

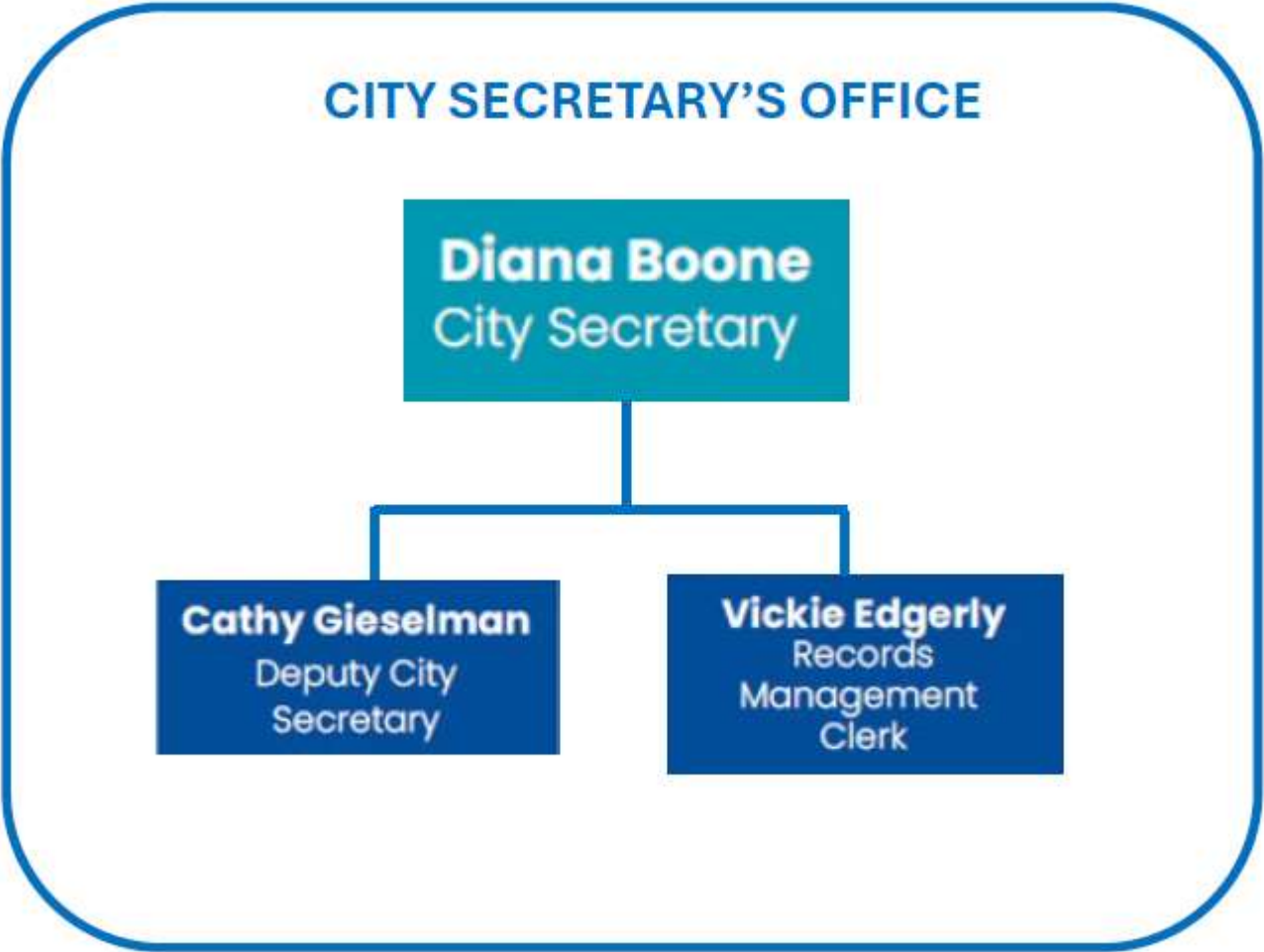


DRIPPING SPRINGS
Texas

City Secretary's Office Year in Review

Diana Boone, City Secretary

CSO
Year in Review



Diana Boone, City Secretary



Deputy City Secretary, Cathy Gieselman
Records Management Clerk, Vickie Edgerly

Services Provided by the City Secretary's Office:

Local Government Records Act (LGRA)

- Records Management Officer
- Records Maintenance & Management
- Record Filing Systems
- Record Storage
- Records Retention Schedule
- Records Inventory
- File Naming Conventions
- Scanning Records
- Records Disposition

Public Information Act (PIA)

- Public Information Requests
- Requests for Rulings from the Office of the Attorney General
- Inspection of Records
- Customer Service
- Frequently Requested Records
- Public Archive

Open Meetings Act (OMA)

- Boards & Commissions Applications
- Meeting Calendars
- Record Meeting Minutes
- Agenda Postings
- Affidavit of Publications
- Ordinance Codification
- County Filing

Other Services and Responsibilities:

- Municipal Court Clerk
- Alcohol Permits
- Notary Services
- Elections Coordinator
- Contract Filing

RECORDS

Software or Software as a Service:

Laserfiche®

Records Repository



Process Automation and
Workflows



Current Storage of Physical
Records

Public Information



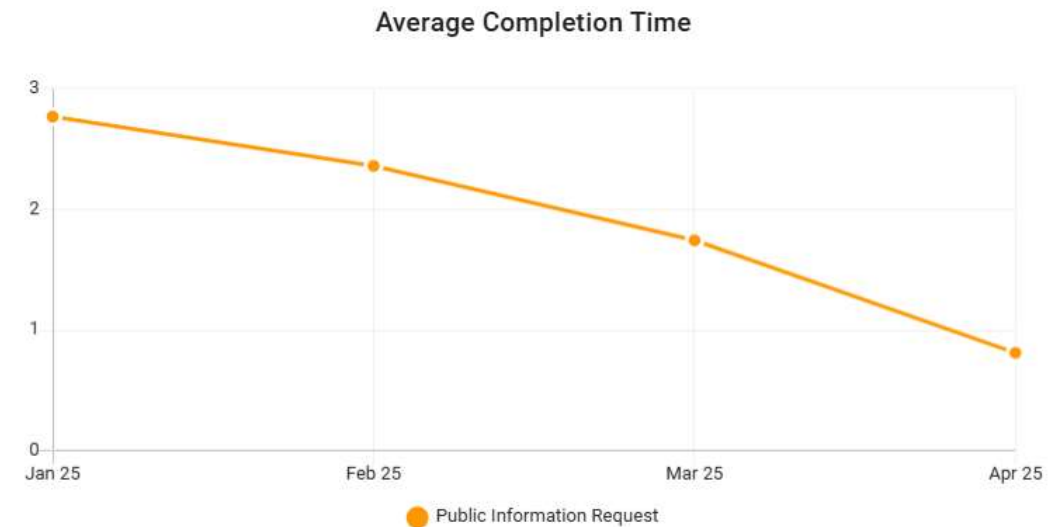
Software for Open Records Requests

*CSO
Year in Review*



176

Public Information Request



1.99

Public Information Request



Boards and Commissions



Agendas &
Minutes



Board Application
Software

CSO
Year in Review

Board	12 Boards &
City Council	
Dripping Springs Ranch Park (DSRP) Board of Directors	
Economic Development Committee	
Emergency Management Commission	
Farmers Market Committee	
Founders Day Commission	
Historic Preservation Commission	
Parks & Recreation Commission	
Planning & Zoning Commission	
Tax Increment Reinvestment Zone (TIRZ) No. 1 and No. 2 Board	
Transportation Committee	
Utility Commission	



Highlights of the Past Year

- Received the 2025 Municipal Clerk's Office Achievement of Excellence Award.
- Hosted the local chapter meeting.
- MCCI created workflows and process automation for records repository.
- New Board application software.
- Hired part time Records Management Clerk.
- Process about 40 alcohol permits annually.
- Responded to 494 requests for public information in 2024 and 176 in 2025.
- Included information on our website for added transparency.
- Making the transition to becoming paper light.
- Two certified municipal clerks on team.
- Attended multiple trainings.
- Actively involved in State and local organizations.

2026 BUDGET CONSIDERATIONS

- Intern for scanning records.
- Desktop scanners for efficiency.
- Annual software fees.
- Training workshops.

CSO
Year in
Review

