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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 28, 2024 at 4:00 PM.

The public may watch this meeting live at the following link:

<https://zoom.us/j/91602924023?pwd=UG9zWTN4VFJXU1NFhTRTF6T21HUT09>  
Meeting ID: 260 899 410 771; Passcode: 646486

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

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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.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

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The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

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Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for **three (3) minutes** per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

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# AGENDA

## CALL TO ORDER

## MOMENT OF SILENCE

## PLEDGES

## ROLL CALL and ESTABLISH QUORUM

## PUBLIC COMMENTS

## CONSENT AGENDA

- [1.](#) Approval of Regular City Council Meeting Minutes From January 24, 2024.
- [2.](#) Proclamation by the City of Woodcreek, Texas, to Declare the Month of April, As "Fair Housing Month". (Rule)
- [3.](#) Proclamation recognizing Woodcreek and the Wimberley Valley as 'Dark Sky Place of the Year' for 2023 by the International Dark-Sky Association and proclaiming March 2024 as DarkSky Month in Woodcreek. (Rasco)
- [4.](#) Proclamation recognizing the Wimberley Valley Cultural Association's expansion of our cultural district. (Rasco)

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

- [5.](#) Report by Planning and Zoning Liaison.
  - Report on Planning and Zoning Public Hearing and/or Recommendation to Council Regarding Possible Updates to Chapter 156.057 Fences, Including But Not Limited To, The Consideration of Increasing Side and Back Fence Height Limits to Eight(8) Feet. (Grummert)
- [6.](#) Report by City Manager.
  - Monthly Manager Report: January 2024.

## REGULAR AGENDA

- [7.](#) Presentation by Dr. Joseph Kotarba on the status of "Friends of Woodcreek" non-profit foundation. (Rasco)
- [8.](#) Discuss and Take Appropriate Action on Setting a Public Hearing for Council Regarding Possible Updates to Chapter 156.057 Fences. (Grummert)
- [9.](#) Discuss and Take Possible Action To Adopt Resolution 2024-02-28-01, Designating Authorized Signatories for the 2023 Texas Community Development Block Program, Grant Agreement Number CDV23-0080, Applicable to the Repair of Deerfield Drive. (Rule)
- [10.](#) Discuss and Take Possible Action To Adopt Resolution 2024-02-28-02, Adopting the Required Community Development Block Grant (CDBG) Civil Rights Policies for Grant Agreement Number CDV23-0080, Applicable to the Repair of Deerfield Drive. (Rule)
- [11.](#) Discuss and Take Possible Action to Adopt Ordinance 2024-02-28-01, Forming the Infrastructure and Mobility Panel. (Bailey)

**REGULAR AGENDA (Cont'd.)**

- 12. Discuss and Take Appropriate Action to Make Full-Term, Full Member Nominations to the Infrastructure and Mobility Panel. (Bailey)
- 13. Discuss and Take Appropriate Action to Populate and Establish Further Direction for the Ad Hoc Workgroup Created October 25th, 2023 for the Purpose of Creating a Dynamic Plan of Action for the City to Address Rainwater Collection and Water Conservation Through Ordinance and Other Programs. (Grummert)
- 14. Discuss and Take Possible Action on Amending Sections of Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations"), "Planning and Zoning Commission". (Grummert)

**COUNCIL CONSIDERATIONS FOR AGENDA ITEMS ON MARCH 13, 2024, REGULAR CITY COUNCIL MEETING**

**ANNOUNCEMENTS**

- 15. Announcement of March 3 Celebration of Dark Sky Community and Cultural District. (Rasco)

**ADJOURN**

**POSTING CERTIFICATION**

I certify that the above notice was posted on the **23rd day of February, 2024 at 4:00PM**

By:   
**Suzanne J. MacKenzie, City Secretary**

# Council Meeting Agenda Item Cover Sheet

Item 1.

**AGENDA ITEM SUBJECT/ TITLE:**

Approval of Regular City Council Meeting Minutes From January 24, 2024.

**AGENDA ITEM SUMMARY:**

Approval of Regular City Council Meeting Minutes From January 24, 2024.

**RECOMMENDATION:**

Approve the Regular City Council Meeting Minutes From January 24, 2024.

**FINANCIAL IMPACT:**

0.00

**SUBMITTED BY:**

Kevin Rule

**AGENDA TYPE:**

Consent Agenda

**COMPLETION DATE:**

2/19/2024 10:33:42 AM

**MS FORM ID:**

15b

**CITY COUNCIL MEETING (CITY HALL)**  
**January 24, 2024; 4:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco Called the Meeting to Order at 4:00PM.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

**PRESENT**

Mayor Jeff Rasco  
 Mayor Pro Tem Debra Hines  
 Council Member Linnea Bailey  
 Council Member Grummert  
 Council Member Hambrick  
 Council Member Richardson

**STAFF PRESENT**

City Manager, Kevin Rule  
 City Secretary, Suzanne MacKenzie

**PUBLIC COMMENTS**

Public Comments were offered by Jose Tormo.  
 Marguerete Tormo signed up but did not make a Public Comment.

**CONSENT AGENDA**

1. **Approval of Regular Meeting Minutes From January 10, 2024.**  
 Request was made by Council Member Grummert to remove the minutes from the Consent Agenda section and move to the Regular Agenda. Mayor Rasco accepted the change after no objections were made.

Motion was made by Council Member Grummert that Council approves the revised minutes from January 10, 2024, meeting. Motion was seconded by Mayor Pro Tem Hines.

An Amended Motion was made by Council Member Grummert to amend by editing item 12 by striking "No official action was taken on this agenda item." and replacing it with, "The Mayor removed the item from the agenda without objection. No objection was made."

A roll call vote was held on the First Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

A Second Amended Motion was made by Council Member Grummert to amend under item 8 the headings of "Parks and Recreation Board" and "Tree Board", as appropriate, as represented under item 7 headings. Motion was seconded by Council Member Bailey.

A roll call vote was held on the Second Amended Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. Report By Tree Board Liaison. (Richardson)
  - A. The Tree Board denied a tree variance application submitted by Mr. Gambino.
  - B. Tree Board is looking to celebrate the next Arbor Day on Saturday, April 27th.
  - C. We are having training in March to learn the tree survey software. The tree survey will be completed by the board in March and April. That information will then be used to help guide our upcoming Tree Care & Management Plan.
3. Report By City Manager. (Rule)
  - A. Municipal Court status.
  - B. Development in the City of Woodcreek's Extra Territorial Jurisdiction (ETJ).
  - C. Update on the Community Development Block Grant (CDBG) for Deerfield Drive.
  - D. Update on Planning Activity of Annual Waste Connection Brush Pick-Up.

## REGULAR AGENDA

4. **Proclamation by the City of Woodcreek, Texas to Declare the Month of February, As "Black History Month".** (Rasco)

Public Comment was made by Kate Crosthwaite.

5. **Discussion of Remediation Necessity Regarding Driveway Approach Repairs For Woodcreek Residents, Post 2023 Woodcreek Roads Project.** *(Hambrick)*

Discussion was held on this item.

Council Member Grummert left the meeting at 5:04PM.

Council Member Grummert rejoined the meeting at 5:06PM.

Mayor Rasco stated: "So there is no action to be taken on this item, except for the subcommittee to continue their work and come back to Council with a report. I would like to see some conversation with the engineer as well."

6. **Discuss and Take Appropriate Action on "Keep Right" Signs Installed During the 2023 Road Improvement Work in Street Tree Islands.** *(Hines)*

A motion was made by Mayor Pro Tem Hines to discuss and take appropriate action on "Keep Right" signs installed during the 2023 road improvement work in street tree islands. Motion was seconded by Council Member Bailey.

A roll call vote was held.

Voting Yea:

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

An Amended Motion was made by Mayor Pro Tem Hines to remove the sign for which there was a complaint, specifically the one they complained about and that we install reflective tape on the remaining ones directly behind driveways. Motion was seconded by Council Member Grummert.

A roll call vote was held on the Amended Motion.

Voting Yea:

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

7. **Discuss and Take Possible Action to Revise the Code Administrator Job Description, Adding Duties of "Planner 1", and Increasing Hours and Wages, Accordingly.** *(Rule)*

Motion was made by Council Member Hambrick to discuss and take possible action to revise the Code Administrator job description, adding duties of "Planner 1", and increasing hours and wages accordingly. Motion was seconded by Council Member Bailey.

5:27PM Council Member Hambrick withdrew his motion.

Motion was made by Council Member Hambrick to approve the job description for the Code Administrator/Planner 1 and increase the hourly wage to \$25.00, starting January 1, 2024. Motion was seconded by Mayor Pro Tem Hines.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

**8. Discuss and Take Possible Action on the Tree Board Request For \$1,000 to Purchase and Plant A Desert Willow Tree at Augusta Park. (Richardson)**

Motion was made by Council Member Richardson to discuss and take possible action on the Tree Board request for \$1,000 from the Tree Board Fund to purchase and plant a Desert Willow tree at Augusta Park. Motion was seconded by Council Member Bailey.

An Amended Motion was made by Mayor Pro Tem Hines to direct Staff to prepare a budget amendment for this item. Motion was seconded by Council Member Grummert.

A roll call vote was held on the Amended Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

**9. Discuss and Take Possible Action on the Tree Board Request for City Council to Provide \$1500 to the Tree Fund to Purchase/Replace/Plant a Tree at 50 Brookmeadow. (Richardson)**

Motion was made by Council Member Grummert that we request Staff to provide a budget amendment for \$1,500 presented to us at our next council meeting regarding funding this tree. Motion was seconded by Council Member Hambrick.

Council Member Grummert left the meeting at 5:57PM.

Council Member Grummert rejoined the meeting at 5:59PM.

A roll call vote was held.

Voting Yea:

Council Member Richardson

Voting Nay:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Failed: 1-4-0.



10. **Discuss and Take Possible Action on Changes to Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organizations"), Platinum Panel.** *(Hines)*

Motion was made by Mayor Pro Tem Hines that Council approve the draft for the restructuring of the Platinum Panel under Chapter 30 and send it to our legal team for full review and placement into ordinance format. Motion was seconded by Council Member Richardson.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

11. **Discuss and Take Possible Action on Amending Sections of Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations"), "Planning and Zoning Commission".** *(Grummert)*

Motion was made by Council Member Grummert that Council send the draft that amends sections of Title III: Administration, Chapter 30: Officials, Employees and Organizations, Planning and Zoning Commission to the City Attorney for review and that it be placed on the next agenda for Council approval. Motion was seconded by Mayor Pro Tem Hines.

An Amended Motion was made by Council Member Grummert to have it state on page 174, under Section H, that the Commission that meet a minimum of twice per year at a time established by the Planning and Zoning Chairperson. Motion was seconded by Council Member Bailey.

A roll call vote was held on the Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

12. **Discuss and Take Possible Action on the Procurement of a Contract for an ADA Compliant Portable or Mobile Toilet for Creekside Park.** *(Hines)*

Mayor Rasco granted Mayor Pro Tem Hines' request to Move item 13 up on the agenda. There were no objections.

13. **Discuss and Take Possible Action on the Installation of a Permanent Bathroom at Creekside Park.** *(Hines)*

Motion was made by Mayor Pro Tem Hines recommending that Council direct Staff to draft a budget amendment not to exceed \$50,000 and direct the Parks Board to create a bid package including a basic design and site plan for a single stall ADA compliant bathroom to be considered for installation at Creekside Park. Motion was seconded by Council Member Grummert.

An Amended Motion was made by Council Member Grummert to amend the Texas Parks and Wildlife Department "Local Parks Grants" be included in the exploration and discussion moving forward on installing a permanent, ADA, single stall public bathroom at Creekside Park. Motion was seconded by Mayor Pro Tem Hines.

A Second Amended Motion was made by Council Member Hambrick to table for this meeting and move to the next meeting. Motion was seconded by Council Member Bailey.

6:22P Council Member Hambrick withdrew his motion to table.

A Second Amended Motion was made by Council Member Hambrick to postpone the recommendation to direct Staff to prepare a budget amendment in the amount of \$50,000 and direct the Parks Board to create a bid package at the next meeting. Motion was seconded by Council Member Bailey.

A roll call vote was held on the Seconded Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Hambrick

Voting Nay:

Council Member Grummert, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 2-3-0.

A roll call vote was held on the First Amended Motion.

Voting Yea:

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

12. **Discuss and Take Possible Action on the Procurement of a Contract for an ADA Compliant Portable or Mobile Toilet for Creekside Park. (Hines)**

Motion was made by Mayor Pro Tem Hines that Council direct Staff to procure a portable toilet for Creekside Park. Motion was seconded by Council Member Grummert.

An Amended Motion was made by Council Member Grummert to amend to include the wording specifically about procuring a portable toilet for rental. Motion was seconded by Council Member Hambrick.

A roll call vote was held on the First Amended Motion.

Voting Yea:

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

A Second Amended Motion was made by Council Member Hambrick to include at the tail end of that "subject to approval by the Parks and Rec Board" at the end of that so they are still in the mix. Motion was seconded by Council Member Grummert.

A roll call vote was held on the Second Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Hambrick

Voting Nay:

Council Member Richardson, Mayor Pro Tem Hines, Council Member Grummert

Motion Failed: 2-3-0.

A Third Amended Motion was made by Mayor Pro Tem Hines to honor the request of Council Member Hambrick and Bailey too, so it would state "Recommend that Council direct Staff to procure a portable toilet for rental at Creekside Park and work with Parks Board on recommendations for placement". Motion was seconded by Council Member Bailey.

A roll call vote was held on the Third Amended Motion.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

**ANNOUNCEMENTS**

Mayor Rasco, after discussion, stated that the first meeting in February will be canceled.

**ADJOURN**

Mayor Rasco Adjourned the Meeting at 6:45PM.

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*Jeff Rasco, Mayor*

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*Suzanne MacKenzie, City Secretary*

DRAFT

# Council Meeting Agenda Item Cover Sheet

Item 2.

**AGENDA ITEM SUBJECT/ TITLE:**

Proclamation by the City of Woodcreek, Texas, to Declare the Month of April, As "Fair Housing Month".

**AGENDA ITEM SUMMARY:**

Proclamation by the City of Woodcreek, Texas, to Declare the Month of April, As "Fair Housing Month". This document is part of the requirements of the CDBG Grant and needs to be adopted as part of the process.

**RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

0.00

**SUBMITTED BY:**

Kevin Rule

**AGENDA TYPE:**

Consent Agenda

**COMPLETION DATE:**

2/16/2024 2:44:26 PM

**MS FORM ID:**

12b

# Proclamation

by <sup>The City of</sup> Woodcreek

**WHEREAS** Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

**WHEREAS** The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

**WHEREAS** The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

**NOW, THEREFORE, WE**, the City Council of The City of Woodcreek, do proclaim the Month of April, 2024, as

### FAIR HOUSING MONTH

within the City of Woodcreek and do hereby urge all the citizens of this locality to become aware of, and support, the Fair Housing law.

**IN WITNESS WHEREOF**, we hereunto affix the seal of the City of Woodcreek this the **28th** day of February, 2024.

Place

City of Woodcreek

Seal HERE

\_\_\_\_\_  
Jeff Rasco, Mayor

\_\_\_\_\_  
Clerk of the City of Woodcreek

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Proclamation recognizing Woodcreek and the Wimberley Valley as 'Dark Sky Place of the Year' for 2023 by the International Dark-Sky Association and proclaiming March 2024 as DarkSky Month in Woodcreek.

**AGENDA ITEM SUMMARY:**

Wimberley and Woodcreek will be presenting twin proclamations recognizing this achievement.

**RECOMMENDATION:**

We may want to move this to the Feb. 28th meeting depending on Wimberley, but we can keep this as a placeholder if so.

**FINANCIAL IMPACT:**

None

**SUBMITTED BY:**

Jeff Rasco

**AGENDA TYPE:**

Regular Agenda

**COMPLETION DATE:**

2/1/2024 3:07:48 PM

**MS FORM ID:**

4b

# Proclamation

by <sup>The City of</sup> Woodcreek

**WHEREAS** the Wimberley Valley, a cherished part of our community including the cities of Wimberley and Woodcreek, have been recognized for its commitment to preserving the beauty of the night sky; and

**WHEREAS** the DarkSky International (DarkSky), a distinguished non-profit organization devoted to the protection of the night skies for present and future generations, has bestowed upon the Wimberley Valley the esteemed title of 'Dark Sky Place of the Year' for 2023; and

**WHEREAS** this prestigious recognition is a testament to the collective efforts of our community, including the cities of Wimberley and Woodcreek and the Wimberley Valley Dark Sky Committee, in working towards combatting light pollution and promoting practices that preserve the celestial wonders above; and

**WHEREAS,** the Wimberley Valley, with its breathtaking landscapes and commitment to responsible lighting, has become a beacon of inspiration for other communities seeking to protect the night sky and foster a deeper connection to the natural world.

**NOW, THEREFORE, WE,** the City Council of The City of Woodcreek, do celebrate Woodcreek and the entire Wimberley Valley as the 'Dark Sky Place of the Year' for 2023, as awarded by the International DarkSky Association and proclaim the Month of **March, 2024,** as

## DARK SKY MONTH

Within the City of Woodcreek and do hereby urge all the citizens of this locality to become aware of and support our Dark Sky and Lights Out Initiatives.

**IN WITNESS WHEREOF,** we hereunto affix the seal of the City of Woodcreek this the **28th** day of February, 2024.

Place

City of Woodcreek

Seal HERE

\_\_\_\_\_  
Jeff Rasco, Mayor





# Council Meeting Agenda Item Cover Sheet

Item 4.

**AGENDA ITEM SUBJECT/ TITLE:**

Proclamation recognizing the Wimberley Valley Cultural Association's expansion of our cultural district.

**AGENDA ITEM SUMMARY:**

WVCA's cultural district area has expanded basically from the Wimberley Square to include all of Wimberley and Woodcreek.

**RECOMMENDATION:**

Enter the proclamation into the record.

**FINANCIAL IMPACT:**

none

**SUBMITTED BY:**

Jeff Rasco

**AGENDA TYPE:**

Special Orders

**COMPLETION DATE:**

2/18/2024 11:32:08 AM

**MS FORM ID:**

5a

# Proclamation

by <sup>The City of</sup> Woodcreek

- WHEREAS** the Wimberley Valley Arts and Cultural Alliance was created in 2013 by community leaders with the goal of increasing awareness of the Wimberley Valley as an arts tourism destination, and successfully received 501(c)(3) status as a Public Charity by the IRS on Feb 10, 2014;
- WHEREAS** the mission of the Wimberley Valley Arts and Cultural Alliance (aka WimberleyArts.org) is to promote the Wimberley Valley as a vibrant cultural arts destination – embracing visual, performing, literary, and culinary arts – through appreciation, collaboration, and education;
- WHEREAS** in 2015 Wimberley Valley Arts and Cultural Alliance applied for and received, designation for Wimberley as a Texas Cultural District from the Texas Commission on the Arts, Office of the Governor;
- WHEREAS,** Wimberley Valley Arts and Cultural Alliance has been the entity of record for the Wimberley Cultural District since 2015, actively encouraging arts tourism in the Wimberley Valley, and submitting extensive reports annually to demonstrate the tourism growth required to sustain this designation;
- WHEREAS,** the 2015 designation encompassed only the walkable downtown area of Wimberley, from the Wimberley Valley Visitor Center to the Square, along RR12S to FM3237, and along Old Kyle Road;
- WHEREAS,** by 2023 the arts and cultural activity in the Wimberley Valley outside the designated area had expanded significantly, especially with the addition of the Wimberley Village Library and the approval of planned sidewalks downtown and along FM 2325;
- WHEREAS,** in 2023 the board of the Wimberley Valley Arts and Cultural Alliance agreed to apply to the Texas Commission on the Arts for an expansion to the boundaries of the Wimberley Cultural District;
- WHEREAS,** the Texas Commission on the Arts approved the expansion in October, 2023, designating the new boundaries of the Wimberley Valley Cultural District to extend from the Junction at RR 12S and FM 32 through Wimberley along RR 12N to Jacob’s Well Road, along FM 2325 and along Jacob’s Well Road, and out River Road to Rt 179, embracing both the cities of Wimberley and Woodcreek;
- WHEREAS,** attached to this Proclamation is a map of the expanded Cultural District, which shows all the cultural and arts organizations, performing arts organizations, and visual arts organizations impacted;
- WHEREAS,** the Wimberley Valley Cultural District is one of only 56 designations in the state of Texas, one of the smallest, and importantly, the only one in the Texas Hill Country outside Austin;

**NOW, THEREFORE, WE,** the City Council of The City of Woodcreek, do proclaim the following:

City of Woodcreek acknowledges the importance of the Wimberley Valley Cultural District designation, approves of the expansion of its boundaries, and thanks the Texas Commission on the Arts for this distinction, and appreciates its support of the Wimberley Valley’s economic vitality; and

is grateful to the Wimberley Valley Arts and Cultural Alliance for their contribution to the cultural enrichment of the Wimberley Valley, including their management of the Cultural District, and their many initiatives that support artists and enhance quality of life in our Valley.

**IN WITNESS WHEREOF,** we hereunto affix the seal of the City of Woodcreek this the 28th day of February, 2024.

Place

City of Woodcreek

Seal HERE

\_\_\_\_\_  
Jeff Rasco, Mayor

\_\_\_\_\_  
Suzanne Mac Kenzie, Witness

# TCA DESIGNATED WIMBERLEY CULTURAL DISTRICT 2024

Jacob's Well Natural Area

To Blanco

To Dripping Springs

Woodcreek

Winter's Mill Parkway

To Kyle

## Cultural Organizations

- 1. Veteran's Memorial and Statue Garden
- 2. Wimberley Community Chorus
- 3. Wimberley Valley Library
- 4. Wimberley Institute of Cultures
- 5. KVVH Wimberley Valley Radio
- 6. Pioneer Town
- 7. Cowboy Museum

## Performing Arts Venues

- 1. Jobell
- 2. Casa Vendemia
- 3. Emily Ann Theater
- 4. Lions Club Market Days
- 5. Farmer/Artisan Market
- 6. Wimberley Community Center
- 7. Blue Hole Regional Park
- 8. Hildee's Restaurant and Bar
- 9. Community Pizza
- 10. Wimberley Players Theater
- 11. Chill's On the Creek
- 12. Dos Olivos Market
- 13. Wimberley Inn and Bar
- 14. Creekhous Kitchen and Bar
- 15. Longleaf Craft Kitchen and Bar
- 16. J.P.'s Wimberley Barbeque
- 17. Pioneer Town and Opera House
- 18. Central Texas Theater Academy
- 19. Susannah's Kitchen
- 20. Savage's Hill Country Bar

## Visual Arts Organizations

- 1. Casa Vendemia
- 2. LT Custom Framing
- 3. Farmer/Artisan Market
- 4. Blanco Brew
- 5. Wimberley Valley Art League
- 6. Wimberley Watershed Association
- 7. Gallery 220
- 8. Casa de Linda Art Studio
- 9. Hill Country Collectibles
- 10. Old Mill Store
- 11. Pitzer's Fine Arts
- 12. Art on 12
- 13. Wildflower Art Gallery
- 14. Blair House Inn
- 15. Jean's Antique Mall



# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Report on Planning and Zoning Public Hearing and/or Recommendation to Council Regarding Possible Updates to Chapter 156.057 Fences, Including But Not Limited To, The Consideration of Increasing Side and Back Fence Height Limits to Eight(8) Feet.

**AGENDA ITEM SUMMARY:**

Liaison Report on the February 7th Planning and Zoning Meeting to Council.

**RECOMMENDATION:**

**FINANCIAL IMPACT:**

n/a

**SUBMITTED BY:**

Chrys Grummert

**AGENDA TYPE:**

Report From City Body Liaison or Staff

**COMPLETION DATE:**

2/3/2024 8:06:15 AM

**MS FORM ID:**

6b

# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

**Item to Forward to City Council: (Select one box)**

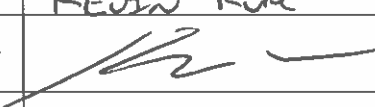
- Report / Recommendation to Council
- Request for Item to be Considered by Council

**Advisory Group Sending Report/Recommendation or Request to City Council: (Select one box)**

- Comprehensive Plan Advisory Work Group
- Hotel Occupancy Tax (H.O.T.) Committee
- Ordinance Review Committee
- Parks and Recreation Board
- Planning and Zoning Commission
- Platinum Roads Panel
- Tree Board
- Other: \_\_\_\_\_

**Meeting Date Advisory Group Voted to Reach Out to Council:** Feb. 7, 2024

**Subject of Report/Recommendation OR Request for Item to be Considered:**  
Increasing Fence Height from Six(6) Feet to Eight(8) Feet in the City of Woodcreek Ordinances

~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	2/13/2024
Received by (City Staff Member- PRINT):	KEVIN RUIZ
Date Reviewed/Signed by City Manager:	
Date of Next City Council Meeting:	2/28/2024

**SUMMARY / HISTORY**

This topic originally arose after a Variance filed for the same was previously reviewed by the City of Woodcreek's Board of Adjustments.


The Planning and Zoning Commission held a Public Hearing to hear the residents' opinions of potentially granting the option to increase the height of their fences from six(6) feet to eight(8) feet. An additional benefit to the residents by increasing fence height is the elimination of paying a \$500 fee to file a Variance to the existing City Code.

**RECOMMENDATION:**

The Planning and Zoning Commission recommends that existing Paragraph B, be separated into a new Paragraph C, starting at "Wood fences are prohibited...." This will separate references to intersection sight lines from fences built on golf course properties.

The Commission also recommends that the City Council allow fences up to eight(8) feet in Sections A and new paragraph C of 156.057.

Submitted by: Louis Davenport  
\_\_\_\_\_  
*PRINTED NAME of Chairperson*

Submitted by:   
\_\_\_\_\_  
*SIGNATURE of Chairperson*

Date of Submission: February 13, 2024  
\_\_\_\_\_

City Manager:   
(Signature) \_\_\_\_\_

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Report by City Manager.  
- Monthly Manager Report January 2024.

**AGENDA ITEM SUMMARY:**

Report by City Manager.  
- Monthly Manager Report January 2024.

**RECOMMENDATION:**

None

**FINANCIAL IMPACT:**

n/a

**SUBMITTED BY:**

Kevin Rule

**AGENDA TYPE:**

Report From City Body Liaison or Staff

**COMPLETION DATE:**

2/19/2024 9:08:27 AM

**MS FORM ID:**

17b



# City Staff Activity Tracker

For the Month of

Jan-24

Activity Name	TOTAL
<b>GENERAL ACTIVITY SHARED for City Staff and Contractor(s)</b>	
Number of Incoming Phone Calls	119
Number of Visitors to City Hall Assisted	107
Number of Incoming Emails Processed	710
Number of Meetings Attended	17
Number of Training Sessions Attended	13
Number of Email Blasts Sent to Residents	0
a. Woodcreek News ( <i>Meeting Information</i> )	10
b. Other	0
<b>CITY MANAGER ACTIVITY</b>	
Number of Vendor Contracts Negotiated, Incl. Franchise Agreements	
Number of ATS Traffic Alerts Received - <b>BARNEY</b>	
36 - 40 MPH	35
41 - 45 MPH	1
46 - 50 MPH	1
51 - 55 MPH	0
56 - 60 MPH	1
TOTAL Number of Cars Counted	8352
TOTAL Number of Cars OVER the Speed Limit	38
PERCENTAGE of Traffic OVER the Speed Limit	0.004549808
Number of ATS Traffic Alerts Received - <b>FRED</b>	
36 - 40 MPH	5
41 - 45 MPH	1
46 - 50 MPH	0
51 - 55 MPH	0
56 - 60 MPH	0
TOTAL Number of Cars Counted	4886
TOTAL Number of Cars OVER the Speed Limit	6
PERCENTAGE of Traffic OVER the Speed Limit	0.001227998
<b>CITY SECRETARY ACTIVITY</b>	
Number of Agendas Created	18
Number of Agendas Posted	4
Number of Public Information Requests Answered	0
Number of HOT IT Tickets Generated (Call or Email)	6
Special Events Coordinated:	
Annual Brush Pick-Up	1

Activity Name	TOTAL
<b>SUPPORT STAFF ACTIVITY</b>	
Number of "Contact Us" Emails Processed	32
Number of Invoices Coded	45
Number of Checks Printed	36
Number of Deer Reported	0
Number of Deer Successfully Pick Up	0
<b>CODE ADMIN ACTIVITY</b>	
Number of Code Violation Letters Sent	2
Number of Certificate of Occupancies Issued	0
<u>Number of Permits Issued:</u>	
Tree	27
Commercial	0
New Home Construction	1
Remodel / Addition	1
Fence	1
Deck	1
Shed / Greenhouse	0
Solar Panel Installation	0
Pool	0
Rights-of-Way Signs	1
Rights-of-Way Construction / Digging	0
Fireworks	0
Special Event	0
Variance Requests	0
Other Permits, Not Listed ( <i>on Financials</i> )	0
<b>HAYS COUNTY SHERIFF ACTIVITY</b>	
<b>Total Hours of Patrols</b>	8
NON-Woodcreek Residents Stopped	2
Number of Warnings Issued	5
Number of Tickets Issued	0

# Council Meeting Agenda Item Cover Sheet

Item 7.

**AGENDA ITEM SUBJECT/ TITLE:**

Presentation by Dr. Joseph Kotarba on the status of "Friends of Woodcreek" non-profit foundation.

**AGENDA ITEM SUMMARY:**

Dr. Kotarba has been working on this project for several months on his own time. A professional consultant was brought in to help with the structure of the organization for tax purposes, and a Board of Directors has been established. Joe will bring us up to date on their progress and plans.

**RECOMMENDATION:**

Support the foundation however we can, recognizing that there has to be clear distinction between the City and Friends of Woodcreek

**FINANCIAL IMPACT:**

N/A

**SUBMITTED BY:**

Jeff Rasco

**AGENDA TYPE:**

Regular Agenda

**COMPLETION DATE:**

2/1/2024 3:06:02 PM

**MS FORM ID:**

3b

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Appropriate Action on Setting a Public Hearing for Council Regarding Possible Updates to Chapter 156.057 Fences.

**AGENDA ITEM SUMMARY:**

After receiving Report from Planning and Zoning on the possible updates to Chapter 156.057, Fences, Council can set a Public Hearing on the issue.

**RECOMMENDATION:**

I move that Council sets a Public Hearing regarding possible updates to Chapter 156.057 Fences.

**FINANCIAL IMPACT:**

Cost of notices

**SUBMITTED BY:**

Chrys Grummert

**AGENDA TYPE:**

Regular Agenda

**COMPLETION DATE:**

2/3/2024 8:16:18 AM

**MS FORM ID:**

7b

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action To Adopt Resolution 2024-02-28-01, Designating Authorized Signatories for the 2023 Texas Community Development Block Program, Grant Agreement Number CDV23-0080, Applicable to the Repair of Deerfield Drive.

**AGENDA ITEM SUMMARY:**

Discuss and Take Possible Action To Adopt Resolution 2024-02-28-01, Designating Authorized Signatories for the 2023 Texas Community Development Block Program, Grant Agreement Number CDV23-0080, Applicable to the Repair of Deerfield Drive.

**RECOMMENDATION:**

Adopt Resolution 2024-02-28-01, Designating Authorized Signatories for the 2023 Texas Community Development Block Program, Grant Agreement Number CDV23-0080, Applicable to the Repair of Deerfield Drive.

**FINANCIAL IMPACT:**

0.00

**SUBMITTED BY:**

Kevin Rule

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

2/1/2024 3:05:36 PM

**MS FORM ID:**

2b

**THE CITY OF WOODCREEK  
RESOLUTION NO. 2024-02-28-01**

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**A RESOLUTION BY THE CITY COUNCIL OF CITY OF WOODCREEK DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) GRANT AGREEMENT NUMBER CDV23-0080.**

**WHEREAS**, The City of Woodcreek has received a 2023 Texas Community Development Block Grant award to provide 03K - Street Reconstruction ; and

**WHEREAS**, it is necessary to appoint persons to execute contractual documents, environmental review documents, and documents requesting grant funds from the Texas Department of Agriculture, and;

**WHEREAS**, all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

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

The City of Woodcreek directs and designates the following to act in all matters in connection with this grant:

I

The City Manager shall serve as the Chief Executive Officer and Authorized Representatives to execute contractual documents;

The City Manager is authorized to review and execute Environmental Review documents between the Texas Department of Agriculture and the City of Woodcreek; and

The Mayor and City Manager are authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs.

46 **PASSED, APPROVED and RESOLVED**, this the **28<sup>th</sup>** day of **February, 2024**, by a \_\_\_\_\_ **Ayes** to  
47 \_\_\_\_\_ **Nays** vote at a Regular Meeting of the City Council of the City of Woodcreek, Texas.

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PLACE	51
CITY SEAL	52
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\_\_\_\_\_  
*Jeff Rasco, Mayor*

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**ATTEST:**

\_\_\_\_\_  
*Suzanne J. Mac Kenzie, City Secretary*

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action To Adopt Resolution 2024-02-28-02, Adopting the Required Community Development Block Grant (CDBG) Civil Rights Policies for Grant Agreement Number CDV23-0080, Applicable to the Repair of Deerfield Drive.

**AGENDA ITEM SUMMARY:**

These policies are required to satisfy the requirements of the CDBG Grant and need to be adopted as part of the process.

**RECOMMENDATION:**

Motion to Adopt Resolution 2024-02-28-02, Adopting the Required Community Development Block Grant (CDBG) Civil Rights Policies for Grant Agreement Number CDV23-0080, Applicable to the Repair of Deerfield Drive.

**FINANCIAL IMPACT:**

0.00

**SUBMITTED BY:**

Kevin Rule

**AGENDA TYPE:**

Regular Agenda

**COMPLETION DATE:**

2/16/2024 2:37:43 PM

**MS FORM ID:**

11b



# THE CITY OF WOODCREEK

## RESOLUTION NO. 2024-02-28-02

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, ADOPTING A CIVIL RIGHTS POLICIES REQUIRED AT PART OF THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) GRANT AGREEMENT NUMBER CDV23-0080.**

**WHEREAS** The City of Woodcreek, Texas, (hereinafter referred to as “City of Woodcreek”) has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as “TDA”);

**WHEREAS** The City of Woodcreek, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

**WHEREAS** The City of Woodcreek, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

**WHEREAS** The City of Woodcreek, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 75, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

**WHEREAS** The City of Woodcreek, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

**WHEREAS** The City of Woodcreek, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

**WHEREAS** The City of Woodcreek, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds;

**WHEREAS** the The City of Woodcreek, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period to affirmatively further fair housing; and

**WHEREAS** The City of Woodcreek, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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**NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS THAT THE CITY OF WOODCREEK ADOPTS THE FOLLOWING:**

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Excessive Force Policy (Form A1003);
3. Section 504 Policy and Grievance Procedures (Form A1004);
4. Fair Housing Policy (Form 1015), and
5. Code of Conduct Policy (Form A1002).

The City of Woodcreek affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

6. Section 3 economic opportunity;
7. Limited English Proficiency; and
8. Affirmatively Further Fair Housing

**PASSED, APPROVED and RESOLVED**, this the **28<sup>th</sup>** day of **February, 2024**, by a \_\_\_\_\_ **Ayes** to \_\_\_\_\_ **Nays** vote at a Regular Meeting of the City Council of the City of Woodcreek, Texas.

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PLACE	80
CITY SEAL	81
HERE	82
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\_\_\_\_\_  
*Jeff Rasco, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Suzanne J. Mac Kenzie, City Secretary*

**CITY OF WOODCREEK  
CITIZEN PARTICIPATION PLAN  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:*

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have “meaningful access” to all aspects of the TxCDBG project. To provide ‘meaningful access’, Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include Citizen Participation notices (e.g. complaint procedures, hearing notices) civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see LEP.gov.

**COMPLAINT PROCEDURES**

These complaint procedures comply with the requirements of the Texas Department of Agriculture’s Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at The City of Woodcreek offices, 41 Champions Circle, Woodcreek, TX 78676-3327, (512) 847-9390 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the Mayor, at City of Woodcreek at 41 Champions Circle, Woodcreek TX 78676-3327, or may call (512) 847-9390.

A copy of the complaint or grievance shall be transmitted by the Mayor to the entity that is the subject of the complaint or grievance and to The City of Woodcreek

2. Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

## TECHNICAL ASSISTANCE

When requested, The City of Woodcreek shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City of Woodcreek, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

## PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by The City of Woodcreek, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.

Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and The City of Woodcreek

3. must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City of Woodcreek

shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

At a minimum, The City of Woodcreek

1. shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.

The City of Woodcreek

2. shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.

- 4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City of Woodcreek must comply with the following citizen participation requirements in the event that the City of Woodcreek receives funds from the TxCDBG program:

The City of Woodcreek

- 1. shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.

Upon completion of the TxCDBG project, The City of Woodcreek

- 2. shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
- 3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.

The City of Woodcreek

- 4. shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

\_\_\_\_\_  
*Signature*

Jeff Rasco, Mayor  
*Name and Title*

\_\_\_\_\_  
*Date*

**LA CIUDAD DE CITY OF WOODCREEK  
PLAN DE PARTICIPACIÓN CIUDADANA  
PROGRAMA DE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*Nota a los receptores de subvención en relación a requisitos de Dominio Limitado del inglés:*

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en inglés.

Para obtener más información, consulte LEP.gov.

**PROCEDIMIENTOS DE QUEJA**

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en La Ciudad de dirección postal **City of Woodcreek, 41 Champions Circle, Woodcreek, TX 78676-3327, (512) 847-9390**, en horario de oficina.

A continuación se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la Mayor, a **City of Woodcreek, 41 Champions Circle, Woodcreek, TX 78676-3327, (512) 847-9390**.
2. Una copia de la queja o reclamación se transmitirá por el alcalde a la entidad que es encargada de la queja o reclamación y al Abogado de La Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El alcalde deberá cumplir una investigación de la queja o reclamación, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deberá completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.
6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado.

Cuando lo solicite, La Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

#### DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por La Ciudad, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y La Ciudad debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia pública.
4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

1. Como mínimo, La Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que La Ciudad recibe fondos del programa TxCDBG:

1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto TxCDBG, La Ciudad celebrará una audiencia pública y revisará el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en inglés y español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. La Ciudad conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado.

Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

\_\_\_\_\_  
Firma / Signature

Jeff Rasco, Mayor

\_\_\_\_\_  
Nombre, Título / Name and Title

\_\_\_\_\_  
Fecha / Date



### Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), The City of Woodcreek hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of The City of Woodcreek to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of The City of Woodcreek to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction; and
3. The City of Woodcreek will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Woodcreek, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_

*Signature*

Jeff Rasco, Mayor

\_\_\_\_\_

*Name and Title*

\_\_\_\_\_

*Date*

## Section 504 Policy Against Discrimination Based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of Woodcreek hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. City of Woodcreek does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. City of Woodcreek's recruitment materials or publications shall include a statement of this policy in 1. above.
4. City of Woodcreek shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, City of Woodcreek shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
  - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Woodcreek) to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
  - b. Complaints should be addressed to the Mayor, 41 Champions Circle, Woodcreek, TX, 78676-3327 or call (512) 847-9390, who has been designated to coordinate Section 504 compliance efforts.
  - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
  - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
  - e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the Mayor. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
  - f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mayor, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.

- g. The Section 504 coordinator shall maintain the files and records of The City of Woodcreek relating to the complaint files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to The City of Woodcreek within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that The City of Woodcreek complies with Section 504 and HUD regulations.

\_\_\_\_\_  
*Signature*

Jeff Rasco, Mayor  
\_\_\_\_\_  
*Name and Title*

\_\_\_\_\_  
*Date*

### Fair Housing Policy

In accordance with Fair Housing Act, The City of Woodcreek hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. City of Woodcreek agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. City of Woodcreek agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. City of Woodcreek will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Woodcreek, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

\_\_\_\_\_  
*Signature*

Jeff Rasco, Mayor  
*Name and Title*

\_\_\_\_\_  
*Date*

## Code of Conduct Policy of The City of Woodcreek

Item 10.

As a Grant Recipient of a TxCDBG contract, City of Woodcreek shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of The City of Woodcreek shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of The City of Woodcreek shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict-of-interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to The City of Woodcreek Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

\_\_\_\_\_  
*Signature*

Jeff Rasco, Mayor  
\_\_\_\_\_  
*Name and Title*

\_\_\_\_\_  
*Date*

*These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318*

03/01/2022

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action to Adopt Ordinance 2024-02-28-01, Forming the Infrastructure and Mobility Panel.

**AGENDA ITEM SUMMARY:**

Minor changes to Draft Infrastructure and Mobility Ordinance submitted 1/12/2024

1. Formatting and syntax adjustments that did not affect the intent of the Ordinance
2. Sentences defining the purpose of the Infrastructure and Mobility Panel was moved from page 5 (30.84) to page 1 (30.81) for clarity.
3. Reporting of resignations from the panel was directed to the City Secretary rather than the committee chair for consistency.
4. First and Last page format changes to match Ordinance Template from attorneys.

**RECOMMENDATION:**

Move to Adopt Ordinance 2024-02-28-01, Forming the Infrastructure and Mobility Panel.

**FINANCIAL IMPACT:**

Attorney Fees and Codification

**SUBMITTED BY:**

Linnea Bailey

**AGENDA TYPE:**

Regular Agenda

**COMPLETION DATE:**

2/19/2024 10:26:58 AM

**MS FORM ID:**

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**CITY OF WOODCREEK**

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

**AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“PLANNING AND ZONING COMMISSION”); PROVIDING FOR AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE PLANNING AND ZONING COMMISSION.**

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

**WHEREAS**, City Council has previously created a Platinum Panel to (1) advise the City Council on roads, traffic, drainage, and funding sources related to all transportation, including alternative forms; (2) secure public input in this process; and (3) promote transparency in the process of creating a Master Transportation Plan and assist in advising on decisions to secure funding for road improvements. The Platinum Panel shall be viewed as an independent body; and

**WHEREAS**, the City Council finds and determines it in the best interests of the City to revise the provisions and structure of said panel and to rename it; 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.** The City Code of Ordinances Title III, Chapter 30 (the “Code”), is hereby amended to read as follows:

**§ 30.80 Popular Name**

This subchapter shall be commonly cited as the “INFRASTRUCTURE AND MOBILITY PANEL.”

**§ 30.81 Purpose**

(A) The purpose of this subchapter is to create an Infrastructure and Mobility Panel which shall plan, create, review, and advise the City Council regarding the following areas:

- (1) A Road Maintenance plan to strategically outline a schedule for the funding and performance of regular road maintenance within the city limits of the City of Woodcreek.

- 37  
38  
39
- (2) A Fiscal Capacity Plan to anticipate and plan for future improvements to existing and proposed infrastructure. This may include, but is not limited to, the following:
- 40  
41 (a) acquisition of new land for the installation of additional  
42 parks, trails, and other public greenspaces;  
43  
44 (b) acquisition of new land for the construction of a community  
45 meeting space, expanding City Hall, or other such  
46 governmental properties; and  
47  
48 (c) physical improvements upon existing public lands such as  
49 parks, greenspace, and other government properties.  
50
- 51  
52 (3) A Drainage and Flooding Mitigation Plan which will include, but is  
not limited to the following:
- 53  
54 (a) conduct a study to identify key projects,  
55  
56 (b) seek potentials for outside funding,  
57  
58 (c) create a plan of action listing a prioritization of proposed  
59 projects, and  
60  
61 (d) advise council on solutions utilizing engineering input and  
62 feasibility analysis.  
63
- 64  
65 (4) A Pedestrian Mobility Plan to address ADA complaint pedestrian  
66 pathways to safely access parks and trails located within the city  
67 limits and the extraterritorial jurisdiction of the City of Woodcreek;  
68 and provide for an expansion of trails for the purpose of promoting  
69 an outdoor exercise loop. This may include but is not limited to the  
following:
- 70  
71 (a) a feasibility study with cost analysis;  
72  
73 (b) professional survey and mapping;  
74  
75 (c) review of any bid packages and contracts related to the  
76 installation of such improvements.  
77
- 78  
79 (5) A Traffic Calming plan which shall include, but is not limited to, the  
following:
- 80  
81 (a) make recommendations on changes to existing or the  
82 addition of signage, passive calming devices, and other  
83 infrastructure improvements throughout the city limits of the  
84 City of Woodcreek; and



- 85
- 86 (b) a plan and budget for regular traffic patrols and reports
- 87 including the monitoring traffic data from city owned
- 88 electronic devices; and
- 89
- 90 (c) may seek engineering judgement and/or review as needed.
- 91 (6) Conduct a study, review, and report of additional mobility
- 92 challenges and infrastructure improvement needs as they may arise.

93

94 (B) The Infrastructure and Mobility Panel shall be viewed as an independent

95 advisory body to the City Council and is hereby be given explicit permission to

96 work directly with the City of Woodcreek’s contracted city engineering firm

97 through the City Manager to develop and review plans under their purview as stated

98 in section 30.81 (A).

99

100 (C) The Infrastructure and Mobility Panel shall conduct a biennial review of the

101 plans under their purview as stated in section 30.81 (A) and provide regular reports

102 to the City Council.

103

104 (D) To conduct this work, the Infrastructure and Mobility Panel shall seek

105 public input through surveys and town halls. Any public survey or Town Hall

106 presentation generated shall be reviewed and must be approved by City Council.

107

108 (E) The Infrastructure and Mobility Panel shall promote transparency in their

109 process.

110

111 **§ 30.82 Creation & Composition**

112 The Infrastructure and Mobility Panel is hereby created. The Infrastructure and

113 Mobility Panel may consist of seven (7) members: five (5) regular members and

114 two (2) alternate members. Each of Woodcreek’s five (5) Councilmembers shall

115 make one (1) regular member appointment to the Infrastructure and Mobility Panel.

116 The Mayor will make two (2) alternate member appointments to the Infrastructure

117 and Mobility Panel specifically a first and second alternate. All appointments shall

118 be confirmed by a majority vote of the City Council. In the event any

119 Councilmembers or the Mayor refuses or is unable to make an appointment, the

120 vacancy may be filled by the majority vote of the remaining members of the City

121 Council. No member of the Infrastructure and Mobility Panel may be a present

122 member of the City Council.

123 **§ 30.83 Terms, Resignation, Vacancy, & Removal**

124

125 (A) The terms of ~~regular and alternate~~ each members ~~(regular and alternate) of~~

126 ~~the Infrastructure and Mobility Panel~~ shall coincide with the term of the

127 Councilmember ~~and (including Mayor)~~ who appointed the member and will expire

128 upon the appointing ~~Councilmember~~ Officer’s term of office ending. ~~This shall~~

129 ~~result in staggered two year terms for Infrastructure and Mobility Panel members.~~  
130 One year, three newly elected members of Council shall make a recommendation  
131 for a regular member of the Infrastructure and Mobility Panel. The next year, the  
132 two newly elected members of Council shall make a recommendation for a regular  
133 member of the Infrastructure and Mobility Panel, and the newly elected Mayor shall  
134 make recommendation for two alternates.

135  
136 (B) Any member of the Infrastructure and Mobility Panel may resign by  
137 submitting written notice to the Chairperson of the Infrastructure and Mobility  
138 Panel. Resignation will be effective when received. Upon receipt of written notice  
139 of resignation, the Chairperson of the Infrastructure and Mobility Panel shall  
140 promptly send such resignation to the Mayor, the City Secretary and the panel  
141 liaison.

142  
143 (C) If a vacancy occurs on the Infrastructure and Mobility Panel, that vacancy  
144 shall be filled on a recommendation from the ~~Officer Councilmember~~ who  
145 appointed the resigning member. Upon confirmation by a majority vote of Council,  
146 the newly appointed member shall fulfill the unexpired term of the Infrastructure  
147 and Mobility Panel seat.

148  
149 (D) Members of the Infrastructure and Mobility Panel may be removed from  
150 the Infrastructure and Mobility Panel by a simple majority vote of the  
151 Councilmembers ~~at a meeting of the Woodcreek City Council for which such a vote~~  
152 ~~has been properly noticed.~~ By a majority vote, the Infrastructure and Mobility Panel  
153 may make a recommendation to Council regarding removing a member of their  
154 panel.

155  
156 (E) Members of the Infrastructure and Mobility Panel ~~may remain on the panel,~~  
157 ~~past their expired term, until their shall continue to serve until their reappointment~~  
158 ~~or~~ replacement has been approved by Council, unless the panel member submits a  
159 letter of resignation, ~~in which case the panel member shall have no further authority,~~  
160 ~~duties and obligations with the panel.~~

161  
162 (F) To be considered for appointment or reappointment to the Infrastructure and  
163 Mobility Panel, a Volunteer Application shall be filled out and submitted to the  
164 City Records Management Officer. City staff shall present all volunteer  
165 applications to Council for their consideration of panel appointments.

166  
167 ~~(G) — There are no limits to the amount of terms members can serve on this panel.~~

168  
169 **§ 30.84 Duties & Meetings**

170  
171 (A) The Infrastructure and Mobility Panel shall meet to consider making  
172 recommendations on road maintenance, traffic, drainage, and funding sources  
173 related to all transportation, including alternative forms with the goal of creating a  
174 Master Transportation Plan for the Comprehensive Plan to establish a timeline and  
175 funding for regular road maintenance. To accomplish these tasks, the Infrastructure  
176 and Mobility Panel shall study, investigate, and develop a recommendation or plan  
177 to present to Council for approval. This may occur in stages and shall be completed  
178 in accordance with any deadlines established by the City Council. The

179 Infrastructure and Mobility Panel should be prepared to provide monthly reports at  
180 regular City Council meetings.

181  
182 (B) The Infrastructure and Mobility Panel may meet at least once a month and  
183 may call additional monthly meetings at the discretion of the Chairperson of the  
184 panel. At minimum, there shall be two Infrastructure and Mobility Panel meetings  
185 a year.

186  
187 (C) Any recommendation of the Infrastructure and Mobility Panel shall result  
188 from a majority vote of the regular members of the Infrastructure and Mobility  
189 Panel. However, any recommendation of the Infrastructure and Mobility Panel is  
190 merely a recommendation and is not binding on the City Council. Any final  
191 decision on topics for which the panel has made a recommendation rest with the  
192 City Council.

193 **§ 30.85 Chairpersons**

194 (A) The Infrastructure and Mobility Panel shall choose its own Chairpersons  
195 from among its regular voting members. Chairpersons shall be elected for terms of  
196 one (1) year by majority vote of its membership present, including alternates. Chairpersons  
197 shall include the Chairperson and Vice-Chairperson. Chairpersons retain all rights given to  
198 regular voting members.

199  
200 (B) The Chairperson’s sole duty shall be to preside over all meetings in  
201 accordance with any rules the Infrastructure and Mobility Panel may establish. The  
202 Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-  
203 Chairperson shall perform the duties of the Chairperson. If the Chairperson and  
204 Vice-Chairperson are absent, any committee member may be appointed by the  
205 committee to preside over the meeting. The committee shall keep minutes of its  
206 proceedings. A majority of the regular members shall be a quorum for the  
207 transaction of business.

208 **§ 30.86 Open Meetings Act**

209 The Infrastructure and Mobility Panel will comply with the provisions of Chapter  
210 551, Texas Government Code, commonly called the Open Meetings Act, including  
211 posting notices and agendas. The Infrastructure and Mobility Panel agenda will  
212 have a Public Comments section allowing the public the right to speak.

213 City Staff shall post a notice of quorum for all meetings of the Infrastructure  
214 and Mobility Panel so that all members of the governing body may attend all  
215 meetings of the Infrastructure and Mobility Panel.

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

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

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

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

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

233

234 **PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_ ayes to  
235 \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

236

237CITY OF WOODCREEK, TEXAS

238

239

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

242 ATTEST:

243

244 \_\_\_\_\_

245 Suzanne Mac Kenzie, City Secretary

246

**CITY OF WOODCREEK**

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

**AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“PLANNING AND ZONING COMMISSION”); PROVIDING FOR AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE PLANNING AND ZONING COMMISSION.**

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

**WHEREAS**, City Council has previously created a Platinum Panel to (1) advise the City Council on roads, traffic, drainage, and funding sources related to all transportation, including alternative forms; (2) secure public input in this process; and (3) promote transparency in the process of creating a Master Transportation Plan and assist in advising on decisions to secure funding for road improvements. The Platinum Panel shall be viewed as an independent body; and

**WHEREAS**, the City Council finds and determines it in the best interests of the City to revise the provisions and structure of said panel and to rename it; 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.** The City Code of Ordinances Title III, Chapter 30 (the “Code”), is hereby amended as follows with underlines being additions to the Code and strikethroughs being deletions from the code:

**§ 30.80 Popular Name**

This subchapter shall be commonly cited as the “INFRASTRUCTURE AND MOBILITY PANEL.”

**§ 30.81 Purpose**

(A) The purpose of this subchapter is to create an Infrastructure and Mobility Panel which shall plan, create, review, and advise the City Council regarding the following areas:

- (1) a Road Maintenance plan to strategically outline a schedule for the funding and performance of regular road maintenance within the city limits of the City of Woodcreek.
- (2) a Fiscal Capacity Plan to anticipate and plan for future improvements to existing

- and proposed infrastructure. This may include, but is not limited to, the following:
- (a) acquisition of new land for the installation of additional parks, trails, and other public greenspaces;
  - (b) acquisition of new land for the construction of a community meeting space, expanding City Hall, or other such governmental properties; and
  - (c) physical improvements upon existing public lands such as parks, greenspace, and other government properties.
- (3) a Drainage and Flooding Mitigation Plan which will include, but is not limited to the following:
- (a) conduct a study to identify key projects,
  - (b) seek potentials for outside funding,
  - (c) create a plan of action listing a prioritization of proposed projects, and
  - (d) advise council on solutions utilizing engineering input and feasibility analysis.
- (4) a Pedestrian Mobility Plan to address ADA complaint pedestrian pathways to safely access parks and trails located within the city limits and the extraterritorial jurisdiction of the City of Woodcreek; and provide for an expansion of trails for the purpose of promoting an outdoor exercise loop. This may include but is not limited to the following:
- (a) a feasibility study with cost analysis;
  - (b) professional survey and mapping;
  - (c) review of any bid packages and contracts related to the installation of such improvements.
- (5) a Traffic Calming plan which shall include, but is not limited to, the following:
- (a) make recommendations on changes to existing or the addition of signage, passive calming devices, and other infrastructure improvements throughout the city limits of the City of Woodcreek; and
  - (b) a plan and budget for regular traffic patrols and reports including the monitoring traffic data from city owned electronic devices; and
  - (c) may seek engineering judgement and/or review as needed.
- (6) conduct a study, review, and report of additional mobility challenges and infrastructure improvement needs as they may arise.
- (B) The Infrastructure and Mobility Panel shall be viewed as an independent advisory body to the City Council and is hereby be given explicit permission to work directly with the City of Woodcreek’s contracted city engineering firm through the City Manager to develop and review plans under their purview as stated in section 30.81 (A).
- (C) The Infrastructure and Mobility Panel shall conduct a biennial review of the plans under their purview as stated in section 30.81 (A) and provide regular reports to the City Council.
- (D) To conduct this work, the Infrastructure and Mobility Panel shall seek public input through surveys and town halls. Any public survey or Town Hall presentation generated shall be reviewed and must be approved by City Council.
- (E) The Infrastructure and Mobility Panel shall promote transparency in their process.

The Infrastructure and Mobility Panel is hereby created. The Infrastructure and Mobility Panel may consist of seven (7) members: five (5) regular members and two (2) alternate members. Each of Woodcreek's five (5) Councilmembers shall make one (1) regular member appointment to the Infrastructure and Mobility Panel. The Mayor will make two (2) alternate member appointments to the Infrastructure and Mobility Panel specifically a first and second alternate. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor refuses or is unable to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council. No member of the Infrastructure and Mobility Panel may be a present member of the City Council.

### **§ 30.83 Terms, Resignation, Vacancy, & Removal**

- (A) The terms of each member (regular and alternate) of the Infrastructure and Mobility Panel shall coincide with the term of the Councilmember (including Mayor) who appointed the member and will expire upon the appointing Councilmember's term of office ending. This shall result in staggered two-year terms for Infrastructure and Mobility Panel members. One year, three newly elected members of Council shall make a recommendation for a regular member of the Infrastructure and Mobility Panel. The next year, the two newly elected members of Council shall make a recommendation for a regular member of the Infrastructure and Mobility Panel, and the newly elected Mayor shall make recommendation for two alternates.
- (B) Any member of the Infrastructure and Mobility Panel may resign by submitting written notice to the Chairperson of the Infrastructure and Mobility Panel. Resignation will be effective when received. Upon receipt of written notice of resignation, the Chairperson of the Infrastructure and Mobility Panel shall promptly send such resignation to the Mayor, the City Secretary and the panel liaison.
- (C) If a vacancy occurs on the Infrastructure and Mobility Panel, that vacancy shall be filled on a recommendation from the Councilmember who appointed the resigning member. Upon confirmation by a majority vote of Council, the newly appointed member shall fulfill the unexpired term of the Infrastructure and Mobility Panel seat.
- (D) Members of the Infrastructure and Mobility Panel may be removed from the Infrastructure and Mobility Panel by a simple majority vote of the Councilmembers at a meeting of the Woodcreek City Council for which such a vote has been properly noticed. By a majority vote, the Infrastructure and Mobility Panel may make a recommendation to Council regarding removing a member of their panel.
- (E) Members of the Infrastructure and Mobility Panel may remain on the panel, past their expired term, until their reappointment or replacement has been approved by Council, unless the panel member submits a letter of resignation.
- (F) To be considered for appointment or reappointment to the Infrastructure and Mobility Panel, a Volunteer Application shall be filled out and submitted to the City Records Management Officer. City staff shall present all volunteer applications to Council for their consideration of panel appointments.
- (G) There are no limits to the amount of terms members can serve on this panel.

### **§ 30.84 Duties & Meetings**

- (A) The Infrastructure and Mobility Panel shall meet to consider making recommendations on road maintenance, traffic, drainage, and funding sources related to all transportation, including alternative forms with the goal of creating a Master Transportation Plan for the Comprehensive Plan to establish a timeline and funding for regular road maintenance. To accomplish these tasks, the Infrastructure and Mobility Panel shall study, investigate, and develop a recommendation or plan to present to Council for approval. This may occur in stages and shall be completed in accordance with any deadlines established by the City Council. The Infrastructure and Mobility Panel should be prepared to provide monthly reports at regular City Council meetings.
- (B) The Infrastructure and Mobility Panel may meet at least once a month and may call additional monthly meetings at the discretion of the Chairperson of the panel. At minimum, there shall be two Infrastructure and Mobility Panel meetings a year.
- (C) Any recommendation of the Infrastructure and Mobility Panel shall result from a majority vote of the regular members of the Infrastructure and Mobility Panel. However, any recommendation of the Infrastructure and Mobility Panel is merely a recommendation and is not binding on the City Council. Any final decision on topics for which the panel has made a recommendation rest with the City Council.

### **§ 30.85 Chairpersons**

- (A) The Infrastructure and Mobility Panel shall choose its own Chairpersons from among its regular voting members. Chairpersons shall be elected for terms of one (1) year by majority vote of its membership present, including alternates. Chairpersons shall include the Chairperson and Vice-Chairperson. Chairpersons retain all rights given to regular voting members.
- (B) The Chairperson's sole duty shall be to preside over all meetings in accordance with any rules the Infrastructure and Mobility Panel 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 members shall be a quorum for the transaction of business.

### **§ 30.86 Open Meetings Act**

The Infrastructure and Mobility Panel will comply with the provisions of Chapter 551, Texas Government Code, commonly called the Open Meetings Act, including posting notices and agendas. The Infrastructure and Mobility Panel agenda will 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 Infrastructure and Mobility Panel so that all members of the governing body may attend all meetings of the Infrastructure and Mobility Panel.



**Section 3.** 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 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.** This Ordinance shall be construed and enforced in accordance with the laws of the state of Texas and the United States of America.

**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 \_\_\_\_\_, 2024, 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:

\_\_\_\_\_

Suzanne Mac Kenzie, City Secretary

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Appropriate Action to Make Full-Term, Full Member Nominations to the Infrastructure and Mobility Panel, Formerly Known as the Platinum Roads Panel.

**AGENDA ITEM SUMMARY:**

The Infrastructure and Mobility Panel is a new Panel whose members will be nominated after the Ordinance 2024-02-28-01 is passed.

**RECOMMENDATION:**

Nominations for positions will be made from the applications on file with City Staff, received before the February 20th deadline.

**FINANCIAL IMPACT:**

0.00

**SUBMITTED BY:**

Linnea Bailey

**AGENDA TYPE:**

Regular Agenda

**COMPLETION DATE:**

2/16/2024 2:32:52 PM

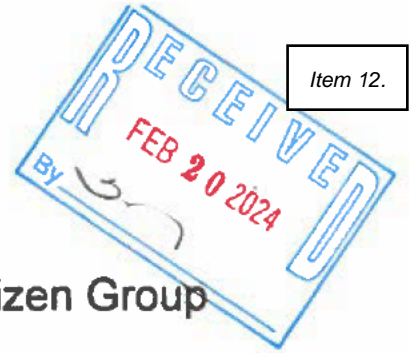
**MS FORM ID:**

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# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

## Application for Appointment to A Volunteer Citizen Group



Item 12.

Name: ROGERS HOLT  
Property Address: [REDACTED]  
Mailing Address: [REDACTED]  
Telephone Number(s): Home: [REDACTED] Cell: [REDACTED]  
Email Address: [REDACTED]

1. Do you want your phone number(s)/email address released in a Public Information Request? YES  NO

Committee(s) of Interest (Select All That Apply)	
<small>NOTE: Groups listed below are <u>Advisory</u> and submit reports and/or recommendations, as needed, to the City Council, per state and federal laws and City Ordinances.</small>	
<input checked="" type="checkbox"/> Infrastructure and Mobility Panel	<input type="checkbox"/> Tree Board
<input type="checkbox"/> Planning and Zoning Commission	<input type="checkbox"/> Ordinance Review Committee
<input type="checkbox"/> Parks and Recreation Board	

City Hall Areas of Interest (Select All That Apply)	
<small>NOTE: Volunteers would work with City Staff to complete projects on an "as needed" basis.</small>	
<input type="checkbox"/> City Staff Mailouts (Indoors)	<input type="checkbox"/> City Information Distribution Projects (Outdoors)
<input type="checkbox"/> City Clean-Up Projects (Outdoors)	<input type="checkbox"/> City's 4th Decennial Celebration (Hybrid)

2. Length of Time as a Texas Resident: 8 1/2 yrs Length of Time as a Woodcreek Resident: 12 yrs

3. Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?  
YES  NO  If "YES", please list capacity and term.

2021 MEMBER - PLANNING ZONING / MEMBER 2023 PLATINUM ROADS

Describe any qualifications, credentials or special interests that relate to your possible appointment.  
FORMER COMMITTEES  
ENGINEERING DEGREE  
33 YRS ENGINEERING EXPERIENCE

4. Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? YES  NO   
If "YES", please explain. \_\_\_\_\_

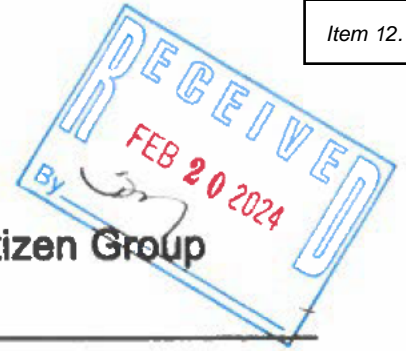
Signature Rogers Holt

Date 2/18/24

# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

## Application for Appointment to A Volunteer Citizen Group



Name: CRAIG BIGGS

Property Address: [REDACTED]

Mailing Address: SAME

Telephone Number(s): Home: [REDACTED] Cell: [REDACTED]

Email Address: [REDACTED]

1. Do you want your phone number(s)/email address released in a Public Information Request? YES  NO

**Committee(s) of Interest (Select All That Apply)**

*NOTE: Groups listed below are Advisory and submit reports and/or recommendations, as needed, to the City Council, per state and federal laws and City Ordinances.*

<input checked="" type="checkbox"/> Infrastructure and Mobility Panel	<input type="checkbox"/> Tree Board
<input type="checkbox"/> Planning and Zoning Commission	<input type="checkbox"/> Ordinance Review Committee
<input type="checkbox"/> Parks and Recreation Board	

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**City Hall Areas of Interest (Select All That Apply)**

*NOTE: Volunteers would work with City Staff to complete projects on an "as needed" basis.*

<input type="checkbox"/> City Staff Mailouts (Indoors)	<input type="checkbox"/> City Information Distribution Projects (Outdoors)
<input type="checkbox"/> City Clean-Up Projects (Outdoors)	<input type="checkbox"/> City's 4th Decennial Celebration (Hybrid)

2. Length of Time as a Texas Resident: 15 Length of Time as a Woodcreek Resident: 3

3. Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?  
YES  NO  If "YES", please list capacity and term.  
PLATINUM ROAD PANEL / TERM

Describe any qualifications, credentials or special interests that relate to your possible appointment.

4. Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? YES  NO   
If "YES", please explain.

Signature [Handwritten Signature]

Date 2-18-24

# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY



Item 12.

## Application for Appointment to A Volunteer Citizen Group

Name: Jay Gallaway  
Property Address: [REDACTED]  
Mailing Address: [REDACTED]  
Telephone Number(s): Home: [REDACTED] Cell: [REDACTED]  
Email Address: [REDACTED]

1. Do you want your phone number(s)/email address released in a Public Information Request? YES  NO

### Committee(s) of Interest (Select All That Apply)

NOTE: Groups listed below are Advisory and submit reports and/or recommendations, as needed, to the City Council, per state and federal laws and City Ordinances.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Infrastructure and Mobility Panel | <input type="checkbox"/> Tree Board                 |
| <input type="checkbox"/> Planning and Zoning Commission               | <input type="checkbox"/> Ordinance Review Committee |
| <input type="checkbox"/> Parks and Recreation Board                   |   |

### City Hall Areas of Interest (Select All That Apply)

NOTE: Volunteers would work with City Staff to complete projects on an "as needed" basis.

- |   |  |
|---|--|
| <input type="checkbox"/> City Staff Mailouts (Indoors)                | <input type="checkbox"/> City Information Distribution Projects (Outdoors) |
| <input checked="" type="checkbox"/> City Clean-Up Projects (Outdoors) | <input type="checkbox"/> City's 4th Decennial Celebration (Hybrid)         |

2. Length of Time as a Texas Resident: 45 Length of Time as a Woodcreek Resident: 3+

3. Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?  
YES  NO  If "YES", please list capacity and term.

Describe any qualifications, credentials or special interests that relate to your possible appointment.  
MGR FOR A GLOBAL TELECOM ORG. ENGINEERING DEGREE AND BACKGROUND

4. Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? YES  NO   
If "YES", please explain.

Signature Jay Gallaway

Date 2/20/24

# Council Meeting

## Agenda Item Cover Sheet

### **AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Appropriate Action to Populate and Establish Further Direction for the AD HOC Workgroup Created October, 2023

POST AGENDA REVIEW MEETING, ITEM WAS REVISED VIA EMAIL ON 02/21 at 1:51P by Council Member to be:

***"Discuss and Take Appropriate Action to Populate and Establish Further Direction for the Ad Hoc Workgroup Created October 25th, 2023 for the Purpose of Creating a Dynamic Plan of Action for the City to Address Rainwater Collection and Water Conservation Through Ordinance and Other Programs."***

### **AGENDA ITEM SUMMARY:**

Council previously established an AD HOC Workgroup focused on creating an Action Plan for the City to address rainwater collection, water conservation through Ordinance and other programs. At that time, council postponed naming members to the group until after the election. Council also approved applying for a LCRA Grant for a Rainwater Harvesting System for city hall property. The next deadline in 2024 for this grant is July. This item proposes that the AD HOC Workgroup becomes populated by Council motion and the AD HOC Workgroup takes on the additional task of obtaining or preparing the required documents required for an application for the LCRA Grant.. The May deadline for the recommendation by the AD HOC Workgroup is to give council the time to approve any 'matching' funds, if the grant request is over \$5000. and also allow time for any procurement of quotes, if estimates are not chosen to be used.

### **RECOMMENDATION:**

I Move that Council names members to the AD HOC Workgroup created October, 2023 and additionally tasks this Workgroup to obtain or prepare materials needed for applying for the LCRA Grant and to present their recommendation to council on or before May 22nd, 2024.

### **FINANCIAL IMPACT:**

n/a

### **SUBMITTED BY:**

Chrys Grummert

**AGENDA TYPE:**  
Regular Agenda

Item 13.

**COMPLETION DATE:**  
2/2/2024 10:28:39 PM

**MS FORM ID:**  
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### WOODCREEK RAINWATER COLLECTION INFORMATION

This is an outline of research and goals conducted by Councilmember Hines in assistance to Mayor Rasco on the topic of rainwater collection for the City of Woodcreek.

#### Research and Relevant Information:

- 1) Existing code greatly needs updating. Rainwater collection credits link to the LCRA formulas which require city owned wastewater systems.
- 2) No impervious credit exists (even though referenced in Woodcreek code) beyond the exempt status for the barrels.
- 3) The State has directed cities to incentivize rainwater collection
- 4) There is a sales tax credit available on the purchase of barrels
- 5) Hays County has provided a new property tax exemption program
- 6) For an impervious credit system to accomplish desired goals, a rainwater collection system must collect a minimum of 5000 gallons and have no less than two catchment barrels with one remaining empty (or ready to receive) much of the year.
- 7) Programs involving smaller sized barrels (ex. 500 or less) can be great tools for educational events and promoting other programs. They do however create negative consequences for actual water use reduction (pilot program in San Antonio)

#### Identified Goals:

1. One-time City of Woodcreek credit for barrels (x amount per 1000 gallons)
2. An annual barrel give-away in combination with educational event
3. Educational materials about the sales tax credit
4. Educational materials about the Hays County tax incentive program
5. Ordinance update to include a formula to give impervious coverage credit back for systems that meet necessary requirements
6. Requirements for new construction (Valley-wide effort and partnering with Aqua)
7. Additional city exemption on property tax
8. Get Aqua to honor the LCRA formula for wastewater credit on customer bill





Item 13.

9. **Discuss and take possible action on city ordinances and their relation to rainwater collection within the city. (Rasco)**

Motion was made by Council Member Hines to create an Ad Hoc Workgroup, members to be named after election, to create a dynamic plan of action for the City to address rainwater collection, water conservation through Ordinance and other programs. Motion was seconded by Council Member Grummert.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines

Motion Passed: 5-0-0.

**5. Discuss and Take Possible Action on Applying for the LCRA Grant, Due in January 2024, For the Installation of A Rainwater Harvesting System for City Hall. (Grummert)**

Motion was made by Council Member Grummert to approve moving forward with creating a project plan for a rainwater harvesting system for City Hall property and apply for LCRA Grant in 2024. Motion was seconded by Council Member Hines.

A roll call vote was held.

Voting Yea:

Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

## Community Grants

### Who can apply

Volunteer fire departments, emergency responders, cities and counties, schools, libraries, civic groups, museums and other tax-exempt nonprofit organizations with projects located within LCRA's wholesale electric or water service area, or areas in which LCRA Transmission Services Corporation provides transmission services are eligible to apply. [View a map of LCRA's service areas.](#)

### Projects eligible for funding

Grant projects must improve the value of a capital asset by building, renovating or purchasing equipment, and must benefit an entire community. Review [recent CDPP grants](#).

### Grant application requirements

LCRA awards up to \$50,000 for capital improvement projects that benefit an entire community. Applicants requesting more than \$5,000 in grant funding must supply matching funds of at least 20% of the total project cost. Proposals must include plans, detailed budget, financials, vendor quotes or estimates, and IRS determination documentation. [See more FAQs.](#)

### How often grants are awarded

CDPP grants are awarded twice a year and online grant applications are accepted in January and July.

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action on Amending Sections of Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations"), "Planning and Zoning Commission".

**AGENDA ITEM SUMMARY:**

Council had previously sent a Draft Amending sections of Title III, Chapter 30, Planning and Zoning Commission to the City Attorney for review. The draft in the packet represents the City Attorney's review and recommendation of edits to that draft.

**RECOMMENDATION:**

I move council adopts Amending Sections of Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations"), "Planning and Zoning Commission".

**FINANCIAL IMPACT:**

Cost of codification

**SUBMITTED BY:**

Chrys Grummert

**AGENDA TYPE:**

Regular Agenda

**COMPLETION DATE:**

2/17/2024 1:20:09 PM

**MS FORM ID:**

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**CITY OF WOODCREEK**

**ORDINANCE NO. 2024-02-28-02**

**AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“PLANNING AND ZONING COMMISSION”); PROVIDING FOR AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE PLANNING AND ZONING COMMISSION.**

**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 (the “Code”), is hereby amended 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 ~~five people~~ seven regular voting members residing within the City limits.

(B) Commission members shall reside within the City Limits. Members and alternates shall be nominated by the Mayor and appointed by the City Council.

~~(C) All appointments to the Commission shall serve as a member of the Commission for a term of office of three two years. Members may be reappointed with no limitation on the number of terms one may serve. When a term expires without request for renewal or resignation from the member, the City Council may, at its discretion, extend the member's term for a one-year period. Each of Woodcreek's five Councilmembers shall make one regular member appointment to the Planning and Zoning Commission. The Mayor will 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 Councilmembers or 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 vacancy(s) on the Commission shall be filled via appointment by a simple majority vote of the City Council. 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 who appointed the

82 resigning member. Upon confirmation by a simple majority vote of council, the  
 83 newly appointed member shall fulfill the unexpired term of that Planning and  
 84 Zoning Commission seat. All members may serve until their successor is  
 85 properly appointed.

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

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 97 ~~(F)~~(G) The members of the Commission shall regularly attend meetings and  
 98 public hearings of the Commission, shall serve without compensation and shall  
 99 not hold any other office within, or serve as an employee of, the City while  
 100 serving on the Commission. Appointments to non-voting commissions and/or  
 101 boards seats ~~(e.g., the Beautification Committee)~~ shall be permitted. The  
 102 Commission shall meet a minimum of twice per year at a time established by ~~the~~  
 103 ~~City Council~~ the Planning and Zoning Chairperson. If there have been no  
 104 applications filed for review by the Commission, the City Secretary shall notify  
 105 the Chairperson and no meeting shall be required.

106  
 107 ~~(G)~~(H) The Commission shall elect a Chairperson and a Vice-Chairperson from  
 108 among the Commission membership, ~~and each officer shall hold office for a term~~  
 109 ~~of three years upon or until replaced by a two-thirds vote of the full Commission.~~  
 110 ~~The City Manager's/Administrator's designee shall serve as Secretary to the~~  
 111 ~~Commission, and shall keep minutes of all meetings held by the Commission as~~  
 112 ~~well as the full record of all recommendations made by the Commission to the~~  
 113 ~~City Council.~~

114  
 115 (1) Chairpersons shall be elected for terms of one year by simple majority  
 116 vote of its membership present, or until replaced by a two-thirds vote of the full  
 117 Commission. Chairpersons shall include Chairperson and Vice-Chairperson.

118  
 119 (2) The Chairperson's sole duty shall be to preside over all meetings in  
 120 accordance with any rules the Commission may establish. If the Chairperson fails  
 121 or refuses to act, the Vice-Chairperson shall perform the duties of the  
 122 Chairperson. If the Chairperson and Vice-Chairperson are absent, any committee  
 123 member may be appointed by the committee to preside over the meeting.

124  
 125 (3) Chairpersons retain all rights given to them as regular voting  
 126 members.

127



128 ~~(H)~~(I) The Commission shall have the power to make rules, regulations and  
129 bylaws for its own governance, which shall conform with those set forth by the  
130 City Council, and such rules, regulations and bylaws shall be subject to approval  
131 by the City Council. Such rules and bylaws shall include, among other items,  
132 provisions for the following:

- 133
- 134 (1) Regular and special meetings, open to the public;
- 135
- 136 (2) A record of its proceedings, to be open for inspection by the public;
- 137
- 138 (3) Reporting to the City Council and the public, from time to time and
- 139 annually; and
- 140
- 141 (4) Reviewing the City's municipal Comprehensive Plan on a biennial
- 142 basis.

143  
144 (J) The City Manager's/Administrator's designee shall serve as Secretary to  
145 the Commission and shall keep minutes of all meetings held by the Commission  
146 as well as the full record of all recommendations made by the Commission to the  
147 City Council.  
148

149 **§ 30.39 PARLIAMENTARY PROCEDURE; QUORUM; VOTING.**

150 The Commission will follow the parliamentary procedure adopted by the City  
151 Council, and procedures shall not be in conflict with the laws applicable to the  
152 Commission on the following.

- 153
- 154 (A) *Quorum.* A quorum shall consist of a majority of the membership of the
- 155 Commission, and any issue to be voted upon shall be resolved by a majority of
- 156 those members present.
- 157
- 158 (B) *Voting.* All Commission members, including the Chairperson, shall be
- 159 entitled to one vote each upon any question, upon a quorum being present. Voting
- 160 procedures shall be in accordance with the parliamentary procedures adopted by
- 161 the City Council.

162  
163  
164 **Section 3.** If any provision of this Ordinance is illegal, invalid, or unenforceable under  
165 present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each  
166 illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid,  
167 or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this  
168 Ordinance.

169 **Section 4.** This Ordinance shall be cumulative of all provisions of ordinances of the City

170 except where the provisions of the Ordinance are in direct conflict with the provisions of such  
171 ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

172  
173 **Section 5.** This Ordinance shall be construed and enforced in accordance with the laws of  
174 the state of Texas and the United States of America.

175  
176 **Section 6.** It is officially found, determined, and declared that the meeting at which this  
177 Ordinance is adopted was open to the public as required and that public notice of the time, place,  
178 and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter  
179 551, Texas Government Code, as amended.

180  
181 **Section 7.** This Ordinance shall be in full force and effect after its final passage and  
182 approval by the City Council, as duly attested by the Mayor and City Secretary, and any  
183 publication required by law.

184  
185 **PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_  
186 ayes to \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

187  
188 CITY OF WOODCREEK, TEXAS

189  
190  
191 By: \_\_\_\_\_  
192 Jeff Rasco, Mayor

193 ATTEST:

194  
195 \_\_\_\_\_  
196 Suzanne Mac Kenzie, City Secretary

197

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Announcement of March 3 Celebration of Dark Sky Community and Cultural District

**AGENDA ITEM SUMMARY:**

**RECOMMENDATION:**

Everyone is welcome to attend the Valley wide celebration of our Dark Sky award, expansion of WVCA's cultural district, and view the new mural at "Oak Park," facilities off the Square. Entertainment by the Hill Country Honeys and plenty of refreshments fr

**FINANCIAL IMPACT:**

none

**SUBMITTED BY:**

Jeff Rasco

**AGENDA TYPE:**

Announcement

**COMPLETION DATE:**

2/18/2024 12:00:23 PM

**MS FORM ID:**

6a

**+THREE!!  
CHEERS+  
TO THE  
WIMBERLEY  
VALLEY+**

JOIN US TO CELEBRATE OUR  
MURAL, CULTURAL ARTS  
DISTRICT, & DARK SKY HONORS

**+MARCH 3RD, 3:30PM**

**OAK PARK  
107 OAK DRIVE  
WIMBERLEY, TX**

**MUSIC BY THE HILL COUNTRY HONEYS  
NIBBLES FROM THE LEANING PEAR  
BEER FROM ROUGHHOUSE BREWING  
WINE FROM RANCH BRANDS  
AND THERE'LL BE CAKE!**

**WIMBERLEYARTS.ORG  
CITYOFWIMBERLEY.COM**