



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

Submitted By: Chase Winburn, Human Resources Director

Council Meeting Date: 3/4/2025

Agenda Item Wording: **Discuss and consider approval of a Resolution revising the City of Dripping Springs Personnel Manual.**

Agenda Item Requestor: Chase Winburn

Summary/Background: Over the past year the City of Dripping Springs has increased personnel and made staff changes that affect the Personnel Manual. Minor revisions are needed to include new director titles and to elaborate on certain policies for clarity.

Additionally, a new pets policy has been included, prohibiting pets in any city office facility. This policy aims to ensure the health and safety of all staff and to maintain a professional atmosphere.

**Commission
Recommendations:**

**Recommended
Council Actions:** Recommend Approval

Attachments: Drafted Personnel Manual and Change Chart

Next Steps/Schedule: Send to City Secretary for execution