



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

Submitted By: Andrea Cunningham, City Secretary

Council Meeting Date: October 3, 2023

Agenda Item Wording: **Discuss and consider the Appointment of two (2) individuals to the Dripping Springs Ranch Park Board of Directors for terms ending September 30, 2025.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: *Section 2.04.124 Authority and Responsibilities*

- (a) Meetings. The board members shall conduct meetings once a month. Meetings shall be conducted at the Dripping Springs Ranch Park, unless otherwise deemed appropriate by the chair. The board members may hold public hearings as deemed necessary and appropriate. Other meeting times and locations can be selected by the chairperson, as deemed necessary and appropriate. All meetings are subject to the Open Meetings Act, chapter 551 of the Texas Government Code.
- (b) Policies and implementation. The board members shall advise the city council on recommended policies and application of policies for the development, operation and management of the park and event center. Policy review may be undertaken by the board member upon its own initiative, or at the direction of the city council. The chair may be asked to appear in person to report on specific issues if requested to do so by the parks and recreation commission or the city council.
- (c) Duties and responsibilities. The board shall:
 - (1) Review and make recommendations related to fees, events, forms, and policies of the Dripping Springs Ranch Park.
 - (2) Review, approve, and finalizes sponsorship agreements where the city sponsors an event in an amount in excess of what is allowed in the Dripping Springs Ranch Park Sponsorship Policy (Resolution No. 2017-63) or the city fee schedule. All sponsorships that fall within the sponsorship policy or the city fee schedule may be approved by the event center manager. All approved sponsorship agreements shall be filed with the city administrator and parks and community services director.
 - (3) Work with event center manager and parks and community services director to establish and oversee an operating budget for Dripping Springs Ranch Park, contingent upon approval of the city council.
 - (4) The board shall interview all qualified finalists seeking the event center manager position. Following interviews of the event center manager position, the board shall make recommendations to the city council stating which (if any) candidate should be engaged by the city.
 - (5) Work with DSRP event center manager and parks and community services director to provide the city council with monthly financial statements showing

income, expenditures, and profit or loss for Dripping Springs Ranch Park facilities.

- (6) Budget. The board may determine expenditures related to the Dripping Springs Ranch Park. All expenditures shall be in accordance with the city's purchasing policy, city budget, and state law. Any expenditure that has not been authorized in the budget, is in excess of the authorized amount, or in an amount in excess of what is authorized by the purchasing policy, shall be submitted to city council before the expenditure may be made. Any approved expenditure shall be submitted to the city's event center manager or the maintenance director, as appropriate, for completion of a purchase order or agreement as required by the city's purchasing policy. If city staff desires a different vendor or product for a purchase, the board and staff's recommendations will be forwarded to the city administrator by city staff. The city administrator's decision shall be final. Any completed purchase of equipment shall immediately also be reported to the city administrator for inclusion in the city's liability coverage.

Member Selection

Section 2.04.123:

- (b) Appointment and removal. Members of the board shall be appointed by the city council. Board members may be removed by the city council for any reason. Any board member absent for three or more consecutive regular meetings, or more than four regular meetings within a fiscal year, unless excused, shall be deemed to have automatically and voluntarily resigned, and thus vacated the board member's position on the board.
- (c) Terms of office. Each board member will serve a two-year term and may be reappointed upon application. Vacancies on the board may be filled by appointment of the city council for the unexpired term. Upon the creation of the board, the first three members appointed shall serve a two-year term and the other two members appointed shall serve a one-year term initially.

Membership Requirements

There are no membership requirements for this board.

Officer Appointments

The presiding officer of the board shall be a chair appointed by the city council from among the board members. The presiding officer shall serve a term of two years.

Membership

The Board shall consist of and be governed by five (5) members.

Current Membership

Member	Term
Todd Purcell, Chair	09/30/24
Terry Polk, Vice Chair	09/30/24
Pam Owens, Secretary	09/30/23
Mike Carroll	09/30/23
Penny Reeves	09/30/24

Application & Appointment

The two members with expiring terms have requested reappointment. One application was received by Shawn Casey who was interviewed September 12th by DSRP Manager Emily Nelson and Council Member Sherrie Parks.

Slate of Candidates

Pam Owens, Secretary	Reappointment
Mike Carroll	Reappointment
Sean Casey	New Applicant

Recommended Council Actions:

Staff recommends the appointment of two (2) individuals, a the discretion of the City Council, to the DSRP Board for terms expiring September 30, 2025.

Attachments:

1. Chair Recommendation
2. Request for Reappointment
3. Sean Casey Application

Next Steps/Schedule:

1. Inform applicants of Council decision
2. Update roster and website