



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

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: August 16, 2022

Agenda Item Wording: **Discuss and consider approval of a Sponsorship and Use Agreement between the City of Dripping Springs and the Dripping Springs Visitors Bureau related to the Dripping Springs Songwriters Festival.** *Applicant: Pam Owens, President/CEO Dripping Springs Visitors Bureau. Sponsor: Council Member Wade King.*

Agenda Item Requestor: Pam Owens, President/CEO, Dripping Springs Visitors Bureau

Summary/Background: The 2022 Dripping Springs Songwriters Festival will take place October 14, 15, and 16. 45 songwriters will perform on 8 stages throughout downtown Dripping Springs and 4,000 people are expected to attend. The following venues plan to have stages: The Barber Shop, Acopon Brewing, Mazama Coffee, Hudson's on Mercer, Grawlix/Warehouse District, Dog 'n' Bone, Sidecar Tasting Rom, and Haus of Jayne. The Station on Mercer Street is planned to serve as the hospitality station. The Dripping Springs Visitors Bureau (DSVB) requests the city's approval to use the Stephenson Building's parking lot and the parking lot at The Triangle for the event. They also request the city to be a co-sponsor of the event and the application is attached. The Special Event Permit Application for the event is also attached.

The City will assist with drafting and issuing press releases related to the event, include it on the City's calendar of events, and publicize the event through social media and the City's website. The DSVB will provide content and graphics for social media posts. The DSVB will advertise the event through various forms of media and agrees to include the City logo on all printed advertising and materials related to the event.

The DSVB may display a banner for the event at Veterans Memorial Park.

The City will work with Waste Connections to provide trash receptacles for the event, or provide trash barrels.

The City will provide access to electricity for up to 4 food trucks in the Stephenson Building Parking lot, for a tent on Mercer Street, and for a

stage. The DSVB will reimburse the City for the electricity and the use of the spider boxes.

The DSVB also submitted an application (attached) for the temporary street closure of Mercer Street from Bluff Street to San Marcos Street, and for a portion of Old Fitzhugh Road. The City Engineer is working on the traffic control plan for the street closure permit, which will be placed on a near future City Council meeting agenda for consideration. The City will set up road the road closure and related signage upon approval of the street closure and traffic control plan by City Council.

The City will mark the Stephenson Field for use as parking.

The City will provide 200 Chairs and 20 wooden tables. The DSVB will pay \$150 for rental and staff time of the tables, chairs, and trash barrels. They are required to cover the tables and return them in the condition in which they were received. The DSVB shall be responsible for any damage or cleaning needed for the chairs or tables.

If no large event has been booked at Ranch Park by October 1, 2022, the stage from the large event room will be offered to the festival at a reduced rental rate of \$50. Delivery and setup of the stage is \$300.

The DSVB will fund and oversee the organization and execution of the event and agrees to keep the City informed of the plans for the event. The DSVB will provide all volunteer labor needed to operate/oversee all aspects of the event.

The DSVB will apply for all needed permits for the event.

The DSVB will provide written agreement to the City for the use of each private location noted on the site map.

The DSVB will obtain a 40 yard or larger dumpster for the event and provide a solid waste management plan including staff and timing for removal of solid waste.

The DSVB will pay the City \$800 for maintenance staff to set up for the traffic control plan, delivery and pickup of equipment, and other time as specified in the agreement. The DSVB may request in writing additional assistance from maintenance staff at a rate of \$60 per hour per staff member. This request must be made in writing by September 23, 2022. Any requests for maintenance staff after this date cannot be guaranteed.

The City and DSVB will work together to finalize a map for all events, facilities, and utilities. The map in the meeting packet is a draft and staff is working with Pam Owens on changes. The final map shall be submitted and approved by the City Administrator and DSVB by September 23, 2022.

NOTE: It appears that some of the sections are not numbered/lettered correctly towards the later part of the agreement. I will work with the City Attorney to revise the numbering if needed.

Commission Recommendations:	N/A
Recommended Council Actions:	Staff recommends approval of the Sponsorship and Use Agreement
Attachments:	Sponsorship and Use Agreement, Temporary Street Closure Permit Application, Special Event Permit Application, Co-Sponsorship Agreement Application
Next Steps/Schedule:	Finalize traffic control plan, have City Council consider Temporary Road Closure Permit Application, finalize site plan