
MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Wednesday, June 26, 2024 at 4:00 PM.

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

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

Meeting ID: 922 5335 2690; Passcode: 402874

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

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

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

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

The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

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

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

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

Submit written comments by email to City.Secretary@WoodcreekTX.gov by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

AGENDA

CALL TO ORDER

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of Amended Regular City Council Meeting Minutes From June 12, 2024.
2. Approval of City Council Budget Workshop Minutes From June 26, 2024.
3. Approval of Regular City Council Meeting Minutes From June 26, 2024.
4. Approval of the Ordinance Previously Adopted On June 12, 2024, Ordering An Election of the City of Woodcreek For Three(3) At-Large Council Member Positions in the November 5, 2024 General Election To Include Bilingual Requirements of Election Code 272. (Staff)

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

5. Report by Infrastructure and Mobility Panel Liaison. (Bailey)
- Panel Recommendation regarding road surface patchwork on North to South leg of Deerfield Drive.
6. Report by Parks and Recreation Board Liaison. (Hambrick)
 - A. Bid package request ADA bathrooms at Creekside Park
 - B. Summary for Augusta Park and POSAC details
7. Report by the Planning and Zoning Commission Liaison. (Grummert)
 - a) Resignation of Chairperson Davenport
 - b) Re-Zoning "The Triangle" From A Right-of-Way to A City Park and possible Joint Public Hearing
 - c) Preliminary Replat of Lots 9A and 11A in the Oak Orchard Enclave.
 - d) Biennial Review of the City of Woodcreek's Comprehensive Plan, Adopted October 12, 2022
8. Report by City Staff. (Burton)
 - a) Texas Division of Emergency Management/ Federal Emergency Management Agency Funds, expenditures and reimbursements related to the 2023 Winter Ice Storm Event
 - b) Update on Finances - Check Registers

REGULAR AGENDA

9. Discuss and Take Possible Action on the Recommendation From the Infrastructure and Mobility Panel Regarding the Performance of Road Surface Patchwork On The North to South Section of Deerfield Drive, Utilizing Street Maintenance Funds. (Bailey)
- [10.](#) Discuss and Take Possible Action on the Recommendation From the Planning and Zoning Commission to Approve the Preliminary Replat of Lot 9A & 11A in the Oak Orchard Enclave. (Grummert)
- [11.](#) Discuss and possible action on a request for approval of a preliminary replat of Lot 9A & 11A of the Oak Orchard Enclave. (Burton)
- [12.](#) Discuss and Take Possible Action on the Recommendation From the Planning and Zoning Commission To Hold A Joint Public Hearing with City Council For the Possible Re-Zoning of the "Triangle" From A Right-of-Way to A City Park (P-1). (Grummert)
- [13.](#) Discuss and Take Possible Action on the Recommendation From the Planning and Zoning Commission Regarding the Comprehensive Plan Biennial Review. (Grummert)
- [14.](#) Discussion and possible action approving a final design and plan for improvements at The Triangle for the 2023-2024 annual beautification project. (Hines)
- [15.](#) Discuss and Take Possible Action To Adopt An Ordinance Establishing The Public Information Policy For The City of Woodcreek, Texas, As Amended By Council On May 8, 2024. (Staff)
- [16.](#) Discussion and possible action on removing the current City Arborist Request for Proposals/Bids (RFP), edit, repost for the 2024-2025 budget year, and add direct solicitation action with a minimum of five(5) local vendors by City Staff. (Hines)
- [17.](#) Discuss and Take Possible Action to Update the Policies and Procedures as it relates to the two-way communications between Council's Advisory Boards and Council. (Grummert)
- [18.](#) Discuss and take appropriate action to engage in a professional services agreement with a municipal administration consultant to provide the city with guidance on the appropriate roles and duties of the city administrator for a city like Woodcreek, to provide direct guidance to Staff and Mayor, and to serve as part-time municipal administration advisor. (Rasco)
- [19.](#) Discussion and possible action to assign Council Members to individual appointees, Karen Duncan and Jim Miller, on the Planning and Zoning Commission thereby tying these appointments to election cycles per ordinance. (Hines)
- [20.](#) Discussion and possible action to accept a proposed budget for fiscal year 2024 - 2025 and direct City Staff to post on the City website before the July 20th 2024 deadline for such posting (Rasco)

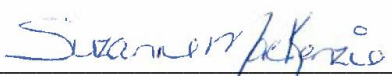
COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **5th day of July, 2024 at 4:20PM**

By: 

Suzanne J. MacKenzie, City Secretary

**CITY COUNCIL MEETING (CITY HALL)
June 12, 2024; 6:30 PM
Woodcreek, Texas**

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 6:30PM.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Debra Hines
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Bob Hambrick
Council Member Krista Richardson

CITY STAFF PRESENT

City Secretary, Suzanne Mac Kenzie
City Attorney, Megan Santee – A representative of Denton, Navarro, Rocha, Bernal & Zech, P.C.

PUBLIC COMMENTS

In-Person Public Comments were made by:

1. Brian Webb – Item #9 and meetings related to Deerfield Drive,
2. Iris Ramos,
3. Jake Jacobsen – Item #8 and Item #25.

Public Comments submitted via email by Camilla Shedd were read into record by Mayor Rasco on Item Numbers 7,8,9,10 and 15.

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a) read a Council Member statement regarding the Deerfield Meeting held at City Hall at 5:30P on June 12, 2024;
b) requested all future meetings to be posted Town Hall Meetings; and
c) requested the interim City Manager requirements.

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Ms. Camilla Shedd – Sent an email that was partially read into the record by Mayor Rasco in regard to i

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CONSENT CALENDAR

1. **Approval of Regular City Council Meeting Minutes From May 22, 2024.**
2. **Approval of Special City Council Meeting Minutes From May 29, 2024.**

Motion was made by Council Member Grummert to move item 2 out of the Consent Agenda into Regular Agenda. Motion was seconded by Mayor Pro Tem Hines.

With no objection, Mayor Rasco moved the item into the Regular Agenda.

Motion was made by Council Member Grummert to approve item 1. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

3. Report By Parks and Recreation Board Liaison. (Council Member Hambrick)
 - a) Parks and Open Space Advisory Commission (POSAC) Funds Award
 - b) Parks and Recreation Board Original Plans for City Parks, with Parks and Open Space Advisory Commission (POSAC) Funds
 - c) Parks and Recreation Board Revised Cost Saving Plans, with Parks and Open Space Advisory Commission (POSAC) Funds
 - d) Parks and Open Space Advisory Commission (POSAC) Funds Spent To Date
 - e) Remaining Work To Be Done At City Parks, with Parks and Open Space Advisory Commission (POSAC) Funds
4. Report By City Staff. (Jim Burton)
 - Expenditures for Limb Pick-Up for May Storm.

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REGULAR AGENDA

Item #25:

Point of Order made by Council Member Hambrick, to move it up on the agenda in consideration of the audience in attendance.

Objection made by the City Secretary to Council going into Executive Session, Request was made for a Public Hearing.

City Secretary agreed to have agenda item moved up in the agenda discussion.

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Motion was made by Mayor Pro Tem Hines that we open discussion and possible action on the evaluation of the City Secretary. Motion was seconded by Council Member Grummert.

A roll vote was held.

Voting Yay: Council Member Bailey, Council Member Hambrick.

Voting Nay: Council Member Richardson, Council Member Grummert, Mayor Pro Tem Hines

Motion Failed: 2-3-0.

2. Approval of Special City Council Meeting Minutes From May 29, 2024.

Motion was made by Council Member Grummert to adopt the May 29, 2024 meeting minutes with the edit to item 2 in the minutes to include motion was seconded by Council Member Hambrick. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

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

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

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

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Motion Passed: 5-0-0.

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

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Motion Passed: 5-0-0.

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5. **Discussion and possible action on a Resolution of the City of Woodcreek supporting innovative One Water strategies and exploring such strategies in public and private development projects within the City.** (Hines)

Motion was made by Mayor Pro Tem Hines to approve a resolution of the City of Woodcreek supporting innovative One Water strategies and exploring such strategies in public and private development projects within the City. Motion was seconded by Council Member Grummert.

A roll vote was held.

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

Voting Nay: Council Member Hambrick.

Motion Passed: 4-1-0.

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6. **Discussion and possible action on temporarily granting full administrative access to the General Ledger and all other areas in the FundView accounting software to Mayor Rasco and authorize Mayor to grant limited access to other staff and Council Members.** (Hines)

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Motion was made by Mayor Pro Tem Hines temporarily granting full administrative access to the General Ledger and all other areas in the FundView accounting software to Mayor Rasco and authorize the Mayor to grant limited access to other staff and Council Members. Motion was seconded by Council Member Bailey.

A roll vote was held.

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

Voting Nay: Council Member Hambrick.

Motion Passed: 4-1-0.

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7. **Discussion and possible action on hiring Jim Burton as a full-time employee of the City of Woodcreek for the position of Code Administrator / Planner.** (Rasco)

Motion was made by Mayor Pro Tem Hines that we hire Jim Burton as a full-time employee of the City of Woodcreek for the position of Code Administrator and Planner. Motion was seconded by Council Member Grummert.

Public Comments submitted via email and were read into the record by Mayor Rasco:

- a. Camilla Shedd – Mayor Rasco noted that the portion of her Public Comment, relative to this item had already been read into record.
- b. Robin Dow on items 7,8,9,10 and 15.

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Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Council Member Grummert called for a Point of Personal Preference for a break.

Mayor Rasco granted a break in the meeting.

BREAK: 8:05P – 8:15P

8. **Discussion and possible action on authorizing Jim Burton to assist Mayor Rasco in the administrative duties of the City of Administrator of the City of Woodcreek and provide for a temporary increase in salary.** (Rasco)

Motion was made by Mayor Pro Tem Hines to authorize Jim Burton to assist the Mayor in his duties as acting City Administrator and increase pay while performing these responsibilities of the amount of \$1,000 per month, with a retroactive starting date of June 2nd. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

9. **Discussion and possible action on adopting a resolution retaining Mayor Jeff Rasco and Mayor Pro Tem Debra J Hines as Texas Regional Bank Signatories and adding city staff member Jim Burton.** (Rasco)

Motion was made by Mayor Pro Tem Hines to pass the resolution to add Mr. Burton as a signatory on the Texas Regional Bank. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

10. **Discuss and Take Possible Action To Adopt An Ordinance Updating §156.057 Fences, Increasing Side and Back Fence Height Limits to Eight(8) Feet, Including Updating A Reference To Fence Height in §156.009 Under "Privacy Fence".** (Staff)

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Motion was made by Council Member Grummert to adopt the Ordinance updating §156.057 Fences, increasing side and back fence height limits to eight(8) feet, including a reference to fence height in §156.009 under "Privacy Fence." Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

11. **Discuss and Take Possible Action to Accept the 2024 Budget and Elections Calendar.** (Staff)

Motion was made by Council Member Hambrick that we accept the 2024 Budget and Elections Calendar. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

12. **Discuss and Take Possible Action To Approve the 2024 Hays County Joint Election Agreement and the 2024-2025 Hays County Contract For Election Services For the November 5, 2024 General Election.** (Staff)

Motion was made by Council Member Hambrick to approve the 2024 Hays County Joint Election Agreement and the 2024-2025 Hays County Contract for Election Services for the November 5, 2024 General Election. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

13. Discuss and Take Possible Action To Approve An Ordinance Ordering An Election of the City of Woodcreek For Three(3) At-Large Council Member Positions in the November 5, 2024 General Election. (Staff)

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Motion was made by Council Member Bailey to approve an Ordinance ordering an election of Woodcreek for three(3) at-large Council Member positions in the November 5th 2024 General Election. Motion was seconded by Council Member Hambrick

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

14. Discuss and Take Appropriate Action To Appoint Members and Alternates To Fill Advisory Board Vacancies, As Listed. (Staff)

Motion was made by Mayor Pro Tem Hines to appoint Carolyn Nesbitt as a full member of the Ordinance Review Committee. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Council Member Hambrick to appoint Judy Newton to the Tree Board. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Council Member Richardson to appoint Carson Bledsoe to the Ordinance Review Committee. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Council Member Richardson that Mayor Rasco appoint Russell Scott as the alternate position on Parks Board. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

15. **Discuss and Take Appropriate Action To Review and Accept the Financial Statements From October 2023.**

Discussion and decision for this item is noted under item #24, below.

16. **Discuss and Take Appropriate Action To Review and Accept the Financial Statements From November 2023.**

Discussion and decision for this item is noted under item #24, below.

17. **Discuss and Take Appropriate Action To Review and Accept the Financial Statements From December 2023.**

Discussion and decision for this item is noted under item #24, below.

18. **Discuss and Take Appropriate Action To Review and Accept the Financial Statements From February 2024.**

Discussion and decision for this item is noted under item #24, below.

20. **Discuss and Take Appropriate Action To Review and Accept the Financial Statements From March 2024.**

Discussion and decision for this item is noted under item #24, below.

21. **Discuss and Take Appropriate Action To Review and Accept the Financial Statements From April 2024.**

Discussion and decision for this item is noted under item #24, below.

22. **Discuss and Take Appropriate Action To Review and Accept the Investment Quarterly Report Ending December 31, 2023.**

Discussion and decision for this item is noted under item #24, below.

23. **Discuss and Take Appropriate Action To Review and Accept the Financial Statements From January 2024.**

Discussion and decision for this item is noted under item #24, below.

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24. Discuss and Take Appropriate Action To Review and Accept the Investment Quarterly Report Ending March 31, 2024.

Motion was made by Mayor Pro Tem Hines to postpone items 16-24 indefinitely. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.
Motion Passed: 5-0-0.

25. Evaluation of City Secretary and possible action related thereto. (Rasco)

Public Comments submitted via email were read by Mayor Rasco from:

- a) Camilla Shedd
- b) Robin Dow
- c) Lorraine Koehler

In-person Public Comment was made by Suzanne Mac Kenzie.

Motion was made by Mayor Pro Tem Hines to direct the City Attorney to draft a resolution for termination of employment based on a lack of confidence for the City Secretary position. Motion was seconded by Council Member Grummert.

Mayor Rasco called Executive Session under Texas Local Government Code §551.071-Consultation with Attorney; Closed Meeting.

Executive Session Opened at 9:02PM.
Executive Session Closed at 9:13PM.

No action was taken during Executive Session.

A roll call vote was taken.

Voting Yea: Mayor Pro Tem Hines, Council Member Grummert, Council Member Richardson

Voting Nay: Council Member Bailey, Council Member Hambrick

Motion Passed: 3-2-0.

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COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

- A) *Introduced by Mayor Pro Tem Hines*
Triangle Beautification Project
- B) *Introduced by Council Member Bailey*
 - i. Infrastructure and Mobility Report
 - ii. Financials
- C) *Introduced by Council Member Hambrick*
Recommendation from Parks for the most recent update for POSAC.
- D) *Introduced by Council Member Richardson*
 - i. Possible removal of Jake Buckner from Tree Board
 - ii. Oak wilt assessment of city property.

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ANNOUNCEMENTS

July 4th parade and fireworks

ADJOURN

Mayor Rasco Adjourned the Meeting at 9:41PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

CITY COUNCIL MEETING (CITY HALL)
June 12, 2024; 6:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 6:30PM.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Debra Hines
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Bob Hambrick
Council Member Krista Richardson

CITY STAFF PRESENT

City Secretary, Suzanne Mac Kenzie
City Attorney, Megan Santee – A representative of Denton, Navarro, Rocha, Bernal & Zech, P.C.

PUBLIC COMMENTS

In-Person Public Comments were made by:

1. Brian Webb – Item #9 and meetings related to Deerfield Drive.
2. Iris Ramos
3. Jake Jacobsen – Item #8 and Item #25.

Public Comments submitted via email by Camilla Shedd were read into record by Mayor Rasco on Item Numbers 7,8,9,10 and 15.

CONSENT CALENDAR

1. **Approval of Regular City Council Meeting Minutes From May 22, 2024.**
2. **Approval of Special City Council Meeting Minutes From May 29, 2024.**

Motion was made by Council Member Grummert to move item 2 out of the Consent Agenda into Regular Agenda. Motion was seconded by Mayor Pro Tem Hines.

With no objection, Mayor Rasco moved the item into the Regular Agenda.

Motion was made by Council Member Grummert to approve item 1. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

3. Report By Parks and Recreation Board Liaison. *(Council Member Hambrick)*
 - a) Parks and Open Space Advisory Commission (POSAC) Funds Award
 - b) Parks and Recreation Board Original Plans for City Parks, with Parks and Open Space Advisory Commission (POSAC) Funds
 - c) Parks and Recreation Board Revised Cost Saving Plans, with Parks and Open Space Advisory Commission (POSAC) Funds
 - d) Parks and Open Space Advisory Commission (POSAC) Funds Spent To Date
 - e) Remaining Work To Be Done At City Parks, with Parks and Open Space Advisory Commission (POSAC) Funds
4. Report By City Staff. *(Jim Burton)*
 - Expenditures for Limb Pick-Up for May Storm.

REGULAR AGENDA

Item #25:

Point of Order made by Council Member Hambrick, to move it up on the agenda in consideration of the audience in attendance.

Objection made by the City Secretary to Council going into Executive Session.
Request was made for a Public Hearing.

City Secretary agreed to have agenda item moved up in the agenda discussion.

Motion was made by Mayor Pro Tem Hines that we open discussion and possible action on the evaluation of the City Secretary. Motion was seconded by Council Member Grummert.

A roll vote was held.

Voting Yay: Council Member Bailey, Council Member Hambrick.

Voting Nay: Council Member Richardson, Council Member Grummert,
Mayor Pro Tem Hines

Motion Failed: 2-3-0.

2. Approval of Special City Council Meeting Minutes From May 29, 2024.

Motion was made by Council Member Grummert to adopt the May 29, 2024 meeting minutes with the edit to item 2 in the minutes to include motion was seconded by Council Member Hambrick. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

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

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

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

5. Discussion and possible action on a Resolution of the City of Woodcreek supporting innovative One Water strategies and exploring such strategies in public and private development projects within the City. (Hines)

Motion was made by Mayor Pro Tem Hines to approve a resolution of the City of Woodcreek supporting innovative One Water strategies and exploring such strategies in public and private development projects within the City. Motion was seconded by Council Member Grummert.

A roll vote was held.

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

Voting Nay: Council Member Hambrick.

Motion Passed: 4-1-0.

6. Discussion and possible action on temporarily granting full administrative access to the General Ledger and all other areas in the FundView accounting software to Mayor Rasco and authorize Mayor to grant limited access to other staff and Council Members. (Hines)

Motion was made by Mayor Pro Tem Hines temporarily granting full administrative access to the General Ledger and all other areas in the FundView accounting software to Mayor Rasco and authorize the Mayor to grant limited access to other staff and Council Members. Motion was seconded by Council Member Bailey.

A roll vote was held.

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

Voting Nay: Council Member Hambrick.

Motion Passed: 4-1-0.

7. Discussion and possible action on hiring Jim Burton as a full-time employee of the City of Woodcreek for the position of Code Administrator / Planner. (Rasco)

Motion was made by Mayor Pro Tem Hines that we hire Jim Burton as a full-time employee of the City of Woodcreek for the position of Code Administrator and Planner. Motion was seconded by Council Member Grummert.

Public Comments submitted via email and were read into the record by Mayor Rasco:

- a. Camilla Shedd – Mayor Rasco noted that the portion of her Public Comment, relative to this item had already been read into record.
- b. Robin Dow on items 7,8,9,10 and 15.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Council Member Grummert called for a Point of Personal Preference for a break.

Mayor Rasco granted a break in the meeting.

BREAK: 8:05P – 8:15P

8. Discussion and possible action on authorizing Jim Burton to assist Mayor Rasco in the administrative duties of the City of Administrator of the City of Woodcreek and provide for a temporary increase in salary. (Rasco)

Motion was made by Mayor Pro Tem Hines to authorize Jim Burton to assist the Mayor in his duties as acting City Administrator and increase pay while performing these responsibilities of the amount of \$1,000 per month, with a retroactive starting date of June 2nd. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

9. Discussion and possible action on adopting a resolution retaining Mayor Jeff Rasco and Mayor Pro Tem Debra J Hines as Texas Regional Bank Signatories and adding city staff member Jim Burton. (Rasco)

Motion was made by Mayor Pro Tem Hines to pass the resolution to add Mr. Burton as a signatory on the Texas Regional Bank. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

10. Discuss and Take Possible Action To Adopt An Ordinance Updating §156.057 Fences, Increasing Side and Back Fence Height Limits to Eight(8) Feet, Including Updating A Reference To Fence Height in §156.009 Under "Privacy Fence". (Staff)

Motion was made by Council Member Grummett to adopt the Ordinance updating §156.057 Fences, increasing side and back fence height limits to eight(8) feet, including a reference to fence height in §156.009 under "Privacy Fence." Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

11. Discuss and Take Possible Action to Accept the 2024 Budget and Elections Calendar. (Staff)

Motion was made by Council Member Hambrick that we accept the 2024 Budget and Elections Calendar. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

12. Discuss and Take Possible Action To Approve the 2024 Hays County Joint Election Agreement and the 2024-2025 Hays County Contract For Election Services For the November 5, 2024 General Election. (Staff)

Motion was made by Council Member Hambrick to approve the 2024 Hays County Joint Election Agreement and the 2024-2025 Hays County Contract for Election Services for the November 5, 2024 General Election. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

13. Discuss and Take Possible Action To Approve An Ordinance Ordering An Election of the City of Woodcreek For Three(3) At-Large Council Member Positions in the November 5, 2024 General Election. (Staff)

Motion was made by Council Member Bailey to approve an Ordinance ordering an election of Woodcreek for three(3) at-large Council Member positions in the November 5th 2024 General Election. Motion was seconded by Council Member Hambrick

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

14. Discuss and Take Appropriate Action To Appoint Members and Alternates To Fill Advisory Board Vacancies, As Listed. (Staff)

Motion was made by Mayor Pro Tem Hines to appoint Carolyn Nesbitt as a full member of the Ordinance Review Committee. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Council Member Hambrick to appoint Judy Newton to the Tree Board. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Council Member Richardson to appoint Carson Bledsoe to the Ordinance Review Committee. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Council Member Richardson that Mayor Rasco appoint Russell Scott as the alternate position on Parks Board. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

15. Discuss and Take Appropriate Action To Review and Accept the Financial Statements From October 2023.

Discussion and decision for this item is noted under item #24, below.

16. Discuss and Take Appropriate Action To Review and Accept the Financial Statements From November 2023.

Discussion and decision for this item is noted under item #24, below.

17. Discuss and Take Appropriate Action To Review and Accept the Financial Statements From December 2023.

Discussion and decision for this item is noted under item #24, below.

18. Discuss and Take Appropriate Action To Review and Accept the Financial Statements From February 2024.

Discussion and decision for this item is noted under item #24, below.

20. Discuss and Take Appropriate Action To Review and Accept the Financial Statements From March 2024.

Discussion and decision for this item is noted under item #24, below.

21. Discuss and Take Appropriate Action To Review and Accept the Financial Statements From April 2024.

Discussion and decision for this item is noted under item #24, below.

22. Discuss and Take Appropriate Action To Review and Accept the Investment Quarterly Report Ending December 31, 2023.

Discussion and decision for this item is noted under item #24, below.

23. Discuss and Take Appropriate Action To Review and Accept the Financial Statements From January 2024.

Discussion and decision for this item is noted under item #24, below.

24. Discuss and Take Appropriate Action To Review and Accept the Investment Quarterly Report Ending March 31, 2024.

Motion was made by Mayor Pro Tem Hines to postpone items 16-24 indefinitely. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

25. Evaluation of City Secretary and possible action related thereto. (Rasco)

Public Comments submitted via email were read by Mayor Rasco from:

- a) Camilla Shedd
- b) Robin Dow
- c) Lorraine Koehler

In-person Public Comment was made by Suzanne Mac Kenzie.

Motion was made by Mayor Pro Tem Hines to direct the City Attorney to draft a resolution for termination of employment based on a lack of confidence for the City Secretary position. Motion was seconded by Council Member Grummert.

Mayor Rasco called Executive Session under Texas Local Government Code §551.071-Consultation with Attorney; Closed Meeting.

Executive Session Opened at 9:02PM.

Executive Session Closed at 9:13PM.

No action was taken during Executive Session.

A roll call vote was taken.

Voting Yea: Mayor Pro Tem Hines, Council Member Grummert,
Council Member Richardson

Voting Nay: Council Member Bailey, Council Member Hambrick

Motion Passed: 3-2-0.

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

- A) *Introduced by Mayor Pro Tem Hines*
Triangle Beautification Project
- B) *Introduced by Council Member Bailey*
 - i. Infrastructure and Mobility Report
 - ii. Financials
- C) *Introduced by Council Member Hambrick*
Recommendation from Parks for the most recent update for POSAC.
- D) *Introduced by Council Member Richardson*
 - i. Possible removal of Jake Buckner from Tree Board
 - ii. Oak wilt assessment of city property.

ANNOUNCEMENTS

July 4th parade and fireworks

ADJOURN

Mayor Rasco Adjourned the Meeting at 9:41PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

CITY COUNCIL BUDGET WORKSHOP (CITY HALL)
June 26, 2024; 3:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 3:00PM.

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Bob Hambrick
Council Member Krista Richardson

ABSENT

Mayor Pro Tem Debra Hines

CITY STAFF PRESENT

City Secretary, Suzanne Mac Kenzie
City Attorney, Charles Zech – A representative of Denton, Navarro, Rocha, Bernal & Zech, P.C.
(Arrived at 3:50PM)

PUBLIC COMMENTS

No Public Comments were offered.

REGULAR AGENDA

1. **Workshop to discuss the 2024-2025 Fiscal Year, City of Woodcreek Annual Budget.** (Rasco)

Workshop Opened at 3:01PM.

Workshop Closed at 3:58PM.

2. **Discuss and take appropriate action that council request that FundView make the proposed changes to bring the city financials into compliance with GASBO (Governmental Accounting Standards Board) and provide council with updated statements.** (Bailey)

No official voting action was taken on this item.

ANNOUNCEMENTS - None

ADJOURN

Mayor Rasco Adjourned the Meeting at 3:58PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

DRAFT

**CITY COUNCIL MEETING (CITY HALL)
June 26, 2024; 4:00 PM
Woodcreek, Texas**

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 4:05PM.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Bob Hambrick
Council Member Krista Richardson

ABSENT

Mayor Pro Tem Debra Hines

CITY STAFF PRESENT

City Secretary, Suzanne Mac Kenzie
City Attorney, Charles Zech

PUBLIC COMMENTS

Public Comments were made by:

- a) Jose Tormo on Item #6 and drainage.
- b) Jake Jacobsen on Item #6.
- c) Camilla Shedd on Item #18.

CONSENT CALENDAR

1. **Approval of Regular City Council Meeting Minutes From June 12, 2024.**
Motion was made by Council Member Grummert to move the minutes out of the Consent Agenda. With no objections, the Mayor moved the item into the Regular Agenda.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. Report by Parks and Recreation Board Liaison presenting the Parks and Recreation Board's recommendation regarding the installation of a single stall restroom at Creekside Park. (Hambrick)

Motion was made by Council Member Grummert that the Parks Liaison make this recommendation and resubmit it on the next agenda but as a regular item to allow Council to discuss and take possible action on this. No second was received.
3. Report by Infrastructure and Mobility Panel Liaison in relation to the May 21 and May 29 meetings, topics including but not limited to concerns of the Panel's scope based on their formation document, Ordinance 24-332. (Bailey)

REGULAR AGENDA

1. **Approval of Regular City Council Meeting Minutes From June 12, 2024.**
Motion was made by Council Member Grummert to accept the minutes from June 12, 2024, Council Meeting as edited by Council. Motion was seconded by Council Member Richardson.

Council Member Grummert made an amendment to his motion that it comes back to Council. Motion was seconded by Council Member Richardson.

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

Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Bailey

Voting Nay: Council Member Hambrick

Motion Passed: 3-1-0.

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

Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Bailey

Voting Nay: Council Member Hambrick

Motion Passed: 3-1-0.

4. **Approve the scope of work changes for each City Park and approve additional work submitted under the scope, not to exceed the monies awarded to the City under the Parks and Open Space Advisory Commission (POSAC) Grant.** (Hambrick)

Motion was made by Council Member Hambrick that Council discuss and take possible action to approve the scope of work changes for each city park, mostly Augusta Park and approve additional work submitted under the scope, not to exceed the monies that have been awarded by way of POSAC.

No second was received.

Motion was made by Council Member Hambrick that Council approve the scope of work that we are currently looking at and work changes and approve up to \$8,000 to complete the landscape architecture plan for Augusta Park and Creekside Park. Motion seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

5. **Discuss and possible action on a request for approval of a preliminary replat of Lot 9A & 11A of the Oak Orchard Enclave.** (Burton)

Public Comment was made by Lydia Johns.

Motion was made by Council Member Grummert that Council send a preliminary replat of Lot 9A & 11A of the Oak Orchard Enclave to Planning and Zoning. Motion was seconded by Council Member Hambrick.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

6. Discussion and possible action on a Resolution of the City of Woodcreek removing the City Secretary for a lack of confidence in her ability to perform the duties of City Secretary. (Rasco)

Mayor Rasco stated that Mayor Pro Tem Hines requested with Council approval to not pick up this item since she will not be here and if there were no objections, to move it to the next agenda.

Council Member Bailey objected, referring to the audience.

Motion was made by Council Member Grummert to table this item until the next meeting. Motion was seconded by Council Member Richardson.

In-Person and Emailed Public Comments recorded, but not permitted:

- a) Lydia Johns
- b) Jackie Jacobsen
- c) Camilla Shedd

Mayor Rasco Called for the vote by Show of Hands.

Voting Yea: Council Member Richardson, Council Member Grummert
Mayor Rasco voted last as the tiebreaker

Voting Nay: Council Member Bailey, Council Member Hambrick

Motion Passed: 3-2-0.

7. Discussion and possible action on the appointment of a commissioner to fulfill the remainder of a vacated term on the Planning and Zoning Commission for the City of Woodcreek. (Rasco)

Public Comment was made by Lydia Johns.

Motion was made by Mayor Rasco to appoint Russell Scott to fulfill the remainder of the second term of Colonel Davenport's term expiring December 2024, and to extend Mr. Scott's term to next year in December 2025, in alignment with the current Ordinance 24-330, which seeks to align P&Z terms with election terms. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.
Motion Passed: 4-0-0.

8. Discussion and possible action to remove alternate Jake Buckner from the City of Woodcreek Tree Board. (Richardson)

Motion was made by Council Member Richardson to remove Jake Buckner as an alternate from the Tree Board. Motion was seconded by Council Member Hambrick.

Mayor Rasco Called for the vote by Show of Hands.
Motion Passed: 4-0-0.

9. Discussion and possible action to post a Request for Qualifications (RFQ) for a City Administrator for The City of Woodcreek. (Hines)

Motion was made by Council Member Grummert to post the Request for Qualifications (RFQ) for a City Administrator for the City of Woodcreek. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.
Motion Passed: 4-0-0.

10. Discussion and possible action on the posting of a Request for Proposals/Bids (RFP) for a Land Management Service Contract for the City of Woodcreek. (Hines)

Motion was made by Council Member Hambrick to enter into discussions and take possible action on the posting of an RFP for a Land Management Service Contract for the City of Woodcreek. Motion was seconded by Council Member Bailey.

An Amended Motion was made by Council Member Grummert to post the RFP for Land Management Contract Services. Motion was seconded by Council Member Richardson.

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

Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Hambrick

Voting Nay: Council Member Bailey

Motion Passed: 3-1-0.

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

Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Hambrick

Voting Nay: Council Member Bailey

Motion Passed: 3-1-0.

11. Discussion and possible action on an overlay layout and cost estimate from Freeland Turk regarding the East to West leg of Deerfield and resurfacing improvements related to the 2023 Road Bond funds. (Hines)

Motion was made by Council Member Grummert to take action on the overlay layout and cost estimate from Freeland Turk regarding the East to West leg of Deerfield and resurfacing improvements related to the 2023 Road Bond funds. Motion was seconded by Council Member Richardson.

An Amended Motion was made by Council Member Bailey to include a cost estimate up to \$150,000 for construction costs and site prep. Motion was seconded by Council Member Grummert.

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

Motion Passed: 4-0-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.
Motion Passed: 4-0-0.

12. Discussion and possible action on road surface patch work on the North to South section of Deerfield utilizing street maintenance funds. (Hines)

Motion was made by Council Member Grummert that we take action on road surface patchwork on the North to South section of Deerfield utilizing Street Maintenance Funds. Motion was seconded by Council Member Hambrick.

An Amended Motion was made by Council Member Bailey that we send this recommendation to the Infrastructure and Mobility Panel for their review and recommendation. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.
Motion Passed: 4-0-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.
Motion Passed: 4-0-0.

13. Discussion and possible action approving a final design and plan for improvements at The Triangle for the 2023-2024 annual beautification project. (Hines)

Motion was made by Council Member Grummert to table this item until the next meeting. Motion was seconded by Council Member Hambrick.

Mayor Rasco Called for the vote by Show of Hands.
Motion Passed: 4-0-0.

14. Discussion and possible action on removing the current City Arborist Request for Proposals/Bids (RFP), edit, repost for the 2024-2025 budget year, and add direct solicitation action with a minimum of five(5) local vendors by City Staff. (Hines)

Motion was made by Council Member Richardson to table this item. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

15. **Discuss and Take Appropriate Action To Recommend City Staff Post A RFP For A Certified Arborist That Is Oak Wilt Qualified To Survey All Existing City Property (Referenced In Tree Ordinance 22-308 Chart Map 98.19) For Oak Wilt Disease With Treatment Recommendations, With a Budget Reallocation From the General Fund Line Item 10-510.** (Richardson)

Motion was made by Council Member Richardson recommend City Staff post RFP for a Certified Arborist that is Oak Wilt Qualified to survey all existing City Property (Referenced in Tree Ordinance 22-308 Chart Map 98.19) for Oak Wilt Disease with Treatment Recommendations, with a Budget Reallocation from the General Fund Line Item 10-5104. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

16. **Discuss and Take Possible Action on the Roles of Council Liaison's including Possible Reassignments for Council Liaisons for Council's Advisory Boards.** (Grummert)

Motion was made by Council Member Grummert to remove Council Member Hambrick as the Liaison for Parks Board and instead nominate him to the HOT Committee (Hotel Occupancy Tax Committee) Liaison position, replacing their current liaison.

No second was received.

17. **Discussion and possible action to change the position of Staff Support Specialist from hourly pay to a full-time (32 hours per week) salaried position.** (Rasco)

Motion was made by Mayor Rasco to change the position of Staff Support Specialist from hourly pay to a full-time, 32 hours per week salaried position at the rate of \$33,500 annually. Motion was seconded by Council Member Grummert.

< Handout Provided and Attached to Minutes >

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

Public Comment was made by Camilla Shedd.

18. Discussion and possible action to change the position of Code Administrator/Planner 1 from hourly pay to a full-time (40 hours per week) salaried position. (Rasco)

Motion was made by Mayor Rasco to change the position of Code Administrator/Planner 1 from hourly pay to a full-time, 40 hours per week salaried position at an annual salary of \$60,000. Motion was seconded by Council Member Grummett.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

- i. Introduced by Mayor Jeff Rasco*
 - a. Proposals for City Administrator Consultants
 - b. Budget Workshops on July 3rd and July 10th
 - c. Tabled Items for Next Meeting

- ii. *Introduced by Council Member Grummert*
 - a. Update to Procurement Policy
 - b. Update to Fund Balance Policy
- iii. *Introduced by Council Member Bailey*
Report from Infrastructure and Mobility Panel
- iv. *Introduced by Council Member Richardson*
Report from Infrastructure and Mobility Panel
- v. *Introduced by Council Member Hambrick*
Update on Bid Package

ANNOUNCEMENTS

Fourth of July Parade and Free Evening Event with City of Wimberley at the VFW with music and fireworks.

August 18th Free CYJ Event – 40th Anniversary

ADJOURN

Mayor Rasco Adjourned the Meeting at 6:04 PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

THE CITY OF WOODCREEK

ORDINANCE NO. 24-337

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, CALLING AND ORDERING THE GENERAL ELECTION FOR CITY OFFICERS TO BE HELD ON NOVEMBER 5, 2024, FOR THE PURPOSE OF ELECTING THREE(3) AT-LARGE CITY COUNCIL MEMBERS, FOR THE CITY OF WOODCREEK, TEXAS, TO SERVE TWO YEAR TERMS; AND REQUIRING COMPLIANCE WITH APPLICABLE STATE LAW.

UNA ORDENANZA DEL CONCEJO MUNICIPAL DE LA CIUDAD DE WOODCREEK, TEXAS, QUE CONVOCATORIA Y ORDENA QUE LA ELECCIÓN GENERAL DE FUNCIONARIOS MUNICIPALES SE CELEBRARÁ EL 5 DE NOVIEMBRE DE 2024, CON EL PROPÓSITO DE ELEGIR TRES (3) MIEMBROS DEL CONCEJO MUNICIPAL EN GENERAL, PARA EL CIUDAD DE WOODCREEK, TEXAS, CUMPLIRÁ MÉRDITOS DE DOS AÑOS; Y EXIGIR EL CUMPLIMIENTO DE LA LEY ESTATAL APLICABLE.

WHEREAS The Texas Election Code Ann., Section 3.0004(a) directs the governing body of the City of Woodcreek shall order the general election for City Officers.

MIENTRAS *El Código Electoral de Texas Anual, Sección 3.0004(a), ordena al órgano rector de la Ciudad de Woodcreek ordenará la elección general de funcionarios de la ciudad.*

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS THAT: POR LO TANTO, EL CONCEJO MUNICIPAL DE LA CIUDAD DE WOODCREEK, TEXAS ORDENA QUE:

Section I. That there shall be an election held in the City of Woodcreek on the 5th day of November 2024, for the purpose of electing three(3) At-Large Council Members to serve on the City Council of the City of Woodcreek, Texas.

Sección I. *Que se llevará a cabo una elección en la ciudad de Woodcreek el día 5 de noviembre de 2024, con el fin de elegir tres (3) miembros del consejo general para servir en el consejo municipal de la ciudad de Woodcreek, Texas.*

Section II. That the Notice of Election ordered herein, be given in the manner prescribed by the Texas Election Code, Section 4.003, 4.004, 4.007, and 4.008, and a record of notice of the election be retained as provided in Texas Election Code Section 4.005.

Sección II. *Que el Aviso de Elección aquí ordenado se entregue en la forma prescrita por el Código Electoral de Texas, Sección 4.003, 4.004, 4.007 y 4.008, y que se conserve un registro del aviso de la elección según lo dispuesto en el Código Electoral de Texas, Sección 4.005.*

Section III. That said election shall be held in accordance with the Election Code of this State and only resident, qualified voters of said City shall be eligible to vote at said election.

Sección III. Que dicha elección se llevará a cabo de acuerdo con el Código Electoral de este Estado y solo los votantes residentes y calificados de dicha Ciudad serán elegibles para votar en dicha elección.

47 **Section IV.** Staff is hereby directed to attach the early voting locations to this Ordinance, once
48 determined and provided by the County Elections Department.

49
50 **Sección IV.** Por la presente se ordena al personal que adjunte los lugares de votación anticipada a
51 esta Ordenanza, una vez que el Departamento de Elecciones del Condado los determine y proporcione.

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53
54 **Section V.** The Early Voting Clerk’s mailing address is:

55
56 **Sección V.** La dirección postal del Secretario de Votación Anticipada es:

57
58 Hays County Elections
59 712 S. Stagecoach Trail
60 Suite 1012
61 San Marcos, TX 78666-5999
62

63
64 **PASSED, ADOPTED AND APPROVED** this _____ day of _____, 2024,

65
66 by a _____ **Yea** to _____ **Nay** to _____ **Abstentions** vote of the City Council of
67 Woodcreek, Texas.

68
69 **APROBADO, ADOPTADO Y APROBADO** este _____ día de _____ de 2024,

70
71 por _____ **Sí** a _____ **No** a _____ **Abstenciones** voto del Concejo Municipal de Woodcreek,
72 Texas.

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76 **WOODCREEK, TEXAS**

77 PLACE
78 CITY SEAL
HERE

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80 By: _____
Jeff Rasco, Mayor (Alcalde)

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95 **ATTEST:**

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99 _____
Suzanne J. Mac Kenzie, City Secretary (Secretario de la ciudad)

100

101

102 **APPROVED AS TO FORM:**

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104

105

106 _____
City Attorney's Office (Fiscalía de la ciudad)

DRAFT

DATE:	*Click HERE To Select A Date From The Calendar
TO:	City of Woodcreek City Council Members
FROM:	Chrys Grummert, Council Member
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Report by the Planning and Zoning Commission Liaison.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Report by Planning and Zoning Commission Liaison

Report by the Planning and Zoning Commission Liaison.

Planning and Zoning Commission Meeting Agenda July 03, 2024

REGULAR AGENDA

2. Discuss and Take Possible Action To Accept The Resignation of Chairperson Andy Davenport From The Planning and Zoning Commission, Effective June 6, 2024.

3. Workshop to Discuss City Council’s Request To Research The Possibility Of Re-Zoning “The Triangle” From A Right-of-Way to A City Park.

a) Email request from Vice-Chairperson to Staff

b) Email of Hays County Response

c) Hays County Plat for Triangle

d) Next Step For Planning and Zoning Commission

4. Discuss and Take Appropriate Action On The City Council’s Request To Research The Possibility Of Re-Zoning “The Triangle” From A Right-of-Way to A City Park.

5. Discuss and Take Possible Action To Recommend To Council To Host A Joint Public

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

Hearing To Re-Zone The Triangle From A Right-of-Way To A City Park (P-1).

6. Discuss and Take Possible Action On City Council's Request For Review and Approval of A Preliminary Replat of Lots 9A and 11A in the Oak Orchard Enclave.

7. Discuss and Take Appropriate Action on The Planning and Zoning Commission's Biennial Review of the City of Woodcreek's Comprehensive Plan, Adopted October 12, 2022

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):
Liaison Report of the July 3rd, 2024 Planning and Zoning meeting.

STATE YOUR INTENDED MOTION:

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

FISCAL IMPACT:

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

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)
1.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

CITY OF WOODCREEK
 Council Report
 Check Date: 6/1/2024 to 6/30/2024

7/2/2024 10:40:

Item 8.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	6/6/2024	Pat Rawlings	10-10-5208	Parks And Playground Maintenance	Creekside Park Sign	\$93.58
	6/6/2024	Pat Rawlings	10-10-5208	Parks And Playground Maintenance	Creekside Park sign - not shipped	\$63.07
	6/6/2024	Wimberley Valley Chamber of Commerce	10-10-5312	Community Relations	Registration for 4th of July parade	\$250.00
	6/6/2024	Mattatha Barker	10-10-5306	Travel & Vehicle Exp Reimb.	Mileage Reimbursemenst	\$32.50
	6/6/2024	James Burton	10-10-5105	Code Administrator	5/21-5/31/24 + Mileage	\$1,173.50
	6/6/2024	Landscape Business Services LLC	10-10-5205	Landscape Maintenance	May 10 & May 20 2024 Landscape Maintenance	\$950.00
	6/6/2024	Pat Rawlings	10-10-5205	Landscape Maintenance	Riding mower	\$850.00
	6/6/2024	Pat Rawlings	10-10-5208	Parks And Playground Maintenance	Hardware to hang park sign	\$41.00
	6/6/2024	VFW Post 6441	10-10-5312	Community Relations	Fireworks and Cleanup 4th celbration	\$2,150.00
	6/6/2024	Amazon Capital Services, Inc.	10-10-5205	Landscape Maintenance	Chainsaw and mower	\$598.64
	6/6/2024	Amazon Capital Services, Inc.	10-10-5053	City Hall Maintenance / Repairs	Door stopper	\$9.99
	6/6/2024	Amazon Capital Services, Inc.	10-10-5050	Office Supplies	Rugs & flags	\$262.95
	6/6/2024	Amazon Capital Services, Inc.	10-10-5050	Office Supplies	April bill	\$92.49
	6/20/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	drainage, stop signs, Brookhollow-Westwood, GES Inf & Mobilty	\$2,277.50

CITY OF WOODCREEK
 Council Report
 Check Date: 6/1/2024 to 6/30/2024

7/2/2024 10:40:

Item 8.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	6/20/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	Patching HA5, speed cushions, speed signs, meet mayor, Mileage	\$3,456.20
	6/20/2024	Ace Hardware	10-10-5213	Equipment Maintenance	Lock for radar hitch	\$28.99
	6/20/2024	Ace Hardware	10-10-5312	Community Relations	numbers for garage signs	\$28.76
	6/20/2024	San Marcos Daily Record	10-10-5312	Community Relations	2024-05 Garage Sale ad	\$14.98
	6/20/2024	Pitney Bowes Purchase Power Inc.	10-10-5055	Postage & Shipping	Postage & Supplies	\$104.11
	6/20/2024	PEC-Utilities	10-10-5404	Outdoor Electric	May Brookhollow	\$51.77
	6/20/2024	PEC-Utilities	10-10-5404	Outdoor Electric	Woodcreek Ent 5/2/24-6/2/34	\$73.38
	6/20/2024	PEC-Utilities	10-10-5401	City Hall Electric	41 Champions Cr 05/2/24 - 6/2/2024	\$156.86
	6/20/2024	Verizon	10-10-5406	Telephone & Internet	6/2-7/1 2024 Cell phones	\$166.40
	6/20/2024	ODP Business Solutions LLC	10-10-5050	Office Supplies	2 boxes copy paper	\$54.56
	6/20/2024	Jani King	10-10-5054	Cleaning Costs	June office cleaning	\$297.00
	6/20/2024	The Key Monkey Mobile Locksmith	10-10-5053	City Hall Maintenance / Repairs	Re key doors, remove broken key from trailer lock, extra keys	\$292.00
	6/20/2024	The Key Monkey Mobile Locksmith	10-10-5053	City Hall Maintenance / Repairs	new shed lock, install and 3 key copies	\$235.00
	6/20/2024	Leo Luke Danna	10-10-5201	Deer Removal	4 dead deer removal and 1 dead racoon	\$375.00
	6/20/2024	Hill Country Springs	10-10-5050	Office Supplies	Water Delivery June	\$13.74
	6/20/2024	Leinneweber Services	10-10-5208	Parks And Playground Maintenance	Creekside portable toilet 6/17/24-7/14/2024	\$175.00

CITY OF WOODCREEK
 Council Report
 Check Date: 6/1/2024 to 6/30/2024

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	6/20/2024	Lower Colorado River Authority	10-10-5059	IT & Radio Expenses	Emergency Radios May 2024-April 2025	\$480.00
	6/20/2024	Denton Navarro Rocha Bernal & Zech	10-10-5113	Legal Expenses:Elected Body Legal	May 2024	\$663.50
	6/20/2024	Denton Navarro Rocha Bernal & Zech	10-10-5112	Legal Expenses:Special Cases	May 2024	\$112.50
	6/20/2024	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	Copies	\$58.29
	6/20/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	zoning map, plat review, lot 9a and 11a replat, mileage	\$655.20
	6/20/2024	Amazon Capital Services, Inc.	10-10-5053	City Hall Maintenance / Repairs	AC filters	\$30.95
	6/27/2024	HOW Foundation Inc	10-10-5216	Tree Limb Pick-Up	Tree trimming at entrance	\$3,000.00
	6/27/2024	HOW Foundation Inc	10-10-5216	Tree Limb Pick-Up	Chip Brush pick up City 6/25/24	\$1,800.00
	6/27/2024	Spectrum Business	10-10-5406	Telephone & Internet	Internet	\$212.43
	6/27/2024	VISA	10-10-5049	Bank Fees & Charges	Late fee, interest	\$87.57
	6/27/2024	VISA	10-10-5310	Training & Prof Development:Staff	Society for Human Resources	\$3,446.31
	6/27/2024	VISA	10-10-5205	Landscape Maintenance	weed killer	\$13.73
	6/27/2024	VISA	10-10-5050	Office Supplies	carpet cleaner	\$5.38
	6/27/2024	VISA	10-10-5304	Meeting Expense	ziploc bags, waters	\$16.87
	6/27/2024	VISA	10-10-5050	Office Supplies	cafe sign, air freshner, coffee, cards, scan map, new desk plate	\$493.72
	6/27/2024	VISA	10-10-5058	Software & Subscriptions	Zoom	\$17.04

CITY OF WOODCREEK
 Council Report
 Check Date: 6/1/2024 to 6/30/2024

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Administration						
	6/27/2024	VISA	10-10-5404	Outdoor Electric	May 2024	\$122.19
	6/27/2024	VISA	10-10-5401	City Hall Electric	May 2024	\$119.87
	6/27/2024	VISA	10-10-5213	Equipment Maintenance	Mule gas	\$21.71
	6/27/2024	VISA	10-10-5312	Community Relations	drinks and staff lunches	\$227.24
	6/27/2024	Jessica Barkley	10-10-5116	Law Enforcement	06022024 06092024 HCSO Patrols	\$480.00
	6/27/2024	Alexander Pinillo	10-10-5116	Law Enforcement	06182024 HCSO PATrols	\$240.00
	6/27/2024	Ricardo Lozano JR	10-10-5116	Law Enforcement	06262024 Patrol	\$240.00
	6/27/2024	Hays County	10-10-5116	Law Enforcement	HCSO Patrol Vehicle June	\$400.00
Total						\$27,313.47
Non-Departmental						
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employer 5/21/2024	\$469.15
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employee 5/21/2024	\$363.28
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employer 5/24/2024	(\$496.96)
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employee 5/24/2024	(\$384.82)
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employer 5/24/2024	\$496.96
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employee 5/24/2024	\$384.82
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employer 5/18/2024	\$795.19

CITY OF WOODCREEK
 Council Report
 Check Date: 6/1/2024 to 6/30/2024

7/2/2024 10:40:

Item 8.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - General Fund						
Non-Departmental						
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employee 5/18/2024	\$615.74
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employer 5/4/2024	\$811.53
	6/3/2024	TMRS	10-2102	TMRS	TMRS - Employee 5/4/2024	\$628.40
	6/10/2024	EFTPS	10-2103	EFTPS	Medicare - Employer 6/1/2024	\$71.10
	6/10/2024	EFTPS	10-2103	EFTPS	Medicare - Employee 6/1/2024	\$71.10
	6/10/2024	EFTPS	10-2103	EFTPS	Social Security - Employer 6/1/2024	\$304.03
	6/10/2024	TMRS	10-2102	TMRS	TMRS - Employer 6/1/2024	\$411.15
	6/10/2024	TMRS	10-2102	TMRS	TMRS - Employee 6/1/2024	\$318.36
	6/10/2024	EFTPS	10-2103	EFTPS	Social Security-Employee 6/1/2024	\$304.03
	6/10/2024	EFTPS	10-2103	EFTPS	Federal Withholding 6/1/2024	\$451.34
	6/20/2024	ATS Engineers	10-4041	New Home Inspections	57 Brookhollow Plumbing Rough	\$55.00
	6/20/2024	Michael F. Dietz	10-4067	Variance	Variance Reimbursement	\$500.00
	6/20/2024	Denton Navarro Rocha Bernal & Zech	10-4031	Legal	May 2024	\$2,397.52
	6/20/2024	ATS Engineers	10-4041	New Home Inspections	57 Brookhollow In Slab Ins	\$55.00
Total						\$8,621.92

CITY OF WOODCREEK
 Council Report
 Check Date: 6/1/2024 to 6/30/2024

7/2/2024 10:40:

Item 8.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
70 - Capital Fund						
FY 24 Capital Projects						
	6/6/2024	Amazon Capital Services, Inc.	70-24-7001	Parks - POSAC Grant Projects	Cornhole, ping pong, bocce ball Supplies	\$76.95
					Total	\$76.95

Fund Totals

10	General Fund	\$35,935.39
70	Capital Fund	\$76.95
	Grand Total:	\$36,012.34

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

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

- Report / Recommendation to Council
- Request for Item to be Considered by Council

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

- Comprehensive Plan Advisory Work Group
- Hotel Occupancy Tax (H.O.T.) Committee
- Ordinance Review Committee
- Parks and Recreation Board
- Planning and Zoning Commission
- Platinum Roads Panel
- Tree Board
- Other: _____

Meeting Date Advisory Group Voted to Reach Out to Council: July 3, 2024

Subject of Report/Recommendation OR Request for Item to be Considered:

Approval of a Preliminary Re-plat of Oak Orchard Enclave
Lots 9A and 11A

~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	07/03/2024
Received by (City Staff Member- PRINT):	Suzanne Mac Kenzie
Date Reviewed/Signed by City Manager:	n/a
Date of Next City Council Meeting:	07/10/2024

SUMMARY / HISTORY

Council forwarded a request to review and approve a preliminary replat of lots 9A and 11A in the Oak Orchard Enclave.

RECOMMENDATION:

Motion was made by Commissioner Scott to approve Lots 9A and 11A in the Oak Orchard Enclave. Motion was seconded by Commissioner Bledsoe.

Motion carried unanimously.

Submitted by: Lydia Johns
PRINTED NAME of Chairperson

Submitted by: 
SIGNATURE of Chairperson

Date of Submission: 07/03/2024

City Manager: _____
(Signature)



June 11, 2024

Kaili Dougherty
Tri-Tech Engineering Surveying Planning
155 Riverwalk Dr.
San Marcos, TX 78666

RE: Preliminary Replat of Lot 9A & 11A Application, Oak Orchard Enclave

Dear Ms. Dougherty:

The City of Woodcreek received your application for the above subdivision on May 2, 2024. The City of Woodcreek accepted this application and have the following technical comments.

No further comments.

Please contact the City Engineer, Gary Freeland at (830) 377-4555 regarding any questions for this application.

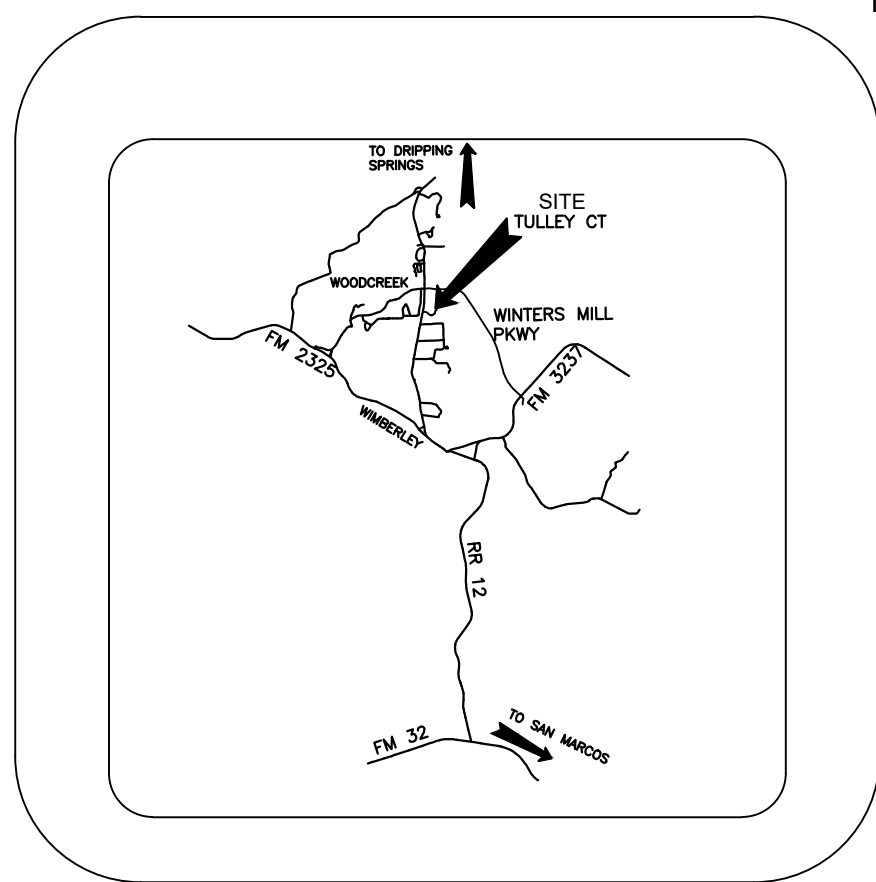
Regards

Jim Burton, City Manager
City of Woodcreek, Texas

Date: _____

CC: Gary Freeland, City Engineer (via e-mail)

**REPLAT OF LOTS 9-A & 11-A,
OAK ORCHARD ENCLAVE,
ESTABLISHING LOTS 9-AR & 11-AR,
OAK ORCHARD ENCLAVE,
CITY OF WOODCREEK
HAYS COUNTY, TEXAS**



**VICINITY MAP
(NOT TO SCALE)
ZIP CODE: 78676**

STATE OF TEXAS*
COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

That we, Enrique Ospina and wife, Liliana Delima, owners of that certain tract of land shown hereon being Lot 9-A of the recorded amended plat in Volume 18, Page 115, Plat Records of Hays County, Texas, and owners of that certain tract of land shown hereon being Lot 11-A of the recorded amended plat in Volume 18, Page 375, Plat Records of Hays County, Texas, do hereby subdivide said lots as shown hereon, and do hereby consent to all plat note requirements shown hereon, and do hereby dedicate to the public the use of public utility easements shown hereon. This subdivision is to be known as the REPLAT OF LOTS 9-A & 11-A, OAK ORCHARD ENCLAVE, ESTABLISHING LOTS 9-AR & 11-AR, OAK ORCHARD ENCLAVE, CITY OF WOODCREEK, HAYS COUNTY, TEXAS.

TO CERTIFY WHICH, WITNESS by my hand this ____ day of _____ A.D. 20__.

By: _____
Enrique Ospina
287 Tulley Court
Wimberley, Texas 78676

By: _____
Liliana De Lima
287 Tulley Court
Wimberley, Texas 78676

STATE OF TEXAS*
COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

Before me, the undersigned authority, on this day personally appeared Enrique Ospina, known to me to be the persons whose name is subscribed to the foregoing instrument and acknowledged to me that they have executed the same for the purposes and consideration therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL of office this ____ day of _____ A.D. 20__.

NOTARY PUBLIC in and for Hays County, Texas

STATE OF TEXAS*
COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

Before me, the undersigned authority, on this day personally appeared Liliana De Lima, known to me to be the persons whose name is subscribed to the foregoing instrument and acknowledged to me that they have executed the same for the purposes and consideration therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL of office this ____ day of _____ A.D. 20__.

NOTARY PUBLIC in and for Hays County, Texas

STATE OF TEXAS*
COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

I, Elaine H. Cardenas, County Clerk of Hays County, Texas, do hereby certify that the foregoing instrument of writing with its certificate of authentication was filed for record in my office on the ____ day of _____, A.D. 20__, at _____ o'clock _____m., in the plat records of Hays County, Texas, in Instrument Number _____.

WITNESS my hand and seal of office this the ____ day of _____, A.D. 20__.

Elaine H. Cardenas
County Clerk
Hays County, Texas

STATE OF TEXAS*
COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

I, Colin Bromley, Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correctly made from an actual survey made on the ground of the property legally described hereon, and that there are no apparent discrepancies, conflicts, overlapping of improvements, visible utility lines or roads in place, except as shown on the accompanying plat, and that the corner monuments shown thereon were properly found or placed under my supervision in accordance with the City of Woodcreek Subdivision Regulations.

TO CERTIFY WHICH, WITNESS by my hand and seal this ____ day of _____ A.D. 20__.

RELEASED FOR REVIEW 6/3/24
Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
Colin Bromley
Registered Professional Land Surveyor No. 6955, State of Texas
Date _____

STATE OF TEXAS*
COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

I, Al Carroll, Registered Professional Engineer in the State of Texas, do hereby certify that this subdivision in the Contributing Zone of the Edwards Aquifer and is not located in the Edwards Aquifer Recharge Zone, nor is it in the Barton Springs Segment of the Edwards Aquifer Recharge Zone; it is however located within Zone X flood areas, as denoted hereon, and as defined by Federal Emergency Management Administration Flood Hazard Boundary Map, Community Panel Number, 48209C 0238 F effective date September 2, 2005, and that each lot conforms to the City of Woodcreek Subdivision Regulations.

TO CERTIFY WHICH, WITNESS by my hand and seal at this ____ day of _____ A.D. 20__.

RELEASED FOR REVIEW 6/3/24
Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
Al Carroll
Registered Professional Engineer, No. 119251
State of Texas
Date _____

STATE OF TEXAS*
CITY OF WOODCREEK*

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the requirements of the City of Woodcreek. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The City of Woodcreek disclaims any responsibility to any member of the public for independent verifications of the representation, factual or otherwise, contained in this plat and the documents associated with it.

Kevin Rule, City Manager
City of Woodcreek, Texas
Date _____

I, Gary Freeland, City Engineer of the City of Woodcreek, Texas do hereby certify that this subdivision plat conforms to all requirements of the Subdivision Regulations to which approval is required.

Gary Freeland, City Engineer
City of Woodcreek, Texas
Date _____

I, Kevin Rule, City Manager of the City of Woodcreek, Texas hereby certify that this subdivision plat conforms to all requirements of the Subdivision Regulations to which approval is required.

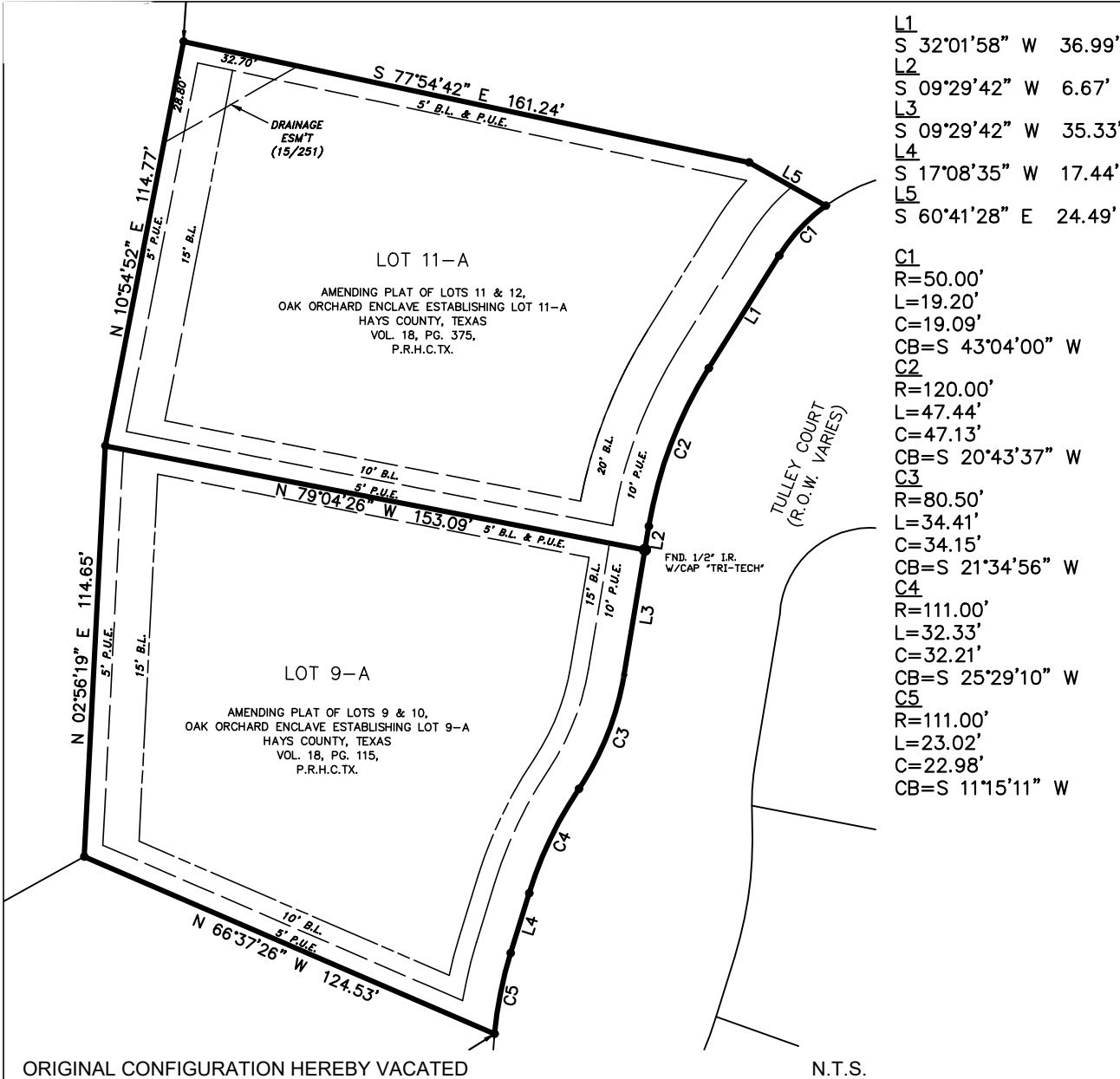
Kevin Rule, City Manager
City of Woodcreek, Texas
Date _____



PLAT NOTES

- 1. This subdivision lies within the boundaries of the Edwards Aquifer Contributing Zone.
- 2. No portion of this subdivision lies within the boundaries of the 100 year floodplain as delineated on Hays County F.I.R.M. Community Number 48209C and the City of Woodcreek Community Number 481641, Panel No. 0238 F, effective date September 2, 2005.
- 3. This subdivision lies within the Wimberley Independent School District.
- 4. This subdivision contains 2 residential lots for a total of 0.82 acres.
- 5. Water supply for this subdivision is to be provided by Aqua Source, Inc. No structure in this subdivision shall be occupied until connected to public water system.
- 6. Rainwater collection is encouraged and in some areas may offer the best renewable water resource.
- 7. Electricity for this subdivision is provided by Pedernales Electric Cooperative, Inc.
- 8. Telephone service for this subdivision is provided by Frontier Communications.
- 9. This subdivision lies within the City Limits of The City of Woodcreek and is subject to its ordinances.
- 10. Wastewater treatment for this subdivision is to be provided by Aqua Source, Inc. No structure in this subdivision shall be occupied until connected to a public sewer system.
- 11. No object, including buildings, fencing or landscaping which would interfere with conveyance of stormwater, shall be placed or erected within a Drainage Easement. The owner(s) of any lot(s) upon which drainage facilities are located, including detention, shall be responsible for maintenance and up keep of such facilities.
- 12. There is hereby dedicated a ten (10) foot wide Public Utility, Drainage, and Embankment/Backslope Easement adjacent to all street right-of-way lines and a five (5) foot wide Public Utility and Drainage Easement adjacent to all non-street lot lines.
- 13. Development is limited to one single family residence per lot.
- 14. Improvements exist on these lots which are not shown on this plat.
- 15. There are no existing encroachments and there will not be any encroachments in the building setback lines or public utility easements of this replat.
- 16. Bearings are based on the Texas Coordinate System – South Central Zone, NAD83.
- 17. Topographic information shown hereon derived from TNRIS LIDAR contours (2') for the Driftwood Quadrangle data set.

**REPLAT OF LOTS 9-A & 11-A,
OAK ORCHARD ENCLAVE,
ESTABLISHING LOTS 9-AR & 11-AR,
OAK ORCHARD ENCLAVE,
CITY OF WOODCREEK
HAYS COUNTY, TEXAS**



- L1 S 32°01'58" W 36.99'
- L2 S 09°29'42" W 6.67'
- L3 S 09°29'42" W 35.33'
- L4 S 17°08'35" W 17.44'
- L5 S 60°41'28" E 24.49'
- C1 R=50.00'
L=19.20'
C=19.09'
CB=S 43°04'00" W
- C2 R=120.00'
L=47.44'
C=47.13'
CB=S 20°43'37" W
- C3 R=80.50'
L=34.41'
C=34.15'
CB=S 21°34'56" W
- C4 R=111.00'
L=32.33'
C=32.21'
CB=S 25°29'10" W
- C5 R=111.00'
L=23.02'
C=22.98'
CB=S 11°15'11" W

A 0.82 ACRE TRACT OF LAND, BEING LOT 9-A, AMENDING PLAT OF LOT 9 & 10, OAK ORCHARD ENCLAVE ESTABLISHING LOT 9-A, RECORDED IN VOL. 18, PG. 115 OF THE PLAT RECORDS OF HAYS COUNTY, TEXAS, AND LOT 11-A, AMENDING PLAT OF LOT 11 & 12 OAK ORCHARD ENCLAVE ESTABLISHING LOT 11-A, RECORDED IN VOL. 18, PG. 375 OF THE PLAT RECORDS OF HAYS COUNTY, TEXAS, SAID 0.82 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

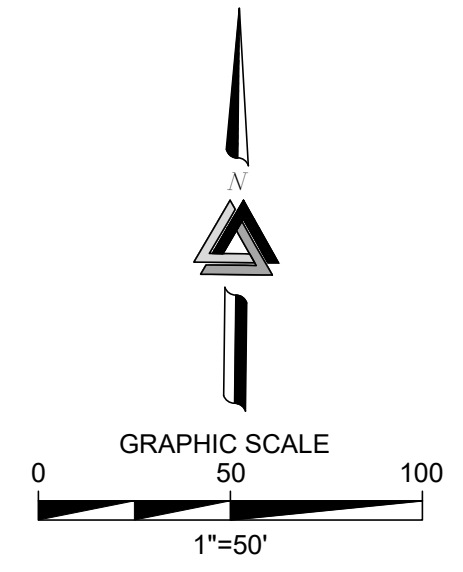
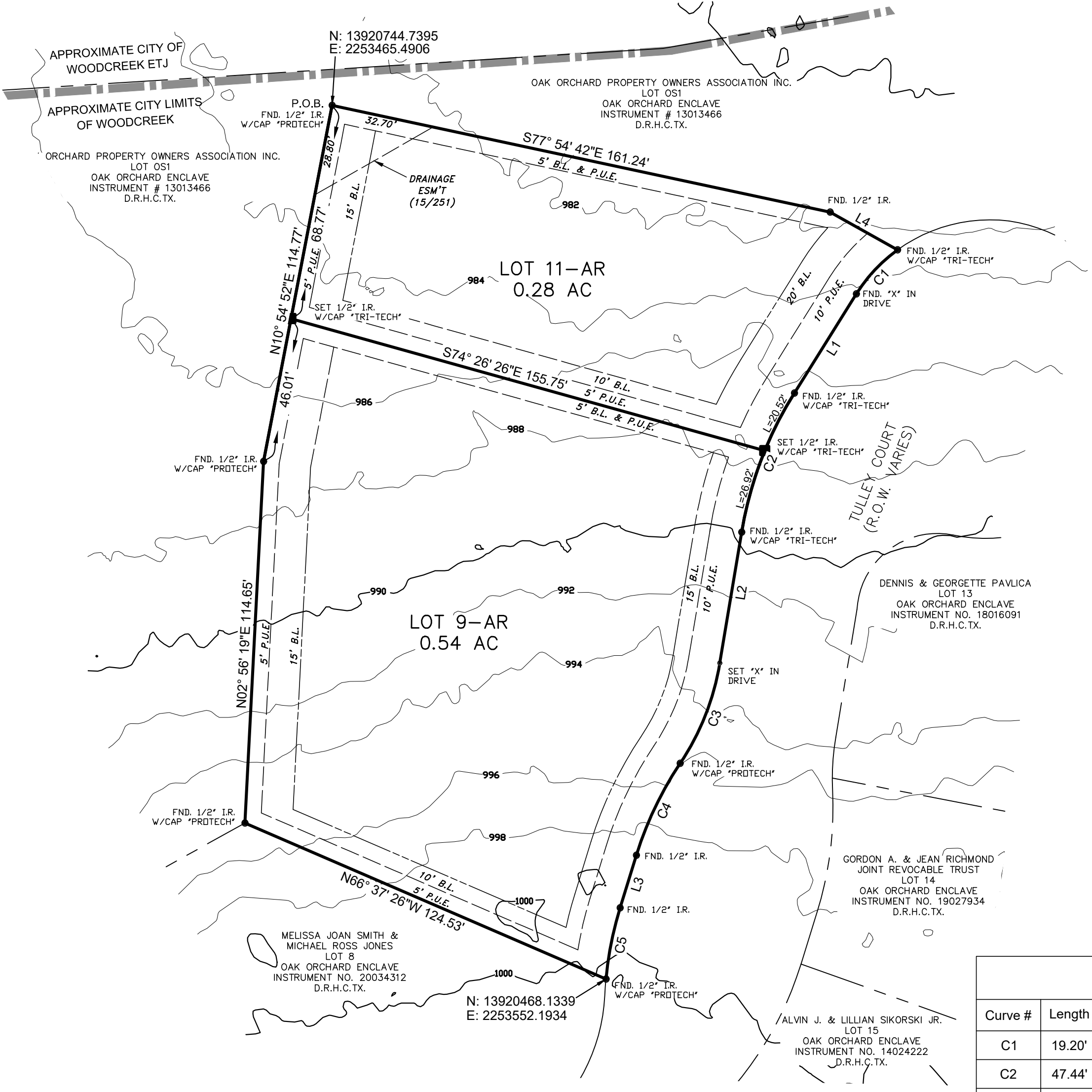
BEGINNING at a 1/2" iron rod with "PROTECH" cap found for an angle point in the south line of Lot OS1 of Oak Orchard Enclave, recorded in Ins. No. 13013466 of the Deed Records of Hays County, Texas, same being the north west corner of said Lot 11-A, for the north west corner of herein described tract;

THENCE with south the line of said Lot OS1 and the north line of said Lot 11-A the following two (2) courses and distances:
 1) S 77°54'42" E a distance of 161.24' to a 1/2" iron rod found;
 2) S 60°41'28" E a distance of 24.49' to a 1/2" iron rod with "TRITECH" cap found for a point of curvature in the west right-of-way of Tulley Court for the northwest corner of said Lot 11-A;

THENCE with the west line of Tulley court and the east line of said Lot 11-A the following eight (8) courses and distances:
 1) following a curve to the left having a radius of 50.00', a length of 19.20', and a chord which bears S 43°04'00" W a distance of 19.09' to a "X" found in drive;
 2) S 32°01'58" W a distance of 36.99' to a 1/2" iron rod with "TRITECH" cap found;
 3) following a curve to the left having a radius of 120.00', a length of 47.44', and a chord which bears S 20°43'37" W a distance of 47.13' to a 1/2" iron rod with "TRITECH" cap found;
 4) S 09°29'42" W a distance of 42.00' to a "X" set in drive;
 5) following a curve to the right having a radius of 80.50', a length of 34.41' and a chord which bears S 21°34'56" W a distance of 34.15' to a 1/2" iron rod with "TRITECH" cap found;
 6) following a curve to the left having a radius of 111.00', a length of 32.33' and a chord which bears S 25°29'10" W a distance of 32.21' to a 1/2" iron rod found;
 7) S 17°08'35" W a distance of 17.44' to a 1/2" iron rod found;
 8) following a curve to the left having a radius of 111.00', a length of 23.02' and a chord which bears S 11°15'11" W a distance of 22.98' to a 1/2" iron rod with "TRITECH" cap found for the south east corner of said Lot 9-A and the north east corner of Lot 8 of said Oak Orchard Enclave, for the south east corner of herein described tract;

THENCE N 66°37'26" W with the common line of said Lot 9-A and said Lot 8 a distance of 124.53' to a 1/2" iron rod with "PROTECH" cap found for the common west corner of said Lot 8 and said Lot 9-A and an angle point in the south line of said Lot OS1 for the south west corner of herein described tract;

THENCE with the west line of said Lot 9-A and said Lot 11-A and the south line of said Lot OS1 the following two (2) courses and distances:
 1) N 02°56'19" E a distance of 114.65' to a 1/2" iron rod with "PROTECH" cap found;
 2) N 10°54'52" E a distance of 114.77' to the POINT OF BEGINNING containing 0.82 acres of land, more or less.



Line Table		
Line #	Length	Direction
L1	36.99'	S32° 01' 58"W
L2	42.00'	S09° 29' 42"W
L3	17.44'	S17° 08' 35"W
L4	24.49'	S60° 41' 28"E

Curve Table				
Curve #	Length	Radius	Chord Bearing	Chord Length
C1	19.20'	50.00'	S43° 04' 00"W	19.09'
C2	47.44'	120.00'	S20° 43' 37"W	47.13'
C3	34.41'	80.50'	S21° 34' 56"W	34.15'
C4	32.33'	111.00'	S25° 29' 10"W	32.21'
C5	23.02'	111.00'	S11° 15' 11"W	22.98'

PLAN 57XX
SM-23-1127000
SMS-MC732-24

LEGEND			
■	IRON ROD W/ TRI-TECH CAP SET	R.O.W.	RIGHT OF WAY
●	IRON ROD FOUND	P.U.E.	PUBLIC UTILITY EASEMENT
I.R.	IRON ROD	O.P.R.H.C.T.X.	OFFICIAL PUBLIC RECORDS OF HAYS COUNTY, TEXAS
I.P.	IRON PIPE	P.R.H.C.T.X.	PLAT RECORDS OF HAYS COUNTY, TEXAS
FND	FOUND	M.P.R.H.C.T.X.	MAP AND PLAT RECORDS OF HAYS COUNTY, TEXAS
B.S.L.	BUILDING SETBACK LINE	R.P.R.H.C.T.X.	REAL PROPERTY RECORDS OF HAYS COUNTY, TEXAS

JUNE 3, 2024

SURVEYOR: ENGINEER:

TRI-TECH
ENGINEERING SURVEYING PLANNING
155 RIVERWALK DRIVE
SAN MARCOS, TEXAS 78666
PH: 512-440-0222

www.tritechtx.com TBPLS REGIS. #: 10193729
TBPE REGIS. #: F-18693

SHEET 2 of 2

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

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

- Report / Recommendation to Council
- Request for Item to be Considered by Council

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

- Comprehensive Plan Advisory Work Group
- Hotel Occupancy Tax (H.O.T.) Committee
- Ordinance Review Committee
- Parks and Recreation Board
- Planning and Zoning Commission
- Platinum Roads Panel
- Tree Board
- Other: _____

Meeting Date Advisory Group Voted to Reach Out to Council: July 3, 2024

Subject of Report/Recommendation OR Request for Item to be Considered:
Joint Public Hearing To Re-Zone the Triangle

~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	07/03/2024
Received by (City Staff Member- PRINT):	Suzanne McKenzie
Date Reviewed/Signed by City Manager:	nh
Date of Next City Council Meeting:	07/10/2024

SUMMARY / HISTORY

On April 24, 2024, City Council placed the re-zoning of the Triangle property located at the intersection of Brookhollow Drive and Woodcreek Drive on the Planning and Zoning agenda for May 1, 2024.

The Planning and Zoning Commission did not meet on May 1st or June 5th, for lack of a quorum.

In researching the property, it was discovered that there was not an "owner of record", nor a Property ID for the Triangle. Since it was not technically City property, an email was sent to the City Secretary by Vice-Chair Johns, requesting a review of the property by the Hays County Appraisal District.

Hays County then responded by identifying the City of Woodcreek as the owner of record, classified the Triangle as exempt and gave it a property ID number, including a copy of the updated county property map.


Once this was done, it was placed on the July 3rd Planning and Zoning Commission agenda.

RECOMMENDATION:

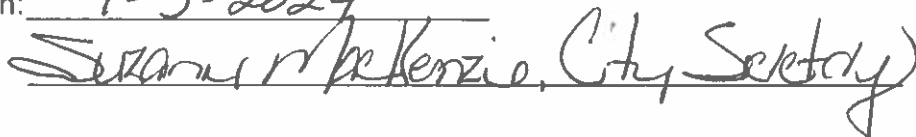
Motion was made by Commissioner Duncan to recommend to Council this space be rezoned from a Right-of-Way to a city park. Motion was seconded by Commissioner Bledsoe.
Motion carried unanimously.

Motion was made by Commissioner Bledsoe that we have a Joint Public Hearing about the park with Council. Motion was seconded by Commissioner Palm.
Motion carried unanimously.

Submitted by: Lydia Johns
PRINTED NAME of Chairperson

Submitted by: 
SIGNATURE of Chairperson

Date of Submission: 7-3-2024

City Manager: 
(Signature)

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

- Report / Recommendation to Council Request for Item to be Considered by Council

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

- Comprehensive Plan Advisory Work Group Hotel Occupancy Tax (H.O.T.) Committee
 Ordinance Review Committee Parks and Recreation Board
 Planning and Zoning Commission Platinum Roads Panel
 Tree Board Other: _____

Meeting Date Advisory Group Voted to Reach Out to Council: July 3, 2024

Subject of Report/Recommendation OR Request for Item to be Considered:
Biennial Review of the City's Comprehensive Plan

~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	7/3/24
Received by (City Staff Member- PRINT):	
Date Reviewed/Signed by City Manager:	
Date of Next City Council Meeting:	

SUMMARY / HISTORY

Planning and Zoning is tasked with reviewing the Comprehension Plan on a Biennial basis. The Comprehensive Plan was adopted in October of 2022, so it was due by October of 2024. Planning and Zoning reviewed the entire document on March 6, 2024. At the July 3, 2024 meeting, Commissioner Johns provided a summary of the plan and the areas of action were reviewed as to items that have been addressed over the course of the two year period. Items in red are information as to the actions taken. Two items of note were the changes of Platinum Panel which has been changed to Infrastructure and Mobility and the Accounting methods of the city has changed to a Fund Balance Accounting method. Infrastructure and Mobility has been tasked with more items than just roads. That is also noted in red.

RECOMMENDATION:

Motion was made by Commissioner Johns to send our Biennial review of the City of Woodcreek's Comprehensive Plan to Council, highlighting the Infrastructure and Mobility as a change and fiscal system. Motion was seconded by Commissioner Carson Bledsoe.

Motion passed unanimously.

Submitted by: Lydia Johns
PRINTED NAME of Chairperson

Submitted by: _____
SIGNATURE of Chairperson

Date of Submission: 07/03/2024

City Manager: _____
(Signature)

Summary of Action

Action Items – Items in **(RED)** are input from the review process.

Vision for Woodcreek - Pages 47-68

- **Four target areas identified – Natural Systems, physical systems, fiscal systems, and land use**

Natural Systems

Goal - Preserve Woodcreek's natural, rural setting

Strategy 1: Protect What Exists

- Enforce protective regulations for trees **(Created Tree Board, New Tree ordinances and protections in place, Woodcreek earned Tree City USA designation, Park clean up held for 2023 Earth Day)**
- Community education programs for **(Has not been visible to community, Area to be addressed more in future)**
 - Rainwater collection
 - Oak wilt
 - Drought tolerant landscaping
 - Reducing chemical use in landscaping
- Incentivize rainwater collection **(Being addressed)**
- Protect impervious cover limits and create regulations for Middle Trinity and Jacob's Well Recharge Zones **(Currently in Ordinances)**
- Create Green Building initiatives **(Progress pending)**
- Promote protection of natural habitats and ecosystems
- Participate in Annual Arbor Day events and promote tree planting **(Great progress noted)**
- Invest in public land through tree care, planting, watering and other activities to improve public spaces **(Addition of parks)**

Strategy 2: Increase and Improve Parks and Greenspaces

- Update Parks Master Plan **(Not done as of review)**
- Pursue purchase of additional parkland or greenspace **(Some progress)**
- Review and revise plating and subdivision codes to promote more greenspace allocation in design **(In process)**
- Pursue grants and other funding to improve park amenities with a playscape as top priority **(POSAC Grant made improvements possible – Gazebo at Triangle, Playground at Creekside and August Park game tables. Permanent bathroom at Creekside is in approval process. Gazebo has garden and possible raincollection)**

Summary of Action

- in planning stage. Brookmeadow Island at Augusta is a pollinator garden)
- e) Consider and plan to achieve goal of community pool (Not at this review time)
 - f) Consider placement of a dog park (Not at this review time)

Physical Systems

Goal: Improve existing structures with focus on roads and mobility

Strategy 1: Re-negotiate franchise agreements to lower rates and improve customer service (City of Woodcreek has little input in rates)

- a) Electricity – survey showed general satisfaction with PEC. (PEC is a coop and imposed new rates through their own process)
- b) Water and Sewer – survey showed low satisfaction ratings for Aqua Texas. This public utility should be seen as a high priority for action (Working with Aqua Texas – New personnel and resources brought in. Positive changes in customer service and infrastructure repairs)
- c) Cable/Internet – survey showed general satisfaction with Spectrum with noted outages, rising costs and slowness/connectivity
- d) Telephone – Fewer people are using landlines
- e) Trash/Recycling – survey showed satisfactory rating for Waste Connections (Working with Waste Connections during major events for bulk pick ups and other days as needed)

Strategy 2: Repair all roads in the City of Woodcreek and create a long-term maintenance plan (Road bond passed – all roads, except Deerfield, received new surfacing. Community Block Grant awarded to Woodcreek for Deerfield area. Freeland-Turk hired to address city-wide drainage issues. City-wide signage programs being developed)

- a) Develop a Master Transportation Plan and Policy – Platinum Roads Panel (Master Transportation Plan is really a Road Maintenance Plan and the Platinum Roads Panel has become the Infrastructure and Mobility Planning Board)
- b) Finish the creation of the Capital Improvements Plan – Platinum Roads Panel (Change to Infrastructure and Mobility Planning Board)
- c) Pursue grants and alternative funding sources (ongoing)
- d) Address drainage and traffic calming with road improvements (ongoing)

Summary of Action

Strategy 3: Create walking trails to address pedestrian safety (Assigned to Infrastructure and Mobility Planning Board – No action as of this review)

- a) Seek alternative funding through grants
- b) Work with the Hays County on existing trails projects
- c) Obtain engineering studies to work on placement of trails in the community
- d) Utilize citizen feedback to create a plan and prioritize routes
- e) Create a timeline for execution of plan, including funding

Fiscal Systems

Goal: Reduce the burden on taxpayers and over reliance on increasing ad valorem taxes to fund city projects

Strategy 1: Maintain suitable reserves and manage the annual budget to reduce excess spending (Funding and budget process has changed to a Fund Balance system to allow for individual fund balances for future projects. This is to identify specific funds rather than using a general reserve fund.)

- a) Decrease annual spending in Maintenance and Operations budget area to provide funds for projects instead of using reserve funds
- b) Do not spend over \$500,000 of the Net Reserves and maintain 2 months of operating expenses from the Committed Funds Balance in the General Fund
- c) Utilize existing reserves, no more than half of the General Fund reserves in any single year, to fund small projects rather seeking more debt.

Strategy 2: Increase income outside of ad valorem taxes

- a) Promote local businesses – (Cigar Lounge opened and new golf course owners are adding new resources – Grill and holding events)
- b) Use Woodcreek as the city designation for online purchases (This has been openly encouraged)
- c) Consider increasing the Hotel Occupancy Tax from 0 to create special restricted funds to promote community, tourism and city-wide improvements as allowed by governing code (HOT committee formed to review possibilities)

Summary of Action

Strategy 3: Seek advantageous development and franchise agreements (This may be a mute point with recent legislative changes to ETJs, land owners are leaving the ETJ)

- a) Pursue advantageous annexation agreements for any new development in the ETJ
- b) Consider creation of an Economic Development Plan Committee to oversee these actions and create policy to ensure the City can sustain itself

Strategy 4: Pursue alternative and outside funding

- a) Seek grants to fund desired projects (ongoing – Grant Applications for rainwater collection at City Hall, Community Block Grant, POSAC grant, Aqua Texas donated a water fountain for the Triangle, Community Garden and Boy Scout/Master Gardener project at August park)
- b) Encourage Parks Board to pursue a citizen based non-profit 501(c)(3) to raise funds for parks projects and walking trails (In process – Friends of Woodcreek non-profit is pending,)

Land Use

Goal: Maintain Woodcreek’s Character and promote sustainable resource management

Strategy 1: Preserve the rural and residential character of the community (Some progress – Committee to review code revision. Brookmeadow Overlay to create 1 acre minimum lot size)

- a) Review and update building and development ordinances
- b) Update subdivision and platting requirements – more strict with regard to division steps and include environmental study

Strategy 2: Protect the watershed (Water Task Force formed to address water conservation in Woodcreek)

- a) Limit impervious coverage
- b) Encourage sustainable building practices
- c) Promote water-wise landscaping
- d) Create protections in the Jacob’s Well and Middle Trinity Aquifer recharge zones to limit development and minimize impervious coverage
- e) Utilize steep slopes and water quality management code to regulate development in the ETJ – managing impervious cover and maintaining natural landscapes to minimize erosion and less impact of flooding

Summary of Action

- f) Encourage developers to utilize conservation style development in the ETJ and uphold parkland and greenspace regulations
- g) Enforce the Heritage and Protected Tree preservation efforts

Strategy 3: Seek to encourage development that aligns with resident preferences

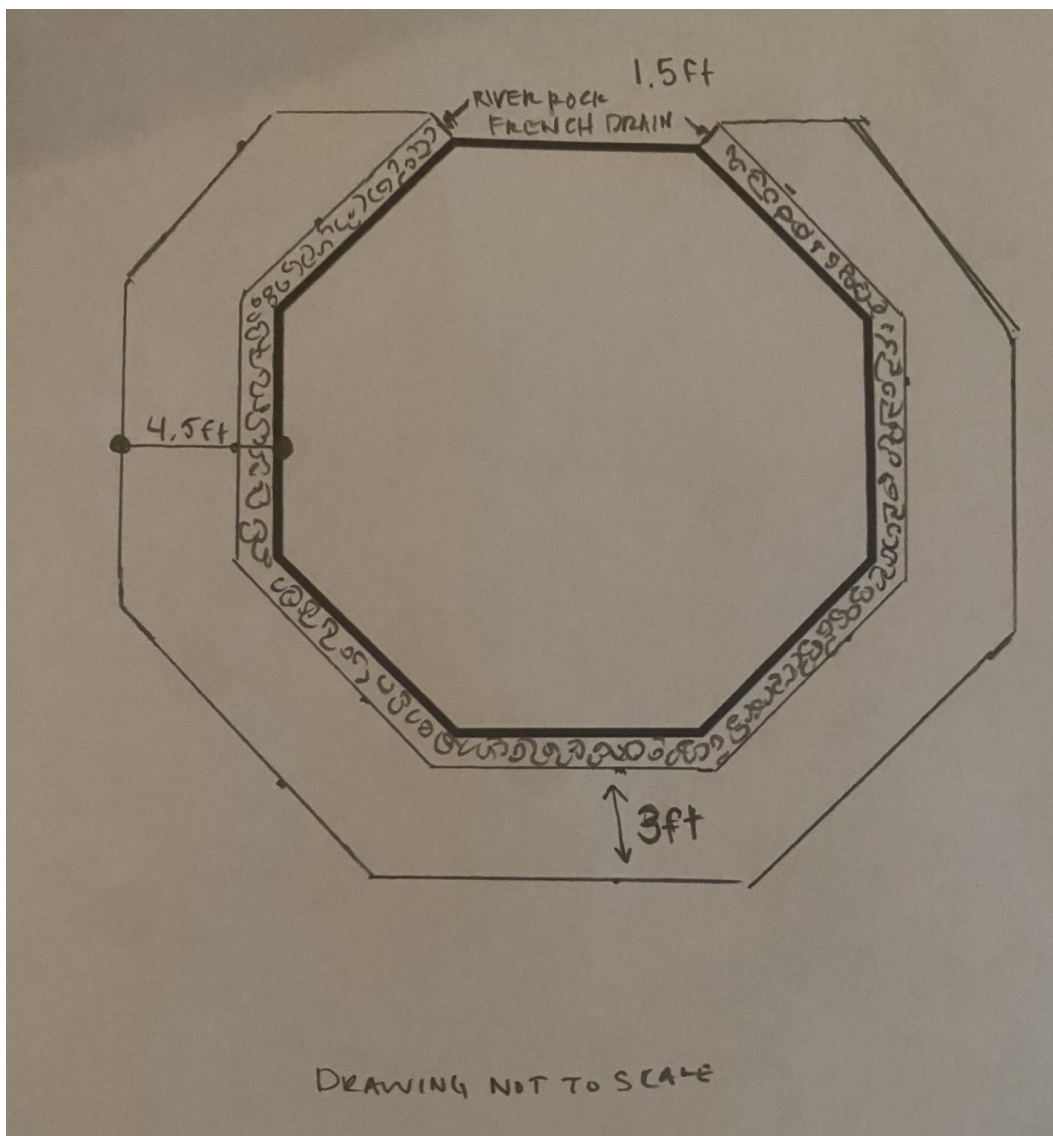
- a) Look for commercial opportunities that align with residents interest
- b) Do not duplicate resources available in Wimberley
- c) Enforce minimal impact for resources, such as water.
- d) Seek business that bring new money into the community rather than re-circulate existing income or one that takes away income.

The Triangle Beautification Project

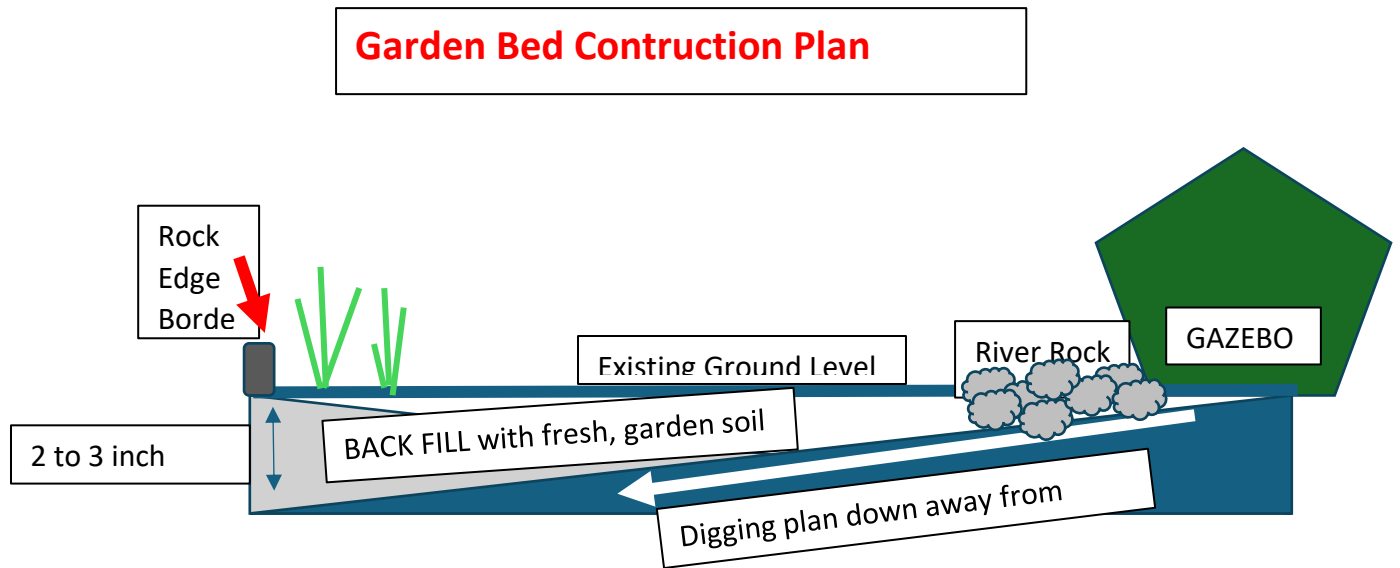
Final Proposal

The original proposal was to dedicate \$2000 to this project. The Council approved this project and initial design with the understanding that a final proposal would be submitted for review and input prior to starting work.

Here is the basic design:



The final concept plan will involve an organic edged, natural rock border that roughly follows the pattern of the Gazebo. The plan includes a touch of site work to grade down away from the gazebo foundation for drainage with a small "French drain" style border around the base of the foundation. Plants would go in the outer bed rim in the fall (rainwater collection installation dependent) or in the spring of 2025.



A Desert Willow has been planted and will be incorporated into the bed.

Mulch can be acquired for free, there will be an estimated cost for a pallet of garden dirt and river rocks. A pallet of dirt is roughly \$800 and the river rocks would be around \$700.

Dirt removed will be utilized to create a sub-base for the ADA compliant entrance ramp.

MSI
Multi-Colored 0.5 cu. ft. per Bag (1 in. to 2.5 in.) Bagged Landscape Pebbles (1 Bag/0.5 cu. ft.)

★★★★★ (222) Questions & Answers (47)



Ship to Store
Jul 1 - Jul 5
7,814 available
FREE

Delivery
Tuesday, Jul 2
7,814 available
FREE

How much will you need?
Please note: calculations are estimates only

Calculate by:
 Width x Length x Depth
 Square Footage x Depth

Space 1 🏠
Width: ft. Length: ft. Depth: in.
3 in. recommended

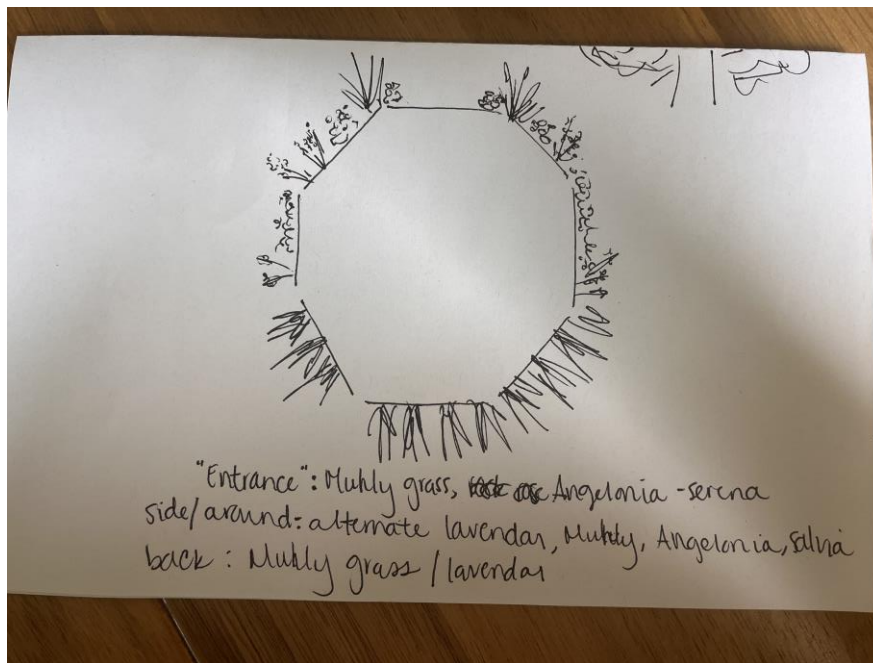
+ Add Space

Calculate

33 bags
will cover 16.50 cu. ft.


\$692.01
Est. Total


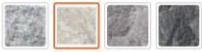
Plant recommendations by local Master Gardeners, estimated cost \$400.





There will be a rainwater collection system proposed separately later.

Estimated rock cost and possible styles:

35 **Top Rated** 




\$799⁰⁰ /pallet
★★★★★ (142)
Model# 21005



\$799⁰⁰ /pallet
★★★★★ (55)
Model# 20906

36

Nantucket Pavers
Cobblestone 10 in. x 7 in. x 4 in. Buff Granite Edging (50-Pieces/41 Linear ft./Pallet)

Nantucket Pavers
Cobblestone 9 in. x 5 in. x 5 in. Rose Granite Edging (75-Pieces/56 Linear ft./Pallet)

 **Li**
s*

TOTAL EXPECTED COST CLOSER TO \$3000, but we are seeking donations.

**THE CITY OF WOODCREEK
ORDINANCE NO. 24-333**

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, ADOPTING THE PUBLIC INFORMATION POLICY OF THE CITY OF WOODCREEK; ESTABLISHING STANDARDS FOR REQUESTING, PROCESSING, DISCLOSING, AND WITHOLDING CITY RECORDS; PROVIDING FOR THE FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; EFFECTIVE DATE; AND PROPER NOTICE & MEETING

- WHEREAS** the City Council of the City of Woodcreek ("City Council") seeks to provide standards for requesting, processing, disclosing, and withholding records of the City of Woodcreek, Texas ("City"); and
- WHEREAS** the City Council desires to adopt a Public Information Policy as a guide for conducting City Business in a professional and uniform manner; and
- WHEREAS** the City Council finds that such policy will promote and increase efficiency, responsiveness to the public and economy in City Government; and
- WHEREAS** the City Council finds that such guidelines will also provide a fair and equal opportunity for obtaining access to information; and
- WHEREAS** the City Council finds that reducing the duplication of efforts and increasing the efficiency with which requests are handled is necessary; and
- WHEREAS** the City Council finds that such guidelines will demonstrate the City's commitment to an informed citizenry so as to further the public's control over the instruments they have created; and
- WHEREAS** the City Council finds that it is necessary and proper for the good government, peace or order of the City to adopt an ordinance adopting a public information policy.

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

I.

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

II.

This Ordinance applies to all data, documents, forms and information managed or possessed by the City. This Ordinance applies to all requests for information submitted to the City after the date of enactment.

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III.

DEFINITIONS.

(A) Rules of Interpretation. Words and phrases used in this Ordinance shall have the meanings set forth in this section, unless a conflicting definition appears in Texas state law. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the Code of Ordinances or under Chapter 552 of the Texas Local Government Code, the Public Information Act, shall be given their common, ordinary meaning unless the context, words used in the present tense shall include the future tense, words in the plural number shall include the singular number (and vice versa), and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.

(B) Specific definitions.

- i. City Administrator: The Chief Administrative Officer appointed by the City Council.
- ii. City Hall: The City's Administrative Office Building located at 41 Champions Circle, Woodcreek, Texas 78676.
- iii. City Official: All elected city officials including the mayor and city council members, as well as persons appointed as members of a city board, commission or committee.
- iv. City Secretary: The City's Officer for Public Information and the Records Management Officer.
- v. Officer for Public Information: The City Secretary.
- vi. Public Information Act: The Texas Public Information Act, Chapter 552 of the Texas Local Government Code.

Deleted: iii

Deleted: i

IV.

INFORMATION MANAGEMENT.

(A) Conflicts. This Ordinance is a guide for City Employees and Officers. It should be in no way construed as modifying state laws regarding disclosure of public information or the retention of local government records. This Ordinance is to be read in harmony with other such policies and state statutes when possible so as to give effect to the stated purpose of this Ordinance.

(B) Record Retention. All "local government records", as defined by the Local Government Records Act, Chapter 201, Texas Local Government Code, as may be amended, shall be maintained in compliance with that statute and any other relevant City policies. All mandatory retention periods established by the Records Retention Schedule set forth in the Texas State Library and Archives Commission shall be closely observed. This Ordinance is to be interpreted and

93 implemented in harmony with any and all retention schedules.

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95

96 (C) Records Management. This Ordinance is to be interpreted and implemented in harmony with
97 any and all Record Management Program(s) adopted under Chapter 203 of the Texas Local
98 Government Code.

99

100 (D) All City Officials and Employees shall ensure that any information they create, transmit,
101 receive, or maintain in their official capacity, or while performing official business or a
102 governmental function on behalf of the City, which pertains to official business of the
103 City is preserved in accordance with the City's Records Retention Schedule and promptly
104 produced in response to a request for public information.

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V.

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109 PROCEDURES.

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111 (A) Signage Required.

112 i. As required by the Act, the City's OPI shall prominently display the sign prescribed by
113 the Attorney General that contains basic information about the rights of a
114 requestor, the responsibilities of a governmental body, and the procedures for
115 inspecting or obtaining a copy of public information at the following locations:

116

- 117 *The City's website;*
- 118 *The City's Main Message Board, located at Woodcreek City Hall; and*
- 119 *The Office of the City Secretary.*

120

121 ii. The physical sign must be displayed on paper at least 8-1/2" x 14".

122

123 (B) Method of Making Written Request for Public Information.

124 i. The City designates the following mailing address and electronic mail for receiving
125 written requests for public information. The City shall provide the designated mailing
126 address and electronic mailing address to any person on request. The City will only
127 respond to a written request for public information that is delivered to the City's OPI
128 by one of the following methods:

129

- 130 (a) *United States mail addressed as follows:*
- 131 *The City of Woodcreek*
- 132 *Office of the City Secretary*
- 133 *41 Champions Circle*
- 134 *Woodcreek, Texas 78676*
- 135
- 136 (b) *electronic mail sent to: OpenRecordsRequest@WoodcreekTX.gov*
- 137
- 138 (c) *hand delivery to the City's OPI or designated representative*
- 139
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VI.

CHARGES FOR INFORMATION.

- 144
- 145
- 146 (A) Full cost recovery. To the extent possible, the costs of responding to particular requests for information are
- 147 to be borne by the requestor and not by the citizens of the City. All requests for information are subject to
- 148 reasonable charges that include the costs related to reproducing information such as the costs of materials,
- 149 labor and overhead, as allowed by law. The City follows the guidelines established by the state when
- 150 applicable. Exceptions can be made in those rare and unusual situations in which the City Secretary
- 151 determines that waiving charges is in the public interest.
- 152 (B) Charges for copies and inspection.
- 153 (1) Copy charge. The charge shall be ten cents(\$0.10) per page for eight and one-half inches by 11 inches
- 154 black and white copies.
- 155 (2) Labor and overhead. Labor and overhead shall be charged as allowed by the Texas Administrative
- 156 Code §70.3, Chapter 552, Texas Government Code, Public Information Act and related rules adopted
- 157 pursuant to the Public Information Act.
- 158 (C) Computer-compatible media. If a requestor asks that information be provided on a flash drive, computer
- 159 disk, or other computer-compatible media, and the requested information is electronically stored, the City
- 160 shall provide the information on computer-compatible media if the City has the technological capability to do
- 161 so. The City is not required to purchase any hardware, software, or programming capabilities that it does not
- 162 already possess to accommodate a particular kind of request. If the City does not have the required
- 163 technological capabilities to comply with the request in the format preferred by the requestor, the City shall
- 164 proceed in accordance with the Texas Public Information Act.
- 165 (D) Other charges. All other fees shall be charged in accordance with the City's public information policy, the
- 166 Public Information Act, and the rules adopted in accordance with the Public Information Act.

VII.

PROHIBITED ACTS.

- 167
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- 172 (A) Unauthorized access to records. It shall be unlawful for any person other than a City Officer or Employee to
- 173 open city filing cabinets, drawers, binders, or file storage boxes at City Hall without the express permission of
- 174 the City Administrator or City Secretary.

175 (B) Unauthorized removal of records. It shall be unlawful for any person other than a City Officer or Employee
176 to remove documents, forms, files, information or data from City Hall without the express permission of the
177 City Administrator or City Secretary.

178 (C) Unauthorized destruction of records. It shall be unlawful for any person other than a City Officer or
179 Employee to destroy, deface, obscure, tear, shred, or dispose of documents, forms, files, information or data
180 from City Hall without the express permission of the City Administrator or City Secretary.

181 (D) Unauthorized disclosure of information. It shall be unlawful for any person to disclose to the public any
182 confidential documents, forms, files, information or data from City Hall without the express permission of
183 the City Administrator or City Secretary.

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188 **SEVERABILITY CLAUSE:** Should any of the clauses, sentences, paragraphs, sections or parts of this
189 Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative
190 agency with jurisdiction over the matter, such action shall not be construed to affect any other valid
191 portion of this Ordinance. All provisions of this Ordinance are declared severable.

192

193 **CUMULATIVE CLAUSE:** This Ordinance shall be cumulative of all provisions of ordinances of the City
194 except where provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in
195 which event the conflicting provisions of such ordinances are hereby repealed.

196

197 **REPEALER CLAUSE:** All Ordinances, Resolutions, or parts thereof, that are in conflict or inconsistent
198 with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions
199 of this Ordinance shall be and remain controlling as to the matters regulated, herein.

200

201 **SAVINGS CLAUSE:** The repeal or amendment of any ordinance or part of ordinances effectuated by
202 the enactment of this ordinance shall not be construed as abandoning any action now pending under or
203 by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to
204 accrue or as affecting any right of the City of Woodcreek under any section or provisions of any ordinances
205 in effect at the time of the passage of this Ordinance.

206

207 **PROPER NOTICE AND MEETING:** It is hereby officially found and determined that the meeting at
208 which this Ordinance was passed was open to the public as required and that public notice of the time,
209 place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the
210 Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local
211 Government Code.

212

213 **EFFECTIVE DATE:** Upon final passage and any publication as required by law.

214

215 **PASSED, APPROVED and RESOLVED,** this the XXth day of XXX, 2024, by a
216 _____Ayes to _____ Nays and _____ Abstentions vote at a Regular Meeting of the City
217 Council of the City of Woodcreek, Texas.

218

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PLACE 220
CITY SEAL 221
HERE 222
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WOODCREEK, TEXAS

By: _____

Jeff Rasco, Mayor

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227 **ATTEST:**

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231 _____
Suzanne J. Mac Kenzie, City Secretary

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234 **APPROVED AS TO FORM:**

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City Attorney's Office

THE CITY OF WOODCREEK ORDINANCE NO. 24-333

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, ADOPTING THE PUBLIC INFORMATION POLICY OF THE CITY OF WOODCREEK; ESTABLISHING STANDARDS FOR REQUESTING, PROCESSING, DISCLOSING, AND WITHOLDING CITY RECORDS; PROVIDING FOR THE FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; EFFECTIVE DATE; AND PROPER NOTICE & MEETING

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WHEREAS the City Council desires to adopt a Public Information Policy as a guide for conducting City Business in a professional and uniform manner; and

WHEREAS the City Council finds that such policy will promote and increase efficiency, responsiveness to the public and economy in City Government; and

WHEREAS the City Council finds that such guidelines will also provide a fair and equal opportunity for obtaining access to information; and

WHEREAS the City Council finds that reducing the duplication of efforts and increasing the efficiency with which requests are handled is necessary; and

WHEREAS the City Council finds that such guidelines will demonstrate the City’s commitment to an informed citizenry so as to further the public’s control over the instruments they have created; and

WHEREAS the City Council finds that it is necessary and proper for the good government, peace or order of the City to adopt an ordinance adopting a public information policy.

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

I.

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

II.

This Ordinance applies to all data, documents, forms and information managed or possessed by the City. This Ordinance applies to all requests for information submitted to the City after the date of enactment.

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III.

DEFINITIONS.

- (A) Rules of Interpretation. Words and phrases used in this Ordinance shall have the meanings set forth in this section, unless a conflicting definition appears in Texas state law. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the Code of Ordinances or under Chapter 552 of the Texas Local Government Code, the Public Information Act, shall be given their common, ordinary meaning unless the context, words used in the present tense shall include the future tense, words in the plural number shall include the singular number (and vice versa), and words in the masculine gender shall include the feminine gender (and vice versa). The word “shall” is always mandatory, while the word “may” is merely directory. Headings and captions are for reference purposes only.
- (B) Specific definitions.
 - i. City Administrator: The Chief Administrative Officer appointed by the City Council.
 - ii. City Hall: The City’s Administrative Office Building located at 41 Champions Circle, Woodcreek, Texas 78676.
 - iii. City Official: All elected city officials including the mayor and city council members, as well as persons appointed as members of a city board, commission or committee.
 - iv. City Secretary: The City’s Officer for Public Information and the Records Management Officer.
 - v. Officer for Public Information: The City Secretary.
 - vi. Public Information Act: The Texas Public Information Act, Chapter 552 of the Texas Local Government Code.

IV.

INFORMATION MANAGEMENT.

- (A) Conflicts. This Ordinance is a guide for City Employees and Officers. It should be in no way construed as modifying state laws regarding disclosure of public information or the retention of local government records. This Ordinance is to be read in harmony with other such policies and state statutes when possible so as to give effect to the stated purpose of this Ordinance.
- (B) Record Retention. All “local government records”, as defined by the Local Government Records Act, Chapter 201, Texas Local Government Code, as may be amended, shall be maintained in compliance with that statute and any other relevant City policies. All mandatory retention periods established by the Records Retention Schedule set forth in the Texas State Library and Archives Commission shall be closely observed. This Ordinance is to be interpreted and

91 implemented in harmony with any and all retention schedules.
 92
 93

94 (C) Records Management. This Ordinance is to be interpreted and implemented in harmony with
 95 any and all Record Management Program(s) adopted under Chapter 203 of the Texas Local
 96 Government Code.
 97

98 (D) All City Officials and Employees shall ensure that any information they create, transmit,
 99 receive, or maintain in their official capacity, or while performing official business or a
 100 governmental function on behalf of the City, which pertains to official business of the
 101 City is preserved in accordance with the City's Records Retention Schedule and promptly
 102 produced in response to a request for public information.
 103

104
 105 **V.**
 106

107 **PROCEDURES.**
 108

109 (A) Signage Required.

110 i. As required by the Act, the City's OPI shall prominently display the sign prescribed by
 111 the Attorney General that contains basic information about the rights of a
 112 requestor, the responsibilities of a governmental body, and the procedures for
 113 inspecting or obtaining a copy of public information at the following locations:
 114

115 *The City's website;*

116 *The City's Main Message Board, located at Woodcreek City Hall; and*

117 *The Office of the City Secretary.*
 118

119 ii. The physical sign must be displayed on paper at least 8-1/2" x 14".
 120

121 (B) Method of Making Written Request for Public Information.

122 i. The City designates the following mailing address and electronic mail for receiving
 123 written requests for public information. The City shall provide the designated mailing
 124 address and electronic mailing address to any person on request. The City will only
 125 respond to a written request for public information that is delivered to the City's OPI
 126 by one of the following methods:
 127

- 128 (a) *United States mail addressed as follows:*
 129 *The City of Woodcreek*
 130 *Office of the City Secretary*
 131 *41 Champions Circle*
 132 *Woodcreek, Texas 78676*
 133
- 134 (b) *electronic mail sent to: OpenRecordsRequest@WoodcreekTX.gov*
 135
- 136 (c) *hand delivery to the City's OPI or designated representative*
 137
 138
 139

VI.

CHARGES FOR INFORMATION.

- 142
 143
- 144 (A) Full cost recovery. To the extent possible, the costs of responding to particular requests for information are
 145 to be borne by the requestor and not by the citizens of the City. All requests for information are subject to
 146 reasonable charges that include the costs related to reproducing information such as the costs of materials,
 147 labor and overhead, as allowed by law. The City follows the guidelines established by the state when
 148 applicable. Exceptions can be made in those rare and unusual situations in which the City Secretary
 149 determines that waiving charges is in the public interest.
- 150 (B) Charges for copies and inspection.
- 151 (1) Copy charge. The charge shall be ten cents(\$0.10) per page for eight and one-half inches by 11 inches
 152 black and white copies.
- 153 (2) Labor and overhead. Labor and overhead shall be charged as allowed by the Texas Administrative
 154 Code §70.3, Chapter 552, Texas Government Code, Public Information Act and related rules adopted
 155 pursuant to the Public Information Act.
- 156 (C) Computer-compatible media. If a requestor asks that information be provided on a flash drive, computer
 157 disk, or other computer-compatible media, and the requested information is electronically stored, the City
 158 shall provide the information on computer-compatible media if the City has the technological capability to do
 159 so. The City is not required to purchase any hardware, software, or programming capabilities that it does not
 160 already possess to accommodate a particular kind of request. If the City does not have the required
 161 technological capabilities to comply with the request in the format preferred by the requestor, the City shall
 162 proceed in accordance with the Texas Public Information Act.
- 163 (D) Other charges. All other fees shall be charged in accordance with the City's public information policy, the
 164 Public Information Act, and the rules adopted in accordance with the Public Information Act.

VII.

PROHIBITED ACTS.

- 165
 166
 167
- 168 (A) Unauthorized access to records. It shall be unlawful for any person other than a City Officer or Employee to
 169
 170 open city filing cabinets, drawers, binders, or file storage boxes at City Hall without the express permission of
 171 the City Administrator or City Secretary.
 172

173 (B) Unauthorized removal of records. It shall be unlawful for any person other than a City Officer or Employee
174 to remove documents, forms, files, information or data from City Hall without the express permission of the
175 City Administrator or City Secretary.

176 (C) Unauthorized destruction of records. It shall be unlawful for any person other than a City Officer or
177 Employee to destroy, deface, obscure, tear, shred, or dispose of documents, forms, files, information or data
178 from City Hall without the express permission of the City Administrator or City Secretary.

179 (D) Unauthorized disclosure of information. It shall be unlawful for any person to disclose to the public any
180 confidential documents, forms, files, information or data from City Hall without the express permission of
181 the City Administrator or City Secretary.

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186 **SEVERABILITY CLAUSE:** Should any of the clauses, sentences, paragraphs, sections or parts of this
187 Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative
188 agency with jurisdiction over the matter, such action shall not be construed to affect any other valid
189 portion of this Ordinance. All provisions of this Ordinance are declared severable.

190
191 **CUMULATIVE CLAUSE:** This Ordinance shall be cumulative of all provisions of ordinances of the City
192 except where provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in
193 which event the conflicting provisions of such ordinances are hereby repealed.

194
195 **REPEALER CLAUSE:** All Ordinances, Resolutions, or parts thereof, that are in conflict or inconsistent
196 with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions
197 of this Ordinance shall be and remain controlling as to the matters regulated, herein.

198
199 **SAVINGS CLAUSE:** The repeal or amendment of any ordinance or part of ordinances effectuated by
200 the enactment of this ordinance shall not be construed as abandoning any action now pending under or
201 by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to
202 accrue or as affecting any right of the City of Woodcreek under any section or provisions of any ordinances
203 in effect at the time of the passage of this Ordinance.

204
205 **PROPER NOTICE AND MEETING:** It is hereby officially found and determined that the meeting at
206 which this Ordinance was passed was open to the public as required and that public notice of the time,
207 place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the
208 Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local
209 Government Code.

210
211 **EFFECTIVE DATE:** Upon final passage and any publication as required by law.

212
213 **PASSED, APPROVED and RESOLVED,** this the XXth day of **XXX, 2024**, by a
214 _____ **Ayes** to _____ **Nays** and _____ **Abstentions** vote at a Regular Meeting of the City
215 Council of the City of Woodcreek, Texas.

216

217

PLACE	218
CITY SEAL	219
HERE	220
	221

WOODCREEK, TEXAS

By: _____
Jeff Rasco, Mayor

222

223

224

225 **ATTEST:**

226

227

228 _____
 229 *Suzanne J. Mac Kenzie, City Secretary*

230

231

232 **APPROVED AS TO FORM:**

233

234

235 _____
 236 *City Attorney's Office*



Request for Proposals for a Certified Arborist

RFP NO. 2023-01

The City of Woodcreek was incorporated in Hays County, Texas as a City in 1984 and became a Type-A General Law City in 1989. It governs according to state statutes and its legislative body consists of a Mayor and five(5) Council Members. This small and prosperous City encompasses approximately 696 acres of land, including approximately 900 housing units and a growing population of 1,700 residents.

The City of Woodcreek's Governing Council appreciates the importance and benefits of proper management of our precious tree resources. Our mission is to conserve, protect and maintain the health of all public trees under the City's Tree Ordinance.

As a result, in response to the Community's needs for tree care, conservation and protection, the City of Woodcreek is requesting proposals from qualified individuals, or tree services, for an appointment as a ***Part-Time Certified City Arborist*** to support the City's efforts.

Scope of Services:

1. The selected Part-Time Certified City Arborist will be responsible for the routine maintenance and monthly inspections of existing trees in the City's public areas and rights of way, using the best and current management practices and compliance with the City's current Tree Ordinance.
 - a. The Certified City Arborist will initiate and manage Healthy Tree Service Operations within the City of Woodcreek.
 - b. Healthy Tree Service Operations for existing trees include, but are not limited to: pruning, trimming, removal, fertilization, mulching, ball moss removal, treatment for and the potential removal of diseased trees, along with the planting of replacement trees.
 - c. The Certified City Arborist will create and distribute a document listing tree care and management practices.

2. The selected Part-Time Certified City Arborist will have consultation duties. These duties include:
 - a. Review and consult, as needed, tree trimming or removal permits prior to approval.
 - b. Meet with Woodcreek City residents, upon reasonable request, to provide a one-time consultation with an assessment regarding the health of trees on private property for a nominal City fee. If the private property has diseased trees, the Arborist will present a written assessment with recommendations to the property owner and the City within one(1) week of the consultation.

***Note:** The City Arborist will refer homeowners to <https://www.treesaregood.org/findanarborist> for a list of Certified Arborists to complete the tree care on private property. The City Arborist may not self-refer to homeowners. The City Arborist may populate in a search for certified arborists, and can provide requested bids and accept jobs, with prior notice to the City.

- c. The Certified City Arborist will update the current public tree inventory, including statements regarding health conditions and necessary interventions, as well as documented care practices. This individual or tree service will also serve in an advisory capacity to City Staff, using the City's Tree Ordinance as a guide.
 - d. The Certified City Arborist may consult with the Tree Board on an "as needed" basis to provide a report of public tree inspections and recommendations. Quarterly in-person meetings with City Council or the Tree Board will be expected of the City Arborist.
3. The Part-Time Certified City Arborist must have the ability to diagnose Oak Wilt Disease and/or provide mitigation services, as well as comply with diseased tree removal guidelines, per the City Ordinance. All diagnoses of Oak Wilt must be reported for future inventory of Oak Wilt Disease to City Staff.

Qualifications:

1. Arborist Certification; accredited either through the International Society of Arboriculture (ISA) or through the Tree Care Industry Association (TCIA).
2. The applicant must possess a current certification, verifiable through ISA or TCIA.
3. The applicant must possess a strong knowledge of existing tree diseases and treatment and have current knowledge, or willingness to obtain knowledge, of the topography of the City of Woodcreek.
4. The applicant must possess current Business Liability and Personal Injury Insurance.
5. The applicant must be available for consultation and service up to 10 hours per week, on an "as needed" basis.

Proposal Format:

Proposals should include the following information:

1. A personal or company letter of introduction, including qualifications.
2. A brief narrative of the person or company, with resumes of any personnel to be assigned, noting references to knowledge and experience in tree care and management.
3. Provide prior work experience, including past contracts as a Certified Arborist or a Certified City Arborist.
4. Include at least three(3) references with names and contact information.
5. Provide a flat rate fee for the aforementioned arborist duties with rates for special services (i.e. Oak Wilt diagnosis, treatment and mitigation services).
6. Provide current certificate of Business Liability and Personal Injury Insurance policies.

Evaluation Criteria and Selection Process:

The selection of the **Part-Time Certified City Arborist** will be awarded based on the candidate's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

All inquiries regarding the RFP should be directed to:

City of Woodcreek
Kevin Rule, City Manager
41 Champions Circle
Woodcreek, TX 78676
(Office): 512-847-9390
(Cell): 512-878-9102
(Email): Manager@WoodcreekTX.gov

Proposals will be accepted at the address listed below, until the position is filled.

City of Woodcreek
Attn: Kevin Rule, City Manager
41 Champions Circle
Woodcreek, TX 78676

Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

REQUEST FOR BID/PROPOSAL (RFP): Certified Arborist Contract Services

*** Candidates can apply for this position through __date__, __month__, 2024 at 5:00P (CST) ***

The City of Woodcreek seeks an experienced, certified, and highly rated company to perform basic tree care, maintenance, removal, and diagnostics for all trees located on city-owned lands and public rights-of-way.

JOB SUMMARY:

An annually reviewed and renewed contract as the certified city arborist service company for the City of Woodcreek. This would entail but is not limited to the following types of work: tree removal, tree trimming, brush collection and disposal, ROW clearance, diagnostic work, submission of items for the tree inventory file updates, and creation of a tree care and/or maintenance plan for the City of Woodcreek.

REPORTING RELATIONSHIPS:

Reports to the City Administrator
Supervises on-site project management and provides crew

MAIN JOB TASKS and RESPONSIBILITIES:

- Submit scope-of-work and budget proposals as requested to the City Administrator
- Manage on-site work and crews for all projects
- Ensures all city ordinances are followed throughout the duration of the project
- Coordinates communication on project timelines and expenditures with City Administrator
- Must be willing to submit receipts and await payment
- Must be willing to take on projects unexpectedly in the event of an emergency
- May consult with the Tree Board upon their discretion
- May consult on tree trimming and removal permit requests on the City's behalf with private residential and commercial properties
- May NOT solicit work from private property owners while in direct service to the City of Woodcreek on a permit request consultation
- If qualified, may provide Oak Wilt diagnosis and treatment

REQUIRED QUALIFICATIONS and CERTIFICATIONS:

- Accredited either through the International Society of Arboriculture (ISA) or through the Tree Care Industry Association (TCIA) and certification must be current and verifiable.
- The applicant must possess current Business Liability and Personal Injury Insurance

PREFERRED QUALIFICATIONS and CERTIFICATIONS:

- Oak Wilt Identification and Management qualified with the appropriate permits to apply treatment solutions

PROPOSAL FORMAT:

- A copy of certificate of Business Liability and Personal Injury Insurance
- A copy of all required and preferred certifications, qualifications, and/or licenses
- A brief introduction to the company including links to website and customer reviews
- A proposal including cost of service minimums and hourly service rates for various types of services

SELECTION PROCESS:

The selection of the Certified City Arborist Contract will be awarded based on the candidate's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:

Mayor Jeff Rasco

Jeff.Rasco@woodcreektx.gov

Please copy: City.Secretary@woodcreektx.gov and CodeAdmin@woodcreektx.gov

Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.

DATE:	ect A Date From The Calendar
TO:	City of Woodcreek City Council Members
FROM:	Chrys Grummert, Council Member
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Discuss and Take Possible Action to Update the Policies and Procedures as it relates to the two-way communications between Council's Advisory Boards and Council.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

Discuss and Take Appropriate Action to Update the Policies and Procedures as it relates to the two-way communications between Council's Advisory Boards and Council.

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

The liaison policy is council's statement of intent to facilitate the two-way communications between our advisory boards and council. This policy may need more detailed information as to how this is accomplished or an exploration on what can be done to improve the communications between council and their advisory boards. The Communication Report Form is also an element of this process, and could also be considered for an update.

STATE YOUR INTENDED MOTION:

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

I move that council Updates the Policies and Procedures as it relates to the two-way communications between Council's Advisory Boards and Council.

FISCAL IMPACT:

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

n/a

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

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

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

-
1. List of possible considerations regarding 2-way communications.docx
 2. Council Liaison policy 2022-1.pdf
 3. Example of communication form.jpeg

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

EXAMPLE of current form used



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

- Report / Recommendation to Council Request for Item to be Considered by Council

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

- Comprehensive Plan Advisory Work Group Hotel Occupancy Tax (H.O.T.) Committee
 Ordinance Review Committee Parks and Recreation Board
 Planning and Zoning Commission Platinum Roads Panel
 Tree Board Other: _____

Meeting Date Advisory Group Voted to Reach Out to Council: _____

Subject of Report/Recommendation OR Request for Item to be Considered:

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

Possible questions council may consider.

-What is the best way to ensure that the exact communication between council to advisory boards and advisory boards to council is facilitated? (the intent of this question is to entertain the goal, as though no policy has yet been created, including the idea that perhaps having individual council liaisons might not be the best solution. Let's explore all possibilities, even if we still arrive at having individual council liaisons as the best solution)

-Should council consider creating a policy that specifically outlines the duties for advisory boards in their process of making recommendations to council? A policy that is meant to be read and understood from their perspective?

-Should staff be more or less involved in ensuring the communication is accurate?

-Should individual council members be more or less involved in ensuring the communication is accurate?

-What is the most successful way to understand such a policy? Do we need a more detailed step by step explanation of the two-way communication process? More visual/graphic explanations? Is the format of the Liaison Policy successful in explaining council's expectations for communications between council and advisory boards?

-Does the policy need more detail as it pertains to the laws that govern this communication, such as specifically outlining what TOMA allows and does not allow in this communication process?

-Does the 'report form' work or need improvement, such as possibly adding a checklist of things that are to be included, such as documents and the exact motions made?

-When council makes a motion to send something to an advisory board, should a report form also be filled out?

I do see that the 'report/recommendation' check box needs to have those two words separated into two individual check boxes. A report is a non-actionable item on council's agenda. A recommendation must be placed on the regular agenda section of council's agenda to allow council to 'Discuss and Take Possible Action'.

-Are there elements or steps in the existing process that hinder or make it more difficult for the communication flow? (elements that are not in service to the laws that govern this communication process)

-What is the best way to get the *exact* motion made that sends a recommendation or project or topic back and forth between council and advisory bodies? (This is separate and different than a liaison report, which is simply a council update on what an advisory board is working on).

Example:

Council makes a motion to send X to an advisory board.

-The liaison screen shots or writes down the exact wording of the agenda item that the motion was made on.

-The liaison gathers the packet documents from that agenda item, or any additional *existing* documents council is requesting to be sent to the advisory board as part of their approved motion. (No new documents can be *created* that council did not vote to approve sending forward. No *edits* to existing documents can be made that council did not vote to approve to be made. – This is TOMA)

-The liaison screen shots or writes down the exact motion made.

-All the above is sent to the chair of the advisory board and placed in the agenda item packet for that advisory board to consider.

Advisory Board makes a motion to send X to Council.

-The liaison screen shots or writes down the exact wording of the agenda item that the motion was made on.

-The liaison gathers the packet documents for that agenda item, or any additional *existing* documents the advisory board is requesting to be sent to council. (No new documents can be *created* that the advisory board did not vote to approve sending forward. No *edits* to existing documents can be made that the advisory board did not vote to approve to be made. – This is TOMA)

-The liaison screen shots or writes down the exact motion made.

All the above is submitted as an agenda item for council consideration.

Council Liaisons 411

Goal:

To facilitate two-way communication between City Council and all City boards, panels, committees, and commissions.

Role:

Working in coordination with the chair of the board, panel, committee, or commission, assist in generation of agenda items and packet materials for both City Council meetings and the meetings of the respective board, panel, committee, or commission.

Attend designated board, panel, committee, or commission meeting to answer questions during discussion or clarify motions and requests sent by Council.

Provide discussion and reports on items sent from their respective boards, panels, committees, and commissions to City Council.

Guidelines:

ALL City boards, panels, committees, and commissions shall function autonomously. They will set their own agendas and run their own meetings. Liaisons are NOT to be running their assigned boards, panels, committees, and commissions, nor are they to be setting agendas. They are to be resources to their respective City body.

Liaisons shall NOT influence voting or sway discussion beyond factual statements or clarification on items sent from Council. Liaisons are NOT members of the board, panel, committee, or commission; nor are they “ex officio.” Liaisons do not have any voting power beyond their role on City Council.

Liaisons should share only the discussion, concerns and/or requests from the full body of Council on an item sent to their designated board, panel, committee, or commission. Their representation on the board is not to be used to pursue their own goals or as a second chance to voice their concerns or opinion on an item beyond a City Council meeting.

If asked, liaisons are permitted to share their own opinion or judgement-based information during a meeting or on an agenda item, but they should refrain from offering this type of advice or influence without being first requested.

When representing their respective board, panel, committee, or commission to City Council in the form of a report or while answering questions on an item sent to Council, liaisons shall remain objective and factual. Councilmember liaisons shall work to support the efforts of their board, panel, committee, and commission and advocate for their work, but are not obligating their vote on City Council in support or against any item simply because they are the Council liaison for the board, panel, committee, or commission from which it came.

Communication Flow:

Agenda packets, and the materials included, are a primary focus for liaisons.

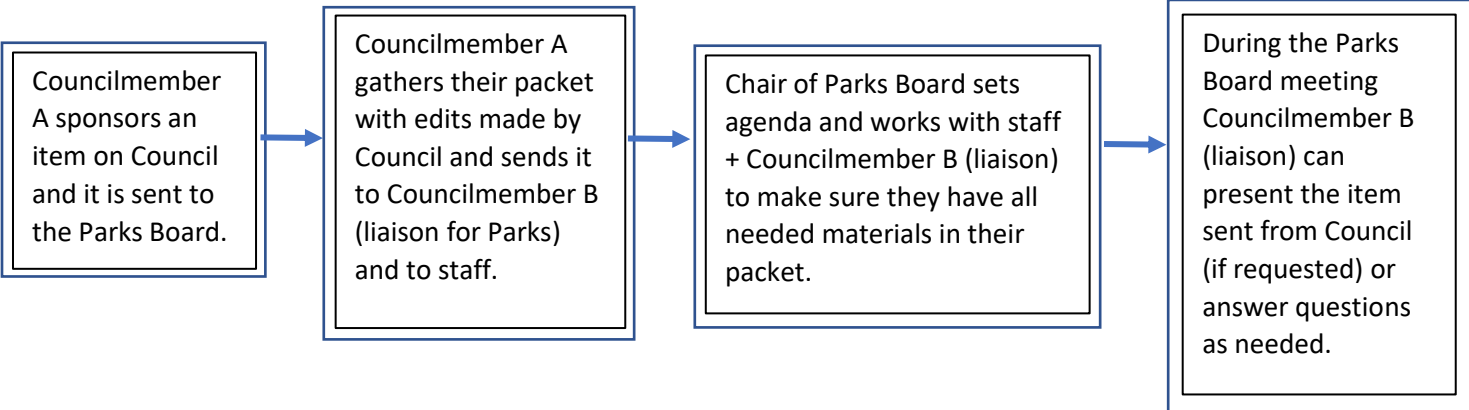
The chair of any board, panel, committee, or commission shall make every effort to send a draft of their proposed upcoming agenda to their designated liaison so that the liaison can collect and provide additional information and materials as needed. The purpose of this collaboration is to improve and facilitate communication on items that are sent between said boards, panels, committees, and commissions and the City Council. If desired, the Chair may ask assistance in drafting the agenda.

Liaisons shall remind the chair of their designated board, panel, committee, or commission about pending business sent from Council and in turn shall monitor any items sent from their designated board, panel, committee, and commission to be placed on the Council agenda.

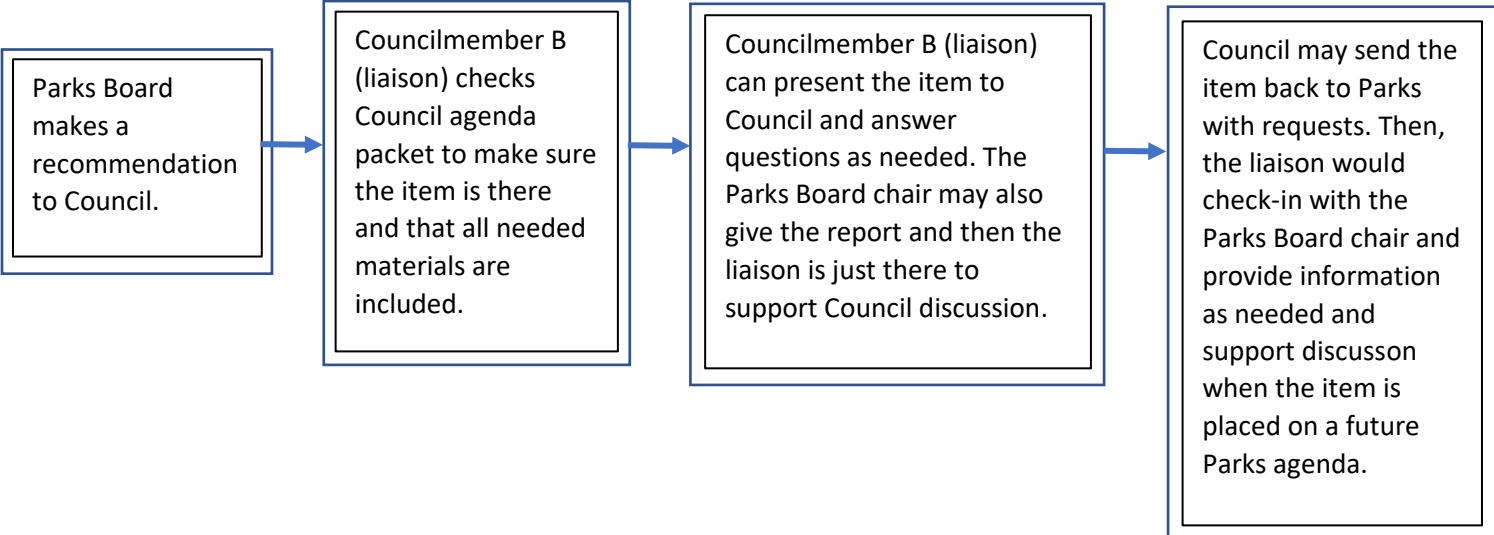
City Staff will be responsible for communication between City Council and all boards, panels, committees, and commissions. They are responsible for tracking the flow of city business. However, the designated liaison is there to support this effort, provide additional information for packets when needed, and to help facilitate discussion during meetings. Staff, Chair, and Liaison shall work to keep all “in the loop” by copying on email and making all other efforts to keep all informed.

EXAMPLE OF THIS COMMUNICATION FLOW:

Council to Board



Board to Council



DATE:	7/1/2024
TO:	City of Woodcreek City Council Members
FROM:	Jeff Rasco, Mayor
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Discuss and take appropriate action to engage in a professional services agreement with a municipal administration consultant to provide the city with guidance on the appropriate roles and duties of the city administrator for a city like Woodcreek, to provide direct guidance to Staff and Mayor, and to serve as part- municipal administration advisor.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

To engage in a professional services agreement with a municipal administration consultant to provide the city with guidance on the appropriate roles and duties of the city administrator for a city like Woodcreek, to provide direct guidance to Staff and Mayor, and to serve as part-time municipal administration advisor.

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

With the budget and election cycles in full swing, an experienced city administrator can provide invaluable support to the Council and Staff. We have proposals from three qualified professionals with another on the way. The schedule will be flexible, and average about 10 hours per week for 3-4 months. Projected costs not to exceed \$20,000 to be paid from budget allocated and unspent from City Manager salary

STATE YOUR INTENDED MOTION:

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

That the City of Woodcreek engage in a professional services agreement with a professional administrator as selected by the Mayor and staff to provide guidance on

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

administrative roles, responsibilities, budget preparation, elections, and advice on the selection of a municipal administrator for the City of Woodcreek.

FISCAL IMPACT:

The Estimated Dollar Amount is:

Up to \$20,000

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

1. McDougal & Associates proposal
2. Clear Career Professionals, LLC (Boese) proposal
3. Texas First Group proposal
4. City Hall Essentials proposal (if received)

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

Clear Career Professionals, LLC

Proposal to Provide
City Administrator Executive Consulting Services
for the

City of Woodcreek



Michael Boese, President
3000 Custer Rd #270191
Plano, TX. 75075
(972) 837-0916
michael@clearcareerpro.com

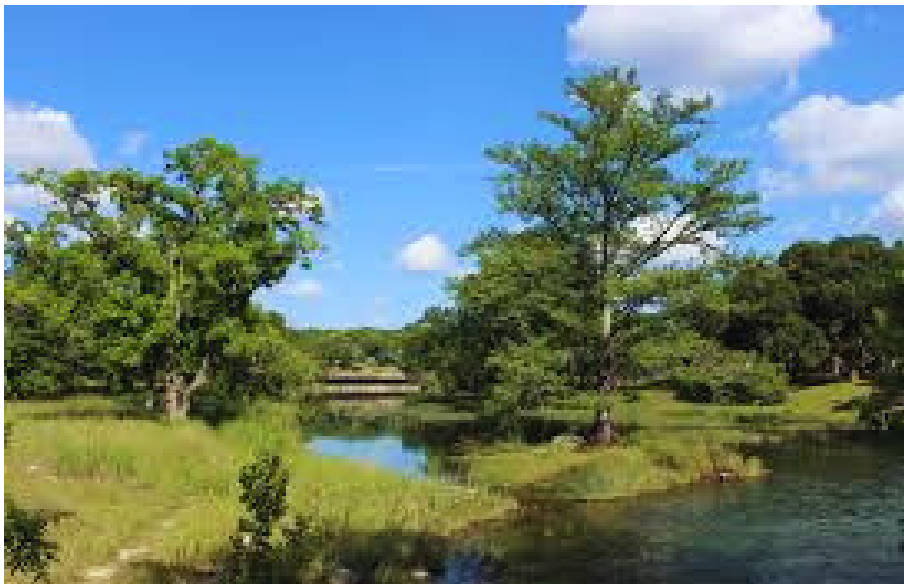
OVERALL COST AND VALUE OF PROJECT

CITY ADMINISTRATOR EXECUTIVE CONSULTING SERVICES:

Clear Career Professionals will provide a highly qualified retired Texas City Manager/Administrator to assist the City with executive consulting services for the hourly fee of:

\$60.00 per hour billed in 1 hour increments. Agreement not to exceed 80 hours per month.

***The assigned retired City Manager/Administrator will perform requested services both remotely and in person as needed. This fee does not include the cost of housing, or travel miles which will be billed separately.**





Michael Boese, MPA

President

Education

Bachelor of Arts in History
Metropolitan State University

Master of Public Affairs
University of Texas Dallas

Professional Affiliations

TCOLE Master Peace Officer,
ICMA, TCMA, NTCMA, Region
6 & 7 TCMA, GFOA, TPCA,
past member of the Texas
Police Chief’s Legislative
Committee, and the
Professional Development
Committee for the Texas City
Manager Association,
Instructor at the Bill
Blackwood Law Enforcement
Management Institute of
Texas (LEMIT) Leadership
Command College

Michael Boese, MPA, is a dedicated professional boasting a distinguished 25-year career in local government. His journey commenced in 1999 with the Plano Police Department, where he progressively ascended through various management and executive positions within the cities of Plano, Venus, Keene, and Wimberley. Notably, during his tenure in Plano, Michael exhibited exemplary leadership as the commander of the Professional Standards Unit. In this role, he spearheaded the development and execution of a comprehensive recruiting and selection strategy, notably establishing a nationally acclaimed annual Women in Law Enforcement recruiting event.

Michael's career trajectory reached new pinnacles when he undertook the position of Chief of Police for the City of Venus, Texas. Subsequently, he further distinguished himself by holding dual roles as the city manager and chief of police, showcasing his adeptness in managing intricate administrative functions. Continuing his executive journey, he assumed the mantle of city manager for the municipalities of Keene and Wimberley, Texas, accumulating over seven years of experience as a city manager. Through these roles, Michael refined his acumen in executive recruitment processes, cementing his proficiency in organizational leadership.

Michael also serves as an instructor at the Leadership Command College (LEMIT), where he imparts knowledge on pivotal issues in police legitimacy and career advancement for law enforcement executives.

In 2022, Michael co-founded Clear Career Professionals LLC, a testament to his dedication to effecting positive change within local government. Under his stewardship, Clear Career Professionals has successfully overseen numerous recruitments for municipal entities of varying sizes, offering top-tier services, city council retreats, all while ensuring that candidates receive due recognition for their individual contributions to the profession. Michael stands as a dynamic leader who leverages his extensive experience to shape the future of local government through strategic recruitment practices and a commitment to organizational excellence.



June 12, 2024

Hon. Mayor Jeff Rasco
City of Woodcreek
41 Champions Cir
Woodcreek, TX.78676

RE: Engagement Letter for Municipal Consulting Services

Dear Mayor Rasco:

We are pleased to present the following letter, which outlines the terms and conditions under which we will provide assistance to your interim City Administrator and the City in the form of budgeting, finance, and other municipal administrative support as may be requested by the City. This engagement letter formalizes the agreement between McDougal and Associates, LLC and the City of Woodcreek, ensuring clarity and mutual understanding for a successful consulting relationship.

1. Scopes of Work will be developed as needed and, upon execution by both parties, will be incorporated into this document as attachments.
2. McDougal & Associates Responsibilities
 - a. Perform the services outlined in attached Scopes of Work with professionalism and due care.
 - b. Communicate regularly with the City of Woodcreek regarding the progress of the services.
 - c. Provide deliverables as specified in the Scope of Work.
3. City of Woodcreek Responsibilities
 - a. Provide access to necessary data, personnel, and information required to perform the services.
 - b. Facilitate communication and coordination between our team and relevant stakeholders.
 - c. Review and approve deliverables promptly.
4. Fees and Payment Terms
 - a. Our fees for services provided will be detailed in each Scope of Work.
 - b. Please see the rate schedule as compensation for any services billed at an hourly rate or services performed on an as needed basis.
 - c. Invoices will be issued monthly and are payable within 30 days of the invoice date. Statements will be payable to McDougal and Associates, LLC.
 - d. 2024 Rate Schedule:

2024 Rate Schedule

Principal \$ 155.00

5. Duration and Termination

This engagement will commence on _____ and will continue until it is terminated by either party. Either party may terminate this engagement upon 30 days written notice. In the event of termination, the City of Woodcreek will be responsible for payment of all services rendered and expenses incurred up to the date of termination.

6. Confidentiality

We acknowledge that in the course of this engagement, we may have access to confidential information. We agree to treat all such information as confidential and to use it solely for the purpose of performing the services described herein.

7. Indemnity

McDougal and Associates agrees to indemnify and hold harmless The City of Woodcreek from any claims, liabilities, damages, or expenses arising out of or in connection with our performance of this engagement, except to the extent caused by the gross negligence or willful misconduct of the City of Woodcreek.

8. Dispute Resolution

Any disputes arising out of or relating to this engagement shall be resolved through negotiation in good faith. If a resolution cannot be reached, the dispute will be submitted to mediation before pursuing any other legal remedies.

9. Acceptance

Please indicate your acceptance of this engagement by signing below and returning a copy to us. We look forward to working with the City of Woodcreek and are committed to providing services that meet your expectations.

We appreciate the opportunity to assist you and complete a project that successfully meets your vision and expectations. Please feel free to call me if you have any questions or if I can provide additional information.

Sincerely,

Brian McDougal

Agreed to, this date: _____	Client: _____	City of Woodcreek _____
By, (please print): _____	Title: _____	
Signature: _____		

AGREEMENT FOR INTERIM <POSITION>

State of Texas

County of _____

For good and valuable consideration, the receipt and sufficiency of which is hereby conclusively acknowledged, this agreement is made by and between the City of _____, Texas, a Texas Municipal Corporation (hereinafter referred to as the "City") and Texas First Group LLC, (hereinafter referred to as "Texas First Group").

Texas First Group shall provide personnel appropriate to handle the responsibilities of Interim _____ of the City. As an incident to such responsibilities, the person or persons assigned by Texas First Group shall have all powers and duties as set forth in the City Charter, City Ordinances, City Policy, and State law and as further delegated by the Mayor and City Council. The parties anticipate that _____ shall initially handle the Interim _____ responsibilities during the term of this agreement. The parties agree and acknowledge that Texas First Group, _____ and any other individual assigned by Texas First Group to provide services under this agreement may continue professional consultation work for other clients during the term of this agreement, and further agree and acknowledge that time spent on such consultation will not be billed to the City. Should Texas First Group determine that it is necessary to assign someone other than _____ to handle the Interim _____ responsibilities during the term of the agreement; the Mayor and City Council shall have the right to approve the replacement.

Texas First Group acknowledges that its provision of services is at the discretion of the Mayor and City Council and that the Mayor and City Council may terminate this agreement at their discretion at any time, with or without cause. The hours of the work week for the Interim _____ shall be determined by the Mayor and City Council, and any hours billed to the City will be as agreed upon between the two parties

In consideration of its agreement, the City shall 1) Pay to Texas First Group the sum of \$_____ per hour for its services, with a minimum billing increment of thirty (30) minutes; 2) Reimburse Texas First Group for any direct expenses incurred by the Interim _____ in connection with providing services performed for the City at City's request; 3) Provide housing for _____ during the term of this agreement, and 4) Pay automobile mileage (at the current IRS rate) for roundtrip commuting each work day for _____ to/from his/her home in _____ as well as for the use of his/her car for city business. If an individual other than _____ is assigned to act as Interim _____ as provided above, any similar reimbursement will be as agreed by the parties.

Page 2

Texas First Group will provide a billing statement to the City on a bi-weekly basis and such billing statement will be due and payable upon receipt thereof by the City.

In the event that the City permanently hires the person placed by Texas First Group to perform the services pursuant to this agreement for the position described in this agreement or within sixty (60) days of the termination of the agreement, the City agrees to pay a one time additional consulting fee to Texas First Group in an amount equal to ten percent (10%) of the annualized salary of the full time position being filled by the person performing interim services pursuant to this agreement.

The parties agree that the person named above to handle the Interim _____ duties for the City, or any other individual serving in that capacity with the City through Texas First Group, will be serving in the capacity of a public official for the City. To the extent permitted by law, the City hereby agrees to indemnify and hold harmless _____, _____, and /or Texas First Group, and its owners, Karen and Joe Dickson and/or any other individual serving as the Interim _____ under this Agreement from and against any and all claims, causes of action, damages, losses, and/or costs, including reasonable attorneys' fees and expenses, resulting from or arising out of the services provided to the City pursuant to this Agreement to the extent such liability or costs are covered under any existing insurance policy or coverage under an interlocal agreement providing liability coverage to the City officials and employees while acting within the scope of their employment with the City. City agrees to obtain an endorsement to its insurance policy or interlocal agreement to provide coverage for the Texas First Group, and its owners, Karen and Joe Dickson.

City will provide workers' compensation coverage for the Interim _____ while in the scope of performing services under this agreement.

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Notices to the parties shall be directed as follows:

To the City: Mayor _____
City of _____, Texas

To Texas First Group: Joe Dickson, Manager
Texas First Group LLC
13515 Feldspar Dr.
Austin, TX 78729

The parties specifically reserve the right to designate other addresses for notices in writing from time to time.

This agreement constitutes the full and complete agreement of the parties, and all other prior and/or contemporaneous agreements between the parties have been merged herein. Any future amendment of this agreement shall be in writing and shall require the written consent of both parties.

This agreement is governed by and is to be construed and enforced in accordance with the laws of the State of Texas and of the United States. The parties agree and consent to the jurisdiction of and venue in the District Courts of _____ County, Texas, and of the United States District Court for the _____ District of Texas and acknowledge that such courts shall constitute proper and convenient forums for the resolution of any actions among the parties with respect to the subject matter hereof.

The parties further agree that such courts shall be the exclusive forums for the resolution of any actions among the parties with respect to the subject matter hereof.

EXECUTED in duplicate originals to be effective on the _____ day of _____, 2023

City of _____, Texas



Joe Dickson, Manager
Texas First Group LLC

Attest: _____
City Secretary

Consultant Biography for:

Vicky Rudy \$125/hour



Services Provided:

- Interim City Management
- Leadership Development/Team Building
- Management/Operational Support
- Everything DiSC Facilitation
- Five Behaviors of an Effective Team Facilitation

Experience:

- City Hall Essentials, LLC, Consultant (2018-present)
- San Jacinto River Authority, Leadership Development/Staff Training (2022-present)
- Leadership East Texas, Facilitator (2021-present)
- City of Pflugerville, Public Works Management/Policy Development (2019-2021)
- City of Weatherford, Interim Planning Director (2019)
- City of Oak Ridge North, City Manager (2010-2018)
- City of Rollingwood, City Administrator (2007-2009)
- City of Montgomery, City Administrator (2003-2007)

Licenses & Certifications:

- Certified Everything DiSC Trainer
- Professional Economic and Community Developer (PECD)

Professional Associations:

- Texas City Management Association
- Texas Women Leading Government
- Leadership Montgomery County Alumni

Volunteerism/Community Service

- Former Vice President, Montgomery County 911 Board of Managers
- Chambers of Commerce
- Former School Board Member/President
- Former Vice President/Board Member, Association of Rural Communities in Texas

Education:

- Graduate Studies, English Literature, Sam Houston State University
- Graduate Studies, Education, Prairie View A&M
- Bachelor of Science, Journalism/English, Arkansas State University

DATE:	7/1/2024
TO:	City of Woodcreek City Council Members
FROM:	Debra Hines, Mayor Pro Tem
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Discussion and possible action to assign Council Members to individual appointees, Karen Duncan and Jim Miller, on the Planning and Zoning Commission thereby tying these appointments to election cycles per ordinance.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

Discussion and possible action to assign Council Members to individual appointees, Karen Duncan and Jim Miller, on the Planning and Zoning Commission thereby tying these appointments to election cycles per ordinance.

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

The motion to appoint Jim Miller and Karen Duncan to the Planning and Zoning Commission was made by a single Council Member. While this motion did result in a vote to approve their appointments, this effort needs to be followed up with a motion to name a Council Member as the designated elected official for each nomination to ensure that terms on advisory bodies coincide with election cycles per ordinance.

STATE YOUR INTENDED MOTION:

I move that Karen Duncan's term on the Planning and Zoning Commission be assigned to Krista Richardson for the purposes of aligning appointments on the P&Z with that of election cycle per ordinance.

I move that Jim Miller's term on the Planning and Zoning Commission be assigned to Debra Hines for the purposes of aligning appointments on the P&Z with that of election cycle per ordinance.

FISCAL IMPACT:

N / A

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

ATTACHMENTS:

Current Council Motion:

- 7. Discuss and Take Appropriate Action To Nominate and Appoint Two(2) Regular Full-Term Members To The Planning and Zoning Commission, Under Ordinance 24-330, Including But Not Limited To, Amending The Membership of The Planning and Zoning Commission. (Rasco)**

Motion was made by Council Member Grummert to take the Mayor's recommendation of Karen Duncan and James Miller as appointments to two regular Full-Term Members of the Planning and Zoning Commission. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 3-0-0.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

Current relevant City of Woodcreek ordinance:

(C) Each of Woodcreek's five Councilmembers shall make one regular member appointment to the Planning and Zoning Commission. The Mayor will make two regular member appointments to the Planning and Zoning Commission. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor fails or refuses to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council.

(1) The terms of each regular member of the Planning and Zoning commission shall coincide with the term of the appointing officer and shall expire upon the end of the appointing Officer's term of office. One year, the three newly elected members of council shall make recommendation for a regular member of the Planning and Zoning commission. The next year, the two newly elected members of council shall make a recommendation for a regular member of the commission, and the newly elected Mayor shall make recommendation for two regular voting members.

(2) In order to be considered for appointment to the Commission, a Volunteer Application shall be filled out and submitted to the City Records Management Officer. City staff shall present all volunteer applications to City Council for their consideration.

(D) Any member of the Commission may resign by submitting written notice to the City Secretary, [the] City Records Management Officer. Resignation will be effective when received. Upon receipt of written notice of resignation, the City Secretary shall, as administratively possible, send such resignation to the Mayor, the Chair of Planning and Zoning and the Commission liaison.

(E) If a vacancy occurs on the Planning and Zoning Commission, that vacancy shall be filled by a recommendation from the Council member who appointed the resigning member. Upon confirmation by a simple majority vote of council, the newly appointed member shall fulfill the unexpired term of that Planning and Zoning Commission seat. All members may serve until their successor is properly appointed.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

CITY OF WOODCREEK ANNUAL OPERATING BUDGET Fiscal Year October 1, 2024 to September 30, 2025

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

Ordinance Number 24-XXX Approved _____, 2024

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

	2023-2024	2024-2025
Property Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
No-New-Revenue Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
No-New-Revenue Maintenance & Operations Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
Voter Approval Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
Debt Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation

Total Amount of Debt Obligations for the City of Woodcreek, secured by property taxes:

\$ X,XXX,XXX.XX

CITY OF WOODCREEK ANNUAL OPERATING BUDGET Fiscal Year October 1, 2024 to September 30, 2025

“This budget will raise more total property taxes than last year’s budget by an amount of **\$XXX,XXX.XX**, which is a **XX.XXXX%** increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is **\$XXX,XXX.XX**.”

Ordinance Number 24-XXX Approved _____, 2024

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

	2023-2024	2024-2025
Property Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
No-New-Revenue Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
No-New-Revenue Maintenance & Operations Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
Voter Approval Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
Debt Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation

Total Amount of Debt Obligations for the City of Woodcreek, secured by property taxes:

\$ X,XXX,XXX.XX

CITY OF WOODCREEK ANNUAL OPERATING BUDGET Fiscal Year October 1, 2024 to September 30, 2025

“This budget will raise the same amount of revenue from property taxes as last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is **\$XXX,XXX.XX.**”

Ordinance Number 24-XXX Approved _____, 2024

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

	2023-2024	2024-2025
Property Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
No-New-Revenue Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
No-New-Revenue Maintenance & Operations Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
Voter Approval Tax Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation
Debt Rate	\$ XXXXX /\$100 of Valuation	\$ XXXXX /\$100 of Valuation

Total Amount of Debt Obligations for the City of Woodcreek, secured by property taxes:

\$ X,XXX,XXX.XX

CITY OF WOODCREEK 2024-2025 BUDGET (DRAFT)

2023-2024 actuals removed while accounting transition to FundView is in progress

	PROPOSED 2024-2025 BUDGET	23-24 ADOPTED BUDGET	Notes from 6/27 and 7/3 budget workshops	22-23 Actuals	<< taken from quarterly statement of activity
<u>Ad Valorem Taxes (M&O)</u>					
Ad Valorem Tax		365,000	What can we expect?	363,942	
Ad Valorem Tax Delinquent		2,000		2,493	
Ad Valorem-Penalty&Interest		1,000			
Total Ad Valorem Tax Revenue		368,000		366,434	
<u>Sales Taxes</u>		90,000		107,384	
Mixed Beverage Tax		1,500		2,134	
Total Sales Tax		91,500		109,518	
<u>Franchise Fee</u>					
Electric Franchise Fee Revenue		34,000		36,780	
Cable Services Franchise Rev		33,000		39,110	
Water Service Franchise Rev		100,000	What is the actual?	28,932	
Disposal Service Franchise Rev		27,000		32,602	
Telephone Franchise Revenue		130		124	
Golf Course Franchise Fee					
Reimbursements					
Total Franchise Fee		194,130		137,548	
<u>Development Revenue</u>					
Residential		0			
New Home Permits		1,000		4,930	
New Home Inspections		0		6,028	

Existing Home Inspections		5,000		8,346	
Other Permits		0			
Residential Inspections		150			
Commercial		150			
Other Subdivisions/Plat/Re-Pl		5,000		25,962	
Total Development Revenue		11,300		45,265	
<u>Miscellaneous</u>					
Interest Income		70,000		108,117	
Other Revenue		0		5,452	
Municipal Court Revenue		1,000			
Park Donations				2,710	
Total Miscellaneous		71,000		116,372	
<u>License & Permits</u>					
Liquor License Revenue		1,250		2050	
Sign Fees		200		435	
Fence Permit		500			
Remodel/Addition Permit		150			
Deck Permit		150			
Shed/Greenhouse		500			
Variance		500			
Special Events		200			
Fireworks		150			
Solar Panel		150			Coding name differences:
Other Permits		1,000		2040	added two categories together: 3090.99 other permits and 3096 other permits
Total License & Permits		4,750		4525	

Total Revenue		740,680		779,663.09
Administration				
Personnel				
Salaries and Wages		220,000		157,249.36
Overtime Wages		1,000		14331.37
Health Insurance Stipend		22,200		6512.77
Retirement		21,000		17956.44
Workers Comp		1,000		3000
Payroll Tax & Unemployment		30		
Payroll Tax FICA/OASOI		17,000		13891.2
Total Personnel		282,230		212,941.14
Office Expenses				
Bank Fees & Charges		0		45
Office Supplies		6,000		7399.44
Office Equipment		5,000		5295.6
City Hall Maintenance/Repair		8,000		6080.48
Cleaning		3,600		1879.28
Postage & Shipping		4,000		3531.73
Printing & Reproduction		5,000		2485.81
Printing Cost Newspaper		2,000		684.69
Software/Subscriptions		24,000		33,065.21
IT & Radio Expenses		5,000		1836.5
Website		14,800	What will annual be?	
FundView		29,250	What will annual be?	
Total Supplies		106,650		62,303.74
Professional Services				
Audit Expense		14,000		13263.7

CITY MANAGER
VEHICLE
REIMBURSEMENT

Codification		3,000		
Arborist		8,000		7214.54 Contract labor
Code Administrator		8,000		2108.88
Engineering		30,000	Do we want another category for advisory board or council like legal	10763.61
Mapping		0		200
Engineering Reimbursable		1,000		4952.5
Legal-General		30,000		38010.6
Legal-Litigation		5,000		2500 legal reimbursable
Legal-Special Cases		10,000		3295
Legal-Elected Body		5,000		9041.6
Accounting		0	Add \$\$ for forensic accountant (1x) and/or quarterly accounting review?	24,168.00
Law Enforcement		17,000	Can we negotiate rate?	10,657
AD Valorem Tax		4,000		2521.46 IT services
Inspections		10,000		10657 law enforcement
Code Compliance		500		
Watershed Protection Plan	20,000	20,000		
Total Contractual Services		165,500		128,697.39 Total professional services
<u>Area Care & Maintenance</u>				
Deer Removal		1,500		975
Mowing		6,000		6975
Oak Wilt Containment		15,000	Increase this amount - pending Oak Wilt Specialist City consult	

Greenspace Maintenance		7,500		5961.29
Landscape Maintenance		7,500		4615
Green Building Initiatives		5,000		
Parks And Playground		5,000	What is the annual parks & playground maintenance?	
ROW Tree Trimming		5,000		470
Holiday Decorations		500		649.99
Street Maintenance		5,000		3852.73
Street Signs		6,000	Radar signs - extra cost / more signs needed in Freeland Turk package	119
Equipment Maintenance		3,000		732.24
Water Quality Testing CCWPP		1,200		1417
Total Area Care/Maintenance		68,200		25767.35
Miscellaneous				
Tree Limb Pickup		0		
Tree Board	3000	1,500	Increase to 3,000 to cover two annual events	
Parks Board		10,000	need to cover parks events in this budget and NOT code to community relations	
Miscellaneous				
Matching Grant Funds	60,000	<u>45,000</u>	Increase to 60,000	
Total Miscellaneous		56,500		
				3727.96

contract services

ad valorem tax expense (located here previously)

Other Operating Expenses				1060	building inspections (located here previously)
Dues/Memberships		1,200		1092.34	
Election Expense	2,300	2,300		2198.96	
TML Dues		650		632	
Meeting Expense		2,500		968.89	
Public Notice		3,000		5376.11	
Travel/Vehicle Expense		1,000		580.96	
Elected Official Travel		1,000			
Training/Devel 10-10-5308		0	training and professional development		
Training/Devel 10-10-5309		3,000	elected body	2220.61	elected body
Training/Devel 10-10-5310		6,000	staff	3466.62	staff
Training/Devel 10-10-5311		1,200	advisory body	132.77	advisory body
Community Relations 5312		7,000		6530.92	
Other Operating exp 5313					
Insurance Risk Pool		5,800		5093.06	
Total Other Operating Expenses		34,650		33,061.20	
Utility Expenses				112.42	7500.10 City Hall Utilities
Electric - City Hall		1,700		1565.99	
Water - City Hall		1,500	will not be charged	1485.62	
Outdoor Utilities		1,400		1426.02	
Water - Outdoor		1,600	will not be charged	1573.14	
Internet/Phone		6,200		5365.62	
Total Utility Expenses		12,400		11528.81	
Municipal Court					
Judge		6,000			
Misc Court Cost		9,000		230	

Prosecutor		8,000		
State Comptroller Costs		0		
Total Court Cost		23,000	May need to increase budget	
Total Administration		749,130		474,529.63

QUESTIONS: what capitol improvements do we need to budget for and what sinking funds to we seek to create - years past we have talked about land aquisition and road maintenance

*Capitol projects and other items left off of the 22-23 actuals for budget comparision

Taxable Assessed Valuation

Fiscal Year	TAV
2023	\$310,684,852
2022	\$273,904,719
2021	\$248,782,338
2020	\$232,398,293
2019	\$210,824,198
2018	\$180,082,550
2017	\$177,980,749
2016	\$162,892,561
2015	\$150,621,415
2014	\$144,067,646



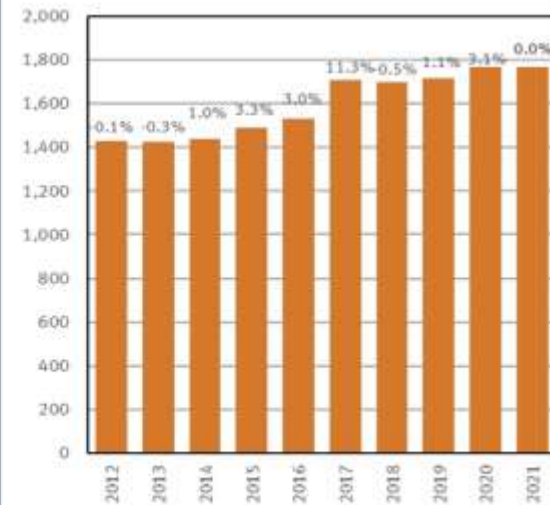
Tax Rate History

Fiscal Year	M&O	I&S	Total
2023	\$0.12	\$0.07	\$0.18
2022	\$0.13	\$0.08	\$0.21
2021	\$0.14	\$0.09	\$0.22
2020	\$0.13	\$0.09	\$0.22
2019	\$0.13	\$0.09	\$0.22
2018	\$0.14	\$0.09	\$0.22
2017	\$0.13	\$0.00	\$0.13
2016	\$0.13	\$0.00	\$0.13
2015	\$0.13	\$0.00	\$0.13
2014	\$0.13	\$0.00	\$0.13



Population

Year	Population
2021	1,770
2020	1,770
2019	1,716
2018	1,698
2017	1,706
2016	1,533
2015	1,488
2014	1,440
2013	1,426
2012	1,431



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