Building Interior (Document damaged areas below)</b>	



<b>Building Infrastructure:</b> <i>Describe condition of emergency generator(s), air conditioning systems, and water supply.</i>



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

**Submitted By:** Emily Nelson & Shawn Cox

**Meeting Date:** Wednesday, March 2, 2022

**Agenda Item Wording:** Discussion and consideration of approval of recommendation regarding use of Coronavirus Local Fiscal Recovery Funds for Dripping Springs Ranch Park.

**Agenda Item Requestor:**

**Summary/Background:** The City of Dripping Springs has been awarded \$1,414,362.20 in Coronavirus Local Fiscal Recovery Funds (CLFRF). It is estimated that the DSRP has a lost \$275,884.04 in lost revenues due to COVID-19.

Council is asking, for departments to provide a list of possible projects, should this funding be allocated. Currently, the following projects have been mentioned:

- Main Bathroom Remodel
- Tractor
- Emergency Management/Ranch Park Storage Bay
- Partial Sound System Remodel
- Parking Lot Expansion
- Phase 2 and 3 of the drainage and Ranch Park Road repair

DSRP Staff and Finance will make a presentation to the Commission on the subject, and will be looking for feedback, or a possible recommendation to Council.

**Commission  
 Recommendations:**

**Recommended  
 Council Actions:**

**Attachments:** - 2.1.22 Presentation to Council on CLFRF

**Next Steps/Schedule:**





**DRIPPING SPRINGS**  
Texas

City of  
Dripping Springs

Coronavirus Local Fiscal  
Recovery Funds  
(CLFRF)

February 1, 2022

May the only negative things in 2022  
be your covid tests



# CLFRF Funds

## Replacing Lost Public Sector Revenue:

- The final rule offers a standard allowance for revenue loss of up to **\$10 million**, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount – in many cases their full award – for government services, with streamlined reporting requirements.

The Department of Treasury updated the CLFRF rules in January 2022



*CLFRF  
Funds*

Funding	
FY 2021*	\$ 707,181.10
FY 2022**	\$ 707,181.10
<b>Total</b>	<b>\$ 1,414,362.20</b>

\*Funding Received August 23, 2021.

\*\*Anticipated to be Funded in August 2022



*CLFRF  
Funds*

Current Funding	
Revenue	\$ 707,181.10
Expenditures	
• Pound House	\$ 31,375.00
• Meeting Streaming	\$ 30,000.00
• Testing	\$ 2,500.00
• City Expenses*	\$ 16,000.00
<b>Total Expenditures</b>	<b>\$ 79,875.00</b>
<b>Balance</b>	<b>\$ 627,306.10</b>

\*City Expenses included funding for the purchase of masks, cleaning solution, equipment, and other costs related to the COVID-19 response.



*CLFRF  
Funds*

Future Funding	
FY 2021 Balance	\$ 627,306.10
FY 2022*	\$ 707,181.10
<b>Total</b>	<b>\$ 1,334,487.20</b>

\*Anticipated to be Funded in August 2022



# Lost Revenue Calculations:

- Prior to the rule change in January 2022, we utilized the formula below to determine lost revenues for DSRP, Parks, & Founder Day.

### Formula

$$\text{Max} \{ [\text{Base Year Revenue} * (1 + \text{Growth Adjustment})^{\frac{n_t}{12}}] - \text{Actual General Revenue}_t; 0 \}$$

**Base Year Revenue** is the NEU’s general revenue for the most recent full fiscal year prior to the COVID-19 public health emergency;

**Growth Adjustment** is equal to the greater of 4.1 percent (or 0.041) and the NEU’s average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency;

**n** equals the number of months elapsed from the end of the base year to the calculation date;

**Actual General Revenue** is the NEU’s actual general revenue collected during the 12-month period ending on each calculation date;

**Subscript t** denotes the specific calculation date.

Background



*Background*

### FY 2020 Calculated Lost Revenue

FY DSRP	\$	275,884.04
Parks	\$	160,570.49
Founders Day	\$	101,404.74





# Proposed Use of CLFRF Funding:

Transfer to DSRP for Lost Revenues	\$	275,884.04
GIS Database	\$	250,000.00
GF Parks Lost Revenues	\$	160,570.49
Founders Day Lost Revenues	\$	50,000.00
IT Assessment/Replacement/Upgrades	\$	100,000.00
Transfer to Reserve Fund	\$	100,000.00
<b>Total</b>	<b>\$</b>	<b>936,454.53</b>
<b>Balance</b>	<b>\$</b>	<b>398,032.67</b>

*Next Steps*



**Discussion/Decisions:**

- Is Council comfortable with the proposed funding allocations?
- Are there items Council would like to prioritize with current funding?
- How would Council like the balance of funds to be allocated.

*Next Steps*

**Next Steps:**

- Based on the discussion with Council, a budget amendment will be prepared and presented for consideration.





**DRIPPING SPRINGS**  
Texas

# Questions?





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

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

**DSRP Board Meeting Date:** March 2, 2022

**Agenda Item Wording:** Discuss and consider recommendation regarding an Agreement between the City of Dripping Springs and the Dripping Springs Future Farmers of America related to use of the Dripping Springs Ranch Park Event Center.

**Agenda Item Requestor:** Emily Nelson

**Summary/Background:** Dripping Springs High School’s chapter of Future Farmers of America had requested renewal of Use Agreement for the 2021-2022 year. This agreement has been in place for many years and expired this year.

They are requesting use of the DSRP Event Center facility for their upcoming May banquet. They have requested such use without paying for the rental. This would not be possible without renewal of this agreement.

Staff has already defined their service project for the use of the special event room. We have requested they assist staff with the setup of pig pens and facility prep before HCLE and then assisting staff in breaking down and cleaning the livestock arena post HCLE. Edward accepted that as their service project. This will really help staff turn our facility faster.

**Staff Recommendation:** After visiting with the adult sponsor of the organization, staff recommends approval of this updated agreement.

**Board Recommendation:**

**Attachments:** 2022 Edited FFA Use Agreement

**Next Steps/Schedule:** City Council Contract Execution

**DRIPPING SPRINGS USE AGREEMENT  
BETWEEN THE CITY OF DRIPPING SPRINGS &  
THE DRIPPING SPRINGS FUTURE FARMERS OF  
AMERICA**

This Agreement by and between the City of Dripping Springs, Texas, a Type A, general-law municipality incorporated pursuant to the laws of the State of Texas and located in Hays County, Texas, ("City") and the Dripping Springs Future Farmers of America, Inc., a domestic nonprofit corporation, ("FFA") providing for the terms of use of the Dripping Springs Ranch Park Events Center and other park amenities ("DSRP").

**WHEREAS**, the City is a Type A, general-law municipality incorporated pursuant to the statutes of the State of Texas, and as such is authorized to accept donations for the benefit of the City; and

**WHEREAS**, the City has express authority to contract with other persons pursuant to section 51.014 of the Texas Local Government Code; and

**WHEREAS**, the City enacted a Policy for Use of DSRP ("Policy") which sets out standards and guidelines for allowing entities to use the DSRP at no charge or at a reduced rate; and

**WHEREAS**, the Dripping Springs City Council ("City Council") determines that FFA meets the standards set forth in the Policy; and

**WHEREAS**, the City finds that the use of DSRP by the FFA will serve the local community and benefit the residents of the City; and

**WHEREAS**, the City Council finds that the following provisions are reasonable and necessary for the use of DSRP by the FFA.

**NOW THEREFORE, for and in consideration of the mutual covenants and obligations hereinafter set forth, and for other good and valuable consideration the City and FFA herein bargain, covenant, and agree with one another as follows:**

**A. Purpose**

This Agreement serves as a statement or exchange of promises between the City and FFA. It is enacted to provide clear responsibilities and duties for the use of DSRP by FFA to ensure that the use of the DSRP by FFA benefits the public, and specifically, the residents of Dripping Springs.

**B. Obligations of the City**

(1) The City agrees to allow FFA to host its annual banquet at DSRP in the Special Event Room. FFA understands and agrees that the date for use of DSRP for the annual banquet

will depend on availability in accordance with Subsection (C)(3) herein.

- (2) ~~The City agrees to allow the FFA to use DSRP Indoor Arena for summer camps. FFA understands and agrees that the date for use of DSRP for the summer camps (June, July, and August) will depend on availability in accordance with Subsection (C)(3) herein. The use of DSRP for summer camps will be limited to one (1) camp per month and use of DSRP for each camp is limited to seven (7) consecutive days each. One set up day, five days of camp, and one breakdown/cleanup day. Strike~~
- (3) The City reserves the right to reschedule or find alternative space. The City will not reschedule a prescheduled event within sixty (60) days of the event unless an emergency exists necessitating rescheduling.

### **C. Obligations of FFA**

- (1) FFA agree that the use of DSRP as a meeting place will be in furtherance of its service to the community of the City of Dripping Springs.
- (2) FFA agrees to assist with the maintenance and repair of DSRP as needed.
- (3) FFA agrees and understands that in the event that FFA is scheduled to utilize DSRP during a time when another person or entity who is willing and required to pay for use of DSRP wishes to schedule an event, the City reserves the right to require FFA to reschedule the FFA event so long as the rescheduling is not within sixty (60) days of the start of the event. The City reserves the right to find alternative space for any event within forty-eight (48) hours of the event so long as the space is at DSRP and can accommodate the pre-scheduled event.
- (4) FFA agree that each time the DSRP is used by FFA, FFA will ensure that DSRP is left in as clean and orderly state as before each meeting. FFA agrees not to injure, mar, or in any manner deface the Special Event Room or any part of the DSRP premises and/or property and agrees not to cause or permit anything to be injured, marred, or defaced. Without the written consent of the City, nothing shall be affixed to the building, furnishings, or fixtures and no flammable materials may be brought on DSRP premises unless the City is notified in advance that such material will be brought on DSRP premises.
- (5) FFA must schedule at least fourteen (14) days in advance but no greater than ninety (90) days before. Depending on availability, reservations can be made for Monday through Thursday.
- (6) FFA agrees to pay for staff, cleaning and/ or custodial charges.
- (7) The use of chairs, tables, or other non-motorized equipment shall be at no charge so long as such equipment is set up and put away by the FFA.

- (8) In return for the use of space for the banquet and summer camps, FFA is required to have a service project and times agreed upon by the Event Center Manager, two (2) times a year, with at least ten (10) volunteers and each event lasting eight (8) hours.

#### D. Contact Information

- (1) FFA will at all times maintain the following points of contact:

Dripping Springs Future Farmers of America:

~~Jordan Blount~~,<sup>[EN1]</sup> Edward Alvarado, & Cody Jones

Phone: (512) 858-3133

Facsimile: (512) 858-3198

Alternate Phone: (512) 858-3224

E-Mail: ~~Jordan.blount@dsisd.txed.net~~ or edward.alvarado@dsisdtx.us & cody.jones@dsisdtx.us

Mailing Address: 940 Highway 290 West, Dripping Springs, TX 78620

- (2) The primary point of contact under this Agreement for the City shall be:

Dripping Springs ~~Parks & Community Services Director~~ Ranch Park Manager

~~Kelly Schmidt~~ Emily Nelson

Phone: (512) 894-~~2400~~ 2390

Facsimile: (512) 858-5646

Email: ~~k Schmidt@cityofdrippingsprings.com~~ enelson@cityofdrippingsprings.com

Mailing Address: PO Box 984, Dripping Springs, Texas 78620-0384

#### E. Term

The term of this Agreement shall be for one (1) year. The term may be extended by written agreement of both parties.

#### F. Effective date

This agreement takes effect ~~2021~~ 3/01/2022.

#### G. Indemnification

FFA, ITS AGENTS AND/OR EMPLOYEES SHALL INDEMNIFY AND HOLD THE CITY, THE CITY'S AGENTS, EMPLOYEES, AND/OR VOLUNTEERS HARMLESS FROM THE FFA'S PARTICIPATION AT DSRP, INCLUDING BUT NOT LIMITED TO PERSONAL INJURY AND LOST OR DAMAGE TO PROPERTY.

#### H. Transferability

Except as may otherwise be expressly provided herein, the rights and obligations created by this Agreement may not be transferred or assigned to another party without the express written consent of the City and FFA.

#### I. Governing Law



The laws of the State of Texas shall govern any disputes or conflicts that arise under the terms of this Agreement. The venue for all legal actions involving this Agreement shall be Hays County.

**J. Entire Agreement**

This document represents the entirety of the agreement between the City and FFA. No oral or other written contracts outside of this Agreement shall have any affect unless they are approved in writing by both parties and made a part of this Agreement.

**K. Other Documents**

The City and FFA agree to execute such further documents, and to take such further acts, as may be necessary or required to carry out the terms of this Agreement.

**L. Amendments**

This Agreement may be amended only by an instrument in writing signed by the City and the FFA.

**M. Severability**

The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person or circumstance shall ever be held by any agency or court of competent jurisdiction to be unenforceable, invalid, or unlawful for any reason, the remainder of this Agreement shall not be affected thereby.

Executed this, the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**City of  
Dripping Springs:**

**Dripping Springs  
Future Farmers of America:**

by: \_\_\_\_\_  
Bill Foulds, Jr, Mayor

by: \_\_\_\_\_  
~~Jordan Blount~~

\_\_\_\_\_  
Edward Alvarado

**ATTEST:**

\_\_\_\_\_  
~~Cody Jones~~

by: \_\_\_\_\_  
Andrea Cunningham, City Secretary



**DRIPPING SPRINGS**  
Texas

*Open spaces, friendly faces.*

**City of Dripping Springs**  
**FY 2023 Tax Rate & Budget Adoption**  
**Important Dates & Deadlines**

Approved by Council: February 1, 2022

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, Boards, Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2023. Calendar activities in RED note deadlines for staff & City Council, and Public Notifications. The Finance Director will coordinate with City Administration, the City Attorney and City Secretary regarding all notices, ordinances and resolutions as adopted, to include filing the proper documents with County and State Entities. The City Council will hold four meetings regarding the Tax Rate and Budget Adoption:

- June 21, 2022: Budget Workshop
- July 19, 2022: Budget Workshop and Set Proposed Tax Rate
- August 02, 2022: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget\*
- August 16, 2022: Adoption of Approved Budget and Tax Rate, and Ratification of Tax Rate\*\*

*\*The Council may choose to either adopt the budget or postpone adoption to the following meeting on August 16, 2022.*

*\*\*If the total property tax revenue is raised, the Council will need to Ratify the Tax Rate with a resolution.*

All other calendar dates are related to the budget planning process for city staff to include recommendations from boards, commissions, and committees. Budget process activities are listed below each calendar for reference. The following boards, commissions and committees will submit budget recommendations:

- DSRP Board of Directors
- Economic Development Committee
- Emergency Management Commission
- Farmers Market Committee
- Founders Day Commission
- Historic Preservation Commission
- Parks & Recreation Commission
- TIRZ No. 1 & No. 2 Board
- Transportation Committee

The Finance Director will provide staff with the proper forms and budget planning materials related to individual requests and department requests. Staff will work with their supervisor and the Finance Director to draft and submit their requests, and Staff Liaisons to Boards, Commissions and Committees will hold meetings to discuss and provide recommendations for requests. The City Secretary will make sure that each meeting following approval of the Budget Calendar has a budget review/recommendation added to the abovementioned board and commission agendas. The City Secretary does not draft committee agendas but is available to staff for assistance. Please make sure you attach, or forward for attachment documents for agenda discussion items.



## City of Dripping Springs

### FY 2023 Tax Rate & Budget Adoption

#### Important Dates & Deadlines

February 1, 2022	<b>City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process</b>
April 15, 2022	City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)
May 6, 2022	<b>Board, Commission and Committee Budget Recommendations Due; City Staff Employee Pay Recommendations Due from Department Heads</b>
June 21, 2022	City Council Budget Workshop
June 24, 2022	Finance Director files Proposed Budget with City Secretary
July 5, 2022	<b>City Council Budget Workshop, Set Proposed Tax Rate, and Discussion</b>
July 19, 2022	City Council Budget Workshop
July 21, 2022	<b>Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings (Submit for publication July 15, 2022)</b> <b>Begin Continuous Notice of Proposed Tax Rate on City Website with Public Hearing Dates for Budget and Tax Rate Hearing, and Notice of Tax Rate</b>
August 2, 2022	City Council Budget Workshop – Public Hearings on Tax Rate and Budget ( <i>Must take action to either adopt or postpone adoption of the Budget to the August 16, 2022 City Council meeting</i> )
August 16, 2022	<b>City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate</b>
August 17, 2022	Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities
August 25, 2022	<b>Publication of Notice of Approved Tax Rate and Budget (Submit for publication on August 19, 2022)</b>

# February 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	CC Meeting- Budget Presentation & Budget Calendar Approval	DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	<b>**Staff obtain proper budget request forms from Finance Director</b>
7	8	9	10	11
Parks & Recreation Commission Budget Discussion				
14	15	16	17	18
TIRZ Board Budget Discussion  Founders Day Commission Budget Discussion			Farmers Market Committee Review  Emergency Management Commission Budget Review	
21	22	23	24	25
		Economic Development Committee Budget Review		<b>Departmental IT budget requests due to City Administrator</b>
28				
Transportation Committee Budget Review				

## Budget Activities

- Finance Director provides necessary budget information and request forms to develop individual and department budget requests.
- Staff begins meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff department heads review IT related software and equipment requests with City Administrator & Finance Director and determine any additional costs related to infrastructure. Requests due to City Administrator & Finance Director by February 25<sup>th</sup>.

# March 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
		DSRP Board Budget Review	Historic Preservation Commission Budget Review	
7	8	9	10	11
<i>Staff review draft budget requests with supervisors and Finance Director</i>				
Parks & Recreation Commission Budget Review				
14	15	16	17	18
<i>Staff review draft budget requests with supervisors and Finance Director</i>				
TIRZ Board Budget Review  Founders Day Commission Budget Review			Farmers Market Committee Budget Review	
21	22	23	24	25
		Economic Development Committee Budget Review	Emergency Management Commission Budget Review	
28	29	30	31	
Transportation Committee Budget Review				

*\*\*Dates may vary according to progress*

## Budget Activities

- Staff continues meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff reviews draft budget requests with supervisors and Finance Director.

# April 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
Parks & Recreation Commission Budget Recommendation Final Approval		DSRP Board Budget Recommendation Final Approval	Historic Preservation Commission Budget Recommendation Final Approval	
11	12	13	14	15
TIRZ Board Budget Recommendation Final Approval  Founders Day Commission Budget Recommendation Final Approval				City Staff Department Budget Requests Due (Includes individual staff requests)
18	19	20	21	22
			Farmers Market Committee Budget Recommendation Final Approval  Emergency Management Commission Budget Recommendation Final Approval	
25	26	27	28	29
Transportation Committee Budget Recommendation Final Approval		Economic Development Committee Budget Recommendation Final Approval		

## Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 15<sup>th</sup>.
- City Administrator & Finance Director work with vendors and staff on options and costs for IT related expenses.

# May 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
				Board, Commission, Committee, and Council Member Budget Recommendations Due
9	10	11	12	13
← City Administration Budget Development →				
16	17	18	19	20
← City Administration Budget Development →				
23	24	25	26	27
← City Administration Budget Development →				
30	31			
← City Administration Budget Development →				

## Budget Activities

- All board, commission, committee, and council member recommendations due to Finance Director by May 6<sup>th</sup>.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.



# June 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		← Budget Review w/Mayor →		HOT Grant Program Recommendation Due
6	7	8	9	10
← Budget Review w/Mayor →				
13	14	15	16	17
20	21	22	23	24
	CC Meeting: - Budget Workshop			File Proposed Budget with City Secretary and Post on Website
27	28	29	30	

## Budget Activities

- City Administrators & Finance Director meet with Mayor to finalize budget for submission to Council.
- City Council holds 1<sup>st</sup> budget workshop to review and discuss proposed budget on June 21<sup>st</sup>.
  - Review of Budget Process - Presentation of Draft Budget to be Filed – Review of Assumptions
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.

July 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
	CC Meeting: - Budget Workshop			
11	12	13	14	15
18	19	20	21	22
	CC Meeting: - Budget Workshop - Set Proposed Tax Rate		• Publication of Proposed Tax Rate & Budget Public Hearings • Begin Continuous Notice on City website	
25	26	27	28	29

### ***Budget Activities***

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 2<sup>nd</sup> Budget Workshop on July 5<sup>th</sup>.
  - Review of General, Agriculture, Landscaping, Sidewalk, & PEG Funds
- City Council approves Proposed Tax Rate on July 13<sup>th</sup>.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on July 15<sup>th</sup> for publication on July 21<sup>st</sup>.
- City Council holds 3<sup>rd</sup> Budget Workshop on July 19<sup>th</sup>.
  - Review of Wastewater, Utilities, Impact Fees, & TWDB Project
- City Secretary begins continuous notification of public hearings on City website on July 21<sup>st</sup>.

# August 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
	<b>CC Meeting:</b> - Budget Workshop - Public Hearings on Tax Rate & Budget - Adopt or Postpone Budget			
8	9	10	11	12
15	16	17	18	19
	<b>CC Meeting:</b> - Budget Adoption - Possible Ratification of Tax Rate - Adoption of Tax Rate	<b>• Publication of Tax Rate &amp; Budget on City website</b> <b>• File Tax Rate &amp; Budget with County and State Entities</b>		
22	23	24	25	26
			<b>Publication of Notice of Approved Tax Rate &amp; Budget</b>	
29	30	31		

## Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 4<sup>th</sup> Budget Workshop on August 2<sup>nd</sup>.
  - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT
- City Council holds Public Hearings for proposed Tax Rate and Budget on August 2<sup>nd</sup>.
- City Council adopts Budget and Tax Rate on August 16<sup>th</sup>.
- Finance Director prepares Approved Budget for Fiscal Year 2023 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on August 19<sup>th</sup> for publication on August 25<sup>th</sup>.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.

# MANAGER REPORT



Written by Emily Nelson

Brrrrr! February started with facility closures due to freezing cold temperatures and made sure before switching to March that we felt the chill to our bones again during Fences Over Bee Cave. Mother Nature wanted to remind us that Texas can get really cold. Staff successfully winterized the facility multiple times this month. The beginning of February brought us the Farmer's Market due to wet and cold conditions outside. DSRP was happy to offer shelter to the vendors so that they could still have a successful market and vendors and customers could stay dry.

Staff supported multiple events this month from a Retro Toy Trade Show to multiple Non-Profit Organization Banquets. Lily ran a smooth Hunter|Jumper Show. We wrapped up the the month with DSISD Band Boosters "An Evening of Jazz" and Fences Over Bee Cave.

We have really been focusing on Arena Drag training this month with our new staff members to get them ready for the variety of equestrian events that are coming our way in spring. We have also focused on teambuilding and safety.

Administrative Staff have been participating in the training sessions to bring on our new registration software and updating forms and our website calendar. We are really excited about how these updates will improve our operations.

Emily, Lily, Johnna, and Nick all successfully became certified to teach Archery which will be offered at our Coyote Kids Summer Camp and hopefully be new programming in the fall. Nick won the Archery tournament held at the end of the training. It was a fun and exciting experience for staff.



# HIGHLIGHTS AND PREVIEWS



“

The Staff are so welcoming here. I love the facility. We have really enjoyed staying onsite for the event. Thank you for everything. --McNabb Participant

”



## Coming Soon in March

**K9 Xpress NADAC Dog Agility Trials**  
March 4-6

**CTAHA Open Horse Show**  
March 19

**ADOC Dog Agility Trials**  
March 4-6

**4-H Point Show**  
March 20

**DSRP Silver Spur Equine Trail Sport**  
March 12-13

**Wildflower Market**  
February 26-27

**Fancy Feathers**  
March 19