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## MEETING NOTICE

*The City Council of the City of Woodcreek, Texas will conduct a meeting at Camp Young Judaea, 121 Camp Young Judaea Rd., Woodcreek, TX. The meeting will be held on November 9, 2022 at 6:30 PM.*

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

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

*<https://meetings.ipvideotalk.com/250812659>. 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:250812659.*

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

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## AGENDA

### CALL TO ORDER

### MOMENT OF SILENCE

### PLEDGES

### ROLL CALL AND ESTABLISH QUORUM

### PUBLIC COMMENTS

*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*

## **CONSENT AGENDA**

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

- [1.](#) Approval of Public Hearing for the Adoption of the 2022 Comprehensive Plan Document Meeting Minutes from October 12, 2022
- [2.](#) Approval of City Council Meeting Minutes from October 12, 2022
- [3.](#) Approval of August 2022 Financial Reports
- [4.](#) Approval of September 2022 Financial Reports

## **REGULAR AGENDA**

- [5.](#) Introduction and Presentation by Aqua Texas President Craig Blanchette
- [6.](#) Introduction of City Manager Kevin Rule
- [7.](#) Presentation of the Spirit of Woodcreek Award to Cynthia Jones (Pulley)
- [8.](#) Discuss and Take Appropriate Action on the Creation of an AD HOC Selection Review Committee (work group) to Review Applications for Administrator and Engineering Services as it Relates to the American Rescue Plan Grant (Grummert)
- [9.](#) Discuss and Take Appropriate Action on Contacting Double J Ranch Golf Club Owner, Manager and/or Director of Operations about Oak Wilt Containment and Abatement on Golf Course Properties to Consider a City Assistance Program for Oak Wilt Mitigation (Hines)
- [10.](#) Discuss and Take Appropriate Action on the Social Media Policy (Second Draft) (Hines)
- [11.](#) Discuss and Take Appropriate Action on the Recommendation from the Platinum Roads Panel that Council Authorize K. Friese to Begin the Assessment of the Drainage Issues at Westwood and Brookhollow Approved to be Funded by State and Local Fiscal Recovery Funds (SLFRF) awarded to the City under the American Rescue Plan Act of 2021 (ARPA) (LeBrun)
- [12.](#) Discuss and Take Appropriate Action on the Formation of Membership of the HOT Committee (Grummert)
- [13.](#) Discuss and Take Appropriate Action on Increasing the Approved Budget for the Par View Beautification Project to \$5,000 (Hines)
- [14.](#) Discuss and Take Appropriate Action to Allocation of Resources for Oak Wilt Containment and Removal of Diseased and Dying Trees on Stonehouse Circle and the Planting of New Oak Wilt Resistant Trees
- [15.](#) Discuss and Take Appropriate Action on the Oak Wilt Assistance Application and Process for Review (Hines)
- [16.](#) Discuss and Take Appropriate Action on an Update to the Garage Sales and Sign Regulation Portions of the City of Woodcreek Code of Ordinances Amending at Title XV ("Land Usage"), Chapters 152 ("Signs") and Chapter 156 ("Zoning - Residential Requirements and Limitations") (Hines)
- [17.](#) Discuss and Take Appropriate Action on Directing GrantWorks to Find Possible Grants to Help the City of Woodcreek and its Citizens with Oak Wilt Mitigation (Grummert)

18. Discussion and Take Appropriate Action Regarding Traffic Enforcement Activities in the City of Woodcreek (Pulley)

**REPORT**

19. Councilmember Joe Kotarba will Report on the Planning and Zoning Commission's Activities During the October 4, 2022 and November 2, 2022 Meetings

**ADJOURN**

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

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

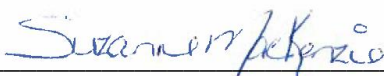
**Attendance by Other Elected or Appointed Officials:**

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

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

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

I certify that the above notice was posted on the 4th day of November, 2022 at 12:45PM.

By: 

**Suzanne J. MacKenzie, City Secretary**

**PUBLIC HEARING FOR THE ADOPTION OF THE 2022  
COMPREHENSIVE PLAN DOCUMENT (CITY HALL)  
October 12, 2022; 6:00 PM  
Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco called the meeting to order at 6:00PM.

**ROLL CALL**

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

**REGULAR AGENDA**

- 1. A Notice of Public Hearing Was Posted in the Wimberley View Newspaper on October 6, 2022 For the Purpose of Hearing From the Public, Opinion Regarding the Possible Action of Adopting the City of Woodcreek 2022 Comprehensive Plan by Passage of the Ordinance Amending the Woodcreek Code of Ordinances at TITLE XV ("LAND USAGE"), CHAPTER 150("GENERAL PROVISIONS") at COMPREHENSIVE PLAN, section 150.45 (ADOPTION) During the October 12, 2022 Regular City Council Meeting. (Hines)**

The Public Hearing opened at 6:02PM.

A comment was offered by Ms. Judy Brizendine about the Hotel Occupancy Tax and a discussion was held.

Minor edits were made and the Public Hearing closed at 6:14PM.

**ADJOURN**

Mayor Rasco adjourned the meeting at 6:14PM.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, 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.

Member Hines requested to pull Consent Agenda Item #3 for review and discussion.

Motion was made by Councilmember Pulley to approve the Consent Agenda Item numbers 1 and 2. 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 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.

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 Ordinance 22-314 document, page 28, Exhibit C, the 20 years listed is a guide and would depend on interest rates.

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. 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 recommend an RFP to seek the services of a qualified Compliance Officer on a part-time basis for an hourly rate not to exceed \$20.00 per hour, with the total value of the contract not to exceed \$8,000 per year, including mileage reimbursement. Motion was seconded by Councilmember Pulley.

Discussion was held on the Compliance Officer Qualifications.

Councilmember Hines presented a list of qualifications that should be provided in a 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 of requirements suggested by Councilmember Hines. 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 minimum 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. 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 mentioned by Councilmember Hines to be sent to Councilmember Pulley, as the Council Liaison to the Tree Board, to be included in the RFP document. 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. 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. 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. 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. 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 for Council to approve the request from the Parks Board to spend up to \$400 for a Friends of the Woodcreek Parks Recognition Award from the 2022-2023 budget. 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. 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 everywhere the 55% specification is listed in the Ordinances and bring it into alignment with State Code. 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 the edits from Bud Wymore regarding the Board of Adjustment and implement them so we are in compliance with 211 Local Government Code and would like to authorize an expenditure of no more than thirty(30) minutes to review the Board of Adjustments. 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)**

Discussion on the necessity and legality of having versus not having, or limiting public comments on social media pages for the City of Woodcreek. The site(s) would be monitored by the new City Manager and would allow the sharing of City posts.

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 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). Motion was seconded by Mayor Pro Tem LeBrun.

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.

An 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". Motion was seconded by Councilmember Grummert.

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.

**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. 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

DRAFT

# The City of Woodcreek

Item 3.

## Statement of Financial Position

As of August 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1003.1 Municipal Court Petty Cash	100.00
1007 TX Regional 061, Operating	445,284.78
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>473,345.75</b>
1008 TX Regional 053, Investment	0.00
1008.2 PEG Funds	13,945.76
1008.3 Reserve Funds	166,124.19
1008.4 American Rescue Act Funds	213,484.73
<b>Total 1008 TX Regional 053, Investment</b>	<b>393,554.68</b>
1009 TX Regional 095, Road Reserve Funds	147.11
1011 TX Regional 819, Payroll Account	10,000.00
1020 Investment Account - Class 0001	480,224.56
<b>Total Bank Accounts</b>	<b>\$1,357,372.10</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>\$1,548,888.33</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>\$3,640,164.70</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
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>\$220,817.80</b>
<b>Total Current Liabilities</b>	<b>\$220,817.80</b>
<b>Total Liabilities</b>	<b>\$220,817.80</b>
Equity	
9997 Net Investment In Capital Assets	144,132.96
9998 Opening Balance Equity	333,537.47
9999 Retained Earnings	2,567,200.07
9999-debtscvcpa Retained Earnings Debt Svc Audit CPA	17,174.31
Net Revenue	357,302.09
<b>Total Equity</b>	<b>\$3,419,346.90</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,640,164.70</b>

Treasurer's Report

For the Period: October 2021 - August 2022

Percent Complete: 91.67%

Item 3.

	2021-2022			2020-2021			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Aug-22	Aug-21	Difference
<b>Revenue</b>									
3000 Ad Valorem Tax Revenue	-	-	n/a	-	-	n/a	-	-	-
3000.01 Ad Valorem Tax	351,183	349,000	101%	332,382	325,000	102%	2,277	9,286	(7,009)
3000.02 Delinquent Ad Valorem Tax	3,052	-	n/a	2,071	-	n/a	21	534	(513)
3000 Ad Valorem Tax Revenue	354,235	349,000	102%	334,453	325,000	103%	2,298	9,821	(7,522)
3005 State Sales Tax Revenue	81,014	80,000	101%	87,769	97,500	90%	7,709	7,816	(107)
3010 Mixed Beverage Tax & Fees Rev	1,265	1,500	84%	1,387	1,300	107%	137	127	11
3020 Electric Franchise Fee Revenue	31,877	34,000	94%	31,404	34,000	92%	-	-	-
3030 Cable Services Franchise Rev	34,779	30,000	116%	33,260	25,000	133%	8,712	8,260	452
3030.1 PEG - Cable Revenue	6,950	6,000	116%	6,657	5,010	133%	1,742	1,652	90
3030 Cable Services Franchise Rev	41,729	-		39,917	30,010	133%	10,454	9,912	542
3040 Water Service Franchise Revenue	100,581	100,000	101%	99,351	99,350	100%	-	-	-
3050 Disposal Service Franchise Rev	25,418	25,000	102%	22,004	22,000	100%	6,726	-	6,726
3060 Telephone Franchise Revenue	157	200	78%	186	200	93%	36	38	(2)
3070 Golf Course Franchise Revenue	500	500	100%	500	500	100%	-	-	-
3080 Reimbursements	-	6,000	0%	-	8,950	0%	-	-	-
3080.10 Engineerings	2,061	-	n/a	8,932	-	n/a	-	-	-
3080.20 Legal	-	-	n/a	-	-	n/a	-	-	-
3080.30 Admin	-	-	n/a	-	-	n/a	-	-	-
3080 Reimbursements	2,061	6,000	34%	8,932	8,950	100%	-	-	-
3090 Development Revenue	-	-	n/a	-	-	n/a	-	-	-
3090.01 Residential	-	-	n/a	1,000	-	n/a	-	-	-
3090.011 New Home Permits	7,000	5,000	140%	21,000	20,000	105%	1,000	2,000	(1,000)
3090.012 Other Permits	7,973	11,000	72%	12,843	12,000	107%	264	2,009	(1,745)
3090.013 Inspections	8,299	17,000	49%	18,883	21,000	90%	-	688	(688)
3090.02 Commercial	3,234	5,000	65%	3,250	5,000	65%	-	-	-
3090.03 Other	-	80	0%	550	700	79%	-	-	-
3090.031 Subdivisions/Plats/Re-Plats	-	5,000	0%	12,850	12,850	100%	-	-	-
Total 3090 Development Revenue	26,506	43,080	62%	70,376	71,550	98%	1,264	4,696	(3,433)
3093 Liquor License Revenue	1,388	1,310	106%	1,310	1,310	100%	-	-	-
3095 Sign Fees	560	700	80%	320	400	80%	100	55	45
4000 Interest Income	6,634	1,000	663%	1,221	1,300	94%	2,566	38	2,528
4010 Other Revenue	12,369	700	1767%	1,120	700	160%	-	600	(600)
4010.1 Coupons	-	-	n/a	-	-	n/a	-	-	-
4010 Other Revenue	12,369	700	1767%	1,120	700	160%	-	600	(600)
4015 Oak Wilt Containment	-	-	n/a	-	-	n/a	-	-	-
4020 Municipal Court Revenue	901	1,500	60%	1,930	3,000	64%	-	-	-
4035 TDEM DR-4485 Revenue	213,021	-	n/a	74,228	74,230	100%	-	-	-
4040 Donations Received	-	6,180	0%	5,000	5,000	100%	-	-	-
4040.02 Park Donations	1,180	-	n/a	-	-	n/a	-	-	-
Total Donations Received	1,180	6,180	19%	5,000	-	#DIV/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>901,395</b>	<b>686,670</b>	<b>131%</b>	<b>781,409</b>	<b>776,300</b>	<b>101%</b>	<b>31,291</b>	<b>33,104</b>	<b>(1,813)</b>
<b>Expenditures</b>									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	189,113	208,500	91%	166,334	185,000	90%	7,279	16,901	(9,622)
5000.02 Ins Expense Reimbursement	6,958	8,600	81%	7,897	8,620	92%	-	718	(718)
5000.03 City Manager Vehicle Reimburs	4,650	6,000	78%	5,500	6,000	92%	-	500	(500)
5000.05 Elected Official Pay	-	-	n/a	-	-	n/a	-	-	-
5000.20 Payroll Tax Expense	-	-	n/a	-	-	n/a	-	-	-
5000.21 FICA/OASDI	14,034	16,410	86%	13,449	15,440	87%	557	1,331	(774)
5000.22 Unemployment Insurance	918	500	184%	530	500	106%	-	55	(55)
5000.20 Payroll Tax Expense	14,951	16,910	88%	13,979	15,940	88%	557	1,386	(829)
5000.40 Retirement	20,767	22,190	94%	17,464	19,390	90%	794	1,836	(1,042)
5000.50 Direct Deposit Expense	-	-	n/a	-	-	n/a	-	-	-
5000.51 Health Insurance Stipend	-	-	n/a	-	-	n/a	-	-	-
Total 5000 Personnel Services	236,439	262,200	90%	211,173	234,950	90%	8,630	21,341	(12,711)
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	-	-	n/a	-	-	-
5500.10 City Hall Maintenance / Repairs	1,324	4,000	33%	3,065	5,000	61%	656	-	656
5500.20 Cleaning Costs	1,275	1,500	85%	1,375	1,500	92%	150	125	25
5500.30 IT & Radio Expenses	10,421	15,000	69%	8,854	10,000	89%	(40)	667	(707)
5500.40 Newsletter	-	-	n/a	-	-	n/a	-	-	-
5500.50 Office Supplies	5,567	4,000	139%	3,240	4,000	81%	1,159	635	524

	2021-2022			2020-2021			Y/Y Monthly Comparison			Item 3.
	YTD	Budget	%	YTD	Budget	%	Aug-22	Aug-21	Diff	
5500.60 Postage & Shipping	2,266	2,100	108%	1,993	2,020	99%	120	953	(833)	
5500.61 Printing & Reproduction	4,091	4,000	102%	3,952	4,000	99%	601	428	174	
5500.62 Printing Cost Newspaper	223	2,000	11%	543	1,000	54%	-	-	-	
5500.70 Storage Rental	-	-	n/a	-	-	n/a	-	-	-	
5500.80 Software & Subscriptions	9,063	15,000	60%	12,660	13,000	97%	217	277	(61)	
<b>Total 5500 Office Expenses</b>	<b>34,230</b>	<b>47,600</b>	<b>72%</b>	<b>35,682</b>	<b>40,520</b>	<b>88%</b>	<b>2,864</b>	<b>3,084</b>	<b>(220)</b>	
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-	
6000.01 Audit Expense	11,990	12,000	100%	9,896	9,900	100%	-	-	-	
6000.10 Codification	2,831	4,000	71%	3,239	4,000	81%	-	-	-	
6000.11 Contract Labor	-	6,500	0%	6,105	8,000	76%	-	-	-	
6000.15 Engineering	11,967	10,000	120%	6,920	10,000	69%	-	1,980	(1,980)	
6000.16 Mapping	-	-	n/a	-	-	n/a	-	-	-	
6000.17 Engineering Reimbursable	9,905	4,000		4,359	-		-	932	(932)	
6000.15 Engineering	21,872	14,000	156%	11,279	10,000	113%	-	2,912	(2,912)	
6000.20 Legal Expenses	-	-	n/a	-	-	n/a	-	-	-	
6000.21 General	25,490	65,000	39%	23,740	30,000	79%	-	2,500	(2,500)	
6000.22 Legal Reimbursable	2,540	3,000	85%	2,980	4,000	75%	-	-	-	
6000.23 Litigation	7,320	15,000	49%	42,000	50,000	84%	-	2,980	(2,980)	
6000.25 Special Cases	36,228	22,000	165%	7,778	10,000	78%	-	2,228	(2,228)	
6000.26 Elected Body Legal	8,770	-	n/a	-	-	n/a	6,480	-	6,480	
6000.20 Legal Expenses	80,348	105,000	77%	76,498	94,000	81%	6,480	7,708	(1,228)	
6000.30 IT Services	12,196	14,500	84%	11,280	14,500	78%	267	1,295	(1,028)	
6000.40 Accounting	14,165	15,000	94%	12,469	15,000	83%	1,995	1,316	679	
6000.50 Law Enforcement	15,609	8,160	191%	15,913	63,660	25%	1,440	-	1,440	
<b>Total 6000 Professional Services</b>	<b>159,010</b>	<b>179,160</b>	<b>89%</b>	<b>146,680</b>	<b>219,060</b>	<b>67%</b>	<b>10,182</b>	<b>13,229</b>	<b>(3,048)</b>	
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-	
6500.01 Deer Removal	1,575	1,000	158%	675	1,000	68%	150	75	75	
6500.15 Mowing	2,625	2,000	131%	200	1,000	20%	375	-	375	
6500.20 Oak Wilt Containment	-	15,000	0%	-	1,000	0%	-	-	-	
6500.21 Greenspace Maintenance	1,336	-	n/a	3,342	-	n/a	-	-	-	
6500.22 Landscape Maintenance	8,691	10,000	87%	4,250	10,000	43%	1,750	-	1,750	
6500.23 Contract Services	-	2,000	0%	703	1,500	47%	-	-	-	
6500.24 Parks and Playground Maintenance	-	30,000	0%	-	-	n/a	-	-	-	
6500.25 ROW Tree Trimming	-	7,500	0%	15,150	15,200	100%	-	-	-	
6500.26 Holiday Decorations	262	2,000	13%	1,693	2,000	85%	-	-	-	
6500.30 Street Maintenance	15,499	20,000	77%	10,791	50,000	22%	2,944	-	2,944	
6500.31 Street Signs	4,056	4,000	101%	1,726	4,000	43%	-	-	-	
6500.35 Storm Damage Reserve	-	1,000	0%	-	1,000	0%	-	-	-	
6500.40 Tree Limb Pick-Up	-	-	n/a	-	-	n/a	-	-	-	
6500.50 Equipment Maintenance	2,373	4,000	59%	182	1,000	18%	263	15	248	
6500.60 Water Quality Testing CCWPP	620	2,000	31%	1,344	1,500	90%	-	-	-	
<b>Total 6500 Area Care/Maintenance</b>	<b>37,037</b>	<b>100,500</b>	<b>37%</b>	<b>40,055</b>	<b>89,200</b>	<b>45%</b>	<b>5,482</b>	<b>90</b>	<b>5,392</b>	
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-	
7000.01 Ad Valorem Tax Expense	3,152	4,060	78%	2,907	3,800	77%	-	-	-	
7000.02 Building Inspections	10,905	12,550	87%	17,690	18,000	98%	720	1,305	(585)	
7000.03 Code Compliance	774	1,500	52%	-	1,500	0%	-	-	-	
7000.04 Dues & Membership	2,311	3,000	77%	2,436	3,000	81%	-	-	-	
7000.05 Election Expense	1,065	1,200	89%	2,124	2,200	97%	-	-	-	
7000.06 TML Dues	591	600	99%	591	600	99%	-	-	-	
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-	
7000.15 Meeting Expense	6,760	5,000	135%	3,134	5,000	63%	39	43	(4)	
7000.20 Public Notices	1,145	3,000	38%	1,690	3,000	56%	266	211	55	
7000.30 Travel & Vehicle Exp Reimb.	4,743	5,000	95%	1,211	2,000	61%	77	45	33	
7000.31 Elected Official Travel	667	2,000	33%	-	1,000	0%	667	-	667	
7000.40 Training & Prof Development	-	-	n/a	-	-	n/a	-	-	-	
7000.41 Elected Body	1,360	2,500	54%	3,915	4,000	98%	195	50	145	
7000.42 Staff	2,461	5,000	49%	2,575	3,000	86%	-	-	-	
7000.50 Community Relations	2,731	6,000	46%	3,204	5,000	64%	829	906	(76)	
<b>Total 7000 Other Operating Expenses</b>	<b>38,665</b>	<b>51,410</b>	<b>75%</b>	<b>41,478</b>	<b>52,100</b>	<b>80%</b>	<b>2,794</b>	<b>2,559</b>	<b>235</b>	
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-	
7500.10 City Hall Utilities	-	3,500	0%	-	3,200	0%	-	-	-	
7500.11 Electric	1,787	-	n/a	1,618	-	n/a	207	192	16	
7500.12 Water	1,309	-	n/a	1,312	-	n/a	118	119	(1)	
7500.10 City Hall Utilities	3,096	3,500	88%	2,930	3,200	92%	326	311	15	
7500.20 Outdoor Utilities	-	4,250	0%	-	4,000	0%	-	-	-	
7500.21 Electric	1,203	-	n/a	1,174	-	n/a	109	107	2	
7500.22 Water	1,485	-	n/a	1,486	-	n/a	140	130	10	
7500.20 Outdoor Utilities	2,688	4,250	63%	2,660	4,000	66%	249	237	12	
7500.30 Telephone & Internet	4,890	6,200	79%	4,299	5,500	78%	364	448	(84)	
<b>Total 7500 Utilities</b>	<b>10,674</b>	<b>13,950</b>	<b>77%</b>	<b>9,889</b>	<b>12,700</b>	<b>78%</b>	<b>938</b>	<b>996</b>	<b>(58)</b>	
7600 Insurance	4,592	-	n/a	3,413	-	n/a	-	-	-	
6010 Health Insurance (deleted)	-	-	n/a	-	-	n/a	-	-	-	
7600.01 TML Insurance	200	4,600	4%	-	3,520	0%	-	-	-	
7600 Insurance	4,792	4,600	104%	3,413	3,520	97%	-	-	-	
7700 TDEM DR-4485 Expenditures	-	-	n/a	-	-	n/a	-	-	-	



	2021-2022			2020-2021			Y/Y Monthly Comparison			Item 3.
	YTD	Budget	%	YTD	Budget	%	Aug-22	Aug-21	Diff	
8020 Municipal Court Costs	-	-	n/a	-	-	n/a	-	-	-	-
8020.20 MC Judge	600	3,600	17%	3,300	3,600	92%	-	300	(300)	
8020.25 Misc. Court Costs	-	2,500	0%	150	1,000	15%	-	-	-	
8020.30 Prosecutor	2,540	3,000	85%	880	2,500	35%	-	260	(260)	
8020.35 Court Bailiff	-	750	0%	-	750	0%	-	-	-	
8020.40 State Comptroller Costs	(45)	700	-6%	380	700	54%	-	-	-	
8020.41 Supplies	67	200	34%	-	200	0%	-	-	-	
8020.60 Public Safety	-	-	n/a	-	-	n/a	-	-	-	
<b>Total 8020 Municipal Court Costs</b>	<b>3,162</b>	<b>10,750</b>	<b>29%</b>	<b>4,710</b>	<b>8,750</b>	<b>54%</b>	-	560	(560)	
8900 Miscellaneous	5,000	120,650	4%	-	-	n/a	-	-	-	
8900.10 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
8900.20 Contingency Reserve	-	50,000	0%	-	50,000	0%	-	-	-	
8900.30 Projects	20,740	-	n/a	36,224	70,000	52%	376	574	(198)	
8900.40 Engineering Services – Street Projects	21,588	15,000	144%	42,734	60,000	71%	-	5,256	(5,256)	
<b>Total 8900 Miscellaneous</b>	<b>47,328</b>	<b>185,650</b>	<b>25%</b>	<b>78,958</b>	<b>180,000</b>	<b>44%</b>	<b>376</b>	<b>5,830</b>	<b>(5,454)</b>	
9077 General Fund Accrual	-	(169,150)	0%	-	(64,500)	0%	-	-	-	
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	-	-	-	
Uncategorized Expenditure	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures</b>	<b>571,337</b>	<b>686,670</b>	<b>83%</b>	<b>572,038</b>	<b>776,300</b>	<b>74%</b>	<b>31,267</b>	<b>47,690</b>	<b>(16,423)</b>	
Net Operating Revenue	330,057	-	n/a	209,371	-	n/a	24	(14,586)	14,611	
Other Revenue	-	-	-	-	-	-	-	-	-	
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-	
9810.01 Sinking Fund Revenue	214,122	-	n/a	213,871	-	n/a	1,388	6,278	(4,889)	
8500 Capital Improvement Income	1	-	n/a	0	-	n/a	0	-	0	
<b>Total Other Revenue</b>	<b>214,123</b>	<b>-</b>	<b>n/a</b>	<b>213,871</b>	<b>-</b>	<b>n/a</b>	<b>1,389</b>	<b>6,278</b>	<b>(4,889)</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	387,916	-	n/a	-	-	n/a	-	-	-	
9810.02 Sinking Fund Interest & Fees	9,595	-	n/a	12,553	-	n/a	-	-	-	
9810.03 Sinking Fund Principal	207,000	-	n/a	195,000	-	n/a	-	-	-	
9800.02 Other Miscellaneous Expenditure	(417,633)	-	n/a	(5,300)	-	n/a	-	-	-	
9888 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
<b>Total Other Expenditures</b>	<b>186,878</b>	<b>-</b>	<b>n/a</b>	<b>202,253</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Other Revenue</b>	<b>27,245</b>	<b>-</b>	<b>n/a</b>	<b>11,619</b>	<b>-</b>	<b>n/a</b>	<b>1,389</b>	<b>6,278</b>	<b>(4,889)</b>	
<b>Net Revenue</b>	<b>357,302</b>	<b>-</b>	<b>n/a</b>	<b>220,989</b>	<b>-</b>	<b>n/a</b>	<b>1,413</b>	<b>(8,309)</b>	<b>9,722</b>	

# The City of Woodcreek

Item 4.

## Statement of Financial Position

As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1003.1 Municipal Court Petty Cash	100.00
1007 TX Regional 061, Operating	639,514.94
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>667,575.91</b>
1008 TX Regional 053, Investment	0.00
1008.2 PEG Funds	13,971.29
1008.3 Reserve Funds	166,428.26
1008.4 American Rescue Act Funds	213,875.50
<b>Total 1008 TX Regional 053, Investment</b>	<b>394,275.05</b>
1009 TX Regional 095, Road Reserve Funds	147.38
1011 TX Regional 819, Payroll Account	10,000.00
1020 Investment Account - Class 0001	481,283.09
<b>Total Bank Accounts</b>	<b>\$1,553,381.43</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>\$1,744,897.66</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>\$3,836,174.03</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
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>\$220,817.80</b>
<b>Total Current Liabilities</b>	<b>\$220,817.80</b>
<b>Total Liabilities</b>	<b>\$220,817.80</b>
Equity	
9997 Net Investment In Capital Assets	144,132.96
9998 Opening Balance Equity	333,537.47
9999 Retained Earnings	2,567,200.07
9999-debtstvc-cpa Retained Earnings Debt Svc Audit CPA	17,174.31
Net Revenue	553,311.42
<b>Total Equity</b>	<b>\$3,615,356.23</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,836,174.03</b>

Treasurer's Report

For the Period: October 2021 - September 2022

Percent Complete: 100%

	2021-2022			2020-2021			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Sep-22	Sep-21	Difference
<b>Revenue</b>									
3000 Ad Valorem Tax Revenue	-	-	n/a	-	-	n/a	-	-	-
3000.01 Ad Valorem Tax	354,040	349,000	101%	334,890	325,000	103%	2,857	2,508	349
3000.02 Delinquent Ad Valorem Tax	3,439	-	n/a	2,345	-	n/a	387	274	113
3000 Ad Valorem Tax Revenue	357,479	349,000	102%	337,235	325,000	104%	3,244	2,782	462
3005 State Sales Tax Revenue	88,478	80,000	111%	94,412	97,500	97%	7,464	6,643	821
3010 Mixed Beverage Tax & Fees Rev	1,393	1,500	93%	1,511	1,300	116%	129	124	4
3020 Electric Franchise Fee Revenue	31,877	34,000	94%	31,404	34,000	92%	-	-	-
3030 Cable Services Franchise Rev	34,779	30,000	116%	33,260	25,000	133%	-	-	-
3030.1 PEG - Cable Revenue	6,950	6,000	116%	6,657	5,010	133%	-	-	-
3030 Cable Services Franchise Rev	41,729	-	-	39,917	30,010	133%	-	-	-
3040 Water Service Franchise Revenue	100,581	100,000	101%	99,351	99,350	100%	-	-	-
3050 Disposal Service Franchise Rev	25,418	25,000	102%	22,004	22,000	100%	-	-	-
3060 Telephone Franchise Revenue	157	200	78%	186	200	93%	-	-	-
3070 Golf Course Franchise Revenue	500	500	100%	500	500	100%	-	-	-
3080 Reimbursements	-	6,000	0%	-	8,950	0%	-	-	-
3080.10 Engineerings	2,061	-	n/a	11,285	-	n/a	-	2,353	(2,353)
3080.20 Legal	-	-	n/a	-	-	n/a	-	-	-
3080.30 Admin	-	-	n/a	-	-	n/a	-	-	-
3080 Reimbursements	2,061	6,000	34%	11,285	8,950	126%	-	2,353	(2,353)
3090 Development Revenue	-	-	n/a	-	-	n/a	-	-	-
3090.01 Residential	-	-	n/a	2,000	-	n/a	-	1,000	(1,000)
3090.011 New Home Permits	7,000	5,000	140%	21,000	20,000	105%	-	-	-
3090.012 Other Permits	8,198	11,000	75%	14,129	12,000	118%	225	1,286	(1,061)
3090.013 Inspections	8,299	17,000	49%	22,214	21,000	106%	-	3,331	(3,331)
3090.02 Commercial	3,234	5,000	65%	3,250	5,000	65%	-	-	-
3090.03 Other	-	80	0%	725	700	104%	-	175	(175)
3090.031 Subdivisions/Plats/Re-Plats	-	5,000	0%	13,750	12,850	107%	-	900	(900)
Total 3090 Development Revenue	26,731	43,080	62%	77,068	71,550	108%	225	6,692	(6,467)
3093 Liquor License Revenue	1,388	1,310	106%	1,310	1,310	100%	-	-	-
3095 Sign Fees	625	700	89%	320	400	80%	65	-	65
4000 Interest Income	9,339	1,000	934%	1,259	1,300	97%	2,704	38	2,666
4010 Other Revenue	12,369	700	1767%	9,581	700	1369%	-	8,461	(8,461)
4010.1 Coupons	-	-	n/a	-	-	n/a	-	-	-
4010 Other Revenue	12,369	700	1767%	9,581	700	1369%	-	8,461	(8,461)
4015 Oak Wilt Containment	-	-	n/a	-	-	n/a	-	-	-
4020 Municipal Court Revenue	901	1,500	60%	2,293	3,000	76%	-	363	(363)
4035 TDEM DR-4485 Revenue	426,041	-	n/a	12,883	74,230	17%	213,021	(61,345)	274,365
4040 Donations Received	-	6,180	0%	5,000	5,000	100%	-	-	-
4040.02 Park Donations	1,180	-	n/a	-	-	n/a	-	-	-
Total Donations Received	1,180	6,180	19%	5,000	-	#DIV/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>1,128,245</b>	<b>686,670</b>	<b>164%</b>	<b>747,521</b>	<b>776,300</b>	<b>96%</b>	<b>226,851</b>	<b>(33,889)</b>	<b>260,739</b>

<b>Expenditures</b>									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	196,403	208,500	94%	184,271	185,000	100%	7,290	17,937	(10,647)
5000.02 Ins Expense Reimbursement	6,958	8,600	81%	8,615	8,620	100%	-	718	(718)
5000.03 City Manager Vehicle Reimburs	4,650	6,000	78%	6,000	6,000	100%	-	500	(500)
5000.05 Elected Official Pay	-	-	n/a	-	-	n/a	-	-	-
5000.20 Payroll Tax Expense	-	-	n/a	-	-	n/a	-	-	-
5000.21 FICA/OASDI	14,591	16,410	89%	14,885	15,440	96%	558	1,436	(879)
5000.22 Unemployment Insurance	918	500	184%	601	500	120%	-	71	(71)
5000.20 Payroll Tax Expense	15,509	16,910	92%	15,486	15,940	97%	558	1,507	(950)
5000.40 Retirement	21,562	22,190	97%	19,409	19,390	100%	795	1,945	(1,150)
5000.50 Direct Deposit Expense	-	-	n/a	-	-	n/a	-	-	-
5000.51 Health Insurance Stipend	-	-	n/a	-	-	n/a	-	-	-
Total 5000 Personnel Services	245,082	262,200	93%	233,781	234,950	100%	8,643	22,608	(13,964)
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	-	-	n/a	-	-	-
5500.10 City Hall Maintenance / Repairs	2,545	4,000	64%	4,040	5,000	81%	1,221	975	247
5500.20 Cleaning Costs	1,575	1,500	105%	1,500	1,500	100%	300	125	175
5500.30 IT & Radio Expenses	10,421	15,000	69%	10,668	10,000	107%	-	1,815	(1,815)
5500.40 Newsletter	-	-	n/a	-	-	n/a	-	-	-
5500.50 Office Supplies	6,154	4,000	154%	3,561	4,000	89%	587	321	266

	2021-2022			2020-2021			Y/Y Monthly Comparison			Item 4.
	YTD	Budget	%	YTD	Budget	%	Sep-22	Sep-21	Diff	
5500.60 Postage & Shipping	2,312	2,100	110%	2,025	2,020	100%	46	32	14	
5500.61 Printing & Reproduction	4,091	4,000	102%	4,183	4,000	105%	-	231	(231)	
5500.62 Printing Cost Newspaper	396	2,000	20%	1,560	1,000	156%	173	1,017	(844)	
5500.70 Storage Rental	-	-	n/a	-	-	n/a	-	-	-	
5500.80 Software & Subscriptions	9,370	15,000	62%	12,861	13,000	99%	307	202	105	
Total 5500 Office Expenses	36,865	47,600	77%	40,399	40,520	100%	2,635	4,717	(2,082)	
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-	
6000.01 Audit Expense	11,990	12,000	100%	9,896	9,900	100%	-	-	-	
6000.10 Codification	2,831	4,000	71%	3,239	4,000	81%	-	-	-	
6000.11 Contract Labor	-	6,500	0%	6,105	8,000	76%	-	-	-	
6000.15 Engineering	11,967	10,000	120%	12,611	10,000	126%	-	5,691	(5,691)	
6000.16 Mapping	-	-	n/a	-	-	n/a	-	-	-	
6000.17 Engineering Reimbursable	9,905	4,000		5,946	-		-	1,587	(1,587)	
6000.15 Engineering	21,872	14,000	156%	18,557	10,000	186%	-	7,278	(7,278)	
6000.20 Legal Expenses	-	-	n/a	-	-	n/a	-	-	-	
6000.21 General	26,370	65,000	41%	23,985	30,000	80%	880	245	635	
6000.22 Legal Reimbursable	3,380	3,000	113%	2,980	4,000	75%	840	-	840	
6000.23 Litigation	7,320	15,000	49%	46,368	50,000	93%	-	4,367	(4,367)	
6000.25 Special Cases	38,288	22,000	174%	7,778	10,000	78%	2,060	-	2,060	
6000.26 Elected Body Legal	10,270	-	n/a	-	-	n/a	1,500	-	1,500	
6000.20 Legal Expenses	85,628	105,000	82%	81,111	94,000	86%	5,280	4,612	668	
6000.30 IT Services	13,262	14,500	91%	13,804	14,500	95%	1,067	2,524	(1,457)	
6000.40 Accounting	16,160	15,000	108%	13,383	15,000	89%	1,995	914	1,081	
6000.50 Law Enforcement	16,809	8,160	206%	15,913	63,660	25%	1,200	-	1,200	
Total 6000 Professional Services	168,552	179,160	94%	162,009	219,060	74%	9,542	15,329	(5,787)	
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-	
6500.01 Deer Removal	1,650	1,000	165%	825	1,000	83%	75	150	(75)	
6500.15 Mowing	2,625	2,000	131%	575	1,000	58%	-	375	(375)	
6500.20 Oak Wilt Containment	3,085	15,000	21%	-	1,000	0%	3,085	-	3,085	
6500.21 Greenspace Maintenance	1,336	-	n/a	3,342	-	n/a	-	-	-	
6500.22 Landscape Maintenance	9,170	10,000	92%	6,000	10,000	60%	478	1,750	(1,272)	
6500.23 Contract Services	-	2,000	0%	703	1,500	47%	-	-	-	
6500.24 Parks and Playground Maintenance	-	30,000	0%	-	-	n/a	-	-	-	
6500.25 ROW Tree Trimming	945	7,500	13%	15,150	15,200	100%	945	-	945	
6500.26 Holiday Decorations	262	2,000	13%	1,693	2,000	85%	-	-	-	
6500.30 Street Maintainence	16,361	20,000	82%	10,791	50,000	22%	862	-	862	
6500.31 Street Signs	5,496	4,000	137%	1,726	4,000	43%	1,440	-	1,440	
6500.35 Storm Damage Reserve	-	1,000	0%	-	1,000	0%	-	-	-	
6500.40 Tree Limb Pick-Up	-	-	n/a	-	-	n/a	-	-	-	
6500.50 Equipment Maintenance	2,373	4,000	59%	196	1,000	20%	-	14	(14)	
6500.60 Water Quality Testing CCWPP	620	2,000	31%	1,344	1,500	90%	-	-	-	
Total 6500 Area Care/Maintenance	43,923	100,500	44%	42,344	89,200	47%	6,886	2,289	4,597	
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-	
7000.01 Ad Valorem Tax Expense	4,100	4,060	101%	3,824	3,800	101%	948	917	31	
7000.02 Building Inspections	11,110	12,550	89%	27,114	18,000	151%	205	9,424	(9,219)	
7000.03 Code Compliance	774	1,500	52%	-	1,500	0%	-	-	-	
7000.04 Dues & Membership	2,411	3,000	80%	2,436	3,000	81%	100	-	100	
7000.05 Election Expense	1,065	1,200	89%	2,124	2,200	97%	-	-	-	
7000.06 TML Dues	591	600	99%	591	600	99%	-	-	-	
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-	
7000.15 Meeting Expense	6,768	5,000	135%	4,458	5,000	89%	7	1,324	(1,317)	
7000.20 Public Notices	1,195	3,000	40%	1,690	3,000	56%	50	-	50	
7000.30 Travel & Vehicle Exp Reimb.	4,743	5,000	95%	1,253	2,000	63%	-	41	(41)	
7000.31 Elected Official Travel	667	2,000	33%	-	1,000	0%	-	-	-	
7000.40 Training & Prof Development	268	-	n/a	-	-	n/a	268	-	268	
7000.41 Elected Body	1,795	2,500	72%	3,915	4,000	98%	435	-	435	
7000.42 Staff	2,461	5,000	49%	3,272	3,000	109%	-	697	(697)	
7000.50 Community Relations	4,846	6,000	81%	3,204	5,000	64%	2,115	-	2,115	
Total 7000 Other Operating Expenses	42,794	51,410	83%	53,881	52,100	103%	4,129	12,403	(8,273)	
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-	
7500.10 City Hall Utilities	-	3,500	0%	-	3,200	0%	-	-	-	
7500.11 Electric	1,972	-	n/a	1,809	-	n/a	184	191	(6)	
7500.12 Water	1,427	-	n/a	1,431	-	n/a	118	119	(1)	
7500.10 City Hall Utilities	3,399	3,500	97%	3,240	3,200	101%	303	310	(7)	
7500.20 Outdoor Utilities	-	4,250	0%	-	4,000	0%	-	-	-	
7500.21 Electric	1,318	-	n/a	1,281	-	n/a	115	107	9	
7500.22 Water	1,615	-	n/a	1,620	-	n/a	130	135	(5)	
7500.20 Outdoor Utilities	2,933	4,250	69%	2,901	4,000	73%	245	241	4	
7500.30 Telephone & Internet	5,312	6,200	86%	4,753	5,500	86%	422	454	(32)	
Total 7500 Utilities	11,644	13,950	83%	10,895	12,700	86%	970	1,005	(36)	
7600 Insurance	4,592	-	n/a	3,413	-	n/a	-	-	-	
6010 Health Insurance (deleted)	-	-	n/a	-	-	n/a	-	-	-	
7600.01 TML Insurance	200	4,600	4%	-	3,520	0%	-	-	-	
7600 Insurance	4,792	4,600	104%	3,413	3,520	97%	-	-	-	
7700 TDEM DR-4485 Expenditures	-	-	n/a	-	-	n/a	-	-	-	

	2021-2022			2020-2021			Y/Y Monthly Comparison			Item 4.
	YTD	Budget	%	YTD	Budget	%	Sep-22	Sep-21	Diff	
8020 Municipal Court Costs	-	-	n/a	-	-	n/a	-	-	-	-
8020.20 MC Judge	600	3,600	17%	3,600	3,600	100%	-	300	(300)	
8020.25 Misc. Court Costs	-	2,500	0%	150	1,000	15%	-	-	-	
8020.30 Prosecutor	2,540	3,000	85%	880	2,500	35%	-	-	-	
8020.35 Court Bailiff	-	750	0%	-	750	0%	-	-	-	
8020.40 State Comptroller Costs	(45)	700	-6%	492	700	70%	-	112	(112)	
8020.41 Supplies	67	200	34%	-	200	0%	-	-	-	
8020.60 Public Safety	-	-	n/a	(11)	-	n/a	-	(11)	11	
<b>Total 8020 Municipal Court Costs</b>	<b>3,162</b>	<b>10,750</b>	<b>29%</b>	<b>5,111</b>	<b>8,750</b>	<b>58%</b>	-	401	(401)	
8900 Miscellaneous	5,000	120,650	4%	-	-	n/a	-	-	-	
8900.10 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
8900.20 Contingency Reserve	-	50,000	0%	-	50,000	0%	-	-	-	
8900.30 Projects	20,740	-	n/a	50,200	70,000	72%	-	13,976	(13,976)	
8900.40 Engineering Services – Street Projects	21,588	15,000	144%	97,449	60,000	162%	-	54,715	(54,715)	
<b>Total 8900 Miscellaneous</b>	<b>47,328</b>	<b>185,650</b>	<b>25%</b>	<b>147,649</b>	<b>180,000</b>	<b>82%</b>	-	68,691	(68,691)	
9077 General Fund Accrual	-	(169,150)	0%	-	(64,500)	0%	-	-	-	
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	-	-	-	
Uncategorized Expenditure	-	-		-	-		-	-	-	
<b>Total Expenditures</b>	<b>604,142</b>	<b>686,670</b>	<b>88%</b>	<b>699,481</b>	<b>776,300</b>	<b>90%</b>	<b>32,805</b>	<b>127,442</b>	<b>(94,638)</b>	
Net Operating Revenue	524,103	-	n/a	48,040	-	n/a	194,046	(161,331)	355,377	
Other Revenue										
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-	
9810.01 Sinking Fund Revenue	216,085	-	n/a	215,651	-	n/a	1,963	1,779	184	
8500 Capital Improvement Income	1	-	n/a	0	-	n/a	0	-	0	
<b>Total Other Revenue</b>	<b>216,086</b>	<b>-</b>	<b>n/a</b>	<b>215,651</b>	<b>-</b>	<b>n/a</b>	<b>1,963</b>	<b>1,779</b>	<b>184</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	12,100	-	n/a	-	12,100	(12,100)	
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	387,916	-	n/a	-	-	n/a	-	-	-	
9810.02 Sinking Fund Interest & Fees	9,595	-	n/a	12,553	-	n/a	-	-	-	
9810.03 Sinking Fund Principal	207,000	-	n/a	195,000	-	n/a	-	-	-	
9800.02 Other Miscellaneous Expenditure	(417,633)	-	n/a	(0)	-	n/a	-	5,300	(5,300)	
9888 Reconciliation Discrepancies	-	-	n/a	-	-	n/a	-	-	-	
<b>Total Other Expenditures</b>	<b>186,878</b>	<b>-</b>	<b>n/a</b>	<b>219,652</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>17,400</b>	<b>(17,400)</b>	
Net Other Revenue	29,208	-	n/a	(4,002)	-	n/a	1,963	(15,620)	17,584	
<b>Net Revenue</b>	<b>553,311</b>	<b>-</b>	<b>n/a</b>	<b>44,038</b>	<b>-</b>	<b>n/a</b>	<b>196,009</b>	<b>(176,951)</b>	<b>372,960</b>	

**Council Meeting Date:  
Regular City Council Meeting November 9, 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

**Financial Impact:**

Minimal

**Recommendations:**

Presentation of the Spirit of Woodcreek Award to Cynthia Jones

**Supporting Documents Included:**

N/A

**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 MIST OF THE TEXAS HILL COUNTRY



**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on the Creation of an AD HOC Selection Review Committee (work group) to Review Applications for Administrator and Engineering Services as it relates to the American Rescue Plan Grant

**Agenda Item Summary:**

Create an AD HOC workgroup to review and rate applications for the required services of Administrator and Engineering Services related to the American Rescue Plan grant. This grant can be used towards city infrastructure, such as roads, as well as other projects.

**Financial Impact:**

n/a

**Recommendations:**

Approve the creation of an AD HOC work group to review and rate applications related to the American Rescue Plan Grant.

**Supporting Documents Included:**

n/a

**Submitted by:** Councilmember Chrys Grummert

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on Contacting Double J Ranch Golf Club Owner, Manager and/or Director of Operations about Oak Wilt Containment and Abatement on Golf Course Properties to Consider a City Assistance Program for Oak Wilt Mitigation.

**Agenda Item Summary:**

Citizens have consistently voiced concerns over the spread of Oak Wilt throughout the golf course properties. The City should consider taking direct action to address this issue and start a partnership with the new golf course owners to stop the spread of Oak Wilt.

**Financial Impact:**

Unknown at this time, but there is an Oak Wilt Containment Budget Line Item

**Recommendations:**

Recommend that Council authorizes and asks Mayor Rasco to begin negotiations for a plan to address Oak Wilt on the Double J Ranch Golf Club properties. Any final amounts of funds to be spent shall be approved by Council. The plan may be wide-spread and/or set up in phases. Staff should be directed to assist in this effort.

**Supporting Documents Included:**

None

**Submitted by:** Councilmember Debra Hines

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on the Social Media Policy (Second Draft)

**Agenda Item Summary:**

Council reviewed and was tasked with providing additional edits at the last meeting. This version is the second draft. It incorporates some edits from the first version.

**Financial Impact:**

none

**Recommendations:**

Recommend that Council pass the Social Media Policy.

**Supporting Documents Included:**

Social Media Policy

**Submitted by:** Councilmember Debra Hines

## City of Woodcreek

# Social Media Policy

### Overview

The City of Woodcreek has an official City presence on two social media sites – Facebook and Nextdoor. These accounts are managed by the City Manager who is designated the administrator, but they may delegate the duties of posting and maintenance of the profiles to other city employees. The Mayor may utilize the posting feature of social media profiles for official City communications.

### Purpose

The purpose of social media pages used by the City is to share information about city business and events, celebrate the achievements of our community, share about other community events outside of those sponsored directly by the City which could be relevant or beneficial to residents, and provide updates about issues and events that impact our citizens. In times of crises or emergency, the City's social media pages will be used to disseminate critical information to promote the health, welfare, and safety of residents.

### Rules of Engagement

Comments and reactions will be limited to specific posts seeking public input. There shall be no public posting on the City social media profiles by anyone other than the City Manager, Mayor, or other designated City Employee.

The administrators reserve the right to remove posts that violate community guidelines and/or violate the privacy of staff. A comment may be removed if it:

- Threatens physical violence or is obscene, vulgar, or sexually explicit
- Promotes illegal use of drugs, alcohol, or other controlled substances
- The materials endorse actions endangering the health or safety of others
- The post contains untrue and potentially harmful statements about a city employee or identifies a specific employee in a defamatory, abusive, or negative way, or violates an employee's privacy
- Violates the law or encourages others to do so or advocates imminent lawlessness or disruptive action and is likely to incite or produce such action
- Violates the intellectual property rights of another person or entity
- Contains hate speech or similar language that offensively attacks any group, including racist, homophobic, sexist, obscene or sexually explicit remarks
- Violates federal or state law or any Board policies regarding the protection of employee privacy or the confidentiality of employee

- Is for fundraising activities and are from a group not affiliated with the City.
- Advertises or promotes goods or services or is “spam”
- Creates reasonable cause to believe that posting the information will cause material or substantial disruption or interference with City business or the rights of others

### **Guidelines for City Responses**

#### **Direct Message Communication and Open Comments**

The City’s social media platforms exist for the purpose of sharing information with the public, and are not the best venues for individuals to report concerns to or seek information from the City. Questions, requests for information, and reports of concern should be directed to the City via the official City email, phone, or by going to City Hall directly.

The City of Woodcreek is not responsible for user-generated content on posts open for comments. Therefore, the opinions expressed in that content do not necessarily reflect those of the City or its employees.

When a City of Woodcreek employee responds to a comment, in his/her capacity as a City of Woodcreek employee, the employee’s name and title should be made available, and the employee shall not share personal information about himself or herself, or other City employees.

The City of Woodcreek employees, Mayor and City Manager may or may not check inbox communications via social media platforms on a regular or timely basis. Communication from residents on these platforms will not be viewed as formal communications with the City nor shall the City be bound by the Public Information Act in regard to the timeline or content of a response to a citizen comment via the direct message feature on social media platforms. ALL communications received in the messenger or in-box feature of a social media platform will receive the same blanket response once it has been viewed:

*“This is not an official means of communication for individuals to contact the City of Woodcreek . To contact City Staff please email: [Woodcreek@woodcreektx.gov](mailto:Woodcreek@woodcreektx.gov) or call: 512.847.9390 or go to City Hall at: 41 Champions Circle, Woodcreek, TX 78676-3327. The City will not respond to the direct content of this communication.”*

#### **Disclaimer**

The City of Woodcreek Social Media Policy will be updated over time as the use of social media evolves.

This is a policy document meant to guide city staff and government officials. It is not legally binding and does seek to diminish first amendment rights. All parties are encouraged to use their personal social media pages to exercise their personal rights.

### **General Policy for Use**

1. City social media sites should make clear that they are maintained by the City of Woodcreek and that they follow the City's Social Media Policy.
2. Wherever possible, City social media sites should link back to the official City of Woodcreek website for forms, documents, online services and other information necessary to conduct business with the City of Woodcreek.
3. The City Manager, or their designee, will monitor content on City social media sites to ensure adherence to both the City's Social Media Policy.
4. The City reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the City Manager for a reasonable period of time, including the time, date and identity of the poster, when available.
5. These guidelines must be displayed to users or made available by hyperlink.
6. The City will approach the use of social media tools as consistently as possible and shall refrain from using the platforms for political or personal gain.
7. The City of Woodcreek's website at <https://www.woodcreektx.gov/> will remain the City's primary and predominant internet presence.
8. All City social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
9. City social media sites are subject to The Public Information Act (Chapter 522 of the Texas Government Code). Any content maintained in a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
10. Employees representing the City government via City social media sites must always conduct themselves as a representative of the City and in accordance with all City policies.
11. Comments on topics or issues not within the jurisdictional purview of the City of Woodcreek may be removed.
12. The City does not endorse any links or advertisements that may show up on this Facebook page.

### **Comment Policy**

By posting or commenting on the City of Woodcreek's Facebook or Nextdoor (when allowed), you agree to the terms of use of the City of Woodcreek's social media comment policy as provided herein.

1. As a public entity the City must abide by certain standards to serve all its constituents in a civil and unbiased manner.

2. The City of Woodcreek’s social media pages are intended to be “family friendly,” so please keep your comments clean by following the rules of engagement outlined above in this document.
3. The intended purpose behind establishing City of Woodcreek social media sites is to disseminate information from the City, about the City, to its citizens. It is not intended to be a citizen complaint channel or to serve as a replacement for official channels of communication to receive information from citizens. Citizens shall not expect the City to respond to comments or direct messages via social media platforms in a specific time frame or in accordance with the Public Information Request Act guidelines. Those types of communication MUST be via email: [Woodcreek@woodcreektx.gov](mailto:Woodcreek@woodcreektx.gov) or call: 512.847.9390 or go to City Hall at: 41 Champions Circle, Woodcreek, TX 78676-3327
4. A comment posted by a member of the public on any City of Woodcreek social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Woodcreek, nor do such comments necessarily reflect the opinions or policies of the City of Woodcreek.
5. The City of Woodcreek reserves the right to deny access to City of Woodcreek social media sites for any individual, who violates the City of Woodcreek’s Social Media Policy, at any time and without prior notice.
6. Comments posted to this page will be monitored and inappropriate content as defined above will be removed as soon as possible and without prior notice.
7. All comments posted to any City of Woodcreek social media sites are bound by the terms and conditions of those respective platforms.
8. By posting or commenting on the City of Woodcreek social media platforms you agree to our terms of use. You participate by your own choice, taking personal responsibility for your comments, your username and any information you provide therein.
9. The City of Woodcreek reserves the right to report any violation of Facebook or Nextdoor’s Statement of Rights and Responsibilities and/or Community Standards to those entities. The City of Woodcreek is not responsible for the actions taken by Facebook or Nextdoor in these should the report lead to a loss of the social media account or some other penalty
10. To report an inappropriate comment, please call the City Hall at 512.847.9390 and/or report the comment directly to Facebook or Nextdoor using that feature on the platform.

**If you are experiencing an emergency please dial 911 and DO NOT RELY on the City of Woodcreek’s social media pages to seek or receive immediate assistance.**

**In the event of a public emergency, the City of Woodcreek will make every effort to update social media pages with relevant and important information to help protect citizens and**

**promote safety. Do NOT rely on these sources alone for news and/or other information. They are NOT meant to replace National and Statewide Emergency Communication efforts.**



## LEGAL RESOURCES AND GUIDELINES

If a municipality decides it would like to allow commenting on its Facebook page, the next consideration is how much commenting it wants to allow. If the municipality only wants to open up public comments on specific posts or for a specific period of time, it is creating a “designated” or “limited” public forum. In a “designated public forum” situation, the municipality would open up commenting on specific posts and limited to certain topics. See [Good News Club v. Milford Central School, 533 U.S. 98 \(2001\)](#) (allowing a university to restrict use of its meeting rooms to events pertaining to education and community welfare as long as the restrictions were content-neutral). In a “limited public form” situation, the municipality would open up comments for a specific period of time on any topic. If a municipality allows public commenting on all topics and at all times, the municipality has created a “traditional public forum” akin to the courthouse steps.

If a municipality allows public commenting in any form, the municipality must decide how to moderate the comments and determine when to delete or hide comments. In a limited forum, the deletion of a comment “must not discriminate against speech based on viewpoint, and must be reasonable in light of the forum’s purpose.” [Good News Club v. Milford Central School, 533 U.S. 98 \(2001\)](#). In a designated forum or traditional forum, there must be a narrowly drawn “compelling state interest” to restrict free speech. [Perry Educ. Ass’n v. Perry Educators’ Ass’n, 460 U.S. 37 \(1983\)](#). Therefore, the municipality must only delete or hide comments that violate such “compelling interests.” Examples include the protection of the public welfare, threats, offensive, racist or derogatory words. [Gitlow v. New York, 268 U.S. 652 \(1925\)](#); [Virginia v. Black, 538 U.S. 343 \(2003\)](#); [Denver Area Educ. Telecommunications Consortium, Inc. v. F.C.C., 518 U.S. 727 \(1996\)](#).

SOURCE: <https://www.gklegal.com/blog/should-municipalities-allow-public-commenting-on-their-facebook-pages/>

ADDITIONAL LINK TO LEGAL RESOURCES:

<https://www.tml.org/DocumentCenter/View/426/When-Can-My-City-Delete-a-Facebook-Comment-and-Other-Social-Media-Issues-PDF>

**Council Meeting Date:  
November 9, 2022  
Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on the Recommendation from the Platinum Roads Panel that Council authorize K. Friese to begin the assessment of the drainage issues at Westwood and Brookhollow approved to be funded by State and Local Fiscal Recovery Funds (SLFRF) awarded to the City under the American Rescue Plan Act of 2021 (ARPA)

**Agenda Item Summary:**

At the August 10, 2022, City Council approved by unanimous vote to authorize the Platinum Panel to develop a draft proposal request for engineering services to use the funds from the SLFRF award to resolve drainage at the intersection of Westwood Drive and Brookhollow and, if funds permit, a second location.

The Platinum Panel met on October 20, 2022, and reviewed the award requirements and project expectations. Understanding the timeline requirements for completion of projects under the SLFRF program, the Panel voted to request Council approval for K. Friese assess the site at Westwood Drive and Brookhollow and present a report to the Platinum Panel at its next meeting. A copy of the document reviewed by the panel is part of this item.

**Financial Impact:**

This project, including any engineering studies or technical support, will be covered by the SLFRF program funds received by the City of Woodcreek. There is no impact to the City's general revenue funds. The City has received the full amount of the grant \$425,200.

**Recommendations:**

It is recommended that Council approve the Panel's recommendation to authorize K. Friese to take the first step towards completion of the project.

**Supporting Documents Included:**

Compliance Responsibilities for the SLFRF Program.

**Submitted by:** Mayor Pro Tem Aurora LeBrun

Platinum Roads Panel  
October 20, 2022

Compliance Responsibilities –  
Activities Relevant to the Drainage Project(s)  
Funded by the American Rescue Plan Act

Eligible Uses:

The drainage improvement project(s) falls within the fourth statutory category of eligible uses for funds received under the State and Local Fiscal Recovery Funds (SLFRF): “To make necessary investments in water, sewer, or broadband infrastructure.”

Eligible Costs Timeframe:

- The SLFRF award funds may be used to cover eligible costs incurred during the period beginning March 3, 2021, and ending on December 31, 2024.
- Funds must be spent by December 31, 2026.
- Any funds not obligated or spent by these timelines must be returned to the U. S. Treasury.

Eligible Costs Principles:

- SLFRF funds may be used, but are not required to be, used along with other funding sources for an eligible project.
- SLFRF funds may be used for administering the program, including costs for consultants.

Other Requirements:

- The City must develop procedures, and retain records, to ensure funds are used for eligible purposes.
- The City must also develop and implement internal controls for the use of these funds.
- Reporting is required (this task will be assigned to the Office Administrator).

Specific to the Request for Proposals and Contract Award:

- Formal statement of mission, values, principles, and professional standards. This may include a code of conduct for contractors and subcontractors.
- Risk-based compliance monitoring. Periodic monitoring of projects funded by the SLFRF funds.
- Records maintenance: Records and financial documents relevant to this project and funds must be retained for a period of five (5) years after all funds have been spent.

### Civil Rights Compliance:

- The City, its consultants, and its contractors relevant to this project are required to meet all legal requirements relating to nondiscrimination.
  - The City must ensure its consultants, contractors, and subcontractors do not deny benefits, services, or opportunities on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity).
  - Procurement contracts must include a provision to this effect.

### Project and Expenditure Reports:

- As a non-eligible unit (NEU) the City of Woodcreek is not required to produce quarterly reports.
- There are required reporting periods – the City’s Administrator will be the primary responsible party for reporting, data entry, and interaction with the Treasury Portal.

### Project Expenditures – Required Information:

- Reporting Schedule – Once a project is entered, the report must include
  - Obligations and Expenditures.
    - Current period obligation
    - Cumulative obligation
    - Current period expenditure
    - Cumulative Expenditure
  - Project Status:
    - Not Started
    - Completed less than 50 percent
    - Completed 50 percent or more
    - Completed

### Awards, Contracts, Grants, Loans, Transfers, Direct Payments Reporting:

- Contracts, Awards, Subawards, Transfers, Loans, Grants
  - For contracts equal; to or greater than \$50,000
    - Identifying and demographic information (UEI/TIN and location)
    - Contract Number
    - Contract date, type, amount, and description
    - Payment method
    - Place of performance
    - Period of performance
    - Quarterly expenditures
    - Quarterly obligations

- Note: We are not required to provide monthly reports – once the Office Administrator has the opportunity to review the Treasury Portal, we will have more information on report timelines.

#### Other Reporting:

- Civil Rights Compliance: The U. S. Department of Treasury will request information on the City's compliance with Title VI of the Civil Rights Act of 1964, as amended, on annual basis.

#### **Required Programmatic Data for Infrastructure Projects:**

Water, Sewer, and Broadband Expenditure Categories have requirements for more detailed project-level information. The project is required to report expenditure data described above, but it is also required to report the following information:

- Projected/actual construction start date (month and year)
- Projected/actual initiation of operations/completion date (month and year)
- Location

Once the project starts there may be additional requirements – the current documents from the U. S. Treasury seem to require information on median household income of service area and lower quintile income of the service area.

#### **Distribution to NEU's**

The City of Woodcreek received the funds of this award through the State of Texas (The Division of Emergency Management) rather than a direct award from the Federal Government. Because of population and rural status, the City was not eligible to participate in the initial award. Once distribution to eligible units was complete, surplus funds were available for distribution, and that responsibility was given to the State of Texas (TDEM).

Once we start reporting, which will be done through our Office Administrator, we will have specific requirements to identify ourselves as an NEU.

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on the Formation of Membership of the HOT Committee.

**Agenda Item Summary:**

Discuss the possible creation of an application form for membership to the HOT Committee for both the lodging owners and the non-lodging owners who wish to apply. These could simply be boxes to tick on one form. Membership to this committee is not limited to residents of the city due to the nature of the HOT. Discuss and direct staff to post this application to the city website and send out a city email inviting people to apply. Discuss and possible action on the membership of the council appointed Chair and Vice Chair positions and the possible council liaison for this committee. Discussion and possible action regarding paying someone to manage the HOT fund program, out of the HOT funds received.

**Financial Impact:**

City staff's time to create and post the application to the city website.

**Recommendations:**

Approve moving forward with membership of the HOT Committee.

**Supporting Documents Included:**

HOT membership.pdf

**Submitted by:** Councilmember Chrys Grummert

## **Chapter 30.90 Hotel Occupancy Tax Advisory Committee**

**Purpose** There is hereby established a Hotel Occupancy Tax Advisory Committee (HOT Committee), which shall provide advice on the implementation, collection, and use of hotel occupancy tax dollars to the council.

### **(a) Membership**

(1) **Number of members.** The HOT advisory committee may consist of seven members, one of whom will be the committee chair and one of whom will be the committee vice-chair appointed by the council. Each of Woodcreek's five Councilmembers shall make one member appointment to the committee. The Mayor will make two member appointments to the committee. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor refuses or is unable to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council. No member of the Hotel Occupancy Tax Advisory Committee may be a present member of the City Council

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on Increasing the Approved Budget for the Par View Beautification Project to \$5000.

**Agenda Item Summary:**

An initial meeting has occurred with the residents which generated a survey for them to rank their desired improvements. In anticipation of the work being requested by residents in that area, it would be relevant to increase their budget slightly. A final design will be shared with them and approved by Council prior to any work being done. With the final design (as approved by the residents) bids will be included for materials and work to be done. Having an idea of an appropriate approved budget the Council is willing to consider will better guide the final steps in this process.

**Financial Impact:**

\$500

**Recommendations:**

Recommend that Council approve the budget of \$5000 for the Par View Beautification Project with the understanding that a final design with bids will come before Council.

**Supporting Documents Included:**

none

**Submitted by:** Councilmember Debra Hines



## PAR VIEW GREENSPACE PROJECT

City Council approved a Par View beautification project and has allocated some funds to the effort. An initial meeting of residents occurred to generate ideas for what those living in the area would like to see. That information was used to generate this survey. Based on the results of this survey, a final design will be presented for residents' input before any work is started. A budget increase may be needed and is subject to approval by Council depending on resident preferences for proposed improvements to the area.

**IF YOU SUBMIT THE PAPER SURVEY, YOU DO NOT NEED TO SUBMIT A DIGITAL ONE.**

LINK FOR DIGITAL SURVEY: <https://www.surveymonkey.com/r/H7JV2WN>



**TURN OVER FOR PAPER SURVEY.**

*Please return paper survey to CITY HALL at 41 Champions Circle if you DO NOT complete the digital one.*

***SURVEY CLOSES: November 10<sup>th</sup> 2022.***

*Please submit your responses on or before this date.*

**PAR VIEW RESIDENT PAPER SURVEY:**

**Question 1:**

Please rank the following items as to their importance for future updates on the Par View Greenspace. Number 1 is your TOP priority.

Ranking	Item: This list is in random order, and it does not indicate preference or priority from the City.
	Little "Community Library" stand
	Concrete picnic table(s)
	Tree care: root crown excavation, soil aeration, mulching and fertilizing
	"Par View Village" wooden sign
	Parking spaces (permeable design, not for long-term parking, with appropriate signage)
	Moving the small Live Oak tree on the North-side of the triangle out further away from the nearby larger Burr Oak tree in order to prevent resource competition and a failure to thrive for the smaller Live Oak tree.
	Adding planters or additional drought tolerant landscaping
	A border of large rocks to prevent parking in non-designated spaces

**Question 2:**

Are there other improvements you would like to see not listed above?

*Please return paper survey to CITY HALL at 41 Champions Circle if you DO NOT complete the digital one.*

***SURVEY CLOSES: November 10<sup>th</sup> 2022.***

*Please submit your responses on or before this date.*

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action to Allocation of Resources for Oak Wilt Containment and Removal of Diseased and Dying Trees on Stonehouse Circle and the Planting of New Oak Wilt Resistant Trees.

**Agenda Item Summary:**

Several residents on Stonehouse Circle are experiencing the decline of trees due to Oak Wilt in that area and have expressed interest in the Oak Wilt assistance program. With these needs in mind, and the understanding that the issue is widespread in this area, Councilmember Hines would like this area to be considered for the next annual beautification project.

Plan:

- 1) Oak Trees on all lots fronting Stonehouse Circle will be tested and inspected for Oak Wilt
- 2) Dead trees in this areas will be removed
- 3) Trees determined at risk may be treated to encourage Oak Wilt resistance
- 4) Trees contaminated with Oak Wilt, but not determined to be treatable should be removed.
- 5) Each house will receive one replacement tree of a species that is NOT susceptible to Oak Wilt

Depending on the degree of Oak Wilt devastation this plan may have to occur in phases.

Final costs will be determined for each part of the plan listed above including the appropriate amount of bids. Council could set caps for the cost of each part of the project and/or consider a method of fundraising and/or cost-sharing with residents.

At this time, Council would simply be authorizing the plan to proceed with the initial steps of contacting owners, asking for permission to enter properties and take pictures, and seeking Oak Wilt testing to determine the state of contamination in the area.

Since this on private property it does not directly fall under the jurisdiction of the Tree Board since they are designated to cover public property specifically. However, volunteers from that Board could assist with distributing communication, collecting data, and project management.

**Financial Impact:**

unknown at this time.

**Recommendations:**

Recommend that Council approve of and proceed with the first step of the plan: contact residents to seek permission to enter properties and collection specimens for Oak Wilt testing in addition to securing bids for such testing should a cost be determined. Send a request for Tree Board members to volunteer assistance if they are interested.

**Supporting Documents Included:**

none

**Submitted by:** Councilmember Debra Hines

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on the Oak Wilt Assistance Application and Process for Review

**Agenda Item Summary:**

With the update to the Tree Ordinance summer of 2022, an Oak Wilt assistance program was created. This application and the process outlined therein are a follow up to the creation of this portion of the ordinance. Currently, the application lists "going to the Tree Board for review and approval." Council shall consider if this shall be the appropriate procedure and should discuss sending the application to the Tree Board for review. However, the Tree Board was set up with the specific purpose of addressing trees on public property and this application pertains to trees on private property so this process should be considered carefully.

**Financial Impact:**

none

**Recommendations:**

Recommend that Council approve the application and implement the assistance program. Council should consider sending the application to the Tree Board for input and to seek their approval of their role in the application approval process.

**Supporting Documents Included:**

Oak Wilt assistance application

**Submitted by:** Councilmember Debra Hines



**CITY OF WOODCREEK**

**OAK WILT ABATEMENT AND REPLACEMENT PROGRAM APPLICATION (per Ord. 91.09)**

Date of Application Submission: \_\_\_\_\_

*Note: to receive assistance through this program you must FIRST have a confirmed diagnosis of Oak Wilt by a professional holding the appropriate qualifications and certifications. Confirmation of this diagnosis MUST be submitted with this application. Please see the checklist below for the full list of items needed.*

PROPERTY OWNER:	
LOCATION ADDRESS:	
EMAIL:	
PHONE:	
WHAT RELIEF ARE YOU SEEKING?	<input type="checkbox"/> ABATEMENT ASSISTANCE <input type="checkbox"/> REPLACEMENT ASSISTANCE <input type="checkbox"/> BOTH

**Checklist of Items to Include with this Application:**

*Applications will only be considered complete once ALL items have been provided.*

*Incomplete applications will not be sent to the Tree Board for review.*

- Images of all trees impacted by Oak Wilt. Must be of good quality and no less than two per tree showing height and canopy conditions.
- Size (diameter) and Species of Tree(s). Diameter is circumference divide by 3.14 measured at about 5 feet in height or the widest part of the tree before trunk division.
- Statement from Certified Arborist / Oak Wilt specialist and documentation of diagnosis.
- Submit receipts for replacement showing purchase of tree (NOT in the Oak species) and planting.
- Photo of replacement tree planted at the location listed on the application.
- For abatement, additional site plans and description of work to be done and a bid from 3 companies for proposed work must be submitted.
- Additional supporting materials are welcome

**Please return this application and all supplemental materials to City Staff.**

**41 Champions Cir | Woodcreek, TX 78676 | (512) 847-9390**

[Woodcreek@WoodcreekTX.gov](mailto:Woodcreek@WoodcreekTX.gov)

**Guidelines of the Assistance Program:**

The City shall spend funds on Oak Wilt suppression on private lands within the city limits. Funds for this effort will come from the Oak Wilt Containment budget.

The City has no obligation to pay for preventive measures on any private property. However, the City may enter into written agreements to pay for all or part of the costs of preventive measures to stop the spread of Oak Wilt. This may include cost-sharing of trenching or removal of diseased oaks. Fungicide treatments are NOT automatically covered, but requests may be considered.

The City may enter into an agreement with the property owner(s) for cost-sharing of replacement trees for **Protected (19+ inches in diameter)** and **Heritage (24+ inches for single trunk or 30+ inches for a multi-trunk in diameter)** trees lost to Oak Wilt.

- (a) The City will offer to cover 50% of the cost of the replacement tree, or up to \$600 in matching funds, to replace any protected or heritage tree that has died or must be removed due to Oak Wilt as diagnosed by a certified arborist and confirmed by the City.
- (b) Trees smaller in diameter and younger in age than a designated protected or heritage tree but afflicted by Oak Wilt as diagnosed by a certified arborist and confirmed by the City, will be grouped into sets of 5 to determine a funding match from the City; for every five smaller trees a resident may receive \$600 and for every three smaller trees a resident may receive half value at \$300 in matching funds.
- (c) The resident will be reimbursed upon the confirmed planting of the replacement tree. Trees must be planted in the fall, not during a drought, and the resident must provide an exact match of funds from the city to purchase a tree of advanced age and suitable durability to survive transplantation.
- (d) The City will not cover costs to plant the tree and no portion of the match funds may be used for planting services. The match funds shall be solely used for the purchase of the tree.
- (e) Trees selected for planting may not be susceptible to Oak Wilt and residents should reference the Texas A&M Forest Service guidelines for appropriate trees to plant to in this area that Oak Wilt cannot infect. <https://texasoakwilt.org/resources/recommended-trees/edwards-plateau>
- (f) Residents that show proof the replacement tree planted has survived after three years will receive an additional \$100 per tree. This must be documented via photos and the tree must still be alive and thriving at the time the City sends out a representative to confirm in person.

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*NOTE: Process can take up to 4-6 weeks before reimbursement is received.*

***Assistance will only be considered for work done within the 6 months prior to the application submission. Funds are available on a "first come, first served" basis from the budget. If the City has spent all the approved budgeted funds for the year, then assistance may not be available. No property shall receive more than one quarter of available funds during a single fiscal year without explicit Council approval.***

*Applications may go before the Tree Board for review and are subject to approval.*

*If you are unable to provide some of the materials because the tree has already been removed, then you may request review based on special circumstances. Additional supplemental items may be needed in this case. Please be prepared to work with staff in a supportive manner.*

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on an Update to the Garage Sales and Sign Regulation Portions of the City of Woodcreek Code of Ordinances Amending at Title XV ("Land Usage"), Chapters 152 ("Signs") and Chapter 156 ("Zoning - Residential Requirements and Limitations")

**Agenda Item Summary:**

The Ordinance Review Committee reviewed the Garage Sales and Garage Sale Sign regulation portions of the code and proposed updates to Council. Council reviewed their recommendations, and made additional recommendations authorizing Councilmember Hines to draft an ordinance incorporating these suggestions. The ordinance proposed here is the result of that work. Some additional items have been added to Chapter 156 specifically based on research of the code in other cities, and Chapter 152 involving the regulation of signs needed to be adjusted to bring into it into alignment with the recommendations made by the Ordinance Review Committee and Council.

**Financial Impact:**

codification fees

**Recommendations:**

Recommend that Council pass the ordinance and direct staff to update the sign permit posted on the website to reflect these changes and add all 7 of the City posting sites to the document. Council can consider sending the ordinance to P&Z for review as it does touch zoning code.

**Supporting Documents Included:**

Garage Sale Ordinance Draft (1)

**Submitted by:** Councilmember Debra Hines

ORDINANCE NO. \_\_\_\_\_

CITY OF WOODCREEK, TEXAS

**AMENDMENT TO CHAPTERS 152 AND 156 OF THE CODE OF ORDINANCES LAND USAGE ORDINANCE**

**AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE XV ("LAND USAGE"), CHAPTER 152 ("SIGNS") AND CHAPTER 156 ("ZONING – RESIDENTIAL REQUIREMENTS AND LIMITATIONS"); PROVIDING FOR ENACTMENT, REPEALER, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE, AND FINDING PROPER NOTICE AND MEETING.**

**WHEREAS**, the City Council recognizes the unique qualities of the City of Woodcreek as an attractive example of civic pride to homeowners, home renters, and home buyers alike and finds that regulation of the duration and frequency of garage sales to be desirable to preserve the peace and quality of life in Woodcreek; and

**WHEREAS**, the City Council finds that holding too frequent of garage sales within the City is inconsistent with residential uses and occupancy, and creates unnecessary noise, traffic, and disturbance to the neighborhood and the residents thereof; and

**WHEREAS**, the City Council finds it is desirable and reasonable to regulate such sales activity within the City so as to preserve the benefits of residential areas and protect the public health, safety, and welfare; and

**WHEREAS**, the City Council further finds that public streets within the City limits are narrow, and do not have adequate space to allow parking within the street, and so too frequent garage sales at a location could significantly and negatively impact the surrounding residencies and pose a hazard to public safety; and

**WHEREAS**, the City Council finds that the regulation of garage sign posting through a permit process and fee schedule to be desirable to ensure the attractiveness of public spaces and the removal of signs in a timely manner so that they do not become a pollutant in our greenspaces and waterways; and

**WHEREAS**, the City Council finds that the regulation of garage sign posting through a permit process and fee schedule to be desirable to ensure the attractiveness of public spaces and the removal of signs in a timely manner so that they do not become a pollutant in our greenspaces and waterways; and

**WHEREAS**, section 51.012 of the Local Government Code provides a Type A general law municipality, such as the City of Woodcreek, Texas, may adopt an ordinance, act, law, or regulation, not inconsistent with state law, that is necessary for the government, interest, welfare, or good order of the municipality.



**NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodcreek:**

**1. FINDINGS OF FACT**

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

**2. ENACTMENT**

Chapters 152 ("Signs") and 156 ("Zoning") of the Code of Ordinances of the City of Woodcreek are amended so as to read in accordance with Attachments A, B, and C, which are attached hereto and incorporated into this Ordinance for all intents and purposes.

**3. REPEALER**

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**5. CODIFICATION**

The City Secretary is hereby authorized and directed to record and publish the language of Chapters 152 and 156 as amended by this Ordinance, in the City's Code of Ordinances.

**6. EFFECTIVE DATE**

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance as provided by law.

**7. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. 27

**PASSED & APPROVED** this, the \_\_\_ day of November 2022, by a vote of \_\_\_\_ (ayes) to \_\_\_\_ (nays) and \_\_\_\_ (abstentions) of the City Council of Woodcreek, Texas.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, City Secretary**

**Attachment "A"**

**City of Woodcreek**

**CODE OF ORDINANCES**

**TITLE XV: LAND USAGE**

**CHAPTER 156: ZONING – RESIDENTIAL REQUIREMENTS AND LIMITATIONS**

**§ 156.060 GARAGE AND YARD SALES**

(A) Garage and yard sales shall be limited to the personal belongings of the occupants of the residence, specifically those of the owners or renters living at the residence, along with immediate family and two (2) additional residents of the City.

(B) Garage sales may only be conducted during the hours of sunrise to sunset.

(C) Such sales shall be limited to City residents and to duration no longer than three days. There shall be no more than two (2) sales at a location by the same owner/resident in a single calendar year. Participation in the Community Garage Sale event does not count towards this total.

(D) Auctions require a special event permit and must be held by a licensed auctioneer.

(E) Sign Regulation (See 152.43 (P) Garage Sale Signs and 152.26 (C) for Right-of-Way Signs)

(1) Garage sale signs shall not be posted on any property within the City limits or the ETJ, other than the posting locations designated by the City and the property that is the site of the garage sale. An exception may be made if the garage sale host receives explicit permission to post additional signage on neighbor(s) lot(s). The City should be notified of any additional signs placed on any private lots other than the location of the sale. ALL signs MUST be removed in a timely manner or a fine may be imposed (See 152.26 (C) 8).

(2) A permit is required to post in any or all of the locations designated by the City. The application for the permit may be found on the City's website.

(3) A garage sale sign may not exceed four square feet and may be erected no more than two days prior and one day after the garage sale.

(4) Garage sale signs on posted locations designated by the City may cost no more than \$5 per sign as part of the permit process. This fee schedule is ONLY applicable to residents and ONLY for garage sale signs. All non-residents and all other signs will follow the regular right-of-way sign permit fee as outlined in section 152.26 (C) of the code of ordinances.

(5) Penalties for violation of Right-of-Way Signs (See 152.99). It is a violation of 152.26 to place or otherwise locate a sign upon the City's rights-of-way without express written authorization as set forth herein. Any person who violates 152.26 shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$1.00 and not to exceed \$200. Each incident of violation of 152.26 of this chapter shall constitute a separate offense.

(F) Rain Check Policy. If a resident must cancel the sale due to inclement weather, they must notify the city on the next business day in order to reschedule the sale. If they fail to notify the city on the next business day, the sale will be charged to the annual limit of garage sales allowed for that resident at that location.

(G) It shall be the duty of the persons conducting the garage sale to remove all accessories to the sale after its completion and restore the premises to the state and condition that existed prior to the sale.

**Attachment "B"**  
**City of Woodcreek**  
**CODE OF ORDINANCES**  
**TITLE XV: LAND USAGE**  
**CHAPTER 152: SIGNS – DESIGN GUIDELINES**

**§ 152.26 - RIGHTS-OF-WAY SIGNS.**

(C) Rights-of-way signs. For the purpose of advertising or messaging, including but not limited to, public service messages, garage, yard, open house and estate sales within the City, public events, the City Council hereby orders and directs that the City Manager authorize and implement the following provisions governing the placement of signs in the City's rights-of-way at the locations designated, and that such signs and devices be hereafter maintained and enforced by the City.

(1) The City Manager is hereby instructed to implement the construction and placement of removable weather-proof sign holders at each of the following locations,

- (a) Northwest corner of Ranch Road 12 and Brookmeadow Drive;
- (b) Northeast corner of Deerfield Drive and Woodcreek Drive;
- (c) Northeast corner of Triangle Park;
- (d) Northwest corner of Triangle Park;
- (e) Southwest corner of Woodcreek Drive and Ranch Road 12;
- (f) Intersection of Brookmeadow Drive and Augusta Drive;
- (g) Intersection of Champions Circle and Woodcreek Drive.

(2) The sign holders shall be constructed in a manner to allow the placement of a sign no larger than 24 inches wide by 30 inches high.

(3) In no instance shall the maximum height of any sign or sign holder exceed 36 inches above ground level.

(4) Written applications to place signs at the designated locations shall be submitted to the City Manager no earlier than 30 days in advance of the date for which the sign placement is requested.

**(5) Applicants must submit a permit application, along with permit application fees to the City Manager in a timely fashion as described above.**

- (a) For all non-residents, and for any sign other than a garage sale or yard sale sign, the fee is \$25.00 application fee for the first sign. Signs at each additional location require an additional \$10.00 fee per location.**

(b) For residents wanting to place garage and yard sale signs the fee will be \$5 per sign. Proof of residency required.

- (6) Signs shall be considered on a first-come, first-serve basis,
- (7) No more than three signs are permitted at any one location at any one time.
- (8) Signs shall be limited to 72 hours total placement time before removal. The City Manager may authorize an extension of up to 48 additional hours.
- (9) In no instance shall streamers, balloons, strobe lights, or any other attachment to the signs be permitted.
- (10) In the event the signs are not removed by the applicant or applicant's agent by the date and time set forth on the approved application and permit, the City may remove and dispose of the sign.

**Attachment "C"**  
**City of Woodcreek**  
**CODE OF ORDINANCES**  
**TITLE XV: LAND USAGE**  
**CHAPTER 152: SIGNS – PROHIBITIONS AND RESTRICTIONS**

**§ 152.43 RESTRICTIONS ON CERTAIN SIGNS**

(P) Garage sale signs. Garage sale signs shall not be posted on any property within the City limits or the ETJ, other than the posting locations designated by the City and the property that is the site of the garage sale. **An exception may be made if the garage sale host receives explicit permission to post additional signage on neighbor(s) lot(s). The City should be notified of any additional signs placed on any private lots other than the location of the sale. ALL signs MUST be removed in a timely manner or a fine may be imposed (See 152.26 (C) 8).** A permit is required to post in any or all of the locations designated by the City. The application for the permit may be found on the City's website. A garage sale sign may not exceed four square feet and may be erected no more than two days prior and one day after the garage sale.

**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discuss and Take Appropriate Action on Directing GrantWorks to Find Possible Grants to Help the City of Woodcreek and its Citizens with Oak Wilt Mitigation.

**Agenda Item Summary:**

Seeking council approval to ask GrantWorks to find grants and other outside funding to help the city address Oak Wilt. Possibilities could be through the Texas A&M Forestry program or from USDA Forest Service programs, or other not yet known grant opportunities.

**Financial Impact:**

Unknown at this time. Certain grants may require a percentage match from the city. Having GrantWorks do the research will not cost the city anything.

**Recommendations:**

Approve asking GrantWorks to research grant opportunities for the city that could help with Oak Wilt mitigation. Create a limit (up to X dollar amount) on the amount of matching funds to be considered by the city for such possible grants, to help focus GrantWorks in their search.

**Supporting Documents Included:**

n/a

**Submitted by:** Councilmember Chrys Grummert



**Council Meeting Date:  
Regular City Council Meeting November 9, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Discussion and appropriate action regarding Traffic Enforcement activities in the City of Woodcreek

**Agenda Item Summary:**

Discuss the Traffic Enforcement efforts in the City of Woodcreek, and review recent data & reports. Then take any action as appropriate.

**Financial Impact:**

N/A

**Recommendations:**

Review what has been done and the results. Discuss and take action on any necessary changes.

**Supporting Documents Included:**

10-26-22 Copy of Patrol Totals

10-26-22 Copy of HCSO Report to Stakeholders

**Submitted by:** Councilmember Brent Pulley

<b>Date: April 14, 2022</b>		<b>Officer: David Gamble</b>		<b>Time Period: 4-8 PM</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
16 Woodcreek Drive	Speeding (32 MPH)				X
8 Woodcreek Drive	Speeding (41 MPH)	X			
Woodcreek/Brookhollow	Disregard Stop Sign				X
16 Woodcreek Drive	Speeding (33 MPH)				X
Woodcreek/Brookhollow	Disregard Stop Sign				X
32 Woodcreek Drive	Speeding (35)	X			
<b>Date: April 27, 2022</b>		<b>Officer: Halstead</b>		<b>Time Period: 7-11 AM</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
11 Woodcreek Drive	Speeding				X
82 Woodcreek Drive	Speeding	X			
Woodcreek/Brookhollow	Stop Sign	X			
Woodcreek Drive/Pro Lane	Tailgating				X
<b>Date: May 5, 2022</b>		<b>Officer: Pozuc</b>		<b>Time Period: 3-7 PM</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
1 Westwood Drive	Expired Registration, Failed to Comply with Inspection	X			X
Champions Circle/Woodcreek Drive	Disregard Stop Sign	X			
Augusta Drive/Brookhollow Drive	Speeding				X
62 Woodcreek Drive	Expired Registration (7/20), Expired Drivers License, Failed to Comply with Inspection	XX			X
Woodcreek Drive/Woodcreek Circle	Disregard Stop Sign, Expired Registration (7/21)	X			X
74 Woodcreek Drive	No Registration on Trailer, No Brake Lights, Expired Registration	XX			X
<b>Date: May 11, 2022</b>		<b>Officer: Starr</b>		<b>Time Period: 1500-1900</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
56 Woodcreek Drive	Defective Brake Light				X
Woodcreek Drive/Brookhollow	Ran Stop Sign				X
Woodcreek Drive/Brookhollow	Defective Brake Light				X
Brookhollow	Expired Registration				X
Woodcreek Drive/Brookhollow	Expired Registration				X
Woodcreek Drive/Brookhollow	Speeding (30 MPH)				X
Woodcreek Drive/Par View	Expired Registration				X
<b>Date: May 25, 2022</b>		<b>Officer: Thomas Ronquillo</b>		<b>Time Period: 0700-1100</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
Woodcreek Drive/Champions Circle	Speeding 30/25				X
Woodcreek Drive/Stonehouse Circle	Flag down re: drone				
Woodcreek Drive/Champions Circle	Speeding 30/25				X
Woodcreek Drived/Brookhollow	Stop sign				X

<b>Date: June 22, 2022</b>		<b>Officer: Adam Holstead</b>		<b>Time Period: 1500-1900</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
12 Woodcreek Drive	Speeding 32/25		X		
8 Woodcreek Drive	Speeding 37/25	X			
Brookhollow/Woodcreek Drive	Stop Sign	X			
13 Woodcreek Drive	Speeding 32/25		X		
15 Brookhollow	Expired Registration/Speeding 31/25		XX		
13 Woodcreek Drive	Speeding 34/25	X			
Woodcreek Drive/Pro Lane	Speeding 32/25		X		
94 Champions Circle	Speeding 31/25		X		
Woodcreek Drive/Brookhollow	Stop Sign	X			
<b>Date: July 14, 2022</b>		<b>Officer: Pozvic</b>		<b>Time Period: 0800-1200</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
60 Woodcreek Drive	Speeding		X		
15 Woodcreek Drive	Speeding		X		
Augusta Drive/Brookhollow Drive	Speeding, failed to display DL, Disregard stop sign, expired license	X	XXX		
46 Brookhollow Drive	Defective stop lamp, no DL	X	X		
Woodcreek/Route 12	No DL, No insurance, Failed to comply with instruction, unauthorized temp tag	XXXX			
<b>Date: July 20, 2022</b>		<b>Officer: Adam Holstead</b>		<b>Time Period: 1500-1900</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
Woodcreek Drive/Pro Lane	Speeding 31/25		X		
Brookhollow Drive/Par Circle	Speeding 34/25	X			
Brookhollow Drive/Jack Miller	Speeding 31/25		X		
Brookhollow Drive/Par Circle	Speeding 35/25	X			
Augusta Drive/Brookhollow Drive	Stop Sign		X		
4 Woodcreek Drive	Speeding 35/25	X			
<b>Date: August 3, 2022</b>		<b>Officer: Adam Holstead</b>		<b>Time Period: 0800-1200</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
13 Woodcreek Drive	Speed-CYJ Employee	X			
Woodcreek Drive/El Camino	Stop Sign		X		
Woodcreek Drive/Pro Lane	Stop Sign	X			
Brookhollow/Jack Miller	Speed-CYJ Employee		X		
67 Augusta Drive	Speed		X		
Champions Circle/Woodcreek Drive	Speed		X		
<b>Date: August 12, 2022</b>		<b>Officer: Thomas Ronquillo</b>		<b>Time Period: 1600-2000</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		
Woodcreek Drive/Brookhollow	Speeding 32/25		X		
<b>Date: August 15, 2022</b>		<b>Officer: Alyssa Marley</b>		<b>Time Period: 1330-1730</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>		

17 Block Brookhollow	Disregard Stop		X
7, Woodcreek Drive	Speeding		X
1 Champions Circle	Speeding		X
2 Cahmpions Circle	Speeding		X
86 Woodcreek Drive	Disregard Stop		X
20 Woodcreek Drive	Speeding		X
14 Woodcreek Drive	Speeding		X
28 Woodcreek Drive	Speeding		X
<b>Date: August 22, 2022</b>	<b>Officer: Thomas Ronquillo</b>	<b>Time Period: 1500-1900</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
Woodcreek Drive/Stonehouse Circle	Speeding 30/25		X
<b>Date: September 9, 2022</b>	<b>Officer: Adam Halstead</b>	<b>Time Period: 1500-1900</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
13 Woodcreek Drive	Speedidng 35/25	X	
Brookhollow/Par Circle	Speeding 31/25		X
Woodcreek/ Pro Lane	Stop Sign		X
94 Champions Circle	Speeding 30/25		X
Woodcreek/ Pro Lane	Stop Sign	X	
<b>Date: September 11, 2022</b>	<b>Officer: Deputy Zesat??</b>	<b>Time Period: 1300-1700</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
11 Brookhollow	Failed to display registration		X
54 Woodcreek Drive	Stop Sign		X
218 Woodcreek Drive	Expired Registration		X
13 Brookhollow Drives	Stop sign		X
<b>Date: September 15, 2022</b>	<b>Officer: Adam Halstead</b>	<b>Time Period: 0700-1100</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
RR 12/ Woodcreek Drive	Speeding 39/25	X	
73 Brookhollow	Speeding 31/25		X
Cypress Point/Woodcreek Drive	Stop sign		X
El Camino Real/ Woodcreek Drive	Speeding 35/25	X	
<b>Date: September 19, 2022</b>	<b>Officer: Adam Halstead</b>	<b>Time Period: 1500-1900</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
Woodcreek Drive/Pro Circle	Stop sign		x
Woodcreek Drive/Champions Circle	Speeding 34/25	X	
Woodcreek Drive/Pro Circle	Stop sign		X
Champions Circle	Speeding 30/25		X
Woodcreek Drive/Brookhollow	Stop Sign	X	
<b>Date: September 24, 2022</b>	<b>Officer: Adam Halstead</b>	<b>Time Period: 1300-1700</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
Woodcreek Drive/El Camino	Stop sign		X
Woodcreek Drive/RR 12	Speeding 32/25		X

Woodcreek Drive/Champions Circle	Speeding 33/25	X	
Champions Circle/Fallbrook	Stop Sign		X
6 Brookmeadow	Non traffic-Medical		
Champions Circle/Woodcreek Drive	Speeding/No insurance 33/25	XX	
<b>Date: October 14, 2022</b>	<b>Officer: John Pozuc</b>	<b>Time Period: 1200-1600</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
Woodcreek Drive/Champions Circle	No Drivers License, No Insurance, Unauthorized use of a temp tag	XXX	
70 Block Woodcreek Drive	Speeding 34/25		X
8 Woodcreek Drive	Expired Registration	X	
Woodcreek Drive/Brookhollow Drive	Disregard Stop Sign		X
40 Woodcreek Drive	Expired Registration, No Liability Insurance	XX	
70 Block Woodcreek Drive	Speeding 33/25		X
<b>Date: October 18, 2022</b>	<b>Officer: D. Gamble</b>	<b>Time Period: 1030-1430</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
23 Woodcreek Drive	Speeding 32/25		X
23 Woodcreek Drive	Speeding 31/25		X
<b>Date: October 26, 2022</b>	<b>Officer: Adam Halstead</b>	<b>Time Period: 1200-1600</b>	
<b>Location</b>	<b>Offense</b>	<b>Citation</b>	<b>Warning</b>
Woodcreek Drive/El Camino Real	Stop Sign		X
Augusta Drive/Augusta Lane	Speeding 31/25		X
11 Woodcreek Drive	Speeding 37/25	X	
Pro Lane/Woodcreek Drive	Speeding/Stop Sign 31/25	X	X
Palmer/Champions Circle	Speeding 32/25		X

<b>April 14-October 26, 2022</b>	<b>20 Patrols</b>
<b>Offense</b>	<b>Number</b>
Speed Warning-25MPH to 33/34 MPH	29
Speed Citation-Above 35 MPH	26
Stop Sign	27
Inspection	2
Registration	13
Brake Lights	4
Drivers License	5
No Insurance	4
Failed to comply with instruction	1
Unauthorized temp tag	2
Drone	1
Tailgating	1
Medical	1
	116