



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

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**Submitted By:** Kelly Schmidt, Parks and Community Services Director

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**Farmers Market Board Meeting Date:** January 21, 2021

**Agenda Item Wording:** Discuss and Consider recommendation of the creation of a Part-time Farmers Market Assistant Position

**Agenda Item Requestor:** Laurel Robertson

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**Summary/Background:** For the past two years staff has been challenged with consistent staffing coverage of the weekly Dripping Springs Farmers Market in addition to the Farmers Market Manager. Even with the supplemental assistance from the Parks and Community Services Events & Programs Coordinator, there remains to be a need of additional staff solely dedicated to the operations and “day of” logistics of the Farmers Market.

While the PCS Events and Programs Coordinator has been fulfilling the role and helping with Farmers Market, their assistance will cease as of the end of March.

| Current & Proposed Positions | Hours worked annually for Weekly Farmers Market Event<br>234hrs “Market Open”<br>1248 (Current Staff hrs)<br>1768 (Proposed Staff hrs) | Annual Compensation (Includes employment taxes) |
|------------------------------|--|---|
| Farmers Market Manager       | 1248hrs (annually)   | \$33,443  |
| Farmers Market Assistant     | 520hrs (annually)  | \$8,439.6                                       |

**Staff Recommendation:** Staff recommends part-time Market Assistant position approval.

**Attachments:** Dripping Springs Farmers Market Assistant draft job description

**Next Steps/Schedule:** Place on City Council 2.9.2021 agenda for consideration.