



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

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**Submitted By:** Andrea Cunningham, City Secretary

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**Council Meeting Date:** February 7, 2023

**Agenda Item Wording:** **Approval of the Appointment of Catherine (Cathy) Gieselman as Deputy City Secretary of the City of Dripping Springs.**

**Agenda Item Requestor:** Andrea Cunningham, City Secretary

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**Summary/Background:** With approval of the Fiscal Year 2023 Budget, the City Council approved the addition of a Deputy City Secretary. Four interviews were completed, and the position was offered to Cathy Gieselman who accepted and started with the City on January 17, 2023.

Pursuant to the attached job description, the Deputy City Secretary shall perform the duties of the City Secretary in their absence. Per the City's Code of Ordinance, the City Council appoints the City Secretary; therefore, staff requests the appointment of the Deputy City Secretary to ensure that they may serve in the official capacity of the City Secretary should they be absent.

**Recommended Council Actions:** Staff recommends approval of the Appointment of Cathy Gieselman as the Deputy City Secretary.

**Attachments:** Deputy City Secretary Job Description

**Next Steps/Schedule:**

1. Ensure completion of Texas Municipal Clerks Certification
2. Ensure DCS obtains Notary Public Certification
3. Continue training in those duties to be performed in the absence of the City Secretary