



DRIPPING SPRINGS
Texas

CITY COUNCIL REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX
Tuesday, October 03, 2023 at 6:00 PM

AGENDA

CALL TO ORDER AND ROLL CALL

City Council Members

Mayor Bill Foulds, Jr.
Mayor Pro Tem Taline Manassian
Council Member Place 2 Wade King
Council Member Place 3 Geoffrey Tahuahua
Council Member Place 4 Travis Crow
Council Member Place 5 Sherrie Parks

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer
Deputy City Administrator Ginger Faught
Interim Deputy City Administrator/City Treasurer Shawn Cox
City Attorney Laura Mueller
People & Communications Director Lisa Sullivan
City Secretary Andrea Cunningham
IT Director Jason Weinstock
Public Works Director Aaron Reed
Building Official Shane Pevehouse

PLEDGE OF ALLEGIANCE

PRESENTATION OF CITIZENS

A member of the public who desires to address the City Council regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the City Council's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the City Council. It is the request of the City Council that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

PROCLAMATIONS & PRESENTATIONS

- 1.** Proclamation proclaiming October 1 - October 8, 2023 as "National 4-H Week" in the City of Dripping Springs. *Sponsor: Council Member Sherrie Parks*
- 2.** Proclamation proclaiming the month of October 2023 as "National Domestic Violence Awareness Month" in the City of Dripping Springs, Texas. *Sponsor" Mayor Bill Foulds, Jr.*
- 3.** Proclamation proclaiming October 5, 2023 as "World Teachers' Day" in the City of Dripping Springs, Texas. *Sponsor: Mayor Bill Foulds, Jr.*

CONSENT AGENDA

The following items are anticipated to require little or no individualized discussion due to their nature being clerical, ministerial, mundane or routine. In an effort to enhance the efficiency of City Council meetings, it is intended that these items will be acted upon by the City Council with a single motion because no public hearing or determination is necessary. However, a City Council Member or citizen may request separate deliberation for a specific item, in which event those items will be removed from the consent agenda prior to the City Council voting on the consent agenda as a collective, singular item. Prior to voting on the consent agenda, the City Council may add additional items that are listed elsewhere on the same agenda.

- 4.** Approval of the September 19, 2023, City Council workshop and regular meeting minutes.
- 5.** Approval of the September 25, 2023, City Council special meeting minutes.
- 6.** Approval of the 2024 City Council & Board of Adjustment meeting calendar.
- 7.** Approval of a Resolution declaring Nonbusiness Days for the purposes of the Public Information Act.
- 8.** Approval of a Resolution approving and accepting a Construction (Subdivision) Bond for Cannon Ranch Phase 1 Public Improvements. *Applicant: Ashton Austin Residential*

BUSINESS AGENDA

- 9.** Discuss and consider approval of a Resolution Amending the City of Dripping Springs Personnel Manual. *Sponsor: Mayor Bill Foulds, Jr.*
- 10.** Discuss and consider the Appointment of two (2) individuals to the Dripping Springs Ranch Park Board of Directors for terms ending September 30, 2025.

REPORTS

Reports of Staff, Boards, Commissions, Committees, Boards and Agencies. All reports are on file and available for review upon request. The City Council may provide staff direction; however, no action may be taken.

- 11.** Planning Department Report

EXECUTIVE SESSION AGENDA

The City Council for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The City Council for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

- 12. Consultation with Attorney related to legal issues regarding personnel policy changes.** *Consultation with Attorney, 551.071*
- 13. Consultation with Attorney regarding legal issues related to the South Regional Water Reclamation Project, Wastewater, and Amendment 2 Permits, Wastewater Service Area and Agreements, Water Service, Wastewater Fees, and related items.** *Consultation with Attorney, 551.071*
- 14. Consultation with Attorney related to building inspection services.** *Consultation with Attorney, 551.071*
- 15. Consultation with Attorney and Deliberation of Real Property regarding legal and real estate issues related to potential facility sites and street extensions and expansions.** *Consultation with Attorney, 551.071; Deliberation Regarding Real Property, 551.072*

UPCOMING MEETINGS

City Council & Board of Adjustment Meetings

October 17, 2023, at 6:00 p.m. (CC)

November 7, 2023, at 6:00 p.m. (CC & BOA)

November 21, 2023, at 6:00 p.m. (CC)

Board, Commission & Committee Meetings

October 4, 2023, DSRP Board at 11:00 a.m.

October 5, 2023, Historic Preservation Commission at 4:00 p.m.

October 10, 2023, Planning & Zoning Commission at 6:00 p.m.

October 11, 2023, Utility Commission at 4:00 p.m.

October 16, 2023, TIRZ No. 1 & No. 2 Board at 4:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the City Council may consider a vote to excuse the absence of any City Council Member for absence from this meeting.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **September 29, 2023, at 1:00 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Request for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



**PROCLAMATION
OF THE CITY OF DRIPPING SPRINGS
PROCLAIMING OCTOBER 7 – 13, 2023, AS**

“National 4-H Week”

- WHEREAS,** 4-H is America’s largest youth development organization, supporting nearly six million youth across the country; and
- WHEREAS,** 4-H has helped numerous youths in the Dripping Springs community to become confident, independent, resilient, and compassionate leaders; and
- WHEREAS,** 4-H is delivered by Cooperative Extension – a community of more than 100 public universities across the nation that provides experiences where young people learn-by-doing through hands-on projects in the important areas of health, science, agriculture, and civic engagement; and
- WHEREAS,** National 4-H Week showcases the incredible ways that 4-H inspires kids to do and highlights the remarkable 4-H youth in Dripping Springs who work each day to make a positive impact on those around them; and
- WHEREAS,** 4-H’s network of nearly 500,000 volunteers and 3,500 professionals provides caring and supportive mentoring to all 4-H’ers, helping them to grow into true leaders, entrepreneurs, and visionaries.

NOW, THEREFORE, BE IT PROCLAIMED by the City of Dripping Springs City Council:

1. That October 7 – 13, 2023 shall be known as “National 4-H Week” in City of Dripping Springs, Texas.
2. The City Council encourages the community to recognize 4-H for the significant impact they have made and continue to make by empowering youth with the skills they need to lead for a lifetime.

Bill Foulds, Jr., Mayor



**PROCLAMATION
OF THE CITY OF DRIPPING SPRINGS
PROCLAIMING OCTOBER 2023 AS**

“National Domestic Violence Awareness Month”

- WHEREAS,** the crime of domestic violence violates the basic human rights of safety and dignity, and 204 Texans were killed in an intimate partner homicide including 169 women and 35 men; and
- WHEREAS,** the problem of domestic violence is not confined to any group of people but cuts across all economic, racial, gender and societal barriers; and
- WHEREAS,** the impact of domestic violence and teen dating violence directly affects individuals and communities when society ignores or tolerates violence in relationships; and
- WHEREAS,** last year Hays-Caldwell Women’s Center provided face-to-face services to over 978 local victims of domestic violence and provided 8,093 days of shelter; and
- WHEREAS,** last year Hays-Caldwell Women’s Center provided these direct services to 18 victims from the Dripping Springs community.

NOW, THEREFORE, BE IT PROCLAIMED by the City of Dripping Springs City Council:

1. That October 2023 shall be known as “National Domestic Violence Awareness Month” in City of Dripping Springs, Texas.
2. The City Council encourages the community to work together with Hays-Caldwell Women’s Center and local partners to bring an end to domestic violence.

Bill Foulds, Jr., Mayor



**PROCLAMATION
OF THE CITY OF DRIPPING SPRINGS
PROCLAIMING OCTOBER 5, 2023, AS**

“World Teachers’ Day”

- WHEREAS,** the City of dripping Springs’ future strength depends on providing high quality education to all students; and
- WHEREAS,** teacher quality matters more to student achievement than any other school related factor; and
- WHEREAS,** teachers spend countless hours preparing lesson plans and supporting students; and
- WHEREAS,** our Dripping Springs Independent School District teachers have demonstrated great resilience, adaptability, and creativity during the COVID-19 crisis; and
- WHEREAS,** our community recognizes and supports its teachers in educating the children of this community; and
- WHEREAS,** #TeachersCan is a statewide movement supported by more than 150 partnering businesses and organizations committed to elevating the teaching profession and honoring the critical role teachers play in the success of Texas.

NOW, THEREFORE, BE IT PROCLAIMED by the City of Dripping Springs City Council:

1. That October 5, 2023, shall be known as “World Teachers’ Day” in the City of Dripping Springs, Texas.
2. The City Council encourages members of the community to personally express appreciation to our teachers and display a light blue ribbon outside your homes or businesses the week of October 5th as a symbol of support for our educators.

Bill Foulds, Jr., Mayor



CITY COUNCIL
WORKSHOP & REGULAR MEETING
City of Dripping Springs
Council Chambers, 511 Mercer St, Dripping Springs, TX
Tuesday, September 19, 2023 at 6:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the City Council present, Mayor Foulds, Jr. called the meeting to order at 6:00 p.m.

City Council Members present were:

Mayor Bill Foulds, Jr.
 Council Member Place 2 Wade King
 Council Member Place 3 Geoffrey Tahuahua
 Council Member Place 4 Travis Crow
 Council Member Place 5 Sherrie Parks

Council Member absent was:

Mayor Pro Tem Taline Manassian

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer
 Deputy City Administrator Ginger Faught
 Interim Deputy City Administrator / City Treasurer Shawn Cox
 City Attorney Laura Mueller
 People & Communications Director Lisa Sullivan
 City Secretary Andrea Cunningham
 Parks & Community Services Director Andy Binz
 DSRP Manager Emily Nelson
 Community Events Coordinator Johnna Krantz
 Public Works Director Aaron Reed
 Building Official Shane Pevehouse
 Deputy Public Works Director Craig Rice
 City Planner Warlan Rivera

PLEDGE OF ALLEGIANCE

Boy Scout Garrett led the Pledge of Allegiance to the Flag.

WORKSHOP

Workshop items are for discussion only and no action shall be taken.

1. **Presentation and discussion regarding the proposed Municipal Budget for Fiscal Year 2024.**

Shawn Cox presented the staff report which is on file.

Mayor Foulds Jr. stepped off the dais and exited the Council Chambers. Mayor Pro Tem Manassian presided over the meeting.

CITY COUNCIL MEETING

PRESENTATION OF CITIZENS

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Mayor Foulds, Jr. returned to the dais and presided over the remainder of the meeting.

Craig Demaret spoke regarding flooding issues in Esperanza.

Diana Gonzales, Pedernales Electric Cooperative (PEC) Public Affairs Representative, spoke regarding PEC's 85th Anniversary and the history of PEC in Dripping Springs and Hays County.

CONSENT AGENDA

The following items are anticipated to require little or no individualized discussion due to their nature being clerical, ministerial, mundane or routine. In an effort to enhance the efficiency of City Council meetings, it is intended that these items will be acted upon by the City Council with a single motion because no public hearing or determination is necessary. However, a City Council Member or citizen may request separate deliberation for a specific item, in which event those items will be removed from the consent agenda prior to the City Council voting on the consent agenda as a collective, singular item. Prior to voting on the consent agenda, the City Council may add additional items that are listed elsewhere on the same agenda.

A motion was made by Mayor Pro Tem Manassian to consider Consent Agenda Item 2 separately. Council Member Crow seconded the motion which carried unanimously 3 to 0 to 1, with Mayor Pro Tem Manassian abstaining.

Via unanimous consent, the City Council considered Consent Agenda Item 2 out of order.

3. **Approval of the September 12, 2023, City Council special meeting minutes.**

4. **Approval of the August 2024 Treasurer's Report**
5. **Approval of a Donation Agreement between the City of Dripping Springs and the Hays-Caldwell Women's Center.** *Applicant: Melissa Rodriguez, Hays-Caldwell Women's Center*
6. **Approval of a Professional Services Agreement with Keenan Smith for TIRZ Project Manager Services.** *Sponsor: Mayor Pro Tem Taline Manassian*
7. **Approval of a 92 day extension to the Fiscal Year 2023 Hotel Occupancy Tax Grant Program Funding Agreement between the City of Dripping Springs and the Friends of the Pound House Foundation.** *Sponsor: Council Member Sherrie Parks.*
8. **Approval of the job descriptions for Deputy City Administrator II, Code Enforcement Inspector Part-Time, Records Management & Municipal Court Clerk, Park Maintenance Manager, Dripping Springs Ranch Park Program Specialist, Administrative Assistant/Grant Administrator Public Works Department, and City Electrician.** *Sponsor: Mayor Bill Foulds, Jr.*

A motion was made by Mayor Pro Tem Manassian to approve Consent Agenda Items 3 – 8. Council Member King seconded the motion which carried unanimously 4 to 0.

The City Council considered Consent Agenda Item 2 separately.

2. **Approval of the September 5, 2023, City Council special meeting minutes.**

A motion was made by Council Member Crow to approve Consent Agenda Item 2. Council Member Parks seconded the motion which carried 3 to 0 to 1, with Mayor Pro Tem Manassian abstaining.

BUDGET

9. **Public hearing and consideration of an Ordinance regarding an Amendment to the Fiscal Year 2022-2023 Budget.**

a. Staff Report – Shawn Cox presented the staff report with highlighted changes which is on file.

b. Public Hearing – No one spoke during the Public Hearing.

c. Ordinance – A motion was made by Mayor Pro Tem Manassian to approve an Ordinance regarding an Amendment to the Fiscal Year 2022-2023 Budget with changes as presented at the dais. Council Member Crow seconded the motion which carried unanimously 4 to 0.

Filed as Ordinance No. 2023-31

10. **Public hearing and consideration of approval of an Ordinance of the City of Dripping Springs, Texas, adopting the 2023-2024 Fiscal Year Municipal Budget; funding municipal services and authorizing expenditures.**

a. Staff Report – Shawn Cox presented the staff report which is on file. Staff recommends the item be postponed to a date certain.

b. Public Hearing – No one spoke during the Public Hearing.

c. Budget Ordinance – A motion was made by Mayor Pro Tem Manassian to postpone the item to the Monday, September 25, 2023, City Council Special Meeting. Council Member King seconded the motion which carried unanimously 4 to 0.

11. Public hearing and consideration of approval of an Ordinance setting the 2023 Ad Valorem Tax and Levy at One Thousand Seven Hundred Seventy-Eight Ten Thousands Cents (\$0.1718) per one hundred (\$100.00) of assessed valuation of all taxable property within the Corporate City Limits.

a. Staff Report - Shawn Cox presented the staff report which is on file. Staff recommends the item be postponed to a date certain.

b. Public Hearing – No one spoke during the Public Hearing.

c. Tax Rate Ordinance - A motion was made by Council Member Parks to postpone the item to the Monday, September 25, 2023, City Council Special Meeting. Mayor Pro Tem Manassian seconded the motion which carried unanimously 4 to 0.

12. Discuss and consider approval of a Resolution ratifying the Municipal Budget for Fiscal Year 2023-2024; funding municipal purposes; authorizing expenditures; filing of budget; repealer; severability; effective date; and proper notice.

A motion was made by Council Member Parks to postpone the item to the Monday, September 25, 2023, City Council Special Meeting. Mayor Pro Tem Manassian seconded the motion which carried unanimously 4 to 0.

BUSINESS AGENDA

13. Discuss and consider approval of a Temporary Street Closure Permit Application from the Dripping Springs Lions Club to close portions of Mercer Street, College Street, San Marcos Street, and Old Fitzhugh Road on December 2, 2023. Sponsor: Council Member Sherrie Parks

Johnna Krantz presented the staff report which is on file. Staff recommends approval of the street closure application.

A motion was made by Mayor Pro Tem Manassian to approve a Temporary Street Closure Permit Application from the Dripping Springs Lions Club to close portions of Mercer Street, College Street, San Marcos Street, and Old Fitzhugh Road on December 2, 2023. Council Member Parks seconded the motion which carried unanimously 4 to 0.

- 14. Discuss and consider approval of a Temporary Street Closure Permit Application from the Dripping Springs Visitors Bureau to close portions of Mercer Street, San Marcos Street, and Old Fitzhugh Road on the weekend of October 20-22, 2023. Sponsor: Council Member Sherrie Parks**

Johnna Krantz presented the staff report which is on file. Staff recommends approval of the street closure application.

A motion was made by Council Member Parks to approve a Temporary Street Closure Permit Application from the Dripping Springs Visitors Bureau to close portions of Mercer Street, San Marcos Street, and Old Fitzhugh Road on the weekend of October 20-22, 2023. Council Member Crow seconded the motion which carried unanimously 4 to 0.

- 15. Discuss and consider approval of a Sponsorship Agreement with John Deere/Tellus Equipment Solutions for the purchase of one tractor and lease of one tractor for use at the Dripping Springs Ranch Park. Sponsor: Council Member Sherrie Parks**

Emily Nelson presented the staff report which is on file. Staff recommends approval for the agreement.

A motion was made by Council Member Parks to approve a Sponsorship Agreement with John Deere/Tellus Equipment Solutions for the purchase of one tractor and lease of one tractor for use at the Dripping Springs Ranch Park. Council Member King seconded the motion which carried unanimously 4 to 0.

- 16. Discuss and Consider Approval of an Allocation of Three (3) Additional Wastewater LUEs for the Short Mama's Project at 101 S. College. Sponsor: Mayor Bill Foulds Jr.**

Aaron Reed presented the staff report which is on file. Staff recommends approval of the allocation.

A motion was made by Council Member King to approve an Allocation of Three (3) Additional Wastewater LUEs for the Short Mama's Project at 101 S. College. Mayor Pro Tem Manassian seconded the motion which carried unanimously 4 to 0.

- 17. Discuss and Consider Approval of an Allocation of Twenty Three (23) Additional Wastewater LUEs for the Roxy's Project at 299 W. Mercer. Sponsor: Mayor Bill Foulds Jr.**

Aaron Reed presented the staff report which is on file. Staff recommends approval of the allocation.

A motion was made by Mayor Pro Tem Manassian to approve an Allocation of Twenty Three (23) Additional Wastewater LUEs for the Roxy's Project at 299 W. Mercer. Council Member Parks seconded the motion which carried unanimously 4 to 0.

- 18. Discuss and consider approval of the City of Dripping Springs 2024 Holiday Calendar.**

Lisa Sullivan presented the staff report which is on file. Staff recommends approval of the 2024 holiday calendar.

A motion was made by Council Member King to approve the City of Dripping Springs 2024 Holiday Calendar. Council Member Parks seconded the motion which carried unanimously 4 to 0.

19. Discuss and consider the Appointment of four (4) individuals to the Historic Preservation Commission for terms ending June 30, 2025.

Andrea Cunningham presented the staff report which is on file. Historic Preservation Chair Dean Erickson recommends the reappointment of Ashley Bobert, Delbert Bassett and Steve Mallett, and the appointment of Richard Moore for terms ending June 30, 2025.

A motion was made by Council Member Parks to reappoint Ashley Bobert, Delbert Bassett and Steve Mallett, and appoint Richard Moore to the Historic Preservation Commission for terms ending June 30, 2025. Council Member Crow seconded the motion which carried unanimously 4 to 0.

REPORTS

Reports of Staff, Boards, Commissions, Committees, Boards and Agencies are on file and available for review upon request. The City Council may provide staff direction; however, no action may be taken.

Reports are on file and available for review upon request.

20. Economic Development Committee Report

Kim Fernea, EDC Chair

21. August Maintenance Report

Craig Rice, Deputy Public Works Director

22. Planning Department Report

A motion was made by Mayor Pro Tem Manassian to adjourn into Executive Session under Texas Government Code Section 551.071, Consultation with Attorney and regarding Executive Session Agenda Items 23 – 25. Council Member Crow seconded the motion which carried unanimously 4 to 0.

EXECUTIVE SESSION AGENDA

The City Council for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The City Council for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

23. Consultation with Attorney related to building inspection services. Consultation with Attorney, 551.071

24. Consultation with Attorney regarding legal issues related to recently passed legislation. Consultation with Attorney , 551.071

25. Consultation with Attorney regarding legal issues related to the Wholesale and Retail Water Service, South Regional Water Reclamation Project, Wastewater, and

Amendment 2 Permits, Wastewater Service Area and Agreements, Water Service, Wastewater Fees, and related items. Consultation with Attorney, 551.071

The City Council met in Executive Session from 7:24 – 7:56 p.m.

No vote or action was taken during Executive Session. Mayor Foulds, Jr. returned the meeting to Open Session at 7:56 p.m.

UPCOMING MEETINGS

City Council & Board of Adjustment Meetings

October 3, 2023, at 6:00 p.m. (CC & BOA)

October 17, 2023, at 6:00 p.m. (CC)

November 7, 2023, at 6:00 p.m. (CC & BOA)

November 21, 2023, at 6:00 p.m. (CC)

Board, Commission & Committee Meetings

September 21, 2023, Farmers Market Committee at 10:00 a.m.

September 21, 2023, Emergency Management Commission at 12:00 p.m.

September 25, 2023, Transportation Committee at 3:30 p.m.

September 26, 2023, Planning & Zoning Commission at 6:00 p.m.

September 27, 2023, Economic Development Committee at 4:00 p.m.

October 2, 2023, Parks & Recreation Commission at 6:00 p.m.

October 4, 2023, DSRP Board at 11:00 a.m.

October 5, 2023, Historic Preservation Commission at 4:00 p.m.

ADJOURN

A motion was made by Mayor Pro Tem Manassian to adjourn the meeting. Council Member King seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 7:56 p.m.

APPROVED ON: October 3, 2023

Bill Foulds, Jr., Mayor

ATTEST:

Andrea Cunningham, City Secretary



DRIPPING SPRINGS
Texas

CITY COUNCIL SPECIAL MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX
Monday, September 25, 2023 at 6:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the City Council present, Mayor Foulds, Jr. called the meeting to order at 6:00 p.m.

City Council Members present were:

Mayor Bill Foulds, Jr.
Mayor Pro Tem Taline Manassian
Council Member Place 2 Wade King
Council Member Place 3 Geoffrey Tahuahua
Council Member Place 4 Travis Crow
Council Member Place 5 Sherrie Parks

Staff, Consultants & Appointed/Elected Officials present were:

City Administrator Michelle Fischer
Deputy City Administrator Ginger Faught
Interim Deputy City Administrator/City Treasurer Shawn Cox
People & Communications Director Lisa Sullivan
City Secretary Andrea Cunningham
IT Director Jason Weinstock
Public Works Director Aaron Reed
Building Official Shane Pevehouse
Deputy Public Works Director Craig Rice
Parks & Community Services Director Andy Binz
DSRP Manager Emily Nelson
Emergency Management Coordinator Roman Baligad
Special Counsel David Tuckfield

PLEDGE OF ALLEGIANCE

Council Member Crow led the Pledge of Allegiance to the Flag.

PRESENTATION OF CITIZENS

A member of the public who desires to address the City Council regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the City Council's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a

translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the City Council. It is the request of the City Council that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

No one spoke during Presentation of Citizens.

A motion was made by Mayor Pro Tem Manassian to adjourn into Executive Session under Texas Government Code Section 551.071, Consultation with Attorney and regarding Executive Session Agenda Items 5 and 6. Council Member Tahuahua seconded the motion which carried unanimously 5 to 0.

EXECUTIVE SESSION AGENDA

The City Council for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The City Council for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

- 5. Consultation with Attorney related to building inspection services. Consultation with Attorney, 551.071**
- 6. Consultation with Attorney regarding legal issues related to the Wholesale and Retail Water Service, South Regional Water Reclamation Project, Wastewater, and Amendment 2 Permits, Wastewater Service Area and Agreements, Water Service, Wastewater Fees, and related items. Consultation with Attorney, 551.071**

The City Council met in Executive Session from 6:03 – 6:48 p.m.

No vote or action was taken during Executive Session. Mayor Foulds, Jr. returned the meeting to Open Session at 6:52 p.m.

BUSINESS AGENDA

Council Member Tahuahua stepped off the dais and exited the Council Chambers.

Via unanimous consent, the City Council considered Business Agenda Item 4 first.

- 4. Discuss and consider approval of a request from Aaron Reed, Public Works Director, for partial payment of Fiscal Year 2023 compensatory time, in accordance with the City of Dripping Springs Personnel Manual. Sponsor: Mayor Bill Foulds, Jr.**

Ginger Faught presented the staff report which is on file. Staff recommends approval of the request.

A motion was made by Mayor Pro Tem Manassian to approve a request from Aaron Reed, Public Works Director, for partial payment of Fiscal Year 2023 compensatory time, in accordance with the City of Dripping Springs Personnel Manual. Council Member Parks seconded the motion which carried unanimously 4 to 0.

1. Public hearing and consideration of approval of an Ordinance of the City of Dripping Springs, Texas, adopting the 2023-2024 Fiscal Year Municipal Budget; funding municipal services and authorizing expenditures.

a. Staff Report – Staff reports were presented by various departments and are on file. An updated budget was provided at the dais.

Mayor Foulds, Jr. recessed the meeting from 7:45 – 7:51 p.m.

b. Public Hearing – No one spoke during the Public Hearing.

c. Budget Ordinance – A motion was made by Mayor Pro Tem to approve an Ordinance of the City of Dripping Springs, Texas, adopting the 2023-2024 Fiscal Year Municipal Budget; funding municipal services and authorizing expenditures; providing for: findings of fact; enactment; filing of budget; repealer; severability; effective date; and proper notice and meeting to the City Council meetings on September 19, 2023, and September 25, 2023, and with the following amendments to the budget:

- Hotel Occupancy Tax Fund reduction of transfer to Dripping Springs Visitors Bureau to \$233,072.73;
- Dripping Springs Visitors Bureau reduction of transfer from Hotel Occupancy Tax Fund to \$233,072.73;
- Expenditure reduction of Advertising and Marketing to \$20,053.00;
- Expenditure reduction of Software to \$25,260.00; and
- Expenditure reduction of Training and Education to \$3,000.00.

Council Member Parks seconded the motion which carried unanimously via roll call vote.

Mayor Pro Tem Manassian	Aye
Council Member King	Aye
Council Member Tahuahua	Aye
Council Member Crow	Aye
Council Member Parks	Aye

Filed as Ordinance No. 2023-32

2. Public hearing and consideration of approval of an Ordinance setting the 2023 Ad Valorem Tax and Levy at One Thousand Seven Hundred Seventy-Eight Ten Thousands Cents (\$0.1718) per one hundred (\$100.00) of assessed valuation of all taxable property within the Corporate City Limits.

Shawn Cox noted that the written form of the percentage is incorrect and should read *One Thousand Seven Hundred Eighteen Ten Thousands Cents*.

a. Staff Report – Shawn Cox presented the staff report which is on file. Staff recommends approval of (\$0.1718) per one hundred dollars (\$100.00) of assessed valuation.

b. Public Hearing – No one spoke during the Public Hearing.

c. Tax Rate Ordinance – A motion was made by Mayor Pro Tem Manassian to approve a property tax rate increase by the adoption of a maintenance and operations tax rate of \$.1718 per one hundred dollars (\$100.00) of assessed valuation, which is effectively a 31.92 percent increase in the tax rate. Council Member Crow seconded the motion which carried unanimously via roll call vote.

Mayor Pro Tem Manassian	Aye
Council Member King	Aye
Council Member Tahuahua	Aye
Council Member Crow	Aye
Council Member Parks	Aye

Filed as Ordinance No. 2023-33

3. Discuss and consider approval of a Resolution ratifying the Municipal Budget for Fiscal Year 2023-2024; funding municipal purposes; authorizing expenditures; filing of budget; repealer; severability; effective date; and proper notice.

Shawn Cox's staff report is on file.

A motion was made by Mayor Pro Tem Manassian to approve a resolution of the City of Dripping Springs, Texas, Ratifying the Municipal Budget for Fiscal Year 2023-2024 reflecting that this budget is based on raising more revenue from property taxes than in the previous year. Council Member Crow seconded the motion which carried unanimously via roll call vote.

Mayor Pro Tem Manassian	Aye
Council Member King	Aye
Council Member Tahuahua	Aye
Council Member Crow	Aye
Council Member Parks	Aye

Filed as Resolution No. 2023-R31

EXECUTIVE SESSION AGENDA

The City Council for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The City Council for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

5. **Consultation with Attorney related to building inspection services.** *Consultation with Attorney, 551.071*
6. **Consultation with Attorney regarding legal issues related to the Wholesale and Retail Water Service, South Regional Water Reclamation Project, Wastewater, and Amendment 2 Permits, Wastewater Service Area and Agreements, Water Service, Wastewater Fees, and related items.** *Consultation with Attorney, 551.071*

The City Council met in Executive Session earlier in the agenda.

UPCOMING MEETINGS

City Council & Board of Adjustment Meetings

October 3, 2023, at 6:00 p.m. (CC & BOA)

October 17, 2023, at 6:00 p.m. (CC)

November 7, 2023, at 6:00 p.m. (CC & BOA)

November 21, 2023, at 6:00 p.m. (CC)

Board, Commission & Committee Meetings

September 26, 2023, Planning & Zoning Commission at 6:00 p.m.

September 27, 2023, Economic Development Committee at 4:00 p.m.

October 2, 2023, Parks & Recreation Commission at 6:00 p.m.

ADJOURN

A motion was made by Mayor Pro Tem Manassian to adjourn the meeting. Council Member King seconded the motion which carried unanimously 5 to 0.

This special meeting adjourned at 8:37 p.m.

APPROVED ON: October 3, 2023

Bill Foulds, Jr., Mayor

ATTEST:

Andrea Cunningham, City Secretary



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

Submitted By: Andrea Cunningham, City Secretary

Council Meeting Date: October 3, 2023

Agenda Item Wording: **Discuss and consider approval of the 2024 City Council & Board of Adjustment meeting calendar.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the City Council. Meeting dates are scheduled using the frequency as stated in the City Council ordinance. The City Council ordinance calls for bi-monthly meetings on the 1st and 3rd Tuesday of each month, with the 1st meeting including Board of Adjustment cases if any, at 6:00 p.m. in the City Hall Council Chambers.

Attached for review is the proposed 2024 meeting calendar with approved city holidays. There are no conflicts between City Council meetings and city holidays; however, should the Council select to move a meeting for any reason they may do so now. Meetings can also be rescheduled throughout the year as the Council sees fit.

Committee 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.

Attachments: 1. C 2024 Proposed Calendar

Next Steps/Schedule:

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

2024

City Council & Board of Adjustment

Use spinner to change the calendar year

JANUARY

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APRIL

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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CITY HOLIDAYS

DSISD HOLIDAYS

CC & BOA Meetings

01/02/24	City Council & Board of Adjustment
01/16/24	City Council Regular Meeting
02/06/24	City Council & Board of Adjustment
02/20/24	City Council Regular Meeting
03/05/24	City Council & Board of Adjustment
03/19/24	City Council Regular Meeting
04/02/24	City Council & Board of Adjustment
04/16/24	City Council Regular Meeting
05/07/24	City Council & Board of Adjustment
05/21/24	City Council Regular Meeting
06/04/24	City Council & Board of Adjustment
06/18/24	City Council Regular Meeting
07/02/24	City Council & Board of Adjustment
07/16/24	City Council Regular Meeting
07/06/24	City Council & Board of Adjustment
07/20/24	City Council Regular Meeting
09/03/24	City Council & Board of Adjustment
09/17/24	City Council Regular Meeting
10/01/24	City Council & Board of Adjustment
10/15/24	City Council Regular Meeting
11/05/24	City Council & Board of Adjustment
11/19/24	City Council Regular Meeting
12/03/24	City Council & Board of Adjustment
12/17/24	City Council Regular Meeting



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

Submitted By: Andrea Cunningham, City Secretary

Council Meeting Date: October 3, 2023

Agenda Item Wording: **Approval of a Resolution declaring Nonbusiness Days for the purposes of the Public Information Act.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: House Bill 3033, passed during the 2023 Regular Legislative Session, changed the requirements for business days related to Texas Government Code (TGC) Section 552, Public Information Act (Act). TGC Section 552.0031 now defines business days as a day other than Saturday or Sunday; a state or national holiday under TGC Section 662.003; the Friday before or Monday after a state or national holiday; or an "optional holiday" which includes only the days on which Rosh Hashanah, Yom Kippur, or Good Friday falls and if the Public Information Officer observes the day. The bill also allows for the designation of an additional ten (10) nonbusiness days by the governmental body.

The Act requires that requests for public information be responded to in ten (10) business days in order to meet statutory requirements related to the request for the exception of disclosure (redactions) of documents, or portions thereof, that are not otherwise allowed by statute or previous determination by the Attorney General.

With the approval of the 2024 Holiday Calendar, I have determined that there are two (2) holidays that do not fall under the definitions of nonbusiness days:

- April 8, 2024, Eclipse Day; and
- December 31, 2024, New Year's Eve.

The attached resolution and memo allow for the designation of these days as nonbusiness days and authorizes the City Administrator designation an additional eight (8) days as necessary.

**Recommended
Council Actions:**

Staff recommends approval of the resolution.

Attachments:

1. Approved 2024 Holiday Calendar
2. Resolution designating nonbusiness days
3. Attachment A: TGC Section 552.0031
4. Attachment B: Memo for additional designation of days

Next Steps/Schedule:

1. File resolution, with copy to the City Attorney, with City Record
2. Forward memo to City Administrator
3. Revise holidays in JustFOIA software
4. Inform staff of changes in procedure

2024 City of Dripping Springs Holiday Calendar

JANUARY

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FEBRUARY

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MARCH

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APRIL

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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DRIPPING SPRINGS Texas

- 01/01/24 New Year's Day
- 01/15/24 Martin Luther King Jr. Day
- 02/19/24 Presidents' Day
- 04/08/24 Eclipse
- 05/27/24 Memorial Day
- 06/19/24 Juneteenth
- 07/04/24 Independence Day
- 09/02/24 Labor Day
- 10/14/24 Columbus Day
- 11/11/24 Veterans Day
- 11/28/24 Thanksgiving Day
- 11/29/24 Thanksgiving Holiday
- 12/24/24 Christmas Eve
- 12/25/24 Christmas Day
- 12/31/24 New Year's Eve



CITY OF DRIPPING SPRINGS

RESOLUTION No. 2023-R__

A RESOLUTION OF THE CITY OF DRIPPING SPRINGS, TEXAS,
DESIGNATING NONBUSINESS DAYS FOR THE PURPOSES OF THE
PUBLIC INFORMATION ACT, TEXAS GOVERNMENT CODE SECTION
552.0031 BUSINESS DAYS.

WHEREAS, pursuant to Texas Government Code (“TGC”) Section 552 Public Information Act (“Act”), the City of Dripping Springs (“City”) recognizes the importance of transparency of information written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official City business and the requirements set forth by state statute; and

WHEREAS, the City, provides for the Act in the Code of Ordinances, Article 2.03 Records, Division 2 Public Information Policy and through the Public Information Act Policy; and

WHEREAS, House Bill 3033 approved in the 88th Legislative Session of the State of Texas Legislature provides for requirements related to the designation of nonbusiness days in TGC Section 552.003 (Attachment A); and

WHEREAS, the City may designate no more than ten (10) nonbusiness days each calendar year where administrative offices are closed or operating with minimum staffing.

NOW THEREFORE BE IT RESOLVED by the City of Dripping Springs City Council:

1. The following dates shall be designated as nonbusiness days of the City during the 2024 Calendar Year:
 - a. April 8, 2024, Eclipse Day
 - b. December 31, 2024, New Year’s Eve
2. The City Administrator is authorized to designate an additional eight (8) nonbusiness days which shall be submitted to the City Secretary using the Nonbusiness Day Designation Interoffice Memorandum (*Attachment B*).
3. The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

PASSED & APPROVED this, the 3rd day of October 2023, by a vote of __ (ayes), to __ (nays) to __ (abstentions/recusals) of the City Council of the City of Dripping Springs, Texas.

CITY OF DRIPPING SPRINGS:

Bill Foulds, Jr., Mayor

ATTEST:

Andrea Cunningham, City Secretary

GOVERNMENT CODE
TITLE 5. OPEN GOVERNMENT; ETHICS
SUBTITLE A. OPEN GOVERNMENT
CHAPTER 552. PUBLIC INFORMATION

Sec. 552.0031. BUSINESS DAYS.

- (a) Except as provided by this section, in this chapter "business day" means a day other than:
 - (1) a Saturday or Sunday;
 - (2) a national holiday under Section [662.003\(a\)](#); or
 - (3) a state holiday under Section [662.003\(b\)](#).
- (b) The fact that an employee works from an alternative work site does not affect whether a day is considered a business day under this chapter.
- (c) An optional holiday under Section [662.003\(c\)](#) is not a business day of a governmental body if the officer for public information of the governmental body observes the optional holiday.
- (d) A holiday established by the governing body of an institution of higher education under Section [662.011\(a\)](#) is not a business day of the institution of higher education.
- (e) The Friday before or Monday after a holiday described by Subsection (a)(2) or (3) is not a business day of a governmental body if the holiday occurs on a Saturday or Sunday and the governmental body observes the holiday on that Friday or Monday.
- (f) Subject to the requirements of this subsection, a governmental body may designate a day on which the governmental body's administrative offices are closed or operating with minimum staffing as a nonbusiness day. The designation of a nonbusiness day for an independent school district must be made by the board of trustees. The designation of a nonbusiness day for a governmental body other than an independent school district must be made by the executive director or other chief administrative officer. A governmental body may designate not more than 10 nonbusiness days under this subsection each calendar year.

Sec. 662.003. DATES AND DESCRIPTIONS OF HOLIDAYS.

- (a) A national holiday includes only the following days:
 - (1) the first day of January, "New Year's Day";
 - (2) the third Monday in January, "Martin Luther King, Jr., Day" in observance of the birthday of Dr. Martin Luther King, Jr.;
 - (3) the third Monday in February, "Presidents' Day";
 - (4) the last Monday in May, "Memorial Day";
 - (5) the fourth day of July, "Independence Day";
 - (6) the first Monday in September, "Labor Day";
 - (7) the 11th day of November, "Veterans Day," dedicated to the cause of world peace and to honoring the veterans of all wars in which Texans and other Americans have fought;

- (8) the fourth Thursday in November, "Thanksgiving Day"; and
- (9) the 25th day of December, "Christmas Day."

(b) A state holiday includes only the following days:

- (1) the 19th day of January, "Confederate Heroes Day," in honor of Jefferson Davis, Robert E. Lee, and other Confederate heroes;
- (2) the second day of March, "Texas Independence Day";
- (3) the 21st day of April, "San Jacinto Day";
- (4) the 19th day of June, "Emancipation Day in Texas," in honor of the emancipation of the slaves in Texas in 1865;
- (5) the 27th day of August, "Lyndon Baines Johnson Day," in observance of the birthday of Lyndon Baines Johnson;
- (6) the Friday after Thanksgiving Day;
- (7) the 24th day of December; and
- (8) the 26th day of December.

(c) An "optional holiday" includes only the days on which Rosh Hashanah, Yom Kippur, or Good Friday falls.



INTEROFFICE MEMORANUM

To: City Secretary
From: City Administrator
Date:
RE: Designation of Nonbusiness Days

Pursuant to Texas Government Code Section 552.0031, the dates listed below shall be designated as nonbusiness days of the City of Dripping Springs for the purpose of the Public Information Act.

[LIST DATES HERE]

CC: City Attorney



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

Submitted By: Aaron Reed, Public Works Director

Council Meeting Date: 10/03/2023

Agenda Item Wording: **Consider Approval of a Resolution Approving and Accepting a Construction Bond for Cannon Ranch Phase 1 Public Improvements**

Agenda Item Requestor:

Summary/Background: Cannon Ranch Phase 1 wishes to final plat before completion of public improvements. The Design Engineer submitted a cost estimate to complete the improvements and City staff approved the amount. Fiscal surety is being posted in the form of a construction bond.

**Commission
Recommendations:**

**Recommended
Council Actions:** City staff recommends approval.

Attachments:

Next Steps/Schedule: Send to City Secretary for execution.

CITY OF DRIPPING SPRINGS**RESOLUTION No. 2023-R__**

A RESOLUTION OF THE CITY OF DRIPPING SPRINGS, TEXAS (“CITY”), APPROVING AND ACCEPTING A CONSTRUCTION (SUBDIVISION) BOND FOR CANNON RANCH PHASE 1 PUBLIC IMPROVEMENTS, DESIGN AND CONSTRUCTION; PROVIDING FOR PROVISIONS; EFFECTIVE DATE; AND PROPER NOTICE & MEETING

WHEREAS, An engineering estimate for the City of Dripping Springs (“City”) design and construction of Cannon Ranch Phase 1 Public Improvements has been met with a construction (subdivision) bond no. 0255822 (“Bond”) issued for Cannon Ranch Phase 1 by Berkley Insurance Company (“Surety”); and

WHEREAS, City staff has reviewed the attached Bond and found it acceptable and in compliance with the City’s code; and

WHEREAS, the City Council of the City of Dripping Springs (“Council”) deems this bond is sufficient and is in the best interest of the City to approve and accept the Bond; and

WHEREAS, the Council finds that it is necessary and proper for the good government, peace, or order of the City to approve this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Dripping Springs City Council:

1. The foregoing recitals are adopted as facts and are incorporated fully herein.
2. The City Council hereby approves and accepts the Company’s proposed Construction Bond, which stands as security for said completion of Public Improvements of Cannon Ranch Phase 1, bond no. 0255822 in the sum of \$240,040.70 attached hereto as Attachment “A” and incorporated fully herein.
3. The City Secretary is hereby directed to hold the bond as security for the construction of said improvements until otherwise directed.
4. The City Council hereby authorizes the Mayor or the Mayor’s designee to execute on the City’s behalf any documentation necessary to effectuate the intent and purpose of this Resolution.
5. This Resolution shall take effect immediately upon passage.
6. The City Secretary is instructed to file a copy of this Resolution among City records.

7. The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

PASSED & APPROVED this, the 3rd day of October 2023, by a vote of __ (ayes) to __ (nays) to __ (abstentions/recusals) of the City Council of Dripping Springs, Texas.

CITY OF DRIPPING SPRINGS:

Bill Foulds, Jr., Mayor

ATTEST:

Andrea Cunningham, City Secretary

Attachment “A”

Construction Bond No. 0255822; Ashton Austin Residential

Berkley Insurance Company

SUBDIVISION BOND

Bond No.: 0255822

Principal Amount: \$240,040.70

KNOW ALL MEN BY THESE PRESENTS, that we
Ashton Austin Residential, LLC

10721 Research Blvd., Bldg. B, Suite 210, Austin, TX 78729

as Principal, and

Berkley Insurance Company

475 Steamboat Road, Greenwich, CT 06830

a DE

Corporation, as Surety, are held and firmly bound unto

City of Dripping Springs,

511 Mercer Street, Dripping Springs, TX 78620

as Obligee, in the penal sum of

Two Hundred Forty Thousand Forty Dollars and 70/100

(Dollars) (\$ 240,040.70), lawful money of the
 United States of America, for the payment of which well and truly to be made, we bind ourselves,
 our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these
 presents.

WHEREAS, Ashton Austin Residential, LLC has agreed to construct in
Cannon Ranch Phase 1 Subdivision, in Dripping Springs, TX the following
 improvements:

Remaining Subdivision Improvements, including Streets, Drainage, Water and Wastewater.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said
 Principal shall construct, or have constructed, the improvements herein described, and shall save the
 Obligee harmless from any loss, cost or damage by reason of its failure to complete said work, then
 this obligation shall be null and void, otherwise to remain in full force and effect, and the Surety,
 upon receipt of a resolution of the Obligee indicating that the improvements have not been installed
 or completed, will complete the improvements or pay to the Obligee such amount up to the
 Principal amount of this bond which will allow the Obligee to complete the improvements.

Upon approval by the Obligee, this instrument may be proportionately reduced as the public
 improvements are completed.

Signed, sealed and dated, this 8th day of September, 2023

Ashton Austin Residential, LLC

Principal

By: 

Berkley Insurance Company

Surety

By: 

James I. Moore Attorney-in-Fact



**POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE**

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: James I. Moore

Surety Bond No.: 0255822

HUB International Midwest Limited

Principal: Ashton Austin Residential, LLC

Downers Grove, IL

Obligee: City of Dripping Springs

Amount of Bond: See Bond Form

its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25th day of July, 2019.

(Seal)



Attest:

By

Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 25th day of July, 2019, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C. RUNDRAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 8th day of September, 2023.

(Seal)



Vincent P. Forte

STATE OF ILLINOIS }
COUNTY OF DU PAGE}

On September 8, 2023, before me, Diane M. Rubright, a Notary Public in and for said County and State, duly commissioned and sworn, personally appeared, James I. Moore, known to me to be Attorney-in-Fact of Berkley Insurance Company, the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument on behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires March 23, 2027

Diane M. Rubright
Diane M. Rubright, Notary Public
Commission No. 817036



City of Dripping Springs Personnel Manual Update 2023

Location of Change	Change	Statute, ordinance, case law
1.05(a) At-Will	Adds an exception to the “at-will” employment for parties to a City Council approved employment agreement; sets out the terms for the exception.	Byars v. City of Austin, 910 S.W.2d 520 (need to ensure policies don’t create contracts)
1.08 Chain of Command	Adds the People and Communication Director (PCD) to the chain of command of city employees	Position created by City Council.
1.09- Core Values	Core Values added	City Administration Request.
2.01- Classifications listed	Redefines “Part-Time” to include the word “regular”; Adds a sixth classification, “Event/Intermittent”; and adds "as a seventh classification and defines this classification. Adds Volunteers.	FLSA (Fair Labor Standards Act – Federal Wage Law)
2.02 Full-Time—Exempt	Expands the definition of “Full-Time—Exempt” adding guidance about what it means to be Full-Time—Exempt.	FLSA
2.03 Full-Time—Non-Exempt	Expands the definition of “Full-Time—Non Exempt” adding guidance about what it means to be Full-Time—non-Exempt.	FLSA
2.04 Part-Time--Regular	Adds the word, “Regular” to “Part-Time.”	FLSA
2.05- Regular Employees	Expands the definition of a “regular” employee.	FLSA
2.07- Seasonal Employees	Creates an exception to the maximum 3-month rule of seasonal employees for employees who are classified as “event/Intermittent”	FLSA; requested by Parks for special events
2.08 Event/Intermittent Employees	<u>Creates a new classification of employee, “Event/Intermittent,” and defines the classification.</u>	<u>FLSA; requested by Parks for special events</u>
3.01 Hiring Authority	Adds the position of People and Communications Director, changes the title of Public Works Coordinator to Public Works Director, deletes the position of Maintenance Director, and adds the position of Planning Director to the officials the city has the authority to hire; Deletes the reference to Dripping Springs Park Ranch Park and the Dripping Springs Ranch Park Board of Directors.	Positions added/changed by city council approval of job descriptions

3.03 Background checks/vacancies	Replaces the provisions with the Background Checks provisions.	Background checks in line with federal law related to discrimination; https://www.eeoc.gov/new-sroom/pepsi-pay-313-million-and-made-major-policy-changes-resolve-eeoc-finding-nationwide-hiring
3.04 Notice	Job openings will be posted on the City Website.	
3.09 Job Descriptions	Adds the phrase of “exempt” or “non-exempt” to City Job descriptions; Adds that when the City Administrator makes minor adjustments to the job description, the City Administrator must do so in consultation with the People and Communications Director.	FLSA
3.10 Nepotism	Adds this subsection to describe the City’s policy regarding Nepotism; Replaces the previous subsection topic, which was Job Postings.	Nepotism as it relates to city council members is set by state law: Tex. Gov’t Code Ch. 573; the remainder is just best practices.
4.04 Overtime	(a) Holiday hours are now included in overtime, whereas previously they were not. (d) adding clause that states an employee who works overtime without getting it preapproved “shall be paid but may be subject to discipline.”	This is not required by FLSA which does not require any type of paid leave, this change is a benefit that recognizes the extra work employees do after hours on weeks that include holidays.
4.07 On-call Policy	(a)(1)(A) and (a)(1)(B)- Changes which City employees will schedule and oversee on-call necessities. Added safety provisions.	Recognizes who makes the On-Call schedules including Public Works Director, Deputy Public

		Works Director, DSRP Manager.
5.03 Leave	<p>(a) HOLIDAY- Adds Juneteenth to the City Holiday schedule; Adds 1 personal floating day to each City employee annually (it does not carry over to the next year; Changes holiday overtime pay from “straight time” to time and a half.</p> <p>(c) VACATION- Changes the structured vacation time employees are given upon hire, and then accrued during their employment; Changes the approving individual to the Department Head.</p> <p>(f) COMPENSATORY TIME OFF- Adds a clause stating that Holiday Hours are compensated even if employees are not working those days.</p> <p>(g) CIVIC LEAVE- Each year on January 1, employees will accrue 8 hours of paid time off for completed “civic duties” such as voting and donating blood.</p> <p>(o)(3)- PARTIAL DAY ABSENCES- Changes approving administrator from City Administrator to Department Head.</p> <ul style="list-style-type: none"> • Gives employees 40 hours of Vacation upon employment which they can use after working for 90 days • Increases first year of vacation from 48 hours (6 days) a year to 84 hours (10.5 days) • Increases 1-4 from 48 hours (6 days) to 120 hours (15 days) • 4 years and above remains the same 	<p>H.B. 3033 (PIA-makes federal holidays not be business days for purpose of deadlines) Juneteenth is the only Federal Holiday the City does not currently use. (State and Hays County have this as a holiday). The personal day would be a floating holiday which would be an additional benefit to employees. For 2024, I am also recommending we make April 8, 2024, a city holiday for anyone who doesn’t need to work since travel to and from the office will likely be an issue.</p> <p>Jury Leave: I researched this issue and no entity I could find limits the number of hours/days that is paid for Jury Leave. We could add a limit, but I think saying that Civic Leave is being paid differently than other types</p>

		of leave could be problematic.
5.05 Training	(c) Tuition Reimbursement: removed prohibition on merit increases/colas while receiving tuition reimbursements	This prohibition is keeping employees for even asking for tuition reimbursement. Staff recommendation is to decide these issues on a case by case basis.
6.03 Place of Business	Redefines employees' potential places of business; Adds respective Department Heads as having the ability to approve alternative places of business for employees.	Recognizes that there are different places where city employees work.
6.09 Drug/Alcohol-Free Workplace	Adds subsection (e)- "Commercial Driver Employees and Applicants." Defines "Commercial Driver" as per statute; Sets out the drug testing policy, qualifications, and expectations of these employees.	49 C.F.R. § 383.23. Ranch Park and Maintenance have said they plan on having CDLs in the near future. This policy is the required drug testing policy for CDLs. The majority of city employees cannot be randomly drug tested under the Fourth Amendment (Search and Seizure) to the U.S. Constitution.
6.22 General Conduct	Adds subsection (b), attendance expectations and disciplinary actions associated with violation of the attendance policy.	Americans with Disabilities Act—Adding attendance as the essential function of the job.
6.23 Use of City Vehicles	New subsection describing who may use city vehicles, when city vehicles may be used, what constitutes misuse of city vehicles, and the disciplinary action associated with misusing city vehicles.	Assists with CDL licensees and is best practice.
6.24	In City Training.	
7.05 Prohibitions	(a) No employee may have TikTok on a City owned device.	H.B. 2206 (No TikTok on City Devices)

7.06 Duty to Report	Changes the duty of city employees to report phishing emails from the City Coordinator to the City Director.	Cybersecurity Update
8.01 Social Media Policy	Adds TikTok to the list of social media platforms this policy is meant to control.	H.B. 2206
8.06 Guidelines for Marketing and Branding	New section adding guides for marketing and branding.	City has adopted guidelines for using our logos. This is part of the Logo Ordinance that we are proposing.
<u>11.01 Equal Employment Opportunity</u>	<u>Protected class has been expanded; People & Communications Director has been added to the list of City personal who can accept reports of policy violation.</u>	<u>EEOC.</u>
<u>11.02 General Prohibition</u>	<u>Sexual Orientation has been added to list of people the City shall not discriminate against the purpose of employment.</u>	<u><i>Bostock v. Clayton County, Georgia</i> (Title VII also protects employees from discrimination based on sexual orientation and gender identity); EEOC - https://www.eeoc.gov/employers/small-business/3-who-protected-employment-discrimination</u> <u>USERRA and state law protects military status from discrimination.</u>
12.04 Personnel Files	People and Communications Director added to the list of people employees can request their personnel files from; At the time of an employee's separation (or after) the employee may request a copy of their file.	Gov't Code Sec. 552.023.
13.02 Discharge	Discourteous Conduct towards other employees, officials, or the public Failure to attend mandatory meetings or trainings without cause	Best practices.

CITY OF DRIPPING SPRINGS
RESOLUTION NO. 2023-_____

A RESOLUTION OF THE CITY COUNCIL OF DRIPPING
SPRINGS, TEXAS, REVISING THE PERSONNEL MANUAL.

WHEREAS, each city should have a personnel manual directed to its employees to provide guidance on the duties and responsibilities of the city and the employees; and

WHEREAS, the City Council of the City of Dripping Springs (“City Council”) finds it to be in the public interest, and necessary for the public health, safety and welfare, that the City of Dripping Springs *Personnel Manual* be updated from time to time to reflect current state and federal law and city practices related to city employees; and

WHEREAS, the City Council of the City of Dripping Springs finds it to be in the interest of hiring and retaining employees to provide a comprehensive Personnel Manual that is regularly updated; and

WHEREAS, the City Council finds that it is reasonable and prudent for this amendment to the *Personnel Manual* to be adopted.

NOW, THEREFORE, BE IT RESOLVED by the City of Dripping Springs City Council:

1. The City Council hereby approves the amendment to City of Dripping Springs *Personnel Manual* pursuant to *Exhibit A*, attached.
2. The City Council approves the funds necessary for these personnel actions, as provided in the budget for the current fiscal year.
3. The City Council directs City staff to work with the Mayor and City Administrator to acknowledge the amendment to the *Personnel Manual* and receive training and information on the amended *Personnel Manual* under the direction of the Mayor and City Administrator.

PASSED & APPROVED this, the _____ day of _____ 2023, by a vote of ____ (ayes) to ____ (nays) to ____ (abstentions) of the City Council of Dripping Springs, Texas.

CITY OF DRIPPING SPRINGS:

by: _____
Bill Foulds, Jr., Mayor

ATTEST:

Andrea Cunningham, City Secretary

ATTACHMENT “A”

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SECTION 1: INTRODUCTION

1.01 Policies Established

These policies and all amendments hereto shall be the official personnel policies of the City. The City retains the right to unilaterally change policies in this Manual and will advise employees of those changes. All prior policies are hereby repealed.

1.02 Purpose

This Manual is adopted by the City Council as a guidance document, not a contract. Through this Manual, the City Council strives to bring uniformity, consistency, and fairness to its employment practices.

1.03 Applicability

These policies apply to all City employees, except where inconsistent with state law, federal law, City ordinance, or the particular agreement ~~instrument~~ hiring a specific employee. In the event of such inconsistency, the state or federal law ~~, -or ordinance, or~~ agreement shall prevail.

1.04 Objectives

The City seeks to achieve these objectives through the systematic, uniform application of modern personnel practices. The City's personnel policies strive to:

- (a) promote and increase productivity, efficiency, and responsiveness to the public, and economy in the City service;
- (b) provide fair and equal opportunity for qualified persons to enter and progress in the City's service in a manner based on merit and fitness;
- (c) maintain recruitment, advancement, and other practices to enhance the attractiveness of a City career;
- (d) develop and maintain consistent, up-to-date position classifications and compensation plans;
- (e) develop high morale among City employees by fostering good working relationships, and by providing uniform personnel policies, opportunity for advancement, and consideration of employee needs and desires;
- (f) retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be corrected; and
- (g) assure that employees are protected against coercion for partisan political purposes and are prohibited from using their positions with the City for the purpose of interfering with or affecting the results of any kind of official election.

1.05 At-Will

- (a) All employees of the City serve at-will except those who are a party to a City Council approved employment agreement. Any City Council approved employment agreement preempts any provision of these policies where there is any conflict.
- (b) These policies and the benefits described herein do not constitute a contract of employment or a contract between the City and any employee to provide any benefit. Nothing contained herein shall create an entitlement to, or property interest in, continued employment with the City.
- (c) The City may alter, modify, amend, or terminate any of the policies or benefits set forth herein at any time, with or without notice. Notwithstanding any statement contained in these policies, or in any other document or statement issued by the City or any of its representatives to the contrary, the City shall have the right to terminate any employee from employment with the City, at any time, with or without cause, subject to state and federal law.

1.06 Dissemination

The City shall make every effort to thoroughly acquaint employees with the materials in these personnel policies and any subsequent revision. Copies of these policies and all amendments shall be furnished to each employee. Notwithstanding the foregoing, it is each employee's responsibility to become familiar with the contents of these policies, and to ask questions when necessary, for a full understanding.

1.07 City Administrator

The term "City Administrator" as used in this Manual includes the City Administrator, a Deputy City Administrator, and others specifically designated by the City Administrator to act as agents.

1.08 Chain of Command

Each employee has a supervisor who should be consulted should any work issue arise. If the supervisor is unavailable, or a response is determined by the employee to be inadequate, the employee may discuss the issue with the Department Director, the People & Communications Director(PCD), a Deputy City Administrators, or City Administrator, unless a different procedure is described herein. The supervisory chain of command for each employee shall be listed in the employee's job description. Engaging in activity outside the chain of command as relates to employment matters is detrimental to the employment relationship and harms the ability of the City to react effectively and consistently when presented with employee issues. Each month the City Administrator shall prepare a report for the mayor that lists the hiring, termination, staffing levels, and significant employee actions.

1.09 Core Values



Core Values - **C O D S T X**

- **Community** - support, connection, value through relationships
- **Openness** - open and accepting, transparency, communication
- **Dependability** - trust, teamwork, honesty, responsive, available
- **Service** - safety, sincerity, smiles, self-respect
- **Teamwork** - working together for common goals
- **Excellence** - quality, commitment, professional, greatness, brilliance

SECTION 2. CLASSIFICATIONS

2.01 Classifications Listed

There are 5 classifications of employees with the City: (1) Full-Time—Exempt; (2) Full Time—Non-exempt; (3) Part-Time—Regular; (4) Temporary; ~~and~~ (5) Seasonal; and (6) Event/Intermittent. While not considered an “employee” under this Manual, a sixth classification is Contract Services. Volunteers who are not employed by the City in any capacity are not generally governed by this Personnel Manual but will be reviewed in the same manner as an employee as it relates to conduct and ethics as applicable. Employees who volunteer for the City in a capacity other than their normal job functions will be governed by this Manual.

2.02 Full-Time—Exempt

Employees who work a regular schedule of more than 30 hours a week and meet the federal law requirements of an employee exempt from overtime shall be considered full-time—exempt if approved by the City through a job description. The employee’s average of hours worked per week is not considered when determining whether an employee is full-time—exempt.

Pursuant to the Fair Labor Standards Act, as may be amended (FLSA) and applicable state laws, exempt employees are those who qualify as such under the statute because they fall into one of the exempt categories. Exempt employees are not entitled to overtime compensation pay (but are entitled to compensatory time, as explained elsewhere). Employees are only considered exempt if: (1) they meet the federal requirement; and (2) the approved job description designates the employee as exempt.

2.03 Full-Time—Non-exempt

Employees who work a regular schedule of more than 30 hours a week and who are not exempt hourly employees ~~who are eligible for overtime~~ based on their job duties or compensation shall be considered full-time—non-exempt. The employee’s average of hours worked per week is not considered when determining whether an employee is full-time—nonexempt. Non-exempt employees are eligible for overtime pay if the employee

works more than forty (40) hours in a 7-day work period. The 7-day work period runs from Monday to Sunday.

2.04 Part-Time—Regular

Employees who work a regular schedule of less than 30 hours a week shall be considered part-time.

2.05 Regular

Any employees who works for an indefinite period of time (not temporary, or seasonal, or event/intermittent) shall be considered regular employees.

2.06 Temporary

Employees who work for a short period of time shall be considered temporary employees.

2.07 Seasonal

Employees who work solely for a specific time of year shall be considered seasonal employees. Seasonal employees may not be employed more than three months in any one year and should start and end employment around the same time every year except when also employed as an event/intermittent employee.

2.08 Event/Intermittent

Employees who work at special events or intermittently at any time of the year on an occasional basis. Seasonal and temporary employees may work as event/intermittent employees.

2.089 Contract Services

At the discretion of the City Council, officer or employee positions may be staffed by professional services providers on a contract basis.

SECTION 3: HIRING

3.01 Hiring Authority

The City Council is the hiring authority for all City officers as described in Local Government Code Chapter 22 or as otherwise designated by the City Council. These officers include City Administrator, Deputy City Administrators, City Secretary, City Attorney, People & Communications Director, Parks and Community Services Director, City Treasurer/Finance Director, Public Works Coordinator~~Director~~, ~~Maintenance~~ Director, Building Official, Planning Director, Emergency Management Coordinator, and others designated by City Council.

The City Administrator has the authority to hire any position if such hiring is not required to be authorized by the City Council pursuant to this provision or other resolution or ordinance. The City Administrator may delegate hiring positions to a department head.

For exempt employees of Dripping Springs Ranch Park, the Chair of the Dripping Springs Ranch Park Board of Directors may be involved in the hiring process as described by city ordinance and park rules and policies. The City Administrator has the authority to hire any Dripping Springs Ranch Park position, other than those listed above as hired by the City Council but may consider the input of the Chair of the Dripping Springs Ranch Park Board, if any, in making the hiring determination.

3.02 Interim Appointment

When an emergency exists that requires the services of personnel who are not otherwise available, such employees may be immediately hired by the Mayor or City Administrator for a period not to exceed 90 days without regard to normal recruitment and selection requirements. If the hiring of the interim employee is not confirmed by the primary hiring authority for that position or the City Council within the 90-day period, the employee is considered to be automatically discharged as of the 91st day. Any interim appointment of a position for which the City Council is the primary hiring authority shall be brought to the City Council at the next regular City Council Meeting.

3.03 Background Checks

- (a) Background Processing. Some or all of the following background checks may be conducted for applicants for employment and certain volunteers:
- (1) Social Security Verification. Validates the applicant's Social Security number, date of birth, and former addresses.
 - (2) Prior Employment Verification. Confirms the applicant's employment with the listed employers, including dates of employment, the position held, and additional information available about performance rating, the reason for departure, and eligibility for rehire.
 - (3) Personal and Professional References. Correspondence or in-person contact will be made to individuals listed as references by the applicant.
 - (4) Educational Verification. Confirms the applicant's educational institution, including the years attended and the degree/diploma received.
 - (5) Criminal History. Includes a review of criminal convictions and probation. The existence of criminal convictions is not an automatic prohibition on City employment. The following factors will be considered for applicants with a criminal history:
 - (A) The nature of the crime and its relationship to the position.
 - (B) The time since the conviction.
 - (C) The number (if more than one) of convictions.
 - (D) Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the city, its employees, or its citizens and vendors.
 - (7) Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be conducted when driving is an essential requirement of the position.

(b) The People & Communications Director will notify the department head/supervisor regarding the findings of the background check. The department head will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire an individual is made based on the results of a background check, the People & Communications Director will make notification to the applicant.

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~~3.03~~ Vacancies

~~The City Council may fill all vacant employment positions for which primary hiring authority has not been delegated by this Manual or other document. The Mayor may make interim appointments for any position for which the City Council is the primary hiring authority, provided the issue is brought before the City Council at the next regular meeting for confirmation. The City Administrator may fill all vacant employment positions for which the Administrator has been delegated primary hiring authority.~~

3.04 Notice

(a) ~~The City Administrator~~ People & Communications Director or the Director's Designee shall provide, by appropriate means, public notification of vacancies to be filled within the City service and shall maintain a list of current announced vacancies for public inspection. Notice is not required for those vacancies to be filled internally via promotion, transfer, temporary promotion, or reinstatement.

(b) Each job announcement, insofar as practicable, shall specify the title, nature of the job, required minimum qualifications, proposed rate of pay, and the deadline for and method of application.

~~(b)(c)~~ All job openings shall be posted on the City Website and any other location as deemed appropriate and best designed to hire the most qualified candidate. The City Administrator and the People & Communications Director may post any existing position regardless of hiring authority as soon as a vacancy exists. The City Administrator and the People & Communications Director may post for a new position as soon as the job description and creation of the position is approved by City Council.

3.05 Evaluation

The City Administrator and People & Communications Director shall determine the most appropriate means of evaluating applications against job requirements to identify the best qualified applicants. Interviews, background checks (criminal and credit), written tests, and/or other screening procedures may be used as appropriate. Applicants shall be required to provide any job-related information necessary to demonstrate compliance with prescribed minimum qualification requirements for the positions involved.

3.06 Residence

There shall be no residence requirement for City employment, except as may be provided by law. Employees likely to be called to work in cases of emergency may be required to reside within reasonable commuting ranges of their places of work as may be specified in their job description.

3.07 Orientation and Introductory Period

The People & Communications Director shall provide orientation to all city employees, in coordination with the Finance Department and the employee's supervisor, including required benefit and financial paperwork, review of job description and duties, required training, core values, department specific policies, disclosure of personal information, and personnel manual.

All employees shall serve in an introductory capacity for the first 90 days of employment, promotion, or reassignment. During this introductory period, new employees shall be subject to close evaluation. New employees shall not be entitled to standard employee benefits, including paid leave, except to the extent specifically authorized by this Manual. However, (1) health benefits begin after the 30-day introductory period the first day of the month following the start date or as designated by the health coverage provider; and (2) TMRS benefits begin immediately upon full-time eligible employment with the City. Completion of the introductory period does not alter the at-will relationship, create a property interest in employment for any duration, or obligate the City to retain the employee for any certain duration. If this policy conflicts with a separate employment agreement~~city contract~~ with an employee or an employment benefits provider, the contract~~employment agreement~~ prevails over the personnel policy.

3.08 Youth Employment

It is the policy of the City of Dripping Springs that no individual under the age of fifteen (15) shall be hired. Applicants between the ages of fifteen (15~~6~~) and eighteen (18) shall be required to show proof of age to the satisfaction of the City Administrator or the Administrator's designee. Employees under the age of eighteen (18) shall not have duties or perform work that is prohibited by state or federal law.

3.09 Job Descriptions

The City Council shall be the approving authority for all new positions. All positions shall have a job description which includes exempt or non-exempt status of employee. The City Council shall be the approving authority for all job descriptions for new positions and for all positions hired by the City Council. The City Administrator may make minor amendments to any job description in consultation with the People & Communications Director, the City Attorney, and the Mayor.

~~for which the Administrator is the hiring authority.~~

3.10 Nepotism

(a) -No person who is related within the second degree of affinity or within the third degree by consanguinity to any elected officer of the city is eligible for any office, position, clerkship or other service of the city. This prohibition does not affect an officer or employee within the named degree, who has already served at least two years of employment with the city at the time when the elected officer takes office.

- (b) No employee may work in a position which is in the line of supervision of a person who is related within the second degree of affinity or third degree of consanguinity or anyone living in the same household as the employee.
- (c) In the case of a marriage of two (2) existing employees, or other situation giving rise to a relationship prohibited by this policy, the individuals concerned will decide who will terminate or modify employment. If no decision can be made within 30 calendar days, the City Administrator, or their designee, will decide. At any time, either employee is free to apply for a different position with the city for which they are qualified, and that would eliminate a violation of this policy.
- (d) Affinity (Marriage Relationships): First Degree/Second Degree Spouse Spouse's Grandparents Father-in-law Spouse's Grandchildren Mother-in-law Brother-in-law Son-in-law Sister-in-Law Daughter-in-law
- (e) Consanguinity (Blood Relationships): First Degree/Second Degree/Third Degree Mother Grandmother Great-Grandmother Father Grandfather Great-Grandfather Daughter Granddaughter Great-Granddaughter Son Grandson Great-Grandson Brother Uncle Sister Aunt Niece Nephew Half-blood relationships fall within the same degree as those of full blood. Step relationships by affinity (marriage) fall within the same degree as those by consanguinity (blood). For example, a stepson would be considered the same as a son. An adopted child is considered the child of the adoptive parents.

~~3.10 Job Posting~~

~~All job openings shall be posted as deemed appropriate and best designed to hire the most qualified candidate. Job postings may be placed in the newspaper, on the City website, or in any other manner. The City Administrator and the may post any existing position regardless of hiring authority as soon as a vacancy exists. The City Administrator and the may post for a new position as soon as the job description and creation of the position is approved by City Council.~~

SECTION 4: COMPENSATION

4.01 Appropriations

Wages, salaries, and working schedules for all employees shall be in accordance with the provisions of the City budget currently in effect, including amendments, and within the limitations of the financial provisions of each department, as approved by the City Council for each fiscal year.

4.02 Timesheets and Time Clock

- (a) Timesheets:** Each exempt employee as defined in Section 2.02 of this Manual is required to turn in the employee's timesheet by the final day of each pay period (see 4.03(a)) to the Department Head. Each Department Head must approve and submit the approved timesheets to the City Treasurer by 9:00 a.m. the next business day following the final day of each pay period. Absences for the pay period must be submitted with each time sheet.

(b) Time Clock: Each non-exempt employee as defined in Section 2.03 of this Manual is required to use the Time Clock to clock in and out each day with the employee's timecard if the employee works at the site where a time clock is located and accessible. Each employee is required to sign the employee's timecard agreeing that the time card accurately and completely reflects all time worked during the period in question and that no hours were worked that do not appear on the card. It is a violation of city policy to:

- (1) allow another to clock in or out for the employee;
- (2) fail to clock in when the employee arrives;
- (3) fail to clock out when the employee takes a lunch break or leaves work;
- (4) fail to submit all hours worked; or
- (5) fail to follow time clock policies or procedures issued by the City Administrator.

Any failure of this policy may result in disciplinary action.

A non-exempt employee may use a time sheet if approved by the employee's supervisor and/or who works or trains off site, comes to the off site location or leaves from the off site location, or who is approved to use a time sheet, may use a time sheet for that time. The time sheet shall be submitted pursuant to Section 4.02(a). ~~Any nonexempt employee whose primary work location is at a location that does not have a time clock shall use a time sheet in the same manner as listed in Section 4.02(a). These non-exempt employees include, but are not limited to, those who are primarily employed at Dripping Springs Ranch Park.~~

Any discrepancy between the timecard and the employee's work hours requires notification to the employee's supervisor within seventy-two (72) hours whether the discrepancy is based on employee error or time clock malfunction. Only an employee's supervisor, the City Administrator, or ~~the~~ Deputy City Administrator may make manual changes to an employee's timecard or time sheet. Time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time on a timecard or time sheet must be approved by the employee's supervisor. Supervisors will be accountable to the City Administrator for any manual changes submitted.

4.03 Payment Procedures

- (a)** Employees will be paid every other Friday. Approved timesheets must be turned in by 9 a.m. on the first business day following the end of each pay period. If a payday is scheduled for a City holiday, the payday will be processed the day before the City holiday or holidays.
- (b)** Paychecks shall not be given to third parties without the express written authorization of the affected employee or as required by state law.

- (c) If an employee receives a paper paycheck and is absent on a scheduled payday, the employee's paycheck shall be held until the employee returns, unless a written request for other arrangements has been delivered to the City Administrator prior to such payday.
- (d) Direct deposit for employee paychecks is encouraged. To enroll in direct deposit, an employee shall complete the form provided by the Accounting Department and the form must be signed in ink and the original must be submitted to Accounting.

4.04 Overtime

- (a) Overtime commences for each hour a non-exempt employee works beyond the standard 40-hour week in the seven-day work period. Overtime shall not be calculated to include vacation, ~~holiday~~, sick leave, or any other paid leave taken during the same seven-day work period as "hours worked." Hours worked for purposes of overtime are any hours worked in the seven-day work period and include holiday hours. Special pay for work during non-business hours, nights, or weekends will not be given unless otherwise specified in this manual.
- (b) All nonexempt employees are eligible for overtime compensation in accordance with the FLSA.
- (c) Overtime compensation shall be calculated in accordance with Section 5.03(f).
- (d) Each non-exempt employee shall be responsible for notifying the employee's supervisor if an assignment cannot be completed within the employee's regular 40-hour workweek. No employee shall work overtime unless the employee's supervisor has determined that such overtime is required. Any employee who works unapproved overtime shall be paid, but may be subject to discipline.
- (e) All exempt employees are entitled to compensatory time. Compensatory time shall accrue in accordance with §5.03(f) (below).
- (f) An employee who requests the use of accrued compensatory time shall be permitted to take such leave within a reasonable period after making the request unless the employee's absence would unduly disrupt the operations of the City.

4.05 Raises, Merit Increases, and Cost of Living Adjustments

City Council has the sole authority to pass ordinances affecting pay scales. Raises, merit increases, and cost of living adjustments shall be considered at the time of annual employee evaluations or when brought to the City Council by the City Administrator. An employee who desires to request a raise or merit increase at a time other than at the time of annual employee evaluation, may make the request in writing to the employee's supervisor and the City Administrator. The City Administrator, in consultation with the employee's supervisor, shall decide whether to bring a recommendation for a pay raise or merit increase to the City Council.

4.06 Promotions

When possible, job openings within the City are filled by promoting qualified employees. A promotion is based on several criteria which includes, but is not limited to, performance in the employee's current job, attitude, attendance, punctuality, experience and interest in the City and qualifications for the open position. ~~Positions that become available will be posted on the City's website, municipal office Bulletin Board.~~ An employee applicant will be considered in a fair and appropriate manner as would any applicant. After considering qualifications, experience, etc., an opening will be filled by the person best qualified for the position. All promotions are made without regard to race, color, religion, sex, age, national origin, disability, or marital status. No supervisor may alter the terms of employment from "at-will" to a contracted relationship due to a promotion of an employee to a different position without approval from City Council.

4.07 On Call Policy

(a) Roles and Responsibilities

(1) Department Directors:

(A) The City Administrator, Deputy City Administrators, the Public Works Director, the Deputy Public Works Director, Maintenance Director, Dripping Springs Ranch Park Event Center Manager, Emergency Management Coordinator, and the Parks and Community Services Director, will schedule employees for On-Call duty. Priority will be given to employees who volunteer for duty and have the necessary knowledge and skills for On-Call duty.

(B) The City Administrator, Deputy City Administrators, the Public Works Director, Maintenance Deputy Public Works Director, Dripping Springs Ranch Park Event Center Manager, Emergency Management Coordinator, and Parks and Community Services Director will oversee the On-Call schedule, duties, and concerns of On-Call Employees at City facilities.

~~(B)(C)~~ No employee may be scheduled more than three weeks in a row for On Call Duty. In addition, the Emergency Management Coordinator or the Coordinator's Designee shall ensure that all employees are provided adequate rest time when called to work during emergency situations.

(2) Employees who are On-Call:

(A) Inform Department Director of availability for On-Call duty.

(B) For the week of On-Call duty:

- i Obtain the City-Issued Cellphone prior to beginning of week (if available).
- ii Answer all inquiries or after-hours emergencies either by phone or on-site.
- iii Stay within 30 minutes of the City of Dripping Springs. (Employee is not required to stay on-site when On Call).
- iv Are not allowed to be under the influence of alcohol or any other substance when On-Call.
- v May use a City Vehicle for their On-Call duties and commuting solely while on On-Call duty in order to benefit the City.
- vi On-Call Employees may be issued a City-Issued Cell Phone to respond to all On-Call calls.

(C) Failure to follow these requirements can result in limitations to On-Call duty in the future and other discipline as allowed by the Personnel Manual.

(b) Compensation for On-Call Duty

- (1) On-Call Employees will receive a stipend of \$200 for each week per month they are On-Call.
- (2) On-Call Employees will receive pay for the time they actually work which begins when the Employee responds to an On-Call request.
 - i Non-exempt: receive hourly wage or overtime. Any hours worked during On Call time by a non-exempt, full-time, regular employee is eligible for Overtime Pay. Overtime is earned if in the week of On-Call hours worked the total hours worked are over 40 hours in the 7-day work period.
 - ii Exempt: receive compensatory time off if in the week of On-Call hours worked the total hours worked are over 40 hours in the 7-day work period.

4.08 Longevity Pay

The City provides regular employees longevity pay, at the budgeted rate for each full year of service, up to a maximum of 20 years. Employees with less than one year of service shall receive a budgeted amount up to an amount equal to one year of service.

SECTION 5: BENEFITS

5.01 Insurance

The City provides varying types of insurance coverage, which includes hospitalization, major medical, life, long-term disability, and dental for full-time, regular employees only. The types of insurance coverage, and the required employee participation, may vary from year to year. Upon employment, an application for coverage shall be completed on the employee and forwarded to the insurance company. The application must be submitted before coverage will become effective. If an employee is on unpaid leave for longer than thirty consecutive days, the absence may affect the employee's insurance coverage and may result in the loss of paid coverage by the City. If this occurs, the employee will be offered continuation of health coverage at the employee's cost (COBRA) for the time of unpaid leave to the extent required by law.

5.02 Workers' Compensation

- (a) Workers' Compensation coverage is provided for all employees.
- (b) In the event of a job-related injury, a standard Workers' Compensation claim form must be completed and submitted to the City Administrator within forty-eight (48) hours of the accident causing the injury, or within forty-eight (48) hours from the time the employee is physically able to do so. Contact the City Administrator to obtain the necessary form(s).

5.03 Leave

(a) **Holidays:** Employees are generally not required to work on City holidays. The City may choose to observe the day preceding or following a holiday's official date. Each year the City Council will adopt the official City Calendar and that shall be the official list of City Holidays for employees for that year. City holidays are as follows, but are subject to change pursuant to City Council discretion:

- New Year's Day
- Martin Luther King's Birthday (third Monday in January)
- Washington's Birthday (Presidents Day) (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth
- Fourth of July
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day and the Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

In addition, each employee will be given 1-personal floating day to use as needed. Personal day will not carry over to following year. Full-time, exempt employees required by their supervisors to work on a holiday shall be given the same amount of substitute time off as is worked, up to 8 hours substitute time off with pay on another date. ~~Full time, nonexempt (hourly employees who are eligible for overtime) employees who are required to work on a holiday shall be given: (1) 8 hours of holiday pay; plus (2) straight time 1/2 pay for the hours of work on the holiday.~~ Regular, part-time employees are eligible for holiday pay on a pro-rated basis. Holiday hours are considered hours worked for the purpose of compensatory time off for exempt employees and for overtime for non-exempt employees. An employee on unpaid leave on a designated holiday, or in a non-pay status on a scheduled workday immediately preceding or immediately following a designated holiday, shall not receive pay for the holiday. An employee on preapproved vacation leave on a designated holiday, or any type of paid leave, shall not have the holiday deducted from his or her leave time.

(b) **Religious Observance:** Employees desiring to observe religious holidays not coinciding with an officially designated City holiday may be given time off without pay, or may be authorized to use accrued vacation leave, a floating holiday, or compensatory time.

(c) **Vacation:** Upon hire, full-time, regular employees shall be given 40 hours of vacation and will additionally commence to accrue paid vacation as follows: 7 hours each month if employed less than 1 year; 107 hours per month if employed 1 to 4 years; and 10 hours per month if employed more than 4 2 years, but less than 10 years. A full-time regular

employee who has been employed more than 10 years shall receive 14 hours per month of vacation leave. Each regular employee will be eligible to use ~~accrued~~ vacation hours after successfully completing a 90-day introductory period.

Vacation leave shall accrue on a prorated basis each year of employment. All requests for vacation leave are subject to the City's staffing needs and must be approved in advance by the ~~Department Head~~City Administrator. On January 1st of each year accrued vacation time will be reviewed for each employee and any accrued vacation hours over 120 hours shall expire. Accrued vacation leave that has not expired will be paid out when an employee leaves service with the city up to 112 hours if an employee has been employed for at least six continuous months with the city.

- (d) **Sick Leave:** Full-time, regular employees shall commence to accrue paid sick leave at the rate of 4 hours per month upon full-time employment with the city. Sick leave may be taken as accrued when an employee is ill, to attend doctor/dentist appointments, or to care for a member of the employee's household. Employees unable to work because of unexpected illnesses shall notify their immediate supervisor as soon as reasonably possible. The City may require a physician's verifying statement for any illness that exceeds 3 working days within a two week pay period, or in the event of excessive absences or absences of extraordinary duration. Sick leave may be carried over to subsequent fiscal years. Accrued sick leave will not be paid out when an employee leaves service with the city. Any employee who exhausts sick leave due to illness may substitute vacation leave or other appropriate paid leave during the time of the illness. Leave that is eligible for Family Medical Leave Act is governed by Section 5.07 of this Manual.
- (e) **Injury Leave:** An employee injured on-the-job shall receive benefits as provided in the City's Workers' Compensation coverage. Nothing herein shall prevent an employee from using accumulated sick leave, vacation leave, or compensatory time off during an absence due to injury. An employee shall immediately report any injury incurred in the line of duty, however minor, to a supervisor, and take such first aid treatment as may be necessary. In the event of a job-related injury, a standard Workers' Compensation claim form must be completed and submitted to the City Administrator within forty-eight (48) hours of the accident causing the injury, or within forty-eight (48) hours from the time the employee is physically able to do so.
- (f) **Compensatory Time:** Salaried, exempt employees will receive compensatory time with pay at a rate of one hour comp time for every hour worked over 40 in a standard seven-day work period (1:1). Holiday hours are considered hours worked for purposes of compensatory time off. Compensatory time may be carried over to subsequent fiscal years. Compensatory Time of more than 100 hours may not be carried over to the next fiscal year. The City may either: (1) recommend time off for the employee to use Compensatory Time off; or (2) shall exchange pay for Compensatory Time, at the City Administrator's discretion for payouts of ~~80-100~~ hours or less where the hours cannot be carried over and the employee does not take the hours as paid time off. The Mayor

may approve an additional payout of 20 hours of compensatory time off. For payouts of over ~~80-120~~ hours not approved by the Mayor, the issue may only be approved by City Council. This section does not apply to compensatory time off earned in lieu of overtime for nonexempt employees.

(g) Civic Leave: Each January 1st each full-time, exempt and non-exempt, regular employees shall accrue 8 hours of paid leave toward satisfying civic activities, such as voting, and donating blood. New employees accrue the 8 hours of Civic Leave upon employment. In addition, employees are provided paid civic leave for jury service. Employees granted civic leave for jury service shall retain all juror fees. Employees excused or released from jury service during working hours shall report to their work stations, unless otherwise instructed. Civic leave may not be carried over to subsequent fiscal years.

(h) Bereavement Leave: Bereavement leave shall be available to any full-time or part-time regular employee whose 90-day introductory period has been completed. Bereavement leave shall not exceed twenty-four work hours within sixty (60) days of the death of a family member or a member of the employee's household and shall be prorated for part-time regular employees. Bereavement leave is available upon the death of an immediate family member or a member of the employee's household. Immediate family member includes children, spouse or partner, parent, grandparent, grandchild, or sibling, whether related by blood or marriage. A member of the employee's household includes any individual who resides with the employee. Bereavement leave is available for each death meeting the above criteria.

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(j) Parental Leave: Each pregnant employee shall be treated the same as other similarly situated employee regarding requests for sick leave and for accommodations related to performing the essential functions of the job. Pregnant employees and employees with illnesses or disabilities arising from pregnancy or maternity shall be entitled to benefits on the same basis as employees with other types of illnesses or disabilities. The employee will be entitled to resume work following the end of the pregnancy when the employee is able to perform all job duties and has obtained a physician's release to return to duty.

(k) Military Leave:

(1) The City complies with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), as amended. USERRA is a federal statute that protects employees who engage in military duty in the uniformed services. The exception to the "at-will" doctrine contained in USERRA applies only to this section of the Personnel Manual regarding military leave.

- (2) Military leave shall be approved leave for regular, full-time employees of the City who are members of the state military forces or members of the reserve components of the Armed Forces of the United States.
- (3) The paid military leave period is measured as the fiscal year October 1 through September 30.
- (4) Employees may elect to continue medical benefit coverage under COBRA for the duration of the military leave unless covered under the provisions of FMLA.
- (5) All requests for leave should be accompanied by a copy of the order, directive, notice, or other documents requiring absence from scheduled work.
- (6) An employee who is a member of the state military forces or a reserve component of the armed forces will be granted up to fifteen days of paid leave per fiscal year for days on which the employee is engaged in authorized training or duty ordered or authorized by the Texas military pursuant to Chapter 437 of the Government Code:
 - (1) All requests for leave must be accompanied by a copy of the order, directive, notice, or other document requiring absence from scheduled work.
 - (2) Leave pay will not be granted for hours before or after the regularly scheduled working hours or for overtime hours scheduled.
 - (3) No employee using Chapter 437 military leave will be discriminated against for use of this leave or lose any work benefit while using this leave.
- (l) **Administrative Leave:** In circumstances not falling within other provisions of these policies, the City Administrator or Mayor may authorize an employee to take leave *without pay* under such terms and conditions as may be mutually agreeable. The City Administrator or Mayor may authorize an employee to take up to eighty (80) hours of leave with pay within a twelve-month period when it is in the best interest of the City and staff. Any request for administrative leave exceeding eighty (80) hours within a twelve-month period must be approved by the City Council.
- (m) **Unauthorized Absence:** Employees who are absent from work without having provided notice, obtained a supervisor's approval, provided a legitimate excuse, or who fail to return from scheduled time off without notice, may be deemed to have abandoned their position. Abandonment of an employment position may lead to disciplinary action or the determination that the employee has resigned.
- (n) **Donation of Paid Time Off:** One or more employee may donate accrued paid time off, including sick leave, vacation leave, or compensatory time off hours to another employee if: (1) the receiving employee has exhausted all paid time off or will exhaust the paid time off during the expected leave time; (2) the receiving employee is requesting leave for a reason listed above where the employee would normally have paid time off but has exhausted the employee's paid leave; and (3) the supervisor of the receiving

employee and the city administrator gives their approval. A receiving employee may not: (1) use donated time off for vacation leave; or (2) use donated time off for more than twelve (12) weeks in one twelve (12) month period.

(o) Partial Day Absences:

- (1) Partial Day Absences of less than eight hours where an exempt employee, as defined in Section 2.02 of this Manual, is unavailable for work shall:
 - (a) be charged to accumulated time off such as vacation, compensatory time off, sick leave, or other paid leave as appropriate; or
 - (b) be taken as leave without pay if all paid leave is exhausted.
- (2) An exempt employee requesting an absence of less than eight hours due to unavailability, and who has exhausted all paid leave, shall request approval of unpaid leave from the ~~City Council~~ City Administrator or Mayor pursuant to Section 5.03(1) pursuant to this Manual or request Donation of Paid Leave under certain circumstances as defined in Section 5.03(n).
- (3) Partial Day Absence leave is not required where the exempt employee is able to reach 40 or more hours in a 7-day work period and where such daily work periods are approved by the ~~Department Head~~ City Administrator.

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5.04 Retirement

The City participates in the Texas Municipal Retirement System (TMRS), through which retirement benefits are provided to each permanent employee who averages 1000 hours per year or more.

5.05 Training

The following educational opportunities are available, at the discretion of the Mayor and/or City Council, and subject to budget appropriations:

- (a) **Events:** Employees are encouraged to attend professional conferences, seminars and workshops reasonably related to municipal activities.
- (b) **Memberships:** The City may fund employee membership in professional development organizations. Membership activities must be related to the employee's position with the City. All memberships funded by the City must be approved by the City Administrator.
- (c) **Tuition Reimbursement:** The City may reimburse employees for the cost of tuition for the employee's continuing education. The degree program must be related to the employee's position with the City and approved by the Mayor and City Administrator in advance. To be eligible for reimbursement, the program must be for: (1) certifications or licenses that are directly related to the employee's core job duties; or (2) course credit at a college or university accredited by the Texas Higher Education Coordinating Board. To be eligible for reimbursement, the employee must have

received a grade of “B” or higher for that semester (or “pass” if the course is only offered “pass/fail”). The Mayor or City Administrator may approve up to three thousand dollars (\$3,000) of tuition reimbursement per calendar year. Requests above three thousand dollars (\$3,000) per year require approval by City Council. ~~While receiving tuition reimbursement, the employee shall not be eligible for cost of living or merit raises. An employee may be eligible for a salary increase if the employee receives new job duties or a new job title while receiving tuition reimbursement.~~ No minimum amount of tuition reimbursement is mandated or required by this policy but is solely at the discretion of the Mayor, City Administrator, and City Council. The approved written reimbursement agreement shall be attached to this Manual as Attachment “A”.

- (d) **Travel Reimbursement:** Employees may submit reasonable travel expenses related to educational events, professional conferences, seminars, classes, and workshops that are reasonably related to municipal activities in writing to the City Administrator. These expenses may be reimbursed by the City on a case-by-case basis and travel reimbursement may be given for events whether or not the tuition, seminar, or conference fee is paid for by the City or the Employee.
- (e) **Employee Reimbursement for Training or Tuition Costs:** Each employee who receives training or accepts tuition for continuing education that costs more than \$1000 for one class, event, or related travel expenses for such training or schooling shall sign a written reimbursement agreement that states that they will reimburse the City for the costs related to the training or schooling if the employee separates from the City within two years of the date of the training if a single day, or the last day of the training if a multi-day event, or from the last day of classes for classes reimbursed by the City.

5.06 Uniform Policy

- (a) The City purchases uniform shirts, pants, shoes, and other clothing for certain employees of the City. The purchase of uniforms, amount, and type are set by the budget each year based on each department’s budget. When an employee receives a uniform item from the City, the employee is responsible for keeping the item in good repair. If an employee purchases clothing, and the City pays for the logo, the employee may keep the clothing upon separation from employment. For items purchased by the City, the item must be returned to the City unless the item is released to the employee by the City Administrator.
- (b) All uniforms bearing a city logo and purchased by the City are considered City property and must be relinquished to the supervisor upon the end of the employee's employment with the city. If items are not returned, the City may pursue reimbursement for the amount spent

on that employee’s City-purchased uniforms. Each department ~~head~~director is responsible for maintaining a list of City-purchased uniforms or logoed items and providing that information to the finance department.

- (c) Supervisors are expected to exercise reasonable diligence and to make a good faith effort to ensure the return of City-purchased uniforms upon termination of an employee. This includes keeping accurate records of what uniforms the City has purchased and who is in possession of each item. Such record shall be made available to the City Administrator and the finance department.
- (d) No identifiable part of the uniform shall be worn while off duty and not involved in an activity directly related to one's employment and assignments with the City. The uniform may be worn while commuting to and from the workplace. It is a violation of this policy to wear the uniform while in private employ elsewhere, or when self-employed doing outside employment.

5.07 FAMILY AND MEDICAL LEAVE ACT (FMLA)

(a) Definitions

- (1) **12-Month Period:** A rolling 12-month period measured backward from the date the leave is taken.
- (2) **12-Month Service Member Period:** A single 12-month period measured forward from the first day Service Member Family Leave is taken.
- (3) **Child:** A biological, adopted, or foster child, a stepchild, a legal ward; or a child of a person standing in loco parentis, who is standing in the place of a parent, who is either under the age of 18 or age 18 or older and requires active assistance or supervision to provide daily self-care. A biological or legal relationship is necessary. A more detailed definition is provided in the Family and Medical Leave Act which is available from the [People & Communications Director's](#) office.
- (4) **Health Care Provider:** A Doctor of Medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other person determined by the Secretary of Labor to be capable of providing health care services. A more expansive definition is provided in the Family and Medical Leave Act of 1993 which is available in the People and Communications Department.
- (5) **Next of Kin:** The nearest blood relative of a Covered Service member.
- (6) **Parent:** A biological or adoptive parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents-in-law.
- (7) **Serious Health Condition:** An illness, injury, impairment, or physical or mental condition that involves:
 - (A) Any period of incapacity or treatment that results in inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;

- (B) Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or
- (C) Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or 4) for prenatal care. Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Restorative dental surgeries after an accident or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met.

(8) Spouse: A husband, wife, or domestic partner lawfully married to one other, as defined or recognized under state or federal law for purposes of marriage, including common law marriage.

(b) Policy

An employee may be eligible to take up to twelve (12) weeks of unpaid family and medical leave during a rolling twelve (12) month period. An eligible employee is one who has been employed with the City for at least twelve (12) months, and who has worked at least 1,250 hours during the twelve (12) months preceding the first date leave is to be taken. Leave can be taken for any of the following reasons: birth of a child, placement with the employee of a child for adoption or foster care; when the employee is needed to care for a child, spouse, domestic partner, or parent who has a serious health condition; or when the employee is unable to perform the essential functions of the position because of the employee's own serious health condition.

Generally, employees will be returned to the same or an equivalent position upon their return from FMLA leave. The City complies with all provisions of FMLA in its employment practices and makes available detailed explanations and instructions of FMLA benefits and procedures to all employees who fall within its provisions, should such circumstances arise.

(c) Conditions

All eligible employees shall be granted family or medical leave consisting of unpaid leave, and when requested and appropriate, accrued sick and/or vacation leave, for a combined total of up to twelve (12) weeks during the FMLA leave year for the following reasons:

- (1) Family Leave: Any family leave must be taken within twelve months from the date of the birth or placement of a child for adoption or foster care.
- (2) The birth and subsequent care of the employee's newborn child and in order to care for the child;

- (3) The placement of a child with the employee for adoption or foster care, and to care for the child.

(d) Medical Care

- (1) To care for a spouse or domestic partner, child, or parent who has a serious health condition;
- (2) The employee is unable to perform the essential functions of their position due to the employee's own serious health condition;
- (3) A "qualifying exigency" as a result of the employee's spouse, child, or parent who is a military member on covered active duty or called to covered active duty (or notified of an impending call to active duty), or in support of a contingency operation for covered members of a Reserve component, or
- (4) To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the covered service member (military caregiver leave).
- (5) Any other circumstance provided by the FMLA.
 - (A) Employees are entitled to 12 weeks of FMLA-protected leave for a qualifying reason.
 - (B) Employees are entitled to 26 weeks of leave if they qualify as military caregivers.

(e) Procedures

(5) Twelve-Month Period

The twelve (12) month period for counting family and medical leave is a "rolling" twelve (12) month period measured backward from the date an employee requests or is placed on FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used during the immediately preceding 12 months, or 26 weeks provided in certain circumstances.

Employees are eligible to take medical leave intermittently or on a reduced leave schedule only when medically necessary. Employees are not entitled to take family leave intermittently or on a reduced leave schedule unless approved by their Department Director and the City Administrator.

(6) Employee Request for Leave

An employee must give at least thirty (30) days' advance notice in writing for the need to take foreseeable family or medical leave for planned medical treatment, unless the need is unforeseeable, in which case, as much notice as is practicable should be given. The request must state the reason for the leave, the anticipated duration of the leave, and the starting and ending dates of the leave. When it is not practicable under the circumstances to provide thirty (30) days advance notice, the employee must give notice to the ~~People and Communications Director~~ People &

Communications Director as soon as possible but no later than two (2) business days after the employee learns of the need for the FMLA leave.

(7) Department Notification

Each Department Director is responsible for notifying the People & Communications Director and the City Administrator immediately when an employee is away from work for a family and medical leave qualifying event (if family and medical leave has not been approved), even if the employee is utilizing paid vacation, sick or personal leave, or is out due to a work-related injury. An employee using sick leave should be reported to the People & Communications Director or the Director's designee if it is anticipated that the duration of the illness will be three (3) or more days, or once the employee exceeds three (3) days.

(8) People & Communications Director Responsibility

People & Communications Director is responsible for the central administration of all requests for family and medical leave. The People & Communications Director reserves the right to automatically place an employee on family and medical leave if it is determined that a qualifying event has occurred. The People & Communications Director may retroactively designate the beginning date of FMLA to the beginning date of the employee's absence for the qualifying event.

(9) Approval

An employee shall submit a request for family and medical leave through proper channels to the Department Director who will then forward it to the People & Communications Director for approval. Confidential medical information that accompanies the application can be submitted directly to the People & Communications Director.

(10) Substitution of Paid Leave

An employee utilizing this policy for the placement of a child for adoption or foster care with the employee shall be required to exhaust all accrued vacation, parental, sick, and any other applicable paid leave prior to going on unpaid leave. An employee utilizing this policy for the serious illness of a child, spouse, or parent must exhaust all accrued sick leave, vacation leave, compensatory time off, and any other applicable paid leave prior to going on unpaid leave. If an employee gives birth to a child, sick leave can be utilized until the employee receives a release from the doctor. After being released, the employee may use additional sick leave if permitted in accordance with the sick leave policy. Once all applicable sick leave has been used, the employee shall be required to exhaust all accrued vacation, compensatory time, holiday leave, parental leave, and any other accrued paid leave, prior to going on unpaid leave. An employee utilizing this policy for the employee's own serious health condition shall exhaust all accrued sick leave, vacation leave and personal leave prior to going on unpaid leave. If an employee is off work due to a work-related injury and the employee qualifies for family and medical leave, it will run concurrently with any paid leave. The City reserves the right to count any

paid leave that qualifies for family and medical leave toward the twelve (12) or twenty-six (26) weeks allowed under this policy.

If medical leave is requested, the employee may use accrued sick leave. After an employee's accrued sick leave has been exhausted, vacation leave may be used as sick leave upon request of the employee. If family leave is requested, the employee may use paid parental leave, if applicable, compensatory time off, and accrued vacation leave. For the birth of the employee's child and in order to care for the child, the employee may use accrued sick leave.

In the event that the appropriate paid leave is exhausted, the remainder of the family or medical leave period will consist of unpaid leave. Family and Medical leave will run concurrently to accrued sick leave and / or vacation, personal or other leave used for FMLA leave purposes.

(11) Maximum Time Allowed

The maximum amount of family and medical leave available is twelve (12) weeks during a twelve (12) month period even if there is more than one family and medical leave qualifying event. The only exception to the twelve (12) week maximum is the leave to provide care of an injured service member, described below, which allows for an extended FMLA leave of 26 weeks.

(12) Medical Certification

The [People & Communications Director](#) may require satisfactory proof of the proper use of medical leave and may disallow the applicability of medical leave in the absence of such proof.

The City requires medical certification from a healthcare provider to support a claim for leave to care for a seriously ill child, spouse, or parent, or for the employee's own serious health condition. Medical certifications must be submitted to the [People & Communications Director](#) within fifteen (15) working days. Recertification may also be required every 30 days. An employee will be notified if recertification is required. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. For the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential functions of the position and expected duration. The City does not seek and should not be provided with genetic information. If an employee or applicant's genetic information is inadvertently received by the City; the City will return it to the healthcare provider and not use genetic information for any employment decision or action.

Failure to provide medical certification may result in a delay in the commencement or continuation of the FMLA leave. If a question arises whether an employee on FMLA is utilizing FMLA for reason(s) other than an FMLA-approved illness or injury, the City may take steps to verify the proper use of FMLA leave.

Upon returning to work after leave for the employee's own illness, an employee is required to provide certification to the supervisor that the employee is able to return to regular duties. If the validity of a certification is questioned, the City may require that a second opinion be obtained. If the first and second opinions differ, the City may require a third opinion be obtained. The employee and the City must agree upon a health care provider for the third opinion and this opinion shall be binding on both parties. The City shall bear the expense of second and third opinions.

(13) Return to Work

When an employee returns to work after Family and Medical Leave, the employee shall be restored to the same position or to an equivalent position involving the same or substantially similar duties and responsibilities. An employee will be restored to the same worksite or to a geographically proximate worksite. The employee is also entitled to return to the same shift or an equivalent schedule.

Employees eligible for Family and Medical Leave will generally be returned to their old position or to a position with equal pay, benefits, and other terms and conditions of employment. However, the City cannot guarantee that employees will be returned to their original jobs in all cases. The City will determine whether a position is an equivalent position.

This policy does not entitle any employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave. For example, if during an employee's approved leave, the employee is terminated for reasons unconnected with a legitimate leave, or the employee's position is eliminated through a reduction in force, the commitment to return the employee to a position with the City will cease at the time the employee is terminated or the position is eliminated. An employee on medical leave for five (5) consecutive working days or more for the employee's serious health condition, must provide a "Return-to-Work" release from the employee's health care provider before the employee will be permitted to return to work. The "Return-to-Work" release must state that the employee is able to resume work and must specifically reference that employee's job description and specific duties.

The City reserves the right to consult with the employee's health care provider for clarification on "Return to Work" releases or other FMLA documentation provided by the employee. An employee's failure and/or refusal to provide the necessary FMLA documentation and the periodic written updates as to the employee's FMLA status, as required by the FMLA and the City's policies, shall subject the employee to the possible cancellation of the leave, and other disciplinary action up to and including termination.

(14) Failure to Return to Work

Employees who do not return to work after using all Family or Medical Leave will be subject to disciplinary action up to and including termination unless additional leave has been requested, in writing, and approved by the City in accordance with the City's policies. Employees should submit a written request for an extension of leave to the Department Director. This written request should be made as soon as the employee knows that they will not be able to return to work on the originally declared return date.

(15) Continuation of Health Coverage Benefits

While utilizing unpaid Family and Medical Leave, an employee's health coverage benefits will continue without interruption as long as the employee pays their portion of the health coverage premiums. Health coverage premiums can be deducted from the paycheck before the leave begins, or during the leave, if the employee continues to receive pay (pre-tax), bi-weekly. While on unpaid FMLA, the City will continue to pay its portions of the premiums during the duration of the FMLA.

(16) Intermittent Leave

When medically necessary, an employee may take Family and Medical Leave on an intermittent basis or work a reduced schedule. Arrangements should be made with the employee's immediate supervisor so that the operations of the department are not unduly disrupted. An employee taking intermittent leave or leave on a reduced schedule may be temporarily assigned to an alternative position with equivalent pay and benefits if it better accommodates the needs of the department.

Employees are not entitled to take family leave intermittently or on a reduced leave schedule unless approved by their Department Director and the [People & Communications Director](#).

(17) Holidays

Holidays will be paid in accordance with the Holidays policy. City holidays will not be counted as part of the twelve (12) or twenty-six (26) weeks of Family and Medical Leave, whether the employee is on paid or unpaid leave.

(18) Texas Municipal Retirement System (TMRS)

Employee contributions to TMRS may be made on a voluntary basis through a special arrangement with the City while an employee is on leave without pay status. It is the employee's responsibility to initiate such an arrangement by timely contacting the City's [People & Communications Director](#) and completing the necessary paperwork. This arrangement is subject to approval by the City and TMRS.

(19) Recordkeeping

Family medical leave time will be tracked on an hourly basis for payroll and compliance purposes. To determine entitlement for employees who work variable hours, the minimum hours required for eligibility is calculated on a pro-rata or

proportional basis by averaging the weekly hours worked during the twelve (12) weeks prior to the start of family and medical leave.

(20) Military Family Leave Entitlement

Military Qualifying Exigency Leave: Employees who are otherwise eligible for FMLA and have a spouse, child, or parent on covered active duty (deployed to a foreign country) or called to covered active duty status in the National Guard or Reserves (deployment to a foreign country or in support of a contingency operation) may use their 12-week unpaid, job-protected leave to address certain qualifying exigencies including eligible: short-notice deployments; attendance at military events and related activities; childcare and school activities; addressing financial and legal arrangements; attending counseling sessions; attending post-deployment activities; up to 15 days of rest and recuperation; and parental care.

Military Caregiver Leave: Employees who are the spouse, parent, child, or next of kin of a service member who incurred a serious injury or illness while on active duty in the Armed Forces and is undergoing medical treatment, recuperation, or therapy, may take up to 26 weeks of leave to care for the injured service member in a single 12-month period. The covered service member must be a current member or eligible veteran of the Armed Forces (including a member of the National Guard or Reserves) with a serious injury or illness incurred in, or aggravated by, service in the line of duty on active duty that may render the service member medically unfit to perform their duties.

SECTION 6: WORKPLACE CONDUCT

6.01 Standard Work Period

The 7-day work period begins each Monday at 12:01 a.m. and ends each following Sunday at 12:00 a.m.

6.02 Business Hours

Normal business hours are 8:00 am to 5:00 pm.

6.03 Place of Business

The normal place of business for City employees is the City Hall, except that, certain employees have an alternate place of business as assigned by their supervisor or department head, including but not limited to of the Dripping Springs Ranch Park, Ranch House, and South Regional Wastewater Treatment Plant ~~normal place of business is the Ranch Park.~~ Other work locations may be designated by the Mayor, ~~or~~ City Administrator, or Department Head at their discretion.

6.04 Telecommuting

Employees may be allowed to occasionally work from remote locations, with the prior consent of the Mayor or City Administrator as an additional benefit to the employee. The

City Administrator may also designate certain employees for regular telecommuting schedules. A telecommuting schedule is not guaranteed for any employee and may be modified, restricted, or removed at any time by the City Administrator or Mayor.

All telecommuting employees shall make themselves available on a set schedule including being available at their city owned cellphone during work hours, if any, or having their phone extension forwarded to their cellphone while telecommuting. The employee shall also maintain access to electronic mail at all times while telecommuting. Employee shall be available for virtual meetings while telecommuting. Any employee who is unable to maintain phone, electronic mail access, and for virtual meetings during their telecommuting time shall not be eligible for telecommuting and may also be required to take leave if they are unavailable during their work hours for any reason. Telecommuting is not to be used in lieu of paid or unpaid leave.

Considerations for telecommuting shall include: (1) department availability at City Hall; (2) availability of telecommuting employee; (3) productivity of telecommuting employee; and (4) in person meeting requirements for telecommuting employee. Each employee is required to notify the employee's supervisor immediately if any situation arises that will affect the employee's ability to work while telecommuting.

Any telecommuting employee shall develop a written plan with the employee's supervisor upon request for telecommuting. Quarterly review of each telecommuting employee's performance while telecommuting will be done upon approval of the employee's telecommuting plan.

6.05 Accidents & Safety

All accidents and incidents shall be promptly reported to the City Administrator and, when appropriate, investigated, reviewed, and analyzed to identify contributing factors and causes to prevent recurrence. The City may provide written policy guidance on safety measures for specific positions and/or equipment. Each accident or incident shall be documented in writing with an incident report.

6.06 Professional Appearance

All employees are required to wear appropriate attire while on-duty and/or at City Hall, Dripping Springs Ranch Park ~~Event Center~~, the Wastewater Treatment Plant, and at other city parks and facilities. Department heads may require that certain staff wear City of Dripping Springs clothing or other specialized apparel. If this is required, the City will provide access to such clothing. Please see the Uniform Policy for additional information. Employees are also required to engage in routine grooming and hygiene practices that are conducive to the workplace. Hair, jewelry, and wardrobe choices must be appropriate for the employee's interactions with members of the public and suitable to satisfy the City's legitimate job safety concerns.

6.07 Privacy

Employees shall have no reasonable expectation of privacy in their workspaces or on their computers. All City computers, phones, offices, lockers, cabinets, vehicles, and furnishings are subject to use and search by other City officials and employees.

6.08 Smoking

All City buildings and facilities are non-smoking areas.

6.09 Drug/Alcohol-Free Workplace

(a) No employee may consume, or be under the influence of, alcohol or illegal drugs while at City facilities or on duty, unless at an event at a City facility while off duty. Exceptions include medication prescribed by a licensed physician when used as prescribed.

(b) No employee may manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance on City property or while on duty.

(c) All City buildings and facilities are to remain drug and alcohol free except where a rental of a city facility or park is entered into and adequate insurance is provided. The Mayor and/or City Council may allow certain exceptions for alcohol served at specified official social functions.

(d) Post-accident testing may be conducted following any accident in which violations of safety procedures occur, resulting in either property damage or personal injury caused by an employee. Post-accident testing may be conducted following any accident involving personal injury and the operation of a City vehicle or heavy machinery if evidence exists that the employee caused the accident. Individuals to be tested in a post-accident situation shall include any individual directly involved in an accident whose order, action, or failure to act is determined to be, or cannot be ruled out as, a causative factor in the events leading to or causing such accident.

(e) Commercial Driver Employees and Applicants**(1) Employees**

(A) As required by federal law and for the purposes of this Policy, the term "commercial driver" includes any employee who operates or may be required to operate a commercial motor vehicle requiring a commercial drivers license as defined by 49 C.F.R. § 383.23. This includes temporary, part-time, probationary and regular employees who operate a commercial motor vehicle only occasionally, intermittently or during an emergency.

(B) All Commercial Driver employees will be subject to alcohol and drug testing.

(C) All employees who apply for transfer to a position, which requires or could require that the employee operate a commercial motor vehicle will be subject to preemployment testing before being transferred.

(2) Applicants

All applicants who apply for positions which require or could require operation of a commercial motor vehicle will be subject to pre-employment alcohol and drug testing. Employee applicants who are not otherwise covered by this Policy who apply for or are to be promoted or are transferred or assigned into a position which requires operation of a commercial motor vehicle will be subject to pre-employment testing the same as any other applicant.

(3) Prohibitions

Each covered employee is required to comply with the provisions of federal law, which include the following prohibitions:

- (A) No commercial driver shall report for duty or remain on duty to perform a safety- sensitive function while having an alcohol concentration of 0.04 or greater.
- (B) No commercial driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol or any product containing alcohol.
- (C) No commercial driver shall use alcohol while performing safety-sensitive functions.
- (D) No commercial driver shall perform safety-sensitive functions within four hours after using alcohol, regardless of the driver's actual alcohol concentration.
- (E) No commercial driver shall refuse to submit to any alcohol or controlled substance test required under the law.
- (G) No commercial driver shall report for duty or remain on duty to perform a safety- sensitive function if the driver uses any controlled substances, except when the controlled substance is used pursuant to the instructions of a physician and the physician has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- (H) No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
- (I) Each driver shall report the use of any medication that may affect their ability to perform commercial driving.
- (J) Each driver who parks any vehicle, city or personal, shall only park in designated parking spaces unless loading or unloading.

6.10 Violence & Weapons

- (a)** The City is committed to maintaining a workplace free from threats and acts of intimidation and violence. All reported incidents will be investigated.
- (b)** Any act of intimidation, threat of violence, or act of violence committed against any person on City property or while performing City business is prohibited. "Intimidation" includes any physical or verbal act toward another person, the result of which is that the person reasonably fears for the person's safety or the safety of others. A "threat of violence" is a physical or verbal act which threatens bodily harm to another person or damage to the property of another. An "act of violence" is any physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

- (c) No person shall possess or have control of any firearm, deadly weapon, or prohibited knife while in City Hall or in a City vehicle, except as required in the lawful course of business or as authorized by law enforcement. Except that, an employee may keep a firearm locked in his or her vehicle in the parking areas of the city.
- (d) Any City employee who is the subject of, or a witness to, a suspected violation of this standard should report the violation to a supervisor or person in authority who is not involved in the conduct. Any supervisor or person in authority who receives a report of a suspected violation of this standard shall document the incident and notify an appropriate City official. Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to law enforcement. Sexual violence is also criminal conduct and shall be immediately reported.
- (e) Any City employee found to be in violation of this standard may be subject to criminal prosecution as well as discipline up to and including dismissal.

6.11 Supplemental Employment

No full-time or part-time, regular employee may engage in outside employment without the written consent of the Mayor or City Administrator. No equipment or supplies belonging to the City may be used by employees for supplemental employment. An employee shall not engage in outside employment, including self-employment, where such activity would constitute a conflict of interest or adversely affect the employee's performance in City service. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from City service.

6.12 Political Activity

- (a) When on duty or in City uniform, an employee of the City may not engage in any political activity relating to a campaign for any elective public office. No employee of the City shall, while on duty or in uniform, make, solicit, or receive any contribution to the campaign funds of any party, interest group or candidate for use in any City election. No employee shall participate in any political activity or campaign for, or with respect to, any candidate in a City Election, including on social media. No city employee will be disciplined for running for city or other office but may be forced to resign if elected, pursuant to state office holding laws.
- (b) When not on duty and not in a uniform of the City, an employee may engage in political activity respective to governments and entities other than the City. An employee may not use the fact of their City employment to solicit campaign contributions for a candidate.
- (c) An employee who is considering becoming a candidate for mayor or city council is hereby informed that election to such office would constitute a resignation from the City service on the day the individual, if elected, takes the oath of office. An employee

is encouraged to advise the Mayor in writing prior to announcing candidacy for election or appointment to any public office.

6.13 Telephone Usage

City telephones are primarily for use in conducting City business. Personal calls shall be limited so as not to interfere with City business.

6.14 Media Relations

All media inquiries shall be directed to the [People & Communications Director](#) who will coordinate responses. The officially-designated spokespersons for the City are the Mayor, City Administrator, Deputy City Administrators, [People & Communications Director](#), and City Attorney. Other city officials or employees may be authorized or designated to communicate with the media on the City's behalf by the Mayor, City Council, ~~or~~ City Administrator [or People & Communications Director](#).

6.15 Privacy

Employees do not have a reasonable expectation of privacy in storage devices provided by the City or located on City property, including but not limited to offices, desks, toolboxes, vehicles, and closets.

6.16 Performance Evaluation

The work performance of each permanent employee shall be evaluated annually. Evaluations for employees on probation shall be conducted upon completion of the probationary period. Additional evaluations may be conducted if warranted, as determined by the City Administrator. Evaluations shall be recorded in writing on forms approved by the City Administrator. A copy of such evaluation shall be provided to the employee to whom they relate, and a duplicate copy shall be placed in the employee's permanent personnel file.

6.17 Supervisors

Each employee's direct supervisor shall be set by the ordinances, job descriptions, and contracts adopted by the city council. Authority to terminate resides with the City Administrator unless the employee is hired by City Council pursuant to state law or this Manual. The city council is the final termination authority for City Administrator, Deputy City Administrators, City Secretary, City Attorney, Parks and Community Services Director, City Treasurer/Finance Director, Public Works [Director-Coordinator](#), [Deputy Public Works Director](#), [Maintenance Director](#), [People & Communications Director](#), Building Official, Emergency Management Coordinator, and others designated by City Council. The City Administrator, in consultation with the employee's supervisor and the City Attorney, [and People & Communications Director](#), is the final termination authority for all other employees unless otherwise designated by state law or city council. Employees who are terminated may appeal their termination in the same manner as other grievances as described in Section 12.03.

6.18 Ethical Considerations

As a City employee, you owe a responsibility to the people of Dripping Springs in the performance of your official duties. You should act fairly and honestly and should avoid conflicts of interest and creating the appearance of impropriety.

A City employee should not:

- (a) divulge confidential City information to unauthorized persons;
- (b) accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
- (c) accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position;
- (d) accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;
- (e) make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest; or
- (f) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

Violation of these ethical guidelines is grounds for disciplinary action, up to and including termination.

6.19 Nursing Mother Breaks

- (a) The City of Dripping Springs supports the practice of expressing breast milk by employees;
- (b) The City shall make reasonable accommodations for the needs of employees who express breast milk including:
 - (1) providing a reasonable amount of break time for an employee to express breast milk each time the employee has the need to express the milk;
 - (2) providing a place, other than a bathroom, that is shielded from view and free from intrusion where the employee can express breast milk;
- (c) The City will not discipline or discriminate against an employee because the employee has used her right to express breast milk under this policy.

- (d) Any employee wishing to use this break time and area needs to inform the City as soon as possible so the City may make adequate reasonable accommodations.

6.20 Key Control Policy

Each employee employed shall be given access through a key system subject to a Key Control Policy adopted by the City and enforced by the City Administrator.

Each employee who is given a key shall be required to sign a Key Control Policy and:

- (1) shall not give or loan the key to others;
- (2) shall not make any attempts to copy, alter, duplicate, or reproduce the key;
- (3) shall use the key for authorized purposes only;
- (4) shall safeguard and store the key securely;
- (5) shall immediately report any lost or stolen keys; and
- (6) shall produce or surrender the key upon official request.

If a key is lost, stolen, or not surrendered when officially requested, a charge that reflects the cost of changing any and all locks and keys affected may be assessed to the employee. Misuse of City Equipment including City keys may result in discipline up to and including discharge pursuant to Section 12.02 of this Personnel Manual. Additional requirements related to Key Control may be approved and enforced by the City Administrator or Mayor. The Key Control Policy shall be attached to this Manual as Attachment “B”.

6.21 City Hall and Facility Closure Policy

- (a) The City Administrator shall determine when City Hall or other City facility is closed due to inclement weather, natural disaster, or other health or safety threat pursuant to city policy. The decision will be based on consultation with the Mayor, the Emergency Management Coordinator, and Hays County.
- (b) The City Administrator shall determine which Parks are closed due to inclement weather, natural disaster, or other health and safety threat. The decision will be based on consultation with the Parks and Community Services Director, Dripping Springs Ranch Park Event Center Manager, the Mayor, the Emergency Management Coordinator, and Hays County.
- (c) Unless an employee is personally notified by the employee’s supervisor, or their designee, the employee is required to work remotely or that the employee is not to report to the employee’s designated work site, an employee is expected to report to work. Each Department Head will determine whether employees in each Department shall be required to report to work. Any Employee who is not released from work by their supervisor or designee, shall report to work. Those who are released from work are required to work remotely if feasible. The City Administrator or Supervisor may assign specific duties that may be performed from home. Any hours worked during a closure shall be treated as regular hours worked. Any Employee who is released from work during their normal work schedule may be eligible for paid leave under the

Administrative Leave Policy. Administrative paid leave given during a full or partial city closure will solely be used to make up any time an Employee could not work due to the city closure. (For example, if an Employee is released from work for an eight-hour day, but works four hours at home, that Employee shall be paid for a regular eight-hour day, four hours actually work and four hours administrative paid time off if approved).

- (d) In the event inclement weather, natural disaster, or other health or safety threat makes travel to work from home unsafe or impossible for an Employee, absence from work will be considered an excused absence if the Employee provides the required notification to the Employee's Supervisor or Department Head. Work from home will be considered hours worked and shall not be deducted from paid time off. The Employee may apply for administrative leave, with or without pay, or may use vacation time or compensatory time off if Employee has accrued compensatory time off. If additional time is needed for a commute due to inclement weather, natural disaster, or other health or safety threat, the additional time may be considered hours worked if approved by the City Administrator.

6.22 General Conduct

(a) The attitude and conduct of a City employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City. This includes providing courteous and respectful service to the public and to city employees.

(b) Attendance is an essential function of each position at the City of Dripping Springs. Unsatisfactory attendance is not allowed. It is exemplified by, but not limited to the following violations:

- (1) unexcused absence or tardiness;
- (2) failure to give notice of an absence or tardiness to the supervisor at least two (2) hours before starting time, or such other time as designated in a written policy established by the department head/director when possible;
- (3) failure to return to work after any authorized leave of absence;
- (4) absence or tardiness that causes significant curtailment or disruption of service without sufficient justification; or
- (5) leaving working prior to the end of your work day unless authorized by your supervisor.

6.23 Use of City Vehicles

- (a) City vehicles are furnished for official city business and may not be used for personal use unless approved by their Department Head or City Administrator, or their designee.
- (b) The misuse of city vehicles/equipment shall be considered a serious offense subject to corrective action up to and including dismissal.
- (c) All employees authorized to operate city vehicles and motorized equipment are covered by this section.

(d) City Administration is responsible for conducting Motor Vehicle Records (MVR) checks on all current employees who drive city vehicles or may operate a personal vehicle for official city business. The purpose of this check is to verify they have a valid State of Texas driver license without restrictions and are insurable under the city's motor vehicle insurance policy. Annual verification of drivers license for employees who drive as part of their employment shall be required.

(e) Accident Reporting.

(1) The operator of a city vehicle or personal vehicle on official city business shall take the following actions when involved in an accident:

- (A) Render aid if possible and necessary.
- (B) Call Law Enforcement.
- (C) Make a record of the make, model, and license number of vehicles involved.
- (D) When possible, take pictures of the vehicles and license plates of the involved vehicles as well as the area of the accident. Complete a vehicle/equipment damage report.
- (E) Be courteous, but do not make or sign statements for anyone except the police.
- (F) Do not offer promises on behalf of the city.
- (G) Notify your supervisor as soon as possible.

(f) An employee of the city involved as a driver of the city vehicle or personal vehicle on official city business involved in a preventable accident may be required to undergo a driving evaluation.

(g) Operations.

- (1) It is the employee's responsibility to ensure that they possess and maintain a current, valid, and appropriate operator license for the type of vehicle or equipment being operated.
- (2) It is a violation for a city employee to violate the rules of the road, speed limits, traffic requirements, or any parking requirements while driving a city vehicle or driving a personal vehicle on city business.
- (3) Employees are responsible for reporting the routine condition and maintenance of assigned vehicles or equipment. All employees with knowledge of a defect in a city vehicle or equipment must make a written report of the defect to the Deputy Public Works Director prior to operating the vehicle or equipment, or upon becoming aware of the defect.
- (4) Employees who know a defect exists in a vehicle or equipment that affects the safety of its operation must take the vehicle out of service and not operate the vehicle or equipment until it is properly placed back in service by the designated member.
- (5) Employees must inform their supervisor when they are involved in a vehicular accident, convicted of a moving violation, DWI, DUI, or any other crime on or off the job that would impact the employee's ability to operate a city-owned vehicle or equipment.
- (6) An employee must notify their supervisor immediately whenever their driver license/CDL is temporarily or permanently suspended.

- (7) Should a driver receive a traffic citation while operating a city vehicle or a personal vehicle on city business, they must notify their supervisor within 24 hours, excluding holidays and weekends.
- (8) An employee, who, as an operator of a city or personal vehicle or equipment, experiences a number of preventable accidents or is found to have an excessive number of moving or parking violations, may be subject to an evaluation of their ability to continue driving for the city and may be permanently prohibited from operating vehicles or equipment for official city business.
- (9) Involvement in a preventable accident may be considered an offense requiring corrective action.
- (10) The need for corrective action, and its extent, will be based on the driving requirements, driving record, accident-causing factors, frequency of accidents, and the driver's negligence.
- (11) Drivers found to be driving city vehicles, or personal vehicles on city-related business, under the influence of alcohol, controlled substances, or illegal drugs will be subject to immediate dismissal.

6.24 In-City Training

The City provides in-house training opportunities to its staff in order to educate employees on important topics and follow state and federal law requirements. Cybersecurity Training is required for all new employees and on an annual basis. In addition, training on harassment, ethics rules, and open government may also be required.

SECTION 7: TECHNOLOGY USE POLICY

7.01 No Right to Use City Computers or Phones

Use of City computers to access the internet or electronic mail (i.e., "email") is a privilege not a right. The City provides computers and internet / email access for the express purpose of conducting City business and performing municipal tasks.

7.02 Primary Purpose

City computers and phones, including city-issued mobile phones and radios, are to be used primarily for conducting City business. City technology is not intended to be used for conducting pPersonal business. Incidental and infrequent personal use of City technology and City internet / email access is allowable provided that it does not hinder or interfere with conducting City business. Limited personal use of City internet or personal email accounts is best conducted while on break.

7.03 No Privacy Expectation

City officers and employees have no reasonable expectation of privacy on City computers, phones, radios, internet, or email. The City has the right to view and inspect all City computers, phones, and radios including information accessed, downloaded, viewed, sent, or received over the internet or by email. Much of the information generated by or stored on City technology or obtained through City internet or email access is public information that is required to be catalogued under the Texas Records Retention Act, and subject to

mandatory disclosure under the Texas Public Information Act, or other law. Use of City computers, phones, radios, and internet or email accounts constitutes consent by the City officer or employee for City inspection of those computers and internet or email accounts, and data transmitted thereon.

7.04 City Email Accounts

All City employees are required to use their City-issued email accounts to conduct City business. Employees are prohibited from using their personal email accounts to conduct City business. When corresponding about City business via email, all City personnel must include the City's standardized email stationery and signature within the emailed message. If an employee receives a city email at a private email address, the employee should immediately forward the email to his or her city email address for storage.

7.05 Prohibitions

No officer or employee may:

- (a) Download any software or program onto City computers or phones without the express written authorization of the City Administrator and, city IT ~~Coordinator~~Director. No employee may have TikTok on any city device including computers, tablets, and mobile phones.
- (b) Use City computers, phones, radios, City-funded internet / email accounts, or any other communication device on which City business occurs or is funded by the City:
 - (1) in a manner that neglects the officer or employee's assigned duties or interferes in City operations;
 - (2) to participate in on-line chat rooms, unless those chat rooms are sponsored by legitimate professional organizations relevant to municipal government, and such participation is approved in advance by the Mayor or City Administrator;
 - (3) to invite an employee on a date or make sexual propositions of employees;
 - (4) to harass or otherwise interfere with a City employee. This prohibition includes but is not limited to harassment stemming from an employee's race, ethnicity, color, sex, age, or marital status;
 - (5) to send or distribute off-color jokes, articles or stories that are lewd and that a reasonable person would find to be offensive;
 - (6) to send or distribute worms, malware, or viruses;
 - (7) to send threatening messages to any other person or institution;
 - (8) use City computers or City-funded internet / email accounts to view, download, or distribute pornographic material, including obscene images or text;
 - (9) to disclose, release, or otherwise transmit confidential or privileged information belonging to the City without the express permission of the Mayor or City Administrator;
 - (10) to store personal information (i.e., that information not directly related to City business). Officers and employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet / email accounts;

- (11) to delete or remove programs installed by the City or delete data prepared by or for the City that is related to City business;
- (12) to operate a private business, do work for another employer, or conduct political campaigns. This prohibition does not apply to the preparation and generation of election notices and related documents required by law; or
- (13) to violate another person's privacy, perform an illicit act, or commit a crime.

7.06 Duty to Report

Officers and employees shall report Violations of this Policy to the Mayor or City Administrator. Officers and employees who have received a worm, virus, or phishing or social engineering email or text must immediately notify the City Administrator, city IT ~~Coordinator~~Director, or the City's Information Technology Consultant. The City Administrator may suspend or revoke an employee's internet or email access privilege for violation of this Policy. Violation of this Policy is basis for disciplinary action, up to and including termination. The unauthorized disclosure of confidential or privileged information belonging to the City is basis for disciplinary action, up to and including termination, and may be punishable as a criminal misdemeanor.

SECTION 8. SOCIAL MEDIA POLICY

8.01 Introduction

Given the multitude of concerns (legal, political, and ethical) raised by social networking (Facebook, Instagram, Snapchat, LinkedIn, ~~TikeTok~~, Twitter, etc.) this Social Media Policy ("Policy") establishes prudent and acceptable practices regarding City of Dripping Springs officials and employees (personnel) use of the internet.

8.02 Purpose

The City has a legitimate government interest in effective, efficient, and consistent communications with the public. The City also strives to have a productive workplace. While the City encourages its personnel to enjoy and make good use of their off-duty time, certain activities on the part of its personnel may become a problem if such activities could:

- (a) impair the work of any City official or employee; create a harassing, demeaning, or hostile work environment; or
- (b) disrupt the smooth and orderly flow of work; or harm the goodwill and reputation of the City among its citizens or in the community.

For these reasons, the City reminds its personnel that the following guidelines apply in their use of social media, while both on and off duty.

8.03 Disclaimer

- (a) Under this Policy, the City disavows, and is not responsible for any sites, posts, opinions, or content not coordinated through and approved by the City Administrator or [People & Communications Director](#).
- (b) If City personnel posts data purporting to be on behalf of the City while using a social media site without the prior approval of the City Administrator, the City is not responsible for said posted content. Such content is not to be construed as reflecting the views or opinions of the Mayor, City Council or City Staff, and the City is not responsible for archiving such content in accordance with the records retention schedule or providing copies in accordance with the Texas Public Information Act (PIA) and may be grounds for disciplinary action.
- (c) The absence of explicit reference herein to a particular site does not limit the extent of the application of this Policy. If any personnel is uncertain, the employee must consult their supervisor before proceeding.

8.04 General Guidelines

- (a) While on duty, the use of City equipment or internet service by personnel must be limited to work-related tasks. Social media activities shall never interfere with work commitments.
- (b) It shall be a Policy violation for any personnel to post online content as a representative of the City, or on the City's behalf without the City Administrator's or [People & Communications Director's](#) prior approval.
- (c) Any personnel posting City-related issues online not as an approved representative of the City or on the City's behalf, shall explicitly clarify they are speaking for themselves and not on behalf of the City by displaying the following disclaimer: "This is my own opinion and not necessarily the opinion or position held by the City or City Council."

8.05 Guidelines for Official City Sites

- (a) All City-sanctioned social media sites shall be maintained by the [People & Communications Director](#), City Administrator, or their ~~Administrator's~~ designee. Any content to be posted on City-sanctioned social media sites must meet the approval of the [People & Communications Director](#) or the City Administrator before it is posted.
- (b) All personnel that engage in social media activities and/or visit any City-sanctioned social media site on the City's behalf shall adhere to applicable federal, state, and local laws, regulations and policies, including the Texas Public Information Act and the records retention schedule. All content must be managed, stored, and retrieved to comply with these laws.
- (c) Any personnel that posts online content as a representative of the City, or on the City's behalf shall clearly state within said post that said content is subject to all applicable records retention and public disclosure laws. All City-sanctioned social media sites

shall clearly indicate that any articles and any other content posted or submitted for posting are subject to records retention and public disclosure.

(d) Any content posted as representative of the City, or content posted to a City sanctioned social media site containing any of the following is prohibited:

- (1) Comments not topically related to the particular site or blog article being commented upon;
- (2) Profane language or content;
- (3) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability;
- (4) Sexual content or links to sexual content;
- (5) Conduct or encouragement of illegal activity;
- (6) Information that may compromise the safety or security of the public or public systems;
- (7) Content that violates a legal ownership interest of any other party;
- (8) Information that is incorrect or misleading;
- (9) Information that is in conflict with an approved City policy, ordinance, directive, or plan; and/or

(10) Anything else that creates a disruption in the workplace.

(e) Content submitted for posting on a City-sanctioned social media site that is deemed unsuitable for posting by the [People & Communications Director](#) or the City Administrator because it violates criteria in the preceding item of this Policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed unsuitable for posting.

(f) Any hyperlinks posted on a City-sanctioned social media site shall be accompanied by the following disclaimer: “The City guarantees neither the authenticity, accuracy, appropriateness nor security of the link, website, or content linked thereto.”

(g) Personnel found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment.

8.06 Guidelines for Marketing and Branding

The City has guidelines when it comes to marketing and branding of all city entities. The [People & Communications Director](#) or designated representative is the lead on any communications, design and marketing of city-related brands, events, programs, initiatives, departments, and facilities. All designs should follow the established brand guidelines that includes logo(s), typography and photography. No letter heads, advertisements, or email signatures shall be created without approval from the [People & Communications Director](#). Any new city logo must be approved by the City Council.

SECTION 9: SURPLUS EQUIPMENT POLICY

9.01 Purpose

The purpose of this ***Surplus Equipment Policy*** is to establish procedures for managing and disposing of the City's surplus property and equipment in a manner that is fiscally responsible. This policy applies to all City of Dripping Springs personnel.

9.02 Definitions

Office Equipment: Not office supplies. Includes furniture, electrical appliances, wall hangings, and anything else valued over \$25.00 and/or listed in the City of Dripping Springs liability inventory.

IT Equipment: Machines used to acquire, store, analyze, or process data and information electronically, including for printing, transmitting, and receiving, or storing electronic information such as a computer, computer accessories, or copy machine.

Surplus Property: Equipment, furniture, scrap or salvaged material, or other tangible property that might still have some usefulness but is no longer needed or required by the City of Dripping Springs, regardless of its present condition or estimated value.

Office Supplies: Office tools such as staplers, writing utensils, scissors, and other tools used within the office with a replacement value of under \$25.00.

Salvage Property: Generally, refers to personal property that is damaged, used, or consumed so that it has no value for the purpose for which it was originally intended.

9.03 Procedure

Under this policy, City staff are responsible for:

- (1) Coordinating the transfer of surplus equipment from the City;
- (2) Ensuring that the appropriate paperwork or forms are completed prior to transfer;
- (3) Providing temporary storage until sale or disposal of the surplus equipment or property;
- (4) Maintaining a master list of all surplus equipment that is transferred or is awaiting transfer;
- (5) Updating the master list of surplus equipment accordingly;
- (6) Allocating the proceeds from the sale of surplus equipment properly and in accordance with Texas Local Government Code Chapter 51, if necessary.

Unauthorized removal, disposal, or expropriation of City equipment or surplus property is considered theft and constitutes a serious breach of City policy and may result in disciplinary action, including, but not limited to dismissal, or criminal prosecution.

(a) Reporting Authority: Parks employees shall report issues related to non-IT equipment to the Parks and Community Services Director.

All other employees shall report issues related to non-IT equipment to the [Deputy Public Works Director](#)~~Maintenance Director~~.

All employees shall report issues related to IT equipment to the IT ~~Coordinator~~[Director](#).

(b) Surplus Equipment: The City ~~Maintenance~~[Deputy Public Works](#) Director may declare equipment or property that is no longer useful for the City of Dripping Springs as surplus. Before declaring equipment or property as surplus, the [Deputy Public Works Director](#)~~Maintenance Director~~ is encouraged to:

- (1) Trade in the property towards the purchase of new property;
- (2) Transfer the property within the City; or
- (3) Transfer the property to another City office.

The ~~City Maintenance~~[Deputy Public Works](#) Director shall oversee any of the above transactions or other disposal of surplus equipment or property.

(c) Broken Equipment (Non-IT): The City Parks and Community Services Director and the City [Deputy Public Works Director](#)~~Maintenance Director~~ can determine the procedure for the disposition of broken equipment that can be repaired.

If broken equipment cannot be repaired, an employee shall inform their immediate supervisor. The Department Director will work with the City Parks and Community Services Director or the City [Deputy Public Works Director](#)~~Maintenance Director~~ to dispose of that broken equipment or property with written approval by City Administrator. This does not govern the procedure for disposal or transfer of broken IT equipment or property.

(d) Unused Equipment (Non-IT): An employee shall inform their immediate supervisor if there is unused equipment at their workstation or site. The Department Director will work with the City Parks and Community Services Director and the City [Deputy Public Works Director](#)~~Maintenance Director~~ to determine the procedure for the disposition of unused equipment or property with written approval of the City Administrator. Unused equipment is equipment that is no longer needed due to:

- Lack of continued need
- Lack of trade-in value
- Obsolescence
- Wear, damage, or deterioration
- Major repair is impractical
- Excessive cost of maintenance

(e) Broken Equipment (IT): The City IT ~~Coordinator~~[Director](#) is in charge of processing, transferring, and disposing of broken IT equipment or property. In general, the length

of time that an electronic or computing device should be a consideration when determining whether such a device should be deemed surplus, especially if IT equipment is broken, or breaks often. Used IT devices, even broken devices, can contain confidential data and licensed software that are at risk of unauthorized use. To promote the security of confidential information, the IT ~~Coordinator~~Director is required to erase data stored on IT devices before their sale, disposal, or relocation.

Many IT devices contain harmful heavy metals that are harmful to the environment when improperly disposed. If these devices are subject to disposal, they cannot be disposed of in landfills or other scrap metal recycling programs. Compliance with local or state recycling programs is requested.

Employees shall inform IT ~~Coordinator~~Director of broken equipment. If broken beyond repair,

IT equipment cannot be repaired, an employee shall inform IT Director ~~Coordinator~~. The IT ~~Director~~Coordinator may dispose of that the broken equipment or property with written approval by City Administrator.

- (f) **Unused Equipment (IT):** The City IT ~~Director~~Coordinator is in charge of processing, transferring, and disposing of unused IT equipment or property. In general, the length of time that an electronic or computing device should be a consideration when determining whether such a device should be deemed surplus. If the equipment is unused and can be transferred or sold, then the City IT ~~Director~~Coordinator should make that consideration when determining proper disposition procedures for that equipment or property.

Unused IT devices still contain harmful heavy metals that are harmful to the environment when improperly disposed. If these devices are subject to disposal, they cannot be disposed of in landfills or other scrap metal recycling programs. Compliance with local or state recycling programs is requested.

Employee shall inform the IT ~~Director~~Coordinator if there is unused IT equipment at their workstation or site. The IT ~~Coordinator~~Director can determine the procedure for the disposition of unused equipment or property with written approval of the City Administrator. Unused equipment is equipment that is no longer needed due to:

- Lack of continued need
- Lack of trade-in value
- Obsolescence
- Wear, damage, or deterioration
- Repair is impractical
- Excessive cost of maintenance

- (g) **Equipment for Sale:** The City ~~Maintenance~~Deputy Public Works Director is in charge of selling any surplus equipment or property. Items may be transferred to other City

departments, donated to non-profit organizations, or given away at no cost to avoid landfill disposal. Items will be sold at the discretion of the City [Deputy Public Works Director](#) ~~Maintenance Director~~ with approval from the City Administrator. The City [Deputy Public Works Director](#) ~~Maintenance Director~~, with the prior approval of the City Administrator, may donate surplus equipment or property directly to a non-profit organization with proof of the 501(c)(3) status of recipient.

- (h) Office Supplies:** For office supplies, as defined above, that are broken, such as a stapler or scissors, an employee may dispose of such supply. After disposing of any such property, the employee should inform their immediate supervisor and the Department Director will inform the City [Deputy Public Works Director](#) ~~Maintenance Director~~ or City Parks and Community Services Director of the disposition.

For office supplies, as defined above, that are unused, such as a stapler or scissors, an employee shall inform their immediate supervisor. The Department Director will inform the City [Deputy Public Works Director](#) ~~Maintenance Director~~ or City Parks and Community Services Director so that such supply can be stored.

If there is a question of whether an item can be disposed of as an “office supply” or whether an object is “equipment”, the employee should contact the City [Deputy Public Works Director](#) ~~Maintenance Director~~ or City Parks and Community Services Director for verification and handle such property appropriately.

SECTION 10: TRAVEL AND REIMBURSEMENTS

10.01 Registration Fees

Fees charged for registration for conferences, meetings, or seminars are allowed for prepayment or reimbursement. Invoices, registration forms, and supporting information providing documentation of fees or rates must be submitted with the request for payment.

10.02 Reimbursements

Reimbursement for education, training, conference, and other business-related expenditures incurred by City employees and officials in the performance of their duties and responsibilities will comply with standard, uniform procedures. Reimbursements may be made for the following types of expenditures, upon submittal of an expense report along with the receipts:

- (a) Transportation:** Coach rate air fare, toll roads, out-of-pocket expenses incurred during use of a City vehicle, mileage at the current Internal Revenue Service established rate. Cost of any taxi fare incurred, plus gratuity. Cost associated with parking of personal or City vehicles resulting from travel or conduct of City business. Each official and employee will use best efforts to use the most cost-efficient travel for each trip. Reimbursements will only be given for the actual cost of travel and will not be given for the use of reward travel or “miles”.

(b) **Meals:** Cost of meal reimbursement will be based on actual charges and should be reasonable and prudent, not extravagant. The costs of meals will be reimbursed up to the state per diem rate for the location at which the meal is purchased pursuant to the rates established by the U.S. General Services Administration.

(c) **Entertainment:** Employees are responsible for the costs of their own entertainment.

(d) **Lodging:** Actual cost of room, plus appropriate taxes.

(e) **Per Diem:** The City Administrator or Mayor may establish per diem for certain travel events.

10.03 Cash Advances

Employees shall submit receipts accounting for all cash advances made from petty cash.

SECTION 11: DISCRIMINATION

11.01 Equal Employment Opportunity

The City's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, handicapmental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. Any employee discriminated against or harassed shall report such conduct to his or her immediate supervisor, ~~or City Administrator~~ or People & Communications Director; provided, however, if a City Administrator or People & Communications Director is the alleged source of a claim of discrimination or harassment, the aggrieved employee may address such claim directly to the Mayor, or if the Mayor is the alleged source of a claim, then the aggrieved employee may address such claim directly to any member of City Council.

11.02 General Prohibition

The City shall base all employment actions and decisions on a person's qualifications, experience, performance, demeanor, and behavior. The City shall **not** discriminate against employees on the basis of race, ethnicity, sex, religion, sexual orientation, or nation of origin.

11.03 Discrimination and Harassment

(a) Harassment Prohibited

It is City Policy that all employees should be able to enjoy a work environment free from all forms of unlawful discrimination, including sexual, racial, religious, or other harassment. Accordingly, no employee shall engage in harassment of any employee, applicant, or any other individual.

(b) Discrimination and Harassment Defined

Discrimination and Harassment is behavior that is motivated in whole or in part by a person's protected class, that is not welcome, and is personally offensive, or that lowers morale and that, therefore, interferes with an employee's work effectiveness. It can include verbal abuse and gestures. Harassment occurs in many forms, including but not limited to, unwelcome physical contact, verbal abuse, leering, gestures, electronic communication, and more subtle communication or advances and pressure involving the individual's protected class. Whether particular conduct constitutes or harassment is based on the reasonable perception of the victim. Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) adversely affects a term or condition of an individual's employment; or

(1)(2) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

(2)(3) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or

(3)(4) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, whether or not it is directly linked to the granting or denial of an economic benefit.

(c) Discrimination and Harassment is Punishable

Discrimination and Harassment ~~is~~are forms of misconduct that undermines the integrity of the employment relationship. No employee should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical or verbal abuse related to a protected status. A finding that any employee has committed any such form of harassment will result in disciplinary action.

(d) Reporting Required

Any employee who believes that the employee has been subjected to any of the forms of harassment set forth above should report this harassment to: (1) the employee's supervisor; (2) the City Administrator; (3) the City Attorney; (4) the People & Communications Director, and/or (54) the Mayor. Complaints against the City Administrator should be reported to the Mayor, the City Attorney, or a member of the City Council. Every supervisor or officer receiving a report of alleged harassment must notify the Mayor and all persons in the alleged offender's chain of command. Appropriate action must be promptly taken. The first action taken in such event shall include steps calculated to prevent reoccurrence of any such alleged incidents, pending investigation and final resolution of the complaint. Each such report shall be investigated promptly and appropriate corrective action will be taken with the City

Administrator's concurrence unless the allegation involves the City Administrator, in which case the appropriate corrective action will be taken by the Mayor.

(e) Investigation Without Retaliation

All good faith complaints of harassment will be promptly investigated, ensuring confidentiality to the maximum possible extent. Disciplinary action shall be taken against any employee in violation of this policy. Such disciplinary action will be determined by the nature of the wrongful act and may result in immediate dismissal of the offending employee. No employee of the City shall be retaliated against for filing a complaint of harassment in good faith or for participating and cooperating in the good faith reporting or investigation of such a claim. However, the City recognizes that false accusations of harassment can have serious effects on innocent men and women, their reputation, and their families. False accusations of sexual harassment will result in severe disciplinary action.

(f) Training Required

It will be the responsibility of the City Administrator to inform all employees of the policy concerning non-discrimination, equal employment opportunities, and harassment, as well as the gravity of such behavior and the procedure to be employed in the event an allegation develops.

11.04 Disabilities

The City shall evaluate all job applicants and employees based on ability to perform the essential functions of the position with or without reasonable accommodation. The City shall comply with the federal Americans with Disabilities Act (ADA).

11.05 Religious Affiliation

The City shall not evaluate or take employment action on job applicants or employees based on the applicant or employee's religious practices or membership. It is imperative, however, that employees not allow their religious activities to interfere with the performance of work-related duties or the completion of assignments. Being a government institution, the City does not allow employees to proselytize.

11.06 Immigration Law Compliance

- (a) Federal law requires that the City ensure all employees are authorized for employment in the United States. Therefore, only individuals lawfully authorized for employment in the United States will be employed.
- (b) In connection with federal law, the City must collect certain information and review certain documentation concerning the employment authorization of individuals hired. This information and documentation will be used only for compliance with the Immigration Reform and Control Act, as amended, and not for any unlawful purpose. If an employee's employment authorization changes or terminates after the start date of employment, the employee will be responsible for informing the City Administrator or a Human Resources representative immediately.

SECTION 12: DISCIPLINARY MEASURES

12.01 Progressive Discipline

To the extent practicable, the City prefers to pursue a course of progressive discipline, which may include the following options (in no particular order): verbal counseling, training, verbal reprimands, written reprimands, suspension with pay, suspension without pay, demotion, reduction in pay, and discharge.

12.02 Discretionary Discipline

Whether to take disciplinary action rests with the discretion of direct supervisor of the employee in consultation with the City Administrator and People & Communications Director and ~~Mayor~~, who shall not be bound by the terms or procedures of this Manual (which is solely a guide). The Mayor shall be consulted for any disciplinary action that involves an employee whose final hiring or firing authority rests with City Council.

12.03 Grievance Procedure

- (a) Employees or recently separated former employees dissatisfied with any employment issue, such as a possible job discrimination matter, health and safety issues, drug-related issues, or a disciplinary matter, may pursue a grievance.
- (b) Employees or recently separated former employees may submit a written grievance regarding any employment issue to the City Administrator within five (5) business days of the latest occurrence. A written grievance involving the City Administrator may be submitted to the Mayor within five (5) business days of the latest occurrence. The notice must specify what action was taken by the City or what action has been observed, and how the action is either unwarranted or inappropriate.
- (c) The City will investigate when necessary, allow the initiator of the grievance a reasonable opportunity to bring forth evidence and witnesses to support the initiator's case, and allow the initiator to question and fully refute any charges brought against the employee or recently separated former employee. The City Administrator shall issue a decision on all grievances to the submitting employee. For employees for which the City Administrator is the final hiring and termination authority, the City Administrator's decision is final. For employees for which the City Council is the final hiring and termination authority, the submitting employee may appeal the City Administrator's decision to the Mayor for consideration by City Council within five business days of receiving the decision of the City Administrator.

12.04 Personnel Files

Employees may request access to their personnel files via the City Administrator or People & Communications Director. In general, for individuals other than the employee, an employee's personnel file should be accessed only by those who have a job-related need to know or if a law requires the release. Under the Public Information Act, and subject to confidentiality rules set by state law, some or all of an individual's personnel file may be

released to a member of the public if requested. —Both at and following the time you separate from employment, the employee may make copies of documents in the employee's personnel file if you wish. Copying of such documents should be arranged with the People & Communications Director and will cost ten cents per copy, payable in advance. An electronic copy could be requested at no cost to the employee. Your personnel file will be maintained in City records in accordance with all applicable legal requirements.

SECTION 13 : SEPARATIONS

13.01 Non-Disciplinary Separations

- (a) **Layoffs:** The City retains the ability to restructure all employment positions and perform any necessary Reductions in Force (RIFs).
- (b) **Resignation:** Employees may resign at any time. To remain in good standing, employees are encouraged to provide two (2) weeks' notice of any intent to voluntarily leave employment.
- (c) **Retirement:** Any retirement intentions must be in conformance with the City's retirement plan.
- (d) **Incapacity:** An employee may be separated if such employee is unable to perform the functions of the employee's position, as expressly provided in the job description for such position, with or without reasonable accommodation. A finding that an employee is Unfit for Duty shall be made only through individual medical determination by a competent medical authority as prescribed by the City Administrator and Mayor. The City Administrator may require that a current employee undergo a Fit for Duty evaluation, at the City's expense, to determine if such employee is able to satisfactorily perform the essential functions of the employee's current position, and whether the employee can satisfactorily perform such functions with or without reasonable accommodation.

13.02 Discharge

Authority to terminate resides with the City Administrator unless the employee is hired by City Council pursuant to state law or this Manual. The City Administrator shall consult with the employee's supervisor and the City Attorney prior to termination. During an investigation related to discipline or discharge, the City Administrator may place the employee on paid or unpaid administrative leave. Either the City or employees may terminate the employment relationship, for any reason, or no reason (so long as the reason is not discriminatory, as established by this Manual).

A non-exhaustive list of grounds for discipline or discharge of an employee by the City include (but is not limited to) the following:

- (a) Insubordination
- (b) Neglect of Duty
- (c) Violation of City Policy, City Ordinance, State Law, or Federal Law

(d) Failure to conduct self in a courteous and proper manner while on duty.

~~(d)~~(e) Misappropriation of Funds, Equipment, or Supplies

~~(e)~~(f) Persistent tardiness or truancy

~~(f)~~(g) Carelessness or Recklessness

~~(g)~~(h) Misconduct

~~(h)~~(i) Misuse of City equipment or information

~~(i)~~(j) Dishonesty

~~(j)~~(k) Violation of Personnel Manual

~~(k)~~(l) Incompetency

(m) Harassment

(n) Discourteous Conduct towards other employees, officials, or the public

~~(h)~~(o) Failure to attend mandatory meetings or trainings without cause

13.03 Return Items

On or before the last day of employment with the City, all departing employees must return all equipment, supplies, files, and resources provided to the employee by the City during the employee's tenure with the City.

13.04 Payment for Leave

The City will pay separated employees for untaken vacation leave of up to 1 ~~2042~~ hours if the employee has worked for the City for at least 1 year. Compensatory time will be paid-out upon termination for all exempt employees. Employees who are terminated or do not provide adequate notice of resignation shall not receive accrued vacation leave.

13.05 Reference

All reference inquiries are to be directed to the City Administrator or the City Administrator's designee. The City Administrator may designate an employee or former employee's supervisor or director as the appropriate individual to provide a reference. Under state law, the City is allowed to provide a truthful employment reference regarding a current or former employee. However, the City is not required to provide an employment reference to or about a current or former employee.

City of Dripping Springs

ACKNOWLEDGEMENT

I, _____ (*printed name*), hereby acknowledge that I have received a copy of the City of Dripping Springs's ***Personnel Manual***. I have read and understood the information presented to me. If I have questions about anything I have read, I have asked my Supervisor for and received clarification. Specifically, I understand the following:

- My employment status is *at-will*, and either I or the City of Dripping Springs may terminate my employment at any time, with or without reason.
- I do not have a contract or term of office with the City of Dripping Springs unless it is through a separate written and signed agreement.
- My supervisor does not have the authority to enter into a contract with me. ○ Harassment and discrimination are not tolerated in the workplace.
- I share with my fellow employees a duty to prevent and report violations of the policies set forth in the Personnel Manual.
- My employer will promptly and thoroughly investigate all claims and take remedial measures, up to and including termination.

Employee's Signature _____ Witness's Signature

Date _____ Date

City of Dripping Springs**ELECTION REGARDING PERSONAL INFORMATION****TO THE CITY SECRETARY:**

I, _____ (*printed name*), hereby make the following election with respect to allowing public access to information in the custody of the City of Dripping Springs that relates to my home address, home telephone number, and social security number or that reveals whether I have family members.

I do ***not*** want the City of Dripping Springs to disclose or allow public access to the following (*check all that apply*):

_____ My home address

_____ My home telephone number

_____ Information that reveals whether I have family members

Employee's Signature

Date

Attachment “A”

EMPLOYEE TRAINING AND REIMBURSEMENT AGREEMENT

THIS EMPLOYEE TRAINING AND REIMBURSEMENT AGREEMENT (the “Agreement”) dated _____, 20____, (“Effective Date”) is by and between, the City of Dripping Springs, _____ a _____ municipality in _____ Hays County, _____ and _____, _____ a current employee of the City (“Employee”).

RECITALS

WHEREAS, Employee has requested and the City has agreed to pay for the Employee to attend a conference, meeting, seminar, workshop, training, educational course, or similar instructional class (collectively, “Training”); and

WHEREAS, in consideration for the City’s payment for the Training, Employee acknowledges that through attendance at such Training, Employee will acquire skills and enhance his or her professional skills or knowledge making the Employee more marketable; and

WHEREAS, Employee agrees to reimburse the City for the cost of such Training in the event that employment with the City is terminated in accordance with the terms of this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals and the individual and mutual covenants of the parties hereinafter set forth, and for other good and valuable consideration, it is hereby agreed by and between the parties hereto:

1. Cost of Training and Expenses. The City agrees to pay a total of \$ _____ (“Cost”) for the following Training:

Name of Training: _____

Training Provided by: _____

Training Location: _____

Date(s) of Training: _____

In addition to the Cost of the Training, the City agrees to reimburse additional reasonable expenses related to attendance at such Training up to \$ _____ for travel, food, and incidentals; provided that the Employee submits the appropriate expense reports and all receipts for the expenses associated with the Training and such expenses are reimbursable.

2. Reimbursement for Cost of Training. Except as provided below, Employee agrees to reimburse the City for the Cost of the Training paid by the City if the Employee’s employment terminates within two (2) years of completion of the Training. Employee agrees to reimburse the City within thirty (30) days of termination.

City of Dripping Springs

Draft September 2023

Personnel Manual
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3. **Salary Deduction.** Employee agrees and authorizes the City to deduct the amount owed hereunder, to the extent permissible by law, from Employee's pay following notification of termination of employment with the City. The City, in its sole discretion, may determine whether to deduct any amount owed from the Employee's pay. If the amount owed under this Agreement exceeds the amount deducted from the Employee's pay, in accordance with Section 2, Employee agrees to reimburse the City any remaining amount due to the City within thirty (30) days of terminating employment.

4. **Continuation of Employment-at-Will Relationship.** Employee and the City understand and agree that this Agreement does not constitute an employment agreement and nothing in this Agreement shall replace the Employee and the City's at-will employment arrangement. Both Employee and the City understand that the employment relationship may be terminated by either party for any or no reason at any time prior to the termination of this Agreement.

5. **Term.** This Agreement shall be in effect from the Effective Date until all reimbursement, if any, is due under this Agreement.

6. **Entire Agreement; Amendments.** This Agreement contains the entire understanding of the parties. Employee and the City may mutually agree to modify the terms of this Agreement at any time; provided, however, that any such modification must be in writing and signed by both parties to this Agreement.

7. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Texas and any dispute shall have venue in Hays County.

8. **Severability.** If any provision of this Agreement is held to be invalid by a court of law, the remaining provisions shall remain in full force and effect.

9. **Counterparts.** This Agreement shall be executed in one or more counterparts and all such counterparts shall constitute one and the same instrument.

10. **Headings.** Headings of provisions of this Agreement are solely for the convenience of reference and are not a part of this Agreement and shall not affect the meaning, construction, operation or effect hereof.

IN WITNESS WHEREOF, the City and Employee hereto have caused this Agreement to be executed on the date and year first above written.

EMPLOYEE

Employee Name: _____ (Printed)

CITY OF DRIPPING SPRINGS

Michelle Fischer, City Administrator

Attachment "B"

KEY CONTROL POLICY

The purpose of this **Key Control Policy** is to establish reasonable personal security for the staff of the City of Dripping Springs and to ensure the protection of personal and city property through the control of keys (including fobs) to city facilities.

In return for the loan of a key, employees: 1) shall not give or loan the key to others; 2) shall not make any attempts to copy, alter, duplicate, or reproduce the key; 3) shall use the key for authorized purposes only; 4) shall safeguard and store the key securely; 5) shall immediately report any lost or stolen keys; and 6) shall produce or surrender the key upon official request.

If a key is lost, stolen, or not surrendered when officially requested, a charge that reflects the cost of changing any and all locks and keys affected may be assessed. ***Misuse of City Equipment including City keys may result in discipline up to and including discharge pursuant to Section 12.02 of the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.***

KEY DISTRIBUTION & RETURN

EMPLOYEE NAME: _____ DEPARTMENT: _____

ISSUE DATE: _____ ISSUER'S SIGNATURE: _____

RETURN DATE: _____ RECEIVER'S SIGNATURE: _____

REQUESTED ACTION/RECORD (circle those that apply)

KEY ISSUANCE	RETURNED KEY	LOCK OPENING
LOCK/HARDWARE CHANGE	REPORT OF LOST/STOLEN KEY	

DESCRIPTION OF KEY(S)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

DETAILS

ACKNOWLEDGEMENT AND AGREEMENT

I, _____ (*printed name*), hereby acknowledge that I have received a copy of the City of Dripping Springs's **Key Control Policy**. I have read and understood the information presented to me. I agree to return any City of Dripping Springs keys/fobs to the City upon my separation from the City on or before the last day of my employment or upon request of the City Administrator.

In return for the loan of this key(s), I agree to: 1) not give or loan the key(s) to others; 2) not make any attempt to copy, alter, duplicate, or reproduce the key(s); 3) use the key(s) for authorized purposes only; 4) safeguard and store the key(s) securely; 5) immediately report any lost or stolen key(s); and 6) produce or surrender the key(s) upon official request. I also agree that if the key is lost, stolen, or not surrendered when officially requested, a charge that reflects the cost of changing any and all locks affected may be assessed.

 Employee's Signature

 City Administrator's Signature

 Date

 Date



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

Submitted By: Andrea Cunningham, City Secretary

Council Meeting Date: October 3, 2023

Agenda Item Wording: **Discuss and consider the Appointment of two (2) individuals to the Dripping Springs Ranch Park Board of Directors for terms ending September 30, 2025.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: **Section 2.04.124 Authority and Responsibilities**

- (a) Meetings. The board members shall conduct meetings once a month. Meetings shall be conducted at the Dripping Springs Ranch Park, unless otherwise deemed appropriate by the chair. The board members may hold public hearings as deemed necessary and appropriate. Other meeting times and locations can be selected by the chairperson, as deemed necessary and appropriate. All meetings are subject to the Open Meetings Act, chapter 551 of the Texas Government Code.
- (b) Policies and implementation. The board members shall advise the city council on recommended policies and application of policies for the development, operation and management of the park and event center. Policy review may be undertaken by the board member upon its own initiative, or at the direction of the city council. The chair may be asked to appear in person to report on specific issues if requested to do so by the parks and recreation commission or the city council.
- (c) Duties and responsibilities. The board shall:
 - (1) Review and make recommendations related to fees, events, forms, and policies of the Dripping Springs Ranch Park.
 - (2) Review, approve, and finalizes sponsorship agreements where the city sponsors an event in an amount in excess of what is allowed in the Dripping Springs Ranch Park Sponsorship Policy (Resolution No. 2017-63) or the city fee schedule. All sponsorships that fall within the sponsorship policy or the city fee schedule may be approved by the event center manager. All approved sponsorship agreements shall be filed with the city administrator and parks and community services director.
 - (3) Work with event center manager and parks and community services director to establish and oversee an operating budget for Dripping Springs Ranch Park, contingent upon approval of the city council.
 - (4) The board shall interview all qualified finalists seeking the event center manager position. Following interviews of the event center manager position, the board shall make recommendations to the city council stating which (if any) candidate should be engaged by the city.
 - (5) Work with DSRP event center manager and parks and community services director to provide the city council with monthly financial statements showing

income, expenditures, and profit or loss for Dripping Springs Ranch Park facilities.

- (6) Budget. The board may determine expenditures related to the Dripping Springs Ranch Park. All expenditures shall be in accordance with the city's purchasing policy, city budget, and state law. Any expenditure that has not been authorized in the budget, is in excess of the authorized amount, or in an amount in excess of what is authorized by the purchasing policy, shall be submitted to city council before the expenditure may be made. Any approved expenditure shall be submitted to the city's event center manager or the maintenance director, as appropriate, for completion of a purchase order or agreement as required by the city's purchasing policy. If city staff desires a different vendor or product for a purchase, the board and staff's recommendations will be forwarded to the city administrator by city staff. The city administrator's decision shall be final. Any completed purchase of equipment shall immediately also be reported to the city administrator for inclusion in the city's liability coverage.

Member Selection

Section 2.04.123:

- (b) Appointment and removal. Members of the board shall be appointed by the city council. Board members may be removed by the city council for any reason. Any board member absent for three or more consecutive regular meetings, or more than four regular meetings within a fiscal year, unless excused, shall be deemed to have automatically and voluntarily resigned, and thus vacated the board member's position on the board.
- (c) Terms of office. Each board member will serve a two-year term and may be reappointed upon application. Vacancies on the board may be filled by appointment of the city council for the unexpired term. Upon the creation of the board, the first three members appointed shall serve a two-year term and the other two members appointed shall serve a one-year term initially.

Membership Requirements

There are no membership requirements for this board.

Officer Appointments

The presiding officer of the board shall be a chair appointed by the city council from among the board members. The presiding officer shall serve a term of two years.

Membership

The Board shall consist of and be governed by five (5) members.

Current Membership

Member	Term
Todd Purcell, Chair	09/30/24
Terry Polk, Vice Chair	09/30/24
Pam Owens, Secretary	09/30/23
Mike Carroll	09/30/23
Penny Reeves	09/30/24

Application & Appointment

The two members with expiring terms have requested reappointment. One application was received by Shawn Casey who was interviewed September 12th by DSRP Manager Emily Nelson and Council Member Sherrie Parks.

Slate of Candidates

Pam Owens, Secretary	Reappointment
Mike Carroll	Reappointment
Sean Casey	New Applicant

**Recommended
Council Actions:**

Staff recommends the appointment of two (2) individuals, at the discretion of the City Council, to the DSRP Board for terms expiring September 30, 2025.

Attachments:

1. Chair Recommendation
2. Request for Reappointment
3. Sean Casey Application

Next Steps/Schedule:

1. Inform applicants of Council decision
2. Update roster and website

From: [Emily Nelson](#)
To: [Andrea Cunningham](#)
Subject: RE: DSRP Board
Date: Monday, September 25, 2023 10:13:55 AM
Attachments: [image002.png](#)
[image003.png](#)

Yes. We will keep our original group and then we will look at adding seats a little later.

Thank you!

Emily Nelson



Emily Nelson
 Manager
 enelson@cityofdrippingsprings.com
 512.894.2390 Office
 512.894.2046 On-Site
 1042 Event Center Drive • PO Box 384
 Dripping Springs, TX 78620
 drippingspringsranchpark.com
 cityofdrippingsprings.com

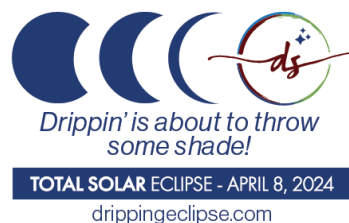


From: Andrea Cunningham <acunningham@cityofdrippingsprings.com>
Sent: Monday, September 25, 2023 9:42 AM
To: Emily Nelson <ENelson@cityofdrippingsprings.com>
Subject: DSRP Board

Have y'all decided on appointments for the DSRP Board?



Andrea Cunningham
 City Secretary &
 Municipal Court Clerk
 acunningham@cityofdrippingsprings.com
 512.858.4725 City Hall
 511 Mercer Street • PO Box 384
 Dripping Springs, TX 78620
 cityofdrippingsprings.com



ATTENTION PUBLIC OFFICIALS: A "Reply to All" of this e-mail could lead to violations of the Texas Open Meetings Act. Please reply only to the sender. This e-mail and any attachments are subject to the Public Information Act.

In Administrative Completeness	Filing Date
ADMIN2023-34 Caliterra Phase 3 Section 10 Construction Plans	2-Oct
SUB2023-0022 Cannon Ranch Phase Two Construction Plans	2-Oct
SUB2023-0033 Heritage Phase 2 Construction Plan Revision	2-Oct
SD2023-0030 Trailhead Market Parking, Fire Land and Water Improvements	9-Oct
SD2023-0013 10 Federal	9-Oct
SUB2021-0065 Heritage Phase 2 Final Plat	10-Oct

ADMINISTRATIVE APPROVAL PROJECTS				
Site Development Project Name	City Limits / ETJ	Location	Description	Status
SD2021-0005 Dripping Springs WWTP Expansion	CL	23127 FM 150 W	Expansion of the Wastewater treatment plant	HOLD
SD2021-0021 RR 12 Commercial Kitchen	CL	28707 RR 12	Commercial kitchen that will support a catering business, no on-site dining is proposed	Approved w/ Conditions
SD2021-0013 Dreamland	ETJ			Waiting on resubmittal
SD2021-0030 Belterra Townhomes	ETJ	Belterra	Seven townhome units with associated parking, sidewalk, utilities, and drainage	Waiting on resubmittal
SD2021-0033 Bell Springs Business Park, Sec 1&2 Rev	ETJ	4955 Bell Springs	A revision for minor adjustments on site layouts, rainwater, and overall drainage & water quality	Waiting on resubmittal
SD2022-0001 Julep Commercial Park	ETJ	Northeast corner of W US 290 and Trautwein Rd	11.27 acre site of mixed-use commercial buildings with supporting driveways, water quality and detention pond, rainwater harvesting, and other utilities	Waiting on resubmittal
SD2022-0010 Wenty's Wine Bar	ETJ	5307 Bell Springs Rd	Wine bar and associated improvements	Waiting on resubmittal
SD2022-0007 Heritage Effluent Line Stage II Extension	CL	511 Mercer Street	Extension of the existing 12" effluent line north along RR12, along with an 8" effluent line that spans from Rob Shelton, across Hwy 290, and north to Heritage Stage 2	Waiting on resubmittal
SD2022-0013 DS Flex Business Park	CL	28513 RR 12	Construction of two shell buildings with accompanying site improvements	Waiting on resubmittal
SD2022-0011 Skybridge Academy	CL	519 Old Fitzhugh Road	Remodel/repurpose of existing historic structures, add new construction to tie together the house and garage with additional parking and revised driveway	Approved w/ Conditions
SD2022-0014 Bell Springs Site Plan (Travis Flake)	ETJ	5307 Bell Springs Rd	Office and Warehouse with drives, parking, waterline connection, and pond	Approved w/ Conditions
SD2022-0018 Office 49	ETJ	241 Frog Pond Lane	The construction of eleven office buildings of varying sizes along with the related paving, grading, drainage, and utility improvements.	Waiting on resubmittal
SD2022-0019 Double L Ranch, Phase 1	ETJ	RR 12	Construction of water, wastewater, drainage and paving improvements for 244 single family lots.	Waiting on resubmittal
SD2022-0020 Merigian Studios	ETJ	105 Daisy Lane	Art studio with driveway, parking, and external structures	Approved w/ Conditions
SD2022-0024 4400 US 290 SP	ETJ	4400 US 290	7 Commercial Buildings in the ETJ	Waiting on resubmittal
SD2022-0025 Hardy Drive	ETJ	2901 US 290	Construction of a road for the Hardy and Bunker Ranch development to meet fire code	Waiting on resubmittal
SD2022-0031 WHIM Corporate Site Plan	CL	27950 RR12	The construction of the corporate HQ for WHIM along with the site improvements needed and as shown in the site plan.	Waiting on resubmittal
SD2022-0039 Big Sky Ranch WWTP	CL	Sue Peaks Loop	Temporary Wastewater Treatment Plan and subsurface area drip disposal system to serve Big Sky Development	Waiting on resubmittal
SD2022-0041 Dripping Springs Urgent Care	CL	164 Belterra Village Way	Ground up development of an urgent care facility within the Belterra Commercial District	Approved w/ Conditions
SD2022-0042 Suds Brothers Car Wash	CL	610 W Hwy 290	Rapid car wash facility	Approved w/ Conditions
SD2023-0002 Fitzhugh Corners	ETJ	15310 Fitzhugh Road	A 13,908 sq ft building with site improvements	Waiting on Resubmittal
SD2023-0004 Austin Ridge Bible Church Revision	ETJ	31330 Ranch Road 12	Removal of the existing old house, the addition of 3 portable buildings and pavilion; additional parking.	Waiting on resubmittal
SD2023-0006 DS Vet Clinic	CL	Cortaro Dr & RR 12	2 Phase Site Development Plan with 3,957sf veterinarian clinic with paving, drainage and utility infrastructure	Waiting on resubmittal
SD2023-0007 Phase 4A Drip Irrigation System Improvements	ETJ	2581 E Hwy 290	The project is Phase 4A of the drip disposal fields and consists of 14.76 acres of drip irrigation fields only.	Approved w/ Conditions
SD2023-0008 102 Rose Drive	CL	102 Rose Dr	Construction of tow additional duplexes w/ accompanying site improvements	Waiting on resubmittal
SD2023-0009 Paloma	CL	235 Sports Park Rd	Adding improvements to the site	Waiting on resubmittal
SD2023-0010 Creek Road Horse Farms	CL/ETJ	1225 Creek Rd	Horse training facility with covered riding arena, barn, storage building and open-air riding.	Waiting on resubmittal
SD2023-0011 Amazing Explorers Academy	ETJ	Ledgestone	Daycare facility, including driveways, parking areas; and water, wastewater, and stormwater facilities.	Waiting on resubmittal
SD2023-0012 Ariza 290 West	ETJ	13900 W US Highway 290	Multifamily residential.	Waiting on resubmittal
SD2023-0013 10 Federal	ETJ	3975 US 290	Enclosed storage facility	Waiting on resubmittal
SD2023-0014 BR Dripping Springs	CL	27010 RR 12	3 commercial buildings with parking, stormwater and water quality.	Waiting on Resubmittal
SD2023-0015 Silver Creek Hotel	ETJ	12800 Silver Creek Road	Hotel with parking, utilities, drives, detention and water quality.	Waiting on Resubmittal
SD2023-0016 Ledgestone Daycare	ETJ	12400 US Hwy 290	Daycare building with parking and drives in Ledgestone Commercial Development	Waiting on Resubmittal
SD2023-0017 OroBianco Mobile Food Unit - Driveways	CL	27713 RR 12	Driveway for gelato food truck.	Waiting on Resubmittal
SD2023-0018 Sunset Canyon Storage Facility	ETJ	950 S. Sunset Canyon Drive	Proposed storage facility with associated parking and drive.	Under Review
SD2023-0019 3980 US 290 Warehouse	ETJ	3980 US 290	Construction of 4 - 5k sq ft Warehouse/office buildings	Under Review
SD2023-0020 Graveyard Cellars	ETJ	24101 RR 12	2800 sq ft building and parking	Under Review

<i>Ongoing Projects</i>	
Comprehensive Plan	Meetings with DTJ
Cannon Mixed-Use	Pending resubmittal
PDD2023-0001 Madelynn Estates	New PDD
PDD2023-0002 Southern Land	New PDD

Subdivision Project Name	City Limits / ETJ	Location	Description	Status
SUB2021-0065 Heritage Phase 2 Final Plat	CL	Sportsplex Drive (Heritage Development)	162 Lots on 69.999 acres, 160 of which are residential with an average lot size of 0.143 acres	Waiting on Resubmittal
SUB2022-0002 Hays Street Subdivision	CL	102 Bluff Street	Subdivision of 6 residential lots in the Historic District	Approval with conditions
SUB2022-0009 Driftwood Subdivision Phase 3 Preliminary Plat	ETJ	17901 FM 1826	Preliminary Plat for 14 lots: 12 Residential, 1 Commercial, 1 Industrial	Approved with conditions
SUB2022-0012 Driftwood Sub Ph 3 Sec 1 FP	ETJ	17901 FM 1826	Final Plat for 1 Commercial Lot	Waiting for Resubmittal
SUB2022-0013 Driftwood Sub Ph 3 Sec 2 FP	ETJ	17901 FM 1826	FP for 11 single-family residential lots, 1 open space lot, and 1 private street lot on 34.67 acres	Waiting for Resubmittal
SUB2021-0011 Double L Phase 1 Prelim Plat	ETJ	1.5 miles N of US 290 & RR 12	PP for 243 residential units and 1 amenity center	Approval with Conditions
SUB2022-0028 Parten Ranch Phase 8	ETJ	End of Bird Hollow near Trickling Brook Road Intersection	90 Lot Subdivision	Approved with conditions
SUB2022-0033 The Ranch at Caliterra	ETJ	Premier Park Loop	Preliminary plat of the Carter tract with 243 lots	Approved with conditions
SUB2022-0036 Driftwood Creek FM 150 12 Treated Effluent and 10 Raw Wastewater Forcemains Ph I and II	ETJ	FM 150	12 inch treated effluent line and 10 inch wastewater forcemains to connect with Dripping Springs WWTP	Approved with conditions
SUB2022-0039 Village Grove Preliminary Plat	CL	Sports Park Rd	Village Grove PDD. This is 112.40 acres including 207 lots, 511 residential units, and 6.82 acres will be commercial	Waiting for Resubmittal
SUB2022-0040 102 S Bluff St CP	CL	Hays st	Construction Plans for 7 lots. Six of wick are residential and 1 will be landscaping	Approved with conditions
SUB2022-0041 Hays St Preliminary Plat	CL	Hays st	Preliminary Plat for 7 lots. Six of wick are residential and 1 will be landscaping	Approval with conditions
SUB2022-0042 Silver Creek Subdivision	ETJ	Silver Creek Rd	70-acre tract to be developed into a 28 single family lots with access, paving, on-site sewage, water supply well, and an undisturbed open space	Approved with conditions
SUB2022-0043 Howard Ranch Sec 4 Lots 62 & 63 AP	ETJ	590 Cypress Creek Dr	An amending plat to remove a site parking area from the single family lot. This request is by the property owner.	Waiting for Resubmittal
SUB2022-0046 Kali Kate	ETJ	4550 FM 967	City of Dripping Springs and City of Buda Interlocal Agreement	Waiting for Resubmittal
SUB2022-0047 Ariza West 290	ETJ	13900 W US Highway 290	The Final Plat for an apartment complex	Approval with Conditions
SUB2022-0048 Wild Ridge Phase 1 CP	CL	E US 290	Construction plans for phase 1 of Wild Ridge	Waiting for Resubmittal
SUB2022-0049 Serenity Hills	ETJ	1111 HAYS COUNTRY ACRES ROAD	50 Lot subdivision in Dripping Springs ETJ	Approval with conditions
SUB2022-0050 North 40, Section 2, Block B, Lots 1, 2, 29, and 30	CL	28501 RR 12	Amending Plat to combine 4 lots into 1	Approved
SUB2022-0052 Village Grove Phase 1 CP	CL	Sports Park Rd	The construction plans for phase 1 of the Village Grove development	Under Review
SUB2023-0001 Village Grove Phase 2B CP	CL	Sports Park Rd	Residential townhome infrastructure improvements. Construction of 16 Townhome lots and roadways.	Waiting for Resubmittal
SUB2023-0003 The Ranch at Caliterra CP	ETJ	Soaring Hill Rd at HC Carter Way	Construction Plans for the Carter tract.	Waiting for Resubmittal
SUB2023-0005 Skylight Hills Prelim	ETJ	13001 & 13111 High Sierra	Creating 11 residential lots in the ETJ	Waiting for Resubmittal
SUB2023-0006 Wild Ridge Phase 1 FP	CL	E US 290	Approximately 62.1 acres to include 136 residential lots, roadways, and a commercial lot	Waiting for Resubmittal
SUB2023-0007 Skylight Hills Construction Plans	ETJ	13001 & 13111 High Sierra	Creating the infrastructure of 11 residential lots	Waiting for Resubmittal
SUB2023-0008 Silver Creek Subdivision Construction Plans	ETJ	Silver Creek Rd	29 Single family residential lots with access, paving, OSSF, water supply well, and open space	Approval with conditions
SUB2023-0012 Springlake Lot 57 Replat	ETJ	100 Oakview Dr	Subdivide the existing tract of land into two newly platted tracts of land.	Approval with conditions
SUB2023-0011 Big Sky Ranch Phase 3 AP	CL	171 Sue Peak Loop	Amending plat to accommodate builders larger home designs.	Approval with Conditions
SUB2023-0016 520 Matzig Replat	ETJ	520 Matzig Cove	Modify drainage easement.	Approval with conditions
SUB2023-0018 Cannon Ranch Phase 2 Final Plat	CL	Rushmore Drive at Lone Peak Way	Subdivide into 100 lots.	Approval with conditions
SUB2023-0020 Driftwood Golf and Ranch Club, Phase 4 Final Plat	ETJ	Driftwood Ranch Drive	Subdivide into 20 lots.	Waiting for Resubmittal
SUB2023-0021 Driftwood Golf and Ranch Club Phase Four Subdivision CP	ETJ	Driftwood Ranch Drive	Paving, drainage, water, wastewater subdivision constructions plans.	Under Review
SUB2023-0022 Cannon Ranch Phase 2 CP	CL	Rushmore Drive at Lone Peak Way	97 single family residential lots and 3 open space lots including construction of public roadways, utilities and storm drain infrastructure.	Waiting for Resubmittal
SUB2023-0023 Re-Subdivision Lot 2, Driftwood 967 Phase One CP	ETJ	FM 967 at FM 1826	Subdivide one large lot into 5 residential lots, 2 commercial lots, 2 open space lots and 2 private streets.	Approval with conditions
SUB2023-0024 Caliterra Phase 5 Section 13 Construction Plans	ETJ	Kelsey Lane	11 single family lots.	Waiting for Resubmittal
SUB2023-0027 Bush Ranch, Phase 1, Lots 1 & 2 Amending Plat	ETJ	235 & 295 LedgeStone Drive	Adjust a common property line.	Approval with Conditions
SUB2023-0028 Arrowhead Commercial Final Plat	CL	US Hwy 290 W	Subdividing 6.6 acres as 1 lot.	Waiting for Resubmittal
SUB2023-0030 Trailhead Market Parking, Fire Lane & Water Improvements	CL	249 Sportsplex Drive	Construct 16,250 sq. ft. pervious concrete parking lot, two fire hydrants, grading and fire lane striping.	Waiting for Resubmittal
SUB2023-0033 Heritage Phase 2 Construction Plans Revision	CL	Sportsplex Drive	165 lots, streets, water, wastewater, grading and water quality improvements.	Waiting for Resubmittal
SUB2023-0031 Gateway Village Preliminary Plat	CL	1201 US 290 West	307 lots on 97.44 acres	Waiting for Resubmittal
SUB2023-0034 Lunaroja Subdivision Final Plat	ETJ	Silver Creek Rd	28 single family large residential lots with on site sewage for each lot	Waiting for Resubmittal
SUB2023-0035 Parten Ranch Phase 6 & 7 Final Plat	ETJ	600 Two Creeks Lane	122 single family lots and 4 drainage/open space lots	Waiting for Resubmittal
SUB2023-0036 Caliterra Phase 5 Section 13 Final Plat	ETJ	Carentan Cove at Kelsey Lane	11 single family lots	Approval with conditions
SUB2023-0037 Amending Plat of Final Subdivision Plat of Roger Hanks Park	CL	US 290 at Roger Hanks Pkwy	Redesign to include north bound turn lane on Roger Hanks Pkwy, Improvements to Hamilton Crossing and Lake Lucy Loop	Waiting for Resubmittal
SUB2023-0038 The Ranch at Caliterra Final Plat	ETJ	HC Carter Way	234 single family lots on 200.024 acres	Waiting for Resubmittal
SUB2023-0039 Wild Ridge Phase 2 Construction Plans	CL	Shadow Ridge Parkway	142 single family lots, minor arterial and local roadways, 2 water quality ponds, utilities, lift station, parkland and open space	Waiting for Resubmittal
SUB2023-0040 Amending Lots 31 & 32 in Bunker Ranch Phase 1	ETJ	687 Bunker Ranch Rlwd	Combine 2 lots into single 1.99 acre lot.	Under Review
SUB2023-0041 Cowboy Church Subdivision	ETJ	207 Darden Hill Road	Subdividing 7.319 acres into 1 single lot.	Under Review
SUB2023-0042 Hardy Drive Construction Plans	CL	2901 West US 290	78.021 acres subdivided into 73 single family lots	Under Review