



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

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**Submitted By:** Michelle Fischer, City Administrator

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**Council Meeting Date:** November 2, 2021

**Agenda Item Wording:** Approval of request from Kelly Schmidt, Parks & Community Services Director, for payment of 40 hours compensatory time, in accordance with the City of Dripping Springs Personnel Manual.

**Agenda Item Requestor:** Kelly Schmidt, Parks & Community Services Director

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**Summary/Background:** Parks & Community Services Director Kelly Schmidt's earned 140 comp time hours in Fiscal Year 2021 that did not roll over to Fiscal Year 2022. Kelly has been paid for 100 comp time hours that didn't roll over in accordance with the City's Personnel Manual. There is a balance of 40 hours that did not roll over and I recommend the City Council approve payment for this comp time earned.

Kelly's comp time earned last year was primarily due to Parks & Community Services staffing changes and staff vacancies that required Kelly to put in a lot of hours at Dripping Springs Ranch Park when there were position vacancies, assisting with the Farmers Market when the Market Manger Position was vacant, and assisting with special events and permits when the Community Services Coordinator position was vacant. This resulted in earned comp time.

Comp time is required to be approved by the supervisor and Kelly always reported to me when she had work to do that would result in comp time. Kelly is expected to manage her workload in a way that avoids comp time as much as possible.

**Commission Recommendations:** N/A

**Recommended Council Actions:** Approve payment of 40 hours of comp time for Kelly Schmidt.

**Attachments:** Kelly Schmidt's timesheets with details on her comp time earned are on file.

**Next Steps/Schedule:** If approved, notify City Treasurer and Kelly Schmidt.