
MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a meeting at Camp Young Judaea, 121 Camp Young Judaea Dr., Woodcreek, TX 78676. The meeting will be held on Wednesday, September 13, 2023 at 6:30 PM.

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

<https://zoom.us/j/91901227351?pwd=NjRYTFZDeDRNaHdDR1ZwNEtBd0NqQT09>

Meeting ID: 919 0122 7351; Passcode: 432154

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 Financial Statements for July 2022. *(Rule)*
- [2.](#) Approval of City Council Budget Workshop Minutes From August 9, 2023.
- [3.](#) Approval of Regular City Council Meeting Minutes From August 9, 2023.
- [4.](#) Approval of Regular City Council Meeting Minutes From August 23, 2023.
- [5.](#) Approval of Special Event Application For the Annual "Ride to End ELZ". *(Rule)*
- [6.](#) Discuss and Take Possible Action on A Petition to Release Certain Properties from the City of Woodcreek's Extraterritorial Jurisdiction, and Related Matters: Applicant: Purple Crown Investments, L.L.C. *(Rule)*
- [7.](#) Discuss and Take Possible Action to Consider the Approval of A Special Event Permit for the Community Garden's "October Fall Garden Fest" on October 14th from 6:30PM to 9:30PM, and the Waiving of the Permit Fees. *(Hines)*
- [8.](#) Discuss and Take Possible Action to Consider the Approval of A Special Event Permit for the Community Garden's "November Wildflower Stomp" on November 11th from 9:00AM to 10:00AM, and the Waiving of the Permit Fees. *(Hines)*
- [9.](#) Discuss and Take Possible Action to Consider the Approval of A Special Event Permit for the Community Garden's "Holidays in the Garden" on December 10th from 3:00PM to 5:00PM , and the Waiving of the Permit Fees. *(Hines)*

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

Report by Mayor.

Report by City Manager.

REPORT OF SPECIAL (Select or Ad Hoc) Committees - None

SPECIAL ORDERS - None

UNFINISHED BUSINESS AND GENERAL ORDERS - None

NEW BUSINESS

- [10.](#) Proclamation by the City of Woodcreek, Texas to Declare the Week of September 17 through September 23, As "Constitution Week". (*Rasco*)
- [11.](#) Proclamation by the City of Woodcreek, Texas to Declare September 2023, Hispanic Heritage Month. (*Hambrick*)
- [12.](#) Attorney Presentation to Woodcreek City Council -Denton Navarro Rocha Bernal & Zech.
- [13.](#) Attorney Presentation to Woodcreek City Council - DTR&G Mr. Austin Beck.
- [14.](#) Executive Session to Discuss Selection of A Legal Firm to Represent the City of Woodcreek. (*Rule*)
- [15.](#) Discuss and Take Possible Action to Select A Legal Firm to Represent the City of Woodcreek.
- [16.](#) Public Hearing on the Proposed Budget For Fiscal Year 2023-2024. (*Rule*)
- [17.](#) Discuss and Take Appropriate Action on An Ordinance 2023-09-13-01, of the City of Woodcreek, Texas Adopting the Fiscal Year 2023-2024 Budget Beginning October 1, 2023, and Ending September 30, 2024, in Accordance with Texas Local Government Code Chapter 102; Providing for the Filing of the Budget; Providing That This Ordinance Shall Be Cumulative of All Ordinances; Providing a Severability Clause; and Providing an Effective Date (*Rule*)
- [18.](#) Discuss and Take Appropriate Action on A Resolution 2023-09-13-01, Ratifying the Recently Adopted Budget That Raises More Revenue from Property Taxes Than Last Year's Budget by an Amount of \$126,866, Which Is a 21.7% Increase From Last Year's Budget. The Property Tax Revenue to be Raised From New Property Added to the Tax Roll This Year is \$1,088. (*Rule*)
- [19.](#) Public Hearing on the Proposed Tax Rate For Fiscal Year 2023-2024. (*Rule*)
- [20.](#) Discuss and Take Possible Action on An Ordinance 2023-09-13-02, Of The City Of Woodcreek, Texas Approving The Certified Appraisal Roll; Setting The Tax Rate; Levying And Assessing Ad Valorem Taxes For The Use And Support Of The Municipal Government Of The City Of Woodcreek, Texas For Fiscal Year 2023-2024; Apportioning The Levies For Specific Purposes; Providing A Severability Clause; And Providing An Effective Date. (*Rule*)
- [21.](#) Discuss and Take Possible Action on the Woodcreek Residential Street Mill and Overlay Construction (a.k.a. 2023 Woodcreek Roads Project) Phase Services for the City of Woodcreek, Work Authorization #5 For Time and Material, Not to Exceed \$48,865.46. (*Rule*)
- [22.](#) Discuss and Take Possible Action Regarding City Manager and Staff Participation at City Board and Committee Meetings, et al. (*Pulley*)
- [23.](#) Report on Neighbor to Neighbor Program Progress (*Hambrick*)
- [24.](#) Discuss and Take Possible Action to Authorize the City Manager to Award a Traffic Calming Study from Current Fund Balance, As Soon As Possible. (*Bailey*)
- [25.](#) Discuss and Take Possible Action on Authorizing the Purchase and Installation of Traffic Calming Devices in the City of Woodcreek. (*Hines*)
- [26.](#) Discuss and Take Possible Action on Applying for the LCRA Grant, Due in January 2024, For the Installation of A Rainwater Harvesting System for City Hall. (*Grummert*)
- [27.](#) Discuss and Take Possible Action on Applying For the Quadratic Cares Grant due October 30, 2023. (*Grummert*)

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **10th day of September, 2023 at 3:15PM.**

By: 
Suzanne J. MacKenzie, City Secretary

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Approval of Financial Statements for July 2023.

AGENDA ITEM SUMMARY:

Approval of Financial Statements for July 2023.

RECOMMENDATION:

FINANCIAL IMPACT:

None

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Consent Calendar

COMPLETION DATE:

9/3/2023 1:12:43 AM

The City of Woodcreek

Item 1.

Statement of Financial Position

As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1003.1 Municipal Court Petty Cash	100.00
1007 Operating (TRB 3061)	125,956.25
TX Regional 061, Operating (Old)	3,751.77
Total 1007 Operating (TRB 3061)	129,708.02
1011 Payroll (TRB 3819)	10,000.00
1020 Investment Account - Class 0001	558,330.90
1021 App Fund - Class 0002	435,568.62
1022 Tree Fund - Class 0003	4,861.61
1023 Parks Fund - Class 0004	3,763.11
1024 MC Security Fund - Class 0005	19.69
1025 MC Tech Fund - Class 0006	26.13
1026 PEG Funds - Class 0007	14,455.63
1027 GF Reserves - Class 0008	172,197.90
Total Bank Accounts	\$1,329,031.61
Other Current Assets	
1120 Delinquent Taxes Receivable (CPA)	9,191.35
1120.01 1120.01-CPA Debt Service	3,634.21
1121 Allowance for Uncollectible (CPA)	-1,378.65
1121.01 1121.01-CPA Debt Service	-545.58
1124 Sales Tax Receivable (CPA)	13,189.82
Total Other Current Assets	\$24,091.15
Total Current Assets	\$1,353,122.76
Fixed Assets	
1200 Office Furniture / Equipment	35,704.46
1225 Land	37,850.00
1226 Building & Improvements	130,602.00
1226.1 Cedar Fence/Enclosure (in svc 10/21/21)	7,702.50
1227 Street Pavement 2013	144,126.00
1228 Street Improvements 2017	1,489,691.00
1229 Street Improvements 2021	409,930.76
1231 Storage Building	9,055.00
1235.1 Kawasaki Mule 2016	7,840.64
1240 Accumulated Depreciation - All	-195,372.00
Total Fixed Assets	\$2,077,130.36
Other Assets	
1250 Deferred Revenue (CPA)	-7,813.11
1250.01 1250.01-CPA Debt Service	-3,088.63

1599 1599-CPA Due From General Fund	25,047.75
Total Other Assets	\$14,146.01
TOTAL ASSETS	\$3,444,399.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1900.5 Accounts Payable (Auditor Adjustments)	19,168.60
2021 Accrued Wages Payable (Audit Adjs CPA)	9,176.37
2030 TMRS Payable	2,661.79
2599 2599-CPA Due To Debt Service Fund	25,047.75
Total Other Current Liabilities	\$56,054.51
Total Current Liabilities	\$56,054.51
Total Liabilities	\$56,054.51
Equity	
9997 Net Investment In Capital Assets	144,132.96
9998 Opening Balance Equity	333,537.47
9999 Retained Earnings	3,120,511.49
9999-debtstvc-cpa Retained Earnings Debt Svc Audit CPA	17,174.31
Net Revenue	-227,011.61
Total Equity	\$3,388,344.62
TOTAL LIABILITIES AND EQUITY	\$3,444,399.13

Treasurer's Report
For the Period: October 2022 - July 2023

Item 1.

Percent Complete: 83.33%

	2022-2023			2021-2022			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Jul-23	Jul-22	Difference
Revenue									
2900 Accounting Info Needed	-	-	n/a	-	-	n/a	-	-	-
3000 Ad Valorem Tax Revenue	-	-	n/a	-	-	n/a	-	-	-
3000.01 Ad Valorem Tax	360,463	360,000	100%	348,907	349,000	100%	2,189	637	1,551
3000.02 Delinquent Ad Valorem Tax	2,565	4,500	57%	3,031	-	n/a	160	48	111
3000 Ad Valorem Tax Revenue	363,029	364,500	100%	351,937	349,000	101%	2,348	686	1,663
3005 State Sales Tax Revenue	83,710	80,000	105%	73,305	80,000	92%	7,925	8,086	(161)
3010 Mixed Beverage Tax & Fees Rev	1,465	1,200	122%	1,127	1,500	75%	320	180	140
3020 Electric Franchise Fee Revenue	35,845	31,000	116%	31,877	34,000	94%	7,330	8,040	(710)
3030 Cable Services Franchise Rev	25,388	30,000	85%	26,067	30,000	87%	-	-	-
3030.1 PEG - Cable Revenue	5,078	6,650	76%	5,208	6,000	87%	-	-	-
3030 Cable Services Franchise Rev	30,466	-		31,275	-	#DIV/0!	-	-	-
3040 Water Service Franchise Revenue	104,561	90,000	116%	100,581	100,000	101%	9,744	10,145	(401)
3050 Disposal Service Franchise Rev	22,361	24,000	93%	18,692	25,000	75%	-	-	-
3060 Telephone Franchise Revenue	103	160	65%	120	200	60%	-	-	-
3070 Golf Course Franchise Revenue	-	500	0%	500	500	100%	-	-	-
3080 Reimbursements	-	-	n/a	-	6,000	0%	-	-	-
3080.10 Engineerings	-	8,000	0%	2,061	-	n/a	-	-	-
3080.20 Legal	-	2,500	0%	-	-	n/a	-	-	-
3080.30 Admin	-	-	n/a	-	-	n/a	-	-	-
3080 Reimbursements	-	10,500	0%	2,061	6,000	34%	-	-	-
3090 Development Revenue	-	-	n/a	-	-	n/a	-	-	-
3090.01 Residential	-	-	n/a	-	-	n/a	-	-	-
3090.011 New Home Permits	2,809	6,000	47%	6,000	5,000	120%	809	-	809
3090.012 Other Permits	4,576	7,000	65%	7,710	11,000	70%	675	550	125
3090.013 Inspections	6,953	7,000	99%	8,299	17,000	49%	-	303	(303)
3090.02 Commercial	-	500	0%	3,234	5,000	65%	-	-	-
3090.03 Other	-	200	0%	-	80	0%	-	-	-
3090.031 Subdivisions/Plats/Re-Plats	25,962	5,000	519%	-	5,000	0%	-	-	-
3090.99 Permits Other	550	-	n/a	-	-	n/a	75	-	75
Total 3090 Development Revenue	40,849	25,700	159%	25,243	43,080	59%	1,559	853	706
3093 Liquor License Revenue	725	1,250	58%	1,388	1,310	106%	-	-	-
3095 Sign Fees	225	350	64%	460	700	66%	35	35	-
3096 - Other Permits	1,490	-	n/a	-	-	n/a	-	-	-
4000 Interest Income	65,542	2,500	2622%	4,068	1,000	407%	6,765	1,604	5,161
4010 Other Revenue	5,520	10,000	55%	12,369	700	1767%	-	-	-
4010 Other Revenue	5,520	10,000	55%	12,369	700	1767%	-	-	-
4015 Oak Wilt Containment	-	6,000	0%	-	-	n/a	-	-	-
4020 Municipal Court Revenue	-	1,500	0%	901	1,500	60%	-	-	-
4035 TDEM DR-4485 Revenue	-	-	n/a	213,021	-	n/a	-	-	-
4040 Donations Received	-	5,200	0%	-	6,180	0%	-	-	-
4040.02 Park Donations	2,710	500	542%	1,180	-	n/a	205	-	205
Total Donations Received	2,710	5,700	48%	1,180	6,180	19%	205	-	205
4050 General Fund Transfer	-	-	n/a	-	-	n/a	-	-	-
Uncategorized Revenue	25	-	n/a	-	-	n/a	-	-	-
Total Revenue	758,626	691,510	110%	870,104	686,670	127%	36,230	29,627	6,603
Expenditures									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	121,561	170,000	72%	181,834	208,500	87%	14,055	33,016	(18,961)
5000.02 Health Insurance Stipend	4,974	6,000	83%	6,958	8,600	81%	615	229	387
5000.03 City Manager Vehicle Reimburse	3,000	-	n/a	4,650	6,000	78%	-	150	(150)
5000.04 Overtime Wages	10,565	-	n/a	-	-	n/a	1,231	-	1,231
5000.05 Elected Official Pay	-	-	n/a	-	-	n/a	-	-	-
5000.20 Payroll Tax Expense	-	-	n/a	-	-	n/a	-	-	-
5000.21 FICA/OASDI	10,718	13,400	80%	13,477	16,410	82%	1,216	2,537	(1,321)
5000.22 Unemployment Insurance	33	1,100	3%	918	500	184%	2	1	1
5000.20 Payroll Tax Expense	10,751	14,500	74%	14,394	16,910	85%	1,218	2,538	(1,320)
5000.40 Retirement	13,964	18,100	77%	19,972	22,190	90%	1,551	3,618	(2,068)
Total 5000 Personnel Services	164,814	208,600	79%	227,809	262,200	87%	18,670	39,551	(20,881)
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	-	-	n/a	-	-	-
5500.10 City Hall Maintenance / Repairs	5,454	2,000	273%	668	4,000	17%	2,595	13	2,581
5500.20 Cleaning Costs	1,580	1,800	88%	1,125	1,500	75%	132	-	132
5500.30 IT & Radio Expenses	2,315	10,000	23%	10,461	15,000	70%	-	-	-
5500.40 Newsletter	-	-	n/a	-	-	n/a	-	-	-
5500.50 Office Supplies	5,696	4,500	127%	4,407	4,000	110%	979	82	898
5500.55 Office Equipment	5,278	-	n/a	-	-	n/a	1,113	-	1,113
5500.60 Postage & Shipping	3,523	3,000	117%	2,146	2,100	102%	294	398	(104)
5500.61 Printing & Reproduction	1,728	4,500	38%	3,490	4,000	87%	235	231	4
5500.62 Printing Cost Newspaper	603	1,500	40%	223	2,000	11%	32	-	-

	2022-2023			2021-2022			Y/Y Monthly Comparison			Item 1.
	YTD	Budget	%	YTD	Budget	%	Jul-23	Jul-22	D	
5500.70 Storage Rental	-	-	n/a	-	-	n/a	-	-	-	
5500.80 Software & Subscriptions	28,382	12,000	237%	8,846	15,000	59%	3,559	2,606	953	
Total 5500 Office Expenses	54,560	39,300	139%	31,366	47,600	66%	8,939	3,331	5,608	
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-	
6000.01 Audit Expense	-	12,000	0%	11,990	12,000	100%	-	-	-	
6000.10 Codification	-	2,750	0%	2,831	4,000	71%	-	-	-	
6000.11 Contract Labor	6,330	-	n/a	-	6,500	0%	1,694	-	1,694	
6000.15 Engineering	17,541	20,000	88%	11,967	10,000	120%	-	-	-	
6000.16 Mapping	200	3,000	7%	-	-	n/a	-	-	-	
6000.17 Engineering Reimbursable	8,090	8,000		9,905	4,000		-	-	-	
6000.15 Engineering	25,831	31,000	83%	21,872	14,000	156%	-	-	-	
6000.20 Legal Expenses	3,540	-	n/a	-	-	n/a	-	-	-	
6000.21 General	27,071	20,000	135%	25,490	65,000	39%	7,908	-	7,908	
6000.22 Legal Reimbursable	2,500	2,500	100%	2,540	3,000	85%	-	-	-	
6000.23 Litigation	-	5,000	0%	7,320	15,000	49%	-	-	-	
6000.25 Special Cases	3,295	30,000	11%	36,228	22,000	165%	-	-	-	
6000.26 Elected Body Legal	3,600	5,000	72%	2,290	-	n/a	300	-	300	
6000.20 Legal Expenses	40,006	62,500	64%	73,868	105,000	70%	8,208	-	8,208	
6000.30 IT Services	2,521	15,500	16%	11,929	14,500	82%	-	1,106	(1,106)	
6000.40 Accounting	20,178	25,000	81%	12,170	15,000	81%	1,995	1,096	899	
6000.50 Law Enforcement	8,838	12,500	71%	14,169	8,160	174%	1,700	-	1,700	
Total 6000 Professional Services	103,703	161,250	64%	148,828	179,160	83%	13,597	2,201	11,395	
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-	
6500.01 Deer Removal	975	1,750	56%	1,425	1,000	143%	-	-	-	
6500.15 Mowing	6,500	2,750	236%	2,250	2,000	113%	1,100	375	725	
6500.20 Oak Wilt Containment	-	15,000	0%	-	15,000	0%	-	-	-	
6500.21 Greenspace Maintenance	5,961	6,000	99%	1,336	-	n/a	-	-	-	
6500.22 Landscape Maintenance	2,390	9,000	27%	6,941	10,000	69%	15	56	(41)	
6500.23 Contract Services	470	-	n/a	-	2,000	0%	-	-	-	
6500.24 Parks and Playground Maintenance	-	13,453	0%	-	30,000	0%	-	-	-	
6500.25 ROW Tree Trimming	-	11,000	0%	-	7,500	0%	-	-	-	
6500.26 Holiday Decorations	650	500	130%	262	2,000	13%	-	-	-	
6500.30 street maintenance	4,283	30,000	14%	12,555	20,000	63%	-	2,390	(2,390)	
6500.31 Street Signs	119	6,000	2%	4,056	4,000	101%	-	-	-	
6500.35 Storm Damage Reserve	-	-	n/a	-	1,000	0%	-	-	-	
6500.40 Tree Limb Pick-Up	-	-	n/a	-	-	n/a	-	-	-	
6500.50 Equipment Maintenance	732	2,000	37%	2,110	4,000	53%	360	-	360	
6500.60 Water Quality Testing CCWPP	1,093	1,000	109%	620	2,000	31%	-	-	-	
Total 6500 Area Care/Maintenance	23,173	98,453	24%	31,555	100,500	31%	1,475	2,821	(1,346)	
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-	
7000.01 Ad Valorem Tax Expense	1,864	4,407	42%	3,152	4,060	78%	-	162	(162)	
7000.02 Building Inspections	1,890	7,000	27%	10,185	12,550	81%	75	165	(90)	
7000.03 Code Compliance	-	500	0%	774	1,500	52%	-	-	-	
7000.04 Dues & Membership	786	2,500	31%	2,311	3,000	77%	115	-	115	
7000.05 Election Expense	2,199	2,000	110%	1,065	1,200	89%	-	-	-	
7000.06 TML Dues	632	600	105%	591	600	99%	-	-	-	
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-	
7000.15 Meeting Expense	907	3,000	30%	6,721	5,000	134%	-	130	(130)	
7000.20 Public Notices	5,513	1,200	459%	879	3,000	29%	-	-	-	
7000.30 Travel & Vehicle Exp Reimb.	122	2,000	6%	4,666	5,000	93%	-	40	(40)	
7000.31 Elected Official Travel	-	500	0%	-	2,000	0%	-	-	-	
7000.40 Training & Prof Development	-	-	n/a	-	-	n/a	-	-	-	
7000.41 Elected Body	2,221	2,500	89%	1,165	2,500	47%	800	-	800	
7000.42 Staff	2,897	4,000	72%	2,461	5,000	49%	495	-	495	
7000.43 Boards/Committees	133	-	n/a	-	-	n/a	-	-	-	
7000.50 Community Relations	4,855	7,000	69%	1,901	6,000	32%	296	-	296	
Total 7000 Other Operating Expenses	24,019	37,207	65%	35,871	51,410	70%	1,781	497	1,284	
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-	
7500.10 City Hall Utilities	112	-	n/a	-	3,500	0%	-	-	-	
7500.11 Electric	1,176	2,100	56%	1,580	-	n/a	149	199	(50)	
7500.12 Water	1,235	1,500	82%	1,190	-	n/a	125	117	8	
7500.10 City Hall Utilities	2,524	3,600	70%	2,770	3,500	79%	274	316	(42)	
7500.20 Outdoor Utilities	-	-	n/a	-	4,250	0%	-	-	-	
7500.21 Electric	1,188	1,350	88%	1,094	-	n/a	120	109	11	
7500.22 Water	1,302	1,600	81%	1,345	-	n/a	130	147	(17)	
7500.20 Outdoor Utilities	2,489	2,950	84%	2,439	4,250	57%	250	256	(6)	
7500.30 Telephone & Internet	4,130	4,500	92%	4,526	6,200	73%	542	457	84	
Total 7500 Utilities	9,144	11,050	83%	9,736	13,950	70%	1,066	1,029	37	
7600 Insurance	-	3,500	0%	4,592	-	n/a	-	-	-	
6010 Health Insurance (deleted)	-	-	n/a	-	-	n/a	-	-	-	
7600.01 TML Insurance	5,093	200	2547%	200	4,600	4%	-	-	-	
7600 Insurance	5,093	3,700	138%	4,792	4,600	104%	-	-	0%	
7700 TDEM DR-4485 Expenditures	-	-	n/a	-	-	n/a	-	-	-	
8020 Municipal Court Costs	230	-	n/a	-	-	n/a	-	-	-	
8020.20 MC Judge	-	4,800	0%	600	3,600	17%	-	-	-	
8020.25 Misc. Court Costs	-	150	0%	-	2,500	0%	-	-	-	

	2022-2023			2021-2022			Y/Y Monthly Comparison			Item 1.
	YTD	Budget	%	YTD	Budget	%	Jul-23	Jul-22	D	
8020.30 Prosecutor	-	1,500	0%	2,540	3,000	85%	-	-	-	
8020.35 Court Bailiff	-	-	n/a	-	750	0%	-	-	-	
8020.40 State Comptroller Costs	-	300	0%	(45)	700	-6%	-	-	-	
8020.41 Supplies	-	-	n/a	67	200	34%	-	-	-	
8020.60 Public Safety	-	-	n/a	-	-	n/a	-	-	-	
Total 8020 Municipal Court Costs	230	6,750	3%	3,162	10,750	29%	-	-	-	
8900 Miscellaneous	-	75,200	0%	5,000	120,650	4%	-	-	-	
8900.10 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
8900.20 Contingency Reserve	-	50,000	0%	-	50,000	0%	-	-	-	
8900.25 Ice Storm 2023	255,329	-	n/a	-	-	n/a	9,338	-	9,338	
8900.30 Projects	37,404	-	n/a	20,364	-	n/a	6,152	-	6,152	
8900.40 Engineering Services – Street Projects	-	-	n/a	21,588	15,000	144%	-	-	-	
Total 8900 Miscellaneous	292,732	125,200	234%	46,951	185,650	25%	15,490	-	15,490	
8926 Triangle - Parks	177,194	-	n/a	-	-	n/a	163,312	-	163,312	
9077 General Fund Accrual	-	-	n/a	-	(169,150)	0%	-	-	-	
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	-	-	-	
Uncategorized Expense	656	-	n/a	-	-	n/a	15	-	15	
Total Expenditures	855,319	691,510	124%	540,071	686,670	79%	224,345	49,430	174,915	
Net Operating Revenue	(96,693)	-	n/a	330,033	-	n/a	(188,115)	(19,803)	(168,312)	
Other Revenue										
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-	
9810.01 Sinking Fund Revenue	216,528	224,793	96%	212,734	-	n/a	1,404	417	987	
8500 Capital Improvement Income	200,000	227,000	88%	0	-	n/a	-	0	(0)	
Total Other Revenue	416,528	451,793	92%	212,734	-	n/a	1,404	417	987	
Other Expenditures										
8500.25 Capital Improvement Expense	-	-	n/a	-	-	n/a	-	-	-	
9800.23 Chip Seal Project FYE23	102,569	-	n/a	-	-	n/a	83,029	-	83,029	
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	-	-	-	
9006 Bond Costs of Issuance	1,764	-	n/a	-	-	n/a	-	-	-	
9800.01 Capital Expenditures - CY	-	-	n/a	-	-	n/a	-	-	-	
9800.1 Capital Project Expenditures - FY	-	227,000	0%	-	-	n/a	-	-	-	
9800.11 2017 Street Improvements	-	-	n/a	-	-	n/a	-	-	-	
9800.12 2017 Street Improvements Legal	-	-	n/a	-	-	n/a	-	-	-	
9800.13 2021 Street Improvements	-	-	n/a	387,916	-	n/a	-	-	-	
9810.02 Sinking Fund Interest & Fees	5,276	5,793	91%	9,595	-	n/a	-	3,811	(3,811)	
9810.03 Sinking Fund Principal	436,838	219,000	199%	207,000	-	n/a	-	-	-	
9810.04 Agent Fees	400	-	n/a	-	-	n/a	-	-	-	
9800.02 Other Miscellaneous Expenditure	-	-	n/a	(417,633)	-	n/a	-	-	-	
9888 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
Total Other Expenditures	546,846	451,793	121%	186,878	-	n/a	83,029	3,811	79,218	
Net Other Revenue	(130,319)	-	n/a	25,856	-	n/a	(81,626)	(3,394)	(78,232)	
Net Revenue	(227,012)	-	n/a	355,889	-	n/a	(269,741)	(23,196)	(246,544)	

**The City of Woodcreek
Transaction Report
June 2023**

Date	Name	Memo/Description	Amount
07/03/2023		MERCHANT BANKCD DEPOSIT 49657758 MERCHANT BANKCD DEPOSIT 496577580	-15.00
07/03/2023	Walmart	Patriotic supplies	-21.03
07/03/2023	King Feed and Hardware	Bale of hay for July 4th parade	-116.00
07/03/2023	Kevin Rule	Reimbursement for 4th of July bunting, table covers	-17.59
07/03/2023	Sean Rawlings	Contract labor hours	-586.00
07/03/2023	Walmart	Supplies for July 4th parade	-43.28
07/04/2023	ShIPLEY Do-nuts	Kolaches, donuts	-41.98
07/04/2023	Walmart	Patriotic supplies	-11.52
07/05/2023	Atteign LLC	Accounting services	-1,995.00
07/06/2023	Hays County Traffic Enforcement	Traffic enforcement	-120.00
07/06/2023	Texas Municipal Clerks Association, Inc	Webinar - City Secretary 201	-95.00
07/06/2023	Adam Halstead	Traffic enforcement	-620.00
07/06/2023	Sam's Club	Sam24Curve - City coded to 5500.55	-108.23
07/07/2023	Payroll Account	Automatic transfer to payroll clearing to cover payroll costs.	-7,676.13
07/08/2023	Zoom Video Communications	Subscription 7/8-8/7/23	-17.04
07/11/2023	Kwik Chek	Beverage after posting Garage Sale signage 7/7	-4.21
07/11/2023	Law Office of Roger Gordon	Legal services	-8,208.20
07/11/2023	S & D Plumbing	Dispatch fee	-75.00
07/12/2023	Office Depot	Labels for mailout for public hearing	-53.25
07/13/2023	S & D Plumbing	Half payment for replacement of frost free hose bib	-787.65
07/14/2023	Texas Municipal League	Rule & Rasco registrations, Texas Municipal League Conference 2023	-800.00
07/14/2023	Texas Municipal League	Hambrick registration, Texas Municipal League Conference 2023	-400.00
07/14/2023	MadJax Logistics	Transport Mule	-360.00
07/15/2023	Atteign LLC	Payroll, accounting software and Dext subscriptions	-162.50
07/15/2023	Xerox Financial Services	Contract # 010-0164812-001, Customer 164812, Lease pmt	-190.63
07/16/2023	Xerox Business Solutions Southwest (D Color meter; WC44:40G975		-33.95
07/16/2023	Waste Connections Lone Star Inc	Disposal charges, Hauls 40 yd	-9,337.80
07/16/2023	HOT IT	IT such as Premium packages, Office 365, Backup software & storage, Email security bun	-979.20
07/16/2023	Brett Pulley	Print 2 certificates	-10.83
07/16/2023	Landscape Business Services, LLC	Landscaping services	-1,100.00
07/16/2023	Verizon	Acct # 842103446-00001 Monthly - internet access for computer	-166.72
07/16/2023	PEC - Utilities	Monthly electric payment 3 meters (City Hall, Entrance, Brookhollow)	-268.48
07/16/2023	Suzanne Mac Kenzie	Beverages after street surveys	-5.72
07/16/2023	San Marcos Daily Record	RA1906 - Public notices	-32.10

07/16/2023	Pitney Bowes Purchase Power Inc.	8000-9090-0977-2711 Postage meter equipment and/or services	-106.02
07/16/2023	Pitney Bowes Global Financial Services	Quarterly lease payment, Period 7/29/23 - 10/28/23	-188.12
07/16/2023	ODP Business Solutions LLC	Office supplies	-102.64
07/17/2023	Gametime (Playcore Holdings, Inc.)	Playground	-158,822.42
07/17/2023	Home Depot	Totes	-91.94
07/17/2023	Spectrum Business	Cable service	-212.43
07/17/2023	Sean Rawlings	Contract labor hours	-656.50
07/18/2023	Sherry Rogers & Co.	Monthly payment for office cleaning services	-150.00
07/18/2023	S & D Plumbing	Repairs, City Hall	-1,713.67
07/19/2023	TMRS	TMRS PAYROLL 9390	-2,716.25
07/19/2023	Texas Municipal League	GFOAT Dues	-115.00
07/19/2023	Home Depot	Storage totes	-211.80
07/20/2023	AquaTexas, Inc.	Water bill payment (City Hall)	-125.40
07/20/2023	AquaTexas, Inc.	Water bill payment (Par View)	-44.39
07/20/2023	AquaTexas, Inc.	Water bill payment (Brookhollow & Woodcreek)	-42.92
07/20/2023	AquaTexas, Inc.	Water bill payment (Gatehouse)	-42.92
07/21/2023	ODP Business Solutions LLC	Office supplies	-39.89
07/21/2023	HOT IT	IT such as Premium packages, Office 365, Backup software & storage, Email security bun	-162.36
07/21/2023	Payroll Account	Automatic transfer to payroll clearing to cover payroll costs.	-8,330.09
07/21/2023	Amazon Capital Services, Inc.	Monthly Amazon (office supplies)A32IU9DGT11VB07	-130.06
07/21/2023	Suzanne Mac Kenzie	Paper products	-88.25
07/21/2023	Rebecca Denton	Materials for Trees & Trail	-15.00
07/23/2023	Walmart	Trash bags	-16.19
07/24/2023	Kwik Chek	Drinks	-5.72
07/25/2023	Woods Cycle Country	Mule major service (City coded to 5500.55)	-1,004.78
07/29/2023	Soliz Land and Development	Tree removals, tree trimming, stump grinding	-4,300.00
07/29/2023	ODP Business Solutions LLC	Office supplies	-381.56
07/29/2023	K Friese & Associates, Inc.	Engineering services	-89,181.39
07/29/2023	Adam Halstead	Traffic enforcement	-800.00
07/29/2023	ATS Engineers	Inspection fees	-265.00
07/29/2023	Hays County Traffic Enforcement	Traffic enforcement	-160.00
07/29/2023	CivicPlus (Municode Corporation)	Codification	-2,400.00
07/31/2023	Sean Rawlings	Contract labor hours	-451.00
07/31/2023	Walmart	Office supplies	-4.81
TOTAL			<u>-4.81</u> #####

**CITY COUNCIL WORKSHOP (CYJ)
August 09, 2023; 4:30 PM
Woodcreek, Texas**

MINUTES

CALL WORKSHOP TO ORDER

Mayor Rasco Called the Workshop to Order at 4:30P.

ROLL CALL

PRESENT

Mayor Jeff Rasco
Councilmember Linnea R. Bailey
Councilmember Chrys Grummert
Councilmember Bob Hambrick
Councilmember Debra Hines

ABSENT

Mayor Pro Tem Brent H. Pulley

STAFF PRESENT

City Attorney, Roger Gordon
City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie

PRESENTATIONS

1. **Workshop to Discuss the 2023-2024 FY City of Woodcreek Annual Budget.** (Rule)
Discussion of various line items in the Proposed Budget Presentation.
No action was taken.

ADJOURN

Mayor Rasco Adjourned the Workshop at 6:15P.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

CITY COUNCIL MEETING (CYJ)
August 09, 2023; 6:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 6:34P.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Brent H. Pulley
Councilmember Linnea R. Bailey
Councilmember Chrys Grummert
Councilmember Bob Hambrick
Councilmember Debra Hines

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie
City Attorney, Roger Gordon

PUBLIC COMMENTS

Public Comments were offered.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

Report by Planning and Zoning Commission Liaison.

Commission has made a Recommendation on Above Ground Pools and will meet in February 2024 to begin bi-annual review of the City's Comprehensive Plan.

Report by Ordinance Review Committee Liaison.

Committee did not meet in August. Items 15 and 16 in the packet are follow-up from the last report.

Report by Parks and Recreation Board Liaison.

Parks were cleaned up. Fence at Creekside Park has been erected and the playscape has been ordered. The Triangle is in the process of placing the concrete pad for the gazebo.

Report by Platinum Roads Panel Liaison.

Roads have been a combined Community effort and the City was able to benefit from an equitable package, further assisted by the passing of the Bond.

Report by Tree Board Liaison.

Board will have an Arbor Day Event at the Triangle on November 4, 2023, with an Oak Wilt presentation by Karl Flocke and they have questions about budget restraints. Board will be discussing Oak Wilt in public areas at its next meeting.

Report by City Manager.

City-Wide Garage Sale was July 8th and 9th and it was a huge success. Notice has been sent out about 2024 event. July 15th was Bulk Pick-Up. Waste Connections brought in 4 trucks that picked up 10 tons of materials. The next week was Annual Brush Pick-Up was completed week of July 24th. City Hall will be closed for Labor Day. Next City Council Meeting on August 23rd is at CYJ with a Budget Meeting at 4:30P. Parks Projects are in progress. September 10th will be Woodcreek Fun Day at CYJ from 12P-2P - their pool will be open. Thanked CYJ as a partner with the City.

CONSENT CALENDAR

Council Member Grummert made a motion to move items 1 and 3 out of the Consent Agenda into the Regular Agenda. Motion was seconded by Council Member Hines.

No action was taken on this item.

1. **Approval of Financial Statements for June 2023.** (Rule)
Item was removed from Consent Agenda, discussed after Item 14 was addressed, and before Special Orders.
2. **Submission of the Calculated FY 2023-2024 Property Tax Rates to City Council.** (Rule)
Motion was made by Council Member Grummert to approve Consent Agenda items 2 and 4. Motion was seconded by Council Member Hines.

A roll call was taken.

Voting Yea: Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines.

Motion Passed: 5-0-0.

3. **Approval of Minutes from June 20, 2023 Special City Council Meeting.**
Item was removed from Consent Agenda, discussed after Item 14 was addressed, and before Special Orders.
4. **Approval of Minutes from July 12, 2023 Regular City Council Meeting.**
Item approved with item #2, above.

**** Motion and Discussion occurred from 6:18P – 6:26P**

Motion was made by Council Member Grummert that Council take up item 14 first, as it could possibly affect the ability of Council being able to address issues on this agenda and I additionally respectfully request to move items 6 through 9, and 13, to the end of the agenda. Motion was seconded by Council Member Hines.

An amended motion was made by Council Member Grummert to remove the second part of his motion and have main motion focus entirely on item 14.

Council Member Grummert withdrew his amended motion at 6:53P.

14. **Discuss and Take Possible Action to Consider the Amendment of Rule 1(C), Rule 1(D), and Rule 7(Majority Requirement) of the Resolution 2023-07-12-02, an Amendment of, the Rules of Procedure for the Conduct of Council Meetings.** (Pulley / Grummert)

**** Motions and Discussion occurred from 6:27P – 7:03P**

Motion was made by Council Member Grummert to amend previously adopted Resolution 2023-07-12-02, as represented in the seconded copy of the resolution in the packet beginning on page 96. Motion was seconded by Council Member Hines.

A roll call was taken.

Voting Yea: Council Member Grummert, Council Member Hines

Voting Nay: Mayor Pro Tem Pulley, Council Member Bailey, Council Member Hambrick

Motion Failed: 5-0-0.

Motion was made by Council Member Grummert to amend, additionally, by adding “or make changes to the items submitted”, inserted after “postpone placement of the requested item” into the sentence at the top of page 97 of the packet of this Resolution. Motion was seconded by Council Member Hines.

A roll call was taken.

Voting Yea: Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley

Motion Passed: 5-0-0.

[NOTE: As a result of failure of main motion, amendment also fails]

Motion was made by Mayor Pro Tem Pulley to amend Rule 1, Section (C) of previously amended Resolution 2023-07-12-02, in accordance with the redlined portion of the packet [page 93]; amend the last sentence to say “...Mayor or City Manager...”; add “or make changes to items submitted” after “postpone placement” in the previous sentence; and add in Rule (D) at the end of the sentence “at the discretion of the mayor”. Motion was seconded by Council Member Hines.

Council Member Grummert made a friendly amendment, accepted by Mayor Pro Tem Pulley, that the language “amend previously adopted” be added to his motion.

A roll call was taken.

Voting Yea: Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

1. **Approval of Financial Statements for June 2023.** (Rule)

Motion was made by Council Member Grummert that Council request the City Manager a written report itemized with the dates regarding line item 8900.25, 2023 Ice Storm be placed on the next Council Agenda. Motion was seconded by Council Member Hines.

A roll call was taken.

Voting Yea: Council Member Hines, Council Member Grummert

Voting Nay: Council Member Bailey, Council Member Hambrick, Mayor Rasco

Motion Failed: 2-3-1.

Motion was made by Council Member Grummert to approve Financial Statements for June 2023. Motion was seconded by Council Member Hines.

A roll call was taken.

Voting Yea: Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines

Motion Passed: 5-0-0.

3. **Approval of Minutes from June 20, 2023 Special City Council Meeting.**

Motion was made by Council Member Grummert to correct the language on item 14 of the minutes on page 42 of the packet that the motion passed. Motion was seconded by Council Member Hines.

A roll call was taken.

Voting Yea: Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines

Motion Passed: 4-0-1.

Agenda Continued, as written at 7:12P

REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES – None

SPECIAL ORDERS

5. **Discuss and Take Possible Appropriate Action to Consider the Approval of a Special Use Permit for 11 Overbrook Court. (Rule)**

Motion was made by Council Member Hines to approve the permit. Motion was seconded by Maor Pro Tem Pulley.

A roll call was taken.

Voting Yea: Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey

Motion Passed: 5-0-0.

6. **Discuss and Take Possible Action to Order An Election of the City of Woodcreek City Council Positions of Mayor and Two Council Members in the November 7, 2023 General Election. (Rule)**

Motion was made by Council Member Hines to order and election of the City of Woodcreek City Council positions of Mayor and Two Council Members in the November 7, 2023 General Election. Motion was seconded by Council Member Bailey.

A roll call was taken.

Voting Yea: Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

7. **Discuss and Take Possible Action to Consider the Adoption of the 2023 Hays County Joint Election Agreement for the November 7, 2023 General Election. (Rule)**

Motion was made by Council Member Hines to adopt the 2023 Hays County Joint Election Agreement for the November 7, 2023 General Election. Motion was seconded by Council Member Bailey.

A roll call was taken.

Voting Yea: Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

8. **Discuss and Take Possible Action to Approve the 2023 Budget and Elections Calendar.** (Rule)

Motion was made by Council Member Hines to approve the 2023 Budget and Elections Calendar. Motion was seconded by Council Member Bailey.

A roll call was taken.

Voting Yea: Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines

Motion Passed: 5-0-0.

UNFINISHED BUSINESS AND GENERAL ORDERS – None

NEW BUSINESS

9. **Discuss and Take Possible Action on the Platinum Roads Panel Vendor Recommendation for the 2023 Woodcreek Roads Project.** (Rule)

Motion was made by Council Member Bailey that City Council approve Alpha Paving as contractor for the 2023 Woodcreek Roads Project, in an amount not to exceed \$2,645,250. Motion was seconded by Council Member Grummert.

A roll call was taken.

Voting Yea: Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley

Motion Passed: 5-0-0.

10. **Discuss and Take Possible Action to Consider Candidate Recommendation to Fill the PT Code Administrator Position.** (Rasco/Rule)

Motion was made by Council Member Hines to approve the consideration of applicant to fill the Code Administrator Position. Motion was seconded by Mayor Pro Tem Pulley.

A roll call was taken.

Voting Yea: Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey

Motion Passed: 5-0-0.

11. **Discuss and Take Possible Action to Approve the Application of Cheryl Mills as an Alternate Member of the Tree Board.** (*Pulley*)

Motion was made by Mayor Pro Tem Pulley to accept Cheryl Mills as an Alternate Member of the Tree Board. Motion was seconded by Council Member Hines.

A roll call was taken.

Voting Yea: Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

12. **Discuss and Take Possible Action to Consider A Donation To The Wimberley Village Library to Assist with Renovations.** (*Rasco*)

Motion was made by Council Member Grummert to approve Mayor Rasco's recommendation that Council consider a donation of \$5,000 to the Wimberley Village Library.

A roll call was taken.

Voting Yea: Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

13. **Discuss and Take Possible Action to Update the City of Woodcreek Master Fee Schedule.** (Rule)

Motion was made by Council Member Grummert that City Staff create a draft Master Rate Schedule using current policies, ordinances and State Code and bring us back a draft resolution to Council for approval. Motion was seconded by Council Member Bailey.

Clarification was provided that Council was being given the opportunity to add a currently non-existent fee to the schedule for Short-Term Rentals, with a complete analysis of the document to be done next year.

Council Member Grummert withdrew his motion at 8:44P.

Motion was made by Council Member Hines that City Manager Rule update our Master Rate and Fee Schedule to assess an annual Short-Term Rental Annual Permit Fee of \$1,000. Motion was seconded by Council Member Grummert.

An amended motion was offered by Mayor Pro Tem Pulley to amend the Fee to \$2,500. Motion was seconded by Council Member Hines.

A roll call was taken on the amendment.

Voting Yea: Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley

Motion Passed: 5-0-0.

A roll call was taken on the main motion.

Voting Yea: Mayor Pro Tem Pulley, Council Member Grummert, Council Member Hines
Voting Nay: Council Member Bailey, Council Member Hambrick

Motion Passed: 3-2-0.

14. **Discuss and Take Possible Action to Consider the Amendment of Rule 1(C), Rule 1(D), and Rule 7(Majority Requirement) of the Resolution 2023-07-12-02, an Amendment of, the Rules of Procedure for the Conduct of Council Meetings.** (Pulley / Grummert)

Item was moved up in agenda discussion, before Special Orders.

At the request of Council Member Bailey, and polled for objections by Mayor Rasco, item 16 was moved up for earlier discussion in the agenda.

16. **Discuss and Take Appropriate Action on Authorizing the Ordinance Review Committee to Review and Provide a Report for Suggested Updates on All Existing Parking Ordinances.** (Hines)

Motion was made by Council Member Hines to recommend that Council direct the Ordinance Review Committee to pick up Parking throughout the Code of Ordinances for review and possible report. Motion was seconded by Council Member Grummert.

An amendment was made by Council Member Hines to write, "with exception of zoning" at the end [of her main motion]. Motion was seconded by Council Member Grummert.

A roll call was taken on the amendment.

Voting Yea: Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

A roll call was taken on the main motion.

Voting Yea: Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey

Motion Passed: 5-0-0.

15. **Discuss and Take Appropriate Action on Updating the City of Woodcreek Code of Ordinances at Title III: Administration, Chapter 30: Officials, Employees, and Organizations, Ordinance Review Committee. (Hines)**

Motion was made by Council Member Hines recommending that Council approve the Ordinance update adjusting the duties and meetings section of the Ordinance Review Committee portion of the City of Woodcreek Code of Ordinances to allow them more autonomy and authority over their committee proceedings and agendas. No second was offered.

An amended motion was made by Council Member Hines to add “with the exception of Zoning” [at the end of the highlighted revision proposal to the Ordinance 22-298-1, under 30.74 “Duties and Meetings”]. Motion was seconded by Council Member Grummert.

A second amended motion was made by Council Member Hines to replace “Officer” anywhere in the document [it appears] and replace it with “Chairperson”. [Ordinance 22-298-1, under 30.75 “Officers”]

A roll call was taken on the second amendment.

Voting Yea: Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey

Motion Passed: 5-0-0.

A roll call was taken on the first amendment.

Voting Yea: Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley

Motion Passed: 5-0-0.

A roll call was taken on the main motion.

Voting Yea: Council Member Grummert, Council Member Hines

Voting Nay: Mayor Pro Tem Pulley, Council Member Bailey, Council Member Hambrick

Motion Failed: 2-3-0.

ANNOUNCEMENTS – None

ADJOURN

Mayor Rasco Adjourned the Meeting at 9:19P.

Jeff Rasco, Mayor

Suzanne MacKenzie, City Secretary

DRAFT

**CITY COUNCIL MEETING (CYJ)
August 23, 2023; 3:00 PM
Woodcreek, Texas**

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to order at 3:13P.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Brent H. Pulley
Councilmember Linnea R. Bailey
Councilmember Chrys Grummert
Councilmember Bob Hambrick
Councilmember Debra Hines

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie
City Attorney, Roger Gordon

PUBLIC COMMENTS

Public Comments were offered.

CONSENT CALENDAR - None

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

Report by Planning and Zoning Committee Liaison. – No report was offered.

Report by Ordinance Review Committee Liaison. – No report was offered.

Report by Parks and Recreation Board Liaison.

The Parks and Recreation Board is working on their Annual Spooktacular Event.

Report by Platinum Roads Panel Liaison.

The Platinum Roads Panel has selected a good contractor for the 2023 Woodcreek Roads Project.

Report by Tree Board Liaison.

The Tree Board is coordinating its Arbor Day Event, scheduled for November 4, 2023 at the Triangle.

Report by City Manager.

FEMA paperwork for the 2023 Winter Event has been submitted. Next approval is at state level.

REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES - None**SPECIAL ORDERS - None****UNFINISHED BUSINESS AND GENERAL ORDERS - None****NEW BUSINESS**

1. **Discuss and Take Appropriate Action On A Proclamation Declaring September 2023 Pride Month in the City of Woodcreek. (Pulley)**

No action was taken on this item.

Council Member Grummert left the meeting from 3:44P-3:50P

2. **Discuss and Take Appropriate Action On A Resolution Declaring September 10, 2023 City of Woodcreek/CYJ Fun Day. (Rule)**

Motion was passed by Council Member Hambrick to approve this resolution for CYJ Woodcreek Fun Day. Motion was seconded by Council Member Hines.

A roll call vote was taken.

Voting Yea: Council Member Bailey, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley.

Motion Passed: 4-0-0.

3. **Discuss and Take Possible Action on Revisions Made to the 2023-2024 FY City of Woodcreek Proposed Annual Budget, As Discussed on August 9, 2023 During the Budget Workshop. (Rule)**

After discussion, no action was taken on this item.

4. **Discussion and Take Appropriate Action on Setting the Proposed Tax Rate for FY 2023-24. (Rule)**

Motion was made by Council Member Hines to approve setting the proposed Tax Rate for FY 2023-24 at .2000, including .1023 for Maintenance and Operations(M&O) and .0977 for Debt Rate. Motion was seconded by Council Member Hines.

A roll call vote was taken.

Voting Yea: Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey

Motion Passed: 5-0-0.

BREAK: 4:37P - 4:50P

5. **Discuss and Take Action on An Ordinance Calling For A Joint Public Hearing Of The City Council And The Planning And Zoning Commission, To Be Held On September 20, 2023, For The Purpose Of Considering An Interim Moratorium On The Permitting Of New Short-Term Rentals Within The City of Woodcreek.** (Rasco)

Motion was made by Council Member Grummert to approve the Joint Public Hearing on September 20, 2023. Motion was seconded by Council Member Hambrick.

A roll call vote was taken.

Voting Yea: Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

6. **Discuss and Take Possible Action of Mandatory Water Use Restrictions (Stage 4) in accordance with Hays Trinity Groundwater Conservation District's mandatory restrictions. The City Council Will Discuss and Take Possible Action On The Following Matters:** (Rasco)

- a. **Report on Aqua Texas and Hays Trinity Groundwater Conservation District, Stage 4 restrictions, impact, and timeline;** (Rasco)

After discussion, no action was taken on this item.

- b. **Discuss and Take Possible Action on An Interlocal Agreement Among Hays County, City of Wimberley, City of Woodcreek, The Watershed Association and the Meadows Center For Water and The Environment Regarding Implementation of the Cypress Creek Watershed Protection Plan;** (Rule)

After discussion, no action was taken on this item as the Interlocal Agreement is undergoing additional changes and cannot be voted upon.

- c. **Discuss and Take Possible Action On Woodcreek Resolution 2023-08-23-01, Implementing Temporary Water Demand Mitigation Measures;** (Rasco)

Motion was made by Council Member Hines to approve the Resolution 2023-08-01, Declaration of Temporary Water Restrictions. Motion was seconded by Council Member Grummert.

A roll call vote was taken.

Voting Yea: Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

d. **Discuss and Take Possible Action On A Report From Planning and Zoning Commission Concerning Its Recommendations On Proposed Amendments to the City's Code of Ordinance Authorizing the Installation and Use of Above-Ground Pools;** (Rule)

Motion was made by Council Member Hines to accept the P and Z [Planning and Zoning] Report.

A roll call vote was taken.

Voting Yea: Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines

Motion Passed: 5-0-0.

e. **Discuss and Take Possible Action On Woodcreek Resolution 2023-08-23-02, Approving and Enacting A Drought Response Protocol for the City of Woodcreek;** (Hines) and

Motion was made by Council Member Hines that Council approve and enact the Drought Response Protocol by Resolution. Motion was seconded by Council Member Grummert.

A roll call vote was taken.

Voting Yea: Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley

Motion Passed: 5-0-0.

f. **Discuss and Take Possible Action On Dissemination of Drought-Related Information, Including Mandatory Restrictions, Voluntary Measures and Burn Ban Information.** (Hines)

Motion was made by Council Member Hines that Council approve the flier, authorize the expenditure for the cost of printing and authorize Council Member Hines to oversee the volunteer committee to distribute to all homes in the City of Woodcreek as soon as possible. Motion was seconded by Council Member Grummert.

A roll call vote was taken.

Voting Yea: Council Member Grummert, Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey

Motion Passed: 5-0-0.

7. **Discuss and Take Appropriate Action on Ordinance Review Committee Reports.** (Hines)

Motion was made by Council Member Hines that Council accept the Ordinance Review Committee report and direct Staff to draft the full ordinance update documents for all three chapters 90, 93 and 94 in the report, incorporating all Ordinance Review Committee suggestions, for review and consideration by Council at the second meeting in September. Motion was seconded by Council Member Grummert.

An amended motion was made to include these documents of drafted work in the packet.
Motion was seconded by Council Member Hines.

A roll call vote was taken on the amended motion.

Voting Yea: Council Member Hines, Mayor Pro Tem Pulley, Council Member Bailey,
Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

A roll call vote was taken on the main motion.

Voting Yea: Council Member Hambrick, Council Member Hines, Mayor Pro Tem Pulley,
Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

ANNOUNCEMENTS - None

ADJOURN

Mayor Rasco Adjourned the Meeting at 5:42P

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Approval of the Special Event Application for the Annual Ride to End ALZ.

AGENDA ITEM SUMMARY:

This annual event's travel path runs through the City of Woodcreek.

RECOMMENDATION:

Approve this Special Event Permit.

FINANCIAL IMPACT:

Income from Sign Permit

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Consent Calendar

COMPLETION DATE:

9/3/2023 1:18:44 AM



City of Woodcreek

41 Champions Circle • Woodcreek, Texas 78676 • Office: (512) 847-9390 • Fax: (512) 847-6661
Email: woodcreek@woodcreektx.gov • Website: woodcreektx.gov



Application for Special Event Permit

Applicant(s) 2023 Ride to End ALZ - Texas

Address Cadence Event Management, LLC on behalf of the Alzheimer's Association

Home Phone _____ Cell Phone [REDACTED]

Work Phone _____

Email address [REDACTED]

Event Location Wimberley and surrounding Hays County

Event Name/Description 2023 Ride to End ALZ - Texas

- Event Type: Private Group
- Public Event
- Alcohol Will Be Available at this Event
- Music/Entertainment will be amplified at this Event
- Security/Traffic Enforcement will be provided at this Event

**** If any of the above categories are checked please attach additional information ****

Estimated Number of Attendees/Guests 500

Estimated Number of Contractors/Staff 25

Event Date & Starting/Ending Time 11/11/2023 - 0600-1700

Estimated Number/Type of Vehicles expected for the event, including suppliers:

- 8 Automobiles
- 0 Buses
- 2 Box trucks (2 axles)
- 0 Semi-trucks
- 0 Other (please identify)



Any other information city council may find beneficial in deciding whether or not to grant the special event permit (attach additional documentation if necessary):

Ride routes will pass through Woodcreek on Saturday, 11/11

§156.082 of the City of Woodcreek Code of Ordinances requires a special event permit for all events which are outside of normal and customary activities associated with the applicable zoning district. Such activities must also comply with all other city ordinances and be harmonious with the zoning district in which it is to take place.

An application for a special event permit shall be made in writing. Application will be approved or denied within 30 days from date all necessary information is received. Unless specifically approved by the City Council all special event permit applications are DENIED.

Music and entertainment shall not be played outdoors after 10 PM or before 12 PM (noon).

Groups that anticipate Special Events of larger than 200 people may be required by City Council to have the following for the issuance of the permit and shall be noted below in conditions of permit:

- EMS personnel on hand per every 200 people in attendance.
- A designated first aid/EMS station for events over 300 people
- Law enforcement/security personnel equal to 1 law enforcement/security personnel for every 100 people in attendance if alcohol is served.
- Additional fees for city services may be required as indicated by permit

Application Fee:
A non-refundable application fee of \$100 must accompany the submission of this form.

Completed application can be emailed to woodcreek@woodcreektx.gov.

For City use only:

Date application, required information and fee received: 08/23/2023 - fee waived

Applicable Zoning Category/Use: _____

City Council Vote: Approved or Denied (circle one) Date: _____

Date permit issued to property owner: _____ Permit # _____

Date applicant notified of denial: _____

Reason for denial: _____



Item 5.



CITY OF WOODCREEK Right-of-Way Sign Permit Application

Authority: § 152.26 RIGHT-OF-WAY SIGNS, WOODCREEK CODE OF ORDINANCES

Name Ride to End ALZ - Texas

Address Cadence Sports, Inc. - 172 Trademark Drive, Buda, Texas 78610

Telephone [REDACTED] Saturday, November 11, 2023

Event Location: Address Wimberley, Texas and surrounding Hays County

Dimensions of sign 18 x 24 (No larger than 24 in. wide X 30 in. high)

Fee:
Number of Signs 10
(Application fee for the first sign - \$25; additional signs are \$10/sign) \$ 550
~~\$115~~

Dates/Times Requested: From 8/00 AM/PM To 5/00 AM/PM
(Signs are limited to 72 hours total placement time.)

Sign Placement Locations:
 a. 2 Ranch Road 12 at Brookmeadow Dr. (northwest corner)
 b. 2 Ranch Road 12 at Woodcreek Dr. (southwest corner)
 c. 2 Woodcreek Dr. at Deerfield Dr. (northeast corner)
 d. 2 Triangle area of Woodcreek Dr. and Brookhollow Dr. (northeast corner)
 e. 2 Triangle area of Woodcreek Dr. and Brookhollow Dr. (northwest corner)

NO OTHER LOCATIONS ARE AUTHORIZED/APPROVED

For City use only:
 Received \$ 75 Tarabno Check # 391036389 By: [Signature] Date: 08-30-2023
 Permit Issued By: _____ Permit # _____

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action on A Petition to Release
Certain Prooerties From the City of Woodcreek's Extra Territorial Jurisdiction,
And Related Matters: Applicant: Purple Crown Investments, L.L.C.

AGENDA ITEM SUMARY

RECOMMENDATION:

City Council should review the attached documents and make good
faith ruling, on legal standing.

FINANCIAL IMPACT:

None

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Consent Agenda

COMPLETION DATE:

9/8/2023 3:30:27 PM

September 5, 2023

Albert Valera, albert.valera@cypresscreekcottages.org
Patricia J. Tang trish.tang@cypresscreekcottages.org
104 Scudder Lane #7
Wimberley, TX 78676

RE: City of Woodcreek Response to Annexation Request
via Email, First Class Mail, and CM/RRR# 7019 0700 0000 6687 5895

Dear Mr. Valera, Ms. Tang:

I am writing in response to your Petition for Release From Extraterritorial Jurisdiction submitted to the City of Woodcreek, Texas on August 28, 2023.

SB 2038 presents an entirely new process concerning the release of properties from a city's extraterritorial jurisdiction (ETJ); and the city looks forward to administering the first request received under this new statute. Our legal counsel has reviewed your submission and highlights the following items needed for compliance with Chapter 277 of the Election Code prior to releasing your properties. Upon submission of the requested items and approval by city staff, this petition will be placed on the next available city council meeting for approval.

1. As the nine separate parcels identified in your request are all titled in the name of Purple Crown Investments, L.L.C., (as opposed to each of you individually) the city will require a notarized Resolution of Corporate Authority confirming that Mr. Valera and Ms. Tang hold majority ownership and are authorized to act on behalf of the L.L.C. for the petition to comply with Local Government Code Sections 42.102(b) and 42.104(a)(2), and the provisions of the Chapter 277 of the Texas Election Code.
2. As the nine separate parcels identified in your request are all subject to a Deed of Trust filed and recorded with the Hays County Clerk on August 29, 2022, Doc. No. 22041458, please provide a sworn document evidencing the consent of the Trustee Ray A. Gonzales (or successor) for this petition.
3. Please ensure that your name, signature, and notarization on the petition and certificates requested herein match the name on your driver's license.

Upon receipt of a petition which complies with the items identified herein, the city will notify you as to the scheduling of this matter before the City Council. As the action releasing your properties from the ETJ is mandatory, rather than discretionary, there will not be any presentation anticipated as this item will be placed on the consent agenda for approval without discussion. A copy of the formal documents will be mailed to you after approval by the city council.

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

Item 6.

Please do not hesitate to contact Kevin Rule with any questions or feedback. The city wishes you the best in the future under the jurisdiction of Hays County.

Thank you,



Suzanne MacKenzie
City Secretary, City of Woodcreek

Cc: Roger Gordon
Kevin Rule
Jeff Rasco

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action to Consider the Approval of A Special Event Permit for the Community Garden's "October Fall Garden Fest" on October 14th from 6:30PM to 9:30PM, and the Waiving of the Permit Fees.

AGENDA ITEM SUMMARY:

The Community Garden would like to host some events to promote community and togetherness. While planting has been delayed due to the drought, the Community Garden sponsors are interested in bringing citizens together over our collective love for gardening. This is a great opportunity for citizens to meet neighbors with a shared passion, learn garden tips and tricks, and get familiar with the Community Garden space and long-term plan.

RECOMMENDATION:

Recommend that Council approve the three Community Garden events.

FINANCIAL IMPACT:

none for the City beyond access to the space

SUBMITTED BY:

Debra Hines

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

9/4/2023 10:47:07 AM



Item 7.



City of Woodcreek

41 Champions Circle • Woodcreek, Texas 78676 • Office: (512) 847-9390 • Fax: (512) 847-6661
Email: woodcreek@woodcreektx.gov • Website: woodcreektx.gov

Application for Special Event Permit

Applicant(s) Claire Palmer & Cheryl Mills

Address [REDACTED]

Home Phone [REDACTED] Cell Phone _____

Work Phone _____

Email address woodcreekcommunitygarden@gmail.com

Event Location Community Garden at City Hall

Event Name/Description October Fall Garden Fest

- Event Type:
- Private Group
 - Public Event
 - Alcohol Will Be Available at this Event
 - Music/Entertainment will be amplified at this Event
 - Security/Traffic Enforcement will be provided at this Event

**** If any of the above categories are checked please attach additional information ****

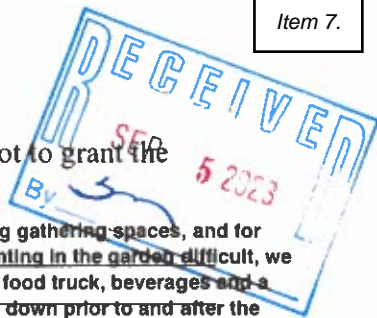
Estimated Number of Attendees/Guests 45

Estimated Number of Contractors/Staff 1 (food vendor)

Event Date & Starting/Ending Time 10/14 6:30 - 9:30 p.m.

Estimated Number/Type of Vehicles expected for the event, including suppliers:

- 15 - 20 Automobiles
- _____ Buses
- _____ Box trucks (2 axles)
- _____ Semi-trucks
- 1 (food truck) Other (please identify)



Any other information city council may find beneficial in deciding whether or not to grant the special event permit (*attach additional documentation if necessary*):

We see the garden is so much more than plants, it's a catalyst for meeting your neighbors for beautifying gathering spaces, and for finding commonality between the people of Woodcreek . While the current drought conditions make planting in the garden difficult, we still hope to provide events that gather the community together. Our event will include light bites from a food truck, beverages and a movie with all materials/set up supplies provided by us. We will be responsible for all set up and all take down prior to and after the event.

§156.082 of the City of Woodcreek Code of Ordinances requires a special event permit for all events which are outside of normal and customary activities associated with the applicable zoning district. Such activities must also comply with all other city ordinances and be harmonious with the zoning district in which it is to take place.

An application for a special event permit shall be made in writing. Application will be approved or denied within 30 days from date all necessary information is received. Unless specifically approved by the City Council all special event permit applications are DENIED.

Music and entertainment shall not be played outdoors after 10 PM or before 12 PM (noon).

Groups that anticipate Special Events of larger than 200 people may be required by City Council to have the following for the issuance of the permit and shall be noted below in conditions of permit:

- EMS personnel on hand per every 200 people in attendance.
- A designated first aid/EMS station for events over 300 people
- Law enforcement/security personnel equal to 1 law enforcement/security personnel for every 100 people in attendance if alcohol is served.
- Additional fees for city services may be required as indicated by permit

Application Fee:

A non-refundable application fee of \$100 must accompany the submission of this form.

Completed application can be emailed to woodcreek@woodcreektx.gov.

For City use only:

Date application, required information and fee received: 09.05.23; TIA # 039495719

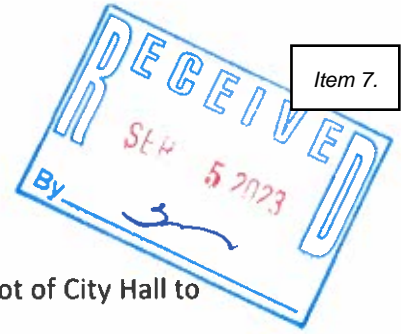
Applicable Zoning Category/Use: _____

City Council Vote: Approved or Denied (circle one) Date: _____

Date permit issued to property owner: _____ Permit # _____

Date applicant notified of denial: _____

Reason for denial: _____



Material Requests from the city:

- Barricades: Barricades may be needed to partially block the parking lot of City Hall to allow for free movement of the attendees.
- Access to City Hall Bathrooms
- Electricity for the food trucks



Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action to Consider the Approval of A Special Event Permit for the Community Garden’s “November Wildflower Stomp” on November 11th from 9:00AM to 10:00AM, and the Waiving of the Permit Fees.

AGENDA ITEM SUMMARY:

The Community Garden would like to host some events to promote community and togetherness. While planting has been delayed due to the drought, the Community Garden sponsors are interested in bringing citizens together over our collective love for gardening. This is a great opportunity for citizens to meet neighbors with a shared passion, learn garden tips and tricks, and get familiar with the Community Garden space and long-term plan.

RECOMMENDATION:

Recommend that Council approve the three Community Garden events.

FINANCIAL IMPACT:

none for the City beyond access to the space

SUBMITTED BY:

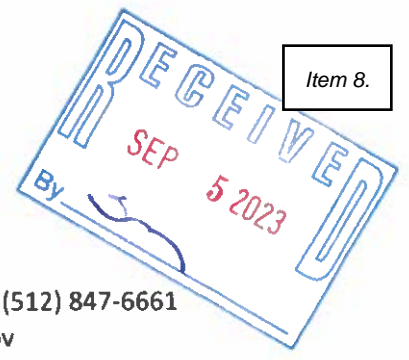
Debra Hines

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

9/4/2023 10:47:07 AM



Item 8.

City of Woodcreek

41 Champions Circle • Woodcreek, Texas 78676 • Office: (512) 847-9390 • Fax: (512) 847-6661
Email: woodcreek@woodcreektx.gov • Website: woodcreektx.gov

Application for Special Event Permit

Applicant(s) Claire Palmer & Cheryl Mills

Address [REDACTED]

Home Phone [REDACTED] Cell Phone _____

Work Phone _____

Email address woodcreekcommunitygarden@gmail.com

Event Location Triangle Park, Augusta Park, Veteran's Memorial

Event Name/Description November Wildflower Stomp

- Event Type:
- Private Group
 - Public Event
 - Alcohol Will Be Available at this Event
 - Music/Entertainment will be amplified at this Event
 - Security/Traffic Enforcement will be provided at this Event

**** If any of the above categories are checked please attach additional information ****

Estimated Number of Attendees/Guests 45

Estimated Number of Contractors/Staff _____

Event Date & Starting/Ending Time 11/11 9-10 a.m.

Estimated Number/Type of Vehicles expected for the event, including suppliers:

- 15 - 20 Automobiles
- _____ Buses
- _____ Box trucks (2 axles)
- _____ Semi-trucks
- _____ Other (please identify)

Mid-November is the best time to seed bluebonnets and wildflowers for the spring season. We'd like to host wildflower "stomps" at all three park locations to seed those locations to create a more beautiful spring ambiance. We're encouraging community participants to walk to their closest park to participate vs. driving. This will build community connections throughout Woodcreek. We'll provide the seeds to stomp as well as a kid's craft. At least 1 community garden volunteer will be at each location to provide guidance.

Item 8.



Any other information city council may find beneficial in deciding whether or not to grant the special event permit (*attach additional documentation if necessary*):

Please see the above in blue

§156.082 of the City of Woodcreek Code of Ordinances requires a special event permit for all events which are outside of normal and customary activities associated with the applicable zoning district. Such activities must also comply with all other city ordinances and be harmonious with the zoning district in which it is to take place.

An application for a special event permit shall be made in writing. Application will be approved or denied within 30 days from date all necessary information is received. Unless specifically approved by the City Council all special event permit applications are DENIED.

Music and entertainment shall not be played outdoors after 10 PM or before 12 PM (noon).

Groups that anticipate Special Events of larger than 200 people may be required by City Council to have the following for the issuance of the permit and shall be noted below in conditions of permit:

- EMS personnel on hand per every 200 people in attendance.
- A designated first aid/EMS station for events over 300 people
- Law enforcement/security personnel equal to 1 law enforcement/security personnel for every 100 people in attendance if alcohol is served.
- Additional fees for city services may be required as indicated by permit

Application Fee:

A non-refundable application fee of \$100 must accompany the submission of this form.

Completed application can be emailed to woodcreek@woodcreektx.gov.

For City use only:

Date application, required information and fee received: 09-05-2023; Trans 039695817

Applicable Zoning Category/Use: _____

City Council Vote: Approved or Denied (circle one) Date: _____

Date permit issued to property owner: _____ Permit # _____

Date applicant notified of denial: _____

Reason for denial: _____

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action to Consider the Approval of A Special Event Permit for the Community Garden's "Holidays in the Garden" on December 10th from 3:00PM to 5:00PM , and the Waiving of the Permit Fees.

AGENDA ITEM SUMMARY:

The Community Garden would like to host some events to promote community and togetherness. While planting has been delayed due to the drought, the Community Garden sponsors are interested in bringing citizens together over our collective love for gardening. This is a great opportunity for citizens to meet neighbors with a shared passion, learn garden tips and tricks, and get familiar with the Community Garden space and long-term plan.

RECOMMENDATION:

Recommend that Council approve the three Community Garden events.

FINANCIAL IMPACT:

none for the City beyond access to the space

SUBMITTED BY:

Debra Hines

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

9/4/2023 10:47:07 AM



Item 9.

City of Woodcreek

41 Champions Circle • Woodcreek, Texas 78676 • Office: (512) 847-9390 • Fax: (512) 847-6661
Email: woodcreek@woodcreektx.gov • Website: woodcreektx.gov

Application for Special Event Permit

Applicant(s) Claire Palmer & Cheryl Mills

Address [REDACTED]

Home Phone [REDACTED] Cell Phone _____

Work Phone _____

Email address woodcreekcommunitygarden@gmail.com

Event Location Community Garden at City Hall

Event Name/Description Holidays in the Garden

- Event Type:
- Private Group
 - Public Event
 - Alcohol Will Be Available at this Event
 - Music/Entertainment will be amplified at this Event
 - Security/Traffic Enforcement will be provided at this Event

**** If any of the above categories are checked please attach additional information ****

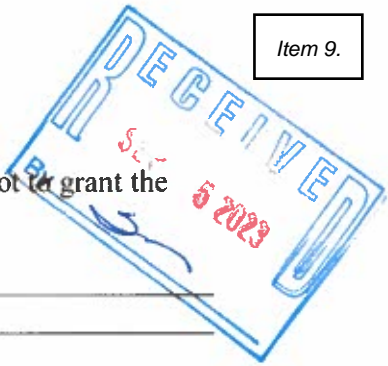
Estimated Number of Attendees/Guests 30

Estimated Number of Contractors/Staff 3 (food vendor, santa)

Event Date & Starting/Ending Time 12/10 3 - 5 p.m.

Estimated Number/Type of Vehicles expected for the event, including suppliers:

- 15 - 20 Automobiles
- _____ Buses
- _____ Box trucks (2 axles)
- _____ Semi-trucks
- _____ Other (please identify)



Any other information city council may find beneficial in deciding whether or not to grant the special event permit (*attach additional documentation if necessary*):

Please see the attached page

§156.082 of the City of Woodcreek Code of Ordinances requires a special event permit for all events which are outside of normal and customary activities associated with the applicable zoning district. Such activities must also comply with all other city ordinances and be harmonious with the zoning district in which it is to take place.

An application for a special event permit shall be made in writing. Application will be approved or denied within 30 days from date all necessary information is received. Unless specifically approved by the City Council all special event permit applications are DENIED.

Music and entertainment shall not be played outdoors after 10 PM or before 12 PM (noon).

Groups that anticipate Special Events of larger than 200 people may be required by City Council to have the following for the issuance of the permit and shall be noted below in conditions of permit:

- EMS personnel on hand per every 200 people in attendance.
- A designated first aid/EMS station for events over 300 people
- Law enforcement/security personnel equal to 1 law enforcement/security personnel for every 100 people in attendance if alcohol is served.
- Additional fees for city services may be required as indicated by permit

Application Fee:

A non-refundable application fee of \$100 must accompany the submission of this form.

Completed application can be emailed to woodcreek@woodcreektx.gov.

For City use only:

Date application, required information and fee received: 09.05.23; 11015 # 039095776

Applicable Zoning Category/Use: _____

City Council Vote: Approved or Denied (circle one) Date: _____

Date permit issued to property owner: _____ Permit # _____

Date applicant notified of denial: _____

Reason for denial: _____



Material Requests from the city:

- Barricades: Barricades may be needed to partially block the parking lot of City Hall to allow for free movement of the attendees.
- Access to City Hall Bathrooms
- Electricity for the food trucks



Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Proclamation of September 17 through 23 as Constitution Week in the City of Woodcreek

AGENDA ITEM SUMMARY:

Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

RECOMMENDATION:

Recognize members of the DAR and the Mayor will read the proclamation into the record.

FINANCIAL IMPACT:

none

SUBMITTED BY:

Jeff Rasco

SUGGESTED AGENDA TYPE:

Special Orders

COMPLETION DATE:

8/22/2023 10:58:05 AM

Proclamation

WHEREAS: The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS: September 17, 2023, marks the two hundred and thirty-sixth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Jeff Rasco, by virtue of the authority vested in me as Mayor of the City of Woodcreek, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

Place

City of Woodcreek

Seal HERE

IN WITNESS WHEREOF, we hereunto affix the seal of the City of Woodcreek this the 23rd day of September, 2023.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, Witness

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action to Approve A Proclamation Regarding September 2023, Hispanic Heritage Month.

AGENDA ITEM SUMMARY:

Since 1968, National Hispanic Heritage Month has been recognized by the federal government and celebrated across the United States. The start of the month, September 15th, is significant, as several Latin American countries celebrate their independence from Spain on this day, including Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. This month long celebration recognizes the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. This acknowledgement original began as "Hispanic Heritage Week" and now is celebrated from September 15th - October 15th.

RECOMMENDATION:

I recommend that City Council approves this Hispanic Heritage Proclamation for 2023.

FINANCIAL IMPACT:

None

SUBMITTED BY:

Bob Hambrick

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

9/4/2023 11:57:12 AM

Proclamation

WHEREAS, the City of Woodcreek is a welcoming and inclusive community, dedicated to improving the quality of life for our city; and

WHEREAS, what began as Hispanic Heritage Week under President Johnson in 1968 was expanded to a 30-day period by President Reagan in 1988 to observe Hispanic Heritage Month; and

WHEREAS, the theme of this year’s Hispanic Heritage Month, “Prosperity, Power, and Progress”, celebrates Hispanic heritage and recognizes the significant strides of Hispanics in economic, political, and social growth; and

WHEREAS, Hispanic Heritage Month celebrates the histories, cultures, and contributions of those whose ancestors were indigenous to North America as well as Spain, Mexico, the Caribbean, and Central and South America; and

WHEREAS, the purpose of Hispanic Heritage Month is to celebrate and recognize the contributions of people of Hispanic Heritage to American culture in roles such as civil rights leaders, community organizers, first responders, healthcare professionals, teachers, artists, athletes, inventors, entertainers, and more; and

WHEREAS, Hispanic Heritage Month is a time to appreciate and celebrate the colorful cultures, rich histories and talent within the Latin community as important contributors to the U.S. culture and economy.

NOW, THEREFORE, the City of Woodcreek does hereby proclaim September 15 –October 15, 2023 as

HISPANIC HERITAGE MONTH

and asks our citizens to explore Hispanic culture, people, traditions and values that have positively enriched our community.

IN WITNESS WHEREOF, we hereunto affix the seal of the City of Woodcreek this the 23rd day of September, 2023.

Place
City of Woodcreek
Seal HERE

Jeff Rasco, Mayor

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Attorney Presentations to City Council

AGENDA ITEM SUMMARY:

Three(3) Presentations will be made to City Council by 3 separate firms who have moved forward in the City Attorney Interview process. After each 10-minute presentation, City Council Members will have the opportunity to ask questions about the firm.

RECOMMENDATION:

Recommend that Council ask each firm about their firms processes, rather than City-specific issues at this time. Once interviews are completed, Council should confer in Executive Session to select of a firm to act as Counsel for the City of Woodcreek.

FINANCIAL IMPACT:

Based on RPF submission information compiled in the Attorney Matrix

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Special Orders

COMPLETION DATE:

9/3/2023 12:49:44 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Attorney Presentations to City Council

AGENDA ITEM SUMMARY:

Three(3) Presentations will be made to City Council by 3 separate firms who have moved forward in the City Attorney Interview process. After each 10-minute presentation, City Council Members will have the opportunity to ask questions about the firm.

RECOMMENDATION:

Recommend that Council ask each firm about their firms processes, rather than City-specific issues at this time. Once interviews are completed, Council should confer in Executive Session to select of a firm to act as Counsel for the City of Woodcreek.

FINANCIAL IMPACT:

Based on RPF submission information compiled in the Attorney Matrix

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Special Orders

COMPLETION DATE:

9/3/2023 12:49:44 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Executive Session to Discuss Selection of Legal Firm to Represent the City of Woodcreek

AGENDA ITEM SUMMARY:

Executive Session to Discuss Selection of Legal Firm to Represent the City of Woodcreek

RECOMMENDATION:

Once attorney presentations are completed, Council should confer in Executive Session to select a firm to act as Counsel for the City of Woodcreek.

FINANCIAL IMPACT:

None

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Special Orders

COMPLETION DATE:

9/3/2023 1:07:01 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action to Select A Legal Firm to Represent the City of Woodcreek.

AGENDA ITEM SUMMARY :

Discuss and Take Possible Action to Select A Legal Firm to Represent the City of Woodcreek.

RECOMMENDATION:

Council make a selection of a law firm to represent the City of Woodcreek.

FINANCIAL IMPACT:

None at this time.

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Consent Agenda

COMPLETION DATE:

9/8/2023 3:30:27 PM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Public Hearing on the Proposed Budget for the Fiscal Year 2023 - 2024 (Rule)

AGENDA ITEM SUMMARY:

Public Hearing on Proposed Budget for the Fiscal Year 2023-24

RECOMMENDATION:

None

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Special Orders

COMPLETION DATE:

8/31/2023 11:21:34 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Appropriate Action on an Ordinance of the City of Woodcreek, Texas Adopting the Fiscal Year 2023-2024 Budget Beginning October 1, 2023, and Ending September 30, 2024, in Accordance with Texas Local Government Code Chapter 102; Providing for the Filing of the Budget; Providing That This Ordinance Shall Be Cumulative of All Ordinances; Providing a Severability Clause; and Providing an Effective Date.

AGENDA ITEM SUMMARY:

FY 2023-2024 Proposed Budget

RECOMMENDATION:

APPROVE ORDINANCE 2023-09-13-xx APPROVING THE BUDGET FOR FY 2023-2024

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

9/1/2023 12:00:21 PM

**ORDINANCE NO. 2023-09-13-01
CITY OF WOODCREEK, TEXAS**

AN ORDINANCE OF THE CITY OF WOODCREEK, TEXAS ADOPTING THE FISCAL YEAR 2023-2024 BUDGET BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH TEXAS LOCAL GOVERNMENT CODE CHAPTER 102; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the proposed budget for the City of Woodcreek, Texas (the “City) has been filed with the City Secretary in accordance with Section 102.005 of the Texas Local Government Code; and

WHEREAS, following notice and a public hearing on the proposed budget, the City Council of the City has made changes in the budget which it considers to be in the best interest of the municipal taxpayers; and

WHEREAS, the City Council of the City now desires to approve the budget and to provide for the filing of the approved budget with the City Secretary.

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

Section 1. The budget attached hereto as Exhibit A and incorporated herein by reference, shall be and is hereby finally approved.

Section 2. Taxes shall be levied and municipal funds expended in accordance with the approved final budget attached to this ordinance, and any amendment of the approved budget shall be evidenced by ordinance, attached to the budget, which ordinance shall also be filed with the City Secretary.

Section 3. This ordinance shall be effective upon adoption.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Woodcreek, Texas on this the 13th day of September 2023.

ATTEST:

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

CITY OF WOODCREEK
ANNUAL OPERATING BUDGET
Fiscal Year October 1, 2023 to September 30, 2024

This budget will raise more revenue from property taxes than last year’s budget by an amount of \$126,866, which is a 21.7% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,088.

The members of the governing body voted on the budget as follows:

- Mayor Pro Tem Brent Pulley Yes No Abstention
- Council Member Bob Hambrick Yes No Abstention
- Council Member Linnea Bailey Yes No Abstention
- Council Member Debra Hines Yes No Abstention
- Council Member Chrys Grummert Yes No Abstention

Property Tax Comparison:

	FY 2022-23	FY 2023-24
Total Tax Rate	\$0.1839	<i>\$0.2000</i>
No New Revenue Tax Rate	\$0.1817	\$0.1647
No New Revenue M&O Rate	\$0.1135	\$0.1649
Voter Approval Rate	\$0.1861	\$0.2705
Maintenance & Operations (M&O) Rate	\$0.1152	\$0.1023
Debt Rate (I&S)	\$0.0687	\$0.0977

Municipal Debt Obligations as of October 1, 2023 - \$3,495,000

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE	\$ 934,622	\$ 944,322	\$ 1,005,843	\$ 1,005,843	771,474
Revenues					
Ad Valorem Taxes	337,235	357,677	364,500	364,500	368,000
Sales Taxes	95,923	90,058	81,200	90,000	91,500
Franchise Fees	186,706	193,311	175,660	175,660	194,130
Reimbursements	11,285	2,061	10,500	-	-
Development Revenue	76,343	26,731	25,500	38,070	11,300
Permits	1,630	2,013	1,600	3,000	4,750
Other	31,016	22,608	14,000	73,000	261,000
Total Revenues	740,138	694,459	672,960	744,230	930,680
Other Funding Sources					
Fund Balance	-	288,485	236,950	234,369	-
Total Other Funding Sources	-	288,485	236,950	234,369	-
TOTAL RESOURCES	\$ 740,138	\$ 982,944	\$ 909,910	\$ 978,599	\$ 930,680
Expenditures					
Personnel Services	233,781	245,621	208,600	195,967	282,230
Office Expenses	40,399	36,865	39,300	45,834	106,650
Professional Services	192,947	184,736	173,157	112,412	165,500
Area Care & Maintenance	42,344	42,587	98,453	21,698	68,200
Other Operating Expenses	26,356	30,864	28,800	22,851	34,650
Utility Expenses	10,895	11,644	11,050	8,078	12,400
Municipal Court	5,111	-	6,750	230	23,000
Committee/Boards	-	-	-	-	11,500
Other	147,649	408,656	50,000	277,029	45,000
Total Expenditures	699,481	960,972	616,110	684,099	749,130
Other Financing Uses					
Transfer to Capital	-	-	294,000	294,500	49,925
Transfer to Reserve	-	-	-	-	131,625
Total Other Financing Uses	-	-	294,000	294,500	181,550
TOTAL EXPENDITURES			\$ 910,110	\$ 978,599	\$ 930,680
ENDING FUND BALANCE	\$ 944,322	\$ 1,005,843	\$ 768,693	\$ 771,474	\$ 771,474

**GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
Ad Valorem Taxes					
Current	334,890	354,238	360,000	360,000	365,000
Delinquent	2,345	3,439	4,500	2,300	2,000
Penalty and Interest	-	-	-	-	1,000
Total Ad Valorem Taxes	337,235	357,677	364,500	362,300	368,000
Sales Taxes					
Sales Tax	94,412	88,665	80,000	90,000	90,000
Mixed Beverage Tax	1,511	1,393	1,200	1,200	1,500
Total Sales Taxes	95,923	90,058	81,200	91,200	91,500
Franchise Fees					
Electric Franchise Fees	31,404	31,877	31,000	31,000	34,000
Cable Franchise Fees	33,260	34,779	30,000	30,000	33,000
Water Franchise Fees	99,351	100,581	90,000	94,817	100,000
Solid Waste Franchise Fees	22,004	25,418	24,000	24,000	27,000
Telephone Franchise Fees	186	157	160	130	130
Golf Course Franchise Fees	500	500	500	-	-
Total Franchise Fees	186,706	193,311	175,660	179,947	194,130
Reimbursements					
Engineering	11,285	2,061	8,000	-	-
Legal	-	-	2,500	-	-
Admin	-	-	-	-	-
Total Reimbursements	11,285	2,061	10,500	-	-
Development Revenue					
New Home Permits	23,000	7,000	6,000	2,000	1,000
New Home Inspections	14,129	8,198	7,000	-	-
Existing Homes Inspection	22,214	8,299	7,000	-	5,000
Commercial Permits	3,250	3,234	500	-	150
Comercial Inspections	-	-	-	-	150
Subdivisions/Plats/Replats	13,750	-	5,000	-	5,000
Total Development Revenue	76,343	26,731	25,500	2,000	11,300

**GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
Permits					
Liquor License	1,310	1,388	1,250	1,450	1,250
Sign Permits	320	625	350	200	200
Fence Permit	-	-	-	-	500
Pool Permit	-	-	-	-	-
Remodel/Addition Permit	-	-	-	-	150
Deck Permit	-	-	-	-	150
Shed/Greenhouse	-	-	-	-	500
Variance	-	-	-	-	500
Special Event	-	-	-	-	200
Fireworks	-	-	-	-	150
Solar Panel	-	-	-	-	150
Other Permits	-	-	-	-	1,000
Total Permit Fees	1,630	2,013	1,600	1,650	4,750
Other					
Interest Income	1,259	9,339	2,500	70,000	70,000
Miscellaneous	9,581	12,369	10,000	10,000	-
Municipal Court Revenue	2,293	901	1,500	-	1,000
TDEM DR - 4485	12,883	-	-	-	190,000
Donations	5,000	-	-	-	-
Uncategorized Revenue	-	-	-	8,737	-
Total Other	31,016	22,608	14,000	88,737	261,000
TOTAL REVENUES	\$ 740,138	\$ 694,459	\$ 672,960	\$ 725,834	\$ 930,680

**GENERAL FUND
EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
PERSONNEL SERVICES					
Salaries	184,271	196,403	170,000	150,000	\$ 220,000
Overtime	-	-	-	9,335	\$ 1,000
Group Insurance	8,615	6,958	6,000	6,000	\$ 22,200
Retirement Plan	19,409	21,562	18,100	18,100	\$ 21,000
Worker Compensation		539	-	-	\$ 1,000
Unemployment Insurance	601	918	1,100	31	\$ 30
Social Security	14,885	14,591	13,400	9,501	\$ 17,000
Car Allowance	6,000	4,650	-	3,000	\$ -
Total Personnel Services	233,781	245,621	208,600	195,967	\$ 282,230
OFFICE EXPENSES					
City Hall Maintenance/Repair	4,040	2,545	2,000	2,860	\$ 8,000
Cleaning	1,500	1,575	1,800	1,448	\$ 3,600
IT Expenses	10,668	10,421	10,000	2,315	\$ 5,000
Office Supplies	3,561	6,154	4,500	4,717	\$ 6,000
Office Equipment	-	-	-	4,378	\$ 5,000
Postage	2,025	2,312	3,000	3,229	\$ 4,000
Printing	4,183	4,091	4,500	1,493	\$ 5,000
Advertising	1,560	396	1,500	571	\$ 2,000
Software/Subscriptions	12,861	9,370	12,000	24,823	\$ 24,000
Web Site Design	-	-	-	-	\$ 14,800
FundView	-	-	-	-	\$ 29,250
Total Supplies	40,399	36,865	39,300	45,834	\$ 106,650
PROFESSIONAL SERVICES					
Audit Expense	9,896	11,990	12,000	13,264	\$ 14,000
Codification	3,239	2,831	2,750	-	\$ 3,000
Contract Labor	6,105	-	-	4,636	\$ -
Arborist	-	-	-	-	\$ 8,000
Code Administrator	-	-	-	-	\$ 8,000
Engineering	12,611	11,967	20,000	17,541	\$ 30,000
Engineering Mapping	-	-	3,000	200	\$ 1,000
Engineering Reimbursable	5,946	9,905	8,000	8,090	\$ -
Legal - General	23,985	26,370	20,000	22,703	\$ 30,000
Legal - Reimbursable	2,980	3,380	2,500	2,500	\$ -
Legal - Litigation	46,368	7,520	5,000	-	\$ 5,000
Legal - Special Cases	7,778	38,288	30,000	3,295	\$ 10,000
Legal - Elected Body	-	10,270	5,000	3,300	\$ 5,000
IT Services	13,804	13,262	15,500	2,521	\$ -
Accounting	13,383	16,160	25,000	18,183	\$ -
Law Enforcement	15,913	16,809	12,500	12,500	\$ 17,000
AD Valorem Tax	3,824	4,100	4,407	1,864	\$ 4,000
Inspections	27,114	11,110	7,000	1,815	\$ 10,000
Code Compliance	-	774	500	-	\$ 500
Watershed Protection Plan					\$ 20,000
Total Contractual Services	192,947	184,736	173,157	112,412	\$ 165,500

**GENERAL FUND
EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
AREA CARE & MAINTENANCE					
Deer Removal	825	1,650	1,750	975	\$ 1,500
Mowing	575	2,625	2,750	5,400	\$ 6,000
Oak Wilt Containment	-	3,085	15,000	-	\$ 15,000
Greenspace Maintenance	3,342	-	6,000	5,961	\$ 7,500
Landscape Maintenance	6,000	9,170	9,000	2,375	\$ 7,500
Green Building Initiatives					\$ 5,000
Contract Services	703	-	-	470	\$ -
Parks & Playground Maintenance	-	-	13,453	-	\$ 5,000
ROW Tree Trimming	15,150	945	11,000	-	\$ 5,000
Holiday Decorations	1,693	262	500	650	\$ 500
Street Maintenance	10,791	16,361	30,000	4,283	\$ 5,000
Street Signs	1,726	5,496	6,000	119	\$ 6,000
Equipment Maintenance	196	2,373	2,000	372	\$ 3,000
Water Quality Testing - CCWPP	1,344	620	1,000	1,093	\$ 1,200
Total Area Care/Maintenance	42,344	42,587	98,453	21,698	\$ 68,200
OTHER OPERATING EXPENSES					
Dues/Memberships	2,436	2,411	1,750	671	\$ 1,200
Election Expense	2,124	1,065	2,750	2,199	\$ 2,300
TML Dues	591	591	600	632	\$ 650
Meeting Expense	4,458	6,768	3,000	907	\$ 2,500
Public Notices	1,690	1,195	1,200	5,513	\$ 3,000
Travel/Vehicle Expense	1,253	4,743	2,000	122	\$ 1,000
Elected Official Travel	-	667	500	-	\$ 1,000
Training/Development - Elected Body	3,915	1,795	2,500	1,421	\$ 3,000
Training/Development - Staff	3,272	2,729	4,000	2,402	\$ 6,000
Training/Development - Boards	-	-	-	133	\$ 1,200
Community Relations	3,204	4,846	7,000	3,758	\$ 7,000
Insurance Risk Pool	3,413	4,053	3,500	5,093	\$ 5,800
Total Other Operating Expenses	26,356	30,864	28,800	22,851	\$ 34,650
UTILITY EXPENSES					
Electric - City Hall	1,809	1,972	2,100	1,140	\$ 1,700
Water - City Hall	1,431	1,427	1,500	1,110	\$ 1,500
Electric - Outdoor	1,281	1,318	1,350	1,068	\$ 1,400
Water - Outdoor	1,620	1,615	1,600	1,171	\$ 1,600
Internet/Phone	4,753	5,312	4,500	3,589	\$ 6,200
Total Utility Expenses	10,895	11,644	11,050	8,078	\$ 12,400

**GENERAL FUND
EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
MUNICIPAL COURT					
Judge	3,600	-	4,800	-	\$ 6,000
Misc. Court Cost	150	-	150	230	\$ 9,000
Prosecutor	880	-	1,500	-	\$ 8,000
State Comptroller Costs	481	-	300	-	\$ -
Total Utility Expenses	5,111	-	6,750	230	\$ 23,000
COMMITTEE/BOARDS					
Tree Board	-	-	-	-	\$ 1,500
Parks	-	-	-	-	\$ 10,000
Total Committee/Boards	-	-	-	-	\$ 11,500
OTHER					
Contingency Reserve	-	-	50,000	-	\$ -
2023 Ice Storm	-	-	-	245,777	\$ -
Comprehensive Plan	50,200	20,740	-	31,252	\$ -
Bond Issuance	-	-	-	-	\$ -
Woodcreek Dr Street Project	97,449	387,916	-	-	\$ -
Matching Grant Funds	-	-	-	-	\$ 45,000
Other Expenses	147,649	408,656	50,000	277,029	\$ 45,000
TOTAL EXPENSES	\$ 699,481	\$ 960,972	\$ 616,110	\$ 684,099	\$ 749,130

**RESERVE FUND
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE				\$168,375.16	\$168,375
Revenues					
General Fund Transfers		-	-	-	131,625
Interest	-	-	-	-	-
Total Revenue	\$ -	-	-	-	131,625
Other Funding Sources					
Other Funding Sources		-	-	-	-
Total Other Funding Sources	-	-	-	-	-
TOTAL RESOURCES	-	\$ -	\$ -	\$ -	\$ 131,625
Expenditures					
Transfer Out to General Fund		-	-	-	-
Total Expenditures	-	-	-	-	-
Other Financing Uses					
Transfer to Capital		-	-	-	-
Total Other Financing Uses	-	-	-	-	-
TOTAL EXPENDITURES	-	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE		\$ -	\$ 168,375	\$ 168,375	\$ 300,000

**DEBT SERVICE
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE	\$17,174	\$25,048	\$24,660	\$24,660	\$13,597
Revenues					
Ad Valorem Taxes	215,427	216,207	224,793	212,148	346,741
Total Revenue	215,427	216,207	224,793	212,148	346,741.00
Other Funding Sources					
Transfers in from Other Funds	-	-	-	-	-
Fund Balance	-	388	400	-	-
Total Other Funding Sources	-	388	400	-	-
TOTAL RESOURCES	\$ 215,427	\$ 216,595	\$ 225,193	\$ 212,148	\$ 346,741
Expenditures					
Principal	195,000	207,000	219,000	219,000	185,000
Interest	12,153	9,195	5,793	3,811	161,341
Fees	400	400	400	400	400
Total Expenditures	207,553	216,595	225,193	223,211	346,741
Other Financing Uses					
Bond Refunding	-	-	-	-	-
Total Other Financing Uses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 207,553	\$ 216,595	\$ 225,193	\$ 223,211	\$ 346,741
ENDING FUND BALANCE	\$ 25,048	\$ 24,660	\$ 24,260	\$ 13,597	\$ 13,596

ARP FUNDS
SUMMARY OF REVENUES AND EXPENSES

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE	\$0	\$0	\$425,621	\$425,621	\$0
Revenues					
ARP Funds	-	425,621	-		
Total Revenue	-	425,621	-	-	-
Other Funding Sources					
Other Funding Sources	-	-	-	-	-
Total Other Funding Sources	-	-	-	-	-
TOTAL RESOURCES	\$ -	\$ 425,621	\$ -	\$ -	\$ -
Expenditures					
ARP Expenses	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Other Financing Uses					
Transfer to Capital	-	-	425,621	425,621	
Total Other Financing Uses	-	-	425,621	425,621	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 425,621	\$ 425,621	\$ -
ENDING FUND BALANCE	\$ -	\$ 425,621	\$ -	\$ -	\$ -

**PARK FUND
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE				\$0	\$0
Revenues					
Donations		-	-	-	2,700
Interest	-	-	-	-	-
Total Revenue	\$ -	-	-	-	2,700
Other Funding Sources					
Fund Balance		-	-	-	-
Total Other Funding Sources	-	-	-	-	-
TOTAL RESOURCES	-	\$ -	\$ -	\$ -	\$ 2,700
Expenditures					
Park Expense		-	-	-	-
Total Expenditures	-	-	-	-	-
Other Financing Uses					
Transfer to Capital		-	-	-	-
Total Other Financing Uses	-	-	-	-	-
TOTAL EXPENDITURES	-	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ 2,700

**TREE FUND
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE				\$4,754	\$4,754
Revenues					
Tree Income		-	-	-	-
Interest	-	-	-	-	-
Total Revenue	\$ -	-	-	-	-
Other Funding Sources					
Fund Balance		-	-	-	-
Total Other Funding Sources	-	-	-	-	-
TOTAL RESOURCES	-	\$ -	\$ -	\$ -	\$ -
Expenditures					
Tree Expense		-	-	-	-
Total Expenditures	-	-	-	-	-
Other Financing Uses					
Transfer to Capital		-	-	-	-
Total Other Financing Uses	-	-	-	-	-
TOTAL EXPENDITURES	-	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE		\$ -	\$ 4,754	\$ 4,754	\$ 4,754

**COURT TECHNOLOGY
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE				\$26	\$26
Revenues					
MC Technology Fees		-	-	-	-
Interest	-	-	-	-	-
Total Revenue	\$ -	-	-	-	-
Other Funding Sources					
Fund Balance		-	-	-	-
Total Other Funding Sources	-	-	-	-	-
TOTAL RESOURCES	-	\$ -	\$ -	\$ -	\$ -
Expenditures					
Technology Expense		-	-	-	-
Total Expenditures	-	-	-	-	-
Other Financing Uses					
Transfer to Capital		-	-	-	-
Total Other Financing Uses	-	-	-	-	-
TOTAL EXPENDITURES	-	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE		\$ -	\$ 26	\$ 26	\$ 26

**COURT SECUTITY
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE				\$19	\$19
Revenues					
MC Security Fees		-	-	-	-
Interest	-	-	-	-	-
Total Revenue	\$ -	-	-	-	-
Other Funding Sources					
Fund Balance		-	-	-	-
Total Other Funding Sources	-	-	-	-	-
TOTAL RESOURCES	-	\$ -	\$ -	\$ -	\$ -
Expenditures					
Security Expense		-	-	-	-
Total Expenditures	-	-	-	-	-
Other Financing Uses					
Transfer to Capital		-	-	-	-
Total Other Financing Uses	-	-	-	-	-
TOTAL EXPENDITURES	-	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE		\$ -	\$ 19	\$ 19	\$ 19

PEG FUNDS
SUMMARY OF REVENUES AND EXPENSES

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE			\$13,971	\$13,971	\$20,621
Revenues					
Peg Funds	-	-	6,650	6,650	\$ 6,650.00
Interest	-	-	-	-	\$ -
Total Revenue	-	-	6,650	6,650	\$ 6,650.00
Other Funding Sources					
Fund Balance	-	-	-	-	\$ -
Total Other Funding Sources	-	-	-	-	\$ -
TOTAL RESOURCES	\$ -	\$ -	\$ 6,650	\$ 6,650	\$ 6,650.00
Expenditures					
PEG Expense	-	-	-	-	\$ -
Total Expenditures	-	-	-	-	\$ -
Other Financing Uses					
Transfer to Capital	-	-	-	-	\$ -
Total Other Financing Uses	-	-	-	-	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ 13,971	\$ 20,621	\$ 20,621	\$ 27,271.29

**CAPITAL FUND
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 4,354,678
Funding Sources					
Revenue	-	-	-	-	-
POSAC Grant	-	-	200,000	200,000	-
CDBG Grant	-	-	-	-	525,000
2023 GO Bonds	-	-	-	3,434,554	-
Transfer In: General Fund	-	-	294,500	294,500	49,925
Transfer In: ARP Fund	-	-	425,624	425,624	-
Fund Balance	-	-	-	-	-
Total Revenue	-	-	920,124	\$ 4,354,678	574,925
TOTAL RESOURCES	\$ -	\$ -	\$ 920,124	\$ 4,354,678	\$ 574,925
Expenditures					
Capital Expenditures	-	-	920,124	-	\$ 4,929,603
Total Expenditures	-	-	920,124	-	\$ 4,929,603
Other Financing Uses					
Other Expenses	-	-	-	-	-
Total Other Financing Uses	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 920,124	\$ -	\$ 4,929,603
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ 4,354,678	\$ -

**CAPITAL FUND
EXPENSES**

	ACTUAL 2020-2021	ACTUAL 2021-2022	BUDGET 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
General Fund Capital					
Parks	-	-	267,500	-	267,500
Chip Seal Road Project	-	-	227,000	-	227,000
Drainage Project (Westwood/Brrok hollow)	-	-	425,624	-	425,624
Roads - GO Bonds	-	-	-	-	3,434,554
Deerfeild Road Resurface					525,000
Gas Generator	-	-	-	-	3,000
Traffic Calming Study					25,000
Walking Trails					21,925
Total General Fund Capital	-	-	920,124	-	4,929,603
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 920,124	\$ -	\$ 4,929,603

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Appropriate Action on a Resolution Ratifying the Recently Adopted Budget That Raises More Revenue from Property Taxes Than Last Year's Budget by an Amount of \$126,866, Which Is a 21.7% Increase From Last Year's Budget. The Property Tax Revenue to be Raised From New Property Added to the Tax Roll This Year is \$1,088

AGENDA ITEM SUMMARY:

Discuss and Take Appropriate Action on a Resolution Ratifying the Recently Adopted Budget That Raises More Revenue from Property Taxes Than Last Year's Budget by an Amount of \$126,866, Which Is a 21.7% Increase From Last Year's Budget. The Property Tax Revenue to be Raised From New Property Added to the Tax Roll This Year is \$1,088

RECOMMENDATION:

Adopt the Resolution Ratifying the Recently Adopted Budget That Raises More Revenue from Property Taxes Than Last Year's Budget by an Amount of \$126,866, Which Is a 21.7% Increase From Last Year's Budget. The Property Tax Revenue to be Raised From New Property Added to the Tax Roll This Year is \$1,088

FINANCIAL IMPACT:

None

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

9/4/2023 5:12:33 PM

**RESOLUTION NO. 2023-09-13-01
CITY OF WOODCREEK, TEXAS**

A RESOLUTION RATIFYING THE RECENTLY ADOPTED BUDGET THAT CONTAINS A PROPERTY TAX RATE THAT RAISES MORE TOTAL PROPERTY TAXES THAN THE PREVIOUS YEAR.

WHEREAS, the City of Woodcreek adopted its Budget for fiscal year 2023-2024; and

WHEREAS, the Budget as adopted for Maintenance and Operations, and to provide for sinking funds for payment of the principal and interest, raises more revenue from property taxes than last year’s budget by an amount of \$126,866, which is a 21.7% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,088.; and

WHEREAS, Local Government Code 102.007 requires the City ratify the Budget by a separate vote;

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

SECTION ONE. In compliance with the requirements of Section 102.007(c), Texas Local Government Code, the City Council of the City of Woodcreek does hereby in all things ratify the property tax reflected in the Fiscal Year 2023-2024 Budget which will require raising more revenue from property taxes than in the Fiscal Year 2022-2023 Budget.

SECTION TWO. This Resolution shall reflect the record vote of the City Council on this Resolution by the City Secretary and shall constitute a part of this Resolution for all purposes.

The motion was made by Councilmember XXXXXX, motion seconded by Councilmember XXXXXXXX. The record vote is below:

Mayor Pro Tem Brent Pulley:	Yes	No	Absent
Councilmember Chrys Grummert:	Yes	No	Absent
Councilmember Debra Hines:	Yes	No	Absent
Councilmember Bob Hambrick:	Yes	No	Absent
Councilmember Linnea Bailey:	Yes	No	Absent

DULY PASSED AND APPROVED, on the 13th day of September 2023 at a Meeting of the City Council of the City of Woodcreek, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, 551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WOODCREEK, TEXAS:

ATTEST:

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Public Hearing on the Proposed Tax Rate for Fiscal Year 2023 - 2024

AGENDA ITEM SUMMARY:

Public Hearing on the Proposed Tax Rate

RECOMMENDATION:

None

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Special Orders

COMPLETION DATE:

9/1/2023 9:39:55 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

An Ordinance Of The City Of Woodcreek, Texas Approving The Certified Appraisal Roll; Setting The Tax Rate; Levying And Assessing Ad Valorem Taxes For The Use And Support Of The Municipal Government Of The City Of Woodcreek, Texas For Fiscal Year 2023-2024

AGENDA ITEM SUMMARY:

The motion to adopt a tax rate that exceeds the no-new-revenue rate must be made precisely as follows: "I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the no new-revenue tax rate) percent increase in the tax rate." If the tax rate will exceed the no-new-revenue tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the city council. TEX. TAX CODE § 26.05(b).

City council must separately approve the maintenance and operations component and the debt service component of the tax rate. TEX. TAX CODE § 26.05(a).

RECOMMENDATION:

I move that the property tax rate be increased by the adoption of a tax rate of .2000, which is effectively a 21.7 percent increase in the tax rate.

I move to approve the maintenance and operations rate of .1023 for FY 2023-2024

I move to approve the debt service rate of .0977 for FY 2023-2024

FINANCIAL IMPACT:**SUBMITTED BY:**

Kevin Rule

AGENDA TYPE:

New Business

COMPLETION DATE:
9/4/2023 7:39:26 PM

ORDINANCE NO. 23-09-13-02
CITY OF WOODCREEK, TEXAS

AN ORDINANCE OF THE CITY OF WOODCREEK, TEXAS APPROVING THE CERTIFIED APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WOODCREEK, TEXAS FOR FISCAL YEAR 2023-2024; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council finds Chief Appraiser of the Hays County Central Tax Appraisal District has prepared, certified, and submitted to the tax assessor/collector the appraisal roll of the City of Woodcreek, Texas (the "City") for 2023; and

WHEREAS, the Tax Assessor and Collector of Hays County has performed the statutory calculations required by Section 26.04 of the Texas Tax Code, and the City of Woodcreek has published the proposed tax rate, and has fulfilled all other requirements for publication as contained in Section 26.052 of the Texas Tax Code, in a manner designed to come to the attention of all residents of said City and has submitted said rates to the City Council of said City prior to the City Council meeting of September 13, 2023; and

WHEREAS, the City Council finds the tax rate to be levied for 2023 (fiscal year 2024) set by this ordinance is based on the appraisal roll and is sufficient to provide the tax revenues required by the City; and

WHEREAS, the City Council finds all requirements contained in the Texas Tax Code have been met and all required notices have been issued in accordance with Texas law permitting this tax levy; and

WHEREAS, the City Council finds that this Ordinance is in compliance with Texas Tax Code §26.05 (b)(1) by including the following statement in type larger than the type used in any other portion of this Ordinance:

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE
AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

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

SECTION 1.

That the tax rate of the City of Woodcreek, Texas for the tax year 2023 be, and is hereby, set at \$0.2000 on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of said City.

SECTION 2.

That there is hereby levied for the tax year 2023 upon all real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of said City, and there shall be collected for the use and support of the municipal government of the City of Woodcreek, Texas, to provide a sinking fund for the retirement of the existing indebtedness of said City so levied and collected, shall be apportioned to the specific purposes hereinafter set forth; to-wit:

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) \$0.1023 on each one hundred dollars (\$100) of the taxable value of such property; and
- B. To provide for sinking funds for the payment of the principal and interest and the retirement of the tax note debt, and the same shall become due as shall be necessary to pay the principal and interest of the current year as follows, \$0.0977 per one hundred dollars (\$100) valuation.

SECTION 3.

In accordance with the provisions and requirements of Section 26.05 of the Texas Property Tax Code, as amended, the City Council hereby states that:

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE
AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

SECTION 4.

That the Hays County Tax Assessor and Collector is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

SECTION 5.

The taxes levied hereby are due presently and shall be delinquent if not paid by January 2024.

SECTION 6.

That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Woodcreek's FY 2023-2024 Annual Budget.

SECTION 7.

That this Ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

SECTION 8.

Pursuant to Texas Tax Code §26.05 (b) this ordinance must be a record vote; which is reflected below:

Mayor Pro Tem Brent Pulley	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstention
Council Member Bob Hambrick	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstention
Council Member Linnea Bailey	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstention
Council Member Debra Hines	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstention
Council Member Chrys Grummert	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstention

PASSED, ADOPTED AND APPROVED by the City Council of the City of Woodcreek on this the 13th day of September, 2023.

CITY OF WOODCREEK:

ATTEST:

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action on the Woodcreek Residential Street Mill and Overlay Construction (a.k.a. 2023 Woodcreek Roads Project) Phase Services for the City of Woodcreek, Work Authorization #5 For Time and Material, Not to Exceed \$48,865.46.

AGENDA ITEM SUMMARY:

Discuss and Take Possible Action on the Woodcreek Residential Street Mill and Overlay Construction (a.k.a. 2023 Woodcreek Roads Project) Phase Services for the City of Woodcreek, Work Authorization #5 For Time and Material, Not to Exceed \$48,865.46.

RECOMMENDATION:

Approve the Phase Services Document

FINANCIAL IMPACT:

\$48,865.46

SUBMITTED BY:

Kevin Rule

SUGGESTED AGENDA TYPE:

Consent Agenda

COMPLETION DATE:

9/8/2023 3:30:27 PM

Work Authorization # 5
City of Woodcreek Construction Phase Services
KFA Project # TBD
City of Woodcreek General Engineering Services

This work authorization is made pursuant to the terms and conditions of the original Professional Service Agreement dated November 13, 2020 by and between K Friese & Associates, LLC and the City of Woodcreek

SERVICES PROVIDED BY K FRIESE & ASSOCIATES, INC.:

Woodcreek Residential Street Mill & Overlay Construction Phase Services for the City of Woodcreek: Refer to Attachment A for details.

DELIVERABLES: Refer to Attachments A for details.

This Agreement shall remain in effect until December 31, 2023 unless terminated as provided herein or extended by mutual agreement in writing. This Agreement is subject in all respects to the Terms and Conditions attached hereto and incorporated herein by reference.

BUDGET: Time and Material not to exceed **\$48,865.46**. Refer to Attachment B and C for budget details and breakdown.

CLIENT:

CITY OF WOODCREEK

K FRIESE + ASSOCIATES, LLC

SIGNED: _____

SIGNED: _____

TYPED NAME: Kevin Rule

TYPED NAME: Thomas M. Owens, P.E.

TITLE: City Manager

TITLE: Vice President

DATE: _____

DATE: _____

Attachments:
Attachment A
Attachment B
Attachment C

**ATTACHMENT A
SCOPE OF SERVICES
CITY OF WOODCREEK
PHASE II – CONSTRUCTION PHASE SERVICES**

WORK SUMMARY

This scope and fee are to provide Construction Phase Services for use on the Woodcreek Residential Street Mill & Overlay project.

The work to be performed shall consist of managing construction of specific operations and to provide inspection teams to perform various services, that include, the following:

- Evaluations of Conformity with Plans and Specifications
- Review and Approve Alternate Paving Applications
- Material Testing Services
- Final Walk-through and Punch List

PROJECT MANAGEMENT

1. Overall Project Management – KFA shall conduct internal meetings, schedule work, and coordinate on an ongoing basis with City staff and project team. This task includes the following items:
 - a. Invoice Administration
 - b. Compiling work products and deliverables
 - c. Coordinating subconsultant activities for quality and consistency of work.
 - d. Directing and conducting inspections to evaluate conformity with plans and specifications.
2. City of Woodcreek Meetings – Meetings will be conducted with the City as necessary to discuss construction progress and contract administration. -Two (2) meetings have been assumed for a construction progress update and final walk-through and punch list prior to release of final payment to the contractor.

PHASE II – CONSTRUCTION PHASE SERVICES

1. Attend and document site visits/construction progress meetings – a total of two (2) site visits and progress meetings are assumed for this proposal.
2. Evaluate conformity with plans, specifications, and special provisions.
3. Track all shop drawing submittals, reviews, and approvals.
4. Respond to RFIs – A total of three (3) RFIs are assumed.
5. Review and approve alternate paving applications – A total of three (3) alternate paving applications are assumed.
6. Prepare Change Order – A total of one (1) change order is assumed.
7. Review and approve pay applications – A total of two (2) pay applications are assumed.
8. Punch List – KFA will perform a final walk-through and prepare a punch list prior to release of final payment to the contractor.

SUBCONSULTANT MATERIAL TESTING SERVICES

**ATTACHMENT A
SCOPE OF SERVICES
CITY OF WOODCREEK
PHASE II – CONSTRUCTION PHASE SERVICES**

K Friese + Associates' subconsultant Holt Engineering, Inc. will perform the following services:

1. Laboratory Testing – Includes proctors, sieves, Atterberg limits, as specified or requested.
2. Moisture/Density Field Testing – Includes moisture/density testing on subgrade, select fill, roadway base, and utility trench backfill.
3. Visual Observation of Proof Rolling – Includes continuous observation of proof rolling, verification removal of soft or unstable material and verification that equipment used is per plans and specifications.
4. Asphalt Testing – Includes obtaining grab samples from the batch during each day's placement or as specified in the plans.

ASSUMPTIONS MADE FOR THIS PROPOSAL

1. Review, and submit to the City for approval, the alternate paving applications contingent on contractor determining incompatible roadway conditions. Alternate paving applications shall be submitted by contractor with corresponding TxDOT specifications for review by KFA and approval of the City.
2. Change Order may be needed to accommodate alternate paving applications.
3. Items shown for construction phase services and material testing services will be dependent on the Contractor and/or the City scheduling the work.

Attachment B

Item 21.

Fee Proposal														
Woodcreek Residential Street Mill & Overlay Project														
Firm Name:	K Friese + Associates, LLC													
Discipline Services Provided:	Construction Phase Rates													
Proposal Phase:	Phase II Construction Phase Services													
Personnel Title:	Senior Technical Advisor	Project Manager		Project Engineer		Construction Inspector		Admin Assistant		TOTAL				
Approved Loaded Hourly Rate:	\$290.00	\$265.00		\$185.00		\$115.00		\$105.00		TOTAL				
Phase	Task Name	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	TOTAL \$	
Design Phase Services														
Project Management														
	Overall Project Management	0.00	\$0.00	16.00	\$4,240.00	0.00	\$0.00	0.00	\$0.00	4.00	\$420.00	20.00	\$4,660.00	
	City of Woodcreek Meetings (2 of 4 Total Meetings)	0.00	\$0.00	10.00	\$2,650.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	10.00	\$2,650.00	
Phase II - Construction Phase Services														
	Attend and Document Site Visits (2 of 4 Total Meetings)	0.00	\$0.00	0.00	\$0.00	10.00	\$1,850.00	0.00	\$0.00	0.00	\$0.00	10.00	\$1,850.00	
	Evaluate Conformity with Plans and Specifications	0.00	\$0.00	0.00	\$0.00	5.00	\$925.00	56.00	\$6,440.00	0.00	\$0.00	61.00	\$7,365.00	
	Track Submittals, Reviews, and Approvals	0.00	\$0.00	0.00	\$0.00	2.00	\$370.00	20.00	\$2,300.00	0.00	\$0.00	22.00	\$2,670.00	
	Respond to RFIs	0.00	\$0.00	0.00	\$0.00	2.00	\$370.00	2.00	\$230.00	0.00	\$0.00	4.00	\$600.00	
	Review and Approve Alternate Paving Applications	0.00	\$0.00	0.00	\$0.00	2.00	\$370.00	4.00	\$460.00	0.00	\$0.00	6.00	\$830.00	
	Prepare Change Order	0.00	\$0.00	0.00	\$0.00	4.00	\$740.00	2.00	\$230.00	0.00	\$0.00	6.00	\$970.00	
	Review and Approve Pay Applications	0.00	\$0.00	0.00	\$0.00	1.00	\$185.00	2.00	\$230.00	0.00	\$0.00	3.00	\$415.00	
	Punch List	0.00	\$0.00	0.00	\$0.00	4.00	\$740.00	4.00	\$460.00	0.00	\$0.00	8.00	\$1,200.00	
Reimbursable Expenses (Preconstruction Costs/Supplies)		Description, clarification, or justification (if necessary)									U/M	UNIT \$	QTY	TOTAL \$
	Travel	Government Rate: \$0.65 Round Trip Miles (San Antonio Office): 120 Miles									TRPS	\$78.00	20.0	\$1,560.00
Reimbursable Expenses Subtotal													\$1,560.00	
Task Subtotal		0.00	\$0.00	0.00	\$0.00	20.00	\$5,550.00	90.00	\$10,350.00	0.00	\$420.00	110.00	\$24,770.00	
Subconsultant Material Testing														
	Laboratory Testing of Soils	See Attachment C for Subconsultant Cost Breakdown											\$2,313.00	
	Moisture Density Field Testing												\$10,450.00	
	Asphalt Testing												\$10,260.00	
	Engineering Time												\$600.00	
	Administration Costs												\$472.46	
Task Subtotal													\$24,095.46	
PROPOSAL TOTAL													\$48,865.46	

GEOTECHNICAL ENGINEERING
DRILLING & SAMPLING
FOUNDATION DESIGN

HOLT
ENGINEERING, INC.

CONSTRUCTION OBSERVATION
LABORATORY TESTING
MATERIALS TESTING

7 September 2023

K Friese Associates
1120 S. 360 Highway CityView 2, Ste 200
Austin, Texas 78676

Attn: Jeremiah Davis

Re: Cost Estimate for Materials Testing and Observation
Woodcreek Residential Street Mill & Overlay
Various Locations
Woodcreek, Texas

Dear Mr. Davis

Thank you for the opportunity to provide a cost estimate for the Materials Testing and Observation at the above referenced project. This estimate is based on project plans and our firm's unit fee schedule. The scope of our services includes the items below.

Scope of Services

- Laboratory Testing – Includes proctors, sieves, Atterberg limits, as per specified or requested. Samples of subgrade and each type of backfill material will be picked up on-site or from designated borrow sites and transported to the lab for testing. Please allow a minimum of 7 working days for test results.
- Moisture/Density Field Testing – Includes moisture/density testing on subgrade, select fill, roadway base, and utility trench backfill. Tests will be made on each lift of fill prior to placement of any subsequent lifts. The technician will verify that appropriate proctor is being used and that material used as fill (including select fill or roadway base) meets any written requirements in the plans and specifications. For lime stabilized subgrades, field sieves are performed to ensure gradation requirements are met.
- Visual Observation of Proof Rolling – Includes continuous observation of proof rolling, verification of removal of soft or unstable material and verification that equipment used is per plans and specifications.
- Asphalt Testing – Includes obtaining grab samples from the batch during each day's placement or as specified in the plans. Bag samples will be transported to an outside accredited lab for testing extraction, gradation, specific gravity and HVEEM stability. Our firm will cut cores within the following week and verify thickness and bulk specific gravity.

September 7, 2023

Mr. Davis
Woodcreek Residential Street Mill & Overlay

Written reports will be provided that will include work performed, date, time and location of all tests and other pertinent information. Any test failures will be reported to the Contractor/Owner within 24 hours. All testing reports will be reviewed and signed by a qualified project manager.

Attached is an itemized cost estimate for the materials testing services listed above. We anticipate final costs to range from approximately \$ 23,000.00 to \$26,000.00 however, the final cost may be lower or higher depending on the Contractor's work schedules, the number of trips to the site, and quantity of tests requested. Overtime (weekends, holidays, before 6 am, after 6 pm and greater than 8 hours per day) will be charged at 1.5 times the hourly rate.

It should be noted our testing and observations are conducted on a periodic basis on an "as call as needed" basis. With the exception of monitoring pier hole drilling on a continuous basis, a technician will not be on the jobsite full time. Our testing and observation services will be dependent on the Contractor and/or Owner scheduling the work. We can fulfill the COA Special Inspection check-list, but we will need to be contacted as the various items in the check-list are being constructed. All on-site testing services must be scheduled via telephone with the office dispatch or through Jesse Hamrin or another designated on-call employee. In-office dispatch is available Monday through Friday 7:00 AM - 5:00 PM at 512-447-8166. Onsite scheduling, cancellations, changes or other needs made via text message, voice mail, email, fax or other methods may not be honored.

If you should have any questions regarding this cost estimate, please do not hesitate to call.

Sincerely,


Maxwell Rizk
CMT Department Manager

Client Information and Acceptance: *(To be completed by authorized representative and responsible billing party)*

The undersigned agrees to the above scope of work, conditions and is responsible for payment.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____ Phone: _____

Email Address: _____ Alt. Phone/Fax: _____

Mailing Address: _____ City/State/Zip: _____

Billing Address: _____ City/State/Zip: _____

*We appreciate the opportunity to submit this proposal and look forward to working with you on this project.
Please call us if we can be of any additional assistance.*

Enclosures: Cost Estimate / Unit Fee Schedule / Project Contact List

Mr. Davis
Woodcreek Residential Street Mill & Overlay

September 7, 2023

THE ATTACHED COST ESTIMATE IS BASED ON THE FOLLOWING CONDITIONS:

1. The attached cost estimate will change based on changes or alterations to the scope of services. Additional costs may be incurred for testing that fails or does not meet specifications and must be re-tested, consultation with the Architect, Structural Engineer, and/or Contractor, Client or other representative, or for other changes or alterations to the scope of services that were not disclosed or presented at the time of this cost estimate being issued.
2. Items and costs provided in the cost estimate may be moved between the various work elements to accommodate the overall project budget.
3. Payment is due within 30 days Net from date of invoice. It is the Client's responsibility to report billing errors immediately upon receipt. Holt Engineering, Inc. is not responsible for billing errors not reported within 30 days of billing.
4. Scheduling, canceling and dispatch for on-site testing is only accepted/processed via phone with a company employee. Our office phone lines are staffed from 7:00 AM to 5:00 PM at 512-447-8166 Monday through Friday with exception for some Holidays. In the event scheduling must be done outside of these hours, our Project Manager, Jesse Hamrin, is available at 512-994-9366. Scheduling requests, changes, or cancelations will not be accepted via text message, voice mail, email, standard mail, fax or other means.
5. A minimum of 3 hours will be charged per technician visit to site. Cancellations not made within 4 hours of a scheduled test will be billed 3 hours of technician time and trip/mileage charge.
6. Client understands that testing and observation is not continuous or exhaustive. Our testing and observation services are meant to aid in reducing, not eliminating, project risk. Holt is not responsible for the Contractor's means and methods, quality and completeness of work or adherence to the project documents.
7. If lot fill compaction testing is requested, a separate Lot Fill Agreement for Testing Lot Fills will be required. We have attached this document for your authorization.

COST ESTIMATE

Date: September 7, 2023
Project: Woodcreek Residential Street Mill & Overlay
Woodcreek, Texas 78676

Client: K Friese Associates
1120 S. 360 Highway CityView 2, Ste 10
Austin, Texas 78746

Contact: Mr. Jeremiah Davis

Cost Estimate for Materials Testing, Inspection, and Observation Services

	<i>Quantity</i>	<i>Cost per Each</i>	<i>Total Cost:</i>
Laboratory Testing of Soils			
Moisture Density Relationship:	3	\$265.00	\$795.00
Atterberg Limits	3	\$105.00	\$315.00
Sieve Analysis	3	\$125.00	\$375.00
Minus 200 Sieves	3	\$72.00	\$216.00
Technician Time - Regular Hours	6	\$85.00	\$510.00
Miles	120	\$0.85	\$102.00
<i>Subtotal: Laboratory Testing</i>			\$2,313.00
Moisture Density Field Testing: Technician with Nuclear Gauge			
Moisture Density Tests (Single Test)	100	\$28.00	\$2,800.00
Technician Time - Regular Hours	75	\$85.00	\$6,375.00
Miles	1500	\$0.85	\$1,275.00
<i>Subtotal: Moisture Density Testing</i>			\$10,450.00
Asphalt Testing:			
Coring	10	\$130.00	\$1,300.00
Extraction/Gradeation	10	\$310.00	\$3,100.00
Specific Gravity	10	\$100.00	\$1,000.00
HVEEM Stability	10	\$200.00	\$2,000.00
Molding Specimens	10	\$110.00	\$1,100.00
Laboratory Density	10	\$74.00	\$740.00
Technician Time - Regular Hours	12	\$85.00	\$1,020.00
Miles	120	\$0.85	\$102.00
<i>Subtotal: Asphalt Testing</i>			\$10,260.00
Engineering Time:			
Engineering Time - Regular Hours	3	\$200.00	\$600.00
<i>Subtotal: Engineering Time</i>			\$600.00

HOLT ENGINEERING, INC.

2220 BARTON SKYWAY - AUSTIN, TEXAS 78746
512-447-8166 PHONE / 512-447-0852 FAX

Item 21.

Administration Costs:

Administration Fee - 2% of Monthly Invoice	\$23,623.00	2.00%	\$472.46
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<i>Subtotal: Administrative Fees</i>			\$472.46
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Total Estimate Amount for Services Indicated:			\$24,095.46
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PROJECT CONTACT LIST

Please provide us with a list of all recipients for testing reports. Please help us go paperless and choose email as the form of contact where available.

1. **Company Name:** _____
Contact Name: _____
E-Mail Add.: _____
 Mail Address: _____
 City, State, Zip: _____
 Phone/Fax: _____

2. **Company Name:** _____
Contact Name: _____
E-Mail Add.: _____
 Mail Address: _____
 City, State, Zip: _____
 Phone/Fax: _____

3. **Company Name:** _____
Contact Name: _____
E-Mail Add.: _____
 Mail Address: _____
 City, State, Zip: _____
 Phone/Fax: _____

4. **Company Name:** _____
Contact Name: _____
E-Mail Add.: _____
 Mail Address: _____
 City, State, Zip: _____
 Phone/Fax: _____

FEE SCHEDULE**MATERIALS TESTING AND INSPECTION****2023****Laboratory Testing (Soils):**

Moisture/Density Relationship (Proctor)	\$	265.00/ea.
Permeability Test.....	\$	800.00/ea.
Hydrometer.....	\$	400.00/ea.
Atterberg Limits	\$	105.00/ea.
Sieve Analysis (Dry Gradation up to 5 sieves).....	\$	125.00/ea.
Additional Sieves	\$	23.00/ea.
Field Gradation of Lime Soil (1.75, 0.75, No 4 Sieve)	\$	83.00/ea.
Minus 200.....	\$	72.00/ea.
Lime Series Curve (Letter w/Engineer Seal).....	\$	500.00/ea.
Specific Gravity.....	\$	165.00/ea.
pH.....	\$	50.00/ea.
Organic Content (Loss of Ignition)	\$	50.00/ea.
Sulfate Testing.....	\$	220.00/ea.

Field Density Testing:

Technician Rate (3 Hour Minimum Charge*).....	\$	85.00/hr.
Density Tests w/Nuclear Gauge	\$	28.00/ea.

Pier Inspection:

Technician Rate (3 Hour Minimum Charge*).....	\$	85.00/hr.
Project Manager Rate	\$	130.00/hr.
Engineer Rate	\$	200.00/hr.

Concrete Testing:

Technician Rate (3 Hour Minimum Charge*).....	\$	85.00/hr.
Project Manager Rate	\$	130.00/hr.
Engineer Rate	\$	200.00/hr.
Compression Test Cylinders (6 x 12).....	\$	35.00/ea.
Compression Test Cylinders (4 x 8).....	\$	30.00/ea.
Mortar Cube	\$	30.00/ea.
Unit Weight	\$	75.00/ea.
Grout Samples (Masonry)	\$	30.00/ea.
Concrete Cores	\$	130.00/ea.

Structural Steel Inspection:

AWS Certified Welding Inspector	\$	135.00/hr.
AWS - CAWI.....	\$	100.00/hr.
AWS - CWI, NACE Level III	\$	220.00/hr.
Ultrasonic Testing	\$	Quote/Job
HILTI Ferrosan.....	\$	Quote/Job
Liquid Penetrant	\$	Quote/Job
Radiographic Testing (X-ray).....	\$	Quote/Job
Plant Inspection	Expenses+ \$	220.00/hr.

Asphalt Testing:

Coring (Minimum 3 Ea.).....	\$	130.00/ea.
Extraction/Gradation	\$	310.00/ea.
Specific Gravity.....	\$	100.00/ea.
HVEEM Stability (Set of 3).....	\$	200.00/ea.
Molding Specimens (Set of 3).....	\$	110.00/ea.
Laboratory Density (Set of 3).....	\$	95.00/ea.
Technician Rate (3 Hour Minimum Charge*).....	\$	85.00/hr.

Miscellaneous:

Overtime is time in excess of 8 hours/day and before 6 A.M. and after 6 P.M.

Weekends, overtime, and holidays are charged at 1.5 times hourly rate.

Administration Costs2% of Monthly Services

Mileage.....\$ 0.85/mi.

***WALK-IN'S – Additional 10% Charge**

****Note: 4-Hour Minimum Charge Outside Austin Area**

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discussion and possible action on City Manager and staff participation at City Board and Committee meetings.

AGENDA ITEM SUMMARY:

Discussion and possible action on reducing City Manager and staff participation at City Board and Committee meetings.

RECOMMENDATION:

That we revise the level of participation of the City Manager and/or Staff in all City Committee and/or Board Meetings to: 1) when they are specifically requested to attend; and 2) when they chose to attend. This will require each Committee or Board to keep their own basic minutes - in addition to recording of each meeting.

This will free time up for the City Manager and Staff AND reduce hourly expenses.

FINANCIAL IMPACT:

Positive - will REDUCE expenditures.

SUBMITTED BY:

Brent Pulley

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

8/15/2023 4:21:51 PM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Report on Neighbor to Neighbor Program Progress

AGENDA ITEM SUMMARY:

Update on Neighbor to Neighbor Program

RECOMMENDATION:

None

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Bob Hambrick

SUGGESTED AGENDA TYPE:

Report From City Body Liaison or Staff

COMPLETION DATE:

8/30/2023 9:37:08 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and take appropriate action to authorize the city manager to award a traffic calming study from current Fund Balance as soon as possible

AGENDA ITEM SUMMARY:

Council approved a traffic calming study at the May 24th meeting. There will be ample money in the capital fund balance . New road construction is expected to increase traffic speed and should be dealt with as soon as possible after road construction which is expected to be completed by the end of October.

RECOMMENDATION:

Several sections of the Texas Manual on Uniform Traffic Control Devices address and encourage the use of engineering studies before installing traffic control devices.

FINANCIAL IMPACT:

\$25,000.

SUBMITTED BY:

Linnea Bailey

SUGGESTED AGENDA TYPE:

Unfinished Business and General Orders

COMPLETION DATE:

8/16/2023 5:28:15 PM

**ATTACHMENT A
SCOPE OF SERVICES
CITY OF WOODCREEK
TRAFFIC CALMING PROJECT**

WORK SUMMARY

This scope and fee are to prepare a technical memo with project base map suitable for referencing on future traffic calming improvements.

PROJECT MANAGEMENT

1. Overall Project Management – KFA will conduct internal meetings, attend City Council meetings, schedule work, and coordinate on an ongoing basis with City staff and project team. This task includes invoicing, and compiling work products, and deliverables. This assumes a project design duration of 6 weeks.
2. Project Initiation and Setup includes the preliminary analysis of the Scope of Work, reviewing options for traffic calming measures or devices or a combination thereof.

DESIGN & BID PHASE

1. GIS Base Map – KFA will develop a project basemap from available data including parcels, aerial photography, LiDAR topographic survey, and applicable floodplain data.
2. Traffic Calming Evaluation & Memo – KFA will conduct a review of existing traffic conditions upon roads selected by the City to determine placement of traffic calming measures/devices that reduce vehicle speeds and improve safety for pedestrians and cyclists.

ASSUMPTIONS MADE FOR THIS PROPOSAL

1. No plans, specifications and estimates are required.
2. Traffic Calming Report is not intended for use in construction.

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Appropriate Action on Authorizing the Purchase and Installation of Traffic Calming Devices in the City of Woodcreek

AGENDA ITEM SUMMARY:

Citizens have consistently rated traffic calming as a top priority on surveys, speeding is a well documented issue throughout the City, and extensive research has been conducted on the best practice methods for traffic calming on residential streets. With this information and knowledge in hand, we have identified some targeted areas where emergency respondent approved speed cushions should be utilized to slow drivers.

Priority for the purchasing and placement of such devices has been tiered with the consideration of the following factors: roads that receive the most traffic in the City, have some of the highest rates of documented speeding, and the least amounts of natural traffic calming land features.

This plan only seeks to address the implementation of speed cushions on roads after improvement construction has been completed on each road respectively. Additional traffic calming measures may be desirable or recommended for installation throughout the City. A future traffic calming report from the City Engineers can and should be considered to identify what additional measures to consider and where they should be installed.

RECOMMENDATION:

Recommend that Council approve the Proposed Plan for Purchase and Placement of Semi-Permanent Speed Cushions throughout the City of Woodcreek authorizing the immediate action or "red phase" of the plan to proceed as soon as reasonably possible.

FINANCIAL IMPACT:

Estimated \$15,000 - \$20,000 for initial round of purchases and installation in the "red phase"

SUBMITTED BY:

Debra Hines

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

8/30/2023 2:31:27 PM

City of Woodcreek

Proposal Plan for the Purchase and Placement of Semi-Permanent (Emergency Respondent Approved) Speed Cushions to Address Traffic Calming on Residential Streets

Background Information:

- 1) Going 25 mph, it takes an average of 55ft to come to a full stop.
- 2) Results show that the average risk of severe injury for a pedestrian struck by a vehicle reaches 10% at an impact speed of 16 mph, 25% at 23 mph, 50% at 31 mph, 75% at 39 mph, and 90% at 46 mph. The average risk of death for a pedestrian reaches 10% at an impact speed of 23 mph, 25% at 32 mph, 50% at 42 mph, 75% at 50 mph, and 90% at 58 mph. Risks vary significantly by age. For example, the average risk of severe injury or death for a 70-year-old pedestrian struck by a car traveling at 25 mph is similar to the risk for a 30-year-old pedestrian struck at 35 mph.
- 3) The mortality rate is 4 times higher when struck outside of an intersection.
- 4) Speeds in Woodcreek are regularly reported to be 30-40mph and over.
- 5) It can take less than 8 seconds for the average vehicle to get up to, or over 25 mph. At that speed this is how fast they travel: 25 miles per hour = 36.7 feet per second

Sources:

- 1) <https://desimonelawoffice.com/blog/how-long-does-it-take-to-stop-a-moving-vehicle/>
- 2) <https://aaaafoundation.org/impact-speed-pedestrians-risk-severe-injury-death/>
- 3) <https://www.moneygeek.com/insurance/auto/analysis/pedestrian-chance-of-survival/#:~:text=It%20doesn't%20take%20high,somewhere%20other%20than%20an%20intersection.>
- 4) TrafficCloud reports (the City's radar sign data)
- 5) <https://www.millerandzois.com/time-speed-and-distance.html>

Actions taken by Council in the past two years:

- 1) Citizen Surveys conducted that reported traffic calming as a top priority for residents
- 2) Regular patrols by off-duty officers
- 3) Culture of Safe Driving program for education and awareness
- 4) Approved the purchase and installation of 4 new digital radar signs
- 5) Obtained quote on a traffic calming study – cost estimate \$25,000 from K.Friese

Next Steps:

- 1) Passive traffic calming measures: these are additions or changes in the roads that promote slower speeds indirectly
- 2) Consideration of additional traffic control options: these include additional signs and controls at intersections or areas of high volume

Consideration of Movable, Semi-permanent (emergency respondent approved) speed cushions :

- 1) One of the MOST effective forms of passive traffic calming are speed bump, humps, cushions and tables. Installation of such devices forces drivers to slow down at regular intervals.
- 2) Speed Cushions are favored and approved of by emergency response teams
- 3) Speed Cushions are an appropriate choice for traffic calming on residential streets with speed limits of under 30mph (see graphs below from the Austin Transportation Department's Traffic Calming Toolkit under additional information at the end of the document)
- 4) K. Friese has recommended the use of movable or semi-permanent devices to save on long-terms costs in road maintenance and repairs. This also gives the City more flexibility in where such devices may be placed and the ability to change periodically so that drivers' habits remain mutable thus promoting alert, safe driving throughout the residential streets of the City of Woodcreek.

The Proposed Plan:

Three phases to consider:

RED: high traffic areas that see regular speeding (strongly recommended to act immediately)

YELLOW: preferred areas to promote safety on streets that see cross-through traffic

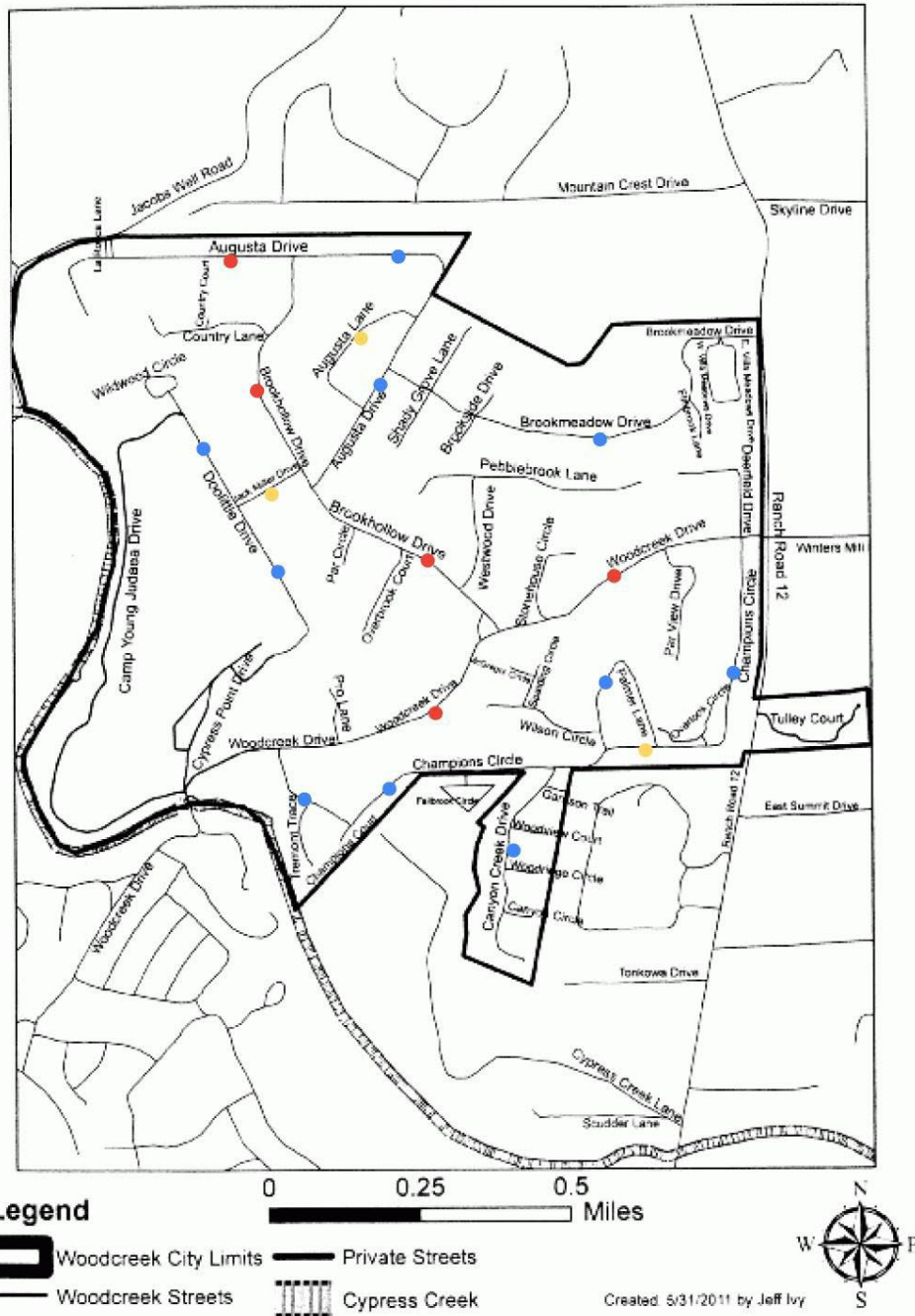
BLUE: these areas see less traffic but could benefit from additional safety measures and may have more natural land features that already slow traffic such as narrow streets, street trees, and curves.

Factors taken into consideration for speed bump placement:

- 1) Natural features
- 2) Distance from other stops and intersections
- 3) Frequency of travelers
- 4) Volume of "cut through" traffic
- 5) Regular speeding document with frequency

Placement Map:

City of Woodcreek Street Map



MAP NOTE: Exact and final locations on bumps NOT determined by this draft map. Additional on-site review and data collection is needed for setting final placement. There are 1320ft in a quarter mile. This distance of 1/4th of a mile was used in the map to space proposed bumps from other stops or land features that naturally slow speed. Other natural traffic calming land features were also considered.

PLAN OVERVIEW:

- 1) Focus on what can be done now and take immediate action.

RED PHASE: Five devices purchased and installed (August Drive would be installed post roadway construction improvements)

- 2) Then, plan for the yellow and blue phases, respectively, after roadway construction has been completed in those areas.

YELLOW PHASE: An additional three devices purchased and installed on streets that see “cut-through” traffic to other areas. Some blue phase bumps may be considered, example: second speed cushion on the east side of August Drive.

BLUE PHASE: recommend an additional 4-7 devices purchased for top priority locations. 10 total locations for consideration shown on the map (some of the locations for these devices will be significantly impacted by the slope of the road and other natural features which may make the ineligible for placement). These areas selected as “third tier” because they have less traffic and/or have other natural features that show traffic.

ADDITIONAL INFORMATION ON APPROPRIATE TRAFFIC CALMING FOR RESIDENTIAL STREETS: SOURCE:

https://www.austintexas.gov/sites/default/files/files/Transportation/LATM/ATD%20Speed%20Management%20Toolkit_v21.pdf

Traffic Calming Device Table

	Roadway Characteristics	Speed Limit Compatibility	Vehicle Volumes	Considerations
Type I Devices Horizontal Deflection	Typically installed on roadways over 36' wide	30 - 35 mph	Typically under 10,000 vehicles a day	Horizontal deflection devices may require removal of parking opportunities. Devices such as curb extensions must take into consideration existing drainage.
Type II Devices Vertical Deflection	Typically installed on roadways under 36' where existing design speed of 30 mph may want to be reduced	25 - 30 mph	Typically no more than 6,000 vehicles a day	Vehicles may park adjacent to devices. Devices are designed such that drainage is not impacted. Not recommended for steep grades.
Type III Devices Speed Monitoring & Awareness Tools	Any	Any	Any	Informational and driver feedback signage is self-enforcing.

TYPE2 - VERTICAL DEFLECTION DEVICES



Raised Crosswalks & Intersections

Raised crosswalks (sometimes also referred to as speed tables) extend fully across the street and signed for pedestrian use. Similar to speed humps, raised crosswalks are typically 3 to 6 inches high and have a flat top to allow pedestrian use. Raised crosswalks can enhance safety for people crossing the *street* by encouraging drivers to slow down as they approach the cross walk

Similar to raised crosswalks, raised intersections reinforce slow speeds and encourage drivers to yield to pedestrians at the crosswalk. Raised crosswalks and raised intersections may affect drainage.



Raised Crosswalk

Rumble Strips

Rumble strips are formed into the pavement surface of a roadway by placing grooves or materials into the pavement. When a driver drives on top of a rumble strip, they are alerted that they are leaving the roadway by a vibration and sound, which can cause them to slow down and correct their trajectory. The noise and vibration effect is created by the tires bouncing over the strips. Two commonly used types of rumble strips are:

- **Milled Rumble Strips**

Milled rumble strips are created by a machine that cuts a smooth groove in a roadway.

- **Raised Rumble Strips**

Raised rumble strips are created by introducing slight grade differences (1/4 to 1/2 inches high) using various materials like asphalt or plastic.



Rumble Strips

Photo from City of San Antonio

TYPE 2 - VERTICAL DEFLECTION DEVICES



Asphalt Speed Humps

Asphalt speed humps are raised sections of asphalt approximately 10 to 14 feet long and 3 to 4 inches high. They are typically used on low speed residential streets and are placed gutter-to-gutter across a roadway. As a driver approaches an asphalt speed hump, the device functions by forcing drivers to lower their speed in order to comfortably traverse the device. The spacing and profile of asphalt speed humps helps to prevent hard braking and accelerating patterns. Asphalt speed humps are not suitable for sharp curves or steep grades.



Asphalt Speed Hump

Speed Cushions

Speed cushions are created by rubber or asphalt and are placed in groups of 2 or more cushions. The spacing can be offset to allow emergency vehicles to pass through with ease and are typically used on key emergency response routes. To comfortably navigate over speed cushions, a driver must reduce their speed. Rubber speed cushions can be more abrupt than asphalt speed cushions and are sometimes used when more speed control is desired.



Asphalt Speed Cushion



Rubber Speed Cushion

page 7/9

ADDITIONAL TRAFFIC CALMING MEASURES AND STUDY FOR CONSIDERATION:

- 1) Additional traffic calming measures may be desirable or recommended for installation throughout the City.
- 2) A future traffic calming report from the City Engineers can and should be considered to identify what additional measures to consider and where they should be installed.
- 3) Consideration of alteration of cart paths where they intersect roads should be considered to incorporate additional design features that will highlight these areas to improve safety.

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Appropriate Action on Applying for the LCRA Grant in January 2024 for a Rainwater Harvesting System for City Hall

AGENDA ITEM SUMMARY:

Prepare for the January 2024 deadline to apply for the LCRA Grant to install a rainwater harvesting system for City Hall. This will help facilitate water conservation efforts in the city, and create the opportunity for education events around the use of rainwater harvesting. This would be a grant that the city applies for directly, rather than using GrantWorks.

RECOMMENDATION:

Approve moving forward with creating a project plan for a rainwater harvesting system for City Hall property.

FINANCIAL IMPACT:

20% city match for the project

SUBMITTED BY:

Chrys Grummert

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

9/1/2023 10:35:39 AM

Rainwater Harvesting for the Community Garden





Community Development Partnership Program

LCRA supports local communities in its service area through grants of up to \$50,000 through the Community Development Partnership Program (CDPP). [Learn more.](#)

The next cycle for new applications is January 1-31, 2024.

[View a previously submitted CDPP grant application.](#)

Contacts

Sheila Slagel, grants program manager

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About the program

CDPP grants help local governments, emergency responders and tax-exempt nonprofit organizations fund capital improvement projects that might otherwise not be possible. Grant-funded projects must have physical addresses located within LCRA's wholesale electric or water service area, or areas in which LCRA Transmission Services Corporation provides transmission services. [View a map of LCRA's service areas.](#)

Organizations in all or part of the following counties are eligible for CDPP grants: Aransas, Austin, Bandera, Bastrop, Blanco, Brown, Burleson, Burnet, Caldwell, Callahan, Cameron, Coke, Coleman, Colorado, Comal, Concho, Coryell, Crane, Crockett, Culberson, DeWitt, Dimmit, Eastland, Ector, Edwards, Fayette, Gillespie, Goliad, Gonzales, Guadalupe, Hamilton, Harris, Hays, Hidalgo, Karnes, Kendall, Kerr, Kimble, Kinney, Lampasas, Lavaca, Lee, Llano, Mason, Matagorda, Maverick, McCulloch, Medina, Menard, Midland, Mills, Nolan, Nueces, Pecos, Real, San Patricio, San Saba, Schleicher, Starr, Sterling, Sutton, Taylor, Terrell, Tom Green, Travis, Upton, Uvalde, Val Verde, Waller, Washington, Wharton, Williamson and Zavala.

CDPP grants are awarded twice a year for capital projects for volunteer fire departments, emergency responders, cities and counties, schools, libraries, civic groups, museums and other tax-exempt nonprofit organizations. The projects must benefit or be available to an entire community and must improve the value of a capital asset by building, renovating or purchasing equipment.

Examples of recent awards include funding for emergency equipment for first responders; improvements to fire stations, parks, libraries and community centers; energy-efficient lighting and electrical upgrades for museums and community sports fields; air conditioning units for convention centers; rainwater catchment systems; and roof repairs and handicapped-accessible ramps for local museums and community halls.

Social service projects and limited-use facilities such as food pantries, transitional housing and substance abuse facilities are not eligible for CDPP funding. CDPP grants may not be used for planning or consultants, or training, workshops or seminars (with the exception of public firefighting organizations, including volunteer fire departments). Other ineligible projects include those that already are completed; in fundraising mode; religious sanctuaries or church-sponsored facilities that can be used only by members; land acquisition; debt-reduction campaigns; capital campaigns; program operating costs; administrative and/or indirect costs, such as personnel and overhead expenses, as well as grant writing and/or consulting fees; computer and/or video equipment or software; furniture; appliances; office equipment; or batteries.

Online grant applications are available in January and July.

Applicants requesting more than \$5,000 in grant funding must supply matching funds of at least 20 percent of the total project cost. Grants larger than \$25,000 are intended for particularly impressive and noteworthy projects with a far-reaching impact on a broad community. The larger grant category is extremely competitive, as funding in the \$25,000+ category is limited to 30 percent of the grants awarded. There is a minimum request of \$1,000.

The CDPP program places emphasis on projects for volunteer fire departments and those that address needs caused by wildfires or drought conditions, or include water conservation, energy efficiency or educational components.

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Appropriate Action on Applying for the Quadratec Cares Grant due October 30, 2023

AGENDA ITEM SUMMARY:

The Quadratec Cares Grant is a \$3500. funding opportunity for the city. Based on what the Grant can be applied to, I could see the possibility of the Tree Board taking this on, as part of their efforts to educate, but I could also see this being used in conjunction with Beautification Projects around the city, making water-wise native plantings key elements in the projects. I also could see this grant being applied to the dry creek/native pollinator garden at Augusta Park. Perhaps adding plants like Bluestem and switchgrass in the mix.

RECOMMENDATION:

Approve assigning the creation of a project for this grant, the writing of the essay, and who may be responsible for applying for the grant.

FINANCIAL IMPACT:

No matching funds are required

SUBMITTED BY:

Chrys Grummert

SUGGESTED AGENDA TYPE:

New Business

COMPLETION DATE:

8/31/2023 5:25:29 PM



"Unless someone like you cares a whole awful lot, nothing is going to get better. It's not."

— Dr. Seuss, *The Lorax*

Money does not grow on trees. We all know that. Nor is it found under rocks or hanging from bushes. But for those individuals or organizations passionate about the environment – those looking to help save our trees, rocks and bushes, or even the trails we drive – Quadratec can help.

We are honored to present the *Quadratec Cares 'Energize the Environment' Grant Program*.

Over the years, Quadratec has proudly awarded environmental-restoration grants to scores of groups and individuals through our [Quadratec Cares Restoration for Recreation program](#). In the process, we've seen trails and off-road facilities from Maine to California benefit. But more importantly, we understand that another great way to promote environmental responsibility is to energize those in the community who have a vision, a sense of responsibility, for making our environmental world a better place.

Our Program

Starting this year we are taking our love for all things environmental and asking you - or your organization - to tell us why you feel you'd make a great fit for our grant program. **We are offering two \$3,500 environmental grants per year – one each in the spring and fall** – to an individual or group currently pursuing a program or initiative designed to benefit our environment.

Some examples of this would be:

- Trail building or restoration projects
- Park beautification events
- Litter prevention initiatives
- Earth Study missions
- Sustainable Land Management activities
- Community environmental educational projects
- Youth educational engagement events

Interested individuals or groups should submit a 1000-1600 word essay to grants@quadratec.com that paints a picture of who you or your organization are, what drives and inspires you or your organization, what you or the organization are looking to accomplish, and how you plan to apply our grant to your project.

Please submit your essay as a PDF (preferred) or Microsoft Word document to be eligible for consideration.

Details

All essays must be submitted by 11:59 p.m. EST on June 30th to be considered for the fall grant, and 11:59 p.m. EST October 30th for the spring grant. Each winner will be notified within 20 days following the end of each grant's submission window.

The recipient or organization will receive a one-time \$3,500 payment to be used exclusively towards stated project. Only one grant will be awarded per individual or organization per year. Grant funds are not transferable to other individuals or groups, nor are they renewable. However, previous winners may apply for a new grant once one calendar year elapses.

The recipients of each Quadratec Cares 'Energize The Environment' Grant will be asked to issue a receipt for the grant. We may also ask for photos of the project and create press releases or blog articles, etc. as appropriate. We may ask that a Quadratec banner, or other materials, be displayed during the project - if applicable.

Who Is Eligible?

Any individual, group, or organization in the United States who has a love for all things environmental, and has an idea or event designed to help improve our environment, is eligible. Any questions or clarification on what constitutes eligibility can be emailed to grants@quadratec.com.

[Email Us](#)

Quadratec Cares 'Energize The Environment' Grant Program Goals

Quadratec recognizes that our position as a leading aftermarket supplier for 4x4 vehicles – such as Jeeps – also gives us a responsibility to help support enthusiasts working towards improving our environment. By doing so, we believe all of us can positively influence a new generation of outdoor lovers, help keep our recreational facilities and trails free of litter, and promote a better understanding of what makes our environmental world tick.

About Quadratec

Since 1990, Quadratec has proudly provided the best parts and Jeep accessories available, while giving back to our community through individual, group and event sponsorships - such as our highly anticipated Jeep BBQ in Moab, Utah during the Easter Jeep Safari. Our company is comprised of Jeep enthusiasts use the products we sell and value the Jeep culture. And we all operate under one defining principle: *Provide the highest level of service and top quality products to all our customers - every single day.*

Quadratec is headquartered just outside of Philadelphia, PA with an office and warehouse that allows us to exceed our customer's needs.

By submitting an entry to Quadratec's 'Energize The Environment' Grant Program, you transfer all rights and ownership of submitted content to Quadratec, regardless of whether your entry is selected as a winner. Quadratec reserves the right to publish portions of submitted work at the conclusion of the entry period. Selections of winning submissions are entirely at the discretion of Quadratec's carefully-selected grant panel. Winner(s) will be contacted by Quadratec via the email address used for submission. If only five or less eligible entries are received by the submission date, Quadratec reserves the right to cancel the Quadratec 'Energize The Environment' Grant Program for that period.



