
MEETING NOTICE

The Ordinance Review Committee of the City of Woodcreek, Texas will conduct a meeting at City Hall, 41 Champions Circle, Woodcreek, TX. The meeting will be held on August 2, 2022 at 2:30 PM.

All attendees are encouraged to wear face coverings when a minimum of six-foot social distancing cannot be maintained. Smoking is not allowed anywhere on the property of City Hall.

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

<https://meetings.ipvideotalk.com/149787752>. The public may listen to this meeting by dialing one of the following numbers: 1(617) 315- 8088 or toll free at 1(866) 948-0772. When prompted enter Meeting ID:14978752.

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).

AGENDA

CALL TO ORDER

ROLL CALL AND ESTABLISH QUORUM

PUBLIC COMMENTS

Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Ordinance Review Committee 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 Committee'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 on 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 Chairperson's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names of three (3) individuals present in the audience who wish to yield their three 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 by noon on the day prior to the meeting. Please include your full name, home or work address, and agenda item number. Written comments will be part of the official written record only. 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

CONSENT AGENDA

All the following items are considered self-explanatory by the Governing Body and may be acted upon with one motion. There will be no separate discussion of these items unless a Member or Citizen so requests. For a Citizen to request removal of an item from the Consent Agenda, a written request must be completed and submitted to the City Manager.

1. Approval of Ordinance Review Committee Meeting Minutes from June 14, 2022

REGULAR AGENDA

2. Introductions of Members
3. Introduction of Council Liaison and Description of Group Roles and Responsibilities
4. Election of Chairperson and Vice-Chairperson
5. Discussion of Goals for Committee
6. Introduction to Online Code of Ordinances
7. Discussion and Take Appropriate Action on Future Meeting Schedule

ADJOURN

The Ordinance Review Committee may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. 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.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

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.

I certify that the above notice was posted on the 29th day of July, 2022 at 10:18AM.

By: 
Suzanne J. MacKenzie, City Secretary

ORDINANCE REVIEW COMMITTEE
June 14, 2022; 2:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Chairperson Wilson called the meeting to order at 2:34 PM.

ROLL CALL AND ESTABLISH QUORUM

PRESENT

Chairperson Carroll Wilson
Member Emma Davenport
Member Karen Duncan - virtual
Alt. Member David Lowe
Council Liaison Debra Hines

STAFF PRESENT

City Manager Brenton B. Lewis
Administrative Assistant Maureen Mele

PUBLIC COMMENTS

No public comments were offered.

CONSENT AGENDA

1. Approval of Ordinance Review Committee Meeting Minutes from May 24, 2022

A motion was made by Member Davenport to approve the Ordinance Review Committee meeting minutes from May 24, 2022. The motion was seconded by Alt. Member Lowe.

A roll call vote was held.

Voting Yea: Chairperson Wilson, Member Davenport, Member Lowe

Voting Abstain: Member Duncan

The motion carried with a 3-0-1 vote.

REGULAR AGENDA

2. Report from City Manager Brenton Lewis on the History of the Woodcreek Code of Ordinances Followed by Discussion

City Manager Lewis gave an overview of the History of the Woodcreek Ordinances. Some comments were that ordinances are laws, while resolutions are adopted as a guidance tool, and that the ordinances are checked by an outside agency to be compliant with state law.

3. Brief Training on City Website and Navigating the Code of Ordinances

A brief training was provided by City Manager Lewis.

4. Review of "Important Woodcreek City Ordinances" Document and Consider a Future Update and How to Direct Citizens to Document

There was discussion of several ordinances that need to be updated.

5. **Discuss and Take Action on Recommendation of City Council to Complete a Full Overview of Woodcreek Code of Ordinances**

A motion was made by Chairperson Wilson to have the City Council identify known problems in the Code of Ordinances and prioritize where in the Code of Ordinances to focus. The motion was seconded by Alt. Member Lowe.

A roll call vote was held.

Voting Yea: Alt. Member Lowe, Member Duncan, Member Davenport, Chairperson Wilson

The motion carried with a 4-0-0 vote.

ADJOURN

Chairperson Wilson adjourned the meeting at 3:38 PM.

Carroll Wilson, Chairperson

Suzanne Mac Kenzie, City Secretary

ORDINANCE NO. 22-298-1**AN ORDINANCE OF THE CITY OF WOODCREEK, TEXAS, ESTABLISHING AN ORDINANCE REVIEW COMMITTEE; REPEALING ALL ORDINANCES IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE.**

WHEREAS, The City of Woodcreek has in existence boards, commissions and committees. These entities are advisory bodies to the City Council. The boards, commissions, and committees are accountable to the City Council, and, thereby, to the electorate.

WHEREAS, The City of Woodcreek seeks to be inclusive and transparent regarding its business.

WHEREAS, The City of Woodcreek values its citizens talents, input and ideas in helping shape our city.

WHEREAS, The City of Woodcreek seeks to involve its citizens in their local government.

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

I. FINDING OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

II. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

III. CODIFICATION

The City Secretary is hereby authorized and directed to record and publish the language of this Ordinance, and any changes thereto, in the City's Code of Ordinances.

IV. EFFECTIVE DATE

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance.

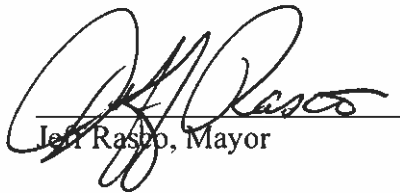
V. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

PASSED AND APPROVED this, the 12th day of January 2022, by a vote of 4 Ayes to 0 Nays to 0 Abstentions of the City Council of Woodcreek, Texas.

City of Woodcreek:

Attest:



Jeff Rasco, Mayor



Brenton B. Lewis, Interim City Secretary

ORDINANCE REVIEW COMMITTEE

§ 30.70 Popular Name

§ 30.71 Purpose

§ 30.72 Creation & Composition

§ 30.73 Terms, Resignation, Vacancy, & Removal

§ 30.74 Duties & Meetings

§ 30.75 Officers

§ 30.76 Open Meetings Act

§ 30.70 Popular Name

This subchapter shall be commonly cited as the "Ordinance Review Committee Ordinance."

§ 30.71 Purpose

The purpose of this subchapter is to create an Ordinance Review Committee which shall: (1) advise the City Council on the amending, creating, and rescinding ordinances; (2) secure public input in this process; and (3) promote transparency in the process of amending, creating, and rescinding ordinances. The Ordinance Review Committee shall be viewed as an independent body.

§ 30.72 Creation & Composition

The Ordinance Review Committee is hereby created. The Ordinance Review Committee shall 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 Ordinance Review Committee. The Mayor will make two (2) alternate member appointments to the Ordinance Review Committee, 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 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 Ordinance Review Committee may be a present member of the City Council.

§ 30.73 Terms, Resignation, Vacancy, & Removal

(a) The terms of each member (regular and alternate) of the Ordinance Review shall be concurrent with the Councilmember who appointed each member and will expire upon the appointing Councilmember's term in office ending, either by expiration or resignation.

(b) Any member of the Ordinance Review Committee may resign by submitting written notice to the Chairperson of the Ordinance Review Committee. Resignation will be effective when sent. Upon receipt of written notice of resignation, the Chairperson of the Ordinance Review Committee shall promptly send such resignation to the Mayor.

(c) If a vacancy occurs on the Ordinance Review Committee, the vacancy shall be filed by the Councilmember who appointed the resigning member.

(d) Members of the Ordinance Review Committee may be removed from the Ordinance Review Committee by a simple majority vote of the Councilmembers, and at a meeting of the Woodcreek City Council for which such a vote has been properly noticed.

§ 30.74 Duties & Meetings

(a) The Ordinance Review Committee shall meet to consider amending, creating, and rescinding ordinances they have been tasked to consider by the City Council. To accomplish these tasks, the Ordinance Review Committee shall study, investigate and develop a recommendation or plan in response to the task given to them by council, and under any deadlines established by the City Council. The Ordinance Review Committee should be prepared to provide monthly reports at regular meetings of the City Council.

(b) The Ordinance Review Committee shall meet at least once a month if they are presently considering amending, creating, and/or rescinding ordinances, but as often as necessary to accomplish the tasks at hand.

(c) Any recommendation of the Ordinance Review Committee regarding amending, creating, and/or rescinding ordinances shall result from a majority vote of the regular members of the Ordinance Review Committee. However, any recommendation of the Ordinance Review Committee regarding amending, creating, and/or rescinding ordinances is merely a recommendation and is not binding on the City Council. Any final decision on amending, creating, and/or rescinding ordinances rests with the City Council.

§ 30.75 Officers

(a) The Ordinance Review Committee shall choose its own officers from among its members. Officers shall be elected for terms of one (1) year by majority vote of its membership present, including alternates. Officers shall include Chairperson and Vice-Chairperson.

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

§ 30.76 Open Meetings Act

The Ordinance Review Committee shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas. The Ordinance Review Committee agenda shall have a Public Comments section allowing the public the right to speak.

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