



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

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**Submitted By:** Andrea Cunningham, City Secretary

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**Council Meeting Date:** November 7, 2023

**Agenda Item Wording:** **Public hearing and consideration of approval of an Ordinance amending Chapter 2 Administration, Division 4 Founders Day Commission, Section 2.04.094(c) Organization and Meetings related to Meeting Frequency.**

- a. Staff Report
- b. Public Hearing
- c. Ordinance

**Agenda Item Requestor:** Johnna Krantz, Community Events Coordinator

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**Summary/Background:** Founders Day Commission Chair Brenda Medcalf requested staff look in to changing the meeting schedule of the commission to better align with Founders Day Event planning. Currently the commission meets:

- January – May, the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month; and
- June – December, the 2<sup>nd</sup> Monday of each month.

Planning for the event begins in October and runs through the end of April upon the conclusion of the event. Generally, meetings that occur May through September are cancelled due to lack of quorum, and there is no event related activities during this time.

**Commission Recommendations:** At the October 23<sup>rd</sup> meeting, the Commission voted unanimously to change their meeting frequency to:

- January – May, the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month; and
- October – December, the 2<sup>nd</sup> Monday of each month.

**Recommended Council Actions:** Staff recommends approval of the ordinance.

**Attachments:**

1. Draft Ordinance
2. Ordinance Attachment “A”

**Next Steps/Schedule:**

1. Execute ordinance, publish with Century News, and send to MuniCode for codification.
2. File with city record and send to members, staff, and elected officials.
3. Update annual meeting calendar to reflect changes.