



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

Submitted By: Cathy Gieselman, Deputy City Secretary

Commission Meeting Date: October 2, 2023

Agenda Item Wording: **Discuss and consider approval of the 2024 Parks & Recreation Commission meeting calendar.**

Agenda Item Requestor: Andrew Binz, Parks & Community Services Director

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the Commission. Meeting dates are scheduled using the frequency as stated in the Commission ordinance. The PRC ordinance calls for meetings on a regular basis but not less than once every two months. Meetings are currently scheduled for 6:00 p.m., the 1st Monday of each month, at City Hall in the Council Chambers.

Due to conflicts with Parks Staff Activities and the availability of Monthly Reports, staff is proposing an alternate calendar for meetings on the 3rd Thursday of each month in addition to the regular meeting calendar for the 1st Monday of each month. Attached for review are the proposed 2024 meeting calendars with approved city holidays; PRC meetings are highlighted in **green**.

2024 Calendar – 1st Monday

If meetings are held on the 1st Monday, the January and September meetings conflict with CODS holidays and need to be rescheduled. Below are proposed meeting dates for these meetings, or the Commission may select to cancel these meetings. Meetings may also be rescheduled throughout the year as the Commission sees fit.

- January 1st: meeting is on New Year's Day
 - Proposed meeting date of *Thursday, January 11th*
- September 2nd: meeting is on Labor Day
 - Proposed meeting date of *Monday, September 16th*

2024 Calendar – 3rd Thursday

If the Commission selects to change meetings to the 3rd Thursday of each month, there are no conflicts with CODS Holidays.

Commission Recommendations: Staff recommends approval of the calendar as presented. Should there be any changes to meeting dates, please provide for those changes in a motion.

Attachments:

1. PRC 2024 Proposed Calendar for 1st Monday
2. PRC 2024 Proposed Calendar for 3rd Thursday

Next Steps/Schedule:

1. Update calendar if any changes
2. Add meetings to calendars:
 - a. Commission, Staff and City Council Member liaison(s)
 - b. City website main calendar
 - c. Municode Agenda (automatically populates Agendas and Minutes webpage with upcoming meetings)
3. Provide final calendar to Commission, Staff and City Council Members