



STAFF REPORT

City of Dripping Springs

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Submitted By: Emily Nelson, Parks & Community Services Assistant Director
Chase Winburn, Human Resources Director

Council Meeting Date: 20 January, 2026

Agenda Item Wording: **Discussion and possible action on creating the position of Recreation Program Manager and approving its job description. Sponsor: Mayor Bill Foulds, Jr.**

Agenda Item Requestor: Mayor Bill Foulds, Jr.

Summary/Background: The Parks and Community Services job description previously titled **DSRP Program Coordinator** has been updated and renamed to **Recreation Program Manager** to align with the City's future recreation program needs. This position is essential to ensure that recreation programming is fully operational at multiple City locations, and most importantly, that programs are in place and running when the Stephenson Building opens to meet community demand. The supervisory oversight of this role has been revised to provide effective coordination within the department, and the salary range has been adjusted to reflect current market conditions and the expanded responsibilities associated with this position.

**Commission
Recommendations:**

**Recommended
Council Actions:** Recommended approval

Attachments: Recreation Program Manager Job Description,
Proposed Parks and Community Services Organizational Chart

Next Steps/Schedule: Send to City Secretary for execution