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## MEETING NOTICE

*The City Council of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Wednesday, September 11, 2024 at 6:30 PM.*

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

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

<https://zoom.us/j/93042077015?pwd=VWltS09Va1lJZWxzZHY4TVRlMUZBvQT09>

Meeting ID: 930 4207 7015; Passcode: 946057

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

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

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

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

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

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

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

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

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

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

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## AGENDA

**CALL TO ORDER**

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

**PUBLIC COMMENTS**

**CONSENT CALENDAR**

- [1.](#) Approval of Minutes From Regular City Council Meeting on August 14, 2024.
- [2.](#) Approval of Minutes From Special City Council Budget Workshop on 21, 2024.
- [3.](#) Approval of Minutes From Regular City Council Meeting on August 28, 2024.

## **REPORTS FROM OFFICERS AND COUNCIL LIAISONS**

- [4.](#) Report By Acting City Administrator, Jim Burton.
  - a) Sheriff Report
  - b) Check Register
  - c) Accounting Services
  - d) Quarterly Financials
  - e) Code Enforcement
  - f) City Hall Updates
  - g) Engineering Requests

## **PROCLAMATIONS AND GUEST SPEAKERS**

- [5.](#) Proclamation naming September 2024 as PRIDE Month in the City of Woodcreek

## **REGULAR AGENDA**

- [6.](#) Public Hearing on the Proposed Budget For Fiscal Year 2024-2025.
- [7.](#) Discuss and Take Possible Action to Adopt An Ordinance of the City Council of the City of Woodcreek, Texas, Adopting The Fiscal Year 2024-2025 Budget, Beginning October 1, 2024, and Ending September 30, 2025, In Accordance with Texas Local Government Code Chapter 102; Providing For The Filing of the Budget; Providing That This Ordinance Shall Be Cumulative of All Ordinances; Providing A Severability Clause; And Providing An Effective Date.
- [8.](#) Discussion and possible action to request a scope of work analysis and cost estimate for projects related to pedestrian mobility, city-wide drainage, a safety enhancement program phase II, and other capital improvement planning topics from the City of Woodcreek's engineering firm, Freeland Turk not to exceed \$24,000 in total services for this planning work. (Hines)
- [9.](#) Discuss and Take Appropriate Action To Consider The Remediation of Driveway Approaches On Brookmeadow Drive As Discussed At The January 24, 2024 City Council Meeting. (Bailey)
10. Discussion and possible action to authorize Jim Burton, acting City Administrator, to select a vendor to provide excess debt collection services for the City of Woodcreek. (Hines)
- [11.](#) Discussion and possible action to amend Chapter 32.01 of the City of Woodcreek Code of Ordinances, Title VII ("Traffic Code"), Chapter 70 ("Traffic Schedules"), Schedule II ("Stop and Yield Intersections"). (Hines)
12. Discussion and take possible action on directing Jim Burton, acting City Administrator, to award the Land Management contract to Bruner Land Improvements following the closing of the Request for Proposals (RFP) for said services on August 31, 2024 thereby authorizing Mr. Burton to enter into a contract with Bruner Land Improvements not to exceed \$20,000 annually spanning several budget line item categories related to this service. (Rasco)
- [13.](#) Discussion and take possible action on selecting a company for which to award the City Arborist contract following the closing of the Request for Proposals (RFP) for said services on

August 31, 2024 thereby authorizing Mr. Burton to enter into a contract with the selected applicant not to exceed \$18,000 annually from the Arborist budget line item. (Rasco)

14. Discussion and possible action on providing due notice to the City of Woodcreek City Secretary, Suzanne Mac Kenzie, of allegations of incompetency and misconduct. (Hines)

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

### **ANNOUNCEMENTS**

### **ADJOURN**

### **POSTING CERTIFICATION**

**IT IS HEREBY CERTIFIED** that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall on the **6th day of September, 2024 at 5:00PM.**

**CITY COUNCIL MEETING (CITY HALL)  
August 14, 2024; 6:30 PM  
Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

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

**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

**STAFF PRESENT**

Acting City Administrator, Jim Burton  
City Secretary, Suzanne MacKenzie  
City Attorney, Megan Santee

**PUBLIC COMMENTS**

Public Comments were offered by:

Jose Tormo on Item #8.  
Monica Rasco on Item #8.  
Gloria Whitehead on: Format of Reports Section, Item #8, and Item #9.

**CONSENT CALENDAR**

1. **Approval of Amended Regular City Council Meeting Minutes From July 10, 2024.**
2. **Approval of Special City Council Budget Workshop Minutes From July 17, 2024.**
3. **Approval of Regular City Council Meeting Minutes From July 24, 2024.**
4. **Submission of the Hays County Appraisal District Certified FY 2024-2025 Property Tax Roll to City Council. (Staff)**

Motion was made by Council Member Grummert to remove Item #3 from Consent Agenda. Motion was seconded by Mayor Pro Tem Hines. With no objections, Mayor Rasco moved the item to the beginning of the Regular Agenda.

Motion was made by Council Member Grummert to approve Items 1, 2, and 4 of the Consent Agenda. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by Show of Hands.

Motion Passed: 5-0-0.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

5. Report By Planning and Zoning Liaison. (Grummert)  
- Appointment of Chairperson and Vice-Chairperson.
6. Report by City Administrator. (Burton)
  - a) Expenses for City of Woodcreek Fourth of July Celebration at VFW
  - b) Hays County Sheriff Office July Patrol Report
  - c) Street Signs
  - d) Code Enforcement Activity for July
  - e) Check Register
  - f) Quarterly Financials
  - g) City Hall Updates
  - h) Engineering Requests
7. Memorandum from Ordinance Review Committee Chairperson Miller regarding Comprehensive Plan input request by the City of Woodcreek City Council. (Hines)

## REGULAR AGENDA

3. (Moved From Consent Agenda) **Approval of Regular City Council Meeting Minutes From July 24, 2024.**

Motion was made by Council Member Grummert to approve City Council meeting minutes from July 24, 2024 with the following edits, which is to remove the wording, "as amended" from the main motion of items 8, 9, and 10. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

9. Mayor Rasco stated that because Item #9 is associated with the report from Freeland Turk, he would like to take up Item #9 before Item #8 because there are recommendations that could pre-empt the report and be included or not with their work. No objections were received.

**Discuss and Take Appropriate Action To Request City Staff to Create An RFP For A Survey Along Brookhollow Drive To Determine The Exact Location of the City's Right-of-Way.** (Bailey)

Motion was made by Council Member Bailey to request Staff to create an RFP for a survey along Brookhollow Drive to determine the exact location of the City's rights-of-way. Motion was seconded by Council Member Hambrick.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Failed: 5-0-0.

8. **Discussion and possible action to accept the 2024 Safety Enhancement Program as prepared by Freeland Turk and post the bid package.** (Hines)

Motion was made by Mayor Pro Tem Hines to approve the 2024 Safety Enhancement Program as prepared by Freeland Turk and direct Staff to post the bid package as soon as possible. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

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.

9. **Discuss and Take Appropriate Action To Request City Staff to Create An RFP For A Survey Along Brookhollow Drive To Determine The Exact Location of the City's Right-of-Way.** (Bailey)

Discussion was held before Item #8, above.

10. **Discuss and Take Appropriate Action To Accept the Revisions Made to the 2024-2025 FY City of Woodcreek Proposed Annual Budget and Submitted to the City Secretary.** (Staff)

Motion was made by Mayor Pro Tem Hines to accept the 2024-2025 Proposed Annual Budget as submitted in this packet. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Mayor Pro Tem Hines to direct Staff to call the Public Hearing in the appropriate timeframe. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**11. Discuss and Take Possible Action To Set A Date To Hold the Public Hearings For the Proposed Budget and the Proposed Tax Rate. (Staff)**

Discussion and formal voting action for this item was taken under Item #10, above.

**12. Discuss and Take Possible Action to Accept A Proposed Budget and Approve Spending For the City of Woodcreek 40th Celebration at Camp Young Judaea on August 18, 2024. (Hines)**

Motion was made by Mayor Pro Tem Hines that we approve a budget of \$5,000 for the City of Woodcreek 40<sup>th</sup> Anniversary Event. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**13. Discuss and Take Appropriate Action To update the City of Woodcreek Procurement Policy, Resolution 2024-08-14-01. (Grummert)**

Motion was made by Council Member Grummert that Council adopts the Resolution 2024-08-14-01, updating the Procurement Policy. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Amended Motion was made by Council Member Grummert by striking “and regularly monitored by the Administrator and the Governing Body” from Section 3.01. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Second Amended Motion was made by Council Member Grummert to amend 3.01 by striking “\$1,500.00” and replacing it with “\$4,999” anytime it is found in this section. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.



Third Amended Motion was made by Council Member Grummert by striking “Items not subject to this process include utility bills, lease payments, membership dues, employee reimbursements, travel fees, and fuel” from Section 5.01. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**14. Discuss and Take Appropriate Action To update the City of Woodcreek Fund Balance Policy, Resolution 2024-08-14-02.** (Grummert)

Motion was made by Council Member Grummert to accept the Resolution 2024-08-14-02, updating the Fund Balance Policy. Motion was seconded by Mayor Pro Tem Hines.

Amended Motion was made by Council Member Grummert to amend the definitions section under Committed Funds found on page 331 by replacing the highlighted word “government” with the words “City Council”. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Amended Motion was made by Council Member Grummert to amend the definition section under Assigned Fund Balance found on page 331 by replacing the word “intent” with the word “Instruction”. Motion was seconded Council Member Richardson.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

**15. Discuss and Take Appropriate Action On edits to Ordinance Chapter 30.15 Municipal Manager/Administrator.** (Grummert)

Motion was made by Council Member Chrys Grummert to accept edits to the draft Ordinance Chapter 30.15 Municipal Manager/Administrator and that this Ordinance is returned in formal format and ask the City Attorney to create an Ordinance amending the Code to change the titles Municipal Manager/Administrator to simply “Administrator” throughout the Code, all for final Council approval. Motion was seconded by Council Member Bailey.

Amended Motion was made by Council Member Grummert to edit the draft Ordinance and retain the duties assigned by the State to the City Secretary position and leave them as part of the Administrator duties. Motion was seconded by Mayor Pro Tem Hines.

Legal offered to add language to the Amended Motion, "Local Government Code 22.071, as amended".

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

16. **Discuss and Take Appropriate Action On edits to Ordinance Chapter 30.16 Municipal Secretary.** (Grummert)

Motion was made by Council Member Grummert that Council accepts the edits to draft Ordinance Chapter 30.16 Municipal Secretary and this Ordinance is returned in formal format for final Council approval. Motion was seconded by Council Member Richardson.

Amended Motion was made by Council Member Grummert to include edits to 30.16, Section A, Office of Municipal Secretary created as in handout. Motion was seconded by Mayor Pro Tem Hines.

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

17. **Discussion and take action to authorize staff to purchase a continuous read Dark Skies Meter to be installed on city-owned property.** (Hines)

Motion was made by Mayor Pro Tem Hines to direct Staff to buy a continuous reading Dark Skies Meter to be installed on city-owned property. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**18. Discuss and take possible action to direct staff to install parking signs and poles at Par View. (Hines)**

Motion was made by Mayor Pro Tem Hines to install the 24-hour parking sign, purchase and install the "Parking in Designated Places Only" sign and repair the existing directional sign. Motion was seconded by Council Member Grummett.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

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

- i. Introduced by Council Member Richardson, Seconded by Mayor Pro Tem Hines*
  - a. Tree Board is requesting to be able to replace trees as identified by the Tree Board and an arborist, using money from the Tree Fund*
  - b. Tree Board is requesting approval to purchase 25 single gallon trees for the Fall Tree Give-Away Event on November 9<sup>th</sup> at Augusta Park.*

**ANNOUNCEMENTS**

Mayor Rasco announced the 40<sup>th</sup> Woodcreek Celebration on Sunday. Volunteers needed before and after event. Will arrive at 11AM, with Kickoff at 1PM.

**ADJOURN**

Mayor Rasco Adjourned the Meeting at 9:07 PM.

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*Jeff Rasco, Mayor*

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*Suzanne MacKenzie, City Secretary*

**SPECIAL CITY COUNCIL BUDGET WORKSHOP (CITY HALL)**  
**August 21, 2024; 5:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco Called the Meeting to Order at 5:06 PM.

**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

**STAFF PRESENT**

Acting City Administrator, Jim Burton  
City Secretary, Suzanne MacKenzie

**PUBLIC COMMENTS**

No Public Comments were offered.

**REGULAR AGENDA**

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

Workshop Opened at 5:07 PM.

Workshop Closed at 7:14 PM.

2. **Discuss and Take Appropriate Action to Adopt the Revisions Made During Workshop For the 2024-2025 Fiscal Year, City of Woodcreek Proposed Annual Operating Budget.** (Rasco)

Motion was made by Mayor Pro Tem Hines that Council reduce the proposed tax rate to the No New Revenue Rate. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the Vote by a Show of Hands.

Motion passed: 5-0-0.

Motion was made by Mayor Pro Tem Hines that we accept tonight's changes to the proposed budget and direct Mike Boese and Jim Burton to prepare documents for our next regular council meeting. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the Vote by a Show of Hands.

Motion passed: 5-0-0.

## ANNOUNCEMENTS

- i. Introduced by Mayor Rasco; Seconded by Mayor Pro Tem Hines*
  - a. A Budget Workshop will be added to the meeting next week.*
  - b. Agenda Other Additions/Changes for August 28<sup>th</sup> Council Agenda.*
- ii. Introduced by Council Member Grummert; Seconded by Mayor Pro Tem Hines*
  - a. RFQ for Grant Management Firm*

## ADJOURN

Mayor Rasco Adjourned the Meeting at 7:14 PM.

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Jeff Rasco, Mayor

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Suzanne MacKenzie, City Secretary

**CITY COUNCIL MEETING (CITY HALL)  
August 28, 2024; 4:00 PM  
Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco called the meeting to order at 4:00 PM.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

PRESENT:

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

CITY STAFF PRESENT:

City Administrator Jim Burton  
City Clerk Taffy Barker

**PUBLIC COMMENTS**

Jose Tormo public comment 3 minutes was donated to Aurora LeBrun, regarding item 5.  
Marquerite Tormo public comment 3 minutes was donated to Aurora LeBrun, regarding item 5.  
Aurora LeBrun  
Gloria Whitehead public comment 3 minutes was donated to Aurora LeBrun, regarding item 5.  
Patty Blount commented on safety of children playing in the City.

**CONSENT CALENDAR**

**1. Accept the Hays County Appraisal District Calculated FY 2024-2025 Tax Rate Calculation Worksheet to City Council**

Motion was made by Mayor Pro Tem Debra Hines to accept the Hays County Appraisal District Calculated FY 2024-2025 Tax Rate Calculation Worksheet to City Council. Motion was seconded by Council Member Linnea Bailey.

Mayor Rasco called for a show of hands  
Motion passed: 5-0-0

## REGULAR AGENDA

2. **Presentation by Girl Scout Tatum Davis proposing a Monarch Butterfly Waystation in Augusta Park.**
  
3. **Discuss and take appropriate action to approve construction of a Monarch Butterfly Waystation in Augusta Park, working with the Parks and Recreation Board, as part of a Girl Scout Gold Award Project by Tatum Davis. Funds to be allocated from Greenspace Maintenance not to exceed \$1,100.**

Motion was made by Mayor Pro Tem to approve construction of a Monarch Butterfly Waystation in Augusta Park, working with the Parks and Recreation Board, as part of a Girl Scout Gold Award Project by Tatum Davis. Funds to be allocated from Greenspace Maintenance not to exceed \$1,100. Motion was seconded by Council Member Krista Richardson.

Mayor Rasco called for a show of hands

Motion passed: 5-0-0

4. **Discuss and take possible action to accept the Parks and Recreation Board Recommendation on proposed plans and costs put forth by the Parks and Recreation Board towards further completion of the Triangle, Creekside and Augusta parks.**

Motion was made by Council Member Bob Hambrick to accept the Parks and Recreation Board Recommendation on proposed plans and costs put forth by the Parks and Recreation Board towards further completion of the Triangle, Creekside and Augusta parks. Motion was seconded by Council Member Linnea Bailey.

An Amended Motion was made by Council Member Chrys Grummert to stop all spending of POSAC Funds, towards further completion of the Triangle, Creekside and Augusta parks until the County has seen and approved the new site plans that reflect the changes made to the plans that they originally approved, and that council sees and approves these plans before being sent to the county, and a separate breakdown of park improvement spending that relates to those things that were not a part of the originally approved county plans.

Motion was seconded by Mayor Pro Tem Debra Hines.

Motion was made by Mayor Pro Tem to allow parks to continue site plans and improvements for Parks projects that have no cost. Motion was seconded by Council Member Krista Richardson.

Mayor Rasco called for a show of hands on Second Amended motion  
Motion passed: 3-2-0

Mayor Rasco called for a show of hands on Amended Motion  
Motion passed: 4-1-0

Mayor Rasco called for a show of hands on Main Motion  
Motion passed: 3-2-0

5. **Budget Workshop to Discuss Possible Amendments to the Proposed Annual Operating Budget FY 2024-2025 From August 21, 2024 Budget Workshop Discussions.**

Council went into workshop at 5:22 PM.

Council came out of Workshop at 6:20 PM.

**6. Discuss and Take Appropriate Action to Adopt an Amendment to the Proposed Annual Operating Budget FY 2024-2025.**

Motion was made by Mayor Pro Tem Debra Hines to Adopt an Amendment to the Proposed Annual Operating Budget FY 2024-2025. Motion was seconded by Council Member Chrys Grummert.

Mayor Rasco called for a show of hands on Main

Motion passed 3-2-0

**7. Discuss and Take Appropriate Action to Set the Proposed Tax Rate for FY 2024-2025.**

Motion was made Mayor Pro Tem Debra Hines to Set the Proposed Tax Rate for FY 2024-2025 and seconded by Council Member Chrys Grummer.

Mayor Rasco called for a show of hands on Main

Motion passed 5-0-0

**8. Discuss and Take Appropriate Action to Accept the Recommendation from the Tree Board To Purchase 25, 1-gallon Trees For the November 9, 2024 Fall Tree Give-Away Event, Using Monies From the Arbor Day Event Celebration Fund.**

Motion was made Council Member Krista Richardson to Accept the Recommendation from the Tree Board To Purchase 25, 1-gallon Trees For the November 9, 2024 Fall Tree Give-Away Event, Using Monies From the Arbor Day Event Celebration Fund. Motion was seconded by Council Member Bob Hambrick

Mayor Rasco called for a show of hands on Main.

Motion passed 4-0-1 Council Member Chrys Grummert was absent from vote

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

Motion was made Council Member Chrys Grummert to Adopt Ordinance Updating 30.16 Municipal Secretary. Motion was seconded my Mayor Pro Tem Debra Hines.

An Amended motion was made by Bob Hambrick to change from the vote for removal to 2/3 majority vote of its member. No second on Amended motion.

Mayor Rasco called for a show of hands on Main

Motion passed: 3-2-0

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

Motion was made Council Member Chrys Grummert to Adopt Ordinance Updating 30.15 Administrator. Motion was seconded by Mayor Pro Tem Debra Hines.

An Amended motion was made by Council Member Chrys Grummert to change the line 28 the word "never" to "not". Motion was seconded by Mayor Pro Tem Debra Hines.



Mayor Rasco called for a show of hands on Amended motion.

Motion passed: 3-2-0

Mayor Rasco called for a show of hands on Main motion.

Motion passed: 5-0-0

**11. Discussion and possible action to designate locations for four (4) permanent radar sign installations at the entrances to the City of Woodcreek located at East and West Woodcreek Drive, Brookmeadow and Ranch Road 12, and Augusta Drive near La Rocca.**

Motion was made Mayor Pro Tem Debra Hines to designate locations for four (4) permanent radar sign installations at the entrances to the City of Woodcreek located at East and West Woodcreek Drive, Brookmeadow and Ranch Road 12, and Augusta Drive near La Rocca.

Motion was seconded by Council Member Bob Hambrick.

Mayor Rasco called for a show of hands on Main motion.

Motion passed: 5-0-0

**12. Discussion and possible action to authorize Jim Burton as acting City Manager to select a Certified Public Accountant (CPA) for the City of Woodcreek and to enter into a contract with said individual and/or company for the duration of time not to exceed one year and not for more than \$15,000 dollars for twelve (12) months of service.**

Motion was made Mayor Pro Tem Debra Hines to authorize Jim Burton as acting City Manager to select a Certified Public Accountant (CPA) for the City of Woodcreek and to enter into a contract with said individual and/or company for the duration of time not to exceed one year and not for more than \$15,000 dollars for twelve (12) months of service. Motion was seconded by Council Member Linnea Bailey.

An Amended Motion was made by Mayor Pro Tem Debra Hines to select Veronica Longoria as City Certified Public Accountant. Motion was seconded by Council Member Chrys Grummert

An Amended Motion was made by Chrys Grummert to strike Certified Public Account to an Accountant. Motion was seconded by Council Member Linnea Bailey.

Mayor Rasco called for a show of hands on Second Amended motion.

Motion passed: 5-0-0

Mayor Rasco called for a show of hands on Amended motion.

Motion passed: 5-0-0

Mayor Rasco called for a show of hands on Main motion.

Motion passed: 5-0-0

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

*1. Introduced by Mayor Pro Tem Debra Hines*

*a .Have Freeland Turk address an engineering scope of work and cost estimates to work into the budget, during budget season, the amount of money we are allocating for some of the Capital improvement projects to address road maintenance and a City wide drainage review.*

*b. Discuss with board chairs on how better to produce volunteer efforts to help support city staff and to make city business more efficient.*

- c. Quotes have been received on rainwater collection and bathroom projects and will be attached to the packet.*
- d. Water task force is wrapping up their work on final products. Nearing end on final documents and will be presented in second Council meeting in September.*
- e. Freeland Turk packets on stop signs at Brookhollow and Augusta Drive, a cleaned-up ordinance will be coming forth.*
- f. Obtain a debt collection service provider, authorize City Administer Jim Burton to secure this service.*

## **ANNOUNCEMENTS**

No announcements were made

## **ADJOURN**

Motion was made by Mayor Pro Tem to adjourn meeting, motion was seconded by Council Member Chrys Grummert.

Mayor Rasco adjourned the meeting at 7:18 PM

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*Jeff Rasco, Mayor*

OFFENSE REPORT - CITY OF WOODCREEK

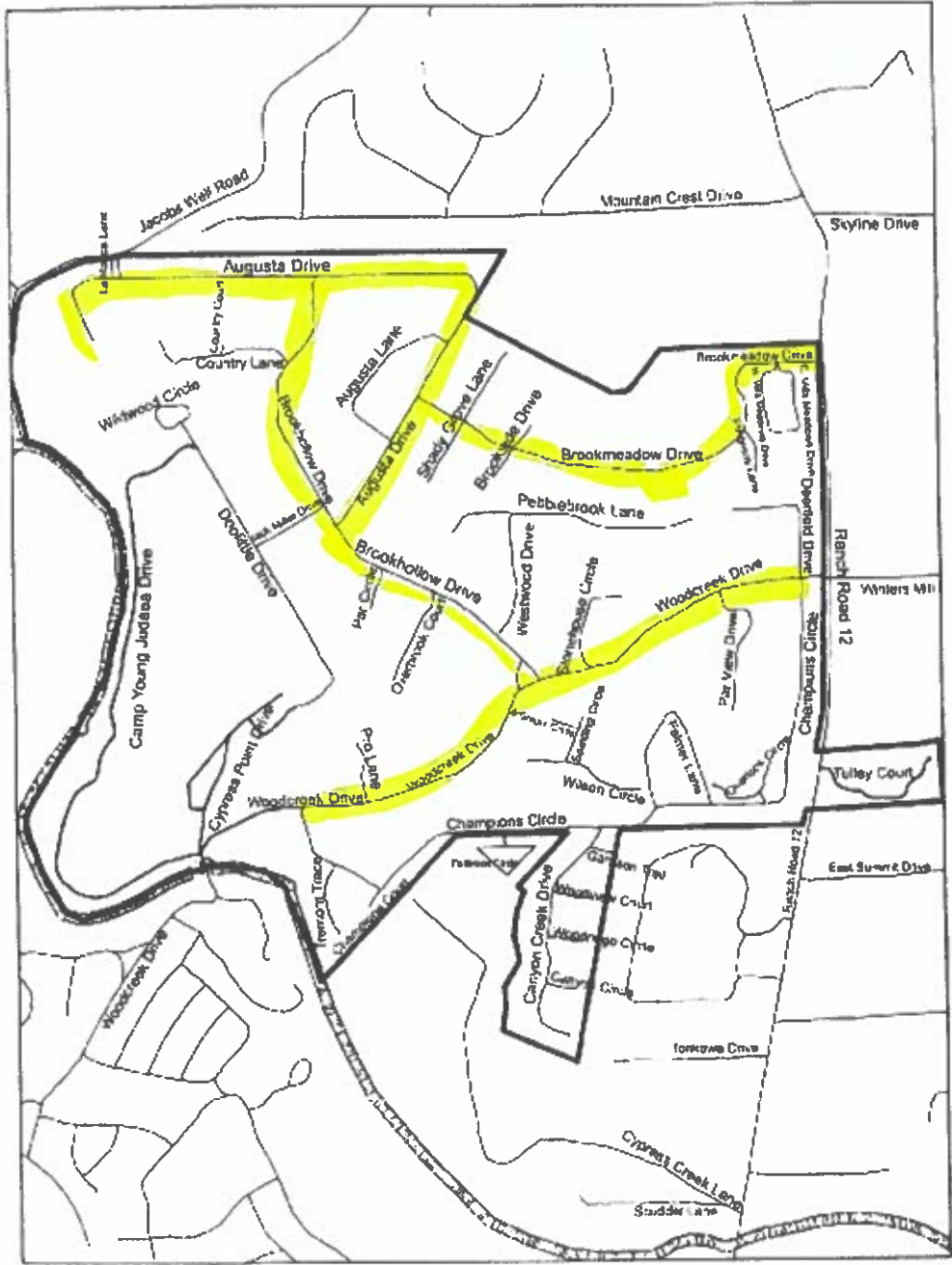
Officer: Morgan

Date: 8/7/2024

Time Period: 7am - 11 am

Location	Offense (include speed if applicable)	Citation?	Warning?	Comments	Resident?
Brookhollow/Augusta	Ran Stop Sign		✓		N
Wood Creek/Proln	Ran Stop Sign/Exp Registration	✓		Contractor	N
38 Brookhollows	Speeding 31 mph		✓	Contractor	N
Champion Cir/Alaus	Exp Registration		✓		Y
Wood Creek/Champion	Speeding 32 mph		✓		Y
Wood Creek/Brookhollows	Exp registration		✓		N

### City of Woodcreek Street Map



**Legend**

- Woodcreek City Limits
- Woodcreek Streets
- Private Streets
- Cypress Creek

0 0.25 0.5 Miles

Created 5/31/2011 by Jeff Ivy

**Officer:** Pinillo

**Date:** 08/12/24

**Time Period:** 7a-11a

EXP- EXPIRED  
DEF- DEFECTIVE

Location	Offense (include speed if applicable)	Citation?	Warning?	Comments	City of Woodcreek Resident?
25 WOODCREEK	EXP REG/DEF LIGHT		Y		Y
WOODCREEK/ BROOKHOLLOW	EXP REG/ DEF LIGHT NO FRONT PLATE		Y		Y
20 WOODCREEK	EX REG		Y		Y
40 BROOKHOLLOW	EXP REG		Y		Y
30 WOODCREEK	EXP DL/EXP REG		Y		N
WOODCREEK/ BROOKHOLLOW	DISREGARD STOP		Y		N

# OFFENSE REPORT - CITY OF WOODCREEK

Officer: Morgan

Date: 8/21/2024

Time Period: 0700-1100

Location	Offense (include speed if applicable)	Citation?	Warning?	Comments	Resident?
Woodcreek/Champion Cir	Speeding 32		<input checked="" type="checkbox"/>		N
Champion Cir/Palmer	Expired Reg		<input checked="" type="checkbox"/>		N
Woodcreek/ <del>Speeding</del> Pro lane	Speeding 33		<input checked="" type="checkbox"/>		N
<del>Woodcreek</del> / Pro lane	Ran Stop Sign		<input checked="" type="checkbox"/>		Y
Brookhollow/Woodcreek	Expired Reg		<input checked="" type="checkbox"/>		Y
Woodcreek/Deerfield	Exp Reg		<input checked="" type="checkbox"/>		N

# OFFENSE REPORT - CITY OF WOODCREEK

Officer: C. Morgan

Date: 8/26/2024

Time Period: 0700-1100

Location	Offense (include speed if applicable)	Citation?	Warning?	Comments	Resident?
Woodcreek/Champion Cir	Speeding 31		✓		N
Woodcreek/Pro Lane	Speeding 41	✓			N
Woodcreek/Pro Lane	Ran Stop Sign		✓		Y
Brookhollows/Aquista	Ran Stop Sign		✓		N
Woodcreek/Champion	Expired Registration		✓		N
Woodcreek/Pro Lane	Speeding 33		✓	Fed Ex	N
Champion Cir/Polmer	Exp Registration		✓		N

CITY OF WOODCREEK  
 Council Report  
 Check Date: 8/1/2024 to 8/31/2024

9/3/2024 10:28:

Item 4.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	8/7/2024	PEC-Utilities	10-10-5404	Outdoor Electric	Brookhollow lighting	\$49.13
	8/7/2024	PEC-Utilities	10-10-5404	Outdoor Electric	July Entrance	\$72.21
	8/7/2024	PEC-Utilities	10-10-5401	City Hall Electric	07022024-08022024	\$168.00
	8/7/2024	Ace Hardware	10-10-5205	Landscape Maintenance	weedeater string	\$11.69
	8/7/2024	Wimberley Shave Ice	10-10-5312	Community Relations	Snow Cones for 40th	\$170.00
	8/7/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	0701-0729-2024	\$9,775.00
	8/7/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	0701-07092024 Deerfield E &W I&M Meeting	\$410.00
	8/7/2024	Freeland Turk Engineering Group, LLC	10-10-5106	Engineering	07222024-07252024 Oak Orchard	\$922.50
	8/7/2024	Landscape Business Services LLC	10-10-5202	Mowing	monthly mow and weed parks and island	\$475.00
	8/7/2024	Landscape Business Services LLC	10-10-5205	Landscape Maintenance	Quarterly Landscape maintenance	\$1,750.00
	8/7/2024	Amazon Capital Services, Inc.	10-10-5050	Office Supplies	coffee, creamer, chair, 2 cables	\$201.31
	8/7/2024	Amazon Capital Services, Inc.	10-10-5050	Office Supplies	pencil lead, folders, label refills ,legal pads, tent cards, paperclips, note pads, gel pens, keyboard,paperholder	\$202.64
	8/7/2024	Amazon Capital Services, Inc.	10-10-5312	Community Relations	4th event name tags, metals & Flowers	\$68.23
	8/7/2024	Juarez Electric Inc	10-10-5053	City Hall Maintenance / Repairs	Replaced electrical outlet & installation of surge protector	\$385.00
	8/7/2024	Hired Killers Inc.	10-10-5053	City Hall Maintenance / Repairs	GPC Quartely	\$97.00



CITY OF WOODCREEK  
 Council Report  
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9/3/2024 10:28:

Item 4.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	8/14/2024	HOT IT	10-10-5114	IT Services	Storm repair office equipment	\$169.99
	8/14/2024	HOT IT	10-10-5114	IT Services	Set up Council laptops/training, It Services	\$1,260.00
	8/14/2024	City of Wimberley	10-10-5312	Community Relations	4th of July Concert & Event	\$3,350.00
	8/14/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	75990	\$53.69
	8/14/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	76006	\$38.63
	8/14/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	75997	\$56.20
	8/14/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	75998	\$63.73
	8/14/2024	Verizon	10-10-5406	Telephone & Internet	0702-0801/2024 phone	\$166.42
	8/14/2024	Jani King	10-10-5054	Cleaning Costs	August City Hall Cleaning	\$297.00
	8/14/2024	Hays County Tax Assessor-Collector	10-10-5117	Ad Valorem Tax Expense	Assessing and collection fees 2023	\$161.40
	8/15/2024	Clear Career Professional llc	10-10-5207	Contract Services	Consulting Services	\$2,272.86
	8/21/2024	VISA	10-10-5309	Training & Prof Development:Elected Body	TML Conference & Air B&B	\$1,006.94
	8/21/2024	VISA	10-10-5049	Bank Fees & Charges	0708-0808 2024 Visa Bill	(\$72.20)
	8/21/2024	VISA	10-10-5312	Community Relations	Pens, bags, cups, koozies, shirts 40th	\$3,136.77
	8/21/2024	VISA	10-10-5051	Office Equipment	Fridge	\$387.54
	8/21/2024	VISA	10-10-5006	Payroll Tax Expense:Unemployment Insurance	TWC payment	\$5.50

CITY OF WOODCREEK  
 Council Report  
 Check Date: 8/1/2024 to 8/31/2024

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	8/21/2024	VISA	10-10-5310	Training & Prof Development:Staff	SM TMCCP Election conduct	\$135.00
	8/21/2024	VISA	10-10-5304	Meeting Expense	Food for council between meetings	\$42.05
	8/21/2024	Debra-Hines	10-10-5312	Community Relations	flowers & drinks	\$119.99
	8/21/2024	Spectrum Business	10-10-5406	Telephone & Internet	8/15 - 9/14/2024	\$212.43
	8/21/2024	Xerox Financial Services	10-10-5056	Printing & Reproduction	8/1-8/31 2024 Copier	\$206.36
	8/21/2024	Xerox Business Solutions Southwest (Dahill)	10-10-5056	Printing & Reproduction	Copies 7/1-7/31 2024	\$63.39
	8/21/2024	Camp Young Judaea Texas	10-10-5312	Community Relations	1/2 security, cakes & cupcakes, lifeguard	\$695.00
	8/21/2024	Mock N Sons Construction LL	10-10-5053	City Hall Maintenance / Repairs	Mock N Sons Construction LL	\$4,850.00
	8/21/2024	City of Wimberley	10-10-5312	Community Relations	Final payment to City of Wimberley for 4th event	\$1,000.00
	8/21/2024	Ruth Ann Gilbert	10-10-5208	Parks And Playground Maintenance	Mow and weed eat special area at Augusta Park	\$50.00
	8/21/2024	Hays County	10-10-5116	Law Enforcement	August HCSO patrols car fee	\$500.00
	8/21/2024	Christopher A Morgan	10-10-5116	Law Enforcement	8/7, 8/21 & 8/26 2024	\$720.00
	8/21/2024	Alexander Pinillo	10-10-5116	Law Enforcement	7/29 & 8/12 2024	\$480.00
	8/21/2024	Leinneweber Services	10-10-5208	Parks And Playground Maintenance	8/12-9/82024 Park portable toilet cleaning	\$175.00
	8/30/2024	Cedar Bruner	10-10-5207	Contract Services	Cedar 240819-0829	\$135.00
	8/30/2024	Hudson Rivera	10-10-5207	Contract Services	240819-0829	\$135.00

CITY OF WOODCREEK  
 Council Report  
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9/3/2024 10:28:

Item 4.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Administration</b>						
	8/30/2024	James Burton	10-10-5306	Travel & Vehicle Exp Reimb.	June - August Mileage	\$141.43
	8/30/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	Budget Hearing Notice	\$210.00
	8/30/2024	San Marcos Daily Record	10-10-5057	Printing Cost Newspaper	2024 Safety Enhancement Program	\$441.00
	8/30/2024	Denton Navarro Rocha Bernal & Zech	10-10-5112	Legal Expenses:Special Cases	July 2024 Attorney services	\$972.00
	8/30/2024	Denton Navarro Rocha Bernal & Zech	10-10-5109	Legal Expenses:General	July 2024 Attorney services	\$2,211.38
	8/30/2024	Clear Career Professional llc	10-10-5207	Contract Services	8/13-8/25/2024	\$2,392.86
	8/29/2024	Document Logistix, LLC	10-10-5059	IT & Radio Expenses	Recovering documents	\$954.07
<b>Total</b>						<b>\$43,954.14</b>

**Non-Departmental**

	8/7/2024	Ace Hardware	10-1202	Maintenance Trailer	trailer lock	\$35.99
	8/7/2024	ATS Engineers	10-4041	New Home Inspections	57 Brookhollow Dr. Reinspections	\$55.00
	8/12/2024	EFTPS	10-2103	EFTPS	Medicare - Employer 8/10/2024	\$113.62
	8/12/2024	EFTPS	10-2103	EFTPS	Medicare - Employee 8/10/2024	\$113.62
	8/12/2024	EFTPS	10-2103	EFTPS	Social Security - Employer 8/10/2024	\$485.81
	8/12/2024	TMRS	10-2102	TMRS	TMRS - Employer 8/10/2024	\$695.73
	8/12/2024	TMRS	10-2102	TMRS	TMRS - Employee 8/10/2024	\$538.73

CITY OF WOODCREEK  
 Council Report  
 Check Date: 8/1/2024 to 8/31/2024

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Non-Departmental</b>						
	8/12/2024	EFTPS	10-2103	EFTPS	Social Security-Employee 8/10/2024	\$485.81
	8/12/2024	EFTPS	10-2103	EFTPS	Federal Withholding 8/10/2024	\$830.55
	8/14/2024	ATS Engineers	10-4041	New Home Inspections	Insulation Inspections	\$55.00
	8/14/2024	ATS Engineers	10-4041	New Home Inspections	Reinspections 57 Brookhollow	\$55.00
	8/21/2024	VISA	10-1212	Kawasaki Mule 2016	Gas	\$12.63
	8/21/2024	VISA	10-4047	Other:Subdivisions/Plats/Re-Plats	Zoom Aug/Sept	\$17.04
	8/21/2024	ATS Engineers	10-4064	Remodel/Addition Permit	Foundation Pre-pour 6 Woodridge Cir	\$55.00
	8/26/2024	EFTPS	10-2103	EFTPS	Medicare - Employer 8/24/2024	\$112.58
	8/26/2024	EFTPS	10-2103	EFTPS	Medicare - Employee 8/24/2024	\$112.58
	8/26/2024	EFTPS	10-2103	EFTPS	Social Security - Employer 8/24/2024	\$481.35
	8/26/2024	TMRS	10-2102	TMRS	TMRS - Employer 8/24/2024	\$695.73
	8/26/2024	TMRS	10-2102	TMRS	TMRS - Employee 8/24/2024	\$538.73
	8/26/2024	EFTPS	10-2103	EFTPS	Social Security-Employee 8/24/2024	\$481.35
	8/26/2024	EFTPS	10-2103	EFTPS	Federal Withholding 8/24/2024	\$830.55
	8/30/2024	ATS Engineers	10-4064	Remodel/Addition Permit	130 Augusta Lane Inspections	\$55.00
	8/30/2024	Pathmark Traffic Equipment, LLC	10-1211	Road Signage	street signs, posts and u bolt clamps	\$371.50

CITY OF WOODCREEK  
Council Report  
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9/3/2024 10:28:

Item 4.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - General Fund</b>						
<b>Non-Departmental</b>						
<b>Total</b>						<u><u>\$7,228.90</u></u>

CITY OF WOODCREEK  
 Council Report  
 Check Date: 8/1/2024 to 8/31/2024

9/3/2024 10:28:

Item 4.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>70 - Capital Fund</b>						
<b>FY 24 Capital Projects</b>						
	8/14/2024	The F.A. Bartlett Tree Expert Company	70-24-7001	Parks - POSAC Grant Projects	Apply Boost Texas to red Oak at Augusta Park	\$340.00
	8/15/2024	Alpha Paving Industries LLC	70-24-7003	Roads - GO BOND	Final Alpha Paymeny	\$126,230.65
					<b>Total</b>	<b>\$126,570.65</b>

CITY OF WOODCREEK  
Council Report  
8/1/2024 to 8/31/2024

Fund Totals

10	General Fund	\$51,183.04
70	Capital Fund	\$126,570.65
	<b>Grand Total:</b>	<b>\$177,753.69</b>

**City of Woodcreek  
PRIDE MONTH PROCLAMATION**

**WHEREAS**, the City of Woodcreek is committed to fostering a community that celebrates diversity, inclusivity, and respect for all individuals, regardless of their sexual orientation or gender identity; and

**WHEREAS**, the LGBTQ+ community has made invaluable contributions to our community and to society at large, enriching our culture, economy, and social fabric; and

**WHEREAS**, in 1972, Texas hosted their first PRIDE celebration in Dallas. Soon thereafter in 1979 Houston hosted PRIDE celebrations. Austin followed with hosting in 1990. San Antonio’s began in 2004, and Wimberley held their first Pride March in 2019; and

**WHEREAS**, recognizing and celebrating PRIDE in our own Wimberley Valley with a PRIDE March on September 21<sup>st</sup>, provides an opportunity to honor the progress made in the struggle for LGBTQ+ rights and to acknowledge the ongoing efforts toward equality and justice; and

**WHEREAS**, by celebrating PRIDE, we promote a culture of acceptance and support, stand against discrimination and prejudice, and reinforce our commitment to equal rights for all residents;

**NOW, THEREFORE BE IT RESOLVED** that I, Jeff Rasco, Mayor of the City of Woodcreek, do hereby proclaim the month of September as **PRIDE Month** in Woodcreek

**AND** call upon all residents to join in celebrating our LGBTQ+ community. Let us stand together to foster understanding, compassion, and unity in our community.

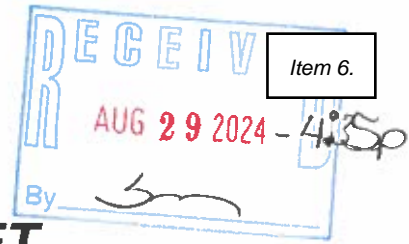
**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Woodcreek to be affixed this 11th day of September 2024.

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

\_\_\_\_\_  
Suzanne Mac Kenzie, Witness



**CITY OF WOODCREEK  
PROPOSED**



**ANNUAL OPERATING BUDGET**

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

“This budget will raise less revenue from property taxes than last year’s budget by an amount of \$62.00, which is a .0002% decrease from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$473.00.”

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

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

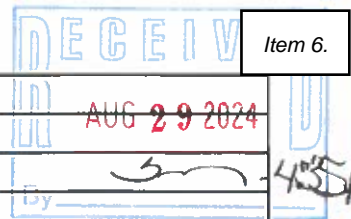
	<b>2023-2024</b>	<b>2024-2025</b>
<b>Property Tax Rate</b>	<b>\$.2000 /\$100 of Valuation</b>	<b>\$.1787 /\$100 of Valuation</b> No-New-Revenue (NNR) Tax Rate
No-New-Revenue Tax Rate	\$.1647 /\$100 of Valuation	\$.1787 /\$100 of Valuation
No-New-Revenue Maintenance & Operations Rate	\$.1649 /\$100 of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

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

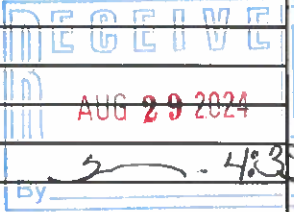
**CITY OF WOODCREEK 2024-2025 BUDGET PROPOSED**

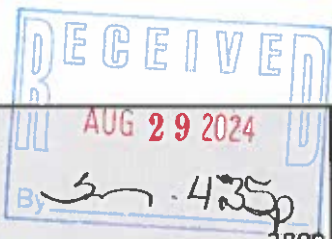


	PROPOSED 2024-2025 BUDGET	23-24 ADOPTED BUDGET	Notes
<b>Ad Valorem Taxes (M&amp;O)</b>			
Ad Valorem Tax	364,938	365,000	(at NNR rate)
Ad Valorem Tax Delinquent	2000	2,000	
Ad Valorem-Penalty&Interest	1000	1,000	
<b>Total Ad Valorem Tax Revenue</b>	<b>367938</b>	<b>368,000</b>	
<b>Sales Taxes</b>			
Sales Taxes	93000	90,000	
Mixed Beverage Tax	2000	1,500	
<b>Total Sales Tax</b>	<b>95000</b>	<b>91,500</b>	
<b>Franchise Fee</b>			
Electric Franchise Fee Revenue	34000	34,000	
Cable Services Franchise Rev	35500	33,000	
Water Service Franchise Rev	76000	100,000	
Disposal Service Franchise Rev	27000	27,000	
Telephone Franchise Revenue	125	130	
Reimbursements	0		
<b>Total Franchise Fee</b>	<b>172625</b>	<b>194,130</b>	
<b>Development Revenue</b>			
Residential	0	0	
New Home Permits	1000	1,000	
New Home Inspections	3000	0	
Existing Home Inspections	5000	5,000	
Other Permits	0	0	
Residential Inspections	0	150	
Commercial	0	150	
Other Subdivisions/Plat/Re-Pl	10000	5,000	
<b>Total Development Revenue</b>	<b>19000</b>	<b>11,300</b>	
<b>Miscellaneous</b>			
Interest Income	90,000	70,000	
Other Revenue	5500	0	
Municipal Court Revenue	0	1,000	
Park Donations	2500		
<b>Total Miscellaneous</b>	<b>98000</b>	<b>71,000</b>	
<b>License &amp; Permits</b>			



Liquor License Revenue	1500	1,250	
Sign Fees	200	200	
Fence Permit	500	500	
Remodel/Addition Permit	700	150	
Deck Permit	150	150	
Shed/Greenhouse	500	500	
Variance	500	500	
Special Events	100	200	
Fireworks	150	150	
Solar Panel	150	150	
Other Permits	1500	1,000	
<b>Total License &amp; Permits</b>	<b>5950</b>	<b>4,750</b>	
<b>Total Revenue</b>	<b>758513</b>	<b>740,680</b>	
<b>Administration</b>			
<b>Personnel</b>			
Salaries and Wages	170,000	220,000	reduced 20,000 to scale administrative salaries
Overtime Wages	0	1,000	
Health Insurance Stipend	20,000	22,200	
Retirement	20,000	21,000	
Workers Comp	1000	1,000	
Payroll Tax & Unemployment	350	30	
Payroll Tax FICA/OASOI	14000	17,000	
<b>Total Personnel</b>	<b>225350</b>	<b>282,230</b>	
<b>Office Expenses</b>			
Bank Fees & Charges	200	0	
Office Supplies	6000	6,000	
Office Equipment	4000	5,000	
City Hall Maintenance/Repair	8,000	8,000	
Cleaning	3600	3,600	300/month
Postage & Shipping	3000	4,000	
Printing & Reproduction	5000	5,000	
Printing Cost Newspaper	3000	2,000	
Software/Subscriptions	20000	24,000	
IT & Radio Expenses	2,000	5,000	
Website	4700	14,800	
FundView	15160	29,250	
<b>Total Supplies</b>	<b>74660</b>	<b>106,650</b>	
<b>Professional Services</b>			
Audit Expense	14000	14,000	
Codification	3000	3,000	
Arborist	18,000	8,000	includes arborist / oak wilt specialist

Comprehensive Plan Update	50,000	8,000	Previous budget item is not the comp plan
Legal - CODE UPDATE	50,000		
Engineering	30000	30,000	
Mapping	5000	0	
Engineering Reimbursable	10,000	1,000	
Legal-General	50,000	30,000	
Legal-Litigation	5,000	5,000	
Legal-Special Cases	4,000	10,000	
Legal-Elected Body		5,000	
Accounting	15,000	0	CPA monthly costs - 3rd party hire
Law Enforcement	17,000	17,000	
AD Valorem Tax	4,000	4,000	
Inspections	8,000	10,000	
Code Compliance	500	500	
Watershed Protection Plan	20,000	20,000	
<b>Total Contractual Services</b>	<b>303,500</b>	<b>165,500</b>	
<b>Area Care &amp; Maintenance</b>			
Deer Removal	1,500	1,500	
Mowing	0	6,000	
Oak Wilt Containment	15,000	15,000	includes citizen program and any city needs
Greenspace Maintenance	3,000	7,500	BEAUTIFICATION / make a note in the accounting
Landscape Maintenance	12,000	7,500	Quit using "mow" budget code line and move here
Green Building Initiatives	0	5,000	
Parks And Playground	29,453	5,000	
ROW Tree Trimming	10,000	5,000	
Holiday Decorations	500	500	
Street Maintenance	5000	5,000	
Street Signs	1000	6,000	
Equipment Maintenance	2500	3,000	
Water Quality Testing CCWPP	1500	1,200	
<b>Total Area Care/Maintenance</b>	<b>81453</b>	<b>68,200</b>	
Miscellaneous	0		
Tree Limb Pickup	0	0	



				Increase to 3,000 to cover two annual events / 1250 for reusable items
Tree Board	3800	1,500		covers annual events
Parks Board	4000	10,000		
Miscellaneous	0			
		45,000		
<b>Total Miscellaneous</b>	<b>7,800</b>	<b>56,500</b>		
<u>Other Operating Expenses</u>				
Dues/Memberships	1200	1,200		
Election Expense	2,300	2,300		
TML Dues	650	650		
Meeting Expense	2500	2,500		
Public Notice	5000	3,000		
Travel/Vehicle Expense	500	1,000		
Elected Official Travel	500	1,000		
Training/Devel 10-10-5308	4000	3,000		elected body
Training/Devel 10-10-5309	6000	6,000		staff
Training/Devel 10-10-5310	1200	1,200		advisory body
Training/Devel 10-10-5311	0	0		general
				city organized events /not boards & NEW \$3,500 account for in-house expense (meals, appreciation, volunteer gifts) IMPORTANT: cannot spend more than \$50 per person per state law
Community Relations 5312	23,000	7,000		
Other Operating exp 5313	0			
Insurance Risk Pool	5800	5,800		
<b>Total Other Operating Expenses</b>	<b>52,650</b>	<b>34,650</b>		
<u>Utility Expenses</u>				
Electric - City Hall	1700	1,700		
Water - City Hall	0	1,500		will not be charged
Outdoor Utilities	1400	1,400		
Water - Outdoor	0	1,600		will not be charged
Internet/Phone	5000	6,200		
<b>Total Utility Expenses</b>	<b>8100</b>	<b>12,400</b>		
<u>Municipal Court</u>				
Judge	0	6,000		
Misc Court Cost	0	9,000		

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Item 6.

Prosecutor	5000	8,000	City attorney billed hours for code enforcement
State Comptroller Costs	0	0	
<b>Total Court Cost</b>	<b>5000</b>	<b>23,000</b>	May need to increase budget
<b>Total Administrative Expense</b>	<b>758,513</b>	<b>749,130</b>	

**BUDGET BALANCE:** 0

**CAPITAL IMPROVEMENT PROJECTS**

**Revenue:**

**NOTES:**

Bond Funds	150,000	(Deerfield + Western Woodcreek Drive)
Transfer from Reserves	265,500	
Drainage Funds	427,000	ARPA funds

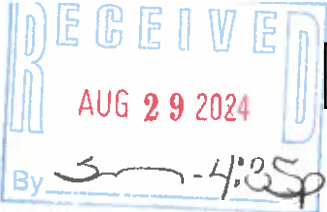
**TOTAL Revenue:** 842,500

**Expenses:**

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

**TOTAL RESERVES TRANSFER:** **265,500 Capital Improvements**

(does not include bond & arpa funds)



Item 6.

## City of Woodcreek FY 24/25 Proposed Annual Budget

### GENERAL FUND REVENUE

	2022-2023 Actual	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
<b>AD VALOREM TAX</b>						
10-4001 Ad Valorem Tax	364,134	\$ 365,000	\$ 371,556	\$ 372,000	\$ 364,938	62
10-4002 Ad Valorem Tax - Delinquent	2,300	2,000	77	80	2,000	-
10-4003 Ad Valorem Tax - Penalty and Interest	-	1,000	936	1,000	1,000	-
<b>Total Ad Valorem Tax Revenue</b>	366,434	368,000	372,569	373,080	367,938	62
<b>SALES AND MIXED BEVERAGE TAX</b>						
10-4010 State Sales Tax Revenue	92,994	90,000	84,363	100,000	93,000	(3,000)
10-4011 Mixed Beverage Tax & Fees	1,200	1,500	1,503	1,800	2,000	(500)
<b>Total Sales and Mixed Beverage Tax Revenue</b>	94,194	91,500	85,866	101,800	95,000	(3,500)
<b>FRANCHISE FEES</b>						
10-4020 Electric Franchise Fee	31,000	34,000	26,863	27,000	34,000	-
10-4021 Cable Franchise Fee	25,000	33,000	22,113	25,000	35,500	(2,500)
10-4023 Water Service Franchise Fee	59,553	100,000	27,425	45,000	76,000	24,000
10-4024 Disposal Service Franchise Fee	24,000	27,000	15,720	20,000	27,000	-
10-4025 Telephone Franchise Fee	130	130	-	-	125	5
<b>Total Franchise Fee Revenue</b>	139,683	194,130	92,121	117,000	172,625	21,505
<b>DEVELOPMENT REVENUE</b>						
10-4040 New Home Permits	2,000	1,000	1,227	2,000	4,000	(3,000)
10-4042 Existing Home Inspections	-	5,000	2,037	2,500	5,000	-
10-4044 Residential Inspections	-	150	517	750	-	150
10-4045 Commercial	-	150	918	1,000	-	150
10-4047 Other - Subdivision/Plats/Re-Plats	-	5,000	2,783	3,000	10,000	(5,000)
<b>Total Development Revenue</b>	2,000	11,300	7,482	9,250	19,000	(7,700)
<b>MISCELLANEOUS REVENUE</b>						
10-4050 Interest Income	70,000	70,000	24,936	40,000	90,000	(20,000)
10-4051 Other Revenue	7,427	-	275	300	5,500	(5,500)
10-4072 Municipal Court Revenue	-	1,000	-	-	-	1,000
10-4076 Donations	-	-	-	-	2,500	(2,500)
<b>Total Miscellaneous Revenue</b>	77,427	71,000	25,211	40,300	98,000	(27,000)
<b>LICENSE &amp; PERMITS</b>						
10-4060 Liquor License Revenue	1,450	1,250	950	1,100	1,500	(250)
10-4061 Sign Fees	200	200	230	250	200	-
10-4062 Fence Permits	-	500	1,075	1,250	500	-
10-4064 Remodel /Addition Permits	-	150	1,134	1,500	700	(550)
10-4065 Deck Permits	-	150	525	650	150	-
10-4066 Shed / Greenhouse Permits	-	500	515	600	500	-
10-4067 Variance	-	500	500	600	500	-
10-4068 Special Events	-	200	(300)	-	100	100
10-4069 Fireworks	-	150	250	250	150	-
10-4070 Solar Panel	-	150	88	100	150	-
10-4071 Other Permits	-	1,000	7,506	8,000	1,500	(500)
<b>Total Miscellaneous Revenue</b>	1,650	4,750	12,473	14,300	5,950	(1,200)
<b>FUND 10 - TOTAL GENERAL FUND REVENUE</b>						
	<b>\$ 681,388</b>	<b>\$ 740,680</b>	<b>\$ 595,722</b>	<b>\$ 655,730</b>	<b>\$ 758,513</b>	<b>\$ (17,833)</b>



## City of Woodcreek FY 24/25 Proposed Annual Budget

### GENERAL FUND EXPENSES

	2022-2023 Projected	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
<b>ADMINISTRATION EXPENSES</b>						
10-10-5001 Salaries & Wages	150,000	220,000	183,996	210,000	170,000	50,000
10-10-5002 Overtime Wages	9,335	1,000	759	800	-	1,000
10-10-5003 Health Insurance Stipend	6,000	22,200	19,046	22,200	20,000	2,200
10-10-5004 Retirement	18,100	21,000	17,857	21,000	20,000	1,000
10-10-5005 Workers Compensation	-	1,000	875	1,000	1,000	-
10-10-5006 PTE - Unemployment Insurance	31	30	275	350	350	(320)
10-10-5007 PTE - FICA/OASDI	9,501	17,000	15,732	17,000	14,000	3,000
10-10-5008 City Manager Vehicle Reimbursement	3,000	-	-	-	-	-
<b>Total Administration Expenses</b>	<b>195,967</b>	<b>282,230</b>	<b>238,540</b>	<b>272,350</b>	<b>225,350</b>	<b>56,880</b>
<b>OPERATIONAL EXPENSES</b>						
10-10-5049 Bank Fees & Charges	-	-	216	300	200	(200)
10-10-5050 Office Supplies	4,717	6,000	6,404	7,000	6,000	-
10-10-5051 Office Equipment	4,378	5,000	889	2,000	4,000	1,000
10-10-5053 City Hall Maintenance / Repairs	2,860	8,000	8,224	9,000	8,000	-
10-10-5054 Cleaning Costs	1,448	3,600	3,196	3,600	3,600	-
10-10-5055 Postage & Shipping	3,229	4,000	2,871	3,500	3,000	1,000
10-10-5056 Printing & Reproduction	1,493	5,000	2,682	3,500	5,000	-
10-10-5057 Printing Cost Newspaper	571	2,000	1,105	1,500	3,000	(1,000)
10-10-5058 Software & Subscriptions	24,823	24,000	24,294	24,500	20,000	4,000
10-10-5059 IT & Radio Expenses	2,315	5,000	1,974	2,000	2,000	3,000
10-10-5060 Website	-	14,800	18,089	18,250	4,700	10,100
10-10-5061 Fundview	-	29,250	23,500	23,500	15,160	14,090
<b>Total Operational Expenses</b>	<b>45,834</b>	<b>106,650</b>	<b>93,444</b>	<b>98,650</b>	<b>74,660</b>	<b>31,990</b>
<b>PROFESSIONAL SERVICES EXPENSES</b>						
10-10-5101 Audit Expense	13,264	14,000	21,162	21,162	14,000	-
10-10-5102 Codification	-	3,000	-	-	3,000	-
10-10-5103 Contract Labor	4,636	-	-	-	-	-
10-10-5104 Arborist	-	8,000	-	1,000	18,000	(10,000)
10-10-5105 Code Administrator	-	8,000	22,119	22,119	-	8,000
10-10-5106 Engineering	17,541	30,000	48,129	50,000	30,000	-
10-10-5107 Mapping	200	1,000	-	-	5,000	(4,000)
10-10-5108 Engineering Reimbursable	8,090	-	-	-	10,000	(10,000)
10-10-5109 Legal Expenses - General	22,703	30,000	26,044	30,000	50,000	(20,000)
10-10-5110 Legal Expenses - Reimbursable	2,500	-	-	-	-	-
10-10-5111 Legal Expenses - Litigation	-	5,000	-	-	5,000	-
10-10-5112 Legal Expenses - Special Cases	3,295	10,000	5,232	5,232	4,000	6,000

	2022-2023 Projected	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
10-10-5113 Legal Expenses - Elected Body	3,300	5,000	9,282	11,000	-	5,000
10-10-5114 IT Services	2,521	-	1,429	1,500	-	-
10-10-5115 Accounting	18,183	-	11,277	17,500	15,000	(15,000)
10-10-5116 Law Enforcement	12,500	17,000	11,835	17,000	17,000	-
10-10-5117 Ad Valorem Tax Expense	1,864	4,000	4,092	4,100	4,000	-
10-10-5118 Building Inspections	1,815	10,000	6,841	8,000	8,000	2,000
10-10-5119 Code Compliance	-	500	-	-	500	-
10-10-5120 Watershed Protection Plan	-	20,000	20,000	20,000	20,000	-
10-10-5121 Contract Services	-	-	-	0	100,000	-100000
<b>Total Professional Services Expenses</b>	<b>112,412</b>	<b>165,500</b>	<b>187,442</b>	<b>208,613</b>	<b>303,500</b>	<b>(138,000)</b>
<b>AREA CARE &amp; MAINTENANCE EXPENSES</b>						
10-10-5201 Deer Removal	975	1,500	1,100	1,500	1,500	-
10-10-5202 Mowing	5,400	6,000	1,425	2,000	-	6,000
10-10-5203 Oak Wilt Containment	-	15,000	6,800	7,000	15,000	-
10-10-5204 Green Space Maintenance	5,961	7,500	4,238	5,000	3,000	4,500
10-10-5205 Landscape Maintenance	2,375	7,500	13,373	14,000	12,000	(4,500)
10-10-5206 Green Building Initiatives	-	5,000	-	-	-	5,000
10-10-5207 Contract Services	470	-	5,034	10,000	-	-
10-10-5208 Parks & Playground Maintenance	-	5,000	2,986	5,000	29,453	(24,453)
10-10-5209 ROW Tree Trimming	-	5,000	-	-	10,000	(5,000)
10-10-5210 Holiday Decorations	650	500	486	500	500	-
10-10-5211 Street Maintenance	4,283	5,000	-	2,000	5,000	-
10-10-5212 Street Signs	119	6,000	14,843	15,000	1,000	5,000
10-10-5213 Equipment Maintenance	372	3,000	131	500	2,500	500
10-10-5214 Water Quality Testing CCWPP	1,093	1,200	-	1,000	1,500	(300)
<b>Total Area Care &amp; Maintenance Expenses</b>	<b>21,698</b>	<b>68,200</b>	<b>50,416</b>	<b>63,500</b>	<b>81,453</b>	<b>(13,253)</b>
<b>MISCELLANEOUS EXPENSES</b>						
10-10-5216 Tree Limb Pick-Up	-	-	19,200	19,200	-	-
10-10-5217 Tree Board	-	1,500	-	-	3,800	(2,300)
10-10-5218 Parks Board	-	10,000	-	-	4,000	6,000
<b>Total Miscellaneous Expenses</b>	<b>-</b>	<b>11,500</b>	<b>19,200</b>	<b>19,200</b>	<b>7,800</b>	<b>3,700</b>
<b>OTHER MUNICIPAL EXPENSES</b>						
10-10-5301 Dues & Memberships	671	1,200	1,598	1,598	1,200	-
10-10-5302 Election Expenses	2,199	2,300	2,285	2,285	2,300	-
10-10-5303 TML Dues	632	650	-	650	650	-
10-10-5304 Meeting Expenses	907	2,500	303	1,000	2,500	-
10-10-5305 Public Notices	5,513	3,000	285	1,000	5,000	(2,000)
10-10-5306 Travel & Vehicle Expenses	122	1,000	262	262	500	500
10-10-5307 Elected Official Travel	-	1,000	27	100	500	500
10-10-5309 Training & Prof Development - Elected Body	1,421	3,000	7,445	7,445	4,000	(1,000)
10-10-5310 Training & Prof Development - Staff	2,402	6,000	8,686	8,686	6,000	-

	2022-2023 Projected	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
10-10-5311 Training & Prof Development - Boards/Com	133	1,200	-	-	1,200	-
10-10-5312 Community Relations	3,758	7,000	22,505	22,505	23,000	(16,000)
10-10-5313 Other Operating Expenses	-	-	(370)	(370)	-	-
10-10-5314 TML Insurance	5,093	5,800	5,473	5,800	5,800	-
<b>Total Other Municipal Expenses</b>	<b>22,851</b>	<b>34,650</b>	<b>48,499</b>	<b>50,961</b>	<b>52,650</b>	<b>(18,000)</b>
<b>UTILITY EXPENSES</b>						
10-10-5401 City Hall Electric	1,140	1,700	1,443	1,700	1,700	-
10-10-5402 City Hall Water	1,110	1,500	556	600	-	1,500
10-10-5403 Outdoor Utilities	-	-	-	-	1,400	(1,400)
10-10-5404 Outdoor Electric	1,068	1,400	1,317	1,400	-	1,400
10-10-5405 Outdoor Water	1,171	1,600	128	500	-	1,600
10-10-5406 Telephone & Internet	3,589	6,200	3,960	5,000	5,000	1,200
<b>Total Utility Expenses</b>	<b>8,078</b>	<b>12,400</b>	<b>7,404</b>	<b>9,200</b>	<b>8,100</b>	<b>4,300</b>
<b>MUNICIPAL COURT EXPENSES</b>						
10-10-5501 Municipal Court Costs	230	9,000	-	-	-	9,000
10-10-5502 Municipal Court Judge	-	6,000	-	-	-	6,000
10-10-5504 Prosecutor	-	8,000	-	-	5,000	3,000
10-10-5505 Court Bailiff	-	-	-	-	-	-
10-10-5506 State Comptroller Costs	-	-	-	-	-	-
<b>Total Municipal Court Expenses</b>	<b>230</b>	<b>23,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>18,000</b>
<b>Other Expenses</b>	<b>277,029</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>
<b>FUND 10 - GENERAL FUND EXPENSES</b>	<b>\$ 684,099</b>	<b>\$ 749,130</b>	<b>\$ 644,945</b>	<b>\$ 722,474</b>	<b>\$ 758,513</b>	<b>(9,383)</b>

## City of Woodcreek FY 24/25 Proposed Annual Budget CAPITAL PROJECTS FUND

### CAPITAL PROJECT FUNDS

		2023-2024 Balance	2024-2025 Proposed	Notes:
<b>CAPITAL PROJECTS REVENUE</b>				
70-1019 2023 GO Bond Fubds		2,638,658	150,000	(Deerfield & Western Woodcreek Drive)
70-1021 ARPA Funds		424,811	424,000	Drainage Funds
70-1032 Capital Funds (Reserve)		440,730	268,500	Reserves
<b>Total Capital Project Funds</b>		<b>3,504,199</b>	<b>842,500</b>	

### CAPITAL PROJECT EXPENSES

			2024-2025 Proposed	Notes:
<b>CAPITAL PROJECT EXPENSES</b>				
Deerfield & Western Woodcreek			150,000	
City Hall Renovation			50,000	
Bathroom @ Creekside			35,000	
Safety Enhancement Program			80,000	Radar Signs, Speed Cushions, Guardrails
Oak Wilt Containment Project			30,000	
Rainwater Collection			40,000	
Handheld Radio Purchase			5,500	
Drainage Planning and Implementation			427,000	Use ARPA Funds
Walking Trails Study			25,000	
<b>Total Capital Project Expenses</b>			<b>842,500</b>	(560,270)

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

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, ADOPTING THE FISCAL YEAR 2024-2025 BUDGET BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN ACCORDANCE WITH TEXAS LOCAL GOVERNMENT CODE CHAPTER 102; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

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

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

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

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

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

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

**Section 3.** This ordinance shall be effective upon adoption.

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

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

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

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

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

57 **ENACTMENT:** This Ordinance shall be in full force and effect after its final passage and approval, as  
58 required by law.

59  
60 **PASSED, ADOPTED AND APPROVED** this  11<sup>th</sup>  day of  September , 2024,

61  
62 by a   **Yea** to   **Nay** to   **Abstentions** vote of the City Council of  
63 Woodcreek, Texas.

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67 PLACE  
68 CITY SEAL  
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**WOODCREEK, TEXAS**

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

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82 **ATTEST:**

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*Suzanne J. Mac Kenzie, City Secretary*

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89 **APPROVED AS TO FORM:**

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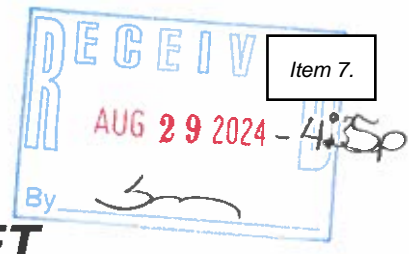
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93 *City Attorney's Office*

# EXHIBIT “A”





**CITY OF WOODCREEK  
PROPOSED**

**ANNUAL OPERATING BUDGET**

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

“This budget will raise less revenue from property taxes than last year’s budget by an amount of \$62.00, which is a .0002% decrease from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$473.00.”

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

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

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

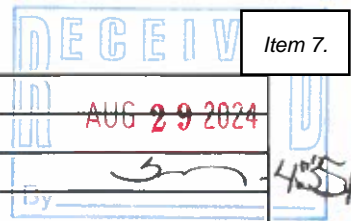
Total Amount of Debt Obligations for the City of Woodcreek, secured by property taxes: \$3,310,000

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

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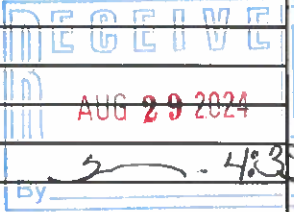
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	PROPOSED 2024-2025 BUDGET	23-24 ADOPTED BUDGET	Notes
<b>Ad Valorem Taxes (M&amp;O)</b>			
Ad Valorem Tax	364,938	365,000	(at NNR rate)
Ad Valorem Tax Delinquent	2000	2,000	
Ad Valorem-Penalty&Interest	1000	1,000	
<b>Total Ad Valorem Tax Revenue</b>	<b>367938</b>	<b>368,000</b>	
<b>Sales Taxes</b>			
Sales Taxes	93000	90,000	
Mixed Beverage Tax	2000	1,500	
<b>Total Sales Tax</b>	<b>95000</b>	<b>91,500</b>	
<b>Franchise Fee</b>			
Electric Franchise Fee Revenue	34000	34,000	
Cable Services Franchise Rev	35500	33,000	
Water Service Franchise Rev	76000	100,000	
Disposal Service Franchise Rev	27000	27,000	
Telephone Franchise Revenue	125	130	
Reimbursements	0		
<b>Total Franchise Fee</b>	<b>172625</b>	<b>194,130</b>	
<b>Development Revenue</b>			
Residential	0	0	
New Home Permits	1000	1,000	
New Home Inspections	3000	0	
Existing Home Inspections	5000	5,000	
Other Permits	0	0	
Residential Inspections	0	150	
Commercial	0	150	
Other Subdivisions/Plat/Re-Pl	10000	5,000	
<b>Total Development Revenue</b>	<b>19000</b>	<b>11,300</b>	
<b>Miscellaneous</b>			
Interest Income	90,000	70,000	
Other Revenue	5500	0	
Municipal Court Revenue	0	1,000	
Park Donations	2500		
<b>Total Miscellaneous</b>	<b>98000</b>	<b>71,000</b>	
<b>License &amp; Permits</b>			



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Liquor License Revenue	1500	1,250	
Sign Fees	200	200	
Fence Permit	500	500	
Remodel/Addition Permit	700	150	
Deck Permit	150	150	
Shed/Greenhouse	500	500	
Variance	500	500	
Special Events	100	200	
Fireworks	150	150	
Solar Panel	150	150	
Other Permits	1500	1,000	
<b>Total License &amp; Permits</b>	<b>5950</b>	<b>4,750</b>	
<b>Total Revenue</b>	<b>758513</b>	<b>740,680</b>	
<b>Administration</b>			
<b>Personnel</b>			
Salaries and Wages	170,000	220,000	reduced 20,000 to scale administrative salaries
Overtime Wages	0	1,000	
Health Insurance Stipend	20,000	22,200	
Retirement	20,000	21,000	
Workers Comp	1000	1,000	
Payroll Tax & Unemployment	350	30	
Payroll Tax FICA/OASOI	14000	17,000	
<b>Total Personnel</b>	<b>225350</b>	<b>282,230</b>	
<b>Office Expenses</b>			
Bank Fees & Charges	200	0	
Office Supplies	6000	6,000	
Office Equipment	4000	5,000	
City Hall Maintenance/Repair	8,000	8,000	
Cleaning	3600	3,600	300/month
Postage & Shipping	3000	4,000	
Printing & Reproduction	5000	5,000	
Printing Cost Newspaper	3000	2,000	
Software/Subscriptions	20000	24,000	
IT & Radio Expenses	2,000	5,000	
Website	4700	14,800	
FundView	15160	29,250	
<b>Total Supplies</b>	<b>74660</b>	<b>106,650</b>	
<b>Professional Services</b>			
Audit Expense	14000	14,000	
Codification	3000	3,000	
Arborist	18,000	8,000	includes arborist / oak wilt specialist

Comprehensive Plan Update	50,000	8,000	Previous budget item is not the comp plan
Legal - CODE UPDATE	50,000		
Engineering	30000	30,000	
Mapping	5000	0	
Engineering Reimbursable	10,000	1,000	
Legal-General	50,000	30,000	
Legal-Litigation	5,000	5,000	
Legal-Special Cases	4,000	10,000	
Legal-Elected Body		5,000	
Accounting	15,000	0	CPA monthly costs - 3rd party hire
Law Enforcement	17,000	17,000	
AD Valorem Tax	4,000	4,000	
Inspections	8,000	10,000	
Code Compliance	500	500	
Watershed Protection Plan	20,000	20,000	
<b>Total Contractual Services</b>	<b>303,500</b>	<b>165,500</b>	
<b>Area Care &amp; Maintenance</b>			
Deer Removal	1,500	1,500	
Mowing	0	6,000	
Oak Wilt Containment	15,000	15,000	includes citizen program and any city needs
Greenspace Maintenance	3,000	7,500	BEAUTIFICATION / make a note in the accounting
Landscape Maintenance	12,000	7,500	Quit using "mow" budget code line and move here
Green Building Initiatives	0	5,000	
Parks And Playground	29,453	5,000	
ROW Tree Trimming	10,000	5,000	
Holiday Decorations	500	500	
Street Maintenance	5000	5,000	
Street Signs	1000	6,000	
Equipment Maintenance	2500	3,000	
Water Quality Testing CCWPP	1500	1,200	
<b>Total Area Care/Maintenance</b>	<b>81453</b>	<b>68,200</b>	
Miscellaneous	0		
Tree Limb Pickup	0	0	

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Tree Board	3800	1,500	Increase to 3,000 to cover two annual events / 1250 for reusable items
Parks Board	4000	10,000	covers annual events
Miscellaneous	0		
		45,000	
<b>Total Miscellaneous</b>	<b>7,800</b>	<b>56,500</b>	
<b>Other Operating Expenses</b>			
Dues/Memberships	1200	1,200	
Election Expense	2,300	2,300	
TML Dues	650	650	
Meeting Expense	2500	2,500	
Public Notice	5000	3,000	
Travel/Vehicle Expense	500	1,000	
Elected Official Travel	500	1,000	
Training/Devel 10-10-5308	4000	3,000	elected body
Training/Devel 10-10-5309	6000	6,000	staff
Training/Devel 10-10-5310	1200	1,200	advisory body
Training/Devel 10-10-5311	0	0	general
			city organized events /not boards & NEW \$3,500 account for in-house expense (meals, appreciation, volunteer gifts) IMPORTANT: cannot spend more than \$50 per person per state law
Community Relations 5312	23,000	7,000	
Other Operating exp 5313	0		
Insurance Risk Pool	5800	5,800	
<b>Total Other Operating Expenses</b>	<b>52,650</b>	<b>34,650</b>	
<b>Utility Expenses</b>			
Electric - City Hall	1700	1,700	
Water - City Hall	0	1,500	will not be charged
Outdoor Utilities	1400	1,400	
Water - Outdoor	0	1,600	will not be charged
Internet/Phone	5000	6,200	
<b>Total Utility Expenses</b>	<b>8100</b>	<b>12,400</b>	
<b>Municipal Court</b>			
Judge	0	6,000	
Misc Court Cost	0	9,000	

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Prosecutor	5000	8,000	City attorney billed hours for code enforcement
State Comptroller Costs	0	0	
<b>Total Court Cost</b>	<b>5000</b>	<b>23,000</b>	May need to increase budget
<b>Total Administrative Expense</b>	<b>758,513</b>	<b>749,130</b>	

**BUDGET BALANCE: 0**

**CAPITAL IMPROVEMENT PROJECTS**

**Revenue:**

**NOTES:**

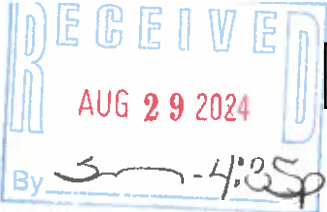
Bond Funds	150,000 (Deerfield + Western Woodcreek Drive)
Transfer from Reserves	265,500
Drainage Funds	427,000 ARPA funds
<b>TOTAL Revenue:</b>	<b>842,500</b>

**Expenses:**

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

**TOTAL RESERVES TRANSFER: 265,500 Capital Improvements**

(does not include bond & arpa funds)



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### City of Woodcreek FY 24/25 Proposed Annual Budget

#### GENERAL FUND REVENUE

	2022-2023 Actual	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
<b>AD VALOREM TAX</b>						
10-4001 Ad Valorem Tax	364,134	\$ 365,000	\$ 371,556	\$ 372,000	\$ 364,938	62
10-4002 Ad Valorem Tax - Delinquent	2,300	2,000	77	80	2,000	-
10-4003 Ad Valorem Tax - Penalty and Interest	-	1,000	936	1,000	1,000	-
<b>Total Ad Valorem Tax Revenue</b>	<b>366,434</b>	<b>368,000</b>	<b>372,569</b>	<b>373,080</b>	<b>367,938</b>	<b>62</b>
<b>SALES AND MIXED BEVERAGE TAX</b>						
10-4010 State Sales Tax Revenue	92,994	90,000	84,363	100,000	93,000	(3,000)
10-4011 Mixed Beverage Tax & Fees	1,200	1,500	1,503	1,800	2,000	(500)
<b>Total Sales and Mixed Beverage Tax Revenue</b>	<b>94,194</b>	<b>91,500</b>	<b>85,866</b>	<b>101,800</b>	<b>95,000</b>	<b>(3,500)</b>
<b>FRANCHISE FEES</b>						
10-4020 Electric Franchise Fee	31,000	34,000	26,863	27,000	34,000	-
10-4021 Cable Franchise Fee	25,000	33,000	22,113	25,000	35,500	(2,500)
10-4023 Water Service Franchise Fee	59,553	100,000	27,425	45,000	76,000	24,000
10-4024 Disposal Service Franchise Fee	24,000	27,000	15,720	20,000	27,000	-
10-4025 Telephone Franchise Fee	130	130	-	-	125	5
<b>Total Franchise Fee Revenue</b>	<b>139,683</b>	<b>194,130</b>	<b>92,121</b>	<b>117,000</b>	<b>172,625</b>	<b>21,505</b>
<b>DEVELOPMENT REVENUE</b>						
10-4040 New Home Permits	2,000	1,000	1,227	2,000	4,000	(3,000)
10-4042 Existing Home Inspections	-	5,000	2,037	2,500	5,000	-
10-4044 Residential Inspections	-	150	517	750	-	150
10-4045 Commercial	-	150	918	1,000	-	150
10-4047 Other - Subdivision/Plats/Re-Plats	-	5,000	2,783	3,000	10,000	(5,000)
<b>Total Development Revenue</b>	<b>2,000</b>	<b>11,300</b>	<b>7,482</b>	<b>9,250</b>	<b>19,000</b>	<b>(7,700)</b>
<b>MISCELLANEOUS REVENUE</b>						
10-4050 Interest Income	70,000	70,000	24,936	40,000	90,000	(20,000)
10-4051 Other Revenue	7,427	-	275	300	5,500	(5,500)
10-4072 Municipal Court Revenue	-	1,000	-	-	-	1,000
10-4076 Donations	-	-	-	-	2,500	(2,500)
<b>Total Miscellaneous Revenue</b>	<b>77,427</b>	<b>71,000</b>	<b>25,211</b>	<b>40,300</b>	<b>98,000</b>	<b>(27,000)</b>
<b>LICENSE &amp; PERMITS</b>						
10-4060 Liquor License Revenue	1,450	1,250	950	1,100	1,500	(250)
10-4061 Sign Fees	200	200	230	250	200	-
10-4062 Fence Permits	-	500	1,075	1,250	500	-
10-4064 Remodel /Addition Permits	-	150	1,134	1,500	700	(550)
10-4065 Deck Permits	-	150	525	650	150	-
10-4066 Shed / Greenhouse Permits	-	500	515	600	500	-
10-4067 Variance	-	500	500	600	500	-
10-4068 Special Events	-	200	(300)	-	100	100
10-4069 Fireworks	-	150	250	250	150	-
10-4070 Solar Panel	-	150	88	100	150	-
10-4071 Other Permits	-	1,000	7,506	8,000	1,500	(500)
<b>Total Miscellaneous Revenue</b>	<b>1,650</b>	<b>4,750</b>	<b>12,473</b>	<b>14,300</b>	<b>5,950</b>	<b>(1,200)</b>
<b>FUND 10 - TOTAL GENERAL FUND REVENUE</b>	<b>\$ 681,388</b>	<b>\$ 740,680</b>	<b>\$ 595,722</b>	<b>\$ 655,730</b>	<b>\$ 758,513</b>	<b>\$ (17,833)</b>



# City of Woodcreek FY 24/25 Proposed Annual Budget

## GENERAL FUND EXPENSES

	2022-2023 Projected	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
<b>ADMINISTRATION EXPENSES</b>						
10-10-5001 Salaries & Wages	150,000	220,000	183,996	210,000	170,000	50,000
10-10-5002 Overtime Wages	9,335	1,000	759	800	-	1,000
10-10-5003 Health Insurance Stipend	6,000	22,200	19,046	22,200	20,000	2,200
10-10-5004 Retirement	18,100	21,000	17,857	21,000	20,000	1,000
10-10-5005 Workers Compensation	-	1,000	875	1,000	1,000	-
10-10-5006 PTE - Unemployment Insurance	31	30	275	350	350	(320)
10-10-5007 PTE - FICA/OASDI	9,501	17,000	15,732	17,000	14,000	3,000
10-10-5008 City Manager Vehilce Reimbursement	3,000	-	-	-	-	-
<b>Total Administration Expenses</b>	<b>195,967</b>	<b>282,230</b>	<b>238,540</b>	<b>272,350</b>	<b>225,350</b>	<b>56,880</b>
<b>OPERATIONAL EXPENSES</b>						
10-10-5049 Bank Fees & Charges	-	-	216	300	200	(200)
10-10-5050 Office Supplies	4,717	6,000	6,404	7,000	6,000	-
10-10-5051 Office Equipment	4,378	5,000	889	2,000	4,000	1,000
10-10-5053 City Hall Maintenance / Repairs	2,860	8,000	8,224	9,000	8,000	-
10-10-5054 Cleaning Costs	1,448	3,600	3,196	3,600	3,600	-
10-10-5055 Postage & Shipping	3,229	4,000	2,871	3,500	3,000	1,000
10-10-5056 Printing & Reproduction	1,493	5,000	2,682	3,500	5,000	-
10-10-5057 Printing Cost Newspaper	571	2,000	1,105	1,500	3,000	(1,000)
10-10-5058 Software & Subscriptions	24,823	24,000	24,294	24,500	20,000	4,000
10-10-5059 IT & Radio Expenses	2,315	5,000	1,974	2,000	2,000	3,000
10-10-5060 Website	-	14,800	18,089	18,250	4,700	10,100
10-10-5061 Fundview	-	29,250	23,500	23,500	15,160	14,090
<b>Total Operational Expenses</b>	<b>45,834</b>	<b>106,650</b>	<b>93,444</b>	<b>98,650</b>	<b>74,660</b>	<b>31,990</b>
<b>PROFESSIONAL SERVICES EXPENSES</b>						
10-10-5101 Audit Expense	13,264	14,000	21,162	21,162	14,000	-
10-10-5102 Codification	-	3,000	-	-	3,000	-
10-10-5103 Contract Labor	4,636	-	-	-	-	-
10-10-5104 Arborist	-	8,000	-	1,000	18,000	(10,000)
10-10-5105 Code Administrator	-	8,000	22,119	22,119	-	8,000
10-10-5106 Engineering	17,541	30,000	48,129	50,000	30,000	-
10-10-5107 Mapping	200	1,000	-	-	5,000	(4,000)
10-10-5108 Engineering Reimbursable	8,090	-	-	-	10,000	(10,000)
10-10-5109 Legal Expanses - General	22,703	30,000	26,044	30,000	50,000	(20,000)
10-10-5110 Legal Expenses - Reimbursable	2,500	-	-	-	-	-
10-10-5111 Legal Expenses - Litigation	-	5,000	-	-	5,000	-
10-10-5112 Legal Expenses - Special Cases	3,295	10,000	5,232	5232	4,000	6000

	2022-2023 Projected	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
10-10-5113 Legal Expenses - Elected Body	3,300	5,000	9,282	11,000	-	5,000
10-10-5114 IT Services	2,521	-	1,429	1,500	-	-
10-10-5115 Accounting	18,183	-	11,277	17,500	15,000	(15,000)
10-10-5116 Law Enforcement	12,500	17,000	11,835	17,000	17,000	-
10-10-5117 Ad Valorem Tax Expense	1,864	4,000	4,092	4,100	4,000	-
10-10-5118 Building Inspections	1,815	10,000	6,841	8,000	8,000	2,000
10-10-5119 Code Compliance	-	500	-	-	500	-
10-10-5120 Watershed Protection Plan	-	20,000	20,000	20,000	20,000	-
10-10-5121 Contract Services	-	-	-	0	100,000	-100,000
<b>Total Professional Services Expenses</b>	<b>112,412</b>	<b>165,500</b>	<b>187,442</b>	<b>208,613</b>	<b>303,500</b>	<b>(138,000)</b>
<b>AREA CARE &amp; MAINTENANCE EXPENSES</b>						
10-10-5201 Deer Removal	975	1,500	1,100	1,500	1,500	-
10-10-5202 Mowing	5,400	6,000	1,425	2,000	-	6,000
10-10-5203 Oak Wilt Containment	-	15,000	6,800	7,000	15,000	-
10-10-5204 Green Space Maintenance	5,961	7,500	4,238	5,000	3,000	4,500
10-10-5205 Landscape Maintenance	2,375	7,500	13,373	14,000	12,000	(4,500)
10-10-5206 Green Building Initiatives	-	5,000	-	-	-	5,000
10-10-5207 Contract Services	470	-	5,034	10,000	-	-
10-10-5208 Parks & Playground Maintenance	-	5,000	2,986	5,000	29,453	(24,453)
10-10-5209 ROW Tree Trimming	-	5,000	-	-	10,000	(5,000)
10-10-5210 Holiday Decorations	650	500	486	500	500	-
10-10-5211 Street Maintenance	4,283	5,000	-	2,000	5,000	-
10-10-5212 Street Signs	119	6,000	14,843	15,000	1,000	5,000
10-10-5213 Equipment Maintenance	372	3,000	131	500	2,500	500
10-10-5214 Water Quality Testing CCWPP	1,093	1,200	-	1,000	1,500	(300)
<b>Total Area Care &amp; Maintenance Expenses</b>	<b>21,698</b>	<b>68,200</b>	<b>50,416</b>	<b>63,500</b>	<b>81,453</b>	<b>(13,253)</b>
<b>MISCELLANEOUS EXPENSES</b>						
10-10-5216 Tree Limb Pick-Up	-	-	19,200	19,200	-	-
10-10-5217 Tree Board	-	1,500	-	-	3,800	(2,300)
10-10-5218 Parks Board	-	10,000	-	-	4,000	6,000
<b>Total Miscellaneous Expenses</b>	<b>-</b>	<b>11,500</b>	<b>19,200</b>	<b>19,200</b>	<b>7,800</b>	<b>3,700</b>
<b>OTHER MUNICIPAL EXPENSES</b>						
10-10-5301 Dues & Memberships	671	1,200	1,598	1,598	1,200	-
10-10-5302 Election Expenses	2,199	2,300	2,285	2,285	2,300	-
10-10-5303 TML Dues	632	650	-	650	650	-
10-10-5304 Meeting Expenses	907	2,500	303	1,000	2,500	-
10-10-5305 Public Notices	5,513	3,000	285	1,000	5,000	(2,000)
10-10-5306 Travel & Vehicle Expenses	122	1,000	262	262	500	500
10-10-5307 Elected Official Travel	-	1,000	27	100	500	500
10-10-5309 Training & Prof Development - Elected Body	1,421	3,000	7,445	7,445	4,000	(1,000)
10-10-5310 Training & Prof Development - Staff	2,402	6,000	8,686	8,686	6,000	-

	2022-2023 Projected	2023-2024 Adopted	2023-2024 Actual	2023-2024 Projected	2024-2025 Proposed	23/24 v 24/25 Difference
10-10-5311 Training & Prof Development - Boards/Com	133	1,200	-	-	1,200	-
10-10-5312 Community Relations	3,758	7,000	22,505	22,505	23,000	(16,000)
10-10-5313 Other Operating Expenses	-	-	(370)	(370)	-	-
10-10-5314 TML Insurance	5,093	5,800	5,473	5,800	5,800	-
<b>Total Other Municipal Expenses</b>	<b>22,851</b>	<b>34,650</b>	<b>48,499</b>	<b>50,961</b>	<b>52,650</b>	<b>(18,000)</b>
<b>UTILITY EXPENSES</b>						
10-10-5401 City Hall Electric	1,140	1,700	1,443	1,700	1,700	-
10-10-5402 City Hall Water	1,110	1,500	556	600	-	1,500
10-10-5403 Outdoor Utilities	-	-	-	-	1,400	(1,400)
10-10-5404 Outdoor Electric	1,068	1,400	1,317	1,400	-	1,400
10-10-5405 Outdoor Water	1,171	1,600	128	500	-	1,600
10-10-5406 Telephone & Internet	3,589	6,200	3,960	5,000	5,000	1,200
<b>Total Utility Expenses</b>	<b>8,078</b>	<b>12,400</b>	<b>7,404</b>	<b>9,200</b>	<b>8,100</b>	<b>4,300</b>
<b>MUNICIPAL COURT EXPENSES</b>						
10-10-5501 Municipal Court Costs	230	9,000	-	-	-	9,000
10-10-5502 Municipal Court Judge	-	6,000	-	-	-	6,000
10-10-5504 Prosecutor	-	8,000	-	-	5,000	3,000
10-10-5505 Court Bailiff	-	-	-	-	-	-
10-10-5506 State Comptroller Costs	-	-	-	-	-	-
<b>Total Municipal Court Expenses</b>	<b>230</b>	<b>23,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>18,000</b>
<b>Other Expenses</b>	<b>277,029</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>
<b>FUND 10 - GENERAL FUND EXPENSES</b>	<b>\$ 684,099</b>	<b>\$ 749,130</b>	<b>\$ 644,945</b>	<b>\$ 722,474</b>	<b>\$ 758,513</b>	<b>(9,383)</b>

**City of Woodcreek FY 24/25 Proposed Annual Budget  
CAPITAL PROJECTS FUND**

**CAPITAL PROJECT FUNDS**

		<b>2023-2024 Balance</b>	<b>2024-2025 Proposed</b>	<b>Notes:</b>
<b>CAPITAL PROJECTS REVENUE</b>				
70-1019 2023 GO Bond Fubds		2,638,658	150,000	(Deerfield & Western Woodcreek Drive)
70-1021 ARPA Funds		424,811	424,000	Drainage Funds
70-1032 Capital Funds (Reserve)		440,730	268,500	Reserves
<b>Total Capital Project Funds</b>		<b>3,504,199</b>	<b>842,500</b>	

**CAPITAL PROJECT EXPENSES**

		<b>2024-2025 Proposed</b>	<b>Notes:</b>
<b>CAPITAL PROJECT EXPENSES</b>			
Deerfield & Western Woodcreek		150,000	
City Hall Renovation		50,000	
Bathroom @ Creekside		35,000	
Safety Enhancement Program		80,000	Radar Signs, Speed Cushions, Guardrails
Oak Wilt Containment Project		30,000	
Rainwater Collection		40,000	
Handheld Radio Purchase		5,500	
Drainage Planning and Implementation		427,000	Use ARPA Funds
Walking Trails Study		25,000	
<b>Total Capital Project Expenses</b>		<b>842,500</b>	<b>(560,270)</b>



## City Council Agenda Item Coversheet

### **Proposed Motion:**

Discussion and possible action to request a scope of work analysis and cost estimate for projects related to pedestrian mobility, city-wide drainage, a safety enhancement program phase II, and other capital improvement planning topics from the City of Woodcreek's engineering firm, Freeland Turk not to exceed \$24,000 in total services for this planning work.

### **Item Description:**

- a. a draft proposal for pedestrian mobility improvements with a "right-of-way (ROW) and easement" map
- b. a City-wide drainage review project with a Town Hall to gather resident input and concerns with a focus on green infrastructure solutions
- c. a Safety Enhancement Program Phase II looking at additional measures for traffic calming and safety improvements on roads including but not limited to Champions Circle, Brookmeadow, Augusta Drive, and their respective offshoot cul-de-sacs or pass throughs.
- d. a Capitol Improvements plan including, but not limited to, a basic cost analysis and a schedule for city-wide regular road maintenance and other infrastructure demands specifically related to the use of existing road bonds and further necessary financial planning.

### **If proposing to spend money, what amount and from what budget line item?**

To be billed from the City Engineering budget line item with bill of services for this portion of work not to exceed \$6,000 for each item respectively (a) through (d) from the "Item Description" as stated above.



16 Brookmeadow Drive

Status: Not selected for driveway upgrade

Dimension of patch

10 feet deep x 12 feet wide  
square footage 120 sf



17 Brookmeadow Drive

Status: Not selected for driveway upgrade

Dimension of patch

12 feet deep by 12 feet wide  
Square feet 144 sf



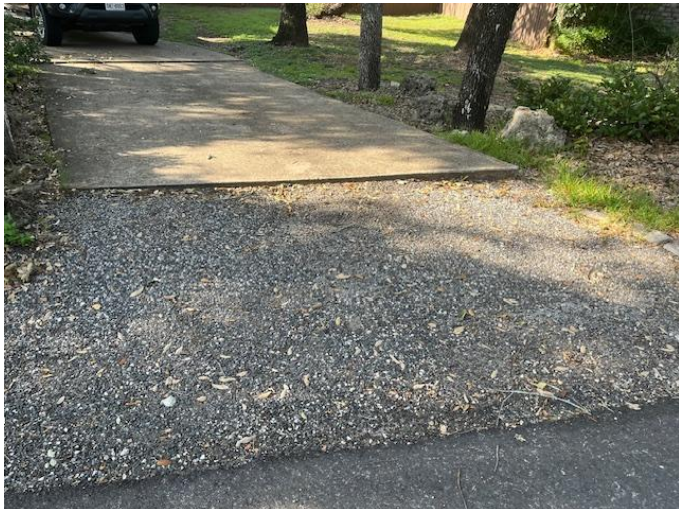
20 Brookmeadow East driveway

Dimensions

6 feet x 12 feet

Square footage 72

Property not selected for driveway remedial work



20 Brookmeadow West driveway

Dimensions

9 feet x 12 feet

Square footage 108

Before 2023 paving →

19 Brookmeadow

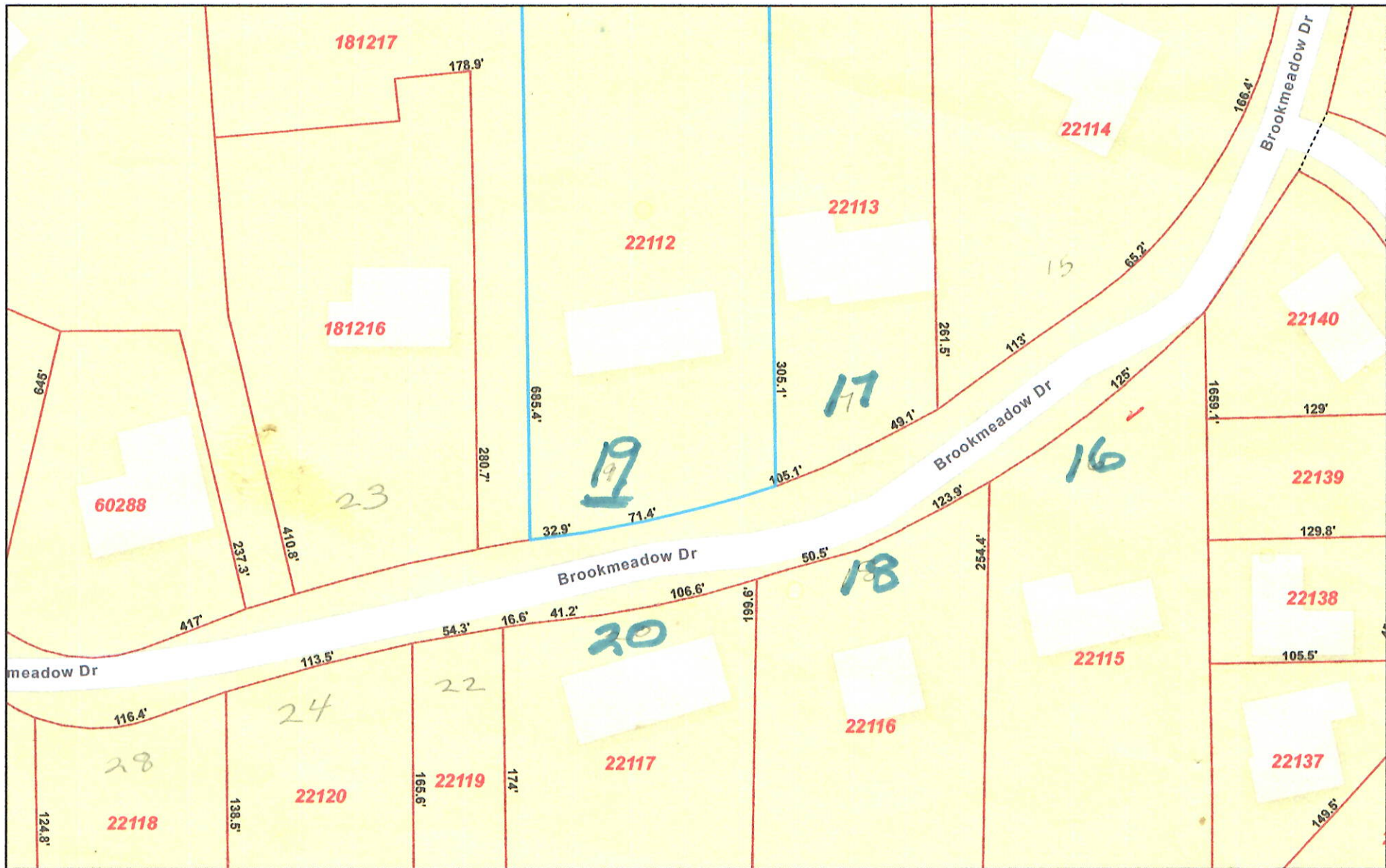
On the left

20 Brookmeadow

On the right

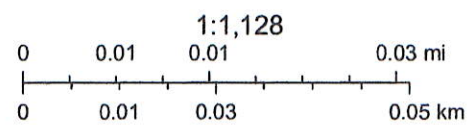


# Hays CAD Web Map



8/29/2024, 7:24:08 PM

Parcels Abstracts Lot Lines



Esri Community Maps Contributors, City of Austin, Comal County, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, CONANP, Esri, TomTom,

Hays County Appraisal District, BIS Consulting - [www.bisconsulting.com](http://www.bisconsulting.com)

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.



<b>DATE:</b>	9/1/2024
<b>TO:</b>	City of Woodcreek City Council Members
<b>FROM:</b>	Linnea Bailey, Council Member
<b>TITLE / SUBJECT of REQUESTED AGENDA ITEM:</b> <i>(Re-Typed From Below)</i>	Discuss and Take Appropriate Action To Consider The Remediation of Driveway Approaches On Brookmeadow Drive As Discussed At The January 24, 2024 City Council Meeting. (Bailey)

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

Discuss and Take Appropriate Action

To Consider The Remediation of Driveway Approaches On Brookmeadow Drive As Discussed At The January 24, 2024 City Council Meeting. (Bailey)

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

Recommend that properties located at 16, 17, 18 and 20 Brookmeadow Drive be considered for driveway approach remediation.

**STATE YOUR INTENDED MOTION:**

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

That the driveway approaches located at 16, 17, 18 and 20 Brookmeadow Drive be considered for remediation.

**FISCAL IMPACT:**

The Estimated Dollar Amount is:

**\$15,000**

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

1. COVER
2. Map of Brookmeadow Properties.pdf
3. 16 and 17 Brookmeadow.doc
4. 18 Brookmeadow Drive.doc

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

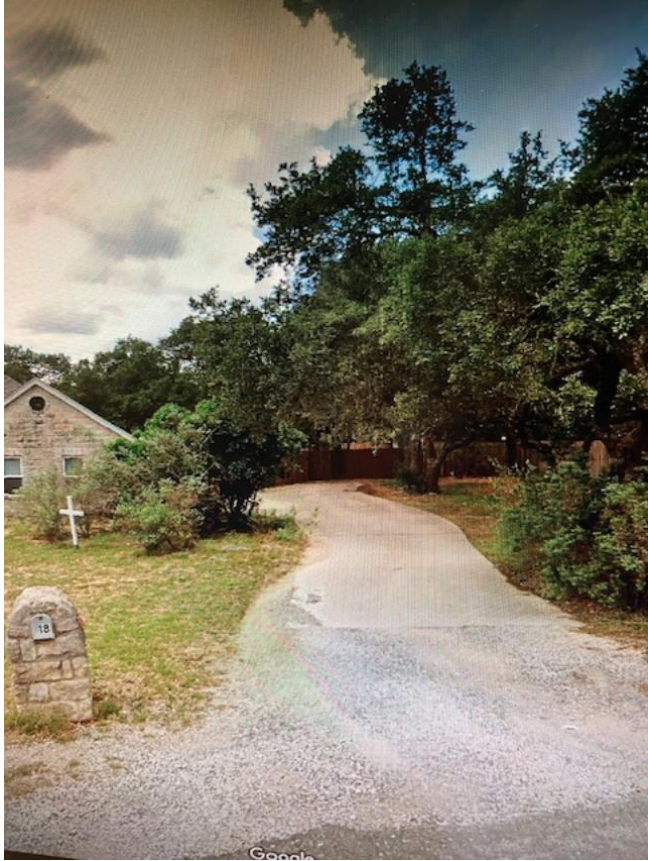
- 
5. 19 Brookmeadow.doc
  6. 20 Brookmeadow East and West.doc

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

---

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

---



18 Bookmeadow Drive

Property not selected for driveway repair

Dimensions

11 feet wide

12 feet deep

132 square feet



# 19 Brookmeadow



<Adjacent cement drive  
Adjacent  
Brookmeadow>  
Dark 1.5 ft line along  
Brookmeadows  
shows



**Property Selected for Remedial Paving**

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

**CITY OF WOODCREEK, TEXAS**

**AMENDMENT TO CHAPTER 32.01 OF THE CODE OF ORDINANCES TRAFFIC SCHEDULES ORDINANCE  
AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE VII ("TRAFFIC  
CODE"), CHAPTER 70 ("TRAFFIC SCHEDULES"), SCHEDULE II ("STOP AND YIELD INTERSECTIONS");  
PROVIDING FOR ENACTMENT, REPEALER, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE, AND  
FINDING PROPER NOTICE AND MEETING.**

**WHEREAS**, pursuant to Texas Local Government Code Section 311.002, a municipality has exclusive control over highways, streets and alleys of the municipality and may regulate a street; and

**WHEREAS**, pursuant to Texas Transportation Code 544.002, municipalities have the authority to place and maintain traffic control devices on streets under their jurisdiction; and

**WHEREAS**, the City Council finds that controlling and managing the flow of traffic on its major through streets protects the welfare and safety of its citizens and their personal property and that this regulatory behavior is for good government and order of the City.

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

**1. FINDINGS OF FACT**

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

**2. ENACTMENT**

Chapter 70 ("TRAFFIC SCHEDULES") of the Code of Ordinances of the City of Woodcreek is amended at Schedule II.-Stop and Yield Intersections so as to read in accordance with Attachment A, which are attached hereto and incorporated into this Ordinance for all intents and purposes.

**3. REPEALER**

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

**4. SEVERABILITY**

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

**5. CODIFICATION**

The City Secretary is hereby authorized and directed to record and publish the language of Title VII, Chapter 70, Schedule II as amended by this Ordinance, in the City's Code of Ordinances.

**6. EFFECTIVE DATE**

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

**7. PROPER NOTICE & MEETING**

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

**PASSED & APPROVED this, the 11th day of September 2024, by a vote of \_\_\_ (ayes) to \_\_\_ (nays) and \_\_\_ (abstentions) of the City Council of Woodcreek, Texas.**

City of Woodcreek:

Attest:

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

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

## Attachment "A"

## City of Woodcreek

## CODE OF ORDINANCES

## TITLE VII: TRAFFIC SCHEDULES

## SCHEDULE II. - STOP AND YIELD INTERSECTIONS

(A) Traffic-control signs and devices. The City Council hereby orders and directs that the traffic-control signs hereinafter set forth herein be placed, installed and erected at the locations designated, and that such sign and device be hereafter maintained and enforced by the City:

<i>Sign</i>	<i>Location of Sign</i>	<i>Street and Traffic Controlled</i>
Stop	2 on Augusta Lane, north and south, at Augusta Drive	Controls Augusta Lane at both ends
Stop	Augusta Drive at Brookhollow Drive	Controls Augusta Drive (south intersection)
Stop	2 on Brookhollow Drive, going northwest and southeast, at Augusta Drive	Controls Brookhollow at the south intersection of Augusta Drive
Stop	2 on Brookhollow Drive at Woodcreek Drive, going northeast and at Brookhollow for going southwest	Controls Brookhollow Drive
Stop	Brookhollow Drive at Par Circle	Controls Par Circle
Stop	Brookhollow Drive at Augusta Drive	Controls Brookhollow Drive (north intersection)
Stop	Brookmeadow Drive at RR 12	Controls Brookmeadow Drive
Stop	Brookmeadow Drive at Elmbrook Drive	Controls Elmbrook Drive
Stop	Brookmeadow Drive at Augusta Drive	Controls Brookmeadow Drive (north intersection)
Stop	2 on Brookside Drive, north and south, at Brookmeadow Drive	Controls Brookside Drive
Stop	Canyon Creek Drive at Champions Circle	Controls Canyon Creek Drive
Stop	2 on Champions Circle, east and west, at Woodcreek Drive	Controls Champions Circle at both intersections
Stop	Champions Court at Champions Circle	Controls Champions Court
Stop	Country Lane at Brookhollow Drive	Controls Country Lane
Stop	Cypress Point Drive at Woodcreek Drive	Controls Cypress Point Drive
Yield	Cypress Point Drive at Cypress Point private alley, across from southwest corner of Lot 57	Controls private alley

Stop	Cypress Point Drive at Cypress Point Drive, northeast corner of Lot 59	Controls Cypress Point Drive
Stop	Cypress Point Drive at Cypress Point private alley, northeast corner of common area adjacent to Lot 43	Controls private alley
Stop	Cypress Point Drive at Cypress Point private alley, across from southwest corner of Lot 41	Controls private alley
Stop	Deerfield Drive at Woodcreek Drive	Controls Deerfield Drive
Stop	Doolittle Drive at Wildwood Circle	Controls Doolittle Drive
Stop	East Villa Meadow Drive at Brookmeadow Drive	Controls East Villa Meadow Drive
Stop	Jack Miller Drive at Doolittle Drive	Controls Jack Miller Drive
Stop	Jack Miller Drive at Brookhollow Drive	Controls Jack Miller Drive
Stop	LaRocca Lane, back exit at Jacobs Well Road	Controls LaRocca Lane
Stop	LaRocca Lane, back entrance at Augusta Drive	Controls LaRocca Lane
Stop	Overbrook Court at Brookhollow Drive	Controls Overbrook Court
Stop	Overlook Circle at Champions Circle	Controls Overlook Circle
Stop	Overlook Court at Palmer Lane	Controls Overlook Court
Stop	Palmer Lane, a circle, on west side at Champions Circle	Controls Palmer Lane
Stop	Palmer Lane, the east side of a circle, at Champions Circle	Controls Palmer Lane
Stop	Par View Drive at Woodcreek Drive	Controls Par View Drive
Keep Right	Island on Par View Drive	Controls Par View Drive southbound traffic
Stop	Pro Lane at Woodcreek Drive (3-way stop)	Controls Pro Lane
Stop	2 on Shady Grove Lane, north and south, at Brookmeadow Drive	Controls Shady Grove Lane
Stop	Stonehouse Circle at Woodcreek Drive	Controls Stonehouse Circle
Stop	Tremont Trace at Champions Circle	Controls Tremont Trace



Stop	Westwood Drive at Pebblebrook Lane	Controls Westwood Drive
Stop	Westwood Drive at Brookhollow Drive	Controls Westwood Drive
Stop	Wilson Circle at Palmer Lane	Controls Wilson Circle
Stop	2 on Woodcreek Drive at Brookhollow Drive, going northeast and southwest on Woodcreek Drive	Controls Woodcreek Drive
Stop	Woodcreek Drive at RR 12	Controls Woodcreek Drive
Stop	Woodcreek Drive going west at Pro Lane (3-way stop)	Controls Woodcreek Drive
Stop	Woodcreek Drive going east at Pro Lane (3-way stop)	Controls Woodcreek Drive
Traffic signal	Woodcreek Drive at RR 12	Controls Woodcreek Drive

(B) Violations and penalties. It is a violation of this schedule to enter a location controlled by a stop or yield sign from a street controlled by a stop or yield sign without stopping or yielding right-of-way as required. Any person, who tampers with, alters, removes, destroys or covers or hinders the visibility of any traffic-control device of the City in a manner which is inconsistent with its use as a traffic-control device violates this schedule. This schedule shall also apply to the taping of signs on the post portion of the stop or yield sign that does not hinder or affect the visibility of the sign itself or the intersection. Any person who violates this schedule or part thereof shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$1.00 and not to exceed \$200.00. Each incident of violation of this schedule shall constitute a separate offense.

(Ord. 11-159, 12-14-2011; Ord. 14-200, 9-10-2014)

# H.O.W. FOUNDATION, INC. PROPOSAL FOR SERVICES

## Arborist Services

### OVERVIEW

**i** *The Basic agreement will be Arborist support for the City of Woodcreek as required by the City. Our Arborist will submit estimates for specific jobs and we will supply crews and equipment to fulfill these contracts.*

The HOW Foundation is submitting a proposal for tree maintenance for the City of Woodcreek and the residents of that city. We understand this is a proposal for the City of Woodcreek. .

### The Objective

**i** *We will supply a certified arborist and all support personnel*

- Scope of projects and budget proposals as requested by the City Administrator
- Supply and manage work crews and equipment
- Certified Arborist assessment of trees as required.
- Communicate with city administration and follow all city policy

### Specifics

**i** *Jobs will be estimated by our Arborist and will be assigned to crews by our office manager.*

- Arborist - Dennis Opsahl, TX-3949A
- Office Manager: Robby Keller, TL-924879
- Field Supervisor: Steven Andrew Robinson

### The Solution

**i** *Basic project cost. \$300.00 / Hr. and \$250.00 / load for hauling*

*Jobs are estimated on a per job basis and the above is for illustration only.*

- Estimate of project cost on a per project basis
- Jobs scheduled at time of estimate and work is performed on that date
- Jobs invoiced on completion to City Administrator



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/Item 13.  
08/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TWFG Insurance 204 Live Oak St  Marlin TX 76661-2838		<b>CONTACT NAME:</b> Carolyn Gerland <b>PHONE (A/C, No, Ext):</b> (866) 587-1613 <b>E-MAIL ADDRESS:</b> JKeefe@TWFG.com <b>FAX (A/C, No):</b> (866) 611-9437	
<b>INSURED</b> Walter Teague IV PO Box 2267  Universal City TX 78148		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> US RISK INC/Texas Mutual <b>INSURER B:</b> Tapco <b>INSURER C:</b> Mercury Ins <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NPP1630208	11/03/2023	11/03/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
C	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA420000009419	08/23/2023	08/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	0001320233	02/13/2024	02/13/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Those usual to insured's operation

<b>CERTIFICATE HOLDER</b>  City of Woodcreek, 41 Champions Circle Woodcreek, Texas 78676	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Carolyn Gerland
--	---

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City of Woodcreek-

We Love Trees has been in business since 2007. The company has always been based out of the Wimberley area. We currently have two storage units off of Carney Lane and a yard on Misti Lane in Rolling Oaks. Matt and Philip are the two arborists on staff, both with oak wilt credentials. Matt maintains his applicators license in order to administer propiconazole for oak wilt treatments. Wilber is a working foreman that is on almost every job and has been with the company for 15 years. We have completed many projects in Woodcreek in addition to being the contractor for Double J Golf Club.

Our services include, but are not limited to trimming, removals, installation, land clearing, tree injections, and rock saw trenching for oak wilt suppression. We own and operate one of only three rock saws available that were custom built for oak wilt trenching.

Our pricing schedule can be tailored to your needs. We can bid by the job or per day. We have no job minimum for commercial contracts. These are relationships that we appreciate and foster. Our hourly rate starts at \$60 for basic ground work up to \$100 for skilled and difficult jobs.

Thank you for the opportunity to care for your trees.

Sincerely,

*Matt Sanders*

Matt Sanders  
512-422-7234  
welovetreestx.com

July 31, 2024

City of Woodcreek  
41 Champion Circle Wimberley TX 78676``  
Ms. Krista Richardson



Re: Request for Proposals for Oak Wilt Inspection by Certified Arborist

Thank you for providing The F.A. Bartlett Tree Expert Company the opportunity to respond to the Request for Proposal for the Oak Wilt Inspection. Please find attached to this cover letter our completed proposal containing our Company Background and Experience.

Bartlett Tree Experts looks forward to the opportunity of working with the City of Woodcreek to inspect its trees for oak wilt and develop a proactive management plan. We believe we are the best firm for this job for a variety of reasons. Our arborists' local knowledge of plants, pests, and diseases has been developed over years of experience working with oak trees in Texas. Our San Marcus office has been serving the area since 2007.

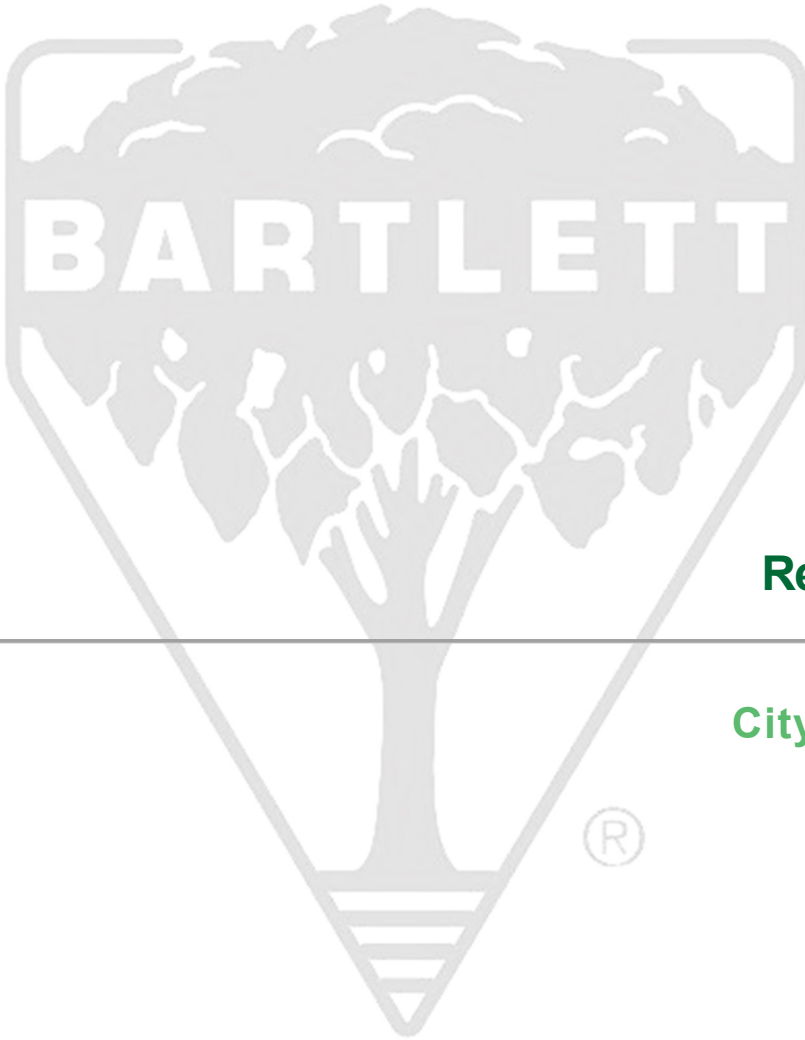
Our local arborists have received extensive scientific training from the expert staff at the Bartlett Tree Research Laboratories. With the support of Consulting Advisors from the Bartlett Consulting team, our local Consulting Arborists are well prepared to provide species specific oak wilt inspections and recommendations while utilizing the latest tree inventory technology and software. As a result, Bartlett's technical expertise is unsurpassed in arboriculture.

Upon completion of this project, we are confident that the City of Woodcreek will have the information and tools necessary to proactively manage their urban forest. Our extensive experience conducting oak wilt inspections and providing arboricultural recommendations will help the City of Woodcreek prioritize risk mitigation activities, which can assist with reducing the effects of storm damage and help prevent tree failures in the future. By providing recommendations for plant health care and identifying opportunities for new tree plantings, Bartlett can help ensure the City of Woodcreek has a healthy, sustainable tree canopy for years to come.

Please feel free to contact us with any questions, responses, and correspondence.

Thank you,

Matthew Farin, Executive Vice President



## Response to Request for Proposal

### City of Woodcreek, TX Tree Inventory

**PROVIDED BY:**

Joe Harris  
Arborist Representative  
Bartlett Tree Experts  
2200 Old Ranch Road  
San Marcus, TX 78666  
512.392.1089  
[www.bartlett.com](http://www.bartlett.com)



**Response to Request for Proposal**  
City of Woodcreek, TX Oak Wilt Inspection  
41 Champion Circle  
Wimberley TX 78676  
July 31, 2024

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Qualifications – Bartlett Project Team.....2  
Qualifications – Team Qualifications .....3  
Team Certifications .....5  
Qualifications – Team Qualifications .....6  
Quality Assurance & Control.....8  
Estimated Cost.....1  
Thank you for your consideration.....1

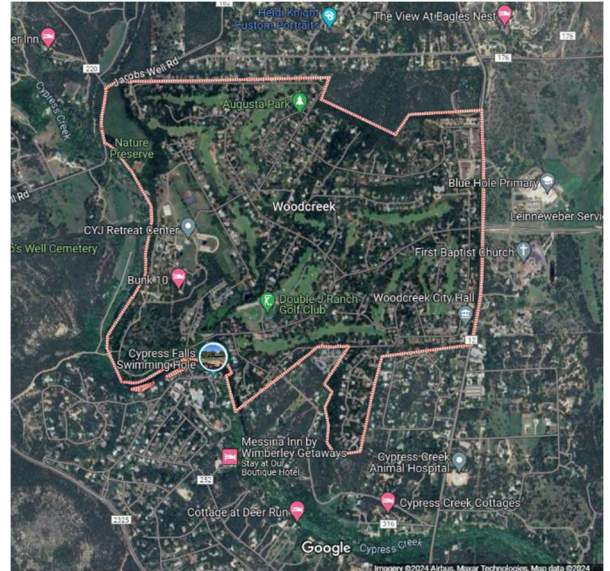
# Project Understanding

City of Woodcreek, Texas is seeking a qualified firm to develop an Oak Wilt Inspection Plan with treatment recommendations.

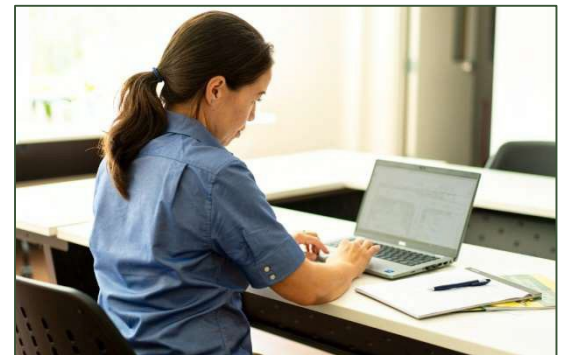
The City's location is composed of 696 acres of land within the hill country and among oak forest fragments surrounding the 18-hole Woodcreek golf course. This has provided for a unique environment for an urban forest. Its 1770 residents and 910 housing units make up the urban center.

City of Woodcreek has regulations (Ordinance No. 22-313) in place to prevent the spread of oak wilt. Bartlett uses its knowledge and experience from communities throughout the Central Texas area to assist its clients with current best practices for controlling oak wilt. This process starts with a thorough needs and condition inspection of the oak tree population.

Key aspects in the review will include tree identification, scouting the areas for suspected oak wilt by identify symptomology, looking for dieback, foliage color, and live branch vascular streaking. We would provide oak wilt zone maps for identifying priority areas. An oak wilt report of our recommendations would include trees identified for removal and utilizing best management recommendations for treatment and tree care.



Bartlett has team members with extensive knowledge of arboriculture operations and have become Texas Oak Wilt Qualified by the Texas Chapter International Society of Arboriculture. Bartlett Tree Experts has over 100 years of practical arboricultural experience. Combining that knowledge with Bartlett's dedication to operating at current standards and following best management practices will lead to an extensive inspection.



## Bartlett Consulting Arborist qualifications include:





# Urban Forestry Operations

## Project Understanding

Every community is different, and not all tree evaluations are equal. To provide managers with the information they need, the process must start with a tree evaluation and specifically in this case, an oak wilt inspection. While the City of Woodcreek has already identified the need to identify oak wilt infected trees, the inspection will identify key symptomology and make recommendations that may be beneficial for recovery and oak tree health. Examples include disease, soil, and cultural solutions to assist with proper tree care. For the last 17 years, Bartlett has serviced the San Marcos area, and we will bring this historical knowledge to the project.

The City of Woodcreek has invested in pruning and general care of the trees in the past. However, to adequately plan for future changes and property budget allocation, all public and park trees need to be inventoried and inspected for oak wilt. An up-to-date understanding of the current resource provides an opportunity to identify where trees may need to be removed or treated.

Investing in a tree inventory means trusting the “**who**” in the field. The San Marcos team will need to trust the information collected to build its future plans. Bartlett ensures quality in the field by having the highest credentialed and qualified team in the industry. Our knowledge, experience, and training combined with the initial tree inventory and oak wilt inspection and ongoing communication with the City of Woodcreek will lead to a successful evaluation. The inventory will result in a comprehensive map and report outlining a summary of findings and management recommendations.

Attachment A

City of Woodcreek

CODE OF ORDINANCES TITLE IX: GENERAL REGULATIONS

CHAPTER 91: TREE PROTECTIONS

SCHEDULE I: TREES WITHIN CITY LIMITS

SCHEDULE II: TREES IN THE EXTRATERRITORIAL JURISDICTION (ETJ)

91.01 TITLE

This chapter may be known and cited as the “Tree Ordinance.”

91.02 INTENT AND PURPOSE

(A) The tree code regulations protect the health, safety, and general welfare of the citizens of Woodcreek.

Oak trees shall be prohibited in the spring months of February if spore formation and beetle activity are highest unless such

activities are completely unavoidable to protect the safety of people and property or the health of the tree. A permit from the City must be secured prior to pruning or cutting in this situation.

(6) Pruning or cutting of oaks is permitted from July through January. Pruning apparatus should be disinfected between trees.

# Overview of Firm – Bartlett Tree Experts

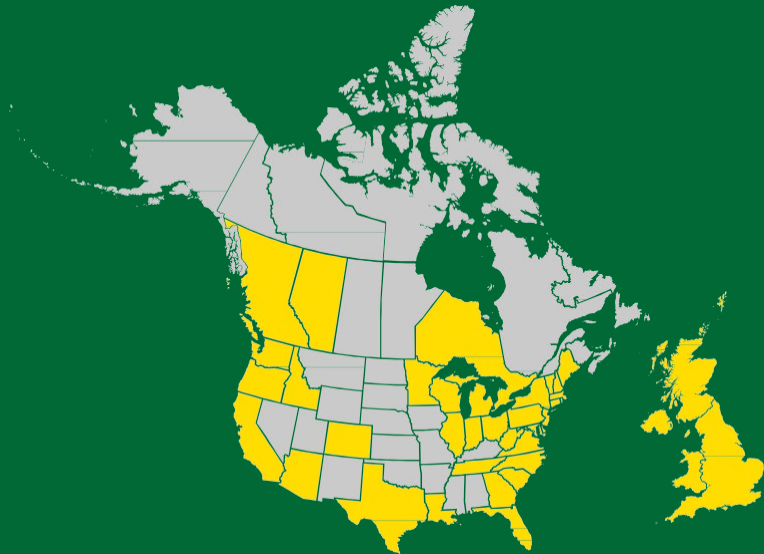


**Francis Bartlett**  
Founder

- Founded in 1907 by Francis A. Bartlett
- Currently managed by Robert Bartlett, Jr. – the third generation of family management
- Industry-leading team of 15 Ph.D.s who conduct tree and landscape research
- World-class [Arboretum](#) and Scientific/Experimental Grounds
- Over 50 highly trained Consulting Arborists located throughout the Bartlett Company footprint
- Over 2,800 skilled Arborists, over 180 offices in 40 states, Canada, UK, and Ireland to support your tree care needs



**Robert Bartlett, Jr.**  
Chairman of the Board/  
Chief Operating Officer



The F.A. Bartlett Tree Expert Company  
East Main Street, Stamford, CT 06902 • 203.323.1131 • [www.bartlett.com](http://www.bartlett.com)

1290

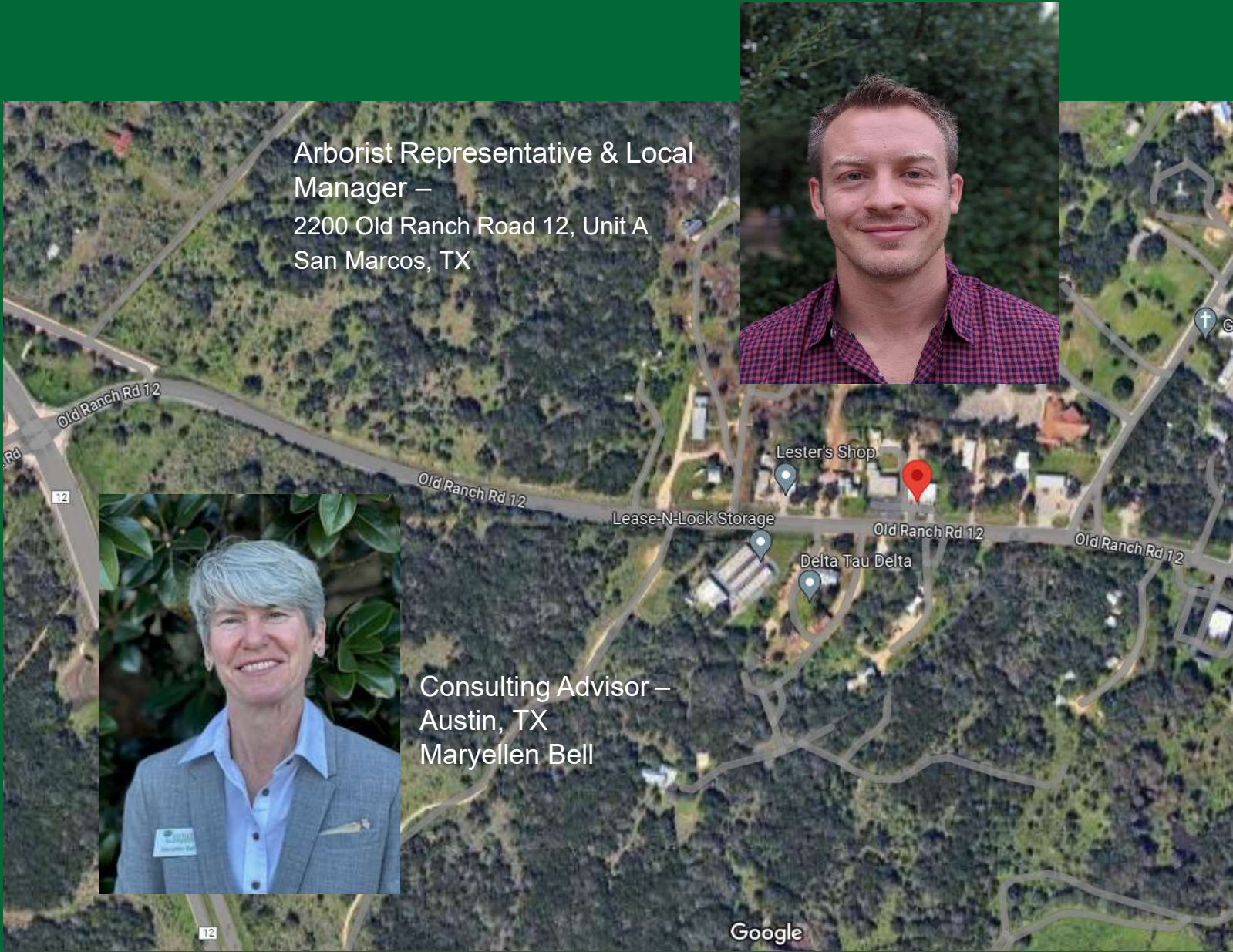
## The [F.A. Bartlett Tree Expert Company](#) Mission

*We are committed to providing scientifically based landscape management recommendations, delivering quality service, safely and at a level that meets or exceeds industry standards. We strive to achieve total client satisfaction.*




# Overview of Firm – Project Office


The San Marcos Bartlett Tree Experts office will serve as the primary location for the City of Woodcreek project.



**Arborist Representative & Local Manager –**  
2200 Old Ranch Road 12, Unit A  
San Marcos, TX



**Consulting Advisor –**  
Austin, TX  
Maryellen Bell



Bartlett Consulting is a division of The F.A. Bartlett Tree Expert Company with Consulting teams located throughout the United States, Canada, the United Kingdom, and Ireland. This highly educated, experienced, and qualified team provides a wide range of services that include tree preservation, construction monitoring, creation of management plans, tree inventories, tree risk assessments and mitigation plans, and development and support for Bartlett’s web-based tree management program, ArborScope™.



# Overview of Firm – Similar Projects

**Double J Golfcourse  
Woodcreek, TX  
2015 - Present  
(Bartlett Tree Experts)**

**Description:** This project involved oak wilt inspection on 60+ trees. Recommendations were provided after a complete review and included both trenching and treatments.

**Residents located in  
Woodcreek, TX  
(Bartlett Tree Experts)**

**Description:** We have inspected 25+ properties in Woodcreek, TX for oak wilt and provided recommendations on 150+ trees.

**City of Woodcreek  
Woodcreek, TX  
2009 - Present  
(Bartlett Tree Experts)**

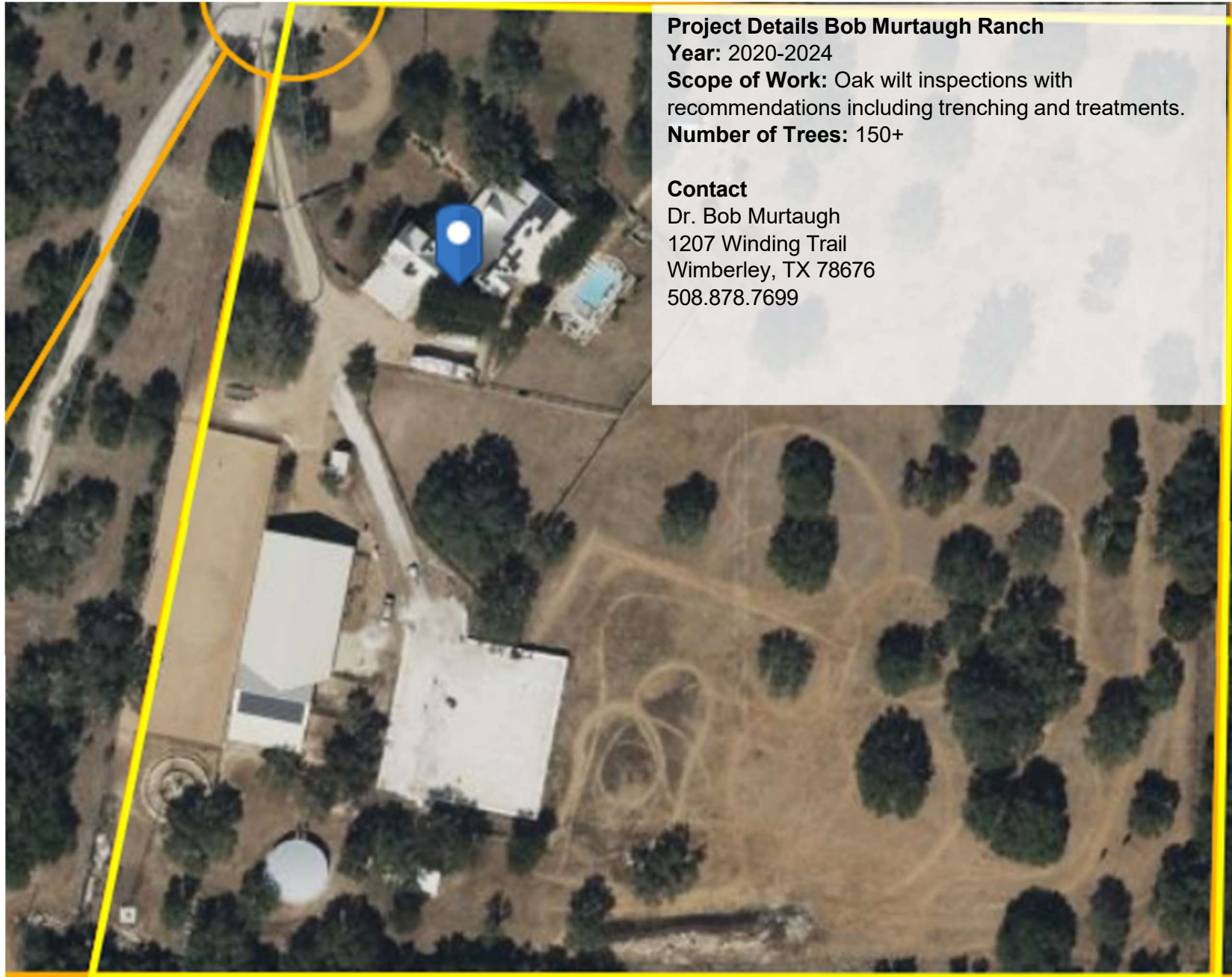
**Description:** We have been involved in pruning projects with the City of Woodcreek for 15 years.

**Keller Ranch  
Wimberley, TX  
2010 - Present**

**Description:** This project involved oak wilt inspection on 400+ trees. Recommendations were provided after a complete review and included both trenching and treatments.

**Todd Bauer  
1040 Flathead Drive  
Dripping Springs, TX 78620**

**Description:** This project involved oak wilt inspection on 471 trees. A condition map of the oaks was provided.



**Project Details Bob Murtaugh Ranch**  
**Year:** 2020-2024  
**Scope of Work:** Oak wilt inspections with recommendations including trenching and treatments.  
**Number of Trees:** 150+

**Contact**  
Dr. Bob Murtaugh  
1207 Winding Trail  
Wimberley, TX 78676  
508.878.7699

# Client Reference – Bartlett Tree Experts

## Qualifications – Bartlett Project Team

### Inventory Team – Data Collectors



**Joe Harris**  
Arborist Representative & Local  
Manager – San Marcos, TX  
Project Manager



**Zack Powers**  
Associate Consulting Arborist  
Austin TX



**K. Sloan**  
Associate Consulting Arborist  
Austin, TX



**Maryellen Bell**  
Consulting Advisor - Austin, TX  
Project Support



**Caitlyn Oak**  
Field Consulting Arborist  
– San Marcos, TX

# Qualifications – Team Qualifications

	Qualifications	Years of Experience	Relevant Experience in the Past 10 Years
<p><b><u>Joe Harris</u></b></p>	<ul style="list-style-type: none"> <li>ISA Certified Arborist</li> <li>Texas Department of Agriculture Commercial Pesticide Applicator</li> </ul>	<p>10 years</p> <ul style="list-style-type: none"> <li>2007-2012 &amp; 2019-Present: Bartlett Tree Experts Arborist Representative &amp; Local Manager</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b><u>Maryellen Bell</u></b> M.Agr. Horticulture B.S. Science Agriculture Education</p>	<ul style="list-style-type: none"> <li>ASCA Registered Consulting Arborist #703</li> <li>ISA Board Certified Master Arborist #WE-5643A</li> <li>ISA Tree Risk Assessment Qualified</li> <li>Texas Oak Wilt Qualified</li> <li>Irrigation Assoc. Irrigation Auditor</li> <li>CA Pesticide Advisor #119955</li> </ul>	<p>30 years</p> <ul style="list-style-type: none"> <li>2018-Present: Bartlett Tree Experts Consulting Advisor</li> <li>2015-2018: HortScience Consulting Arborist</li> <li>2013-2018: Irvine Company Landscape Manager</li> </ul>	<ul style="list-style-type: none"> <li>Irvine Company, CA Apartment and Office Communities– Tree Inventories &amp; Construction Monitoring (1000 trees)</li> <li>DR Horton, CA– Tree Inventory Preservation Plan (50 trees)</li> <li>Sunnyvale Partners, CA – Construction Monitoring (20 trees)</li> </ul>
<p><b><u>Caitlyn Oak</u></b> Bachelors of the Science of Agriculture with a Concentration on Horticulture</p>	<ul style="list-style-type: none"> <li>ISA Certified Arborist</li> </ul>	<ul style="list-style-type: none"> <li>July 2023 - Present: Bartlett Tree Experts Field Consulting Arborist &amp; Plant Healthcare Specialist</li> </ul>	

**K. Sloan**

- ISA Certified Arborist
- ISA Tree Risk Assessment Qualification
- 2019 - Present:  
Bartlett Tree Experts Associate Consulting Arborist

**Zach Powers**

- ISA Certified Arborist
- ISA Tree Risk Assessment Qualification
- 2017 to 2021 & 2022 - Present:  
Bartlett Tree Experts Associate Consulting Arborist

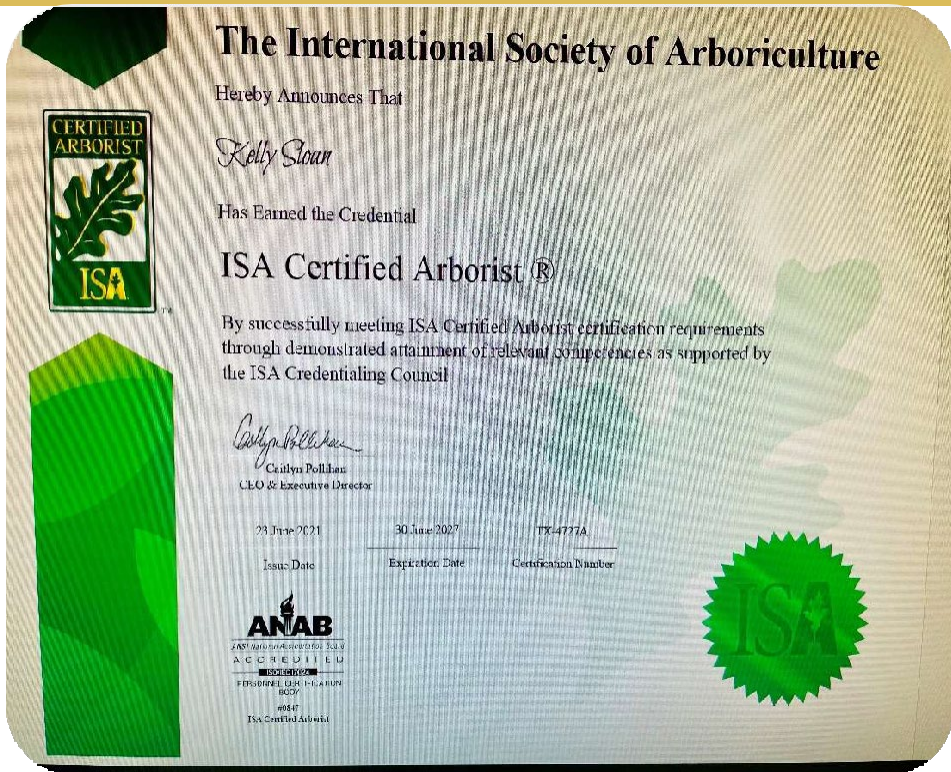


# Team Certifications



The F.A. Bartlett Tree Expert Company  
2200 Old Ranch Road 12, Unit A San Marcos, TX 78666 • 408-358-7888 • www.bartlett.com

# Qualifications – Team Qualifications





Name:

**Zach Powers**

Address:

**2403 W Howard Ln  
Austin, TX 78727  
UNITED STATES**

Phone:

**(512) 243-4408**

Email:

[zpowers@bartlett.com](mailto:zpowers@bartlett.com)

*Credentials*

ISA Certified Arborist®

ISA Tree Risk Assessment Qualification



# Quality Assurance & Control

## Pre-data collection

- Certified Arborist
- Texas Oak Wilt Qualified
- Pre-review and meeting
- Project strategy



## Day 1 of data collection

- On-site review with all Consulting Arborists
- On-site calibration of all Consulting Arborists



## Daily/Weekly

- Daily review of raw field data by each Consulting Arborist
- Daily upload of data into ArborScope™ to run the QA/QC report
- Weekly review of all data by Lead Consulting Arborist



## Completion of data collection

- Final QA/QC check by Lead Consulting Arborist & Consulting Advisor





# Estimated Cost

A formal proposal will be submitted if Bartlett is awarded the contract.

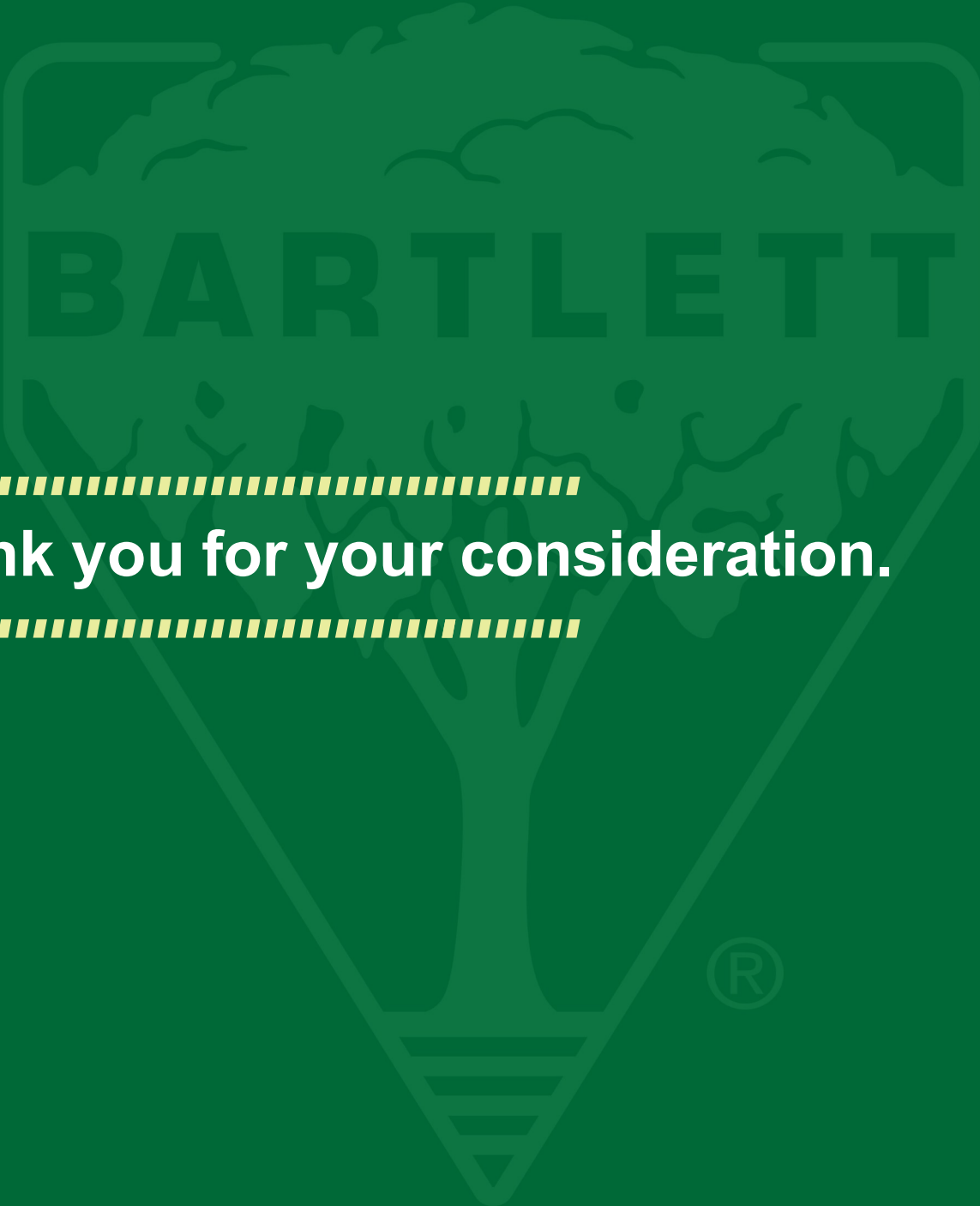
## Phase 1

Oak Wilt Detection	\$
<b>Per Tree Estimated Total Cost</b>	<b>\$15.00</b>

## Phase 2

Treatment Report	
Map of Oak Wilt zones	\$285/hour
<b>Estimated Total Cost</b>	<b>\$285/hour</b>

<b>Total Estimated Cost for evaluation</b>	<b>\$15.00 per tree</b>
--	-------------------------



**Thank you for your consideration.**



Bartlett Tree Experts  
1290 East Main Street  
Stamford, CT 06906  
[www.bartlett.com](http://www.bartlett.com)



CERTIFICATE OF LIABILITY INSURANCE

DATE 7/ Item 13.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with PRODUKER (York International Agency, LLC) and INSURED (The F.A. Bartlett Tree Expert Company) details, including contact info and insurer list (Travelers, The Travelers Indemnity Company, Federal Insurance Company).

COVERAGES CERTIFICATE NUMBER: 1890640938 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main insurance coverage table with columns: TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Professional Liability.

DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) City of Woodcreek is included as an additional insured with respect to Commercial General Liability, Automobile Liability, Umbrella Liability, and Professional Liability for work performed by The F.A. Bartlett Tree Expert Company where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Table with Certificate Holder details (City of Woodcreek, 41 Champion Circle, Wimberley TX 78676) and Cancellation notice (SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.)

AUTHORIZED REPRESENTATIVE signature: Stephen P. DeBattis