

RESOLUTION NO. _____

**RESOLUTION OF THE CITY OF PFLUGERVILLE, TEXAS
APPOINTING A DEUTSCHEN PFEST COMMITTEE**

WHEREAS, the City of Pflugerville holds an annual community festival known as Deutschen Pfest to provide family fun and recreation for the citizens of Pflugerville and surrounding areas and to celebrate the community's German heritage; and

WHEREAS, since 1975, citizen volunteers have served on the Deutschen Pfest Committee to plan and execute the event with coordination, logistics and resources provided by the City of Pflugerville.

WHEREAS, the City Council now finds it appropriate to officially appoint a Deutschen Pfest Committee.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF PFLUGERVILLE:**

1. The Deutschen Pfest Committee shall consist of one Parks and Recreation Commission member, either the chair or their designee, who shall serve as the Deutschen Pfest Committee Chair, and eight (8) citizen committee members appointed by City Council for two-year staggered terms. Committee members must be city residents.
2. Each of the eight (8) citizen committee members shall be assigned a subcommittee area of responsibility by the Deutschen Pfest Committee Chair.
3. Each citizen committee member shall be responsible to recruit volunteers to serve on their respective subcommittee and shall be responsible for:
 - Scheduling of subcommittee meetings.
 - Accomplishing subcommittee objectives according to a plan approved by the Deutschen Pfest Committee Chair.
 - Serving as the point of contact during the week of the event and as the onsite coordinator.
 - Reporting to the Deutschen Pfest Committee any progress or updates leading up to the event.
 - Provide feedback for the Annual Action Report after the festival is complete.
 - Provide all records of the annual event to PARD for appropriate retention.
4. All Committee members shall actively participate in the Committee's activities and any member who is absent for three consecutive meetings without a valid excuse, as determined by the Committee, shall automatically be dismissed from membership. The Committee shall at once notify the City Council of any existing vacancy. Any vacancy of the Committee shall be filled by the City Council for the remaining

unexpired term.

5. The Committee shall establish its own rules of procedure and meetings times, which shall require that a quorum consists of at least five members of the Committee and that an affirmative vote of the majority of those present shall be necessary to act on pending questions. All Committee members shall be permitted to vote on any action item unless they need to recuse themselves due to a conflict of interest.
6. All budgets and funds to be expended, to include the use of City personnel, shall be required to be approved in advance by the City Manager. The City of Pflugerville will create and manage the event budget and communicate said budget to the Committee at the beginning of the event planning process.
7. Pflugerville Parks and Recreation Staff (“PARD”) will manage contacting, booking and securing all entertainment prior to the event.
8. PARD will collect, approve and accept payment for all Deutschen Pfest booths. They will also make sure all permits are filed.
9. The PARD Director shall serve in an advisory role to the Committee.
10. All agreements related to the Deutschen Pfest event shall be required to be approved and executed by the City Manager or his/her designee.
11. Any publicity, marketing or other materials shall be required to be approved in advance by the City’s Communications Director.
12. All safety and security plans and procedures shall be required to be approved in advance by the City’s Police Chief.
13. Any layout and logistic plans and procedures shall be required to be approved in advance by the PARD Director.
14. Any proceeds of the Deutschen Pfest event shall be applied in the following order:
 1. To cover the expenses of the event.
 2. To provide funding for the next year’s event.

Approved this 24th day of November 2020.

City of Pflugerville, Texas

Attest:

By: _____
Victor Gonzales, Mayor

Karen Thompson, City Secretary