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## MEETING NOTICE

*The City Council of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Wednesday, August 28, 2024 at 4:00 PM.*

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

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

<https://zoom.us/j/92253352690?pwd=UkdIWmRTQldLYnhwaDE0eVI3eWdJZz09>

Meeting ID: 922 5335 2690; Passcode: 402874

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

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

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

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

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*The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D.*

*Action, if any, will be taken in open session.*

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

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

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

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

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## AGENDA

**CALL TO ORDER**

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

**PUBLIC COMMENTS**

**CONSENT CALENDAR**

1. Submission of the Hays County Appraisal District Calculated FY 2024-2025 Tax Rate Calculation Worksheet to City Council (Staff)

## **REGULAR AGENDA**

2. Presentation by Girl Scout Tatum Davis proposing a Monarch Butterfly Waystation in Augusta Park. (Rasco)
3. Discuss and take appropriate action to approve construction of a Monarch Butterfly Waystation in Augusta Park, working with the Parks and Recreation Board, as part of a Girl Scout Gold Award Project by Tatum Davis. Funds to be allocated from Greenspace Maintenance not to exceed \$1,100. (Rasco)
4. Discuss and take possible action to accept the Parks and Recreation Board Recommendation on proposed plans and costs put forth by the Parks and Recreation Board towards further completion of the Triangle, Creekside and Augusta parks. (Hambrick)
5. Budget Workshop to Discuss Possible Amendments to the Proposed Annual Operating Budget FY 2024-2025 From August 21, 2024 Budget Workshop Discussions. (Rasco)
6. Discuss and Take Appropriate Action to Adopt An Amendment to the Proposed Annual Operating Budget FY 2024-2025, As Presented by City Administrator, Jim Burton. (Staff)
7. Discuss and Take Appropriate Action to Set the Proposed Tax Rate for FY 2024-2025. (Staff)
8. Discuss and Take Appropriate Action to Accept the Recommendation From the Tree Board To Purchase 25, 1-gallon Trees For the November 9, 2024 Fall Tree Give-Away Event, Using Monies From the Arbor Day Event Celebration Fund. (Richardson)
9. Discuss and Take Appropriate Action to Adopt Ordinance Updating 30.16 Municipal Secretary (Grummert)
10. Discuss and Take Appropriate Action to Adopt Ordinance Updating 30.15 Administrator (Grummert)
11. Discussion and possible action to designate locations for four (4) permanent radar sign installations at the entrances to the City of Woodcreek located at East and West Woodcreek Drive, Brookmeadow and Ranch Road 12, and Augusta Drive near La Rocca. (Hines)
12. Discussion and possible action to authorize Jim Burton as acting City Manager to select a Certified Public Accountant (CPA) for the City of Woodcreek and to enter into a contract with said individual and/or company for the duration of time not to exceed one year and not for more than \$15,000 dollars for twelve (12) months of service. (Hines)

## **COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING**

### **ANNOUNCEMENTS**

### **ADJOURN**

### **POSTING CERTIFICATION**

**IT IS HEREBY CERTIFIED** that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall **on or before 4:00 PM** on the **23rd day of August, 2024**.

<b>DATE:</b>	8/19/2024
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Staff
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Submission of the Hays County Appraisal District Calculated FY 2024-2025 Tax Rate Calculation Worksheet to City Council (Staff)

**TITLE / SUBJECT of REQUESTED AGENDA ITEM:**

\*Click [HERE](#) To Select The Beginning of Your Agenda Item From the Drop-Down List  
Submission of the Hays County Appraisal District Calculated FY 2024-2025 Tax Rate Calculation Worksheet to City Council (Staff)

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM:** (3-4 sentences, max):  
This document is calculated annually by the Hays County Appraisal District.

**STATE YOUR INTENDED MOTION:**

"I move..... *(Copy Text From First Table Field)*  
N/A

**FISCAL IMPACT:**

\$0.00

0.00

**LIST ATTACHMENTS:** (In the Order that you want them under your Agenda Item)

1. COVER
2. 2024 HaysCAD Tax Rate Calc Worksheet.pdf

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

**Mayoral, Staff or City Council Member  
Agenda Item Submission**

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PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

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# 2024 Tax Rate Calculation Worksheet

## Taxing Units Other Than School Districts or Water Districts

City of Woodcreek

(512) 847-9390

Taxing Unit Name

Phone (area code and number)

41 Champions Circle, Woodcreek, TX, 78676

<https://www.woodcreektx.gov>

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	<b>Prior year total taxable value.</b> Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$ 355,031,854
2.	<b>Prior year tax ceilings.</b> Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$ 0
3.	<b>Preliminary prior year adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$ 355,031,854
4.	<b>Prior year total adopted tax rate.</b>	\$ 0.2000 /\$100
5.	<b>Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.</b> <div style="margin-left: 20px;"> <b>A. Original prior year ARB values:</b> ..... \$ 0  <b>B. Prior year values resulting from final court decisions:</b> ..... - \$ 0  <b>C. Prior year value loss.</b> Subtract B from A.<sup>3</sup> </div>	\$ 0
6.	<b>Prior year taxable value subject to an appeal under Chapter 42, as of July 25.</b> <div style="margin-left: 20px;"> <b>A. Prior year ARB certified value:</b> ..... \$ 0  <b>B. Prior year disputed value:</b> ..... - \$ 0  <b>C. Prior year undisputed value.</b> Subtract B from A.<sup>4</sup> </div>	\$ 0
7.	<b>Prior year Chapter 42 related adjusted values.</b> Add Line 5C and Line 6C.	\$ 0

<sup>1</sup> Tex. Tax Code §26.012(14)  
<sup>2</sup> Tex. Tax Code §26.012(14)  
<sup>3</sup> Tex. Tax Code §26.012(13)  
<sup>4</sup> Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/ <i>Item 1.</i>
8.	<b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$ 355,031,854
9.	<b>Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2023.</b> Enter the prior year value of property in deannexed territory. <sup>5</sup>	\$ 0
10.	<p><b>Prior year taxable value lost because property first qualified for an exemption in the current year.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value.</p> <p><b>A. Absolute exemptions.</b> Use prior year market value: ..... \$ 0</p> <p><b>B. Partial exemptions.</b> Current year exemption amount or current year percentage exemption times prior year value: ..... + \$ 474,000</p> <p><b>C. Value loss.</b> Add A and B.<sup>6</sup></p>	\$ 474,000
11.	<p><b>Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year.</b> Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year.</p> <p><b>A. Prior year market value:</b> ..... \$ 0</p> <p><b>B. Current year productivity or special appraised value:</b> ..... - \$ 0</p> <p><b>C. Value loss.</b> Subtract B from A.<sup>7</sup></p>	\$ 0
12.	<b>Total adjustments for lost value.</b> Add Lines 9, 10C and 11C.	\$ 474,000
13.	<b>Prior year captured value of property in a TIF.</b> Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	<b>Prior year total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$ 354,557,854
15.	<b>Adjusted prior year total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$ 709,115
16.	<b>Taxes refunded for years preceding the prior tax year.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. <sup>9</sup>	\$ 3,143
17.	<b>Adjusted prior year levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$ 712,258
18.	<p><b>Total current year taxable value on the current year certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.<sup>11</sup></p> <p><b>A. Certified values:</b> ..... \$ 372,041,303</p> <p><b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office: ..... + \$ 0</p> <p><b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - \$ 0</p> <p><b>D. Tax increment financing:</b> Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.<sup>12</sup> ..... - \$ 0</p> <p><b>E. Total current year value.</b> Add A and B, then subtract C and D.</p>	\$ 372,041,303

<sup>5</sup> Tex. Tax Code §26.012(15)  
<sup>6</sup> Tex. Tax Code §26.012(15)  
<sup>7</sup> Tex. Tax Code §26.012(15)  
<sup>8</sup> Tex. Tax Code §26.03(c)  
<sup>9</sup> Tex. Tax Code §26.012(13)  
<sup>10</sup> Tex. Tax Code §26.012(13)  
<sup>11</sup> Tex. Tax Code §26.012, 26.04(c-2)  
<sup>12</sup> Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/ <i>Item 1.</i>
19.	<p><b>Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup></p> <p><b>A. Current year taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup> ..... \$ <u>1,590,456</u></p> <p><b>B. Current year value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup> ..... + \$ <u>0</u></p> <p><b>C. Total value under protest or not certified.</b> Add A and B. <span style="float: right;">\$ <u>1,590,456</u></span></p>	
20.	<p><b>Current year tax ceilings.</b> Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. <sup>16</sup></p>	\$ <u>0</u>
21.	<p><b>Current year total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup></p>	\$ <u>373,631,759</u>
22.	<p><b>Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.</b> Include both real and personal property. Enter the current year value of property in territory annexed. <sup>18</sup></p>	\$ <u>0</u>
23.	<p><b>Total current year taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for the current year. <sup>19</sup></p>	\$ <u>483,920</u>
24.	<p><b>Total adjustments to the current year taxable value.</b> Add Lines 22 and 23.</p>	\$ <u>483,920</u>
25.	<p><b>Adjusted current year taxable value.</b> Subtract Line 24 from Line 21.</p>	\$ <u>373,147,839</u>
26.	<p><b>Current year NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup></p>	\$ <u>0.1908</u> /\$100
27.	<p><b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. <sup>21</sup></p>	\$ <u>0.0000</u> /\$100

**SECTION 2: Voter-Approval Tax Rate**

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	<p><b>Prior year M&amp;O tax rate.</b> Enter the prior year M&amp;O tax rate.</p>	\$ <u>0.1023</u> /\$100
29.	<p><b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$ <u>355,031,854</u>

<sup>13</sup> Tex. Tax Code §26.01(c) and (d)  
<sup>14</sup> Tex. Tax Code §26.01(c)  
<sup>15</sup> Tex. Tax Code §26.01(d)  
<sup>16</sup> Tex. Tax Code §26.012(6)(B)  
<sup>17</sup> Tex. Tax Code §26.012(6)  
<sup>18</sup> Tex. Tax Code §26.012(17)  
<sup>19</sup> Tex. Tax Code §26.012(17)  
<sup>20</sup> Tex. Tax Code §26.04(c)  
<sup>21</sup> Tex. Tax Code §26.04(d)



Line	Voter-Approval Tax Rate Worksheet	Amount/ <i>Item 1.</i>
30.	<b>Total prior year M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100	\$ 363,197
31.	<p><b>Adjusted prior year levy for calculating NNR M&amp;O rate.</b></p> <p><b>A. M&amp;O taxes refunded for years preceding the prior tax year.</b> Enter the amount of M&amp;O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2023. This line applies only to tax years preceding the prior tax year..... + \$ 1,968</p> <p>_____</p> <p><b>B. Prior year taxes in TIF.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..... 0 - \$ _____</p> <p><b>C. Prior year transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. .... +/- \$ _____</p> <p><b>D. Prior year M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..... 1,968 \$ _____</p> <p><b>E.</b> Add Line 30 to 31D.</p>	\$ 365,165
32.	<b>Adjusted current year taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 373,147,839
33.	<b>Current year NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.0978 /\$100
34.	<p><b>Rate adjustment for state criminal justice mandate.</b> <sup>23</sup></p> <p><b>A. Current year state criminal justice mandate.</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p><b>B. Prior year state criminal justice mandate.</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies..... - \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.0000 /\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.0000 /\$100
35.	<p><b>Rate adjustment for indigent health care expenditures.</b> <sup>24</sup></p> <p><b>A. Current year indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ 0</p> <p><b>B. Prior year indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose..... - \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.0000 /\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.0000 /\$100

<sup>22</sup> [Reserved for expansion]

<sup>23</sup> Tex. Tax Code §26.044

<sup>24</sup> Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/	Item 1.
36.	<p><b>Rate adjustment for county indigent defense compensation.</b> <sup>25</sup></p> <p><b>A. Current year indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. . . . . \$ 0 _____</p> <p><b>B. Prior year indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose. . . . . \$ 0 _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.0000 _____/\$100</p> <p><b>D.</b> Multiply B by 0.05 and divide by Line 32 and multiply by \$100. . . . . \$ 0.0000 _____/\$100</p> <p><b>E.</b> Enter the lesser of C and D. If not applicable, enter 0. . . . . \$ 0.0000 _____/\$100</p>		
37.	<p><b>Rate adjustment for county hospital expenditures.</b> <sup>26</sup></p> <p><b>A. Current year eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. . . . . \$ 0 _____</p> <p><b>B. Prior year eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. . . . . \$ 0 _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.0000 _____/\$100</p> <p><b>D.</b> Multiply B by 0.08 and divide by Line 32 and multiply by \$100. . . . . \$ 0.0000 _____/\$100</p> <p><b>E.</b> Enter the lesser of C and D, if applicable. If not applicable, enter 0. . . . . \$ 0.0000 _____/\$100</p>		
38.	<p><b>Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p><b>A. Amount appropriated for public safety in the prior year.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year . . . . . \$ 0 _____</p> <p><b>B. Expenditures for public safety in the prior year.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year. . . . . \$ 0 _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100 . . . . . \$ 0.0000 _____/\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0. . . . . \$ 0.0000 _____/\$100</p>		
39.	<p><b>Adjusted current year NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D. . . . .</p>	\$ 0.0978	/ \$100
40.	<p><b>Adjustment for prior year sales tax specifically to reduce property taxes.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&amp;O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.</p> <p><b>A.</b> Enter the amount of additional sales tax collected and spent on M&amp;O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent . . . . . \$ 0 _____</p> <p><b>B.</b> Divide Line 40A by Line 32 and multiply by \$100 . . . . . \$ 0.0000 _____/\$100</p> <p><b>C.</b> Add Line 40B to Line 39. . . . .</p>	\$ 0.0978	/ \$100
41.	<p><b>Current year voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below.</p> <p><b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p><b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ 0.1012	/ \$100

<sup>25</sup> Tex. Tax Code §26.0442  
<sup>26</sup> Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/ <i>Item 1.</i>
D41.	<p><b>Disaster Line 41 (D41): Current year voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. <sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ _____/100
42.	<p><b>Total current year debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit's budget as M&amp;O expenses.</p> <p><b>A. Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. <sup>28</sup></p> <p>Enter debt amount ..... \$ <u>302,487</u></p> <p><b>B. Subtract unencumbered fund amount</b> used to reduce total debt. .... - \$ <u>0</u></p> <p><b>C. Subtract certified amount spent from sales tax to reduce debt</b> (enter zero if none) ..... - \$ <u>0</u></p> <p><b>D. Subtract amount paid</b> from other resources ..... - \$ <u>0</u></p> <p><b>E. Adjusted debt.</b> Subtract B, C and D from A. .... \$ <u>302,487</u></p>	\$ <u>302,487</u>
43.	<b>Certified prior year excess debt collections.</b> Enter the amount certified by the collector. <sup>29</sup>	\$ <u>0</u>
44.	<b>Adjusted current year debt.</b> Subtract Line 43 from Line 42E.	\$ <u>302,487</u>
45.	<p><b>Current year anticipated collection rate.</b></p> <p><b>A.</b> Enter the current year anticipated collection rate certified by the collector. <sup>30</sup> ..... <u>100.00</u> %</p> <p><b>B.</b> Enter the prior year actual collection rate..... <u>98.38</u> %</p> <p><b>C.</b> Enter the 2022 actual collection rate. .... <u>100.27</u> %</p> <p><b>D.</b> Enter the 2021 actual collection rate. .... <u>102.51</u> %</p> <p><b>E.</b> If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. <sup>31</sup></p>	<u>100.00</u> %
46.	<b>Current year debt adjusted for collections.</b> Divide Line 44 by Line 45E.	\$ <u>302,487</u>
47.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>373,631,759</u>
48.	<b>Current year debt rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$ <u>0.0809</u> /100
49.	<b>Current year voter-approval tax rate.</b> Add Lines 41 and 48.	\$ <u>0.1821</u> /100
D49.	<p><b>Disaster Line 49 (D49): Current year voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ _____/100

<sup>27</sup> Tex. Tax Code §26.042(a)  
<sup>28</sup> Tex. Tax Code §26.012(7)  
<sup>29</sup> Tex. Tax Code §26.012(10) and 26.04(b)  
<sup>30</sup> Tex. Tax Code §26.04(b)  
<sup>31</sup> Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/	Item 1.
50.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.0000	/ \$100

**SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes**

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue. This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	<b>Taxable Sales.</b> For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. <sup>32</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ _____
52.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>33</sup> <b>Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>34</sup> <b>- or -</b> <b>Taxing units that adopted the sales tax before November of the prior year.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ _____
53.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
54.	<b>Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.	\$ _____ / \$100
55.	<b>Current year NNR tax rate, unadjusted for sales tax.</b> <sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ / \$100
56.	<b>Current year NNR tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	\$ _____ / \$100
57.	<b>Current year voter-approval tax rate, unadjusted for sales tax.</b> <sup>36</sup> Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ _____ / \$100
58.	<b>Current year voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.	\$ _____ / \$100

**SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control**

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$ _____
60.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
61.	<b>Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$ _____ / \$100

<sup>32</sup> Tex. Tax Code §26.041(d)  
<sup>33</sup> Tex. Tax Code §26.041(i)  
<sup>34</sup> Tex. Tax Code §26.041(d)  
<sup>35</sup> Tex. Tax Code §26.04(c)  
<sup>36</sup> Tex. Tax Code §26.04(c)  
<sup>37</sup> Tex. Tax Code §26.045(d)  
<sup>38</sup> Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/	Item 1.
62.	<b>Current year voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ _____	/100

**SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate**

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.<sup>39</sup> The Foregone Revenue Amount for each year is equal to that year’s adopted tax rate subtracted from that year’s voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year’s current total value.<sup>40</sup>

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;<sup>41</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>42</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>43</sup>

Individual components can be negative, but the overall rate will be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>44</sup>

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<b>Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2023 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero .....	\$ 0.2705 _____/100 \$ 0.0022 _____/100 \$ 0.2683 _____/100 \$ 0.2000 _____/100 \$ 0.0683 _____/100 \$ 355,617,888 \$ 242,887
64.	<b>Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2022 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero .....	\$ 0.1861 _____/100 \$ 0.0000 _____/100 \$ 0.1861 _____/100 \$ 0.1839 _____/100 \$ 0.0022 _____/100 \$ 318,770,728 \$ 7,012
65.	<b>Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2021 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero .....	\$ 0.2071 _____/100 \$ 0.0000 _____/100 \$ 0.2071 _____/100 \$ 0.2071 _____/100 \$ 0.0000 _____/100 \$ 271,710,868 \$ 0
66.	<b>Total Foregone Revenue Amount.</b> Add Lines 63G, 64G and 65G	\$ 249,899.0000
67.	<b>2024 Unused Increment Rate.</b> Divide Line 66 by Line 21 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.0668 _____/100
68.	<b>Total 2024 voter-approval tax rate, including the unused increment rate.</b> Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	\$ 0.2489 _____/100

<sup>39</sup> Tex. Tax Code §26.013(b)  
<sup>40</sup> Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)  
<sup>41</sup> Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)  
<sup>42</sup> Tex. Tax Code §§26.0501(a) and (c)  
<sup>43</sup> Tex. Local Gov't Code §120.007(d)  
<sup>44</sup> Tex. Local Gov't Code §120.007(d)

**SECTION 6: De Minimis Rate**

Item 1.

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup> This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

Line	De Minimis Rate Worksheet	Amount/Rate
69.	<b>Adjusted current year NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	0.0978
70.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 373,631,759
71.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 70 and multiply by \$100.	\$ 0.1338 /\$100
72.	<b>Current year debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.0809 /\$100
73.	<b>De minimis rate.</b> Add Lines 69, 71 and 72.	\$ 0.3125 /\$100

**SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate**

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>48</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.<sup>49</sup>

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	<b>2023 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ /\$100
75.	<b>Adjusted 2023 voter-approval tax rate.</b> Use the taxing unit’s Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2023 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2023, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. <sup>50</sup> Enter the final adjusted 2023 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2023 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year’s worksheet.	\$ _____ /\$100
76.	<b>Increase in 2023 tax rate due to disaster.</b> Subtract Line 75 from Line 74.	\$ _____ /\$100
77.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
78.	<b>Emergency revenue.</b> Multiply Line 76 by Line 77 and divide by \$100.	\$ _____
79.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
80.	<b>Emergency revenue rate.</b> Divide Line 78 by Line 79 and multiply by \$100. <sup>51</sup>	\$ _____ /\$100

<sup>45</sup> Tex. Tax Code §26.04(c)(2)(B)  
<sup>46</sup> Tex. Tax Code §26.012(8-a)  
<sup>47</sup> Tex. Tax Code §26.063(a)(1)  
<sup>48</sup> Tex. Tax Code §26.042(b)  
<sup>49</sup> Tex. Tax Code §26.042(f)  
<sup>50</sup> Tex. Tax Code §26.42(c)  
<sup>51</sup> Tex. Tax Code §26.42(b)

Line	Emergency Revenue Rate Worksheet	Amount/	Item 1.
81.	<b>Current year voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	\$ _____/100	

**SECTION 8: Total Tax Rate**

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** ..... \$ 0.1908 /100  
As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).  
Indicate the line number used: 26
- Voter-approval tax rate.** ..... \$ 0.2489 /100  
As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).  
Indicate the line number used: 68
- De minimis rate.** ..... \$ 0.3125 /100  
If applicable, enter the current year de minimis rate from Line 73.

**SECTION 9: Taxing Unit Representative Name and Signature**

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit’s certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.<sup>52</sup>

**print here** → Jenifer O’Kane  
Printed Name of Taxing Unit Representative

**sign here** → Jenifer O’Kane, PCC  
Taxing Unit Representative

8.9.24  
Date

<sup>52</sup> Tex. Tax Code §§26.04(c-2) and (d-2)

<b>DATE:</b>	8/19/2024
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Jeff Rasco, Mayor
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Presentation on proposed Monarch Butterfly Waystation at Augusta Park

**TITLE / SUBJECT of REQUESTED AGENDA ITEM:**

Presentation by  
Tatum Davis, Girl Scout

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM:** (3-4 sentences, max):

Presentation on proposed Monarch Butterfly Waystation at Augusta Park

**STATE YOUR INTENDED MOTION:**

"I move..... *(Copy Text From First Table Field)*

**FISCAL IMPACT:**

Click [HERE](#) To Select An Option From The Drop-Down List

**LIST ATTACHMENTS:** (In the Order that you want them under your Agenda Item)

1. Presentation

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney



# Hello My Name is

Item 2.

Good Evening, My name is Tatum Davis, I am an eleventh grader at Wimberley High School. I participate in Theater and UIL One Act Play at the high school. Outside of school I am in Girl Scouts and have been since second grade. I have also been gardening since second grade as part of the garden club at Jacob's Well Elementary and keep my family garden looking good. I am most interested in environmental science and conservation. I am looking at various colleges now that offer these types of education for my career. So when Becky reached out about creating the Monarch Waystation that was part of the park plans, I was absolutely ready to take on this project. As an Ambassador Girl Scout I chose to make this project my Gold Award project. For those that do not know, the Gold Award is the highest award a Girl Scout can earn. I plan to see this project through and making the Waystation a perfect addition to the new garden area at Augusta Park.



## What is a Monarch Waystation?

A Monarch Waystation is a resting, nesting, and feeding place for the monarch butterflies on their migration south for winter. Monarchs feed off of pollen and nest on certain types of milkweed. Once they make it to the Oyamel Fir Forest they cluster to keep warm. It also helps the monarchs on their migration north for the spring. Wimberley happens to be in the path of the migration.



# Augusta Park Waystation

Item 2.

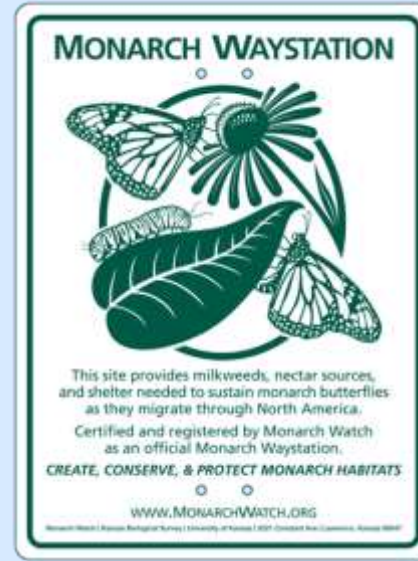
As part of my Gold Award project I am working closely with the Woodcreek Parks and Recreation Board members to ensure the Waystation is installed with all the proper regulations being followed within the city.

The plan is in addition to the beautification being done at Augusta Park, we are incorporating a section for a Monarch Waystation. It will be a 10x10 raised bed with native and hopefully deer resistant pollinator plants. Some of the pollinator plants we are planning to put in the garden include butterfly weed, antelope horn milkweed, lantana, and a few other pollinating attracting plants.



# Education For All Visitors

Once the Waystation is registered we will get a certificate with the Waystation ID number for the city to have on record and a small sign to inform the public of the Waystation and the importance of it. If funding permits, I would also like to also incorporate a small interactive sign that shows the life cycle of the Monarch and small plant identification signs that also reveal the different pollinators each plant attracts.





# CRANE PARK POLLINATOR GARDEN

*Providing Habitat and Nectar Resources For Survival*

Eastern Tiger Swallowtail  
*Papilio glaucus*

Great Spangled Fritillary  
*Speyeria cybele*

Hummer Blue  
*Archilochus alexandri*

Painted Lady  
*Vanessa cardui*

## HOW YOU CAN HELP

Attract a lot of birds, bees, and butterflies to your garden by planting a variety of flowers. They provide nectar and pollen. Planting a variety of flowers will help your garden attract a lot of pollinators.



Monarch Butterfly  
*Danaus plexippus*

Monarch butterflies are a common sight in gardens. They are attracted to flowers that provide nectar. The monarch butterfly is a common sight in gardens. They are attracted to flowers that provide nectar. The monarch butterfly is a common sight in gardens. They are attracted to flowers that provide nectar.



Flowering plants use fragrance and color to attract butterflies, moths, flies, bees, bats, and hummingbirds. Most of these pollinators come to drink nectar—the energy-packed sugary liquid flowers produce. The plant's pollen (powdery seed dust) rubs off onto the feet, wings, and bodies of pollinators as they drink. The pollen is moved from flower to flower, helping the plants to reproduce by making fruits and seeds.

## POLLINATORS AT WORK

Many flowering plants have evolved over time to reflect the form and habits of their pollinators. Some pollinated plants are often trumpet or deep, with a lip or "landing pad." Some pollinated flowers tend to be broad and flat like tubular flowers. Some require open flowers with more for their wings, and some require tubular flowers.



White-throated Sparrow  
*Spizella monticola*



Monarch Butterfly  
*Danaus plexippus*



Honey Bee  
*Apis mellifera*



Cuckoo Fly  
*Pompilus*



Hummer  
*Calyptornis leucurus*



Pieris Butterfly  
*Pieris rapae*



Bumblebee  
*Bombus*



Moth  
*Protoparce*



Pieris Butterfly  
*Pieris rapae*



Swallowtail Butterfly  
*Papilio*



For more information on plants in pollinator gardens, visit [www.northeastearthcoalition.org](http://www.northeastearthcoalition.org)



Black-eyed Susan  
*Rudbeckia hirta*



Salvia  
*Salvia nemorosa*



Black-eyed Susan  
*Rudbeckia hirta*



Black-eyed Susan  
*Rudbeckia hirta*



Honey Bee  
*Apis mellifera*



Honey Bee  
*Apis mellifera*



Swallowtail Butterfly  
*Papilio*



Honey Bee  
*Apis mellifera*

Item 2.

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# MONARCH BUTTERFLY

## A Life Cycle of Amazing Changes

1. Egg

The adult female butterfly lays her eggs on the underside of the leaf. The egg hatches in 3-5 days and is a tiny caterpillar. It feeds on milkweed leaves.

2. Caterpillar

The tiny caterpillar grows and sheds its skin several times. It feeds on milkweed leaves and grows into a pupa.

3. Pupa

The pupa is a green, segmented creature that looks like a small, fat caterpillar. It is the stage where the butterfly is developing.

4. Adult Emerges

The adult butterfly emerges from the pupa. It is a beautiful orange and black creature that can fly. It lives for about 2-4 weeks.

Metamorphosis is the change from one form to another. Monarchs make this change from egg to larva to butterfly in about 4 weeks. Every fall millions of monarch butterflies migrate south to Mexico and return north the following spring. Returning females lay eggs along the way creating new generations and starting the life cycle once again.

### MONARCH MIGRATION



MONARCH TRAIL WESTIES  
These all-star gardeners protect monarchs and their caterpillars. They are the only ones who can identify monarch caterpillars and pupae. They are also the only ones who can identify monarch eggs and larvae.



### WINTER HOLIDAYS IN MEXICO

Each fall, millions of monarch butterflies migrate south to Mexico. They spend the winter in the mountains of Mexico. They are the only ones who can survive the winter. They are also the only ones who can identify monarch caterpillars and pupae.

# POLLINATOR POCKETS

## Providing Nectar & Resources For Survival



### POLLINATORS AT WORK

Many flowering plants have evolved over time to reflect the form and habits of their pollinators. For pollinated plants are often irregular in shape, with a liquid "nectar pool". Some are pollinated by bees, which require open flowers with room for their wings, and hummingbirds and honeycreepers pollinate tubular flowers.



Honey Bee  
Apis mellifera



Green Sunflower Bee  
Xylocopa virginica



Bumblebee  
Bombus terrestris



Monarch Butterfly  
Danaus plexippus



Monarch Butterfly  
Danaus plexippus



Monarch Butterfly  
Danaus plexippus



White-throated Sparrow  
Spizella alba



Monarch Butterfly  
Danaus plexippus

### HUMMINGBIRDS

Hummingbirds are the only flying vertebrates that can hover. They are the only ones who can fly backwards. They are also the only ones who can identify monarch caterpillars and pupae.



Hummingbird  
Ceryle alcyon



Monarch Butterfly  
Danaus plexippus

Meadow plants are better at supporting our native pollinators than non-native plants. In the absence of native plants, many pollinators struggle to survive. Planting a pollinator pocket at your home is a great way to help. A pollinator pocket is a small group of plants that provide food and shelter to pollinators. In addition to nectar and pollen-rich plants, consider planting host plants to provide butterflies and moths with a place to lay their eggs.



Common Butterfly  
Danaus plexippus



Monarch Butterfly  
Danaus plexippus



Monarch Butterfly  
Danaus plexippus



Monarch Butterfly  
Danaus plexippus

### Hummingbird

Hummingbirds are the only flying vertebrates that can hover. They are the only ones who can fly backwards. They are also the only ones who can identify monarch caterpillars and pupae.

# Sustainability of the Waystation

Item 2.



I plan to continue working with the Woodcreek Parks and Recreation Board members and neighborhood volunteers for at least the first year to ensure the structure of the garden bed and the plants all establish and thrive. The placement of the Monarch Waystation has been decided based on the amount of sunshine and proximity to the rainwater collection tank that is being installed along with input from master naturalists and Native Plant Society of Texas.





# Estimated Budget

Wood for border - donated (free)

Rebar/wire - \$30

Cardboard boxes - Recycled (free)

Mulch - from city (free)

Weed barrier - donated (free)

Soil - \$500 - getting addtl quotes

Plants - \$500 - getting addtl quotes

Waystation Sign - Free with Registration

Monarch Life Cycle Sign - waiting on quote

Plant Identification Signs - budget permitting

\*\*\*Please note that part of the budget is from funds that I have earned through my Girl Scout Cookie and Fall Product sales. We have applied for grants, but did not get them for this project at this time. I will be looking for additional grants, discounts and coupons to help reduce any cost.



Item 2.

<b>DATE:</b>	8/19/2024
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Jeff Rasco, Mayor
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Discuss and take appropriate action to approve construction of a Monarch Butterfly Waystation in Augusta Park, working with the Parks and Recreation Board, as part of a Girl Scout Gold Award Project by Tatum Davis. (Rasco)

**TITLE / SUBJECT of REQUESTED AGENDA ITEM:**

Discuss and Take Appropriate Action to approve construction of a Monarch Butterfly Waystation in Augusta Park, working with the Parks and Recreation Board, as part of a Girl Scout Gold Award Project by Tatum Davis. (Rasco)

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM:** (3-4 sentences, max):

Tatum Davis is an eleventh grader at Wimberley High School and an Ambassador Girl Scout. The Gold Award is the highest award a Girl Scout can earn. Tatum has been in discussions about the Waystation with Parks Board members for a few months, plans to see this project through with Council's approval, making the Waystation a perfect addition to the new garden area at Augusta Park.

**STATE YOUR INTENDED MOTION:**

"I move..... *(Copy Text From First Table Field)*  
to approve construction of a Monarch Butterfly Waystation in Augusta Park, working with the Parks and Recreation Board, as part of a Girl Scout Gold Award Project by Tatum Davis.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

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**FISCAL IMPACT:** \$1,100 but trying to reduce costs through grants, discounts, coupons,  
and sponsorship

\$0.00

**LIST ATTACHMENTS:** (In the Order that you want them under your Agenda Item)

1. Presentation Slide Deck

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

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<b>DATE:</b>	8/19/2024
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Bob Hambrick, Council Member
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Discuss and take possible action to accept the Parks and Recreation Board Recommendation on proposed plans and costs put forth by the Parks and Recreation Board towards further completion of the Triangle, Creekside and Augusta parks. (Hambrick)

**TITLE / SUBJECT of REQUESTED AGENDA ITEM:**

Discuss and Take Appropriate Action

To accept the Parks and Recreation Board Recommendation on proposed plans and costs put forth by the Parks and Recreation Board towards further completion of the Triangle, Creekside and Augusta parks. (Hambrick)

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM:** (3-4 sentences, max):

The Parks and Recreation Board Liaison Bob Hambrick created a report for City Council that had the cost estimates for each City Park from three separate Parks and Recreation Board presentations, including the original Parks and Open Spaces Commission (P.O.S.A.C.) in March 2023, June 14, 2023 and October 25, 2023.

City Council had previously passed a motion to accept the changes detailed in the June 14, 2023 Parks presentation. The Parks presentation in October 2023 did not have action item for Council to approve changes, involving the spending of P.O.S.A.C. monies.

In February 2024, Katherine Evans Landscape Architect designed a layout for Augusta Park that utilized different landscape elements due to the elimination of original features due to increased costs.

The Parks and Recreation Board is now sending a recommendation to Council to approve spent monies, before moving forward with additional purchases in order to complete the P.O.S.A.C project. (i.e. the "Wish List")

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

**STATE YOUR INTENDED MOTION:**

"I move..... (Copy Text From First Table Field)

To accept the Parks and Recreation Board Recommendation on proposed plans and costs put forth by the Parks and Recreation Board towards further completion of the Triangle, Creekside and Augusta parks. (Hambrick)

**FISCAL IMPACT:**

N / A

0.00

**LIST ATTACHMENTS:** (In the Order that you want them under your Agenda Item)

1. Cover
2. HAMBRICK – PRB Recomm to Accept Rpt
3. HAMBRICK – PRB Rpt Pt1
4. HAMBRICK – PRB Rpt Pt2

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

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

- Report to City Council (i.e. Response from City Council Requesting Action on an Item )
- Advisory Body Request for Item to be Considered by Council

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

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

**Meeting Date Advisory Group Voted to Reach Out to Council:** 08/22/2024

**Subject of Report OR Request for Item to be Considered by Council:**  
Report from Council Liaison Bob Hambrick detailing the list of changes at each City Park for approval by City Council.

~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	08/22/2024
Received by (City Staff Member- PRINT):	Suzanne Mac Kenzie
Date Reviewed/Signed by City Manager:	<i>Suzanne Mac Kenzie</i> 08/22/2024
Date of Next City Council Meeting:	08/28/2024

**SUMMARY / HISTORY of Item under Review:** *(This is a text box. Click inside to type.)*

Item 4.

The Parks and Recreation Board Liaison Bob Hambrick created a report for City Council that had the cost estimates for each City Park from three separate Parks and Recreation Board presentations, including the original Parks and Open Spaces Commission (P.O.S.A.C.) in March 2023, June 14, 2023 and October 25, 2023.

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**MOTION RECOMMENDATION to CITY COUNCIL:** *(This is a text box. Click inside to type.)*

Motion was made by Member Denton to accept the Liaison Report, as presented, and submit a recommendation to City Council to review and accept the Liaison Report, as well as the spreadsheet on Item #5. Motion was seconded by Member Maurer.

Motion Passed: 4-0-0.

Submitted by: Ruth Ann Gilbert  
*PRINTED NAME of Chairperson*

Submitted by:   
*SIGNATURE of Chairperson*

Date of Submission: 08/22/2024

City Manager:   
*(Signature)*



## INVOICES PAID FOR P.O.S.A.C. PARK ITEMS

<u>CITY PARK LOCATION</u>	<u>DATE</u>	<u>VENDOR NAME</u>	<u>ITEM NAME</u>	<u>COST</u>
Augusta Park	03/15/23	Outdoor Ping Pong Tables	Ping Pong Table Outdoor	\$4,999.99
Augusta Park	09/27/23	Precision Signs & Labels	(Becky Denton)	\$295.75
Augusta Park	10/12/23	Level D Construction	Augusta Parking Material	\$2,420.00
Augusta Park	12/16/23	Amazon	Rubbermaid Extra Large Resin Weather Resistant Outdoor Storage Box - 120 gal	\$209.00
Augusta Park	02/28/24	ATX Turf	Bocce Ball Court	\$4,500.00
Augusta Park	02/23/24	DW Masonry	Rock Barrier at Bocce Ball and Wheelchair Access Threshold	\$500.00
Augusta Park	02/23/24	DW Masonry	Rock Wall	\$4,999.99
Augusta Park	02/23/24	DW Masonry	Wheelchair Access, Drain, Retaining Wall, Handrail, Hinged Gate	\$3,125.00
Augusta Park	02/23/24	DW Masonry	Build, Seal, Finish and Install Augusta Park Sign	\$250.00
Augusta Park	04/02/24	Amazon	Cornhole Bags	\$20.99
Augusta Park	04/02/24	Amazon	Ping Pong Paddle Set	\$19.97
Augusta Park	04/18/24	Ruth Ann Gilbert	Reimb - Bocce Ball Scoreboard	\$465.25
Augusta Park	04/22/24	H.O.W. Foundation	Arbor Care - Removal	\$1,200.00
Augusta Park	04/23/24	Amazon	90 mm Bocce Ball Set	\$35.99
Augusta Park	04/23/24	B&P Lawn Care	Rockwork, Bocce Ball Court, Concrete Pads, Parking Stops	\$8,225.00
Augusta Park	12/20/23	Doty & Sons Concrete Prod	Cornhole Game - 2 concrete boards	\$1,362.00
Augusta Park	08/21/24	Bartlett	Tree Work 04/09/24 Inv. 41751529-0 to Katherine Evans	\$340.00
Augusta Park	08/21/24	Ruth Ann Gilbert	Kelly Clement - Mowing - 07/12/24 Inv. to Becky Denton, PD by RuthAnn Gilbert	\$50.00
Creekside Park	09/28/23	Pat Rawlings	Reimb - Diatomaceous Earth - 2 bags	\$179.97
Creekside Park	7/9/2024	GameTime	2 Benches - <b>MAY</b> be reimb by residents (Inv. PJI-0242272)	\$3,187.22
Creekside Park	06/30/23	GameTime	Playground at Creekside Park	\$158,822.42
Creekside Park	07/02/23	Healthy Oak Trees	Arbor Care - Tree Removal, Trimming, Stump Grinding	\$4,300.00
Creekside Park	08/07/23	Discount Fence USA	Fence at Creekside Park	\$12,954.00
Creekside Park	11/14/23	U-Line	1 reg and 1 ADA Hex Picnic Table	\$2,911.34
Creekside Park	11/15/23	Pat Rawlings	Reimb - Property Sign (smartsign.com)	\$113.44
Creekside Park	12/11/23	Level D Construction	Creekside Parking Material	\$3,265.00
Creekside Park	04/26/24	Pat Rawlings	Reimb - Creekside Park Sign (Signs.com)	\$93.58
Triangle Park	7/9/2024	GameTime	3 Benches - <b>WILL</b> be reimb by residents (Inv. PJI-0242272)	\$3,613.65
Triangle Park	1/9/2024	Amazon	Gazebo Lights	\$75.31
Triangle Park	06/26/23	Fifthroom	Gazebo	\$27,762.35
Triangle Park	07/24/23	ATS	Concrete Slab Inspection - Gazebo	\$190.00
Triangle Park	08/08/23	Level D Construction	Gazebo Slab	\$6,950.00
Triangle Park	09/25/23	Pat Rawlings	Reimb - Ross Griswold - Gazebo Assembly Work	\$200.00
Triangle Park	09/28/23	Ross Griswold	Gazebo Assembly Work	\$1,500.00
Triangle Park	10/10/23	Ross Griswold	Gazebo Assembly Work	\$200.00
Triangle Park	11/06/23	Ruth Ann Gilbert	Reimb - Home Depot (Fan, Pull Chain)	\$168.82
Triangle Park	11/10/23	Wimberley Electric	Wire new gazebo with ceiling fan, 2 outlets, 1 switch, 1 general	\$1,600.00
Triangle Park	12/14/23	Amazon	2 Stackable Outdoor Wicker Chairs (4 sets)	\$319.95
Triangle Park	12/17/23	Amazon	REDCAMP 34 in square folding card table	\$86.99
Triangle Park	12/17/23	Amazon	Rubbermaid Medium Resin Weather Resistant Outdoor Storage Box - 72.6 gal	\$129.00
			<b>TOTAL CODED to 8926</b>	<b>\$261,641.97</b>

# COMPARISON LIST OF CHANGES ON P.O.S.A.C. PRESENTATIONS

Item 4.

Original POSAC Presentation Dated March 29, 2023		POSAC Presentation To Council June 14, 2023 <i>*Motion Passed To Accept and Move Forward</i>		POSAC Presentation To Council October 25, 2023 <i>*No Voting Action Taken by Council</i>			
Item	Est. Cost	Item	Est. Cost	Item	Est/Actual Cost		
<b>Triangle Park</b>							
1st Est Total \$50,000	Gazebo	\$ 24,178.40	Gazebo	\$ 27,762.00	Gazebo	\$ 27,762.00	Actual
2nd Est Total \$40,378	Concrete Foundation		Concrete Foundation	\$ 7,000.00	Concrete Foundation	\$ 6,950.00	Actual
3rd Est Total \$40,712	Benches		Benches	\$ 2,000.00	Benches	\$ 2,000.00	
	Bike Racks		REMOVED - Bike Racks	-	-	-	
	Water Fountain		REMOVED - Water Fountain	-	-	-	
	Site Prep	\$ 25,821.60	Site Prep		Site Prep		
			ADD - Gazebo Assembly	\$ 1,316.00	Gazebo Assembly	\$ 1,700.00	Actual
			ADD - Gazebo Electrical	\$ 2,000.00	Gazebo Electrical	\$ 2,000.00	
			ADD - Water Fountain Slab	\$ 300.00	Water Fountain Slab	\$ 300.00	
<b>Augusta Park</b>							
1st Est Total \$53,000	ADA Observation Deck with Climbing Nets	\$ 35,857.50	REMOVED - Observation Deck	-	-	-	
	(Nets Cost Estimate)	\$ 13.98	REMOVED - Climbing Nets	-	-	-	
2nd Est Total \$32,079.40	Concrete Cornhole	\$ 2,608.00	Concrete Cornhole	\$ 9,559.00	Concrete Cornhole	\$ 9,559.00	Actual
3rd Est Total \$31,996.23	Concrete Ping Pong	\$ 5,621.00	Concrete Ping Pong (combined with Cornhole)	-	Concrete Ping Pong (combined with Cornhole)	-	
	ADA Bocce Ball Mod.		ADA Bocce Ball Mod.	\$ 1,200.00	ADA Bocce Ball Mod.	\$ 1,200.00	
	Path		Path		Path		
	Benches		REMOVED - Benches	-	-	-	
	Bike Racks		Bike Racks		Bike Racks		
	Signage	\$ 17,142.50	Signage	\$ 2,000.00	Signage	\$ 2,000.00	
			ADD - Honeycomb Tunnels	\$ 5,500.00	Honeycomb Tunnels	\$ 5,500.00	
			ADD - Loose Parts		Loose Parts		
			ADD - Bocce Ball Turf	\$ 3,868.23	Bocce Ball Turf	\$ 3,868.23	
			ADD - Bocce Ball Turf (Labor/Material)	\$ 3,000.00	Bocce Ball Turf (Labor/Material)	\$ 3,000.00	
			ADD - Bocce Ball Score and Holder	\$ 323.17	Bocce Ball Score and Holder	\$ 400.00	
			ADD - Decomposed Granite Area	\$ 5,000.00	Decomposed Granite Area	\$ 4,840.00	Actual
			ADD - Engineered Wood & Border	\$ 1,330.00	Engineered Wood & Border	\$ 1,330.00	
			ADD - Seed - Rain Garden	\$ 299.00	Seed - Rain Garden	\$ 299.00	
<b>Creekside Park</b>							
1st Est Total \$165,000	Low Maintenance Play Structure & Swings, Including Site Prep & ADA Ramps	\$ 138,633.80	Low Maintenance Play Structure & Swings, Including Site Prep & ADA Ramps	\$ 161,954.59	Low Maintenance Play Structure & Swings, Including Site Prep & ADA Ramps	\$ 158,622.00	Actual
2nd Est Total \$189,608.59	Equipment Comfort Pkg	\$ 2,200.00	Equipment Comfort Pkg		Equipment Comfort Pkg	-	
3rd Est Total \$185,676	Bike Racks	\$ 1,800.00	Bike Racks	\$ 1,000.00	Bike Racks	\$ 1,000.00	
	Parking	\$ 1,900.00	Parking	\$ 3,000.00	Parking	\$ 3,000.00	
	Landscaping	\$ 1,500.00	Landscaping	\$ 3,000.00	Landscaping	\$ 3,000.00	
	Paths	\$ 3,600.00	Paths (Listed w/Landscaping)	-	Paths (Listed w/Landscaping)	-	
	Signage		Signage		Signage		
	Fence	\$ 12,000.00	Fence	\$ 12,954.00	Fence	\$ 12,954.00	Actual
	Construction Fence Rental	\$ 1,500.00	Construction Fence Rental	\$ 900.00	Construction Fence Rental	\$	Actual
	Contingency	\$ 1,000.00	REMOVED - Contingency	-	-	-	
			ADD - 7.5' Platform Whirl	-	7.5' Platform Whirl	-	
			ADD - Tree Work	\$ 4,000.00	Tree Work	\$ 4,300.00	Actual
			ADD - PVC Table	\$ 2,800.00	PVC Table	\$ 2,800.00	
<b>ALL PARKS</b>							
			ADD - General Contingency	\$ 4,500.00	General Contingency	\$ 4,500.00	

**POSAC Grant Information**

Project Location	Project Description	Est. Total Cost	Grant Request Amt. (75%)	City Support Amt. (25%)
<b>Triangle</b>	Gazebo, Concrete Foundation, Benches, Bike Racks, Water Fountain, Site Prep	\$50,000.00	\$37,500.00	\$12,500.00
<b>Augusta Park</b>	ADA Observation Deck w/Climbing Nets, Concrete Ping Pong, Cornhole, ADA bocce mod (SEE NOTE 1), path, benches, bike racks, signage	\$53,000.00	\$39,750.00	\$13,250.00
<b>Brookhollow Lot - Creekside</b>	Large, Low-Maintenance Play Structure, Swings, site prep, bike racks, fence, path, parking, landscaping, signage	\$165,000.00	\$123,750.00	\$41,250.00
<b>TOTALS</b>		\$268,000.00	\$201,000.00	\$67,000.00

NOTE: Woodcreek City Council Approved a request of up to \$270K



**ORIGINAL P.O.S.A.C. Presentation Mar 2023**

**CREEKSIDE PROPERTY ADDENDUM**

- 1. Base equipment cost w/installation: \$138,633.80**
- 2. Two bike racks, for 12 bikes: \$1800.00**
- 3. Additional Comfort Package B: \$2200.00**
- 4. West/South side demising fence: \$12,000.00**
- 5. 4' x 150' DG pathway: \$3600.00**
- 6. Parking space: \$1900.00**
- 7. Landscaping: \$1500.00**
- 8. Construction fence rental: \$1500.00**
- 9. Contingency: \$1000.00**

**Total ROM Cost:**  
**\$164,133.80**



Brook Hollow Playground Estimate – 2 of 2

**ORIGINAL P.O.S.A.C. Presentation Mar 2023**

# Cost Breakdown

Our original budget of \$267,000 was submitted in August of 2021. Now, almost 2 years later the cost of materials and labor has increased by 20% or more. Our \$267,000 of labor and materials **would now cost \$320,000, \$53,000 more.** Due to this significant increase we edited our plans in Augusta Park and replaced with other less costly items of similar play value. We also have deferred some peripheral items such as additional benches at the Triangle since the gazebo has 3 benches inside. All three parks will have seating provided in the form of benches or tables.

The City of  
**Woodcreek**  
IN THE MIDDLE OF THE TEXAS HILL COUNTRY

Parks Presentation to Council June 14, 2023

# Cost Summary

## Woodcreek Parks Equipment Cost

Triangle	Estimated Costs	Quotes/Bids	Total per Park
SUBTOTAL	\$12,616.00	\$27,762.00	\$40,378.00
<b>Creekside</b>			
SUBTOTAL	\$10,700.00	\$178,908.59	\$189,608.59
<b>Augusta</b>			
SUBTOTAL	\$12,799.00	\$19,280.40	\$32,079.40
<b>SUBTOTALS</b>	<b>\$36,115.00</b>	<b>\$225,950.99</b>	
Contingency	4,500.00		\$4,500.00
<b>TOTAL EST/QUOTE/BID</b>			<b>\$266,565.99</b>

Estimated Cost is Added to Quote/Bid to get subtotal cost



Parks Presentation to Council June 14, 2023

# Triangle Costs

## Triangle Costs

Description	Est Cost	Bid/Quote	Notes	# Bids
20' Gazebo		\$27,762.00	Fifthroom low bid	3
Gazebo assembly	\$1,316.00		local estimate \$1,100 + 215.96 Butler Cherrypick	1
Slab	\$7,000.00		have 2 bids	2
Electrical	\$2,000.00		Ruth Ann getting bids-AJA, Wimberley Electric	
Water Fountain Slab	\$300.00		TBD-may DIY	
Benches 2 @\$1000 ea	\$2,000.00		Gametime	
<b>SUBTOTAL</b>	<b>\$12,616.00</b>	<b>\$27,762.00</b>	<b>TOTALS ALSO ON SUMMARY SHEET</b>	



Parks Presentation to Council June 14, 2023

# Creekside Park Costs

Creekside Park Costs				
Description	Est Cost	Bid/Quote	Notes	# Bids
CR Quote (Playscape/Swings/etc)		\$161,954.59	\$7,047 in edits from \$165,952-BuyBoard	1
Tree Work		\$4,000.00	Healthy Oak Trees	1
Paths/Landscaping	\$3,000.00		Scope unclear-Include placeholder est	0
Parking (may be optional)	\$3,000.00		Kevin R is getting quotes	0
Permanent Fence		\$12,954.00	Discount Fence LLC	0
Construction Fence	\$900.00		Lowes-4'high safety fence+ fence posts	0
PVC Table (2?)	\$2,800.00		Uline etc	3
Bicycle Rack	\$1,000.00		Playground Oufitters-online price \$785+ shipping	
<b>TOTAL</b>	<b>\$10,700.0</b>	<b>\$178,908.59</b>	<b>TOTALS ALSO ON SUMMARY SHEET</b>	



Parks Presentation to Council June 14, 2023





## Motion from June 14, 2023 City Council Meeting

**12. Discuss and Take Possible Action Regarding Development Work and the Acquisition and Placement of Equipment, Structures and Incidentals for Various Woodcreek Parks. (Rawlings/Rule)**

Presentation of Project by Parks and Recreation Chair, Pat Rawlings.

Motion was made by Member Hambrick that Council accept the recommendation of the Parks and Recreation Board, dated June 8<sup>th</sup> and to go forward with implementing the Parks project, as outlined in the presentation tonight. Motion was seconded by Member Bailey.

Member Hines offered an amendment to the motion to break the Parks Project into phases: Creekside #1 Playscape, 2<sup>nd</sup> Augusta Park, and 3<sup>rd</sup> the gazebo at the Triangle. Amendment was seconded by Member Grummert.

Amendment not accepted by Member Hambrick.

Member Hines' amendment became a separate motion.

A roll call vote was held on the second motion.

Voting Yea: Member Grummert, Member Hines

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

Motion Failed: 2-3-0.

A roll call vote was held on the original motion.

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

Motion Passed: 5-0-0.

# Cost Summary

Woodcreek Parks Equipment Cost	Estimated Costs	Actual 10/25/23	Difference
<b>Triangle</b>			
SUBTOTAL	\$40,378.00	\$36,412.00	\$3,966.00
<b>Creekside</b>			
SUBTOTAL	\$189,608.59	\$175,876.00	\$13,732.59
<b>Augusta</b>			
SUBTOTAL	\$32,156.23	\$14,399.00	\$17,757.23
<b>SUBTOTALS</b>	<b>\$262,142.82</b>	<b>\$226,687.00</b>	
<b>Contingency</b>	4,500.00		
<b>TOTALS</b>	<b>266,642.82</b>	<b>\$226,687.00</b>	<b>\$35,455.82</b>



# Triangle Costs

<b>Triangle Costs</b>	<b>Est Cost</b>	<b>Actual</b>	<b>Notes</b>
<b>Description</b>			
20' Gazebo	\$27,762.00	\$27,762.00	Fifthroom low bid
Gazebo assembly	\$1,316.00	\$1,700.00	Ross Griswold
Slab	\$7,000.00	\$6,950.00	LevelD
Electrical	\$2,000.00		Wimberley Electric TBD
Water Fountain Slab	\$300.00		TBD-may DIY
Benches 2 @\$1000 ea	\$2,000.00		Gametime (One to be donated)
<b>SUBTOTAL</b>	<b>\$40,378.00</b>	<b>\$36,412.00</b>	<b>TOTALS ALSO ON SUMMARY SHEET</b>



# Augusta Park Costs

Augusta Park Costs				
Description	Estimated Cost	Actual	Notes	# Bids
Bocce Turf	\$3,868.23		Synthetic Turf - San Antonio	2
Bocce Turf labor/materials	\$3,000.00		Puccis-Part of \$9,200 bid	2
ADA bocce ball mod	\$1,200.00		Puccis-Part of \$9,200 bid	2
Concrete Games(Ping Pong,Cornho	\$9,559.00	\$9,559.00	Multiple Bids	3
Signage	\$2,000.00		Need to ask for "cost not to exceed" given MULTIPLE TBD	3?
Bocce Ball Score and Holder	\$400.00		<a href="http://bocceballsupplies.com">bocceballsupplies.com</a>	3?
Decomposed granite area	\$5,000.00	\$4,840.00	Leveld	4?
Engineered Wood & Border	\$1,330.00		Wimberley Landscaping supply- 20 yds @ \$55ea + \$130 d	1
Hex Tunnels	\$5,500.00		Bundle with Creekside equipment-BuyBoard	1
Seed-Rain Garden	\$299.00		Becky D- Under \$300	1
<b>TOTAL</b>	<b>\$32,156.23</b>	<b>\$14,399.00</b>	<b>TOTALS ALSO ON SUMMARY SHEET</b>	



Parks Presentation to Council Oct. 25, 2023

# Creekside Park Costs

<b>Creekside Park Costs</b>				
<b>Description</b>	<b>Est Cost</b>	<b>Actual</b>	<b>Notes</b>	
CR Quote (Playscape/Swings/etc)	\$161,954.	\$158,622.00	\$7,047 in edits from \$165,952-BuyBoard	
Tree Work	\$4,000.00	\$4,300.00	Healthy Oak Trees	
Paths/Landscaping	\$3,000.00		Scope unclear-Include placeholder est	
Parking (may be optional)	\$3,000.00		LevelD Quote \$3K	
Permanent Fence	\$12,954.00	\$12,954.00	Discount Fence LLC	
Construction Fence	\$900.00	\$0.00	Didn't need	
PVC Table (??)	\$2,800.00		Uline etc	
Bicycle Rack	\$1,000.00		Playground Oufitters-online price \$785+ shipping	
<b>TOTAL</b>	<b>\$189,608.</b>	<b>\$175,876.00</b>	<b>TOTALS ALSO ON SUMMARY SHEET</b>	



Parks Presentation to Council Oct. 25, 2023



## Motion from June 12, 2024 City Council Meeting

**4. Discussion and possible action to approve scope of work and plan changes for park improvement plans as related to the Parks and Open Space Advisory Commission (POSAC) Grant expenditures. (Hines)**

Motion was made by Mayor Pro Tem Hines that Council approve the scope of work changes for Augusta Park, as presented in this packet. Motion was seconded by Council Member Hambrick.

Council Member Grummert made a motion to amend that Council sends back to the Parks Board this recommendation to change Council's original park improvements so that the Parks Board can include clear, detailed plans and cost of changes already made, and a clear plan that includes cost breakdown for any future improvements that they would like Council to consider. No second was received.

An Amended Motion was made by Mayor Pro Tem Hines that we ask the Parks Department to create an itemized cost analysis of the scope of work change and submit an updated plan to us, not a contingency for approval, in addition to the updated design. Motion was seconded by Council Member Hambrick.

Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.

Motion Passed: 5-0-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.

Motion Passed: 5-0-0.



# CITY OF WOODCREEK

## PROPOSED

### ANNUAL OPERATING BUDGET

#### Fiscal Year October 1, 2024 to September 30, 2025

“This budget will raise less revenue from property taxes than last year’s budget by an amount of \$44,578, which is a –2.13% decrease from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$864.77.”

Ordinance Number 24-\_\_\_\_\_ Approved \_\_\_\_\_, 2024

Mayor Pro Tem Debra Hines	Yes( )	No( )	Abstention( )
Council Member Linnea Bailey	Yes( )	No( )	Abstention( )
Council Member Chrys Grummert	Yes( )	No( )	Abstention( )
Council Member Bob Hambrick	Yes( )	No( )	Abstention( )
Council Member Krista Richardson	Yes( )	No( )	Abstention( )

	2023-2024	2024-2025
<b>Property Tax Rate</b>	<b>\$.2000 /\$100 of Valuation</b>	<b>\$.1787 /\$100 of Valuation</b> No-New-Revenue (NNR) Tax Rate
No-New-Revenue Tax Rate	\$.1647 /\$100 of Valuation	\$.1787 /\$100 of Valuation
No-New-Revenue Maintenance & Operations Rate	\$.1649 /\$100 of Valuation	\$.0978 /\$100 of Valuation
Voter Approval Tax Rate	\$.2705 /\$100 of Valuation	\$.2489 /\$100 of Valuation
Debt Rate	\$.0977 /\$100 of Valuation	\$.0809 /\$100 of Valuation

Total Amount of Debt Obligations for the City of Woodcreek, secured by property taxes: \$3,310,000

# CITY OF WOODCREEK 2024-2025 BUDGET **PROPOSED**

UPDATED 8/23 WITH CORRECTED DEBT RATE - VALIDATED WITH COUNTY DOCUMENTS

	PROPOSED 2024-2025 BUDGET	23-24 ADOPTED BUDGET	Notes
<b>Ad Valorem Taxes (M&amp;O)</b>			
Ad Valorem Tax	365,412	365,000	(at NNR rate)
Ad Valorem Tax Delinquent	2000	2,000	
Ad Valorem-Penalty&Interest	1000	1,000	
<b>Total Ad Valorem Tax Revenue</b>	<b>368412</b>	<b>368,000</b>	
<b>Sales Taxes</b>			
Sales Taxes	93000	90,000	
Mixed Beverage Tax	2000	1,500	
<b>Total Sales Tax</b>	<b>95000</b>	<b>91,500</b>	
<b>Franchise Fee</b>			
Electric Franchise Fee Revenue	34000	34,000	
Cable Services Franchise Rev	35500	33,000	
Water Service Franchise Rev	76000	100,000	
Disposal Service Franchise Rev	27000	27,000	
Telephone Franchise Revenue	125	130	
Reimbursements	0		
<b>Total Franchise Fee</b>	<b>172625</b>	<b>194,130</b>	
<b>Development Revenue</b>			
Residential	0	0	
New Home Permits	1000	1,000	
New Home Inspections	3000	0	
Existing Home Inspections	5000	5,000	
Other Permits	0	0	
Residential Inspections	0	150	
Commercial	0	150	
Other Subdivisions/Plat/Re-Pl	10000	5,000	
<b>Total Development Revenue</b>	<b>19000</b>	<b>11,300</b>	
<b>Miscellaneous</b>			
Interest Income	90,000	70,000	
Other Revenue	5500	0	
Municipal Court Revenue	0	1,000	
Park Donations	2500		
<b>Total Miscellaneous</b>	<b>98000</b>	<b>71,000</b>	
<b>License &amp; Permits</b>			

Liquor License Revenue	1500	1,250	
Sign Fees	200	200	
Fence Permit	500	500	
Remodel/Addition Permit	700	150	
Deck Permit	150	150	
Shed/Greenhouse	500	500	
Variance	500	500	
Special Events	100	200	
Fireworks	150	150	
Solar Panel	150	150	
Other Permits	1500	1,000	
<b>Total License &amp; Permits</b>	<b>5950</b>	<b>4,750</b>	
<b>Total Revenue</b>	<b>758987</b>	<b>740,680</b>	
<b>Administration</b>			
<b>Personnel</b>			
Salaries and Wages	190,000	220,000	
Overtime Wages	0	1,000	
Health Insurance Stipend	20,000	22,200	
Retirement	20,000	21,000	
Workers Comp	1000	1,000	
Payroll Tax & Unemployment	350	30	
Payroll Tax FICA/OASOI	14000	17,000	
<b>Total Personnel</b>	<b>245350</b>	<b>282,230</b>	
<b>Office Expenses</b>			
Bank Fees & Charges	200	0	
Office Supplies	6000	6,000	
Office Equipment	4000	5,000	
City Hall Maintenance/Repair	8,000	8,000	
Cleaning	3600	3,600	300/month
Postage & Shipping	3000	4,000	
Printing & Reproduction	5000	5,000	
Printing Cost Newspaper	3000	2,000	
Software/Subscriptions	20000	24,000	
IT & Radio Expenses	2,000	5,000	
Website	4700	14,800	
FundView	15160	29,250	
<b>Total Supplies</b>	<b>74660</b>	<b>106,650</b>	
<b>Professional Services</b>			
Audit Expense	14000	14,000	
Codification	3000	3,000	
Arborist	18,000	8,000	includes arborist / oak wilt specialist

Comprehensive Plan Update	50,000	8,000	Previous budget item is not the comp plan
Legal - CODE UPDATE	50,000		
Engineering	30000	30,000	
Mapping	5000	0	
Engineering Reimbursable	10,000	1,000	
Legal-General	40,000	30,000	
Legal-Litigation	5,000	5,000	
Legal-Special Cases	4,000	10,000	
Legal-Elected Body	10,000	5,000	
Accounting	15,000	0	CPA monthly costs - 3rd party hire
Law Enforcement	17,000	17,000	
AD Valorem Tax	4,000	4,000	
Inspections	8,000	10,000	
Code Compliance	500	500	
Watershed Protection Plan	20,000	20,000	
<b>Total Contractual Services</b>	<b>303,500</b>	<b>165,500</b>	
<u>Area Care &amp; Maintenance</u>			
Deer Removal	1,500	1,500	
Mowing	0	6,000	
Oak Wilt Containment	15,000	15,000	includes citizen program and any city needs
Greenspace Maintenance	3,000	7,500	BEAUTIFICATION / make a note in the accounting
Landscape Maintenance	12,000	7,500	Quit using "mow" budget code line and move here
Green Building Initiatives	0	5,000	
Parks And Playground	5,000	5,000	
ROW Tree Trimming	10,000	5,000	
Holiday Decorations	500	500	
Street Maintenance	5000	5,000	
Street Signs	1000	6,000	
Equipment Maintenance	2500	3,000	
Water Quality Testing CCWPP	1500	1,200	
<b>Total Area Care/Maintenance</b>	<b>57000</b>	<b>68,200</b>	
Miscellaneous	0		
Tree Limb Pickup	0	0	
Tree Board	3800	1,500	Increase to 3,000 to cover two annual events / 1250 for reusable items
Parks Board	4000	10,000	covers annual events

Miscellaneous	0		
		45,000	
<b>Total Miscellaneous</b>	<b>7,800</b>	<b>56,500</b>	
<u>Other Operating Expenses</u>			
Dues/Memberships	1200	1,200	
Election Expense	2,300	2,300	
TML Dues	650	650	
Meeting Expense	2500	2,500	
Public Notice	5000	3,000	
Travel/Vehicle Expense	500	1,000	
Elected Official Travel	500	1,000	
Training/Devel 10-10-5308	4000	3,000	elected body
Training/Devel 10-10-5309	6000	6,000	staff
Training/Devel 10-10-5310	1200	1,200	advisory body
Training/Devel 10-10-5311	0	0	general
			city organized events /not boards & NEW \$3,500 account for in-house expense (meals, appreciation, volunteer gifts) IMPORTANT: cannot spend more than \$50 per person per state law
Community Relations 5312	13,000	7,000	
Other Operating exp 5313	0		
Insurance Risk Pool	5800	5,800	
<b>Total Other Operating Expenses</b>	<b>42,650</b>	<b>34,650</b>	
<u>Utility Expenses</u>			
Electric - City Hall	1700	1,700	
Water - City Hall	0	1,500	will not be charged
Outdoor Utilities	1400	1,400	
Water - Outdoor	0	1,600	will not be charged
Internet/Phone	5000	6,200	
<b>Total Utility Expenses</b>	<b>8100</b>	<b>12,400</b>	
<u>Municipal Court</u>			
Judge	0	6,000	
Misc Court Cost	0	9,000	
			City attorney billed hours for code enforcement
Prosecutor	5000	8,000	
State Comptroller Costs	0	0	
<b>Total Court Cost</b>	<b>5000</b>	<b>23,000</b>	May need to increase budget

<b>Total Administrative Expense</b>	<b>744,060</b>	<b>749,130</b>	
<b><u>BUDGET BALANCE:</u></b>	<b>14,927</b>		

**CAPITAL IMPROVEMENT PROJECTS****Revenue:****NOTES:**

Bond Funds	150,000	(Deerfield + Western Woodcreek Drive)
Transfer from Reserves	252,602	IF NEEDED
Drainage Funds	427,000	ARPA funds
Remaining Revenue (from above)	14,927	
<b>TOTAL Revenue:</b>	<b>844,529</b>	

**Expenses:**

Deerfield + Western Woodcreek	150,000	
City Hall renovation	50,000	
Bathroom at Creekside	35,000	
Safety Enhancement Program	80,000	Radar signs, other signs, speed cushions, and guardrail
Oak Wilt Containment Project	30,000	Increase this amount - pending Oak Wilt Specialist City consult
Rainwater Collection (city)	40,000	
Handheld radio purchase (x2)	5,500	
Drainage Planning	427,000	ARPA funds
Walking Trails Study	25,000	
<b>TOTAL Expenses:</b>	<b>842,500</b>	

**TOTAL RESERVES TRANSFER: 252,602 Capital Improvements**  
(does not include bond & arpa funds)

# Notice About 2024 Tax Rates

Property Tax Rates in City of Woodcreek.

This notice concerns the 2024 property tax rates for City of Woodcreek.

This notice provides information about two tax rates used in adopting the current tax year’s tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

**This year’s no-new-revenue tax rate** ..... \$0.1908/\$100.

**This year’s voter-approval tax rate** ..... \$0.2489/\$100.

To see the full calculations, please visit <https://www.hayscountytexas.com/truth-in-taxation> for a copy of the Tax Rate Calculation Worksheet.

## Unencumbered Fund Balances.

The following estimated balances will be left in the taxing unit’s accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
General	\$0

## Current Year Debt Service.

The following amounts are for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment To be Paid From Property Taxes	Interest to be Paid From Property Taxes	Other Amounts To be Paid	Total Payment
Woodcreek GO Bond Wood823GO	\$155,000	\$147,487	\$0	\$302,487

Total required for 2024 debt service	\$ 302,487
- Amount (if any) paid from funds listed in unencumbered funds	\$ 0
- Amount (if any) paid from other resources	\$ 0
- Excess collections last year	\$ 0
= Total to be paid from taxes in 2024	\$ 302,487
+ Amount added in anticipation that the taxing unit will collect	
only 100.0000% of its taxes in 2024	\$ 0
= Total Debt Levy	\$ 302,487

This notice contains a summary of the no-new-revenue and voter-approval calculations as certified by Jenifer O’Kane, Tax Assessor-Collector, 8.20.24.

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

<b>DATE:</b>	08/19/24*Click HERE To Select A Date From The Calendar
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Krista Richardson, Council Member
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Discuss and Take Appropriate Action to Approve the Purchase of Trees By the Tree Board For the Fall Tree Give-Away Event on 11/9/24 Using Funds From the Tree Board Line Item In the Budget.

**TITLE / SUBJECT of REQUESTED AGENDA ITEM:**

Discuss and Take Appropriate Action

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

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM:** (3-4 sentences, max):

The Tree Board is working in conjunction with the Parks and Recreation Board to have a Fall Tree Give-Away Event on November 9, 2024 at Augusta Park. The goal is distribute twenty five 1-gallon trees (type based on supplier availability) on a first-come first-served basis to residents of the City. Jacob McElroy, as a volunteer, has offered to reach out to his business contacts for pricing. The Tree Board is requesting that Council approve the purchase of 25 1-gallon trees, using money from the current Tree Board budget fund. Jacob will provide an estimate of the tree purchase to City Staff, who will then supply the payment to the vendor.

**STATE YOUR INTENDED MOTION:**

"I move..... *(Copy Text From First Table Field)*

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney



---

I move that Council discuss and take appropriate action to approve the purchase of trees by the Tree Board for the Fall Tree Give-Away Event on 11/9/24 using funds from the Tree Board line item in the budget.

**FISCAL IMPACT:**

The Estimated Dollar Amount is:

**\$300-600**

**LIST ATTACHMENTS:** (In the Order that you want them under your Agenda Item)

1.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

---

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

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# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

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

- Report to City Council (i.e. Response from City Council Requesting Action on an Item )
- Advisory Body Request for Item to be Considered by Council

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

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

**Meeting Date Advisory Group Voted to Reach Out to Council:** 08/12/2024

**Subject of Report OR Request for Item to be Considered by Council:**  
Purchase of trees for Tree Board Fall Tree Give-Away Event  
on November 9, 2024 at Augusta Park

~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	08/14/2024
Received by (City Staff Member- PRINT):	Suzanne Mac Kenzie
Date Reviewed/Signed by City Manager:	08/14/2024
Date of Next City Council Meeting:	08/28/2024

**SUMMARY / HISTORY of Item under Review:** *(This is a text box. Click inside to type.)*

Item 8.

The Tree Board is working in conjunction with the Parks and Recreation Board to have a Fall Tree Give-Away Event on November 9, 2024, 9:00A-11:00AM at Augusta Park.

The goal is distribute for free, 25, 1-gallon trees (type based on supplier availability) to residents of the City. Jacob McElroy, as a volunteer, has offered to reach out to his business contacts for pricing.

The Tree Board is requesting that Council approve the purchase of 25 1-gallon trees, using monies for the Arbor Day Event Celebration.

Jacob will provide an estimate of the tree purchase to City Staff, who will then supply the payment to the vendor.

**MOTION RECOMMENDATION to CITY COUNCIL:** *(This is a text box. Click inside to type.)*

Motion was made by Member Mills to have Jacob source and purchase 25, 1-gallon trees to giveaway at the Fall Tree Give-Away Event. Motion was seconded by Member Newton.  
Motion Passed: 4-0-0

Submitted by: **Iris Ramos**  
*PRINTED NAME of Chairperson*

Submitted by:   
*SIGNATURE of Chairperson*

Date of Submission: **08/14/2024**

City Manager:   
*(Signature)*

<b>DATE:</b>	8/16/2024
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Chrys Grummert, Council Member
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Discuss and Take Appropriate Action to Adopt Ordinance Updating 30.16 Municipal Secretary

**TITLE / SUBJECT of REQUESTED AGENDA ITEM:**

Discuss and Take Appropriate Action  
to Adopt Ordinance Updating 30.16 Municipal Secretary

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM:** (3-4 sentences, max):

On August 14<sup>th</sup>, 2024 Council approved edits to a draft updating 30.16 Municipal Secretary. This Ordinance reflects those edits, and is now in formal format ready for council approval.

**STATE YOUR INTENDED MOTION:**

"I move..... *(Copy Text From First Table Field)*  
I move that council adopts the ordinance updating 30.16 Municipal Secretary.

**FISCAL IMPACT:**

Click [HERE](#) To Select An Option From The Drop-Down List

Cost of codification

**LIST ATTACHMENTS:** (In the Order that you want them under your Agenda Item)

1. update\_\_30.16\_\_MUNICIPAL\_SECRETARY.pdf

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

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**CITY OF WOODCREEK  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF  
ORDINANCES CHAPTER 30, SECTION 30.16 (“MUNICIPAL SECRETARY”);  
REPEALING SECTION 30.16 AND REPLACING IT.**

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

**WHEREAS**, the City Council hereby determines it advisable to amend the Code of Ordinances as it relates to the office of the municipal secretary.

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

**Section 1.** Findings. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of the Zoning Code as if copied in their entirety.

**Section 2.** Amending Code of Ordinances Section 30.16. That provisions in the Code of Ordinances, Chapter 30, Section 30.16 are hereby repealed and replaced as provided for in the attached Exhibit A.

**Section 3.** The repeal of any ordinance or part of ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the City under any section or provisions of any ordinances at the time of passage of this Ordinance.

**Section 4.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 5.** All Ordinances or parts thereof in conflict with this ordinance are hereby repealed as to such conflict.

**Section 6.** This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 7.** This Ordinance shall be construed and enforced in accordance with the laws of the state of Texas and the United States of America.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and

42 purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas  
43 Government Code, as amended.

44

45 **Section 9.** This Ordinance shall be in full force and effect after its final passage and approval  
46 by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by  
47 law.

48

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

51

52 **ATTEST:**

**CITY OF WOODCREEK, TEXAS:**

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56 \_\_\_\_\_  
Suzanne Mac Kenzie, **City Secretary**

56 \_\_\_\_\_  
Jeff Rasco, **Mayor**

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1 **§ 30.16 MUNICIPAL SECRETARY.**

2

3 (A) *Office of Municipal Secretary Created.* The Office of Municipal Secretary is created, and shall be referred to as  
4 the City Secretary. The Municipal Secretary may also be referred to as the Municipal Clerk.

5 (1) The City Secretary shall be appointed by majority vote of the City Council for an indefinite term.

6 (2) The City Secretary shall serve at the will of the City Council. The City Secretary shall be chosen by the  
7 City Council on the basis of executive and administrative qualifications in respect to the duties of the  
8 office hereinafter set forth.

9 (3) The City Council may remove the City Secretary at any time by a majority vote of its members with or  
10 without cause.

11 (4) The City Secretary shall receive compensation as the Council shall fix from time to time.

12 (5) The City Council hereby reserves unto the Mayor and Council all the authority and powers of the  
13 city not clearly delegated to the City Secretary.

14 (6) Except to the extent specifically authorized by state law, the City Secretary shall not have any  
15 authority to take any action whatsoever to overturn, offset, defeat, veto, or nullify any action by or vote  
16 of the Mayor or Council.

17

18 (B) *Powers and Duties of Municipal Secretary.*

19 (1) The Municipal Secretary shall:

20 (a) Attend each meeting of the governing body of the municipality and shall keep, in a record  
21 provided for that purpose, accurate minutes of the governing body's proceedings.

22 (b) Engross and enroll all laws, resolutions, and ordinances of the governing body.

23 (c) Keep the corporate seal.

24 (d) Take charge of, arrange, and maintain the records of the governing body.

25 (e) Countersign all commissions issued to municipal officers and all licenses issued by the Mayor and  
26 keep a record of those commissions and licenses.

27 (f) Prepare all notices required under any regulation or ordinance of the municipality.

28 (g) Draw all the warrants on the Treasurer, countersign the warrants, and keep, in a record provided  
29 for that purpose, an accurate account of the warrants.

30 (h) Carefully keep all contracts made by the governing body.

31 (i) Perform all other duties required by law, ordinance, resolution, or order of the governing body.

32 (j) Working with the City Administrator, accept applications for a place on the ballot for city  
33 elections. And fulfill the duties of the city election records custodian.

34

35 (C) *Powers and Duties – Budget*

36 (1) The City Clerk shall:

---

- 37 (a) Accept the proposed budget from the Budget Officer (Mayor) and file that proposed budget; The  
 38 proposed budget shall be available for inspection by any person; and the city clerk shall take  
 39 action to ensure that the proposed budget is posted on the city website.
- 40 (b) After council has set their public hearing, the clerk shall create the public notice of the date, time  
 41 and location of the hearing; notice must include, in type of a size at least equal to the type used  
 42 for other items in the notice, and include the statement required under Local Government Code  
 43 102.055(b); and this notice will be posted at least 10 days but not more than 30 days before the  
 44 public hearing, in the local paper.
- 45 (c) On final approval of the budget by council, the budget will be filed with the city clerk; and the  
 46 adopted budget will be posted on the city website, including the cover page outlined in Local  
 47 Government Code 102.007.
- 48 (d) If council makes a budget amendment of the adopted budget, the amendment shall be filed with  
 49 the city clerk and attached to the original budget.
- 50 (e) After the adoption of the budget or a budget amendment, upon direction by the mayor, the city  
 51 clerk shall file a true copy of the approved budget or amendment in the office of the county clerk  
 52 of the county in which the municipality is located.
- 53
- 54 (D) *Designation as Officer for Public Information and Records Management Officer.* In addition to all other  
 55 powers and duties set forth herein, the Municipal Secretary is also designated as the Officer for Public  
 56 Information and Records Management Officer for the City of Woodcreek.
- 57 (E) *Powers and Duties of Municipal Secretary as Officer for Public Information and Records Management Officer.*
- 58 (1) The City Secretary shall file their name with the Director and Librarian of the Texas State Library within  
 59 30 days of the initial designation or assumption of the office, as applicable. In addition to other duties  
 60 assigned, the Records Management Officer shall:
- 61 (a) Assist in establishing and developing policies and procedures for a records management program  
 62 for the City of Woodcreek.
- 63 (b) Administer the records management program and provide assistance to custodians for the  
 64 purposes of reducing the costs and improving the efficiency of recordkeeping.
- 65 (c) In cooperation with the custodians of the records: (i) prepare and file with the director and  
 66 librarian the records control schedules and amended schedules required by Tex. Local Gov't.  
 67 Code § 203.161 and the list of obsolete records as provided by Tex. Local Gov't. Code § 203.164;  
 68 and (ii) prepare or direct the preparation of requests for authorization to destroy records not on  
 69 an approved control schedule as provided by Tex. Local Gov't. Code § 203.165, of requests to  
 70 destroy the originals of permanent records that have been microfilmed as provided by Tex. Local  
 71 Gov't. Code § 204.008, and of electronic storage authorization requests as provided by Tex. Local  
 72 Gov't. Code § 205.007.
- 73 (d) In cooperation with custodians, identify and take adequate steps to preserve local government  
 74 records that are of permanent value.
- 75 (e) In cooperation with custodians, identify and take adequate steps to protect essential local  
 76 government records.
- 77 (f) In cooperation with custodians, ensure that the maintenance, preservation, microfilming,  
 78 destruction, or other disposition of records is carried out in accordance with the policies and  
 79 procedures of the local government's records management program and the requirements of  
 80 this subtitle and rules adopted under it;



- 
- 81 (g) Disseminate to the governing body and custodians information concerning state laws,  
82 administrative rules, and the policies of the government relating to local government records;  
83 and
- 84 (h) In cooperation with custodians, establish procedures to ensure that the handling of records in  
85 any context of the records management program by the records management officer or those  
86 under the officer's authority is carried out with due regard for: (i) the duties and responsibilities  
87 of custodians that may be imposed by law; and (ii) the confidentiality of information in records to  
88 which access is restricted by law.
- 89 (i) They shall serve as designated officer for Public Information, and, as such, oversee the  
90 management of municipal data, including coordinating compliance with State Law with the City  
91 Attorney and administration of the city's Public Information policy.
- 92 (F) *Municipal Secretary to Serve as Municipal Assessor and Collector Created.* The Office of Municipal Assessor  
93 and Collector is created and shall receive such compensation as may be fixed by the Council. The Municipal  
94 Secretary will serve as the Municipal Assessor and Collector.
- 95 (G) *Powers and Duties of Municipal Assessor and Collector.* The Municipal Assessor and Collector will, in addition  
96 to the duties of Municipal Secretary, perform all other duties required by law, ordinance, resolution, or order  
97 of the governing body.

<b>DATE:</b>	8/16/2024
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Chrys Grummert, Council Member
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Discuss and Take Appropriate Action to Adopt Ordinance Updating 30.15 Administrator.

**TITLE / SUBJECT of REQUESTED AGENDA ITEM:**

Discuss and Take Appropriate Action  
to Adopt Ordinance Updating 30.15 Administrator.

**BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM:** (3-4 sentences, max):

On August 14<sup>th</sup>, 2024 Council approved edits to a draft updating 30.15 Administrator. This Ordinance reflects those edits, and is now in formal format ready for council approval.

**STATE YOUR INTENDED MOTION:**

"I move..... *(Copy Text From First Table Field)*  
I move that council adopts the ordinance updating 30.15 Administrator.

**FISCAL IMPACT:**

Click [HERE](#) To Select An Option From The Drop-Down List

Cost of codification

**LIST ATTACHMENTS:** (In the Order that you want them under your Agenda Item)

1. update\_\_30.15\_\_ADMINISTRATOR.pdf

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

CITY OF WOODCREEK  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF  
ORDINANCES CHAPTER 30, SECTION 30.15 (“ADMINISTRATOR”);  
REPEALING SECTION 30.15 AND REPLACING IT.

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

WHEREAS, the City Council of the City has previously created the office of city administrator; and,

WHEREAS, the City Council hereby determines it advisable to amend the Code of Ordinances as it relates to the office of the city administrator.

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

**Section 1.** Findings. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of the Zoning Code as if copied in their entirety.

**Section 2.** Amending Code of Ordinances Section 30.15. That provisions in the Code of Ordinances, Chapter 30, Section 30.15 are hereby repealed and replaced as provided for in the attached Exhibit A.

**Section 3.** The repeal of any ordinance or part of ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the City under any section or provisions of any ordinances at the time of passage of this Ordinance.

**Section 4.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 5.** All Ordinances or parts thereof in conflict with this ordinance are hereby repealed as to such conflict.

**Section 6.** This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 7.** This Ordinance shall be construed and enforced in accordance with the laws of the state of Texas and the United States of America.

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**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**Section 9.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

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

**ATTEST:**

**CITY OF WOODCREEK, TEXAS:**

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

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

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1 **§ 30.15 ADMINISTRATOR.**

2

3 **30.15.01 Purpose**

4 This chapter is adopted so that the City Council may promote the public health, safety, morals, and  
5 general welfare within the city through the effective and efficient administration of city activities. The purpose of  
6 this chapter is to provide for and create within the municipal organization the position of office of City  
7 Administrator. These rules and regulations are designed to establish qualifications for individuals serving in this  
8 capacity and set out the scope of the City Administrator's duties and authority.

9

10 **30.15.02 Definitions**

11 For the purpose of this chapter, the following definitions shall apply, unless the context clearly indicates  
12 or requires a different meaning:

13 *Administrator.* The employee serving in the capacity of the city administrator of this city.

14 *Council.* The governing body (such as city council) of this city as defined by V.T.C.A., Local Government  
15 Code, § 22.031(b) and chapter 30.13 of this code.

16

17 **30.15.03 Office established**

18 (A) The office of City Administrator is hereby created.

19 (B) The Administrator shall be appointed by majority vote of the City Council for an indefinite term. The  
20 Administrator shall serve at the will of the City Council. The Administrator shall be chosen by the City Council  
21 on the basis of executive and administrative qualifications with special reference to actual experience in or  
22 knowledge of accepted practices in respect to the duties of the office hereinafter set forth.

23 (C) The City Council may remove the Administrator at any time by a majority vote of its members with or  
24 without cause.

25 (D) The Administrator shall receive compensation as the Council shall fix from time to time.

26 (E) The City Council hereby reserves unto the Mayor and Council all the authority and powers of the city not  
27 clearly delegated to the Administrator.

28 (F) Except to the extent specifically authorized by state law, the Administrator shall never have any authority to  
29 take any action whatsoever to overturn, offset, defeat, veto, or nullify any action by or vote of the Mayor or  
30 Council.

31 (G) The Administrator must reside within the city limits or have a 20-minute response time in cases of  
32 emergency within the city that require the administrator's physical presence.

33

34 **30.15.04 Powers and Duties**

35 The Administrator shall be the Chief Administrative Officer of Woodcreek and shall be responsible to the  
36 governing body for the proper administration of the affairs of the city not otherwise delegated to other  
37 Officers. To that end, the Administrator shall have the authority, duty and responsibility as required to carry  
38 out the following responsibilities and any others that may be assigned by the governing body, from time to  
39 time.

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40 (A) **General administration.**

41 The Administrator shall:

42

43 (1) Perform administrative tasks required to maintain control of the functions of the city;

44 (2) Act as a focal point for the distribution of information, written or oral, to applicable staff;

45 (3) Prepare reports to the public;

46 (4) Track the motions of council actions and track the process of those actions. Notify council of any  
47 action that has taken longer to process than council has attached to the action or is reasonably  
48 expected;

49 (5) Maintain and implement an annual calendar that contains the reoccurring events, deadlines and  
50 notices of the city

51 (6) Coordinate with the City Secretary and oversee elections;

52 (7) Manage and oversee the City's website;

53 (8) Interpret administrative policies and instructions;

54 (9) Prepare routine and executive correspondence for the city;

55 (10) Investigate and analyze city hall office activities;

56 (11) Implement and revise city hall office organization and procedures; if such procedures would  
57 impact the governing body they must first be approved by council;

58 (12) Provide the governing body with pertinent information regarding the administration of all City  
59 activities, and make recommendations to the City Council for the administration and  
60 management of the City;

61 (13) Serve as a liaison between vendors and Council; and

62 (14) Perform varied tasks and other duties as assigned by the mayor or council.

63

64

65 (B) **Policy development and enforcement.**

66 The Administrator shall:

67

68 (1) Assist the Mayor and Council in the development of municipal policies and regulations;

69 (2) Recommend to the Mayor and Council the adoption of measures as may be deemed necessary or  
70 expedient for the health, safety, or welfare of the city and for the improvement of municipal  
71 services;

72 (3) Prepare policy and procedural proposals for review and adoption by the council;

73 (4) Review operations franchised by the city to ensure that obligations are met;

74 (5) Conduct assigned research on topics of interest to the mayor and council;

- 75 (6) Ensure that all applicable laws and ordinances are enforced; Coordinate with the city attorney  
 76 the investigation and enforcement of violations of municipal ordinances, rules, policies, and  
 77 procedures;
- 78 (7) Work with the governing body to develop and implement short- and long-range plans for the  
 79 City's growth, including strategic and comprehensive plans; and
- 80 (8) Negotiate contracts and other agreements with outside agencies as requested by the Mayor or  
 81 Council. Final execution of such contracts or agreements must be council directed or approved.

82

83

84 (C) **Fiscal operations.**

85 The Administrator shall:

86

- 87 (1) Provide administrative direction and supervision to the municipal financial activities, including  
 88 cash management, bank relations, purchasing, and debt management;
- 89 (2) Ensure that a system of financial checks and balances is in place and is rigorously upheld to  
 90 include, as a minimum, the segregation of duties as directed and approved by City Council;
- 91 (3) Prepare and submit to the governing body as of the end of the fiscal year a complete report on  
 92 the finances and administrative activities of the City for the preceding year;
- 93 (4) Assist the budget officer (Mayor) with preparation of operating and capital budget proposals for  
 94 review and adoption by the council; assist the City Council with respect to its consideration of  
 95 the proposed budget including communicating the important features of said budget; and  
 96 assure the proper administration of the budget;
- 97 (5) Monitor and control execution of the budget during the year and advise the council concerning  
 98 the financial status of the city; report monthly, the purchases and the check registry to Council,  
 99 as part of regular City Council meetings; report to the governing body in a timely fashion as  
 100 specific issues arise, as part of regular City Council meetings;
- 101 (6) Direct investment activities for all city funds under the policies and procedures set by the council;
- 102 (7) Work with City Council to ensure an annual audit is completed as required;
- 103 (8) Review the results of audits, ensure adequate corrective actions are initiated, and report the  
 104 status to the mayor and council;
- 105 (9) Serve as purchasing agent in accordance with the council approved Procurement Policy and  
 106 direct these activities of the city;
- 107 (10) Analyze contract proposals, prepare formal bids, and coordinate bid awards with the city council;
- 108 (11) Direct and supervise the contract accountant in the maintenance of a control accounting system  
 109 (modified accrual) to include account adjustments at the end of a fiscal year;
- 110 (12) Ensure new construction and properties are reflected on city tax rolls;
- 111 (13) Supervise the annual inventory of fixed assets;
- 112 (14) Supervise creation of grant proposals and oversight of grant administration, as needed;

113 (15) Recommend to council economic development plans and tax abatement programs to promote  
 114 economic development; and

115 (16) Oversee the maintenance, repair, and replacement of city equipment, supplies, and  
 116 technological assets.

117

118 (D) **Personnel.**

119 The Administrator shall:

120 (1) Establish and maintain effective working relationships with the governing body, municipal  
 121 officers, and municipal employees;

122 (2) Prepare job descriptions for approval by the City Council;

123 (3) Delegate duties to the officers and employees of the City; supervise the day-to-day operations,  
 124 functions and programs of the City; and make recommendations to the governing body on any  
 125 and all personnel, performance, administration, programs, projects, management, financial and  
 126 general governance issues;

127 (4) Perform supervisory functions over city employees, including making recommendations  
 128 regarding changes in employee status, including but not limited to hiring, firing, promoting,  
 129 reprimanding, reassigning, and compensating. The administrator shall evaluate city employees on  
 130 a regular basis. All final actions of the administrator are subject to review and possible reversal or  
 131 modification by the council;

132 (5) Manage employee benefits programs, including insurance and compensation plans;

133 (6) Ensure that state and federal reporting requirements are satisfied;

134 (7) Recommend to the mayor and council policies for the effective and efficient management of the  
 135 city's human resources; and

136 (8) Coordinate with the city attorney periodic evaluations of city policies and practices in regards to  
 137 compliance with state and federal laws regarding discrimination and harassment.

138

139 (E) **Intergovernmental relations.**

140 The Administrator shall:

141 (1) Coordinate the mayor and council's participation in inter-agency meetings and activities; and

142 (2) Maintain communications with representatives of the state, the county, and neighboring local  
 143 governments.

144

145 (F) **Public relations.**

146 The Administrator shall:

147 (1) Provide scheduling assistance and coordination for the mayor and council's attendance at  
 148 community meetings and participation in civic events;

149 (2) Disseminate information to the public and media organizations regarding municipal activities;  
 150 and

151 (3) Address inquiries from the public on subjects regarding municipal operations.



---

152

153 (G) **Boards and commissions.**

154 The Administrator shall:

- 155 (1) Provide clerical and administrative support to the city's advisory boards, commissions, and  
156 committees, to the extent authorized by Council; and
- 157 (2) Maintain a schedule of advisory board, commission, and committee appointments and  
158 coordinate the process for council's consideration of candidates for the boards, commissions,  
159 and committees.

160

161 (H) **Land use and development.**

162 The Administrator shall:

- 163 (1) Supervise staff with planning, zoning and permitting;
- 164 (2) Provide customer service assistance to those applicants (property owners, developers,  
165 contractors, agents, and the like) seeking land use or development authorization from the city;
- 166 (3) Assist applicants in the modification of plans to achieve conformance to building, subdivision,  
167 zoning, and other applicable ordinances;
- 168 (4) Participate in staff review of plans and specifications of buildings and subdivision plans, prior to  
169 their recommendation of approval or disapproval to the council; and
- 170 (5) Prepare and present staff recommendations on applicable subjects to the Planning and Zoning  
171 Commission, the Board of Adjustment and Council.

172

173 (I) **Council activities.**

174 The Administrator shall:

175

- 176 (1) Coordinate the calling of city council meetings as directed by the mayor or council, including the  
177 preparation and distribution of background material and posting of proper public notification of  
178 the meetings;
- 179 (2) Assist the mayor in compiling item submissions for the agendas of council meetings and  
180 workshops; administer the requirements of the Texas Open Meetings Act as it pertains to the  
181 council agenda; and administer the policies and procedures set by council regarding their  
182 agenda;
- 183 (3) Attend all meetings and workshops of the council unless excused therefrom. While the  
184 administrator may, at the council's discretion, be entitled to take part in the discussion of  
185 matters coming before the council, the administrator does not have a vote therein. The  
186 administrator shall be advised of all regular and special meetings of the council;
- 187 (4) Keep the mayor and council informed of items of interest to the governing body;
- 188 (5) Coordinate with the city attorney the preparation of draft ordinances, resolutions, and policy  
189 materials for consideration and possible adoption by the council;
- 190 (6) Maintain a schedule of the mayor and council's official gatherings; and
-

191 (7) Coordinate the mayor and council's participation in educational events and seminars.

192

193 **30.15.05 Code of Conduct: conflict of interest; bond**

194 (A) **Conduct**

195 The Administrator shall:

196 (1) Conduct themselves with the utmost courtesy because, as the city's representative, the administrator's  
197 work involves requiring the use of tact and diplomacy; and

198 (2) Exercise good conflict resolution and management skills in all areas of city business

199

200 (B) **Conflict of interest**

201 The Administrator shall:

202 (1) Disclose all financial interests in pending municipal matters subject to city action.

203 For the purpose of this section, the following definition shall apply, unless the context clearly indicates or  
204 requires a different meaning:

205 *Financial interest.* The administrator has a financial interest in a matter if the administrator, or those related  
206 to them within the first degree, at the time when the city takes up the matter:

207 (a) Owns ten percent or more of the voting shares of the business;

208 (b) Owns either ten percent or more, or \$15,000.00 or more, of the fair market value of the business;

209 (c) Receives more than ten percent of the person's gross income from the business; or

210 (d) Has an equitable interest in real property with a fair market value of \$2,500.00 or more.

211 If the administrator has a financial interest in a matter, they must:

212 (a) File an affidavit stating the nature and extent of that interest with the city secretary; and

213 (b) Abstain from further participation in the matter.

214

215 (C) **Bond**

216 The Administrator shall:

217 (1) furnish a surety bond to be approved by the City Council, the bond to be conditioned on the faithful  
218 performance of their duties. The premium of the bond shall be paid by the city.

219

220 **30.15.06 Administrator to Serve as Municipal Treasurer.**

221 (A) **The Office of Municipal Treasurer is created.** The Administrator shall also serve as the Municipal Treasurer.

222 (1) **Powers and Duties**



223 Administrator as the Municipal Treasurer shall:


224 (a) receive and securely keep all money belonging to the municipality;

- 
- 225 (b) make all payments on the order of the Mayor, attested by the secretary of the municipality under  
226 the seal of the municipality;
- 227 (c) not pay an order unless the face of the order shows that the governing body directed the issuance  
228 of the order and shows the purpose for which it is issued;
- 229 (d) render to the governing body a full statement of the receipts and payments which must be  
230 rendered at the governing body's first regular meeting in every quarter and at other times as required  
231 by the governing body; and
- 232 (e) shall perform other acts and duties as the governing body requires.
- 233 (2) The Administrator as the Municipal Treasurer will also perform the following duties which are  
234 statutorily given to the Municipal Secretary: (for reference. Local government code Sec. 22.073 and  
235 22.071, as amended)
- 236 (a) Serve as the general accountant of the municipality and shall keep regular accounts of the  
237 municipal receipts and disbursements. The Secretary shall keep each cause of receipt and  
238 disbursement separately and under proper headings. The Secretary shall also keep separate  
239 accounts with each person, including each officer, who has monetary transactions with the  
240 municipality. The Secretary shall credit accounts allowed by proper authority and shall specify the  
241 particular transaction to which each entry applies. The Secretary shall keep records of the  
242 accounts and other information covered by this subsection.
- 243 (b) Keep a register of bonds and bills issued by the municipality and all evidence of debt due and  
244 payable to the municipality, noting the relevant particulars and facts as they occur.
- 245
- 246 (3) **Bond.** The Administrator as the Municipal Treasurer shall be bonded as required by Section 30.15.05,  
247 and also as required by the law.
-

# RADAR SIGN PLACEMENT DIRECTION FOR FREELAND TURK SAFETY ENHANCEMENT BID PACKAGE

Keep these placements:

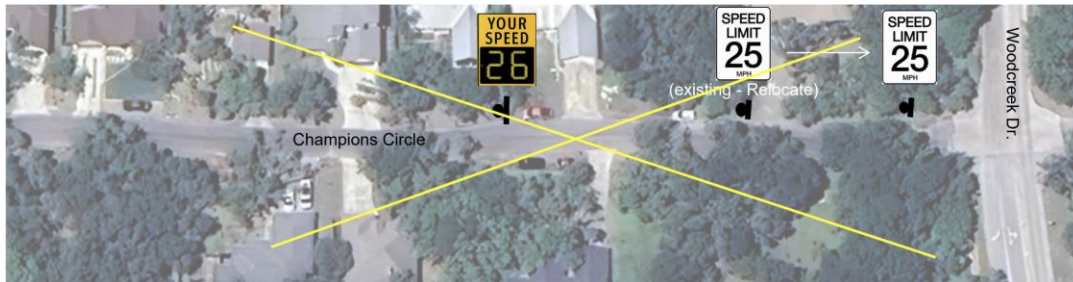
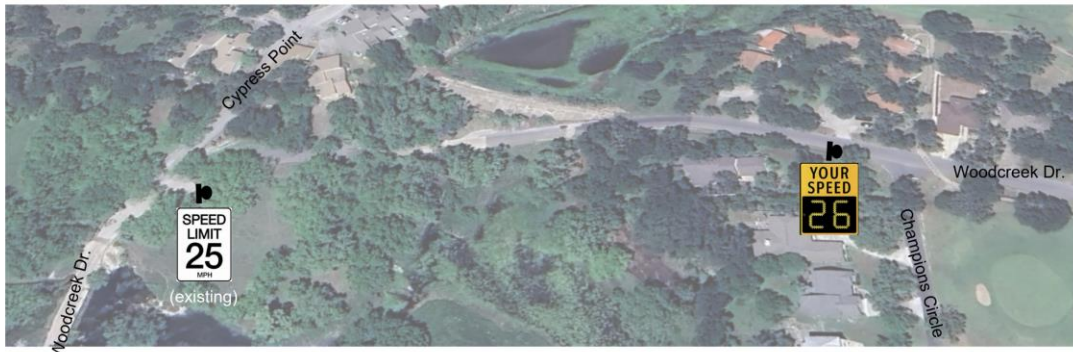



  
**Freeland Turk**  
 ENGINEERING GROUP  
177 FARM ROAD, SUITE 110  
 FARMINGTON, CT 06031  
 TEL: 860-635-2107

City of Woodcreek  
 2024 Safety Enhancement  
 Program  
 Digital Speed Sign Locations

REV	DATE	BY	CHKD	APP'D	DESCRIPTION

Remove the Champions placement and consider for a Phase II Safety Plan at a later date:



**Freeland Turk**  
ENGINEERING GROUP  
1110 CYPRESS BLVD., SUITE 115  
DUNWOODY, GA 30328  
TEL: 770.433.7300

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**City of Woodcreek**  
2024 Safety Enhancement  
Program  
Digital Speed Sign Locations

DATE	DESCRIPTION

Replace with August Drive:

**DRAFT PROPOSAL FOR VISUAL ONLY – FREELAND TURK SHALL DESIGNATE LOCATION**

**location A: install new sign on the north side of the road in front of 147 Augusta (just west) - this is very sunny and open**

location B: before 178 on south side of the road

Factors considered: distance from recent stop, other land features, and availability of solar power (sunlight)

Photos show location A only. If location B needs photos for consideration those can be provided.

