



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

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**Submitted By:** Cathy Gieselman, Deputy City Secretary

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**Commission Meeting Date:** November 6, 2023

**Agenda Item Wording:** **Discuss and consider approval of amendment to the 2024 Parks & Recreation Commission meeting calendar.**

**Agenda Item Requestor:** Andrew Binz, Parks & Community Services Director

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**Summary/Background:** The PRC ordinance calls for meetings on a regular basis but not less than once every two months. Meetings are currently scheduled for 6:00 p.m., the 1<sup>st</sup> Monday of each month, at City Hall in the Council Chambers.

The 2024 Parks & Recreation Commission Calendar was approved at the October 2<sup>nd</sup> meeting for the current schedule of 6:00 p.m. on the first Monday of each month. As discussed at the meeting, due to conflicts with Parks Staff Activities and the availability of Monthly Reports, staff is proposing options for a new meeting frequency which will afford sufficient time to adequately prepare and provide current information to the Commission. The 1<sup>st</sup> Monday of the month, as approved, does not provide adequate time to prepare.

Attached are meeting frequency options with the draft calendar for each option. Each option presented will provide sufficient time for staff to adequately prepare and provide information to the Commission as well as include current information in the Agenda Packet for distribution prior to the meeting.

- Option 1: 3<sup>rd</sup> Wednesday of each month at 6:00 p.m.
- Option 2: 2<sup>nd</sup> Thursday of each month at 6:00 p.m.
- Option 3: 3<sup>rd</sup> Thursday of each month at 6:00 p.m.

I will also have the official meeting schedule for all meetings held in the chambers in case any of the provided options will not work for a majority of the Commission and staff.

**Commission Recommendations:** Staff recommends selection and approval of one of the options presented, or an alternate option that will work for staff and a majority of the commission. Should there be any changes to meeting dates, please provide for those changes in a motion.

**Attachments:**

1. 2024 Calendar Meeting Frequency Options
2. Current Chamber schedule for board, commission, and committee meetings.

**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