
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, November 13, 2024 at 6:30 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://zoom.us/j/93042077015?pwd=VWltS09Va1IJZWxzZHY4TVRMOzBvQT09>

Meeting ID: 930 4207 7015; Passcode: 946057

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).

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.

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.

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 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.

AGENDA

CALL TO ORDER

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT CALENDAR

- [1.](#) Approval of Regular City Council Meeting Minutes From September 25, 2024
- [2.](#) Approval of Regular City Council Meeting Minutes From October 9, 2024
- [3.](#) Approval of Regular City Council Meeting Minutes From October 23, 2024

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

4. Report from Parks & Recreation Liaison
- SpookTacular
- [5.](#) Report by City Administrator, Jim Burton
- Sheriff Report
- Check Register

- Quarterly Financials
- Code enforcement
- City Hall Updates

REGULAR AGENDA

6. Presentation of the Spirit of Woodcreek Award
7. A Proclamation by the City of Woodcreek in Appreciation of our Staff, Volunteers and Consultants
8. Discuss and take appropriate action on adopting the resolution to authorize the Mayor to act as the City's executive officer and authorized representative in all matters pertaining to the City's participation in the Resilient Communities Program (RCP) grant program administered by the Texas General Land Office (GLO), and to request that the City applies for the full \$300,000.00 grant limit. (Rasco)
9. Approval of Resolution 2024-11-13-02 designating the Official City Newspaper for the City of Woodcreek. (Burton)
10. Discuss and take possible action on the ordinance amending TMRS eligibility for staff retirement from 25 to 20 years. (Burton)
11. Discuss and possible action to adopt a Resolution implementing the State mandated Applications and Prohibited Technology Policy. (Grummert)
12. Discuss and take possible on sign installation and location in the Safety Enhancement Bid Package. (Burton)
13. Discuss and take appropriate action to approve a change order for the Deerfield portion of the Safety Enhancement Package to approve cost increases for the patchwork on the north to south corridor and to change the scope of work with a cost increase on the east to west corridor.
14. Discussion and possible action to send a draft document retention policy to legal to place in ordinance and resolution formats as needed and return to Council for the first December regular meeting. (Hines)
15. Canvass of the Returns of the City of Woodcreek General Election held on November 5, 2024, for the Purpose of Electing Three (3) Council Members of the City Council, At-Large, to Serve Two-Year Terms, and Other Matters in Connection Therewith. (Rasco)
16. Discuss and Take Appropriate Action to Approve Resolution 2024-11-13-03 Canvassing the Returns and Declaring the Results of the General Election held on November 5, 2024, for the Purpose of Electing Three (3) Council Members of the City Council, At Large, to Serve Two-Year Terms, and Other Matters in Connection Therewith.

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall on the **8th day of November, 2024 at 4:00pm.**

BY: _____
Jeff Rasco, Mayor

**CITY COUNCIL MEETING (CITY HALL)
September 11, 2024; 6:30 PM
Woodcreek, Texas
MINUTES**

CALL TO ORDER

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro -Tem Debra Hines
Council Member Linnea Bailey
Council Member Bob Hambrick
Council Member Chrys Grummert
Council Member Krista Richardson

CITY STAFF PRESENT

Jim Burton
Taffy barker
City Attorney Stanley Springerley
City Engineer Thomas Turk

PUBLIC COMMENTS

CONSENT CALENDAR

1. Discuss and take possible action on selecting We Love Trees for which to award the City Oak Wilt Specialist contract following the closing of the Request for Proposals (RFP) for said services on August 31, 2024 there by authorizing Mr. Burton to enter into a contract with the selected applicant not to exceed \$8,000 annually from the arborist budget line item.

Motion was made by Mayor Pre Tem Debra Hines to have Mr. Buron enter into a contract with We Love Trees to be the City of Woodcreek Oak Wilt Specialist not to exceed \$8000. Motion was seconded by Council Member Krista Richardson.

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

REGULAR AGENDA

2. Public hearing on an application to allow the replatting of The Amending Plat of Lot 9 & 10, Oak Orchard Enclave, Establishing Lot 9-A as recorded in Volume 18, Page 115 of the Plat Records of Hays County and the replatting of The Amending Plat of Lot 11 & 12, Oak Orchard Enclave, Establishing Lot 11-A as recorded in Volume 18, Page 375 of the Plat Records of Page 2 of 4 September 25, 2024 City Council Meeting (City Hall) Agenda Hays County for the purpose of relocating the lot line between the two lots. The new subdivision name is Replat of Lots 9-A & 11-A, Oak Orchard Enclave, Establishing lots 9-AR & 11-AR, Oak Orchard Enclave.

3. Discuss and take appropriate action on a request to allow the replatting of The Amending Plat of Lot 9 & 10, Oak Orchard Enclave, Establishing Lot 9-A as recorded in Volume 18, Page 115 of the Plat Records of Hays County and the replatting of The Amending Plat of Lot 11 & 12, Oak Orchard Enclave, Establishing Lot 11-A as recorded in Volume 18, Page 375 of the Plat Records of Hays County for the purpose of relocating the lot line between the two lots. The new subdivision name is Replat of Lots 9-A & 11-A, Oak Orchard Enclave, Establishing lots 9AR & 11-AR, Oak Orchard Enclave) (Rasco).

A motion was made by Mayor Pro Tem Debra Hines to allow the replatting of Lot 11 & 12, Oak Orchard Enclave seconded by Council Member Linnea Bailey.

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

19. Response from Suzanne Mac Kenzie, City of Woodcreek City Secretary, addressing allegations of incompetency and misconduct (Rasco)

Suzanne Mac Kenzie spoke.

20. Discussion and possible action on the removal from office and termination of employment of Suzanne Mac Kenzie as the City of Woodcreek City Secretary based on incompetence and misconduct. (Rasco)

Mayor Pro Tem Debra Hines made a motion to remove from office and terminate City Secretary Suzanne Mac Kenzie based on incompetence and misconduct motion was seconded by Council Member Chrys Grummert.

A vote was held. Motion passed 3-2-0 motion passed

A 10 minute recess was taken. Meeting resumed at 5:03 PM

4. Public Hearing on the Proposed Tax Rate For Fiscal Year 2024-2025. (Rasco)

A public hearing was called at 5:04 PM. Council came out of public hearing at 5:05 PM

5. Consideration and Possible Action to approve the portion of the FY 2024-2025 tax rate dedicated to maintenance and operations be \$0.0978, and the total FY 2024-2025 tax rate of \$0.1908 as reflected in the FY2024-2025 budget pursuant to TEX. TAX CODE § 26.05(a)

Mayor Pro Tem Debra Hines made a motion to approve the FY 2024-2025 tax rate dedicated to maintenance and operations be \$0.0978, and the total FY 2024-2025 tax rate of \$0.1908 as reflected in the FY2024-2025 budget pursuant to TEX. TAX CODE § 26.05(a). Motion was seconded by Council Member Chrys Grummert.
A roll call vote was held. Motion passed 5-0-0

6. Consideration and Possible Action to approve the portion of the FY 2024-2025 tax rate dedicated to debt service be \$0.0809, and the total FY 2024-2025 tax rate of \$0.1908 as reflected in the FY2024-2025 budget pursuant to TEX. TAX CODE § 26.05(a)

Mayor Pro Tem Debra Hines made a motion to approve the FY 2024-2025 tax rate dedicated to debt service be \$0.0809, and the total FY 2024-2025 tax rate of \$0.1908 as reflected in the FY2024-2025 budget pursuant to TEX. TAX CODE § 26.05(a). Motion was seconded by Council Member Chrys Grummert.
A roll call vote was held. Motion passed 5-0-0

7. Consideration and Possible Action on an Ordinance of the City Council of The City Of Woodcreek, Texas, Adopting a Tax Rate Of \$0.1908 Per One Hundred Dollars (\$100.00) Consisting of the Approved Maintenance and Operation Rate (\$0.0978) and Debt Service Rate (\$0.0809) of Assessed Valuation For the City Of Woodcreek To Be Effective For the 2024 Tax Year (Fiscal Year 2025)

Mayor Pro Tem Debra Hines made a motion to Adopting the Tax Rate Of \$0.1908 Per One Hundred Dollars (\$100.00) Consisting of the Approved Maintenance and Operation Rate (\$0.0978) and Debt Service Rate (\$0.0809) of Assessed Valuation For the City Of Woodcreek To Be Effective For the 2024 Tax Year (Fiscal Year 2025). Motion was seconded by Council Member Krista Richardson.
A roll call vote was held. Motion passed 5-0-0

8. Discussion and possible action to accept the City Council Sub-Committee Report on park improvements and Parks and Open Spaces Advisory Commission (P.O.S.A.C) grant funding and city match (Hines and Grummert)

Mayor Pro Tem Debra Hines made a motion to accept the City Council Sub-Committee Report on park improvements and Parks and Open Spaces Advisory Commission (P.O.S.A.C) grant funding and city match (Hines and Grummert). Motion was seconded by Council Member Linnea Bailey.
A vote was held by a show of hands. Motion passed 5-0-0

9. Discussion and possible action on report from Freeland Turk on American with Disabilities Act (ADA) compliance for city-owned public parks and greenspaces (Burton)

Mayor Pro Tem Debra Hines made a motion to accept the report from Freeland Turk on American with Disabilities Act (ADA) compliance for the city-owned parks and greenspaces. Send report to Parks Board for consideration of proposals on how to implement and prioritize.

Motion was seconded by Council Member Chrys Grummert
A roll call vote was held. Motion passed 5-0-0

10. Discuss and take possible action to accept Parks and Recreation recommendation to City Council to authorize expenditure from the Parks and Recreation Board Expense Account, not to exceed \$1,000 for the completion of the Master Gardener Project at Augusta Park.

Council Member Bob Hambrick made a motion to authorize expenditure from the Parks and Recreation Board Expense Account, not to exceed \$1,000 for the completion of the Master Gardener Project at Augusta Park

Motion was seconded by Council Member Linnea Bailey
A vote was held by a show of hands. Motion passed 5-0-0

11. Discuss and take possible action to accept Parks and Recreation recommendation to City Council to authorize expenditure from the Parks and Recreation Board Expense Account/budget funds, not to exceed \$3700 for the planning and execution of the 2024 Spooktacular Event.

Council Member Bob Hambrick made a motion to accept Parks and Recreation recommendation to City Council to authorize expenditure from the Parks and Recreation Board Expense Account/budget funds, not to exceed \$3700 for the planning and execution of the 2024 Spooktacular Event. This money will come from FY 2024-2025 budget.

Motion was seconded by Council Member Linnea Bailey
A vote was held by a show of hands. Motion passed 5-0-0

12. Discussion and possible action on the installation of a public restroom at Creekside Park in the City of Woodcreek (Hines)

A main motion was made by Mayor Pro Tem Debra Hines to post RFP for the public Bathroom Project at Creekside Park. Motion seconded by Council Member Krista Richardson.

Vote on Main motion, as amended. Motion Passed 5-0-0

A First amendment was made by Council Member Krista Richardson to move RFP timeline to Nov. 6th. Motion was seconded by Council Member Bob Hambrick.

Vote on First amendment. Motion Passed 5-0-0

A Second amendment was made by Council Member Linnea Bailey to amend overall cost not to exceed \$60,000. Motion was seconded by Council Member Krista Richardson.

A vote was held by a show of hands.

Vote on Second amendment. Motion Failed 2-3-0

A Third amendment was made by Mayor Pro Tem Debra Hines to send alterations of plans and flood plain information to Freeland Turk and Gasparini Homes to ask that they re-submit under RFP. Motion was seconded Council Member Chrys Grummert.

Vote on Third amendment. Motion Passed 4-1-0

A Fourth amendment was made by Mayor Pro Tem Debra Hines to direct staff and Grantworks to seek Grants as soon as possible. Motion was seconded Council Member Chrys Grummert.

Vote on Fourth amendment. Motion Passed 5-0-0

A 15 minute break was taken, back at 6:20 PM

13. Discuss and take possible action to accept and act upon the Woodcreek Water Task Force reports on water conservation, rainwater collection and other water related incentive programs for residents of the City of Woodcreek. (Hines)

Mayor Pro Tem Debra Hines made a motion to accept and act upon the Woodcreek Water Task Force reports on water conservation, rainwater collection and other water related incentive programs for residents of the City of Woodcreek. Motion was seconded by Council Member Krista Richardson.

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

A motion was by Mayor Pro Tem Debra Hines to direct city staff to implement a new website page related to water conservation. Motion was seconded by Council Member Krista Richardson.

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

A motion was by Mayor Pro Tem Debra Hines to create a subcommittee to draft an ordinance to implement the code changes suggested and then send final copy to City attorney for review.

Motion was seconded by Council Member Krista Richardson.

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

A motion was made by Council Member Chrys Grummert to have Mayor Pro Tem and Council Member Krista Richardson be members of the subcommittee. Motion was

seconded by Council Member Krista Richardson.

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

14. Discussion and possible action to select a rainwater collection system installation plan and award contract for installation for building located at City Hall, 41 Champions, and gazebo located at The Triangle for the purpose of collecting non-potable irrigation and landscaping water. (Hines)

Mayor Pro Tem Debra Hines made a motion to select a rainwater collection system installation plan and award contract for installation. Motion was seconded by Council Member Chrys Grummert. A vote was held by a show of hands. Motion passed 3-2-0

A motion was made by Mayor Pro Tem to accept the proposal from Harvest Rain options 2 and 3. Motion was seconded by Council Member Krista Richardson.

A vote was held by a show of hands. Motion passed 3-2-0

A motion was made by Council Member Chrys Grummert to select a 1,200 gallon tank instead of a 1,000 gallon tank. Motion was seconded by Mayor Pro Tem Debra Hines.

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

15. Discuss and take action to direct Freeland Turk to study the current Ordinance Chapter 92 with respect to requirements for contractors who alter the condition of our roads and rights-of-way and recommend revised language for that ordinance chapter that will help protect the integrity of our roads and rights-of-way.

A motion was made by Council Member Linnea Bailey to direct Freeland Turk to study the current Ordinance Chapter 92 with respect to requirements for contractors who alter the condition of our roads and rights-of-way and recommend revised language for that ordinance chapter that will help protect the integrity of our roads and rights-of-way. Motion was seconded by Council Member Bob Hambrick. Motion passed 5-0-0

A motion was made by Council Member Linnea Bailey that the changes to Chapter 92 made by Freeland Turk not to exceed \$3,000. Motion was seconded by Council Member Bob Hambrick. A vote was held by a show of hands. Motion passed 5-0-0

A motion was made by Council Member Chrys Grummert to send Freeland Turk the documents with changes to Chapter 92. Motion was seconded by Council Member Krista Richardson. A vote was held by a show of hands. Motion passed 5-0-0

16. Schedule a Town Hall meeting with Wimberley VFW Post 6441 to obtain input from citizens on drainage issues faced since the repaving of the streets a year ago, with Freeland Turk facilitating the discussion.

Motion was made by Mayor Pro Tem to remove this item since it has already been taken care of. Motion was seconded by Linnea Bailey. A vote was held by a show of hands. Motion failed 2-3-0

Council Member Chrys Grummert made an amendment to include other topics of importance for this town hall, including pedestrian mobility and other elements that could help fulfill the efforts of updating the Comprehensive Plan.

A motion was made by Council Member Linnea Bailey to direct staff to schedule a Town Hall on drainage. Motion was seconded by Council Member Bob Hambrick. A vote was held by a show of hands. Motion passed 3-2-0

17. Discuss and Take Possible Action on Approving the Tree Board to Purchase Supplies for the November Tree Give-Away in the Amount of \$300.

A motion was made by Council Member Krista to approve the Tree Board to Purchase Supplies for the November Tree Give-Away in the Amount of \$300 from FY 24/25 budget.

Council Member Bob Hambrick seconded the motion.

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

A motion was made by Mayor Pro Tem to approve the Tree Board to Purchase Supplies for the November Tree Give-Away in the Amount of \$300 from FY 23/24 budget.

Motion was seconded by Council Member Chrys Grummert.

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

18. Discuss and Take Possible Action on Approving the Tree Board to Purchase Saplings for Planting on City Property in the Amount of \$400.

A motion was made by Council Member Krista to approve the Tree Board to Purchase saplings for planting on City property in the amount of \$400. Council Member Bob Hambrick seconded the motion.

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

Council Member Chrys Grummert made recommendation that this be returned to the Tree Board, and that council is provided with a detailed list of trees they recommend, and detailed site plans for the locations of where these trees will be planted on city property. Motion was seconded by Mayor Pro Tem Debra Hines.

A vote was held by a show of hands. Motion passed 4-1-0

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

Discuss City Administrator position and also seeking new staff for open position.

Resolution on ARPA funds.

Discuss safety measures on Champions Court for emergency vehicles accessibility and

citizen safety.

Town Hall meeting report for I&M Panel and address mobility issues.

ANNOUNCEMENTS

Mayor Jeff Rasco and City Administrator Jim Burton will not be in attendance for the October 9th City Council meeting. Mayor Pro-tem Debra Hines will be available to run the meeting.

No second meeting in November or December.

May move permanently to one meeting per month. More discussion to follow.

ADJOURN

Motion was made by Mayor Pro-tem Debra Hines to adjourn. Motion was seconded by Council Member Chrys Grummert.

Taffy Barker – City of Woodcreek

DRAFT

**CITY COUNCIL MEETING (CITY HALL)
October 9, 2024; 6:30 PM
Woodcreek, Texas
MINUTES**

CALL TO ORDER**MOMENT OF SILENCE****PLEDGES****ROLL CALL and ESTABLISH QUORUM****PRESENT**

Mayor Pro Tem Debra Hines
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Krista Richardson

CITY STAFF PRESENT

City Clerk Taffy Barker

PUBLIC COMMENTS**REGULAR AGENDA**

1. Consideration and Possible Action to approve the portion of the FY 2024-2025 tax rate dedicated to maintenance and operations be \$0.1099, and the total FY 2024-2025 tax rate of \$0.1908 as reflected in the FY2024-2025 budget pursuant to TEX. TAX CODE § 26.05(a)

Council Member Chrys Grummert made a motion to approve amending the portion of the FY 2024-2025 tax rate dedicated to maintenance and operations be \$0.1099, and the total FY 2024-2025 tax rate of \$0.1908 as reflected in the FY2024-2025 budget pursuant to TEX. TAX CODE § 26.05(a). Motion was seconded by Council Member Krista Richardson.

A vote was called. Motion passed 4-0-0

2. Consideration and Possible Action on an Ordinance of the City Council of The City Of Woodcreek, Texas (Ordinance #24-10-09-1, Adopting a Tax Rate Of \$0.1908 Per One Hundred Dollars (\$100.00) Consisting of the Approved Maintenance and Operation Rate (\$0.1099) and Debt Service Rate (\$0.0809) of Assessed Valuation For the City Of Woodcreek To Be Effective For the 2024 Tax Year (Fiscal Year 2025)

Council Member Chrys Grummert made a motion to adopt the Amending Ordinance of the City Council of The City Of Woodcreek, Texas (Ordinance #24-10-09-1, Adopting a Tax Rate Of

\$0.1908 Per One Hundred Dollars (\$100.00) Consisting of the Approved Maintenance and Operation Rate (\$0.1099) and Debt Service Rate (\$0.0809) of Assessed Valuation For the City Of Woodcreek To Be Effective For the 2024 Tax Year (Fiscal Year 2025) and post appropriately on the city website. Motion was seconded by Council Member Linnea Bailey. A vote was called. Motion passed 4-0-0

3. Discussion and possible action to award the City of Woodcreek 2024 Safety Enhancement Program bid to Myers Concrete. (Hines)

Council Member Chrys Grummert made a motion to award the City of Woodcreek 2024 Safety Enhancement Program bid to Myers Concrete. Motion was seconded by Council Member Linnea Bailey. A vote was taken by a show of hands. Motion passed 4-0-0

An amended motion was made by Council Member Chrys Grummert to ask Myers Concrete to do a pothole fill on the North to South section of Deerfield. Motion was seconded by Council Member Krista Richardson. A vote was taken by a show of hands. Motion passed 4-0-0

4. Discussion and possible action to select a design and authorize the City of Woodcreek Engineering Firm, Freeland Turk, and city staff to draft and post a Request for Bid to improve the cul-de-sac at Champion Court to enhance safety. (Hines)

Council Member Chrys Grummert made a motion to select the Hammerhead Turnaround as recommended by the City Engineers and authorize the City of Woodcreek Engineering Firm, Freeland Turk, and city staff to draft and post a Request for Bid to improve the cul-de-sac at Champion Court to enhance safety. Motion was seconded by Council Member Krista Richardson. A vote was taken by a show of hands. Motion passed 4-0-0

5. Discussion and possible action to post a Request for Qualifications (RFQ) for a City Secretary for The City of Woodcreek. (Hines)

Council Member Chrys Grummert made a motion to post a Request for Qualifications (RFQ) for a City Secretary for The City of Woodcreek. Motion was seconded by Council Member Linnea Bailey. A vote was taken by a show of hands. Motion passed 4-0-0

An amended motion was made by Mayor Pro -Tem Debra Hines to move RFQ end date to November 20th. Motion was seconded by Linnea Bailey. A vote was taken by a show of hands. Motion passed 3-1-0

6. Discussion and possible action to delegate all duties of the office of City Secretary of the City of Woodcreek to the current acting City Administrator, Jim Burton, who may then assign

some task to other city staff to distribute the workload. (Hines)

Council Member Chrys Grummert made a motion to delegate all duties of the office of City Secretary of the City of Woodcreek to the current acting City Administrator, Jim Burton, who may then assign some tasks to other city staff to distribute the workload. Motion was seconded by Mayor Pro Tem Debra Hines. A vote was called by show of hands. Motion passed 4-0-0.

7. Discussion and possible action to approve a stipend for city staff, Taffy Barker, not to exceed \$250.00 per week as compensation for added duties that may occur during the duration of the time that the City of Woodcreek takes to hire a new City Secretary. (Hines)

Council Member Chrys Grummert made a motion to approve a stipend for city staff, Taffy Barker, not to exceed \$250.00 per week as compensation for added duties that may occur during the duration of the time that the City of Woodcreek takes to hire a new City Secretary. Motion was seconded by Mayor Pro Tem Debra Hines. A vote was called by show of hands. Motion passed 4-0-0

8. Authorize staff to draft and issue a request for proposals (RFP) for administrative and plan development services for the Resilient Communities Program (RCP) grant program administered by the Texas General Land Office (GLO). (Hines)

Council Member Chrys Grummert made a motion to Authorize staff to draft and issue a request for proposals (RFP) for administrative and plan development services for the Resilient Communities Program (RCP) grant program administered by the Texas General Land Office (GLO). Motion was seconded by Council Member Krista Richardson. A vote was called by show of hands. Motion passed 4-0-0

9. Discussion and possible action to adopt a Flood Plain Damage Prevention Ordinance for the City of Woodcreek, Texas. (Hines)

Council Member Chrys Grummert made a motion to adopt the Flood Plain Damage Prevention Ordinance for the City of Woodcreek, Texas. Motion was seconded by Council Member Krista Richardson. A vote was called by show of hands. Motion passed 4-0-0

10. Discussion and possible action to adopt a resolution designating the totality of the American Rescue Plan Act funds received by the City of Woodcreek as "lost revenue," be incorporated into the General Fund, and allocated for drainage and planning projects during the fiscal year 2024-2025. (Hines)

Council Member Chrys Grummert made a motion to adopt the resolution designating the totality of the American Rescue Plan Act funds received by the City of Woodcreek as "lost

revenue," be incorporated into the General Fund, and allocated for drainage and planning projects during the fiscal year 2024-2025. Motion was seconded by Council Member Krista Richardson. A vote was called by show of hands.

Motion passed 4-0-0

11. Discussion and possible action to authorize the Mayor to negotiate the terms and conditions of an employment agreement with the selected candidate from the City Administrator selection process, execute the agreement subject to legal review, and upon successful execution, appoint the individual as the City Administrator for the City of Woodcreek. (Hines)

Council Member Chrys Grummert made a motion to authorize the Mayor to negotiate the terms and conditions of an employment agreement with the selected candidate from the City Administrator selection process, execute the agreement subject to legal review, and upon successful execution, appoint the individual as the City Administrator for the City of Woodcreek.

Council went into Executive Session at 8:08 PM and came out at 8:43 PM

Motion was seconded by Council Member Linnea Bailey. A vote was called by show of hands. Motion passed 4-0-0

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

1. Consideration of not holding second monthly meetings
2. Financial Documents & Financial Statements
3. Explore ideas to assist over 65 residents
4. Council Member Linnea Bailey will have an Infrastructure & Mobility Panel Report
5. Council Member Chrys Grummert will have a Planning & Zoning Commission Report
6. Council Member Krista Richardson will have a Tree Board Report

ANNOUNCEMENTS

ADJOURN

A motion was made by Council Member Chrys Grummer to adjourn. Motion was seconded by Council Member Krista Richardson. Meeting adjourned at 8:53 PM

Debra Hines, Mayor Pro Tem

CITY COUNCIL MEETING (CITY HALL)
October 23, 2024; 4:00 PM
Woodcreek, Texas
MINUTES

CALL TO ORDER**MOMENT OF SILENCE****PLEDGES****ROLL CALL and ESTABLISH QUORUM****PRESENT**

Mayor Jeff Rasco
 Mayor Pro-tem Debra Hines
 Council Member Bob Hambrick
 Council Member Linnea Bailey
 Council Member Chrys Grummert
 Council Member Krista Richardson

CITY STAFF PRESENT

City Administrator Jim Burton
 City Clerk Taffy Barker

PUBLIC COMMENTS**CONSENT CALENDAR****1. Approval of Regular City Council Meeting Minutes From September 11, 2024**

Council Member Chrys Grummert made a motion to approve the City Council Meeting Minutes from Sept 11, 2024 with the following typo correction on page 9 of the packet, under 'council considerations', the Local Government code Council member Hambrick was referring to was 22.077(a). Mayor Pro-tem seconded the motion.

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

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. Report by Planning and Zoning Committee Liaison, Council Member Grummert -
 New Planning and Zoning Chairperson and Vice-Chairperson

3. Report by Infrastructure and Mobility Panel Liaison, Council Member Bailey -
 Drainage Town Hall to be held at VFW October 22, 2024 - Status of edits to Ordinance 30,

Chapter 92 - Workshop to discuss mobility solutions Page 2 of 4 October 23, 2024 2nd City Council Meeting (City Hall) Agenda

4. Report by Tree Board Liaison, Council Member Richardson - November 9th Tree Give-away event. - Oak wilt and tree trimming educational signs have been distributed throughout the city. - Tree City USA application status. - We are beginning the process of tagging dead trees on city property for removal. - Next project is a possible city orchard and applying for a fruit tree orchard grant. - Reminder that we have two alternate seats open on the board if anyone is interested in volunteering.

5. Report by City Administrator, Jim Burton - Sheriff Report - Check Register - Accounting Services - Quarterly Financials - Code enforcement - City Hall Updates

6. Report on Financials, Michael Boese, Clear Career Professionals. He will look at FY 22-23 audit.

REGULAR AGENDA

7. Discuss and Take Appropriate Action to decide what the project should be regarding an LCRA Grant application, and create a sub-committee to work with staff and apply for the LCRA Grant in January 2025. (Grummert)

A motion was made by Council Member Chrys Grummert that Council creates a Sub-committee of Mayor Rasco and myself to work with staff and apply for the LCRA grant in January to seek outside funding for the Public Restroom at Creekside Park. Motion was seconded by Council Member Krista Richardson.

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

An amended motion was made by Mayor Pro-tem Debra Hines to to include the matching grant of 20% and the funds coming from Capital Improvements line item.

Motion was seconded by Council Member Chrys Grummert.

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

8. Discuss and Take Appropriate Action to approve the purchase of additional trees by the Tree Board for the Fall Tree Give-Away Event on 11/9/24 using funds from the Tree Board line item in the budget. (Richardson)

A motion was made by Council Member Krista Richardson to allow the Tree Board to spend \$250 additional dollars on 25 more trees for the November 9th Tree Give-a-Way. Motion was seconded by Council Member Bob Hambrick.

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

9. Discussion on the installation of "speed cushion ahead" signs leading up to the speed cushions being installed as part of the safety enhancement program. (Hines)

Mayor Pro-tem Debra Hines made a motion to discuss the installation of "speed cushion ahead" signs. Motion was seconded by Council Member Bob Hambrick.

10. Discussion and possible action to change the City of Woodcreek's event permit process and fees. (Hines)

Mayor Pro-tem Debra Hines made a motion to adjust event permit fees and the reservation form. Remove the \$100 fee for space rental and maybe change cost to \$25 if street closures are needed, loud music will be played or over 50 people will be in attendance. Boards and Committees should not be asked to pay a fee reservation with the City. Motion was seconded by Council Member Chrys Grummert.

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

11. Discussion and possible action to create a committee to research and provide programs directed toward the needs of the elderly population of the City of Woodcreek. (Bailey).

Council Member Linne Bailey made a motion to direct all Advisory Boards to consider ways to improve accommodating and engaging seniors when presenting their recommendations to council, including the possibility of needed transportation to community events and that the city prioritizes safe pedestrian mobility and enrolls in the AARP Network of age-friendly States and Communities. Motion was seconded by Council Member Krista Richardson.

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

Council Member Chrys Grummert made an amendment to direct all Advisory Boards to consider ways to improve accommodating and engaging seniors when presenting their recommendations to council, including the possibility of needed transportation to community events and that the city prioritizes safe pedestrian mobility and enrolls in the AARP Network of age-friendly States and Communities. Mayor Pro-tem seconded the motion.

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

12. Discuss and Take Appropriate Action to approve the reallocation of funds in the amount of \$153 from the Tree Board budget line item to general fund expenses. (Richardson)

A motion was made by Council Member Krista Richardson to reallocate funds spent on tree trimming signs from Parks Board account to come from City general funds.

Motion was seconded by Mayor Pro-tem Debra Hines.

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

An amended motion was made by Mayor Pro-tem Debra Hines to move the take the funds from City fund account Printing and Reproduction. Motion was seconded by Council Member Chrys Grummert.

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

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

Council Member Bob Hambrick SpookTacular Report
Mayor Pro-tem Debra Hines speed cushion signs
City Administrator Jim Burton consider TMRS change from 25 years to 20 years
Council Member Chrys Grummert deadline November 20th tictok
Council Member Linnea Bailey removing TOMA requirements for Boards & Commissions
Mayor Pro-tem Debra Hines restructuring of Boards & Commissions, will need an Ordinance change

ANNOUNCEMENTS

Mayor Jeff Rasco introduced local AquaTexas representatives Barry Dobbs & Brentin Cribbs
Encourage more participants to join SpookTacular parade and volunteers needed
Gloria Duke passed away

ADJOURN

Motion to adjourn was made by Council Member Chrys Grummert and seconded by Mayor Pro-tem Debra Hines. Meeting adjourned at 5:20 PM

Jeff Rasco, Mayor

August HCSO Report

Stop Type	# of Stops	# of Citations	Resident
Ran Stop Sign	7	0	3
Expired Registration	7	2	2
Speeding	9	0	2
Defective Vehicle	1	0	1
No Insurance	1	0	0
Totals	25	2	8

CITY OF WOODCREEK
 Council Report
 Check Date: 10/1/2024 to 10/31/2024

11/1/2024 10:07:

Item 5.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	10/2/2024	Bruner Land Improvement	10-10-5209	ROW Tree Trimming	ROW Tree Trimming	\$4,200.00
	10/2/2024	Bruner Land Improvement	10-10-5212	Street Signs	Sign Installation	\$1,200.00
	10/2/2024	Bruner Land Improvement	10-10-5204	Greenspace Maintenance	Mulching trees	\$2,000.00
	10/4/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	General Engineering	\$4,626.55
	10/4/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	154-102 2024 Safety Enhancements	\$1,590.00
	10/4/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	Development Review	\$2,050.00
	10/4/2024	Hired Killers Inc.	10-10-5053	City Hall Maintenance / Repairs	Quarterly treatment 10/1/2024	\$97.00
	10/4/2024	Girl Scout Troop 1966	10-10-5204	Greenspace Maintenance	Plants for Gold Project	\$588.61
	10/4/2024	Pitney Bowes (NOTPurchasePower)	10-10-5056	Printing & Reproduction	Lease 10/29/2024-1/28/2025	\$188.12
	10/16/2024	Bruner Land Improvement	10-10-5202	Mowing	Mowing October	\$435.00
	10/16/2024	A to Z Copy & Print, LLC	10-10-5050	Office Supplies	Jim new business cards	\$75.00
	10/16/2024	Cedar Bruner	10-10-5207	Contract Services	20241001-1013 Cedar Bruner	\$180.00
	10/16/2024	Verizon	10-10-5406	Telephone & Internet	20240902-1001	\$166.44
	10/16/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	Oak Orchard Replat	\$117.97
	10/16/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	Vote on Tax Rate	\$165.00
	10/16/2024	CivicPlus LLC	10-10-5060	Website	Annual Hosting, security, SSI Management, Civic Engage Central	\$4,224.25

CITY OF WOODCREEK
 Council Report
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11/1/2024 10:07:

Item 5.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	10/16/2024	HOT IT	10-10-5114	IT Services	NAS data on computer uploaded to cloud	\$359.99
	10/16/2024	Clear Career Professional Ilc	10-10-5103	Contract Labor	Professional Consulting Services 9/24-9/29/24 Virtual Budget, CM Candidates & Fundview	\$1,800.00
	10/16/2024	Clear Career Professional Ilc	10-10-5103	Contract Labor	9/30/24-10/6/2024 ordinances, CM Candidates & Fundview	\$1,500.00
	10/16/2024	PEC-Utilities	10-10-5404	Outdoor Electric	Woodcreek Entrance	\$72.67
	10/16/2024	PEC-Utilities	10-10-5404	Outdoor Electric	Brookhollow	\$49.13
	10/16/2024	PEC-Utilities	10-10-5401	City Hall Electric	City Hall	\$179.07
	10/16/2024	Texas Municipal League	10-10-5314	TML Insurance	Insurance	\$7,674.38
	10/16/2024	Jani King	10-10-5054	Cleaning Costs	October cleaning	\$297.00
	10/21/2024	VFW Post 6441	10-10-5304	Meeting Expense	Town Hall Meeting Rental Space	\$250.00
	10/25/2024	Alexander Pinillo	10-10-5116	Law Enforcement	Oct 2024	\$520.00
	10/25/2024	Capital Area Council of Governments	10-10-5301	Dues & Membership	2025 CAPCOG Annual Membership Dues	\$187.20
	10/25/2024	ATS Engineers	10-10-5118	Building Inspections	4 Canyon Cr Inspection	\$55.00
	10/25/2024	ATS Engineers	10-10-5118	Building Inspections	4 Canyon Cr Inspections	\$55.00
	10/25/2024	ATS Engineers	10-10-5118	Building Inspections	130 Augusta Lane Re-inspections	\$55.00
	10/25/2024	VISA	10-10-5552	Parks Board	Tax Credit Wimb gardens Credit Jeff Air B&B	(\$544.60)
	10/25/2024	VISA	10-10-5306	Travel & Vehicle Exp Reimb.	Uber Mayor Rasco & food TML Conference	\$73.73

CITY OF WOODCREEK
 Council Report
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Item 5.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	10/25/2024	VISA	10-10-5552	Parks Board	Spooktacular Bounce houses	\$1,950.29
	10/25/2024	VISA	10-10-5312	Community Relations	Lunch for staff & Council	\$36.27
	10/25/2024	VISA	10-10-5312	Community Relations	Lunch with Wimb	\$116.33
	10/25/2024	VISA	10-10-5213	Equipment Maintenance	Trailer Tags & CC fee	\$110.75
	10/25/2024	VISA	10-10-5551	Tree Board	Vista Print signs	\$106.46
	10/25/2024	VISA	10-10-5551	Tree Board	Donuts	\$39.00
	10/25/2024	VISA	10-10-5552	Parks Board	Boy Scout Project	\$471.24
	10/25/2024	VISA	10-10-5058	Software & Subscriptions	Zoom	\$17.04
	10/25/2024	VISA	10-10-5050	Office Supplies	Coffee	\$35.99
	10/25/2024	VISA	10-10-5056	Printing & Reproduction	Yard Signs for Tree Trimming	\$152.99
	10/25/2024	VISA	10-10-5204	Greenspace Maintenance	GS Project Butterfly garden	\$625.31
	10/25/2024	Leineweber Services	10-10-5552	Parks Board	SpookTacular Toilets & handwashing station	\$510.00
	10/25/2024	Spectrum Business	10-10-5406	Telephone & Internet	10/15-11/14/2024	\$212.43
	10/25/2024	John Aloysius Pozuc	10-10-5116	Law Enforcement	10/26/24 4-8	\$240.00
	10/25/2024	Hays County	10-10-5116	Law Enforcement	2 vehicles for Spooktacular	\$50.00
	10/25/2024	Hays County	10-10-5116	Law Enforcement	Oct 2024 Car	\$400.00
	10/25/2024	FundView Software	10-10-5058	Software & Subscriptions	Software yearly	\$13,750.00

CITY OF WOODCREEK
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11/1/2024 10:07:

Item 5.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	10/25/2024	Xerox Financial Services	10-10-5056	Printing & Reproduction	10/1-10/3124	\$206.36
	10/25/2024	Cedar Bruner	10-10-5103	Contract Labor	10142024-10272024	\$135.00
	10/25/2024	Christopher A Morgan	10-10-5116	Law Enforcement	241007-1028	\$480.00
	10/25/2024	Lawrence Smith	10-10-5116	Law Enforcement	102624 spooktacular 4-8	\$240.00
	10/25/2024	Denton Navarro Rocha Bernal & Zech	10-10-5109	Legal Expenses:General	9/2-9/252024	\$6,765.42
	10/31/2024	Bob Hambrick	10-10-5552	Parks Board	Ice & Water	\$31.24
	10/31/2024	Automation Designs, Inc	10-10-5051	Office Equipment	camera repair, DVD, hard drive	\$2,494.90
	10/31/2024	Southern Temp Control LLC	10-10-5053	City Hall Maintenance / Repairs	clear drain line, AC service charge	\$232.95
	10/31/2024	CivicPlus LLC	10-10-5060	Website	Annual hosting SSL management, DNS hosting	\$4,707.40
					Total	\$68,604.88

Non-Departmental

	10/8/2024	EFTPS	10-2103	EFTPS	Medicare - Employer 10/5/2024	\$114.73
	10/8/2024	EFTPS	10-2103	EFTPS	Medicare - Employee 10/5/2024	\$114.73
	10/8/2024	EFTPS	10-2103	EFTPS	Social Security - Employer 10/5/2024	\$490.55
	10/8/2024	TMRS	10-2102	TMRS	TMRS - Employer 10/5/2024	\$695.73
	10/8/2024	TMRS	10-2102	TMRS	TMRS - Employee 10/5/2024	\$538.73
	10/8/2024	EFTPS	10-2103	EFTPS	Social Security-Employee 10/5/2024	\$490.55

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Non-Departmental						
	10/8/2024	EFTPS	10-2103	EFTPS	Federal Withholding 10/5/2024	\$830.55
	10/21/2024	EFTPS	10-2103	EFTPS	Medicare - Employer 10/19/2024	\$92.86
	10/21/2024	EFTPS	10-2103	EFTPS	Medicare - Employee 10/19/2024	\$92.86
	10/21/2024	EFTPS	10-2103	EFTPS	Social Security - Employer 10/19/2024	\$397.07
	10/21/2024	TMRS	10-2102	TMRS	TMRS - Employer 10/19/2024	\$559.44
	10/21/2024	TMRS	10-2102	TMRS	TMRS - Employee 10/19/2024	\$433.20
	10/21/2024	EFTPS	10-2103	EFTPS	Social Security-Employee 10/19/2024	\$397.07
	10/21/2024	EFTPS	10-2103	EFTPS	Federal Withholding 10/19/2024	\$707.31
	10/31/2024	ATS Engineers	10-4045	Commercial	Plan Review Double J	\$380.00
Total						\$6,335.38

CITY OF WOODCREEK
 Council Report
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Item 5.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
70 - Capital Fund						
FY 24 Capital Projects						
	10/31/2024	Harvest Rain	70-24-7012	Rainwater Collection Project	Shed Rainwater Collection System	\$7,907.00
	10/31/2024	Harvest Rain	70-24-7012	Rainwater Collection Project	Gazebo rainwater collection	\$4,997.50
					Total	\$12,904.50

CITY OF WOODCREEK
Council Report
10/1/2024 to 10/31/2024

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Item 5.

Fund Totals

10	General Fund	\$74,940.26
70	Capital Fund	\$12,904.50
	Grand Total:	\$87,844.76



Spirit of Woodcreek AWARD

The City of Woodcreek thanks

John Odell

For his active support of our city as a vocal advocate for Woodcreek on the radio and his many other volunteer activities since arriving with Melissa four years ago. He truly embodies the Spirit of Woodcreek.

The City of
Woodcreek
IN THE MIDST OF THE TEXAS HILL COUNTRY

City of Woodcreek Proclamation

In Appreciation of Our Dedicated Staff, Volunteers, and Consultants

WHEREAS, the City of Woodcreek recognizes the invaluable contributions made by our dedicated staff, volunteers, and consultants; and

WHEREAS, Jim Burton, our City Administrator, tirelessly leads our administrative team with vision and commitment; and

WHEREAS, Taffy Barker, our City Clerk, ensures the smooth operation of city functions and serves as a vital link between the government and the community; and

WHEREAS, Sean Rawlings, Assistant to the City Administrator, consistently provides support that enhance our city's services and facilities; and

WHEREAS, our volunteers on city advisory boards and community members who lend their time and efforts enrich our city's programs and initiatives; and

WHEREAS, City Attorneys Charlie Zech and Stan Springerly of Denton Navarro Rodriguez Bernal Santee & Zech, P.C. offer expert legal guidance, ensuring that our city operates within the framework of the law; and

WHEREAS, City Engineers Tom Turk and Gary Freeland of Freeland Turk Engineering Group LLC contribute their technical expertise to improve and maintain our infrastructure; and

WHEREAS, City administration consultant Mike Boese of Clear Career Professionals brings a wealth of knowledge and experience that has provided continuity and aided in the continuous improvement of our city's operations;

NOW, THEREFORE, I, Jeff Rasco, Mayor, on behalf of the City of Woodcreek, do hereby proclaim our heartfelt appreciation for the exceptional dedication and service of our staff, volunteers, and consultants. Your hard work and commitment to the betterment of our community are deeply valued and inspire all of us to strive for excellence.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of November, 2024.

Jeff Rasco
Mayor
City of Woodcreek



City Council Agenda Item Coversheet

Proposed Motion:

Adopt the resolution to authorize the Mayor to act as the City's executive officer and authorized representative in all matters pertaining to the City's participation in the Resilient Communities Program (RCP) grant program administered by the Texas General Land Office (GLO), and to request that the City applies for the full \$300,000.00 grant limit.

Item Description:

The GLO Resilient Communities Program (RCP) grant opportunity is from the Texas General Land Office (GLO) with \$100 Million in Community Development money for communities to focus on resiliency. There is a \$300,000 limit per City application, *with no match required*.

It's recommended that communities apply for the full \$300,000 to develop a new, more robust comprehensive plan with a targeted emphasis on optimizing the resilient community efforts in every area. *The new plan would integrate any existing hazard mitigation or comprehensive plans* and identify potential local hazard risks, effects of climate change on the area, future growth predictions, and always with fair and equitable housing practices considered. By utilizing the latest tools and data collection methods, using existing community data, and facilitating active community participation, the plan will explain and illustrate how to mitigate and be more resilient against those risks identified.

The new plan will be forward-looking and MUST include these five (5) segments, but not limited to only these studies if there are other areas the community would like to address:

- 1) **Population Study**; utilizing current data while addressing potential and projected future issues with an emphasis on resiliency.
- 2) **Housing Study**; refreshing any existing reports, studies and review the city's current situation with a future outlook for housing demand.
- 3) **Land Use Study/Plan**; analyzing current land use and studying the future projections to ensure the community is well positioned for future needs and prepared and more resilient to both natural disasters and local hazard risks.
- 4) **Zoning Ordinance**; review existing zoning ordinances (where available) and recommend revisions and/or new ordinances to meet identified needs and risks.
- 5) **Infrastructure Study / Capital Improvement Plan**; including analyses of all community infrastructure assets and systems (e.g. transportation, drainage, water, sewer, and parks) and recommendations for capital projects to increase community resilience.

If proposing to spend money, what amount and from what budget line item?

Cost of advertising for proposals



RESILIENT COMMUNITIES PROGRAM

Texas General Land Office
Community Development & Revitalization

The Texas General Land Office (GLO) allocated up to \$100 million in Community Development Block Grant Mitigation (CDBG-MIT) funds for the Resilient Communities Program (RCP). The RCP will fund the development, adoption, and implementation of modern and resilient building codes and flood damage prevention ordinances to ensure that structures built within the community can withstand future hazards.

RCP launches June 1, 2022.
More information and the application are available at
recovery.texas.gov/rcp.

Communities are encouraged to also learn about RCP's companion program, the Local Hazard Mitigation Plans Program (LHMPP), which is actively accepting applications. Visit LHMPP's web page at recovery.texas.gov/mitigation/lhmpp.

▶ Eligibility Criteria

Applications will have a maximum of \$300,000 per applicant, first-come first-served.

At least 50% must address mitigation needs in the CDBG-MIT most impacted and distressed (MID) areas identified by the United States Department of Housing and Urban Development (HUD).

▶ Eligible Applicants

Units of local government (e.g., cities, counties, federally recognized tribes, and councils of governments) located in a CDBG-MIT eligible area. Entity must have legal authority to adopt and enforce the building code, zoning ordinance, land use plan, and/or comprehensive plan proposed in the RCP application.

Planning Activities

Develop, update, adopt, and implement:

- **BUILDING CODES** that meet or exceed International Residential Code (IRC) edition 2012;
- **FLOOD DAMAGE PREVENTION ORDINANCES**
 - Must require new structures to be at least 2-feet above base flood elevation;
- **ZONING ORDINANCES**
 - based upon a land use plan or comprehensive plan; and
- Forward-looking **LAND USE PLANS** and/or **COMPREHENSIVE PLANS** that integrate hazard mitigation planning.

Public Service Activities

Activities leading to an increase in community knowledge and/or the National Flood Insurance Program's voluntary Community Rating System's (CRS) incentive program.

Examples include education and outreach campaigns that alert communities and beneficiaries to mitigation opportunities and best practices.

Public Service activities must meet a HUD national objective.

▶ Technical Assistance

RCP staff is available to assist potential applicants with understanding how the program can best assist in meeting the needs of the community with regard to mitigation activities, such as modern building code adoption, that increase the resilience and reduce the likelihood of losses of life and property from future disasters.

 RCP Contact information: (512) 770-4900

 rcp.glo@recovery.texas.gov

RESOLUTION 2024-11-13-01

A RESOLUTION OF THE CITY COUNCIL OF WOODCREEK, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION-RESILIENT COMMUNITIES PROGRAM PROJECT APPLICATION TO THE GENERAL LAND OFFICE; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY’S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY’S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM.

WHEREAS, the City Council of Woodcreek desires to develop a thriving, viable community, strengthen infrastructure, provide a suitable living environment, and expand economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interest of the City to apply for funding under the Community Development Block Grant Mitigation Program, Resilient Communities;

NOW THEREFORE, BE IT RESOLVED;

Section 1. That a Community Development Block Grant Program application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Community Development Block Grant – Mitigation-Resilient Communities; and

Section 2. That the application be for the CDBG-MIT Resilient Communities Application program to carry out Planning Activities; and

Section 3. That the grant amount be up to the maximum allowed by the CDBG-MIT-RCP; and

Section 4. That the City Council directs and designates the Mayor as the Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and participation in the Community Development & Revitalization Grant Program.

Passed and approved this 13th day of November 2024

By:

Attest:

Mayor

City Administrator

THE CITY OF WOODCREEK
RESOLUTION No. 2024-11-13-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS,
DESIGNATING THE OFFICIAL CITY NEWSPAPER

WHEREAS, in accordance with Chapter 52, Section 52.004 of the Texas Local Government Code, the City Council shall, by ordinance or resolution, designate a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected.

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

1

The Wimberley View is hereby designated the official newspaper of the City of Woodcreek for publication of each ordinance, notice, or other matter required by law or ordinance to be published.

11

This Resolution shall be effective immediately upon adoption.

PASSED, APPROVED AND RESOLVED, this the 13th day of November, 2024.

BY: _____
Jeff Rasco, Mayor

ATTEST: _____
Jim Burton, City Administrator

**CITY OF WOODCREEK
ORDINANCE NO. _____**

**AN ORDINANCE AUTHORIZING THE CITY OF WOODCREEK RETIREMENT
ELIGIBILITY FOR THE TEXAS MUNICIPAL RETIREMENT SYSTEM.**

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

WHEREAS, the City Council hereby determines it advisable to authorize Twenty (20) Year Retirement Eligibility for former and current employees of the City participating in the Texas Municipal Retirement System.

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

Authorization of Twenty (20) Year Retirement Eligibility.

(a) Pursuant to §854.202(g) of Subtitle G of Title 8, Texas Government Code, as amended (which subtitle is referred to as the "TMRS Act"), the City of Woodcreek, Texas (“City”) authorizes any member of the Texas Municipal Retirement System (“System”) who is or was an employee of the City to retire and receive a service retirement benefit if the member has at least twenty (20) years of credited service in the System performed for one or more municipalities, including the City, that have adopted a like provision under TMRS Act §854.202(g).

(b) Prior to adopting this Ordinance, the City has: (1) prepared an actuarial analysis of member retirement annuities at twenty (20) years of service; and (2) held a public hearing pursuant to the notice provisions of the Texas Open Meetings Act (Chapter 551, Texas Government Code).

(c) The retirement eligibility authorized in this Ordinance shall be in addition to the plan provisions previously adopted by the City and in force at the effective date of this Ordinance pursuant to the TMRS Act.

(d) 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.

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PASSED AND APPROVED this _____ day of _____, 2024, by a vote of ____ ayes to ____ nays to ____ abstentions of the City Council of Woodcreek, Texas.

ATTEST:

CITY OF WOODCREEK, TEXAS:

Jim Burton, City Administrator

Jeff Rasco, Mayor

2025 Rates • Woodcreek

June 17, 2024

Plan Provisions	Current	Option 1
Employee Contribution Rate	7%	7%
City Matching Ratio	2 to 1	2 to 1
Updated Service Credit (USC)	None	None
Transfer USC *	No	No
COLA	None	None
Retroactive COLA	No	No
Retirement Eligibility Any Age	25 years	20 years
Vesting	5 years	5 years
Supplemental Death Benefit	Actives + Retirees	Actives + Retirees
Contribution Rates	2025	2025
Normal Cost Rate	9.15%	9.15%
Prior Service Rate	<u>-0.89%</u>	<u>-0.89%</u>
Retirement Rate	8.26%	8.26%
Supplemental Death Rate	<u>0.33%</u>	<u>0.33%</u>
Total Contribution Rate	8.59%	8.59%
Unfunded Actuarial Liability	\$-42,300	\$-42,300
Funded Ratio	117.4%	117.4%
Benefit Increase Amortization Period	8 years	8 years

* As of the December 31, 2023 valuation date, there was 1 employee with service in other TMRS cities eligible for transfer USC.



City Council Agenda Item Coversheet

Proposed Motion:

Adopt the State Required Applications and Prohibited Technology Policy.

Item Description:

Last session, the Texas legislature passed S.B. 1893, which prohibits the use of TikTok and certain other social media applications and services on governmental devices. The bill specifically requires cities and other political subdivisions to adopt a policy: (1) prohibiting the installation of TikTok or another covered application on any device owned or leased by the governmental entity; and (2) requiring the removal of covered applications from those devices.

Although the bill went into effect immediately upon being signed by the governor in 2023, the requirement that a city adopt a policy described above did not apply until the Department of Information Resources (DIR) and the Department of Public Safety (DPS) jointly developed a model policy for governmental entities to use in developing their own local policy. The DIR/DPS model policy was recently released on September 16, 2024.

DIR guidance provides that governmental entities, including cities, have until November 20, 2024 to adopt their local policies required by S.B. 1893. It should be noted that city policies adopted to comply with S.B. 1893 need not mirror the DIR/DPS model policy, but it is expected that the DIR/DPS model policy is used in developing the city policy. The law provides, and the model policy reflects, that city-adopted policies may allow for the installation and use of a covered application to the extent necessary for: (1) providing law enforcement; or (2) developing or implementing information security measures."

If proposing to spend money, what amount and from what budget line item?

N/A

**THE CITY OF WOODCREEK
RESOLUTION NO. 2024-11-13-04**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, ADOPTING A POLICY TO PREVENT THE USE OF PROHIBITED TECHNOLOGY AND COVERED APPLICATIONS ON CITY-OWNED DEVICES AND NETWORKS, AND OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, in accordance with the directive issued by Texas Governor Greg Abbott on December 7, 2022, all state agencies are required to ban the use of certain technology and applications, specifically TikTok, on state-owned and state-issued devices due to concerns over surveillance risks; and

WHEREAS, the 88th Texas Legislature subsequently enacted Senate Bill 1893, mandating the prohibition of covered applications on devices owned by governmental entities; and

WHEREAS, the City of Woodcreek is committed to safeguarding sensitive information and ensuring the security of its technology infrastructure by implementing appropriate controls to prevent the unauthorized use of technology and applications deemed a risk to the state; and

WHEREAS, the City Council has reviewed and considered the proposed policy and its compliance with Governor Abbott's directive, Senate Bill 1893, and applicable sections of the Texas Government Code, particularly Government Code Chapter 620.

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

1. **Open Meeting Compliance.** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public, and public notice of the time, place, and subject matter of the public business considered at such meeting, including this Resolution, was provided as required by Chapter 551 of the Texas Government Code.
2. **Policy Adoption.** The City Council hereby adopts the "Policy for Preventing the Use of Prohibited Technology and Covered Applications" in accordance with the Governor's directive and Senate Bill 1893, as outlined in the attached policy document, incorporated by reference herein.
3. **Implementation and Compliance.** The City of Woodcreek shall implement measures to ensure compliance with the policy, including but not limited to:

- Prohibiting the installation and use of covered applications, including TikTok, on all city-owned or leased devices.
 - Implementing controls to restrict access to unauthorized applications, maintaining the ability to remove covered applications remotely, and tracking all applicable devices.
 - Regularly reviewing and updating the list of covered applications as designated by the Texas Department of Information Resources (DIR) and in accordance with the Governor’s proclamations.
4. **Exceptions and Security Mitigations.** The City may allow specific exceptions for covered application use only when required for law enforcement purposes or for developing information security measures, with documented actions to mitigate associated risks.
5. **Enforcement.** Any employee found in violation of the policy shall be subject to disciplinary action, including possible termination of employment.

PASSED, APPROVED, AND RESOLVED this 13th day of November 2024, by a vote of ___ ayes and ___ nays at a Regular Meeting of the City Council of the City of Woodcreek, Texas.

BY: _____
Jeff Rasco, Mayor

ATTEST: _____
Jim Burton, City Administrator

APPROVED AS TO FORM: _____
 _____, **City Attorney**

City of Woodcreek, Texas

Covered Applications and Prohibited Technology Policy

Date: November 13, 2024

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 - 1.2 Scope and Application..... 3
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 - 2.1 Scope and Definitions 3
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- 3.0 Policy Compliance 5**
- 4.0 Policy Review..... 5**

1.0 INTRODUCTION

1.1 PURPOSE

On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Governor Abbott also directed the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) to develop a plan providing state agencies guidance on managing personal devices used to conduct state business. Following the issuance of the Governor's directive, the 88th Texas Legislature passed [Senate Bill 1893](#), which prohibits the use of covered applications on governmental entity devices.

1.2 SCOPE AND APPLICATION

The City of Woodcreek's covered applications policy is as described by [Section 2.0](#).

2.0 COVERED APPLICATIONS POLICY

2.1 SCOPE AND DEFINITIONS

This policy applies to all City of Woodcreek full- and part-time employees, contractors, paid or unpaid interns, and other users of City networks. All City of Woodcreek employees are responsible for complying with this policy.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

2.2 COVERED APPLICATIONS ON GOVERNMENT-OWNED OR LEASED DEVICES

Except where approved exceptions apply, the use or installation of covered applications is prohibited on all city-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The city will identify, track, and manage all city-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a. Prohibit the installation of a covered application.
- b. Prohibit the use of a covered application.
- c. Remove a covered application from a city-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- d. Remove an application from a city-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The city will manage all city-owned or leased mobile devices by implementing the security measures listed below:

- a. Restrict access to "app stores" or unauthorized software repositories to prevent the installation of unauthorized applications.
- b. Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
- c. Maintain the ability to remotely uninstall unauthorized software from mobile devices.

2.3 ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the government's sensitive information and critical infrastructure, DPS and DIR will regularly monitor and evaluate additional social media applications or services that pose a risk to this state.

DIR will annually submit to the Governor a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy.

If the Governor identifies an item on the DIR-posted list described by this section, then the city will remove and prohibit the covered application.

The city may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

2.4 PERSONAL DEVICE POLICY

2.5 AS TO ALL PERSONAL DEVICES, OFFICERS AND EMPLOYEES MUST NOT UTILIZE THE TIKTOK OR OTHER PROHIBITED APPLICATIONS RELATED TO CITY OFFICIAL BUSINESS, INCLUDING ACCESSING ANY CITY OWNED DATA, APPLICATIONS, NONPUBLIC FACING COMMUNICATIONS, AND OTHER ELECTRONIC DATA EXCHANGE AND OTHER DEVICES CAPABLE OF INTERNET CONNECTIVITY IN THEIR CARE, CUSTODY, OR CONTROL. COVERED APPLICATION EXCEPTIONS

Upon written request, the city may authorize the installation and use a covered application on an applicable device to the extent necessary for:

- (1) Providing law enforcement; or
- (2) Developing or implementing information security measures.

3.0 POLICY COMPLIANCE

The city will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership.

An employee found to have violated this policy may be subject to disciplinary action, including termination of employment.

4.0 POLICY REVIEW

This policy will be reviewed periodically and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR's website, or to suit the needs of the city.



City Council Agenda Item Coversheet

Proposed Motion:

Motion to direct City Administrator to reduce sign clutter and combine signs on single poles where possible.

Motion to reduce speed cushion sign count to install six (6) signs that say speed cushions ahead to be installed at locations up to the discretion of the City Administrator.

Motion to remove from installation plan the golf cart crossing sign on Deerfield.

Motion to authorize the City Administrator to make final discretionary calls on the installation of all signs based on in-person site review taking into account things such as existing land features, driveways, and other similar factor.

Item Description:

In further review of the Safety Enhancement Bid Package it was established that some of the signs planned for installation may need to be reduced, removed, and/or moved.

Freeland Turk took into consideration Council discussion and amendments to the package.

This is the final review before the project proceeds.

Final Radar Sign Placements ready for review in packet.

If proposing to spend money, what amount and from what budget line item?

Unknown



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 78070
 TBPE FIRM F-2104



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
COVER SHEET

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION

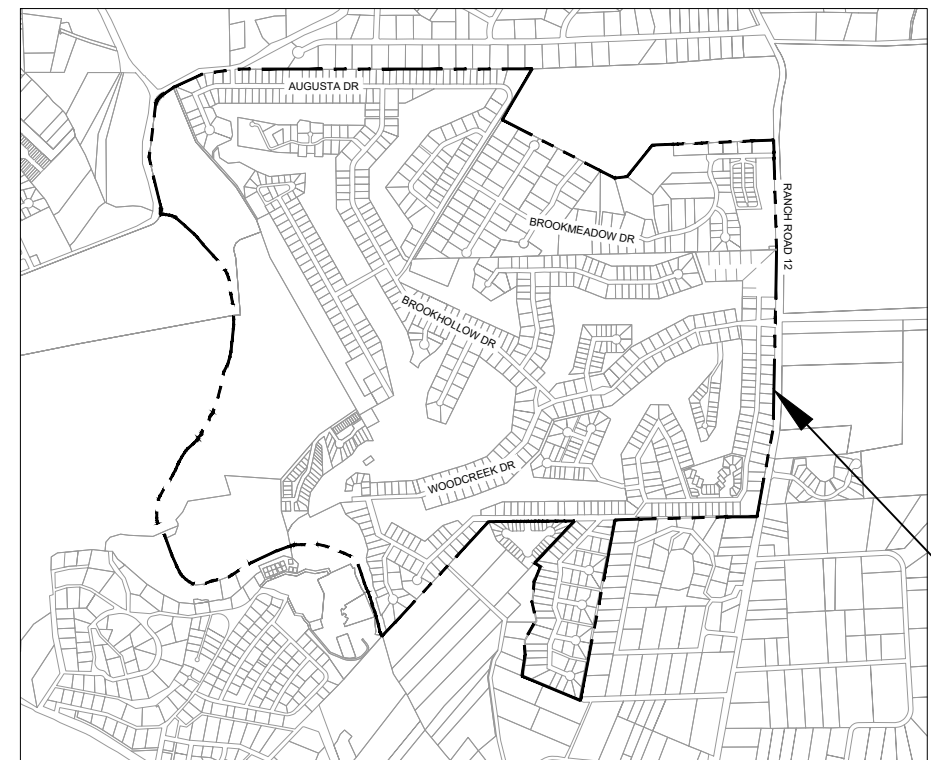
SHEET:
C0.00 49

CITY OF WOODCREEK

2024 SAFETY ENHANCEMENT PROGRAM

Sheet List Table

Sheet Number	Sheet Title
C0.00	COVER SHEET
C0.01	GENERAL NOTES SHT 1
C0.02	GENERAL NOTES SHT 2
C2.00	OVERALL (P)SITE PLAN
C2.01	DRIVEWAY PAVING LAYOUTS SHT 1
C2.02	DRIVEWAY PAVING LAYOUTS SHT 2
C2.03	DRIVEWAY PAVING LAYOUTS SHT 3
C2.04	DRIVEWAY PAVING LAYOUTS SHT 4
C2.05	DEERFIELD DR OVERLAY PLAN
C2.06	GUARDRAIL MODIFICATION PLAN
C2.07	SIGNAGE AND CROSSWALKS
C2.08	DIGITAL SPEED SIGN LOCATIONS SHT 1
C2.09	DIGITAL SPEED SIGN LOCATIONS SHT 2
C2.10	SPEED CUSHION LOCATIONS SHT 1
C2.11	SPEED CUSHION LOCATIONS SHT 2
C2.12	SPEED CUSHION LOCATIONS SHT 3
C3.00	METAL BEAM GUARD FENCE DETAIL
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C3.04	TRAFFIC CONTROL DETAIL
C3.05	SPEED CUSHION DETAIL SHT 1
C3.06	SPEED CUSHION DETAIL SHT 2
C3.07	EROSION CONTROL DETAIL



PROJECT LIMITS
 (VARIOUS LOCATIONS WITHIN CITY LIMITS)

CITY MAYOR:
 JEFF RASCO

CITY COUNCIL MEMBERS:
 PLACE 1, MAYOR PRO TEM - DEBRA HINES
 PLACE 2 - LINNEA R. BAILEY
 PLACE 3 - CHRYS GRUMMERT
 PLACE 4 - BOB HAMBRICK
 PLACE 5 - KRISTA RICHARDSON

CITY MANAGER:
 JIM BURTON

Date: Aug 21, 2024, 10:26am User ID: norri File: Z:\ENG - PBD\154 - City of Woodcreek\102 - TO 3 - 2024 Safety Enhancement Program_CAD.dwg 154_102-CVR-001.dwg



THE SIZE, TYPE, LOCATION AND DEPTH OF EXISTING UTILITIES AS SHOWN HEREIN ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH RESULT FROM THE CONTRACTORS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

CITY OF WOODCREEK

2024 SAFETY ENHANCEMENT PROGRAM

GENERAL NOTES

GENERAL DESCRIPTION OF THE SCOPE OF WORK

THE SCOPE OF WORK GENERALLY INVOLVES DRIVEWAY PAVEMENT RECONSTRUCTION, ROAD OVERLAY, INSTALLATION OF SPEED LIMIT SIGNS AND SPEED CUSHIONS, AND THE MODIFICATION OF A GUARDRAIL WITHIN THE CITY LIMITS OF WOODCREEK, TEXAS.

PROJECT LIMITS AND AREA

THE PROJECT LIMITS CONSIST OF THE PUBLIC STREET AND RIGHT-OF-WAY LOCATED IN WOODCREEK, TEXAS.

THE PROJECT LIMITS INCLUDE AREAS WITHIN THE EXISTING STREET RIGHT-OF-WAY NEEDED TO PARK AND OPERATE THE EQUIPMENT.

THE CONTRACTOR SHALL NOT WORK OUTSIDE OF THE RIGHT-OF-WAY.

THE CONTRACTOR SHALL REPAIR ANY DAMAGE TO THE EXISTING CURB, PARKWAY, DRIVEWAYS, AND PRIVATE PROPERTY OUTSIDE OF THE PROJECT LIMITS.

NOTIFICATIONS

THE CONTRACTOR SHALL NOTIFY THE CITY OF WOODCREEK AND THE ENGINEER 72 HOURS BEFORE STARTING CONSTRUCTION.

THE CONTRACTOR SHALL PROVIDE THE START AND END DATES FOR CONSTRUCTION, ANY SCHEDULE CHANGES, AND ADDITIONAL INFORMATION FOR COORDINATION PURPOSES.

REGULATIONS

THE CONTRACTOR SHALL CONDUCT ALL CONSTRUCTION OPERATIONS ACCORDING TO APPLICABLE STATE STATUTES AND U.S. OSHA REGULATIONS.

THE CONTRACTOR MAY OBTAIN INFORMATION AND RELATED REFERENCE MATERIALS FROM OSHA AT 1033 LA POSADA DR., SUITE 375, AUSTIN, TEXAS 78752-3832.

ALL CONSTRUCTION SHALL COMPLY WITH THE TEXAS ADMINISTRATIVE CODE, TCEQ, AND ANY OTHER GOVERNING ENTITY, ORDINANCES, OR CODES.

JOB SITE RESPONSIBILITY

THE CONTRACTOR SHALL BE ENTIRELY RESPONSIBLE FOR JOB SITE CONDITIONS DURING THE CONSTRUCTION OF THIS PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND THE PROTECTION OF PROPERTY.

THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO REGULAR WORKING HOURS.

UTILITIES

THE CONTRACTOR SHALL USE ESTABLISHED SAFETY PRACTICES WHEN WORKING NEAR UTILITIES.

THE CONTRACTOR SHALL INFORM AND CONSULT WITH THE APPROPRIATE UTILITY OWNERS BEFORE WORK BEGINS, ALLOWING THEM ENOUGH TIME TO IDENTIFY, LOCATE, REROUTE, OR MAKE OTHER ADJUSTMENTS TO UTILITY LINES.

THE SIZE, LOCATION, AND DEPTH OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY.

THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES' EXACT HORIZONTAL AND VERTICAL LOCATIONS BEFORE COMMENCING WORK.

ALL EXISTING UTILITIES SHALL REMAIN IN PLACE AND STAY IN SERVICE UNLESS OTHERWISE INDICATED ON THE PLANS.

THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ALL DAMAGES RESULTING FROM THE CONTRACTOR'S FAILURE TO LOCATE AND PRESERVE ALL UNDERGROUND AND ABOVE-GROUND UTILITIES IN THE PROJECT AREA.

THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF UTILITY CONFLICTS.

THE ENGINEER WILL DECIDE WHETHER TO ADJUST UTILITIES OR ADJUST THE WORK TO ELIMINATE OR LESSEN THE CONFLICT.

UNLESS OTHERWISE SHOWN ON THE PLANS, THE ENGINEER WILL MAKE NECESSARY ARRANGEMENTS WITH THE UTILITY OWNER WHEN UTILITY ADJUSTMENTS ARE REQUIRED.

THE CONTRACTOR SHALL USE WORK PROCEDURES THAT PROTECT UTILITIES OR APPURTENANCES THAT REMAIN IN PLACE DURING CONSTRUCTION.

THE CONTRACTOR SHALL CONDUCT WORK WITH MINIMUM DISTURBANCE OF EXISTING UTILITIES AND COORDINATE WORK IN OR NEAR UTILITIES WITH THE UTILITY OWNERS.

THE CONTRACTOR SHALL COOPERATE WITH UTILITIES TO REMOVE AND REARRANGE UTILITIES TO AVOID SERVICE INTERRUPTION OR DUPLICATE WORK BY THE UTILITIES.

THE CONTRACTOR SHALL NOT DISRUPT UTILITY SERVICES TO CUSTOMERS IN THE PROJECT AREA UNLESS THE OUTAGE HAS BEEN COORDINATED AND SCHEDULED WITH THE APPROPRIATE UTILITY PROVIDER(S) AND CUSTOMERS.

THE CONTRACTOR SHALL PROVIDE 24-HOUR EMERGENCY CONTACT INFORMATION TO AREA UTILITY COMPANIES.

THE CONTRACTOR SHALL ALLOW UTILITIES ACCESS TO THE RIGHT OF WAY.

THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE APPROPRIATE UTILITY COMPANIES OF SERVICE INTERRUPTIONS RESULTING FROM DAMAGE DUE TO CONSTRUCTION ACTIVITIES AND COOPERATE WITH UTILITIES UNTIL SERVICE IS RESTORED. (CONTINUED NEXT PAGE)

THE CONTRACTOR SHALL ALWAYS MAINTAIN ACCESS TO FIRE HYDRANTS.

THE CONTRACTOR SHALL AVOID CUTTING OR DAMAGING UNDERGROUND UTILITY LINES TO REMAIN IN PLACE AND PROMPTLY NOTIFY THE UTILITY COMPANY IF DAMAGE OCCURS.

THE CONTRACTOR SHALL PROTECT IN PLACE ALL UTILITY APPURTENANCES IN THE STREET PAVEMENT, INCLUDING MANHOLES AND VALVE BOXES.

THE CONTRACTOR SHALL REPAIR AT NO ADDITIONAL COST TO THE OWNER ANY UTILITY APPURTENANCES DAMAGED DURING OVERLAY, PAVEMENT REPAIR, AND OTHER CONSTRUCTION OPERATIONS.

THE CONTRACTOR SHALL INSTALL SOD AT NO ADDITIONAL COST TO THE OWNER FOR ANY DISTURBED AREAS.

CONSTRUCTION WATER

THE CONTRACTOR SHALL OBTAIN A WATER SUPPLY FOR CONSTRUCTION PURPOSES AT THEIR COST.

THE CONTRACTOR MAY ARRANGE FOR A TEMPORARY WATER METER FROM THE WATER PROVIDER.

HAUL ROUTE PROTECTION

THE CONTRACTOR SHALL USE WHATEVER MEANS TO PREVENT SOIL AND OTHER FOREIGN MATERIALS FROM LITTERING PUBLIC STREETS USED TO HAUL MATERIALS TO AND FROM THIS PROJECT SITE.

THE CONTRACTOR SHALL REMOVE SOIL, DIRT, MUD, AND OTHER MATERIALS FROM THE PUBLIC STREETS TO PREVENT HAZARDOUS CONDITIONS AND PROTECT THE TRAVELING PUBLIC.

FIELD CHANGES

THE CONTRACTOR SHALL CONTACT THE ENGINEER IMMEDIATELY IF ANY FIELD CHANGES ARE REQUIRED.

WORKING HOURS

THE CONTRACTOR'S WORKING HOURS SHALL BE MONDAY THROUGH FRIDAY FROM 7 AM TO 6 PM. THE CONTRACTOR SHALL NOT WORK WEEKENDS OR HOLIDAYS UNLESS APPROVED BY CITY OF WOODCREEK.

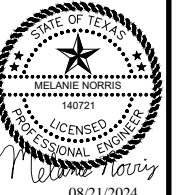
STORMWATER

THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND NOT BLOCK STORMWATER.

Item 12.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-0327
SPRING BRANCH, TX 76070 TBPE FIRM F-2104



CITY OF WOODCREEK
2024 SAFETY ENHANCEMENT PROGRAM
GENERAL NOTES SHT 1

JOB: 154-102	
DATE: 2024/08/21	
DRAWN: TN	PM: MN
DESIGN: DM	DM:
PEER:	OTHER:
REVISIONS:	
DELTA	DESCRIPTION

CONSTRUCTION SPECIFICATIONS

THE CONTRACTOR SHALL PERFORM ALL WORK AND CONSTRUCT THE IMPROVEMENTS PER TXDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, STREETS, AND BRIDGES (ADOPTED BY TXDOT NOVEMBER 1, 2014) AND ANY APPLICABLE SPECIAL PROVISIONS AND SPECIFICATIONS.

ITEM 100 - PREPARING ROW

THIS SPECIFICATION SHALL GOVERN AND INCLUDE THE PREPARATION OF THE PROJECT SITE FOR CONSTRUCTION.

ITEM 105 - REMOVING TREATED AND UNTREATED BASE AND ASPHALT PAVEMENT

THE CONTRACTOR SHALL REMOVE THE EXISTING ASPHALT AND BASE MATERIAL PER THE LIMITS SHOWN ON THE PLANS TO A DEPTH NO GREATER THAN THE EXISTING SUBGRADE. THE CONTRACTOR SHALL NOT STOCK PILE REMOVED MATERIALS AND SHALL HAUL OFF REMOVED MATERIALS IMMEDIATELY.

ITEM 247 - FLEXIBLE BASE

THE CONTRACTOR SHALL FURNISH AND INSTALL TYPE A, GRADE I-II FLEXIBLE BASE MATERIAL PER DEPTH SHOWN ON PLANS.

ITEM 500 - MOBILIZATION

ITEM 502 - BARRICADES, SIGNS, AND TRAFFIC HANDLING

THE CONTRACTOR SHALL MAINTAIN ONE-LANE TWO-WAY TRAFFIC USING FLAGGERS AT ALL TIMES DURING ACTIVE CONSTRUCTION AND WORKING HOURS. TWO-WAY TRAFFIC MUST BE MAINTAINED WHEN THE CONTRACTOR IS NOT ACTIVELY WORKING ON-SITE.

THE CONTRACTOR SHALL PROVIDE ADDITIONAL TRAFFIC CONTROL SIGNS AT ALL INTERSECTIONS TO IDENTIFY ROAD WORK AHEAD.

ITEM 506 - TEMPORARY EROSION, SEDIMENTATION, AND WATER POLLUTION PREVENTION AND CONTROLS

SEE PLANS.

ITEM 644 - SMALL ROADSIDE SIGN ASSEMBLIES

SEE PLANS.

ITEM 666 - RETROREFLECTORIZED PAVEMENT MARKINGS

TYPE II TRAFFIC PAINT SHALL BE INSTALLED AS A SEALER/BASE COAT BEFORE INSTALLING TYPE I HOT-APPLIED THERMOPLASTIC.

SPECIAL SPECIFICATION 3076 - DENSE-GRADED HOT-MIX ASPHALT

HMAC SHALL BE INSTALLED WHERE INDICATED ON THE PLANS, VARIOUS DRIVEWAYS AND OVERLAY ON DEERFIELD DRIVE

HMAC SHALL BE TYPE AND DEPTH AS SPECIFIED ON PLANS.

TACK COAT SHALL BE CBC-1H APPLIED AT A RATE OF 0.10 GAL/SY.

MODIFICATIONS ADDED TO SPECIFICATION ARE AS FOLLOWS:

PARAGRAPH 5

1. HOT MIX WILL BE MEASURED BY THE SQUARE YARD.

PARAGRAPH 6

1. PAYMENT WILL BE PAID FOR AT THE UNIT BID PRICE PER SQUARE YARD.
2. TACK COAT WILL BE SUBSIDIARY TO THIS ITEM.

SPECIAL SPECIFICATION - INSTALL PROVIDED DIGITAL SPEED SIGNS

SEE PLAN SHEETS FOR LOCATIONS. THE GOVERNING SPECIFICATION FOR THIS ITEM IS TXDOT ITEM 644 - SMALL ROADSIDE SIGN ASSEMBLIES.

THE CITY OF WOODCREEK WILL PROVIDE THE SOLAR POWERED DIGITAL SPEED SIGNS. THE CONTRACTOR SHALL FULLY FURNISH ALL POSTS, HARDWARE, BASE ETC TO APPROPRIATELY MOUNT THE PROVIDED SIGNS.

SPECIAL SPECIFICATION - INSTALL PROVIDED SIGNS

THE CITY OF WOODCREEK HAS VARIOUS SMALL SIGNS TO BE INSTALLED, LOCATIONS WILL BE DETERMINED DURING CONSTRUCTION. THE GOVERNING SPECIFICATION FOR THIS ITEM IS TXDOT ITEM 644 - SMALL ROADSIDE SIGN ASSEMBLIES.

THE CITY OF WOODCREEK WILL PROVIDE VARIOUS SMALL SIGNS. THE CONTRACTOR SHALL FULLY FURNISH ALL POSTS, HARDWARE, BASE ETC. TO APPROPRIATELY MOUNT THE PROVIDED SIGNS.

SPECIAL SPECIFICATION - GUARDRAIL MODIFICATION

SEE PLANS. THE GOVERNING SPECIFICATIONS FOR THIS WORK ARE LISTED BELOW:
TXDOT ITEM 540 - METAL BEAM GUARD FENCE
TXDOT ITEM 542 - REMOVING METAL BEAM GUARD FENCE

ALL WORK INCLUDING REMOVING THE EXISTING GUARD FENCE, PORTABLE RESTROOM RELOCATION, AND INSTALLATION SHALL BE SUBSIDIARY TO THIS ITEM. THIS WORK WILL BE PAID BY THE LUMP SUM, AND WILL INCLUDE ALL NECESSARY WORK FOR FINAL COMPLETION.

SPECIAL SPECIFICATION - SPEED CUSHION

COMPLETE IN PLACE TO INCLUDE ALL NECESSARY FURNISHINGS FOR INSTALLATION PER DETAIL INCLUDED IN PLANS AND MANUFACTURER INSTALLATION RECOMMENDATIONS. MARKING PATTERN IS TO BE SC-070603-M. THIS WORK WILL BE PAID BY EACH INDIVIDUAL SPEED CUSHION.

SPECIAL SPECIFICATION - BLADE LEVEL-UP WITH ASPHALT CONCRETE

SEE PLANS.

SUBMITTALS

THE CONTRACTOR SHALL PROVIDE SUBMITTALS TO THE ENGINEER FOR APPROVAL FOR ALL MATERIALS FOR ITEMS SPECIFIED.

Item 12.



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

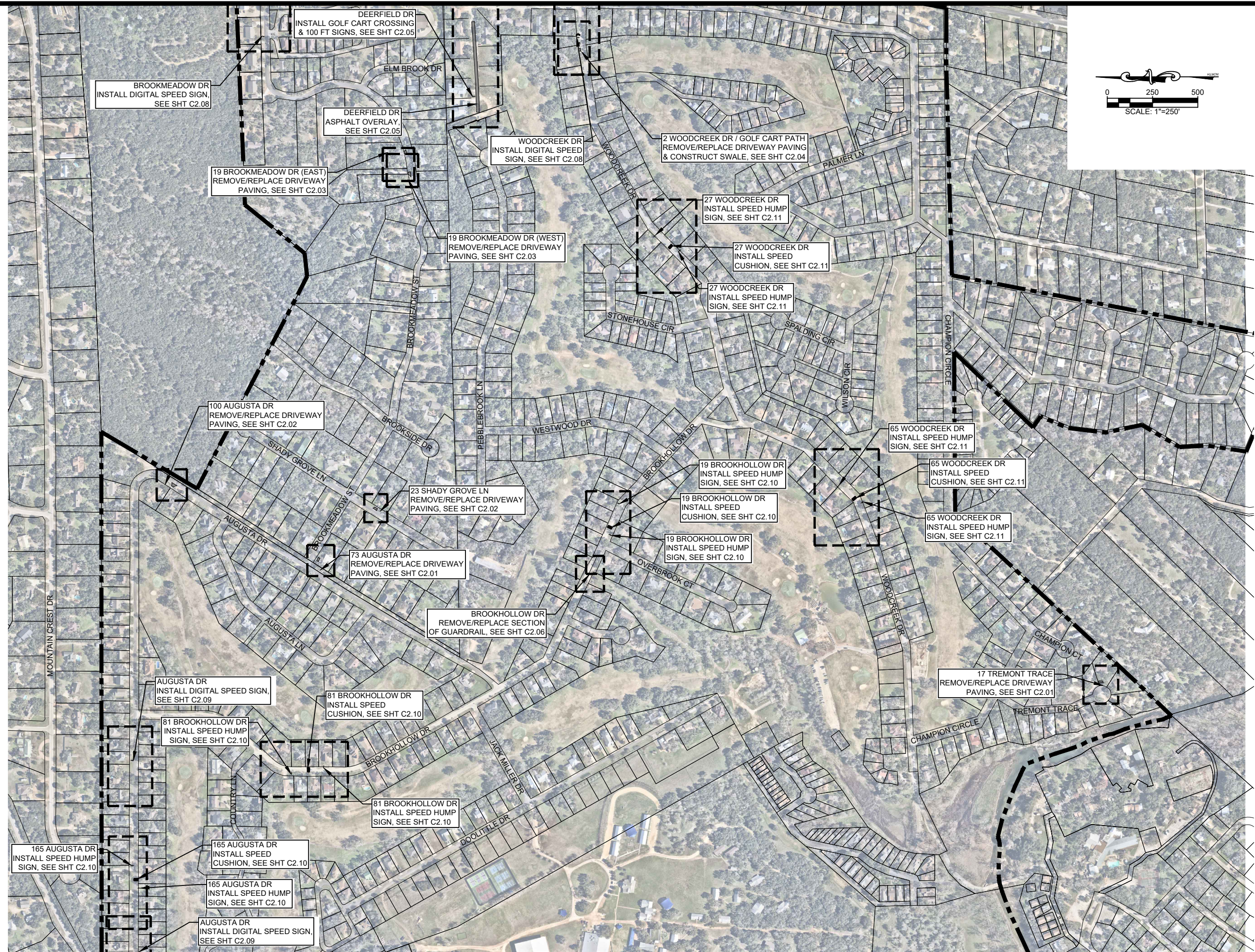


CITY OF WOODCREEK
2024 SAFETY ENHANCEMENT PROGRAM
GENERAL NOTES SHT 2

JOB: 154-102	
DATE: 2024/09/03	
DRAWN: TN	PM: MN
DESIGN: DM	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION

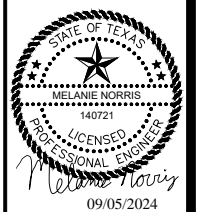
Date: Sep 03, 2024, 9:32am User ID: shepp
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Item 12.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 76070
 TBPE FIRM F-2104



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 OVERALL (P)SITE PLAN

JOB: 154-102
 DATE: 2024/09/03
 DRAWN: TN PM: MN
 DESIGN: DM:
 PEER: OTHER:

REVISIONS:	
DELTA	DESCRIPTION

SHEET:
C2.00 52



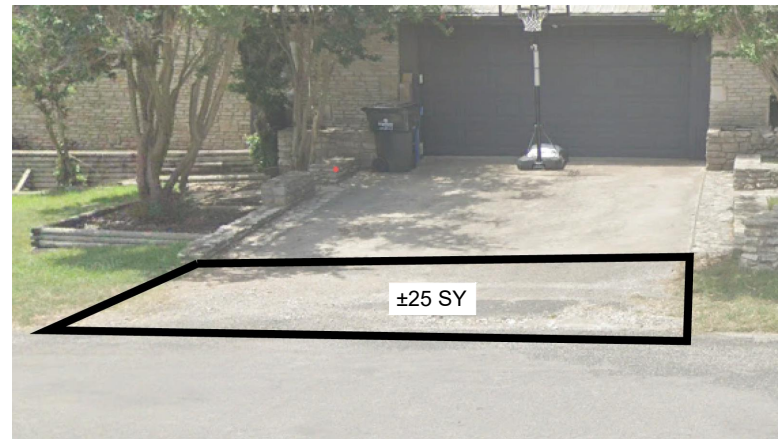
CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 DRIVEWAY PAVING LAYOUTS
 SHT 1

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION



17 TREMONT TRCE - FRONT STREET VIEW
 SCALE: N.T.S.



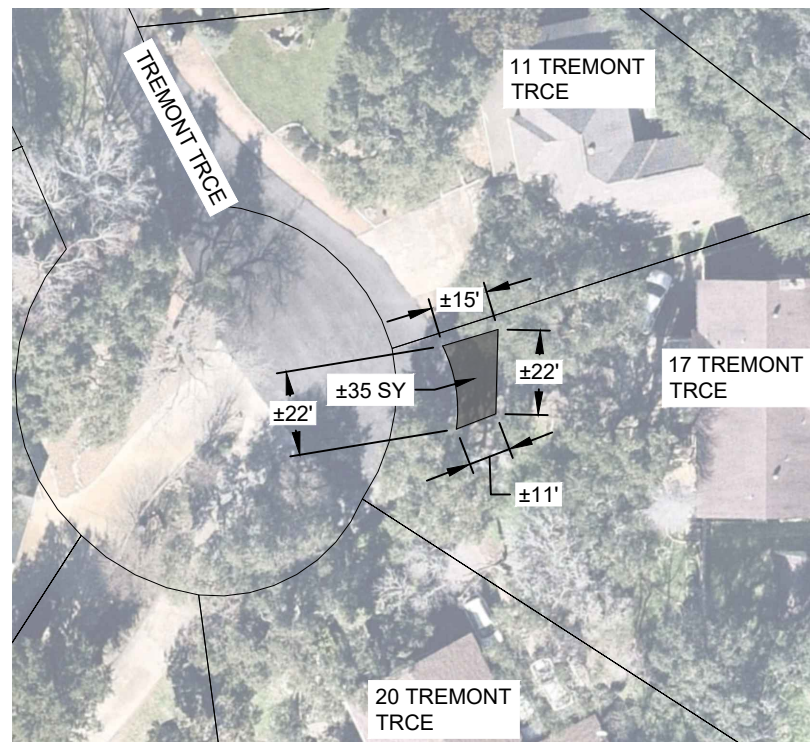
73 AUGUSTA DR - FRONT STREET VIEW
 SCALE: N.T.S.

LEGEND

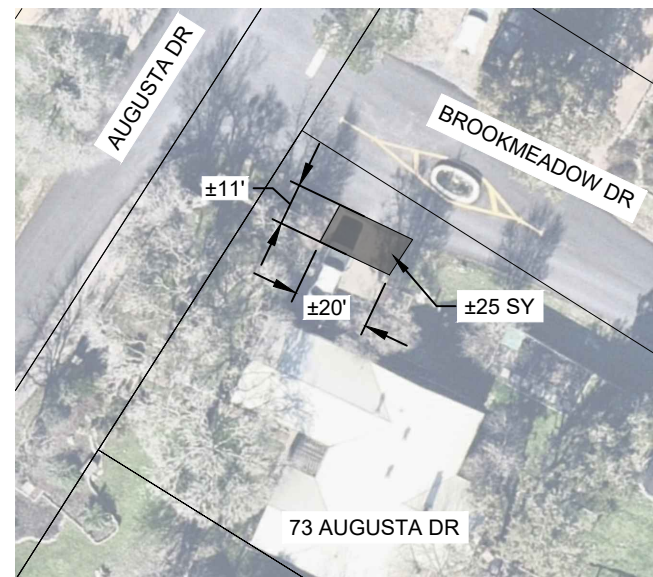
DRIVEWAY PAVING SECTION

NOTES:

1. CONTRACTOR SHALL REMOVE 2" OF DRIVEWAY MATERIAL (ASPHALT AND BASE) AND REMOVE FROM THE SITE.
2. THE CONTRACTOR SHALL REPLACE EXISTING ASPHALT WITH 2" OF HMAC (TXDOT SPEC ITEM 3076).
3. THE CONTRACTOR SHALL MATCH EXISTING GRADES OF EXISTING ASPHALT IN AREAS BEING REPAVED AND MAINTAIN EXISTING DRAINAGE PATTERNS.
4. DIMENSIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONCERNS OR DISCREPANCIES.



17 TREMONT TRCE - AERIAL PLAN VIEW
 SCALE: 1" = 50'



73 AUGUSTA DR - AERIAL PLAN VIEW
 SCALE: 1" = 50'



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 78070
 TBPE FIRM F-2104

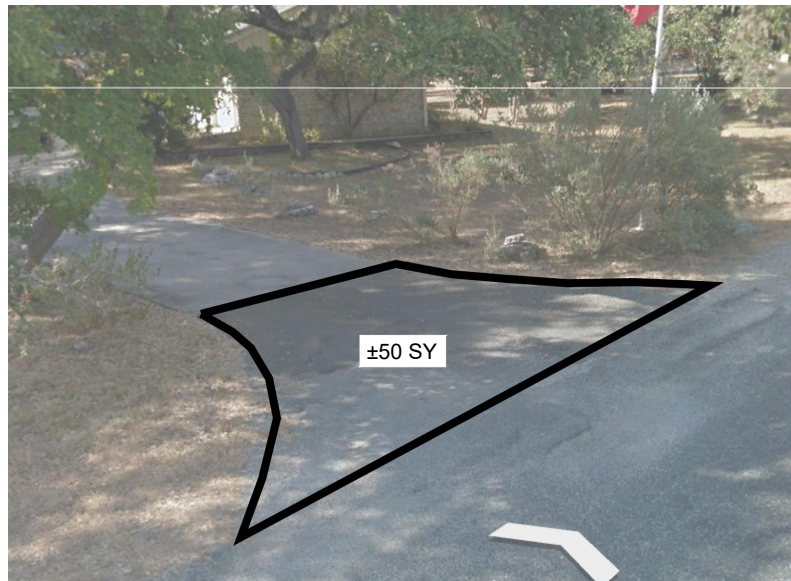


CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 DRIVEWAY PAVING LAYOUTS
 SHT 2

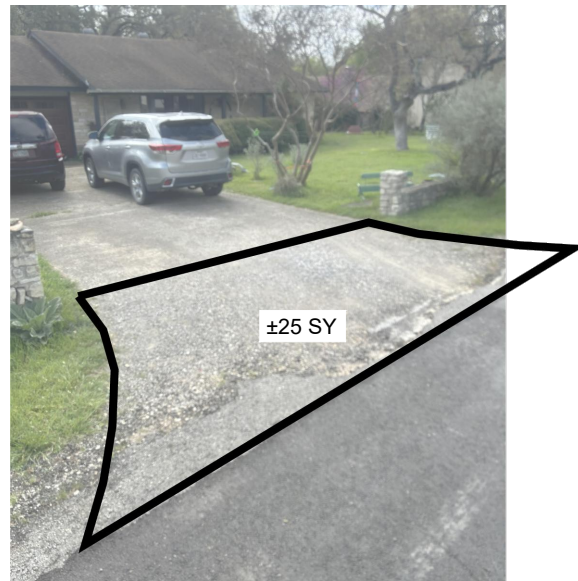
JOB: 154-102
 DATE: 2024/08/21
 DRAWN: TN PM: MN
 DESIGN: DM:
 PEER: OTHER:

REVISIONS:	
DELTA	DESCRIPTION

SHEET:
 C2.02 54



100 AUGUSTA DR - FRONT STREET VIEW
 SCALE: N.T.S.



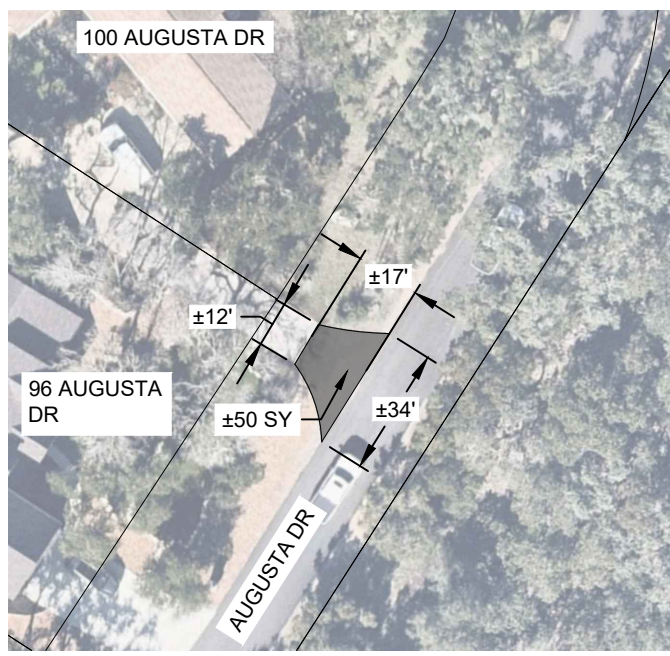
23 SHADY GROVE LN - FRONT STREET VIEW
 SCALE: N.T.S.

LEGEND

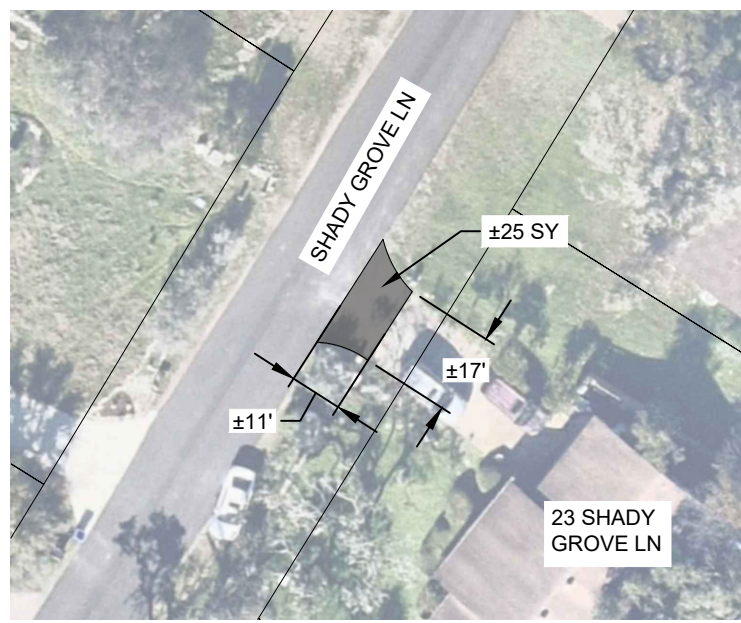


NOTES:

1. CONTRACTOR SHALL REMOVE 2" OF DRIVEWAY MATERIAL (ASPHALT AND BASE) AND REMOVE FROM THE SITE.
2. THE CONTRACTOR SHALL REPLACE EXISTING ASPHALT WITH 2" OF HMAC (TxDOT SPEC ITEM 3076).
3. THE CONTRACTOR SHALL MATCH EXISTING GRADES OF EXISTING ASPHALT IN AREAS BEING REPAVED AND MAINTAIN EXISTING DRAINAGE PATTERNS.
4. DIMENSIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONCERNS OR DISCREPANCIES.



100 AUGUSTA DR - AERIAL PLAN VIEW
 SCALE: 1" = 50'



23 SHADY GROVE LN - AERIAL PLAN VIEW
 SCALE: 1" = 40'



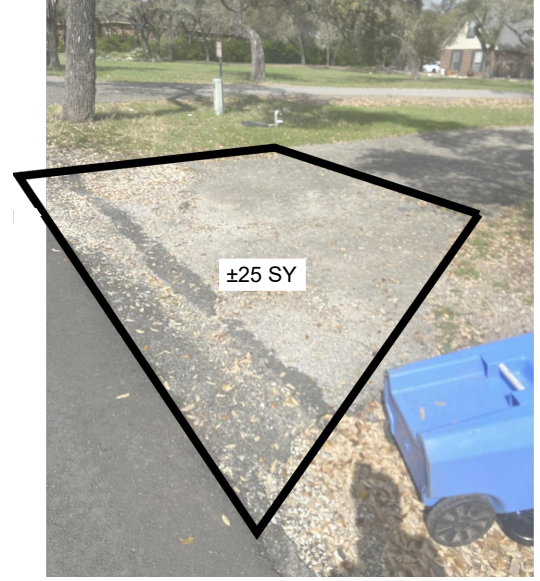
CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 DRIVEWAY PAVING LAYOUTS
 SHT 3

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION

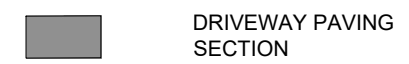


19 BROOKMEADOW DR (WEST) - FRONT STREET VIEW
 SCALE: N.T.S.



19 BROOKMEADOW DR (EAST) - FRONT STREET VIEW
 SCALE: N.T.S.

LEGEND

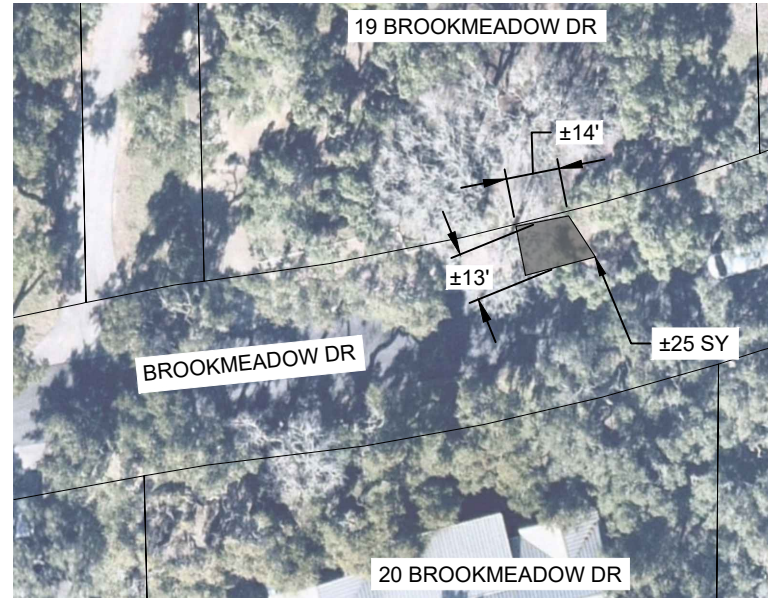


NOTES:

1. CONTRACTOR SHALL REMOVE 2" OF DRIVEWAY MATERIAL (ASPHALT AND BASE) AND REMOVE FROM THE SITE.
2. THE CONTRACTOR SHALL REPLACE EXISTING ASPHALT WITH 2" OF HMAC (TXDOT SPEC ITEM 3076).
3. THE CONTRACTOR SHALL MATCH EXISTING GRADES OF EXISTING ASPHALT IN AREAS BEING REPAVED AND MAINTAIN EXISTING DRAINAGE PATTERNS.
4. DIMENSIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONCERNS OR DISCREPANCIES.



19 BROOKMEADOW DR (WEST) - AERIAL PLAN VIEW
 SCALE: 1" = 50'



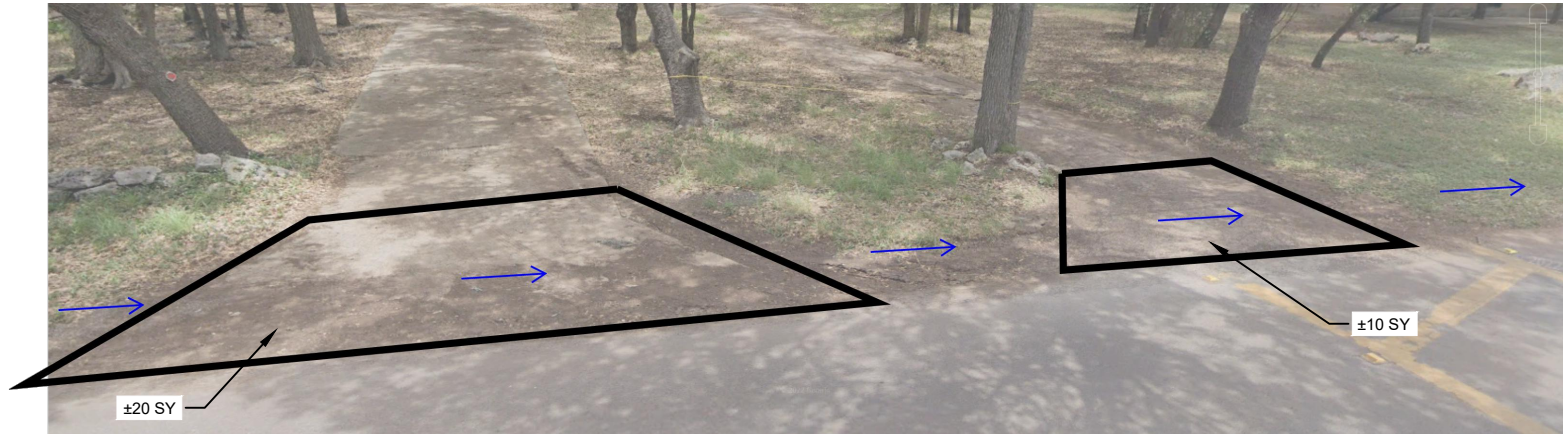
19 BROOKMEADOW DR (EAST) - AERIAL PLAN VIEW
 SCALE: 1" = 50'



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 DRIVEWAY PAVING LAYOUTS
 SHT 4

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION



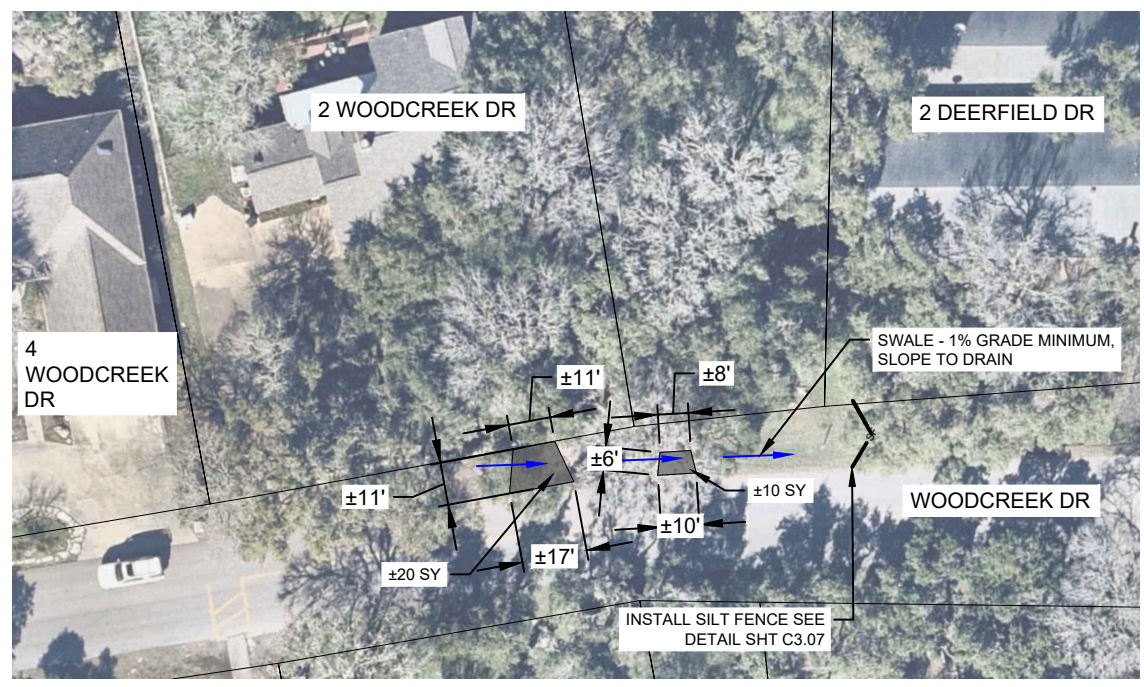
2 WOODCREEK DR / GOLF CART PATH - FRONT STREET VIEW
 SCALE: N.T.S.

LEGEND

DRIVEWAY PAVING SECTION

SILT FENCE

- NOTES:
1. CONTRACTOR SHALL REMOVE 8" OF DRIVEWAY MATERIAL (ASPHALT AND BASE) AND REMOVE FROM THE SITE.
 2. THE CONTRACTOR SHALL REPLACE EXISTING ASPHALT WITH 2" OF HMA (TXDOT SPEC ITEM 3076) AND 6" OF FLEXIBLE BASE MATERIAL (TXDOT SPEC ITEM 247).
 3. THE CONTRACTOR SHALL MATCH EXISTING GRADES OF EXISTING ASPHALT AT TIE IN AREAS.
 4. THE CONTRACTOR SHALL CONSTRUCT A SWALE AT A MINIMUM 1% GRADE ACROSS THE TWO DRIVEWAYS AND CREATE POSITIVE DRAINAGE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
 5. DIMENSIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONCERNS OR DISCREPANCIES.



2 WOODCREEK DR / GOLF CART PATH - AERIAL PLAN VIEW
 SCALE: 1" = 50'

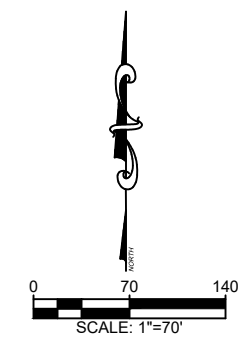




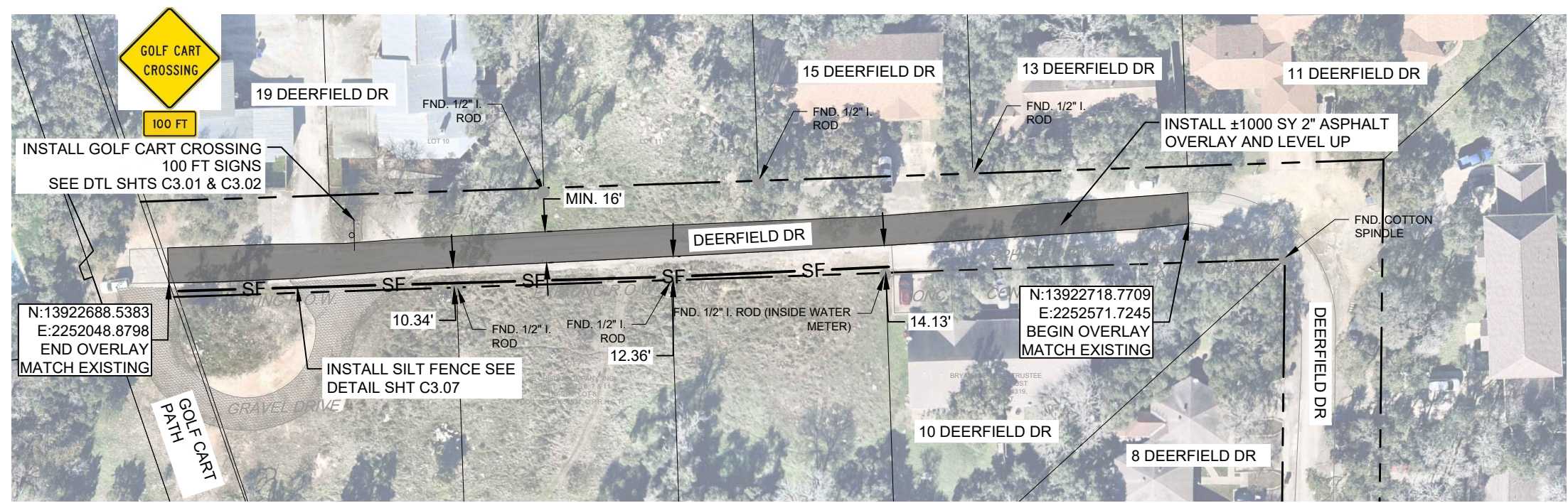
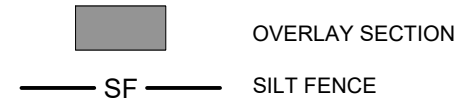
18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 78070
 TBPE FIRM F-2104



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 DEERFIELD DR OVERLAY PLAN



LEGEND:



NOTES:

1. THE CONTRACTOR SHALL PLACE AN ASPHALT CONCRETE LEVEL-UP THROUGHOUT THE OVERLAY SECTION LIMITS (SPECIAL SPECIFICATION BLADE LEVEL-UP WITH ASPHALT CONCRETE) TO FILL IN ALL AREAS OF DEPRESSION.
2. THE CONTRACTOR SHALL INSTALL A 2" HMAC OVERLAY (TXDOT SPEC 3076) PER THE LIMITS SHOWN ON THE PLANS.
3. THE CONTRACTOR SHALL MATCH THE EXISTING PAVEMENT LIMITS, AND MAINTAIN A MINIMUM OF A 16' WIDE PAVEMENT SECTION.
4. THE CONTRACTOR SHALL MATCH EXISTING GRADES OF EXISTING ASPHALT AT TIE IN AREAS INCLUDING DRIVEWAYS.
5. THE CONTRACTOR SHALL PLACE HMAC OVERLAY MATCHING EXISTING GRADES AND DRAINAGE PATTERNS.
6. GOLF CART SIGN SHALL BE INSTALLED DIRECTLY BEHIND MAILBOXES AND SHALL NOT IMPEDE ACCESS.

SURVEY NOTES:

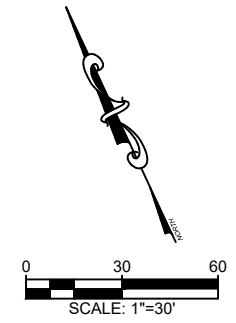
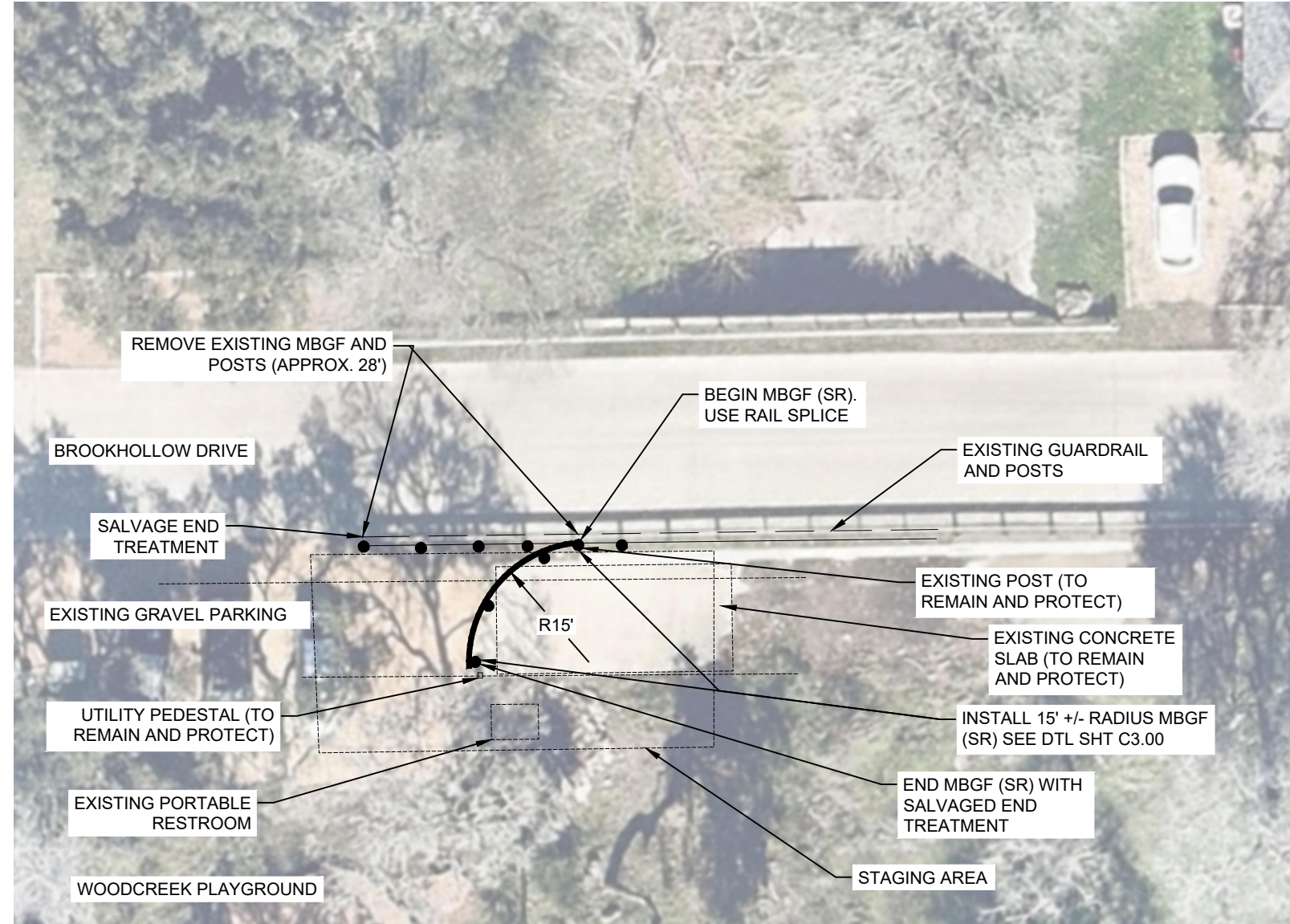
1. BEARING ORIENTATION IS BASED UPON THE TEXAS COORDINATE SYSTEM, SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM OF 1983 (NAD 83), 2011 ADJUSTMENT, EPOCH 2010.00. MEASUREMENTS ARE IN U.S. SURVEY FEET.
2. MEASUREMENTS ARE IN U.S. SURVEY FEET. DISTANCES AND COORDINATES SHOWN HEREON ARE IN GRID.
3. THE SURVEYOR HAS NOT ABSTRACTED THE SUBJECT PROPERTY, NOR MADE ANY INDEPENDENT INVESTIGATION OR SEARCH FOR EASEMENTS OF RECORD, RESTRICTIVE COVENANTS OR ANY OTHER ENCUMBRANCES THAT MAY AFFECT THE SUBJECT PROPERTY.
4. FIELD WORK WAS COMPLETED ON JULY 22, 2024.

JOB: 154-102	
DATE: 2024/08/21	
DRAWN: TN	PM: MN
DESIGN: DM	
PEER: OTHER:	
REVISIONS:	
DELTA	DESCRIPTION

Date: Aug 21, 2024, 10:28am User ID: norri File: Z:\ENG - PRD\154 - City of Woodcreek\102 - TO 3 - 2024 Safety Enhancement Program_CAD.dwg 154_102-MEGF-SGN-STRPNC-PLAN-001.dwg

NOTES:

1. THE CONTRACTOR MAY CLOSE ONE LANE OF BROOKHOLLOW DR. TO ESTABLISH A WORK ZONE. DURING LANE CLOSURES, THE CONTRACTOR SHALL PROPERLY MAINTAIN TRAFFIC ON BROOKHOLLOW DR.
2. THE CONTRACTOR MAY TEMPORARILY REPOSITION THE EXISTING PORTABLE BATHROOM TO ACCOMMODATE MBGF INSTALLATION.
3. THE CONTRACTOR SHALL CONTACT TEXAS 811 AND LOCATE UNDERGROUND UTILITIES BEFORE CONSTRUCTION STARTS. THE CONTRACTOR SHALL CONTACT THE ENGINEER IF ANY UTILITY CONFLICTS WITH THE CONSTRUCTION OF IMPROVEMENTS DESCRIBED IN THE PLANS.
4. THE CONTRACTOR SHALL REMOVE (NOT STORE) PORTIONS OF THE EXISTING MBGF AND TIMBER POSTS AS SHOWN ON THE PLANS.
5. THE CONTRACTOR MAY SALVAGE AND REUSE EXISTING TIMBER POSTS TO CONSTRUCT SHORT RADIUS MBGF IF POSTS ARE IN GOOD CONDITION WITH NO INDICATION OF ROTTING OR FAILURE. STEEL AND COMPOSITE MATERIAL POSTS ARE NOT PERMITTED.
6. THE CONTRACTOR SHALL FIELD FIT A 15' (+/-) SHORT RADIUS MBGF AS SHOWN ON THE PLANS.
7. THE TIMBER POSTS SHALL NOT BE INSTALLED IN THE EXISTING CONCRETE SLAB.
8. THE CONTRACTOR MAY ADJUST THE SPACING OF THE TIMBER POSTS TO AVOID THE EXISTING CONCRETE SLAB AND UTILITIES.
9. THE CONSTRUCTOR SHALL INSTALL THE SHORT RADIUS MBGF USING A RAIL SPLICE AS INDICATED ON THE PLANS. THE NEW MBGF SHALL BE INSTALLED LEVEL WITH THE EXISTING ELEVATION OF THE MBGF AT THE SPLICE LOCATION.
10. THE CONTRACTOR SHALL REMOVE ALL EXCAVATED MATERIALS IMMEDIATELY AFTER DIGGING THE HOLES FOR THE TIMBER POSTS.



Item 12.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 76070
 TBPE FIRM F-2104



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 GUARDRAIL MODIFICATION PLAN

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION

SHEET:
C2.06 58



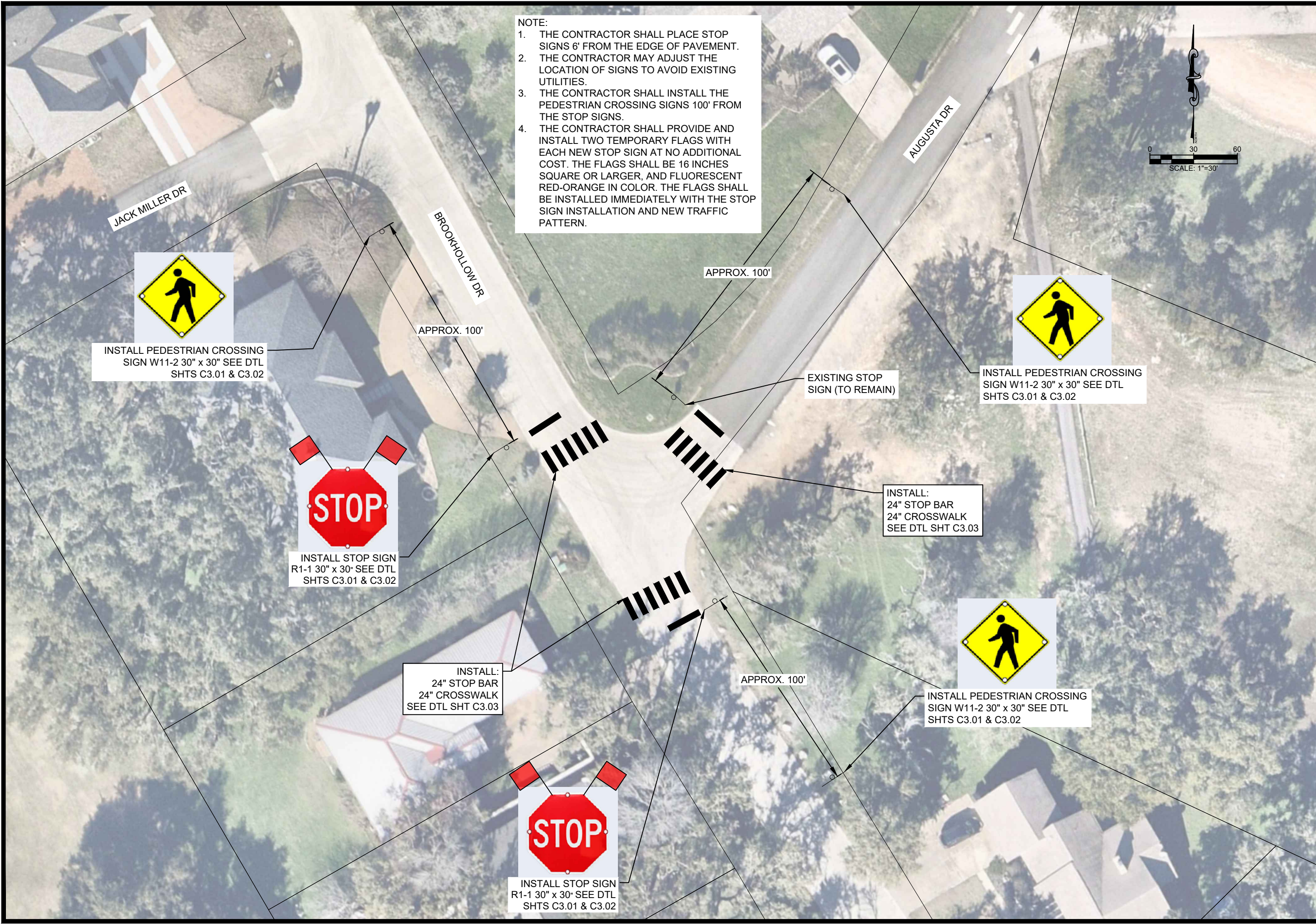
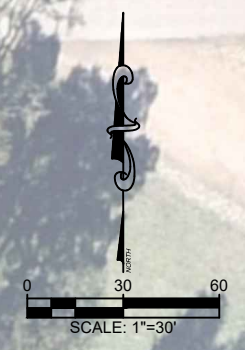
CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
SIGNAGE AND CROSSWALKS

JOB:	154-102
DATE:	2024/08/21
DRAWN:	TN PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION

NOTE:

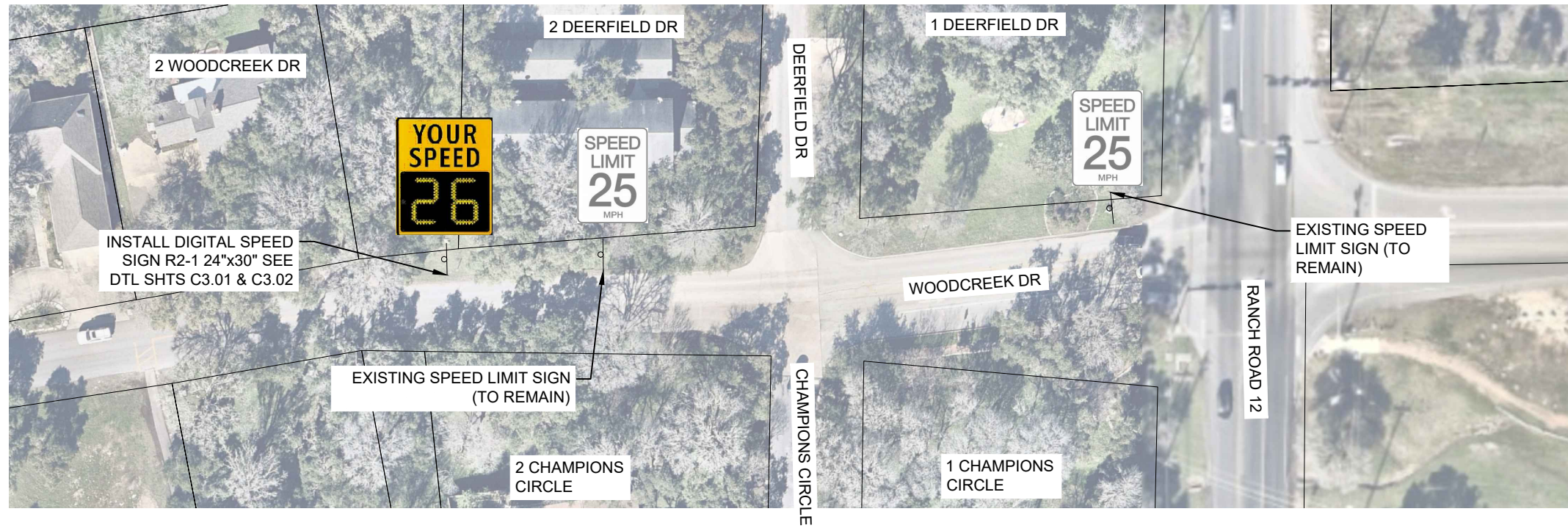
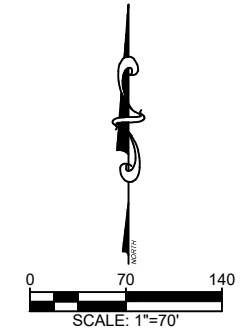
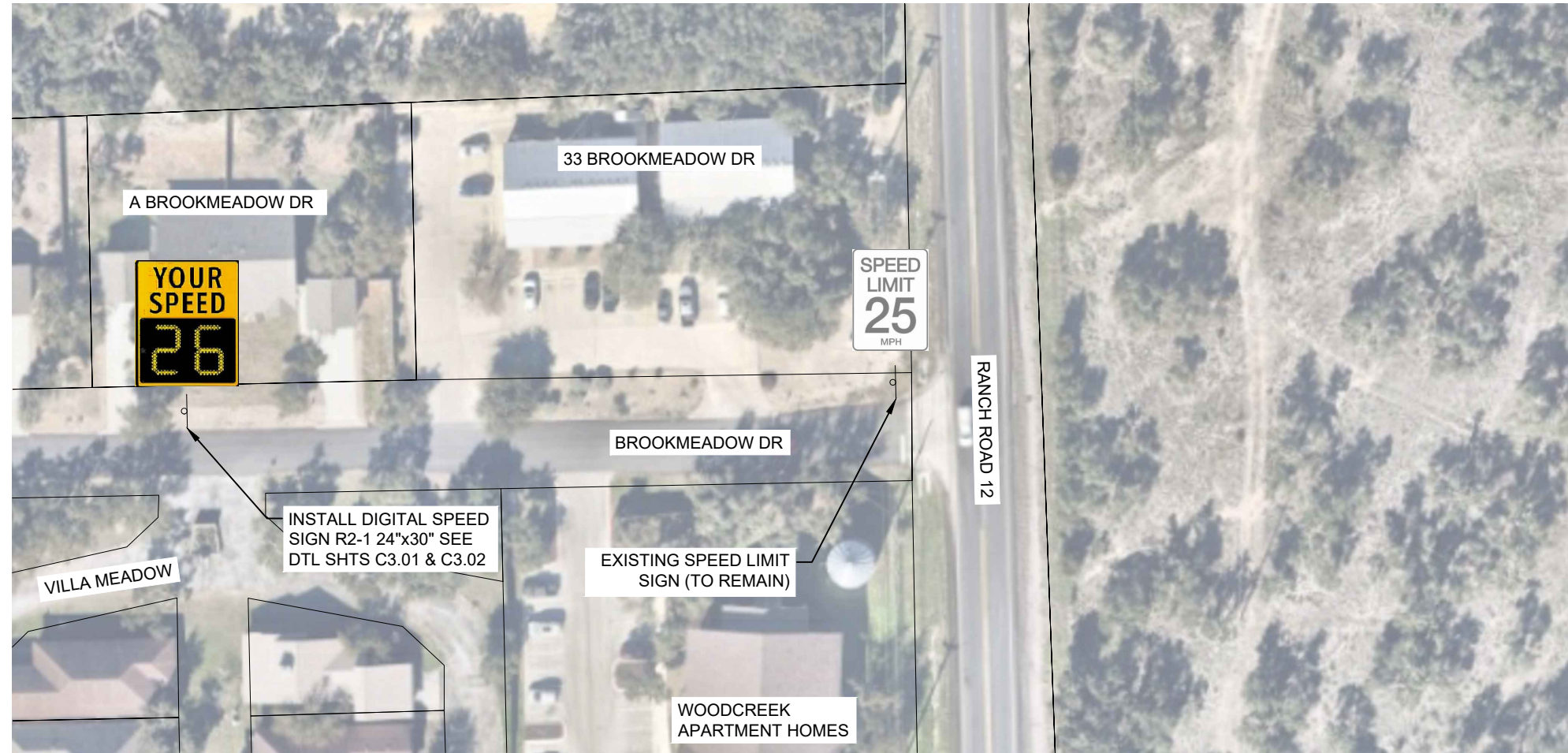
1. THE CONTRACTOR SHALL PLACE STOP SIGNS 6' FROM THE EDGE OF PAVEMENT.
2. THE CONTRACTOR MAY ADJUST THE LOCATION OF SIGNS TO AVOID EXISTING UTILITIES.
3. THE CONTRACTOR SHALL INSTALL THE PEDESTRIAN CROSSING SIGNS 100' FROM THE STOP SIGNS.
4. THE CONTRACTOR SHALL PROVIDE AND INSTALL TWO TEMPORARY FLAGS WITH EACH NEW STOP SIGN AT NO ADDITIONAL COST. THE FLAGS SHALL BE 16 INCHES SQUARE OR LARGER, AND FLUORESCENT RED-ORANGE IN COLOR. THE FLAGS SHALL BE INSTALLED IMMEDIATELY WITH THE STOP SIGN INSTALLATION AND NEW TRAFFIC PATTERN.



Date: Aug 21, 2024, 10:28am User ID: mnorr
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NOTES:

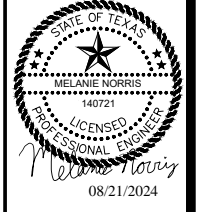
1. THE CONTRACTOR SHALL ASSEMBLE AND INSTALL SOLAR POWERED DIGITAL SPEED SIGNS PROVIDED BY THE CITY OF WOODCREEK .
2. THE CONTRACTOR SHALL FURNISH AND INSTALL THE POSTS AND PROVIDE REQUIRED MOUNTING HARDWARE AS NECESSARY FOR THE SOLAR POWERED DIGITAL SPEED SIGNS.
3. THE SIGN LOCATIONS ARE APPROXIMATE, CONTRACTOR SHALL PLACE SIGNS WHERE THEY WILL BE FULLY VISIBLE. CONTRACTOR TO NOTIFY ENGINEER OF ANY DISCREPANCIES. CONTRACTOR SHALL TRIM ANY TREE LIMBS OR SHRUBS THAT WILL BLOCK THE VIEW OF THE INSTALLED SIGNS AT NO ADDITIONAL COST.



Item 12.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-0321
SPRING BRANCH, TX 76070
TBPE FIRM F-2104

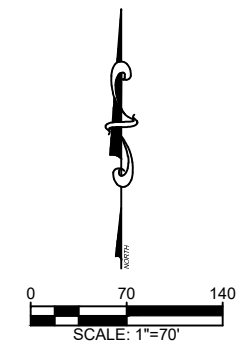
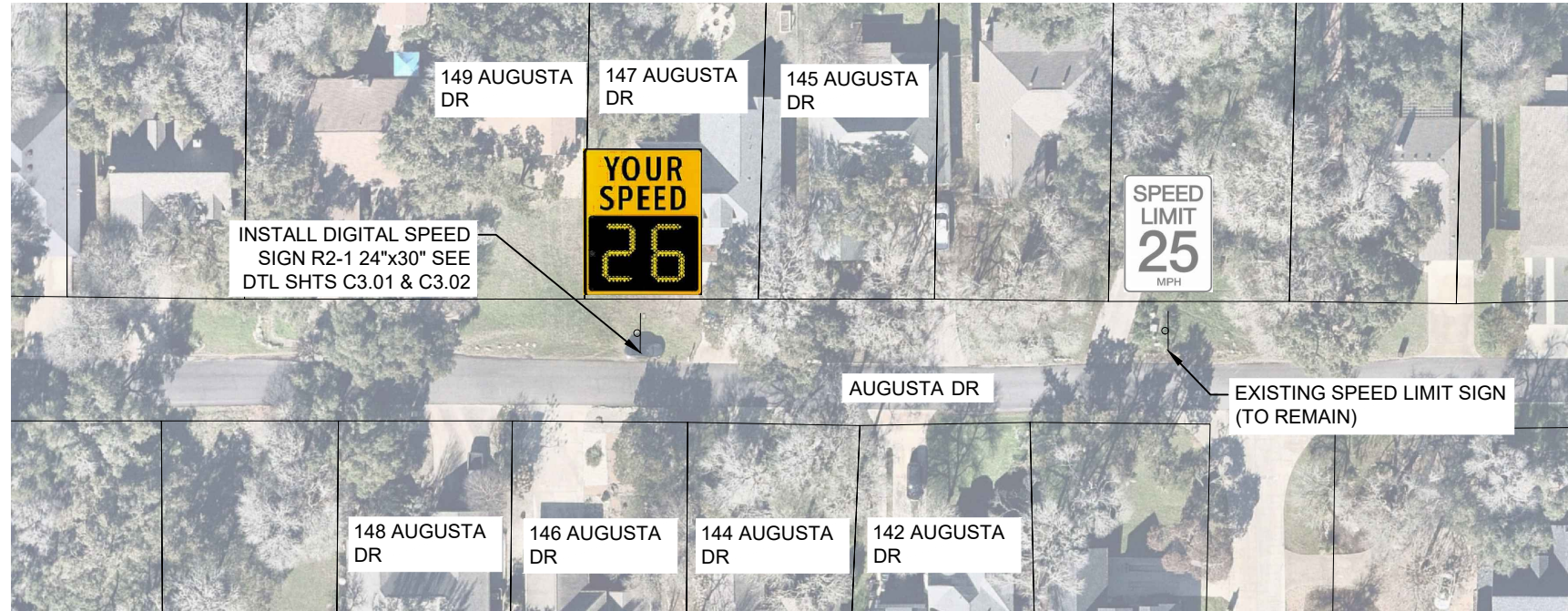


CITY OF WOODCREEK
2024 SAFETY ENHANCEMENT PROGRAM
DIGITAL SPEED SIGN
LOCATIONS SHT 1

JOB: 154-102
DATE: 2024/08/21
DRAWN: TN PM: MN
DESIGN: DM:
PEER: OTHER:

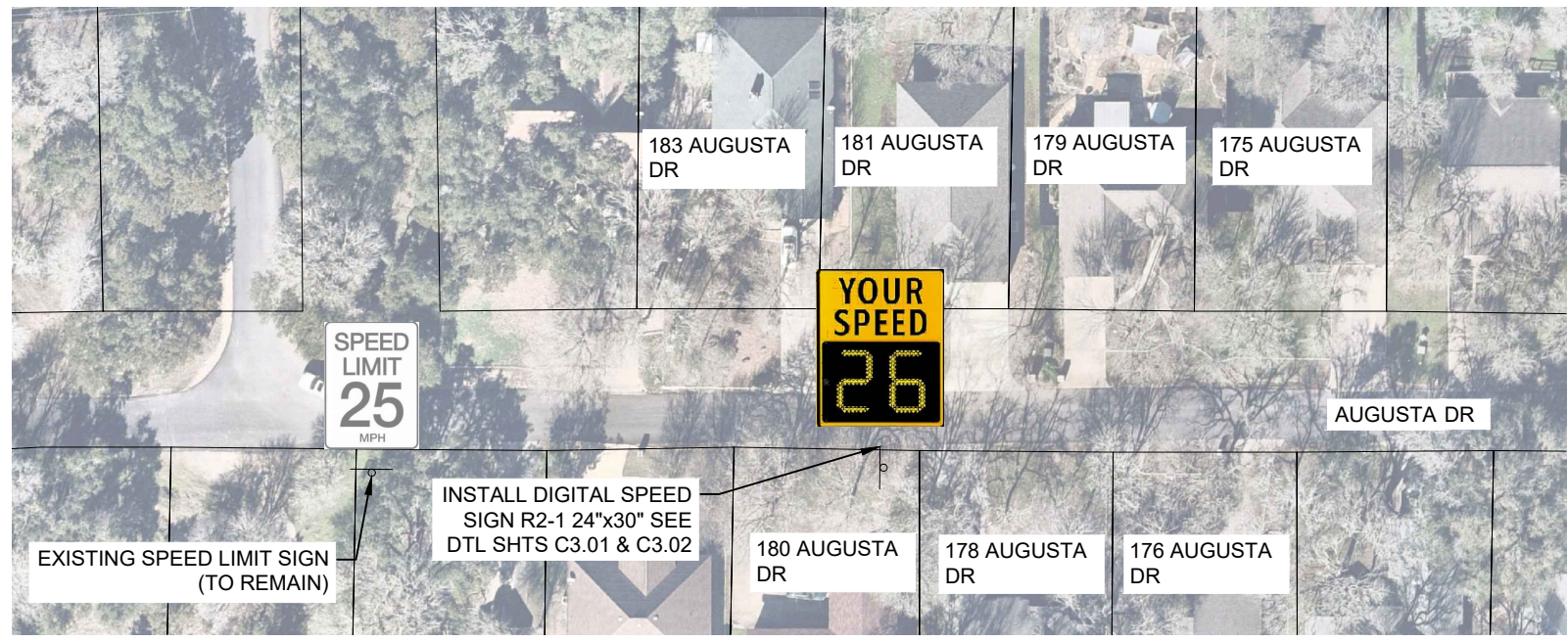
REVISIONS:	
DELTA	DESCRIPTION

SHEET:
C2.08 60



NOTES:

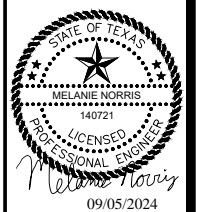
1. THE CONTRACTOR SHALL ASSEMBLE AND INSTALL SOLAR POWERED DIGITAL SPEED SIGNS PROVIDED BY THE CITY OF WOODCREEK.
2. THE CONTRACTOR SHALL FURNISH AND INSTALL THE POSTS AND PROVIDE REQUIRED MOUNTING HARDWARE AS NECESSARY FOR THE SOLAR POWERED DIGITAL SPEED SIGNS.
3. THE SIGN LOCATIONS ARE APPROXIMATE, CONTRACTOR SHALL PLACE SIGNS WHERE THEY WILL BE FULLY VISIBLE. CONTRACTOR TO NOTIFY ENGINEER OF ANY DISCREPANCIES. CONTRACTOR SHALL TRIM ANY TREE LIMBS OR SHRUBS THAT WILL BLOCK THE VIEW OF THE INSTALLED SIGNS AT NO ADDITIONAL COST.



Item 12.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-0321
 SPRING BRANCH, TX 76070
 TBPE FIRM F-2104



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 DIGITAL SPEED SIGN
 LOCATIONS SHT 2

JOB:	154-102
DATE:	2024/09/05
DRAWN:	TN PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION

SHEET:
 C2.09 61



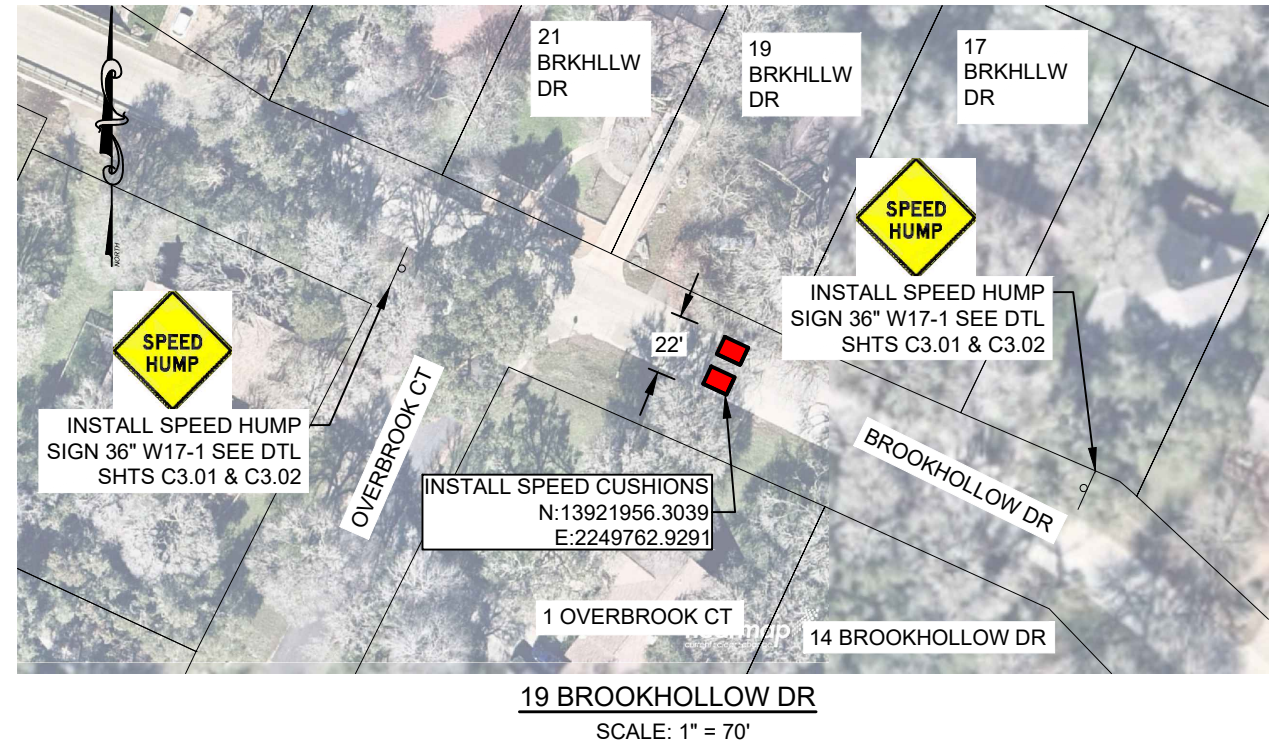
18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 78070
 TBPE FIRM F-2104



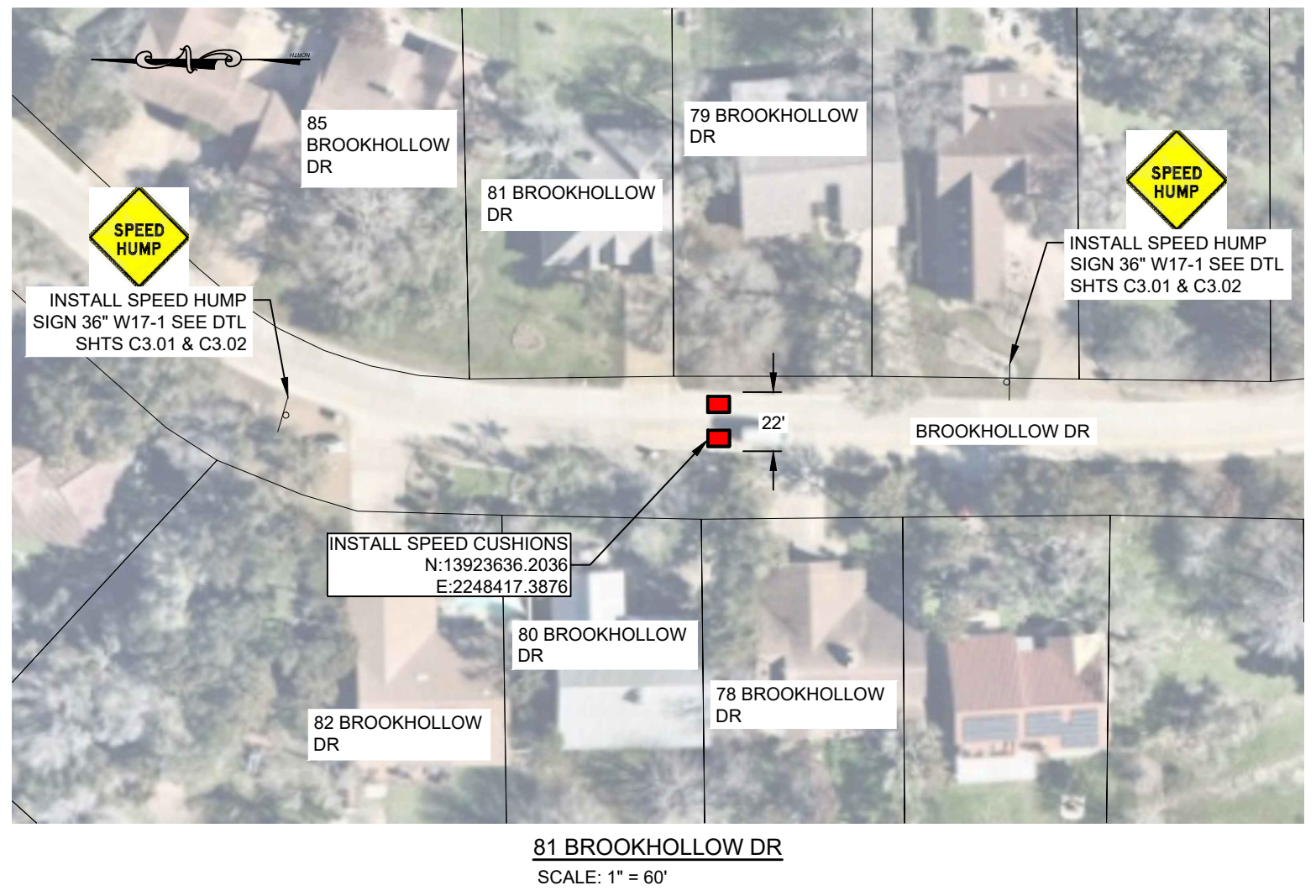
CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
**SPEED CUSHION LOCATIONS
 SHT 1**

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION



- NOTES:
- SEE SHTS C3.05 & C3.06 FOR SPEED CUSHION DETAILS. INSTALLATION SPACING IS DEPENDENT ON ROADWAY WIDTH, NOTIFY ENGINEER OF ANY DISCREPANCIES.
 - SPEED CUSHIONS SHALL BE INSTALLED AT LEAST 7 FEET AWAY FROM ALL SURROUNDING DRIVEWAYS.
 - THE CONTRACTOR SHALL INSTALL SPEED CUSHIONS PER MANUFACTURER INSTALLATION RECOMMENDATIONS.
 - SPEED CUSHION MARKING PATTERN IS TO BE SC-070603-M.
 - THE SIGN LOCATIONS ARE APPROXIMATE, CONTRACTOR SHALL PLACE SIGNS WHERE THEY WILL BE FULLY VISIBLE AND AT A MINIMUM SPACING OF 100 FEET FROM THE SPEED CUSHIONS TO BE INSTALLED. CONTRACTOR TO NOTIFY ENGINEER OF ANY DISCREPANCIES.
 - CONTRACTOR SHALL TRIM ANY TREE LIMBS OR SHRUBS THAT WILL BLOCK THE VIEW OF THE INSTALLED SIGNS AT NO ADDITIONAL COST.



Date: Aug 21, 2024, 10:28am User ID: norri
 File: Z:\ENG - PRD\154 - City of Woodcreek\102 - TO 3 - 2024 Safety Enhancement Program_CAD.dwg (154_102-MEGF-SGN-STRPNC-PLAN-001.dwg)



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 78070
 TBPE FIRM F-2104



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 SPEED CUSHION LOCATIONS
 SHT 2

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION



27 WOODCREEK DR
 SCALE: 1" = 80'

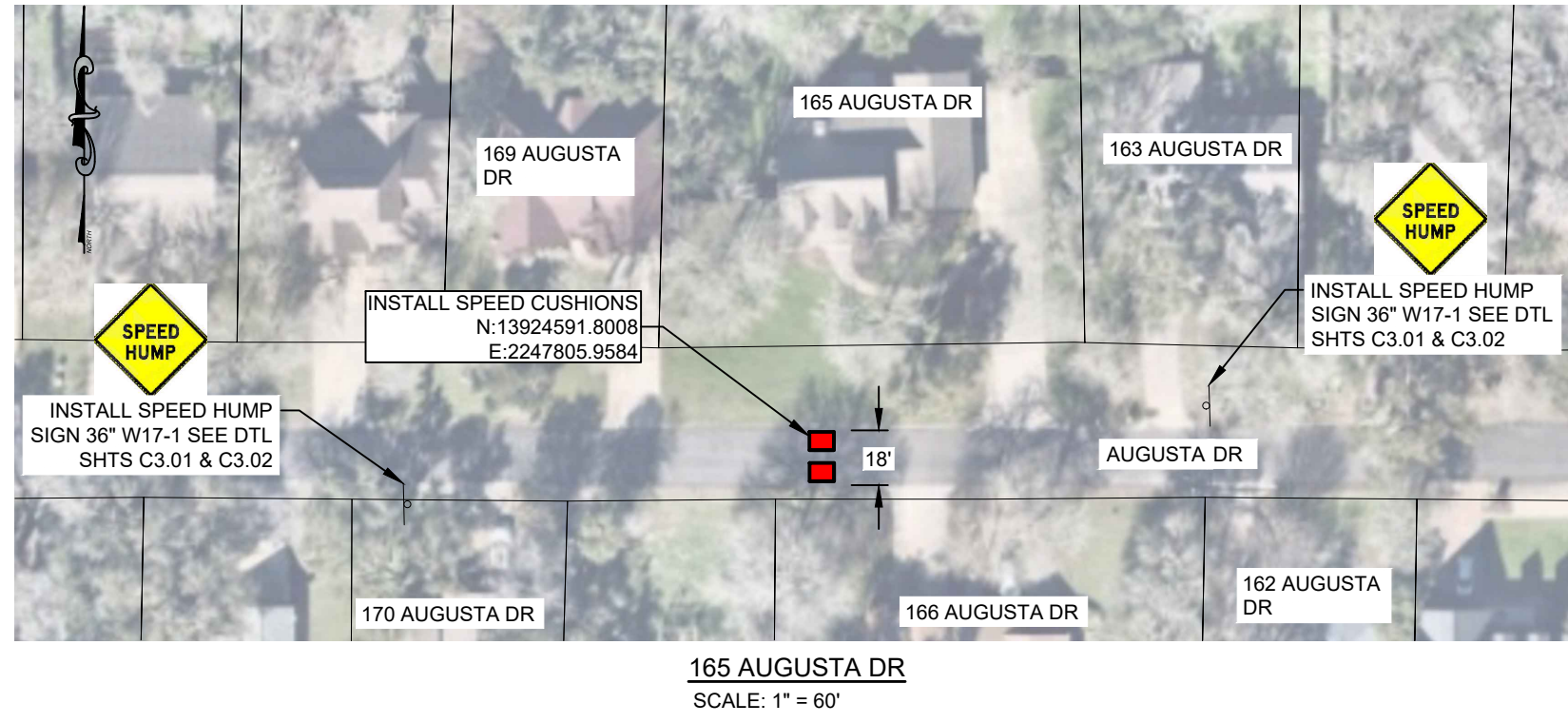


65 WOODCREEK DR
 SCALE: 1" = 70'

- NOTES:
1. SEE SHTS C3.05 & C3.06 FOR SPEED CUSHION DETAILS. INSTALLATION SPACING IS DEPENDENT ON ROADWAY WIDTH, NOTIFY ENGINEER OF ANY DISCREPANCIES.
 2. SPEED CUSHIONS SHALL BE INSTALLED AT LEAST 7 FEET AWAY FROM ALL SURROUNDING DRIVEWAYS.
 3. THE CONTRACTOR SHALL INSTALL SPEED CUSHIONS PER MANUFACTURER INSTALLATION RECOMMENDATIONS.
 4. SPEED CUSHION MARKING PATTERN IS TO BE SC-070603-M.
 5. THE SIGN LOCATIONS ARE APPROXIMATE, CONTRACTOR SHALL PLACE SIGNS WHERE THEY WILL BE FULLY VISIBLE AND AT A MINIMUM SPACING OF 100 FEET FROM THE SPEED CUSHIONS TO BE INSTALLED. CONTRACTOR TO NOTIFY ENGINEER OF ANY DISCREPANCIES.
 6. CONTRACTOR SHALL TRIM ANY TREE LIMBS OR SHRUBS THAT WILL BLOCK THE VIEW OF THE INSTALLED SIGNS AT NO ADDITIONAL COST.

Date: Aug 21, 2024, 10:28am User ID: norri
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Date: Aug 21, 2024, 10:28am User ID: norri
 File: Z:\ENG - PRD\154 - City of Woodcreek\102 - TO 3 - 2024 Safety Enhancement Program\CAD.dwg 154_102-MEGF-SGN-STRPNC-PLAN-001.dwg



165 AUGUSTA DR
 SCALE: 1" = 60'

- NOTES:
1. SEE SHTS C3.05 & C3.06 FOR SPEED CUSHION DETAILS. INSTALLATION SPACING IS DEPENDENT ON ROADWAY WIDTH, NOTIFY ENGINEER OF ANY DISCREPANCIES.
 2. SPEED CUSHIONS SHALL BE INSTALLED AT LEAST 7 FEET AWAY FROM ALL SURROUNDING DRIVEWAYS.
 3. THE CONTRACTOR SHALL INSTALL SPEED CUSHIONS PER MANUFACTURER INSTALLATION RECOMMENDATIONS.
 4. SPEED CUSHION MARKING PATTERN IS TO BE SC-070603-M.
 5. THE SIGN LOCATIONS ARE APPROXIMATE, CONTRACTOR SHALL PLACE SIGNS WHERE THEY WILL BE FULLY VISIBLE AND AT A MINIMUM SPACING OF 100 FEET FROM THE SPEED CUSHIONS TO BE INSTALLED. CONTRACTOR TO NOTIFY ENGINEER OF ANY DISCREPANCIES.
 6. CONTRACTOR SHALL TRIM ANY TREE LIMBS OR SHRUBS THAT WILL BLOCK THE VIEW OF THE INSTALLED SIGNS AT NO ADDITIONAL COST.

Item 12.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 78070 TBPE FIRM F-2104



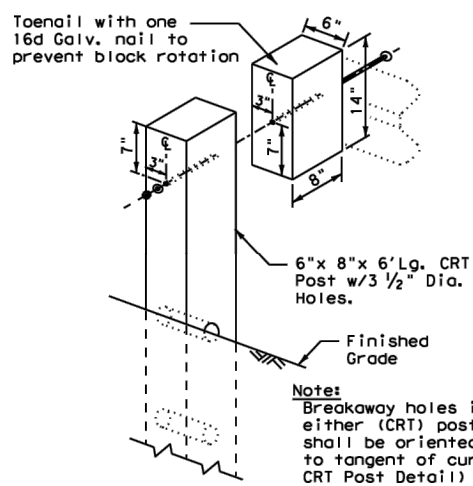
CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
SPEED CUSHION LOCATIONS
 SHT 3

JOB:	154-102
DATE:	2024/08/21
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

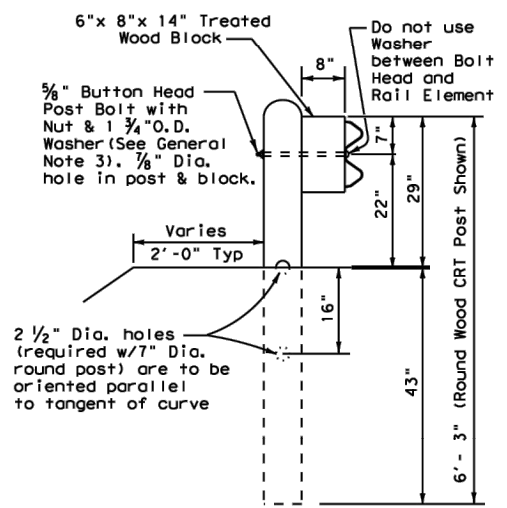
REVISIONS:	
DELTA	DESCRIPTION

JOB: 154-102
DATE: 2024/08/21
DRAWN: TN PM: MN
DESIGN: DM:
PEER: OTHER:
REVISIONS:
DELTA DESCRIPTION

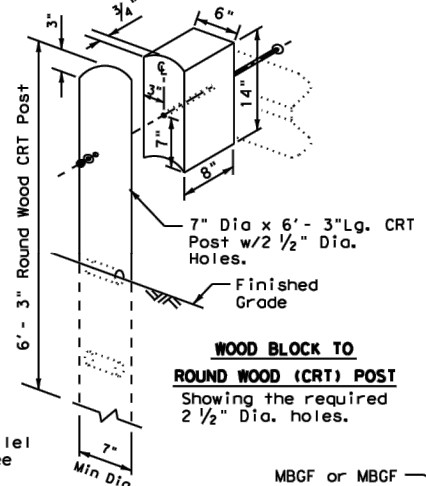
DISCLAIMER: THIS STANDARD IS GOVERNED BY THE "TEXAS ENGINEERING PRACTICE ACT". NO WARRANTY OF ANY KIND IS MADE BY TxDOT FOR ANY PURPOSE WHATSOEVER. THE USE OF THIS STANDARD FOR THE CONVERSION OF THIS STANDARD TO OTHER FORMATS OR FOR INCORRECT RESULTS OR DAMAGES RESULTING FROM ITS USE. TxDOT ASSUMES NO RESPONSIBILITY FOR THE CONVERSION OF THIS STANDARD TO OTHER FORMATS OR FOR INCORRECT RESULTS OR DAMAGES RESULTING FROM ITS USE.



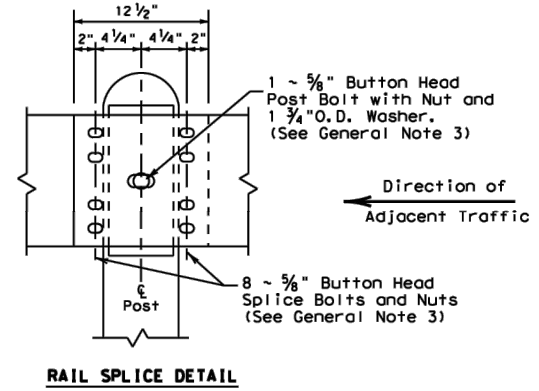
WOOD BLOCK TO RECTANGULAR WOOD (CRT) POST
Showing the required 3 1/2" Dia. holes.



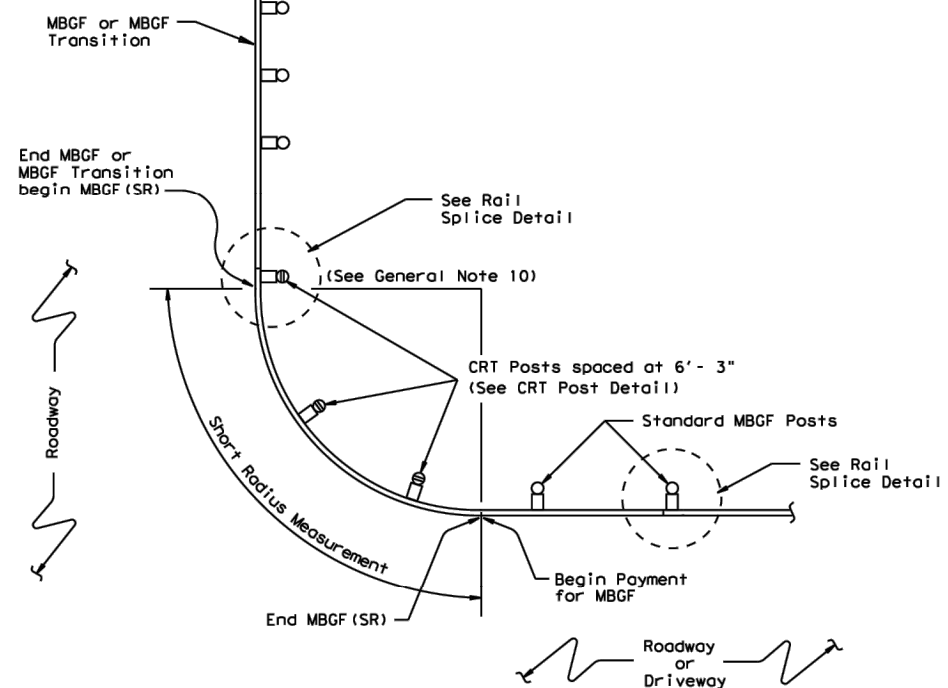
(CRT) POST DETAIL CONTROLLED RELEASE TERMINAL POST
Two or more wood CRT post(s) are required at any radius installation located at intersecting roadways or driveways.



WOOD BLOCK TO ROUND WOOD (CRT) POST
Showing the required 2 1/2" Dia. holes.



RAIL SPLICE DETAIL

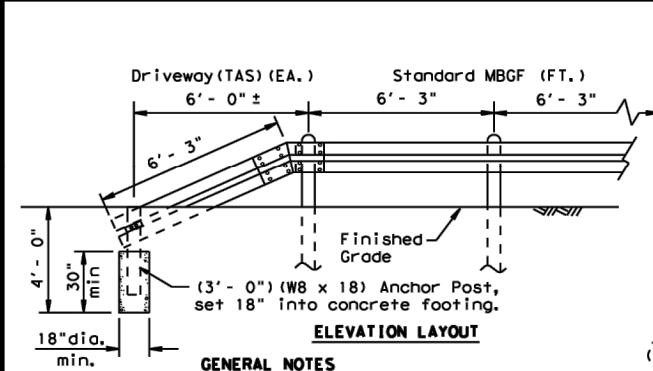


PLAN VIEW SHOWING TYPICAL RADIUS
The required radius is shown elsewhere on the plans.

GENERAL NOTES

- The type of (CRT) post (round wood post, or rectangular wood post) will be shown elsewhere in the plans. The exact position of MBGF shall be shown elsewhere in the plans or as directed by the Engineer.
- Steel posts are not permitted at CRT post positions.
- Rail element shall meet the requirements of Item 540, "Metal Beam Guard Fence" except as modified on the plans. The Contractor may furnish rail elements of 12 1/2 or 25 foot nominal lengths.
- Button head "post" bolts (ASTM A307) shall be of sufficient length to extend through the full thickness of the nut (ASTM A563) and Type A (1 3/4" O.D.) washer and not more than 1" beyond it. Button head "splice" bolts (ASTM A307) are 5/8" x 1 1/4" (or 2" long at triple rail splices) with a 5/8" double recessed nut (ASTM A563).
- Fittings (bolts, nuts, and washers) shall be galvanized in accordance with Item 445, "Galvanizing." Fittings shall be subsidiary to the bid item.
- Crown shall be widened to accommodate the Metal Beam Guard Fence.
- The lateral approach to the guard fence, shall have a slope rate of not more than 1V:10H.
- Unless otherwise shown in the plans, guard fence placed in the vicinity of curbs shall be positioned so that the face of curb is located directly below or behind the face of the block. Rail placed over curbs shall be installed so that the post bolt is located approximately 21 inches above the gutter pan or roadway surface.
- If solid rock is encountered within 0 to 18" of the finished grade, drill a 22" dia. hole, 24" into the rock, or drill two 12" dia. front to back overlapping holes, 24" into the rock or to the standard embedment depth, whichever is less. Any excess post length, after meeting these depths, may be field cut to ensure proper guardrail mounting height. Backfill with a cohesionless material.
- Guardrail posts shall not be set in concrete, of any depth.
- Special rail fabrication will be required at installations having a curvature of less than 150 ft. radius. The required radius shall be shown on the plans.
- The terminal anchor section (TAS) post shall be set in Class A concrete (unless otherwise shown in the plans) in accordance with Item 421, "Hydraulic Cement Concrete." Concrete shall be subsidiary to the bid item requiring construction of the terminal anchor section (TAS). Terminal anchor post to be galvanized in accordance with Item 445, "Galvanizing."
- Unless otherwise shown in the plans, a composite material post and/or block that meets the requirements of DMS-7210, "Composite Material Posts and Blocks for Metal Beam Guard Fence" may be substituted for posts and/or blocks of similar dimensions. The Construction Division, TxDOT maintains a Material Producer List (MPL) for producers of materials conforming to DMS-7210. Only producers on the MPL can furnish composite material posts and/or blocks.

ONLY FOR USE IN MAINTENANCE REPAIRS OR HIGHLY CONSTRAINED SITE CONDITIONS.



"DRIVEWAY" TERMINAL ANCHOR SECTION
Only for use within driveway locations, where a standard (TAS) Terminal Anchor Section can not be installed.

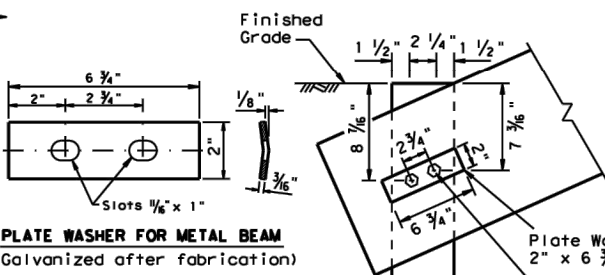
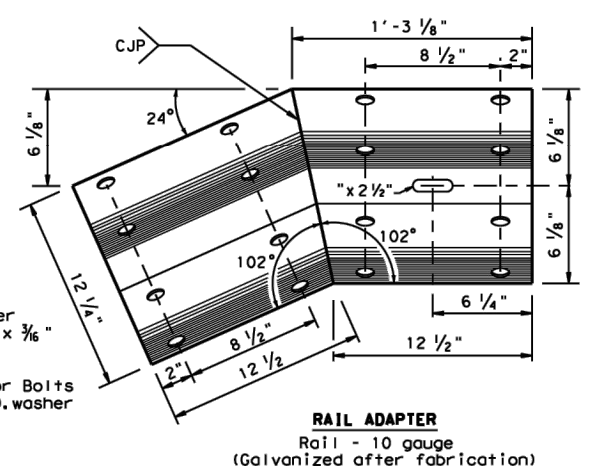


PLATE WASHER FOR METAL BEAM
(Galvanized after fabrication)



RAIL ADAPTER
Rail - 10 gauge
(Galvanized after fabrication)

Texas Department of Transportation
Design Division Standard

METAL BEAM GUARD FENCE (SHORT RADIUS) MBGF (SR) - 19

FILE: mbgfsr19.dgn DNI: TxDOT CK: KM DN: BD CK: VP
© TxDOT NOVEMBER 2019 CONT SECT JOB HIGHWAY
REVISIONS
DIST COUNTY SHEET NO.

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SIGN SUPPORT DESCRIPTIVE CODES

(Descriptive Codes correspond to project estimate and quantities sheets)

SM RD SGN ASSM TY XXXXX (X) XX (X-XXXX)

Post Type

- FRP = Fiberglass Reinforced Plastic Pipe (see SMD(FRP))
- TWT = Thin-Walled Tubing (see SMD(TWT))
- 10BWG = 10 BWG Tubing (see SMD(SLIP-1) to (SLIP-3))
- S80 = Schedule 80 Pipe (see SMD(SLIP-1) to (SLIP-3))

Number of Posts (1 or 2)

Anchor Type

- UA = Universal Anchor - Concreted (see SMD(FRP) and (TWT))
- UB = Universal Anchor - Bolted down (see SMD(FRP) and (TWT))
- WS = Wedge Anchor Steel - (see SMD(TWT))
- WP = Wedge Anchor Plastic (see SMD(TWT))
- SA = Slipbase - Concreted (see SMD(SLIP-1) to (SLIP-3))
- SB = Slipbase - Bolted Down (see SMD(SLIP-1) to (SLIP-3))

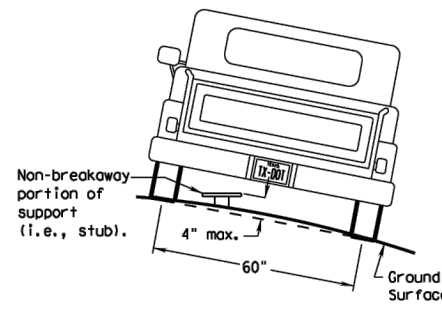
Sign Mounting Designation

- P = Prefab. "Plain" (see SMD(SLIP-1) to (SLIP-3), (TWT), (FRP))
- T = Prefab. "T" (see SMD(SLIP-1) to (SLIP-3), (TWT))
- U = Prefab. "U" (see SMD(SLIP-1) to (SLIP-3))

IF REQUIRED

- 1EXT or 2EXT = Number of Extensions (see SMD(SLIP-1) to (SLIP-3), (TWT))
- BM = Extruded Wind Beam (see SMD(SLIP-1) to (SLIP-3))
- WC = 1.12 #/ft Wing Channel (see SMD(SLIP-1) to (SLIP-3))
- EXAL = Extruded Aluminum Sign Panels (see SMD(SLIP-3))

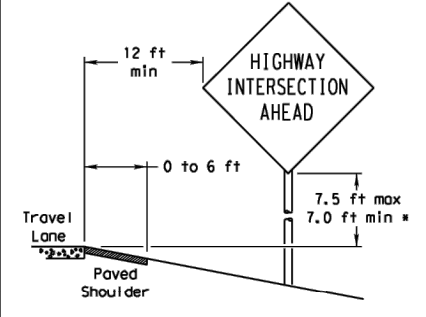
REQUIRED CLEARANCE FOR BREAKAWAY SUPPORT



To avoid vehicle undercarriage snagging, any substantial remains of a breakaway support, when it is broken away, should not project more than 4 inches above a 60-inch chord (i.e., typical space between wheel paths).

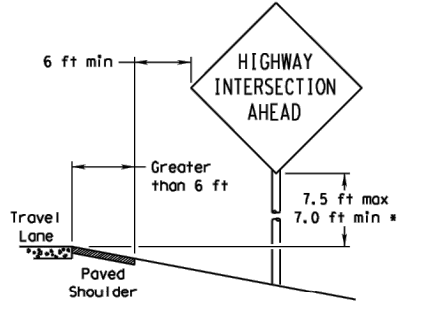
SIGN LOCATION

PAVED SHOULDERS



LESS THAN 6 FT. WIDE

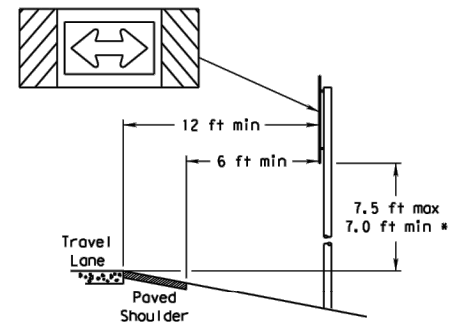
When the shoulder is 6 ft. or less in width, the sign must be placed at least 12 ft. from the edge of the travel lane.



GREATER THAN 6 FT. WIDE

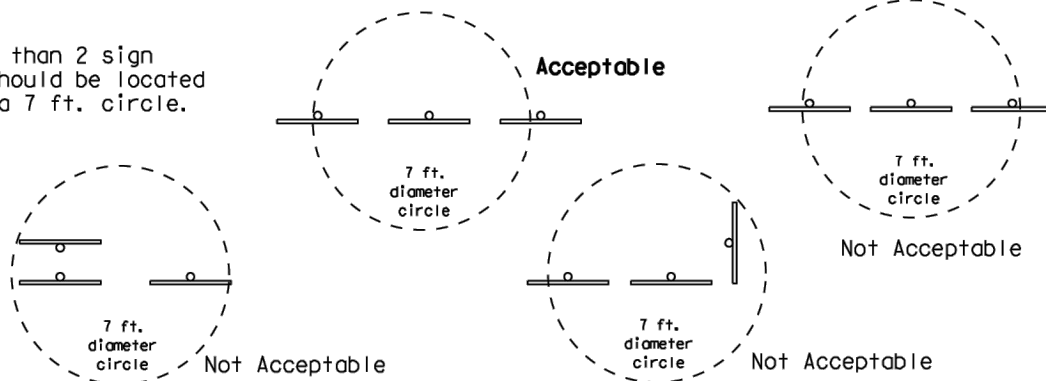
When the shoulder is greater than 6 ft in width, the sign must be placed at least 6 ft. from the edge of the shoulder.

T-INTERSECTION



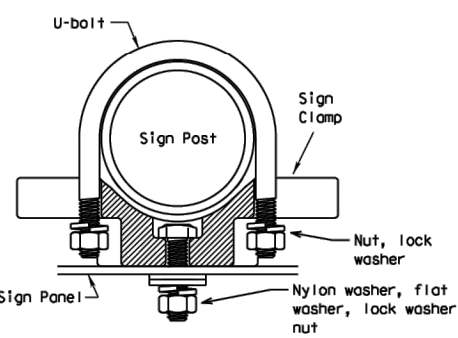
When this sign is needed at the end of a two-lane, two way roadway, the right edge of the sign should be in line with the centerline of the roadway. Place as close to ROW as practical.

No more than 2 sign posts should be located within a 7 ft. circle.

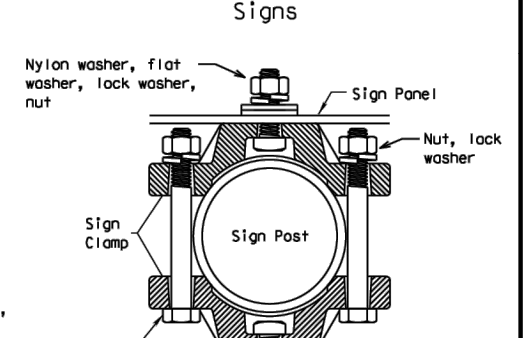


TYPICAL SIGN ATTACHMENT DETAIL

Single Signs



Back-to-Back Signs



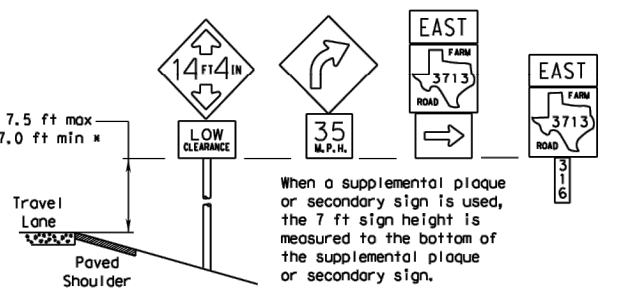
Bolts used to mount sign panels to the clamp are 5/16-18 UNC galvanized square head with nut, nylon washer, flat washer and lock washer. The bolt length is 1 inch for aluminum.

When two sign clamps are used to mount signs back-to-back, use a 5/16-18 UNC galvanized hex head per ASTM A307 with nut and helical-spring lock washer. The approximate bolt lengths for various post sizes and sign clamp types are given in the table at right. The bolt length may need to be adjusted depending upon field conditions.

Sign clamps may be either the specific size clamp or the universal clamp.

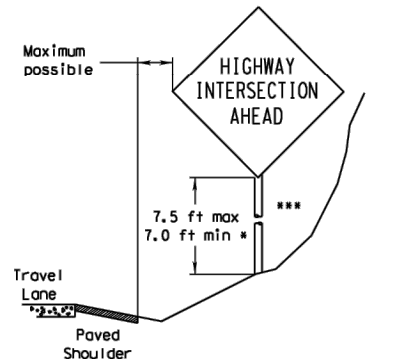
Pipe Diameter	Approximate Bolt Length	
	Specific Clamp	Universal Clamp
2" nominal	3"	3 or 3 1/2"
2 1/2" nominal	3 or 3 1/2"	3 1/2 or 4"
3" nominal	3 1/2 or 4"	4 1/2"

SIGNS WITH PLAQUES



When a supplemental plaque or secondary sign is used, the 7 ft sign height is measured to the bottom of the supplemental plaque or secondary sign.

RESTRICTED RIGHT-OF-WAY (When 6 ft min. is not possible.)

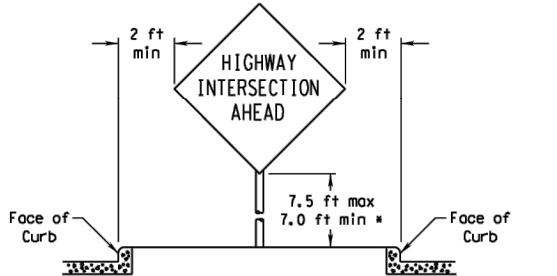


Right-of-way restrictions may be created by rocks, water, vegetation, forest, buildings, a narrow island, or other factors.

In situations where a lateral restriction prevents the minimum horizontal clearance from the edge of the travel lane, signs should be placed as far from the travel lane as practical.

*** Post may be shorter if protected by guardrail or if Engineer determines the post could not be hit due to extreme slope.

CURB & GUTTER OR RAISED ISLAND



Texas Department of Transportation
Traffic Operations Division

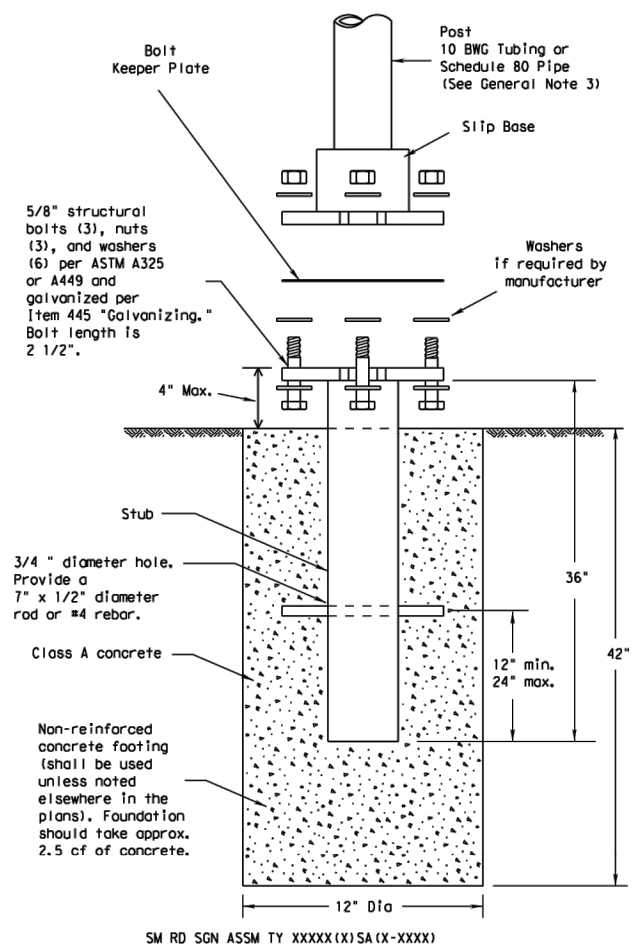
SIGN MOUNTING DETAILS
SMALL ROADSIDE SIGNS
GENERAL NOTES & DETAILS
SMD (GEN) -08

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9-08	REVISIONS	CONT	SECT	JOB	HIGHWAY
				COUNTY	SHEET NO.

REVISIONS:	
DELTA	DESCRIPTION

TRIANGULAR SLIPBASE INSTALLATION GENERAL REQUIREMENTS



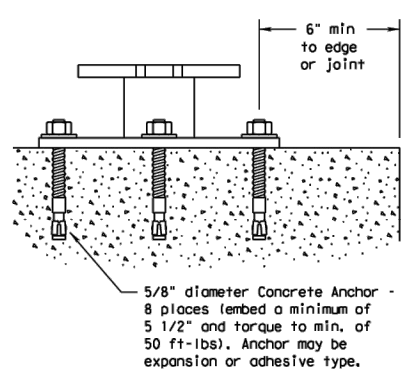
NOTE

There are various devices approved for the Triangular Slipbase System. Please reference the Material Producer List for approved slip base systems. http://www.txdot.gov/business/producer_list.htm The devices shall be installed per manufacturers' recommendations. Installation procedures shall be provided to the Engineer by Contractor.

- GENERAL NOTES:**
- Slip base shall be permanently marked to indicate manufacturer. Method, design, and location of marking are subject to approval of the TxDOT Traffic Standards Engineer.
 - Material used as post with this system shall conform to the following specifications:
 - 10 BWG Tubing (2.875" outside diameter)
 - 0.134" nominal wall thickness
 - Seamless or electric-resistance welded steel tubing or pipe
 - Steel shall be HSLAS Gr 55 per ASTM A1011 or ASTM A1008
 - Other steels may be used if they meet the following:
 - 55,000 PSI minimum yield strength
 - 70,000 PSI minimum tensile strength
 - 20% minimum elongation in 2"
 - Wall thickness (uncoated) shall be within the range of 0.122" to 0.138"
 - Outside diameter (uncoated) shall be within the range of 2.867" to 2.883"
 - Galvanization per ASTM A123 or ASTM A653 G210. For precoated steel tubing (ASTM A653), recoat tube outside diameter weld seam by metallizing with zinc wire per ASTM B833.
 - Schedule 80 Pipe (2.875" outside diameter)
 - 0.276" nominal wall thickness
 - Steel tubing per ASTM A500 Gr C
 - Other seamless or electric-resistance welded steel tubing or pipe with equivalent outside diameter and wall thickness may be used if they meet the following:
 - 46,000 PSI minimum yield strength
 - 62,000 PSI minimum tensile strength
 - 21% minimum elongation in 2"
 - Wall thickness (uncoated) shall be within the range of 0.248" to 0.304"
 - Outside diameter (uncoated) shall be within the range of 2.855" to 2.895"
 - Galvanization per ASTM A123
 - See the Traffic Operations Division website for detailed drawings of sign clamps and Texas Universal Triangular Slipbase System components. The website address is: <http://www.txdot.gov/publications/traffic.htm>
 - Sign supports shall not be spliced except where shown. Sign support posts shall not be spliced.

- ASSEMBLY PROCEDURE**
- Foundation**
- Prepare 12-inch diameter by 42-inch deep hole. If solid rock is encountered, the depth of the foundation may be reduced such that it is embedded a minimum of 18 inches into the solid rock.
 - The Engineer may permit batches of concrete less than 2 cubic yards to be mixed with a portable, motor-driven concrete mixer. For small placements less than 0.5 cubic yards, hand mixing in a suitable container may be allowed by Engineer. Concrete shall be Class A.
 - Push the pipe end of the slip base stub into the center of the concrete. Rotate the stub back and forth while pushing it down into the concrete to assure good contact between the concrete and stub.
 - Continue to work the stub into the concrete until it is between 2 to 4 inches above the ground.
 - Plumb the stub. Allow a minimum of 4 days to set, unless otherwise directed by the Engineer.
 - The triangular slipbase system is multidirectional and is designed to release when struck from any direction.
- Support**
- Cut support so that the bottom of the sign will be 7 to 7.5 feet above the edge of the travelway (i.e., edge of the closest lane) when slip plate is below the edge of pavement or 7 to 7.5 feet above slip plate when the slip plate is above the edge of the travelway. The cut shall be plumb and straight.
 - Attach sign to support using connections shown. When multiple signs are installed on the same support, ensure the minimum clearance between each sign is maintained. See SMD(SLIP-2) for clearances based on sign types.

CONCRETE ANCHOR



Concrete anchor consists of 5/8" diameter stud bolt with UNC series bolt threads on the upper end, heavy hex nut per ASTM A563, and hardened washer per ASTM F436. The stud bolt shall have a minimum yield and ultimate tensile strength of 50 and 75 KSI, respectively. Nuts, bolts and washers shall be galvanized per Item 445, "Galvanizing." Adhesive type anchors shall have stud bolts installed with Type III epoxy per DMS-6100, "Epoxyes and Adhesives." Adhesive anchors may be loaded after adequate epoxy cure time per the manufacturer's recommendations. Top of bolt shall extend at least flush with top of the nut when installed. The anchor, when installed in 4000 psi normal-weight concrete with a 5 1/2" minimum embedment, shall have a minimum allowable tension and shear of 3900 and 3100 psi, respectively.

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Texas Department of Transportation
Traffic Operations Division

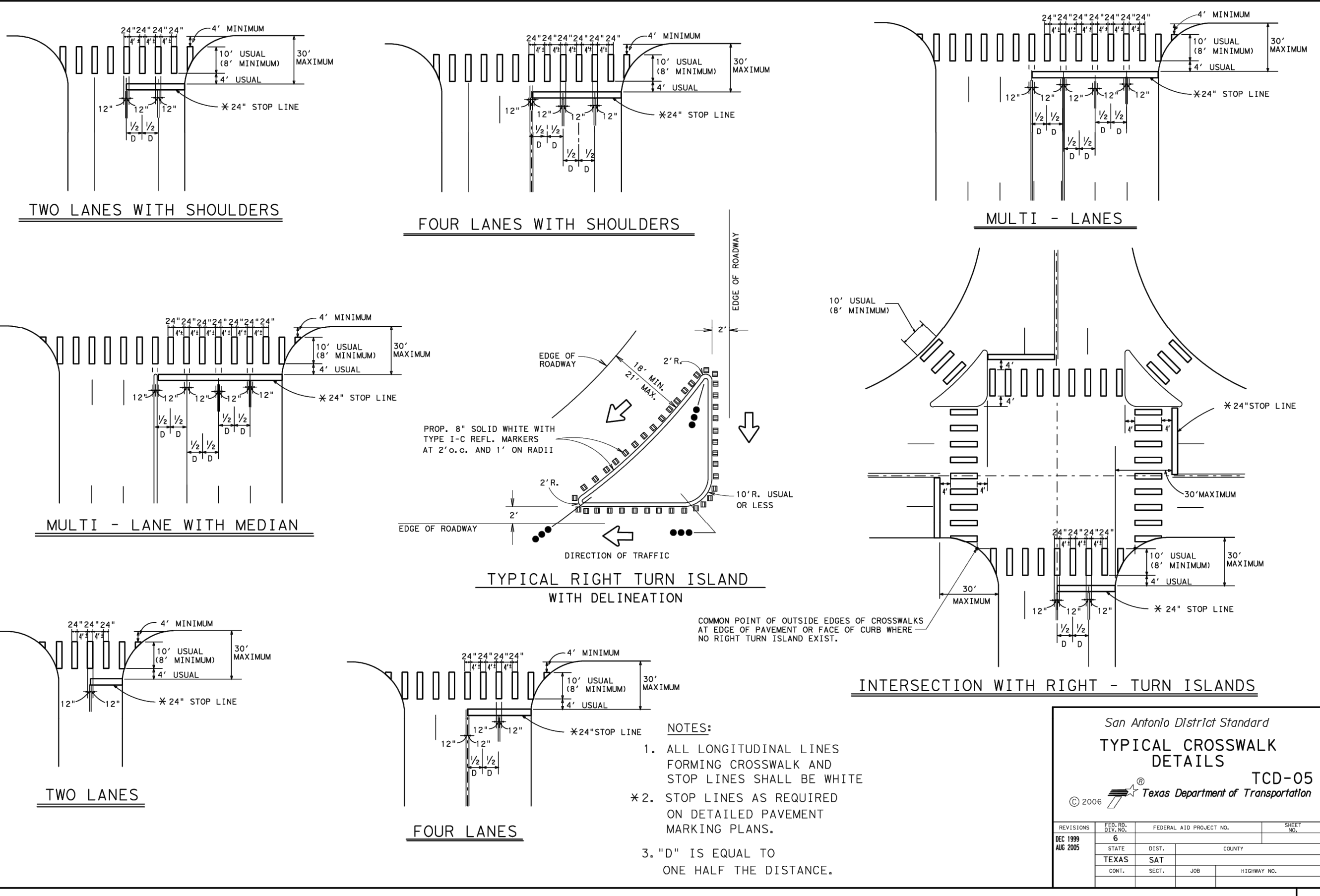
SIGN MOUNTING DETAILS
SMALL ROADSIDE SIGNS
TRIANGULAR SLIPBASE SYSTEM
SMD (SLIP-1) -08

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9-08	CONT	SECT	JOB	HIGHWAY
	DIST		COUNTY	SHEET NO.

26B

REVISIONS:

DELTA	DESCRIPTION

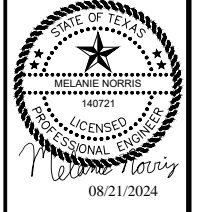


San Antonio District Standard
TYPICAL CROSSWALK DETAILS
TCD-05
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REVISIONS	FED. RD. DIV. NO.	FEDERAL AID PROJECT NO.	SHEET NO.
DEC 1999	6		
AUG 2005			
	STATE	DIST.	COUNTY
	TEXAS	SAT	
	CONT.	SECT.	JOB HIGHWAY NO.

LEVELS DISPLAYED ACC:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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JOB: 154-102
DATE: 2024/08/21

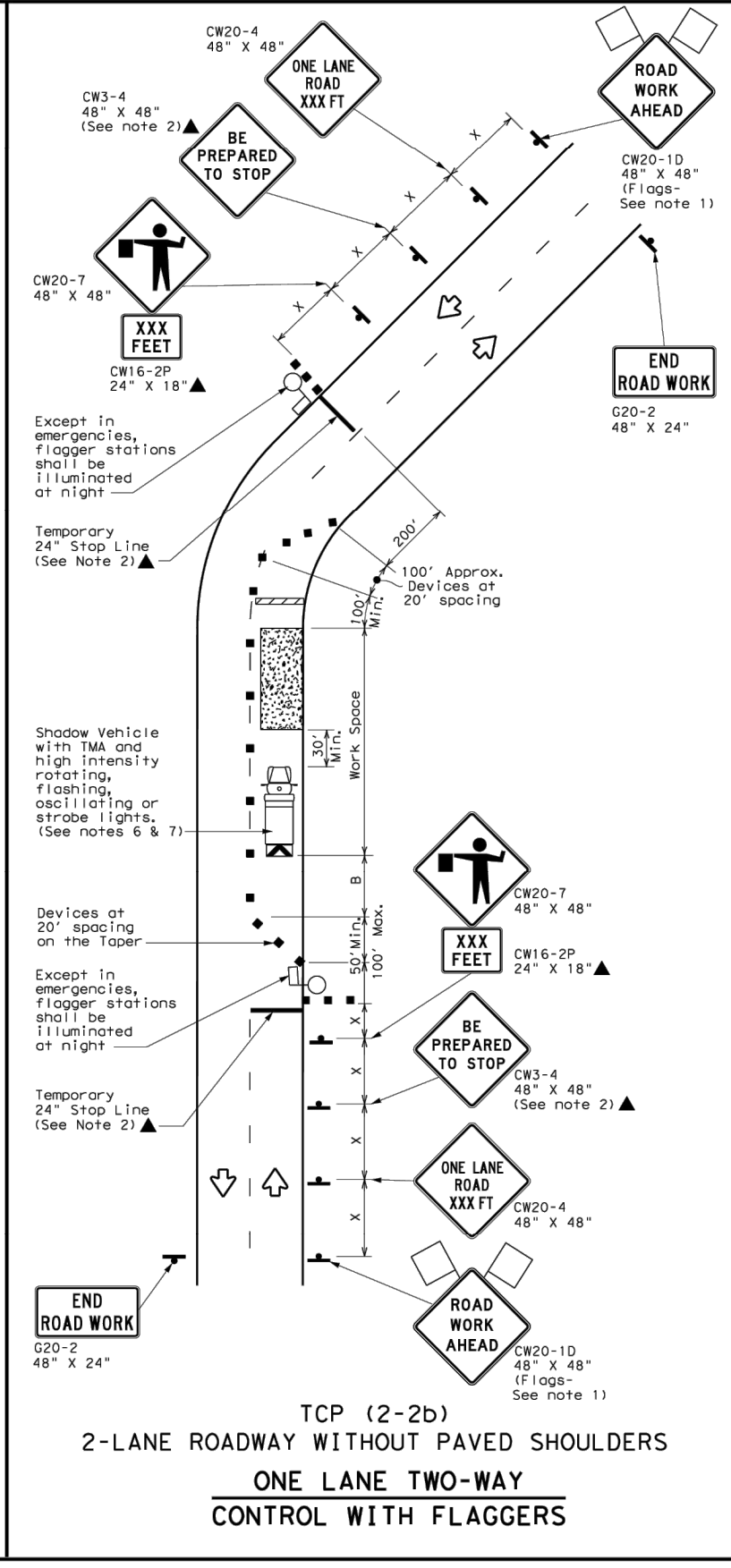
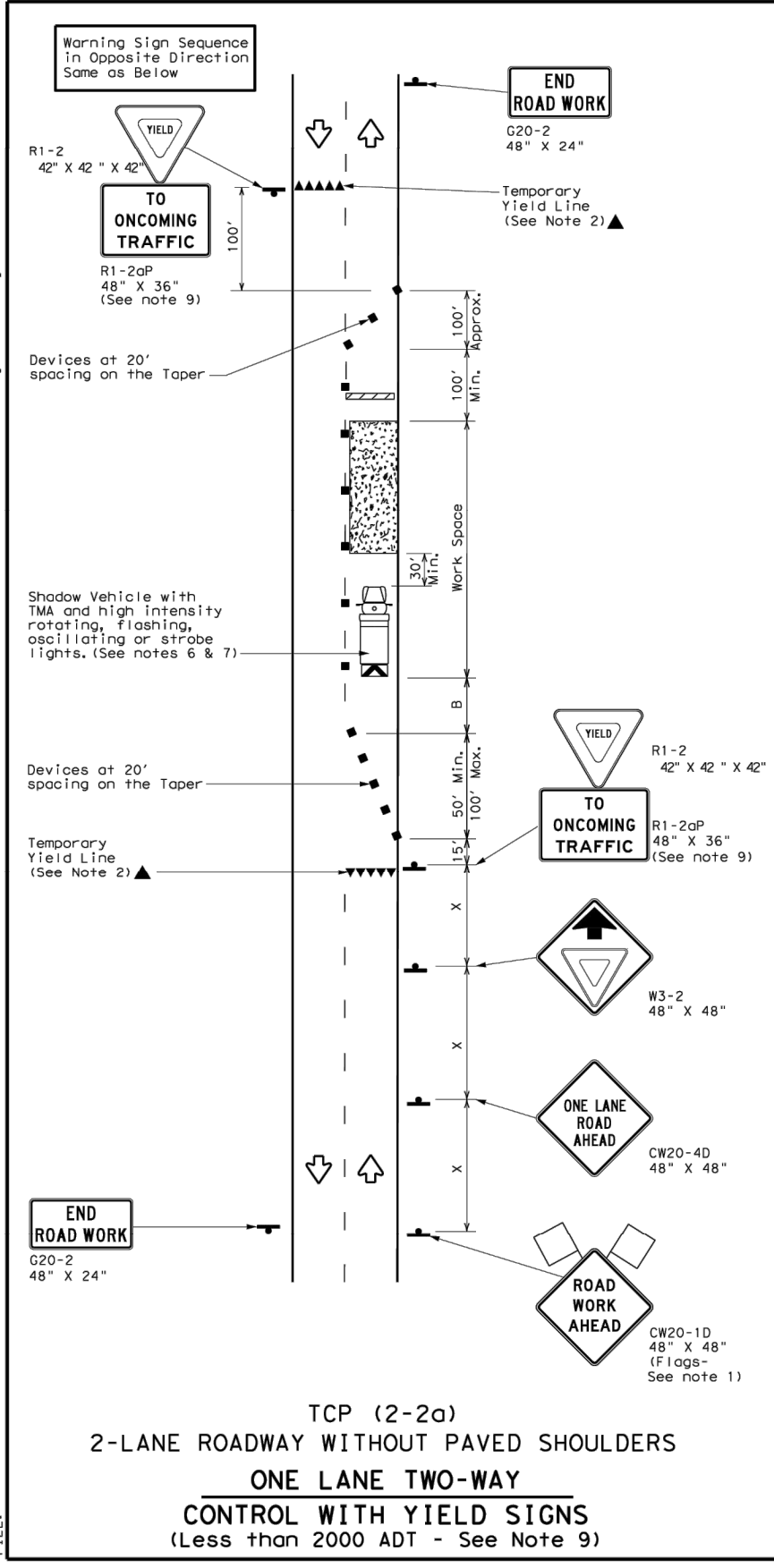
DRAWN: TN	PM: MN
DESIGN: DM	
PEER: OTHER:	

REVISIONS:

DELTA	DESCRIPTION

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DATE: FILE:



LEGEND

	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed * X	Formula L = WS ² / 60	Minimum Desirable Taper Lengths X X			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "x" Distance	Suggested Longitudinal Buffer Space "B"	Stopping Sight Distance
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent			
30	L = WS ² / 60	150'	165'	180'	30'	60'	120'	90'	200'
35		205'	225'	245'	35'	70'	160'	120'	250'
40		265'	295'	320'	40'	80'	240'	155'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	195'	360'
50		500'	550'	600'	50'	100'	400'	240'	425'
55		550'	605'	660'	55'	110'	500'	295'	495'
60		600'	660'	720'	60'	120'	600'	350'	570'
65		650'	715'	780'	65'	130'	700'	410'	645'
70		700'	770'	840'	70'	140'	800'	475'	730'
75		750'	825'	900'	75'	150'	900'	540'	820'

* Conventional Roads Only
** Taper lengths have been rounded off.
L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE

MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓	✓	

- GENERAL NOTES**
- Flags attached to signs where shown, are REQUIRED.
 - All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plans, or for routine maintenance work, when approved by the Engineer.
 - The CW3-4 "BE PREPARED TO STOP" sign may be installed after the CW20-4 "ONE LANE ROAD XXX FT" sign, but proper sign spacing shall be maintained.
 - Flaggers should use two-way radios or other methods of communication to control traffic.
 - Length of work space should be based on the ability of flaggers to communicate.
 - A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
 - Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect a wider work space.
- TCP (2-2a)**
- The R1-2 "YIELD" sign traffic control may be used on projects with approaches that have adequate sight distance. For projects in urban areas, work space should be no longer than one half city block. In rural areas, roadways with less than 2000 ADT, work space should be no longer than 400 feet.
 - The R1-2aP "YIELD TO ONCOMING TRAFFIC" sign shall be placed on a support at a 7 foot minimum mounting height.
- TCP (2-2b)**
- Channelizing devices on the center line may be omitted when a pilot car is leading traffic and approved by the Engineer.
 - If the work space is located near a horizontal or vertical curve, the buffer distances should be increased in order to maintain stopping sight distance to the flagger and a queue of stopped vehicles. (See table above).
 - Flaggers should use 24" STOP/SLOW paddles to control traffic. Flags should be limited to emergency situations.

Texas Department of Transportation
Traffic Operations Division Standard

TRAFFIC CONTROL PLAN
ONE-LANE TWO-WAY
TRAFFIC CONTROL

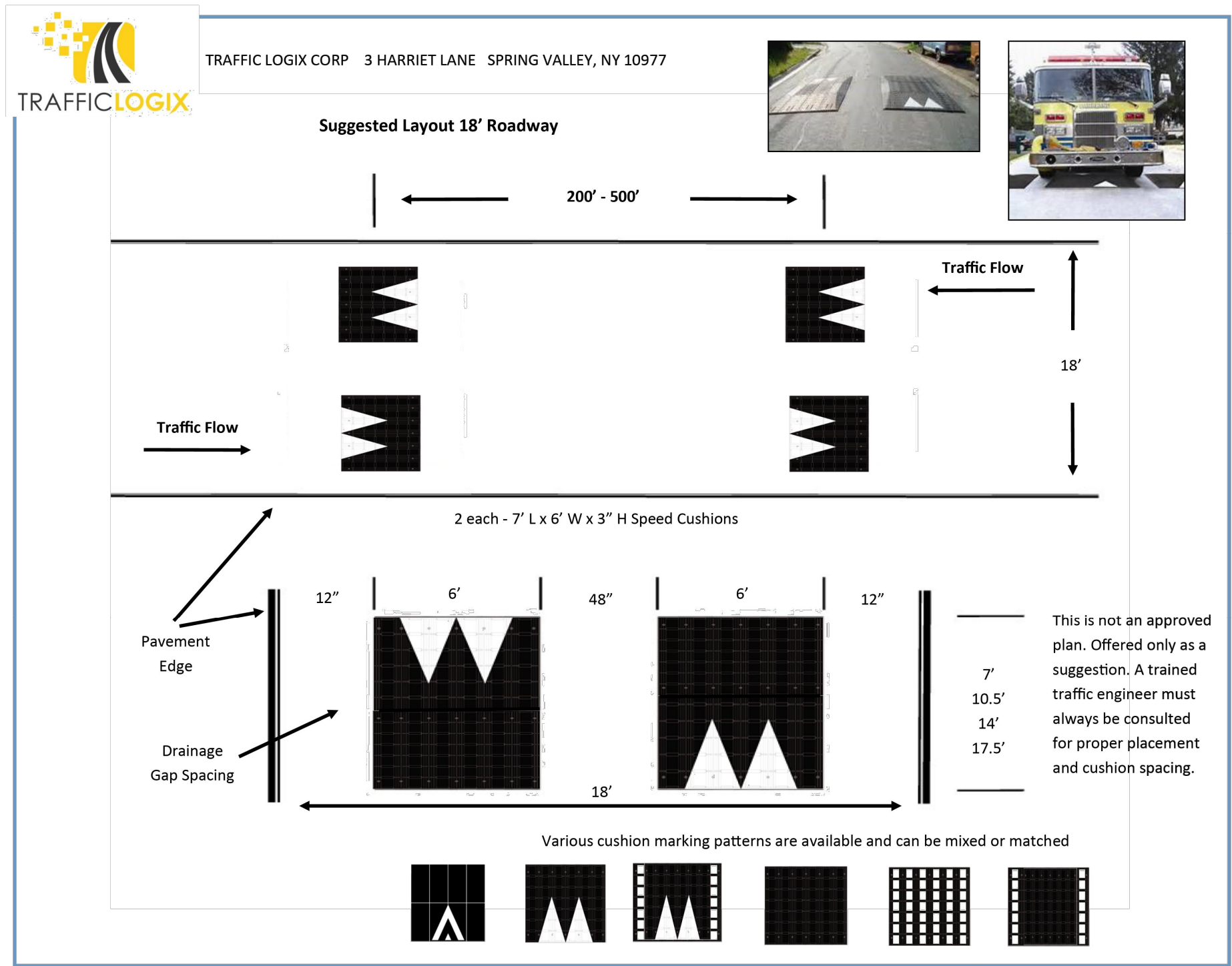
TCP (2-2) - 18

FILE: tcp2-2-18.dgn	DN:	CK:	DW:	CK:
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REVISIONS				
8-95 3-03				
1-97 2-12				
4-98 2-18				
DIST		COUNTY		SHEET NO.

REVISIONS:

DELTA	DESCRIPTION

SPEED CUSHION MARKING PATTERN IS TO BE SC-070603-M.



Speed Cushions TL Standard Cushion

General Description: Speed Cushions of various dimensions may be constructed utilizing patented directional tongue and groove 18" x 42" interlocking rubber modules. This two directional tongue and groove interlocking module system provides additional connection between the modules and increases stability of the installed speed cushion. Each module is bolted to the road using six fusion coated rust resistant lag bolts through a plastic shield installed in the pavement.

Patented Interlocking tongue and groove module

White Square Pattern

Yellow also available

Standard Speed Cushion

SPECIFICATIONS

Dimensions of the tongue and groove modules:
Width: 18" (+/- 1/16")
Length: 42" (+/- 1/8")
Thickness: 3" (+/- 1/8")

Dimensions of the Cushions are changeable by
Width: 18" increments
Length: 42" increments

Standard Dimensions of Speed Cushions
7' x 6' x 3" • 8 modules
10.5' x 6' x 3" (Flat surface 72" x 42") • 12 modules
14' x 6' x 3" (Flat surface 72" x 84") • 16 modules
21' x 6' x 3" (Flat surface 72" x 126") • 20 modules
Entrance and exit gradient: 1:15 (7%) Lip: .25"
Side gradient: 1:3 (35%) Lip: .25"

Physical properties:
Material: Compression molded 100% recycled synthetic and natural rubber composite
Tensile strength: minimum 500 psi
Shore hardness: minimum 70A
Specific gravity: 1.1
Deformation Rate: None; 100% recovery
Skid Resistance: 89 (Dry)

Markings: All markings are embedded into the rubber during the manufacturing process and have reflective qualities.

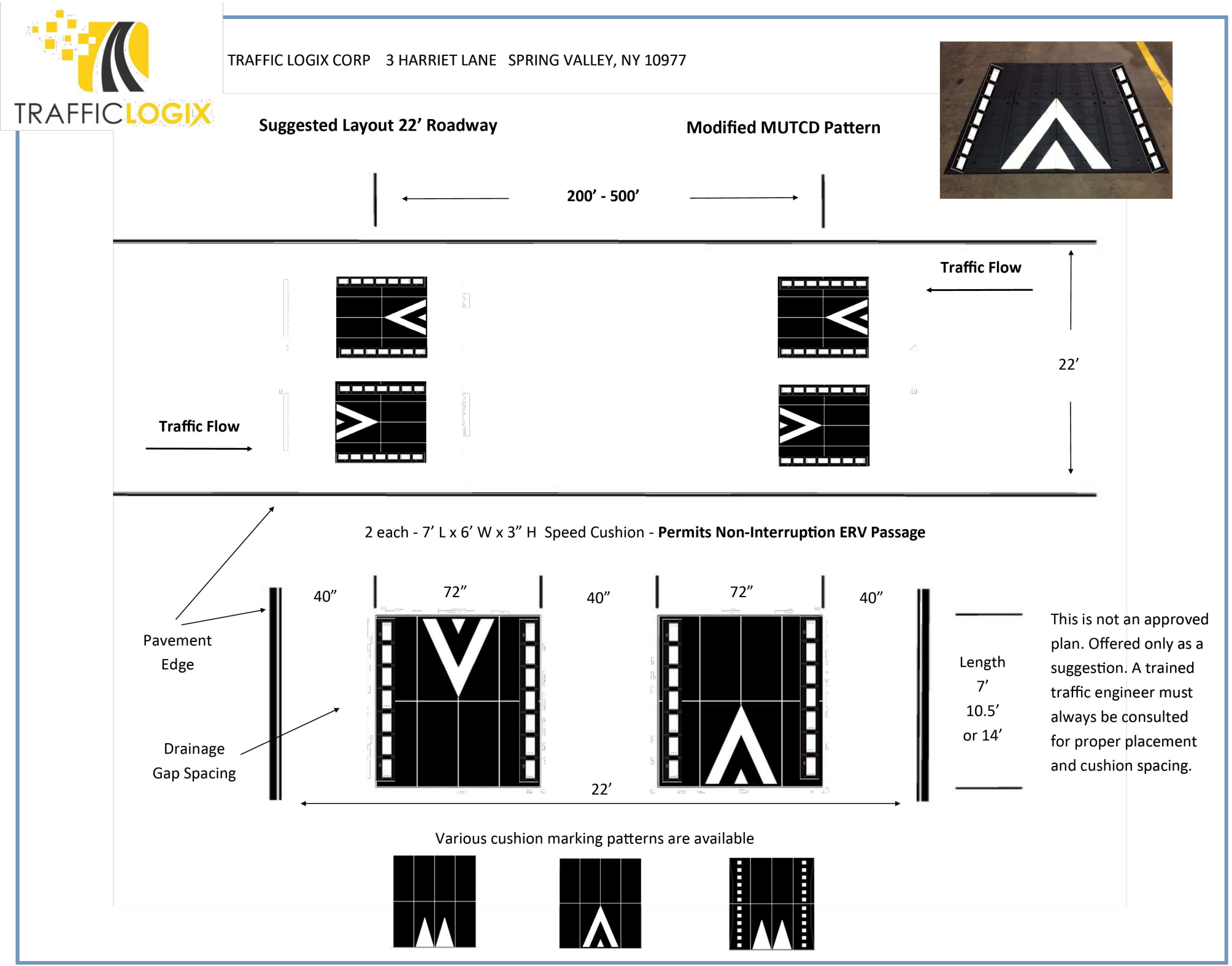
Part # SC-070603-W 8' W x 7' L x 3" H
Part # SC-140603-W 6' W x 14' L x 3" H
Part # SC-1050603-W 6' W x 10.5' L x 3" H
Not Shown
6' W x 21' L x 3" H
6' W x 14' L x 4" H
6' W x 21' L x 4" H

TRAFFIC LOGIX CORP 3 HARRIET LANE SPRING VALLEY, NY 10977 866.915.6449 www.trafficlogix.com

REVISIONS:

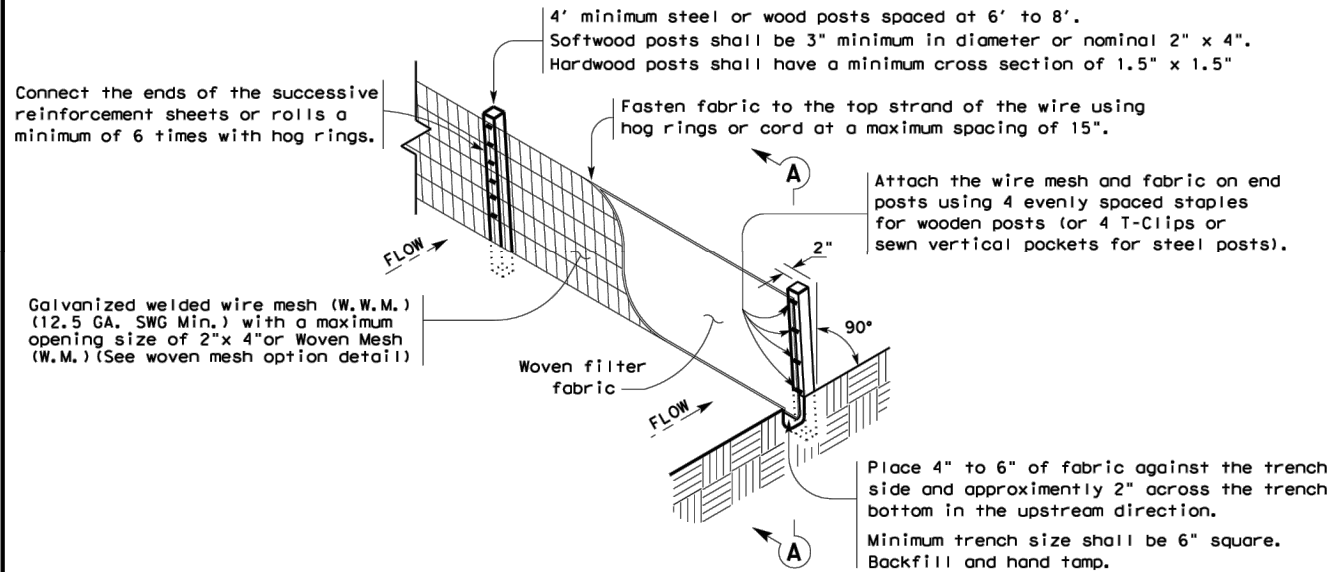
DELTA	DESCRIPTION

SPEED CUSHION MARKING PATTERN IS TO BE SC-070603-M.



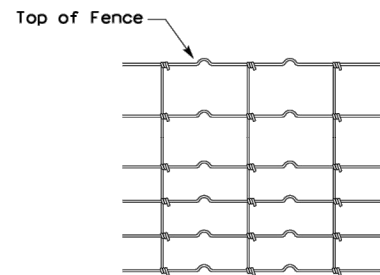
DISCLAIMER: This standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE
FILE



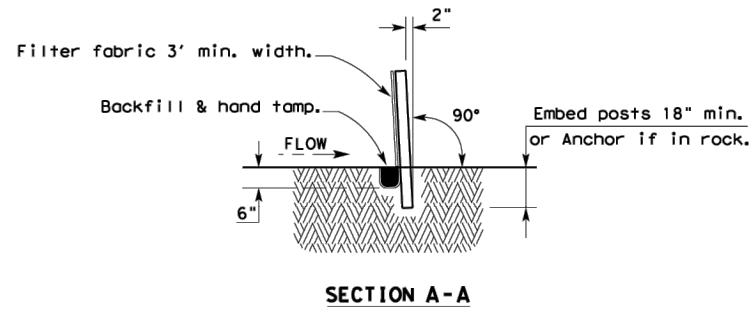
TEMPORARY SEDIMENT CONTROL FENCE

SCF



HINGE JOINT KNOT WOVEN MESH (OPTION) DETAIL

Galvanized hinge joint knot woven mesh (12.5 GA. SWG Min.) requires a minimum of five horizontal wires spaced at a maximum of 12 inches apart and all vertical wires spaced at a maximum of 12 inches apart.



SEDIMENT CONTROL FENCE USAGE GUIDELINES

A sediment control fence may be constructed near the downstream perimeter of a disturbed area along a contour to intercept sediment from overland runoff. A 2 year storm frequency may be used to calculate the flow rate to be filtered.

Sediment control fence should be sized to filter a maximum flow through rate of 100 GPM/FT². Sediment control fence is not recommended to control erosion from a drainage area larger than 2 acres.

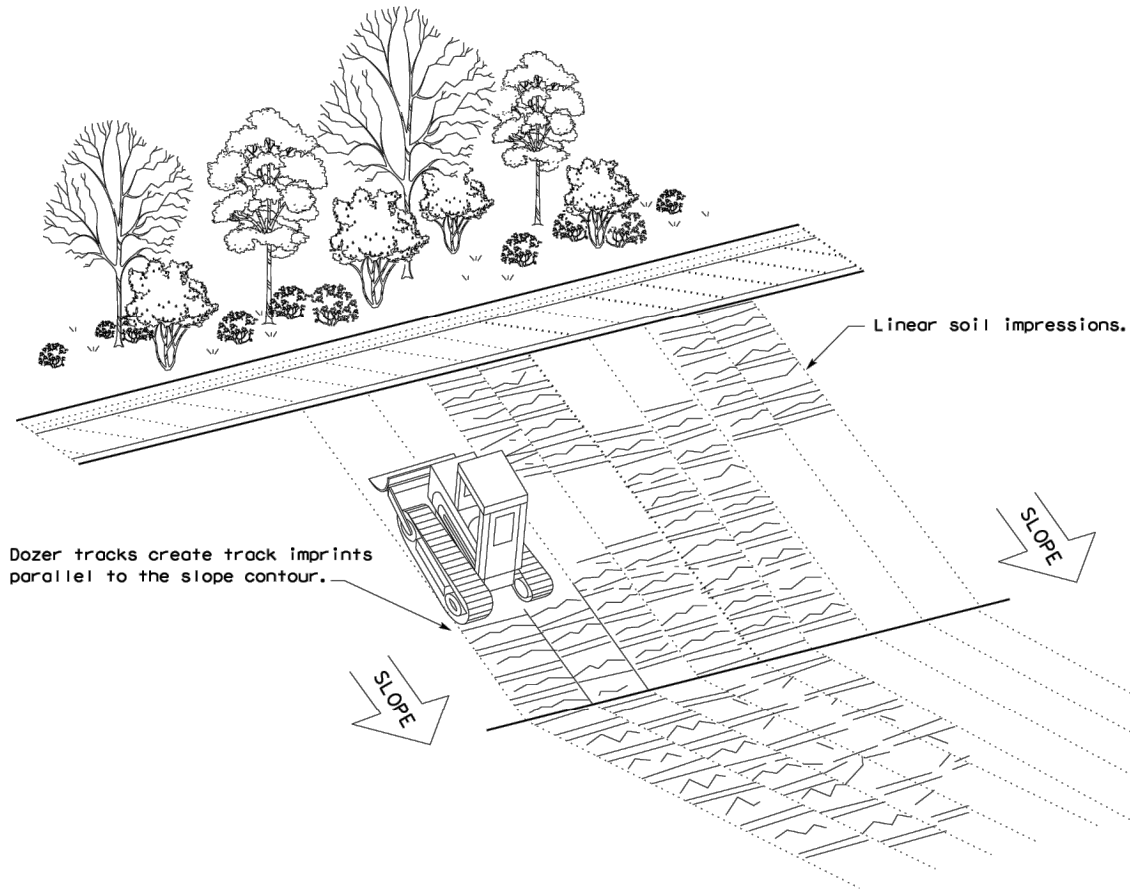
LEGEND

Sediment Control Fence

SCF

GENERAL NOTES

1. Vertical tracking is required on projects where soil distributing activities have occurred unless otherwise approved.
2. Perform vertical tracking on slopes to temporarily stabilize soil.
3. Provide equipment with a track undercarriage capable of producing linear soil impressions measuring a minimum of 12" in length by 2" to 4" in width by 1/2" to 2" in depth.
4. Do not exceed 12" between track impressions.
5. Install continuous linear track impressions where the minimum 12" length impressions are perpendicular to the slope or direction of water flow.

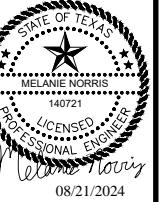


VERTICAL TRACKING



TEMPORARY EROSION, SEDIMENT AND WATER POLLUTION CONTROL MEASURES FENCE & VERTICAL TRACKING EC(1)-16

FILE: ec116	DN: TxDOT	CK: KM	DW: VP	DN/CK: LS
© TxDOT: JULY 2016	CONT	SECT	JOB	HIGHWAY
REVISIONS	DIST	COUNTY	SHEET NO.	



CITY OF WOODCREEK
2024 SAFETY ENHANCEMENT PROGRAM
EROSION CONTROL DETAIL

JOB: 154-102	DATE: 2024/08/21
DRAWN: TN	PM: MN
DESIGN: DM	PEER: OTHER:
REVISIONS:	
DELTA	DESCRIPTION

SHEET:

C3.07 72

Item 12.



18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
SPRING BRANCH, TX 76070
TBE FIRM F-2104

CHANGE ORDER NO.: 1

Owner: City of Woodcreek
 Engineer: Freeland Turk Engineering Group, LLC
 Contractor: Myers Concrete Construction, LP
 Project: 2024 Safety Enhancement Program
 Contract Name: 2024 Safety Enhancement Program
 Date Issued: _____ Effective Date of Change Order: _____

Owner's Project No.: _____
 Engineer's Project No.: 154-111
 Contractor's Project No.: _____

The Contract is modified as follows upon execution of this Change Order:

Description: Remove level-up along E-W Deerfield, add removal of existing asphalt and compaction of existing base. Add level-up on N-S Deerfield to fill in major depressions, field coordinate locations as needed and not to exceed 100 SY. Move digital speed sign from 147 Augusta Dr to across from 90 Woodcreek Dr.

Attachments: C2.00, C2.05, C2.09 revised sheets. Contract price change summary.

Change in Contract Price		Change in Contract Times	
Original Contract Price: \$ <u>199,119.71</u>	No change from previously approved Change Orders No. 0 to No. 1: \$ <u>0</u>	Original Contract Times: Substantial Completion: <u>90</u> Ready for final payment: <u>120</u>	No change from previously approved Change Orders No. 0 to No. 1: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u>
Contract Price prior to this Change Order: \$ <u>199,119.71</u>	Increase this Change Order: \$ <u>6,565</u>	Contract Times prior to this Change Order: Substantial Completion: <u>90</u> Ready for final payment: <u>120</u>	No change this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u>
Contract Price incorporating this Change Order: \$ <u>205,684.71</u>		Contract Times with all approved Change Orders: Substantial Completion: <u>90</u> Ready for final payment: <u>120</u>	

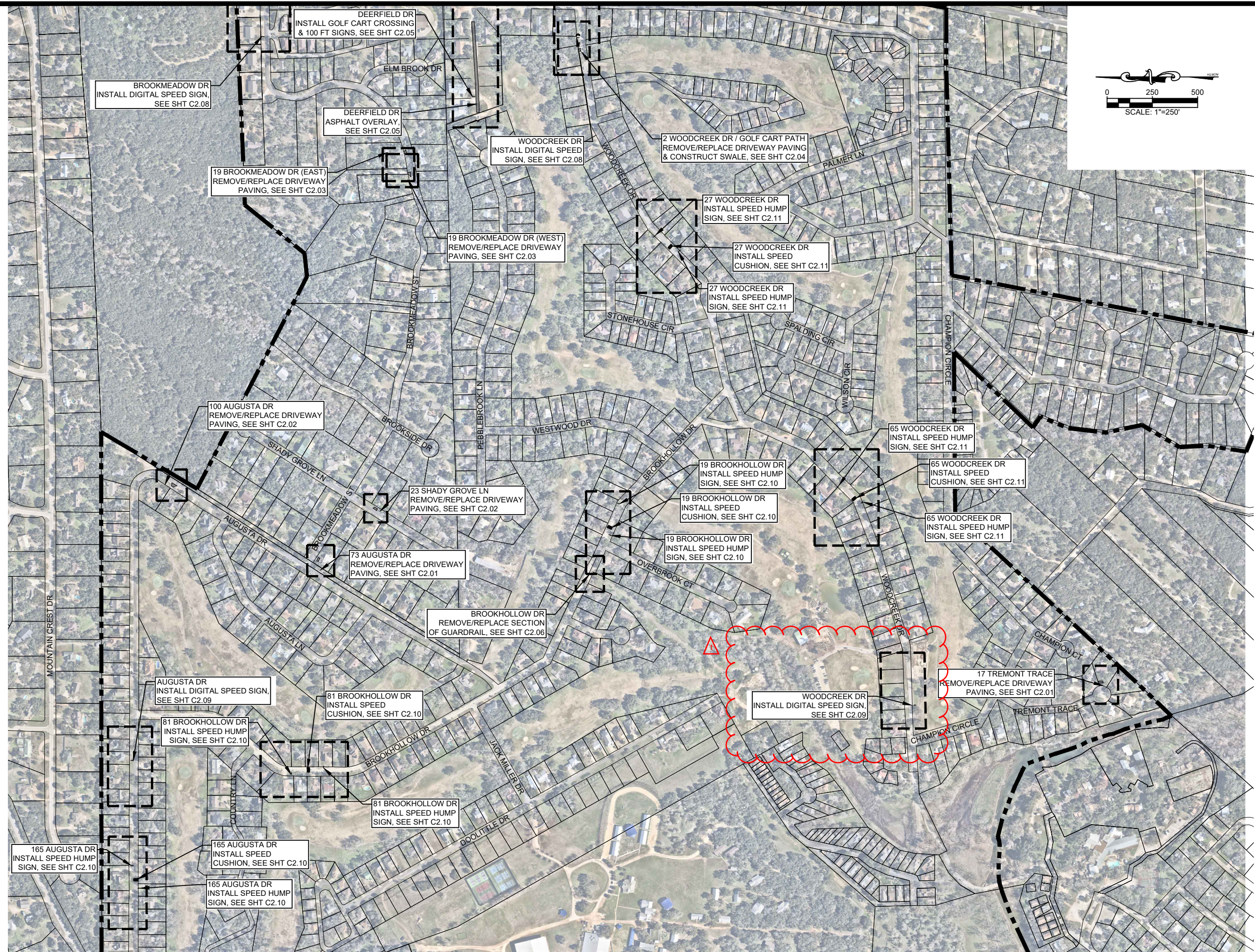
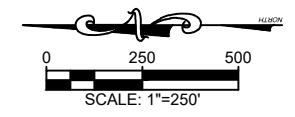
Recommended by Engineer (if required)	Accepted by Contractor
By: _____	_____
Title: _____	_____
Date: _____	_____
Authorized by Owner	Approved by Funding Agency (if applicable)
By: _____	_____
Title: _____	_____
Date: _____	_____



CITY OF WOODCREEK
2024 SAFETY ENHANCEMENT PROGRAM
OVERALL (P)SITE PLAN

JOB: 154-102
DATE: 2024/11/06
DRAWN: TN PM: MN
DESIGN: DM:
PEER: OTHER:

REVISIONS:	
DELTA	DESCRIPTION
▲	REVISE DIGITAL SPEED SIGN LOCATION



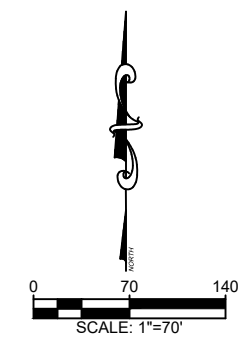
Date: Nov 06, 2024, 2:46pm User ID: mnrll
File: Z:\ENG - PHD\154 - City of Woodcreek\102 - 2024 Safety Enhancement Program_CAD.dwg 154_102_PSITE_PEN-001.dwg



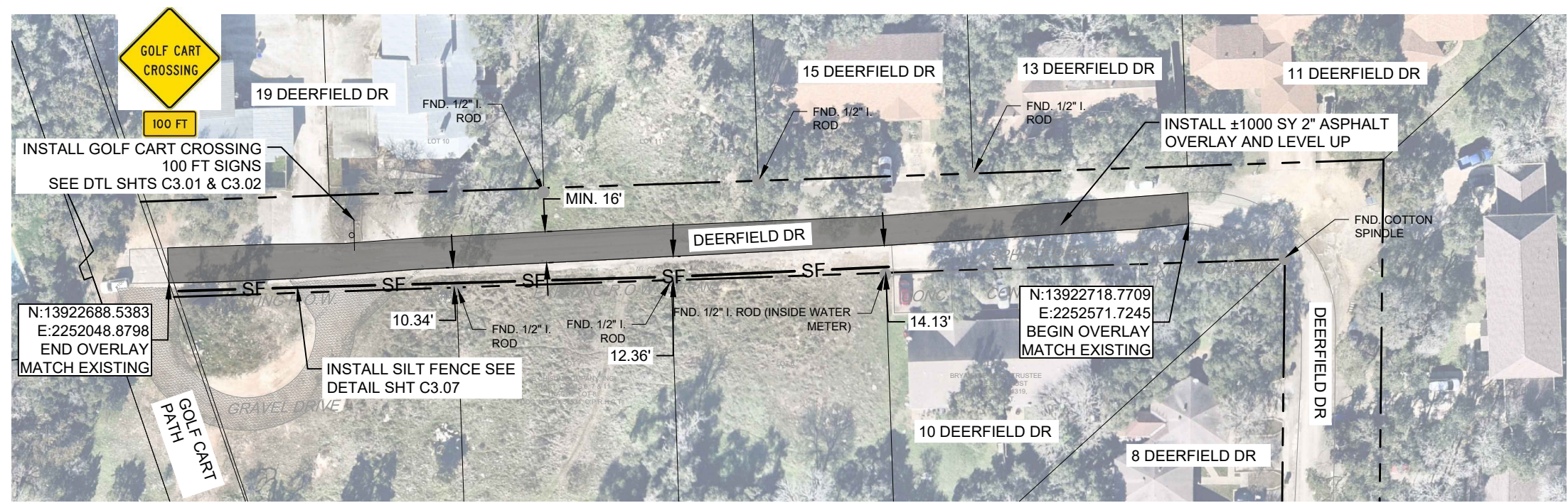
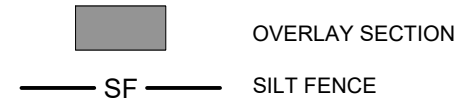
18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
 SPRING BRANCH, TX 78070
 TBPE FIRM F-2104



CITY OF WOODCREEK
 2024 SAFETY ENHANCEMENT PROGRAM
 DEERFIELD DR OVERLAY PLAN



LEGEND:



NOTES:

- ~~THE CONTRACTOR SHALL PLACE AN ASPHALT CONCRETE LEVEL-UP THROUGHOUT THE OVERLAY SECTION LIMITS (SPECIAL SPECIFICATION BLADE LEVEL-UP WITH ASPHALT CONCRETE) TO FILL IN ALL AREAS OF DEPRESSION.~~
- THE CONTRACTOR SHALL INSTALL A 2" HMAC OVERLAY (TXDOT SPEC 3076) PER THE LIMITS SHOWN ON THE PLANS.
- THE CONTRACTOR SHALL MATCH THE EXISTING PAVEMENT LIMITS, AND MAINTAIN A MINIMUM OF A 16' WIDE PAVEMENT SECTION.
- THE CONTRACTOR SHALL MATCH EXISTING GRADES OF EXISTING ASPHALT AT TIE IN AREAS INCLUDING DRIVEWAYS.
- THE CONTRACTOR SHALL PLACE HMAC OVERLAY MATCHING EXISTING GRADES AND DRAINAGE PATTERNS.
- GOLF CART SIGN SHALL BE INSTALLED DIRECTLY BEHIND MAILBOXES AND SHALL NOT IMPEDE ACCESS.

SURVEY NOTES:

- BEARING ORIENTATION IS BASED UPON THE TEXAS COORDINATE SYSTEM, SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM OF 1983 (NAD 83), 2011 ADJUSTMENT, EPOCH 2010.00. MEASUREMENTS ARE IN U.S. SURVEY FEET.
- MEASUREMENTS ARE IN U.S. SURVEY FEET. DISTANCES AND COORDINATES SHOWN HEREON ARE IN GRID.
- THE SURVEYOR HAS NOT ABSTRACTED THE SUBJECT PROPERTY, NOR MADE ANY INDEPENDENT INVESTIGATION OR SEARCH FOR EASEMENTS OF RECORD, RESTRICTIVE COVENANTS OR ANY OTHER ENCUMBRANCES THAT MAY AFFECT THE SUBJECT PROPERTY.
- FIELD WORK WAS COMPLETED ON JULY 22, 2024.

NOTE:
 THE CONTRACTOR SHALL REMOVE THE EXISTING ASPHALT AND COMPACT THE EXISTING BASE THROUGHOUT THE OVERLAY LIMITS SHOWN.
 THE CONTRACTOR SHALL PLACE AN ASPHALT CONCRETE LEVEL-UP ALONG THE NORTH-SOUTH PORTION OF DEERFIELD AS FIELD DIRECTED TO FILL IN AREAS OF DEPRESSION.

JOB: 154-102	
DATE: 2024/08/21	
DRAWN: TN	PM: MN
DESIGN: DM	
PEER: OTHER:	
REVISIONS:	
DELTA	DESCRIPTION
1	REMOVE LEVEL UP AND ADD ASPHALT REMOVAL ADD LEVEL UP ON N-S.

Date: Aug 21, 2024, 10:28am User ID: norri
 File: Z:\ENG - PHD\154 - City of Woodcreek\102 - TO 3 - 2024 Safety Enhancement Program_CAD.dwg | 154 - 102-MEGF-SGN-STRPNC-PLAN-001.dwg



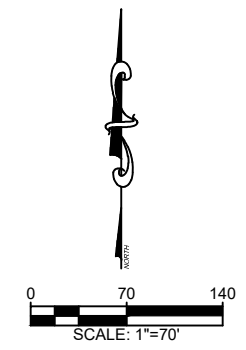
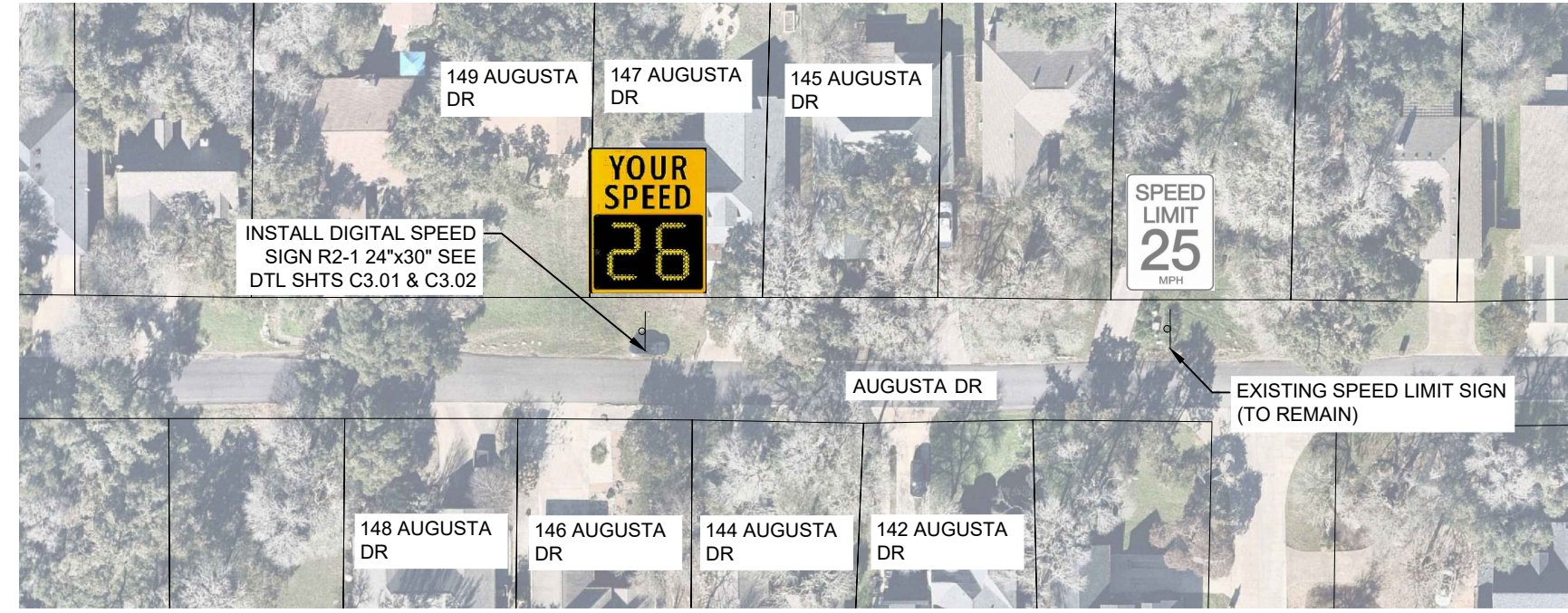
18830 FORTY SIX PKWY, BLDG 2, STE B (830) 438-032
SPRING BRANCH, TX 76070
TBPE FIRM F-2104



CITY OF WOODCREEK
2024 SAFETY ENHANCEMENT PROGRAM
DIGITAL SPEED SIGN
LOCATIONS SHT 2

JOB:	154-102
DATE:	2024/11/06
DRAWN: TN	PM: MN
DESIGN:	DM:
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION
▲	REVISE DIGITAL SPEED SIGN LOCATION



- NOTES:
1. THE CONTRACTOR SHALL ASSEMBLE AND INSTALL SOLAR POWERED DIGITAL SPEED SIGNS PROVIDED BY THE CITY OF WOODCREEK.
 2. THE CONTRACTOR SHALL FURNISH AND INSTALL THE POSTS AND PROVIDE REQUIRED MOUNTING HARDWARE AS NECESSARY FOR THE SOLAR POWERED DIGITAL SPEED SIGNS.
 3. THE SIGN LOCATIONS ARE APPROXIMATE, CONTRACTOR SHALL PLACE SIGNS WHERE THEY WILL BE FULLY VISIBLE. CONTRACTOR TO NOTIFY ENGINEER OF ANY DISCREPANCIES. CONTRACTOR SHALL TRIM ANY TREE LIMBS OR SHRUBS THAT WILL BLOCK THE VIEW OF THE INSTALLED SIGNS AT NO ADDITIONAL COST.



Bid Item	Description	Units	Original + Previously Revised			New			Total Change (\$)
			Item Quantity	Unit Price (\$)	Total (\$)	Item Quantity	Unit Price (\$)	Total (\$)	
Change Order Totals									
SPEC	BLADE LEVEL UP WITH ASPHALT CONCRETE	SY	1,000.00	\$27.65	\$27,650.00	100.00	\$27.65	\$2,765.00	(\$24,885.00)
105	REMOVING ASPH PAV (TO INCLUDE COMPACTION OF EXISTING BASE)	SY				1,000.00	\$31.45	\$31,450.00	\$31,450.00
								Subtotal	\$6,565.00



City Council Agenda Item Coversheet

Proposed Motion:

Discuss and take appropriate action to approve a change order for the Deerfield portion of the Safety Enhancement Package to approve cost increases for the patchwork on the north to south corridor and to change the scope of work with a cost increase on the east to west corridor.

Item Description:

Council has added and approved by majority vote the addition of the north to south patch work, but needs to approve the cost increase. Myers and the engineers have determined the east to west corridor needs more extensive work than previously projected. Council should consider approving this change in work order and corresponding cost to ensure a solid road reconstruction.

RELEVANT DOCUMENTS ATTACHED IN THE PREVIOUS ITEM

- Safety Enhancement Bid Package
- Work Order Change

If proposing to spend money, what amount and from what budget line item?

As noted in the work order change.



City Council Agenda Item Coversheet

Proposed Motion:

Discussion and possible action to send a draft document retention policy to legal to place in ordinance and resolution formats as needed and return to Council for the first December regular meeting.

Item Description:

The current ordinance contains language that is irrelevant to Woodcreek. Part 1 is a proposed update to that ordinance.

There is not an actual policy that we have been able to find. I asked Mrs. Mac Kenzie for it directly more than once and did not receive anything beyond a record of items that had been processed for destruction. Mr. Burton has searched city files extensively.

Part 2 is a first draft to be passed by resolution at a later meeting to establish a policy for staff and citizen reference. This tailors what is required by state law to Woodcreek and gives a basic direction for record processing management that is alignment with state requirements.

If proposing to spend money, what amount and from what budget line item?

Cost of legal fees for review and placement in ordinance and resolution format.

City of Woodcreek

Record Retention, Management, and Destruction Policy

Part I: Record Retention Plan Formation, Guidelines, and Key Players

Purpose.

Ensure the City of Woodcreek is in compliance with State policies regarding the following three schedules of record retention from the Texas State Library and Archives Commission:

Local Schedule GR: Records that are common to all local government

Local Schedule LC: Records of justice and municipal courts

Local Schedule PW: Records of public works and other government services

Definitions.

Essential record means any record of the City necessary to the resumption or continuation of its operations in an emergency or disaster, to the re-creation of its legal and financial status, or to the protection and fulfillment of obligations to the citizens.

Municipal record means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the town or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business. The term does not include:

- (1) Extra identical copies of documents created only for convenience of reference or research by officers or employees of the town;
- (2) Notes, journals, diaries, and similar documents, created by an officer or employee of the City for the officer's or employee's personal convenience;
- (3) Blank forms;
- (4) Stocks of publications;
- (5) Library and museum materials acquired solely for the purposes of reference or display;
- (6) Copies of documents in any media furnished to members of the public to which they are entitled under local government code or other state law; or
- (7) Any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by local government code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

Permanent record means any record of the City for which the retention period on a records control schedule is given as permanent.

Records control schedule means a document prepared by or under the authority of the records management officer listing the records maintained by the City, their retention periods, and other records disposition information that the records management program may require.

Records management means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of record-keeping. The term "records management" includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Records management officer means the City Secretary of the City of Woodcreek

Records management plan means the plan developed under this policy document as passed by Resolution by the majority of the governing body

Retention period means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Records declared public property.

- (a) Municipal records created or received in the transaction of official business or the creation or maintenance of which were paid for by public funds are declared to be public property and are subject to the provisions of this policy
- (b) A town officer or employee does not have, by virtue of the officer's or employee's position, any personal or property right to a municipal record even though the officer or employee developed or compiled it.
- (c) The unauthorized destruction, removal from files, or use of such records is prohibited.

It is hereby declared to be the policy of the town to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all municipal records through a comprehensive system of integrated procedures for their management from creation to ultimate disposition, consistent with the requirements of the local government code and accepted records management practice.

Designation of records management officer.

The City Secretary shall serve as records management officer for the City of Woodcreek and shall comply with the practices set forth in this policy in addition to all County, State, and

Federal law regarding records management practices for Type A General Law cities in the State of Texas.

Records management plan to be developed; approval; authority.

- (a) The records management officer shall develop a records management plan for the City for submission to the state library and archives commission. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of record-keeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The plan must be designed to enable the records management officer to carry out his/her duties prescribed by state law and this article effectively.
- (b) The records management plan shall be binding on all offices, staff, commissions, advisory boards, committees, or similar entities of the City and records shall be created, maintained, stored, digitized, or disposed of in accordance with the plan.
- (c) In addition to other duties assigned in this policy or by state law, the records management officer shall:
 - (1) Administer the records management program and provide assistance to all staff, governing body, and advisory body members in its implementation;
 - (2) Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;
 - (3) In cooperation all staff, governing body, and advisory body members identify essential records and establish a disaster plan to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense;
 - (4) Develop procedures to ensure the permanent preservation of the historically valuable records of the town;
 - (5) Establish standards for filing and storage equipment and for record-keeping supplies;
 - (6) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the town;
 - (7) Provide records management advice and assistance to all municipal staff, governing body, and advisory body members by preparation of manuals of procedure and policy and on-site consultation;
 - (8) Monitor records retention schedules and administrative rules issued by the state library and archives commission to determine if the records management program and the municipality's records control schedules are in compliance with state regulations;
 - (9) Disseminate to all staff, governing body, and advisory body members information concerning state laws and administrative rules relating to local government records;

- (10) Instruct record liaisons and other personnel in policies and procedures of the records management plan and their duties in the records management program;
- (11) Instruct records liaisons and other personnel in the conduct of records inventories;
- (12) Ensure that the maintenance, preservation, digitization, destruction, or other disposition of the records of the city are carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- (13) Maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (14) Bring to the attention of the governing body noncompliance with the policies and procedures of the records management program or the local government records act.

Duties and responsibilities of all offices, staff, commissions, advisory boards, committees, or similar entities of the City of Woodcreek.

In addition to other duties assigned in this article, all staff, governing body, and advisory body members shall:

- (1) Cooperate with the records management officer in carrying out the policies and procedures established for the efficient and economical management of records and in carrying out the requirements of this article;
- (2) Adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and
- (3) Maintain the records in his or her care and carry out their preservation, electronic storage, destruction, or other disposition only in accordance with the policies and procedures of the records management program and the requirements of this article.

Designation of records liaisons.

Each advisory body, with the exception of the Planning and Zoning Commission, shall designate a member of the board to serve as records liaison officer, or “secretary” for the implementations of the records management program for that board. If the records management officer determines that in the best interests of the records management program more than one records liaison officer should be designated for an advisory t, the advisory board chairperson shall designate the number of records liaison officers specified by the records management officer. Persons designated as records liaison officers shall be thoroughly familiar with all the records created and maintained by the advisory board and shall have full access to all records of the records maintained by the advisory board. In the event of the resignation, retirement, dismissal, or removal by action of the advisory board chair of a person designated as a records liaison officer, the advisory board chair shall promptly designate another person to fill the

vacancy. An advisory board chairperson may serve as records liaison officer for his or her board.
Duties and responsibilities of records liaisons.

In addition to other duties assigned in the article, records liaisons shall:

- (1) Conduct or supervise the conduct of inventories of the records of the board in preparation for the development of records control schedule;
- (2) In cooperation with the records management officer coordinate and implement the policies and procedures of the records management program in their respective advisory board; and
- (3) Disseminate information to department staff concerning the records management program.

Records control schedules to be developed; approval; filing with state.

- (a) The records management officer shall prepare records control schedules listing all records series created or received and the retention period of each series. Records control schedules shall also contain such other information regarding the disposition of records as the records management plan or state law may require.
- (b) The records management officer shall review the records control schedules of the City and prepare amendments to the schedules as needed to reflect new records created or received by the city or revisions to retention periods established in a records retention schedule issued by the state library and archives commission. Amendments to records control schedules shall be filed with the director and librarian in the same manner as the original schedules.
- (c) The records management officer shall submit the records control schedules to the director and librarian, who must accept them for filing, as provided by state law, before their implementation. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing.

Implementation of records control schedules; destruction of records under schedule.

- (a) A records control schedule that has been approved and adopted by resolution shall be implemented according to the policies and procedures of the records management plan.
- (b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or there is a request in writing to the records management officer that the record be retained for an additional period.
- (c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the records management officer.

Destruction of unscheduled records.

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an

approved schedule and the records management officer has submitted to and received back from the director and librarian an approved destruction authorization request.

Part II: Records Control Schedules.

Summary.

The City will not maintain paper duplicates of digital records. Once a record is recorded digitally, the paper copy may be destroyed immediately. The following guidelines are the basics of the City policy for record retention management.

IMPORTANT: some documents may be considered of historical value such as original city maps and plat records in paper. These shall be retained in perpetuity, and it is encouraged that these records be preserved in a manner to ensure their longevity such as frames or special storage devices. Staff should actively seek to find, identify, validate, preserve and protect these items.

Local Schedule GR: Records that are common to all local government

Includes items such as administrative records, financial records, personnel and payroll records, support service records, and information technology records. This is not an exhaustive list.



For a more complete list and comprehensive details regarding specific documents please reference the following site:

https://www.tsl.texas.gov/slrn/localretention/schedule_gr

All administrative records will follow the same retention policy as follows:

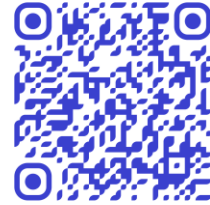
- (a) At minimum, five years will be retained and posted for public access on the City website.
- (b) Documents older than five years will be kept in permanent digital storage, with the exception of personnel and payroll records, bid packages and requests for proposals; these may be permanently destroyed after five (5) years.
- (c) Permanent digital storage will be housed in a central digital location accessible to staff and the governing body. Residents may view copies of requested documents upon request. These files are not required to be posted and accessible online to the public.
- (d) Notes taken during meetings shall be retained until such time that the minutes have been approved by the governing or advisory body for which they pertain.

Local Schedule LC: Records of justice and municipal courts

Includes items such as civil and criminal records, inquest, vital statistics, miscellaneous, juvenile records. This is not an exhaustive list.

For a more complete list and comprehensive details regarding specific documents please reference the following site:

https://www.tsl.texas.gov/slr/localretention/schedule_lc

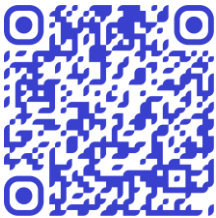


Documents of this type should be closely referenced on the State website for the specific policy as these pertain to legal matters. Many of these records require permanent retention.

However, administrative hearing cases and those of minor code violations are only required to be retained for one year unless pending resolution. Repeat violations may result in a longer retention period.

Local Schedule PW: Records of public works and other government services

Includes items such as planning and zoning, building permit, inspection, engineering and public transportation, maintenance, conservation, and other miscellaneous records. This is not an exhaustive list.



For a more complete list and comprehensive details regarding specific documents please reference the following site:

https://www.tsl.texas.gov/slr/localretention/schedule_lc

Much of this schedule does not apply to the City of Woodcreek.

Key areas of importance:

- (a) Zoning violations that have been validated shall be retained for three (3) years. Unfounded, inaccurate, or false claims shall not be retained.
- (b) All zoning and plat record, permits, and variances filed and processed are considered permanent retention items. Incomplete or expired submission shall not be retained after five years.
- (c) Master road records of construction, design, and maintenance records for bridges are considered permanent retention items.
- (d) Road maintenance records are only required to be retained for three (3) years.
- (e) Special event records shall be kept for two (2) years.
- (f) Tree and plant records shall be kept for three (3) years.
- (g) Traffic device installation and maintenance records (not including traffic signals – these are for the life of the device) shall be retained for five (5) years.
- (h) Assets such as vehicles, golf carts, sheds shall have records kept for the life or ownership of the item.
- (i) City operation reports are considered permanent retention records.

- (j) Reports to regulatory agencies are considered permanent. This pertains to the final versions of documents and not drafts or copies leading up to the adoption or approval of an item.
- (k) Environmental reports and planning are considered permanent.

THE CITY OF WOODCREEK

RESOLUTION NO. 2024-11-13-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON NOVEMBER 5, 2024 FOR THE PURPOSE OF ELECTING THREE (3) COUNCIL MEMBERS OF THE CITY COUNCIL, AT-LARGE, TO SERVE TWO YEAR TERMS, AND OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, under and by virtue of Ordinance No. 2024-337, duly passed by the City Council of the City of Woodcreek, Texas on July 10, 2024, the City Council ordered a General Election to be held on November 5, 2024 for the purpose of electing three (3) Council Members of the City Council, At-Large, to serve two-year terms; and

WHEREAS, section 67.003(b) of the Texas Election Code provides the local canvass must occur not later than the I Ith day after election day and not earlier than the later of: (1) the third day after election day; (2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or (3) the date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States; and

WHEREAS, section 67.0046) of the Texas Election Code provides that only two (2) members of the canvassing authority are needed and constitute a quorum for the purpose of canvassing election results; and

WHEREAS, a quorum of the canvassing authority, the Council, met on November 13, 2024, to duly canvass the election returns of the Election attached hereto as "Exhibit A " and incorporated by reference as if fully set forth herein; and

WHEREAS, the Council has reviewed and investigated all matters pertaining to the Election, including the resolving, notices, election officers, holding, and returns thereof; and

WHEREAS, the Council hereby canvasses the returns of this Election, at which there was submitted to all resident, qualified voters of the City for their action thereupon, the election to the position of three (3) Council Members of the City Council, At-Large, to serve two year terms; and

WHEREAS, the Council has diligently inquired into the poll lists and the official election returns which were duly and lawfully made to the Council by the judges and clerks holding and conducting such Election; the poll lists and the official election returns showing separately the votes cast in the Election.

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

1.

It is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place and subject matter of the public business to be considered at such meeting, including this Resolution, was given, as required by Chapter 551 , as amended, Texas Government Code.

11.

All of the findings contained in the Preamble of this Resolution are found to be true and are adopted as findings of fact, .

111.

The tabulation of votes cast for the offices of three (3) Council Members in the General Election held on November 5, 2024, was made and certified by Hays County Election Officers, be and the same is hereby adopted as the official tabulation filed and recorded in the official records of the City of Woodcreek as the Official Canvass of said General Election.

The Official Canvass of the returns of said General Election reflects the following results:

CITY COUNCIL, AT-LARGE

Russell Scott		Votes
Gloria Whitehead		Votes
Linnea Bailey		Votes
Chrys Grummert		Votes
Eric Eskelund		Votes
William Scheel		Votes

PASSED, APPROVED AND RESOLVED, this the 13th day of November, 2024, by a vote of _____ ayes and _____ nays at a Regular Meeting of the City Council of the City of Woodcreek, Texas.

BY: _____
Jeff Rasco, Mayor

ATTEST: _____
Jim Burton, City Administrator
