



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

Submitted By: Caylie Houchin, Community Events Coordinator

Commission Meeting Date: 09/12/2022

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

Agenda Item Requestor: Caylie Houchin

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

Attachments: PowerPoint Presentation on CivicRec.

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