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## MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Wednesday, February 12, 2025 at 5:30 PM. The public may watch this meeting live at the following link: [Click here to Join](#)  
Meeting ID: 941 9630 0054 Passcode: 319426

A recording of the meeting will be made and made available to the public on the city's website:  
<https://www.woodcreektx.gov>

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## AGENDA

### CALL TO ORDER

### MOMENT OF SILENCE

### PLEDGES

### ROLL CALL and ESTABLISH QUORUM

### PUBLIC COMMENTS

This provides an opportunity for the citizens to comment on agenda and non-agenda items in advance of the regular business of the City Council. Those wishing to speak must sign-in before the meeting begins and observe a three-minute time limit when addressing the City Council. Speakers will have one opportunity to speak during the time period. Comments from speakers should not be directed towards any specific member of the Council or City staff. Comments should not be accusatory, derogatory or threatening in nature.

Submit written comments by email to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by 12:00 noon, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number.

### PROCLAMATIONS and PRESENTATIONS

A. Proclamation by Mayor Rasco naming February 2025 as Black History Month in Woodcreek.  
(Rasco)

B. Presentation by Michelle L. Edwards, Ph.D., Associate Professor, Department of Sociology, Texas State University regarding a Woodcreek Community Survey project to be conducted by her class in support of the Woodcreek Comprehensive Plan Update.

### CONSENT CALENDAR

1. Approval of the City Council Meeting Minutes for January 22rd, 2025.

### REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. City Administrator Report
  - a) Sheriff Report
  - b) Monthly Check Register and Financials
  - c) Code Enforcement

- d) City Hall Updates
- e) Safety Enhancement Program Update

3. City Attorney's Report on legislative issues

**REGULAR AGENDA**

- 4. Discuss and take possible action to authorize Dr. Michele Edwards and class to move forward with a survey that would support updating the Comprehensive Plan, and direct staff to finalize any necessary agreements with Dr. Edwards and/or Texas State University. (Rasco).
- 5. Public Hearing on the Replat of Lots 11 and 12, Corrected Plat of Woodcreek, Section 6-C, as recorded in Volume 1, Page 301 of the Plat Records of Hays County, Establishing Lot 11A, Woodcreek, Section 6-C for the purpose of combining two lots into one lot. (Burton).
- 6. Discuss and take possible action on the Replat of Lots 11 and 12, Corrected Plat of Woodcreek, Section 6-C, as recorded in Volume 1, Page 301 of the Plat Records of Hays County, Establishing Lot 11A, Woodcreek, Section 6-C for the purpose of combining two lots into one lot. (Burton)
- 7. Discuss and take appropriate action to create the Mayor's Subcommittee on Public Art in Woodcreek. (Rasco)
- 8. Discuss and take possible action on the review and finalization of the new City of Woodcreek Texas website. (Burton).
- 9. Discuss and take possible action to approve the ordinance to update the City of Woodcreek, TX Master Rate Schedule. (Burton)
- 10. Discussion and possible action on developing a plan of action to address ADA compliance in the City of Woodcreek parks and public facilities. (Hines)
- 11. Discussion and possible action to post a Request for Proposals (RFP) for photography services for the City of Woodcreek. (Hines)
- 12. Discuss and take possible action to authorize the Sub-Committee on Woodcreek Senior Programs to plan and begin implementation of a regular program of yoga classes (and potentially other similar activities) to be held at the Triangle, and to bring a budget request back to the City Council for approval if funds are required. (Bailey/Richardson)
- 13. Discuss and take appropriate action on producing a Woodcreek Calendar for 2026 that includes monthly highlights of projects accomplished in 2025 with a projected cost of \$2500 from the 2026 Community Relations budget. (Bailey)
- 14. Discuss and take possible action to extend agreement with Mike Boese of Clear Career Professionals as the Municipal Administration Consultant for the City of Woodcreek not to exceed an additional \$20,000. or September 30th, 2025, whichever ever comes first, to come from 10-10-5121 Contract services budget line item. (Rasco)
- 15. Discussion and possible action to unite the Tree and Parks Boards in form, function and purpose adopting an ordinance to amend Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organization"). (Hines)
- 16. Discussion and possible action to Amend the Ordinance establishing the Planning and Zoning Commission membership, Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organization"). (Hines)
- 17. Discussion and possible action to repeal the ordinance establishing the Ordinance Review Committee under Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations") permanently disbanding the advisory body and direct staff to formally thank and invite volunteers from the committee to join another advisory board. (Hines)

- [18.](#) Discussion and possible action to repeal the ordinance establishing the Infrastructure and Mobility Panel under Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations") permanently disbanding the advisory body and direct staff to formally thank and invite volunteers from the committee to join another advisory board. (Hines)
- [19.](#) Discussion and possible action to approve ordinance creating a new Community Relations Committee under Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organizations") (Hines)
- [20.](#) Discussion and possible action to remove the Council Liaison 411 policy with the understanding that the Mayor shall serve as Council and Advisory Board liaison. (Hines)
- 21. Discuss and take appropriate action on participation in the March 29, 2025 Emergency Preparedness Fair, and allocating up to \$500 from the Community Relations fund to use if necessary for supplies and materials. (Rasco)

**COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING**

**ANNOUNCEMENTS**

**ADJOURN**

The City of Woodcreek is committed to compliance with the Americans with Disabilities . Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at 512-847-9390 for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-735-2988.

EXECUTIVE SESSION NOTE: The City Council may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion. The City Council may also publicly discuss any item listed on the agenda for Executive Session.

**POSTING CERTIFICATION**

IT IS HEREBY CERTIFIED that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall on the 7th day of February, 2025 at 12:00 PM.

By:

\_\_\_\_\_  
Kari Lebkuecher, City Secretary

# *Proclamation*

**WHEREAS**, noted historian, Dr. Carter G. Woodson, announced the second week of February as "Negro History Week" in 1926 to increase public awareness and appreciation of the important role that African Americans have played in shaping America's history; and

**WHEREAS**, the United States government officially recognized Negro History Week in 1976 as part of the U.S. Bicentennial, expanding it to Black History Month; and

**WHEREAS**, America is a melting pot of cultures and ethnicities; all part of the "Land of the Free." Black History Month fosters cultural awareness and understanding, while encouraging education about contributions made by Americans of color; and

**WHEREAS**, the omission of much of the history and contributions of African Americans from textbooks and other literature has impeded awareness and appreciation; and

**WHEREAS**, the celebrations of African Americans have been vital to the growth and development of these United States.

**NOW, THEREFORE**, I, Jeff Rasco, by the virtue of the authority vested in me as Mayor of the City of Woodcreek, do hereby proclaim and observe February 2025 as

## **BLACK HISTORY MONTH**

in the City of Woodcreek and encourage the local citizenry to participate in activities that foster awareness and appreciation of African Americans' contributions to shaping the History of America.

**IN WITNESS WHEREOF**, I have hereto set my hand and caused the Seal of the City of Woodcreek to be affixed this the 12th day of February, 2025.

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Jeff Rasco, Mayor

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Kari Lebkuecher, City Secretary, Witness



# CITY COUNCIL MEETING (CITY HALL)

January 22, 2025; 5:30 PM

Woodcreek, Texas

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## MINUTES

### CALL TO ORDER

### MOMENT OF SILENCE

### PLEDGES

### ROLL CALL and ESTABLISH QUORUM

### PRESENT

Mayor Jeff Rasco  
Mayor Pro Tem Chrys Grummert  
Councilmember Debra Hines  
Councilmember Krista Richardson  
Councilmember Linnea Bailey  
Councilmember Russell Scott

### CITY STAFF PRESENT

City Administrator Jim Burton  
City Secretary Kari Lebkuecher  
City Clerk Taffy Barker  
City Attorney Stan Springerley (via zoom)

### PUBLIC COMMENTS

No public comments were made

### CONSENT CALENDAR

**1. Approve City Council Meeting Minutes from January 8<sup>th</sup>, 2025**

A motion was made by Council Member Debra Hines to approve January 8<sup>th</sup>, 2025 minutes. Seconded by Council Member Krista Richardson.

A vote was held by show of hands. Motion passed 5-0-0

### REPORTS FROM OFFICERS AND COUNCIL LIASIONS

**2. - Update on LCRA Creekside Grant**

Submission was sent January 22,2025.

- **Update on General Land Office Resiliency Grant for Comprehensive Plan and Code Updates**

RFPs were sent out January 22, 2025.

RFP deadline February 28, 2025.

## **PROCLAMATIONS and PRESENTATIONS**

### **REGULAR AGENDA**

#### **3. WORKSHOP: Community Development Block Grant Deerfield Drive plan review.**

Workshop opened at 5:35 PM

Workshop closed at 6:31 PM

#### **4. Discuss and take possible action on workshopped Community Development Block Grant Deerfield Drive plan.**

Councilmember Debra Hines moves to direct staff to issue a public notice with an approximate start date, items that will be moved/disturbed on homeowners (property that will be moved and not replaced), and possible disruption on utilities due to the work.

Seconded by Council Member Krista Richardson.

A vote was held by show of hands. Motion passed 5-0-0

Council Member Russel Scott motions to amend the main motion to be reviewed by communication team before distribution. Seconded by Mayor Pro Tem Chrys Grummert.

A vote was held by show of hands. Motion passed 5-0-0

#### **5. WORKSHOP: City of Woodcreek new website.**

Workshop opened at 6:35 PM

Workshop closed at 6:57 PM

#### **6. Discuss and take possible action on workshopped City of Woodcreek website.**

Council Member Russel Scott motions to add an agenda to Regular Council Meeting on 02/12/2025 to give final review and approval of new website. Seconded by Councilmember Krista Richardson.

A vote was held by show of hands. Motion passed 5-0-0

#### **7. Discuss and take appropriate action on approving city arborist We Love Trees to trim oak trees in the public parks of the City of Woodcreek, not to exceed \$5,000 from the arborist budget line item to be completed by the trimming deadline of January 31, 2025.**

Councilmember Krista Richardson moves to approve We Love Trees to begin trimming oak trees, with budget not to exceed \$5,000 from Arborist Budget. Due to be completed by January 31, 2025. Seconded by Council Member Debra Hines.

A vote was held by show of hands. Motion passed 5-0-0

## **COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT COUNCIL MEETING**

- Council Member Debra Hines wants city to hire a professional photographer for the course of a year for specific use for the website to take photos of city events as well as landscaping.
- Council Member Debra Hines proposes to take back City Parks ADA compliance project from the Parks and Recreation Board. Recommends bringing Freeland Turk back for a strategic plan of action, engineers to be involved.
- Council Member Linnea Bailey suggests a public relations calendar in regard to events and what is happening for citizens use.
- Master Rate Fee Schedule
- Ordinances of the combing of committees should be finalized by early next week, per City Attorney

## **ANNOUNCEMENTS**

### **ADJOURN**

A motion to adjourn was made by Council Member Debra Hines, seconded by Mayor Pro Tem Chrys Grummert.

**Meeting adjourned at 7:10 PM**

BY: \_\_\_\_\_

*Kari Lebkuecher, City Secretary*

# November HCSO Report

Stop Type	# of Stops	# of Citations	Resident
Ran Stop Sign	11		6
Expired Registration	5	1	4
Speeding	5	1	2
No front license plate	1		1
No signal used	1		1
Defective Brakelight	1		1
Defective headlight	1		1
<b>Totals</b>	25	2	16

CITY OF WOODCREEK  
 Council Report  
 Check Date: 1/1/2025 to 1/31/2025

2/3/2025 11:07:31

Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	1/2/2025	Abip CPA's & Advisors	10-10-5101	Audit Expense	Professional audit svcs through 241230	\$1,300.00
	1/2/2025	Source Electric LLC	10-10-5208	Parks And Playground Maintenance	Gazebo electrical fix	\$250.75
	1/2/2025	Denton Navarro Rocha Bernal & Zech	10-10-5109	Legal Expenses:General	Oct 2024	\$3,822.50
	1/2/2025	Xerox Financial Services	10-10-5056	Printing & Reproduction	12-1-12-312024	\$206.36
	1/2/2025	We Love Trees	10-10-5104	Arborist	walking oak wilt consult	\$692.80
	1/2/2025	Leo Luke Danna	10-10-5201	Deer Removal	153 Augusta Dr & 16 Woodcreek Drive Deer Removal	\$150.00
	1/2/2025	Spectrum Business	10-10-5406	Telephone & Internet	Acct # 184579101	\$212.43
	1/2/2025	Hill Country Trophy	10-10-5050	Office Supplies	Bob plaque, letters, gold nameplates	\$182.50
	1/8/2025	Pitney Bowes (NOTPurchasePower)	10-10-5055	Postage & Shipping	Jan 2025-April 28 2025	\$188.12
	1/8/2025	A to Z Copy & Print, LLC	10-10-5050	Office Supplies	Kari business cards	\$70.00
	1/8/2025	PEC-Utilities	10-10-5401	City Hall Electric	City Hall	\$88.27
	1/8/2025	PEC-Utilities	10-10-5404	Outdoor Electric	Woodcreek Entrance	\$30.00
	1/8/2025	PEC-Utilities	10-10-5404	Outdoor Electric	Brookhollow	\$50.62
	1/8/2025	Hill Country Trophy	10-10-5050	Office Supplies	name tags, 2x10 name plates	\$88.50
	1/8/2025	Leinneweber Services	10-10-5208	Parks And Playground Maintenance	January 2025 portable toilet	\$175.00
	1/8/2025	Clear Career Professional llc	10-10-5121	Contract Services	Virtual consulting 241125 - 240103	\$600.00

CITY OF WOODCREEK  
 Council Report  
 Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	1/8/2025	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	Deerfield, Meeting prep, drainage, drainage plan mapping	\$3,751.10
	1/8/2025	Freeland Turk Engineering Group, LLC	10-10-5108	Engineering Reimbursable	the Oaks, Deerfield cottages, etj withdrawel, Deerfield app	\$922.50
	1/8/2025	Hired Killers Inc.	10-10-5053	City Hall Maintenance / Repairs	Quarterly treatment	\$97.00
	1/23/2025	Xerox Financial Services	10-10-5056	Printing & Reproduction	Lease for Copier	\$206.36
	1/23/2025	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	1/15/2025	\$19.97
	1/23/2025	Spectrum Business	10-10-5406	Telephone & Internet	1/15-2/14/2025	\$212.43
	1/23/2025	Hill Country Trophy	10-10-5050	Office Supplies	9x12 plaque	\$66.90
	1/23/2025	Jani King	10-10-5053	City Hall Maintenance / Repairs	January 2025	\$297.00
	1/23/2025	Leinneweber Services	10-10-5208	Parks And Playground Maintenance	Portable toilet Creekside Park	\$175.00
	1/23/2025	Leinneweber Services	10-10-5208	Parks And Playground Maintenance	241007 - 241104	\$175.00
	1/23/2025	Center for Change and Conflict Resolution, PLLC	10-10-5311	Training & Prof Development:Boards/Committees	Workshop session Communication Best Practices	\$700.00
	1/23/2025	Cedar Bruner	10-10-5121	Contract Services	250105 250117	\$120.00
	1/23/2025	Denton Navarro Rocha Bernal & Zech	10-10-5109	Legal Expenses:General	241205 Regulations on weed sales	\$48.00
	1/23/2025	Denton Navarro Rocha Bernal & Zech	10-10-5109	Legal Expenses:General	241201- 241231	\$4,994.00
	1/23/2025	Bruner Land Improvement	10-10-5205	Landscape Maintenance	Mowing December	\$435.00

CITY OF WOODCREEK  
 Council Report  
 Check Date: 1/1/2025 to 1/31/2025

2/3/2025 11:07:31

Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	1/23/2025	Hill Country Springs	10-10-5050	Office Supplies	Water delivery	\$13.74
	1/23/2025	Verizon	10-10-5406	Telephone & Internet	Dec 1 Jan 1 2025	\$166.44
	1/30/2025	Hill Country Trophy	10-10-5050	Office Supplies	2 gold name plates	\$15.00
	1/30/2025	Civic Plus LLC	10-10-5308	Training & Prof Development	Training	\$750.00
	1/30/2025	Denton Navarro Rocha Bernal & Zech	10-10-5109	Legal Expenses:General	Bill difference	\$479.21
	1/30/2025	Amazon	10-10-5050	Office Supplies	Parchment paper, garbage bags, frames, mouse	\$105.26
	1/30/2025	Amazon	10-10-5051	Office Equipment	Shredder	\$245.99
	1/30/2025	Amazon	10-10-5051	Office Equipment	Microphone	\$25.00
	1/30/2025	Amazon	10-10-5050	Office Supplies	dry erase spray, cable covers, frames, scissors, soap, note pads & coffee	\$135.73
	1/30/2025	Amazon	10-10-5058	Software & Subscriptions	Membership fee	\$179.00
	1/30/2025	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	January 2023 Copies	\$31.75
	1/30/2025	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	March 2023 Copies	\$126.95
	1/30/2025	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	May 2023 Copies	\$152.90
	1/30/2025	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	Feb 2024 copies	\$43.78



CITY OF WOODCREEK  
 Council Report  
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2/3/2025 11:07:31

Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	1/30/2025	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	October 2024 Meter	\$28.55
	1/30/2025	Clear Career Professional Ilc	10-10-5121	Contract Services	January Consulting	\$1,356.00
	1/30/2025	Kari Lebkuecher	10-10-5306	Travel & Vehicle Exp Reimb.	Mileage to training	\$141.37
	1/30/2025	Alexander Pinillo	10-10-5116	Law Enforcement	JAN 2025	\$480.00
	1/30/2025	Hays County	10-10-5116	Law Enforcement	HC Sheriff Vehicle January 2025	\$400.00
	1/30/2025	Christopher A Morgan	10-10-5116	Law Enforcement	January 2025	\$480.00
<b>Total</b>						<b>\$25,684.78</b>

CITY OF WOODCREEK  
 Council Report  
 Check Date: 1/1/2025 to 1/31/2025

2/3/2025 11:07:

Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>70 - Capital Fund</b>						
<b>FY 24 Capital Projects</b>						
	1/8/2025	Mock N Sons Construction LLC	70-24-7010	Bathroom at Creekside Project	Draw for plans & Engineering 10% Restroom at Creekside Park	\$6,160.00
	1/8/2025	Freeland Turk Engineering Group, LLC	70-24-7011	Safety Enhancement Project	Construction observation, hours, mileage	\$295.90
	1/14/2025	Grant Works	70-24-7004	Deerfield Road - CDBG GRANT	GrantWorks Draw Amount	\$17,450.00
	1/23/2025	Harvest Rain	70-24-7012	Rainwater Collection Project	remaining balance for Gazebo	\$4,997.50
	1/23/2025	Harvest Rain	70-24-7012	Rainwater Collection Project	account was not paid in full, this is a remaining balance1/8/2025	\$88.00
	1/27/2025	Myers Concrete Construction, LP	70-24-7003	Roads - GO BOND	Myers Concrete Construction, LP	\$77,955.08
<b>Total</b>						<b>\$106,946.48</b>

CITY OF WOODCREEK  
Council Report  
1/1/2025 to 1/31/2025

Fund Totals

10	General Fund	\$25,684.78
70	Capital Fund	\$106,946.48
	<b>Grand Total:</b>	<b>\$132,631.26</b>

**GATHER 'ROUND.  
THERE'S A NEW WAY  
TO SAVE IN TOWN.**

ASK US ABOUT VALUE CHECKING



**TRB INTEREST CHECKING PUBLIC FUNDS - [REDACTED]**

**Account Summary**

Date	Description	Amount
01/01/2025	<b>Beginning Balance</b>	<b>\$146,465.36</b>
	17 Credit(s) This Period	\$505,642.44
	39 Debit(s) This Period	\$80,478.54
01/31/2025	<b>Ending Balance</b>	<b>\$571,629.26</b>

**Interest Summary**

Description	Amount
Interest Earned From 01/01/2025 Through 01/31/2025	
Annual Percentage Yield Earned	4.57%
Interest Days	31
Interest Earned	\$1,134.12
Interest Paid This Period	\$1,134.12
Interest Paid Year-to-Date	\$1,134.12

**Deposits**

Date	Description	Amount
01/16/2025	DEPOSIT	\$650.00
01/16/2025	DEPOSIT	\$900.00
01/22/2025	DEPOSIT	\$55.00
01/23/2025	DEPOSIT	\$5,017.23
01/27/2025	DEPOSIT	\$75.00
01/27/2025	DEPOSIT	\$4,107.27
01/29/2025	DEPOSIT	\$1,445.50

**Electronic Credits**

Date	Description	Amount
01/08/2025	MERCHANT BANKCD DEPOSIT 496577580889	\$1,371.38
01/08/2025	Hays County Tax MONTHLYADV CWC	\$146,981.13
01/10/2025	MERCHANT BANKCD DEPOSIT 496577580889	\$36.23
01/10/2025	CPA STATE FISCAL INV-PAYMTS 30008009950001	\$8,991.73
01/14/2025	TX AGRICULTURE INV-PAYMTS 17423867310000	\$17,450.00
01/15/2025	Pedernales Elect APR 100727	\$8,599.05
01/17/2025	CPA STATE FISCAL INV-PAYMTS 30008009950001	\$192.47

**Other Credits**

Date	Description	Amount
01/27/2025	Incoming Wire,UMB BK NA,TEXAS CLASS DEPOSIT-UMB	\$77,955.08
01/27/2025	Incoming Wire,UMB BK NA,TEXAS CLASS DEPOSIT-UMB	\$230,681.25
01/31/2025	INTEREST AT 4.4769 %	\$1,134.12

**Electronic Debits**

Date	Description	Amount
01/03/2025	MERCHANT BANKCD DEPOSIT 496577580889	\$374.87
01/03/2025	CITY OF WOODCREE PAYROLLDD	\$4,652.84
01/06/2025	VISA PAYMENT 448568XXXXX1466	\$456.83
01/13/2025	TMRS PAYROLL 28966	\$1,985.27
01/17/2025	CITY OF WOODCREE PAYROLLDD	\$7,407.73
01/31/2025	CITY OF WOODCREE PAYROLLDD	\$7,459.82

**TRB INTEREST CHECKING PUBLIC FUNDS - [REDACTED] (continued)**

**Other Debits**

Date	Description	Amount
01/31/2025	TRANSFER TO COMM PUBLIC FUNDS ACCOUNT 1383819	\$10.00

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
13796	01/06/2025	\$6,763.73	13814	01/14/2025	\$70.00	13825	01/24/2025	\$120.00
13802*	01/23/2025	\$2.00	13815	01/15/2025	\$600.00	13826	01/29/2025	\$700.00
13803	01/08/2025	\$2,145.09	13816	01/21/2025	\$4,969.50	13827	01/29/2025	\$5,042.00
13806*	01/07/2025	\$1,300.00	13817	01/14/2025	\$88.50	13828	01/29/2025	\$5,085.50
13807	01/08/2025	\$3,822.50	13818	01/13/2025	\$97.00	13829	01/29/2025	\$13.74
13808	01/13/2025	\$182.50	13819	01/21/2025	\$175.00	13831*	01/28/2025	\$297.00
13809	01/06/2025	\$150.00	13820	01/09/2025	\$6,160.00	13832	01/29/2025	\$350.00
13810	01/21/2025	\$250.75	13821	01/15/2025	\$168.89	13834*	01/28/2025	\$166.44
13811	01/13/2025	\$212.43	13822	01/21/2025	\$188.12	13835	01/27/2025	\$19.97
13812	01/21/2025	\$692.80	13823	01/21/2025	\$17,450.00	13836	01/27/2025	\$206.36
13813	01/06/2025	\$206.36	13824	01/24/2025	\$435.00			

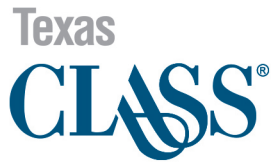
\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
01/03/2025	\$141,437.65	01/14/2025	\$292,627.91	01/24/2025	\$275,581.87
01/06/2025	\$133,860.73	01/15/2025	\$300,458.07	01/27/2025	\$588,174.14
01/07/2025	\$132,560.73	01/16/2025	\$302,008.07	01/28/2025	\$587,710.70
01/08/2025	\$274,945.65	01/17/2025	\$294,792.81	01/29/2025	\$577,964.96
01/09/2025	\$268,785.65	01/21/2025	\$271,066.64	01/31/2025	\$571,629.26
01/10/2025	\$277,813.61	01/22/2025	\$271,121.64		
01/13/2025	\$275,336.41	01/23/2025	\$276,136.87		

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date	Previous year-to-date
<b>Total Overdraft Fees</b>	\$0.00	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00	\$0.00



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**City of Woodcreek**  
**41 Champion Circle**  
**Woodcreek, TX 78676**

**Texas CLASS**

**Texas CLASS**

Average Monthly Yield: 4.5419%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED]	CITY OF WOODCREEK	567,033.45	0.00	230,681.25	2,049.17	2,049.17	530,982.18	338,401.37
[REDACTED]	ARP Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[REDACTED]	Tree Fund	5,246.67	0.00	0.00	20.27	20.27	5,257.49	5,266.94
[REDACTED]	Parks Fund	4,060.99	0.00	0.00	15.71	15.71	4,069.37	4,076.70
[REDACTED]	MC Security Fund	20.49	0.00	0.00	0.04	0.04	20.51	20.53
[REDACTED]	MC Technology Fund	27.00	0.00	0.00	0.04	0.04	27.02	27.04

[REDACTED]

[REDACTED]

## **Scope of Work: Woodcreek Community Survey**

**PI: Michelle L. Edwards**

### *Components*

1. Problem Statement
2. Goals of the Agreement
3. Objectives of the Agreement/Deliverables
4. Administration
5. Timeline
6. Budget



## 1. Problem Statement

This project will serve as the main course practicum for graduate students enrolled in SOCI 5388J, Applied Survey Research, taught by Michelle Edwards in spring 2025. For this practicum, students will conduct the 2025 Woodcreek Community Survey. This will be a household survey of Woodcreek residents. This project provides students with the opportunity to work on a real-world survey, and gives Woodcreek City Council and their constituents information on the community's perceptions.

## 2. Goals

The goal of this project is for graduate students in SOCI 5388J, along with their instructor, Michelle Edwards, to conduct the 2025 Woodcreek Community Survey.

## 3. Objective of the Agreement/Deliverables

Task 1: The research team will conduct a representative survey of a probability-based sample of residents of Woodcreek using web and mail questionnaires (the web-push method). This method first encourages residents to respond via the web, but then provides mail questionnaires for residents who prefer to respond by paper. The team will design these questionnaires based on prior community surveys conducted by the City of Woodcreek. To provide a representative sample of residents, the team will use probability sampling of an address-based sample purchased from Marketing Systems Group. The population covers approximately 913 households in Woodcreek, Texas. The research team will work with Woodcreek City Council to determine how many contacts to include.

Deliverable 1: Results of the probability-based survey will be provided to Woodcreek City Council in a final report. This report will include a thorough description of the methods used, as well as descriptive statistics (frequencies) for each of the closed-ended survey items. The report will also include responses to the open-ended items. Depending on time, students might also provide thematic analysis of open-ended items. Anonymous raw survey data without any identifying information will be provided to Mayor Rosco.

Task 2: The research team will conduct a separate survey of a non-probability-based sample of Woodcreek residents using an exact copy of the web survey described above. This survey will be open for participation by any Woodcreek resident. The survey link will be available in multiple places (e.g., Woodcreek government website under "Latest News", city newsletter, Facebook page, etc.).

Deliverable 2: Results of the non-probability-based survey (open participation survey) will also be provided to Woodcreek City Council in a final report. This report will include a thorough description of the methods used, as well as descriptive statistics (frequencies) for each of the closed-ended survey items. The report will also include responses to the open-ended items. Depending on time, students might also provide

thematic analysis of open-ended items. Anonymous raw survey data without any identifying information will be provided to Mayor Rosco.

Task 3: Members of the research team will participate in a future City Council meeting to present these results.

Deliverable 3: The PI, Michelle Edwards, and any available students will present the results in a presentation at a future Woodcreek City Council meeting.

#### 4. Administration

On February 12, the PI will attend the Woodcreek City Council meeting. The PI will present the City Council with several options for the survey. The City Council will determine what option works best with their budget. Once an agreement has been reached, the PI will progress with the project.

After February 12, the PI will begin providing the Mayor of Woodcreek with weekly reports on the survey's progress.

Once the survey has closed, the research team will work to analyze the data and develop the final report and presentation. The PI will schedule with the Woodcreek City Council when to present the final results.

#### 5. Financial Considerations

- How many households should we include in our probability-based initial sample?
- Should we invite 1 or 2 members of each household to participate? If 1, we can use the most recent birthday method. If 2, we need to consider the costs of sending out 2 mail surveys in the mail portion of the process.
- Should we use a cash incentive in our initial mailing? If so, how much should be used (e.g., \$1, \$2, \$5)? Is this allowed by Texas State University? How do we do this?
- How many mailings/contacts should we send out (e.g., initial contact, reminder, final contact – that would be 3 contacts)?
- For the reminder, should we use a two-sided postcard or a folded postcard (for privacy)?

#### 6. Tentative Timeline

*By end of January:*

- Develop an initial grant proposal in the Texas State University Quali system
- Submit multiple options for the budget to Texas State University's Pre-Award Support Services to determine other costs (e.g., indirect costs)

- Begin IRB protocol submission

*February 3-14:*

- Work on questionnaires (paper and web)
- Identify potential participants for cognitive interviews (pretesting)

*February 12 (5:30 pm):*

- Propose initial budget options at the Woodcreek City Council meeting with samples of questionnaire packets

*Feb 17-28:*

- Work on pretesting questionnaire with cognitive interviews by students
- Develop communications (first contact, reminder, final contact)

*March 3-7:*

- Begin fielding the survey/ mail first contact/ open web survey

*March 10-14:*

- Send second contact/ reminder
- Monitor web responses

*March 12:*

- Announce at Woodcreek City Council meeting that there will be an open participation survey beginning April 1

*March 17-21:*

- Send third (possibly final) contact (with paper questionnaire)
- Monitor web responses

*March 24-28:*

- Monitor web responses
- Input paper questionnaire responses (possibly divide up within class if people are located where they can come to Texas State to pick up paper questionnaires)

*End of April*

- Close online survey
- Continue inputting paper questionnaire responses

*April 1:*

- Open up a second version of the web survey to the general public (open participation)

*April 7-18:*

- Continue inputting paper questionnaire responses
- Work on quantitative analysis of survey data (closed-ended items)
- Work on qualitative analysis of survey data (open-ended items)

*April 18:*

- Close open participation web survey

*April 21-May 2:*

- Work on quantitative and qualitative analysis of open participation web survey data
- Work on final technical report
- Work on final presentation

*May 2:*

- Students turn in their version of the final technical report

*May 14 (or later):*

- Final presentation made by Dr. Edwards (and any possible student attendees to Woodcreek City Council)

**Budget: Option 1 (whole household population with \$5 incentive)**

DIRECT COSTS	Provider	Unit (#)	Unit Cost (\$)	Total Cost (\$)
<i>Sample</i>				
Initial setup	Marketing Systems Group	1	425.000	425.000
Address-based sample (population)	Marketing Systems Group	913	0.045	41.085
<i>Web Survey</i>				
Web survey	Qualtrics (Texas State license)	1	0.000	0.000
<i>Communications</i>				
First mailing				
Initial 1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	913	0.340	310.420
Window envelope (printed, non-variable, 1-sided, color)	Texas State University Print & Mail	913	0.150	136.950
Cash token incentive	Cash	913	5.000	4565.000
Mailing process		913	0.690	629.970
Setup	Texas State University Print & Mail	1	25.000	25.000
Insert and seal	Texas State University Print & Mail	913	0.070	63.910
Stamp (presort – it changes to \$0.69 for regular 1 <sup>st</sup> class)	Texas State University Print & Mail	913	0.593	541.409
Second mailing (assuming 10% response)				
Folded postcard with tab	Texas State University Print & Mail	822	0.520	427.440
Mailing process				
Setup	Texas State University Print & Mail	1	25.000	25.000
Fold and tab	Texas State University Print & Mail	822	0.020	16.440
Stamp (folded postcard requires regular 1 <sup>st</sup> class stamp)	Texas State University Print & Mail	822	0.690	567.180
Third mailing (assuming 10% response)				
1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	740	0.340	251.600
Paper questionnaire (booklet)	Texas State University Print & Mail	740	2.380	1761.200
Return envelope (6"x9", printed, non-variable data, 1-sided, color)	Texas State University Print & Mail	740	0.180	133.200
Outer envelope (6"x9", printed, variable data, 1-sided, color)	Texas State University Print & Mail	740	0.200	148.000
Mailing process				
Postage for return envelope	Texas State University Print & Mail	740	0.970	717.800
Postage for outer envelope	Texas State University Print & Mail	740	0.970	717.800
			Direct Costs	11504.404
INDIRECT COSTS	Texas State University (@50% of direct costs)		Indirect Costs	5752.202
			<b>TOTAL COSTS</b>	<b>17256.606</b>

**Budget: Option 2 (smaller sample with \$5 incentive\*)**

\*Numbers are rough estimates and will be a little higher due to price per piece costs being higher for smaller orders.

DIRECT COSTS	Provider	Unit (#)	Unit Cost (\$)	Total Cost (\$)
<i>Sample</i>				
Initial setup	Marketing Systems Group	1	425.000	425.000
Address-based sample (population)	Marketing Systems Group	500	0.045	22.500
<i>Web Survey</i>				
Web survey	Qualtrics (Texas State license)	1	0.000	0.000
<i>Communications</i>				
First mailing				
Initial 1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	500	0.340	170.000
Window envelope (printed, non-variable, 1-sided, color)	Texas State University Print & Mail	500	0.150	75.000
Cash token incentive	Cash	500	5.000	2500.000
Mailing process		500	0.690	345.000
Setup	Texas State University Print & Mail	1	25.000	25.000
Insert and seal	Texas State University Print & Mail	500	0.070	35.000
Stamp (presort – it changes to \$0.69 for regular 1 <sup>st</sup> class)	Texas State University Print & Mail	500	0.593	296.500
Second mailing (assuming 10% response)				
Folded postcard with tab	Texas State University Print & Mail	450	0.520	234.000
Mailing process				
Setup	Texas State University Print & Mail	1	25.000	25.000
Fold and tab	Texas State University Print & Mail	450	0.020	9.000
Stamp (folded postcard requires regular 1 <sup>st</sup> class stamp)	Texas State University Print & Mail	450	0.690	310.500
Third mailing (assuming 10% response)				
1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	400	0.340	136.000
Paper questionnaire (booklet)	Texas State University Print & Mail	400	2.380	952.000
Return envelope (6"x9", printed, non-variable data, 1-sided, color)	Texas State University Print & Mail	400	0.180	72.000
Outer envelope (6"x9", printed, variable data, 1-sided, color)	Texas State University Print & Mail	400	0.200	80.000
Mailing process				
Postage for return envelope	Texas State University Print & Mail	400	0.970	388.000
Postage for outer envelope	Texas State University Print & Mail	400	0.970	388.000
			Direct Costs	6488.500
INDIRECT COSTS	Texas State University (@50% of direct costs)		Indirect Costs	3244.250
			TOTAL COSTS	9732.750

**Budget: Option 3 (smaller sample with no incentive)**

\*Numbers are rough estimates and will be a little higher due to price per piece costs being higher for smaller orders.

DIRECT COSTS	Provider	Unit (#)	Unit Cost (\$)	Total Cost (\$)
<i>Sample</i>				
Initial setup	Marketing Systems Group	1	425.000	425.000
Address-based sample (population)	Marketing Systems Group	500	0.045	22.500
<i>Web Survey</i>				
Web survey	Qualtrics (Texas State license)	1	0.000	0.000
<i>Communications</i>				
First mailing				
Initial 1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	500	0.340	170.000
Window envelope (printed, non-variable, 1-sided, color)	Texas State University Print & Mail	500	0.150	75.000
Mailing process		500	0.690	345.000
Setup	Texas State University Print & Mail	1	25.000	25.000
Insert and seal	Texas State University Print & Mail	500	0.070	35.000
Stamp (presort – it changes to \$0.69 for regular 1 <sup>st</sup> class)	Texas State University Print & Mail	500	0.593	296.500
Second mailing (assuming 10% response on 1st mailing)				
Folded postcard with tab	Texas State University Print & Mail	450	0.520	234.000
Mailing process				
Setup	Texas State University Print & Mail	1	25.000	25.000
Fold and tab	Texas State University Print & Mail	450	0.020	9.000
Stamp (folded postcard requires regular 1 <sup>st</sup> class stamp)	Texas State University Print & Mail	450	0.690	310.500
Third mailing (assuming 10% response on 2 <sup>nd</sup> mailing)				
1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	400	0.340	136.000
Paper questionnaire (booklet)	Texas State University Print & Mail	400	2.380	952.000
Return envelope (6"x9", printed, non-variable data, 1-sided, color)	Texas State University Print & Mail	400	0.180	72.000
Outer envelope (6"x9", printed, variable data, 1-sided, color)	Texas State University Print & Mail	400	0.200	80.000
Mailing process				
Postage for return envelope	Texas State University Print & Mail	400	0.970	388.000
Postage for outer envelope	Texas State University Print & Mail	400	0.970	388.000
			Direct Costs	3988.500
INDIRECT COSTS	Texas State University (@50% of direct costs)		Indirect Costs	1994.250
			TOTAL COSTS	5982.750



**Budget: Option 4 (smaller sample, no incentive, regular postcard, less support from Print & Mail Services)**

\*Numbers are rough estimates and will be a little higher due to price per piece costs being higher for smaller orders.

DIRECT COSTS	Provider	Unit (#)	Unit Cost (\$)	Total Cost (\$)
<i>Sample</i>				
Initial setup	Marketing Systems Group	1	425.000	425.000
Address-based sample (population)	Marketing Systems Group	500	0.045	22.500
<i>Web Survey</i>				
Web survey	Qualtrics (Texas State license)	1	0.000	0.000
<i>Communications</i>				
First mailing				
Initial 1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	500	0.340	170.000
Window envelope (printed, non-variable, 1-sided, color)	Texas State University Print & Mail	500	0.150	75.000
Stamp (presort – it changes to \$0.69 for regular 1 <sup>st</sup> class)	Texas State University Print & Mail	500	0.593	296.500
Second mailing (assuming 10% response on 1st mailing)				
Regular postcard (no privacy)	Texas State University Print & Mail	450	0.220	99.000
Stamp (postcard)	Texas State University Print & Mail	450	0.560	252.000
Third mailing (assuming 10% response on 2 <sup>nd</sup> mailing)				
1-page letter (printed, variable, 1-sided, color)	Texas State University Print & Mail	400	0.340	136.000
Paper questionnaire (booklet)	Texas State University Print & Mail	400	2.380	952.000
Return envelope (6"x9", printed, non-variable data, 1-sided, color)	Texas State University Print & Mail	400	0.180	72.000
Outer envelope (6"x9", printed, variable data, 1-sided, color)	Texas State University Print & Mail	400	0.200	80.000
Postage for return envelope	Texas State University Print & Mail	400	0.970	388.000
Postage for outer envelope	Texas State University Print & Mail	400	0.970	388.000
			Direct Costs	3356.000
INDIRECT COSTS	Texas State University (@50% of direct costs)		Indirect Costs	1678.000
			TOTAL COSTS	5034.000




Date: Jan 15, 2025, 12:10pm User ID: trent  
 File: Z:\ENG - PRD\154 - City of Woodcreek\100 - TO 1 - GIS 08 - Drainage Masterplan\_CAD\Map Exhibits\Woodcreek Drainage Exhibit.dwg



- 1. JAGJR, LLC  
 ATTN: MICK MIKULENKA  
 6033 N 38TH PL  
 PARADISE VALLEY, AZ 85253-3809
  - 2. DUNCAN, DAVID D & MARY  
 82 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2504
  - 3. KING ALEC ASHBY & ZARAGOZA DANIELLE  
 80 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2504
  - 4. RICCOBONO, CLARITA  
 13725 HARBOR DR  
 WOODWAY, TX 76712-7501
  - 5. BOHLMANN, JONATHAN  
 72 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2504
  - 6. SANDERS, CHRISTINE MOOR  
 PO BOX 940  
 WIMBERLEY, TX 78676-0940
  - 7. MCQUEENY DENNIS M & SHEILA M  
 68 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2504
  - 8. JONES, MICHAEL E  
 67 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676
  - 9. JONES, MICHAEL E  
 67 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676
  - 10. STEPHENS, TERENCE S  
 71 BROOKHOLLOW DR  
 WIMBERLEY, TX 78652-2506
  - 11. MILLER MARY DEANNE KUBA  
 73 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2506
  - 12. CASTILLO FRANK E & DIANA R  
 77 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2506
  - 13. CASTILLO FRANK E & DIANA R  
 77 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2506
  - 14. POPPENHUSEN, MELISSA  
 79 BROOKHOLLOW DR  
 WIMBERLEY, TX 78676-2506
  - 15. SMITH, JAMES E  
 PO BOX 6106  
 TEMPLE, TX 76504
  - 16. ALTHEIMER KENDALL K  
 85 BROOKHOLLOW  
 WIMBERLEY, TX 78676
- DUPLICATES ONLY NEED TO BE NOTICED ONCE  
 14 LETTERS NEED TO BE SENT OUT

Item 5.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-0322  
 SPRING BRANCH, TX 76070  
 TBPE FIRM F-2104

THIS DOCUMENT IS  
 RELEASED FOR THE  
 PURPOSE OF REVIEW ONLY  
 BY THOMAS N. TURK, P.E.  
 LICENSE No. 63124  
 January 15, 2025  
 THIS DOCUMENT IS NOT TO  
 BE USED FOR  
 CONSTRUCTION BIDDING,  
 OR PERMITTING PURPOSES

**CITY OF WOODCREEK**

JOB: XX	
DATE: XX	
DRAWN: XX	PM: XX
DESIGN: DM	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION







**CITY OF WOODCREEK**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE MASTER RATE AND FEE SCHEDULE FOR THE CITY OF WOODCREEK; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Woodcreek (“City”) is a Texas General Law Municipality operating under the laws of the State of Texas; and

**WHEREAS**, the City seeks to provide for reasonable fees and charges for municipal services in order to recoup the cost of conducting municipal business on the public's behalf without unduly relying on taxes; and

**WHEREAS**, the City previously adopted a “Master Rate and Fee Schedule” on March 13, 2019; and

**WHEREAS**, the City has reviewed various fees charged for the current fiscal year; and

**WHEREAS**, several fees require adjustments due to costs of providing services; and

**WHEREAS**, City staff recommend changes to the current Master Rate and Fee Schedule in order to provide cost recovery and flexibility.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**Section 1.** The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

**Section 2.** That the “Master Rate and Fee Schedule” attached to this ordinance as “Exhibit A” and incorporated herein by reference is hereby adopted as presented.

**Section 3.** That the City Council grants authority to the City Administrator to waive and/or adjust fees as appropriate, consistent and fair on a case-by-case basis.

**Section 4.** This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 5.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid,

or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 6.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**Section 7.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by a vote of \_\_\_\_ ayes to \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

CITY OF WOODCREEK, TEXAS

By: \_\_\_\_\_  
Jeff Rasco, Mayor

ATTEST:

\_\_\_\_\_  
Kari Lebkuecher, City Secretary

**EXHIBIT A**  
**CITY OF WOODCREEK MASTER RATE AND FEE SCHEDULE**  
**EFFECTIVE DATE January 08, 2025**

**SIGNS**

Pre-application conference fee: \$30

Sign permit application fees (based on total square feet of sign surface area):

- Up to 12 square feet: \$30.
- Up to 16 square feet: \$45.
- Up to 24 square feet: \$65.
- Up to 32 square feet: \$80.
- Up to 48 square feet: \$100.
- Up to 64 square feet: \$115.
- Up to 80 square feet: \$145.
- Up to 100 square feet: \$175.

Sign permit transfer of ownership fee: \$30.

Sign permit replacement fee: \$10.

Sign impoundment fee: \$30 per sign.

Sign permit waiver/variance request fee: \$500, plus cost of postage and publication.

Signs erected before a permit is approved shall require double the normal permit fee amount.

**Public Right of Way (ROW) Sign fee: \$50 for all city approved locations.**

**ZONING**

Use permit application fee: \$575, plus cost of postage and publication.

Special Use permit application fee: \$575

Zoning classification change request fee: \$575 per lot, tract, or parcel

Planned development district request fee: \$5,750 per district, plus \$ 125 per

acre Waiver/variance request fee: \$500, plus cost of postage and publication

Reimbursement of consultant cost for zoning applications:

- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, and others, as required; and
- Required consultant costs will be billed at cost, plus 10% to cover the city's additional administrative costs.

Zoning determination letter request fee: \$75.

## **SITE DEVELOPMENT**

Site development permit application fees:

- Pre-application conference fee: \$300 prepayment.
- Concept plan review fee: \$575.
- Small projects (<\$50,000) \$575.
- Medium projects (\$50,00-\$100,000): \$1,150.
- Large projects (>\$100,000): \$1,725.

Project cost estimate includes all site-related work (does not include costs of vertical structures, pump stations); cost estimate must be reasonable and based on current costs. The city shall determine the reasonableness of costs.

- Temporary projects: \$300 for temporary improvements between 15 and 30 days.
- Site development permit amendment/engineer adjustment fee: \$300.

Reimbursement of consultant costs for site development application:

The applicant is required to pay all associated costs prior to receiving a permit, regardless of city approval.

- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors and others, as required; and
- Associated costs will be billed at cost, plus 10% to cover the city's additional administrative costs.

Waiver/variance request fee: \$500, plus cost of postage and publication

Guarantee of public improvements: a bond or cash equivalent in an amount equal to the estimated cost of construction of a permitted project.

Any project that starts construction without a permit is subject to penalty as described by Chapter 154 of the Woodcreek Code of Ordinances.

Site development work done before the approval of a permit shall require double the normal permit fee amount.

Extension of plan approval request fee: \$300.

## **DEVELOPMENT AGREEMENTS**

Development agreement fee: \$2,850 per agreement, plus \$125 per acre.

Reimbursement of consultant costs for development agreement:

- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, and others, as required; and
- Required consultant costs will be billed at cost, plus 10% to cover the city's additional administrative costs.



## **SUBDIVISIONS**

Pre-application conference fee: \$300 prepayment.

Concept plan (major plat) fee: \$575 per plan.

Preliminary plat (major plat) filing fee: \$575 per plat, plus \$200 per lot.

Minor plat filing fee: \$575 per plat.

Final plat (major plat) filing fee: \$300 per plat, plus \$525 per lot.

Guarantee of public improvements: a bond or cash equivalent in the amount equal to the estimated cost of construction based on approved plans. This amount applies to utilities, drainage, water quality facilities, water detention facilities, roadways, and all related features. This amount will not be collected if the county has collected no less than this amount, where applicable.

Guarantee of maintenance: 10% of the estimated costs of construction based on approved plans. This amount applies to utilities, drainage, water quality facilities, water detention facilities, roadways, and all related features. This amount will not be collected if the county has collected no less than this amount, where applicable.

Vacation of plat fee: \$300 per plat.

Replat fee: \$300 per plat, plus \$300 per lot. Any time a vacation and replat occur at the same time, only the replat fee will be collected.

Plat amendment fee: \$300 per plat.

Waiver/variance request fee: \$500 per variance, plus cost of postage and publication

Extension of plat approval request fee: \$250.

Reimbursement of consultant costs for plat/construction plan application:

- The applicant is required to pay all associated costs prior to filing the plat for recordation with the City Secretary, regardless of City Council approval.
- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, and others, as required; and
- Required consultant costs will be billed at cost plus 10% to cover the city's additional administrative costs.

Construction plan approval: fees related to construction plan review are included in the final plat filing fees and required consultant costs.

Any project that starts construction without a permit is subject to penalty as described by Ch. 155 of this code of ordinances. Construction work done before approval of a permit shall require double the normal final plat filing fee amount.

**RESIDENTIAL BUILDING PERMIT FEES**

Residential Application Building Permit Fee: \$ 1,000.

Residential structures, including fences, decks, enclosures, pergolas, rainwater collection systems above 1000 gallons: \$75.

Residential accessory structure, including garages, greenhouses, swimming pools, workshops, tool sheds: \$150.

Remodel involving plumbing, electrical and non-structural frame changes: \$150.

Remodel or addition involving changes in structure, foundation, plumbing, and electrical: \$750.

Waiver/variance request fee: \$500, plus cost of postage and publication

Inspections Fee: \$75 for each required inspection, including re-inspections.

Plan Review Fee: \$100.

Work begun without permit(s) shall be double the normal permit fee amount.

**COMMERCIAL AND MULTI-FAMILY PERMIT FEES**

Commercial and multi-family construction building permit fees:

*Value of Construction Fees*

\$1-\$10,000	\$175.00
\$10,001-\$25,000	\$175.00 for the first \$10,000, plus \$20.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001-\$50,000	\$500.00 for the first \$25,000, plus \$15.00 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$800.00 for the first \$50,000, plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001-\$500,000	\$1,250.00 for the first \$100,000, plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001-\$1,000,000	\$4,050.00 for the first \$50,000, plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$7,000.00 for the first \$1,000,000 plus \$5.00 for each additional \$1,000, or fraction thereof.

Plan Review Fees: \$125 per hour billed.

Inspection Fees: \$100 for each required inspection, including re-inspections.

Replacement permit fee (lost or damaged): \$50.

Waiver/variance request fee: \$500, plus cost of postage and publication.

Work begun without a permit shall be double the normal permit fee amount.

**ALCOHOLIC BEVERAGE PERMITS AND LICENSES**

The Annual fee to the City of Woodcreek equals one-half of the state fee as described in the Texas Alcoholic Beverage Code's Fee Charts current at time of application or renewal (authorized by TABC Title 3, Subtitle A, Chapter 11: Subchapter B, Sec. 11.38). To run concurrently with State license if for 2 years

**FOOD ESTABLISHMENTS**

Food establishment permit fees:

<b>Number of Employees</b>	<b>Fees*</b>
1-15	\$250
16-30	\$375
31+	\$500

**NOTES to TABLE:**

\*If the application is filed after June 1st, only 50% of the application fee is due.

Food establishment compliance inspection fee: \$150

Food establishment compliance reinspection fee: each additional inspection increases by \$50 and is cumulative (e.g., first inspection: \$150; second inspection: \$175; third inspection: \$200; and the like). Child adult care, church, and school establishment inspection fees:

<i>Licensed Number of Children</i>	<i>Fees Without Food Preparation</i>	<i>Fee With Food Preparation</i>
13-40	\$200	\$300
41-100	\$300	\$400
101+	\$400	\$500

Child/adult care sanitation inspection fee includes facilities with fewer than 13 children/adults, facilities with more than 12 children/adults, but no food preparation, custodial care homes/facilities and foster/adoptive homes: \$100.

Mobile food unit fees:

- First unit: \$200; and
- Each additional unit: \$150

Seasonal permit fee (valid for six months): \$100

Change of name/ownership fee: \$125

Establishment plan review fees:

- Actual plan review and two pre-opening inspections: \$175; and
- Each additional pre-opening inspection: \$125.

Permit reinstatement fee after suspension: \$150.

Temporary food establishments: \$35 per unit, per day.

### **ON-SITE SEWAGE FACILITIES**

Permit application fee (includes three inspections):

- Single-family standard system permit fee: \$500.
- Single-family engineered system permit fee: \$750.
- Commercial engineered system permit fee: \$1,000 and
- State Commission on Environmental Quality On-Site Wastewater Treatment Research Council fee; Per State Fee Schedule
- Re-inspection fee: \$125 per inspection

On-site sewage facility certification fee: \$150

Waiver/variance request fee: \$500, plus cost of postage and publication.

Amendment/engineer adjustment to on-site sewage facility permit:

- Single-family residential permit: \$300; and
- Commercial permit: \$500

### **MISCELLANEOUS**

Copies: Black and White \$0.15 per page, Colored \$1.00 per page

Certified copies: \$1.50 per page

Faxes: \$0.25 per page

Notary services fee in accordance with Tex. Gov't Code §406.024.

Grandfathered development status determination request fee:

- Subdivision: \$1,500; and
- Other projects (such as site development): \$1,000.
- Appeal of determination of grandfathered status fee: \$500.
- Reimbursement of consultant costs. (Billed at cost plus 10%).

Waiver/variance request fee not listed above: \$500, plus cost of postage, publication, and consultant costs. (Billed at cost plus 10%)

Recordation fees at applicable county rates, payable to the County.

Checks returned for insufficient funds: \$35.

Pyrotechnic/Fireworks Display Fee: \$50 per display.

Park Reservation Permit: \$25

Special Event Permit: including public events, auctions, \$100 per event.



## City Council Agenda Item Coversheet

### Proposed Motion:

Direct Staff to work with Freeland Turk to develop an RFP for priorities as listed by Council to out for bid in March and develop a cost estimate for budgeting purposes with a proposed budget amendment.

### Item Description:

#### Communication from Freeland Turk on “Priorities”

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- **Priority 1:** Accessible **approach and entrance**
- **Priority 2:** Access to **goods and services**
- **Priority 3:** Access to **rest rooms**
- **Priority 4:** Any **other measures** necessary

If proposing to spend money, what amount and from what budget line item? Unknown at this time.

August 29, 2024

**ENGINEER:**

Freeland Turk  
c/o Thomas Turk  
18830 Forty Six Pkwy  
Building 2, Suite B  
Spring Branch, TX 78070

**PROJECT:**

**Woodcreek Parks**

Woodcreek, TX

**Contour Project No:** 24-124

**Lead Designer:** Freeland Turk

**REGISTERED ACCESSIBILITY SPECIALIST:**

Andrea LaCour, RAS #1313  
Co-Founder

## EXISTING CONDITIONS ASSESSMENT COMPLETED—AUGUST 23, 2024

This report presents the findings of the on-site inspection for the **Woodcreek Parks** Project for compliance with the Texas Accessibility Standards. This report is limited to inspecting the existing elements for compliance with the applicable technical standards. An inspection of three park areas (Augusta Park, Woodcreek Playground, and The Gazebo Park) was conducted on *August 23, 2024* which included the review of all constructed and present elements.

The scope of this report is limited to the inspection of the elements and excludes and design drawings, or review of drawings. The report includes one suggested remedy, but this may not be the only remedy to compliance. Code excerpts are included, however, please reference the full code for all requirements.

This determination is applicable only to ensuring compliance with Texas Government Code, Chapter 469 and does not address the requirements of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other federal, state, or local requirement.

If you have any questions, contact Andrea LaCour at (360) 631-1718 or [Andrea@Contour-Collective.com](mailto:Andrea@Contour-Collective.com).

# SUMMARY OF COMMENTS

AUGUSTA PARK COMMENTS _____	3
COMMENT #1: <b>NON-COMPLIANT</b> ; ACCESSIBLE PARKING _____	3
COMMENT #2: <b>NON-COMPLIANT</b> ; ACCESSIBLE ROUTES _____	5
COMMENT #3: <b>NON-COMPLIANT</b> ; PICNIC TABLE _____	7
GAZEBO/TRIANGLE PARK COMMENTS _____	9
COMMENT #4: <b>NON-COMPLIANT</b> ; ACCESSIBLE ROUTE TO GAZEBO _____	9
COMMENT #5: CONCERN; TABLE _____	11
BROOKHOLLOW PLAYGROUND COMMENTS _____	13
COMMENT #6: <b>NON-COMPLIANT</b> ; ACCESSIBLE PARKING _____	13
COMMENT #7: <b>NON-COMPLIANT</b> ; ACCESSIBLE ROUTE _____	15
COMMENT #8: <b>NON-COMPLIANT</b> ; RESTROOM COMPLIANCE _____	17
COMMENT #9: <b>NON-COMPLIANT</b> ; GATE COMPLIANCE _____	19
COMMENT #10: UNVERIFIED & <b>NON-COMPLIANT</b> ; PLAY AREA _____	21
COMMENT #11: <b>NON-COMPLIANT</b> ; PICNIC TABLES _____	22



# AUGUSTA PARK COMMENTS

## Comment #1: **NON-COMPLIANT**; Accessible Parking

**LOCATION:** Parking

**FINDING:** There is one parking space provided which is not accessible. The ground surface is gravel, there is no striping or signage provided.

**SUGGESTED REMEDY:** Pave parking space to be van accessible. Reference 502 and 68.104 entirely. Ensure width of 16' (8' space and 8' aisle) is provided, with an accessible ground surface, slopes not to exceed 2%, and compliant signage.



### 2012 TAS CODE REFERENCES:

#### 502 Parking Spaces

**502.1 General.** Car and van parking spaces shall comply with 502. Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings.

**EXCEPTION:** Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements shall be permitted to include the full width of the line defining the parking space or access aisle.

**502.2 Vehicle Spaces.** Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3.

**EXCEPTION:** Van parking spaces shall be permitted to be 96 inches (2440 mm) wide minimum where the access aisle is 96 inches (2440 mm) wide minimum.

**502.3 Access Aisle.** Access aisles serving parking spaces shall comply with 502.3. Access aisles shall adjoin an accessible route. Two parking spaces shall be permitted to share a common access aisle.

**Advisory 502.3 Access Aisle.** Accessible routes must connect parking spaces to accessible entrances. In parking facilities where the accessible route must cross vehicular traffic lanes, marked crossings enhance pedestrian safety, particularly for people using wheelchairs and other mobility aids. Where possible, it is preferable that the accessible route not pass behind parked vehicles.



**502.3.1 Width.** Access aisles serving car and van parking spaces shall be 60 inches (1525 mm) wide minimum.

**502.3.2 Length.** Access aisles shall extend the full length of the parking spaces they serve.

**502.3.3 Marking.** Access aisles shall be marked so as to discourage parking in them.

**Advisory 502.3.3 Marking.** The method and color of marking are not specified by these requirements but may be addressed by State or local laws or regulations. Because these requirements permit the van access aisle to be as wide as a parking space, it is important that the aisle be clearly marked.

**502.3.4 Location.** Access aisles shall not overlap the vehicular way. Access aisles shall be permitted to be placed on either side of the parking space except for angled van parking spaces which shall have access aisles located on the passenger side of the parking spaces.

**Advisory 502.3.4 Location.** Wheelchair lifts typically are installed on the passenger side of vans. Many drivers, especially those who operate vans, find it more difficult to back into parking spaces than to back out into comparatively unrestricted vehicular lanes. For this reason, where a van and car share an access aisle, consider locating the van space so that the access aisle is on the passenger side of the van space.

**502.4 Floor or Ground Surfaces.** Parking spaces and access aisles serving them shall comply with 302. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted.

**EXCEPTION:** Slopes not steeper than 1:48 shall be permitted.

**Advisory 502.4 Floor or Ground Surfaces.** Access aisles are required to be nearly level in all directions to provide a surface for wheelchair transfer to and from vehicles. The exception allows sufficient slope for drainage. Built-up curb ramps are not permitted to project into access aisles and parking spaces because they would create slopes greater than 1:48.

**502.6 Identification.** Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.

**Advisory 502.6 Identification.** The required "van accessible" designation is intended to be informative, not restrictive, in identifying those spaces that are better suited for van use. Enforcement of motor vehicle laws, including parking privileges, is a local matter.

**502.7 Relationship to Accessible Routes.** Parking spaces and access aisles shall be designed so that cars and vans, when parked, cannot obstruct the required clear width of adjacent accessible routes.

**Advisory 502.7 Relationship to Accessible Routes.** Wheel stops are an effective way to prevent vehicle overhangs from reducing the clear width of accessible routes.

**68.104 Accessible Parking Spaces.** *(New section effective August 1, 2020, 45 Tex Reg 5166)*

(a) A paved accessible parking space must include:

- (1) the International Symbol of Accessibility painted conspicuously on the surface in a color that contrasts the pavement;
- (2) the words "NO PARKING" painted on any access aisle adjacent to the parking space. The words must be painted:
  - (A) in all capital letters;
  - (B) with a letter height of at least twelve inches, and a stroke width of at least two inches; and
  - (C) centered within each access aisle adjacent to the parking space; and
- (3) a sign identifying the consequences of parking illegally in a paved accessible parking space. The sign must:
  - (A) at a minimum state "Violators Subject to Fine and Towing" in a letter height of at least one inch;
  - (B) be mounted on a pole, post, wall or freestanding board;
  - (C) be no more than eight inches below a sign required by Texas Accessibility Standards, 502.6; and
  - (D) be installed so that the bottom edge of the sign is no lower than 48 inches and no higher than 80 inches above ground level.

(b) A parking space identification sign that complies with Texas Accessibility Standards, 502.6, that includes the requirements in subsection (a)(3)(A) satisfies subsection (a)(3).

## Comment #2: NON-COMPLIANT; Accessible Routes

**LOCATION:** Throughout Park

**FINDING:** There are no accessible routes provided throughout the park. Routes should be provided at a minimum to the following elements:

- a. From the accessible parking into the park
- b. To connect to accessible elements such as the ping pong table, corn hole, bocce court, etc.
- c. Accessible route into the bocce court must be provided.

**SUGGESTED REMEDY:** Install accessible routes to all park features with concrete or decomposed granite that is stable, firm, and slip resistant, at least 36" wide, meets slope requirements, etc.





**2012 TAS CODE REFERENCES:**

**206 Accessible Routes**

**206.2 Where Required.**

**206.2.1 Site Arrival Points.** At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

**EXCEPTIONS:**

1. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one accessible route from a site arrival point to an accessible entrance shall be required.

2. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access.

**Advisory 206.2.1 Site Arrival Points.** Each site arrival point must be connected by an accessible route to the accessible building entrance or entrances served. Where two or more similar site arrival points, such as bus stops, serve the same accessible entrance or entrances, both bus stops must be on accessible routes. In addition, the accessible routes must serve all of the accessible entrances on the site.

**Advisory 206.2.1 Site Arrival Points Exception 2.** Access from site arrival points may include vehicular ways. Where a vehicular way, or a portion of a vehicular way, is provided for pedestrian travel, such as within a shopping center or shopping mall parking lot, this exception does not apply.

**206.2.2 Within a Site.** At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

**EXCEPTION:** An accessible route shall not be required between accessible buildings, accessible facilities, accessible elements, and accessible spaces if the only means of access between them is a vehicular way not providing pedestrian access.

**Advisory 206.2.2 Within a Site.** An accessible route is required to connect to the boundary of each area of sport activity. Examples of areas of sport activity include soccer fields, basketball courts, baseball fields, running tracks, skating rinks, and the area surrounding a piece of gymnastic equipment. While the size of an area of sport activity may vary from sport to sport, each includes only the space needed to play. Where multiple sports fields or courts are provided, an accessible route is required to each field or area of sport activity.

**402 Accessible Routes**

**402.2 Components.** Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps excluding the flared sides, elevators, and platform lifts. All components of an accessible route shall comply with the applicable requirements of Chapter 4.

**Advisory 402.2 Components.** Walking surfaces must have running slopes not steeper than 1:20, see 403.3. Other components of accessible routes, such as ramps (405) and curb ramps (406), are permitted to be more steeply sloped.

**302 Floor or Ground Surfaces**

**302.1 General.** Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

**EXCEPTIONS:**

1. Within animal containment areas, floor and ground surfaces shall not be required to be stable, firm, and slip resistant.

2. Areas of sport activity shall not be required to comply with 302.

**Advisory 302.1 General.** A stable surface is one that remains unchanged by contaminants or applied force, so that when the contaminant or force is removed, the surface returns to its original condition. A firm surface resists deformation by either indentations or particles moving on its surface. A slip-resistant surface provides sufficient frictional counterforce to the forces exerted in walking to permit safe ambulation.

**403 Walking Surfaces**

**403.3 Slope.** The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

**403.4 Changes in Level.** Changes in level shall comply with 303.

**403 Walking Surfaces**

**403.5 Clearances.**

**403.5.1 Clear Width.** Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

**EXCEPTION:** The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

**Comment #3: NON-COMPLIANT; Picnic Table**

**LOCATION:** Near Parking

**FINDING:** There are two picnic tables within the park. Neither one provides an accessible seat. This requires knee space, toe clearance, 34" max height, connection to an accessible route.

**SUGGESTED REMEDY:** Replace or add an accessible picnic table located on an accessible route created by Comment #2.



**2012 TAS CODE REFERENCES:**

**226 Dining Surfaces and Work Surfaces**

**226.1 General.** Where dining surfaces are provided for the consumption of food or drink, at least 5 percent of the seating spaces and standing spaces at the dining surfaces shall comply with 902. In addition, where work surfaces are provided for use by other than employees, at least 5 percent shall comply with 902.

**EXCEPTIONS:**

- 1. Sales counters and service counters shall not be required to comply with 902.
- 2. Check writing surfaces provided at check-out aisles not required to comply with 904.3 shall not be required to comply with 902.

**Advisory 226.1 General.** In facilities covered by the ADA, this requirement does not apply to work surfaces used only by employees. However, employers should consider work surfaces that are flexible and permit installation at variable heights and clearances.

**226.2 Dispersion.** Dining surfaces and work surfaces required to comply with 902 shall be dispersed throughout the space or facility containing dining surfaces and work surfaces.

**902 Dining Surfaces and Work Surfaces**

**902.1 General.** Dining surfaces and work surfaces shall comply with 902.2 and 902.3.

**Advisory 902.1 General.** Dining surfaces include, but are not limited to, bars, tables, lunch counters, and booths. Examples of work surfaces include writing surfaces, study carrels, student laboratory stations, baby changing and other tables or fixtures for personal grooming, coupon counters, and were covered by the ABA scoping provisions, employee workstations.

**902.2 Clear Floor or Ground Space.** A clear floor space complying with 305 positioned for a forward approach shall be provided. Knee and toe clearance complying with 306 shall be provided.

**902.3 Height.** The tops of dining surfaces and work surfaces shall be 28 inches (710 mm) minimum and 34 inches (865 mm) maximum above the finish floor or ground.

**306 Knee and Toe Clearance**

**306.1 General.** Where space beneath an element is included as part of clear floor or ground space or turning space, the space shall comply with 306. Additional space shall not be prohibited beneath an element but shall not be considered as part of the clear floor or ground space or turning space.

**Advisory 306.1 General.** Clearances are measured in relation to the usable clear floor space, not necessarily to the vertical support for an element. When determining clearance under an object for required turning or maneuvering space, care should be taken to ensure the space is clear of any obstructions.

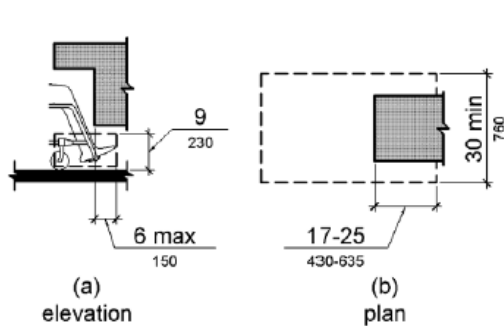


Figure 306.2 Toe Clearance

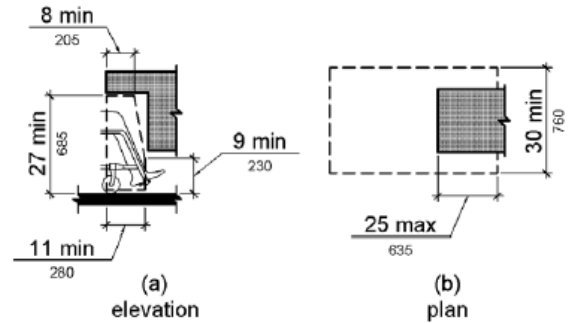


Figure 306.3 Knee Clearance



# GAZEBO/TRIANGLE PARK COMMENTS

## Comment #4: **NON-COMPLIANT**; Accessible Route to Gazebo

**LOCATION:** Throughout

**FINDING:** There is no accessible route provided to the gazebo. This should be provided from the site arrival point of the street. Also a route into the gazebo must be provided.

**SUGGESTED REMEDY:** Install an accessible route via concrete or decomposed granite that is stable, firm, slip resistant, at least 36" wide, meets slope requirements, etc.



### 2012 TAS CODE REFERENCES:

#### 206 Accessible Routes

##### 206.2 Where Required.

**206.2.1 Site Arrival Points.** At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

##### EXCEPTIONS:

1. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one accessible route from a site arrival point to an accessible entrance shall be required.

2. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access.

**Advisory 206.2.1 Site Arrival Points.** Each site arrival point must be connected by an accessible route to the accessible building entrance or entrances served. Where two or more similar site arrival points, such as bus stops, serve the same accessible entrance or entrances, both bus stops must be on accessible routes. In addition, the accessible routes must serve all of the accessible entrances on the site.

**Advisory 206.2.1 Site Arrival Points Exception 2.** Access from site arrival points may include vehicular ways. Where a vehicular way, or a portion of a vehicular way, is provided for pedestrian travel, such as within a shopping center or shopping mall parking lot, this exception does not apply.

**206.2.2 Within a Site.** At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

**EXCEPTION:** An accessible route shall not be required between accessible buildings, accessible facilities, accessible elements, and accessible spaces if the only means of access between them is a vehicular way not providing pedestrian access.

**Advisory 206.2.2 Within a Site.** An accessible route is required to connect to the boundary of each area of sport activity. Examples of areas of sport activity include soccer fields, basketball courts, baseball fields, running tracks, skating rinks, and the area surrounding a piece of gymnastic equipment. While the size of an area of sport activity may vary from sport to sport, each includes only the space needed to play. Where multiple sports fields or courts are provided, an accessible route is required to each field or area of sport activity.

**402 Accessible Routes**

**402.2 Components.** Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps excluding the flared sides, elevators, and platform lifts. All components of an accessible route shall comply with the applicable requirements of Chapter 4.

**Advisory 402.2 Components.** Walking surfaces must have running slopes not steeper than 1:20, see 403.3. Other components of accessible routes, such as ramps (405) and curb ramps (406), are permitted to be more steeply sloped.

**302 Floor or Ground Surfaces**

**302.1 General.** Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

**EXCEPTIONS:**

1. Within animal containment areas, floor and ground surfaces shall not be required to be stable, firm, and slip resistant.
2. Areas of sport activity shall not be required to comply with 302.

**Advisory 302.1 General.** A stable surface is one that remains unchanged by contaminants or applied force, so that when the contaminant or force is removed, the surface returns to its original condition. A firm surface resists deformation by either indentations or particles moving on its surface. A slip-resistant surface provides sufficient frictional counterforce to the forces exerted in walking to permit safe ambulation.

**403 Walking Surfaces**

**403.3 Slope.** The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

**403.4 Changes in Level.** Changes in level shall comply with 303.

**403.5 Clearances.**

**403.5.1 Clear Width.** Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

**EXCEPTION:** The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

**Comment #5: CONCERN; Table**

**LOCATION:** Gazebo

**FINDING:** There is a table within the gazebo. This appears to be moveable, which technically the TAS does not cover. However, if permanent and an amenity provided, it is recommended to provide at least one accessible seating space to ensure equal access to the amenity.

**SUGGESTED REMEDY:** Add another table that is accessible.



**2012 TAS CODE REFERENCES:**

**226 Dining Surfaces and Work Surfaces**

**226.1 General.** Where dining surfaces are provided for the consumption of food or drink, at least 5 percent of the seating spaces and standing spaces at the dining surfaces shall comply with 902. In addition, where work surfaces are provided for use by other than employees, at least 5 percent shall comply with 902.

**EXCEPTIONS:**

- 1. Sales counters and service counters shall not be required to comply with 902.
- 2. Check writing surfaces provided at check-out aisles not required to comply with 904.3 shall not be required to comply with 902.

**Advisory 226.1 General.** In facilities covered by the ADA, this requirement does not apply to work surfaces used only by employees. However, employers should consider work surfaces that are flexible and permit installation at variable heights and clearances.

**226.2 Dispersion.** Dining surfaces and work surfaces required to comply with 902 shall be dispersed throughout the space or facility containing dining surfaces and work surfaces.

**902 Dining Surfaces and Work Surfaces**

**902.1 General.** Dining surfaces and work surfaces shall comply with 902.2 and 902.3.

**Advisory 902.1 General.** Dining surfaces include, but are not limited to, bars, tables, lunch counters, and booths. Examples of work surfaces include writing surfaces, study carrels, student laboratory stations, baby changing and other tables or fixtures for personal grooming, coupon counters, and were covered by the ABA scoping provisions, employee workstations.



**902.2 Clear Floor or Ground Space.** A clear floor space complying with 305 positioned for a forward approach shall be provided. Knee and toe clearance complying with 306 shall be provided.

**902.3 Height.** The tops of dining surfaces and work surfaces shall be 28 inches (710 mm) minimum and 34 inches (865 mm) maximum above the finish floor or ground.

**306 Knee and Toe Clearance**

**306.1 General.** Where space beneath an element is included as part of clear floor or ground space or turning space, the space shall comply with 306. Additional space shall not be prohibited beneath an element but shall not be considered as part of the clear floor or ground space or turning space.

**Advisory 306.1 General.** Clearances are measured in relation to the usable clear floor space, not necessarily to the vertical support for an element. When determining clearance under an object for required turning or maneuvering space, care should be taken to ensure the space is clear of any obstructions.

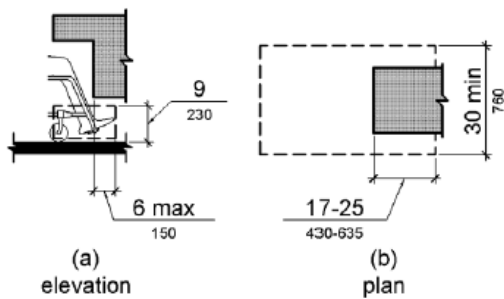


Figure 306.2 Toe Clearance

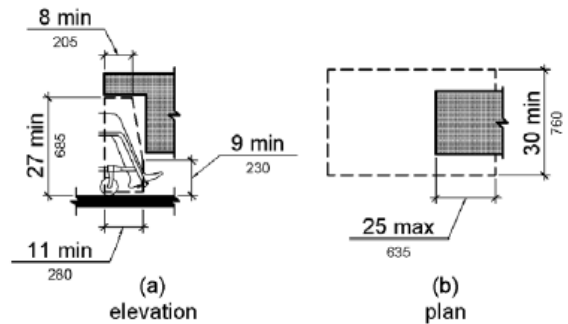


Figure 306.3 Knee Clearance

# BROOKHOLLOW PLAYGROUND COMMENTS

## Comment #6: **NON-COMPLIANT**; Accessible Parking

**LOCATION:** Parking

**FINDING:** The parking lot is gravel and no labeled accessible parking is provided.

**SUGGESTED REMEDY:** Pave parking space to be van accessible. Reference 502 and 68.104 entirely. Ensure width of 16' (8' space and 8' aisle) is provided, with an accessible ground surface, slopes not to exceed 2%, and compliant signage. This should be provided on the shortest accessible route to the gate to enter the playground.



### 2012 TAS CODE REFERENCES:

#### 502 Parking Spaces

**502.1 General.** Car and van parking spaces shall comply with 502. Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings.

**EXCEPTION:** Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements shall be permitted to include the full width of the line defining the parking space or access aisle.

**502.2 Vehicle Spaces.** Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3.

**EXCEPTION:** Van parking spaces shall be permitted to be 96 inches (2440 mm) wide minimum where the access aisle is 96 inches (2440 mm) wide minimum.

**502.3 Access Aisle.** Access aisles serving parking spaces shall comply with 502.3. Access aisles shall adjoin an accessible route. Two parking spaces shall be permitted to share a common access aisle.

**Advisory 502.3 Access Aisle.** Accessible routes must connect parking spaces to accessible entrances. In parking facilities where the accessible route must cross vehicular traffic lanes, marked crossings enhance pedestrian safety, particularly for people using wheelchairs and other mobility aids. Where possible, it is preferable that the accessible route not pass behind parked vehicles.

**502.3.1 Width.** Access aisles serving car and van parking spaces shall be 60 inches (1525 mm) wide minimum.

**502.3.2 Length.** Access aisles shall extend the full length of the parking spaces they serve.

**502.3.3 Marking.** Access aisles shall be marked so as to discourage parking in them.

**Advisory 502.3.3 Marking.** The method and color of marking are not specified by these requirements but may be addressed by State or local laws or regulations. Because these requirements permit the van access aisle to be as wide as a parking space, it is important that the aisle be clearly marked.

**502.3.4 Location.** Access aisles shall not overlap the vehicular way. Access aisles shall be permitted to be placed on either side of the parking space except for angled van parking spaces which shall have access aisles located on the passenger side of the parking spaces.

**Advisory 502.3.4 Location.** Wheelchair lifts typically are installed on the passenger side of vans. Many drivers, especially those who operate vans, find it more difficult to back into parking spaces than to back out into comparatively unrestricted vehicular lanes. For this reason, where a van and car share an access aisle, consider locating the van space so that the access aisle is on the passenger side of the van space.

**502.4 Floor or Ground Surfaces.** Parking spaces and access aisles serving them shall comply with 302. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted.

**EXCEPTION:** Slopes not steeper than 1:48 shall be permitted.

**Advisory 502.4 Floor or Ground Surfaces.** Access aisles are required to be nearly level in all directions to provide a surface for wheelchair transfer to and from vehicles. The exception allows sufficient slope for drainage. Built-up curb ramps are not permitted to project into access aisles and parking spaces because they would create slopes greater than 1:48.

**502.5 Vertical Clearance.** Parking spaces for vans and access aisles and vehicular routes serving them shall provide a vertical clearance of 98 inches (2490 mm) minimum.

**Advisory 502.5 Vertical Clearance.** Signs provided at entrances to parking facilities informing drivers of clearances and the location of van accessible parking spaces can provide useful customer assistance.

**502.6 Identification.** Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.

**Advisory 502.6 Identification.** The required "van accessible" designation is intended to be informative, not restrictive, in identifying those spaces that are better suited for van use. Enforcement of motor vehicle laws, including parking privileges, is a local matter.

**502.7 Relationship to Accessible Routes.** Parking spaces and access aisles shall be designed so that cars and vans, when parked, cannot obstruct the required clear width of adjacent accessible routes.

**Advisory 502.7 Relationship to Accessible Routes.** Wheel stops are an effective way to prevent vehicle overhangs from reducing the clear width of accessible routes.

**68.104 Accessible Parking Spaces.** *(New section effective August 1, 2020, 45 Tex Reg 5166)*

(a) A paved accessible parking space must include:

- (1) the International Symbol of Accessibility painted conspicuously on the surface in a color that contrasts the pavement;
- (2) the words "NO PARKING" painted on any access aisle adjacent to the parking space. The words must be painted:
  - (A) in all capital letters;
  - (B) with a letter height of at least twelve inches, and a stroke width of at least two inches; and
  - (C) centered within each access aisle adjacent to the parking space; and
- (3) a sign identifying the consequences of parking illegally in a paved accessible parking space. The sign must:
  - (A) at a minimum state "Violators Subject to Fine and Towing" in a letter height of at least one inch;
  - (B) be mounted on a pole, post, wall or freestanding board;
  - (C) be no more than eight inches below a sign required by Texas Accessibility Standards, 502.6; and
  - (D) be installed so that the bottom edge of the sign is no lower than 48 inches and no higher than 80 inches above ground level.

(b) A parking space identification sign that complies with Texas Accessibility Standards, 502.6, that includes the requirements in subsection (a)(3)(A) satisfies subsection (a)(3).



**Comment #7: NON-COMPLIANT; Accessible Route**

**LOCATION:** Throughout

**FINDING:** There are no accessible routes provided throughout the park. They are required to the following:

- a. Into the park from the Site Arrival point of the roadway
- b. To the portable restroom
- c. To and through the entry gate
- d. To both play areas
- e. To accessible seating at tables
- f. To trash receptacle

**SUGGESTED REMEDY:** Install accessible route throughout the park to all features. Ensure it is a material that is stable, firm, slip resistant and meets all size and slope requirements. Suggested to be concrete, decomposed granite, or a combination of the two.



**2012 TAS CODE REFERENCES:**

**206 Accessible Routes**

**206.2 Where Required.**

**206.2.1 Site Arrival Points.** At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

**EXCEPTIONS:**

1. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one accessible route from a site arrival point to an accessible entrance shall be required.

2. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access.

**Advisory 206.2.1 Site Arrival Points.** Each site arrival point must be connected by an accessible route to the accessible building entrance or entrances served. Where two or more similar site arrival points, such as bus stops, serve the same accessible entrance or entrances, both bus stops must be on accessible routes. In addition, the accessible routes must serve all of the accessible entrances on the site.

**Advisory 206.2.1 Site Arrival Points Exception 2.** Access from site arrival points may include vehicular ways. Where a vehicular way, or a portion of a vehicular way, is provided for pedestrian travel, such as within a shopping center or shopping mall parking lot, this exception does not apply.

**206.2.2 Within a Site.** At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

**EXCEPTION:** An accessible route shall not be required between accessible buildings, accessible facilities, accessible elements, and accessible spaces if the only means of access between them is a vehicular way not providing pedestrian access.

**Advisory 206.2.2 Within a Site.** An accessible route is required to connect to the boundary of each area of sport activity. Examples of areas of sport activity include soccer fields, basketball courts, baseball fields, running tracks, skating rinks, and the area surrounding a piece of gymnastic equipment. While the size of an area of sport activity may vary from sport to sport, each includes only the space needed to play. Where multiple sports fields or courts are provided, an accessible route is required to each field or area of sport activity.

**206.3 Location.** Accessible routes shall coincide with or be located in the same area as general circulation paths. Where circulation paths are interior, required accessible routes shall also be interior.

**Advisory 206.3 Location.** The accessible route must be in the same area as the general circulation path. This means that circulation paths, such as vehicular ways designed for pedestrian traffic, walks, and unpaved paths that are designed to be routinely used by pedestrians must be accessible or have an accessible route nearby. Additionally, accessible vertical interior circulation must be in the same area as stairs and escalators, not isolated in the back of the facility.

**402 Accessible Routes**

**402.2 Components.** Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps excluding the flared sides, elevators, and platform lifts. All components of an accessible route shall comply with the applicable requirements of Chapter 4.

**Advisory 402.2 Components.** Walking surfaces must have running slopes not steeper than 1:20, see 403.3. Other components of accessible routes, such as ramps (405) and curb ramps (406), are permitted to be more steeply sloped.

**302 Floor or Ground Surfaces**

**302.1 General.** Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

**EXCEPTIONS:**

1. Within animal containment areas, floor and ground surfaces shall not be required to be stable, firm, and slip resistant.

2. Areas of sport activity shall not be required to comply with 302.

**Advisory 302.1 General.** A stable surface is one that remains unchanged by contaminants or applied force, so that when the contaminant or force is removed, the surface returns to its original condition. A firm surface resists deformation by either indentations or particles moving on its surface. A slip-resistant surface provides sufficient frictional counterforce to the forces exerted in walking to permit safe ambulation.

**403 Walking Surfaces**

**403.3 Slope.** The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.



**Comment #8: NON-COMPLIANT; Restroom Compliance**

**LOCATION:** Portable Restroom

**FINDING:** Although the portable restroom appears to be intended to be accessible, the following requirements are not met:

- a. The restroom is not on an accessible route as the ground surface is gravel and there is no route from the restroom to the play area or parking.
- b. The toilet paper dispenser is mounted above allowable range ranges of 48” maximum.
- c. There is no turning space provided within the restroom.
- d. The water closet clear floor space width is 57.5” when 60” is required.
- e. The side grab bar is mounted 51” from the rear wall to the end of the bar when 54” is required.

**SUGGESTED REMEDY:** Replace portable restroom with a compliant one and install an accessible route in form of the parking spaces via concrete or decomposed granite OR locate adjacent to the accessible route to be installed per other comments in this report.



**2012 TAS CODE REFERENCES:**

**213 Toilet Facilities and Bathing Facilities**

**213.2 Toilet Rooms and Bathing Rooms.** Where toilet rooms are provided, each toilet room shall comply with 603. Where bathing rooms are provided, each bathing room shall comply with 603.

**EXCEPTIONS:**

- 1. In alterations where it is technically infeasible to comply with 603, altering existing toilet or bathing rooms shall not be required where a single unisex toilet room or bathing room complying with 213.2.1 is provided and located in the same area and on the same floor as existing inaccessible toilet or bathing rooms.
- 2. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no fewer than one toilet room for each sex complying with 603 or one unisex toilet room complying with 213.2.1 shall be provided.

3. Where multiple single user portable toilet or bathing units are clustered at a single location, no more than 5 percent of the toilet units and bathing units at each cluster shall be required to comply with 603. Portable toilet units and bathing units complying with 603 shall be identified by the International Symbol of Accessibility complying with 703.7.2.1.

4. Where multiple single user toilet rooms are clustered at a single location, no more than 50 percent of the single user toilet rooms for each use at each cluster shall be required to comply with 603.

**Advisory 213.2 Toilet Rooms and Bathing Rooms.** These requirements allow the use of unisex (or single user) toilet rooms in alterations when technical infeasibility can be demonstrated. Unisex toilet rooms benefit people who use opposite sex personal care assistants. For this reason, it is advantageous to install unisex toilet rooms in addition to accessible single-sex toilet rooms in new facilities.

**Advisory 213.2 Toilet Rooms and Bathing Rooms Exceptions 3 and 4.** A "cluster" is a group of toilet rooms proximate to one another. Generally, toilet rooms in a cluster are within sight of, or adjacent to, one another.

**603 Toilet and Bathing Rooms**

**603.2 Clearances.**

**603.2.1 Turning Space.** Turning space complying with 304 shall be provided within the room.

**604 Water Closets and Toilet Compartments**

**604.3 Clearance.**

**604.3.1 Size.** Clearance around a water closet shall be 60 inches (1525 mm) minimum measured perpendicular from the side wall and 56 inches (1420 mm) minimum measured perpendicular from the rear wall.

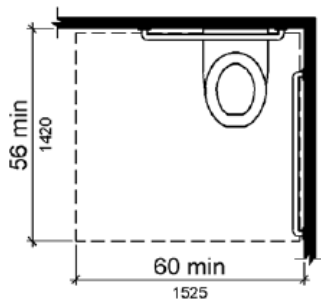


Figure 604.3.1 Size of Clearance at Water Closets

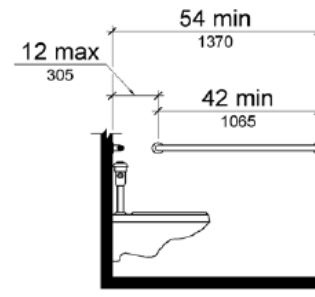


Figure 604.5.1 Side Wall Grab Bar at Water Closets

**604.7 Dispensers.** Toilet paper dispensers shall comply with 309.4 and shall be 7 inches (180 mm) minimum and 9 inches (230 mm) maximum in front of the water closet measured to the centerline of the dispenser. The outlet of the dispenser shall be 15 inches (380 mm) minimum and 48 inches (1220 mm) maximum above the finish floor and shall not be located behind grab bars. Dispensers shall not be of a type that controls delivery or that does not allow continuous paper flow.

**Advisory 604.7 Dispensers.** If toilet paper dispensers are installed above the side wall grab bar, the outlet of the toilet paper dispenser must be 48 inches (1220 mm) maximum above the finish floor and the top of the gripping surface of the grab bar must be 33 inches (840 mm) minimum and 36 inches (915 mm) maximum above the finish floor.

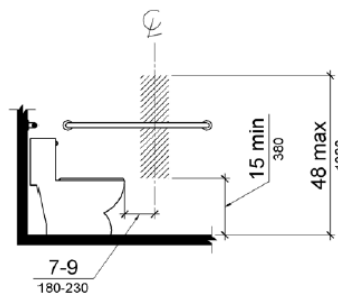


Figure 604.7 Dispenser Outlet Location

**Comment #9: NON-COMPLIANT; Gate Compliance**

**LOCATION:** Entry

**FINDING:** The entry gate is not compliant for the following reasons:

- a. There is no smooth surface on the bottom 10" of the push side of the gate as is required.
- b. The hardware to open and close the gate was mounted above the allowable reach range of 48" at 54".
- c. The ground surface material is gravel, and not accessible.

**SUGGESTED REMEDY:** Install accessible ground surface material with slope not to exceed 2% on both sides of the gate and to connect to other accessible routes within the park. Install a kick plate, and lower the operable hardware.



**2012 TAS CODE REFERENCES:**

**404 Doors, Doorways, and Gates**

**404.2 Manual Doors, Doorways, and Manual Gates.**

**404.2.4 Maneuvering Clearances.**

**404.2.4.4 Floor or Ground Surface.** Floor or ground surface within required maneuvering clearances shall comply with 302. Changes in level are not permitted.

**EXCEPTIONS:**

- 1. Slopes not steeper than 1:48 shall be permitted.
- 2. Changes in level at thresholds complying with 404.2.5 shall be permitted.



**404.2.7 Door and Gate Hardware.** Handles, pulls, latches, locks, and other operable parts on doors and gates shall comply with 309.4. Operable parts of such hardware shall be 34 inches (865 mm) minimum and 48 inches (1220 mm) maximum above the finish floor or ground. Where sliding doors are in the fully open position, operating hardware shall be exposed and usable from both sides.

**EXCEPTIONS:**

1. Existing locks shall be permitted in any location at existing glazed doors without stiles, existing overhead rolling doors or grilles, and similar existing doors or grilles that are designed with locks that are activated only at the top or bottom rail.
2. Access gates in barrier walls and fences protecting pools, spas, and hot tubs shall be permitted to have operable parts of the release of latch on self-latching devices at 54 inches (1370 mm) maximum above the finish floor or ground provided the self-latching devices are not also self-locking devices and operated by means of a key, electronic opener, or integral combination lock.

**Advisory 404.2.7 Door and Gate Hardware.** Door hardware that can be operated with a closed fist or a loose grip accommodates the greatest range of users. Hardware that requires simultaneous hand and finger movements require greater dexterity and coordination and is not recommended.

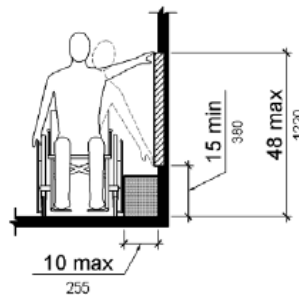
**308 Reach Ranges**

**308.3 Side Reach.**

**308.3.1 Unobstructed.** Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches (1220 mm) maximum and the low side reach shall be 15 inches (380 mm) minimum above the finish floor or ground.

**EXCEPTIONS:**

1. An obstruction shall be permitted between the clear floor or ground space and the element where the depth of the obstruction is 10 inches (255 mm) maximum.
2. Operable parts of fuel dispensers shall be permitted to be 54 inches (1370 mm) maximum measured from the surface of the vehicular way where fuel dispensers are installed on existing curbs.



**Figure 308.3.1 Unobstructed Side Reach**

**404.2.10 Door and Gate Surfaces.** Swinging door and gate surfaces within 10 inches (255 mm) of the finish floor or ground measured vertically shall have a smooth surface on the push side extending the full width of the door or gate. Parts creating horizontal or vertical joints in these surfaces shall be within 1/16 inch (1.6 mm) of the same plane as the other. Cavities created by added kick plates shall be capped.

**EXCEPTIONS:**

1. Sliding doors shall not be required to comply with 404.2.10.
2. Tempered glass doors without stiles and having a bottom rail or shoe with the top leading edge tapered at 60 degrees minimum from the horizontal shall not be required to meet the 10-inch (255 mm) bottom smooth surface height requirement.
3. Doors and gates that do not extend to within 10 inches (255 mm) of the finish floor or ground shall not be required to comply with 404.2.10.
4. Existing doors and gates without smooth surfaces within 10 inches (255 mm) of the finish floor or ground shall not be required to provide smooth surfaces complying with 404.2.10 provided that if added kick plates are installed, cavities created by such kick plates are capped.

**Comment #10: UNVERIFIED & NON-COMPLIANT; Play Area**

**LOCATION:** Play Area

**FINDING:** The play areas have the following deficiencies found:

- a. The swing height was found to be 26" which exceeds the maximum allowable of 24".
- b. Note: the ground surface appears to be possible to be a compliant material, however, the ASTM spec of the product was not reviewed to verify.

**SUGGESTED REMEDY:** Move material under swing to be within an acceptable height range and verify the engineered wood fiber meets applicable requirements.



**2012 TAS CODE REFERENCES:**

**1008 Play Areas**

**1008.2 Accessible Routes.**

**1008.2.6 Ground Surfaces.**

**1008.2.6.1 Accessibility.** Ground surfaces shall comply with ASTM F 1951 (incorporated by reference, see "Referenced Standards" in Chapter 1). Ground surfaces shall be inspected and maintained regularly and frequently to ensure continued compliance with ASTM F 1951.

**1008.2.6.2 Use Zones.** Ground surfaces located within use zones shall comply with ASTM F 1292 (1999 edition or 2004 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1).

**1008.4 Play Components.**

**1008.4.4 Entry Points and Seats.** Where play components require transfer to entry points or seats, the entry points or seats shall be 11 inches (280 mm) minimum and 24 inches (610 mm) maximum from the clear floor or ground space.

**EXCEPTION:** Entry points of slides shall not be required to comply with 1008.4.4.



**Comment #11: NON-COMPLIANT; Picnic Tables**

**LOCATION:** Throughout

**FINDING:** There are 2 picnic tables provided. Neither one meets knee space and toe clearance requirements. Ensure that at least one accessible seating space is provided.

**SUGGESTED REMEDY:** Replace or add an additional table that is accessible and located on an accessible route.



**2012 TAS CODE REFERENCES:**

**226 Dining Surfaces and Work Surfaces**

**226.1 General.** Where dining surfaces are provided for the consumption of food or drink, at least 5 percent of the seating spaces and standing spaces at the dining surfaces shall comply with 902. In addition, where work surfaces are provided for use by other than employees, at least 5 percent shall comply with 902.

**EXCEPTIONS:**

- 1. Sales counters and service counters shall not be required to comply with 902.
- 2. Check writing surfaces provided at check-out aisles not required to comply with 904.3 shall not be required to comply with 902.

**Advisory 226.1 General.** In facilities covered by the ADA, this requirement does not apply to work surfaces used only by employees. However, employers should consider work surfaces that are flexible and permit installation at variable heights and clearances.

**226.2 Dispersion.** Dining surfaces and work surfaces required to comply with 902 shall be dispersed throughout the space or facility containing dining surfaces and work surfaces.

**902 Dining Surfaces and Work Surfaces**

**902.1 General.** Dining surfaces and work surfaces shall comply with 902.2 and 902.3.

**Advisory 902.1 General.** Dining surfaces include, but are not limited to, bars, tables, lunch counters, and booths. Examples of work surfaces include writing surfaces, study carrels, student laboratory stations, baby changing and other tables or fixtures for personal grooming, coupon counters, and were covered by the ABA scoping provisions, employee workstations.

**902.2 Clear Floor or Ground Space.** A clear floor space complying with 305 positioned for a forward approach shall be provided. Knee and toe clearance complying with 306 shall be provided.

**902.3 Height.** The tops of dining surfaces and work surfaces shall be 28 inches (710 mm) minimum and 34 inches (865 mm) maximum above the finish floor or ground.

**306 Knee and Toe Clearance**

**306.1 General.** Where space beneath an element is included as part of clear floor or ground space or turning space, the space shall comply with 306. Additional space shall not be prohibited beneath an element but shall not be considered as part of the clear floor or ground space or turning space.

**Advisory 306.1 General.** Clearances are measured in relation to the usable clear floor space, not necessarily to the vertical support for an element. When determining clearance under an object for required turning or maneuvering space, care should be taken to ensure the space is clear of any obstructions.

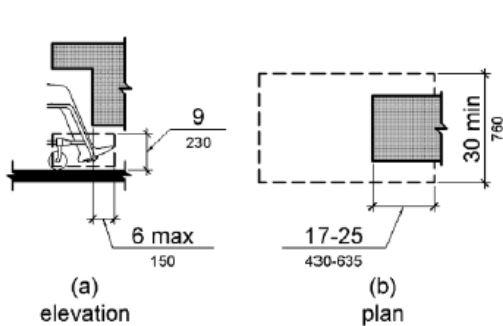


Figure 306.2 Toe Clearance

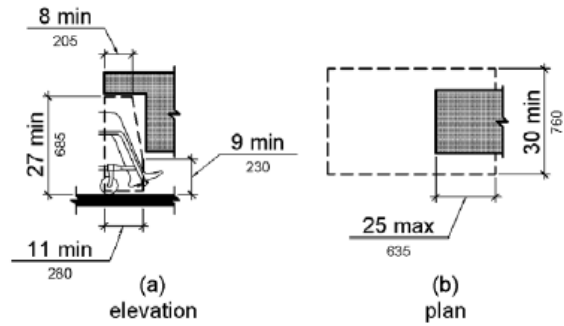


Figure 306.3 Knee Clearance

END OF REPORT



## City Council Agenda Item Coversheet

### Proposed Motion:

Post an RFP for a City of Woodcreek photographer to take pictures for use on the website of all facilities and events in the City not to exceed the time period of one year and cost of \$3,000 from the “Community Relations” line item.

### Item Description:

We lack materials for the new City website and have update facilities significantly. We need quality products that are legally released for posting and use by the City.

If proposing to spend money, what amount and from what budget line item? \$3,000



IN THE MIDST OF THE TEXAS HILL COUNTRY

## REQUEST FOR BID/PROPOSAL (RFP): Photographer for the City facilities and events

**\* Candidates can apply for this position through Monday, March 31st, 2025 at 5:00P (CST) \***

The City of Woodcreek seeks an experienced and highly rated professional to work as a contracted photographer for the period of one year to provide legally released photography products for city use.

### JOB SUMMARY:

Attend city events, take photos, obtain needed releases, filter for quality, edit photos, and provide resizing as needed for use on the City website and via other city communications and/or publications. Additionally, the City is in need of updated facility photos and other content for the website.

### REPORTING RELATIONSHIPS:

Reports to the City Administrator

### MAIN JOB TASKS and RESPONSIBILITIES:

- Take facility photos
- Edit and resize photos
- Obtain needed public releases
- Attend all City events and document key moments
- Release all photos for City use

### PROPOSAL FORMAT:

- A copy of certificate of Business Liability and Personal Injury Insurance
- A brief introduction to the company including links to website and customer reviews
- A proposal including cost of service minimums and hourly service rates for various types of services

### SELECTION PROCESS:

The selection of the Photography Contract Services will be awarded based on the candidate's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

### SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:

Mayor Jeff Rasco [Jeff.Rasco@woodcreektx.gov](mailto:Jeff.Rasco@woodcreektx.gov)

Please copy: [City.Secretary@woodcreektx.gov](mailto:City.Secretary@woodcreektx.gov) and [manager@woodcreektx.gov](mailto:manager@woodcreektx.gov)

*Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.*

**TITLE/SUBJECT of REQUESTED AGENDA ITEM**

Discuss and Take Appropriate Action on producing a Woodcreek Calendar for 2026 that includes monthly highlights of projects accomplished in 2025.

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM**

Accomplishments of the Mayor and Council are briefly noted and then forgotten. A calendar would be an item that highlights the accomplishments and also provides information on when events will be scheduled for the coming year. The cost of the project would be minimal since there is already a suggestion that the city hires a professional photographer for the Web Page. The same photos could be used for the calendar. It has also been suggested is a flyer to go out with emergency phone numbers and addresses. This could be included as the last page of the calendar. Distribution could be accomplished through head of each community group. Which would leave only the printing as a cost of the publication.

**STATE YOUR INTENDED MOTION:**

I move that Woodcreek approve the planning on the production of a Woodcreek community calendar for 2026.

**FINANCIAL IMPACT:**

\$2,500 (500)

**SUBMITTED BY:**

Linnea Bailey

**LIST ATTACHMENTS:**



*Handwritten signature*



Item #: A7S

### Custom Full Color One Picture wire-0 Calendar

No reviews yet. [Write a review!](#)

<b>Qty:</b>	<b>\$/ea:</b>
250-499	\$3.10
500-999	<u>\$2.38</u>
1000-2499	\$2.27
2500-4999	\$1.82



...as low as \$1.72 [Show +](#)

*calendarcompany.org  
this is the company  
mons clubs used.*





## Clear Career Professionals

### Agreement for City Administrator Executive Consulting Services

This Agreement is made between Clear Career Professionals LLC ("Clear") and the City of Woodcreek ("Organization") as follows:

#### Scope of Services:

Clear shall provide a highly qualified retired Texas City Manager/Administrator, specifically Michael Boese, MPA, as the primary consultant. Consulting services may include but are not limited to:

- Stakeholder Engagement
- Organizational Assessment
- Policy and Procedure Review
- Financial Management Support
- Strategic Planning
- Communication Strategy
- Training and Development

#### The Organization agrees:

- To provide the consultant with full access to necessary documents, records, and information regarding city operations, finances, and ongoing projects to facilitate informed decision-making.
- To ensure city staff are cooperative and supportive of the consultant's efforts, providing any needed assistance and information promptly.
- To respond to drafts of documents and reports in a timely manner.
- To provide legal opinions to Clear regarding projects involving the City Attorney.

#### Compensation

*Consulting Fee:* The consulting fee shall be \$60.00 per hour, billed in one-hour increments. The total value of this agreement shall not exceed 80 hours per month or \$4,800 monthly. Services may be performed both remotely and in person as needed.

*Travel and Lodging Expenses:* Travel and lodging expenses will be billed at actual cost without any markup.

#### Billing:

The consulting fee and any travel/lodging expenses will be billed bi-weekly, with payment due upon receipt.



## Clear Career Professionals

### Agreement for City Administrator Executive Consulting Services

**Organization Contact for Invoicing:**

Name: Jim Burton

Position: Acting City Administrator

Email: [manager@woodcreektx.gov](mailto:manager@woodcreektx.gov)

Address: 41 Champions Circle, Woodcreek, TX 78676

Phone: (512) 847-9390 ext. 204 / (512) 878-9102 (cell)


**Terms and Conditions:**

- The Organization reserves the right to terminate this agreement at any time upon giving Clear seven days advanced written notice to Clear, Attn: Michael Boese, 3000 Custer Road #270191, Plano, Texas 75075 or by email to [Michael@clearcareerpro.com](mailto:Michael@clearcareerpro.com). In such an event, Clear will be compensated for all work completed up to and through the date of termination.

Approved and agreed to, this the 25th day of July, 2024 by and between

  
\_\_\_\_\_

Michael Boese, President (Clear)

  
\_\_\_\_\_

Jeff Rasco, Mayor

## Clear Career Payments

Invoice #	Invoice Date	Description
1202	1/24/2025 Posted: 1/30/2025	January Consulting Check Number: 13842
1188	1/3/2025 Posted: 1/8/2025	Virtual consulting 241125 - 240103 Check Number: 13815
1173	11/24/2024 Posted: 11/26/2024	Virtual Consulting 1102-112424 Budget, Fundview, Ordinances Check Number: 13771
1157	11/4/2024 Posted: 11/6/2024	10/21-11/1/2024 Budget Fundview Ordinances Check Number: 13751
1152	10/20/2024 Posted: 11/26/2024	Virtual Consulting 10/7-10/202024 Check Number: 13771
1147	10/4/2024 Posted: 10/16/2024	Professional Consulting Services Check Number: 13720
1143	9/23/2024 Posted: 9/24/2024	Mike Budget, Fundview & Council Meeting Check Number: 13693
1140	9/10/2024 Posted: 9/17/2024	2024 8/28-9/1 Budget Fundview & Council Meeting & 20249/2-9/8 Budget & Fundview Check Number: 13678
1136	8/26/2024 Posted: 8/28/2024	8/13-8/25/2024 Check Number: 13665
1135	8/12/2024 Posted: 8/15/2024	Consulting Services Check Number: 13648

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<b>Account</b>	<b>Paid</b>
10-10-5121 Contract Services	\$1,356.00
Check Date: 1/30/2025	\$1,356.00
10-10-5121 Contract Services	\$600.00
Check Date: 1/8/2025	\$600.00
10-10-5121 Contract Services	\$1,200.00
Check Date: 11/26/2024	\$1,200.00
10-10-5207 Contract Services	\$600.00
Check Date: 11/6/2024	\$600.00
10-10-5121 Contract Services	\$780.00
Check Date: 11/26/2024	\$780.00
10-10-5103 Contract Labor	\$1,500.00
10-10-5103 Contract Labor	\$1,800.00
Check Date: 10/16/2024	\$3,300.00
10-10-5207 Contract Services	\$2,846.82
Check Date: 9/24/2024	\$2,846.82
10-10-5207 Contract Services	\$960.00
10-10-5207 Contract Services	\$960.00
Check Date: 9/17/2024	\$1,920.00
10-10-5207 Contract Services	\$2,392.86
Check Date: 8/30/2024	\$2,392.86
10-10-5207 Contract Services	\$2,272.86
Check Date: 8/15/2024	\$2,272.86
<b>Total paid to date</b>	<b>\$ 17,268.54</b>

**CITY OF WOODCREEK**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III ("ADMINISTRATION"), CHAPTER 30 ("OFFICIALS, EMPLOYEES AND ORGANIZATIONS"), AMENDING SECTIONS 30.10-30.16 ("TREE BOARD") AND RENAMING SAME ("PARKS AND TREES BOARD"); REPEALING SECTIONS 30.90-30.96 ("PARKS AND RECREATION BOARD"); REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Woodcreek ("City") is a Texas General Law Municipality operating under the laws of the State of Texas; and

**WHEREAS** the City Council has previously created two separate and independent advisory bodies, the Tree Board and the Parks and Recreation Board, with separate but overlapping duties pertaining to the planning, maintenance and care of city owned parks and greenspaces; and

**WHEREAS**, the City Council recognizes its responsibility and authority to impose ordinances and controls that are necessary for the government of the City, and in the public interest to promote health and safety as well as the general welfare, and further advance the good order of the City as a body politic; and

**WHEREAS**, as authorized under law, and in the best interests of local residents, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of the City's government; and

**WHEREAS** the City Council finds and determines it in the best interests of the City to reduce the quantity of the advisory bodies to the City Council for efficiency and to meet local needs at this point in the City's growth; and

**WHEREAS** the City Council of the City of Woodcreek, Texas finds that these amendments to the Code of Ordinances follow state law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**Section 1.** The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

**Section 2.** That provisions in the City of Woodcreek Code of Ordinances at Title III, Chapter 30, sections 30.10-30.16 ("Tree Board") are hereby amended with underlines being

additions to the Code and strikethroughs being deletions from the code as provided for in the attached Exhibit A .

**Section 3.** That The City of Woodcreek Code of Ordinances at Title III, Chapter 30 is hereby amended by repealing sections 30.90-30.96 (“Parks and Recreation Board”); thereby striking these sections and reserving same for future use.

**Section 4.** That this Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 5.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 6.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**Section 7.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by a vote of \_\_\_\_ ayes to \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

CITY OF WOODCREEK, TEXAS

By: \_\_\_\_\_  
Jeff Rasco, Mayor

ATTEST:

\_\_\_\_\_  
Kari Lebkuecher, City Secretary



**Exhibit "A"**

**Exhibit "A"**

TITLE III: - ADMINISTRATION  
 CHAPTER 30: - OFFICIALS, EMPLOYEES AND ORGANIZATIONS  
 PARKS AND TREES BOARD

**PARKS AND TREES BOARD****§ 30.10 POPULAR NAME.**

This subchapter shall be commonly cited as the "Parks and Trees Board."

**§ 30.11 PURPOSE.**

This subchapter creates a Parks and Trees Board whose purpose shall be to plan park and green space improvements and shall oversee the care of all trees located on city-owned properties. The scope of this work shall include, but not be limited to the following:

1. Create and maintain a "tree inventory" including species and location of all trees located in public parks, right-of-way greenspaces, and other public land.
2. Study, investigate, provide counsel, develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, right-of-way greenspaces, and in other public areas. Such a plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive City Tree Plan for the City of Woodcreek. Any actions taken in accordance with this plan shall require the approval of City Council.
3. Participate in or ensure the City holds an annual Arbor Day event. This event may occur in conjunction with the celebration of other natural resources and/or protective organizations.
4. Create a plan for future development of the City parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes;
5. Make recommendations to Council for improvements in the maintenance, operation, and general welfare of the City's parks, playgrounds, and recreational facilities and their use by the public; an
6. Assist in the application of grants or other funding for such projects; and
7. Advise the City Council on tasks given to them to be considered by the City Council and prepare reports accordingly.

**§ 30.12 CREATION AND COMPOSITION.**

(A) Membership: The Parks and Trees Board shall consist of five (5) Committee Members. No member of the Parks and Trees Board may be a member of the City Council.

(B) Appointment: Members shall be selected by majority vote of the Council. The Mayor will bring forth nominations for consideration and appointment.

**§ 30.13 TERMS, RESIGNATION, VACANCY, AND REMOVAL.**

(A) Terms shall be for one calendar year, starting in January and ending in December.

(B) Any Committee Member may resign by submitting written notice to the City Secretary. Resignations will be effective when received. Upon receipt of resignation, the City Secretary shall send such resignation to the Chairperson and the Mayor.

(C) All vacancies shall be filled by a majority vote of the City Council. The Mayor shall bring forth nominations for consideration. The newly appointed Committee Member shall fill the unexpired term of the vacated seat.

(D) Members may be removed from the Parks and Trees Board by a majority vote of the Council Members. By a majority vote, the Parks and Trees Board may make a recommendation to the Council regarding the removal of a member of their Committee.

(E) Members of the Parks and Trees Board shall continue to serve on the Committee until their replacement has been appointed by Council, unless the Committee Member submits a letter of resignation, in which case, the Committee Member shall have no further authority, duties or obligations in regard to the Committee.

(F) To be considered for appointment or re-appointment to the Parks and Trees Board the committee member shall notify the City Secretary and Mayor of their intention to be considered for reappointment. The Mayor may bring this application forth to be considered by City Council.

### **§ 30.14 DUTIES AND MEETINGS.**

(A) The Parks and Trees Board shall meet publicly at City Hall for regular meetings for which action may be taken. Such meetings shall be posted on the City bulletin board and website 72 hours prior to their meeting. Meetings may or may not follow a set monthly schedule, but appropriate and due public notice will be given for all meetings.

(B) Due to this Board's nature, some meetings may be offsite at specific park and greenspace locations. Such meetings shall be publicly noticed and posted in the same manner as regular meetings and shall follow the same procedures and process. However, recordings will not be possible in these circumstances. No actions or votes shall be taken during these meetings.

(C) The Parks and Trees Board agendas shall include a Public Comments section, whereby members of the audience in attendance shall be allowed to speak up to three (3) minutes and where any written comments submitted in a timely manner shall be read aloud into the record.

(D) Audio and visual recordings of Parks and Trees Board meetings shall be made available to the public via the City website.

(E) Any recommendation of the Parks and Trees Board shall result from a majority vote of the Regular Board Members. However, any recommendation is merely a recommendation and is not binding on the City Council. Any final decision on topics for which the Parks and Trees Board has made a recommendation rest with the City Council. This is specific to the expenditures of funds, alteration of existing parks and greenspaces, and installation of infrastructure improvements, and the planting of trees, shrubs, and other plants.

(F) Other non-governmental volunteer groups may be stakeholders in greenspace and parks areas. The Parks and Trees Board shall work with these individuals in a cooperative and inclusive manner to facilitate ongoing park and greenspace maintenance or the implementation of new projects.

### **§ 30.15 OFFICERS.**

(A) The Parks and Trees Board shall choose its own officers from among its members. Officers shall be elected for terms of one year by majority vote of all its membership present. Officers shall include Chairperson and Vice-Chairperson and a Secretary.

- (B) The Chairperson's sole duty shall be to preside over at all meetings in accordance with any rules the Parks and Trees Board may establish. The Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the Chairperson and Vice Chairperson are absent, any committee member may be appointed by the committee to preside over the meeting. The committee shall keep minutes of its proceedings. A majority of the members shall be a quorum for the transaction of business. (C) The Secretary's sole duty shall be to record the minutes of the meetings. Minutes are to be held by the City.

### **§ 30.16 OPEN MEETINGS ACT.**

The Parks and Trees Board shall comply with the provisions of Tex. Gov't Code Ch. 551, commonly referred to as the Open Meetings Act, including posting notices and agendas. The Parks and Trees Board agenda shall have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Parks and Trees Board so that all members of the governing body may attend all meetings of the Parks and Trees Board.

CITY OF WOODCREEK

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III ("ADMINISTRATION"), CHAPTER 30 ("PLANNING AND ZONING COMMISSION"), SECTION 30.38 ("CREATION; MEMBERSHIP; OFFICERS; RULES AND BYLAWS"); PROVIDING FOR AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE PLANNING AND ZONING COMMISSION; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Woodcreek ("City") is a Texas General Law Municipality operating under the laws of the State of Texas; and

WHEREAS, Chapter 211, Texas Local Government Code authorizes a general law municipality to appoint a zoning commission; and

WHEREAS, City Council has previously created a Planning and Zoning Commission the purpose of which is to: (1) advise and make recommendations to the City Council on amendments to the municipal Comprehensive Plan, changes of zoning, zoning ordinance amendments and zoning to be given to newly annexed areas, and shall consider approval of plats of subdivisions as may be submitted to it for review and other planning related matters; (2) secure public input in this process; and (3) promote transparency in the process of amendments to the municipal Comprehensive Plan, changes of zoning, zoning ordinance amendments and zoning to be given to newly annexed areas, and shall consider approval of plats of subdivisions as may be submitted to it for review and other planning related matters; and

WHEREAS, the City Council finds and determines it in the best interests of the City to revise the operations and structure of the Planning and Zoning Commission; and

WHEREAS, the City Council of the City of Woodcreek, Texas finds that these amendments to the Code of Ordinances are in compliance with state law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:

Section 1. The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

Section 2. The City Code of Ordinances Title III, Chapter 30 ("Planning and Zoning Commission") (hereinafter referred to as the "Code"), is hereby amended to revise Section 30.38 ("Creation; Membership; Officers; Rules and Bylaws") as follows with underlines being additions to the Code and strikethroughs being deletions from the code:

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**§ 30.38 CREATION; MEMBERSHIP; OFFICERS; RULES AND BYLAWS.**

(A) There is created, in accordance with Tex. Local Gov't. Code Ch. 211, the Planning and Zoning Commission, hereafter sometimes referred to as the "Commission", which shall consist of ~~seven~~ five regular voting members.

(B) Commission members shall reside within the City Limits.

(C) Each of Woodcreek's five Councilmembers ~~shall~~ may make one regular member appointment to the Planning and Zoning Commission. In the event any Councilmember fails or refuses to make an appointment, ~~The Mayor will~~ may make ~~two~~ regular member appointments to the Planning and Zoning Commission. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmember ~~or~~ and the Mayor fails or refuses to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council.

(1) The terms of each regular member of the Planning and Zoning commission shall coincide with the term of the appointing officer and shall expire upon the end of the appointing Officer's term of office. One year, the three newly elected members of council shall make recommendation for a regular member of the Planning and Zoning commission. The next year, the two newly elected members of council shall make a recommendation for a regular member of the commission, ~~and the newly elected Mayor shall make recommendation for two regular voting members.~~

(2) In order to be considered for appointment to the Commission, a Volunteer Application shall be filled out and submitted to the City Records Management Officer. City staff shall present all volunteer applications to City Council for their consideration.

(D) Any member of the Commission may resign by submitting written notice to the City Records Management Officer. Resignation will be effective when received. Upon receipt of written notice of resignation, the City Records Management Officer shall within 48 hours send such resignation to the Mayor, the Chair of Planning and Zoning and the Commission liaison.

(E) If a vacancy occurs on the Planning and Zoning Commission, that vacancy shall be filled by a recommendation from the Council member or Mayor who appointed the resigning member. Upon confirmation by a simple majority vote of council, the newly appointed member shall fulfill the unexpired term of that Planning and Zoning Commission seat. All members may serve until their successor is properly appointed.



83 (F) Members of the Planning and Zoning Commission may be removed from  
84 office at any time by a simple majority vote of the full City Council either upon its  
85 own motion or upon recommendation of the Commission. Failure to attend three  
86 consecutive scheduled meetings shall be deemed as neglect and cause for removal  
87 from office, unless such absences were due to unusual circumstances beyond the  
88 member's control such as sickness of the member or someone within the member's  
89 immediate family, or if the Commission or Council approves the absence(s) as  
90 excused. A vote to remove a Commission member shall be placed on the  
91 appropriate agenda as a regular item, and shall be voted upon accordingly.

92  
93 (G) The members of the Commission shall regularly attend meetings and public  
94 hearings of the Commission, shall serve without compensation and shall not hold  
95 any other office within, or serve as an employee of, the City while serving on the  
96 Commission. Appointments to non-voting commissions and/or boards seats shall  
97 be permitted. The Commission shall meet a minimum of twice per year at a time  
98 established by the Planning and Zoning Chairperson.

99  
100 (H) The Commission shall elect a Chairperson and a Vice-Chairperson from  
101 among the Commission membership.

102  
103 (1) Chairpersons shall be elected for terms of one year by simple majority  
104 vote of its membership present, or until replaced by a two-thirds vote of the full  
105 Commission. Chairpersons shall include Chairperson and Vice-Chairperson.

106  
107 (2) The Chairperson's sole duty shall be to preside over all meetings in  
108 accordance with any rules the Commission may establish. If the Chairperson fails  
109 or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson.  
110 If the Chairperson and Vice-Chairperson are absent, any committee member may  
111 be appointed by the committee to preside over the meeting.

112  
113 (3) Chairpersons retain all rights given to them as regular voting members.

114  
115 (I) The Commission shall have the power to make rules, regulations and  
116 bylaws for its own governance, which shall conform with those set forth by the City  
117 Council, and such rules, regulations and bylaws shall be subject to approval by the  
118 City Council. Such rules and bylaws shall include, among other items, provisions  
119 for the following:

120  
121 (1) Regular and special meetings, open to the public;

122  
123 (2) A record of its proceedings, to be open for inspection by the public;

124  
125 (3) Reporting to the City Council and the public, from time to time and  
126 annually; and  
127

128 (4) Reviewing the City's municipal Comprehensive Plan on a biennial  
129 basis.

130  
131 (J) The City Manager's/Administrator's designee shall serve as Secretary to the  
132 Commission and shall keep minutes of all meetings held by the Commission as well  
133 as the full record of all recommendations made by the Commission to the City  
134 Council.

135 **Section 3.** If any provision of this Ordinance is illegal, invalid, or unenforceable under  
136 present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each  
137 illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid,  
138 or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this  
139 Ordinance.

140 **Section 4.** This Ordinance shall be cumulative of all provisions of ordinances of the City  
141 except where the provisions of the Ordinance are in direct conflict with the provisions of such  
142 ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

143  
144 **Section 5.** This Ordinance shall be construed and enforced in accordance with the laws of  
145 the state of Texas and the United States of America.

146  
147 **Section 6.** It is officially found, determined, and declared that the meeting at which this  
148 Ordinance is adopted was open to the public as required and that public notice of the time, place,  
149 and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551,  
150 Texas Government Code, as amended.

151  
152 **Section 7.** This Ordinance shall be in full force and effect after its final passage and  
153 approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication  
154 required by law.

155  
156 **PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by a vote of \_\_\_\_ ayes  
157 to \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

158  
159 CITY OF WOODCREEK, TEXAS

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161  
162 By: \_\_\_\_\_  
163 Jeff Rasco, Mayor

164 ATTEST:  
165  
166 \_\_\_\_\_  
167 Kari Lebkuecher, City Secretary

**CITY OF WOODCREEK**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III ("ADMINISTRATION"), CHAPTER 30 ("OFFICIALS, EMPLOYEES AND ORGANIZATIONS"), REPEALING SECTIONS 30.70-30.76 ("ORDINANCE REVIEW COMMITTEE"); REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Woodcreek ("City") is a Texas General Law Municipality operating under the laws of the State of Texas; and

**WHEREAS** the City Council has previously created an Ordinance Review Committee to (1) advise the City Council on possible ordinance updates; (2) secure public input in this process; and (3) ensure transparency in the performance of routine review the city ordinances; and

**WHEREAS**, the City Council recognizes its responsibility and authority to impose ordinances and controls that are necessary for the government of the City, and in the public interest to promote health and safety as well as the general welfare, and further advance the good order of the City as a body politic; and

**WHEREAS**, as authorized under law, and in the best interests of local residents, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of the City's government; and

**WHEREAS** the City Council finds and determines it in the best interests of the City to reduce the quantity of the advisory bodies to the City Council for efficiency and to meet local needs at this point in the City's growth; and

**WHEREAS** the City Council of the City of Woodcreek, Texas finds that these amendments to the Code of Ordinances follow state law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**Section 1.** The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

**Section 2.** That The City of Woodcreek Code of Ordinances at Title III, Chapter 30 is hereby amended by repealing sections 30.70-30.76 ("Ordinance Review Committee"); thereby striking these sections and reserving same for future use.

**Section 3.** That this Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 4.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 5.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**Section 6.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by a vote of \_\_\_\_ ayes to \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

CITY OF WOODCREEK, TEXAS

By: \_\_\_\_\_  
Jeff Rasco, Mayor

ATTEST:

\_\_\_\_\_  
Kari Lebkuecher, City Secretary

**CITY OF WOODCREEK**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III ("ADMINISTRATION"), CHAPTER 30 ("OFFICIALS, EMPLOYEES AND ORGANIZATIONS"), REPEALING SECTIONS 30.80-30.86 ("INFRASTRUCTURE AND MOBILITY PANEL"); REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Woodcreek ("City") is a Texas General Law Municipality operating under the laws of the State of Texas; and

**WHEREAS** the City Council has previously created an Infrastructure and Mobility Panel to (1) advise the City Council on infrastructure and mobility issues; (2) secure public input in this process; and (3) promote transparency in the process of creating infrastructure maintenance and improvement plans; and

**WHEREAS**, the City Council recognizes its responsibility and authority to impose ordinances and controls that are necessary for the government of the City, and in the public interest to promote health and safety as well as the general welfare, and further advance the good order of the City as a body politic; and

**WHEREAS**, as authorized under law, and in the best interests of local residents, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of the City's government; and

**WHEREAS** the City Council finds and determines it in the best interests of the City to reduce the quantity of the advisory bodies to the City Council for efficiency and to meet local needs at this point in the City's growth; and

**WHEREAS** the City Council of the City of Woodcreek, Texas finds that these amendments to the Code of Ordinances follow state law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**Section 1.** The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

**Section 2.** That The City of Woodcreek Code of Ordinances at Title III, Chapter 30 is hereby amended by repealing sections 30.80-30.86 ("Infrastructure and Mobility Panel"); thereby striking these sections and reserving same for future use.



**Section 3.** That this Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 4.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 5.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**Section 6.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by a vote of \_\_\_\_ ayes to \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

CITY OF WOODCREEK, TEXAS

By: \_\_\_\_\_  
Jeff Rasco, Mayor

ATTEST:

\_\_\_\_\_  
Kari Lebkuecher, City Secretary

**CITY OF WOODCREEK**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III ("ADMINISTRATION"), CHAPTER 30 ("OFFICIALS, EMPLOYEES AND ORGANIZATIONS"), ADDING NEW SECTIONS 30.70-30.76 ("COMMUNITY RELATIONS COMMITTEE"); REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Woodcreek ("City") is a Texas General Law Municipality operating under the laws of the State of Texas; and

**WHEREAS** the City Council has previously utilized various advisory boards, staff, elected officials, and other volunteers to plan and host community events, the Council understands that a more unified and organized approach is desirable at this time; and

**WHEREAS**, the City Council recognizes its responsibility and authority to impose ordinances and controls that are necessary for the government of the City, and in the public interest to promote health and safety as well as the general welfare, and further advance the good order of the City as a body politic; and

**WHEREAS**, as authorized under law, and in the best interests of local residents, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of the City's government; and

**WHEREAS** the City Council finds and determines that the number and frequency of community events has increased in the past three years with this trend expected to remain steady or increase; and

**WHEREAS** the City Council finds and determines that civic events demand a different level of physicality and availability from other boards, and thus need individuals with these skills and capabilities;

**WHEREAS** the City Council finds and determines that there is a need for an advisory committee dedicated to making recommendations for the budgeting, planning, promotion, and execution of events and thereby desires to form an Events Committee dedicated to this purpose that will be viewed as an independent advisory body; and

**WHEREAS** the City Council of the City of Woodcreek, Texas finds that these amendments to the Code of Ordinances follow state law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**Section 1.** The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

**Section 2.** That The City of Woodcreek Code of Ordinances at Title III, Chapter 30 is hereby amended by adding new sections 30.70-30.76 (“Community Relations Committee”); thereby updating these sections to read as follows:

§ 30.72 Creation & Composition

(A) Membership: The Community Relations Committee shall consist of five (5) Committee Members. No member of the Community Relations Committee may be a member of the City Council.

(B) Appointment: Members shall be selected by majority vote of the Council. The Mayor will bring forth nominations for consideration for appointments.

§ 30.73 Terms, Resignation, Vacancy & Removal

(A) Terms shall be for one calendar year, starting in January and ending in December.

(B) Any Committee Member may resign by submitting written notice to the City Secretary. Resignations will be effective when received. Upon receipt of resignation, the City Secretary shall send such resignation to the Chairperson and the Mayor.

(C) All vacancies shall be filled by a majority vote of the City Council. The Mayor shall bring forth nominations for consideration. Newly appointed Committee Members shall fill the unexpired term of the vacated seat.

(D) Members may be removed from the Community Relations Committee by a majority vote of City Council. By a majority vote, the Community Relations Committee may make a recommendation to the City Council regarding the removal of a member of their Committee.

(E) Members of the Community Relations Committee shall continue to serve on the Committee until their replacement has been appointed by City Council, unless the Committee Member submits a letter of resignation, in which case, the Committee Member shall have no further authority, duties or obligations regarding the Committee.

(F) To be considered for appointment or re-appointment to the Community Relations Committee the committee member shall notify the City Secretary and Mayor of their intention to be considered for reappointment. The Mayor may bring this application forth to be considered by the City Council.

#### § 30.74 Duties & Meetings

(A) The Community Relations Committee shall meet publicly at City Hall for regular meetings for which action may be taken. The meeting agendas shall be posted on the City bulletin board and website 72 hours prior to the Community Relations Committee meeting. Meetings may not or may not follow a set monthly schedule, but appropriate and due public notice will be given for all such meetings.

(B) Due to this committee's nature, some meetings may be offsite for planning purposes for events at specific locations. Such meetings shall be publicly noticed and posted in the same manner as regular meetings and shall follow the same procedures and process. However, recordings will not be possible in these circumstances. No actions or votes shall be taken during these off-site meetings.

(C) The Community Relations Committee agendas shall include a Public Comments section, whereby members of the audience in attendance shall be allowed to speak up to three (3) minutes and where any written comments submitted in a timely manner shall be read aloud into the record.

(D) Audio and visual recordings of Community Relations Committee meetings shall be made available to the public via the City website.

(G) Any recommendation to the City Council from the Community Relations Committee shall result from a majority vote of the Committee Members. However, any recommendation is merely a recommendation and is not binding on the City Council. Any final decision on topics for which the Community Relations Committee has made a recommendation rest with the City Council. This is specific to the expenditures of funds, event dates and location, and other significant factors related to events. This shall not be construed to be overly binding where the layout, coloring, themes, or other minor items are concerned.

#### § 30.75 Officers

(A) The Community Relations Committee shall choose its own Officers from among its Regular Committee Members. Officers shall be elected for terms of one (1) year by majority vote of all its membership present and voting. Community Relations Committee Officers shall include the Chairperson, Vice-Chairperson, and Secretary.

(B) The Chairperson's sole duty shall be to preside over all meetings in accordance with any rules the Community Relations Committee may establish. The

Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the Chairperson and Vice-Chairperson are absent, any Committee Member may be appointed by the Committee to preside over the meeting. The Committee shall keep minutes of its proceedings. A majority of the Regular Committee Members shall be a quorum for the transaction of business.

(C) The Secretary's sole duty shall be to record the minutes of the meetings. Minutes are to be held by the City and posted to the City website.

§ 30.76 - OPEN MEETINGS ACT.

The Community Relations Committee shall comply with the provisions of Tex. Gov't Code Ch. 551, commonly referred to as the Open Meetings Act, including posting notices and agendas. The Community Relations Committee agenda shall have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Community Relations Committee so that all members of the governing body may attend all meetings of the Community Relations Committee.

**Section 3.** That this Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 4.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 5.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**Section 6.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by a vote of \_\_\_\_ ayes to \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.



CITY OF WOODCREEK, TEXAS

By: \_\_\_\_\_  
Jeff Rasco, Mayor

ATTEST:

\_\_\_\_\_  
Kari Lebkuecher, City Secretary

**THE CITY OF WOODCREEK  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF WOODCREEK, TEXAS REPEALING THE COUNCIL LIAISON ROLE AND  
DUTIES FOR ALL CITY OF WOODCREEK CITY COUNCIL MEMBERS**

**WHEREAS**, the City Council recognizes the importance of efficient and productive business; and

**WHEREAS**, the City Council finds with the reduction of quantity in advisory boards the liaison roles cannot be equitably distributed among Council Members; and

**WHEREAS**, the City Council understands that Council Members are unpaid volunteers; and

**WHEREAS**, the City Council finds that the liaison role would be best served by a single individual to better coordinate and streamline City functions, with this individual being the Mayor of the City of Woodcreek.

**NOW, THEREFORE, BE IT RESOLVED by the City of Woodcreek City Council:**

1. Repeals the Council Liaison policy.
2. Thus, formally dissolving these roles and responsibilities for City Council Members individually.
3. The City Council formally recognizes the Mayor of the City of Woodcreek as the liaison to all advisory boards, and they shall perform the functions as previously assigned to liaisons such as:
  - a. Reports to City Council;
  - b. submission of advisory board recommendation items to City Council agenda;
  - c. forwarding of Council items to Chairpersons of advisory boards to include upon their agendas;
  - d. assisting in agenda creation and ensuring all supplemental packet materials are attached; and
  - e. tracking the flow and completion of tasks and reports; thereby assisting staff in the management of City business and with communication between Council and its advisory boards.
4. 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 AND APPROVED this, the 12th day of February, 2025, by a vote of \_\_ eyes to \_\_ nays to \_\_ abstentions of the City Council of Woodcreek, Texas.**

CITY OF WOODCREEK:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Jeff Rasco, Mayor

Kari Lebkuecher, City Secretary

## Council Liaisons 411

### Goal:

To facilitate two-way communication between City Council and all City boards, panels, committees, and commissions.

### Role:

Working in coordination with the chair of the board, panel, committee, or commission, assist in generation of agenda items and packet materials for both City Council meetings and the meetings of the respective board, panel, committee, or commission.

Attend designated board, panel, committee, or commission meeting to answer questions during discussion or clarify motions and requests sent by Council.

Provide discussion and reports on items sent from their respective boards, panels, committees, and commissions to City Council.

### Guidelines:

***ALL City boards, panels, committees, and commissions shall function autonomously. They will set their own agendas and run their own meetings. Liaisons are NOT to be running their assigned boards, panels, committees, and commissions, nor are they to be setting agendas. They are to be resources to their respective City body.***

Liaisons shall NOT influence voting or sway discussion beyond factual statements or clarification on items sent from Council. Liaisons are NOT members of the board, panel, committee, or commission; nor are they "ex officio." Liaisons do not have any voting power beyond their role on City Council.

Liaisons should share only the discussion, concerns and/or requests from the full body of Council on an item sent to their designated board, panel, committee, or commission. Their representation on the board is not to be used to pursue their own goals or as a second chance to voice their concerns or opinion on an item beyond a City Council meeting.

If asked, liaisons are permitted to share their own opinion or judgement-based information during a meeting or on an agenda item, but they should refrain from offering this type of advice or influence without being first requested.

When representing their respective board, panel, committee, or commission to City Council in the form of a report or while answering questions on an item sent to Council, liaisons shall remain objective and factual. Councilmember liaisons shall work to support the efforts of their board, panel, committee, and commission and advocate for their work, but are not obligating their vote on City Council in support or against any item simply because they are the Council liaison for the board, panel, committee, or commission from which it came.

### Communication Flow:

Agenda packets, and the materials included, are a primary focus for liaisons.

The chair of any board, panel, committee, or commission shall make every effort to send a draft of their proposed upcoming agenda to their designated liaison so that the liaison can collect and provide additional information and materials as needed. The purpose of this collaboration is to improve and facilitate communication on items that are sent between said boards, panels, committees, and commissions and the City Council. If desired, the Chair may ask assistance in drafting the agenda.

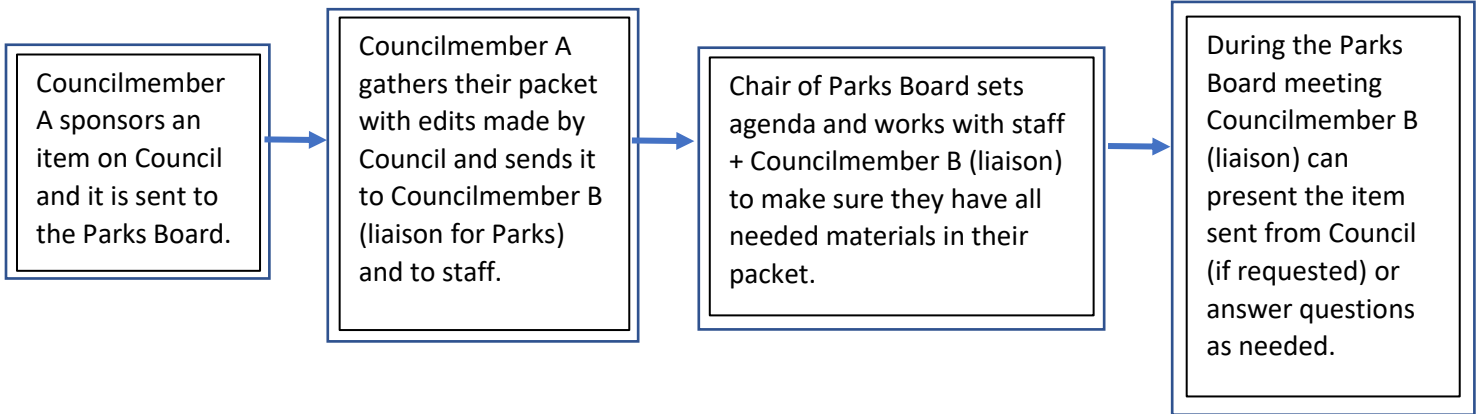
Liaisons shall remind the chair of their designated board, panel, committee, or commission about pending business sent from Council and in turn shall monitor any items sent from their designated board, panel, committee, and commission to be placed on the Council agenda.

City Staff will be responsible for communication between City Council and all boards, panels, committees, and commissions. They are responsible for tracking the flow of city business. However, the designated liaison is there to support this effort, provide additional information for packets when needed, and to help facilitate discussion during meetings. Staff, Chair, and Liaison shall work to keep all “in the loop” by copying on email and making all other efforts to keep all informed.



**EXAMPLE OF THIS COMMUNICATION FLOW:**

**Council to Board**



**Board to Council**

