



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

Submitted By: Diana Boone, City Secretary

Commission Meeting Date: November 21, 2024

Agenda Item Wording: **Discuss and consider approval of the 2025 Utility Commission meeting calendar.**

Agenda Item Requestor: Diana Boone, City Secretary

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the Commission. Meeting dates are scheduled using the frequency as stated in the Commission ordinance. The Utility Commission ordinance calls for monthly meetings which are currently scheduled for 4:00 p.m., the 3rd Thursday of each month.

Attached for review is the proposed 2025 meeting calendar with approved city holidays; UC meetings are highlighted in green. There is a conflict with DSISD calendar in March and CODS calendar in June. Please consider the following suggestions:

- March 20th DSISD Spring Break, recommended date **March 27, 2024.**
- June 19th City Holiday, recommended date **June 12, 2024.**

Commission Recommendations: Staff recommends approval of the calendar as presented. Should there be any changes to meeting dates, please provide for those changes in a motion. Meetings may be rescheduled throughout the year as the Commission sees fit.

Attachments: 1. UC 2025 Proposed Calendar

Next Steps/Schedule:

1. Update calendar if any changes
2. Add meetings to calendars:
 - a. Commission, Staff and City Council Member liaison(s)
 - b. City website main calendar
 - c. Municode Agenda (automatically populates Agendas and Minutes webpage with upcoming meetings)
3. Provide final calendar to Commission, Staff and City Council Members