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## MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a Regular Meeting at Camp Young Judaea, located at 121 Camp Young Judaea Rd., Woodcreek, TX. The meeting will be held on December 14, 2022 at 6:30 PM.

All attendees are encouraged to wear face coverings when a minimum of six-foot social distancing cannot be maintained.

**Note: Smoking is not permitted on Camp Young Judaea property.**

The public may watch this meeting live at the following link: <https://meetings.ipvideotalk.com/119304555>. The public may listen to this meeting by dialing one of the following numbers: 1(617) 315-8088 or toll free at 1(866) 948-0772. When prompted enter Meeting ID:119304555.

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.

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

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

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

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

Submit written comments by email to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by noon on the day prior to the meeting. Please include your full name, home or work address, and agenda item number. Written comments will be part of the official written record only. A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request.

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# AGENDA

## CALL TO ORDER

## INVOCATION

## PLEDGES

## ROLL CALL

## PUBLIC COMMENTS

## CONSENT CALENDAR

1. Approval of Special City Council Meeting Minutes from October 12, 2022. (Amended)
2. Approval of Special City Council Meeting Minutes from October 26, 2022.
3. Approval of Special City Council Meeting (Bond Canvass) from November 22, 2022.
4. Approval of Special City Council Meeting (Election Canvass) from November 22, 2022.

## REPORTS FROM OFFICERS and COUNCIL LIAISONS

5. Report by Planning and Zoning Committee Liaison.
6. Report by Ordinance Review Committee Liaison.
7. Report by Parks and Recreation Board Liaison.
8. Report by Platinum Roads Panel Liaison.
9. Report by Tree Board Liaison.
10. Report by City Manager.
11. Report by City Secretary.

## REPORTS of SPECIAL (Select or Ad Hoc) COMMITTEES

12. Ad Hoc Workgroup, ARPA Review (American Rescue Plan Act of 2021)
13. Ad Hoc Workgroup, Chapters 154-157 (Development Workgroup)

## SPECIAL ORDERS

- [14.](#) Discuss and Take Appropriate Action on A Resolution for the Texas Regional Bank Signatories to Reflect the Names of the City Manager Kevin Rule, Mayor Jeff Rasco and Councilmember Brent H. Pulley.
- [15.](#) Discuss and Take Appropriate Action on the Approval of the 2023 Holiday Calendar for the City of Woodcreek.
- [16.](#) Discuss and Take Appropriate Action on the Appointment of a Mayor Pro Tempore for the Coming Year (Rasco).
- [17.](#) Approval of October 2022 Financial Reports.
- [18.](#) Approval of November 2022 Financial Reports.

## UNFINISHED BUSINESS and GENERAL ORDERS

### NEW BUSINESS

- [19.](#) Presentation of the "Spirit of Woodcreek Award" to Resident Cindy Jones.
- [20.](#) Presentation by Andre Ayala of Hilltop Securities Regarding the Plan for the Issuance of Bonds, Including the Possibility of Early Payoff of the Tax Note.
- [21.](#) Discuss and Take Appropriate Action on Considering an Early Pay-Off of Remaining Tax Note Debt (*Hines*).
- [22.](#) Discuss and Take Appropriate Action on the Assignments of Council Liaisons to Various Board/Committees as Suggested: Councilmember Bailey to the Platinum Roads Panel, Councilmember Grummert to the Parks and Recreation Board, Councilmember Hambrick to the Planning & Zoning Commission, Councilmember Hines to the Ordinance Review Committee, and Councilmember Pulley to the Tree Board. (*Grummert/Rasco*).
- [23.](#) Discuss and Take Appropriate Action on Having the New Councilmembers Chrys Grummert, Linnea Bailey and Bob Hambrick's Make Nominations of Citizens to Fill Three Expired Term Seats on Each of the Following: Parks and Recreation Board, Ordinance Review Committee, Platinum Roads Panel, and Tree Board. (*Grummert*)
- [24.](#) Discuss and Take Appropriate Action on the Mayor Recommendations for Alternates on the Various City Boards or Committees. (*Grummert*)
- [25.](#) Discuss and Take Appropriate Action on Accepting the Minimum Lot Sizes Addition to the City of Woodcreek Code of Ordinances Zoning Chapter 156. (*Hines*)
- [26.](#) Discuss and Take Appropriate Action on the Report from the Ordinance Review Committee Concerning the Request for Proposal (RFP) for a Code Compliance Officer. (*Hines*)
- [27.](#) Discuss and Take Appropriate Action on 2023 Citizen Survey with Possible Edits to the Draft Copy. (*Hines*)
28. Public Hearing Regarding the Community Development Block Grant (TxCDBG) Application to the Texas Department of Agriculture; TxCDBG Supports Community Development Such As Infrastructure, Economic Development Projects, Public Facilities Installation, Community Centers, Housing Rehabilitation, Public Services, Code Enforcement, Homeowner Assistance and Microenterprise Assistance.
- [29.](#) Discuss and Take Appropriate Action on a Resolution of the City of Woodcreek Moving \$25,000 from the Contingency Budget Line Item to the Community Development Block Grant Budget Line Item. (*Grummert*)
30. Executive Session for: Consultation With Legal Counsel, Pursuant to Chapter 551.071 of the Texas Government Code; Deliberation Regarding Real Property, Pursuant to Chapter 551.072 of the Texas Government Code; Deliberation Regarding Personnel Matters, Pursuant to Chapter 551.074 of the Texas Government Code.
31. Discuss and Take Appropriate Action on Retaining the Law Offices of Roger Gordon for the Month of December 2022 to Assist With Current Development Projects, With an Option to Extend the Agreement One Month if Determined by City Council to be Necessary. (*Rasco*)
32. Discuss and Take Appropriate Action on Acceptance of Resignation of City Attorney, Kent Wymore, and Ratification of Appointment of Interim City Attorney, Roger Gordon. (*Rasco*)
33. Discuss and Take Appropriate Action on Changes to Council and Staff Communication Policy. (*Rasco*)

34. Discuss and Take Appropriate Action on Proposed 2023 Calendar for Acceptance and Review of Applications for City Permits, Plats, Re-plats and Zoning Requests. (*Rasco*)
35. Discuss and Take Appropriate Action on Amending the Code of Ordinance Provisions for Timelines, Procedures, Rules of Completeness, and Fees Required for Acceptance of City Permits, Plats, Re-Plats and Zoning Requests. (*Rasco*)

**ANNOUNCEMENTS**

36. Reminder to Liaisons That Their Committees are Due to Vote on a Chairperson and Vice-Chairperson From Their Members Annually.

**ADJOURN**

I certify that the above notice was posted on the **11th day of December, 2022 at 4:15 PM**

By:   
**Suzanne J. MacKenzie, City Secretary**

**CITY COUNCIL MEETING**  
**October 12, 2022; 6:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco called the meeting to order at 6:30PM.

**ROLL CALL and ESTABLISH QUORUM**

**PRESENT**

Mayor Jeff Rasco  
Mayor Pro Tem Aurora LeBrun  
Councilmember Chrys Grummert  
Councilmember Debra Hines  
Councilmember Joe Kotarba  
Councilmember Brent H. Pulley

**STAFF PRESENT**

City Secretary, Suzanne Mac Kenzie  
Administrative Assistant, Maureen Mele  
City Attorney, Bud Wymore

**PUBLIC COMMENTS**

Public Comments were offered by John Epley and Bob Hambrick.

John Epley: Agenda Items #9, #11

Bob Hambrick: Agenda Items #4, #6, #8

**CONSENT AGENDA**

1. **Proclamation Celebrating the Woodcreek Arbor Day Event on October 4, 2022 at Camp Young Judaea from 3PM - 5PM.**
2. **Approval of City Council Meeting Minutes from September 14, 2022.**
3. **Approval of Financial Statements for July 2022.**

Mayor Rasco made a Point of Privilege to present the Arbor Day Proclamation to the Tree Board: Vice-Chair Monica Rasco and Member Dorothy Tasian. (6:26)

Member Hines requested to pull Item Number 3 from the Consent Agenda (financial statements). (7:37)

Motion was made by Councilmember Pulley to approve the Consent Agenda Item Numbers 1 and 2. (7:35) Motion was seconded by Councilmember Kotarba.

A roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley

The motion was carried with a 5-0-0 vote.

Discussion of Consent Agenda Item Number 3 was held on Budget Line Items: 6000.50, 6000.20 and 9077. Mayor Rasco stated that the City is still closing its end of year books for the Fiscal Year and the totals will change.

Motion was made by Councilmember Hines to approve the July Financial Statements, with a look at the Law Enforcement Line Item. Motion was seconded by Councilmember Grummert. (16:43)

A roll call vote was held.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion was carried with a 5-0-0 vote.

## REGULAR AGENDA

### 4. **Presentation of the "Spirit of Woodcreek Award" to Jane Little and To Her Team. (Pulley)**

Jane Little introduced each member of the team, the "Weeders of Woodcreek" who participate in the maintenance of Veterans Park and the entrance to the City of Woodcreek and have been working together for about 3 years.

6:49PM. Mayor Rasco recessed the meeting to go outside and take pictures of the entire team holding the award.

6:55PM. Mayor Rasco re-adjourned the meeting.

### 5. **Announcement: There is A New Farmer's Market Held Every Thursday 2pm to 6pm at the Corner of RR12 and Winter's Mill Parkway. (Grummert)**

Mayor Jeff Rasco announced the new Farmer's Market at the corner of RR12 and Winter's Mill Parkway.

### 6. **Announcement: A Town Hall To Discuss The Upcoming Bond Election Will Be Held on Tuesday, October 18, 2022, at 6PM; Definitive Location (VFW or CYJ) Will Be Announced, Once Confirmed. (Rasco)**

Mayor Jeff Rasco made the announcement that the Town Hall for the Bond Election will be held at the VFW on Wednesday, October 18, 2022 at 5:30PM.

Discussion that according to Statute, the Bond is actually a 40 year bond. In the Bond Ordinance document, Exhibit C, the 20 year term listed is an assumption on the life of the roads and was used as a guide for pay-off using estimated interest rates. (28:15)

**7. Discuss and Take Appropriate Action On Naming Becky Denton As An Alternate Member of the Parks and Recreation Board. (Rasco)**

Motion was made by Councilmember Pulley to name Becky Denton as an alternate member of the Parks and Recreation Board. (32:45) Motion was seconded by Councilmember Grummert.

A roll call vote was held.

Voting Yea: Councilmember Hines, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert

The motion was carried with a 5-0-0 vote.

**8. Direct Staff, In Coordination With the Ordinance Review Committee, To Prepare A Request for Proposals (RFP) Seeking A Contract For Part-Time Services From A Qualified Compliance Officer. (LeBrun)**

Motion was made by Mayor Pro Tem LeBrun to approve the recommendation of the item; that in coordination with the Staff and the Ordinance Review Committee, prepare and seek the part-time services of a qualified Compliance Officer not to exceed an hourly rate of \$20.00 per hour and not to exceed \$8,000 for the Fiscal Year 2022-2023, including wages and mileage. (34:06) Motion was seconded by Councilmember Pulley.

Discussion was held on the Compliance Officer Qualifications; including consideration and research of Compliance Officer Groups/Pool.

Councilmember Hines presented a list of suggested qualifications for the job description:

Compliance Officer shall work less than 15 hours per week; Implement verification process for citations and letters; Citation letters will include picture of violation, citation of code violated and a description of resident response; Attend annual de-escalation and customer service training; Submit monthly reports on citation and warning letters; Code enforcement training completed within one year; Create a formal complaint process for residents; Compliance Officer shall not attend Council meetings; Compliance Officer shall not perform other non-code related work.

Motion was made by Councilmember Grummert to amend the original motion to include the list before sending this item to the Ordinance Review Committee. (44:11) Motion was seconded by Councilmember Hines.

A roll call vote was held on the amended motion.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

The motion was carried with a 5-0-0 vote.

A roll call vote was held on the main motion.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba

The motion was carried with a 5-0-0 vote.

9. **Request that the City of Woodcreek Tree Board, in Coordination with City Staff and the Board's Council Liaison, Develop A Draft Request for Proposals (RFP) for the Services of a Part-Time Arborist. Once Completed, the Draft to be Presented to City Council for Review and Approval. (LeBrun)**

Motion was made by Mayor Pro Tem LeBrun for Council to approve the request that the City of Woodcreek's Tree Board develop a draft RFP, in coordination with City Staff, and with the oversight of the Council's Liaison for a Part-Time Arborist, that would not exceed eight(8) hours per week, with a maximum expenditure of \$9,500 for 2022-2023 that would include mileage reimbursement. Draft of the RFP would be presented to Council for review and approval. (45:50) Motion was seconded by Councilmember Grummert.

Discussion was held on outlining the duties and responsibilities of the Part-Time Arborist. Discussion was held on whether the arborist who responded to resident can obtain a job without creating a conflict of interest.

An amended motion was made by Councilmember Grummert have the list of RFQ suggestions and questions sent to Councilmember Pulley, as the Liaison, and forwarded to the Tree Board, to be included in the RFP document. (1:03)

The motion was seconded by Mayor Pro Tem LeBrun.

A roll call vote was held on the amended motion.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion was carried with a 5-0-0 vote.

A roll call vote was held on the main motion.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley

The motion was carried with a 5-0-0 vote.

10. **Discuss and Take Appropriate Action On A Recommendation That, Upon the Hiring of A City Manager, Staff Review Contracts and Agreements for Professional Services in Effect For 3 Years or Longer, Including But Not Limited to Legal Services, Bookkeeping/Accounting, and Information Technology, Including Development A Request For Qualifications (RFQ) Covering These Services. (LeBrun)**

Motion was made by Mayor Pro Tem LeBrun that Council accept the recommendation that upon the hiring of a City Manager, will direct staff to review contracts and agreements for professional or technical services that have been in effect for three(3) years, or more. (1:09) Motion was seconded by Councilmember Grummert.

Discussion of the document being an RFQ, not an RFP, that would enable the City to find out what companies are in the area that are qualified to perform the services needed (i.e. IT, Legal). This is an opportunity for the City to improve and get the best the services. There are changes in Staff and Council occurring and this is a good time to review contracts that have not been reviewed recently. This process should become part of the Council's regular review process moving forward.



An amended motion was made by Councilmember Hines to begin this process in January 2023. (1:16) The motion was seconded by Councilmember Grummert.

A roll call vote was held on the amended motion.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines,

The motion was carried with a 5-0-0 vote.

A second amended motion was made by Mayor Pro Tem LeBrun that upon the hiring of the City Manager and an appropriate time for orientation, the City Manager, with support from staff, begin the review of professional and technical services contracts that have been in effect for three(3) years or more and this shall begin no sooner than January 2023. (1:19)

Motion was seconded by Councilmember Grummert.

A roll call vote was held on the second amended motion.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba

The motion was carried with a 5-0-0 vote.

A roll call vote was held on the main motion.

Voting Yea: Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert

The motion was carried with a 5-0-0 vote.

**11. Discuss and Take Appropriate Action on Sharing Costs on Safety Improvements on the Path Between Woodcreek and Mountain Crest at the Northern Intersection of Brookhollow and Augusta Drives, With Woodcreek's Share Not to Exceed \$600.00. (Rasco)**

Motion was made by Councilmember Grummert for Council to approve the sharing of costs of safety improvements on the path between Woodcreek and Mountain Crest at the northern intersection of Brookhollow and Augusta Drives, with Woodcreek's share not to exceed \$600.00. (1:21) Motion was seconded by Councilmember Hines.

Discussion was held on the history of the property and a recount of the discussion with Keith, at Mountain Crest, to provide receipt(s) for the work completed, of which the City of Woodcreek will reimburse the costs, not to exceed \$600.

A roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley

The motion was carried with a 5-0-0 vote.

**12. Discuss and Take Appropriate Action on a Request from the Parks Board of Spending up to \$400. from the 2022-2023 budget for a Friends of Woodcreek Parks Recognition Award. (Grummert)**

Motion was made by Councilmember Grummert to approve the Parks Board to spend up to \$400 for a Woodcreek Parks Recognition Award from the 2022-2023 budget. (1:29) Motion was seconded by Councilmember Pulley.

Discussion was held that this award was inspired by the "Spirit of Woodcreek Award" and will be a recurring award throughout the year.

A roll call vote was held.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion was carried with a 5-0-0 vote.

**13. Discuss and Take Appropriate Action on Approving the Updated Parks Board Budget for the Spooktacular Event being Held Sunday, October 30th, 2022. (Grummert)**

Motion was made by Councilmember Grummert that Council approves the updating of the Spooktacular budget of \$2,250 for the 2022-2023 budget, creating a total Spooktacular budget of \$3,250. (1:32) Motion was seconded by Councilmember Hines.

A roll call vote was held.

Voting Yea: Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert

The motion was carried with a 5-0-0 vote.

**14. Discuss Increasing the City of Woodcreek Hotel Occupancy Tax Rate Currently Set at Zero Percent. (Grummert)**

Discussion that the City of Wimberley has a HOT Tax of 7%. There is an opportunity for the City of Woodcreek to reinstate its HOT Tax, as long as the monies raised comply with the list of revenue uses approved by the Texas State Comptroller, listed on page 77 of the packet. The City of Woodcreek could create a "Bring Art to the Parks" project to improve tourism or use the monies to contribute to the Wimberley Trails Project for the areas of the trail that come through the City.

**15. Report from the Ordinance Review Committee Followed by Discussion and Possible Action on the Woodcreek Code of Ordinances in Relation to Masonry Requirements and the Board of Adjustments. (Hines)**

Report from Councilmember Hines regarding the progress of the Ordinance Review Committee regarding masonry requirements and the Board of Adjustment.

Motion was made by Councilmember Hines to direct Staff to remove the masonry requirement from Code everywhere the 55% specification is listed in the Ordinances and bring it into alignment with State Code. (1:52) Motion was seconded by Councilmember Grummert.

A roll call vote was held on the main motion.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines,

The motion was carried with a 5-0-0 vote.

A motion was made by Councilmember Hines that Staff take City Attorney Bud Wymore's edits of the Board of Adjustments and implement them so we are in alignment with state code and would like to authorize an expenditure of no more than thirty(30) minutes to review the rest of the BOA. (1:58) Motion was seconded by Councilmember Grummert.

A roll call vote was held.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba

The motion was carried with a 5-0-0 vote.

**16. Discuss and Take Appropriate Action on the City of Woodcreek Social Media Policy (Draft). (Hines)**

Motion was made by Councilmember Hines to discuss and take appropriate action on the City of Woodcreek Social Media Policy Draft. (2:01) Motion was seconded by Councilmember Grummert.

Discussion on the necessity and legality of having versus not having, or limiting public comments on social media pages for the City of Woodcreek. Concern was expressed by Mayor Rasco and Councilmember Pulley about the demand on staff/lack of staff. Further discussion of the site(s) being monitored and managed by the new City Manager with the permissibility of sharing of City posts by residents.

Mayor Rasco asked that this item be removed from consideration today and placed on the next agenda, with any adjustments to the draft document to be sent to Councilmember Hines. The item will be returned to the next meeting's agenda.

**17. Discuss and Take Appropriate Action on the 2022 City of Woodcreek Comprehensive Plan Document and Consider Adopting the 2022 Woodcreek Comprehensive Plan by the Passage of the Ordinance Amending the City of Woodcreek Code of Ordinances at TITLE XV ("LAND USAGE"), CHAPTER 150 ("GENERAL PROVISIONS") at COMPREHENSIVE PLAN section 150.45 (ADOPTION). (Hines)**

Motion was made by Councilmember Hines for Council to approve the 2022 City of Woodcreek Comprehensive Plan document and adopt the 2022 Woodcreek Comprehensive Plan by the passage of the Ordinance Amending the City of Woodcreek Code of Ordinances at Title XV ("Land Usage") Chapter 150 ("General Provisions") at Comprehensive Plan section 150.45 (Adoption). (2:24) Motion was seconded by Mayor Pro Tem LeBrun.

A motion was made by Councilmember Hines to amend the 2022 Comprehensive Plan to satisfy former Councilmember Judy Brizendine's comment to address strategy #2 Action Plan under "Fiscal", to change the "HOT" item wording to "create special restricted funds to promote community tourism and city-wide improvements within the parameters of the governing code". (2:26) Motion was seconded by Councilmember Grummert.

A roll call vote was held on the amendment.

Voting Yea: Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert

The motion was carried with a 5-0-0 vote.

A roll call vote was held on the main motion.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion was carried with a 5-0-0 vote.

**18. Discuss and Take Appropriate Action on Accepting and Adopting the City of Woodcreek Comprehensive Plan. (Hines)**

This item was a duplicate of Item number 17, above. Councilmember Hines withdrew this item. (2:24) No discussion or action was taken.

**ADJOURN**

Mayor Rasco adjourned the meeting at 9:02PM.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, City Secretary**

**SPECIAL CITY COUNCIL MEETING**  
**October 26, 2022; 2:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco called the meeting to order at 2:00PM.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL AND ESTABLISH QUORUM**

**PRESENT**

Mayor Jeff Rasco  
Mayor Pro Tem Aurora F. LeBrun  
Councilmember Chrys Grummert  
Councilmember Debra Hines  
Councilmember Joe Kotarba  
Councilmember Brent H. Pulley

**STAFF PRESENT**

City Attorney, Bud Wymore  
City Secretary, Suzanne Mac Kenzie  
Admin. Asst., Maureen Mele

**PUBLIC COMMENTS**

No Public Comments were offered.

**REGULAR AGENDA**

- 1. Discuss and Take Appropriate Action on the Application for a Special Event Permit for the Ride to End Alzheimer's on Sunday, November 6, 2022.**

Motion was made by Councilmember Hines to approve the Special Event Permit for the Ride to End Alzheimer's on Sunday, November 6, 2022. (3:29) Motion was seconded by Councilmember Pulley.

A role call vote was taken.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley

Motion Passed: 5-0-0.

Discussion that the Ride has occurred in prior years, traveling through Woodcreek. The notice was recently received otherwise the item would be on an earlier meeting agenda. With the proximity of the event, the fee associated with the Special Event Permit will be waived.

**2. Discuss and Take Appropriate Action on a Resolution to Select the Administrative/Project Delivery Service Provider(s) to Complete Application and Project Implementation for the City of Woodcreek's 2023-2024 Texas Community Development Block Grant Funded and Administered through the Texas Department of Agriculture (Grummert)**

Motion was made by Councilmember Grummert to approve resolution to select the administrative/project delivery service providers to complete the application and project implementation for the City of Woodcreek's 2023-2024 Texas Community Development Block Grant funded and administered through the Texas Department of Agriculture. (5:46) Motion seconded by Councilmember Kotarba.

A role call vote was taken.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

Motion Passed: 5-0-0.

Grantworks was selected by the Ad Hoc Review Committee. Discussion was held between Governing Body and Michael, from Grantworks regarding the next steps for the City.

**3. Discuss and Take Appropriate Action on a Resolution to Select the Engineering/Architectural/Surveying Service Provider(s) to Complete Project Implementation for the City of Woodcreek's 2023-2024 Texas Community Block Grant Funded and Administered through the Texas Department of Agriculture (Grummert)**

Motion was made by Councilmember Grummert to approve the resolution to select the engineering/architectural/surveying service providers to complete the project implementation for the City of Woodcreek's 2023-2024 Texas Community Development Block Grant funding administered through the Texas Department of Agriculture.

TLC Engineering was selected by the Ad Hoc Review Committee. Discussion was held between Governing Body and Michael, from Grantworks regarding the next steps for the City.

Motion was made by Councilmember Hines that after the election, Council nominate a person from the Platinum Panel and a person from Council as liaisons with Grantworks staff to interface on this project. (25:20)

Motion was seconded by Councilmember Grummert.

A role call vote was taken on the amendment.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

Motion Passed: 5-0-0.

A roll call vote was taken on the main motion.

Voting Yea: Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert

Motion Passed: 5-0-0.

**4. Discuss and Take Appropriate Action on Recommendations for Updates to Section 156.060 Garage and Yard Sales from Ordinance Review Committee (Hines)**

Motion was made by Councilmember Hines to accept the recommendations from the Ordinance Review Committee and draft an ordinance based on their recommendations in addition to any additional recommendations that Council makes. (29:48) Motion was seconded by Councilmember Grummert.

Discussion of the recommendations from the Ordinance Review Committee. They left the cost of the signage and the penalties up to Council. Recommendation of changing the cost of a garage sale sign for residents to \$10.00/sign. Explanation of current ROW areas and fees done by Staff. Additional discussion of the total number of garage sales by residents per year.

A roll call vote was taken.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba,

Motion Passed: 5-0-0.

**5. Discuss and Take Appropriate Action on Creating a Bi-annual City-Wide Garage Sale (Grummert)**

Motion was made by Councilmember Grummert to proceed with a single, annual city-wide garage sale event to take place the weekend before bulk pick-up with the \$10 fee donated to a Parks line-item budget; City Secretary will coordinate the event, if Parks declines. Councilmember Hines seconded motion.

A roll call vote was taken.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley,

Motion Passed: 5-0-0.

**6. Discuss and Take Appropriate Action on Amending the City of Woodcreek Code of Ordinances at TITLE XI (" BUSINESS REGULATIONS"), CHAPTER 110 ("HOTEL OCCUPANCY TAX") to Raise the Current Tax Rate of Zero to Seven (7) Percent (Grummert)**

Motion was made by Mayor Pro Tem LeBrun to postpone further action on this item until Council has time to implement an Advisory Workgroup and engage those that would be subject to this tax. Motion was seconded by Councilmember Pulley.

An amendment to the motion was made by Mayor Pro Tem LeBrun to postpone this item up to 90 days. Amendment was seconded by Councilmember Pulley.

Motion was made by Councilmember Hines for the City of Woodcreek to place an ad in the paper to notify interested parties who want to be considered for the committee. Motion was seconded by Councilmember Grummert.

Discussion of HOT of 7% would be applied and there would be no requirement for a public hearing to increase the current tax rate from 0%.

A role call vote was taken on the second motion.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba

Motion Passed: 5-0-0.

A role call vote was taken on the amendment to the main motion.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

Motion Passed: 5-0-0.

A role call vote was taken on the main motion.

Voting Yea: Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert

Motion Passed: 5-0-0.

**7. Discuss and Take Appropriate Action on an Ordinance Amending City of Woodcreek Code of Ordinances at TITLE III ("ADMINISTRATION"), CHAPTER 30 ("OFFICIALS, EMPLOYEES, AND ORGANIZATIONS"), ADDING SECTION 30.90 ("HOTEL OCCUPANCY TAX ADVISORY COMMITTEE") (Grummert)**

Motion was made by Councilmember Grummert to adopt an ordinance amending the City of Woodcreek Code of Ordinances at TITLE III ("ADMINISTRATION"), CHAPTER 30 ("OFFICIALS, EMPLOYEES, AND ORGANIZATIONS"), ADDING SECTION 30.90 ("HOTEL OCCUPANCY TAX ADVISORY COMMITTEE"). Motion was seconded by Mayor Pro Tem LeBrun.

Amendment was made by Councilmember Grummert to strike number 4 from the ordinance and any other non-substantive edits. Amendment was seconded by Mayor Pro Tem LeBrun.

A role call vote was taken on the amendment.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

Motion Passed: 5-0-0.



A role call vote was taken on the main motion.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley

Motion Passed: 5-0-0.

**8. Executive Session on Personnel Matters**

The Governing Body went into Executive Session at 4:05PM.

The Governing Body returned from Executive Session at 4:44PM.

No action was taken in Executive Session.

Mayor and Staff were directed to extend an Offer of Employment Contract for the City Manager position to Kevin Rule.

**ADJOURN**

Mayor Rasco adjourned the meeting at 4:44PM.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, City Secretary**

**SPECIAL CITY COUNCIL MEETING (BOND CANVASS)**  
**November 22, 2022; 2:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Jeff Rasco called the meeting to order at 2:00PM.

**PLEDGES**

**ROLL CALL AND ESTABLISH QUORUM**

For the purpose of canvassing the bond election results, two members of the canvassing authority (i.e. City Council) constitutes a quorum pursuant to Texas Election Code § 67.004(a).

**PRESENT**

Mayor Jeff Rasco  
Council Member Brent Pulley  
Council Member Debra Hines

**ABSENT**

Mayor Pro Tem Aurora LeBrun  
Council Member Chrys Grummert  
Council Member Joe Kotarba

**STAFF PRESENT**

Suzanne Mac Kenzie, City Secretary

**PUBLIC COMMENTS**

No Public Comments were offered.

**REGULAR AGENDA**

1. **Consider Adoption of a Resolution Canvassing Returns and Declaring Results of Bond Election Held on November 8, 2022; and Containing Other Provisions Related Thereto.**

Mayor Rasco read the description and tabulation result sections from the Orrick document, Resolution Canvassing Returns and Declaring Results of Bond Election Proposition A document, stating that it has the same result totals as the official election results from the Hays County.

Motion was made by Member Hines to accept the results and authorize resolution canvassing returns and declaring results. (4:14) Motion was seconded by Member Pulley.

A roll call vote was held.  
Voting Yea: Member Hines, Member Pulley  
Motion Passed: 2-0-0.

Mayor Rasco read the Orrick document, Certificate for Resolution.

Motion was made by Member Hines to approve the Certification for Resolution (5:38)  
Motion was seconded by Member Pulley.

A roll call vote was held.  
Voting Yea: Member Hines, Member Pulley  
Motion Passed: 2-0-0.

Mayor Rasco read into the record the Orrick document, Exhibit A Election Results of the November 8, 2022 Bond Election that come from the official tally from Hays County.

**ADJOURN**

Mayor Jeff Rasco adjourned the meeting at 2:06PM.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, City Secretary**

**SPECIAL CITY COUNCIL MEETING (ELECTION CANVASS)**  
**November 22, 2022; 2:15 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Jeff Rasco called the meeting to order at 2:15PM.

**ROLL CALL AND ESTABLISH QUORUM**

For the purpose of canvassing the election results, two members of the canvassing authority (i.e. City Council) constitutes a quorum pursuant to the Texas Election Code § 67.004(a).

**PRESENT**

Mayor Jeff Rasco  
Council Member Brent Pulley  
Council Member Debra Hines

**ABSENT**

Mayor Pro Tem Aurora LeBrun  
Council Member Chrys Grummert  
Council Member Joe Kotarba

**STAFF PRESENT**

Suzanne Mac Kenzie, City Secretary

**PUBLIC COMMENTS**

No Public Comments were offered.

**REGULAR AGENDA**

- 1. Canvass of the Returns of the City of Woodcreek General Election held on November 8th, 2022 for the Purpose of Electing Three (3) Councilmembers of the City Council, At-Large, to Serve Two Year Terms.**  
Mayor Rasco read the official election results from the Hays County Election Office website. Mayor Rasco read and prepared the Secretary of State Form AW9-1 Summary of Precinct Returns and the Secretary of State Form AW9-2 Canvass of General Election.
- 2. Discuss and Take Appropriate Action to Approve Resolution 2022-11-22-2 Canvassing the Returns and Declaring the Results of the General Election Held on November 8, 2022 for the Purpose of Election Three (3) Councilmembers of the City Council, At-Large, to Serve Two Year Terms, Other Matters in Connection Therewith.**

Motion was made by Member Hines to approve the canvass and pass the resolution. (3:44)  
Motion was seconded by Member Pulley.

**ADJOURN**

Mayor Jeff Rasco adjourned the meeting at 2:19PM.

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**Jeff Rasco, Mayor**

---

**Suzanne Mac Kenzie, City Secretary**

DRAFT

**CITY OF WOODCREEK, TEXAS**

**RESOLUTION NO. 2022-12-14-1**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS DESIGNATING AUTHORIZED SIGNATURES FOR THE CITY OF WOODCREEK'S BANK ACCOUNTS AND INVESTMENT VEHICLES**

**WHEREAS**, the City Council of the City of Woodcreek has established a financial responsibility to its citizens and to its employees, and

**WHEREAS**, the City Council of City of Woodcreek shall take action by Resolution to designate authorized signatures for the City's bank accounts and investment vehicles,

**NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WOODCREEK HEREBY ADOPTS THE FOLLOWING RESOLUTION THAT:**

Section 1.

The City Council of the City of Woodcreek designates authorized signatures on the City's bank accounts and investment vehicles as the City Manager Kevin Rule, Mayor Jeff Rasco, and Councilmember Brent Pulley.

Section 2.

This Resolution shall be effective immediately upon its passage.

PASSED AND APPROVED this, the 14<sup>th</sup> day of December, 2022, on a roll call vote of the City Council of Woodcreek, Texas.

**City of Woodcreek:**

By: \_\_\_\_\_  
Jeff Rasco, Mayor

**Attest:**

By: \_\_\_\_\_  
Suzanne Mac Kenzie, City Secretary

# HOLIDAY CALENDAR 2023



New Year's Holiday	Monday, January 2, 2023
MLK Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Good Friday	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day (Indigenous Peoples' Day)	Monday, October 9, 2023
Veterans' Day	Friday, November 10, 2023 (Observed)
Thanksgiving Break	Wednesday, November 22, 2023
	Thursday, November 23, 2023
	Friday, November 24, 2023
Christmas Break	Friday, December 22, 2023
	Monday, December 25, 2023
	Tuesday, December 26, 2023
New Year's Day	Monday, January 1, 2024

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager, Kevin Rule

\_\_\_\_\_  
Date

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on the selection of the City of Woodcreek Mayor Pro Tempore for the coming year.

**Agenda Item Summary:**

Mayor Rasco requests nominations for City of Woodcreek Mayor Pro Tempore

**Financial Impact:**

None

**Recommendations:**

Appoint a new Mayor Pro Tem

**Supporting Documents Included:**

none

**Submitted by:** Mayor Jeff Rasco



# The City of Woodcreek

Item 17.

## Statement of Financial Position

As of October 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1003.1 Municipal Court Petty Cash	100.00
1007 TX Regional 061, Operating	698,347.78
1007.1 Tree Fund	4,753.66
1007.2 Parks Fund	1,179.54
1007.5 Municipal Court Funds In Operating Account	0.00
1007.51 MC General Fund	22,082.44
1007.52 MC Security Fund	19.45
1007.53 MC Tech Fund	25.88
<b>Total 1007.5 Municipal Court Funds In Operating Account</b>	<b>22,127.77</b>
<b>Total 1007 TX Regional 061, Operating</b>	<b>726,408.75</b>
1008 TX Regional 053, Investment	0.00
1008.2 PEG Funds	14,005.07
1008.3 Reserve Funds	166,830.61
1008.4 American Rescue Act Funds	214,392.56
<b>Total 1008 TX Regional 053, Investment</b>	<b>395,228.24</b>
1009 TX Regional 095, Road Reserve Funds	147.74
1011 TX Regional 819, Payroll Account	10,000.00
1020 Investment Account - Class 0001	482,604.58
<b>Total Bank Accounts</b>	<b>\$1,614,489.31</b>
Other Current Assets	
1120 Delinquent Taxes Receivable (CPA)	9,191.35
1120.01 1120.01-CPA Debt Service	3,634.21
1121 Allowance for Uncollectible (CPA)	-1,378.65
1121.01 1121.01-CPA Debt Service	-545.58
1124 Sales Tax Receivable (CPA)	13,189.82
1150 Due From Capital Project Funds To Operating	167,425.08
<b>Total Other Current Assets</b>	<b>\$191,516.23</b>
<b>Total Current Assets</b>	<b>\$1,806,005.54</b>
Fixed Assets	
1200 Office Furniture / Equipment	35,704.46
1225 Land	37,850.00
1226 Building & Improvements	130,602.00
1226.1 Cedar Fence/Enclosure (in svc 10/21/21)	7,702.50
1227 Street Pavement 2013	144,126.00
1228 Street Improvements 2017	1,489,691.00
1229 Street Improvements 2021	409,930.76
1231 Storage Building	9,055.00
1235.1 Kawasaki Mule 2016	7,840.64

1240 Accumulated Depreciation - All	-195,372.00
<b>Total Fixed Assets</b>	<b>\$2,077,130.36</b>
Other Assets	
1250 Deferred Revenue (CPA)	-7,813.11
1250.01 1250.01-CPA Debt Service	-3,088.63
1599 1599-CPA Due From General Fund	25,047.75
<b>Total Other Assets</b>	<b>\$14,146.01</b>
<b>TOTAL ASSETS</b>	<b>\$3,897,281.91</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1900.5 Accounts Payable (Auditor Adjustments)	19,168.60
2021 Accrued Wages Payable (Audit Adjs CPA)	9,176.37
2030 TMRS Payable	1,083.15
2400 Due To Operating From Capital Project Funds	167,425.08
2599 2599-CPA Due To Debt Service Fund	25,047.75
<b>Total Other Current Liabilities</b>	<b>\$221,900.95</b>
<b>Total Current Liabilities</b>	<b>\$221,900.95</b>
<b>Total Liabilities</b>	<b>\$221,900.95</b>
Equity	
9997 Net Investment In Capital Assets	144,132.96
9998 Opening Balance Equity	333,537.47
9999 Retained Earnings	3,120,511.49
9999-debtscvcpa Retained Earnings Debt Svc Audit CPA	17,174.31
Net Revenue	60,024.73
<b>Total Equity</b>	<b>\$3,675,380.96</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,897,281.91</b>

**Treasurer's Report**  
**For the Period: October 2022**

Item 17.

Percent Complete: 8.33%

	2022-2023			2021-2022			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Oct-22	Oct-21	Difference
<b>Revenue</b>									
2900 Accounting Info Needed	-	-	n/a	-	-	n/a	-	-	-
3000 Ad Valorem Tax Revenue	-	-	n/a	-	-	n/a	-	-	-
3000.01 Ad Valorem Tax	109	360,000	0%	291	349,000	0%	109	291	(183)
3000.02 Delinquent Ad Valorem Tax	89	4,500	2%	43	-	n/a	89	43	46
3000 Ad Valorem Tax Revenue	198	364,500	0%	334	349,000	0%	198	334	(136)
3005 State Sales Tax Revenue	7,755	80,000	10%	6,362	80,000	8%	7,755	6,362	1,392
3010 Mixed Beverage Tax & Fees Rev	109	1,200	9%	110	1,500	7%	109	110	(1)
3020 Electric Franchise Fee Revenue	10,871	31,000	35%	5,972	34,000	18%	10,871	5,972	4,900
3030 Cable Services Franchise Rev	-	30,000	0%	-	30,000	0%	-	-	-
3030.1 PEG - Cable Revenue	-	6,650	0%	-	6,000	0%	-	-	-
3030 Cable Services Franchise Rev	-	-		-	-	#DIV/0!	-	-	-
3040 Water Service Franchise Revenue	75,628	90,000	84%	71,221	100,000	71%	75,628	71,221	4,407
3050 Disposal Service Franchise Rev	-	24,000	0%	5,796	25,000	23%	-	5,796	(5,796)
3060 Telephone Franchise Revenue	-	160	0%	-	200	0%	-	-	-
3070 Golf Course Franchise Revenue	-	500	0%	-	500	0%	-	-	-
3080 Reimbursements	-	-	n/a	-	6,000	0%	-	-	-
3080.10 Engineerings	-	8,000	0%	-	-	n/a	-	-	-
3080.20 Legal	-	2,500	0%	-	-	n/a	-	-	-
3080.30 Admin	-	-	n/a	-	-	n/a	-	-	-
3080 Reimbursements	-	10,500	0%	-	6,000	0%	-	-	-
3090 Development Revenue	-	-	n/a	-	-	n/a	-	-	-
3090.01 Residential	-	-	n/a	-	-	n/a	-	-	-
3090.011 New Home Permits	1,000	6,000	17%	-	5,000	0%	1,000	-	1,000
3090.012 Other Permits	525	7,000	8%	932	11,000	8%	525	932	(407)
3090.013 Inspections	4,471	7,000	64%	1,056	17,000	6%	4,471	1,056	3,415
3090.02 Commercial	-	500	0%	-	5,000	0%	-	-	-
3090.03 Other	-	200	0%	-	80	0%	-	-	-
3090.031 Subdivisions/Plats/Re-Plats	24,419	5,000	488%	-	5,000	0%	24,419	-	24,419
Total 3090 Development Revenue	30,415	25,700	118%	1,987	43,080	5%	30,415	1,987	28,428
3093 Liquor License Revenue	-	1,250	0%	-	1,310	0%	-	-	-
3095 Sign Fees	90	350	26%	45	700	6%	90	45	45
4000 Interest Income	4,033	2,500	161%	47	1,000	5%	4,033	47	3,986
4010 Other Revenue	-	10,000	0%	70	700	10%	-	70	(70)
4010.1 Coupons	-	-	n/a	-	-	n/a	-	-	-
4010 Other Revenue	-	10,000	0%	70	700	10%	-	70	(70)
4015 Oak Wilt Containment	-	6,000	0%	-	-	n/a	-	-	-
4020 Municipal Court Revenue	-	1,500	0%	-	1,500	0%	-	-	-
4035 TDEM DR-4485 Revenue	-	-	n/a	-	-	n/a	-	-	-
4040 Donations Received	-	5,200	0%	-	6,180	0%	-	-	-
4040.02 Park Donations	-	500	0%	-	-	n/a	-	-	-
Total Donations Received	-	5,700	0%	-	6,180	0%	-	-	-
4050 General Fund Transfer	-	-	n/a	-	-	n/a	-	-	-
Billable Expenditure Revenue	-	-	n/a	-	-	n/a	-	-	-
Markup	-	-	n/a	-	-	n/a	-	-	-
Services	-	-	n/a	-	-	n/a	-	-	-
Shipping Revenue	-	-	n/a	-	-	n/a	-	-	-
Uncategorized Revenue	-	-	n/a	-	-	n/a	-	-	-
<b>Total Revenue</b>	<b>129,098</b>	<b>691,510</b>	<b>19%</b>	<b>91,944</b>	<b>686,670</b>	<b>13%</b>	<b>129,098</b>	<b>91,944</b>	<b>37,155</b>
<b>Expenditures</b>									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	6,048	170,000	4%	17,595	208,500	8%	6,048	17,595	(11,547)
5000.02 Ins Expense Reimbursement	-	6,000	0%	718	8,600	8%	-	718	(718)
5000.03 City Manager Vehicle Reimburse	-	-	n/a	500	6,000	8%	-	500	(500)
5000.05 Elected Official Pay	-	-	n/a	-	-	n/a	-	-	-
5000.20 Payroll Tax Expense	-	-	n/a	-	-	n/a	-	-	-
5000.21 FICA/OASDI	463	13,400	3%	1,394	16,410	8%	463	1,394	(931)
5000.22 Unemployment Insurance	-	1,100	0%	64	500	13%	-	64	(64)
5000.20 Payroll Tax Expense	463	14,500	3%	1,458	16,910	9%	463	1,458	(995)
5000.40 Retirement	660	18,100	4%	1,909	22,190	9%	660	1,909	(1,249)
5000.50 Direct Deposit Expense	-	-	n/a	-	-	n/a	-	-	-
5000.51 Health Insurance Stipend	-	-	n/a	-	-	n/a	-	-	-
Total 5000 Personnel Services	7,170	208,600	3%	22,179	262,200	8%	7,170	22,179	(15,009)
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	-	-	n/a	-	-	-
5500.10 City Hall Maintenance / Repairs	139	2,000	7%	198	4,000	5%	139	198	(59)
5500.20 Cleaning Costs	150	1,800	8%	125	1,500	8%	150	125	25
5500.30 IT & Radio Expenses	-	10,000	0%	4,402	15,000	29%	-	4,402	(4,402)
5500.40 Newsletter	-	-	n/a	-	-	n/a	-	-	-
5500.50 Office Supplies	265	4,500	6%	534	4,000	13%	265	534	(269)

	2022-2023			2021-2022			Y/Y Monthly Comparison			Item 17.
	YTD	Budget	%	YTD	Budget	%	Oct-22	Oct-21	Diff	
5500.60 Postage & Shipping	400	3,000	13%	231	2,100	11%	400	231	169	
5500.61 Printing & Reproduction	-	4,500	0%	231	4,000	6%	-	231	(231)	
5500.62 Printing Cost Newspaper	-	1,500	0%	-	2,000	0%	-	-	-	
5500.70 Storage Rental	-	-	n/a	-	-	n/a	-	-	-	
5500.80 Software & Subscriptions	5,083	12,000	42%	202	15,000	1%	5,083	202	4,882	
<b>Total 5500 Office Expenses</b>	<b>6,038</b>	<b>39,300</b>	<b>15%</b>	<b>5,923</b>	<b>47,600</b>	<b>12%</b>	<b>6,038</b>	<b>5,923</b>	<b>115</b>	
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-	
6000.01 Audit Expense	-	12,000	0%	-	12,000	0%	-	-	-	
6000.10 Codification	-	2,750	0%	-	4,000	0%	-	-	-	
6000.11 Contract Labor	-	-	n/a	-	6,500	0%	-	-	-	
6000.15 Engineering	8,456	20,000	42%	-	10,000	0%	8,456	-	8,456	
6000.16 Mapping	-	3,000	0%	-	-	n/a	-	-	-	
6000.17 Engineering Reimbursable	3,138	8,000		-	4,000		3,138	-	3,138	
6000.15 Engineering	11,593	31,000	37%	-	14,000	0%	11,593	-	11,593	
6000.20 Legal Expenses	-	-	n/a	-	-	n/a	-	-	-	
6000.21 General	-	20,000	0%	40	65,000	0%	-	40	(40)	
6000.22 Legal Reimbursable	-	2,500	0%	1,800	3,000	60%	-	1,800	(1,800)	
6000.23 Litigation	-	5,000	0%	2,000	15,000	13%	-	2,000	(2,000)	
6000.25 Special Cases	-	30,000	0%	1,430	22,000	7%	-	1,430	(1,430)	
6000.26 Elected Body Legal	-	5,000	0%	-	-	n/a	-	-	-	
6000.20 Legal Expenses	-	62,500	0%	5,270	105,000	5%	-	5,270	(5,270)	
6000.30 IT Services	1,067	15,500	7%	1,235	14,500	9%	1,067	1,235	(168)	
6000.40 Accounting	1,995	25,000	8%	1,124	15,000	7%	1,995	1,124	871	
6000.50 Law Enforcement	480	12,500	4%	-	8,160	0%	480	-	480	
<b>Total 6000 Professional Services</b>	<b>15,135</b>	<b>161,250</b>	<b>9%</b>	<b>7,629</b>	<b>179,160</b>	<b>4%</b>	<b>15,135</b>	<b>7,629</b>	<b>7,506</b>	
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-	
6500.01 Deer Removal	-	1,750	0%	225	1,000	23%	-	225	(225)	
6500.15 Mowing	-	2,750	0%	-	2,000	0%	-	-	-	
6500.20 Oak Wilt Containment	-	15,000	0%	-	15,000	0%	-	-	-	
6500.21 Greenspace Maintenance	-	6,000	0%	375	-	n/a	-	375	(375)	
6500.22 Landscape Maintenance	475	9,000	5%	-	10,000	0%	475	-	475	
6500.23 Contract Services	-	-	n/a	-	2,000	0%	-	-	-	
6500.24 Parks and Playground Maintenance	-	13,453	0%	-	30,000	0%	-	-	-	
6500.25 ROW Tree Trimming	-	11,000	0%	-	7,500	0%	-	-	-	
6500.26 Holiday Decorations	-	500	0%	-	2,000	0%	-	-	-	
6500.30 Street Maintenance	438	30,000	1%	1,736	20,000	9%	438	1,736	(1,298)	
6500.31 Street Signs	-	6,000	0%	-	4,000	0%	-	-	-	
6500.35 Storm Damage Reserve	-	-	n/a	-	1,000	0%	-	-	-	
6500.40 Tree Limb Pick-Up	-	-	n/a	-	-	n/a	-	-	-	
6500.50 Equipment Maintenance	58	2,000	3%	162	4,000	4%	58	162	(105)	
6500.60 Water Quality Testing CCWPP	-	1,000	0%	310	2,000	16%	-	310	(310)	
<b>Total 6500 Area Care/Maintenance</b>	<b>971</b>	<b>98,453</b>	<b>1%</b>	<b>2,808</b>	<b>100,500</b>	<b>3%</b>	<b>971</b>	<b>2,808</b>	<b>(1,838)</b>	
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-	
7000.01 Ad Valorem Tax Expense	-	4,407	0%	-	4,060	0%	-	-	-	
7000.02 Building Inspections	960	7,000	14%	1,790	12,550	14%	960	1,790	(830)	
7000.03 Code Compliance	-	500	0%	774	1,500	52%	-	774	(774)	
7000.04 Dues & Membership	180	2,500	7%	277	3,000	9%	180	277	(97)	
7000.05 Election Expense	-	2,000	0%	-	1,200	0%	-	-	-	
7000.06 TML Dues	-	600	0%	-	600	0%	-	-	-	
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-	
7000.15 Meeting Expense	315	3,000	10%	-	5,000	0%	315	-	315	
7000.20 Public Notices	785	1,200	65%	159	3,000	5%	785	159	626	
7000.30 Travel & Vehicle Exp Reimb.	-	2,000	0%	2,058	5,000	41%	-	2,058	(2,058)	
7000.31 Elected Official Travel	-	500	0%	-	2,000	0%	-	-	-	
7000.40 Training & Prof Development	-	-	n/a	-	-	n/a	-	-	-	
7000.41 Elected Body	59	2,500	2%	-	2,500	0%	59	-	59	
7000.42 Staff	-	4,000	0%	2,780	5,000	56%	-	2,780	(2,780)	
7000.50 Community Relations	287	7,000	4%	106	6,000	2%	287	106	180	
<b>Total 7000 Other Operating Expenses</b>	<b>2,586</b>	<b>37,207</b>	<b>7%</b>	<b>7,944</b>	<b>51,410</b>	<b>15%</b>	<b>2,586</b>	<b>7,944</b>	<b>(5,358)</b>	
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-	
7500.10 City Hall Utilities	-	-	n/a	-	3,500	0%	-	-	-	
7500.11 Electric	165	2,100	8%	200	-	n/a	165	200	(35)	
7500.12 Water	118	1,500	8%	119	-	n/a	118	119	(2)	
7500.10 City Hall Utilities	282	3,600	8%	319	3,500	9%	282	319	(37)	
7500.20 Outdoor Utilities	-	-	n/a	-	4,250	0%	-	-	-	
7500.21 Electric	120	1,350	9%	109	-	n/a	120	109	11	
7500.22 Water	132	1,600	8%	132	-	n/a	132	132	(0)	
7500.20 Outdoor Utilities	251	2,950	9%	241	4,250	6%	251	241	10	
7500.30 Telephone & Internet	417	4,500	9%	448	6,200	7%	417	448	(31)	
<b>Total 7500 Utilities</b>	<b>951</b>	<b>11,050</b>	<b>9%</b>	<b>1,009</b>	<b>13,950</b>	<b>7%</b>	<b>951</b>	<b>1,009</b>	<b>(58)</b>	
7600 Insurance	-	3,500	0%	4,592	-	n/a	-	4,592	(4,592)	
6010 Health Insurance (deleted)	-	-	n/a	-	-	n/a	-	-	-	
7600.01 TML Insurance	5,093	200	2547%	-	4,600	0%	5,093	-	5,093	
7600 Insurance	5,093	3,700	138%	4,592	4,600	100%	5,093	4,592	501	
7700 TDEM DR-4485 Expenditures	-	-	n/a	-	-	n/a	-	-	-	
8020 Municipal Court Costs	-	-	n/a	-	-	n/a	-	-	-	

	2022-2023			2021-2022			Y/Y Monthly Comparison			Item 17.
	YTD	Budget	%	YTD	Budget	%	Oct-22	Oct-21	Diff	
	8020.20 MC Judge	-	4,800	0%	300	3,600	8%	-	300	
8020.25 Misc. Court Costs	-	150	0%	-	2,500	0%	-	-	-	
8020.30 Prosecutor	-	1,500	0%	840	3,000	28%	-	840	(840)	
8020.35 Court Bailiff	-	-	n/a	-	750	0%	-	-	-	
8020.40 State Comptroller Costs	-	300	0%	-	700	0%	-	-	-	
8020.41 Supplies	-	-	n/a	63	200	32%	-	63	(63)	
8020.60 Public Safety	-	-	n/a	-	-	n/a	-	-	-	
<b>Total 8020 Municipal Court Costs</b>	<b>-</b>	<b>6,750</b>	<b>0%</b>	<b>1,203</b>	<b>10,750</b>	<b>11%</b>	<b>-</b>	<b>1,203</b>	<b>(1,203)</b>	
8900 Miscellaneous	-	75,200	0%	-	120,650	0%	-	-	-	
8900.10 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
8900.20 Contingency Reserve	-	50,000	0%	-	50,000	0%	-	-	-	
8900.30 Projects	31,252	-	n/a	7,703	-	n/a	31,252	7,703	23,549	
8900.40 Engineering Services – Street Projects	-	-	n/a	5,017	15,000	33%	-	5,017	(5,017)	
<b>Total 8900 Miscellaneous</b>	<b>31,252</b>	<b>125,200</b>	<b>25%</b>	<b>12,720</b>	<b>185,650</b>	<b>7%</b>	<b>31,252</b>	<b>12,720</b>	<b>18,532</b>	
9077 General Fund Accrual	-	-	n/a	-	(169,150)	0%	-	-	-	
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	-	-	-	
Uncategorized Expenditure	-	-	n/a	-	-	n/a	-	-	-	
<b>Total Expenditures</b>	<b>69,195</b>	<b>691,510</b>	<b>10%</b>	<b>66,007</b>	<b>686,670</b>	<b>10%</b>	<b>69,195</b>	<b>66,007</b>	<b>3,188</b>	
Net Operating Revenue	59,903	-	n/a	25,937	-	n/a	59,903	25,937	33,966	
Other Revenue										
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-	
9810.01 Sinking Fund Revenue	122	-	n/a	215	-	n/a	122	215	(93)	
8500 Capital Improvement Income	-	-	n/a	-	-	n/a	-	-	-	
<b>Total Other Revenue</b>	<b>122</b>	<b>-</b>	<b>n/a</b>	<b>215</b>	<b>-</b>	<b>n/a</b>	<b>122</b>	<b>215</b>	<b>(93)</b>	
Other Expenditures										
8500.25 Capital Improvement Expense	-	-	n/a	-	-	n/a	-	-	-	
9001 Capital Lease Principal	-	-	n/a	-	-	n/a	-	-	-	
9002 Interest on Capital Lease	-	-	n/a	-	-	n/a	-	-	-	
9005 Bond Interest Paid	-	-	n/a	-	-	n/a	-	-	-	
9800.01 Capital Expenditures - CY	-	-	n/a	-	-	n/a	-	-	-	
9800.1 Capital Project Expenditures - FY	-	-	n/a	-	-	n/a	-	-	-	
9800.11 2017 Street Improvements	-	-	n/a	-	-	n/a	-	-	-	
9800.12 2017 Street Improvements Legal	-	-	n/a	-	-	n/a	-	-	-	
9800.13 2021 Street Improvements	-	-	n/a	-	-	n/a	-	-	-	
9810.02 Sinking Fund Interest & Fees	-	-	n/a	-	-	n/a	-	-	-	
9810.03 Sinking Fund Principal	-	-	n/a	-	-	n/a	-	-	-	
9800.02 Other Miscellaneous Expenditure	-	-	n/a	(12,720)	-	n/a	-	(12,720)	12,720	
9888 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
<b>Total Other Expenditures</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>(12,720)</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>(12,720)</b>	<b>12,720</b>	
Net Other Revenue	122	-	n/a	12,935	-	n/a	122	12,935	(12,813)	
<b>Net Revenue</b>	<b>60,025</b>	<b>-</b>	<b>n/a</b>	<b>38,871</b>	<b>-</b>	<b>n/a</b>	<b>60,025</b>	<b>38,871</b>	<b>21,153</b>	

# The City of Woodcreek

Item 18.

## Statement of Financial Position

As of November 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1003.1 Municipal Court Petty Cash	100.00
1007 TX Regional 061, Operating	687,966.77
1007.1 Tree Fund	4,753.66
1007.2 Parks Fund	1,179.54
1007.5 Municipal Court Funds In Operating Account	0.00
1007.51 MC General Fund	22,082.44
1007.52 MC Security Fund	19.45
1007.53 MC Tech Fund	25.88
<b>Total 1007.5 Municipal Court Funds In Operating Account</b>	<b>22,127.77</b>
<b>Total 1007 TX Regional 061, Operating</b>	<b>716,027.74</b>
1008 TX Regional 053, Investment	0.00
1008.2 PEG Funds	14,040.05
1008.3 Reserve Funds	167,247.35
1008.4 American Rescue Act Funds	214,928.11
<b>Total 1008 TX Regional 053, Investment</b>	<b>396,215.51</b>
1009 TX Regional 095, Road Reserve Funds	148.11
1011 TX Regional 819, Payroll Account	10,000.00
1020 Investment Account - Class 0001	484,135.81
<b>Total Bank Accounts</b>	<b>\$1,606,627.17</b>
Other Current Assets	
1120 Delinquent Taxes Receivable (CPA)	9,191.35
1120.01 1120.01-CPA Debt Service	3,634.21
1121 Allowance for Uncollectible (CPA)	-1,378.65
1121.01 1121.01-CPA Debt Service	-545.58
1124 Sales Tax Receivable (CPA)	13,189.82
1150 Due From Capital Project Funds To Operating	167,425.08
<b>Total Other Current Assets</b>	<b>\$191,516.23</b>
<b>Total Current Assets</b>	<b>\$1,798,143.40</b>
Fixed Assets	
1200 Office Furniture / Equipment	35,704.46
1225 Land	37,850.00
1226 Building & Improvements	130,602.00
1226.1 Cedar Fence/Enclosure (in svc 10/21/21)	7,702.50
1227 Street Pavement 2013	144,126.00
1228 Street Improvements 2017	1,489,691.00
1229 Street Improvements 2021	409,930.76
1231 Storage Building	9,055.00
1235.1 Kawasaki Mule 2016	7,840.64

1240 Accumulated Depreciation - All	-195,372.00
<b>Total Fixed Assets</b>	<b>\$2,077,130.36</b>
Other Assets	
1250 Deferred Revenue (CPA)	-7,813.11
1250.01 1250.01-CPA Debt Service	-3,088.63
1599 1599-CPA Due From General Fund	25,047.75
<b>Total Other Assets</b>	<b>\$14,146.01</b>
<b>TOTAL ASSETS</b>	<b>\$3,889,419.77</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1900.5 Accounts Payable (Auditor Adjustments)	19,168.60
2021 Accrued Wages Payable (Audit Adjs CPA)	9,176.37
2030 TMRS Payable	1,310.25
2400 Due To Operating From Capital Project Funds	167,425.08
2599 2599-CPA Due To Debt Service Fund	25,047.75
<b>Total Other Current Liabilities</b>	<b>\$222,128.05</b>
<b>Total Current Liabilities</b>	<b>\$222,128.05</b>
<b>Total Liabilities</b>	<b>\$222,128.05</b>
Equity	
9997 Net Investment In Capital Assets	144,132.96
9998 Opening Balance Equity	333,537.47
9999 Retained Earnings	3,120,511.49
9999-debtscvcpa Retained Earnings Debt Svc Audit CPA	17,174.31
Net Revenue	51,935.49
<b>Total Equity</b>	<b>\$3,667,291.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,889,419.77</b>

**Treasurer's Report**  
**For the Period: October 2022 - November 2022**

Item 18.

Percent Complete: 16.67%

	2022-2023			2021-2022			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Nov-22	Nov-21	Difference
<b>Revenue</b>									
2900 Accounting Info Needed	-	-	n/a	-	-	n/a	-	-	-
3000 Ad Valorem Tax Revenue	-	-	n/a	-	-	n/a	-	-	-
3000.01 Ad Valorem Tax	1,208	360,000	0%	776	349,000	0%	1,099	485	615
3000.02 Delinquent Ad Valorem Tax	164	4,500	4%	128	-	n/a	75	86	(11)
3000 Ad Valorem Tax Revenue	1,371	364,500	0%	904	349,000	0%	1,174	570	604
3005 State Sales Tax Revenue	14,770	80,000	18%	13,334	80,000	17%	7,015	6,972	43
3010 Mixed Beverage Tax & Fees Rev	205	1,200	17%	220	1,500	15%	97	110	(13)
3020 Electric Franchise Fee Revenue	10,871	31,000	35%	5,972	34,000	18%	-	-	-
3030 Cable Services Franchise Rev	8,517	30,000	28%	8,773	30,000	29%	8,517	8,773	(257)
3030.1 PEG - Cable Revenue	1,703	6,650	26%	1,749	6,000	29%	1,703	1,749	(46)
3030 Cable Services Franchise Rev	10,220	-		10,522	-	#DIV/0!	10,220	10,522	(303)
3040 Water Service Franchise Revenue	75,628	90,000	84%	71,221	100,000	71%	-	-	-
3050 Disposal Service Franchise Rev	7,047	24,000	29%	5,796	25,000	23%	7,047	-	7,047
3060 Telephone Franchise Revenue	36	160	23%	41	200	20%	36	41	(4)
3070 Golf Course Franchise Revenue	-	500	0%	-	500	0%	-	-	-
3080 Reimbursements	-	-	n/a	-	6,000	0%	-	-	-
3080.10 Engineerings	-	8,000	0%	-	-	n/a	-	-	-
3080.20 Legal	-	2,500	0%	-	-	n/a	-	-	-
3080.30 Admin	-	-	n/a	-	-	n/a	-	-	-
3080 Reimbursements	-	10,500	0%	-	6,000	0%	-	-	-
3090 Development Revenue	-	-	n/a	-	-	n/a	-	-	-
3090.01 Residential	-	-	n/a	-	-	n/a	-	-	-
3090.011 New Home Permits	1,000	6,000	17%	1,000	5,000	20%	-	1,000	(1,000)
3090.012 Other Permits	2,175	7,000	31%	2,282	11,000	21%	1,650	1,350	300
3090.013 Inspections	4,471	7,000	64%	2,315	17,000	14%	-	1,260	(1,260)
3090.02 Commercial	-	500	0%	-	5,000	0%	-	-	-
3090.03 Other	-	200	0%	-	80	0%	-	-	-
3090.031 Subdivisions/Plats/Re-Plats	24,419	5,000	488%	-	5,000	0%	-	-	-
Total 3090 Development Revenue	32,065	25,700	125%	5,597	43,080	13%	1,650	3,610	(1,960)
3093 Liquor License Revenue	-	1,250	0%	-	1,310	0%	-	-	-
3095 Sign Fees	95	350	27%	215	700	31%	5	170	(165)
4000 Interest Income	8,364	2,500	335%	105	1,000	11%	4,331	58	4,273
4010 Other Revenue	53	10,000	1%	1,270	700	181%	53	1,200	(1,147)
4010.1 Coupons	-	-	n/a	-	-	n/a	-	-	-
4010 Other Revenue	53	10,000	1%	1,270	700	181%	53	1,200	(1,147)
4015 Oak Wilt Containment	-	6,000	0%	-	-	n/a	-	-	-
4020 Municipal Court Revenue	-	1,500	0%	101	1,500	7%	-	101	(101)
4035 TDEM DR-4485 Revenue	-	-	n/a	212,600	-	n/a	-	212,600	(212,600)
4040 Donations Received	-	5,200	0%	-	6,180	0%	-	-	-
4040.02 Park Donations	-	500	0%	-	-	n/a	-	-	-
Total Donations Received	-	5,700	0%	-	6,180	0%	-	-	-
4050 General Fund Transfer	-	-	n/a	-	-	n/a	-	-	-
Billable Expenditure Revenue	-	-	n/a	-	-	n/a	-	-	-
Markup	-	-	n/a	-	-	n/a	-	-	-
Services	-	-	n/a	-	-	n/a	-	-	-
Shipping Revenue	-	-	n/a	-	-	n/a	-	-	-
Uncategorized Revenue	-	-	n/a	-	-	n/a	-	-	-
<b>Total Revenue</b>	<b>160,726</b>	<b>691,510</b>	<b>23%</b>	<b>327,898</b>	<b>686,670</b>	<b>48%</b>	<b>31,627</b>	<b>235,954</b>	<b>(204,327)</b>
<b>Expenditures</b>									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	13,363	170,000	8%	34,536	208,500	17%	7,316	16,941	(9,625)
5000.02 Ins Expense Reimbursement	-	6,000	0%	1,436	8,600	17%	-	718	(718)
5000.03 City Manager Vehicle Reimburse	-	-	n/a	1,000	6,000	17%	-	500	(500)
5000.05 Elected Official Pay	-	-	n/a	-	-	n/a	-	-	-
5000.20 Payroll Tax Expense	-	-	n/a	-	-	n/a	-	-	-
5000.21 FICA/OASDI	1,022	13,400	8%	2,728	16,410	17%	560	1,334	(775)
5000.22 Unemployment Insurance	-	1,100	0%	68	500	14%	-	4	(4)
5000.20 Payroll Tax Expense	1,022	14,500	7%	2,796	16,910	17%	560	1,339	(779)
5000.40 Retirement	1,458	18,100	8%	3,749	22,190	17%	798	1,840	(1,042)
5000.50 Direct Deposit Expense	-	-	n/a	-	-	n/a	-	-	-
5000.51 Health Insurance Stipend	-	-	n/a	-	-	n/a	-	-	-
Total 5000 Personnel Services	15,844	208,600	8%	43,517	262,200	17%	8,674	21,337	(12,664)
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	-	-	n/a	-	-	-
5500.10 City Hall Maintenance / Repairs	345	2,000	17%	201	4,000	5%	206	3	203
5500.20 Cleaning Costs	300	1,800	17%	250	1,500	17%	150	125	25
5500.30 IT & Radio Expenses	479	10,000	5%	4,461	15,000	30%	479	60	419
5500.40 Newsletter	-	-	n/a	-	-	n/a	-	-	-
5500.50 Office Supplies	436	4,500	10%	575	4,000	14%	170	41	129



	2022-2023			2021-2022			Y/Y Monthly Comparison			Item 18.
	YTD	Budget	%	YTD	Budget	%	Nov-22	Nov-21	Diff	
5500.60 Postage & Shipping	706	3,000	24%	429	2,100	20%	306	198	108	
5500.61 Printing & Reproduction	-	4,500	0%	629	4,000	16%	-	398	(398)	
5500.62 Printing Cost Newspaper	89	1,500	6%	-	2,000	0%	89	-	89	
5500.70 Storage Rental	-	-	n/a	-	-	n/a	-	-	-	
5500.80 Software & Subscriptions	6,734	12,000	56%	403	15,000	3%	1,651	202	1,449	
<b>Total 5500 Office Expenses</b>	<b>9,090</b>	<b>39,300</b>	<b>23%</b>	<b>6,949</b>	<b>47,600</b>	<b>15%</b>	<b>3,052</b>	<b>1,027</b>	<b>2,025</b>	
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-	
6000.01 Audit Expense	-	12,000	0%	-	12,000	0%	-	-	-	
6000.10 Codification	-	2,750	0%	-	4,000	0%	-	-	-	
6000.11 Contract Labor	490	-	n/a	-	6,500	0%	490	-	490	
6000.15 Engineering	19,337	20,000	97%	1,588	10,000	16%	10,881	1,588	9,293	
6000.16 Mapping	-	3,000	0%	-	-	n/a	-	-	-	
6000.17 Engineering Reimbursable	3,138	8,000		173	4,000		-	173	(173)	
6000.15 Engineering	22,474	31,000	72%	1,761	14,000	13%	10,881	1,761	9,121	
6000.20 Legal Expenses	3,120	-	n/a	-	-	n/a	3,120	-	3,120	
6000.21 General	-	20,000	0%	2,840	65,000	4%	-	2,800	(2,800)	
6000.22 Legal Reimbursable	-	2,500	0%	1,800	3,000	60%	-	-	-	
6000.23 Litigation	-	5,000	0%	3,840	15,000	26%	-	1,840	(1,840)	
6000.25 Special Cases	-	30,000	0%	3,300	22,000	15%	-	1,870	(1,870)	
6000.26 Elected Body Legal	-	5,000	0%	-	-	n/a	-	-	-	
6000.20 Legal Expenses	3,120	62,500	5%	11,780	105,000	11%	3,120	6,510	(3,390)	
6000.30 IT Services	1,067	15,500	7%	1,235	14,500	9%	-	-	-	
6000.40 Accounting	3,990	25,000	16%	2,555	15,000	17%	1,995	1,431	564	
6000.50 Law Enforcement	1,378	12,500	11%	-	8,160	0%	898	-	898	
<b>Total 6000 Professional Services</b>	<b>32,519</b>	<b>161,250</b>	<b>20%</b>	<b>17,330</b>	<b>179,160</b>	<b>10%</b>	<b>17,384</b>	<b>9,702</b>	<b>7,682</b>	
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-	
6500.01 Deer Removal	225	1,750	13%	450	1,000	45%	225	225	-	
6500.15 Mowing	475	2,750	17%	-	2,000	0%	475	-	475	
6500.20 Oak Wilt Containment	-	15,000	0%	-	15,000	0%	-	-	-	
6500.21 Greenspace Maintenance	1,750	6,000	29%	375	-	n/a	1,750	-	1,750	
6500.22 Landscape Maintenance	475	9,000	5%	135	10,000	1%	-	135	(135)	
6500.23 Contract Services	-	-	n/a	-	2,000	0%	-	-	-	
6500.24 Parks and Playground Maintenance	-	13,453	0%	-	30,000	0%	-	-	-	
6500.25 ROW Tree Trimming	-	11,000	0%	-	7,500	0%	-	-	-	
6500.26 Holiday Decorations	101	500	20%	88	2,000	4%	101	88	13	
6500.30 Street Maintenance	1,046	30,000	3%	2,346	20,000	12%	608	610	(2)	
6500.31 Street Signs	-	6,000	0%	-	4,000	0%	-	-	-	
6500.35 Storm Damage Reserve	-	-	n/a	-	1,000	0%	-	-	-	
6500.40 Tree Limb Pick-Up	-	-	n/a	-	-	n/a	-	-	-	
6500.50 Equipment Maintenance	351	2,000	18%	179	4,000	4%	293	16	277	
6500.60 Water Quality Testing CCWPP	310	1,000	31%	310	2,000	16%	310	-	310	
<b>Total 6500 Area Care/Maintenance</b>	<b>4,732</b>	<b>98,453</b>	<b>5%</b>	<b>3,882</b>	<b>100,500</b>	<b>4%</b>	<b>3,762</b>	<b>1,074</b>	<b>2,688</b>	
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-	
7000.01 Ad Valorem Tax Expense	-	4,407	0%	-	4,060	0%	-	-	-	
7000.02 Building Inspections	1,390	7,000	20%	2,470	12,550	20%	430	680	(250)	
7000.03 Code Compliance	-	500	0%	774	1,500	52%	-	-	-	
7000.04 Dues & Membership	180	2,500	7%	337	3,000	11%	-	60	(60)	
7000.05 Election Expense	-	2,000	0%	-	1,200	0%	-	-	-	
7000.06 TML Dues	632	600	105%	591	600	99%	632	591	41	
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-	
7000.15 Meeting Expense	629	3,000	21%	250	5,000	5%	314	250	64	
7000.20 Public Notices	4,298	1,200	358%	159	3,000	5%	3,513	-	3,513	
7000.30 Travel & Vehicle Exp Reimb.	102	2,000	5%	3,020	5,000	60%	102	962	(860)	
7000.31 Elected Official Travel	-	500	0%	-	2,000	0%	-	-	-	
7000.40 Training & Prof Development	-	-	n/a	-	-	n/a	-	-	-	
7000.41 Elected Body	783	2,500	31%	350	2,500	14%	724	350	374	
7000.42 Staff	15	4,000	0%	2,860	5,000	57%	15	80	(65)	
7000.50 Community Relations	1,232	7,000	18%	558	6,000	9%	945	452	493	
<b>Total 7000 Other Operating Expenses</b>	<b>9,262</b>	<b>37,207</b>	<b>25%</b>	<b>11,370</b>	<b>51,410</b>	<b>22%</b>	<b>6,675</b>	<b>3,425</b>	<b>3,250</b>	
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-	
7500.10 City Hall Utilities	-	-	n/a	-	3,500	0%	-	-	-	
7500.11 Electric	296	2,100	14%	350	-	n/a	131	150	(19)	
7500.12 Water	235	1,500	16%	119	-	n/a	118	-	118	
7500.10 City Hall Utilities	531	3,600	15%	469	3,500	13%	249	150	99	
7500.20 Outdoor Utilities	-	-	n/a	-	4,250	0%	-	-	-	
7500.21 Electric	239	1,350	18%	218	-	n/a	120	109	11	
7500.22 Water	260	1,600	16%	132	-	n/a	129	-	129	
7500.20 Outdoor Utilities	500	2,950	17%	350	4,250	8%	249	109	140	
7500.30 Telephone & Internet	795	4,500	18%	909	6,200	15%	378	461	(84)	
<b>Total 7500 Utilities</b>	<b>1,825</b>	<b>11,050</b>	<b>17%</b>	<b>1,728</b>	<b>13,950</b>	<b>12%</b>	<b>875</b>	<b>720</b>	<b>155</b>	
7600 Insurance	-	3,500	0%	4,592	-	n/a	-	-	-	
6010 Health Insurance (deleted)	-	-	n/a	-	-	n/a	-	-	-	
7600.01 TML Insurance	5,093	200	2547%	-	4,600	0%	-	-	-	
7600 Insurance	5,093	3,700	138%	4,592	4,600	100%	-	-	-	
7700 TDEM DR-4485 Expenditures	-	-	n/a	-	-	n/a	-	-	-	
8020 Municipal Court Costs	-	-	n/a	-	-	n/a	-	-	-	

	2022-2023			2021-2022			Y/Y Monthly Comparison			Item 18.
	YTD	Budget	%	YTD	Budget	%	Nov-22	Nov-21	Diff	
8020.20 MC Judge	-	4,800	0%	600	3,600	17%	-	300	(300)	
8020.25 Misc. Court Costs	-	150	0%	-	2,500	0%	-	-	-	
8020.30 Prosecutor	-	1,500	0%	960	3,000	32%	-	120	(120)	
8020.35 Court Bailiff	-	-	n/a	-	750	0%	-	-	-	
8020.40 State Comptroller Costs	-	300	0%	-	700	0%	-	-	-	
8020.41 Supplies	-	-	n/a	63	200	32%	-	-	-	
8020.60 Public Safety	-	-	n/a	-	-	n/a	-	-	-	
<b>Total 8020 Municipal Court Costs</b>	<b>-</b>	<b>6,750</b>	<b>0%</b>	<b>1,623</b>	<b>10,750</b>	<b>15%</b>	<b>-</b>	<b>420</b>	<b>(420)</b>	
8900 Miscellaneous	-	75,200	0%	-	120,650	0%	-	-	-	
8900.10 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
8900.20 Contingency Reserve	-	50,000	0%	-	50,000	0%	-	-	-	
8900.30 Projects	31,252	-	n/a	7,703	-	n/a	-	-	-	
8900.40 Engineering Services – Street Projects	-	-	n/a	5,589	15,000	37%	-	572	(572)	
<b>Total 8900 Miscellaneous</b>	<b>31,252</b>	<b>125,200</b>	<b>25%</b>	<b>13,291</b>	<b>185,650</b>	<b>7%</b>	<b>-</b>	<b>572</b>	<b>(572)</b>	
9077 General Fund Accrual	-	-	n/a	-	(169,150)	0%	-	-	-	
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	-	-	-	
Uncategorized Expenditure	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures</b>	<b>109,616</b>	<b>691,510</b>	<b>16%</b>	<b>104,283</b>	<b>686,670</b>	<b>15%</b>	<b>40,421</b>	<b>38,276</b>	<b>2,144</b>	
Net Operating Revenue	51,110	-	n/a	223,615	-	n/a	(8,793)	197,678	(206,471)	
Other Revenue	-	-	-	-	-	-	-	-	-	
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-	
9810.01 Sinking Fund Revenue	826	-	n/a	581	-	n/a	704	366	338	
8500 Capital Improvement Income	-	-	n/a	-	-	n/a	-	-	-	
<b>Total Other Revenue</b>	<b>826</b>	<b>-</b>	<b>n/a</b>	<b>581</b>	<b>-</b>	<b>n/a</b>	<b>704</b>	<b>366</b>	<b>338</b>	
Other Expenditures	-	-	-	-	-	-	-	-	-	
8500.25 Capital Improvement Expense	-	-	n/a	-	-	n/a	-	-	-	
9001 Capital Lease Principal	-	-	n/a	-	-	n/a	-	-	-	
9002 Interest on Capital Lease	-	-	n/a	-	-	n/a	-	-	-	
9005 Bond Interest Paid	-	-	n/a	-	-	n/a	-	-	-	
9800.01 Capital Expenditures - CY	-	-	n/a	-	-	n/a	-	-	-	
9800.1 Capital Project Expenditures - FY	-	-	n/a	-	-	n/a	-	-	-	
9800.11 2017 Street Improvements	-	-	n/a	-	-	n/a	-	-	-	
9800.12 2017 Street Improvements Legal	-	-	n/a	-	-	n/a	-	-	-	
9800.13 2021 Street Improvements	-	-	n/a	-	-	n/a	-	-	-	
9810.02 Sinking Fund Interest & Fees	-	-	n/a	-	-	n/a	-	-	-	
9810.03 Sinking Fund Principal	-	-	n/a	-	-	n/a	-	-	-	
9800.02 Other Miscellaneous Expenditure	-	-	n/a	(12,720)	-	n/a	-	-	-	
9888 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
<b>Total Other Expenditures</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>(12,720)</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Net Other Revenue	826	-	n/a	13,301	-	n/a	704	366	338	
<b>Net Revenue</b>	<b>51,935</b>	<b>-</b>	<b>n/a</b>	<b>236,916</b>	<b>-</b>	<b>n/a</b>	<b>(8,089)</b>	<b>198,044</b>	<b>(206,134)</b>	

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Presentation of the Spirit of Woodcreek Award to Cynthia Jones

**Agenda Item Summary:**

Presentation of the Spirit of Woodcreek Award to Cynthia Jones for all she has done for the Community

**Financial Impact:**

Minimal

**Recommendations:**

Present the Spirit of Woodcreek Award to Cynthia Jones for all she has done for the Community

**Supporting Documents Included:**

Award Certificate

**Submitted by:** Councilmember Brent Pulley

# Spirit of Woodcreek AWARD

The City of Woodcreek thanks

# Cynthia Jones

*for the help, generosity and love she has shared with her neighbors and our community. She truly represents the Spirit of Woodcreek.*

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



Contact

**Jim Sabonis**

Managing Director  
717 N. Harwood St., Suite 3400  
Dallas, TX 75201  
Direct: 214.953.4195  
Fax: 214.953.4050  
[jim.sabonis@hilltopsecurities.com](mailto:jim.sabonis@hilltopsecurities.com)

**Andre Ayala**

Managing Director  
717 N. Harwood St., Suite 3400  
Dallas, TX 75201  
Direct: 214.953.4184  
Fax: 214.953.4050  
[andre.ayala@hilltopsecurities.com](mailto:andre.ayala@hilltopsecurities.com)

**Jorge Delgado**

Vice President  
717 N. Harwood St., Suite 3400  
Dallas, TX 75201  
Direct: 214.859.1714  
Fax: 214.953.4050  
[jorge.delgado@hilltopsecurities.com](mailto:jorge.delgado@hilltopsecurities.com)

## City of Woodcreek, Texas

### Funding of Streets

### Plan of Finance

December 14, 2022

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# Plan of Finance

City of Woodcreek voters approved a total of \$3,495,000 Street Bond Election on November 8, 2022

## Goals

- Fund Street and Road Improvements
- Minimize potential debt rate tax rate impact to City (no more than a 2 cent increase to debt rate)

## Implementation

- Debt Issue = General Obligation Bonds, Series 2023
- Structure = Level debt service
  - City to restructure Tax Note, Series 2017 to minimize budgetary impact of new debt
- Or
  - Payoff outstanding Tax Note, Series 2017 with cash on hand prior to issuing bonds
- Amortization = 20 years
- Debt Repayment Source = I&S Ad Valorem Tax (Debt Rate)
- Projected Interest Cost = 4.85% , "A" Rated Interest Rates + 0.50% as of 11/21/2022 (subject to change)
- Proposed Schedule of Events
  - Plan of Finance Presentation – December 14, 2022
  - Pricing and Council Approval of Debt Issuance – May 10, 2023
  - Closing & Delivery of Funds to City – June 8, 2023

# Preliminary Cash Flows (Restructuring of Existing Debt)

## City of Woodcreek, Texas

## General Obligation Refunding & Improvement Bonds

Funding of Streets Projects and **Restructuring** of Existing Debt

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
Fiscal Year Ending 30-Sep	Tax Base Growth Factor	Taxable Assessed Valuation <sup>(1)</sup>	I&S Tax Supported D/S	Less: Refinanced Tax Note Series 2017 D/S	GO Refunding & Improvement Bonds, Series 2023 <sup>(2)</sup>	Less: Debt Service Funds on Hand	NET Projected I&S Tax Supported D/S	Projected Debt Service Tax Rate <sup>(3)</sup>
2023	18.16%	\$ 310,684,852	\$ 224,793	\$ 1,982	\$ -	\$ -	\$ 222,811	\$ 0.0780
2024	0.00%	310,684,852	219,820	219,820	286,625	-	286,625	0.0932
2025	0.00%	310,684,852	-	-	286,467	-	286,467	0.0931
2026	0.00%	310,684,852	-	-	286,583	-	286,583	0.0932
2027	0.00%	310,684,852	-	-	291,344	-	291,344	0.0947
2028	0.00%	310,684,852	-	-	290,757	-	290,757	0.0945
2029	0.00%	310,684,852	-	-	289,916	-	289,916	0.0943
2030	0.00%	310,684,852	-	-	288,823	-	288,823	0.0939
2031	0.00%	310,684,852	-	-	287,443	-	287,443	0.0935
2032	0.00%	310,684,852	-	-	290,457	-	290,457	0.0944
2033	0.00%	310,684,852	-	-	287,918	-	287,918	0.0936
2034	0.00%	310,684,852	-	-	290,052	-	290,052	0.0943
2035	0.00%	310,684,852	-	-	286,612	-	286,612	0.0932
2036	0.00%	310,684,852	-	-	287,583	-	287,583	0.0935
2037	0.00%	310,684,852	-	-	288,092	-	288,092	0.0937
2038	0.00%	310,684,852	-	-	287,884	-	287,884	0.0936
2039	0.00%	310,684,852	-	-	286,949	-	286,949	0.0933
2040	0.00%	310,684,852	-	-	290,407	-	290,407	0.0944
2041	0.00%	310,684,852	-	-	288,257	-	288,257	0.0937
2042	0.00%	310,684,852	-	-	290,418	-	290,418	0.0944
2043	0.00%	310,684,852	-	-	286,888	-	286,888	0.0933
			\$ 444,613	\$ 221,802	\$ 5,769,471	\$ -	\$ 5,992,282	

**Assumptions:**

(1) Source: Hays County Appraisal District. Actual for Fiscal Year 2022 & 2023.

(2) Assumes "A" rated interest rates as of 11/21/2022 + 0.50%.

True Interest Cost calculated at 4.85%. Subject to Change.

(3) Actual Tax Rate Fiscal Year 2022. Calculated thereafter.

Assumes 99% collections.

**USES OF FUNDS**

Project Fund Deposit	\$ -	\$3,348,750
Tax Notes, 2017 Payoff (Bond Financing)	-	219,082
Budgeted Financing Costs	-	157,168
<b>Total</b>	<b>\$ -</b>	<b>\$3,725,000</b>



# Preliminary Cash Flows (Payoff of Existing Debt)

## City of Woodcreek, Texas

## General Obligation Bonds

Funding of Streets Projects and **Payoff** of Existing Debt

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>
Fiscal Year Ending 30-Sep	Tax Base Growth Factor	Taxable Assessed Valuation <sup>(1)</sup>	I&S Tax Supported D/S	Less: Refinanced Tax Note Series 2017 D/S	GO Bonds, Series 2023 <sup>(2)</sup>	Less: Debt Service Funds on Hand	NET Projected I&S Tax Supported D/S	Projected Debt Service Tax Rate <sup>(3)</sup>
2023	18.16%	\$ 310,684,852	\$ 224,793	\$ 1,982	\$ -	\$ -	\$ 222,811	\$ 0.0780
2024	0.00%	310,684,852	219,820	219,820	269,443	-	269,443	0.0876
2025	0.00%	310,684,852	-	-	271,399	-	271,399	0.0882
2026	0.00%	310,684,852	-	-	271,706	-	271,706	0.0883
2027	0.00%	310,684,852	-	-	271,759	-	271,759	0.0884
2028	0.00%	310,684,852	-	-	271,564	-	271,564	0.0883
2029	0.00%	310,684,852	-	-	271,119	-	271,119	0.0881
2030	0.00%	310,684,852	-	-	270,425	-	270,425	0.0879
2031	0.00%	310,684,852	-	-	269,451	-	269,451	0.0876
2032	0.00%	310,684,852	-	-	272,887	-	272,887	0.0887
2033	0.00%	310,684,852	-	-	270,786	-	270,786	0.0880
2034	0.00%	310,684,852	-	-	268,466	-	268,466	0.0873
2035	0.00%	310,684,852	-	-	270,585	-	270,585	0.0880
2036	0.00%	310,684,852	-	-	272,019	-	272,019	0.0884
2037	0.00%	310,684,852	-	-	268,106	-	268,106	0.0872
2038	0.00%	310,684,852	-	-	268,611	-	268,611	0.0873
2039	0.00%	310,684,852	-	-	268,405	-	268,405	0.0873
2040	0.00%	310,684,852	-	-	272,591	-	272,591	0.0886
2041	0.00%	310,684,852	-	-	271,170	-	271,170	0.0882
2042	0.00%	310,684,852	-	-	269,188	-	269,188	0.0875
2043	0.00%	310,684,852	-	-	271,519	-	271,519	0.0883
			\$ 444,613	\$ 221,802	\$ 5,411,196	\$ -	\$ 5,634,007	

Assumptions:

- (1) Source: Hays County Appraisal District. Actual for Fiscal Year 2022 & 2023.
- (2) Assumes "A" rated interest rates as of 11/21/2022 + 0.50%.  
True Interest Cost calculated at 4.85%. Subject to Change.
- (3) Actual Tax Rate Fiscal Year 2022. Calculated thereafter.  
Assumes 99% collections.

	<u>USES OF FUNDS</u>	
Project Fund Deposit	\$ -	\$3,352,575
Tax Notes, 2017 Payoff (City Cash)	226,582	-
Budgeted Financing Costs	-	142,425
<b>Total</b>	<b>\$ 226,582</b>	<b>\$3,495,000</b>

# Tentative Schedule of Events

Date	Event
December 14, 2022	<p><b>Presentation of Plan of Finance to issue General Obligation Bonds, Series 2023</b></p> <p><b>City Council considers and approves plan of finance and directs staff and consultants to implement</b></p>
January 2023– April 2023	<p><b>Preparation of offering documents and credit rating calls</b></p>
May 10, 2023	<p><b>Pricing of General Obligation Bonds, Series 2023</b></p> <p><b>City Council considers and approves Ordinance authorizing the issuance of General Obligation Bonds, Series 2023</b></p>
<i>Prior to Closing</i>	<p><i>Texas Attorney General approves issue</i></p>
June 8, 2023	<p><b>Closing and Delivery of Funds to the City</b></p>
February 15, 2024	<p><b>First principal and interest payment on the bonds</b></p>

## Key Actions to be taken by City Council

# Questions and Discussion

# Appendix A

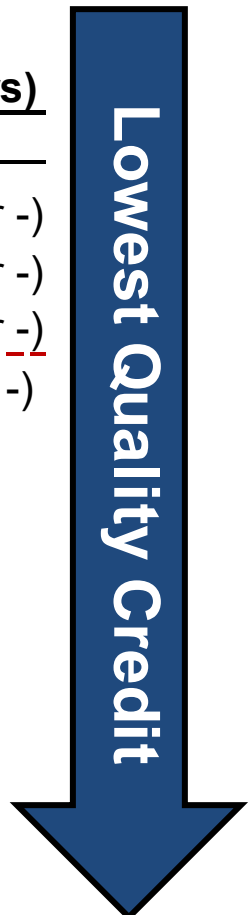
# Bond Credit Ratings Chart



Long Term		
Moody's	S&P	Fitch
Aaa	AAA	AAA
Aa1	AA+	AA+
Aa2	AA	AA
Aa3	AA-	AA-
A1	A+	A+
A2	A	A
A3	A-	A-
Baa1	BBB+	BBB+
Baa2	BBB	BBB
Baa3	BBB-	BBB-
Ba1	BB+	BB+
Ba2	BB	BB

Short Term (less than 3 years)		
Moody's	S&P	Fitch
MIG 1	SP-1+	F1 (+ or -)
MIG 2	SP-1	F2 (+ or -)
MIG 3	SP-2	F3 (+ or -)
SG	SP-3	B (+ or -)

Ratings below the red line are speculative grade.



## Market Observations

### Primary Market:

- 30-Day Visible Supply is approximately \$12.3 billion
- The calendar consists of \$4.285 billion of negotiated deals and \$1.608 billion of competitive deals
- The largest negotiated deal of the week is the \$649 million New York City Housing Development Corporation Multifamily Housing Revenue Bonds

### Secondary Market:

- Municipal Bond Funds reported \$1.4 billion of net outflows, compared with \$438 million of net outflows the prior week
- Weekly trade volume of \$90.134 billion represents an increase of \$49.899 billion from the previous week's \$40.253 billion

### General Market Overview:

- Chairman Powell's dovish comments last Wednesday relieved markets, sending equities higher as rates dropped. Then Friday's strong Payroll report sent rates back higher, briefly reversing some of the rally, before the long end continued to new low yields.
- Chairman Powell threw a bone to markets last week, as he finally conceded that the Fed will most likely begin to slow the pace of hikes at its meeting next week, where they are expected to hike "only" 50bps.
- Non-Farm Payroll release Friday showed continued strength in the job market, coming in at +263k v 200k expected for November. Average Hourly Earnings jumped to +0.6%, double expectations.

Economic Calendar: Factory Orders, ISM Services Index, International Trade in Goods and Services, Productivity and Costs, EIA Petroleum Status Report, Jobless Claims, EIA Natural Gas Report, Fed Balance Sheet, PPI-Final Demand, Consumer Sentiment

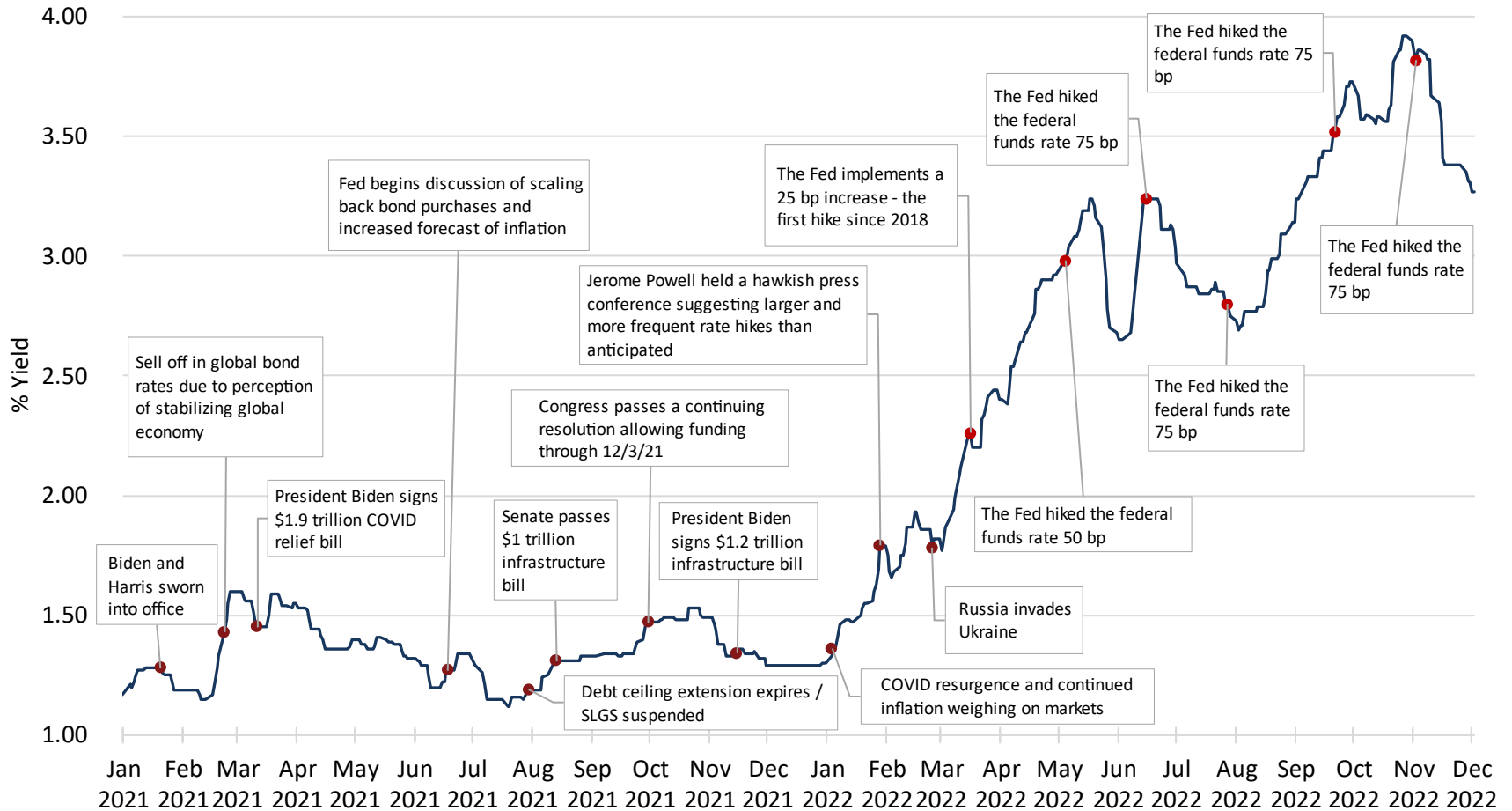
## Statistics

	12/2/2022	11/25/2022	Change
5Y MMD	2.53	2.73	(0.20) ▼
10Y MMD	2.61	2.86	(0.25) ▼
15Y MMD	3.05	3.24	(0.19) ▼
20Y MMD	3.27	3.38	(0.11) ▼
30Y MMD	3.48	3.59	(0.11) ▼
MMD 2/30 Yield Curve Steepness	105	94	11 ▲
Bond Buyer 11 GO Bond Index	3.55	3.62	(0.07) ▼
Bond Buyer 20 GO Bond Index	3.65	3.72	(0.07) ▼
Bond Buyer Revenue Bond Index	3.93	4.00	(0.07) ▼
1Y UST	4.69	4.76	(0.07) ▼
5Y UST	3.67	3.85	(0.18) ▼
7Y UST	3.61	3.78	(0.17) ▼
10Y UST	3.51	3.68	(0.17) ▼
30Y UST	3.56	3.74	(0.18) ▼
UST 2/30 Yield Curve Steepness	(72)	(68)	(4) ▼
10Y MMD/UST Ratio	74	78	(3.4) ▼
30Y MMD/UST Ratio	98	96	1.8 ▲
SIFMA	1.85	1.90	(0.05) ▼
1M SOFR	3.78	3.60	0.178 ▲
30-Day Negotiated Visible Supply	7,998.4	3.6	7,994.8 ▲
30-Day Competitive Visible Supply	4,309.4	6,618.0	(2,308.6) ▼
Lipper Muni Bond Fund Flows	(1,394)	(438)	(956) ▼

Source: Ipreo, TM3, Bloomberg, BBC, Wall Street Journal, New York Times, The Bond Buyer, Econoday, CNBC

# Change in 20-Year MMD

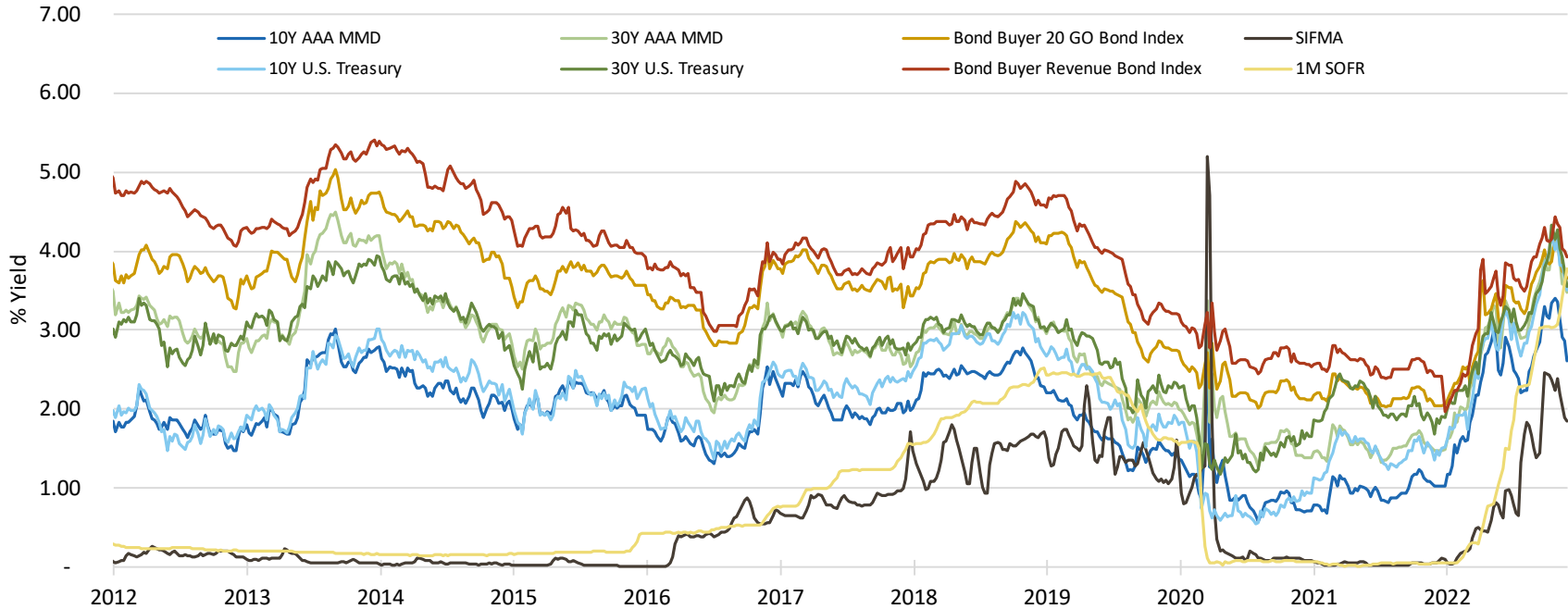
## Change in 20-Year MMD with Market Commentary – 1/1/21 to 11/10/22



Source: Refinitiv Municipal Market Data and HilltopSecurities

# Weekly Benchmark Interest Rates

## Benchmark Interest Rates – 1/1/93 to 12/2/22



## Rates Analysis – 1/1/93 to 12/2/22

	10-Year AAA MMD	30-Year AAA MMD	Bond Buyer 20 GO Bond Index	Bond Buyer Revenue Bond Index	10-Year U.S. Treasury	30-Year U.S. Treasury	SIFMA	1-Month SOFR <sup>(1)</sup>
Current	2.61	3.48	3.65	3.93	3.51	3.56	1.85	3.78
Maximum	6.15	6.95	7.06	7.37	8.04	8.16	7.96	6.78
Minimum	0.58	1.27	2.02	1.97	0.55	0.00	0.01	0.01
Average	3.28	4.16	4.48	4.90	3.91	3.80	1.73	2.54
% Time Lower	35.8%	32.8%	18.8%	15.7%	44.5%	48.4%	58.4%	67.6%

Source: Refinitiv Municipal Market Data, U.S. Treasury and Bloomberg

<sup>(1)</sup> SOFR 1 Month is blended with LIBOR 1 Month rates prior to 2019



**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on Considering an Early Pay Off on the Remaining Tax Note Debt

**Agenda Item Summary:**

A citizen presented the idea of paying off the remaining tax note debt (2024 pay off amount) early in order to avoid rolling it over into the bond debt thus avoiding increasing the interest rate on that amount and extending the pay off for that portion. Councilmember Hines verified with Hilltop Securities that this could be possible (see email question and response attached).

**Financial Impact:**

Early pay off amount of \$193,782

**Recommendations:**

Recommend that Council discuss and consider authorizing an early pay off to avoid additional interest rate fees

**Supporting Documents Included:**

Early Pay Off Tax Note

**Submitted by:** Councilmember Debra Hines

**QUESTION FROM COUNCILMEMBER HINES TO HILLTOP SECURITIES:**

**Could we pay off the remaining existing tax note rather than roll it into the Bond debt?**

We anticipated this year's payment being made per the usual process and then rolling the final payment for 2023-2024 into the Bond. However, could we just make BOTH payments? We could utilize the small excess funds in our debt service account that have been carried over year to year in addition to some of the General Fund Reserves.

**The goal being to avoid rolling that remaining tax note debt into a higher interest rate and extending the debt (thus the overall payment) on that portion.**

This would also free up more of the Bond funds to go directly towards the road improvements.

**RESPONSE FROM ANDRE ALAYA, HILLTOP SECURITIES:**

Yes, if the City has the funds to payoff the existing tax note we can organize an early payoff. Please advise.

...We don't have to wait until there's an interest or principal payment on the existing tax note, the payoff can occur at any time after Council formally approves the payoff and we give the bank 30 days' notice (such notice period could be negotiated shorter with this specific bank).

I'll defer to Julie on the necessary Council steps and documentation if this is something the City would like to do. We'll take care of the numbers and negotiating a shorter notice period for Woodcreek.

**TAX NOTE DEBT REMAINING AND CURRENT DEBT SERVICE FUND BALANCE:**

Debt Pay Off Remaining:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<del>2022</del>	<del>\$ 207,000</del>	<del>\$ 9,195</del>	<del>\$ 216,195</del>
2023	219,000	5,793	224,793
2024	217,830	1,982	219,812
	<u>\$ 643,830</u>	<u>\$ 16,970</u>	<u>\$ 660,800</u>

Fund Balance:

## For the year ended September 30, 2021

	Major Funds		Total Governmental Funds
	General Fund	Debt Service Fund	
REVENUES			
Taxes:			
Property taxes	\$ 336,920	\$ 215,427	\$ 552,347
Sales tax	88,351	-	88,351
Franchise and local taxes	133,657	-	133,657
Grant revenue	12,883	-	12,883
Investment income	1,259	-	1,259
Other revenue	<u>104,008</u>	<u>-</u>	<u>104,008</u>
Total revenues	<u>677,078</u>	<u>215,427</u>	<u>892,505</u>
EXPENDITURES			
Current:			
General government	577,023	-	577,023
Capital outlay	109,549	-	109,549
Debt service:			
Principal	-	195,000	195,000
Interest and fiscal charges	<u>-</u>	<u>12,553</u>	<u>12,553</u>
Total expenditures	<u>686,572</u>	<u>207,553</u>	<u>894,125</u>
Net change in fund balances	(9,494)	7,874	(1,620)
Fund balance - beginning	<u>1,401,973</u>	<u>17,174</u>	<u>1,419,147</u>
Fund balance - ending	<u>\$ 1,392,479</u>	<u>\$ 25,048</u>	<u>\$ 1,417,527</u>

## SOURCE:

[https://www.woodcreektx.gov/sites/default/files/fileattachments/finance/page/2021/audit\\_report\\_fye\\_9-30-21.pdf](https://www.woodcreektx.gov/sites/default/files/fileattachments/finance/page/2021/audit_report_fye_9-30-21.pdf)

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on the Assignments of Council Liaisons for the New Members of Council.

**Agenda Item Summary:**

With the incoming new members of council there leaves Council Liaison positions open for certain board or committees. This item is meant to address the placement of council Liaisons.

**Financial Impact:**

none

**Recommendations:**

Approve Council Liaison positions to certain boards or committees.

**Supporting Documents Included:**

Liaison 411.pdf

**Submitted by:** Councilmember Chrys Grummert

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on Having the New Members of Council, Chrys Grummert, Linnea Bailey and Bob Hambrick to Each Make a Recommendation of a Person to Fill the Three Expired Term Seats on Each of the Following Boards or Committees. Parks and Recreation Board, Ordinance Review Committee, Platinum Roads Panel, and the Tree Board.

**Agenda Item Summary:**

The Parks Board, the Ordinance Review Committee, the Platinum Roads Panel and the Tree Board each have three seats with expired terms that need to be filled. Each of the three new council members will each make a recommendation for one of those expired terms on each of the above mentioned boards/committees. This can be done by either extending/reinstating a current member whose term has expired or by offering up a new name for recommendation for the board or committee. Council as a whole will vote on the recommendations.

**Financial Impact:**

none

**Recommendations:**

Council Members Grummert, Bailey and Hambrick each make a recommendation to fill an expired seat on each of the above mentioned boards for consideration by council.

**Supporting Documents Included:**

Committee terms.pdf

**Submitted by:** Councilmember Chrys Grummert

<b>Parks and Recreation Board</b>	<b>Members</b>	<b>Recommended by</b>
Term ending Dec. 2024		<u>Grummert</u>
Term ending Dec. 2024		<u>Hambrick</u>
Term ending Dec. 2024		Bailey
Term ending Dec. 2023	<u>Pat Rawlings</u>	Whitehead
Term ending Dec. 2023	<u>Elizabeth Maurer</u>	<u>Rasco</u>
ALT. Term ending Dec. 2023	<u>Becky Denton</u>	<u>Rasco</u>
ALT. Term ending Dec. 2023		<u>Rasco</u>

<b>Ordinance Review Committee</b>	<b>Members</b>	<b>Recommended by</b>
Term ending Nov. 2024		<u>Grummert</u>
Term ending Nov. 2024		<u>Hambrick</u>
Term ending Nov. 2024		Bailey
Term ending Nov. 2023	Donna Hector	Pulley
Term ending Nov. 2023	Randy Renter	Hines
ALT Term ending Nov. 2023	David Lowe	<u>Rasco</u>
ALT Term ending Nov. 2023		<u>Rasco</u>

<b>Platinum Roads Panel</b>	<b>Members</b>	<b>Recommended by</b>
Term ending Nov. 2024		<u>Grummert</u>
Term ending Nov. 2024		<u>Hambrick</u>
Term ending Nov. 2024		Bailey
Term ending Nov. 2023	Ed Fleming	Pulley
Term ending Nov. 2023	Jill Bloom	Hines

<b>Tree Board</b>	<b>Members</b>	<b>Recommended by</b>
Term ending Nov. 2024		<u>Grummert</u>
Term ending Nov. 2024		<u>Hambrick</u>
Term ending Nov. 2024		Bailey
Term ending Nov. 2023	Iris Ramos	Pulley
Term ending Nov. 2023	<u>Jacob McElroy</u>	Hines
ALT Term ending Nov. 2023	Nan Simpson	<u>Rasco</u>
ALT Term ending Nov. 2023		<u>Rasco</u>

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action of the Mayor Recommendations for Alternates on the Various City Boards or Committees.

**Agenda Item Summary:**

The Mayor can make recommendations to fill the positions of alternates on City committees/boards. Council as a whole will vote on these recommendations.

**Financial Impact:**

none

**Recommendations:**

Council considers the Mayor recommendations for alternates for the various city committees and boards.

**Supporting Documents Included:**

Committee terms.pdf

**Submitted by:** Councilmember Chrys Grummert

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on Accepting the Minimum Lot Lines Addition to the City of Woodcreek Code of Ordinances Zoning Chapter 156

**Agenda Item Summary:**

This item has been review by the Comprehensive Plan Workgroup, the Ordinance Review Committee, and the Planning and Zoning Commission. Recommendations have been made to include minimum lot lines in the Woodcreek zoning ordinances in order to regulate future development. Council should consider accepting this recommendation and could authorize inputting the minimum lot lines into code.

**Financial Impact:**

none at this time

**Recommendations:**

Recommend that accept the addition of the minimum lot sizes to the zoning regulations portions of the Code with an ordinance to finalize this effort to come at a later date. Other updates to this same area are currently pending based on recommendations from Planning and Zoning on Short-term rentals and work on the Subdivision and Platting Code from the ad-hoc workgroup charged with finishing that update. The recommendations on Minimum Lot Sizes could be approved of and authorized by Council now and implemented via an Ordinance when the larger update of this area of code has been discussed and is ready for consideration.

**Supporting Documents Included:**

Establishing Minimum Lot Sizes (1)

**Submitted by:** Councilmember Debra Hines



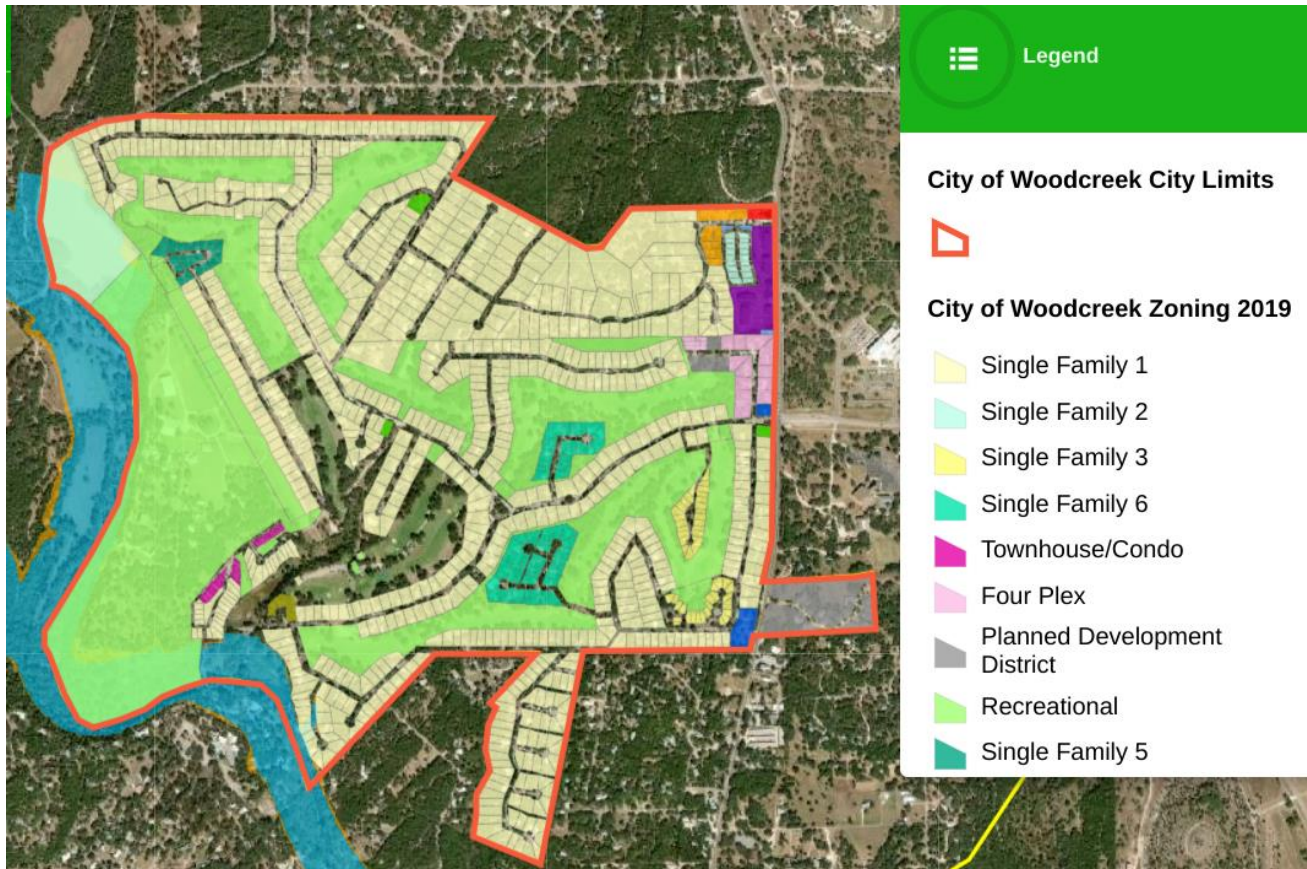
**Establishing Minimum Lot Sizes in Zoning**

Currently, we have standards on the minimum requirements for the size of a residential structure, garage space, parking, and maximum impervious coverage, but we lack minimum lot size designations in our Residential Zoning. Right now, to determine the minimum lot size allowed for each zoning SF1-6 you have to calculate it using the minimum build and impervious coverage requirements.

K.Friese first brought this irregularity to Councilmember Hines’ attention in fall Of 2021. City zoning regulations typically designated a minimum lot size for residential zoning purposes.

NOTE: Council has set a minimum lot size for future subdivision of single-family residential lots (SF1-6) to 12,000 sq ft to connect with wastewater services. However, the City STILL needs to address variance requests and to bring code into alignment with best practice for City code by setting minimum lot sizes.

	Minimum Build	Garage	Parking	Impervious Coverage 30%	TOTAL MINIMUM LOT SIZE
SF1	1500	400	600	2500	8334
SF2	1000	400	600	2000	6667
SF3	1000	400	600	2000	6667
SF4	900	0	600	1500	5000
SF5	1000	200	600	1800	6000
SF6	1000	400	600	2000	6667
TH/C	1000	400	600	2000	6667
DU-1	2000	400	1200	3600	12,000
4-PLX	3200	800	2400	6,400	21,334
all numbers in square feet					



**RECOMMENDATIONS FROM ORDINANCE REVIEW**

<b>ZONING TYPE</b>	<b>CURRENT MINIMUM USING CALCULATION OF MINIMUM BUILD + IMPERVIOUS COVERAGE</b>	<b>PROPOSED MINIMUM LOT SIZE</b>
SF-1	8334	14,520
SF-2	6667	14,020
SF-3	6667	14,020
SF-4	5000	12,000
SF-5	6000	12,000
SF-6	6667	12,000
TH/C	6667	12,000
DU-1	12,000	14,520
4-PLX	21,334	21,780

¼ of an acre is 10,890 square feet

1/3 of an acre is 14,420 square feet

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Report from the Ordinance Review Committee Concerning the Request for Proposal (RFP) For a Code Compliance Officer Item Sent to the Committee by Council for Review and Feedback

**Agenda Item Summary:**

The Ordinance Review Committee reviewed the RFP for the Code Compliance Officer per Council's direction and has provided feedback.

**Financial Impact:**

none

**Recommendations:**

Recommend that Council accept the Ordinance Review Committee's input and consider it in any future decisions on the topic.

**Supporting Documents Included:**

Code Enforcer RFP

**Submitted by:** Councilmember Debra Hines

**Council Meeting Date: October 12, 2022 Agenda Item**

***Direct staff, in coordination with the Ordinance Review Committee, to prepare a Request for Proposals (RFP) seeking a contract for part-time services from a qualified Compliance Officer.***

Council and the Ordinance Review Committee have, in the last few months, developed a number of Ordinances for the benefit of our citizens and the City. It is important that there be a consistent effort to inform our citizens on these new Ordinances as well as the overall Code of Ordinances. Considering the size of our City, as well as our residents' commitment to the City and its character, a full-time Compliance Officer is not necessary.

Recommend that the RFP seek the services of a qualified Compliance Officer on a part-time basis for an hourly rate not to exceed \$20.00, with the total value of the contract not to exceed \$8,000 per year, including mileage reimbursement. Financial Impact: Not to exceed \$8,000 for fiscal year 2022-23.

Funds are available in the annual budget under personnel services.

**Things to consider when drafting the RFP:**

- 1) **Less than 15hrs per week. Rate of pay and incremental increases based on performance shall be established.**
- 2) **A verification process for citations and letters sent will be implemented, and citations deemed incorrect will be systematically removed from the record.**
- 3) **Monthly reports on citations and warning letters will be submitted to Council. These shall be detailed and informative.**
- 4) **Code Enforcement training and test must be completed within the 1-year anniversary of employment**
- 5) **Annual de-escalation and customer service training must occur.**
- 6) **All letters and violations sent to residents will be of form and substance following an approved draft format by City Council. They will include a picture, citation of code violated, and a description of what residents should do in response to the letter.**
- 7) **Creation of a formal complaint process for residents to submit issues with any City Staff and all City Officials.**
- 8) **The City Inspector shall not attend Council meetings or that of other boards, committees, workgroups, etc unless requested to do or it is determined necessary by the Mayor.**
- 9) **Shall not perform other non-code related work.**

**Shall there be some sort of mission statement or guiding sentiment shared? Like customer service?**

**NOTES: Provide their own transportation, but can receive mileage reimbursement.**

**Need to carry their own insurance.**

**Mayor Pro Tem LeBrun mentioned their may be a firm with a list of "on-call" options that can be paid as used.**

**What about a training on our code? Is a single individual preferred over a catalog of options?**

**COMMENTS FROM ORDINANCE REVIEW COMMITTEE**

- 1) Feel this could be a good idea and understand that staff may need support on this effort.
- 2) Wait until the City Manager has been hired to get their input.
- 3) Provide better communication to citizens in advance if/when the job is posted.
- 4) NO FIREARM
- 5) Need patrol on the weekends
- 6) PRIMARY JOB: provide information about code and positively encourage code compliance
- 7) Concerns that the pay is NOT enough given the requests of the City (part-time, provide their own transportation, etc)
- 8) From the list above, number 5 "Annual de-escalation and customer service training must occur" should be number 1 and there should be oversight to ensure this training is being used.
- 9) This person MUST be qualified for code compliance
- 10) Change the name from "code enforcement" to "Code Information and Compliance"
- 11) At least TWO staff members should sign ALL compliance letters
- 12) Clarify that number 3 on the list above is to provide information on the code itself (NOT PRODUCTIVITY) but how the code is working for citizens, ways it may need to be adjusted, or how it functions: can it be enforced or is it too much, etc.

**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Consider Approving a 2023 Citizen Survey and Discuss Possible Questions to Add or Edits to the Draft Copy Included in the Packet

**Agenda Item Summary:**

A digital survey could become an annual tool for the City to ask citizens about key topics in order to get direct feedback from residents on important or controversial subjects. A draft survey has been created for review, discussion and consideration. A final survey could go out to citizens via Survey Monkey as early as January if Council approves.

**Financial Impact:**

none

**Recommendations:**

Recommend that Council approve moving forward with a 2023 Citizen Survey and add additional questions to the draft.

**Supporting Documents Included:**

Citizen Survey 2023 (1)

**Submitted by:** Councilmember Debra Hines

# CITIZEN SURVEY 2023

DRAFT

How do you feel about allowing property owners to keep chickens on their property? Guidelines would be as follows: fully enclosed chicken coups of a minimum size on lots over a certain size that do NOT board the golf course directly.

I approve

I disapprove

Additional Comments on Guidelines: \_\_\_\_\_

How do you feel about allowing homeowners to rent their homes out as short-term rentals (defined as less than 30 days at a time)?

I approve

I disapprove

I approve, but only in certain areas and with strong regulations to protect public health and safety

I disapprove, and they City should take steps to ban them entirely

Additional Comments: \_\_\_\_\_

Do you feel like the City of Woodcreek should raise the Hotel Occupancy Tax and Promote Tourism in the area?

Yes

No

Would you like to see the City do more Community Events?

Yes

No

Additional comments, if yes... then what? \_\_\_\_\_

Should the City consider shutting down access to the private drive known as "La Rocca" which is currently used as a public road?

Yes

No

Additional comments: \_\_\_\_\_

Would you support remodeling of City Hall? (Examples: removal of carpet, repaint interior, extension of meeting room)

Yes

No

Additional Comments: \_\_\_\_\_

Should the City attempt to invest in more land for additional Parks and/or greenspace?

Yes

No

Additional Comments: \_\_\_\_\_



**Council Meeting Date:  
Regular City Council Meeting December 14, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on a Resolution of the City of Woodcreek, Texas Moving \$25,000. from the Contingency Budget Line Item to the CDBG Budget Line Item.

**Agenda Item Summary:**

This resolution moves \$25,000. from the Contingency fund and sets it aside for the Community Development Block Grant for matching funds.

**Financial Impact:**

n/a

**Recommendations:**

Approving this resolution helps insure that the funds are properly set aside in the budget for the Community Development Block Grant.

**Supporting Documents Included:**

Resolution CDBG match.docx

**Submitted by:** Councilmember Chrys Grummert

# RESOLUTION XXXX-XX-XX-1

## CITY OF WOODCREEK, TEXAS

**A RESOLUTION OF THE CITY OF WOODCREEK, TEXAS, AUTHORIZING THE MOVING OF \$25,000.00 FROM THE CONTINGENCY FUND BUDGET LINE ITEM TO A CDBG BUDGET LINE ITEM.**

WHEREAS, the City of Woodcreek’s 2023-2024 TxCDBG Community Development Block Grant Fund requires a city match, based on population, of \$25,000.00 for a grant of \$500,000.00

WHEREAS, a city matching amount of \$25,000.00 earns the City of Woodcreek 50 points towards the scoring for the Community Development Block Grant application.

**NOW, THEREFORE, BE IT RESOLVED,** That \$25,000.00 from the Contingency budget line item be moved to a CDBG budget line item for the City of Woodcreek’s 2023-2024 Texas Community Development Fund project.

PASSED AND APPROVED ON \_\_\_\_\_

**APPROVED:**

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

**ATTEST:**

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

901 S. Mopac Expressway  
Building One, Suite 300  
Austin, Texas 78746

THE LAW OFFICE OF  
**ROGER GORDON**

Phone: (512) 636-2540  
Fax: (512) 692-2533  
roger@rogergordonlaw.com

December 6, 2022

Mayor Jeff Rasco  
City Manager Kevin Rule  
City of Woodcreek, Texas  
41 Champions Circle  
Woodcreek, TX 78676

via email: [jeff.rasco@woodcreektx.gov](mailto:jeff.rasco@woodcreektx.gov)  
via email: [manager@woodcreektx.gov](mailto:manager@woodcreektx.gov)

**RE: Legal Services Engagement Letter – City of Woodcreek, Texas**

Dear Mayor Rasco, Mr. Rule:

Thank you for considering the Law Office of Roger Gordon, PLLC to represent the City of Woodcreek, Texas on a special individual project with respect to a proposed development within the City of Woodcreek and related platting and permitting issues associated therewith. Per our discussion this is a temporary project with an end date of December 30, 2022. I appreciate your confidence and will do my best to provide you with quality legal assistance and superior customer service.

The purposes of this letter and the enclosed Standard Terms of Engagement are to set out the specific terms of our attorney-client relationship. Please review these documents carefully and contact me promptly if you have any questions. These materials constitute the arrangement under which my legal services will be provided.

**Identity of Client**

The Law Office of Roger Gordon, PLLC will be representing the interests of the City of Woodcreek, Texas (“Client” and/or “City”) located in Hays County, Texas. For purposes of this Agreement, Kevin Rule has been designated as the client representative and the primary client contact; with Mayor Jeff Rasco or Councilmember Brent Pulley designated as deputies if Mr. Rule is temporarily unavailable. By your signature on this Agreement, you expressly authorize the Law Office of Roger Gordon to correspond and coordinate with any other necessary individuals concerning matters related to Task No. 1 as set forth below.

**Nature & Scope of Representation**

While in the future we may be directed to represent you on other matters, our present relationship can be described as follows:

Task No. One (#1): The Law Office of Roger Gordon, PLLC will assist the Client with the investigation and analysis of development permits sought in conjunction with a project referred to as “The Oaks” located in Woodcreek, Texas. Mr. Gordon will report directly to Mayor Jeff Rasco. This agreement *does not include* any lawsuit(s) available to the Client but may be amended by agreement of the parties.

Notwithstanding the foregoing appointment, the designated attorney’s responsibilities may be changed from time to time upon mutual agreement of the parties. The Law Office of Roger Gordon represents that it employs, or will employ at its own expense, all personnel required for the satisfaction of any and all tasks and services set forth herein.

The Law Office of Roger Gordon represents that it employs, or will employ at its own expense, all personnel required for the satisfaction of any and all tasks and services set forth herein. The Law Office of Roger Gordon shall not replace the designated Attorney (or any successor to such person) without the Client’s prior approval, except from time to time as necessary due to illness or vacation scheduling. Approval of any such temporary substitute shall be obtained from the Client representative.

**Financial Arrangements**

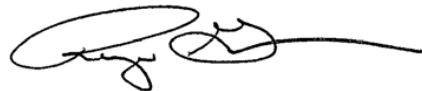
The hourly rate for Roger E. Gordon is \$300.00/hour. The Law Office of Roger Gordon normally requires an initial retainer in the amount of \$5,000.00; however this agreement may reduce or increase the amount depending upon the specific legal needs. Please note that The Law Office of Roger Gordon, PLLC is headquartered in Austin, Texas, and normal billing rates will apply to time spent traveling on business in addition to actual expenses, such as mileage. The Law Office of Roger Gordon bills in increments of a tenth of an hour (i.e., every six (6) minutes). You will receive a detailed monthly accounting of services rendered by the firm. Other rates will apply for specialized legal work, in accordance with the Standard Terms of Engagement. See the attached for more information on rates.

**A TWO-THOUSAND FIVE HUNDRED DOLLAR (\$2,500) FLAT-FEE IS DUE UPON EXECUTION OF THIS AGREEMENT.**

**Acceptance of Terms**

If this arrangement is acceptable to you, please sign this letter and return it to me at your earliest convenience, upon approval by the Client. I look forward to assisting you with your legal needs. If you would like to contact me, please call (512) 636-2540, or email me at your convenience at [roger@rogergordonlaw.com](mailto:roger@rogergordonlaw.com).

Sincerely,



Roger E. Gordon  
State Bar No. 24043697

**AGREED TO & ACCEPTED:**

By: \_\_\_\_\_  
Mayor Jeff Rasco and/or Kevin Rule

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

*Checks may be made out to “The Law Office of Roger Gordon”*

**The Law Office of Roger Gordon, PLLC**

Attorney at Law

**STANDARD TERMS OF ENGAGEMENT**

This document establishes the standard terms of our engagement as your attorneys. Unless modified in writing by mutual consent, these terms will be an integral part of our agreement. Therefore, we ask that you carefully review this statement and contact us promptly if you have any questions. We suggest that you retain this document in your file.

**1. Scope of Work**

As the client, it is imperative that you have a clear understanding of the legal services The Law Office of Roger Gordon will provide. Any questions that you have should be dealt with promptly. We will provide services related only to matters as to which we have been specifically engaged.

The Law Office of Roger Gordon will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment, but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed. We cannot guarantee the success of any given matter, but we will strive to represent your interests professionally and efficiently.

**2. Fees for Legal Services**

The charges for professional services provided by The Law Office of Roger Gordon will typically be based upon the following: (1) the time devoted to the matter; (2) the novelty and difficulty of the questions presented; (3) the requisite experience, reputation and skill requested to deal with those questions; (4) time limitations imposed by the circumstances; (5) and the quality of the results obtained. Fees and costs for particular matters are unpredictable and we have made no commitment concerning maximum fees or costs. Unless otherwise indicated in writing, our fees for legal services are determined on the basis of the hourly rates of the respective lawyers and paralegals that perform the services. These rates may vary depending on the expertise and experience of the individual. We adjust these rates from time to time, increasing them as the individuals gain experience and expertise and to reflect current economic conditions. We will notify you in writing if this fee structure is modified.

Currently, the standard billing rate for the firm is three hundred dollars (\$300.00) per hour for general legal, investigative, and administrative matters. For particularized work in a more specialized area of the law, such as litigation and administrative actions, the billing rate is three hundred fifty dollars (\$350.00) per hour. All new litigation will be billed at the rate of three hundred fifty dollars (\$350.00) per hour. The billing rate for law clerks and clerical staff is seventy-five dollars (\$75.00) per hour, and for legal assistants (paralegals) is ninety-five dollars (\$95.00). All fees quoted are in U.S. Dollars. Billing rates are agreed upon with the general counsel and are subject to being increased annually upon written notice. Alternatively, the Law Office of Roger Gordon may enter into an agreement involving a flat-fee arrangement in lieu of hourly rates.

**3. Other Charges**

All out-of-pocket expenses (such as long distance telephone charges, copying charges, travel expenses, messenger expenses, etc.) incurred by The Law Office of Roger Gordon in connection with representing you will be billed to you as a separate item on your monthly statement.

**4. Billing Procedures & Terms of Payment**

Our billing period begins on the first of the month and ends on the last day of the month. We will render periodic statements to you for legal services and expenses. We usually mail these periodic statements toward the beginning of the month following the latest date covered in the statement. Each statement is payable within thirty (30) days of its stated date and must be paid in U.S. Dollars. If any statement is not paid within thirty (30) days after its stated date, interest at the rate of twelve percent (12%) per month (18% per annum) will accrue on the balance due. However, if at any time 18% per annum exceeds the highest interest rate permitted by applicable law, then the interest rate that will be applied to any overdue amounts will be reduced to the maximum rate permitted under applicable law.

If you have any questions or concerns about any statement that we submit to you for payment, please contact me at your earliest convenience so that we can resolve any problems without delay. Typically, such issues can be resolved to the satisfaction of both sides with little inconvenience or formality.

**5. Client Responsibilities**

You agree to cooperate fully with the firm and to provide us promptly with all information known or available to you relevant to our representation. You agree to pay our invoices in accordance with these Standard Terms of Engagement and the corresponding Engagement Letter.

**6. Termination of Services**

You have the right to terminate our services at any time upon providing written notice to us. Upon receipt of written notice from you, we will immediately cease to render additional services to the extent we can do so without jeopardizing your legal interests or our ethical obligations. We reserve the right to discontinue work on pending matters or terminate our attorney-client relationship with you at any time that payment of your account becomes delinquent. We also reserve the right to withdraw when obligated by the *Texas Rules of Disciplinary Conduct*. Additionally, in the event that you fail to follow our advice and counsel, or otherwise fail to cooperate reasonably with us, we reserve the right to withdraw from representing you upon short notice, regardless of the then status of your matter. No termination shall relieve you of the obligation to pay fees and expenses incurred prior to such termination.

Unless otherwise agreed in writing, representation will cease upon your payment in full of all fees due, and my firm’s conveyance of your files to the destination you designate. The firm’s files, including attorney work product, will be retained at the firm.

**7. Retainers**

With new clients or with substantial new matters for existing clients, the Firm may require a retainer. The retainer amount is not meant to be an estimate or limit of the fees and expenses required to complete the work on this matter, but is intended as your good faith deposit against a portion of such fees and expenses. The retainer will be placed in our Trust Account and we will bill our fees and disbursements against the retainer. We will advise you if additional amounts are

necessary to be placed in trust against which to bill future work. If our work is completed, and your account is paid-in-full, yet a balance remains in on your retainer, we will refund the retainer to you upon request.

**8. Retention of Documents**

Although we will attempt to retain for a reasonable time copies of most documents generated by this Firm, we cannot be held responsible in any way for failure to do so, and we hereby expressly disclaim any such responsibility or liability. You must ultimately retain all originals and copies you desire among your own files for future reference.

**9. Fee Estimates**

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Our attorneys do their best to estimate fees and expenses for particular matters when asked to do so. However, an estimate is just that, and the fees and expenses required are ultimately a function of many conditions over which we have little or no control, especially in litigation or negotiation situations where the extent of necessary legal services may depend to a significant degree upon the tactics of the opposition. Unless otherwise agreed in writing with respect to a specific matter, all estimates made by us shall be subject to your agreement and understanding that such estimates do not constitute maximum or fixed fee quotations and that the ultimate cost is frequently more or less than the amount estimated.

**10. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, United States of America. Venue of any case or controversy arising under or pursuant to this Agreement shall be in *Travis County*, Texas, United States of America.

**11. Questions**

If during the course of our representation you have any questions about any aspect of our arrangements, please feel entirely free to raise those questions. The Law Office of Roger Gordon wants all of our clients to have a clear and satisfactory understanding about every aspect of our billing and payment policies. Accordingly, we encourage an open and frank discussion of any or all of the matters mentioned in this document.