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## MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a meeting at Camp Young Judaea, 121 Camp Young Judaea Rd., Woodcreek, TX, in order to advance the public health goal of "social distancing" to slow the spread of COVID-19. The meeting will be held on November 10, 2020 at 2:00 PM.

The meeting will have the following guidelines:

- Face Shields will be required to be worn by all attendees.
- All attendees shall submit to a non-contact temperature check.
- All attendees shall comply with a minimum of six-foot social distancing.

The public may participate in this meeting by dialing one of the following numbers: 1(617) 315-8088 or toll free at 1(888) 330-2489. When prompted enter Meeting ID: 175503883.

Written questions or comments must be received by email at [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by noon on the day prior to the meeting.

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request.

This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

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## AGENDA

### CALL TO ORDER

### INVOCATION

### PLEDGES

### ROLL CALL

### PUBLIC COMMENTS

Interested persons are required to sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak and whether they wish to speak on the item at the beginning of the meeting or during the meeting when the agenda item is being considered by the City Council. Speakers shall refrain from comments regarding the City's staff, elected officials, or council appointed committee membership which are prohibited by law. Delegations of more than five persons shall appoint one person to present their views before the City Council. The City Council may not discuss or comment about an item not included on the agenda, except that the Council may (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; or (3) propose that the item be placed on a future agenda. Comments will be limited to three (3) minutes per speaker.

### CONSENT AGENDA

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

1. Approval of the Minutes of the Special City Council Meeting of October 14, 2020
2. Approval of Financial Statements for October 2020

## REGULAR AGENDA

3. Discussion and Take Appropriate Action on an Ordinance of the City of Woodcreek Adding, Amending, and Repealing Certain Sections of Chapter 30: Officials, Employees, and Organizations by Adding Sections 30.13 and 30.14, by Amending Sections 30.15, 30.16, 30.17, 30.18, Repealing 30.20 through 30.23 and Chapter 31 - Municipal Court by Amending Sections 31.01, 31.06 and 31.07 of the City of Woodcreek Code of Ordinances
4. Discussion and Take Appropriate Action on Authorizing City Staff to Award Tree Trimming and Canopy Clearing Services to the Lowest Responsible Bidder
5. Report on Application Process for Consideration for Appointment to the Planning and Zoning Commission and Comprehensive Plan Committee

## ADJOURN

I certify that the above notice was posted on the **6th day of November 2020 at 5:30 PM.**

*Executive sessions held during this meeting will generally take place in the City Manager's office, at the discretion of the City Council.*

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

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

### **Attendance by Other Elected or Appointed Officials:**

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

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

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

By: \_\_\_\_\_

**Brenton B. Lewis, City Manager**

**SPECIAL CITY COUNCIL MEETING**  
**October 14, 2020; 2:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

The meeting was called to order at 2:07 PM.

**INVOCATION**

Councilmember Scheel provided an invocation.

**ROLL CALL**

**PRESENT**

Mayor Gloria Whitehead  
Mayor Pro Tem Nancye Britner  
Councilmember Aurora LeBrun  
Councilmember Brent Pulley  
Councilmember Vicki Alvord  
Councilmember Bill Scheel

**STAFF PRESENT**

City Manager Brenton Lewis, City Secretary Linda Land, City Attorney Bud Wymore, Administrative Assistant Maureen Mele

**PUBLIC COMMENTS**

Ray Don Tilley spoke about transparency, planning for the future, groundwater, and working with other agencies (items 1 and 7).

Jeff Rasco spoke about Pegasus, evening meetings, and the City's virtual meetings (item 1).

Jake Jacobsen spoke about road safety, tree limbs trimmed over roads, fire safety, and against the lawsuits filed by Councilmember Pulley against the Mayor and City.

Joe Kotarba spoke about the Planning & Zoning Commission working with Pegasus (item 1).

Jack Boze supported working with Pegasus as a P&Z member (item 1).

Mayor Whitehead read a letter submitted by Monica Rasco supporting road improvements (item 7).

**PRESENTATIONS**

- 1. Woodcreek Comprehensive Plan Presentation and Discussion from Pegasus Planning and Development, Sean Garretson**  
Mr. Sean Garretson, President gave a presentation on Pegasus and their role in developing a Woodcreek Comprehensive Plan.
- 2. Presentation From Firms for Possible Appointment to City Engineer for the City of Woodcreek**

City Manager Lewis explained the RFQ process after the resignation of the previous City Engineer.

Presentations were made by: 1) the MRB Group and 2) K Friese + Associates.

## CONSENT AGENDA

3. **Approval of the Minutes of the Special City Council Meeting of September 16, 2020**
4. **Approval of the Minutes of the Special City Council Meeting of September 23, 2020**
5. **Approval of Financial Statements for September 2020**

A motion was made by Mayor Pro Britner to accept the Consent Agenda in its entirety. This was seconded by Councilmember Alvord.

A vote was taken.

Voting Yea: Mayor Pro Tem Britner, Councilmember LeBrun, Councilmember Pulley, Councilmember Alvord, Councilmember Scheel

The motion passed with a 5-0-0 vote and the consent agenda was approved.

## REGULAR AGENDA

6. **Discussion and Take Appropriate Action on the Appointment of a City Engineer for the City of Woodcreek**

A motion was made by Mayor Pro Tem Britner pursuant to Local Government Code Section 22.071 to appoint K. Friese + Associates as Woodcreek's City Engineer. This motion was seconded by Councilmember LeBrun. After discussion, a vote was taken.

Voting Yea: Mayor Pro Tem Britner, Councilmember LeBrun, Councilmember Pulley, Councilmember Alvord, Councilmember Scheel

The vote was 5-0-0 and the motion carried.

7. **Discussion and Take Appropriate Action on Allocating \$450,000 on Street Reconstruction/Resurfacing and Engineering Services for Fiscal Year 2020-2021**

A motion was made by Mayor Pro Tem Britner to approve the allocation of \$450,000 for road reconstruction or resurfacing and seconded by Councilmember LeBrun.

After discussion a vote was taken.

Voting Yea: Mayor Pro Tem Britner, Councilmember LeBrun, Councilmember Pulley, Councilmember Alvord, Councilmember Scheel

The vote was 5-0-0 and the motion carried.

8. **Discuss and Take Appropriate Action on an Ordinance Amending the 2020-2021 Fiscal Year Budget**

A motion was made by Councilmember Alvord to amend the budget for the fiscal year 2020-2021. The motion was seconded by Councilmember LeBrun.

Discussion was held and a vote was taken after Councilmember Pulley was recused from voting.

Voting Yea: Mayor Pro Tem Britner, Councilmember LeBrun, Councilmember Alvord, Councilmember Scheel

Recused: Councilmember Pulley

The vote was 4-0-0 and the motion carried.

**ADJOURN**

The meeting was adjourned at 4:01 PM.

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**Gloria Whitehead, Mayor**

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**Linda Land, City Secretary**

DRAFT

**Treasurer's Report**  
**For the Period: October 2020**

Percent Complete: 8.33%

Item 2.

	2020-2021			2019-2020			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Oct-20	Oct-19	Difference
<b>Revenue</b>									
3000 Ad Valorem Tax Revenue	316	325,000	0%	1,288	305,000	0%	316	1,288	(972)
3005 State Sales Tax Revenue	6,061	65,000	9%	5,349	77,440	7%	6,061	5,349	712
3010 Mixed Beverage Tax & Fees Rev	292	900	32%	239	670	36%	292	239	53
3020 Electric Franchise Fee Revenue	8,784	34,000	26%	8,962	34,000	26%	8,784	8,962	(178)
3030 Cable Services Franchise Rev	-	30,000	0%	-	28,290	0%	-	-	-
3040 Water Service Franchise Revenue	70,496	96,000	73%	66,542	94,500	70%	70,496	66,542	3,954
3050 Disposal Service Franchise Rev	5,209	20,100	26%	4,321	19,880	22%	5,209	4,321	888
3060 Telephone Franchise Revenue	15	1,500	1%	4	970	0%	15	4	12
3070 Golf Course Franchise Revenue	-	500	0%	-	500	0%	-	-	-
3080 Reimbursements	4,186	3,000	140%	-	1,620	0%	4,186	-	4,186
3090 Development Revenue	-	-	n/a	-	-	n/a	-	-	-
3090.01 Residential	-	-	n/a	-	-	n/a	-	-	-
3090.011 New Home Permits	2,000	10,000	20%	1,000	19,000	5%	2,000	1,000	1,000
3090.012 Other Permits	1,050	5,000	21%	898	8,000	11%	1,050	898	152
3090.013 Inspections	2,998	18,000	17%	121	17,500	1%	2,998	121	2,877
3090.02 Commercial	3,250	150	2167%	-	300	0%	3,250	-	3,250
3090.03 Other	-	80	0%	75	580	13%	-	75	(75)
3090.031 Subdivisions/Plats/Re-Plats	-	2,500	0%	-	3,200	0%	-	-	-
<b>Total 3090 Development Revenue</b>	<b>9,298</b>	<b>35,730</b>	<b>26%</b>	<b>2,094</b>	<b>48,580</b>	<b>4%</b>	<b>9,298</b>	<b>2,094</b>	<b>7,204</b>
3093 Liquor License Revenue	-	1,310	0%	-	1,310	0%	-	-	-
3095 Sign Fees	70	700	10%	25	500	5%	70	25	45
4000 Interest Income	191	7,000	3%	2,487	16,500	15%	191	2,487	(2,296)
4010 Other Revenue	135	1,000	13%	490	1,000	49%	135	490	(355)
4015 Oak Wilt Containment	-	-	n/a	-	-	n/a	-	-	-
4020 Municipal Court Revenue	-	500	0%	-	500	0%	-	-	-
4035 TDEM DR-4485 Revenue	-	-	n/a	-	18,560	0%	-	-	-
4040 Donations Received	-	5,000	0%	-	5,000	0%	-	-	-
4050 General Fund Transfer	-	-	n/a	-	-	n/a	-	-	-
Uncategorized Revenue	-	-	n/a	-	-	n/a	-	-	-
<b>Total Revenue</b>	<b>105,053</b>	<b>627,240</b>	<b>17%</b>	<b>91,802</b>	<b>654,820</b>	<b>14%</b>	<b>105,053</b>	<b>91,802</b>	<b>9,223</b>
<b>Expenditures</b>									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	14,783	173,680	9%	12,013	162,100	7%	14,783	12,013	2,770
5000.02 Ins Expense Reimbursement	718	8,600	8%	669	8,160	8%	718	669	49
5000.03 City Manager Vehicle Reimburs	500	6,000	8%	696	7,340	9%	500	696	(196)
5000.05 Elected Official Pay	-	-	n/a	-	-	n/a	-	-	-
5000.20 Payroll Tax Expense	-	-	n/a	-	-	n/a	-	-	-
5000.21 FICA/OASDI	1,169	13,750	9%	972	13,250	7%	1,169	972	197
5000.22 Unemployment Insurance	-	500	0%	0	500	0%	-	0	(0)
<b>Total 5000.20 Payroll Tax Expense</b>	<b>1,169</b>	<b>14,250</b>	<b>8%</b>	<b>973</b>	<b>13,750</b>	<b>7%</b>	<b>1,169</b>	<b>973</b>	<b>196</b>
5000.40 Retirement	1,336	17,380	8%	1,060	14,560	7%	1,336	1,060	276
5000.50 Direct Deposit Expense	-	-	n/a	-	-	n/a	-	-	-
5000.51 Health Insurance Stipend	-	-	n/a	-	-	n/a	-	-	-
<b>Total 5000 Personnel Services</b>	<b>18,506</b>	<b>219,910</b>	<b>8%</b>	<b>15,411</b>	<b>205,910</b>	<b>7%</b>	<b>18,506</b>	<b>15,411</b>	<b>3,095</b>
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	-	-	n/a	-	-	-
5500.10 City Hall Maintenance / Repairs	2,075	3,000	69%	160	1,500	11%	2,075	160	1,915
5500.20 Cleaning Costs	125	1,500	8%	125	1,500	8%	125	125	-
5500.30 IT & Radio Expenses	2,517	15,000	17%	395	17,500	2%	2,517	395	2,121
5500.40 Newsletter	-	-	n/a	-	-	n/a	-	-	-
5500.50 Office Supplies	30	2,500	1%	323	2,500	13%	30	323	(293)
5500.60 Postage & Shipping	-	1,500	0%	-	1,500	0%	-	-	-
5500.61 Printing & Reproduction	483	2,500	19%	231	4,000	6%	483	231	251
5500.62 Printing Cost Newspaper	-	2,000	0%	742	2,000	37%	-	742	(742)
5500.70 Storage Rental	-	-	n/a	-	-	n/a	-	-	-
5500.80 Software & Subscriptions	757	13,000	6%	1,094	8,000	14%	757	1,094	(337)
<b>Total 5500 Office Expenses</b>	<b>5,985</b>	<b>41,000</b>	<b>15%</b>	<b>3,070</b>	<b>38,500</b>	<b>8%</b>	<b>5,985</b>	<b>3,070</b>	<b>2,916</b>
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-
6000.01 Audit Expense	-	11,000	0%	-	10,040	0%	-	-	-
6000.10 Codification	653	4,000	16%	-	4,000	0%	653	-	653
6000.11 Contract Labor	1,800	5,000	36%	-	3,000	0%	1,800	-	1,800
6000.15 Engineering	-	20,000	0%	-	20,000	0%	-	-	-
6000.20 Legal Expenses	-	-	n/a	-	-	n/a	-	-	-
6000.21 General	860	30,000	3%	-	46,040	0%	860	-	860
6000.22 Legal Reimbursable	720	-	n/a	-	-	n/a	720	-	720

	2020-2021			2019-2020			Y/Y Monthly Comparison			Item 2.
	YTD	Budget	%	YTD	Budget	%	Oct-20	Oct-19	Diff	
6000.23 Litigation	880	-	n/a	-	-	n/a	880	-	880	
6000.25 Special Cases	563	22,000	3%	-	4,000	0%	563	-	563	
6000.20 Legal Expenses	3,023	52,000	6%	-	50,040	0%	3,023	-	3,023	
6000.30 IT Services	1,080	14,500	7%	949	12,560	8%	1,080	949	131	
6000.40 Accounting	799	12,000	7%	650	12,000	5%	799	650	149	
6000.50 Law Enforcement	15,913	63,660	25%	38,911	86,650	45%	15,913	38,911	(22,998)	
<b>Total 6000 Professional Services</b>	<b>23,267</b>	<b>182,160</b>	<b>13%</b>	<b>40,510</b>	<b>198,290</b>	<b>20%</b>	<b>23,267</b>	<b>40,510</b>	<b>(17,243)</b>	
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-	
6500.01 Deer Removal	150	1,000	15%	300	1,000	30%	150	300	(150)	
6500.15 Mowing	120	3,000	4%	-	1,000	0%	120	-	120	
6500.20 Oak Wilt Containment	-	1,000	0%	-	-	n/a	-	-	-	
6500.21 Greenspace Maintenance	-	-	n/a	256	-	n/a	-	256	(256)	
6500.22 Landscape Maintenance	-	7,000	0%	50	3,710	1%	-	50	(50)	
6500.23 Contract Services	-	2,000	0%	40	1,000	4%	-	40	(40)	
6500.24 Playground Maintenance	-	-	n/a	-	-	n/a	-	-	-	
6500.25 ROW Tree Trimming	-	15,000	0%	12,160	12,160	100%	-	12,160	(12,160)	
6500.26 Holiday Decorations	-	2,000	0%	-	1,000	0%	-	-	-	
6500.30 Street Maintenance	504	50,000	1%	-	5,000	0%	504	-	504	
6500.31 Street Signs	-	4,000	0%	-	4,550	0%	-	-	-	
6500.35 Storm Damage Reserve	-	1,000	0%	-	2,000	0%	-	-	-	
6500.40 Tree Limb Pick-Up	-	-	n/a	-	-	n/a	-	-	-	
6500.50 Equipment Maintenance	7	1,000	1%	11	500	2%	7	11	(4)	
6500.60 Water Quality Testing CCWPP	-	1,500	0%	-	2,000	0%	-	-	-	
<b>Total 6500 Area Care/Maintenance</b>	<b>781</b>	<b>88,500</b>	<b>1%</b>	<b>12,816</b>	<b>33,920</b>	<b>38%</b>	<b>781</b>	<b>12,816</b>	<b>(12,035)</b>	
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-	
7000.01 Ad Valorem Tax Expense	-	3,800	0%	-	3,700	0%	-	-	-	
7000.02 Building Inspections	1,660	10,500	16%	480	13,500	4%	1,660	480	1,180	
7000.03 Code Compliance	-	1,500	0%	-	1,500	0%	-	-	-	
7000.04 Dues & Membership	169	2,400	7%	73	2,400	3%	169	73	96	
7000.05 Election Expense	-	1,500	0%	-	1,200	0%	-	-	-	
7000.06 TML Dues	-	600	0%	-	600	0%	-	-	-	
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-	
7000.15 Meeting Expense	275	1,200	23%	-	1,200	0%	275	-	275	
7000.20 Public Notices	754	5,000	15%	-	1,200	0%	754	-	754	
7000.30 Travel & Vehicle Exp Reimb.	-	2,000	0%	-	810	0%	-	-	-	
7000.31 Elected Official Travel	-	3,000	0%	905	910	99%	-	905	(905)	
7000.40 Training & Prof Development	-	-	n/a	-	-	n/a	-	-	-	
7000.41 Elected Body	-	2,500	0%	(75)	110	-68%	-	(75)	75	
7000.42 Staff	430	1,500	29%	-	1,000	0%	430	-	430	
7000.50 Community Relations	-	3,000	0%	1,003	1,950	51%	-	1,003	(1,003)	
<b>Total 7000 Other Operating Expenses</b>	<b>3,289</b>	<b>38,500</b>	<b>9%</b>	<b>2,386</b>	<b>30,080</b>	<b>8%</b>	<b>3,289</b>	<b>2,386</b>	<b>1,401</b>	
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-	
7500.10 City Hall Utilities	-	3,200	0%	-	3,000	0%	-	-	-	
7500.11 Electric	162	-	n/a	173	-	n/a	162	173	(10)	
7500.12 Water	119	-	n/a	119	-	n/a	119	119	1	
7500.10 City Hall Utilities	282	3,200	9%	291	3,000	10%	282	291	(10)	
7500.20 Outdoor Utilities	-	4,000	0%	-	4,000	0%	-	-	-	
7500.21 Electric	110	-	n/a	110	-	n/a	110	110	0	
7500.22 Water	137	-	n/a	147	-	n/a	137	147	(10)	
7500.20 Outdoor Utilities	247	4,000	6%	257	4,000	6%	247	257	(10)	
7500.30 Telephone & Internet	315	5,000	6%	203	4,000	5%	315	203	112	
<b>Total 7500 Utilities</b>	<b>844</b>	<b>12,200</b>	<b>7%</b>	<b>751</b>	<b>11,000</b>	<b>7%</b>	<b>844</b>	<b>751</b>	<b>93</b>	
7600 Insurance	3,413	-	n/a	-	-	n/a	3,413	-	3,413	
6010 Health Insurance (deleted)	-	-	n/a	-	-	n/a	-	-	-	
7600.01 TML Insurance	-	3,520	0%	3,488	3,520	99%	-	3,488	(3,488)	
<b>Total 7600 Insurance</b>	<b>3,413</b>	<b>3,520</b>	<b>97%</b>	<b>3,488</b>	<b>3,520</b>	<b>99%</b>	<b>3,413</b>	<b>3,488</b>	<b>(75)</b>	
7700 TDEM DR-4485 Expenditures	-	-	n/a	-	184,720	0%	-	-	-	
8020 Municipal Court Costs	-	-	n/a	-	-	n/a	-	-	-	
8020.20 MC Judge	300	3,600	8%	500	3,600	14%	300	500	(200)	
8020.25 Misc. Court Costs	-	2,500	0%	-	2,500	0%	-	-	-	
8020.30 Prosecutor	-	2,500	0%	-	2,500	0%	-	-	-	
8020.35 Court Bailiff	-	750	0%	-	-	n/a	-	-	-	
8020.40 State Comptroller Costs	-	700	0%	-	700	0%	-	-	-	
8020.41 Supplies	-	200	0%	-	200	0%	-	-	-	
8020.60 Public Safety	-	-	n/a	-	-	n/a	-	-	-	
<b>Total 8020 Municipal Court Costs</b>	<b>300</b>	<b>10,250</b>	<b>3%</b>	<b>500</b>	<b>9,500</b>	<b>5%</b>	<b>300</b>	<b>500</b>	<b>(200)</b>	
8900 Miscellaneous	-	-	n/a	-	-	n/a	-	-	-	
8900.10 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
8900.20 Contingency Reserve	-	50,000	0%	-	-	n/a	-	-	-	
8900.30 Projects	9,200	70,000	13%	-	26,500	0%	9,200	-	9,200	
<b>Total 8900 Miscellaneous</b>	<b>9,200</b>	<b>120,000</b>	<b>8%</b>	<b>-</b>	<b>26,500</b>	<b>0%</b>	<b>9,200</b>	<b>-</b>	<b>9,200</b>	

	2020-2021			2019-2020			Y/Y Monthly Comparison			Item 2.
	YTD	Budget	%	YTD	Budget	%	Oct-20	Oct-19	Diff	
9077 General Fund Accrual	-	(88,800)	0%	-	(92,420)	0%	-	-	-	
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	-	-	-	
Uncategorized Expenditure										
<b>Total Expenditures</b>	<b>65,585</b>	<b>627,240</b>	<b>10%</b>	<b>78,932</b>	<b>649,520</b>	<b>12%</b>	<b>65,585</b>	<b>78,932</b>	<b>(16,759)</b>	
Net Operating Revenue	39,468	-	n/a	12,870	5,300	243%	39,468	12,870	25,982	
Other Revenue										
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-	
8500 Capital Improvement Income	0	-	n/a	-	-	n/a	0	-	0	
Other Expenditures										
8500.25 Capital Improvement Expense	-	-	n/a	-	-	n/a	-	-	-	
9001 Capital Lease Principal	-	-	n/a	-	-	n/a	-	-	-	
9002 Interest on Capital Lease	-	-	n/a	-	-	n/a	-	-	-	
9005 Bond Interest Paid	-	-	n/a	-	-	n/a	-	-	-	
9800.01 Capital Expenditures - CY	-	-	n/a	-	-	n/a	-	-	-	
9800.1 Capital Project Expenditures - FY	-	-	n/a	-	-	n/a	-	-	-	
9800.11 2017 Street Improvements	-	-	n/a	-	-	n/a	-	-	-	
9800.12 2017 Street Improvements Legal	-	-	n/a	-	-	n/a	-	-	-	
9810.01 Sinking Fund Revenue	(224)	-	n/a	(907)	-	n/a	(224)	(907)	683	
9810.02 Sinking Fund Interest	-	-	n/a	-	-	n/a	-	-	-	
9810.03 Sinking Fund Principal	-	-	n/a	-	-	n/a	-	-	-	
9800.02 Other Miscellaneous Expenditure	-	-	n/a	-	-	n/a	-	-	-	
9888 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
Net Other Revenue	225	-	n/a	907	-	n/a	225	907	(683)	
<b>Net Revenue</b>	<b>39,692</b>	<b>-</b>	<b>n/a</b>	<b>13,778</b>	<b>5,300</b>	<b>260%</b>	<b>39,692</b>	<b>13,778</b>	<b>25,299</b>	



# The City of Woodcreek

Item 2.

## STATEMENT OF FINANCIAL POSITION

As of October 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1003.1 Municipal Court Petty Cash	100.00
1007 TX Regional 061, Operating	268,649.90
1007.5 Municipal Court Funds In Operating Account	-18,933.27
1007.51 MC General Fund	18,887.94
1007.52 MC Security Fund	19.45
1007.53 MC Tech Fund	25.88
<b>Total 1007.5 Municipal Court Funds In Operating Account</b>	<b>0.00</b>
<b>Total 1007 TX Regional 061, Operating</b>	<b>268,649.90</b>
1008 TX Regional 053, Investment	0.00
1008.2 PEG Funds	28,118.34
1008.3 Reserve Funds	552,930.40
<b>Total 1008 TX Regional 053, Investment</b>	<b>581,048.74</b>
1009 TX Regional 095, Bond Proceeds	146.41
1010 Petty Cash	-41.00
1011 TX Regional 819, Payroll Account	10,000.00
1020 Investment Account - Class 0001	476,985.87
<b>Total Bank Accounts</b>	<b>\$1,336,889.92</b>

Accounts Receivable	
1120 Delinquent Taxes Receivable	6,684.10
<b>Total Accounts Receivable</b>	<b>\$6,684.10</b>
Other Current Assets	
1120.01 1120.01-CPA Debt Service	1,303.51
1121 Allowance for Uncollectible	-3,676.26
1121.01 1121.01-CPA Debt Service	-716.93
1150 Due From Capital Project Funds To Operating	167,425.08
<b>Total Other Current Assets</b>	<b>\$164,335.40</b>
<b>Total Current Assets</b>	<b>\$1,507,909.42</b>
Fixed Assets	
1200 Office Furniture / Equipment	35,704.46
1225 Land	37,850.00
1226 Building & Improvements	130,602.00
1227 Street Pavement	144,126.00
1228 Street Improvements 2017	1,479,824.71
1231 Storage Building	9,055.00
1233 Radar Sign	3,633.00
1234 Road Signage	14,300.00
1235.1 Kawasaki Mule 2016	7,840.64
1240 Accumulated Depreciation - All	-195,372.00
<b>Total Fixed Assets</b>	<b>\$1,667,563.81</b>
Other Assets	
1250 Deferred Revenue	-3,008.25
1250.01 1250.01-CPA Debt Service	-586.58
1599 1599-CPA Due From General Fund	9,017.86
<b>Total Other Assets</b>	<b>\$5,423.03</b>
<b>TOTAL ASSETS</b>	<b>\$3,180,896.26</b>

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**LIABILITIES AND EQUITY**

## Liabilities

## Current Liabilities

## Other Current Liabilities

2000 Payroll Tax Payable	1,226.86
2020 State Unemployment Liability	9.12
2021 Accrued Wages Payable	12,861.98
2400 Due To Operating From Capital Project Funds	167,425.08
2599 2599-CPA Due To Debt Service Fund	9,017.86

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<b>Total Other Current Liabilities</b>	<b>\$190,540.90</b>
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<b>Total Current Liabilities</b>	<b>\$190,540.90</b>
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<b>Total Liabilities</b>	<b>\$190,540.90</b>
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## Equity

9997 Net Investment In Capital Assets	144,132.96
9998 Opening Balance Equity	333,537.47
9999 Retained Earnings	2,472,992.59
Net Revenue	39,692.34

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<b>Total Equity</b>	<b>\$2,990,355.36</b>
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<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,180,896.26</b>
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**CITY OF WOODCREEK, TEXAS  
ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF WOODCREEK ADDING, AMENDING AND REPEALING CERTAIN SECTIONS OF CHAPTER 30: OFFICIALS, EMPLOYEES, AND ORGANIZATIONS BY ADDING SECTIONS 30.13 AND 30.14, BY AMENDING SECTIONS 30.15, 30.16, 30.17, 30.18, REPEALING 30.20 THROUGH 30.23 AND CHAPTER 31 - MUNICIPAL COURT BY AMENDING SECTIONS 31.01, 31.06 AND 31.07; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE, AND FINDING PROPER NOTICE AND MEETING OF ORDINANCES**

**WHEREAS, the City Council of the City of Woodcreek ("City Council") finds that the City of Woodcreek Code of Ordinances provides for various Officials, Employees, and Organizations within the City of Woodcreek; and**

**WHEREAS, the City Council finds that Chapter 22 of the Texas Local Government Code applies to a Type A General-Law Municipality; and**

**WHEREAS, the City Council acknowledges the City of Woodcreek is a Type A General-Law Municipality as set forth in Chapter 22 of the Texas Local Government Code; and**

**WHEREAS, the City Council finds that adding, amending, and repealing certain sections of Chapter 30 and 31 of the City of Woodcreek Code of Ordinances, is reasonable, necessary, and proper for the good government of the City of Woodcreek.**

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

**I. FINDINGS OF FACT**

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

**II. ADDING, AMENDING, AND REPEALING  
OF CERTAIN SECTIONS OF CHAPTER 30 AND 31**

The City of Woodcreek Code of Ordinances Chapters 30 and 31 shall hereby be amended by Ordinance No. \_\_\_\_\_ as follows:

**CHAPTER 30: OFFICIALS, EMPLOYEES AND ORGANIZATIONS**

**30.13– GOVERNING BODY**

- 30.13(a) Governing Body
- 30.13(b) Mayor – Powers & Duties
- 30.13(c) Mayor Pro Tempore

**30.14 – OTHER MUNICIPAL OFFICERS**

- 30.14(a) Other Municipal Officers
- 30.14(b) Appointment of Other Municipal Officers
- 30.14(c) Removal of Other Municipal Officers
- 30.14(d) Powers & Duties of Other Municipal Officers; Bond

**30.15 – MUNICIPAL MANAGER/ADMINISTRATOR**

- 30.15(a) Office of Municipal Manager/Administrator Created
- 30.15(b) Powers & Duties of Municipal Manager/Administrator
- 30.15(c) Municipal Manager/Administrator to Serve as Municipal Treasurer
- 30.15(d) Powers & Duties of Municipal Manager/Administrator as Municipal Treasurer
- 30.15(e) Bond

**30.16 – MUNICIPAL SECRETARY**

- 30.16(a) Office of Municipal Secretary Created
- 30.16(b) Powers & Duties of Municipal Secretary
- 30.16(c) Designation as Records Management Officer
- 30.16(d) Powers & Duties of Municipal Secretary as Records Management Officer
- 30.16(e) Municipal Secretary to Serve as Municipal Assessor & Collector Created
- 30.16(f) Powers & Duties of Municipal Assessor & Collector

**30.17 – MUNICIPAL ATTORNEY**

- 30.17(a) Office of Municipal Attorney Created
- 30.17(b) Powers & Duties of Municipal Attorney

**30.18 – MARSHAL/CHIEF OF POLICE**

- 30.18(a) Office of Marshal Abolished & Authority to Appoint and Contract with Peace Officer
- 30.18(b) Powers & Duties

**30.19 – MUNICIPAL ENGINEER**

- 30.19(a) Office of Municipal Engineer Created
- 30.19(b) Powers & Duties of Municipal Engineer

**CHAPTER 31: MUNICIPAL COURT**

- 31.01(a) Municipal Court
- 31.06(b) Jurisdiction
- 31.07(c) Office of Municipal Judge
- 31.07(d) Qualifications
- 31.07(e) Duties of Municipal Judge

**30.13 – GOVERNING BODY**

**30.13(a) – Governing Body**

The governing body consists of a mayor and five aldermen who are elected by the qualified voters of the municipality.

**30.13(b) – Mayor – Powers & Duties**

The Mayor is the Chief Executive Officer of the municipality. The mayor shall at all times actively ensure that the laws and ordinances of the municipality are properly carried out. The mayor shall perform the duties and exercise the powers prescribed by the governing body of the municipality. The mayor shall inspect the conduct of each subordinate municipal officer and shall cause any negligence, carelessness, or other violation of duty to be prosecuted and punished. The mayor shall give to the governing body any information, and shall recommend to the governing body any measure, that relates to improving the finances, police, health, security, cleanliness, comfort, ornament, or good government of the municipality. The mayor may administer oaths of office. In the event of a riot or unlawful assembly or to preserve the peace and good order in the municipality, the mayor may order and enforce the closing of a theater, ballroom, or other place of recreation or entertainment, or a public room or building and may order the arrest of a person who violates a state law or a municipal ordinance in the presence of the mayor.

The mayor shall preside at all meetings of the governing body of the municipality and, except in

**30.13(b) – Mayor Pro Tempore**

At each new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman to serve as president pro tempore for a term of one year. If the mayor fails, is unable, or refuses to act, the president pro tempore shall perform the mayor's duties and is entitled to receive the fees and compensation prescribed for the mayor. If the mayor and the president pro tempore are absent, any alderman may be appointed to preside at the meeting.

**30.14 – OTHER MUNICIPAL OFFICERS****30.14(a) – Other Municipal Officers**

In addition to the members of the governing body of the municipality, the other officers of the municipality are the secretary, treasurer, assessor and collector, municipal attorney, marshal, municipal engineer, and any other officers or agents authorized by the governing body.

**30.14(b) – Appointment of Other Municipal Officers**

If a vacancy exists in any office created herein, the mayor or acting mayor shall appoint a person to fill the vacancy, subject to confirmation by the governing body.

**30.14(c) – Removal of Other Municipal Officers**

The governing body of the municipality may remove a municipal officer for incompetency, corruption, misconduct, or malfeasance in office after providing the officer with due notice and an opportunity to be heard. If the governing body lacks confidence in a municipal officer appointed by the governing body, the governing body may remove the officer at any time. The removal is effective only if two-thirds of the elected aldermen vote in favor of a resolution declaring the lack of confidence.

**30.14(d) – Powers & Duties of Other Municipal Officers; Bond**

The governing body of the municipality may require municipal officers whose duties are set forth herein (or otherwise established by Texas law) to perform additional duties. The governing body

may require a municipal officer to execute a bond payable to the municipality and conditioned that the officer will faithfully perform the duties of the office.

### **30.15 – MUNICIPAL MANAGER/ADMINISTRATOR**

#### **30.15(a) – Office of Municipal Manager/Administrator**

The Office of Municipal Manager/Administrator is created and shall receive such compensation as may be fixed by the Council.

#### **30.15(b) – Powers & Duties of Municipal Manager/Administrator**

(1) The Municipal Manager/Administrator, who shall be referred to as the City Manager, shall be the chief administrative officer of Woodcreek and shall be responsible to the governing body for the proper administration of the affairs Woodcreek not otherwise delegated to other Officers. To that end, the City Manager shall have the authority, duty and responsibility as required to carry out the following responsibilities and any others that may be assigned by the governing body, from time to time.

(2) The City Manager shall:

(a) Establish and maintain effective working relationships with the governing body, municipal officers, and municipal employees.

(b) Provide the Mayor and governing body with pertinent information regarding the administration of all city departments and city activities, and make recommendations to the City Council for the administration and management of the city

(c) Work with the Mayor and governing body to develop and implement short- and long-range plans for the city's growth, including strategic and comprehensive plans.

(d) Complete all tasks generally assigned to the City Manager and working closely with city staff to develop, present, implement, administer and coordinate all of the following: (a) coordinate with the City Secretary and oversee elections; (b) serve as a liaison between vendors and council; (c) assist the City Secretary with planning, zoning and permitting; (e) manage and oversee the City's website.

(e) Prepare job descriptions for approval by the City Council; delegate duties to the officers and employees of the city; supervise the day-to-day operations (including supervising and inspecting the conduct of all subordinate officers employees and causing all negligence, carelessness and violations of duty by the employees and officers to be given appropriate consideration), functions and programs of the city; and make recommendations to the Mayor and City Council on any and all personnel, performance, administration, programs, projects, management, financial and general governance issues;

(f) Direct, coordinate and provide oversight over all departments, programs and projects of the city;

(g) Ensure that all applicable laws and ordinances are enforced;

(h) Ensure that a system of financial checks and balances is in place and is rigorously upheld to include, as a minimum, the segregation of duties as directed and approved by City Council;

(i) Supervise programs and projects, issue permits and perform other duties as assigned by the Mayor or the City Council.

(j) Attend all meetings of the City Council.

(k) Prepare, review and submit to the Mayor and City Council prior to the beginning of each fiscal year a budget for proposed expenditures for the ensuing year together with a message describing the important features of said budget; assist the City Council with respect to its consideration of said budget; and assure the proper administration of the budget after its adoption;

(l) Prepare and submit to the Mayor and City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.

(m) Report to Mayor and City Council in a timely fashion as specific issues arise, as part of regular City Council meetings, on the financial condition and needs of the City; provide timely information and assistance to City Council, as requested by the City Council; and work with City Council to ensure an annual audit is completed as required.

(3) The City Manager/Administrator shall have such further authority, duties and responsibilities as reasonably implied from the terms of this section and as heretofore or hereafter provided by the City Council; and shall be bonded in an amount determined by the City Council which bond shall be conditioned upon the good and faithful performance of the authorities and performances of the office and position of City Manager. The premium of the bond shall be paid by the city.

### **30.15(c) – Municipal Manager/Administrator to Serve as Municipal Treasurer**

The Office of Municipal Treasurer is created. The Municipal Manager/Administrator shall also serve as the Municipal Treasurer

### **30.15(d) – Powers & Duties of Municipal Manager/Administrator as Municipal Treasurer**

(1) The Municipal Manager/Administrator as the Municipal Treasurer shall (1) receive and securely keep all money belonging to the municipality; (2) make all payments on the order of the mayor, attested by the secretary of the municipality under the seal of the municipality; (3) render to the governing body a full statement of the receipts and payments which must be rendered at the governing body's first regular meeting in every quarter and at other times as required by the governing body.

(2) The Municipal Manager/Administrator as the Municipal Treasurer will also perform the following duties which are statutorily given to the Municipal Secretary:

(a) serve as the general accountant of the municipality and shall keep regular accounts of the municipal receipts and disbursements. The secretary shall keep each cause of receipt and disbursement separately and under proper headings. The secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The secretary shall keep records of the accounts and other information covered by this subsection.

(b) keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur.

### **30.15(e) – Bond**

The Municipal Manager/Administrator as the Municipal Treasurer shall be bonded as required by section 30.15(b)(3), and also as required by the law.



### **30.16 – MUNICIPAL SECRETARY**

#### **30.16(a) – Office of Municipal Secretary Created**

The Office of Municipal Secretary is created, shall be referred to as the City Secretary, and shall receive such compensation as may be fixed by the Council. The Municipal Secretary may also be referred to as the Municipal Clerk.

#### **30.16(b) – Powers & Duties of Municipal Secretary**

- (1) The Municipal Secretary shall:
  - (a) attend each meeting of the governing body of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings.
  - (b) engross and enroll all laws, resolutions, and ordinances of the governing body.
  - (c) keep the corporate seal.
  - (d) take charge of, arrange, and maintain the records of the governing body.
  - (e) countersign all commissions issued to municipal officers and all licenses issued by the mayor and keep a record of those commissions and licenses.
  - (f) prepare all notices required under any regulation or ordinance of the municipality.
  - (g) draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.
  - (h) carefully keep all contracts made by the governing body.
  - (i) perform all other duties required by law, ordinance, resolution, or order of the governing body.

#### **30.16(c) – Designation as Records Management Officer**

In addition to all other powers and duties set forth herein, the Municipal Secretary is also designated as the Records Management Officer for the City of Woodcreek.

#### **30.16(d) – Powers & Duties of Municipal Secretary as Records Management Officer**

- (1) The City Secretary shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or assumption of the office, as applicable. In addition to other duties assigned, the Records Management Officer shall
  - (a) Assist in establishing and developing policies and procedures for a records management program for the City of Woodcreek.
  - (b) Administer the records management program and provide assistance to custodians for the purposes of reducing the costs and improving the efficiency of recordkeeping.
  - (c) In cooperation with the custodians of the records: (i) prepare and file with the director and librarian the records control schedules and amended schedules required by Local Government Code § 203.161 and the list of obsolete records as provided by [Local Government Code § 203.164](#); and (ii) prepare or direct the preparation of requests for authorization to destroy records not on an approved control schedule as provided by [Local Government Code § 203.165](#), of requests to destroy the originals of permanent records that have been microfilmed

as provided by [Local Government Code § 204.008](#), and of electronic storage authorization requests as provided by [Local Government Code § 205.007](#).

(d) In cooperation with custodians, identify and take adequate steps to preserve local government records that are of permanent value.

(e) In cooperation with custodians, identify and take adequate steps to protect essential local government records.

(f) In cooperation with custodians, ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the local government's records management program and the requirements of this subtitle and rules adopted under it;

(g) Disseminate to the governing body and custodians information concerning state laws, administrative rules, and the policies of the government relating to local government records; and

(h) In cooperation with custodians, establish procedures to ensure that the handling of records in any context of the records management program by the records management officer or those under the officer's authority is carried out with due regard for: (i) the duties and responsibilities of custodians that may be imposed by law; and (ii) the confidentiality of information in records to which access is restricted by law.

### **30.16(e) – Municipal Secretary to Serve as Municipal Assessor & Collector Created**

The Office of Municipal Assessor & Collector is created and shall receive such compensation as may be fixed by the Council. The Municipal Secretary will serve as the Municipal Assessor & Collector.

### **30.16(f) – Powers & Duties of Municipal Assessor & Collector**

The Municipal Assessor & Collector will, in addition to the duties of Municipal Secretary,

### **30.17 – MUNICIPAL ATTORNEY**

#### **30.17(a) – Office of Municipal Attorney Created**

The Office of Municipal Attorney is created, shall be referred to as the City Attorney, and shall receive such compensation as may be fixed by the Council. The Municipal Attorney shall be a law firm or individual in private legal practice, licensed in the State of Texas, that contracts with the City to provide services as needed.

#### **30.17(b) – Powers & Duties of Municipal Attorney**

### **30.18 – MARSHAL**

#### **30.18(a) – Office of Marshal Abolished & Authority to Appoint and Contract with Peace Officer.**

As Woodcreek is a municipality with a population of less than 5,000, the office of marshal is hereby abolished. The governing body is hereby authorized to appoint and contract with any peace officer of Hays County.

#### **30.18(b) – Powers & Duties**

The peace officer with whom Woodcreek contracts shall (a) be qualified and trained to meet standards as prescribed by the State Commission of Law Enforcement Officer Standards and Education (TCLEOSE); (b) obtain and maintain all certifications as prescribed by law; (c) be the chief law

enforcement officer of the city, and as such, have supervision over the other enforcement officers on his or her staff; and (d) perform all duties required by law, ordinance, resolution, or order of the governing body.

### **30.19 – MUNICIPAL ENGINEER**

#### **30.19(a) – Office of Municipal Engineer Created**

The Office of Municipal Engineer is created, shall be referred to as the City Engineer, and shall receive such compensation as may be fixed by the Council. The Municipal Engineer shall be a firm or individual, certified as a Professional Engineer with the State of Texas, that contracts with the City to provide services as needed.

#### **30.15(b) – Powers & Duties of Municipal Engineer**

The Municipal Engineer will perform all duties required by law, ordinance, resolution, or order of the governing body.

## **CHAPTER 31 – MUNICIPAL COURT**

### **31.01(a) – Municipal Court**

The Municipal Court exists by operation of law.

### **31.06(a) – Jurisdiction**

(1) The Municipal Court shall have exclusive original jurisdiction within Woodcreek's territorial limits and property owned by Woodcreek located in Woodcreek's extraterritorial jurisdiction in all criminal cases that arise under: (A) the ordinances of Woodcreek; or (B) a resolution, rule, or order of a joint board operating an airport under [Transportation Code](#) §22.154; and are punishable by a fine not to exceed: (A) \$2,000 in all cases arising under municipal ordinances or resolutions, rules, or orders of a joint board that govern fire safety, zoning, or public health and sanitation, other than the dumping of refuse; (B) \$4,000 in cases arising under municipal ordinances that govern the dumping of refuse; or (C) \$500 in all other cases arising under a municipal ordinance or a resolution, rule, or order of a joint board.

(2) The Municipal Court has concurrent jurisdiction with the justice court of a precinct in which the municipality is located in all criminal cases arising under state law that arise within the municipality's territorial limits or property owned by the municipality located in the municipality's extraterritorial jurisdiction and that: (1) are punishable only by a fine, as defined in Subsection (c); or (2) arise under Chapter 106, Alcoholic Beverage Code, and do not include confinement as an authorized sanction.

(3) An offense which is punishable by "fine only" is defined as an offense that is punishable by fine and such sanctions, if any, as authorized by statute not consisting of confinement in jail or imprisonment. The fact that a conviction in a municipal court has as a consequence the imposition of a penalty or sanction by an agency or entity other than the court, such as a denial, suspension, or revocation of a privilege, does not affect the original jurisdiction of the municipal court. The municipal court has jurisdiction in the forfeiture and final judgment of all bail bonds and personal bonds taken in criminal cases of which the court has jurisdiction.

(4) The Municipal Court shall have exclusive appellate jurisdiction within the municipality's territorial limits in a case arising under Chapter 707, Transportation Code.

**31.07(c) – Office of Municipal Judge**

The Judge of the Municipal Court will, following appointment and confirmation, serve for a term of office of two years unless Woodcreek provides for a longer term pursuant to [Article XI, Section 11, of the Texas Constitution](#). If the Judge of the Municipal Court is not reappointed and confirmed by the 91st day following the expiration of a term of office, the Judge of the Municipal Court shall, absent action by the appointing authority, continue to serve for another term of office beginning on the date the

**31.07(d) – Qualifications**

The Judge of the Municipal Court may be licensed to practice law in the State of Texas.

**31.07(e) – Duties of Municipal Judge**

- (1) The Judge of the Municipal Court shall:
- (a) maintain a central docket of all cases filed in the geographic limits of the City over which the municipal court of the City has jurisdiction.
  - (b) distribute cases to associate judges, if necessary.
  - (c) temporarily assign associate judges, when necessary.
  - (d) cause all dockets, books, papers, and other records of the municipal court to be permanently kept, and permit the records to be available for inspection at all reasonable times to any interested person.
  - (e) maintain, as part of the court records, an index to the municipal court judgments, such as county clerks are required by law to prepare for criminal cases arising in county courts.
  - (f) provide for the preservation of the court's records on microfilm, when necessary.
  - (g) supervise the operations, clerical functions, administration of the municipal court, and all clerical personnel in the administrative department of the municipal court.

**III. REPEALER**

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of the City of Woodcreek Code of Ordinances are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein. All other Ordinances in effect and not in conflict with this Ordinance shall remain in full force and effect.

**IV. SEVERABILITY**

If any section, article, paragraph, sentence, clause, phrase, or word in this Ordinance, or application thereof to any person or circumstances, is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of the Ordinance, and the City Council hereby declares it would have passed such remaining portions of the Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**V. CODIFICATION**

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

**VI. EFFECTIVE DATE**

This Ordinance shall take effect from and after its date of passage in accordance with law, and it is so ordained.

**VII. PROPER NOTICE & MEETING**

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

PASSED AND APPROVED this the \_\_\_\_\_ day of November 2020 by a vote of

**Request for Quotes for City of Woodcreek Tree Trimming and Canopy Clearance**

The City of Woodcreek is seeking bids for tree trimming services and canopy clearing services for the City Hall area and 10 miles of city streets. The contract is expected to be awarded in December 2020, with work beginning on or after December 9<sup>th</sup>, 2020 and completed by January 22<sup>nd</sup>, 2021. Details of the work are on page 2.

Please submit a firm price bid for the total job. If an alternative method of performing the work is planned, please describe this method.

Along with the price quotation, bidders shall employ a current Texas Oak Wilt Qualified Arborist and shall supply the arborist's current certificate number. In addition, the bidder must supply a copy of their current Commercial General Liability Insurance for the work in an amount not less than \$1 million General Aggregate.

Quotes must be submitted to Woodcreek City Hall via mail or email by Tuesday, December 1<sup>st</sup>, 2020 at 3:00pm. Quotes may be mailed to: City of Woodcreek, 41 Champions Circle, Woodcreek, TX 78676 or emailed to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov).

For additional information, contact Woodcreek City Hall at 512-847-9390 or [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov).

**Request for Quotes for City of Woodcreek Tree Trimming and Canopy Clearance**

- 1. Successful bidder shall employ a current Texas Oak Wilt Qualified Arborist and shall supply the arborist's current certificate number. Trees must be trimmed in accordance with the guidelines set forth by the Texas A&M Forest Service.**
- 2. The city desires a canopy clearance above all streets of 16 feet.**
- 3. Tree branches on the side of the road shall be cleared to two (2) feet minimum from the side of the road.**
- 4. Three feet of clearance must also be maintained around any street sign.**
- 5. Successful bidder must provide traffic control in the work zone as provided for in the most current edition of the Texas Manual on Uniform Traffic Control Devices.**
- 6. Trees in the City Hall area (parking lot) shall be trimmed to 8 feet above all parking spaces and 16 feet above driving surface.**
- 7. The bidder shall supply all truck(s), equipment, material, and personnel who are properly trained to safely and efficiently perform climbing and cutting services as described.**
- 8. Successful bidder must remove all cut branches, debris, and materials from the city.**
- 9. To reduce the spread of oak wilt, tools used shall be cleaned properly between trees and/or property lines.**
- 10. All cut oak branches shall be painted with opaque paint within five (5) minutes of the cut.**
- 11. If oak wilt is detected, contractor shall notify the City of Woodcreek by email at [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov).**
- 12. A map of the City Streets is available on the website or by contacting City Hall via email at [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov).**

# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

## Application for Appointment to the Planning & Zoning Commission

Name: \_\_\_\_\_

Telephone Number(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest?  Yes  No If "Yes", please explain:

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2. Have you previously served on the Woodcreek City Council, Board or Commission, or in an advisory capacity to the Mayor and/or Councilmember(s)? Do you have a family member who is serving currently or has served in the past?  Yes  No If "Yes", please list capacity and term:

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- 3.

<p>Describe any qualifications, credentials or special interests that relate to your possible appointment.</p> <hr/> <hr/> <hr/> <hr/>
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

## Application for Appointment to the Woodcreek Comprehensive Plan Committee

Name: \_\_\_\_\_

Telephone Number(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest?  Yes  No If "Yes", please explain:

\_\_\_\_\_  
\_\_\_\_\_

2. Have you previously served on the Woodcreek City Council, Board or Commission, or in an advisory capacity to the Mayor and/or Councilmember(s)? Do you have a family member who is serving currently or has served in the past?

Yes  No If "Yes", please list capacity and term:

\_\_\_\_\_  
\_\_\_\_\_

3.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_